

Section: Faculty Professional Development

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Sponsoring Unit/Department: Provost Office

Faculty Professional Development

Note: For forms and processes, refer to the Faculty Professional Development & Sabbaticals section of the Intranet.

The purpose of professional development is to equip employees with the necessary skills to achieve high performance. The College offers professional development to prepare employees for higher levels of skill that align with their current or potential future positions.

Professional Development includes the following categories:

1. College-directed training
2. Job-specific training
3. Career enhancement training
4. Educational enrichment

College-Directed Training

The supervisor or College may direct an employee or a group of employees to complete specified trainings. College-directed training is paid for by the College and may occur outside of normally scheduled work hours and is a requirement of employment. Compensatory time, adjusted schedules, and/or overtime policies apply, where appropriate.

Job-Specific Training

Training focused on the development of employees in their specific job and/or acquire new skills related to their current role. By performing their individual jobs effectively, employees can contribute at their highest level to the College's Mission, Vision and Values.

Career Enhancement Training or Activity

Career enhancement training or activity is intended to help employees in their professional growth as well as expand their careers.

Educational Enrichment

Formal education from an accredited institution within the United States that leads to a degree, certification or license not already held by an employee.

The College's Faculty Professional Development Program has five major components:

- Faculty Sabbatical Program
- Faculty Exchange Program

- Professional Enrichment Recognition Award
- Faculty Professional Enrichment Fund
- Faculty Enrichment Reserve Fund

The Faculty Professional Development and Sabbatical Standing Committee

The Faculty Professional Development and Sabbatical Standing Committee, with administrative support from the Office of the Provost, facilitates professional development programs, including the Sabbatical Program, the Faculty Exchange Program, and the Professional Enrichment Recognition Award, as described below. The Faculty Professional Development and Sabbatical Standing Committee is responsible for the following:

1. Conducting annual workshops and educational sessions for Faculty interested in applying for sabbaticals; providing non-monetary resources for those applying for sabbatical (examples: information and sample sabbatical applications).
2. Reviewing sabbatical proposals and recommending approved sabbaticals to the Provost.
3. Reviewing Faculty Exchange assignments for compliance with program guidelines and recommending approved Faculty exchanges to the Provost.
4. Formulating Sabbatical and Faculty Exchange Program guidelines to ensure compatibility with College goals and policy.
5. Determining the recipients of the Professional Enrichment Recognition Award.
6. Providing review and making recommendations to the Office of Organizational and Professional Development on programs that support Faculty professional development.

Committee Membership and Elections

Eight representatives on the Faculty Professional Development and Sabbatical Standing Committee will be elected from district-wide divisions or groups of smaller divisions in proportion to division size, as determined by a vote of the Committee. Each division or group of smaller divisions is entitled to one representative. Two representatives will be elected from District for Educational Support Faculty, one representing Counselors and one representing Librarians. In addition, Desert Vista, Downtown, East, Northwest, and West Campuses will each elect one at-large member who will represent all faculty at that campus. A Faculty member serves as chair.

Elections will be conducted under the supervision of Faculty Affairs, under the Office of the Provost. In March, nominations will be requested from divisions and the district Educational Support Faculty needing representation. If only one nomination is received, the nominee will become the representative for that division. If multiple nominations are received, an election will be held by secret ballot in April. After division and Educational Support Faculty are elected, nominations will be requested from campuses and elections will take place later in April. Individuals elected will begin serving on the committee commencing the following fall semester. The term of office will be for two years, starting in the fall semester. Representatives are eligible to serve more than one term of office.

If a representative applies for a sabbatical during his/her term of office, the representative shall remove himself/herself from committee service until the sabbatical selection process is concluded. If a representative must vacate the position temporarily for a period lasting a semester or less (e.g., s/he is applying for a sabbatical, accepts a temporary provisional appointment, goes on sabbatical or other leave, or is unable to

attend Committee meetings for any other reason), the position may be filled in an acting capacity by any full-time Faculty member from the same division or campus. If a representative is unable to finish his/her term of office with more than a semester of the term remaining, or if a representative position remains vacant for any other reason, an interim election to select a replacement may be held following the procedures outlined above for regularly scheduled elections.

The Provost or his/her administrative designee shall be a member of the committee.

Faculty Sabbatical Program

Purpose and Structure

The purpose of the sabbatical program is to provide individual regular full-time Faculty members with extended alternatives for professional development that will benefit students, Faculty members, the College and, therefore, the community.

The sabbatical process will be competitive. The review of sabbatical proposals will be based on criteria that are objective, measurable and rigorous. The criteria, upon which the awards are made emphasize benefits to students, Faculty members, the College and, by extension, the community. The expense incurred in awarding sabbaticals must stand the test of public scrutiny.

