

Faculty Professional Development Program Policies and Procedures

Article 13 funds are intended to grow the faculty participant's skills for the benefit of students in the teaching and learning environment through improved curricula, pedagogy/andragogy, and refreshing and uplifting the participant's approach to and regard for the profession of teaching. It is not intended for the support of faculty participation in work that benefits the community college system as a whole, including state initiative committees and meetings, compliance efforts, and participatory governance requirements. As the AFT contract states, "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" (13.1, p. 32).

I. The Faculty Professional Development Committee

The Faculty Professional Development Committee is tasked with overseeing the equitable and responsible allocation of professional development funds and to maintain the integrity of the program.

- A. According to Article 13 of the AFT Contract, "the Professional Development Committee on each campus shall consist of three AFT appointed faculty members, one Academic Senate appointed representative and two administrators." All decisions are made by a majority vote (four votes).
- B. The committee chair shall be selected by the committee, and committee members shall serve two-year terms. All communications of the Professional Development Committee shall be a) in person, b) via conference call, or c) via District video conferencing platform. All communications regarding professional development applications should involve all committee members (unless the applicant is a member of the professional development committee). Email should not be used to discuss professional development applications.
- C. In the spirit of parity, the Professional Development Committee shall undergo an annual training covering rubrics and evaluation of professional development requests as well as the importance of attracting and serving a diverse pool of faculty applicants. Completion of training will be verified by the Professional Development Committee chair to the Academic Senate by report at a public senate meeting.
- D. The professional development committee shall develop a year-end report, which will include the committee's budget for the academic year, a breakdown of awards by division, discipline, gender, race/ethnicity, and employment status (full-time vs. part-time), and a draft plan on how the committee will diversify the pool and selection of applicants for both short-term and long-term professional development.
- E. Long-term professional development approvals must be submitted and approved by the local Academic Senate at a public meeting before final approval.
- F. The college's Vice President of Administrative Services shall provide a quarterly update on professional development expenditures and budget to the local Academic Senate during a regularly scheduled, public meeting.

- G. Members of the Professional Development Committee are not eligible for long-term professional development funding and must recuse themselves from decisions on their own short-term development applications.
- H. In the event that multiple applications come from the same division, the chair of the professional development committee should ask the academic senate president to agendaize a discussion of the applications so as to avoid larger divisions depleting the long-term professional development fund at the expense of smaller divisions. The professional development committee should be inclusive of all divisions' long-term professional development applications and equitable in the allocation of long-term professional development funds.
- I. The local professional development committees shall develop their own local professional development forms, but in the spirit of district-wide parity, local colleges shall not implement policies that are more or less rigorous than those outlined in this document.

II. Short-term Professional Development Policies

Article 13 funds are earmarked to improve teaching and learning, to stay current in one's discipline, and to engage in other personal growth opportunities. Short-term professional development is considered any activity that requires less than three (3) weeks of participation (e.g. conferences, workshops, colloquia, seminars). Because professional development funds are earmarked for the improvement of teaching and learning, Article 13 funds may not be used for trainings related to governance, compliance, and state and local initiatives. According to the AFT contract, short-term projects may be funded for the following reasons:

1. Participation in workshops, colloquia, seminars, or training sessions;
2. Retraining – acquiring new skills to be used in new areas and/or 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.

A. Eligibility

- a. All full- and part-time academic employees are eligible for short-term professional development. Full-time faculty must apply for professional development funds from their home college. Part-time faculty teaching at more than one college in the district shall choose which committee to submit their application to.
- b. Members of the professional development committee are eligible for short-term professional development but must recuse themselves from the discussion and approval of their application.

B. Statement of Purpose and Dissemination Plan

- a. The statement of purpose and the dissemination plan should describe the expected outcomes of the project and how these outcomes meet the needs of our students. Explain how the results of the project will be shared with departments, divisions, and/or campus community. This may include a variety of methods to be determined by the applicant – department or division meetings, department or college websites, flex day activities, etc. Statements of purpose shall address the following questions in approximately 250-500 words:
 - What are the outcomes of this project?
 - What need is this project meeting?
 - How will you share the results?
- b. In the spirit of district-wide parity, local colleges shall not add additional questions or requirements to the statement of purpose or dissemination plans.
- c. Applications for short-term professional development must be for the current academic year. Activities between the end of the spring semester and October 1st of the following academic year should be considered before the summer intercession.

