

# UFV'S IN-SERVICE PROFESSIONAL DEVELOPMENT PROGRAM

## CRITERIA

The following criteria have been established by the Joint Professional Development Committee for the administration of the In-Service Professional Development Fund.

An In-Service Professional Development application must meet the general criteria listed below and contribute to the professional development of the employee by:

- Developing and upgrading UFV job-related skills, knowledge, tasks and philosophies and/or;
- Preparing for reasonable career advancement within UFV in an area relevant to and available at UFV (a reasonable expectation must exist that advancement may result from pursuing the activity) and/or;
- Identifying the value to the institution related to UFV strategic goals (wellness, indigenization, EDI, etc.)
- Applications for activities/events which are reasonably similar in content and available in multiple locations should reflect the PD event (location/mode) that provides the best value in terms of cost and content. Applicants will provide a rationale for why a travel location/mode was selected and why that selection is preferable to alternative offering.

## TIPS FOR SUPERVISORS

### **As a direct supervisor, what is my role in reviewing and approving PD applications?**

All PD applications must be submitted to an employee's direct supervisor for review and confirmation that the request meets the in-service Professional Development criteria above. If the direct supervisor is not an exempt administrator, then the application will require a second signature from the exempt administrator. If it is felt that an application does not meet the criteria, the supervisor / exempt administrator may decline to support the application.

If an application meets the criteria, it may still be declined if it is determined that the leave would disrupt the operation of business at UFV (staff shortages, peak operational periods, critical projects or tasks, customer or client impact, etc.). Practical/reasonable logistical adjustments to accommodate PD activities are expected.

***NOTE: all applications that are declined must include full rationale from the supervisor/exempt administrator for their decision when submitted.***

All applications must be submitted to in-service PD whether they are supported by the supervisor or not. The PD Assistant will send the final approval or rejection notice to the employee once reviewed.

### **Things to consider when reviewing applications:**

- How will this activity contribute to the professional development of the employee and how will it directly link back to UFV?
- In what specific way will the activity develop or upgrade the employee's UFV job-related skills?
- What is the relationship between the activity and current or near future employment opportunities for this employee at UFV?
- How is the activity of value to the institution?
- Has the employee explored all cost-effective learning options that may be offered locally?
- How will the activity further UFV's strategic goals?
- Is the activity a requirement of the department or position? If so, then the activity is NOT an approvable professional development application and should be funded through the employee's department.