For academic year Faculty, a sabbatical leave may comprise a compensated professional development leave of one or two semesters. For fiscal year Faculty, a sabbatical leave may comprise a compensated professional development leave of six or twelve months.

Up to twelve full-pay, one semester (academic year Faculty) or six-month (fiscal year Faculty) sabbaticals will be available each fiscal year. There are no restrictions on the number of half-pay sabbaticals that the Committee may recommend to the Provost. A one-semester half-pay sabbatical will be paid at 25 percent of contract salary.

A Faculty member who is eligible for sabbatical may apply for a half-pay, one- semester/six- month sabbatical at the same time that (s)he applies for the full-pay sabbatical. (S)He may take this additional sabbatical during semesters contiguous with the approved full-pay or half- pay sabbatical. In these situations, the default compensation will be 75% of his/her regular contract paid in equal installments.

Faculty members on sabbatical are paid the approved percentage of their regular salary for completion of their professional development leave goals and objectives.

Eligibility

A Faculty member may apply for his/her first one-semester/six-month full-pay or half-pay sabbatical after five or more consecutive academic/fiscal years of service to the College as a full-time Faculty member. Following return from the sabbatical, the Faculty member is again eligible to apply for a sabbatical during his/her sixth consecutive year of service to the College.

For academic year Faculty, up to two semesters and for fiscal year Faculty up to one fiscal year of approved paid or unpaid professional leave, sabbatical, or approved Faculty exchange will be considered to be full-time service to the College for the purpose of determining eligibility for the sabbaticals.

Approved sabbaticals will not interrupt Faculty progression on the salary schedule and may satisfy step criteria, if a step program is in effect.

Faculty members granted sabbatical will maintain continuity of insurance and retirement benefits with the College District, subject to the terms and conditions of those benefits.

Approved sabbaticals with either full-pay or half-pay must not interrupt the continuity of services at the campuses.

Submission and Evaluation of Sabbatical Proposals

Faculty members applying for a sabbatical are encouraged to attend an orientation workshop provided by the Faculty Professional Development and Sabbatical Standing Committee. The workshop is designed to provide guidance on how to develop a proposal, how proposals are evaluated, and how to get help refining a proposal. Faculty members also are encouraged to review exemplary sabbatical proposals and final reports located on the Pima Intranet; Academic Services, Faculty Professional Development link.

A Faculty member must submit a proposal that includes the Sabbatical Proposal Cover Form to the Faculty Professional Development and Sabbatical Standing Committee for all sabbatical requests. The Sabbatical Proposal Cover Form must be signed by the designated Dean(s) or Library Director, as appropriate, to attest that the sabbatical has been reviewed and will not seriously hamper the operation of the subject/service area involved.

A Faculty member submitting proposals for one semester at full pay and contiguous semester at half pay needs to submit two separate complete proposals, one for the full-pay sabbatical and one for the half-pay sabbatical, because full-pay and half-pay proposals will be evaluated separately by the Committee.

Proposal submissions for full-pay and half-pay sabbaticals for both the fall and/or spring semester of the following academic/fiscal year are due by the third Monday in October to the Dean or Library Director. The Dean or Library Director reviews proposal(s) and forwards signed proposal(s) to the appropriate Vice President by the Friday of the same week. The appropriate Vice President reviews and forwards signed proposal(s) to the Faculty Professional Development and Sabbatical Standing Committee by the last Friday in October. Exceptions to the deadlines for half-pay sabbaticals may be made at the discretion of the Campus President. Faculty members will be notified, whenever possible, of the Faculty Professional Development and Sabbatical Standing Committee's recommendation by mid-February.

Each sabbatical proposal must include the signed Cover Form; a signed Conflict of Interest Advisement Form, a description of the plans, purpose and value of the sabbatical; and a current résumé or curriculum vitae (CV). The Committee requests that as much of the proposal as possible be submitted in electronic format.

If the proposal includes international travel, it must follow the College Travel Policies and include the – Sabbatical International Travel Form.

All sabbatical applications will be evaluated independently; inter-dependent sabbatical leaves involving two or more Faculty members will not be considered.

The committee will evaluate each individual sabbatical proposal on the components and weighting system below. Proposals which do not demonstrate equivalency to the contractual load may be eliminated from further consideration by the Committee. A standardized form and rubric will be used.

