

the application
Appendix P1

the change request
Appendix P2

the report
Appendix P3



FOOTHILL-DE ANZA
Community College District

The PDL Process

Staff Development Workshop May 2013



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ARTICLE 17– Professional Development Leave

(<http://fa.fhda.edu>)

17.1	Eligibility
17.2	Duration, Configuration, Load
17.3-4	Granting of Leave
17.5-6	Salary, Benefits, Service Credit
17.7-8	Terms, Conditions
17.9-11	Application Process, Timelines
17.12-13	PDL Committee
17.14	Approval Process
17.15	Changes to Plan
17.16-17	PDL Report



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APPENDICES <http://hr.fhda.edu/forms> <http://fa.fhda.edu>

Appendix P1: Application Form

Appendix P2: Request for Change

Appendix P3: Leave Report



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Appendix P1:
Application Form

Appendix P1 – Deadlines

17.9 Faculty delivers application to District Office of Human Resources by 4: 30 p.m. **October 15** (late applications not accepted)

- *Appendix P1* + 2 copies to HR
- 1 copy to college president

17.11 Faculty meets with dean for signature/comment by **October 10** (5 days prior to submittal)

VI. Division Dean's Comments:

Please advise the Committee how the proposed leave plan will or will not benefit the District and its students. [Article 17.11]

If “not of benefit,” faculty may proceed with, revise, or withdraw application.

Appendix P1 – Deadlines

When turning in *Appendix P1*, get “tear sheet” signed, dated

**THIS TEAR SHEET IS FOR
DISTRICT OFFICE OF HUMAN RESOURCES USE ONLY**

TEAR SHEET

(To be returned to applicant as validation
that this application was received)

This is to confirm that a Professional Development Leave Application was received in the District Office of Human Resources from the faculty member listed below.

Name _____ Campus _____

Department _____ Date Received _____

Received by _____

Signature of the District Office of Human Resources Staff Member

Appendix P1 – Approval

17.13 The PDL Committee approves* application for eligible faculty ***if*** the leave will

17.13.1 ***Substantially benefit*** the District and its students; and

17.13.2 ***Enhance the faculty employee's job performance/ professional growth***; and

17.13.3 ***Relate significantly to the faculty employee's profession, assignment, or planned assignments.***

* PDL Committee recommends approval to the Board



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APPENDIX P1
APPLICATION FOR PROFESSIONAL DEVELOPMENT LEAVE
(Article 17 – Professional Development Leaves)
Foothill-De Anza Community College District

It is the faculty member's responsibility to submit this application in triplicate to the District Office of Human Resource Services, no later than 4:30 p.m. October 15. Applications received on or before October 15 will be forwarded to the Professional Development Leave Committee for review and recommendation to the Board of Trustees. For details see Article 17 of the *Agreement* between the District and the Faculty Association.

(Please type or print clearly)

Name: _____ CWID: _____ Extension: _____

Date of first employment as a contract faculty employee: _____

Date of most recent Professional Development Leave: _____

Discipline or Service Area: _____ Campus: ____ FH ____ DA

Length of leave requested: _____ one quarter _____ two quarters _____ three quarters
(See Section 17.2 of Article 17)

Quarters requested:
 Quarter/Year Quarter/Year Quarter/Year

NOTE:

I agree to render a period of service in the employ of the District following my return from this leave that is equal to at least twice the period of the leave as specified in Article 17.7 of the *Agreement* between the Board of Trustees and the Faculty Association and Education Code Section 87770.

If I decide to materially change my plan of study, research, or travel as described in this leave application, I will submit a Request for Change in Plan form (Appendix P2) to the District Office of Human Resources for review by the Professional Development Leave Committee as soon as possible but no later than the end of the second week of the quarter or, where verifiable extenuating circumstances exist, at the earliest date possible. [Article 17.15]

I further agree to submit to the District Office of Human Resources for review by the Professional Development Leave Committee within thirty days following my return from this completed leave a Leave Report (Appendix P3) that identifies the manner in which I accomplished the objectives of this leave and planned activities as described in this application or any approved revisions. [Article 17.16]

Date: _____ Signature: _____

This application must be accompanied by a comment from your Division Dean or supervisor as specified in Article 17.11. See section VI below.

NOTE: Questions about completing this application may be directed to members of the Professional Development Leave Committee or faculty to whom leaves have been granted. Sample applications are available to review in the Teaching Resource Centers at both campuses.



