

Professional Advancement & Sabbatical

SDCCE Fall 2025 Flex Session (FLEX ID:38096)

Presentation By: Richard Weinroth & Janay Patton

SAN DIEGO COLLEGE OF
CONTINUING EDUCATION

FORWARD *together*

Faculty Collective Bargaining Agreement

AFT-Guild, Local 1931 – Faculty

- Refer to section A4.0 (page 39)

Collective Bargaining Groups	Duration
AFT-Guild, Local 1931 - Faculty	7/1/23-6/30/26

PAC Duties

Review and approve the following:

- Professional Advancement Proposals
- Report of Completion of Professional Advancement Proposals
- Sabbatical Applications

Current PAC Membership:

- John Bromma, *DSPS*
- Marne Foster, *High School*
- Richard Gholson, *BIT*
- Tara Gilboy, *Emeritus*
- Carolina Gonzalez, *Counseling*
- Robert Jackson, *Automotive*
- Francisco Manzano, *Counseling*
- Kenny Parker, *Healthcare*
- Richard Weinroth, *ESL* (Chair)

Professional Advancement Proposal

Only ONE category per form:

- If you have taken classes, attended conferences, and workshops, all coursework will go on one proposal, and the conferences and workshops will go on another.

SDCCD Online Faculty Training is considered a conference/workshop.

For those not maxed out, **15 units** of professional advancement can move you over one class on the Salary Placement Schedule.

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PROFESSIONAL ADVANCEMENT PROPOSAL

Please use Adobe Reader or Acrobat Pro ONLY available here to fill out this form digitally. (Mac users, please do not use Preview.)

Please note that any Professional Advancement paperwork turned in without the correct supplemental materials (noted under each category on this form) will be returned to faculty members without any action taken by the PAC.

Date	Name	ID #	Email
Phone #	College / Center Assignment	Mailbox Location (Bldg & Room #)	<input type="radio"/> FULL TIME FACULTY
Faculty Service Area(s) - (Single or multiple, e.g. English - or - English, Journalism, & French)			<input type="radio"/> ADJUNCT
Proposed Faculty Service Area(s) - (PSA(s) intended to be used with this proposal)			

PART I: PROPOSAL

(See Article VIII of the AFT Contract)

Is this Proposal under the rules of Vocational Instructors? ☐ YES ☐ NO

This Proposal provides for a total of semester units and is designed to move me from Class to Class on the salary schedule.

Note: If the proposal changes, please submit a "Revision to Professional Advancement Proposal" form and attach a copy of the original proposal and any other revisions signed by the Professional Advancement chair, or you can submit a new Professional Advancement Proposal.

Choose ONE of the following categories for this proposal and complete the corresponding section below:

<input type="radio"/> 1. Conferences, Seminars, or Workshops	<input type="radio"/> 3. Professional Work Experience or Internship
<input type="radio"/> 2. Scholarly/Creative Works	<input type="radio"/> 4. Coursework

1. CONFERENCES, SEMINARS, OR WORKSHOPS

Please give an estimated number of hours you will be attending this conference as a participant and/or as a presenter and an estimated number of units you are requesting.

Keep in mind that 30 hours of attendance (outside of scheduled on-campus hours) = 1 unit.

Please remember that you will be required to submit a completed "Professional Advancement Log of Hours" worksheet form with your completion.

An original flier, publication, social media announcement, or advertisement for this seminar, conference, or workshop must also be submitted with this form.

Seminar, Conference, or Workshop hours requested:

Hours: Units:

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Professional Advancement Proposal (Updated)

Professional advancement can be:

- Coursework from accredited institutions
- Workshops/conferences (30 hours of attendance = 1 unit)
- Presenting at conferences or workshops (15 hours of presentation = 1 unit)
- Scholarly/creative works (maximum of 7.5 units can be used toward each salary advancement)

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2. SCHOLARLY / CREATIVE WORKS

Please attach to this form a description of your proposed project(s).

Proposed Number of Units:

3. PROFESSIONAL WORK EXPERIENCE OR INTERNSHIP

Please give an estimated number of hours you will be completing during this work experience and an estimated number of units you will be requesting. Remember that you will need an original signature from your employer on your Work Experience Proposal, so you must take this Proposal with you to your job site. A maximum of 8 semester units can be claimed during a faculty member's entire career at SDCCE.

Professional Work Experience Hours & Units requested: Hours: Units:

4. COURSEWORK

College semester units to be taken to complete this proposal (3 quarter units equals 2 semester units.) Please attach to this form the official course descriptions of the classes that you plan to take (original image sources only, e.g. scanned catalog pages, web page screenshot or PDF, etc.) and submit the list of required course information below for each class you intend to include in this proposal. (Attach additional courses if necessary.)