Weight	Sabbatical Component
45%	Statement of overall purpose of the sabbatical including specific objectives and detailed activities; these objectives and activities will be evaluated on their measurability, feasibility, and equivalency to the contractual load
40%	Value of sabbatical to the Faculty member, students, and the College
15%	Current résumé or CV that details the Faculty member’s professional activities and his/her service to students; his/her department, discipline and Campus; and to the College and community

The Sabbatical Committee recommends up to 12 proposals to the Provost for approval.

Prior to and during the Sabbatical

Successful sabbatical awardees are encouraged to meet with a committee member to discuss protocols to be met prior to or while on sabbatical and submission of the post-sabbatical report. Additional assistance may be obtained through the campus/division representative on the Faculty Professional Development and Sabbatical Standing Committee.

Changing Sabbatical Activities

If the objectives and/or activities described in the approved sabbatical proposal change prior to or while on sabbatical, the Faculty member must notify the supervising Dean and the Faculty Professional Development and Sabbatical Standing Committee, in writing, of the intent to change and must request approval before implementing the change or as soon as circumstances necessitating the change become known.

When a request to change sabbatical objectives and/or activities is received, the Faculty Professional Development and Sabbatical Standing Committee Co-chair will notify the Faculty member, within 10 working days that the request will be considered at the next scheduled meeting with a decision or a deadline for making a decision. The requirement for notification does not apply during the months of May, June, July, and August because the Standing Committee does not meet during these months. The Faculty Professional Development and Sabbatical Standing Committee will notify the Faculty member, in writing, of the acceptance or denial of the change.

If circumstances beyond the control of the Faculty member prevent taking the sabbatical as planned, the sabbatical can be delayed until the following contract year. Delaying the sabbatical in this manner must be recommended by the Dean and approved by the Provost. A new sabbatical timeline must be submitted to the Committee and any changes in objectives and/or activities must be approved as described above. This delay will not negatively impact the number of full-pay sabbaticals available for the next contract year.

Completion of Sabbatical Report

Upon return from sabbatical, the Faculty member must submit a written report that includes documentation that substantiates completion of the stated objectives and activities from the sabbatical proposal(s). The report is submitted to the Dean and the Faculty Professional Development and Sabbatical Standing Committee within 45 calendar days following the first accountable day of the following semester. Separate reports will be required for consecutive sabbaticals. The Committee asks that reports be submitted in electronic format to facilitate archival of completed reports. At the discretion of the College, reports may be placed on the College Intranet.

A Sabbatical Report Documentation Form is to be used in submitting the report(s).

The Faculty Professional Development and Sabbatical Standing Committee will perform an initial review of each sabbatical report. If the report is approved, it will be submitted to the Dean or Library Director, as appropriate, with a copy to the Provost. If the report is incomplete, the Standing Committee will offer to assist the Faculty member to ensure that completion of all objectives and/or activities is clearly documented.

After review of the final report, including any additional documentation provided by the Faculty member, the Standing Committee will submit a written notification to the Dean or Library Director.

The Sabbatical Committee should send one summary report of all completed sabbaticals to the Provost for review.

A Faculty member who fails to satisfy or complete the objectives and activities of the leave, to complete the sabbatical report or to perform the post-semester(s) employment requirement, may be penalized. Penalties may include repayment of all or part of the payments he/she received from the College while on sabbatical or loss of the step granted for sabbatical activities or both. If a penalty is required, the Provost will make the final determination.

After the Sabbatical

Upon return from a sabbatical, the Faculty member will be reinstated to his or her former or comparable position within the College, unless otherwise agreed upon by the Faculty member and the College.

Upon return from sabbatical, the academic-year Faculty member will be required to complete one semester of full-time service to the College for each semester of sabbatical. The fiscal-year Faculty member will be required to complete six months of full-time service for each six months of sabbatical.

Faculty members are responsible for sharing their results with an appropriate audience within the College community, the Board of Governors, and/or the public. At the College's discretion, the sabbatical report may be posted on the Pima Intranet. The results of the Faculty members' sabbaticals may be presented through activities co-sponsored and supported by the College, such as:

- Presentation to colleagues
- @PimaNews article and/or announcements
- Campus brown bag session
- Public forum presentations
- Presentation at a Board of Governors meeting

Sabbatical Appeals

If a Faculty member's request for a sabbatical is denied, and if the Faculty member believes the denial resulted from a violation of the process described in this guidance, the Faculty member may request reconsideration by the Provost or his/her designee. If an error of process is determined to have occurred, an additional sabbatical may be approved.

Faculty Exchange Program

A Faculty exchange assignment is a leave of absence from the College of not more than two consecutive semesters in which the Faculty member exchanges positions with a colleague at another post-secondary

institution. The purpose of Faculty exchanges is to provide Faculty members with opportunities for professional growth while experiencing the environment of another institution, and to allow the College to benefit from having Faculty from other institutions serve with the College. This Faculty Exchange Program applies only when developed by the Faculty member.

