

FACULTY PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES FOR FULL-TIME 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).

The contract requirement for full-time faculty is 60 hours. Failure to meet this contractual obligation may result in the docking of pay for missing 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.

The Faculty Professional Development Committee has established four standards (program outcomes) that must be met in the following order:

Standard #1: Faculty Academy

Improve student learning and retention through the enhancement of instructional strategies, techniques, and support services that encourage developing methods of teaching and assessment with new educational technologies, and support the Antelope Valley College mission and institutional learning outcomes.

Tenured Full-time Faculty may complete all of their hours in this area, or move to Standard #2 after 10 hours have been met.

Non-tenured Full-time Faculty may complete all of their hours in this area, or move to Standard #2 after 15 hours have been met.

All participants of the Online CCC Confer opportunity must attach a completed Online Supplemental Form with submitted Faculty Professional Development Contract. Only **live** NISOD Webinars are eligible for St. #1 credit.

Guidelines for Standard #1

Standard #1 may only be satisfied through learner-centered participation in Faculty Academy training events or approved CCC Confer ITS events or **live** NISOD Webinars when available. Faculty must sign-in at the beginning of the event and sign-out upon leaving the event in order to receive professional development credit. Faculty Academy presenters may only claim preparation hours in Standard #2. Only the presenter's actual contact hours may be claimed in Standard #1. Faculty wishing to utilize Faculty Academy training events for advancement on the salary schedule may not use the same hours toward fulfillment of their professional development obligation.

Standard #2: College Colloquia

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.

Tenured Full-time Faculty may complete the rest of their hours in this area, or move to Standard #3 after 15 hours have been met.

Non-tenured Full-time Faculty may complete the rest of their hours in this area, or move to Standard #3 and/or Standard #4.

Guidelines for Standard #2

Standard #2 may be satisfied through participation in college colloquia and field trips and any other events listed in the Faculty Professional Development Program Calendar. Faculty Academy and college colloquia presenters and coordinators may also claim preparation hours within this standard in accordance with the guidelines set forth in this book. Faculty must sign-in at the beginning of the event and sign-out upon leaving the event in order to receive professional development credit.

Standard #3: Committees and Conferences

Enhance the internal governance and operations of Antelope Valley College and externally promote its reputation as an institution of higher learning by representing the college at professional conferences and publishing scholarly work in academic and trade publications.

Tenured Full-time Faculty may complete the rest of their hours in this area, or move to Standard #4.

Non-tenured Full-time Faculty may complete the rest of their hours in this area, or move to Standard #4.

Guidelines for Standard #3

Standard #3 may be satisfied through participation in bi-weekly campus committees, program review, the tenure and evaluation process, attendance at professional conferences, and the publication of scholarly work in academic and trade journals. All conference attendance or scholarly work must be verified with documentation when submitting final contract (i.e. registration confirmation, scholarly work publication notification, etc.) **Please note that faculty must serve on one biweekly campus committee as part of their regularly assigned duties before they may earn professional development credit for any additional campus committee work.** The only exception is participation in the Academic Policies and Procedures Committee where members may claim 20 hours for this committee alone. In addition, SLO WEAVE Database Managers will be awarded credit based on section and course numbers per discipline, with information to be confirmed by the SLO Committee. Faculty members earning reassigned time for committee work may not claim those hours toward fulfillment of their professional development obligation. **Faculty claiming compensation for conducting evaluations may not use the same hours toward fulfillment of their professional development obligation.**

Faculty who serve on 2 or more biweekly campus committees may claim up to 20 hours for each committee **beyond** the initial committee. **(Remember, the initial committee is required to fulfill contractual obligation; only additional campus committee work may be claimed for professional development.)** Additional campus committees with less frequent meetings are eligible for up to 10 hours of professional development credit.

The following activities are also eligible in this standard:

Accreditation Standard Faculty Co-Chair.....	20 hours
Accreditation Team Member.....	10 hours
Program Review Peer Team Member.....	10 hours
Program Review Self Study Team Member.....	20 hours
Program Review Annual Report work.....	5 hours
Tenure Team Member of Probationary Faculty (1 st —3 rd year).....	10 hours per committee
Tenure Team Member of Probationary Faculty (4 th year).....	5 hours per committee
Tenure Team Member of Tenured Faculty.....	5 hours per committee
Tenure Chair of Tenured Faculty.....	10 hours per committee

The following activities are also eligible in this standard **in lieu of being paid**:

Tenure Chair of Probationary Faculty (1 st —3 rd year).....	20 hours per committee
Tenure Chair of Probationary Faculty (4 th year).....	10 hours per committee
Adjunct Faculty Evaluations.....	10 hours per evaluation

Standard #4: Professional Projects and Activities
Develop new skills and knowledge that directly relate to one's assigned duties at the college through advanced training and coursework (not used for salary advancement) and participation in professional activities and projects.

Tenured Faculty may complete 20 hours in this area or use additional hours accumulated in any of the above standards to complete the requirement in this area.

Non-tenured Full-time Faculty may complete 15 hours in this area or use additional hours accumulated in any of the above standards to complete the requirement in this area.

