Appendix P1:
the application

Appendix P2
the change request

Appendix P3
the report

FOOTHILL-DE ANZA
Community College District

The PDL Process

Faculty Workshop
Spring 2014

FOOTHILL-DE ANZA
Community College District

Article 17: Professional Development Leave

available online: fa.fhda.edu, hr.fhda.edu/personnel/faculty

Appendix P1 Application Form
Appendix P2 Change Request Form
Appendix P3 Report Form
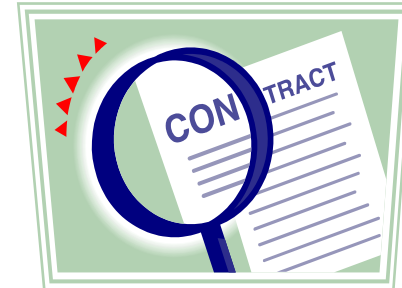
available online: fa.fhda.edu, hr.fhda.edu/forms

The Application:
Appendix P1

PDL Application = Binding Contract

⊠ PDL Application = **SIGNED CONTRACT**
for work to be done/compensated

⊠ "Material" change to PDL Application

– *moving date of PDL quarter*

– *moving activity to different PDL quarter*

– *deleting/reducing/adding activity or verification*

- *changing activities or verification*

REQUIRES pre-approval of "new" contract: *Appendix P2 Request for Change (*as per 17.15*,* Appendix P1, official approval from Board*)*

⊠ If PDL "contract" not fulfilled (via *Appendix P3 Report),* **REFERRED** to college president for review/action
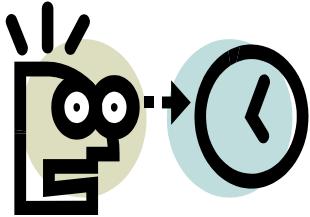
PDL Application Approval

Committee recommends approval to Board ***IF***
PDL objective(s)/activities:

- **Substantially benefit** District and students; and

- **Enhance job performance**/professional growth; and

- **Relate significantly*** to profession/assignment
  * but not part of "primary duties"

PDL Application Deadlines

Faculty responsible for submitting application by deadline to **District Office Human Resources.** Late applications not accepted.

by **OCTOBER 10** (or **5 days prior** to submitting application)
 ➢ consult with Dean; get signature/comment

by **OCTOBER 15, 4:30 p.m.**
 ➢ deliver original + 2 copies of *Appendix P1* to District Office Human Resources – *keep signed/dated "Tear Sheet" (p.2)*

 ➢ deliver 1 copy to college President

PDL Application Sections

I: Objective(s) = broad goal(s) to enhance job performance/prof growth	**How you will be affected by PDL**
II: Activities = • specific work done each PDL quarter • of appropriate substance/duration • can't be "primary duties"	**What you will do each quarter of PDL**
III: Verification = item(s) submitted end of leave showing objectives achieved, activities successfully completed	**How you will verify PDL**
IV: Benefits to Employee	**How you will use/apply PDL**
V: Benefits to Students/District	**How students/District will be impacted by PDL**
VI: Dean's Signature/Comment	**How Dean views PDL**

PDL Application Objective vs Activity

OBJECTIVE =

- **General purpose** of leave
- **Broad goal:** more than 1 activity could achieve it
- **CAN'T** be changed after application approved

ACTIVITY =

- **Specific action** done PDL quarter to achieve objective
- **CAN** be changed* after application approved using Appendix P2

  * "material" change = shifting activity to other PDL quarter

  OR deletion/reduction/addition of activity or verification

  OR change to an activity or verification

Samples

Objective	Possible Activities
Expand knowledge: develop expertise, learn new technology	• enroll in course(s) • earn certificate • attend workshop(s) • do research • do interviews/survey • do internship • compile "best practices" / successful models
Develop new material (beyond primary duties)	• create art / music / website / app / tool / widget • write book / manual / workbook / resource guide • compile resources / bibliography
Develop new course / program	• write new course outline(s) • create/propose new program, certificate
Do research	• summarize findings • write report / journal article • create new material / curriculum / resources
Prepare to work in new area	• enroll in course(s) • earn certificate • attend workshop(s) • do research • compile "best practices" / successful models
Revise existing material (beyond primary duties)	• update book / manual / workbook / resource guide • update resources / bibliography

Tips on Describing Activities

AVOID the following…

"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 several courses** at UC Santa Cruz, UCLA, and CAL Tech

vague date:

- ➤ I will take two classes **during my leave**.

range of items:

- ➤ I will visit **5-10 colleges**. I will read and annotate **10- 20 texts**.
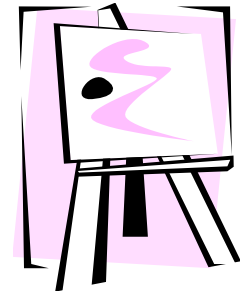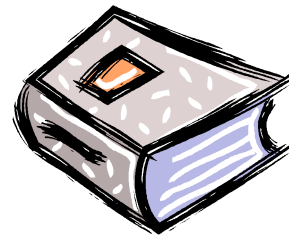
single option:

- ➤ I will enroll in **UCB's PhD program in Philosophy**. *what if not accepted?*
- ➤ I will take **Philosophy 25 in Spring 2016**. *what if class isn't offered/cancels?*

PDL Application Verification

What committee will "see" at end of completed PDL

Product (hard-copy/URL) showing activity successfully completed, objective met

Samples

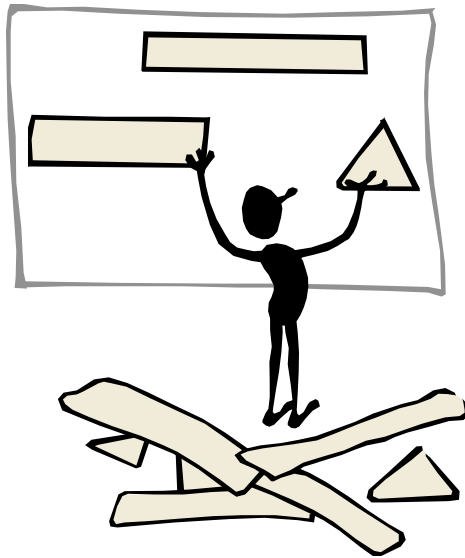| Activity	Verification
Conference / Workshop	• program/flyer + summary / notes / relevance / use
Course	• official transcript (sealed) • certificate of completion
Research	• report/summary + application / use • product utilizing findings
Bibliography / Literature Review	• citations w/annotation: summary / application / use • summary of "best practices/sources"
New Material	• hard copy or URL of finished document
Interview / Survey	• questionnaire + summary of responses + conclusions • data or chart of findings + conclusions / application
Internship / Volunteer Work	• letter verifying hrs/work, non-paid status
New Course	• "curriculum committee-ready" course outline

The Change Request:
Appendix P2

PDL Change Request

Things happen…

For any "material" change to approved
PDL Application

– *moving date of PDL quarter*

– *moving activity to another PDL quarter*

– *deleting/reducing/adding activity or verification OR*
- *changes in activities or verification*

prior to enacting change,
submit *Appendix P2* to District Office of
Human Resources and **await approval**
from PDL Committee.

NOTE: Appendix P2 requires Dean signature

PDL Change Request–Approval

Change of PDL quarter OK if

within PDL timeframe (same 3 years)

Change to PDL activity usually OK if
- **same duration/substance** as original
- **supports** original objective(s)

Moving/replacing PDL activity usually OK if

each quarter still **includes sufficient activities**

NOTE: if unable to complete PDL activities due to medical reason = Contact HR; may need to switch to sick leave

The Report
Appendix P3:

PDL Report–Deadline

Within 30 days of return from <u>completed</u> PDL

- ➢ Original Appendix P3 + verification to District Office of Human Resources

- ➢ Copy of Appendix P3 to Dean

PDL Report–Approval

If Report **matches** Application–recommended to Board; faculty receive approval/confirmation email.

If Report **doesn't match** Application, faculty contacted for clarification.

If Report **doesn't establish activities successfully completed**, referred to President for review/action.

Helpful Tips

Helpful Tips

1. Read *Article 17*–twice

1. In filling out the application

   ☑ Spend sufficient time pondering PDL objectives to enhance job performance

   ☑ Check objectives expressed as broad goals/aims not specific activities. If background/explanation included, PLEASE highlight (bullets) actual objectives

   ☑ Check activities are listed separately by <u>each</u> quarter of leave, not one long narrative

   ☑ Think of verification from PDL Committee's point of view: what they get/see that confirms each activity successfully completed

Helpful Tips

3. Meet 3 contractual deadlines:

    ☑ by Oct 10 confer with Dean

    ☑ by Oct 15, 4:30 p.m., submit *Appendix P1* to District Office Human Resources

    ☑ 30 days after return from <u>completed</u> PDL, submit *Appendix P3* + verification to District Office of Human Resources.

4. Do **not** rely on someone else–helpful colleague/Dean–to turn in application AND do **not** listen to rumor/advice to ignore PDL process
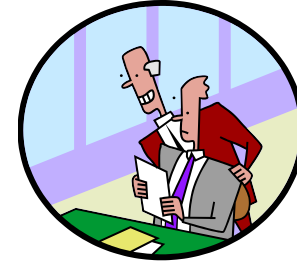
5. Submit *Appendix P2* to District Office of Human Resources **before** changing PDL quarter date or activity

6. When unclear on PDL process, ask FA or District Office of Human Resources

FAQs

Q: Are applications ever rejected?

A: Yes, if turned in late; otherwise, committee works diligently with faculty to improve/clarify application for approval

Q: Are sample PDLs available to review?

A: No, samples limit creativity and may be interpreted as "benchmarks" for scope/amount of work

Q: Are PDL Reports ever referred to President?

A: Yes, if faculty changed PDL but did not submit P2 or did not successfully complete PDL "contract"

OTHER QUESTIONS?