

# PROCEDURE

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P6Hx23-2.022 PROCEDURE: PROFESSIONAL DEVELOPMENT

## PURPOSE:

The College is responsible for determining that individuals employed by the College have achieved a level of professional growth that justifies their appointment to positions of academic and professional trust. This responsibility emanates from several sources, including both state rules and SACS criteria. As a condition of continued employment, the College will require individuals to continue their professional development through a variety of professional opportunities that support the goals and needs of the College, the department, and the individual.

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- I. All full-time instructional and administrative and professional (A & P) personnel in budgeted positions will meet annually with their supervisor for their annual performance review. During that meeting, the supervisor also will discuss and finalize the individual professional development plan proposed by the faculty or the A & P personnel for the next 2-year period. The supervisor may recommend those activities deemed to be important to the professional development of the faculty member or A & P employee as they relate to evaluative feedback and/or a change in departmental or institutional need or direction.
  - A. Every 2 years, instructional personnel and A & P personnel shall develop, in cooperation with their supervisor, a professional development plan.
  - B. Only activities completed after the applicant's employment date are acceptable.
- II. Implementation and documentation of the professional development plan is the responsibility of each certified employee in cooperation with the immediate supervisor of such employee. In most cases, the supervisor is designated as the program director for instructional personnel and the immediate supervisor for administrative/professional personnel. During the annual performance evaluation, the supervisor shall work with the

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employee to initiate a professional development plan pertinent to the employee's professional growth as well as the needs of the department and the College. The supervisor shall monitor the employee's progress annually and shall send to Human Resources a copy of the annual evaluation, on which the professional development plan shall appear, signed by the employee and the supervisor.

- III. Annually, the supervisor shall review the employee's professional development plan and record the completed participation on the annual performance evaluation form. The employee will be responsible for maintaining the supporting documentation of participation in the pertinent programs/activities for 3 years. The supervisor's signature shall ensure completeness of the professional development plan and the adequacy of the required documentation.
- IV. If a difference of opinion occurs regarding the suitability of a proposed activity, a faculty member may make an appeal to the campus provost. If the issue is still unresolved after the discussion with the provost, the faculty member may appeal to the Executive Board of Faculty Governance. The Executive Board, comprised of the four Council Chairs from Tarpon Springs, Clearwater, Health Education and St. Petersburg/Gibbs sites, and the President of the College, will, sitting as a group, review the issue and make the final decision. If a similar issue arises between an A & P employee and the supervisor, the A & P employee can appeal to the Provosts' Council for resolution of the issue. If the appeal remains unresolved, the President will make the final decision.
- V. If, before the end of the 2-year period, because of extenuating circumstances, an instructional or administrative and professional staff member has not completed the professional development activities proposed at the start of any 2-year period, 1 additional year may be granted to complete the mutually agreed upon plan. This provisional period requires discussion with and approval by the immediate supervisor as well as the appropriate provost or vice president prior to the end of the 2-year period. A provisional period for over 1 year requires approval of the President. Any extension will be subtracted from the next 2-year renewal period,

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i.e., if 1 provisional year is given, then the next renewal period is reduced by 1 year and the professional development plan for that 2-year period must be completed within the 1 year remaining.

- VI. If the instructional or administrative and professional staff member does not timely complete their professional development plan, he or she will not be eligible for continued employment beyond the current academic year in the case of faculty, and the end of the annual contract year for administrative and professional staff.
  
- VII. There will be no overage carried from one 2-year period to the next. Activities completed within the 2-year period will count for only that 2-year period.
  
- VIII. All adjunct instructional (instructors, counselors, and librarians) personnel teaching credit courses will be evaluated within the first session that instructor teaches in any academic year. After the initial evaluation period, the evaluation will include documentation of professional development completed within the last two years that demonstrates competency in teaching and/or discipline-specific topics. If the instructor works for more than one program director or dean, only one of those needs to evaluate the person. The supervisor shall send to Human Resources a copy of the annual evaluation, on which the professional development shall appear, signed by the employee and the supervisor. In addition, the supervisor will record the completion of the evaluation in the Staff Development database for the purpose of providing evidence of compliance with ongoing faculty professional development. All adjunct instructional personnel teaching non-credit courses will be evaluated every two years.
  
- IX. Ongoing professional development is not required for programs aimed at K-12 students for which teachers have active teaching certificates (e.g., College for Kids, NYSP).
  
- X. Professional Development Activities: During the 2-year period of a full-time faculty or A & P employee's individual professional development plan, each employee must complete at least one activity from Category I or two activities from Category II (both listed below). Adjunct faculty must have completed at least one

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activity from either category during the previous two-year period in order to be considered for future employment.

