

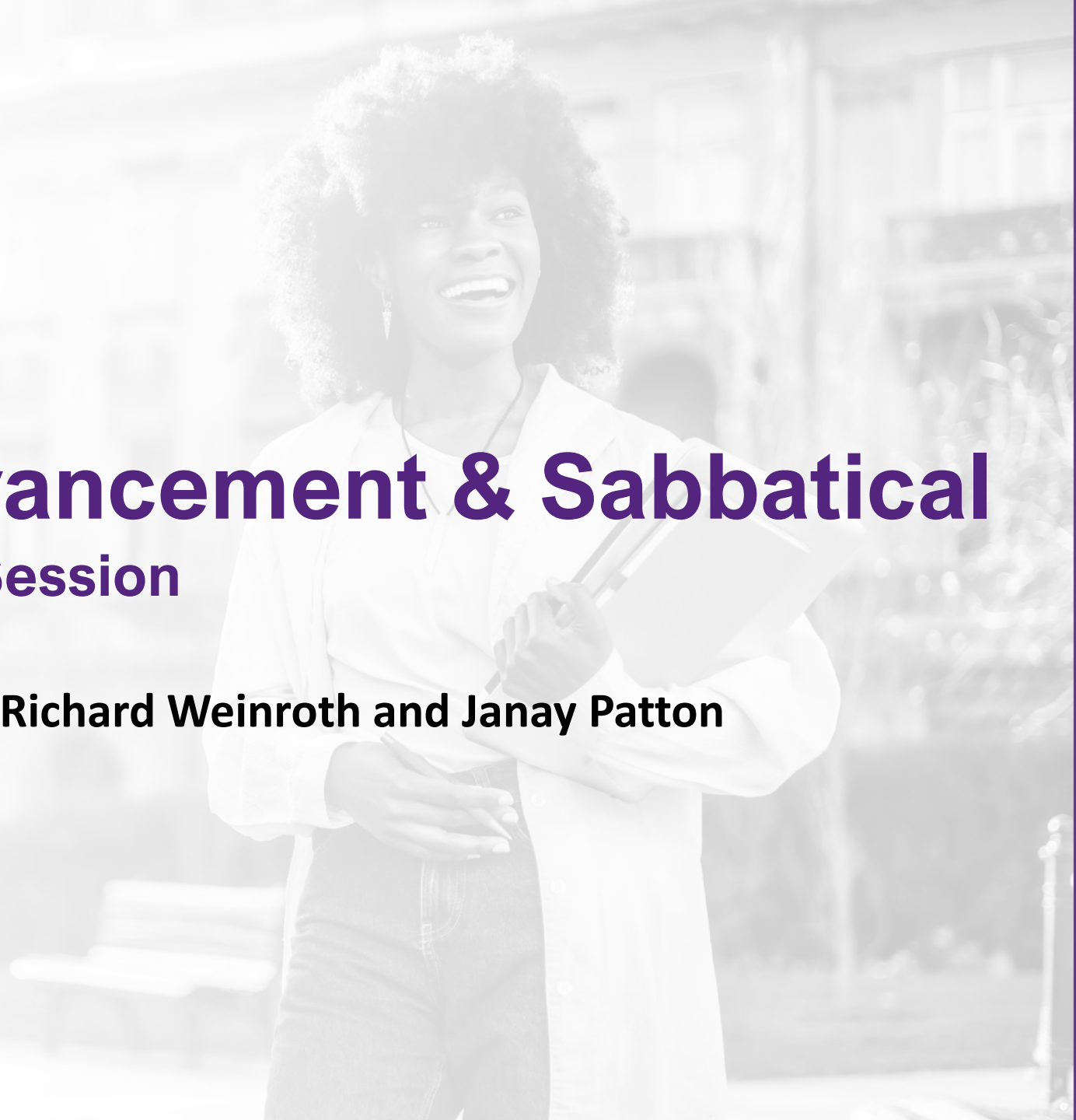
SAN DIEGO COLLEGE OF
CONTINUING EDUCATION

