

## Faculty Professional Development FAQ

**Q: What is Faculty Professional Development (FPD)?**

A: AVC shortens the instructional calendar by 10 days so that faculty may engage in an institutionally-sponsored professional development program. Through a carefully designed program, FPD provides professional development and resources for faculty in teaching methods, learning styles, curriculum development, student retention, educational technology, and other related areas.

**Q: Who is required to participate in the FPD program?**

A: All faculty must participate in professional development activities. Administrative and classified employees are not required to participate but are encouraged to do so.

**Q: Why am I required to participate in the FPD program? Do I get paid to participate in the FPD program?**

A: FPD hours are included in the AVC faculty contract, which means that faculty members are paid for completing their FPD obligation. It is assumed that faculty members will complete the required hours, and therefore, the pay is already incorporated into faculty salaries.

**Q: I am an adjunct faculty member; how many hours do I have to complete?**

A: For instructional adjunct faculty, the number of hours spent in class during a normal instructional week per semester equals the number of professional development hours required for that semester. Adjunct faculty must complete their first 3 hours in Standard 1, Faculty Academy. All remaining hours may be satisfied in Standards 2-4 as outlined in the FPD guidelines.

**Q: I am a full-time faculty member; how many hours do I have to complete?**

A: Full-time faculty must complete 60 hours. Tenured faculty must complete a minimum of 10 hours in Standard 1, Faculty Academy, 15 hours in Standard 2, College Colloquia, and the remaining hours within Standards 1-4; non-tenured faculty must complete a minimum of 15 hours in Standard 1, Faculty Academy, 20 hours in Standard 2, College Colloquia, and the remaining hours within Standards 1-4 as outlined in the FPD guidelines. Additional hours may be required if the full-time faculty member is teaching overload hours.

**Q: What is the difference between Standard 1, Faculty Academy (FA), and Standard 2, College Colloquia?**

A: Faculty Academy events are dedicated to improving student learning and retention through the enhancement of instructional strategies, techniques, and support services by developing new methods of teaching and

assessment to address diverse learning styles, embracing new educational technologies, and supporting the Antelope Valley College mission and institutional learning outcomes. College Colloquia events promote faculty interaction, collegiality, and professional growth through the intellectual exchange of ideas across various disciplines and enhance lifelong learning skills by examining culturally diverse perspectives in the arts, sciences, and humanities.

Q: [Where do I find the forms for FPD plans and contracts?](#)

A: All forms are online at <http://www.avc.edu/administration/organizations/fpd/documents.html>

Q: [Why do I have to turn in a plan and then a contract?](#)

A: Faculty members are accountable to both the district and the Chancellor's Office for their time. The plan offers a record of faculty members' commitment to fulfill their FPD obligation. The contract offers a record of faculty members' actual fulfillment of their FPD obligation.

Q: [When does my plan have to be turned in?](#)

A: All faculty must submit a completed Faculty Professional Development Plan. Full-Time faculty need only submit a plan prior to the fall deadline date. Adjunct faculty must submit a plan for each semester they are employed. Deadline dates to submit Professional Development Plans is no later than the fifth Monday of instruction. For the 2009 – 2010 program year the deadline dates are Monday, September 20, 2010 for the fall semester and Monday, March 7, 2011 for the spring semester.

Q: [When does my contract have to be turned in?](#)

A: All faculty must submit a completed Faculty Professional Development Contract. Full-Time faculty need only submit a contract prior to the spring deadline date. Adjunct faculty must submit a contract for each semester they are employed. Contracts must be submitted no later than the fourteenth Monday of Instruction: November 22, 2010 for the fall semester, and Monday, May 16, 2011 for the spring semester.

Q: [How/where do I submit my plan/contract?](#)

A: Plans and contracts need to be submitted to the Academic Senate Office. They may be placed in the Academic Senate mailbox in the mailroom.

Q: [What happens if I do not complete my FPD obligation?](#)

A: If you fail to fulfill your professional development obligations, you will be subject to the same policies and procedures that apply to all working obligations under the present contract, which may include docking or withholding pay. If you miss a professional development presentation due to illness and cannot make it up, be sure to claim this as a sick day on your time card.

Q: Are any activities mandatory for full-time faculty?

A: Full-time faculty members are required to attend the Welcome Back day that is scheduled at the beginning of the fall semester. Adjunct faculty members are not required but are welcome to attend. Eight hours of Standard 1, FA, credit is applicable for attending.

Q: What happens if I can't make the mandatory day?

A: If you miss the mandatory day, you must claim a personal or sick day.

Q: What activities do not satisfy FPD hours?

A: The following activities may not be counted for professional development credit: activities or projects that are considered an on-going part of your normal teaching or workload responsibilities, including office hours; activities clearly related to classroom duties (i.e., preparing course syllabi, grading, etc.); regularly scheduled division meetings if full-time (adjunct faculty may claim FPD credit for attending division meetings); activities for which you receive compensation; attendance at conferences or presentations during normal teaching or assigned working hours; travel time to and from conferences or meetings; or activities that contribute to advancement on the salary schedule.

Q: How do I submit a proposal for FPD?

A: Each academic year during the winter intersession and the beginning of the spring semester, a call goes out for proposals for the FPD program for the following academic year. Proposal forms are available on the FPD website: <http://www.avc.edu/administration/organizations/fpd/>

Q: How do I find out if an event has been cancelled or rescheduled?

A: All calendar changes and/or date confirmations to the FPD schedule will be announced on the FPD web page. An attempt to send an announcement via e-mail will also be made, but it is ultimately the faculty member's responsibility to always check the web page and confirm scheduled events before attending.

Q: Can I claim FPD credit if I show up to an event that has been cancelled or rescheduled?

A: No, faculty will not receive credit for showing up to an event that has been previously cancelled or rescheduled. Faculty are responsible for checking the website for updates on the schedule of events.

Q: Why did the FPD program change?

A: In concurrence with the Chancellor's Office, the administration wanted to combine Faculty Academy with the professional development program. The Faculty Professional Development committee is an Academic Senate sub-committee, and it was charged with the task of combining the two

programs into one strong program. With input from the campus faculty via the Academic Senate and the AVC Federation of Teachers, following Ed. Code, the current program evolved.

Q: [Can I bring my class to a FPD event?](#)

A: Yes, you may bring your class to a FPD event. Events are open to the public. However, you may not claim FPD credit if it is during your normal class time.

Q: [Can I obtain credit for FPD attendance if I bring my class?](#)

A: No, you may not claim FPD credit if you bring your class during the regularly scheduled class time as you are already being paid for performing your contractual duties (teaching).

Q: [How do I evaluate an event I recently attended?](#)

A: You can find evaluation forms on the FPD web page.

Q: [How can I get on the FPD committee?](#)

A: When committee member terms are ending, a call goes out from the Academic Senate office, requesting letters of interest from those faculty members interested in becoming a member of the committee.