

Appendix N: Step Progression Plan

Effective July 1, 2008

I. General

The Step Progression Plan (SPP) was piloted during the 2005/06, 2006/07 and 2007/08 academic years. During 2007/08, a comprehensive review of step criteria was conducted to determine the effectiveness of step criteria and the extent of any unintended negative consequences. Following the pilot phase, recommendations regarding step criteria and advancement were reviewed through the Meet and Confer process and the plan finalized for implementation. Faculty who meet the step criteria for academic 2005/06, 2006/07 and 2007/08 were authorized for step advancements.

The SPP, including criteria for step advancement, is expected to have the positive effects of enhancing an individual Faculty member's professional development and personal growth. The College's Faculty are its leaders for teaching and fostering learning in others. In that regard, the SPP emphasizes continued growth and development of Faculty to meet the needs of the students and community in the 21st century and authenticates the past performance and professionalism of PCC Faculty.

This appendix outlines the processes and policies associated with qualifying an individual Faculty member for step advancement. The SPP allows an individual Faculty member to qualify for step advancement based on a Professional Progression Plan (PPP) (<http://www.pima.edu/employee/classcomp/stepplans/index.shtml>) developed in consultation with his/her Supervising Administrator and meeting the criteria as described below. Step advancement is not competitive among individual Faculty members and the number of individual Faculty members receiving step advancement shall not be limited by any quota or predetermined number or percentage. In addition, the number of qualified Faculty members is not to be limited by the availability of financial resources or any other factor.

II. Step Progression Plan Process

A. Eligibility

To be eligible for consideration, the Faculty member must have served more than 60% of the accountable days on his/her contract. Any Faculty member hired after the last workday in September will have 30 calendar days from date of hire to submit an initial plan for a step increase. The Supervising Administrator is responsible for facilitating the submission of the PPP. A Faculty member who is on a Performance Improvement Plan at the conclusion of the contract year is not eligible for step advancement. A Faculty member who has received a disciplinary action equivalent to or greater than a written reprimand in lieu of suspension during the contract year is not eligible for step advancement.

A Faculty member who is in the process of completing a Performance Improvement Plan or is using the Grievance Procedure (Section VI, *Personnel Policy Statement for College Employees*) to appeal a disciplinary action should follow the process described below in order to maintain the possibility of step advancement.

B. Step Criteria

Step advancement requires a Faculty member to satisfy one professional development and one student success activity and one of the two service requirements.

- 1. Professional Development** - Efforts to improve effectiveness, maintain currency, or expand area(s) of expertise of the Faculty member.

2. **Commitment to Student Success** - Activities or efforts that are intended to improve the educational experience of Pima College's students.
3. **Service to Department/Program/CDAC**- Efforts to improve College instructional offerings, educational services, and/or ensure the success of College programs within the Faculty member's area of expertise.
4. **Service to Campus/College**-Faculty members may fulfill this obligation by serving on a Campus or College committee or by representing the College on a local, state, regional, or national committee or board.

A PPP describing a Faculty member's plans for the year will be submitted to the Supervising Dean by the last Friday in September. A preliminary evaluation and approval will be completed by the Supervising Administrator and the Vice President of Instruction/Vice President of Student Development by the second Friday in October. Should the Faculty member and the Supervising Administrator be unable to agree on the PPP, the Faculty member may appeal (the appeal is due by the third Friday in October) to the Provost whose decision, rendered no later than the fourth Friday in October, is final.

If a Faculty member is hired after September 30, s/he has 30 days to submit an initial plan. If needed, appeal decisions must be made within 30 days.

A lack of notification by the stated deadline automatically results in the approval of the Faculty member's PPP as proposed by the Faculty member. Upon approval, original initial plans will be returned to the Faculty member. A copy will be retained by the supervisor.

The Faculty member is also encouraged to review progress on his/her plans with his/her Supervising Administrator throughout the contract year. A Faculty member may choose to discuss progress towards satisfying the step criteria during his/her annual collegial conference.

Any modification needed to the Faculty member's PPP must be submitted for approval to the Supervising Administrator and Vice President of Instruction/Vice President of Student Development as soon as possible. Should the Faculty member and the Dean be unable to agree on the modification(s), the Faculty member may appeal to the Provost whose decision, rendered within ten working days of the appeal, is final. A lack of notification by the stated deadline automatically results in the approval of the Faculty member's PPP as proposed by the Faculty member.

