

Article 22: Professional Development

“PROFESSIONAL DEVELOPMENT” means preplanned, 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 (FTTF) in the amount of Forty Thousand Dollars (\$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 FTTF shall be agreed to by AFA and the District and updated and distributed to all faculty members periodically.

22.04 PROFESSIONAL DEVELOPMENT ACTIVITY DAYS & FLEX PROGRAM

- A. **For 2009-11:** 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. For Academic Year (AY) 2009-10: Regular faculty will be responsible for a total of twenty-four (24) hours per academic year. Twelve (12) hours of that responsibility will be fulfilled on the two (2), designated mandatory institutional days; the additional twelve (12) hours may occur at any time during the academic year as outlined below.
 - 2. For AY 2010-11: Regular faculty will be responsible for a total of twenty-four (24) hours per academic year: Fifteen (15) hours of that responsibility will be fulfilled on the two and a half (2 1/2) designated mandatory institutional days, of which three (3) hours of the regular faculty obligation will be attendance at commencement ceremonies. The additional nine (9) hours may occur at any time during the academic year as outlined below.

- 22.04** B. 3. Hours that fall on the mandatory days are not flexible, nor can they be “made up.” Regular faculty members who miss the mandatory days 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.
4. For regular faculty members less than 100 percent contract, the mandatory obligation will equate to the percentage of their reduced load (i.e. 60 percent load equals 3.60 mandatory hours each semester for 2009-10, 3.60 mandatory hours for Fall 2010, and 5.40 mandatory hours for Spring 2011). Hours accrued on the mandatory institutional days beyond their obligation will be considered Flex hours.
 5. Flex hours are calculated on an academic year basis. Regular faculty may perform Flex hours any time during the year. (Program year is July 1 – May 1). For AY 2010-11 only, spring semester hours must be completed by May 28, 2011. (See paragraph 22.04.D.)
 6. Regular faculty members are not required to perform Flex activities for their overload assignments.
 7. If a regular faculty member does not complete the twenty-four (24) hours of professional development activities before May 1, he/she will risk losing pay, which will affect CalSTRS service credit for that year. (Note: For AY 2010-11 only, spring semester hours must be completed by May 28, 2011.) (See paragraph 22.04.D.)
 8. The benefit of Flex activities is that there should be no need for “makeup” activities. For that reason, faculty members who do not meet the twenty-four (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 members 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 members 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 noncredit class or any CDCP class in that semester), driven by the scheduled PDA days on the academic calendar. For example, for Fall 2010, 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 members who do not fulfill their Flex hour obligation may file an absence form either for sickness or personal necessity when appropriate for Flex days or for mandated institutional days, if they have designated activities on those days as meeting their Flex obligation.
4. Adjunct faculty hours are calculated on a semester basis and not on an annual basis because adjunct faculty members are employed semester by semester.
 - a. For AY 2009-10: Fall semester hours must be completed by December 1st. Spring semester hours must be completed by May 1st.

- 22.04** C. 4. b. For AY 2010-11: Fall semester hours must be completed by December 1st. Spring semester hours must be completed by Commencement Day, May 28, 2011, to allow adjunct faculty members to attend commencement ceremonies as part of the fulfillment of their professional development obligation.
5. Adjunct faculty members will be able to flex all of their hours of obligation, but are welcome to attend the mandated institutional days, including commencement for 2010-11, 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 one hundred seventy-seven (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 "makeups." 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. Faculty members may fulfill their Flex obligation only through appropriate activities jointly preapproved by the Professional Development Committee/Flex Subcommittee per the agreed-upon criteria.
3. The Staff Development Office will track Flex fulfillment, with the assistance of the deans as necessary. An on-line Flex tracking program is available.

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 Seventy-five Dollars (\$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 development as outlined in [Article 17: Job Descriptions](#), paragraph 17.01.C.3.b.1.