FORWARD *Together*

Professional Advancement & Sabbatical

SDCCE Spring 2024 Flex Session

Presented by: Richard Weinroth and Janay Patton



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 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
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Faculty Service Area(s) - (Single or multiple, e.g. English - or - English, Journalism, & French) 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:

<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

Scholarly/Creative Works:

- Limited to projects which has the approval of the appropriate department chair, manager and the Professional Advancement Committee.
- A max of **7.5 units** may be applies 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

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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 #) _____ FULL TIME FACULTY

Faculty Service Area(s) - (Single or multiple, e.g. English - or - English, Journalism, & French) _____ 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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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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Updates to Website

Before:

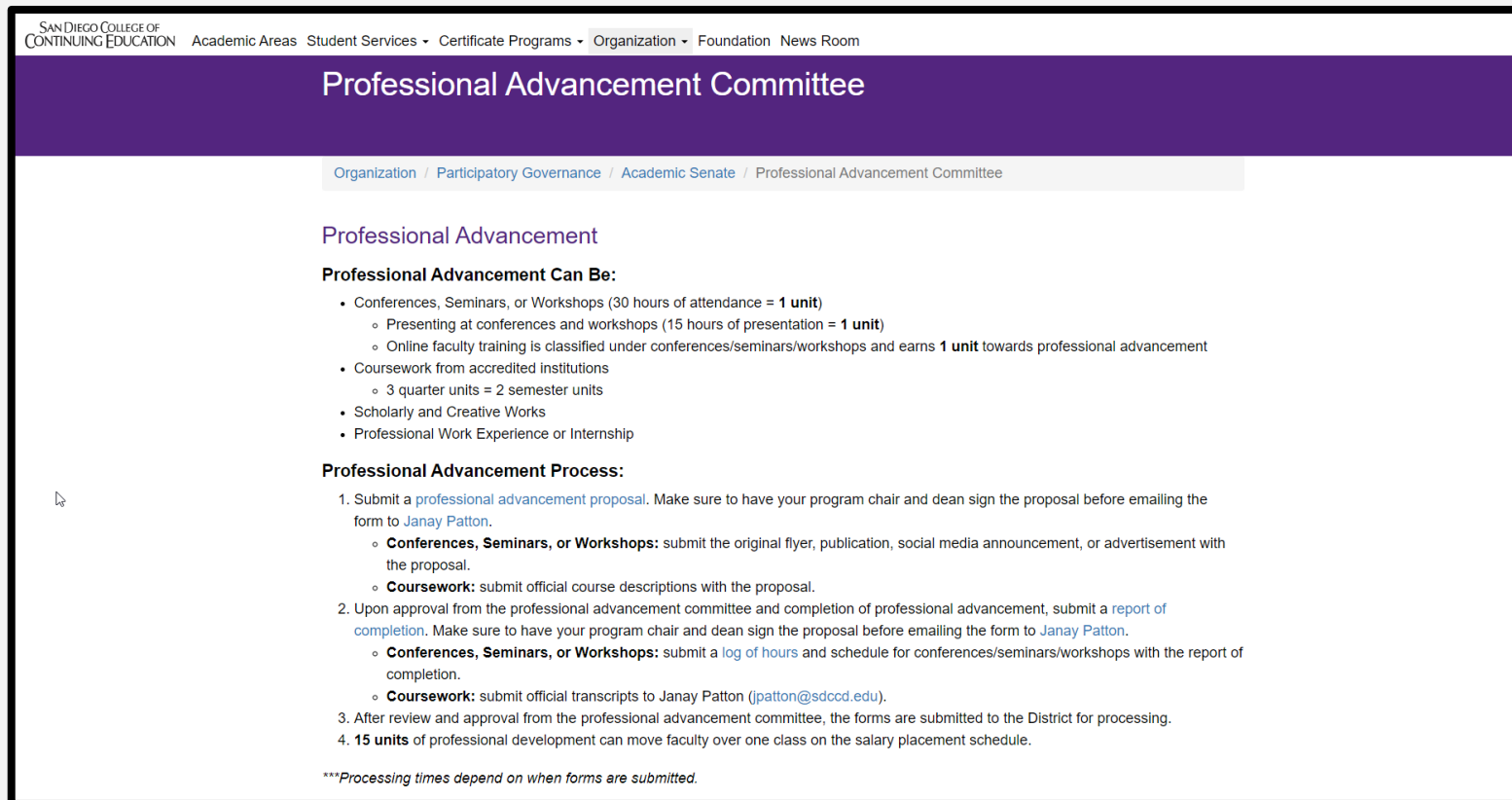
The screenshot shows the website interface for the Professional Advancement Committee Forms. At the top, there is a navigation bar with a language selector, a Google Translate logo, and the college name: "SAN DIEGO COLLEGE OF CONTINUING EDUCATION". The main menu includes "Academic Areas", "Student Services", "Certificate Programs", "Organization", "Foundation", and "News Room". The page title is "Professional Advancement Committee Forms". Below the title, there is a breadcrumb trail: "Organization / Participatory Governance / Academic Senate / Professional Advancement Committee Forms". A list of links is provided: "Professional Advancement Proposal", "Revision to Professional Development Proposal", "Professional Development Log of Hours Worksheet Form", and "Report of Completion of Professional Advancement Proposal". A prominent call-to-action box contains the text "SIGN UP TO GET UPDATES!" next to an "EMAIL ADDRESS" input field and a "JOIN!" button. The footer contains the college's mission statement, a list of links (DSPPS, Calendar, Legal, Community Education, Catalog 2023-2024, mySDCCD, Email Login, Canvas, Privacy, Employment), and the college's name and slogan "FORWARD Together".