By the last Friday in March, the Faculty member will fill in the verification line on the PPP form confirming completion of activities and resubmit it to the Supervising Administrator. Failing to meet this deadline will disqualify the Faculty member from step advancement eligibility. The reputation, standing and job status of a Faculty member will not be negatively affected if he/she elects not to submit a step criteria form.

The Supervising Administrator reviews the final form and forwards a recommendation to the Vice President of Instruction or Vice President of Student Development, as appropriate, who determines whether the activities previously agreed upon have been accomplished. The Faculty member will be notified by the Vice President of Instruction or the Vice President of Student Development, in writing by email, of his/her step advancement status by the second Friday in April. In the event that a Faculty member is not approved for step advancement, the notification will be in the form of a written memo and will state clearly which criteria were not satisfied and why. A lack of notification within the ten day time-frame automatically qualifies the Faculty member for step advancement.

The final approved form will be forwarded to Human Resources by the Vice President of Instruction or the Vice President of Student Development.

C. Appeal Process

A Faculty member who is not authorized for step advancement may appeal the decision to the Chair of the Appeals Committee, which consists of five Administrators and two alternates appointed by the Chancellor and a non-voting ex-officio Faculty member appointed by PCCEA. Should a member of the Appeals Committee be a Division Dean or Vice President of Instruction/Student Development for the appellate Faculty member, then the Supervising Administrator shall recuse him/herself from that decision.

The Faculty member must declare an intention to appeal in writing to the Chair of the Appeals Committee within five working days of the notification deadline. The declaration will include a written response to the notification of denial explaining why the denial is inappropriate and copies of the Faculty member's Step Criteria Form(s), the notification of denial, and any other appropriate materials. It is the responsibility of the Chair of the Appeals Committee to notify the Supervising Administrator(s) of the appeal.

Within five working days of the declaration deadline, the Appeals Committee will schedule a meeting to interview the Faculty member and the Supervising Administrator(s). The meeting will typically take place the last Friday in April or the first Friday in May. The Appeals Committee will make a written recommendation to the Provost within five working days of the meeting. The Provost will review all written materials and may elect to meet with any of the involved parties. The Provost will make a decision and will provide written notification including rationale to the Faculty member, the Supervising Administrator(s), the Appeals Committee and Human Resources within five working days from receipt of the Committee recommendation. Upon written authorization of the Faculty member, a copy of the notification will be forwarded to the President of PCCEA.

D. Completing the Professional Progression Plan

Activities used to satisfy step criteria should be verifiable. Generally, activities used to satisfy the step criteria need to have occurred during the current contract year. Professional Development activities that are completed after April 30th and are not used to satisfy the Professional Development Criterion that year may be used during the following year.

All criteria activities should be substantially completed by the time the form is submitted in March with the possible exception of Professional Development. Professional Development activities planned to occur after form submission but before June 30th may be used to satisfy the Professional Development criteria for the current year. Failure to complete the planned activity may jeopardize step advancement.

In general, any specific activity should only be used to respond to a single criterion. For example, serving on a hiring committee for a vacancy within your discipline could be used for Service to the Department/Program/CDAC or Service to Campus/College but not for both. With the agreement of the Supervising Administrator, an activity requiring an unusually large amount of effort may be used to satisfy more than one criterion.

Activities for which the Faculty member receives either supplemental pay or reassigned time are eligible for submission to complete the PPP.

At the conclusion of this Appendix, there is a matrix of activities that may be used to provide guidance in completing and approving a PPP. The activities noted on the matrix are not intended to be all inclusive. Indeed, Faculty members and Supervising Administrators are encouraged to identify innovative ways to satisfy the SPP.

Professional Development Each Faculty member has a responsibility to maintain currency within his/her area of specialty and to engage in activities intended to improve his/her effectiveness. Faculty members may satisfy this criterion by engaging in scholarly activities intending to develop his/her own expertise or by modeling the behavior of a lifelong learner.

Student Success as the primary focus of most Faculty assignments is direct student service. Faculty are asked to list one activity that best represents their efforts to improve student success/retention or to provide additional enrichment in the experience of Pima's students. Faculty should be able to state in a sentence or two how the activity is expected to benefit Pima's students. Faculty members are encouraged to highlight new or innovative efforts.

Service to Department/Program/CDAC For the purpose of the SPP, service to Department/Program/CDAC refers to activities directed at ensuring the success of the programs, courses, and educational services of Pima College. Discipline activities that support personal growth of the Faculty member should be used to satisfy the Professional Development criterion.

