

**Section:** Faculty Professional Development

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**Sponsoring Unit/Department:** Office of the Provost

## Faculty Professional Development

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 specific training. 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 on acquiring 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 Behaviors.

### **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
- Faculty Professional Enrichment Fund
- Faculty Enrichment Reserve Fund

## Faculty Sabbatical Program

### 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 the Sabbatical Program and 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. Formulating Sabbatical guidelines to ensure compatibility with college goals and policy.

### 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. The Educational Support Faculty Librarians are entitled to one representative. 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 and will be elected annually by the faculty members of the committee.

A call for nominations and elections will be conducted under the supervision of Faculty Affairs, under the Office of the Provost. Each spring, nominations will be requested from those instructional divisions and the Library where a term of office is ending. 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 the respective division(s) in April. After instructional division and Library Faculty are elected, nominations will be requested from campuses and elections will take place. Individuals elected will begin serving on the committee commencing the following fall semester.

The term of office will be for two years. Representatives are eligible to serve more than one term of office.

Terms of office will be staggered so that approximately half of all terms will commence in even-numbered years, and the remainder of the terms will commence in odd-numbered years.

If a representative applies for a sabbatical during their term of office, the representative shall remove themselves 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., they are applying for a sabbatical, accept a temporary provisional appointment, go on sabbatical or other leave, or are 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 their 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 their administrative designee shall be a member of the committee.

## **Purpose and Structure**

The purpose of the sabbatical program is to provide eligible regular full-time Faculty members with a professional development opportunity that will benefit students, the faculty members, the College and, therefore, the community. The sabbatical will extend beyond one's regular roles and responsibilities and provides the opportunity to renew and update professional qualifications, improve skills, engage in scholarly pursuits, improve teaching and learning, and/or engage in service.

The sabbatical process will be competitive. The review of sabbatical proposals is 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 Full-time, regular faculty a sabbatical leave may comprise a compensated professional development leave of one or two semesters (e.g., nine-month faculty) or a compensated professional development leave of six or twelve months (e.g., twelve-month faculty).

A minimum of two and up to twelve full-pay, one semester (academic year Faculty) or six-month (fiscal year Faculty) sabbaticals will be available each fiscal year, pending available funding to be requested from the Office of the Provost by August 30th prior to the next academic 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 the faculty member's annual 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 they apply for the full-pay sabbatical. They 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 the faculty member's annual contract salary 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 their 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 their sixth consecutive year of service to the College.

In addition, faculty will not be eligible to apply for a sabbatical if they are on a performance improvement plan. If at some point in the sabbatical application, recommendation, approval process, and/or award of the sabbatical should a faculty member be placed on a performance improvement plan, the sabbatical may be subject to cancellation.

For Full-time faculty, up to two semesters (for nine-month contracted faculty) and up to one fiscal year (for twelve-month contracted faculty) of approved paid or unpaid professional leave, including a sabbatical 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. Successfully completed sabbaticals (i.e., the sabbatical report is approved by the committee) satisfy step criteria, if a step program is in effect.

Approved leaves, including sabbatical leave, can impact accruals for benefits such as FMLA. Partial pay leaves can impact retirement contributions. It is recommended that applicants consult with ESC to determine how a sabbatical leave could impact them and their benefits.

If possible, approved sabbaticals with either full-pay or half-pay will not interrupt the continuity of service and instruction at the College. The College will, however, offer provisions for faculty to take an awarded sabbatical.

**Submission and Evaluation of Sabbatical Proposals**

Faculty members applying for a sabbatical are encouraged to attend or view 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 are also encouraged to review exemplary sabbatical proposals and final reports located on the Pima Intranet; Academic Services, Faculty Professional Development.

An eligible Faculty member must submit a complete proposal that includes forms, documents descriptions, activities, plans, purposes, values, and other requested information as outlined in the sabbatical submission process. If the proposal includes international travel, it must follow the College Travel Policies and include the Sabbatical International Travel Form. The designated Dean(s) or Library Director will acknowledge receipt of the proposal and move it forward to the committee.

