

MEMORANDUM

6000-1 (Principal)

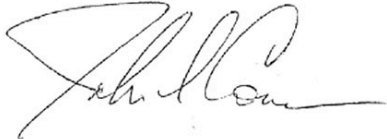
12 May 2008

Distribution List

**PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA)**

1. As a result of discussions at the same time as the negotiations of the UT Collective Agreement and with the concurrence of Treasury Board, it has been the agreed upon practice to provide professional expenses, as set out below.
2. PURPOSE AND ALLOCATIONS:
  - a. each UT shall be provided with a professional development expense budget of \$1550 per year, except that each UT with less than six (6) years experience as a university faculty member shall be provided with a professional development expense budget of \$2000 per year;
  - b. Professional development includes activities that are likely to be of assistance to a UT in furthering his/her professional development, and to The Royal Military College of Canada (RMC) in achieving its goals.
    - (i) maintenance and development of professional responsibilities such as memberships in learned and professional societies; and/or
    - (ii) the purchase of items related to the performance of professional, teaching or research activities.
  - c. Items that clearly meet these tests include but are not limited to scholarly or academically useful books, relevant software, costs associated with conference attendance, research supplies, etc. There are, however, many items where prior approval above the level of Dean may be required, and in some cases where approval on the clarity of needs will be subject to review.
  - d. PDA funds can be used to purchase Internet services at home, for professional use only. A statutory declaration will be required of the individual, indicating the % of this service that is going to be used for professional activities and only this proportion will be reimbursed.
  - e. In addition, certain items must be recorded on the Supply Customer Account (SCA) as per College policy.

- f. Furthermore, in the case of computing components (such as printers) the faculty member must cover the cost for any and all maintenance either from the members own research funds, from the PDA or from personal funds
  - g. Vanity items or items which would normally be considered as personal use items will not be approved e.g.: gowns, framing of degrees, expensive pens and stationery, entertainment items.
  - h. A UT's professional development expenses shall be subjected to the authorization by UT's Dean in order to ensure that those expenses meet the above purposes. Furthermore, since all membership fee expenditures must be approved at the level of CDA, all claims of that type must be submitted, with substantiation, by the Dean to the Comptroller.
3. All items purchased with PDA funds belong to the Crown, but are for the exclusive use of the member whose PDA was used as long as that person remains employed by RMC.
  4. These funds are part of each faculty's O&M budget; their existence is taken into consideration when deciding whether or not to award additional professional development funds to the direct control of the Dean.



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