1) College/University	Department	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)
<input type="text"/>	<input type="text"/>	<input type="text"/>
2) College/University	Department	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)
<input type="text"/>	<input type="text"/>	<input type="text"/>
3) College/University	Department	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)
<input type="text"/>	<input type="text"/>	<input type="text"/>
4) College/University	Department	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)
<input type="text"/>	<input type="text"/>	<input type="text"/>
5) College/University	Department	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)
<input type="text"/>	<input type="text"/>	<input type="text"/>
6) College/University	Department	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)
<input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL UNITS: Lower Division Upper Division Graduate Extension

DEGREE TO BE EARNED (if any):

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Professional Advancement Proposal

Scholarly/Creative Works:

- Limited to projects that have the approval of the appropriate department chair, manager, and the PAC
- A maximum of **7.5 units** may be applied to each salary class advancement.

Examples:

- Novel
- Biography
- Extensive textbook
- Symphony
- One-person art/craft exhibition
- Performing arts production
- And others, as delineated in the contract

Professional Advancement Proposal

The criteria for professional advancement credit:

- Professional growth
- Relevance to current assignment and student learning

Flex activities can not be used for professional advancement

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PART 2: PROPOSAL DESCRIPTION

Provide a full description of your Professional Advancement Proposal. Be sure to include the following information:

1. Description of your Professional Advancement Proposal: A descriptive discussion of your proposal, including specific objectives and goals.
2. Relevancy to current/new assignment and improvement of student learning.
3. Need for the Professional Advancement Proposal: How does your proposal meet the need for professional growth as well as providing benefits to yourself, our students, and the college?

Please enter your proposal description below. You may attach additional sheets if necessary.

I confirm that all hours listed on this form for completion of semester units for coursework, creative & scholarly work, conferences, seminars & workshops, and work experience & internships, will be spent outside of my scheduled work hours (including slash time) at SDCCD; and, I hereby submit this Professional Advancement Proposal for recommendation of approval by the Professional Advancement Committee and then to the appropriate personnel at the District Office.

SIGNATURE OF APPLICANT _____ DATE _____

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Professional Advancement Proposal

The most common reasons these forms get kicked back:

- Lack of signatures.
 - No detailed description of courses/workshops/conferences
 - Not valid course work – must be 300-level or higher with a few exceptions and must be relevant to assignment.
- Exceptions include:
 - ✓ Foreign languages
 - ✓ Computer-related technologies
 - ✓ Topics related to cultural competencies, diversity, equity, inclusion, and accessibility
 - ✓ These topics can be taken within SDCCD without VP approval

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PART 3: APPROVAL, RECOMMENDATION & SIGNATURES
(PROFESSIONAL ADVANCEMENT PROPOSAL)

Name of Applicant _____ ID# _____ Campus _____ Ph# _____

DEPARTMENT CHAIR

☐ RECOMMEND ☐ CONDITIONAL RECOMMENDATION* ☐ NOT RECOMMENDED*

Signature _____ Date _____

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

DEAN / MANAGER

☐ RECOMMEND ☐ CONDITIONAL RECOMMENDATION* ☐ NOT RECOMMENDED*

Signature _____ Date _____

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

COLLEGE PROFESSIONAL ADVANCEMENT COMMITTEE CHAIR

☐ RECOMMEND ☐ CONDITIONAL RECOMMENDATION* ☐ NOT RECOMMENDED*

Signature _____ Date _____

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

VICE PRESIDENT

Coursework not directly related to the faculty member's FSA but related to meeting the minimum qualifications of another discipline or FSA may also be approved by the appropriate campus Professional Advancement Committee provided pre-approval is obtained from the appropriate Vice President. See Article VIII Section A4.3 of the APT Faculty Union Contract for specific requirements of when this signature is required.

☐ RECOMMEND ☐ CONDITIONAL RECOMMENDATION* ☐ NOT RECOMMENDED*

Signature _____ Date _____

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

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Report of Completion

- Salary advancement does not occur until proof of completion is submitted.
- You do not have to finish 15 units all at once to move over.
- Send **OFFICIAL** transcripts directly to Janay Patton if coursework was part of the initial proposal.

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REPORT OF COMPLETION OF PROFESSIONAL ADVANCEMENT PROPOSAL

Note: Please use Adobe Reader or Acrobat Pro ONLY available here to fill out this form digitally. (Mac users, please do not use Preview.)

Date	Name	ID #	Email
Phone #	College / Center Assignment	Mailbox Location (Bldg & Room #)	<input type="radio"/> FULL TIME FACULTY
Faculty Service Area(s) - (Single or multiple, e.g. English - or - English, Journalism, & French)			<input type="radio"/> ADJUNCT
Proposed Faculty Service Area(s) - (FSA(s) intended to be used with this proposal)			

I have completed ALL ☐ or PART ☐ of the work as described in my Professional Advancement Proposal.

Proposal dated: _____ as revised on: _____

The original proposal was designed to provide for a total of semester units and to move me from class to class on the salary schedule. This completion is for semester units.

