

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY



College Practices

Approved: March 1, 2005
Responsibility: COG

PRACTICE NUMBER: NC600-07

PRACTICE TITLE: Professional Development Leaves – Administrative & Support Staff

A. Background and Definitions

B. Purpose

Clearly outline standards, criteria and method of evaluation for professional development leaves for admin and support staff.

pursue suitable renewal activities in order to address expanded career goals deemed to be consistent with College objectives for professional development leaves.

a) research, study or applied learning in the individual's specialized area of endeavor at the College, study of professional/vocational advances at other institutions;

to remain current or to learn new methods); and

other appropriate activities (e.g., task force leadership; survey activities; business, professional or industrial service activities).

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Suitable Objectives for Professional Development Leaves

4. Activities pursued during the professional development leave should be directed towards the fulfillment of one or more of the following objectives:
 - a) enhance the staff member's knowledge and effectiveness within his/her, vocation or related fields;
 - b) be consistent with the aims of a particular area of the College, department or division;
 - c) provide direct benefit to students and/or department/divisional operations;
 - d) promote relevant opportunities for the employee to pursue or build upon activities/ initiatives which have been undertaken external to the College but of direct benefit to Niagara College; and
 - e) augment the College's ability to respond to community needs.

Professional Development Leave

5. Professional development leaves to a maximum of twelve (12) months may be granted subject to the following conditions:
 - a) an employee has been continuously employed within the College for a period of not less than six (6) years;
 - b) the employee's absence from work can be accommodated;
 - c) the purpose of the leave is for College-approved professional development;
 - d) the employee, upon termination of the leave, will return to the College for a period of one (1) year, failing which he or she shall repay the College all salaries and fringe benefits received by him or her while on professional development leave;
 - e) subject to available funds in that budget year, the salary paid to the employee can be up to 70% of earnings for a maximum period of up to four (4) months. Should the leave exceed four (4) months; the remaining portion will be unpaid;
 - f) it is understood that the College's payment is subject to reduction if the aggregate of the College's payment and compensation or payments from other sources during the period exceed the amount of an employee's normal salary; and
 - g) an application for professional development leave shall be submitted to an employee's supervisor at least six (6) months prior to the proposed commencement date.
6. All applicants will be notified in writing by the President, as to the disposition of the application for professional development leave.

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7. An applicant who is denied professional development leave shall be notified in writing of the reasons for the denial.

Evaluation of Applications for Professional Development Leaves

8. All applications for professional development leave will be evaluated by the PD Leaves Committee according to the following criteria:

- a) the relevancy of the proposed activity to College objec-0.002 Tw 12 Tw 12t0 6(n)-14(976 467.51

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APPLICATION FOR PROFESSIONAL DEVELOPMENT LEAVE

The information on this

(b) Please identify the activities you wish to pursue during your professional development leave period.

(c) What benefits will the College derive from the completion of your proposed professional development leave activities and outcomes?

(d) What benefits will you derive (professionally/personally/educationally) from the completion of your proposed professional development leave activities?

Signatures

Date

Signature of Applicant

Date

Dean/Director/Chair/Manager

Date

Chair, Professional Development Leaves

Date

Vice-President (appropriate area)

Date

President