A. Activity Options:

1. Category I:

- a. Demonstrated completion of graduate or upper division undergraduate coursework, earning one or more official college credits in areas relevant to education, technology, or discipline-specific topics. Non-related coursework must be pre-approved by the program director or supervisor;
- b. Demonstrated completion of coursework to meet licensure and/or certification requirements related to College employment;
- c. Taught graduate or upper-division undergraduate courses at a regionally accredited college or university, courses that are not part of the St. Petersburg College curriculum;
- d. Completed development of an existing course for online delivery, including completion of the online training course;
- e. Completed development of a new course;
- f. Completed or co-authored or fully revised discipline-related publications, including a text, workbook, article in a refereed journal, or materials related to instructional strategies;
- g. Completed one-year of service in an official capacity for a state or national professional organization, such as service as president, or chair of an on-going committee, i.e.,

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participation that requires a significant amount of time;

- h. Participated actively in the College's C & I Committee, or as a member of the Executive Committee of the Faculty Governance Organization; or,
- i. Completed creative work, such as research or development of products appropriate to the academic and scholastic setting, that required a significant commitment of time and effort, as well as prior approval of the program director or supervisor.

2. Category II:

- a. Demonstrated completion of a continuing education course;
- b. Demonstrated, with documentation, participation in professional activities, e.g., seminars, workshops, conferences, lectures that are at least 8 hours in length;
- c. Developed a new presentation and presented it at a regional, state, or national professional organization's meeting, with approval of the program director or supervisor;
- d. Published a discipline-related article or a book review in a non-refereed professional journal or a newspaper;
- e. Demonstrated participation in juried art shows, including fine arts, music, or in community groups related to one's discipline, e.g., the Community Band, Mainsail Art Show;
- f. Demonstrated completion of independent study, including instructional technology skill

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enhancement courses offered through Instructional Technology, SPD, or Corporate Training Services that are at least 8 hours in length;

- g. Demonstrated completion of Information Literacy training opportunities;
- h. Demonstrated completion of a grant proposal wherein a statement of need, program components to address the need, and an evaluation component are all presented;
- i. Served on a College-wide standing committee, including Faculty Senate (other than those mentioned in Category I) or a campus committee, or special focus group, with prior approval of the program director or supervisor;
- j. Participated in an Industry Exchange Program;
- k. Engaged in community service activities that reflect goals or directions of the College, e.g., serve on the Advisory Board of the City of St. Petersburg's Weed and Seed Committee, with prior approval of the program director or supervisor; and/or,
- l. Other activities, e.g., serving as an advisor for PTK or the Student Nurses' Association, that are approved by the provost and the program director or supervisor.

**B. Documentation of Completed Activities**

1. For completed coursework, an official (sealed) transcript must be sent directly to the supervisor; or, for non-credit coursework, official documentation of C.E.U.'s awarded also must be sent to the supervisor. (All coursework must be related to the applicant's position and must be completed with a passing grade or a grade of "S".)

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2. For completed travel to a conference for which the College has paid, a copy of the Travel Reimbursement Voucher (TRV) serves as documentation. If the employee will not be reimbursed by the College for the travel-related activity, an official receipt or other official verification of registration or attendance must be provided to the employee's supervisor. For participation in the program of a conference as a presenter or a panelist, etc., documentation may be the printed program.
  3. For completed development of a new course or conversion of an existing course to a new medium, the revised course materials as submitted to the supervisor will serve as documentation.
  4. For those who complete creative works, documentation of completion from the applicant shall include a written copy, or photographic replica, or other evidence of the completed work. In addition, the applicant's supervisor must attest to the applicant's activity with the supervisor's signature.
  5. Independent study must have the prior approval of the program director or supervisor as well as the provost. The guidelines, parameters, goals, objectives, and format of the study as well as the format of the final report submitted to the program director or supervisor must be determined as appropriate by all parties prior to beginning the independent study project.
  6. In general, the documentation of participation in a professional development activity can be agreed upon by the supervisor and employee at the time the professional development plan is discussed and approved.
- XI. Graduate Courses in History and Philosophy of Community Colleges and College Teaching

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Arrangements will be made by Educational and Student Services to have graduate courses on the topics of "history and philosophy of community colleges" and "college teaching" offered on or near SPC campuses at least once each year. The courses will be offered by the universities offering such graduate courses and having qualified faculty. The courses will be made available to all full-time faculty i.e., instructors, counselors, and librarians, as well as program directors, provosts, associate provosts, academic site administrators, associate and assistant academic site administrators, and vice presidents or associate and assistant vice presidents of Educational and Student Services, who are required to have graduate-level credits in those topics or as otherwise specified in BOT Rule 6Hx23-2.022.

- A. The courses will be scheduled as far in advance as possible so that faculty and staff who are required to enroll in the courses and program directors or other supervisors can make appropriate arrangements to insure that the individual does not have work conflicts with the class meetings for the graduate courses.
- B. Information about the courses will be distributed to all provosts, program directors, and all personnel who are required to enroll in the courses. Faculty and staff will be asked to indicate their plans to enroll in a course at least 4 weeks in advance of the first class meeting so that other faculty and staff may be invited to enroll on a space available basis.
- C. All full-time faculty i.e., instructors, counselors, and librarians, as well as program directors, provosts, associate provosts, academic site administrators, associate and assistant academic site administrators, and vice presidents or associate and assistant vice presidents of Educational and Student Services who are employed after July 1, 1992, and who do not meet this requirement when they are employed, or those who were in positions which were exempt from this requirement when they were employed but who now hold one of the specified positions, must complete the two specified or one or two approved substitute courses, earning grades of "B", "S", "P" or better, or complete the



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alternative non-credit course described in the next section before the end of their contract for the first 2 years of employment in a full-time budgeted position.