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Updates to Website

After:



The screenshot shows a web browser window with the following content:

SAN DIEGO COLLEGE OF CONTINUING EDUCATION | Academic Areas | Student Services | Certificate Programs | Organization | Foundation | News Room

Professional Advancement Committee

Organization / Participatory Governance / Academic Senate / Professional Advancement Committee

Professional Advancement

Professional Advancement Can Be:

- Conferences, Seminars, or Workshops (30 hours of attendance = **1 unit**)
 - Presenting at conferences and workshops (15 hours of presentation = **1 unit**)
 - Online faculty training is classified under conferences/seminars/workshops and earns **1 unit** towards professional advancement
- Coursework from accredited institutions
 - 3 quarter units = 2 semester units
- Scholarly and Creative Works
- Professional Work Experience or Internship

Professional Advancement Process:

1. Submit a [professional advancement proposal](#). Make sure to have your program chair and dean sign the proposal before emailing the form to [Janay Patton](#).
 - **Conferences, Seminars, or Workshops:** submit the original flyer, publication, social media announcement, or advertisement with the proposal.
 - **Coursework:** submit official course descriptions with the proposal.
2. Upon approval from the professional advancement committee and completion of professional advancement, submit a [report of completion](#). Make sure to have your program chair and dean sign the proposal before emailing the form to [Janay Patton](#).
 - **Conferences, Seminars, or Workshops:** submit a [log of hours](#) and schedule for conferences/seminars/workshops with the report of completion.
 - **Coursework:** submit official transcripts to Janay Patton (jpatton@sdccd.edu).
3. After review and approval from the professional advancement committee, the forms are submitted to the District for processing.
4. **15 units** of professional development can move faculty over one class on the salary placement schedule.

***Processing times depend on when forms are submitted.

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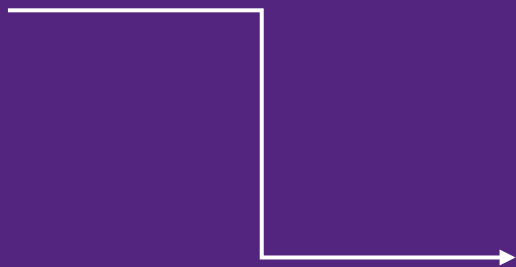
Questions

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Session Survey

Scan



Thank you!!

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