Section V. Professional Development

This section has been revised in accordance with the Board of Governor’s authorized 2004/06 College Plan which includes the recommendations of the College-wide Professional Development Committee. Information regarding access to professional development for administrators and the complete program is available through the Office of Professional Development.

A. Professional Growth Leave

Administrative Professional Growth Leave is a leave of absence with pay subject to the criteria and conditions contained in this section. Professional Growth Leaves may be granted to administrators for intellectual stimulation normally obtained by study, research, travel, suitable alternative work experience, or other creative activity.

1. Long Term Leave

To be eligible for a leave of three months to twelve months, the administrator must have worked for the District a minimum of six consecutive contractual periods as a full-time administrator. Up to three paid, professional growth leaves may be granted per fiscal year district-wide. The application for leave (Appendix E) shall be reviewed by the Administrative Supervisor and Executive Administrator. Recommendations for approval are forwarded to the Chancellor for action. Upon approval by the Chancellor (or designee) the request will be submitted to the Governing Board. If approved, a copy of the approved administrative leave application shall be maintained in the employee’s personnel file.

2. Short Term Leave

Administrators with one year or more of service may apply for leaves of shorter duration, ten weeks or less. The number of these leaves available in the District per year will be at the discretion of the Chancellor. The application for these shorter leaves shall be by memorandum to the Supervising Administrator. The application for leave (Appendix E) shall be reviewed by the Administrative Supervisor and Executive Administrator. Recommendations for approval are forwarded to the Chancellor for action. If approved, a copy of the approved administrative leave application shall be maintained in the employee’s personnel file.

3. Leave Requirements

An administrator returning to the District following a leave will return to the same position or to one of equal grade or to a position agreed upon prior to the leave. Administrators are expected either to return to work at the College for a period of time equivalent to the length of the leave or to reimburse the College for the leave.
Administrators who receive a long-term leave shall not be eligible to apply for another long-term leave again until three consecutive contractual periods have passed. Administrators who either do not complete the leave or who do not complete one year of employment with the College following the period of leave may be required to repay all or part of the College’s costs for their salary and benefits which were incurred during the period of leave, unless approved by the Chancellor.

Requests for a long-term leave are due by November 1 for leaves intended to commence the following fiscal year. The Chancellor may authorize exceptions to the submission deadline. Requests for a short-term leave are due as soon as reasonably possible.

An application for leave (Appendix E) includes written statements describing the leave plans, value to the College and means of disseminating the findings. At the conclusion of the leave, the administrator will be required within six weeks of return to the College to submit a written report of the work accomplished during the leave to his/her Executive Administrator, the Chancellor, and will share the results of the leave with the appropriate colleagues at the College.

4. Compensation

Compensation for the leave will be at the rate of the administrator’s base salary for leaves of six months or less. For leaves granted in excess of six months, compensation will be the base salary rate for the first six months and one-half salary rate for the next six months, or any additional period not to exceed six months. However, the amount of compensation may be reduced proportionately should the recipient receive remuneration from any non-College source during the period of said leave. Such reduction will be determined by the Chancellor or his/her designee and approved by the Governing Board. If a replacement is required and approved by the executive administrator and the Chancellor, the campus or District Office will receive district funds to cover administrator replacement. Approved leaves with pay will be considered as regular service.

5. Benefits During Leave

For paid leaves, health insurance plans and the group life insurance plan coverage will be continued. Retirement contributions, disability protection, and sick leave benefit plans will also continue during the paid leave. For unpaid leaves, the administrator may arrange to pay deductions to maintain benefits.

B. Administrative Exchange Program

1. External Administrative Exchange Program

An administrative exchange assignment is a leave of absence from the College not to exceed any 12-month period in which the full-time administrator exchanges a comparable position with a colleague at another post-secondary institution.
The purpose of the Administrative Exchange Program is to provide the administrator with opportunities for professional growth while experiencing the environment of another institution and to allow Pima Community College to benefit from having administrators from other institutions serve with the College.

Eligibility includes:

a. Completion of three or more years of full-time service to the College as an administrator. After completing an exchange assignment, the administrator will complete an additional three or more years of full-time service to the College before becoming eligible for another exchange assignment;

b. locating an administrator from another college, acceptable to the appropriate supervisors, who is willing and able to exchange assignments; (Exchanges may be found through the League of Innovation, the American Association of Community Colleges, and the Chronicle of Higher Education)

c. final approval by the Chancellor for the administrative exchange; and

d. prior to approval of the exchange, Human Resources and the Administrator will ensure that appropriate agreements between affected institutions have been signed concerning such items as performance management, liability, workmen’s compensation, etc.

While on an administrative exchange assignment, the Pima Community College administrator will be compensated by the College. The exchange administrator will be compensated by the exchange institution (not Pima Community College). Pima Community College will not assume any financial liability as a result of the administrative exchange assignments other than the payment of the Pima Community College administrator’s normal compensation, with benefits.

The Pima Community College administrator will return to her/his former or comparable position upon completion of the exchange assignment. This assignment shall be considered as service time at the College for salary and retirement purposes.

2. Internal Administrative Exchange Program

An internal administrative exchange program allows administrators to participate in lateral job exchanges for one semester or one year without salary penalty or loss of professional development opportunities.

Exchanges are initiated with a request from both parties identifying the professional growth outcomes to be achieved. Both Supervising Administrators must approve the exchange. The administrator will report to the Supervising Administrator at the new location during the exchange. The Chancellor will authorize all administrative exchanges.