

PROFESSIONAL DEVELOPMENT SUPPORT FUND COMMITTEE

TERMS OF REFERENCE

Composition: The chair of each of Langara's instructional divisions; the chair of the Langara Library Public Services Department; the chair of the Langara Counselling Department; one faculty member from each of Langara's instructional divisions, elected by the members of the division (**for a period of two years, effective in the spring of each year**); the Vice-President of the Association.

Chairperson: Vice-President of the Association

The Chairperson will vote only in the case of an equality of votes and such casting vote shall be recorded.

Meetings: Such meetings as are required to fulfill its responsibilities.

Quorum: Nine members of the Committee, including the Chairperson.

Voting: Resolutions shall be carried or defeated by simple majority.

Policy: The Professional Development Support Fund Committee shall disperse the Professional Development Support Fund in order to enable LFA members to engage in their own professional development activities.

Responsibilities:

1. To decide, within guidelines specified by the LFA Board of Directors and subject to approval by the Board, what proportions of the Professional Development Support Fund will go to
 - a. each Langara Department (on an FTE pro rata basis) for distribution to faculty members;
 - b. the Langara Research Committee for distribution to faculty members;
 - c. supplementary funding of extraordinary needs of individual faculty members, as described below (in 2.)
2. To prepare guidelines for the disbursement of funds to individual faculty members to supplement those provided by their departments for professional development activities, to receive and assess applications from individual faculty members for such funds, and to recommend to the appropriate department and division chairs to approve the disbursement of such funds.
3. To account to the LFA Board at year-end, providing a financial summary of funds disbursed and of any balance remaining.