

## **ARTICLE 13: PROFESSIONAL DEVELOPMENT PROGRAM**

**13.1 PURPOSE:** There shall be an Academic Employee Professional Development Program to provide opportunities for the individual professional development of regular academic employees for the purpose of maintaining and enhancing the excellence of the educational programs of the District. The main thrust of this program is to update, retrain, and extend the expertise of faculty to meet the current and future needs of our students in accordance with college priorities.

**13.2 OPTIONS:** The leave options available through the Professional Development Program include the following:

1. conference/professional meeting attendance;
2. short-term projects defined as activities of three (3) weeks or less;
3. long-term projects defined as activities of more than three (3) weeks up to a full semester; and
4. extended leaves defined as full release from regular duties for an academic year.

Long term projects and extended leaves are intended to provide full release from regular duties and enable unit members to respond to changing educational conditions and to engage in substantive professional growth projects. These professional development options allow time for advanced formal coursework, independent study, work experience, programs of study and/or research and other beneficial activities which do not fall under regular faculty responsibilities. Intellectual property created during an extended leave or a long-term project is the property of the faculty member unless other specific agreements have been made with the District.

**13.3 LEVEL OF FUNDING FOR PROGRAM:** The level of funding will be one percent (1%) of the District budget for regular academic and third- and fourth-year tenure track academic employees of the unit.

**13.3.1** District funds will be allocated to the three colleges in amounts corresponding to the ratio of the numbers of regular academic and third- and fourth-year tenure track academic employees at each college.

**13.3.2** The college budget will be augmented by these amounts, categorically funded for this purpose.

**13.3.3** All projects funded for the following fiscal year must carry over committed monies from the current fiscal year.

**13.3.4** Ending balance funds in a fiscal year can be carried over to the next fiscal year. This fund carryover will not reduce the following year's allocation for that college.

**13.4 COMPENSATION:** All participants will receive their regular pay and fringe benefits for leaves up to a full semester. For projects with full release from regular duties for an academic year, participants will receive all fringe benefits and eighty percent (80%) of their regular pay.

**13.4.1** Participants on extended leaves may use previously banked time to bring their compensation up to 100% during a leave.

**13.4.2** Overload pay or reassigned time activities shall not be used to bring compensation up to 100% while participants are on an extended leave.

**13.5 DISTRICT'S SUPPORT:** The following are allowable costs.

**13.5.1 PERSONNEL:** Necessary instructor replacement costs.

**13.5.2 REGISTRATION FEES:** Reimbursement of registration fees to attend conferences, workshops, seminars, or other projects as approved by the Professional Development Committee.

**13.5.3 OTHER:** Course enrollment fees/tuition and/or travel/lodging costs may be reimbursed at the discretion of each college's Professional Development Committee.

**13.6 COSTS TO THE EMPLOYEE:** All expenses not listed on section 13.5 above will be borne by the participant

**13.7 REPLACEMENT:** Part-time faculty will be used as a replacement for a unit member participating in any approved Professional Development project. Part-time faculty may have an assignment up to 67% of a full-time load as a long term project or an extended leave replacement. If the District opts to replace a program participant with a full-time leave replacement, the costs to the Professional Development Program will be calculated as if the participant had been replaced with part-time hourly faculty.

**13.8 TYPES OF ACTIVITIES FOR SHORT- AND LONG-TERM PROJECTS:** The activities may be completed at a college, university, or in any other appropriate environment. The activities will be of the following four types, and must result in demonstrable benefit to the students of the District:

1. Participation in workshops, colloquia, seminars, or training sessions.
2. Retraining—acquiring new skills to be used in new areas and/or in improving and updating existing skills.
3. Advanced study—engaging in systematic graduate studies and/or activities directly related to identified college priorities.
4. Research—engaging in a variety of activities such as original work in one's field of expertise, extensive reading and summarizing of knowledge in a specific area, perfecting techniques and processes applicable to one's assignment.

**13.9 TYPES OF ACTIVITIES FOR LONG-TERM PROJECTS AND EXTENDED LEAVES:** For leaves of a full semester or an academic year, activities will be considered according to one or more of the following categories, all categories being considered equally:

- a. Retraining of applicant to allow for future new assignment in a needed area;
- b. Study, project or activity that provides an applicant with opportunities to upgrade skills and knowledge for current or future assignments;
- c. Study, project or activity for the improvement of curriculum, educational delivery, student personnel services or other support services;
- d. Study, project or activity for development or revision of certificate or degree program;
- e. Study, project or activity related to feasibility or revision of new or existing programs.

Employees will not be paid for tuition reimbursement except as indicated in 13.9 a-e above, nor for tuition for coursework that results in faculty moving to a higher column in the salary schedule.

### **13.10 ELIGIBILITY**

**13.10.1** Regular and third- and fourth-year tenure track academic employees are eligible for short- and long-term projects with no restriction on the frequency of participation.