C. Application Submission

- a. The application should include the following items:
 - Short-term Professional Development Application
 - Statement of Purpose and Dissemination Plan
 - SMCCCD Conference Advance Form/Pre-approval
 - Copy of the announcement and fee schedule, including meals provided, if applicable (for conferences, seminars, and workshops)
- b. Local colleges shall not require more or less documentation for short-term applications.

D. Timelines

- a. Short-term professional development applications are accepted on a continual basis; however, faculty applicants should check with their local professional development committee for deadlines and blackout dates (e.g. intercessions). Short-term professional development applications should be submitted at least thirty (30) days prior to the event.
 - Applicant submits project to division dean at least (30) days prior to the event.
 - Division dean reviews application and fills in substitute information (if applicable) and forwards to the Professional Development Committee within five (5) working days.
 - Professional Development Committee makes its determination within five (5) working days and forwards their recommendation to the college president (or designee).

- The applicant is informed of the approval or denial by the president's office within fifteen (15) working days, stating the follow-up requirements, the funding source, and the reimbursement process.
- b. If an application is denied by the college president, a written justification must be submitted to the Professional Development Committee and the applicant within three (3) days of the decision. In the event that the Professional Development Committee and the college president disagree on the approval of professional development funding, the applicant has the right to appeal the judgment before an ad hoc committee consisting of representatives from the Professional Development Committee and the Office of the President.

E. Allowable Expenditures

- a. The AFT Faculty Professional Development Program covers the cost of faculty replacement (substitutes), registration fees for workshop/seminars, and travel expenses. There is no stated limit to the amount of funding for which one may apply nor to the number of applications a member of the faculty can submit; however, the Professional Development Committee is charged with ensuring adequate funding for all campus faculty. Therefore, each application request, whether for domestic or international travel, is capped at \$2,000. Travel and lodging costs are reimbursed at the discretion of the Professional Development Committee. The committee may choose to award full funding, partial funding, or no funding based on availability of funds and number/range of applications.
- b. Travel reimbursements cover transportation, lodging, and meals. An overnight stay is not allowed if the destination is within a 100-mile radius from the traveler's work address.
- c. Per the San Mateo Community College District Board of Trustee's policy, the Professional Development Committee cannot approve funding for projects in the following states unless an exemption is granted by the Chancellor, or designee: Alabama, Iowa, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, and Texas.
- d. The Professional Development Committee should consider the appropriateness and costs of international travel. Ultimately, the president has the final approval responsibility for all professional development funding requests.

F. Reimbursement and Dissemination

- a. For all short-term projects, applicant must complete an "SMCCCD Statement of Conference Expense" form with original receipts and a follow-up report detailing the outcomes of the project. These forms should be submitted within thirty (30) days of the completion of the project to the office indicated in the approval letter. The college must reimburse the applicant within thirty (30) days of receiving the applicant's reimbursement materials.

- b. The applicant must disseminate the results of the project within one semester of the project's completion (e.g. department/division agenda, flex workshop schedule, etc.).
- c. The applicant is responsible for choosing the most appropriate dissemination method, and proof of dissemination should be submitted to the Professional Development Committee upon completion.

III. Long-term Professional Development

Long-term professional development activities are those that require more than three (3) weeks of time. According to the AFT contract, long-term projects may be funded for the following reasons:

5. Participation in workshops, colloquia, seminars, or training sessions;
6. Retraining – acquiring new skills to be used in new areas and/or improving and updating existing skills;
7. Advanced study – engaging in systematic graduate studies and/or activities directly related to identified college priorities;
8. 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.

Leaves that require a full semester or an academic year (extended leave) shall be funded for the following categories:

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

A. Eligibility and Policies

- a. In compliance with Article 13 of the AFT contract, all full- and part-time faculty are eligible for long-term professional development. However, part-time faculty "may only take a short-term leave" (p. 33). Full-time faculty must apply for professional development funds from their home college. Part-time faculty teaching at more than one college in the district shall choose which committee to submit their application to.
- b. Per the Article 13 of the AFT contract, "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."
- c. Members of the professional development committee are not eligible for long-term professional development during their tenure on the professional development committee.

