

Faculty Professional Development Policy

1. Policy Statement

Guru Nanak Institute of Global Studies (GNI) is committed to fostering a culture of academic excellence, innovation, and continuous improvement.

Faculty professional development is recognized as a cornerstone of GNI's institutional mission to deliver high-quality, student-centred education and maintain academic standards consistent with national and international best practices.

This policy establishes GNI's framework for supporting, funding, and evaluating faculty professional growth, ensuring that all instructors remain current in their fields, pedagogically competent, and aligned with emerging disciplinary and technological trends.

2. Purpose

The purpose of this policy is to:

- Promote ongoing learning, research, and pedagogical innovation among faculty;
- Enhance teaching quality, student engagement, and learning outcomes;
- Encourage participation in scholarly, applied, and community-based research;
- Support credential upgrading, publication, and leadership development; and
- Align faculty growth with GNI's strategic priorities and Degree Quality Assessment Board (DQAB) standards for institutional quality assurance.

3. Scope

This policy applies to:

- All full-time and part-time faculty members upon completion of their probationary period;
- Sessional or visiting instructors engaged under longer-term contracts (subject to supervisor approval); and
- Academic administrators with teaching or supervisory responsibilities.

Faculty professional development may be **discipline-specific, pedagogical, or leadership-oriented**, reflecting the diverse roles of academic staff across GNI's programs and departments.

4. Institutional Commitment

GNI commits to:

- Providing equitable access to professional development funding and opportunities;
- Encouraging innovation in teaching, learning technologies, and research;
- Recognizing professional development achievements through the faculty evaluation and promotion process;
- Embedding faculty development into the **Institutional Quality Assurance Plan (IQAP)** and annual performance review cycle; and
- Supporting scholarly collaboration with other institutions, professional associations, and research networks.

5. Funding Support and Allocation

1. Annual Budget Allocation

GNI will allocate up to **\$3,000** per eligible full-time faculty member per fiscal year for approved professional development activities, subject to budget availability.

Unused funds may not be carried forward without written approval from the **VPA**.

2. Eligible Uses of Funds

Professional development funds may be applied if they meet either of the two buckets listed in section 6 below.

3. Non-Eligible Uses

- Personal travel unrelated to approved development activity;
- Equipment purchases or software not approved for institutional use;
- Activities not demonstrably related to academic or pedagogical enhancement.

6. Professional Development Funding - Eligibility Categories

6.1 Bucket 1: Core Academic and Teaching Development (Priority Funding)

Eligible Activities (examples):

- Teaching and learning conferences or institutes
- Curriculum design, assessment, or program review workshops
- Discipline-specific pedagogical training
- Accessibility, inclusive teaching, or Indigenous pedagogy training
- Quality assurance, accreditation, or academic governance training

Eligibility Criteria:

- Full-time faculty appointment

- Activity demonstrates clear relevance to current teaching responsibilities or program development
- Alignment with institutional academic priorities
- Submission of a brief learning plan and post-activity report

Funding Priority:

High priority; funded annually, subject to available resources.

6.2 Bucket 2: Research, Scholarship, and Professional Practice Development

Eligible Activities (examples):

- Academic conferences (paper presentation or panel participation)
- Research methodology training or software workshops
- Scholarly writing retreats or publication-related activities
- Professional certification or advanced disciplinary training
- Knowledge mobilization and community-engaged scholarship

Eligibility Criteria:

- Full-time faculty appointment
- Demonstrated relevance to faculty member's discipline or research agenda
- Evidence of scholarly or professional contribution (e.g., presentation, publication, project)
- Submission of outcomes or dissemination plan

Funding Priority:

Funded on a competitive basis after Bucket 1 commitments are met.

6.3 General Conditions (Applies to Both Buckets)

- Funding is subject to annual budget availability
- Maximum funding limits are established each academic year
- Approval is required prior to incurring expenses
- Recipients must submit proof of participation and a brief outcomes summary
- Preference may be given to applicants who have not received funding in the previous cycle

6.4 Institutional Endorsement

All proposed professional development must receive **written pre-approval** from the **Department Head** or **Program Chair**, confirming its relevance and compliance with policy.

7. Responsibilities

7.1 Faculty Members

Faculty are responsible for:

- Identifying individual learning and professional growth needs;
- Preparing a **Faculty Development Plan** outlining objectives, timelines, and anticipated outcomes;
- Submitting funding requests in accordance with procedures and deadlines;
- Actively participating in approved professional development activities; and
- Providing a **post-activity summary report or presentation** describing outcomes, learning impact, and potential applications to teaching or research.

7.2 Department Heads / Supervisors

Department Heads or Program Chairs are responsible for:

- Reviewing and endorsing faculty development plans and funding requests;
- Ensuring alignment of proposed activities with departmental and institutional goals;
- Facilitating workload flexibility, scheduling, or leave as appropriate;
- Encouraging knowledge sharing through departmental meetings or workshops.

7.3 Vice-President, Academic

The VPA is responsible for:

- Overseeing policy implementation and equitable fund allocation;
- Monitoring participation rates and budget utilization;
- Reviewing faculty reports and identifying institutional training priorities; and
- Reporting annually to the **Academic Council** and **Board of Directors** on faculty professional development outcomes.

8. Monitoring, Evaluation, and Reporting

1. Professional Development Record

The Human Resources Department shall maintain a digital record of all approved faculty professional development activities, expenditures, and outcomes.

2. Annual Review and Appraisal

Professional development achievements shall form part of each faculty member's annual performance appraisal and may contribute to eligibility for promotion, contract renewal, or recognition awards.

3. Institutional Reporting

The VPAQA shall include an annual summary of faculty professional development

initiatives, participation rates, and impact assessments in the Academic Council's Annual Report to the Board of Directors.

4. **Continuous Improvement**

The data collected will be used to identify institutional training priorities and to update faculty development strategies as part of the Institutional Quality Assurance Plan (IQAP) review process.

9. Review and Amendments

This policy shall be reviewed every **three (3) years**, or sooner if required by changes in DQAB standards, educational best practices, or GNI's strategic objectives.

Revisions require approval from the **Academic Council** and **Board of Directors**.

10. Related Policies and References

- ADM-004 Institutional Quality Assurance Policy
- ADM-015 Faculty Recruitment and Employment Policy
- ADM-017 Academic Freedom and Integrity Policy
- ADM-018 Research Ethics and Integrity Policy
- SP-016 Equity, Diversity & Inclusion Policy
- BC Degree Quality Assessment Board (DQAB) Standards Manual (2024)

11. Approval and Implementation

This policy was approved by the Board of Directors of Guru Nanak Institute of Global Studies on the recommendation of the Academic Council.

Implementation and oversight are delegated to the Vice-President, Academic in collaboration with the Human Resources Department and the Academic Council Faculty Development Committee.