The Faculty of Arts and Science (FAS) is committed to supporting ongoing training and development by providing Learning & Development assistance to staff who pursue continuous work-related knowledge and skill improvement. Learning & Development assistance is one way FAS encourages continuous learning and invests in staff who choose to develop in their current or future roles.

Attracting and retaining talent is important as employees build new skills, develop in their job and apply the learning in the workplace. This contributes to ensuring staff are engaged in supporting and enhancing Queen’s mission and aligns with the FAS Strategic Plan priority to “Support Our People” by building and sustaining healthy learning and working environments that foster community, mental health and well-being.

**Eligible Expenses**

It is the department/unit/school and employee's responsibility to seek out the courses and other training mediums that will enhance career development and are in line with the FAS Strategic Plan. Learning & Development can be obtained through attendance at seminars, courses or webinars, and programs, etc., that assist the employee in performing their essential job functions and increase the employee's contribution to the Faculty and the University going forward.

Work-related training/development applies to courses, programs, conferences, etc., other than those offered internally by the University that:

- provide skills and/or knowledge relevant to a staff member’s current or future position within the Faculty.
- provide skills and/or knowledge relevant to a staff member’s current or related field of work.
- provide skills and/or knowledge relevant to an employee’s contribution to a unified FAS with a strong sense of purpose, through alignment with the Guiding Principles in the FAS Strategic Plan.

**Note:**

Staff members are eligible for the Tuition Assistance Program (TAP). The TAP is comprised of two different funds:

1. The Educational Development Fund pays tuition fees for Queen's credit courses (to a maximum per academic year) taken on a part-time basis.
2. The Professional Development Fund reimburses tuition fees (to a maximum of $400 per academic year) for work-related courses taken at other recognized educational institutions.

Both funds offer an annually renewable non-taxable benefit; they support undergraduate and graduate studies at Queen’s (ED Fund) or other institutions (PD Fund).

The TAP is different from FAS Learning & Development assistance in that TAP supports studies at Queen’s and other educational institutions while the FAS Learning & Development Fund supports ongoing training and development at conferences/workshops/seminars and/or for micro-credentials/non-credit courses/professional certificates etc., that are focused on a particular topic or series of topics related to an area of specialization. This learning does not result in the awarding of an academic degree, diploma or certificate.

Staff and departments/units/schools should also review the OD&L Learning Catalogue and LinkedIn Learning library to determine if the training/support is already offered through these mediums.

Also, this procedure is not intended to support personal interest courses or personal development, unless the personal development opportunity has been specifically identified/recommended as an essential step in helping the employee to succeed in their role.
Learning & Development Advisory Team

Requests for Learning & Development assistance will be reviewed on a bi-annual basis (in October and January) and approved by the Learning & Development Advisory Team. The team will consist of:

- the FAS Human Resources Director or designate;
- FAS Project Manager, Organizational Design;
- five – seven additional FAS staff from across the Faculty.

In reviewing requests, the Team shall review the request submission and consider the following criteria (see Appendix A for full Assessment Rubric):

- relevance to employee’s current work and future career goals;
- alignment to the FAS Strategic Plan;
- alignment to department/unit/school priorities;
- commitment to share learning content (from webinar, workshop, conference, etc.), with team and colleagues;
- funds available; and funds allocated to the employee to date.

Terms and Conditions

FAS will support Learning & Development by providing up to $1,000 per employee, per fiscal year (May – April).

Learning & Development opportunities are normally identified in the employee’s annual performance review and dialogue plan.

Departments/units/schools and/or staff are responsible for payment of any additional costs not covered by this procedure, i.e. ancillary fees, books, mileage, parking, etc.

The actual amount any one individual may receive will be based on the available budget, departmental/unit/school business priorities, the principle of equitable access to available funds, and demands.

Application Process

A completed form, supported by the manager, is submitted to Learning & Development Advisory Team (via maryanne.wainman@queensu.ca) by October 18th or January 31st for review and approval.

The employee and manager are formally notified of the Team’s decision (within 3 weeks after deadline submissions) with respect to their request and may proceed to register for the Learning & Development opportunity.

Requests for Learning & Development assistance received after January 31st may be evaluated and considered by the FAS Human Resources Director, contingent on remaining funds available. Courses must be delivered by a provincially (or equivalent), professional or industry-recognized institution, agency or proprietor of continuous learning and development services.
**Appendix A: Application Assessment Rubric**

<table>
<thead>
<tr>
<th>EMPLOYEE INFORMATION</th>
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<th>Request Submission Date</th>
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<tbody>
<tr>
<td>Name</td>
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<table>
<thead>
<tr>
<th>LEARNING &amp; DEVELOPMENT OPPORTUNITY DETAILS</th>
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<tbody>
<tr>
<td>Activity</td>
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<table>
<thead>
<tr>
<th>Category</th>
<th>Meets (or Exceeds) All Expectations (4 - 5 points)</th>
<th>Meets Some (or Most) Expectations (1 - 3 points)</th>
<th>Does Not Meet Expectations (0 points)</th>
<th>Score (0 – 5)</th>
</tr>
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<tbody>
<tr>
<td><strong>Relevance</strong> to current work and/or future career goals</td>
<td>- Provides detailed explanation as to how the opportunity is relevant to their current role and/or future career goals.</td>
<td>- Provides some explanation as to how the opportunity is relevant to their current role and/or future career goals.</td>
<td>- Provides no explanation as to how the opportunity is relevant to their current role and/or future career goals.</td>
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<td></td>
<td>- Names and provides an explanation of specific skills, competencies and/or knowledge they hope to gain.</td>
<td>- Names specific skills, competencies and/or knowledge they hope to gain.</td>
<td>- Names no skills, competencies and/or knowledge they hope to gain.</td>
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<td>- Presents one or more examples of how the opportunity will help to strengthen their performance and/or prepare them for more advanced responsibilities.</td>
<td>- Presents at least one example of how the opportunity will help to strengthen their performance and/or prepare them for more advanced responsibilities.</td>
<td>- Presents no examples of how the opportunity will help to strengthen their performance and/or prepare them for more advanced responsibilities.</td>
<td></td>
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<tr>
<td><strong>Alignment</strong> with FAS Strategic Plan and/or Department priorities</td>
<td>- Offers detailed explanation as to how the opportunity aligns with the FAS Strategic Plan and/or Department priorities, including relevant examples.</td>
<td>- Offers some explanation as to how the opportunity aligns with the FAS Strategic Plan and/or Department priorities.</td>
<td>- Offers no explanation as to how the opportunity aligns with the FAS Strategic Plan and/or Department priorities.</td>
<td></td>
</tr>
<tr>
<td><strong>Commitment</strong> to sharing learning content with team and/or colleagues</td>
<td>- Provides detailed context on whether the learning opportunity could benefit teammates/colleagues.</td>
<td>- Provides basic context on whether the learning opportunity could benefit teammates/colleagues.</td>
<td>- Provides no context on whether the learning opportunity could benefit teammates/colleagues.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Indicates intent to share learnings with others, if applicable, and includes specific actions/plans to do so. Or, if the opportunity is not applicable to share, provides explanation as to why not.</td>
<td>- Indicates intent to share learnings with others, if applicable. Or, if the opportunity is not applicable to share, provides explanation as to why not.</td>
<td>- Gives no indication of intent to share learnings (or not) with others.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SCORE (max = 15):**