

Subject: Fact of the Fortnight 2/4/21: Service Points & Institutional Responsibility

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FOTF 2/4/21: Service Points & Institutional Responsibility

Did you know? Service Points no longer need to be tracked through PD and are no longer mentioned in the contract. However, Full-Time Faculty are still required to complete 5 hours/week of Institutional Responsibility as part of their workload ([Article 4](#)), and Part-Time Faculty (who are not paid 5 hours/week for Institutional Responsibility) can earn PD hours for participation in any committee or department meeting they attend.

Facts:

- Full-Time Faculty are not required to report their 5 hours/week of Institutional Responsibility, although it's wise to keep track of service to include in your Tenure and Evaluations Self-Evaluation and if you apply for Load Bank Leave.
- Full-Time faculty participation on committees is generally considered Institutional Responsibility and not Professional Development. The [PFF/District Contract](#) states, "Institutional responsibilities may be comprised of participation on established committees and performance of any assigned activities (4.1.5)." However, if a FT Faculty member is attending meetings as a guest as a learning opportunity, or their participation exceeds their 5 hours/week of Institutional Responsibility, they can report the time as learning through [the 3D Portal](#).
- To earn PD for participation in shared governance or meetings, Part-Time and Full-Time Faculty should use the following External Training category:
 - **Title:** Participate in Department Meetings and/or College Governance Beyond Contractual Obligation
 - **Description:** Part-time faculty can earn PD for any and all participation in college governance and department meetings. Full-time faculty can earn PD for participation in college governance beyond their contractual obligation of 5 hours/week of Institutional Responsibility or requirement to attend department meetings. When reporting this learning, be sure to include the information on the committee you were serving on, the amount of hours per committee, and if you are a Full-Time Faculty be sure to explain that this was beyond your required 5 hours/week of Institutional Responsibility.

Bottom Line:

Service to the institution is still a requirement for Full-Time Faculty and welcomed and encouraged for Part-Time Faculty, and the Professional Development Office does not track that service via Service Points any more. Thank you for all you do to make Palomar College a

better place for our students!

Palomar Faculty Federation

- **Reach us at palomarfacfed@gmail.com.** The Union is working remotely through the COVID-19 crisis and checking emails several times daily. A member of our staff or Executive Board will respond to you!
- Now, more than ever, is the time to band together in Faculty solidarity. **The clear thinking of our Union leaders and the power of our Union members are guiding all Faculty through the pandemic**, from Negotiations to technical assistance to financial help and more. [Join your fellow Faculty in unity and belong to the Union - see the online form here](#)
- Our latest news, resources, and benefits information are [always available](#)