

FACULTY PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES FOR ADJUNCT FACULTY

With approval from the Chancellor's Office and the AVC Board of Trustees, Antelope Valley College shortens the instructional calendar by 10 days (5 days each semester) so that faculty may engage in an institutionally-sponsored professional development program. While the state's guidelines allow for each campus to create its own calendar and program, two provisions must be followed: 1) flexible time and activities are "in-lieu" of classroom time; and 2) professional development obligations must be met within a single academic year (i.e., no carry-overs from one academic year to another).

Although many adjunct faculty have professional obligations to schools and businesses other than AVC, they too deserve the benefit of being involved in programs that promote professional growth related to their disciplines or the needs of the campus. Adjunct faculty must adhere to the following professional development guidelines in order to fulfill their contractual obligations to the district.

Professional Development Requirement

According to the certificated contract 8.5.1, classes that **are not weekly census classes** do not include a professional development obligation as the baseline number of instructional hours is not reduced through scheduling. Classes typically exempt from flex obligations are summer session and intersession classes and all classes held during fall/spring semester that do not meet for the full term and are not condensed courses. Those adjunct faculty teaching only short-term courses or community-service courses do not need to participate in the professional development program but are welcome to attend any of the presentations listed in this book. Contact the Senate Office at x6306 if there is any uncertainty of professional development obligation.

Adjunct faculty must complete a minimum of three (3) hours in Standard #1 – Faculty Academy per semester. This requirement may be completed through any of the identified Standard #1 – Faculty Academy training events listed in the book. Adjuncts may also obtain Standard #1 – Faculty Academy credit for attending Division/Discipline Meetings, faculty orientation, serving on campus committees, or writing CORs or SLOs. Attendees of Division/Discipline meetings must provide attendance verification by including a copy of the Division/Discipline meeting minutes. Adjunct faculty may also gain credit by participating in **live** monthly webinars presented on www.nisod.org in addition to program events specified as Standard #1. All participants of the online opportunity **must** attach a completed Online Supplemental Form with submitted Professional Development Contract.

Professional Development Hours for Classroom Adjunct Faculty

For instructional adjunct faculty, the professional development obligation per semester is equal to Lecture Hour Equivalent (LHEs). This information can be found on provided load sheets. **Adjunct Faculty must complete their first three (3) hours in Standard #1. All remaining hours may be satisfied in Standards #2 - #4 as outlined in the Guidelines for Full-time Faculty.**

Professional Development Hours for Non-Classroom Adjunct Faculty

Non-classroom adjunct faculty are required to perform a minimum of three (3) professional development hours per semester from Standard #1 – Faculty Academy training events. Additional hours are optional (compensated development hours may not exceed the average number of hours worked per week or a total of 21 hours per semester, whichever is less). Non-Classroom Adjunct Faculty completing their full obligation for the semester must submit compensation requests on the final time card of the semester.

Failure to Complete Professional Development Obligations

Failure to meet this contractual obligation may result in the docking of pay for incomplete hours. Part of this obligation is to submit all required documentation by the posted due dates. Failure to do so constitutes a violation of the Certificated Contract (Section 8.0), and may result in disciplinary action by the district.

ACCOUNTABILITY REQUIREMENTS FOR ADJUNCT FACULTY

Professional Development Record Keeping

Since adjunct faculty are on semester employment contracts, they must fill out both a Professional Development Plan and an End-of-Semester Contract for **both** the fall and spring semesters. Plans and contracts must include a detailed description of professional development activities for each semester. If an adjunct faculty member who teaches in the fall exceeds his/her number of required professional development hours for that semester, the additional hours may be applied to the spring semester. Faculty should indicate this "carry-over" on the spring contract. Excessive hours accumulated in spring cannot be retroactively applied to fall or carried over to the following academic year.

Faculty Professional Development Adjunct Plan and Contract Deadline Dates

Professional Development Plans must be submitted **no later than Monday, September 19, 2011 for the fall semester and Monday, March 5, 2012 for the spring semester** (the fifth Monday of instruction).

Professional Development Contracts must be submitted **no later than Monday, November 21, 2011 for the fall semester, and Monday, May 14, 2012 for the spring semester** (the fourteenth Monday of instruction). All program information and forms can be found on the college website: <http://www.avc.edu/administration/organizations/fpd/documents.html> or contact the Academic Senate Office at x6306 for more information.

Professional Development activities for the fall semester must be completed by Saturday, December 10, 2011. Any activity performed after this date will be counted towards spring obligations.

Faculty members are accountable to both the district and the Chancellor's Office for their time. Complete and accurate records are crucial in the event of an audit from the Chancellor's Office. Any district found to be out of compliance could be cause for the Chancellor's Office to "terminate approval of any Flexible Calendar Option," or "withhold appropriate state aid" (CAC 55732). Please submit all forms as requested by the stated deadlines.

Office Hours

Office hours are ineligible to fulfill an adjunct faculty member's professional development obligation.

OTHER PROFESSIONAL DEVELOPMENT CONSIDERATIONS – ALL FACULTY

Event Attendance Verification – Sign-in and Sign-Out Sheets

Faculty must sign-in at the beginning of the event and sign-out upon leaving the event in order to receive professional development credit. If your signature does not appear on the sign-in sheet, you **cannot** claim professional development credit for that particular presentation. In order to ensure accountability, the Faculty Professional Development Committee reviews all contracts and compares them to the sign-in sheets. Sign-in sheets must be kept on file in the Academic Senate Office in the event of a possible audit by the state. Faculty attending duplicated events within the program year will only be awarded credit for one.