- D. Program directors and other supervisors of faculty and other personnel who are required to complete the graduate courses will work with those who must take the courses to ensure the following: that the schedules of the course takers will enable them to complete the courses during the required 3-year period; and that the course takers are aware of the course-substitution petition process that may be used under special circumstances.
- E. Educational and Student Services will make arrangements to have the required textbooks and other supporting materials available to distribute at the first class meeting of each course, or before.
- F. Individuals who complete the graduate courses will submit appropriate copies of their grade reports to the director of Human Resources to insure that their records reflect they have completed the requirement for continuing employment and that no contracts beyond 3 years are offered to personnel who have not met the requirements of BOT Rule 6Hx23-2.022.
- G. Individuals who are required to complete the two graduate courses will submit appropriate copies of their grade reports to their program director or supervisor, who will forward a copy of that grade report to Human Resources, to ensure that their records reflect they have completed the requirement for timely issuance of continuing employment and that no contracts beyond 3 years are offered to personnel who have not met the requirements of BOT Rule 6Hx23-2.022. When both courses have been completed, the individual will have an official transcript sent directly to Human Resources by the university through which each course was taken. The official transcript will be kept in the individual's file in Human Resources.

## XII. Alternate initial training for new full-time faculty

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- A. Beginning in Fall 2006, full-time faculty and administrators with doctorate degrees may choose the option of taking an equivalent and rigorous on-line, non-credit, professional development course offered by the Staff and Professional Development office as a substitute for the two graduate courses. The two-part professional development course will be available on an open-entry, open exit distance learning website with some face-to-face interaction.
- B. The first part of the course covers college teaching and the second part expands on college teaching and covers the history and philosophy of community colleges. The first part will also be required of adjunct faculty. The second part of the course will be open to adjunct faculty and can be used to fulfill part of the ongoing professional development requirement. The course will also be available on a space available basis to full-time faculty who have completed the graduate courses and can be used to fulfill part of their ongoing professional development requirement.
- C. Information about the on-line courses will be provided to all new adjunct faculty and qualified full-time faculty and administrators (i.e., those with doctorate degrees) during newcomer orientation and will be posted on the Staff and Professional Development website. New full-time faculty are encouraged to enroll in the course as soon as they are hired as the course is designed to help them prepare for their courses. New full-time faculty who completed the first part of the course as adjunct faculty are only required to complete the second portion, and may do that at any time during the first two years of their employment. Faculty may enroll in the courses through the Staff and Professional Development Angel Community Group.
- D. Full-time faculty and administrators will provide documentation of completion of the professional development courses to their program directors within the two-year time period. Program directors will forward the documentation to Human Resources.

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## XIII. E-Campus training requirement

E-Campus faculty, whether adjunct or full-time, must take the e-Campus workshop on developing distance learning courses prior to being considered for adjunct instructional openings in subsequent semesters. The e-Campus workshop will be available on an open-entry, open exit distance learning website. Documentation of completion will be provided to the e-Campus program director and may be used as one of the activities to fulfill the ongoing professional development requirement.

## XIV. Initial training requirement for credit and non-credit adjunct faculty.

- A. Beginning in Spring 2006, all new adjunct faculty (instructors, counselors, and librarians) must successfully complete an on-line, initial orientation and professional development course provided by the College prior to being hired for a subsequent semester. Adjunct faculty may enroll in the course on the Staff and Professional Development Angel Community Group in the timeframe outlined in BOT Rule 6Hx23-2.022. To the extent possible, new adjunct faculty will be encouraged to complete the initial training and orientation as soon as they are hired, prior to the start of classes, in order to gain maximum benefit from the training.
- B. Professional development will be tailored to address the different needs of adjunct faculty. Adjunct faculty teaching credit courses will take the full set of on-line modules unless documented prior training (including the prior Excellence in Adjunct Instruction video or Scenarios On-line pilot) or experience warrant elimination of particular modules. Adjunct faculty teaching non-credit courses will complete an initial on-line or face-to-face orientation and other on-line modules as determined by their program director based on their instructional requirements.
- C. Adjunct faculty will provide documentation of completion of the professional development modules to their program directors within the timeframe specified in BOT Rule 6Hx23-2.022. Documentation of completion of professional

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development will be recorded in the HR database by the responsible program director at the time of evaluation.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(4)(b) & (18), 1008.45, 1012.855, F.S.; Rules 6A-14.0261, 6A-14.0262(7), 6A-14.0262(7)(f), F.A.C.

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