Service to Campus/College Faculty members may fulfill this obligation by serving their campus or the College as a representative of the College or within their specific area of expertise. Listing a Governance Body, Standing Committee, Working Group, Ad Hoc Committee, Task Force, and/or Meet and Confer Team indicates that the Faculty member will attend meetings and contribute to the work while the group is in session. If a Faculty member serves the campus/college in an innovative fashion, the response should include a brief description of the activity.

Note: Faculty members should document one Professional Development activity, one Student Success activity and one of either of the two Service activities.

E. Carry Forward Provision

Completed activities included in the PPP may carry forward from year to year until the step progression plan is satisfied. The step progression is approved for the contract year following the year in which all activities are completed.

F. Faculty members who serve in an Acting Capacity

Under no circumstance shall the acceptance by a Faculty member of an acting position abridge his/her right to participate in the SPP. A Faculty member serving in an acting position should consult the SPP for the acting position as well as the faculty plan to determine which plan s/he should follow. If the SPP for the acting role is unavailable, the Faculty member may always elect to use the faculty SPP.

A Faculty member who has served in an acting position and returns to Faculty status will be granted a step on the Faculty salary schedule for each year that he/she satisfied the step criteria for either the acting position (when available) or the faculty plan. The number of steps granted cannot exceed the number of steps granted to the Faculty group while the returning Faculty member was in the acting position.

Should the Faculty member serve in an acting capacity for less than one year, activities undertaken throughout the year in either capacity may be used to satisfy the SPP. The Faculty member has 30 calendar days from the time that s/he returns to faculty status to submit an initial plan for a step increase.

G. Sabbaticals and Faculty Exchange

A Faculty member who satisfactorily completes the objectives in any approved sabbatical, or who completes a faculty exchange will automatically be approved for step advancement. A Faculty member granted a sabbatical will submit his/her PPP form with the sabbatical box checked to his/her Supervising Administrator no later than the last Friday in September. Successful completion of a full-pay or half-pay sabbatical qualifies the Faculty member for step advancement. Failure to complete the sabbatical report satisfactorily jeopardizes step advancement. At the Faculty member's request, the Supervising Administrator will complete and submit the form.

III. Confirmation of Step Progression

Confirmation of step progression will be made via the Faculty member's salary notification and shall include the prior year's placement on the faculty salary schedule and the current placement.

In the event that step progression is not granted by the Board of Governors, each Faculty member's salary notification will indicate whether or not the faculty member satisfied his/her Professional Progression Plan for the next year the Board grants step advancement (see Appendix A. II. B 3).

STEP ADJUSTMENTS – FISCAL YEAR 09/10

In any fiscal year, all step adjustments for regular employees as a result of the completion of step plans are subject to Governing Board approval and funding.

The Board of Governors did not approve step adjustment funding in fiscal year 2009/10. As a consequence, step plans completed and approved in fiscal year 2008/09 are held in abeyance until the fiscal year the Governing Board approves funding to active full-time regular employees. For example, if funding is not approved in fiscal year 2010/2011, the step adjustment will be held in abeyance until fiscal year 2011/12 and if funding is not approved for 2011/12, the step adjustment will be held in abeyance until fiscal year 2012/2013. Any Faculty member not approved for step advancement will have the opportunity to apply for step advancement the following year.

A Faculty member may not accumulate more than one step to be held in abeyance.



PimaCountyCommunityCollegeDistrict

FACULTY PROFESSIONAL PROGRESSION PLAN (PPP)

The online version is available at:
[http://www.pima.edu/employee/classcomp/
stepplans/documents/faculty_PPP_form.doc](http://www.pima.edu/employee/classcomp/stepplans/documents/faculty_PPP_form.doc)

Refer to the FPPS (Appendix N) for details regarding this process.

Faculty Professional Progression Plan (PPP) Instructions

To meet the requirements for step advancement, you must satisfy the following criteria

- Describe and complete
- **ONE** Professional Development activity (**Required**) (*Line 1 on the PPP form*) &
- Describe and complete **ONE** Commitment to Student Success activity (**Required**) (*Line 2 on the PPP*) &
- **Then describe and complete ONE of the following:**
 - **One** activity demonstrating the Service to Department/Program/CDAC criteria (*Line 3 on the PPP*)
 - **One** activity showing the Service to Campus/College criteria (*Line 4 on the PPP*)

Initial Submittal of PPP

Fill out Page 2 and sign and date your initial submittal on the lines provided at the bottom of Page 2. If you will be on sabbatical during July 1, 2008 to June 30, 2009, check the space on Page 2 and skip the Activity Table.