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I. Objectives of Leave:

Please list specific objectives that demonstrate that the leave will enhance your job performance and professional growth. [Article 17.10.1]

II. Details of Plan of Study, Research or Travel for Each Quarter of Leave Requested:

Please list specific activities that will be completed to meet your stated objectives including specific courses (specify the number of units and whether they are quarter or semester units) and institutions, itinerary, outline of publication, etc. Include the anticipated calendar or timetable for carrying out the various activities. Use an additional sheet if necessary. [Article 17.10.2]

First Quarter of Leave:

Second Quarter of Leave

Third Quarter of Leave

III. Please state the means by which you will report or verify that the objectives of this leave have been achieved. [Article 17.10.3]

IV. Specific Benefits of the Leave Plan to the Employee:

Please state how the objectives and activities of this plan will enhance your job performance and professional growth. How does this plan relate to your profession, assignment or planned assignments? [Article 17.13]

V. Specific Benefits of Leave Plan to Students and District: [Article 17.13.1]

Appendix P1 – Focus of Section

Section I Objectives— **how you will be affected** by PDL

Section II Activities— **what you will do each quarter** of PDL

Section III Verification— **how you will demonstrate completion of** PDL

Section IV Benefit to Employee— **how you will use/apply** the PDL

Section V Benefit to Students/District— **how students/District will be impacted** by PDL

Appendix P1 – Key Components

17.10.1 OBJECTIVE: goal(s) to enhance job performance and professional growth

17.10.2 ACTIVITIES: calendar/timeline by quarter; activities must be of appropriate “substance and duration” for length of the leave

17.10.3 VERIFICATION: item(s) submitted at end of completed leave to demonstrate each activity was successfully completed

Appendix P1 – Section I Objective

OBJECTIVE =

GENERAL GOAL/PURPOSE of leave to enhance job performance, professional growth

BROAD

- more than 1 activity could be selected to achieve it
- if activity becomes unavailable, alternate can be substituted

CAN'T be changed after application approved

Sample Objectives

- **CREATE** new material (*not part of “primary duties”*): music, art, website, manual, textbook, course, program
- **EXPAND KNOWLEDGE**: develop expertise, improve effectiveness, learn to use new technique/technology
- **PREPARE TO TEACH/PROVIDE SERVICE IN NEW AREA**
- **DO RESEARCH**
- **REVISE/UPDATE** existing material

Appendix P1 – Section II Activities

ACTIVITY =

SPECIFIC ACTION during PDL quarter to achieve objective(s)

➤ if likely to become unavailable, propose options:

“take three semester units in world literature (see attached list)”

“attend two 8-hour conferences on student success, such as...”

CAN be changed after application approved

➤ submit/get prior approval of *Appendix P2: Request for Change*

Appendix P1 – Section II Activities

ACTIVITY can't include “**primary duty**”:

10.7: on-going preparation, including curriculum revision, for assignments and evaluation/assessment of student work

primary duty = research new materials/texts for courses

primary duty = revise/update existing course material (online/f2f)

primary duty = revise/update existing course outline

primary duty = prepare/assess SLOs

Sample Activities

attend workshop/conference

» *include description of event, number of hours per day*

conduct interview/survey

» *describe activity (number of respondents), submit sample questions*

create or revise manual/text/website (beyond primary duty)

» *describe new material or nature of revisions*

do research/literature review

» *include number of sources, format of review (summary, application, etc.)*

take course/earn certificate

» *include number and type of units (quarter/semester/CEU), name of institution*

volunteer/intern

» *include description of work, hours per week/quarter; verify unpaid status*

Tips on Describing Activities

AVOID

“indeterminate” verbs, vague numbers:

- I'd **like to take** classes in Culinary Arts
- I **hope to** visit **a few** colleges
- I **plan to begin to develop** a course in Culinary Arts
- I will **look at** conferences offered by UCSC Extension, UC Berkeley Extension
- I will **review some courses** at UC Santa Cruz, UCLA, and CAL Tech

vague dates:

- I will take two classes **one quarter of my leave**.

range of items:

- I will visit **5-10 colleges**. I will read and annotate **between 10 and 20 texts**.

single option:

- I will enroll in **UCB's PhD program in Philosophy**. *what if not accepted?*
- I will take **Philosophy 25 in Spring 2014**. *what if class cancels?*

Appendix P1 – Section III Verification

VERIFICATION =

- **PRODUCT** (hard-copy/URL) PDL committee expects to “see” that demonstrates each activity completed, objective met
- submitted at **END OF COMPLETED PDL** to District Human Resources attached to *Appendix P3* PDL Report + copy to dean

Sample Verifications

conference/workshop: ***program + summary with intended application***

course, enrolled: ***official sealed transcript***

course, audited / volunteer work: ***signed letter verifying attendance/ hours***

interview/survey: ***questionnaires, responses, summary/conclusions***

research: ***citations + summary of relevance/intended application***

new document: ***hard-copy of item or URL***

revised document: ***before/after outline or document with changes noted***



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Appendix P2:
Request for Change



APPENDIX P2
REQUEST FOR CHANGE IN PROFESSIONAL DEVELOPMENT LEAVE PLAN
 (Article 17 – Professional Development Leaves)
 Foothill-De Anza Community College District

In accordance with Article 17.15 of the *Agreement* between the District and FA, faculty employees on PDL who materially change their plan of study, research, or travel must submit the plan change to the District Office of Human Resources for review by the PDL Committee prior to implementing the change. If prior notice is not possible submit the plan change not later than the end of the second week of the quarter or, for verifiable extenuating circumstances, at the earliest date possible. The Committee shall either approve or disapprove the amended plan. In all circumstances, changes in the plan must continue to meet the stated objectives of the leave.

