

Policy History
Policy No. HR7
Approving Jurisdiction: President
Administrative Responsibility: Vice President Finance & Administration
Effective Date: February 2001

Representation by Kwantlen Polytechnic University Employees at Conferences and Related Activities Policy

Kwantlen employees may occasionally have an opportunity to receive funding in order to participate in specific conferences and related activities representing Kwantlen Polytechnic University as a delegate, a presenter, in a leadership role, and/or as an information source to the University.

The University is committed to developing and maintaining an identity or presence within the Province and Canada, through University employee participation and leadership in selected educational organizations, conferences and other related activities. The University encourages employee involvement both provincially and nationally in a wide range of educational issues and activities. To this end, the University will support its employees with the time and financial resources wherever possible, dependent upon availability of funds, to participate as Kwantlen Polytechnic University representatives when determined appropriate by the University.

PROCEDURES

1. Support Staff

Upon identification by the University of a conference, workshop or activity for which a University support staff representative(s) might be funded to attend, the selection process to identify the support staff member(s) will begin by advertising the opportunity to the support staff and requesting applications from interested staff.

Applications will be reviewed by the support staff professional development committee.

The name(s) of the nominee(s) selected by the committee will be forwarded to the appropriate senior administrator who will make a recommendation to the President.

A criterion for selection will be a commitment by the applicant(s) to share the experience and information gained in presentations or other communication activities with support staff members of the University following the conference, workshop or other activity.

2. Faculty

Upon identification by the University of a conference, workshop or activity for which a University

faculty representative(s) might be funded to attend, the selection process to identify the faculty member(s) will begin by advertising the opportunity to faculty and requesting applications from interested faculty members.

Applications will be reviewed by the professional development joint advisory committee. The name(s) of the nominee(s) selected by the committee will be forwarded to the appropriate senior administrator who will make a recommendation to the President.

A criterion for selection will be a commitment by the applicant(s) to share the experience and information gained in presentations or other communication activities with faculty members of the University following the conference, workshop or other activity.

3. Administration

Upon identification by the University of a conference, workshop or activity for which a University administrator might be asked and funded to attend as a University representative, the President's Group will make a recommendation to the President.