Eligibility for a Faculty Exchange assignment is dependent upon:

- Completion of three or more years of full-time regular employment with the College as a Faculty member. After completing an exchange assignment, the Faculty member must complete three or more years of full-time service to the College before becoming eligible for another exchange assignment.
- Locating a Faculty member at another postsecondary institution who is willing and able to exchange assignments, meets the minimum qualifications of the teaching position that is being vacated, and receives the approval of the Provost.
- A formal application that includes the Faculty Exchange Cover Form must be submitted to the Faculty Professional Development and Sabbatical Standing Committee by April 10. The application must be signed by the appropriate supervisor and the Department Head signifying that such an exchange will not seriously hamper the operation of the subject/service area involved.
- The Faculty exchange assignment will be evaluated on the basis of merit by the Faculty Professional Development and Sabbatical Standing Committee. The committee will make final recommendations to the Provost. The Provost or designee will notify the Faculty member of his/her selection as soon as reasonable.
- Pima Community College Faculty on exchange assignments will be compensated by the College. The visiting Faculty member will be compensated by his/her home institution. The College will not assume any financial liability as a result of the Faculty exchange assignment other than the payment of the PCC Faculty member's normal compensation.
- Overload assignments, either at the College or at the exchange institution, do not come under the purview of this program.
- For the purpose of participation in other College professional development programs, PCC Faculty in the Faculty Exchange Program will be considered to be full-time.
- PCC Faculty will be reinstated in their former or comparable positions upon return from the exchange assignment. This Faculty exchange assignment shall be considered as time in-service at the College for salary and retirement purposes.

Professional Enrichment Recognition Award

The Professional Enrichment Recognition Award is for innovative and outstanding Faculty activities that have positive impacts on students, the College and/or the community. The recognition is an award of \$500 and a certificate describing the activity. Two recognition awards will be available each year, funds permitting.

Faculty may self-nominate or be nominated by students, staff, colleagues, administrators or community members. Applications should be submitted to the Faculty Professional Development and Sabbatical Standing Committee by the first Friday of March. The application form is available on the College's Intranet under the Human Resources and Academic Services section. A description must be included of how the activities have positively affected students, the College and/or the community. Up to three letters of support from students, staff, Faculty, administrators and/or community members describing the activities or impact of the activities are encouraged. Awards will be presented at a Governing Board Meeting.

Faculty Professional Enrichment Fund

The College will provide Faculty members Professional Enrichment Funds for activities directly related to his/her professional enrichment goals or professional improvement.

Faculty Professional Enrichment Funds shall be allocated annually in the amount of \$1,000 per year. These funds will be carried forward for four years, up to a maximum accrual of \$5,000. Faculty members requiring professional enrichment funds above their account balance may apply for additional support through the Faculty Enrichment Reserve Fund.

An individual Faculty member's professional enrichment fund balance which reaches \$5,000 must be expended during the fiscal year that the maximum is allocated. If not used, the amount of funds exceeding \$4,000 will be appropriated to the Faculty Enrichment Reserve Fund on June 30 of that fiscal year.

Expenditures for Faculty Professional Enrichment Funds are managed by the Faculty member in consultation with his/her supervising administrator. All activities and plans must be documented with sufficient information about goals and measurable outcomes so as to provide objective evaluation criteria. Authorization to expend the funds for professional enrichment or professional improvement may be secured through consultation with the Faculty member's supervising administrator.

Faculty Professional Enrichment Funds are to be used solely for expenses outlined in this policy. These funds may be used to cover expenses in the following areas:

- Coursework: The cost of tuition and application fees for credit or non-credit courses from a regionally accredited institution (excluding Pima Community College).
- Professional materials, memberships, training workshops/classes or certifications to maintain teaching/professional currency. The cost of books, trade journals, professional association memberships or certifications, electronic media, computer software, etc. All materials or items acquired remain the property of the College.
- Registration Fees and Travel Expenses: The cost of attendance or presentation at conferences, workshops, and/or seminars within or related to the Faculty member's field of instruction or service, subject to the provisions of the College travel policy.
- Professional Presentation or Public Performance: Reimbursement of actual expenses at a professional presentation or public performance within or related to the Faculty member's field of instruction or service.
- Funds may also be used for non-traditional, innovative professional development activities providing those activities provide professional enrichment related to the faculty member's discipline or teaching skills.
- General Exclusions and Limitations: Expenses associated with the following activities are not eligible for reimbursement:
 - ◇ club advising
 - ◇ committee work,
 - ◇ time spent reading for your profession
 - ◇ time spent in preparation for professional presentations or public performance
 - ◇ student tours for which the Faculty member is not compensable

- ◇ guest lecturing at the College
- ◇ performance of duties and responsibilities of the Faculty member's regular assignment or during the Faculty member's 40 hours of accountability.
- ◇ expenses related to equipment, such as office equipment, computers, and computer peripheral equipment are not eligible for reimbursement.

