



## Framework for Approving Professional Development

### 1. Purpose

- a) **All:** 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 PD of its employees. This framework is an extension of SAIT policies and procedures relating to professional development, as reviewed in Section 6: Policy/Procedure Reference.
- b) **Faculty:** 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

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/Dean/Director.
- PD activities requiring travel outside of Canada require additional approval by the Vice President.

### 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

All SAIT staff and faculty 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. For 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 Supervisor:

- Prior to the professional development activity:
  - AP60 including a detailed cost estimate with quotes
  - HR20 Travel Registration Form
  - Application for Professional Development Funding (Schedule A)
  
- Following completion of approved professional development activity:
  - Professional Development Reflection Report (Scheduled B)
  - P-Card/expenses with detailed receipts

## **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) **PD SUMMARY AND VALUE PROPOSITION:** How does the proposed professional development activity support personal, School/department, SAIT goals, and ultimately student success?
  
- 2) **FINANCIAL IMPACT OF ACTIVITY:** What are the funding requirements and financial impacts of the activity? (i.e. faculty PD, school PD, department PD, third party funded, etc.)
  
- 3) **PROFESSIONAL DEVELOPMENT JOURNEY:** How does this development activity relate to the ongoing development journey of the applicant and balance the development of expertise in the field of practice? How does this balance the expertise of the team?
  
- 4) **KNOWLEDGE SHARING:** How does the faculty member envision sharing the knowledge gained from the activity?

## **6. 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

## Schedule A: Application for Professional Development Funding

Name: \_\_\_\_\_ Program/Dept: \_\_\_\_\_  
PD Submission date: \_\_\_\_\_ PD Location: \_\_\_\_\_  
Date(s) of PD activity: \_\_\_\_\_

### PD SUMMARY AND VALUE PROPOSITION

Provide a brief description of the activity.

Why is this activity of interest?

How does this activity support personal,  
School/department, and SAIT goals?

<p>How does this activity support student success?</p>	
<p>Are there other ways to learn the content covered?</p>	
<p>Is this training available at SAIT?</p>	
<p>If the proposed activity requires international travel, is there a suitable local/Canadian alternative?</p>	
<p>Is anyone else planning to attend this activity?</p>	

## FINANCIAL IMPACT OF ACTIVITY

What is the projected cost of the PD activity?

What is the funding source?

- Faculty PD
- School PD
- Department PD
- Third party
- Cadmus/Cisco
- Restricted Fund
- Other

Are there additional funding sources available to support this activity?

Will the activity impact scheduled workload or program delivery?

## PROFESSIONAL DEVELOPMENT JOURNEY

How does this professional development activity relate to your ongoing development?

Provide a brief summary of the PD activities pursued in the last five years.

Have you taken a similar activity previously?

If so, when? What's new?

How does this activity balance the ongoing development of expertise in your field of practice?

<p>How does this activity balance the expertise and development as it relates to your broader team?</p>	
<p>Does this support Scholarly Activity?</p>	

<p style="text-align: center;"><b>KNOWLEDGE SHARING</b></p>	
<p>Please explain how the knowledge will be shared (trip report, team meeting, presentation, etc.).</p>	

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President 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):	