

ARTICLE 25 PROFESSIONAL DEVELOPMENT

The Professional Development committee at each college is responsible for making advisory recommendations to the College President/designee regarding disbursement of all professional development funds for faculty. See APPENDIX 5 (A5) (Professional Days Agreement).

A. Funding

1. The District shall allocate \$120,000 each year for faculty professional development activities.

These funds shall be dedicated to faculty professional development at each college and shall be disbursed to each college on a pro-rata basis based upon total faculty FTE per college.

2. The District shall allocate State Staff Development funds in accordance with provisions of the California Education Code and applicable regulations.

B. College Professional Development Committee Membership

1. A Professional Development Committee shall be established at each college and shall consist of three (3) administrators designated by the College President, and three (3) faculty members: one chosen by the PFT Chapter Chairs, one chosen by the College Academic Senate, and one by mutual agreement.

The Professional Development Committee is advisory to the College President/designee and the District administration.

2. The term of service shall be for two (2) years, and no one shall serve for more than four (4) consecutive years. Term of service shall commence on the first day of school of each academic year.

If someone replaces a member, he/she will fill out that member's term and then be eligible to serve his/her own two-year term, if reappointed. Members appointed before January 1996 have the right to serve four consecutive years without reappointment, as long as at least one faculty member on the committee is changed during that four-year period. In no case may anyone serve beyond four consecutive years.

3. If a faculty vacancy on the committee is anticipated, there shall be a written notice no later than April 15th of the preceding academic year to every faculty member from both the PFT Chapter chairs and the college Academic Senate notifying all faculty:

- a. of any vacancies on the committee;
- b. that all are eligible to serve;
- c. what the responsibilities for committee members are;
- d. what the procedures for application are.

In the event of an unanticipated vacancy, notice to faculty as described above shall be given within fifteen (15) working days.

4. A member of the committee shall be replaced if he/she has more than three (3) unexcused absences from committee meetings. The replacement shall be selected by the President, the chapter chairs or the senate depending on who appointed the person being replaced. If the vacancy is a faculty seat, the person who missed the meetings may be reappointed only after the notification and application procedures have been completed (see c. above).

5. Every year, no later than September 30, the PFT Chapter Chairs, the College Academic Senate and the College President shall send to the Vice Chancellor of Educational Services and the District Officer of Professional Development, in writing, the names of their membership choices.

6. Once a year, after the membership and the amount of released time are determined, the Committee shall elect a chairperson. The chairperson shall be a faculty member but does not have to be a member of the Committee. If the chair is not a member, the chair shall not be eligible to vote. The term of office shall be for one year, and shall not exceed four consecutive terms. (See 4, below for responsibilities of the chairperson.)

C. Responsibilities of the Professional Development Committee

In addition to recommending disbursement of funds per Article 25.A, the Professional Development Committee at each college shall fulfill the following functions:

1. Sabbatical Leaves: The committee shall oversee the sabbatical leave process (see Article 26, Paragraph R and the Sabbatical Leave Handbook for description of guidelines, procedures, applicants, etc.); and shall review, score and rank all applicants. The committee shall make its recommendations to the College President and the Chancellor.

In the event the College President does not approve a Committee recommendation, both the Committee's recommendation and the President's written recommendation with written rationale shall be forwarded to the Chancellor for final determination. The Committee shall partially fund applicants whose leaves are approved in the following manner:

- a. The committee shall fund 1/3 of the hourly replacement costs for any faculty member who is on an approved Sabbatical Leave; but
- b. No more than 1/3 of the Committee's faculty designated funds may be spent on Sabbatical leaves (except at Berkeley City College where the maximum spent shall not exceed 20% of the faculty designated funds);
- c. The remaining rehire costs shall be borne by the District.

2. Retraining Leaves: The Committee shall oversee the Retraining Leave Process (See Article 26, Paragraph S for description of guidelines, procedures, applications, etc.). The Committee shall make its recommendations to the College President, who shall evaluate the recommendations and make a recommendation to the Chancellor. In the event that the College President does not approve, both the Committee's recommendation and the President's written recommendation with written rationale shall be forwarded to the Chancellor for final determination. Funding for

Retraining Leaves shall not come from the Professional Development Committee's budget. It shall be provided by the College.

3. Flex (Professional Day) Activities: The Committees shall plan, develop, coordinate, review, and evaluate all of the Professional Development activities that take place at the College.

Specifically, each Committee is responsible for planning the flex day activities for the scheduled District-wide days as well as local, college-wide, on-going Professional Development activities.

The cost of these activities shall be paid according to Paragraph 5 of the PFT-PCCD Professional Days Agreement (See APPENDIX 5 (A5)).

4. Establish priorities and procedures and make advisory recommendations for faculty in each of the following areas:

- a. Use of professional development funds for faculty;
- b. Collaborative/Special Projects: to bring new techniques, information, skills, and technology to the college, including the identification of special themes and topics to be explored;
- c. Institutional subscriptions and memberships;
- d. Individual travel and conferences;
- e. Tuition reimbursement;
- f. Unique staff development needs of counselors and librarians;
- g. Other appropriate uses.

5. Issue twice yearly report to the College Community and the District Officer of Staff Development: on expenditures, funding priorities, procedures, deadlines, activities, schedule of meetings, attainment of goals, needs assessments, etc.

6. Professional Development Committee decisions and recommendations shall not be subject to the grievance process.

D. Responsibilities of the Chairperson

1. The chairperson shall be responsible for implementing all of the policies, procedures, and guidelines that have been established by the College Professional Development Committee and the PFT-PCCD collective bargaining agreement.

