

FAQ (Frequently Asked Questions)

1. *What is the purpose of the Professional Development Plan?*

“For the purpose of this compensation enhancement, professional development shall be defined as additional work to improve faculty knowledge, skills, and abilities that should lead to an increase in student learning or academic success.” (page 1 of the [Approved Professional Development Plan](#))

The purpose of the Professional Development Plan is to recognize and reward faculty for their ongoing commitment to their professional development which is one component of practicing the art of life-long learning.

2. *What is the PDT and what is its charge?*

PDT stands for the Professional Development Implementation and Oversight Team. The team, as specified in the [2005 Approved Professional Development Plan](#), consists of 12 faculty members. The team itself decided that input from various groups at the college was vital to the interpretation of the plan. These ex-officio members have been added to the team. Full membership can be viewed at the PDT website under “[Members](#).”

PDT reports to Faculty Council. The [charge of PDT](#) is at the [PDT website](#): <http://faculty.valenciac.edu/association/pdtTeam2.asp>.

3. *How do I find up to date information on the Professional Development Plan and a record of past information?*

Official documents, minutes, and information related to PDT activities are recorded on the [PDT website](#). Meeting minutes will be posted after they are reviewed and approved at the next scheduled PDT meeting. Please note that when faculty members participate in the Professional Development Program, they are agreeing as part of the plan to check the website for updated information.

4. *Who is eligible for the Professional Development Plan?*

Tenured and tenure-track faculty members are eligible for the Professional Development Plan.

5. *When does the plan start?*

The second cycle of the PD plan starts in May 15, 2009 and ends on May 14, 2011. (See [Timeline](#))

6. *What is level one compensation and how does one achieve this level?*

<u>Level One Compensation (earning \$750)</u>
At least 3 different Professional Development activities must be completed
A minimum of 5 hours in Pedagogy
A maximum of 5 hours in Other Professional Development
A minimum of 25 hours is required for this level.

7. *What is level two compensation and how does one achieve this level?*

<u>Level Two Compensation (earning \$1500)</u>
At least 6 different Professional Development activities must be completed
A minimum of 10 hours in Pedagogy
A maximum of 10 hours in Other Professional Development
A minimum of 50 hours is required for this level.

8. *What is the purpose of the Professional Development Plan Form Worksheet?*

The purpose of the [Professional Development Plan Form Worksheet](#) is to foster a joint understanding between the faculty member and dean/director regarding the faculty member's professional development goals for the upcoming academic year.

9. *When does the plan have to be submitted AND approved by my dean/director?*

The plan with final approval of ALL activities must be uploaded to the Online Professional Development Plan Program and approved by both the faculty member and the dean/director by December 14, 2010. (See [Timeline](#))

10. *When must my Professional Development Plan be completed in order to receive compensation?*

The completed Professional Development Plan with all supporting documentation must be uploaded to the Online Professional Development Plan Program by May 14th of each year.

11. *What forms must be filled out to complete the Professional Development plan and what proof do I need for my activities?* (page 4 of the [Approved PD Plan](#), found on the website)

The following sources and methods of documentation of PD Plan completion are required:

1. PD Plan form, with dean/director and faculty member signatures.
2. Confirmation of PD record of completion, with dean/director and faculty member signatures.
3. Documentation of specific activities completed in **any one of the forms** noted below:
 - Transcript of successful completion (from Atlas or Leadership Valencia for college-sponsored activities; university; licensure board; conference attendance evidence).
 - Action Research project (online template is currently available).
 - Statement of application to practice (brief reflective statement or self-assessment of activity).
 - Examples of application to practice (innovation; lesson plan; student work, etc.).

12. *When do I receive compensation for completion of my Professional Development plan?*

“The incentive will be paid as a one-time award in the first paycheck of the academic year following the completion of the professional development activities. Any faculty member who leaves the employ of the college before the payment date would forfeit the enhancement.” (page 2 of the [Approved Professional Development Plan](#))

13. *What are the categories for Professional Development? Where can I find definitions and examples of these categories?*

The categories are Discipline Enrichment, Pedagogy, Scholarship of Teaching and Learning, and Other Professional Development. Category definitions and possible examples for each category are attached to the [Professional Development Plan Form Worksheet](#) (pages 2 and 3).

