

Professional Development (PD) Plan FAQ (Frequently Asked Questions)

Updated: November 2019

1. What is the purpose of the [Professional Development Plan \(PD Plan\)](#)?

For the purpose of this compensation enhancement, professional development shall be defined as additional work to improve faculty knowledge, skills, and abilities that should lead to an increase in student learning or academic success. The purpose of the Professional Development Plan is to recognize and reward faculty for their ongoing commitment to their professional development, which is one component of practicing the art of lifelong learning.

2. Who is eligible for the Professional Development Plan?

Annually appointed (8, 10, and 12-month, full-time, non-tenure earning), 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 PD Plan, but are eligible for the [Associate Faculty Program](#).

3. When does the PD Plan, a component of the Faculty Incentive Plan, begin?

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

Action	Deadline
Faculty member submission of Professional Development Plan 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 Professional Development Plan	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 Professional Development Plan	June 30, 2021
Payment for completion of the Professional Development Plan	August/Sept 2021

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4. What are the two compensation levels and associated requirements?

The compensation level selection and PD Plan 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.

<u>Level One Compensation (\$750)</u>	<u>Level Two Compensation (\$1500)</u>
<ul style="list-style-type: none">• At least 3 different activities• A minimum of 5 hours in Pedagogy• A maximum of 5 hours in Other Professional Development.• A minimum of 25 hours is required	<ul style="list-style-type: none">• At least 6 different activities• A minimum of 10 hours in Pedagogy• A maximum of 10 hours in Other Professional Development.• A minimum of 50 hours is required

Note: There is no minimum or maximum for Discipline Enrichment or Scholarship of Teaching and Learning.

5. What documentation is required?

The completed PD Plan with all supporting documentation must be uploaded by June 1, 2021 and approved by the Dean/Director no later than June 30, 2021. A conversation about the plan and progress should occur with annual evaluations. Documentation of specific activities completed in any one of the forms noted below:

- Transcript of successful completion (from Atlas for college-sponsored activities; university; licensure board; conference attendance evidence).
- Action Research project (online template is currently available).
- Statement of application to practice (brief reflective statement or self-assessment of activity).
- Examples of application to practice (innovation; lesson plan; student work, etc.)

6. Can I make changes to the compensation level during the plan?

Any changes to the compensation level can be made until June 1, 2020 (or June 30, 2020 if the dean declines or requests revisions to one or more activities after submission). After that date, the compensation level can only be reduced, i.e. from level 2 to level 1 or from level 1 to not participating. You can change the compensation level by logging into the tool and selecting change plan or revision. Please note that any change or addition of plan components will change your plan back to an "In Progress" status and require re-submission and re-review of your plan by your dean.

7. What happens if my Dean/Director declines an activity?

If a submitted activity is declined or revision is requested by the Dean/Director, a new activity can be added, and must be approved, before the plan deadline of June 30, 2020. Additional activities can also be added to the plan at any time in the Faculty Incentive Plan cycle.

8. What happens if I cannot complete an approved activity in my PD Plan?

If an approved activity cannot be completed by the June 30, 2021 deadline, you should document the activity as not completed (activities already approved by your dean cannot be deleted from the plan). You will then need to add a replacement activity or reduce the compensation level for the cycle at any point in the plan (see FAQ #6). Please note that any change or addition of plan components will change your plan back to an "In Progress" status and require re-submission and re-review of your plan by your dean.

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9. What happens if the actual date of completion for an approved activity is different from the projected date originally submitted?

During the documentation phase, you will enter the completion dates for all approved activities. The new dates can be accepted if within the begin and end dates of the current Faculty Incentive Plan cycle.