- d. In the event that multiple applications come from the same division, the chair of the professional development committee should ask the academic senate president to agendaize a discussion of the applications so as to avoid larger divisions depleting the long-term professional development fund at the expense of smaller divisions. The professional development committee should be inclusive of all divisions' long-term professional development applications and equitable in the allocation of long-term professional development funds.

B. Statement of Purpose and Dissemination Plan

- a. The statement of purpose and the dissemination plan should describe the expected outcomes of the project and how these outcomes meet the needs of our students. The applicant should explain how the results of the project will be shared with departments, divisions, and/or campus community. This may include a variety of methods to be determined by the applicant – department or division meetings, department or college websites, flex day activities, etc.
- b. The application should address the following questions:
 - i. Purpose of leave:

How will your proposed plan for an Extended Leave contribute to your current assignment or to a future assignment in the District? How will this leave enhance your professional growth? Which services that you now provide or expect to provide will be improved by your proposed leave? If you have chosen a course of independent study, research or a creative project, why have you chosen to pursue this independently rather than in an institutional context?
 - ii. Details of plan of study, employment, independent project or activity:

Please list specific activities that will be completed to fulfill your proposed plan, including the following, if appropriate: specific courses and institutions; specific areas of employment and potential employers; outline of publications; description of independent study or research; description of creative project. Please provide the anticipated timetable or calendar for carrying out the activities you will engage in during your leave.
 - iii. Specific benefits of leave plan:

Describe the specific benefits of your proposed plan to students in the District. Describe the benefits to your division, college, and to the overall needs and goals of the District. How will you share and/or apply the results of your activities during your leave with your division, college and the District as a whole?
 - iv. Evidence of completion:

Please state the means by which you will report or verify that the proposed plan for your leave has been completed. This may include

transcripts of courses taken; letters from employers; samples of creative work; summary of research or other evidence of original work; a description of plans for application of new skills and knowledge to teaching assignment and/or college program; a narrative report on the educational and professional benefits of the activities undertaken.

- c. In the spirit of district-wide parity, local colleges shall not implement policies that are more or less rigorous.

C. Application Submission

- a. Applications for long-term professional development are for the upcoming academic year.
- b. The application should include the following items:
 - Long-term professional development application
 - Statement of Purpose and Dissemination Plan
 - SMCCCD Conference Advance Form/Pre-approval
 - Copy of the announcement and fee schedule, including meals provided, if applicable (for conferences, seminars, and workshops)

D. Timelines

- a. All long-term applications are due mid-semester preceding the beginning of the activity (for both fall and spring semesters).
 - Applicant submits long-term project application to division dean by mid-semester prior to the beginning of the long-term project.
 - Division dean reviews application and fills in substitute information (if applicable) and forwards to the Professional Development Committee within five (5) working days.
 - Upon receipt of the long-term application, the Professional Development Committee chair shall request that the application be agendaized at the next local academic senate meeting within thirty (30) calendar days or by the end of February. The Professional Development Committee should discuss the long-term applications prior to the academic senate meeting.
 - Long-term professional development approvals must be submitted and approved by the local Academic Senate at a public meeting before final approval by the Professional Development Committee. The Professional Development Committee makes its determination within fifteen (15) calendar days after the senate meeting and forwards their recommendation to the college president (or designee).
 - The applicant is informed of the approval or denial by the president's office within fifteen (15) working days, stating the follow-up requirements, the funding source, and the reimbursement process.
- b. If an application is denied by the college president, a written justification must be submitted to the Professional Development Committee and the applicant within five (5) days of the decision. In the event that the Professional

Development Committee and the college president disagree on the approval of professional development funding, the applicant has the right to appeal the judgment before an ad hoc committee consisting of representatives from the Professional Development Committee and the Office of the President.

E. Allowable Expenditures

- a. The AFT Faculty Professional Development Program covers the cost of faculty replacement (substitutes) and registration fees for workshop/seminars and travel expenses. There is no stated limit to the amount of funding for which one may apply nor to the number of applications a member of the faculty can submit; however, the Professional Development Committee is charged with ensuring adequate funding for all campus faculty. Course enrollment/tuition, travel, and lodging costs are reimbursed at the discretion of the Professional Development Committee. The committee may choose to award full funding, partial funding, or no funding based on availability of funds and number/range of applications.

