

Professional Development Allowance

Faculty of Science Guidelines

1 . Professional Development Allowance (PDA)

Introduction: All BUFA members “have the right to develop their professional expertise through regular participation in professional development activities. The Employer shall not unreasonably deny requests for scheduling changes in order for Members to participate in such activities.” (Article 12.2.22). For this purpose, “The Employer shall provide funds for the purpose of subsidizing the travel of Members to meetings of learned societies, professional associations, or similar groups. This fund may also be used for the purpose of subsidizing the purchase of equipment, books, journals, other published works, and general supplies.”. The guidelines enclosed herein apply to all BUFA members in the Faculty of Science with the exception of Contract Academic Staff (CAS). While CAS also have access to PDA funds, these are administered through the office of the Provost as per H.1.4, and CAS members wishing to access these funds should communicate with the office of the Provost and VP Academic directly.

PDA process: Funds shall be used to support scholarly activities of the member (teaching, research or service) as it pertains to their duties within the Faculty, as such any request for PDA requests shall reference which of these activities the expense will support. If required, the Dean may request clarification prior to approval, thus to prevent delays, members are strongly encouraged to provide rationale for atypical PDA expenses.

Reimbursement requests must be made using appropriate forms (e.g., travel and business expense form or cheque requisition) for approval (H.1.2). Funds must be expensed (and if applicable items received) within the fiscal year, starting April 1st, that the request for reimbursement is made.

If the PDA is used to purchase equipment to support professional activities, it should be clearly indicated on the request to facilitate maintenance of a Faculty-wide inventory of PDA purchased equipment as per H.1.2.

Purchasing of computer hardware, printers, audio-visual equipment must be approved by IT services.

Due to processing times, the Dean’s office cannot guarantee that any PDA requests submitted after March 15th be assigned to the current fiscal year.

PDA Reporting: The Dean’s office will issue, once in the Fall term, and once in the Winter term, a balance of PDA funds available to each member (12.2.23).

2. PDA Pool

Introduction: The Faculty of Science maintains a PDA pool fund, that is constituted of PDA funds “unspent by the Member after two (2) years” (H.1.3). These funds are to be “made available to all Members of that Faculty/Unit for the purposes of individual or collective professional development”, and “shall be

administered by the Dean/Director, in accordance with policies similar to those established by Faculties/Units in Appendices H.1.1 and H.1.2” (H1.3).

PDA pool call:

To facilitate fair and transparent allocation of funds from the PDA pool, the office of the Dean of Science will make three calls a year (Fall, Winter, Spring) for PDA pool requests.

PDA pool request: The requests must be made on the appropriate form available on the Faculty of Science website. Given the variability in funds availability within the PDA pool, it is ***strongly advised*** to seek pre-approval for any request in excess of \$1,000. All expenses must be fully incurred (and items received if applicable) within the fiscal year of the request, starting April 1st. No member shall receive more than \$2,500 in any given year (H1.3) or access the PDA pool if they have remaining regular PDA funds.

Decisions:

In making decisions, the Dean will endeavor to ensure fair and equitable distribution, and assess the need for funding. The Dean reserves the right to maintain a reserve of PDA pool funds each year to ensure a minimum availability of these funds from year to year.

Within two weeks of the deadline for PDA pool requests, the Dean will inform respective members of funding decisions.