



Framework for Approving Professional Development in Academic Division

1. Purpose

Professional development (“PD”) is essential to the achievement of SAIT’s mission and mandate. The intent of this framework is to clarify the considerations and process by which SAIT resources are allocated to support the ongoing PD of academic division team members. This framework is an extension of SAIT policies and procedures relating to professional development, as reviewed in section 7.

The currency and quality of student learning at SAIT is highly dependent on faculty expertise. Faculty are expected and encouraged to develop and maintain current expertise in their fields of practice, in the specific subjects in which they teach, and in the field of teaching and learning. This expertise can be acquired and enhanced in a variety of ways, such as through professional experience, ongoing industry work experience, project-based learning, scholarly activity and continuing education. SAIT’s effectiveness as an institute is also highly dependent upon the expertise of its staff and as such academic staff are similarly expected and encouraged to develop and maintain current expertise in their fields of practice.

2. Approval Process

Academic Chairs/supervisors (“Supervisor”), working as appropriate with their respective teams and fellow Supervisors, will assess applications for PD funding (as per Schedule A) and make a determination to approve funding based on the merits of the application.

- PD Activities within Alberta can be approved by the Supervisor.
- PD activities requiring travel outside Alberta and within Canada require additional approval by the Associate Dean and/or Dean.
- PD activities requiring travel outside of Canada require additional VP Academic approval.

3. Sharing of Knowledge

Professional development plays a critical role in nurturing personal mastery. Reflecting upon PD activities is an integral component of learning and development, and sharing such reflections is a powerful opportunity to inspire others and advance team learning. As such, it is the responsibility of all those pursuing professional development to share the knowledge and learning attained from professional development.

A Professional Development Reflection Report (Schedule B) must be completed after all approved PD activities. The Supervisor and applicant may discuss additional opportunities to share knowledge from development activities.



4. Applicant Submission & Administration

Academic Division members interested in pursuing PD activities requiring funding support will complete the Application for Professional Development Funding (Schedule A) and submit to their respective Supervisor for approval prior to confirming such activities.

Applicants may use discretion regarding the fullness of information provided in the application depending upon the scope and funding requirement of the PD activity. As example, requests for funding support for professional membership/accreditation dues require less supporting detail. Similarly, certain questions in the application are not relevant to submissions from SAFA members seeking approval for PD funding to support the purchase of appropriate tools.

Applicants are required to submit the following forms to the Academic Chair:

- Prior to the professional development activity:
 - Application for Professional Development Funding (Schedule A)
 - AP60 including a detailed cost estimate with quotes
 - HR20 Travel Registration Form

- Following completion of approved professional development activity:
 - An expense claim package with detailed receipts
 - Professional Development Reflection Report (Scheduled B)

5. Approval Guidelines & Funding Envelope

PD funding is limited and will be allocated fairly and appropriately. Schedule A reviews the key considerations that will impact professional development approval decisions. Four primary areas are assessed:

- 1) How does the proposed professional development activity support personal, program, school goals, SAIT goals, and ultimately student success?

- 2) What are the funding requirements and financial impacts of the activity? (i.e. faculty PD; school PD; third party funded; etc.)

- 3) How does this development activity relate to the ongoing development journey of the applicant and balance the development of expertise in the field of study of the faculty member vs. expertise in the field of teaching? How does this balance the expertise of the faculty team?

- 4) How does the faculty member envision sharing the knowledge gained from the activity?



6. Other Professional Development Opportunities and Approval Processes

SAIT offers additional avenues for PD that may be of interest to Academic division members. These include the Free Seat program, Professional Credential Enhancement Program and SAIT Internal training. Please see more detailed information below for clarity on the approval process required for these programs.

Free Seat program:

The Free Seat program opens the doors to nearly 500 SAIT courses. Free seats are available for eligible SAIT courses that do not reach maximum registration by two days prior to their commencement. All salaried Academic division members can register to fill the empty seats and enjoy the same learning experience as the rest of the class.

