Management
Professional Development Fund

Established in 1995 for the professional development of the excluded employees of the British Columbia Institute of Technology.

SCOPE

The Management Professional Development fund exists to provide management and excluded staff with financial support to participate in activities that enhance and develop their leadership and managerial skills and/or to maintain professional currency. This is aimed at either enhancing an individual's current level of performance or to prepare them for career progression.

Funded activities include, but are not necessarily restricted to, academic upgrading, extended and short term programs, workshops, or conferences. An applicant may only receive funding for a particular annual conference (e.g. Banner Summit) once. Any training required for ongoing departmental operations or new initiatives is expected to be funded at the department level.

ELIGIBILITY

Applications will be accepted from any regular, full or part time management or excluded employee who has successfully completed his or her probationary period with BCIT.

COSTS COVERED

Applications will be considered for professional development activities that cost, in total, more than $1,000 per person including tuition costs, registration fees, books, and/or travel. The fund may not be accessed to cover the salary costs of a professional development leave.

APPROVAL CRITERIA

The following criteria will guide the Committee members during the adjudication process:

1. relevance of the program or activity to the existing and/or potential future role of the applicant
2. congruence of the program or activity with the strategic needs and/or goals of the Department, School, or the Institute
3. academic and/or professional integrity of the presenting institution, association, or organization
4. benefits that extend beyond the individual applicant and provide value to a larger group within BCIT or to the Institute as a whole
5. equity in the frequency of applications from the same individual or department

ADJUDICATION COMMITTEE

A committee comprising of a cross section of management staff will adjudicate applications. Committee members are:

Lorcan O'Melinn	Barry Hogan	Paul Morrison
Chris Golding	Brian Hosier	
Paul Harris (Chair)	Kim Dotto	

The committee meets three or four times a year with a notice of meeting date provided via Lotus Notes. If a decision outside of the regular time frames is required, the request may be accommodated if extenuating circumstances exist.

APPLICATION GUIDELINES

Submissions to the Committee must contain the following information:

Description of the Proposed Program:

- the name of the program or activity

- the institution or sponsor of the program or activity

- start and end dates of the program or activity

- location of the program or activity

- the applicant's rationale for the selection of this particular program or activity, including other options considered and why the program or activity is the most effective means to meet the applicant's learning needs

Cost of Program:

- a detailed breakdown of the cost of the program, books, supplies, and any required travel/accommodation costs for each fiscal year that expenses will be incurred

- any other sources of support (e.g. matching funds)

Departmental/Institute Support Requires:

- a written endorsement from the applicant's immediate manager, focusing on the value of the proposal to the individual and the department

- in cases of an application for a Post Graduate Degree program, an additional written endorsement from the applicant's Vice President, focusing on the value of the proposal to the individual, the department, and the Institute

- other supporting documentation that may demonstrate the value of the proposal to BCIT

Personal Learning Objectives:

- a copy of the applicant's most recent Individual Learning Plan

- a copy of the applicant's resume

Return your completed application package to:

Paul Harris SW1 – 2346,

or send electronically to paul_harris@bcit.ca