Instructions for Activity Table

For the Initial PPP submission, fill in the Activity line stating the activities you plan to accomplish, including specifics, within the year. You may refer to the Faculty Step Progression Plan's matrix of activities for examples.

Submit your completed and signed Initial PPP to your Supervising Administrator by THE LAST FRIDAY IN SEPTEMBER. Approval of your Plan by your Supervising Administrator(s) is by the second Friday in October. If your plan is not approved, you may appeal the decision to the Provost by the third Friday in October. The appeal will be decided by the fourth Friday of October.

Modification of Initial PPP

You may modify your Initial PPP anytime after it is submitted and **before** the Final Submission in March. Submit a new PPP form to your Supervising Administrator by following the instructions for the Initial Submittal. For any activities that you initially listed and subsequently modified, check the Modification column on the far right side of the Activity Table. Sign and date your modified Initial PPP on the lines provided on Page 3.

Approval of your modified Initial PPP by your Supervising Administrator is within 10 working days of receipt.

Final Submission and Approval of PPP

For the Final PPP submission, on the Activity Table provide a one- or two-sentence verification statement about the completion of each activity. Sign and date your Final PPP on the lines provided on Page 3.

Submit your Final PPP to your Supervising Administrator by the last Friday in March. You will be notified of your step advancement status by the second Friday in April. If your PPP is not approved, you may choose to appeal (see directions below).

Appeal Process (if applicable)

Appeals **must be made** according to the details described in Appendix N of the FPPS.



Pima County Community College District

FACULTY PROFESSIONAL PROGRESSION PLAN (PPP) Form - Effective July 1, 2008

Employee Name: _____ Date _____ Work Phone: _____ Mail Code: _____
Print Last Name, First Name

Position Title: _____ Supervising Administrator: _____ Work Location: _____

Initial Submittal of PPP (Due by the last Friday of September)

_____ Check here if you will be on sabbatical during July 1, 2008–June 30, 2009.

Activity Table

TYPE OF ACTIVITY See instructions		ACTIVITIES AND VERIFICATION This form with the activities listed is due to the Supervising Administrator on the last faculty work day of September. This same form with the completion of the activities described in verification statements is due on the last Friday of March.		Check here if this is a modification
1.	(Required) Professional Development	Activity		
		Verification		
2.	(Required) Student Success Activity	Activity		
		Verification		
3.	Service to Department/ Program/CDAC	Activity		
		Verification		
4.	Service to Campus/College	Activity		
		Verification		

Faculty Member _____ Date _____ Supervising Administrator _____ Date _____

Dean _____ Date _____ Plan accepted _____ Approved with modification _____ Plan Denied _____

Appeal to Provost (if applicable): _____ Date _____



Pima County Community College District

FACULTY PROFESSIONAL PROGRESSION PLAN (PPP) Effective July 1, 2008

Modification of PPP:

Faculty Member _____ Date _____ Supervising Administrator _____ Date _____

Dean _____ Date _____ Appeal to Provost (if applicable): _____ Date _____

Final Submission and Approval of PPP and its Verification Statements:

Faculty Member _____ Date _____

Threshold Test for Approval of PPP (Completed by Supervising Administrator):

Full-time Regular Faculty Member?	____ Yes ____ No	Disciplinary action? (equivalent to or greater than a written reprimand in lieu of suspension-during the contract year)	____ Yes ____ No
Faculty member has served more than 60% of the accountable days on his/her contract?	____ Yes ____ No	Performance Improvement Plan? (at conclusion of the contract year)	____ Yes ____ No

Supervising Administrator _____ Date _____ Dean _____ Date _____

____ Activities accomplished ____ Not approved

Appeal Process (if applicable):

Faculty Member _____ Date _____

Appeals Committee ____ Recommend approved ____ Recommend not approved Date _____

Provost _____ Date _____

____ Activities accomplished ____ Approve Step ____ Not approved



**FACULTY PROFESSIONAL PROGRESSION PLAN (PPP)
 Master List of Status By Division**

Master List of Faculty Status on Professional Progression Plans by Division – Refer to FPPS Appendix N for details regarding policy implementation.

