

**PROFESSIONAL DEVELOPMENT PLAN**

**I. PURPOSE**

City College of San Francisco is committed to fostering the continued professional growth of its faculty, and recognizes the mutual advantage which results when Faculty increase their education and training. The procedure set forth herein is designed to foster, encourage and assist faculty members in approaching their own professional development in an organized, long-term manner through the use of pre-approved multi-year Professional Development Plans.

Under this pilot program, faculty have the option of developing a long-term professional development plan that can clarify and help focus each faculty member's professional goals and a plan towards reaching them. Faculty participating in the program may gain pre-approval for a course of study involving an array of courses and/or seminars consistent with the faculty member's development plan rather than approving courses on a course-by-course basis as provided in Article 20 Section D. The criteria outlined herein for approval of a faculty member's professional development plan are broader than the criteria of Article 20 Section D, since they are tied to the College's Strategic Plan.

This procedure is intended to support and further the eight (8) Strategic Priorities set forth in the College's Strategic Plan, and shall be implemented and utilized in a fashion consistent with that intent. Those eight (8) Priorities are:

1. Increasing student success, as demonstrated by student learning outcomes;
2. Strengthening and improving academic programs;
3. Expanding programs to meet educational and training needs related to workforce, economic, and community development;
4. Expanding campus outreach and recruitment, increasing access to educational opportunities for all those in need;
5. Increasing the quality and accessibility of student development services;
6. Identifying and promoting strategies to ensure stabilized funding resources;
7. Upgrading and expanding technology utilization; and
8. Promoting a dynamic organizational climate and promoting diversity.

**II. TERM OF THE PILOT PROGRAM**

The Parties shall evaluate the program in EXHIBIT L in Fall 2008. Unless the parties evaluate and expressly extend or modify the program by the last day of Fall Semester 2008, it shall "sunset at that time" and no new Plans shall be initiated after that date absent express mutual agreement between the District and AFT.

### **III. PROCEDURES**

#### **A. INITIAL SELF ASSESSMENT**

All faculty members who wish to develop a Professional Development Plan shall begin by conducting a self-assessment using the attached Self-Assessment Survey [ATTACHMENT A].

#### **B. DEVELOPMENT AND SUBMISSION OF INITIAL PLAN**

1. After completing a Self-Assessment Survey and based upon the information provided therein, participating faculty members shall propose a Plan to the School Dean by means of the attached Professional Development Plan form [Attachment B]. Completed forms shall be submitted (with Self-Assessment Survey attached) to the School Dean no later than 60 days prior to the commencement of the course(s)/seminar(s).
2. Professional Development Plans may be proposed covering up to a three year period, and shall in all cases include:
  - a) A clear statement of the faculty member's goals;
  - b) A clear explanation of how each goal will further the Priorities set forth in the College's Strategic Plan;
  - c) A timeline for completion of each goal;
  - d) A description of how the accomplishment of each goal is proposed to be demonstrated or assessed; and
  - e) A listing of all courses to be taken during the Plan period, from accredited institutions including:
    - Course/Seminar Title;
    - Course Number;
    - Brief Description of the Course/Seminar;
    - Location and Time;
    - Credit Value; and
    - An explanation of the relevance of the Course/Seminar to the overall Plan.
  - f) Seminar(s), workshop(s) and/or coursework not from an accredited institution may also be submitted for approval as part of an overall plan:
    - Course/Seminar/Workshop Title;

**EXHIBIT L**  
**(Professional Development Plan)**

- Course Number (if available);
  - Brief Description of the Course/Seminar/Workshop;
  - Location and Time;
  - Credit Value/Units Equivalence (See III.C.5); and
  - An explanation of the relevance of the Course/Seminar/Workshop to the overall Plan.
3. The School Dean may (1) accept the proposed Plan without modifications, (2) suggest modifications to the Plan, or (3) reject the proposed Plan. Depending on the scope of the proposed plan, the School Dean may wish to consult with other School Deans or Administrators. Plans approved by the School Dean will be submitted to the appropriate Vice-Chancellor for final approval.
  4. If the School Dean rejects the plan or suggests modifications, and the Faculty member disagrees with that decision or the suggestions made, he or she may within twenty (20) days request review by the Vice Chancellor. In all cases, decisions of the Vice Chancellor shall be final.
  5. A copy of the Plan signed by the Vice Chancellor shall be provided to the faculty member upon final approval, with copies to the School Dean, the Office of Human Resources, and the appropriate Department Chair.

