

## **High Impact Practices Plan FAQ (Frequently Asked Questions)**

*Updated: November 2019*

### **1. What is the purpose of the High Impact Practices Plan (HIP Plan)?**

For the purpose of this compensation enhancement, high impact practices shall be defined as additional work to improve Valencia's effectiveness as an institution, specifically through a faculty member's engagement in a deliberate, documented process of reflection, planning, action, and observation intended to improve student success. The high impact practices plan (HIP) is based upon the working theory that each individual becoming more effective in their practice makes us an institution more effective. Examples of high impact practices may include [AAC&U's High Impact Practices](#), the [Essential Competencies of a Valencia Educator](#), discipline-specific pedagogies, and practices named in the [strategic plan](#), campus plans, or division plans. The purpose of the High Impact Practices Plan is to recognize and reward faculty for their ongoing commitment to effective teaching and learning practices, continuous improvement, and student success.

### **2. Who is eligible for the High Impact Practices Plan?**

Annually appointed, tenured, and tenure-track faculty members are eligible. Faculty members on temporary full-time contracts (4, 8, 10 and 12 month) are not eligible for the High Impact Practices Plan, but are eligible for the [Associate Faculty Program](#).

### **3. When does the HIP plan, a component of the Faculty Incentive Plan, begin?**

The HIP Plan begins July 1, 2019 and ends on June 30, 2021 (two-year cycle conducted in odd years).

Action	Deadline
Faculty member submission of High Impact Practices Plan proposal in the Faculty Incentive Plan Tool. If the plan is not selected or proposal is not submitted by June 1, 2020, the plan selection will default to "I choose to not participate" and a proposal can no longer be submitted for the current cycle.	May 15, 2019 - June 1, 2020
Dean review of High Impact Practices Plan proposal	June 30, 2020
Faculty member submission of all documentation in the Faculty Incentive Plan Tool	June 1, 2021
Dean approval of documentation and authorization of payment for the High Impact Practices Plan	June 30, 2021
Payment for completion of the High Impact Practices Plan	August/Sept 2021

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### **4. What is included in the High Impact Practices (HIP) Proposal?**

The HIP Plan proposal must be uploaded by June 1, 2020 and approved by the Dean/Director no later than June 30, 2020. A conversation about the plan and progress should occur with annual evaluations. The proposal will incorporate the following four elements:

- Project description including the topic, question or problem that the faculty member is addressing in the High Impact Practices project and any pertinent background information
- Clear learning goals for the High Impact Practices project both for the faculty member and for students, and how it will contribute to High Impact Practices.
- Appropriate methods, including teaching strategies, and assessment plan
- References to related research or nationally recognized guidelines for High Impact Practices category selected, as appropriate.

### **5. What documentation is required?**

The completed HIP plan with all supporting documentation must be uploaded by June 1, 2021 and approved by the Dean/Director no later than June 30, 2021. This conversation should align with the annual evaluation. The following sources and methods of documentation of HIP Plan are required:

- HIP Plan proposal, with Dean/Director approval.
- Results, including what the faculty member implemented, what results were observed/collected, if the learning outcomes were met, and how the project worked.
- Reflection, including a reflection and critique on results, and insights on improvement.
- Any documents that the faculty member created or implemented during the process.

### **6. Can I make changes to the High Impact Practices proposal during the cycle?**

Any changes to the High Impact Practices proposal can be made until June 1, 2020 (or June 30, 2020 if the dean requests revisions to activities after submission). After that date, the compensation level can only be reduced (i.e. from participating to not participating).

### **7. What happens if my Dean/Director declines the High Impact Practices proposal?**

If one or more elements of the submitted High Impact Practices proposal is declined or revision is requested by the Dean/Director, changes can be made, and must be approved, before the plan deadline of June 30, 2020.

### **8. What happens if I cannot complete the High Impact Practices Plan (HIP) once it has been approved?**

If you cannot complete the approved High Impact Practices Plan by the June 30, 2021 deadline, you can revise your selected compensation level accordingly, and resubmit for dean approval.

### **9. Are you allowed to repeat a High Impact Practices Plan (HIP) the following year?**

Yes, if there is significant modification to the high impact practice. Some examples include, but are not limited to, changes in audience, technique, etc.

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### **10. Can activities in the Professional Development Plan be counted for the High Impact Practices Plan?**

Work towards the Professional Development Plan and High Impact Practices Plan may or should be connected; however identical activities/development will not be considered for payment under both plans.

### **11. Does a plan or product developed in a faculty development course count for both?**

Yes, if the plan or product has been significantly modified since the faculty development course. For example, the development or testing of a project within a faculty development course that is then improved and implemented within the High Impact Practices Plan.

### **12. Can faculty members in a division or in a college-wide discipline work on an aggregate proposal?**

Yes, aggregate proposals at the division level will require approval by the campus president or vice president. If a discipline group involves more than one campus, all deans must approve. In addition, each faculty member will be required to individually complete the HIP plan and documentation.

### **13. Does the Action Research Project as a part of tenure count?**

No, projects implemented as a part of the tenure portfolio, including the action research project, cannot be applied toward the plan.

### **14. When do I receive compensation for completion of the High Impact Practices Plan?**

The incentive will be paid as a one-time award in the first month of the academic year following the completion of the activities.

### **15. What if a faculty member is newly hired to an eligible role during the second year of the Faculty Incentive Plan cycle (after June 30, 2020)?**

Given the time needed to plan for, implement, and document a High Impact Practices Plan, a faculty member newly hired to an eligible role during the second year of the cycle will not be able to participate in the High Impact Practices Plan until the next cycle. The faculty member would be eligible to participate in the Professional Development Plan component of the Faculty Incentive Plan.

### **16. What if a faculty member and Dean/Director cannot agree on the plan?**

If a faculty member and dean/director cannot agree on the High Impact Practices plan, they should meet to discuss a possible resolution. If there is no successful resolution, both parties can discuss the issue with the AVP, Teaching and Learning (same process as the PD Plan). Either party may ask the Campus President for a decision on the activity. The Campus President, Campus Assembly/Senate President, and the Faculty Council President will discuss the activity and render a decision. The AVP, Teaching and Learning will serve this team in an advisory capacity. If the Campus Assembly/Senate President or the Faculty Council President is the faculty member with the disagreement, then the previous year's Faculty Council President

## **High Impact Practices Plan FAQ (Frequently Asked Questions)**

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will replace him/her to collaborate with the Campus President and the remaining Faculty Council officer (same process as the PD Plan).

### **17. Where could I go to get support on the Faculty Incentive Plan Tool?**

Please visit your [Campus Center for Teaching/Learning Innovation](#) for additional questions or support.