Attached in 8 1/2" x 11" format are:

- ☐ Official transcripts of approved courses verifying semester units or a new degree.
Please attach a list of the specific course titles and numbers of the courses for which you are requesting units. The titles and numbers should be identical to those on your official transcripts. Please translate quarter units into semester units—quarter units x .67 = semester units.
- ☐ A one-page report for approval of scholarly/creative works.
Please attach a one-page typed description of the project, including goals, methodology (steps involved in completing the project), materials, an approximation of the time spent on the project (hours), and the completed work. This should include a rationale for the number of units being requested. Please review contract suggestions for the number of units that can be received for individual projects.
- ☐ A log of hours for approval of seminars/workshops or conferences.
An official schedule of the conference/seminar (not a photocopy) is required to be attached to this completion, as is a Professional Advancement Log of Hours Worksheet Form. This form uses Excel, which will automatically translate the hours you enter into units using the formulas 30 hours of attendance = 1 semester unit, 15 hours of presentation = 1 semester unit. If the conference/workshop lasts over a series of days, please subtotal the log of hours for each day, then add a log of hours for the entire conference.
- ☐ Employer's verification (original signature) of work experience or internship.
(See work experience form.)

I confirm that all hours listed on this form for completion of semester units for coursework, creative and scholarly work, and conferences will be spent outside my scheduled work hours, including slash time, at SDCCD; and, I hereby submit this Professional Advancement Completion for recommendation of approval to the College Professional Advancement Committee and then to the appropriate VP (if necessary) and personnel at the District Office.

Signature of Applicant: _____ Date: _____

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Report of Completion

- Most common reasons these forms get kicked back:
 - Lack of signatures.
 - Not including original proposal for comparison.
 - Missing transcripts.
 - No log of hours for workshops/conferences.
 - No conference agendas

Routing Instructions

- Forms can be found on the SDCCE website
 - In the search bar type “Professional Advancement
 - Click “Professional Advancement Committee Forms”
- Email your forms and supporting documentation to your Department Chair and Program Dean for their signatures.
- Once forms are signed, email to Janay Patton, jpatton@sdccd.edu.
- After PAC review and approval, the forms will be submitted to the District for processing.

Sabbatical Process

- Section 18.2 of the faculty CBA (page 146)
- Sabbatical applications are only accepted once a year.
- Application will be sent by email by Janay Patton in January.
- Applications are due to your Dean by **Friday, March 6**.
- Both contract and adjunct faculty are eligible for sabbatical
 - Eligibility occurs after **6** consecutive years of satisfactory service to the District.
 - Faculty who have completed a sabbatical leave are ineligible until the completion of an additional 6 consecutive years.
 - For the **26-27** sabbatical application period, faculty hired on or before **June 30, 2020**, should be eligible.

Sabbatical Process

- Once the applications are received. The committee reviews the application using a rubric.
- **Sabbaticals are scored based on:**
 - Abstract
 - Need for sabbatical
 - Description of overall plan
 - Evidence of completion
 - Relevance to faculty assignment
 - Benefit to department/college/students
 - Timeline
- **Scale**
 - 0 = Do Not Recommend
 - 1 = Recommend with Reservations
 - 2 = Recommend
 - 3 = High Recommend
 - 21 total points
- **All PAC members will score each application, and the scores for each application will be added together. The applications with the highest scores will be moved forward.**

Sabbatical Process

- Contract faculty who take a one-year sabbatical will receive half of their CalSTRS service credit for the year.

**Consult Your Campus Professional Advancement Committee for Specific Deadlines
(See Part V of Leave Procedures)**

Sabbatical leave options and amount of compensation requested in accordance with the applicable provisions of the California Education Code and the Policies and Procedures of the San Diego Community College District.

A sabbatical leave is requested for the following period of the 20 ____ - 20 ____ school year.

10 Month Employees	11/12 Month Employees	Adjunct Employees
<input type="radio"/> Full Academic Year (50%)	<input type="radio"/> Full Fiscal Year (50%)	<input type="radio"/> Fall Semester Only
<input type="radio"/> Fall Semester Only (100%)	<input type="radio"/> 1st 6 months of the Fiscal Year (100%)	<input type="radio"/> Spring Semester Only
<input type="radio"/> Spring Semester Only (100%)	<input type="radio"/> 2nd 6 months of the Fiscal Year (100%)	
<input type="radio"/> Two non-sequential Semesters within a 36-month period (50%)	<input type="radio"/> Quarter (Indicate 1st, 2nd, 3rd, or 4th) ____	
	<input type="radio"/> Two non-consecutive quarters (100%)	
	<input type="radio"/> Two months in summer for 3 consecutive summers (100%)	

Who to Contact

- Proposal and Completion Questions
 - **Janay Patton**, jpatton@sdccd.edu
 - CC: **Richard Weinroth**, rweinroth@sdccd.edu

- Pay Schedule Questions
 - **Diana Ha**, dha@sdccd.edu

- Form Requests and General Questions
 - **Janay Patton**, jpatton@sdccd.edu

SDCCE Professional Advancement Webpage

- Has all professional advancement forms
- Details the professional advancement process
- Details PAC meeting dates
- Frequently Asked Questions

Additional Information

Fall 2025 PAC Meetings:

- September 9, 2025
 - October 6, 2025
 - November 3, 2025
 - December 1, 2025
-
- A maximum of 4 lower-division courses can be used for professional advancement.
 - No internal workshops/conferences, except the SDCCD Online Faculty Training, can be used towards professional advancement.
 - Flex activities can not be used for professional advancement.
 - The PAC does not meet during the summer.

QUESTIONS

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