Fiscal Accountability: During the annual faculty evaluation, the Faculty member and Supervisor will identify complete and incomplete activities (if any). For any incomplete activities for which College funds were expended, the Supervisor will initiate repayment of funds.

Appeal Process: A Faculty member denied the use of his/her Professional Enrichment Funds will be informed of the decision and reason(s) in writing. The Faculty member may appeal the denial to the next level administrator, whose decision is final.

College-wide Faculty Enrichment Reserve Fund

The Reserve Fund is funded through individual Faculty accounts that exceed their \$5000 accrual limit (see above) and are available for individual faculty professional development. The College may also allocate funds from the Reserve Fund to other professional development activities that enrich or improve the teaching, learning or complementary educational services environment across the College.

These funds are particularly appropriate for Faculty members who have expended their accounts Funds in individual Faculty accounts must be designated, encumbered, or expended before Reserve funds may be used. However, any Faculty member is encouraged to apply for these funds regardless of his or her individual professional enrichment account balance, especially for faculty-led initiatives and professional development activities on campuses.

College-wide Faculty Enrichment Limits

Faculty may request up to an additional \$2,000 per year from the reserve fund for professional development. If no funds are requested in the prior year, faculty may request up to \$4,000 from the reserve fund.

In addition to the \$2,000 annual reserve funds, faculty may also request up to \$5,000 specific to tuition, with a lifetime cap of \$15,000.

Reserve Fund Management

The Faculty Enrichment Reserve Fund will be managed by a Standing Committee consisting of Faculty members and the Provost or designee to ensure equitable use of the Reserve Funds among all Faculty applicants.

Representatives on the Committee will be elected by the full-time faculty at each campus and within each division. Elections will be conducted each Spring under the supervision of the appropriate administrator for each campus or division. Individuals elected will begin serving a two-year term on the Committee, commencing the following fall semester. Representatives are eligible to serve more than one term of office.

If a representative applies for Reserve funds during his/her term of office, the representative shall recuse himself/herself from the committee decision. If a representative must vacate the position temporarily for a period lasting a semester or less (e.g., accepts a temporary provisional appointment, goes on sabbatical or other leave, or is unable to attend Committee meetings for any other reason), the position may be filled in an acting capacity by any full-time Faculty member from the same campus. If a representative is unable to finish

his/her term of office with more than a semester of the term remaining, or if a position remains vacant for any other reason, an interim election to select a replacement may be held following the procedures outlined above for regularly scheduled elections.

Application and Authorization

- A Faculty member must apply for Faculty Enrichment Reserve Funds by submitting a request to the Committee using a straightforward process developed by the Committee. The request should include:
 - ◇ Name
 - ◇ Campus and Department
 - ◇ Date of Submission
 - ◇ Description of Proposed Activity
 - ◇ and a brief statement explaining how the Faculty member, PCC students, the campus, the department, and/or the College will benefit.
 - ◇ A budget including all costs such as transportation, meals, lodging, registration fees and miscellaneous costs should also be submitted.
- If funds remain in the individual Faculty member's account, the proposal must include an explanation of how the funds are designated to be used.
- The proposed activity may:
 - ◇ support the Faculty member's annual goals
 - ◇ be used for professional improvement;
 - ◇ be used to explore an activity that is innovative in nature;
 - ◇ address a specific goal or topic identified by the campus (i.e. technology, internet teaching, alternative delivery modalities, or program review benchmarking).
- Faculty Enrichment Reserve Funds are to be used solely to cover expenses as defined in the Faculty Professional Enrichment Funds for approved expenditure activity.
- Funds may also be allocated to support proposed activities such as presentation at an international, national or regional conference or attendance at a conference as an international, national or regional officer. All international travel must conform to current college travel policies.
- Applications will be reviewed as they are submitted. During periods when the faculty Committee members are unavailable, for example when off contract, the Committee will appoint designee(s) to approve any requests, typically the Administrator on the Committee.
- The Committee will authorize the use of any Reserve funds and will respond to applications with a rationale for approval or denial as soon as possible.
- The Committee will submit an end-of-year report listing activities authorized for expenditure, their costs, and requests that were denied with rationale to the Provost for publication.