Guidelines for Standard #4

Standard #4 may be satisfied through participation in professional projects and activities throughout the year (July 1, 2011 – May 30, 2012). Credit for this standard may be granted for any activity or project which either promotes an individual's professional growth or addresses institutional needs but is clearly outside of normally assigned duties, responsibilities, and working hours.

ACCOUNTABILITY REQUIREMENTS FOR FULL-TIME FACULTY

Proposed Professional Development Plans

In accordance with the Antelope Valley College Faculty Professional Development Program Guidelines, full-time faculty members must submit a proposal of planned professional growth activities addressing Standards 1# - #4. Plans should be submitted to the Faculty Professional Development Committee for approval **no later than September 19, 2011.**

End-Of-Year Professional Development Contracts

Once professional development obligations have been fulfilled, faculty must sign and return an end-of-the-year Professional Development Contract with conference and/or scholarly work verification and/or Online Supplemental Form, and/or Salary Advancement Notification Form. In addition, if a Professional Development activity was missed due to illness and the hours cannot be made up with an alternate activity, a signed Sick/Leave Request Form must be attached to the end-of-year Faculty Professional Development Contract to obtain credit. All faculty contracts include a Faculty Professional Development Program evaluation which should be completed to meet Chancellor's Office requirements. 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. If any district is found to be out of compliance--i.e. even one faculty member who has failed to meet his or her professional development obligations, this 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 end-of-year Professional Development Contracts **no later than May 14, 2012.**

Failure to Fulfill Professional Development Obligations

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 could include docking or withholding pay, notification to division dean, and notification to Tenure Review Coordinator (if applicable). 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.

Overload Hours (Classroom and Non-Classroom Full-time Faculty: see Article X of the AVCFT Bargaining Agreement)

For designated classroom faculty teaching an overload assignment, the number of hours worked per week during a normal instructional week per semester equals the number of professional development hours required for that semester (i.e., three overload hours per week per semester equals three development hours per semester). For designated Non-classroom faculty working overload hours are required to perform a minimum of three additional professional development hours per semester. Additional hours beyond the required three are optional (compensated development hours may not exceed the average number of overload hours worked per week or a total of 21 hours per semester, whichever is less). If you are not sure about the number of hours required, please contact the Academic Senate Office.

Non-Professional Development Activities

The following activities **cannot** be counted for professional development credit:

1. Activities or projects that are considered an on-going part of your normal teaching or workload responsibilities, including office hours.
2. Activities clearly related to classroom duties (i.e., preparing course syllabi, grading, etc.).
3. Regularly scheduled division meetings.
4. Activities for which you receive compensation.
5. Attendance at conferences or presentations during normal teaching or assigned working hours.
6. Travel time to and from conferences or meetings.
7. Activities that contribute to advancement on the salary schedule.
8. Ongoing SLO/PLO Assessment
9. Non-Paid Substitute Teaching

Sabbatical Leave

If a faculty member is on sabbatical leave for one semester, he/she is responsible for only 30 hours of professional development and still needs to submit a plan and completion form. This pro-rated obligation may be fulfilled at any time during the academic year. Of the 30 hours, 5 hours must be completed in standard #1, 7.5 hours in Standard 2, and the remaining 17.5 hours can be completed in any standard thereafter.

Committees and Conferences (Standard #3): Enhance the internal governance and operations of Antelope Valley College and externally promote its reputation as an institution of higher learning by representing the college at professional conferences and publishing scholarly work in academic and trade publications. (Additional Standard #3 hours can be rolled to Standard #4.)

Date(s)*	Planned Activities Tenured = 15 Hours min. Non-Tenured: 10 Hours min.	Hour(s)
	Committee #1: <i>Part of contractual obligation – credit given for 2nd committee only</i>	
	Committee #2:	
	Committee #3:	
	Conference:	
	Conference:	
	Scholarly Work:	
Total Hours Completed – Standard #3:		

Individual Projects (Standard #4): Develop new skills and knowledge that directly relate to one’s assigned duties at the college through advanced training and coursework (not used for salary advancement), participation in professional activities and projects. (Additional Standard #4 hours can be rolled to Overload hours required for the fall and/or spring semester(s).)

Date(s)*	Planned Activities Tenured = 20 Hours Non-Tenured Faculty = 15 Hours	Hour(s)
Total Hours Completed – Standard #4:		

FALL 2011 Overload Hours:

Carry over hours from activities listed above

Date(s)*	Activities – Please be Specific	Hour(s)
Total Overload Hours Completed:		

SPRING 2012 Overload Hours:

Carry over hours from activities listed above

Date(s)*	Activities – Please be Specific	Hour(s)
Total Overload Hours Completed:		

I certify I will complete the proposed Professional Development Plan by completing sixty (60) hours of activities specified above and all changes will be submitted as an addendum to this agreement on the required final contract.

Flex Committee Approval: _____
Date: _____

Signature

Date

The Faculty Professional Development Plan is due **no later** than **September 19, 2011.**

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.