Campus _____ Division _____ Supervising Administrator _____

Timeline for Faculty Professional Progression Plan (PPP)

Submittal and Approval NOTE: ADD SPECIFIC DATES FOR EACH ACADEMIC YEAR

September, 25, 2009	A	On or Before the Last Friday in September - Faculty member submits PPP to Supervising Administrator
October 9, 2009	B	On or Before the Second Friday in October – Response to Faculty member of preliminary evaluation and approval or non-approval of plan by Supervising Administrator and Vice President of Instruction/Vice President of Student Development (NOTE: Lack of notification by deadline results in approval of Faculty member’s PPP as submitted)
October 16, 2009	C	On or Before the Third Friday in October – Faculty member’s appeal of non-approval of plan to the Provost.
October 23, 2009	D	On or Before the Fourth Friday in October - Provost’s response to Faculty Member’s appeal (NOTE: lack of notification by deadline results in approval of Faculty member’s PPP as appealed)
	E	Prior to final submission - Faculty member may submit a revised a PPP during the year to Supervising Administrator
	F	10 working days after Modification submitted - Notification of Faculty member of approval or non-approval of modification to the PPP. (NOTE: lack of notification by deadline working days results in approval of Faculty member’s PPP as modified)
	G	10 working days after Modified PPP is not approved - Faculty member may appeal to the Provost.
	H	10 working days after the Modified PPP is appealed - Provost’s response to Faculty Member’s appeal (NOTE: lack of notification by deadline results in approval of Faculty member’s PPP as modified)
March 26, 20010	I	On or Before the Last Friday in March - Faculty member’s deadline for submittal of documentation showing completion of PPP activities to Supervising Administrator
April 9, 2010	J	On or Before the Second Friday in April – Response to Faculty member on recommendation for approval or non-approval by Supervising Administrator of the final PPP. (Approved PPP submitted to Human Resources, Attention: Faculty Contracts) (NOTE: a lack of notification by deadline automatically qualifies the Faculty Member for step advancement)
April 16, 2010	K	On or Before the Third Friday in April - Faculty member’s appeal of non-approval of plan to the Appeals Committee
May 7, 2010	L	On or Before the First Friday in May – The Appeals Committee makes a recommendation to Provost and notifies the Faculty member.
May 14, 2010	M	On or Before the Second Friday in May – The Provost provides written notification of rationale for accepting or rejecting the Appeals Committee Recommendation. (Approved PPP submitted to Human Resources, Attention: Faculty Contracts)



**FACULTY PROFESSIONAL PROGRESSION PLAN
(PPP) Master List of Status by Division**

Master List of Faculty Status on Professional Progression Plans by Division

Campus: XC **Division:** Academic **Supervising Administrator:** XYZ

SAMPLE FORM

FT E #	Faculty Member	Step 2009 - 2010	Status (FT Reg, Sabbatical, On Leave)	A 9/25/09	B 10/9/09	C 10/16/09	D 10/23/09	E Write in Date as Needed	F Write in Date as Needed E + 10 Working Days	G Write in Date as Needed F + 10 Working Days	H Write in Date as Needed G + 10 Working Days	I 3/26/10	J 4/9/10	K 4/16/10	L 5/7/10	M 5/14/10	Threshold Met or Not	Step Not Granted	Step Granted for 2009 - 2010
	Faculty A	901	FT Reg	√	√	√	√	1/16/09	1/30/09	2/13/09	3/3/09	√	√	NA	NA	NA	Yes	Yes	902
	Faculty B	912	On Leave	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
	Faculty C	907	Sabbatical	√													Yes	Yes	908
	Faculty D	906	FT Reg	√	√	NA	NA	NA	NA	NA	NA	√	√	√	√	√	Yes	Not Approved	

A copy of this form will be forwarded to Human Resources by the Vice President of Instruction or the Vice President of Student Development.

