

1. Where do I find the forms and information?  
All forms, information videos and documents are listed on Campus Connect at <https://collegeconnect.mybvc.ca/Departments/Support/Human-Resources>
2. Whose accountability is it to ensure the FDP takes place with my supervisor?  
As a faculty member, you are accountable to start the process. Engage with your Associate Dean (AD) to express your interest in having the FDP complete, and arrange for a time that's mutually agreeable. As the AD could have many individuals requesting an FDP at the same time, there will need to be flexibility to accommodate everyone's requests.
3. How often do I need to have an FDP?  
An FDP should be completed at least once every 3 years for continuous and temporary faculty members. Casual members can request one anytime in their career. Anytime a faculty member has a major change in responsibilities, it is a good idea to complete an FDP.
4. I'm a casual employee, do I need to have one?  
All faculty members, regardless of their status (continuous, temporary or casual) must participate in completing an FDP with their supervisor.
5. Where do I send the form when completed?  
Once both the faculty member and the supervisor have signed off, the form is to go to Human Resources at [humanresources@bowvalleycollege.ca](mailto:humanresources@bowvalleycollege.ca).
6. Where are the forms stored, when they're complete?  
All employee records are stored in Sharepoint, HR staff will ensure the FDP is placed in the employee's personal file.
7. Who tracks when one is required?  
You as a faculty member should be aware of when your last FDP was so that you can initiate the process at the appropriate time. The supervisor will also receive a report from the personnel records of the date of the last appraisal (if it was in the previous format) or the last FDP. If the faculty member does not come forward to request an FDP within the 3 year period, the supervisor will ask about scheduling one.
8. How do I get a copy of my last PA/FDP, to reference for this FDP?

Your supervisor may have a copy, or you can ask Human Resources through the general email box at [humanresources@bowvalleycollege.ca](mailto:humanresources@bowvalleycollege.ca) for the last PA on record.