Sign-up Procedure for Field Trips and Limited Space Activities

Sign-ups for field trips and limited participation events will be open one month in advance of the scheduled event date. Faculty must sign up in advance in the Academic Senate/Faculty Professional Development Office. All sign ups must take place in person. The office will maintain a waiting list of additional faculty who wish to participate.

Professional Development Activities and Class Time

Faculty members may not cancel class to attend or participate in a scheduled professional development activity. However, if the material is relevant to your class, you may bring students to the presentation. When this occurs, the faculty member is not eligible to receive professional development credit for the presentation.

Professional Development Budget

The professional development budget is used solely to promote and support our institutionally-planned professional development activities. These funds are committed during May for the following year's events. If AVC presenters need funds for supplies or special equipment for an institutional presentation, they should submit a written request to the Faculty Professional Development Committee for consideration if funds permit.

Rescheduling and Cancellation Policy

Once events are scheduled in the annual calendar, every effort should be made by presenters and coordinators to adhere to the originally scheduled dates. Events may only be rescheduled at the discretion of the Faculty Professional Development Committee if the request is made prior to the 15th day of the month preceding the scheduled event. Last minute changes may result in cancellations. Repeated requests for changes may jeopardize future proposal acceptance.

Professional Development and Club Advising

The Faculty Professional Development Program supports numerous student clubs. Faculty members who wish to be club advisors of an ASO sanctioned club can build this into their Professional Development Plan. Faculty club advisors may claim up to 20 hours of advising time in Standard #3.

Participation and Planning of Special Projects and Campus Diversity Events

The campus community and the Student Development Office coordinate a number of special events over the course of the academic year, including Tolerance Week, Hispanic Heritage Month, Black History Month, Cinco de Mayo, and the Women's History Month. Faculty members who would like to get involved in helping to plan or present these events may claim up to 20 hours of coordination and planning time in Standard #3. Interested faculty should contact the Academic Senate Office to find out who is coordinating this year's events.

Professional Development Trip Guidelines

- For all off campus Faculty Professional Development events, the Antelope Valley College District is not liable for any guest that is not employed by the district. Guests are **not** included in the Worker's Compensation coverage provided by the district and **attend at their own risk.**
- Extended Trip Guidelines-- The coordinator of an extended FPD trip must submit the following documents to the Academic Senate Office no later than one week prior to the departure date:
 1. A detailed itinerary, including contact information;
 2. A list of all participants;
 3. Signed liability waivers from all participants that are not AVC District employees.

Evaluation of the Professional Development Program

At the end of each year, faculty will have the opportunity to evaluate the merits of the Professional Development Program. Since the Faculty Professional Development Committee is a standing committee of the Academic Senate, faculty may also provide feedback to Professional Development Committee Members or their Division Senators.

Professional Development Appeals, Requests, and Questions

Any individual who has a question or concern for the Professional Development Committee should submit a written request two weeks prior to the next Professional Development Committee meeting so that there will be ample opportunity to review the request and respond in a timely manner. The Faculty Professional Development Committee meetings are generally held on the 2nd and 4th Wednesday of each month during the fall and spring semesters.

PROFESSIONAL DEVELOPMENT HOURS FOR PRESENTERS AND COORDINATORS

The following formulas should be used to determine professional development credit for presenters and coordinators. Formula one should be used when the coordinator of a professional development activity is also the presenter. It should also be used for multiple coordinators and presenters. Formula two should be used when a faculty member is the coordinator of a professional development presentation, but not a presenter. Formula three should be used for a coordinator of a film, music, or similar event. If additional clarification is required, please contact the Professional Development Chair.

1. Coordinator and presenter

Initial Presentation

FORMULA

3 hours of development credit for each hour of an initial campus presentation.

EXAMPLE

(3 hours credit x 2 hour presentation = 6 credit hours)

Repeat Presentation

FORMULA

2 hours of development credit for each one hour of a campus presentation.

EXAMPLE

(2 hours credit x 2 hour presentation = 4 credit hours)

2. Coordinator of a professional development presentation but not a presenter

FORMULA

2 hours of development credit for coordinating a film series, outside speaker, trip, panel, or similar event.

If the coordinator feels that additional professional development credit should be given, a written request detailing the activity and the additional time spent should be submitted to the Faculty Professional Development Committee at least one month before the scheduled event.

3. Presenter of a film, athletic, musical, or other cultural event

All cultural events require at least a 30-minute lecture or presentation in order to qualify as a professional development activity. Professional development credit will be provided for the lecture presentation using the initial or repeat presentation formulas.

Initial Presentation

FORMULA

Triple credit for each lecture hour + the length of the cultural event

EXAMPLE

(3 hours credit x 1/2 hour presentation = 1.5 + 2 hour film = 3.5 total credit hours)

Repeat Presentation

FORMULA

Double credit for each lecture hour + the length of the cultural event

EXAMPLE

(2 hours credit x 1/2 hour presentation = 1 + 2 hour film = 3 total credit hours)

PLEASE NOTE: *A maximum number of 20 hours can be applied to any single activity.*



ANTELOPE VALLEY COLLEGE
Faculty Professional Development
Online / Webinar Supplemental Form

Name (please print):

Division:

Telephone #:

Fill in the following information and submit this form attached to your Faculty Professional Development Contract:

Event Title (please print):

Length of Event:

NISOD (Live) Webinar

ITS CCC Confer Workshop

To confirm attendance and credit hours the burden of proof is on the individual faculty to verify attendance and active participation. Please describe three specific aspects of the content provided in the presentation that directly impact your teaching strategies or job performance at Antelope Valley College:

1.

2.

3.