Step Criteria Matrix for Faculty

ACTIVITIES OR EFFORTS	1. COMMITMENT TO STUDENT SUCCESS	2. SERVICES TO DEPARTMENT/PRO-GRAM/CDAC	3. SERVICE TO CAMPUS/COLLEGE	4. PROFESSIONAL DEVELOPMENT	EXAMPLES
1. Promote and enhance instruction, communication, and/or feedback with technology	✓				Web site; WebCT; Internet or computer-based instructional supplement, on-line grade book
2. Implement best practices to advance student success	✓				Frequent grade summaries/progress reports/conferences; copies of notes or PPT slides; other prompt and instructive feedback; study guides; practice exams; test or homework solutions; lecture notes or PowerPoint slides; CATS; extra study, preparation, self-analysis, or assessment materials
3. Support individual/group needs of students in achieving their career, educational, or personal goals	✓				One-on-one goals assessment; specialized materials and/or workshops tailored for student groups such as ESL or Native American students; customized letters of recommendation
4. Provide focused support and/or opportunities for students who are struggling or incur unusual circumstances	✓				One-on-one meetings, conferences, or tutoring; Early Academic Alert; design or conduct workshops such as study skills, time management, and/or managing test anxiety; Students deployed mid-semester, students who fall ill or miss time because of family or travel
5. Create innovative assignments to challenge students	✓				Portfolios; projects; presentations; case studies
6. Create activities that connect course content to the real-world	✓				Field trips; guest speakers; case studies; intern-, extern-and/or apprentice-ships; service learning
7. Accommodate a variety of learning styles	✓				Learning style inventory; study and instructional strategies for different styles
8. Provide information literacy instruction to support self-directed, self-sufficient learning	✓				Bibliographic instruction; research skill development; in-depth, one-to-one reference services
9. Serve as a liaison with faculty in subject areas	✓	✓	✓		Cross-discipline and advising/counseling/instructional faculty communications; information dissemination

ACTIVITY	1	2	3	4	EXAMPLES
10. Recruit, recommend, mentor and/or train Faculty, tutors, and/or staff	✓	✓	✓		Mentor a new Faculty member; provide training in academic advising and library services; peer and/or materials review; classroom observation; Adjunct Faculty Fair
11. Review, critique, and/or revise official College curricula	✓	✓	✓		Faculty-driven or institutionally-mandated leadership or in-depth participation in curricular review
12. Recruit, recommend, mentor and/or train Faculty, tutors, and/or staff	✓	✓	✓		Mentor a new Faculty member; provide training in academic advising and library services; peer and/or materials review; classroom observation; adjunct faculty fair
13. Coordinate a course	✓	✓	✓		Leadership of Faculty who all teach the same course
14. Develop web-based resources for the College community	✓	✓	✓		Web-page development for the College
15. Review and select materials	✓	✓	✓		Library collections; texts; software; lab materials
16. Institutionalize changes in College's policy or requirements from external agencies	✓	✓	✓		MAAO, AGECE, occupational crediting agencies
17. Collaborate with colleagues on review or evaluative activities	✓	✓	✓	✓	Program review programmatic accreditation, NCA team member or leader
18. Host or coordinate a professional development training, seminar, workshop, or conference	✓	✓	✓	✓	Discipline-based, professional, student success committees
19. Develop and/or conduct career awareness and job placement activities	✓		✓		Career-oriented clubs; campus presentations; referral and placement networks development
20. Sponsor or actively support student activities or clubs	✓		✓		PTK; Honors; ArizMATYC math contest; blood drives; voter education/registration; student government; fine arts; athletics
21. Coordinate special student service programs	✓		✓		Progress!; adult-learning grants; Summer Bridge
22. Participate in activities that support outreach, enrollment growth and retention		✓	✓		Transfer & K-12 institutional collaboration; dual-enrollment; LULAC; Upward-Bound; Talent Search
23. Collaborate on designing or improving College facilities		✓	✓		Laboratory, classroom, or library design or renovation; equipment selection to meet current standards
24. Serve as a PCCEA officer or campus representative		✓	✓		
25. Serve as a member of, campus representative to, or co-chair of a College or Campus committee		✓	✓		College-wide selection advisory committee, Faculty Senate, standing committees, working groups, ad hoc task force groups, meet and confer group

ACTIVITY	1	2	3	4	EXAMPLES
26. Serve as the College's representative on an Articulation Task Force		✓	✓		
27. Serve as the Faculty co-chair or secretary of the CDAC or sub-CDAC		✓	✓		
28. Represent the College or one's profession on community-based, state-wide, and/or national committees or Boards		✓	✓	✓	
29. Collaborate with PCC Government Relations on legislative agenda			✓		Assistance in drafting or presenting correspondence or testimony; research and analysis
30. Author, co-author, review or edit publications				✓	Articles; papers; book chapters; software; or texts
31. Practice, perform, or consult within the area of specialty				✓	
32. Attend or present at a College or external conference or seminar				✓	Presenter or facilitator of a professional development workshop; Faculty Learning Academy coordination/instruction
33. Complete college credit classes				✓	
34. Teach or deliver, for the first time, a course or unique service that uses a non-traditional delivery method or is personally challenging to the Faculty member				✓	
35. Contribute to an objective in the College Plan			✓		Outreach and retention; distance education; curricular improvements; articulation; new program design; assessment