F. Reimbursement and Dissemination

- a. For all long-term projects, applicant must complete an "SMCCCD Statement of Conference Expense" form with original receipts and a follow-up report detailing the outcomes of the project. These forms should be submitted within thirty (30) days of the completion of the project to the office indicated in the approval letter. The college must reimburse the applicant within thirty (30) days of receiving the applicant's reimbursement materials. Additionally, participants should include the following, as applicable:
 - i. A transcript of courses taken and grades earned;
 - ii. A report of the educational benefits of project or activity undertaken;
 - iii. A description of plans for application of new skills and knowledge to teaching assignment and/or campus program;
 - iv. Letter from an employer verifying work experience;
 - v. Samples of creative work, summary of research, and other evidence of original work produced as a result of leave.
- b. Per Article 13 of the AFT contract, "the Faculty 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."
- c. The applicant must disseminate the results of the project within one semester of the project's completion. The applicant shall determine the best dissemination method, and proof of dissemination should be submitted to the Professional Development Committee (e.g. department/division agenda, flex workshop schedule, etc.).

Appendix A – Types of acceptable PD activities

Category	Improving Teaching	Keeping current	Personal growth and professional rejuvenation
Examples of Activities	<ul style="list-style-type: none"> • Training in teaching/pedagogical methods (e.g., On Course, Reading Apprenticeship) • Innovations in curriculum (e.g., flipping a classroom, writing across the curriculum) 	<ul style="list-style-type: none"> • Industry & professional conferences • Required continuing education for licensed faculty (e.g., RN, LCSW) • Best practices, standards and protocols in a particular industry/discipline 	<ul style="list-style-type: none"> • Leadership training • Graduate & postgraduate studies • Retraining in field • Research, publishing, creative projects • Professional retreats related to the teaching profession

The following are **not be acceptable uses** of Article 13 dollars:

Category	District/State mandated initiative	Participatory Governance
Examples of Activities	<ul style="list-style-type: none"> • Compliance with state mandates (e.g., assembly bills mandating community college reforms on guided pathways, basic skills, acceleration, dual enrollment, adult bloc education, etc.) • Design of classes on a digital format (learning to use Canvas or other Course Management Systems) • Activities associated with campus learning communities or communities of practice essential to campus programs • Data management systems for student learning outcomes, program review, curriculum management and other systems (e.g., Sales Force, TracDat, Curricunet, SPOL, etc.) 	<ul style="list-style-type: none"> • Any activities related to state or regional meetings of mandatory governance committees (e.g., Academic Senate, Curriculum Committee). • Any training or education on assessment, accreditation or other administrative processes that faculty may carry out.

Examples of District sponsored activities that Article 13 dollars cannot be used for include:

- Training on any software or data management system implemented in the district including, but not limited to:
 - Canvas
 - Sales Force
 - TracDat
 - SPOHL

- Banner
 - AdAstra
 - WebSmart
 - Curricunet
 - Any software program essential to the management of a classroom, department or program.
- Professional development needed for faculty to execute district and campus initiatives including, but not limited to:
- Campus redesign
 - Guided pathways/metamajors
 - General Education Redesign
 - Learning Communities
 - Basic Skills and similar initiatives (e.g., acceleration)
 - Dual Enrollment initiatives
 - Adult Bloc Ed. Initiatives
 - Promise scholars

Appendix B – Approval Flowchart

All professional development applications should follow the approval process below. Local colleges shall not deviate from this approval flowchart:

1. Applicant submits application to division dean
2. Division dean inputs substitute information (if applicable)
3. Division dean forwards application to the chair of the Professional Development Committee
4. The chair of the Professional Development Committee will add professional development applications to the agendas of its regular meetings
5. In the case of long-term applications, the Professional Development Committee Chair will ask to be agendized as a discussion item at an academic senate meeting within thirty (30) days.
6. Once the application is approved by the Professional Development Committee, it is forwarded to the Office of the President for final approval.
7. The Office of the President will forward the decision of the president, or designee, to the applicant and the Professional Development Committee.

If an application is not deemed to qualify for Article 13 funds, the administrator sitting on the Professional Development Committee shall investigate other sources of funding and forward the application to the appropriate source, if applicable.

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