Each Full-Time Faculty Member shall be responsible for 66 hours of Professional Development:
• 12 hours shall be met attending two (2) Welcome Back Days
• 12 hours shall be met completing Learning Outcomes Process and Area Planning documents
• 42 hours shall be met completing Individual Professional Development Activities

1. First off, it seems there is a lot of overlap of responsibilities. So who is in charge of what?
The Faculty Association represents the faculty regarding working conditions, i.e., workload, assignment, working hours, academic calendar, and salary and benefits. The FA is responsible for negotiating the academic calendar, which includes professional development days “in lieu of instruction.” The FA works with the District to determine the number of days and which ones are fixed or floating. The Association negotiates contract language with regard to faculty professional development. It also develops Memorandums of Understanding (MOUs) as needed. The FA is responsible for hearing any and all appeals for denied proposals made by faculty for individual projects.

The Academic Senate represents the faculty in academic and professional matters. It is responsible for the overall direction, implementation and evaluation of faculty professional development. The Academic Senate represents the faculty in the eleven specific areas assigned by Education Code, Title 5 §53200-204. In addition, the Education Code assigns myriad additional responsibilities to academic senates, such as minimum qualifications and equivalency processes, faculty hiring, faculty evaluation and tenure review, administrative retreat rights, and faculty service areas. The “academic and professional matters” of the Academic Senate are commonly known as the “10+1,” of which faculty professional development is #8. The Academic Senate has created the Faculty Excellence Committee, and has delegated much of the work of professional development to the FEC. The Senate maintains direct oversight and supervision of the FEC. The Academic Senate approves bylaws, and policies and procedures of the FEC, including the handbook and forms.

The Faculty Excellence Committee is a standing subcommittee of the Academic Senate. The FEC (made up of faculty representatives) establishes policies and procedures for faculty professional development, conducts needs assessments, establishes a schedule of professional development activities, and conducts program evaluations. The FEC also communicates opportunities with the faculty and solicits their input for program improvement.

The Professional Development Committee is a shared governance committee made up of staff, administration and faculty. This committee oversees the college’s professional development program for staff and administration, and collaborates with the Academic Senate with regard to faculty professional development. This committee also oversees the institution’s professional development budget, which includes requests for conference attendance and travel in most cases.

Deans, because of their close work with faculty and with the needs of the division, act as first-level approval for faculty professional development plans. They also approve or deny faculty designed projects. Deans are to be used as resources for faculty, working with one another to design plans and projects that advance the needs of the division and of the individual faculty members, and ultimately, of the students. In addition, deans also provide first-level approval for travel/conference requests.
Remember: The Faculty Association and the Academic Senate represent the same group of people. Faculty interests are best served when the two representative groups work cooperatively together.

2. **What are Professional Development days?**

As allowed by Title 5, Professional Development days are days set aside in the academic calendar for professional development rather than for meeting with classes. These are paid days “in lieu of instruction.”

3. **What are Welcome Back Days?**

These are professional development days, and are stipulated in the Faculty Collective Bargaining Agreement with regard to the academic calendar. A total of two (2) days shall be identified as Welcome Back Days on the academic calendar. One Welcome Back Day will be scheduled in each academic semester and shall consist of six (6) hours.

4. **What are “fixed” and “floating” days?**

The Faculty Association negotiates the academic calendar and determines which professional development days are “fixed” and “floating.” “Fixed” flex days are those that are set by our calendar - Welcome Back Days are typically fixed flex days. The rest of the days/hours are “floating.” This means you can fulfill them as it suits your schedule.

5. **What is the Annual Professional Development Plan?**

This is how you determine your goals for the year. This is also where you list activities that will help you achieve your goals. This plan is due to your dean every Fall semester by August 31 for the current academic year.

6. **What are Pre-Approved Professional Development Activities?**

These are workshops or activities that are offered on campus or online. There is a Menu of these activities available. According to Title 5, activities fall into 3 broad categories: Faculty Improvement, Student Improvement, and Instructional Improvement. These categories are determined by California Ed Code. The FEC collects and categorizes suggestions from faculty, staff and administrators in an on-going basis.

7. **What are Professional Development Projects?**

Professional development projects must achieve a goal listed on the Annual Professional Develop Plan and may include on- or off-campus activities. You can design your own individual or group project with the approval of your dean. For credit, faculty need to complete the “Professional Development Project Proposal” and submit to their division dean for approval. When work is completed on the project, attach evidence of completion to the proposal as necessary, and submit to your dean.
8. If we didn’t have Professional Development days, would we have more days of vacation?
No, we would have additional days of class.

9. What kinds of activities are considered “professional development” activities?
The term “Professional Development” includes activities which increase knowledge in the discipline or which directly enhance teaching skills, but also activities which improve student success, retention or completion of educational goals. They may not be activities that are contractual duties.

10. What is “Professional Development Credit”?
Professional Development credit is the state’s way of ensuring that faculty engage in professional development activities equivalent to the amount of time that they would be spending in class without a Professional Development program. One hour of time spent on professional development equals one hour of Professional Development credit. Six hours equals one “day.”

