Professional Development (PD) Plan: Calculation of Hours and Category Definitions

Revised: *November 2017*

How are hours calculated for different activities?

- **Valencia Faculty Development courses** count as <u>one</u> 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 <u>one</u> 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 <u>one</u> 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 <u>one</u> 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, please see the June 2007 minutes of the Professional Development 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 (SOTL)** 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.