

## HUMAN RESOURCES

<b>Subject</b>	<b>CURRICULUM DEVELOPMENT, PROFESSIONAL DEVELOPMENT AND NON-INSTRUCTIONAL WORK DUTIES</b> 3.10 Curriculum Development / Professional Development
<b>Procedure Section</b>	<b>7 Workload and Work Schedule</b>
<b>No.</b>	7.12
<b>Exempt Employment Policy References</b>	
<b>Collective Agreement References</b>	Vocational Article 13 (Duties, Responsibilities and Workload, clause 13.4)
<b>Forms &amp; Other Reference Material</b>	
<b>Status of Approval</b>	Approved 13-June-2013 Chris Rawson

### **PREAMBLE:**

The 2012-14 Collective Agreement with the BCGEU Vocational Instructors provides regular employees with 21 days per calendar year for curriculum development, professional development and non-instructional duties (CD/PD time).

Employees who are on non-regular appointment receive prorated curriculum development time.

### **PROCEDURE:**

#### **Regular Vocational Instructors**

1.

- i) assignable duty time (30 hours per week comprised of instructional duties and/or other assignable duties). In accordance with 13.3 (b) (4), instructional hours include the associated course preparation, student contact, marking and other functions and responsibilities required to deliver a course.
- ii) vacation, statutory holidays, or other paid leave.
- iii) curriculum development, professional development, and non-instructional duty time (CD/PD).

Vocational instructors are entitled to vacation and paid leave in accordance with the Collective Agreement which provides for 43 days vacation for regular full-time instructors (pro-rated for part-time) and 12 statutory holidays.

2. Employees must apply for and receive approval, in advance, for any paid leave, including vacation and CD/PD time.
3. Employees are required to prepare a schedule for the use of curriculum development/professional

development/non-instructional duty time in consultation with the Department Chair for approval by the designated supervisor. The schedule must be approved by no later than March 31<sup>st</sup> of each year.

4. It is anticipated that the designated supervisor will review the appropriateness of any proposed curriculum development/professional development/non-instructional activities at the time of approving the schedule.

5. need for the development of entirely new curricula or major revisions of existing curricula. Rather the designation of 21 days for curriculum development/professional development is intended for the ongoing maintenance activities associated with assigned courses which are required in order to keep the course materials current and relevant.

6. A Replacement Bank of 380 days per fiscal year The sche46(r)8(i)144rs6( )13(o)(u)14(l)17c46os4380

12. Employees on non-regular appointments receive pro-rated curriculum development time based on a maximum entitled of twelve working days in any one calendar year.
13. Appointment Confirmation form. Vocational Non-Regular