11. How much Professional Development credit do I earn if I present or facilitate an activity?
Individual presenters of campus-wide Professional Development activities earn double Professional Development credit. For example, a presenter would be credited two hours of professional development credit for leading a one hour workshop.

12. What happens if I am sick or have a personal emergency on a “fixed” day?
In accordance with the Faculty Collective Bargaining Agreement, a faculty member who misses a “fixed” Professional Development Day will be subject to the conditions and requirements in the contract. Typically, six hours of Professional Development time shall be equal to one day of absence. Any portion of the 6 hours missed shall be considered a partial absence and will be calculated accordingly.

13. What are my Professional Development obligations if I am on sabbatical leave or extended leave of absence?
Faculty members on extended leave (e.g. sabbatical, study abroad, faculty exchange, catastrophic illness, etc.) shall have their 66 hour Professional Development obligation adjusted for that academic year.

14. You mean we can design our own activities for Professional Development credit?
Yes. If you wish to receive credit for a project of your own design, fill out a “Professional Development Project Proposal” form and submit it to your dean.

15. What kinds of individual or group projects are acceptable for Professional Development credit?
Any projects that result in faculty, student, or instructional improvement are acceptable. Some ideas:
   • Development of new assessments for course or program
   • Exploration and implementation of high-impact instructional methods
• Incorporating a service learning project
• Research projects involving your own data in your courses

16. How does the college keep track of faculty Professional Development credits?
Faculty will fill out, sign and submit a form for Welcome Back Days. Sign-in sheets are used to track on-campus workshops. For other activities, credit will be tracked through the deans and Instruction Office. Individual projects will be given credit when verification of completion is supplied.

17. When can I earn Professional Development credit?
Professional Development credit may be earned during any non-duty hours (hours you are not scheduled to be in class or in your office) throughout the fiscal year (July 1 – June 30).

18. Can I “bank” hours for next year?
No. The idea is to stay current and to continually work on the craft and science of teaching and learning. If you accumulate excess hours, you cannot use them for any other year.

19. If I do more than the required hours, do I get paid for those extra hours?
No.

20. What about Part-time Faculty?
Shasta College has no Professional Development requirement for part-time faculty members. However, part-time faculty are eligible to earn flex hours depending on whether their class hours have been reduced by moving to a 17-week schedule. PT faculty will be informed each semester about the flex hours they have. We encourage PT faculty to participate in flex, both to get additional pay and increase their personal development and/or their connection to the college.

21. What about classified staff and management personnel?
Classified and management employees do not have a Professional Development requirement; however, they are welcome to participate in any of the scheduled activities. Classified staff need to make prior arrangements with their supervisors in order to coordinate office/area coverage.

22. Do participants have to pre-register to attend an activity?
In most cases, no. However, in order to assure space availability and enough handout materials, pre-registration is required for some programs. For activities requiring pre-registration, information will be provided with the program announcement.

23. If I review course material, e.g., a new textbook, does this count for professional development credit?
No. Some work on curriculum and standard preparation for class is part of a faculty’s contractual duties. Flex credit must be earned for duties outside the contract.
24. What if I don’t complete my Professional Development obligation?
Absences on Welcome Back Days (12 hours) will be handled in compliance with the Faculty Collective Bargaining Agreement. If a Faculty Member does not complete any portion of the additional 54 hours of required Professional Development activities by June 30, the college is required by state law to deduct an equivalent amount of leave since both the Faculty Association and the State approved the flex calendar. There will not be a pay deduction.

25. For full-time faculty, if I teach an overload, do I get extra professional development hours?
Yes, and the good news is that you will get extra pay when you do those extra hours. You will be paid at your regular overload hourly pay rate. Contact the Office of Instruction to report those hours.

26. How do I count hours for professional development credit when I attend a conference?
You can count any hours OUTSIDE of your contractual duties. For example, if you are attending a conference from 9am-4pm, and you are contracted to teach 2 hours and hold 1 office hour that day, you can claim 4 hours. *You cannot claim travel time to or from the conference, nor overnight hours.

27. I need funding for travel. How do I make a request?
For faculty who wish to travel to conferences or conduct site visits of other colleges, there are several institutional budgets for the expenses related to travel. If your travel relates to the goals of Student Equity or the Basic Skills Initiative, apply for funds from those sources first. In addition, the college has a limited district budget for travel, managed by the Professional Development Committee. The Professional Development Committee is the body that approves or denies district funds for travel expenditures for professional development. As always, faculty travel must be approved by the dean. Consult with the dean for division procedures. There are also procedures outlined on the HR webpage for travel and funds. Once on the HR webpage, click on Professional Development Program, then click on Forms.

28. Where can I find information about Professional Development days and activities?
“Welcome Back Days” will be on the academic calendar. On-campus Professional Development activities can be found on the Faculty Excellence website, the Faculty Corner website and activities will be announced in New2Muse. Refer to the Handbook for Faculty Excellence for more information.

29. I just need a form. Where do I find them?
All forms pertaining to faculty professional development can be found on the following websites:
- Faculty Excellence Committee
- Faculty Corner
- Office of Instruction
- Professional Development Program

30. How do I contact the Faculty Excellence Committee if I have questions, suggestions, concerns or comments?
Email the Committee at FacultyProfDev@shastacollege.edu