



It's that time of year again to discuss your professional development plans with your supervisor and book your PD days without delay.

You are entitled to:

A **minimum of 10 days** per year (at least five may be taken consecutively).

When can you take them:

During the academic year, at such a time as agreed between you and your supervisor.

After your PD has been discussed and mutually agreed upon, register the days on the HR portal using the 'PD' icon.

What kind of PD can you do?

Professional development comes in many forms. There are several types of PD objectives including knowledge, understanding, skills, attitudes and values.

Competencies may extend beyond the classroom/courses in several areas including community influence and decision making, ability to inspire and motivate others, developing support in organizations/groups, interpersonal skills, planning and critical thinking, etc.

Some people will attend a conference and/or take a course(s), while others will review the latest research or current trends by reading articles, books, and other resources.

Some may tour or work in agencies, factories, businesses or institutions.

Others may elect to attend workshops to stay on top of the current approach in the field of expertise.

You decide in consultation with your supervisor at your performance appraisal or during discussions about your field and/or subject expertise.

Professional development may include but not be limited to:

- ✓ Learning new knowledge or skills associated with courses that you are currently teaching and/or future courses.
- ✓ Maintaining your knowledge base; update your knowledge or skills; keep abreast with developments in your discipline or skills area.
- ✓ Learning new computer programs or participating in IT training which may enhance your course delivery.
- ✓ Doing a literature search at a library.
- ✓ Reading books or articles.
- ✓ Reading or reviewing new books, or new editions of books, in your discipline or skills area.
- ✓ Attending a seminar, webinar, course, workshop or professional development events.
- ✓ Reflecting on and analyzing a critical incident.
- ✓ Writing a paper, book review or proposal.
- ✓ Ongoing research or requirements of practice.
- ✓ Educational practice, theories, skills and developments, including learner-centred or other education methodologies.

Articles relevant to Professional Development in the Collective Agreement effective to September 30, 2017)

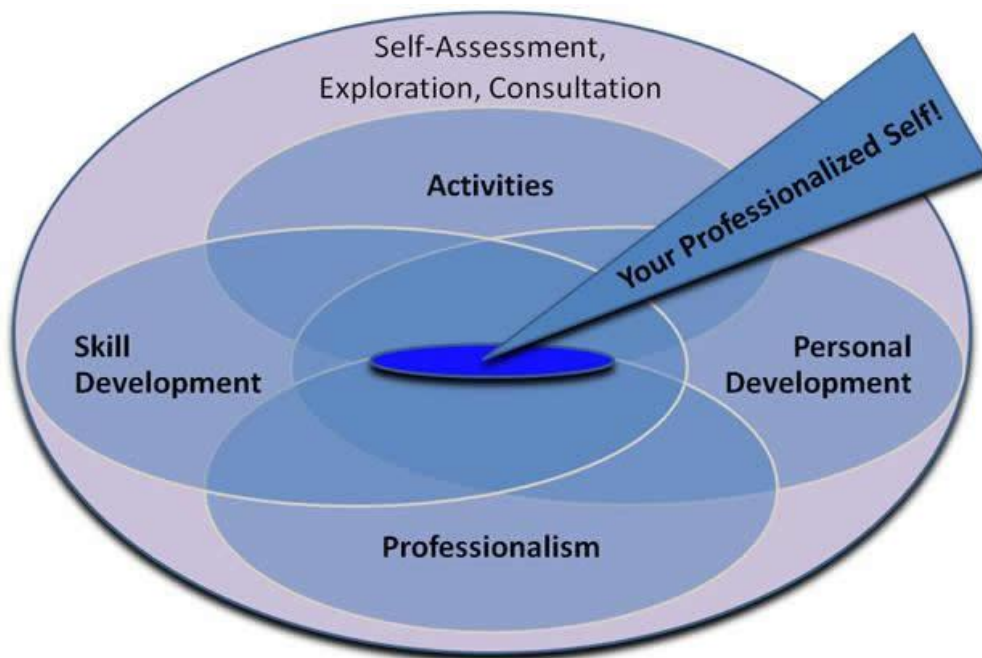
- 11.01 B1 Total workload assigned and attributed by the College to a teacher shall not exceed 44 hours in any week for up to 36 weeks in which there are teaching contact hours for teachers in post-secondary programs and for up to 38 weeks in which there are teaching contact hours in the case of teachers not in post-secondary programs.
The balance of the academic year shall be reserved for complementary functions and professional development.

- 11.01 H1 The College shall allow each teacher at least ten working days of professional development in each academic year.
- 11.01 H2 Unless otherwise agreed between the teacher and the supervisor, the allowance of ten days shall include one period of at least five consecutive working days for professional development.
- 11.01 H3 The arrangements for such professional development shall be made following discussion between the supervisor and the teacher subject to agreement between the supervisor and the teacher, and such agreement shall not be unreasonably withheld.
- 11.01 H4 The employee may be reimbursed for costs associated with such professional development, as approved by his/her supervisor or other body established by the College to deal with allocating resources made available for this purpose.
- 11.03 The academic year shall be ten months in duration and shall, to the extent it be feasible in the several Colleges to do so, be from September 1 to the following June 30. The academic year shall in any event permit year-round operation and where a College determines the needs of any program otherwise, then the scheduling of a teacher in one or both months of July and August shall be on a consent or rotational basis.
- 11.08 In keeping with the professional responsibility of the teacher, non-teaching periods are used for activities initiated by the teacher and by the College as part of the parties' mutual commitment to professionalism, the quality of education and professional development. Such activities will be undertaken by mutual consent and agreement will not be unreasonably withheld. No SWF will be issued but such activities may be documented, Where mutually agreed activities can be appropriately performed outside the College, scheduling shall be at the discretion of the teacher, subject to the requirement to meet appropriate deadlines

(Articles relevant to Counsellors and Librarians in the Collective Agreement effective to September 30, 2017)

- 11.04 B1 The College shall allow each Counsellor and Librarian at least ten working days of professional development in each academic year.
- 11.04 B2 Unless otherwise agreed between the Counsellor or Librarian and the supervisor, the allowance of ten days shall include one period of at least five consecutive working days for professional development.

- 11.04 B3 The arrangements for such professional development shall be made following discussion between the supervisor and the Counsellor or Librarian subject to agreement between the supervisor and the Counsellor or Librarian, and such agreement shall not be unreasonably withheld.
- 11.04 B4 The employee may be reimbursed for costs associated with such professional development, as approved by his/her supervisor or other body established by the College to deal with allocating resources made available for this purpose.



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