

# Professional Development Contract Submission for Part-Time Faculty

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

The screenshot shows the Palomar Faculty eServices interface. At the top, there are navigation tabs for 'faculty center', 'rosters', and 'class search'. Below these, the current term is '2011 Spring | Palomar College' with a 'change term' button. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A table titled 'My Teaching Schedule > 2011 Spring > Palomar College' displays the following data:

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

Below the table are links for 'View Weekly Teaching Schedule' and 'Go to top'. At the bottom of the page, there is a navigation bar with links for 'Faculty Center', 'Rosters', 'Class Search', and 'Prof. Development Contract'. The 'Prof. Development Contract' link is highlighted with a yellow box and an arrow pointing to it with the text 'Click on this link'.

2. Add Professional Development Workshops, Online, Media, Self-Designed and Arranged Activities to your PD contract.

The screenshot shows the 'Professional Development Menu Page'. At the top, there is a navigation bar with tabs for 'Menu', 'Workshops', 'Online and Media', 'Self Designed', and 'Enter Hours & Submit (PT)'. The main content area lists the following steps:

- Step 1** [Workshops](#)
- Step 2** [Online and Media](#)
- Step 3** [Self Designed and Arranged](#)
- Step 4** [Enter Hours and Submit PD Contract](#)
- Step 5** [Print PD Contract](#) OR [Return to eServices](#)

Below the steps, there is a link for 'Professional Development Web Site' and two buttons: 'Update Contact Information' and 'PD Assignments'. At the bottom, there is a navigation bar with links for 'Menu', 'Workshops', 'Online and Media', 'Self Designed', and 'Enter Hours & Submit (PT)'.

3. Select Step 4 (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 December 1) to the Professional Development office.
4. If you change any of your Self-Designed or Arranged activities during the academic year, go to Step 4 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.

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.

\*PD Hours Eligible: **7.00** [Contact PD Office](#) [Return to eServices](#)

\*Estimated.

Activity Information

Fall 2011									
Activity Type	Code	Self-Designed	Status	Description	Date	Time	Location	PD Hours	PD Hours Completed
ORIENTATION	1		A	Part-Time Faculty Plenary	08/18/2011	6:00PM	Dome	3.00	<input type="text" value="0.00"/>
SCHEDULED	406		A	The Secrets of Charismatic Lecturing!	09/09/2011	9:00AM	MD-104	3.00	<input type="text" value="0.00"/>
SCHEDULED	407		A	Helping Students with Textbook Reading Skills	09/09/2011	12:30PM	MD-104	1.00	<input type="text" value="0.00"/>
WORKPLACE	121	XX	<a href="#">Revise</a>	A	Part-Time Faculty Attend Department Meetings			3.00	<input type="text" value="0.00"/>
<b>Totals:</b>								10.00	<b>0.00</b>

The PD Hours Completed **MUST** be filled in to get paid for eligible PD hours.

5. In order to be paid in time for the December pay period, part-time faculty need to submit their PD contracts by December 1<sup>st</sup> for the fall semester; otherwise, the deadline is the first day of final exam week, which is December 12, 2011, as per the Palomar Faculty Federation (PFF) Agreement. If a part-time faculty member submits his or her PD contract after that date (first day of final exam week), then he or she will need to go through an appeals process in order to receive payment.

Please remember to confirm the completion of your Professional Development activities by December 1<sup>st</sup>. PD pay will be included in your December 20<sup>th</sup> paycheck.