10. How are hours calculated for different activities?

- **Valencia Faculty Development courses** count as one activity. The PD hours are listed in the [Faculty Development Catalog](#) and online in the EDGE. Generally, courses with the prefixes ASMT, INDV, LCTS, LFMP, LOBP, and PRFC will be applied to the Pedagogy category. Courses with the SOTL prefix, will apply to the Scholarship of Teaching and Learning category. While courses with an LTAD prefix will apply to the “Other” category.
- A **conference** counts as one activity. The hours for the conference are determined by the actual hours spent in attendance at pre-conference workshops, plenary sessions, and concurrent sessions. Total hours may be split among different categories although the conference still counts as one activity.
- **Presenting a workshop/Conference Presentation** for the first time will count as one activity. The total hours are calculated by multiplying the number of hours of the presentation by four (includes preparation and presentation time). Repeated presentations of the same workshop during the same plan cycle cannot be counted as two separate activities, but the hours for the repeated presentation(s) can be added the total hours for the one activity.
- **Academic-credit-earning course work** (i.e. a college-level class) is one activity and the hours are calculated by multiplying the contact hours, as published by the institution in its catalog, by the number of weeks for the course.
- **Articles published** in journals or professional publications can earn up to 25 hours. For further information, review the [June 2007 minutes](#) of the PD Implementation and Oversight Team (PDT).
- **Category Definitions:**
 - **Discipline Enrichment** will include activities that develop the expertise of a faculty member in the content and skills of his/her chosen field.
 - **Pedagogy** will include any workshop, conference, course or seminar whose principal purpose is to improve one’s skills or knowledge of student learning, teaching, librarianship, or counseling.
 - **The Scholarship of Teaching and Learning** will include engagement in and contributions to the scholarship of teaching, librarianship, or counseling that conforms to the Valencia Standards of Scholarship (Action Research projects and scholarly publications are a good example of this category).
 - **Other Professional Development Activities** will include activities that are clearly related to professional development, but are outside the other categories. Activities that would fit in this category promote growth and professional renewal, such as any coursework, seminar or workshop related to technology that can be used to further one’s practice.

11. What activities are not included for professional development compensation?

- Activities that are a part of your regular faculty work duties are not considered part of the plan. Activities must be beyond the normal job duties of the faculty member and not otherwise compensated for via reassigned time, overload pay, or stipend, etc. (p.4, Approved Professional Development Plan)
- Possible examples of activities not included are department meetings, committee meetings, attending college Learning Day, academic assembly, and curriculum planning.

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- Tenure candidates' work on the ILP and portfolio will not count, while professional development taken to support the portfolio can be counted.
- For further information, please see the [June 2007 minutes](#) of the Professional Development Implementation and Oversight Team (PDT).

12. Will course work toward a degree or “masters plus 30” that results in a pay increase qualify for professional development compensation?

No, this would not be included as it already results in a pay increase.

13. If I have recently transitioned roles (from part-time to annually appointed/tenure/tenure-track, or vice-versa), can the PD hours earned in one compensation plan be applied to the other (Associate Faculty Certification/PD Plan)?

Yes, if the earned hours are completed within the deadlines of the compensation plan for which the employee is eligible, compensation associated with those earned hours has not previously been awarded, and the employee is in the eligible role when the payment is issued.

14. When do I receive compensation for completion of the Professional Development plan?

The incentive will be paid as a one-time award in the first month of the academic year following the completion of the professional development 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)?

Yes, a faculty member newly hired to an eligible role during the second year of the cycle will be able to participate in the Professional Development Plan. The compensation level selection and PD Plan must be uploaded by December 1, 2020 and approved by the Dean/Director no later than December 15, 2020. The completed PD Plan with all supporting documentation must be uploaded by June 1, 2021 and approved by the Dean/Director no later than June 30, 2021. The faculty member would not be eligible to participate in the High Impact Practices component of the Faculty Incentive Plan.

16. What if a faculty member and dean/director cannot agree on an activity?

If a faculty member and Dean/Director cannot agree on an activity, 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, as specified in the Approved Professional Development Plan page 5. 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 will replace him/her to collaborate with the Campus President and the remaining Faculty Council officer ([Nov. 2007 Minutes](#)).

17. Where could I go to get support for the Faculty Incentive Plan Tool?

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