2. The chairperson shall:

a. Call and schedule all meetings of the committee, including special meetings as requested or needed; prepare an agenda; distribute minutes; conduct all communication, including the committee's recommendations and decisions, to all interested parties;

b. As assigned, write all official College reports, local and state, as required, in a timely manner;

c. Make sure the business of the Committee is conducted in a fair, open, and timely manner;

d. Oversee all College Flex (Professional Day) Activities, including registration, room assignments, equipment availability, designating facilitator, evaluations, etc.;

e. Communicate with the College community on a regular, on-going basis in order to discuss, refine, and update the Professional Development Committees funding goals and priorities;

f. Meet on a periodic basis, as needed, with the District Officer of Staff Development and the other Professional Development chairs;

g. Plan, develop, initiate, co-ordinate the College's collaborative/special projects and college wide activities and be generally responsible for the overall improvement of skills, knowledge, and morale of all segments of the College community.

h. The following are the maximum amounts of released time that may be assigned effective

1998:

1) C.O.A. up to .3

2) Laney up to .4

3) Merritt up to .3

4) Berkeley up to .2

3. The amount of release time shall be determined by the College Professional Development Committee before it selects its chair. The amount shall be reviewed, voted upon every year, and reported to the College community along with all other Committee expenditures. The monies to pay for this released time shall come from the College Professional Development Committee's budget. The amount paid shall be equal to the hourly cost necessary to replace the chairperson from his/her regular assignment.

E. Utilization Review Process

Faculty member requests for utilization of professional development funds shall be referred through the appropriate manager to the professional development committee at the College. After evaluating the request, the Committee shall make an advisory recommendation to the President.

The President shall evaluate the recommendation within 10 days. Should the President be inclined to overrule the Committee, he or she shall refer the matter back to the Committee for reconsideration within ten days, and shall meet with the Committee upon its request. If the Committee and President disagree, the matter will be referred to the Chancellor/designee for final determination, which shall not be subject to the grievance procedure. In reviewing the Committee's advisory recommendations, the President and Chancellor/designee shall rely primarily upon the advice and judgment of the Committee.

F. District Office of Staff Development

Eleventh-month Contract: An eleventh-month contract is defined as covering the regular academic year plus eighteen (18) additional days of service. The eleventh-month consists of the eighteen (18) days.

As a term of this Article 25, a full or partial eleventh-month assignment shall be considered as an extra-duty assignment. Faculty members shall not be required to assume such an additional full or partial eleventh-month assignment without their consent; said additional full or partial eleventh month assignment shall be entirely at the option of the employee. Any regular faculty member who performs said additional full or partial month shall receive 100% pro rata pay for said service.

1. The District Officer of Staff Development shall be a faculty member. The standard minimum assignment shall be for 10 months. The term of office shall be for two (2) years with an option of two one (1) year extensions, but not to exceed four consecutive years. The option of extension shall be contingent upon a positive evaluation from a majority of the Professional Development Committee chairs after consulting with their Professional Development Committees. The chairs shall evaluate the District Officer and make their recommendation to the Vice Chancellor of Educational Services by April 15. If the Vice Chancellor accepts the recommendation, he/she shall notify the District Staff Development Officer and the chairs. If the decision is to continue for another year, it shall be done. If the decision is not to continue, the Vice Chancellor will advertise the vacancy and convene the selection committee within seven days. The position shall be filled by May 15.

The selection committee shall be composed of eight (8) faculty members, two from each college, one of whom shall be the Chair. The second faculty person shall be a current member of the College Staff Development Committee and shall be selected by the College Academic Senate President after consulting with the Chair. In the event that either the Chair and/or the second person are unable to serve, the Faculty Senate President shall select the third faculty member of the College Staff Development Committee. If there is no third member currently serving or if two people are still not able to serve, the college Academic Senate President shall, after consulting with the Chair, select a faculty person who has served on the College Staff Development Committee within the past three years (and so on down the line a year at a time).

The selection committee will interview all eligible candidates and will recommend up to three (3) names to the Vice Chancellor of Educational Services for him/her to interview and make the final selection.

The selection process shall be the same as for an intra-district voluntary transfer (See Article 9, Section B) with the understanding that: (a) at least 50% of the faculty on the hiring committee will be the chairs of the College Professional Development Committees; and (b) that up to three names will be forwarded to the Vice Chancellor of Educational Services for him or her to interview and make the final selection.

2. The District Officer of Staff Development shall be responsible for implementing all of the procedures, policies, and guidelines that have been established by the Ed Code, Board Policy, the collective bargaining agreement, the Flex Day Agreement, and the Sabbatical Leave Handbook.

The District Officer of Staff Development shall:

- a. Meet on a regular basis with the College Professional Development Committees, the chairs of those Committees, and the Vice Chancellor of Academic Services to review, refine, modify, and evaluate the District's professional development policies and programs;
- b. Be a member of the District Professional Development Committee;
- c. Make sure the business of each of the Committees is conducted in a fair, open, and timely manner;
- d. As assigned, write all official District reports, local and state, as required, in a timely manner;
- e. Communicate, on a regular basis, with all employees of the District to keep them informed about Professional Development activities, opportunities, issues, funds, etc.;
- f. Oversee the District-wide Flex (Professional Day) Activities, including preparation and distribution of the schedule of activities and the receiving of Professional Development credit;
- g. Review all requests for Individual Project Professional Development credit;
- h. Develop a professional development library and resource center;
- i. Implement and oversee an exchange program;
- j. Facilitate the faculty evaluation process and work directly with those faculty members who receive a less than satisfactory evaluation by developing a plan of improvement with them and their college Professional Development Committee.