

# Professional Development Contract Submission for Full-Time Faculty

1. Log into Faculty eServices and select the "Prof. Development Contract" link.

Palomar Faculty eServices

faculty center   rosters   class search

2011 Spring | Palomar College   [change term](#)

Select display option:    Show All Classes    Show Enrolled Classes Only

My Teaching Schedule > 2011 Spring > Palomar College						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
<a href="#">FCS 150-1 (31012)</a>	FOOD AND CULTURE (Lecture)	25	TBA	Internet	Jan 18, 2011-May 20, 2011	
<a href="#">FCS 165-1 (31358)</a>	FUNDAMENTALS OF NUTRITION (Lecture)	10	TBA	Internet	Jan 18, 2011-May 20, 2011	
<a href="#">FCS 165-18 (31030)</a>	FUNDAMENTALS OF NUTRITION (Lecture)	14	TTh 8:00AM - 9:20AM	FCS	Jan 18, 2011-May 20, 2011	
<a href="#">HE 165-1 (31359)</a>	FUNDAMENTALS OF NUTRITION (Lecture)	22	TBA	Internet	Jan 18, 2011-May 20, 2011	
<a href="#">HE 165-18 (30941)</a>	FUNDAMENTALS OF NUTRITION (Lecture)	17	TTh 8:00AM - 9:20AM	FCS	Jan 18, 2011-May 20, 2011	

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[Prof. Development Contract](#)   **Click on this link**

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2. Add Professional Development Workshops, Online, Media, Self-Designed and Arranged Activities, and Service Points to your PD contract. Please remember that full-time faculty must update their Service Points each semester; Service Points do not automatically carry over from fall to spring.

Menu   Workshops   Online and Media   Self Designed   Service Points   Enter Hrs & Submit (FT)

### Professional Development Menu Page

**Step 1** [Workshops](#)

**Step 2** [Online and Media](#)

**Step 3** [Self Designed and Arranged](#)

**Step 4** [Service Points](#)

**Step 5** [Enter Hours and Submit PD Contract](#)

**Step 6** [Print PD Contract](#)   OR   [Return to eServices](#)

[Professional Development Web Site](#)

[Update Contact Information](#)

- Select Step 5 (or the “Enter Hrs & Submit” tab) to view your contract. When you have your proposal or final contract ready to submit, click on the “Submit to PD” button to submit your PD proposal (by September 15) or your completed PD contract (by May 15) to the Professional Development office.

Below is a list of your Professional Development activities.

This is a summary of the activities you checked.  
- Click "Revise" and type information about your activity.

In accordance with Procedure 154.21, each faculty member is expected to earn an average of no fewer than two (2) service points per year through active participation in one or more College service activities. Please refer to the current Faculty Manual - Service Point Guidelines.

PD Hours Eligible: 72.00 [Contact PD Office](#) [Return to eServices](#)

Activity Information

Activity Type	Code	Self Designed	Status	Description	Date Time	Location	Service Points	Chair?	PD Hours	PD Hours Completed
SENATE	154		A	Basic Skills/Title V, HSI Steering Committee	08/22/2011		1.00			
CURRENCY	116	XX	<a href="#">Revise</a>	Acquire Foreign Language Skills					30.00	<input type="text" value="0.00"/>
CURRENCY	117	XX	<a href="#">Revise</a>	Do Course Work in One's Field					16.00	<input type="text" value="0.00"/>
CURRENCY	115	XX	<a href="#">Revise</a>	Engage in Constructive Activities in Discipline					10.00	<input type="text" value="0.00"/>
WORKPLACE	131	XX	<a href="#">Revise</a>	Offer Instructional or Non-Instructional Programs					28.00	<input type="text" value="0.00"/>
<b>Totals:</b>							1.00		84.00	<input type="text" value="0.00"/>

- If you change any of your Self-Designed or Arranged activities during the academic year, go to Step 5 and click on the “Revise” link next to each code to update your information. When you revise or add Self-Designed or Arranged activities, do not delete what is already in the textbox unless you wish to do so because you did not complete the activity. Continue to add additional activities by typing them into the textbox below the text you have already entered. Click the “Save Changes” button each time you make an update to your contract.
- At the end of the academic year and by the May 15<sup>th</sup> deadline, please submit the final verification of your PD contract (which should include a minimum of 72 hours of PD activities and 2 Service Points) by putting the number of PD Hours Completed in the box for each activity, and then clicking the “Submit to PD” button. Once these steps are completed, go to Step 6 to print your PD Contract; please save a copy for your records.