Date: ___/___/___ Name: _____ CWID: _____

Dept./Program: _____ Campus: FH ___ DA ___

I request the following changes to my approved plan (complete one or both as necessary):

1. CHANGE IN DATES from Approved PDL Plan (Attach more information as needed.)

Quarter 1: Change From: _____ To: _____

Quarter 2: Change From: _____ To: _____

Quarter 3: Change From: _____ To: _____

Reason: _____

2. CHANGE IN ACTIVITIES from Approved PDL Plan (Attach more information as needed.)

Quarter 1: Approved Activity: _____

New Activity: _____

Hours/Units of Approved Activity: _____ Hours/Units of New Activity: _____

Quarter 2: Approved Activity: _____

New Activity: _____

Hours/Units of Approved Activity: _____ Hours/Units of New Activity: _____

Quarter 3: Approved Activity: _____

New Activity: _____

Hours/Units of Approved Activity: _____ Hours/Units of New Activity: _____

How does the proposed activity (or activities) support the objectives of the leave?

How will you demonstrate completion of these activities on the PDL Report (Appendix P3)?

 Faculty Signature _____ Date: _____

 Dean Signature _____ Date: _____

Submit this completed request form to the District Office of Human Resources

Committee Action: Approve _____ Disapprove _____ Date: ___/___/___

Appendix P2 – Timeline

Things happen...

To request change to DATE of leave or particular ACTIVITY, **prior to quarter**, submit *Appendix P2: Request for Change* to District Office of Human Resources and **await approval**

NOTE: *Appendix P2* requires dean signature

Appendix P2 – Approval

Change of PDL quarter or activity usually approved if

- new date—**within PDL timeframe (3 years)**
- new activity—**equal duration/substance** to original activity
- new activity—**supports original objective(s)**

Appendix P2 – Key Components

For new **DATE OF LEAVE**

- original and new quarter
- reason for change

For new **ACTIVITY**

- original activity
- how new activity is equivalent
- how new activity supports original objective(s)
- how new activity will be verified



FOOTHILL-DE ANZA
Community College District

*Appendix P3:
PDL Report*



**FOOTHILL-DE ANZA
Community College District**

**APPENDIX P3
PROFESSIONAL DEVELOPMENT LEAVE REPORT
(Article 17 – Professional Development Leaves)
Foothill-De Anza Community College District**

In accordance with Article 17.16 of the *Agreement* between the District and the Faculty Association, within 30 days following return from the completed professional development leave each faculty employee must submit a report to the Professional Development Leave Committee with a copy to the Division Dean or appropriate administrator that identifies the manner in which the objectives of the leave were accomplished as described in the application and any amendments to the leave.

This shall be the official form for compliance with Article 17.16.
(Submit this form to Human Resources.)

Name: _____

Department/Program _____ Campus: __FH__DA

Dates of Professional Development Leave:

Quarter/Year

Quarter/Year

Quarter/Year

Please restate the objectives and activities of the approved Professional Development Leave proposal and indicate how these objectives and activities were met.

Objective/s

Verification/Completed Activity

Attach additional forms as necessary. Provide support materials/documentation to the Committee as needed.

Faculty Signature

Date

Committee Action: Approve ____ Disapprove ____

Date _____

Appendix P3 – Deadline

17.16 Within **30 days** following return from completed PDL, submit

- **Appendix P3 PDL Report** to District Office of Human Resources + **item(s)** that verifies completion of each activity
- **copy** to Dean

Appendix P3 – Approval

If Report **matches** activities/verifications in original application, PDL committee recommends approval of Report to Board; faculty receive confirmation letter

If **unable to reconcile** Report with original application, PDL committee contacts faculty for clarification

17.17 If **unable to establish objectives were met**, PDL committee refers Report to College President for review/action.



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Helpful Tips

Helpful Tips

1. Read *Article 17*—twice

2. In filling out the application

- ☑ spend sufficient time pondering **OBJECTIVES** that will enhance job performance
- ☑ express **OBJECTIVES** as broad goals/aims, not specific activities. If long narrative background or explanation included, PLEASE highlight (bullets) actual objectives
- ☑ list **ACTIVITIES** by each quarter of leave, not one long narrative
- ☑ think of **VERIFICATION** from Committee point of view: item(s) that confirms each activity successfully completed

3. Meet 3 contractual deadlines:

- by **Oct 10** confer with dean
- by **Oct 15 4:30 p.m.** submit *Appendix P1* + 2 copies to District Office of Human Resources + 1 copy to college president
- **30 days** after return from completed PDL, submit *Appendix P3* + verification materials to District Office of Human Resources + copy to dean

Helpful Tips

4. When turning in application, **get “tear sheet” from Appendix P1 signed, dated** by Human Resources personnel [not dean]
5. Do not rely on someone else—helpful colleague/Dean—to turn in application
6. Submit *Appendix P2* to District Office of Human Resources **before** changing PDL date or activity
7. Ignore helpful advice to follow different PDL procedure/timeline than in *Article 17* or use different form than *Appendix P1, P2, P3*
8. When unclear on any PDL procedure, ask FA or District Office of Human Resources for clarification.

Q & A

QUESTIONS?

on Article 17?

on Appendix P1?

on Appendix P2?

on Appendix P3?

on anything PDL related?

