

Article 22: Professional Development

“PROFESSIONAL DEVELOPMENT” means pre-planned, well-defined, and professionally appropriate activities, such as:

- A. **Currency and Growth in One’s Field:** engage in constructive activities and research in one’s field or in a related field, visit business or commercial sites.
- B. **Work Place Effectiveness:** enhance or develop skills, which increase effectiveness in teaching, counseling, librarianship, etc.
- C. **Organizational Development:** create and implement professional development workshops for new, continuing, and adjunct faculty.

22.01 SHARED RESPONSIBILITY: Faculty development at the Sonoma County Junior College District represents a responsibility shared by individual instructors, departments and programs, and the institution itself to help instructors and programs meet the challenges of changing student demographics, evolving technologies, and advances in the disciplines.

22.02 FUNDING: The District shall maintain at least the 1989-90 level of effort and financial support, including AB 1725 funding, for faculty development, subject to available funds.

22.03 FACULTY TECHNOLOGY TRAINING FUND (FTTF)

- A. **Establishing the Fund:** The District agrees to establish a Faculty Technology Training Fund in the amount of \$40,000 to be used to support technology training of faculty. This sum is in addition to existing Staff Development funds.
- B. **Procedures:** Procedures for implementing the Faculty Technology Training Fund shall be agreed to by AFA and the District and updated and distributed to all faculty periodically.
- C. **FTTF for 2003-04:** The Faculty Technology Training Fund (FTTF) will be restricted to \$20,000 for 2003-04.

22.04 PROFESSIONAL DEVELOPMENT ACTIVITY DAYS & FLEX PROGRAM

- A. **For 2007-09:** AFA and the District agree to continue implementing flexible (hereafter referred to as “Flex”) professional development activity hours. The Professional Development Committee will continue to review the program with AFA, the Academic Senate, and Academic Affairs so that modifications and refinements may continue for further improvement of the program.
- B. **Regular Faculty Obligation** (Includes full-time, Temporary Contract faculty):
 - 1. Regular faculty will be responsible for a total of 24 hours per academic year. Twelve (12) hours of that responsibility will be fulfilled on the two designated mandatory institutional days; the additional twelve (12) hours may occur at any time during the academic year as outlined below:

2. Hours that fall on the mandatory day are not flexible, nor can they be “made up.” Regular Faculty members who miss the mandatory day may file an absence form with Human Resources either for sickness or personal necessity, if appropriate, during the semester in which that mandatory institutional day occurred. Failure to do so will result in their pay being docked from the May 31 paycheck.
3. For regular faculty less than 100% contract, the mandatory obligation will equate to their percentage, i.e. 60% = 3.6 mandatory hours each semester. Hours accrued on the mandatory institutional day beyond their obligation will be considered flexible hours. Hours calculated on academic year, flexible hours can occur any time during the year. (Program Year is July 1 – May 1). Note: Regular faculty are not required to perform Flex activities for their overload assignments.
4. If a regular faculty member does not complete the 24 hours of professional development activities before May 1, s/he will risk losing pay which will affect STRS credit for that year. The benefit of Flex activities means that there should be no need for “make-up” activities. For that reason, faculty who do not meet the 24 hours of obligation may use sick leave or personal necessity leave when appropriate to fulfill their obligation and to avoid payroll docking.

C. Adjunct Faculty Obligation

1. Adjunct faculty will be responsible for the hours they would normally teach a semester length class, except for DHR hours, that fall on official PDA days. Adjunct faculty receive payment for these hours as calculated by Payroll and therefore have an obligation under state Education Code to perform professional development activities.
2. Each semester, Adjunct Flex obligation is determined by the days of the week of the teaching schedule (days and hours teaching a semester-length Credit class, or any Non-Credit class, or any CDCP class in that semester), driven by the scheduled PDA days on the Academic Calendar. For example, for Fall 2007, since the PDA days on the Instructional Calendar are a Wednesday and a Friday, then the adjunct faculty member obligation is equal to the total hours teaching a semester-length class on those days of the week.
3. Adjunct faculty who do not fulfill their obligation may file an absence form either for sickness or personal necessity when appropriate for mandated institutional days if those are the activities they have designated as meeting their Flex obligation.
4. Hours are calculated on a semester basis and not on an annual basis because adjunct faculty members are employed semester by semester. Fall semester hours must be completed by December 1st. Spring semester hours must be completed by May 1st.
5. Adjunct Faculty will be able to flex all of their hours of obligation, but are welcome to attend the mandated institutional days if they so choose. These hours can be applied to their Flex obligation.

D. Flex Activity Procedures

1. Activities used for fulfilling the Flex obligation must occur between July 1, and May 1 of any year. Regular faculty members may apply for and receive approval for a Flex activity that takes place between May 1 and June 30. The Flex period will extend beyond the usual 177 contractual days, but all activities must be completed no later than June 30, so that the District can report the hours to the Chancellor's Office by the annual deadline. The purpose of extending the period of time past the end of the semester is to avoid the concept of "make-ups." Faculty members who do not complete their obligations may use sick leave or personal necessity leave when appropriate to fulfill their contractual obligation for mandated institutional days. Failure to complete the obligated paid hours will result in payroll docking.
2. Flex can be fulfilled only through appropriate activities jointly pre-approved by the Professional Development Committee/Flex Sub-committee per the agreed-upon criteria.
3. Flex fulfillment will be tracked by the Staff Development Office, with the assistance of the Deans as necessary. An automated Flex program is available to assist in this process.

22.05 STIPENDS FOR ADJUNCT FACULTY AT THE PUBLIC SAFETY TRAINING CENTER: Effective November 17, 2005 per agreement between the All Faculty Association and the District, the District agrees to pay stipends of \$75.00 per day to Adjunct faculty at the Public Safety Training Center who attend legally mandated trainings not already being paid by other source(s) for attending, or as part of regular or mandated training from another agency. For Regular or Probationary Faculty in this area, these kinds of trainings will be considered part of Professional Service and Development as outlined in Article 17.01C.3.b.1.

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