

PD requests process for Faculty in LSS

1. ALL PD requests that can be anticipated for the year must be submitted to the committee by July 30 each fiscal year.

Example: Fiscal year starts July 2017 – all PD requests for any activity July 1st 2017-June 30th 2018 must be submitted by July 30th 2017.

You must submit a Staff Development/Out of country Request Form along with any printed materials about the conference to help the committee make decisions. If conferences are anticipated however details are not available yet (such as ASSC) please estimate funds based on the previous year as best of your ability.

These materials should be placed in Lindsey's mailbox by July 30th

2. Committee will meet end of September to go through all the requests. Any leftover monies at that time will be reallocated after this into the larger LSS PD funds, which is consistent with the process for other PD monies allocated to LSS groups.
3. If a PD opportunity comes available throughout the year, you should fill out a Staff Development/Out of country Request Form. Counsellors should submit to Donna George and if she supports the request, she will send to Lynn. Donna and Emily should submit directly to Lynn, as this is their supervisor. Lynn will review these requests based on the availability of remaining PD funds for the department. This means you may still be able to have PD throughout the year, the process for requesting these funds will just be different. However, we encourage you to look ahead for the year and submit any foreseeable PD by July 30th each year for our approval in September.
4. A spreadsheet will be kept with information about who has received PD for what, and associated costs.