

# YOUR RIGHTS Under The Collective Agreement

## THE FACULTY PROFESSIONAL DEVELOPMENT FUND

- **Regular and contract faculty** are entitled to professional development funds.
- The **purpose of professional development** is to encourage ongoing intellectual growth and scholarly activity so faculty members will maintain currency in subject matter, instructional processes, technological developments, learning materials, library holdings and professional skills and competencies relevant to their position with the College.
- Professional development funds are one of the most important collective agreement benefits for members. Depending on their Faculty's PD rules, **members can access up to \$6000.00** of regular and supplemental PD funds per year for PD activities.

## THE ORGANIZATION OF FACULTY PD COMMITTEES

- Each Faculty has a PD Committee to administer both regular and supplemental PD funds.
- Each PD committee is composed of a responsible administrator (i.e., a dean or associate dean) and at least three (3) faculty members elected at a Faculty meeting in May.
- Each PD Committee should have a Chairperson selected by its members. **Deans or their designates cannot serve as chairs.**

## THE ROLE OF FACULTY PD COMMITTEES

- Faculty PD Committees **promote activities** to enhance the academic, technical, and educational standards of their departments, disciplines, and programs.
- Faculty PD committees have a **responsibility to create PD Guidelines** which explain what kinds of PD activities are approved. (Article 9.02.e)
- The PD Guidelines should explain how PD funds are allocated (e.g., individual accounts, general pools, supplemental) and how members can apply.
- The PD Guidelines should include **examples of approved PD activities** and a process for reallocating any non-pooled individual PD funds.
- Each Faculty PD Committee **should have a Terms of Reference** which outlines its purpose and decisional rules. The DCFA, upon request, can provide support to draft them.

## ADMINISTERING PD FUNDS

- Faculty **PD committees are collegial in nature** and their members are expected to make decisions collegially.
- Faculty PD Committees operate on the basis and principles of *Robert's Rules*, and **committee decisions are by majority rule.**
- Once a PD Committee approves a PD request, the responsible administrator is informed and will authorize disbursement of PD funds.
- Should a dean or designate withhold authorization of PD funds, **which should not be unreasonably withheld**, they must provide the PD Committee an explanation why within five working days.
- If a PD Committee member or an applicant believes a responsible administrator has unreasonably withheld approval, please contact the DCFA's VP Stewardship or the Associate Steward.

*See Article 9 "Professional Development" for specific details and ask your steward or the VP Stewardship for more information.*

## WHO TO CONTACT?

### Your Executive Council

Each Faculty area has a DCFA Executive Council (EC) representative. Your EC representative will be able to advise you on DCFA issues, and will take your concerns or initiatives to Executive Council.

### Your Area Stewards

Each Faculty area has an Area Steward on the DCFA Contract Committee. Your Area Steward can provide assistance with working conditions issues or help you with interactions with the Employer.

### Your Table Officers

Elected to run the day to day operations of the Association, your Table Officers can provide information and support you in protecting your rights under the Collective Agreement.

### Not sure?

Contact the DCFA Office and we'll connect you to the right person ([dcfa@douglascollege.ca](mailto:dcfa@douglascollege.ca)).

Check [www.dcfa.ca](http://www.dcfa.ca) for contact information.

## YOUR COLLECTIVE AGREEMENT

Your working conditions, job security, benefits, evaluation, and responsibilities have been negotiated, and are contained in a **Collective Agreement agreed to by the DCFA and the Employer (Douglas College)**.

You can access the Collective Agreement on the **DCFA website** ([www.dcfa.ca](http://www.dcfa.ca)) under Member Resources.

**You can get a printed paper copy** of the Collective Agreement at the DCFA office (room N2320 New Westminster Campus or room A1301 Coquitlam campus), or email [dcfa@douglascollege.ca](mailto:dcfa@douglascollege.ca) and to receive one via inter-campus mail.

## WHAT CAN YOU FIND ON THE DCFA WEBSITE ([www.dcfa.ca](http://www.dcfa.ca))?

The DCFA website has

- links to the Collective Agreement,
- meeting schedules,
- contact information for DCFA Executive Council Representatives and Contract Committee Area Stewards, Table Officers and other committee members,
- bargaining bulletins, and
- other member information.

## DCFA OFFICE LOCATIONS

**Coquitlam Campus – Room A1301  
604-777-6120**

**New Westminster Campus - Room N2320  
604-527-5166**

# KNOW YOUR RIGHTS

*A Guide For Faculty  
Professional Development  
Committees  
2024 - 2025*

- **The Faculty PD Fund**
- **The Organization of Faculty PD committees**
- **The Role of Faculty PD committees**
- **Administering PD Funds**
- **Who to Contact**

*Please see your Collective Agreement  
for complete information.*

**DCFA**  
DOUGLAS COLLEGE  
FACULTY ASSOCIATION