Email free.seat@sait.ca after 8 am, two days before the course is scheduled to start — you have until noon on the day the course starts to put in your request. For example, a registration request for a course beginning on a Saturday may be sent no sooner than 8 am on the Thursday prior and no later than noon on Saturday. Include the following information in your email: full name; SAIT identification (employee) number; telephone number; course name and code; course start date and CRN number.

You'll receive an email from the Office of the Registrar with the information you need to start the course. If a course on the free seat list receives full registration, it will not be available for the Free Seat program. More details on the Free Seat program are available on SAITNOW.

Professional Credential Enhancement Program:

The Professional Credential Enhancement Program is designed to support SAIT staff and faculty in pursuit of professional and organizational excellence. Tuition funding is available for completion of certificate, diploma, undergraduate, graduate and post-graduate degrees from approved or accredited post-secondary learning institutions. Please refer to HR.2.2.3 Procedure on sait.ca for full details pertaining to this program. Applicants are required to submit a proposal package and the Professional Credential Enhancement Application Form (HR.30) to their Dean/Director (found on SAITNOW).

SAIT Internal Training

SAIT offers various mandatory and voluntary training courses for employees, at no charge to the employee. No approvals are required to attend these courses. Employees may need to coordinate with their Supervisor to assist with finding an appropriate time to take these courses. Course offerings are listed on SAITNOW.



7. Policy/Procedure Reference

- HR.2.2 Professional Development policy
- HR.2.2.1 Institutional Professional Development procedure
- HR.2.2.2 Professional Development Fund – Academic Employees
- HR.2.2.3 Professional Credential Enhancement procedure
- HR.1.4.1 Travel Planning and Approval
- FN.11.1.1 Expenses & Schedule A: Expenses Not Eligible for Reimbursement



<p>FINANCIAL IMPACT OF ACTIVITY</p> <p>Attach AP60 with detailed costing</p> <p>What is the projected cost of the PD activity?</p> <p>What is the funding source?</p> <ul style="list-style-type: none"><input type="radio"/> Faculty PD<input type="radio"/> School PD<input type="radio"/> Third party<input type="radio"/> Cadmus/Cisco<input type="radio"/> Restricted Fund<input type="radio"/> Other <p>Are there additional funding sources available to support this activity?</p> <p>Will the activity impact scheduled workload or program delivery?</p>	
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<p>PROFESSIONAL DEVELOPMENT JOURNEY</p> <p>How does this professional development activity relate to your ongoing development?</p> <p>Provide a brief summary of the PD activities pursued in the last five years.</p> <p>Have you taken a similar activity previously? When? What's new?</p> <p>How does this activity balance the ongoing development of expertise in your field of practice with the development of expertise in teaching?</p> <p>How does this activity balance the expertise and development as it relates to your broader faculty team?</p> <p>Does this support Scholarly activity?</p>	
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KNOWLEDGE SHARING

How do you plan to share /disseminate the learnings with others in the program/school?

Please explain how the knowledge will be shared.

Trip report

Team meetings

Presentations

Applicant signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Dean/Director signature: _____ Date: _____

VP Academic signature: _____ Date: _____

By signing this worksheet it indicates that SAIT is in agreement with sending this employee to the aforementioned activity and, upon further review, the travel paperwork process will begin.

The applicant ensures that they will abide by all relevant policies and procedures relating to professional development, travel and international travel as reviewed in Section 6.



Schedule B: Professional Development Reflection Report

Name:	
Professional Development activity:	
Website link (if applicable):	
Location(s):	
Date(s):	
On a scale of 1 – 10, how would you rate the activity overall? 1 = poor; 10 = awesome	
On a scale of 1 – 10, would you recommend it to your colleagues? 1 = definitely not; 10 = absolutely – no reservations	
Who else could benefit from attending?	
What were your key learnings from this activity?	
Application of learning & follow up plans (describe how you will follow up on this activity; what actions will you take to implement your key learnings?)	
How learnings were shared/disseminated (describe how you have shared what you learned with your colleagues and the department):	