

REIMAGINE

San Diego College of Continuing Education

2023 SDCCE Fall Convocation

SDCCD FLEX Session: Professional Advancement and Sabbatical Information

Presented By: Richard Weinroth
Chair, Professional Advancement Committee

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

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PAC Duties

Review and approve the following:

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

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Professional Advancement Proposal

- Only **ONE** category per form.
- For those not maxed out, **15 units** of professional development 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) - (FSA(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:

1. Conferences, Seminars, or Workshops 3. Professional Work Experience or Internship
 2. Scholarly/Creative Works 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:

Professional Advancement Proposal

- Professional advancement can be:
 - Coursework from accredited institutions.
 - Workshops/conferences (**30 hrs** of attendance = **1 unit**).
 - Presenting at conferences/workshops (**15 hrs** of presentation = **1 unit**)
 - Scholarly/creative works.

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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 SDCCD.

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

4. COURSEWORK

*College semester units to be taken to complete this proposal (3 quarter units = 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.*

College/University	Department	Course Name & #	Start Date	Units	Level <small>(Lower, Upper, Grad, Ext)</small>

TOTAL UNITS: Lower Division Upper Division Graduate Extension

DEGREE TO BE EARNED (if any): _____



Professional Advancement Proposal

➤ Scholarly/Creative Works:

- Limited to projects which have the approval of the appropriate Department Chair, manager and the campus Professional Advancement Committee.
- A max 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 development credit:
- Professional growth.
 - Relevance to current assignment and student learning.

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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

- 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 AFT 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 of Professional Advancement Proposal

- No salary advancement occurs 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, jpatton@sdccd.edu, if coursework was part of 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: _____

Report of Completion of Professional Advancement Proposal

- If a workshop/conference attendance is part of your proposal, keeping a log is a must.
- To get professional development for a conference/workshop, you should submit:
 - Certificate, if provided.
 - Detailed log of hours – meals and breaks cannot be included. A form is available for your use.

Professional Development
Log of Hours Worksheet Form

Please fill in the number of hours where applicable and the form will automatically add the total hours and calculate the total number of units.

TYPE OF EVENT (conference, workshop/ seminar, scholarly/creative works) and TITLE OF EVENT OR WORK	DATE mm/dd/yyyy	TIME OF EVENT + a.m. or p.m.	HOURS OF ATTENDANCE OR WORK - numbers only. 30 hours = 1 unit	PRESENTER HOURS - numbers only. (do not include in attendance hours) 15 hours = 1 unit

	TOTAL HOURS	TOTAL PRESENTER HOURS
GRAND TOTAL UNITS	TOTAL UNITS	TOTAL PRESENTER UNITS



Report of Completion of Professional Advancement Proposal

➤ 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.

Professional Development Log of Hours Worksheet Form

Please fill in the number of hours where applicable and the form will automatically add the total hours and calculate the total number of units.

TYPE OF EVENT (conference, workshop/ seminar, scholarly/creative works) and TITLE OF EVENT OR WORK	DATE mm/dd/yyyy	TIME OF EVENT + a.m. or p.m.	HOURS OF ATTENDANCE OR WORK - numbers only. 30 hours = 1 unit	PRESENTER HOURS - numbers only. (do not include in attendance hours) 15 hours = 1 unit

	TOTAL HOURS	TOTAL PRESENTER HOURS
GRAND TOTAL UNITS	TOTAL UNITS	TOTAL PRESENTER UNITS



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Recent Changes

- Professional advancement will take effect the first month following approval by the Professional Advancement Committee.
- Prior process:
 - Professional advancement was only processed by HR 4 times during the academic year:
 - September
 - October
 - February
 - April

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Routing Instructions

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

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Sabbatical Process

- Section 18.2 of the faculty CBA (**page 148**)
- 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 no later than the 3rd Friday in February.
- 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 a completion of an additional 6 consecutive years.
 - For the **24-25** sabbatical application period, faculty hired on or before **June 30, 2018** will be eligible.

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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

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Questions