**13.10.2** All regular academic employees who have completed six (6) years of continuous paid service with the District directly preceding the term of the requested leave are eligible for extended leaves. District authorized paid leaves will not constitute a break in service.

**13.10.3** Part-time faculty shall be eligible to apply for and participate in short-term or long-term Professional Development activities, but may only take a short-term leave.

**13.11 SELECTION PROCESS:** The Professional Development Committee on each campus shall consist of three AFT appointed faculty members, one Academic Senate appointed representative and two administrators.

- 13.11.1 The Chairperson will be a faculty member chosen by the Committee. Each member has one vote.
- 13.11.2 A majority (four votes with the exception of the situation described below) is required to grant approval for a professional development application.  
  
Members of the Professional Development Committee who apply for long-term professional development or sabbaticals, shall recuse themselves from all deliberation and votes on all long-term funding and sabbatical applications for the given semester. In the case that a member of the committee recuses themselves, three votes shall be sufficient to grant approval for a professional development application.
- 13.11.3 The Committee will screen the preliminary proposals. Faculty members whose preliminary proposals are acceptable may be requested to submit detailed proposals for final approval.
- 13.11.4 The Committee will submit a prioritized list of projects to the President of the college who will be responsible for granting final approval after consultation with the appropriate Dean. Such approval shall be granted or denied within 15 school days of receipt after all of the project documentation has been submitted.
- 13.11.5 Selection for extended leaves will be governed by a) potential of future service to the District and students; b) relative merits of application; and c) seniority.
- 13.11.6 Applicants whose requests have been denied by the Committee shall be informed, in writing, of the reasons for denial.
- 13.11.7 It is the intent of this program to fund a reasonable mix of short and long-term projects as well as extended leaves.

13.12 **APPLICATION PROCEDURES FOR SHORT-TERM PROJECTS:** Eligible faculty initiate the selection process by submitting a proposal to the Professional Development committee. The proposal will include: a) an estimated budget; b) a plan for replacement of the faculty member (if necessary); c) a brief statement of purpose; and d) a plan for sharing the results of the activity.

13.13 **APPLICATION PROCEDURES FOR LONG-TERM PROJECTS AND EXTENDED LEAVES:** Eligible faculty must submit a proposal to the Professional Development Committee by the mid-semester preceding the commencement of the project. Each application must be accompanied by a) an outline of the planned project, program, activity or work experience including a statement of purpose and objectives; b) a description of the activities involved; c) a plan for sharing or applying the result of the activity; and d) an estimated budget and a plan for replacement of the faculty member.

13.14 **TIMELINES:**

- 13.14.1 Short projects may be submitted for approval throughout the semester, but no later than thirty (30) days prior to the commencement of the project.
- 13.14.2 Long-term projects and extended leaves will be submitted for review no later than the mid-semester preceding the commencement of the project.

13.15 **RETURN FROM LEAVES:** Within thirty (30) days after returning to regular duties, each leave recipient will submit one or more of the following, providing evidence of having met the objectives stated in the initial application. Documentation will be submitted to the Professional Development Committee.

1. A transcript of courses taken and grades earned;
2. A report on the educational benefits of project or activity undertaken;
3. A description of plans for application of new skills and knowledge to teaching assignment

- and/or campus program;
- 4. Letter from an employer verifying work experience;
- 5. Samples of creative work, summary of research, and other evidence of original work produced as a result of leave.

The Professional Development Committee may request further evidence beyond that which is submitted by the recipient; such evidence must be submitted within two weeks of the Committee's request.

**13.16 RETURN OBLIGATION:** Recipients of extended leaves for an academic year must work for the District for two years after returning from such leave. Recipients of a long-term leave for a full semester must work for the District for one year after returning from such leave. If a faculty member fails to fulfill this return obligation, the District has the right to recover the total cost of salary and benefits, unless otherwise mutually agreed to between the District and faculty member.

**13.17 PD COMMITTEE GUIDELINES:**

**13.17.1** All communications regarding professional development applications should involve all committee members (unless a member of the professional development committee must recuse themselves because they are an applicant). Application decisions involve all committee members.

**13.17.2** In the spirit of parity and collaboration, the Professional Development Committees should strive to meet annually in order to compare successes and challenges the committees have experienced, such as the use of rubrics, seeking new and more diverse applicants, and recruiting new committee members.

**13.17.3** The professional development committee shall develop a year-end published report, which will include the committee's budget for the academic year and a breakdown of awards by division, discipline, and employment status (full-time vs. part-time).

**13.18 APPROVAL SEQUENCE**

All professional development applications follow the approval process below.

1. Applicant submits application to division dean.
2. Division dean inputs substitute information (if applicable).
3. If the division dean approves the application, they shall forward the application to the chair of the Professional Development Committee.
4. If the application is approved by the Professional Development Committee, it is forwarded to the Office of the President for final approval.
5. The Office of the President will forward the decision of the president, or designee, to the applicant and the Professional Development Committee.