

**TERMS OF REFERENCE****STAFF PROFESSIONAL DEVELOPMENT FUND COMMITTEE****FACULTY OF HEALTH****DALHOUSIE UNIVERSITY****PURPOSE**

To adjudicate staff (NSGEU and DPMG) professional development applications in accordance with the Faculty of Health Professional Development Fund Policy (January 2018). Support professional development through knowledge, performance or career progression of an employee's work at the University. Requests are adjudicated based on their alignment with the Faculty of Health's Strategic Priorities. Funding are requested through the Faculty of Health Budget Advisory Committee, who will provide an annual allocation which is subject to change each fiscal year depending on funding availability.

**MEMBERSHIP**

5 members:

Director of Human Resources, Faculty of Health

NSGEU members (2)

DPMG members (2)

**MEMBERSHIP TERMS**

2 years in the case of DPMG and NSGEU representatives and ongoing in the case of the Director of Human Resources

The Director of HR will seek nominations from NSGEU and DPMG staff, Faculty of Health, when there are membership vacancies. If more than 2 nominations are received for each of NSGEU and DPMG, those that were nominated first shall be acclaimed.

**SPECIFIC RESPONSIBILITIES**

- To convene as required to review professional development applications in accordance with the Faculty of Health Professional Development Fund Policy and in accordance with the terms herein (normally April/May)
- To vote on application submissions – majority rules

**OFFICE OF THE DEAN**

FACULTY OF HEALTH | Burbidge Building, 3rd Floor | 5968 College Street | PO Box 15000 | Halifax NS B3H 4R2 Canada  
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- To make recommendations to the Dean, with respect to funding allocations
- To ensure recipient award allocations are tracked and updated for maintaining accurate financials
- To prepare and submit an annual report to the Faculty of Health Budget Advisory Committee in March

All members are responsible for reviewing files in good faith and for maintaining confidentiality with respect to all files reviewed.

PD Cte approved – June 2018

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