

Professional Development Office

Palomar College
1140 W. Mission Road, Room AA-113
San Marcos, CA 92069
(760) 744-1150, ext. 2250

Professional Development Coordinator

Martin Japtok

Email: mjaptok@palomar.edu

Professional Development Assistant

Glenda Gardner

Email: pdoffice@palomar.edu

When is your professional development contract due?

Full-time Faculty

Proposed contracts for each academic year are due **September 15**. (February 15 for faculty teaching spring semester only). Faculty must confirm completed hours by **May 15**. Per Article 10 of the PFF contract, there is a requirement of 72 hours of professional development for the academic year.

Part-time Faculty

Fall semester proposed contracts are due **September 15**. Faculty must confirm completed hours by **December 1**. **Professional Development pay will be included in the December 20th paycheck if the December 1 deadline is met.**

Spring semester proposed contracts are due **February 15**. Faculty must confirm completed hours by **May 1**. **Professional Development pay will be included in the May 20th paycheck if the May 1 deadline is met.**

Professional development hours will be paid to part-time faculty teaching any credit semester-length course. Typically, the number of hours of paid professional development activities is equal to one week of class time.

Professional Development tries very hard to avoid changes or cancellations of workshops. However, because these workshops are scheduled in advance, changes may occur. Workshop participants should register in advance to facilitate notification of changes or cancellations by email and voice mail. We will provide as much notice as possible to avoid any inconvenience. If you are driving from a distance, you may find it helpful to call ahead to check on your workshop. Our staff will be happy to provide information about workshops and other concerns. You are invited to drop by, email or call with your questions, ideas or comments.

Education Code 87153 defines what activities can be used for professional development.

87153. The authorized uses of funds allocated under this article shall include all of the following:

- Improvement of teaching.
- Maintenance of current academic and technical knowledge and skills.
- In-service training for vocational education and employment preparation programs.
- Retraining to meet changing institutional needs.
- Inter-segmental exchange programs.
- Development of innovations in instructional and administrative techniques and program effectiveness.
- Computer and technological proficiency programs.
- Courses and training implementing affirmative action and upward mobility programs.
- Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem.

Professional Development Information

- The Professional Development program is intended to apply to all full-time, part-time and temporary faculty.
- Participation is required as a part of these employees' contractual responsibilities as defined in Article 10 of the Palomar Faculty Federation contract.
- **Self-designed activities** fall into one of three categories:
 - Category 1: Currency and Growth in One's Field
 - Category 2: Workplace Effectiveness
 - Category 3: Organizational Dynamics
- Information about the three categories can be found on the Professional Development website at www.palomar.edu/pd
- Participation is a consideration in tenure and evaluation decisions.
- Children's Center teachers should refer to the Children's Center Handbook for professional development requirements.
- Contracts may be revised during the academic year (full-time faculty) or semester (part-time faculty) by making the changes on **Faculty eServices**.
- All Palomar College staff may register for workshops and events on a space-available basis.
- *A Guide to Faculty Professional Development* is available on the Professional Development website at www.palomar.edu/pd

Professional Development Guidelines

- There is no maximum to the number of hours per day for PD.
- Part-time counselors and librarians are eligible for PD hours for non-instructional hours equal to one-half of the average hours they work per week.
- Full-time faculty may earn three (3) PD hours when they serve on an evaluation committee for a part-time faculty member. The faculty member is expected to complete the following:

- Observe the part-time faculty teaching
- Meet with the part-time faculty member to discuss the observation and student evaluations
- Write an evaluation based on the teaching observation and student evaluations
- Part-time faculty being evaluated may receive one (1) hour of PD pay per evaluation.
- Faculty may receive eight (8) hours of PD per unit per semester for homework if taking coursework in their field.

Full-time Faculty

- Palomar College currently designates **72 (seventy-two)** hours of professional development activities.
- Each faculty member is expected to earn an average of **two (2)** Service Points per year through active participation in one or more College service activities. Please see the Service Point Guidelines as listed in this booklet and on the Professional Development website.
- First-year faculty are exempt from the Service Point requirement.
- Faculty on sabbatical or personal leave, or on temporary or partial contract, are required to account for the equivalent proportion of professional development hours as their teaching loads.
- Professional development hours may not be load-banked; faculty on load-banked leave are required to complete the same professional development hours that would be required if they were teaching.
- Professional development hours may be completed at any time during the fiscal year.
- Professional Development activities that will occur during summer and for which faculty request PD credit for the following academic year should be submitted to the PD Advisory Board for approval by May 1.
- Professional development activities must be clearly distinct from activities listed in a sabbatical leave proposal.
- Peer review committees require evidence of completion of professional development activities.
- Completion of a professional development contract will ensure payment in full for the academic year.

Part-time Faculty

- Professional development activities must occur during the semester of hire.
- Professional development hours will be paid to part-time faculty teaching any credit course. Typically, the number of paid professional development hours is equal to one week of class time.
- If a class is cancelled or if the part-time faculty member is replaced, professional development pay for that class is automatically cancelled unless the faculty member completed the activities prior to their class being canceled.