A Faculty member submitting proposals for one semester at full pay and contiguous semester at half pay must submit two separate complete proposals, one for the full-pay sabbatical and one for the half-pay sabbatical. Full-pay and half-pay proposals are 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) as indicated in the workflow by the last Friday in October. Exceptions to the deadlines for half-pay sabbaticals may be made at the discretion of the Dean or Library Director. Faculty members will be notified, whenever possible, of the Faculty Professional Development and Sabbatical Standing Committee’s recommendation by mid-February.

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 evaluation form and rubric will be used.

<b>Weight</b>	<b>Sabbatical Component Proposals which do not demonstrate equivalency to the contractual load may be eliminated from further consideration by the Committee.</b>
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.
45%	Value of sabbatical to the Faculty member, students, and the College
10%	Current résumé or CV that details the Faculty member’s professional activities and their service to students, their department, and the College.

The Sabbatical Committee recommends up to 12 proposals to the Provost for approval. Approved sabbatical proposals are submitted to the PCC Governing Board as an information item.

### **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. The Committee (chair) will check in at the midpoint of the sabbatical to ensure the faculty member is on track with their original proposal.

### **Changing Sabbatical Activities**

Prior notification and approval of changing objectives and/or activities is required. 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 Administrator and the Faculty Professional Development and Sabbatical Standing Committee, in writing, 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 or Library Director and approved by the Provost. A new sabbatical timeline must be submitted to the Committee by the Faculty member 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 clearly substantiates completion of the stated objectives and activities from the sabbatical proposal(s). The report is submitted to the Dean or Library Director 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 with both due following the conclusion of the second semester of sabbatical leave. The Committee asks that reports be submitted in electronic format to facilitate archiving of completed reports. At the discretion of the College, reports may be placed on the College Intranet.

A Sabbatical Report Documentation Form as indicated in workflow is used to submit the report(s).

The Faculty Professional Development and Sabbatical Standing Committee will perform an initial review of each sabbatical report. 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 Faculty member and Dean or Library Director.

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

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 received from the College while on sabbatical. 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 sabbatical outcomes with an appropriate audience within the College community, the Governing Board, and/or the public. The results of the Faculty sabbaticals may be presented through activities co-sponsored and supported by the College, such as:

- Presentation to colleagues and/or students (departmental or college-wide)
- @PimaNews article and/or announcements
- Campus 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 failure to fairly evaluate the proposal and/or apply the scoring rubric the Faculty member may request reconsideration by submitting an appeal with relevant detail to the Provost or the Provost's designee. If an evaluation error is determined to have occurred, the Faculty member's sabbatical may be approved in addition to the other sabbaticals in the current or a future fiscal year.

#### Summary of Due Dates

<b>Activity</b>	<b>Due Dates</b>
Confirmation of number of available Sabbaticals for following academic year	August 30th
Fall and Spring Sabbatical Proposals	Third Monday in October
Supervisor Review	Last Friday in October
Faculty Notification of Proposal Status	Mid-February

Fall Sabbatical Report	45 days following first accountable day of Spring Semester
Spring Sabbatical Report	45 days following first accountable day of Fall Semester

### **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 the award will include a certificate describing the activity. Two recognition awards will be available each year, funds permitting.

Faculty (full-time, adjunct, and staff instructors) 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 full-time Faculty members Professional Enrichment Funds for activities directly related to their 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. Full-time Faculty members requiring professional enrichment funds above their account balance may apply for additional support through the Faculty Enrichment Reserve Fund.

An individual full-time 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 full-time Faculty member in consultation with their 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 full-time 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 full-time Faculty member denied the use of their 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.

**Note:** Please see Adjunct Faculty Professional Enrichment Fund policy for opportunities specifically for Adjunct Faculty.

### **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 full-time 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 full-time 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**

Full-time 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, full-time Faculty may request up to \$4,000 from the reserve fund.

In addition to the \$2,000 annual reserve funds, full-time 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 full-time 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 full-time 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 full-time 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.