14. *How are hours calculated for different activities?* (See [Mock Plan](#))

A **Conference** counts as ONE activity. The Professional Development hours for the conference are determined by the actual hours spent in attendance at pre-conference workshops, plenary sessions, and concurrent sessions. Total hours may be split among different categories although the conference still counts as ONE activity.

Academic-credit-earning **course work** (i.e. a class) is ONE activity and the hours will be calculated by multiplying the contact hours, as published by the institution in its catalog, by the number of weeks for the course. An example of contact hours can be found at the end of the [June 2007 minutes](#).

Valencia workshops, seminars, or courses will count as ONE activity. The contact hours are listed in the [Faculty Development Catalog](#) or on the [Leadership Valencia website](#). Written Instructions to register for workshops is given on the PDT website at [Written Instructions](#).

Presenting a workshop for the *first time* will count as ONE activity. The hours are calculated by multiplying the number of hours of the presentation by four (includes preparation and presentation time).

Repeated presentations of the same workshop during the same plan year will count only as the initial ONE activity, but the hours for the repeated presentation(s) are added to the initial activity as the actual hours of the presentation. The hours are calculated by the hours of the presentation. You can NOT count a first time presentation and repeated presentations of the SAME workshop as two separate activities on your plan, but you can accumulate additional hours for the repeated presentation(s) in the same plan year.

Action Research Projects in which the faculty member completes SoTL 3371 and SoTL 3372 will be credited 20 hours for each. Faculty members who do not wish to enroll in SoTL 3371 and SoTL 3372 to complete an Action Research Project must enroll in SoTL 3379 (an independent study with dean/director approval) to earn 10 hours for design. The faculty member will earn an additional 25 hours for publishing in journals or professional publications.

For further discussion of question 14, see the [June 2007 minutes](#).

15. *What activities are not included for professional development compensation?*

Activities that are a part of your regular faculty work duties are not considered part of the plan. Possible examples of activities NOT included are department meetings, committee meetings, attending college Learning Day, academic assembly, and curriculum planning. The activity must go beyond the normal requirements of your job as a faculty member.

Workshops, seminars, presentations, courses, and training earn professional development hours; there is no compensation for attending **meetings**, serving on a **committee** or **task force**, or working on a **team** to conduct college business. (See [June 2007 minutes](#))

16. *What is “double dipping” and what does it refer to?*

Any activity for which a faculty member is already compensated by the college is excluded from the Professional Development Plan. Activities must be beyond the normal job duties of the faculty member and not otherwise compensated for via reassigned time, overload pay or stipend, etc. (See page 4 of the [Approved Professional Development Plan](#) for further details)

Note: Use of SPD funds is not considered “double dipping”.

17. Will course work toward a degree or “masters plus 30” that results in a pay increase qualify for professional development compensation?

No. This would be considered “double dipping”. (See the [Approved Professional Development Plan](#))

18. Will the Professional Development Plan be paperless?

With the first round stretched to two years, the Professional Development Plan is online and paperless from the start. Training and help for faculty in using the PD Planning Tool is available in the Learning Technology Centers on each campus.

19. What if a faculty member and dean/director cannot agree on an activity?

If a faculty member and dean/director cannot agree on an activity, they should meet to discuss a possible resolution. If there is no successful resolution, both parties can discuss the issue with the Director of Faculty Development as specified in the [Approved Professional Development Plan](#), page 5. The Plan states “Simple issues of nomenclature, guidance, and questions about the Professional Development categories should be referred to the office of the college wide [Director of] Faculty Development for clarification.”

If the Faculty Member and Dean/Director cannot agree on an activity, then either party may ask the Provost for a decision on the activity. The Provost, Campus Senate President, and the Faculty Council President will discuss the activity and render a decision. The Director of Faculty Development will serve this team in an advisory capacity. If the Campus Senate President or the Faculty Council President is the faculty member with the disagreement, then the previous year’s Faculty Council President will replace him/her to collaborate with the Provost and the remaining Faculty Council officer ([Nov 2007 minutes](#)).