**C. IMPLEMENTATION OF PLAN**

1. Participating faculty members seeking column advancement are solely responsible for implementing and following through upon Plans once approved. Proof of completed coursework pursuant to the Plan shall be submitted to the Office of Human Resources.
2. Documentation must consist of official transcripts mailed directly to the District by the granting institution, except as provided in paragraph C.5 below. Each faculty member is solely responsible for requesting and arranging for the payment of the official transcript.
3. All course units are to be from accredited institutions, except as provided in paragraph No. 5 below. Semester units are assumed for purposes of computing applicable course units. Quarter units shall be converted to semester units using established District formula. (Multiply the number of quarter units by 2/3 or 0.667.) After all quarter hours have been totaled and converted to semester units, partial unit totals shall be rounded to the closest whole number; .5 and above shall be counted as one (1).

**EXHIBIT L**  
**(Professional Development Plan)**

4. Graduate course units (as defined by the course numbering system of the granting institution) determined to be appropriate for column advancement purposes but insufficient in number to place the faculty member on the next column shall be considered to be vested units. Vested units may be credited toward future column advancement.
5. Continuing education courses sponsored by an accredited institution approved in advance by the appropriate School Dean and Vice Chancellor shall be granted two (2) units for every three (3) continuing education units. (Multiply the number of continuing education units by  $\frac{2}{3}$  or 0.667.) Continuing education courses sponsored by organizations other than an accredited institution will be given credit pursuant to paragraph six below.
6. Courses, seminars and/or workshops sponsored by accredited institutions that do not assign a unit value or sponsored by organizations other than accredited institutions approved in advance by the School Dean and Vice Chancellor shall be granted one unit for 16 hours of attendance and an outside study assignment. If there is no outside study assignment, one unit of credit shall be granted for 32 hours of attendance. Verification of attendance and completion of seminar must be submitted to the Office of Human Resources as soon as possible after completion.
7. In the event that a faculty member wishes to modify his/her approved plan, any substitutions or alterations of courses included in the approved Plan must be approved in advance in writing by the appropriate School Dean and Vice Chancellor. The decision of the Vice Chancellor regarding the appropriateness of any substituted or altered course shall be final, and communicated to the School Dean, the Office of Human Resources, and the appropriate Department Chair.
8. Official transcripts must be submitted to the Human Resources Department immediately upon receipt but must be submitted by November 30 to affect salary for that current Academic Year.

**D. ANNUAL REVIEW**

1. Before the end of each Academic Year, all participating faculty members shall consult with the School Dean to review the Faculty member's progress and evaluate the continued appropriateness of the Plan.

**EXHIBIT L**  
**(Professional Development Plan)**

2. During the Annual Review, a Faculty member subject to a multi-year Plan may propose to amend his or her Plan by adding, deleting, or changing goals or components as appropriate.
3. In response to that proposal, the School Dean may accept the modification, suggest an alternative modification, or reject the modification. Modifications approved by the School Dean shall be submitted to the Vice Chancellor for final approval.
4. If the School Dean rejects the modification or suggests modification, and the faculty member disagrees with that decision or the suggestion made, he or she may within twenty (20) days request review by the Vice Chancellor. In all cases, the decision of the Vice Chancellor shall be final.
5. A copy of the modified Plan signed by the Vice Chancellor shall be provided to the faculty member upon final approval, with copies to the School Dean, the Office of Human Resources, and the appropriate Department Chair.

**ATTACHMENT A (SELF ASSESSMENT SURVEY)**

**SECTION I: PERSONAL PROFILE**

My professional and personal strengths are (please be specific):

My professional and personal limitations and areas of potential growth are (please be specific):

**SECTION II: CURRENT RESPONSIBILITIES**

My major current professional responsibilities are ( e.g. classroom teaching, advising and counseling students, research, publications, committee memberships, administrative duties and shared governance):

**EXHIBIT L  
(Professional Development Plan)**

List the approximate amount of time spent on each of the above responsibilities:

In light of the College's strategic priorities, my primary professional growth concerns are:

**SECTION III: LONG RANGE VIEW**

In five years, with respect to my professional growth I hope to accomplish the following:





**EXHIBIT L  
(Professional Development Plan)**

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|--|
| <p>Course Title/Number or Seminar/Workshop Title: _____</p> <p>Time and Dates: _____ Units /Unit Equivalence: _____</p> <p>Description: _____</p> <p>Relevance to Goal: _____</p> <p>_____</p><br><p>Course Title/Number or Seminar/Workshop Title: _____</p> <p>Time and Dates: _____ Units /Unit Equivalence: _____</p> <p>Description: _____</p> <p>Relevance to Goal: _____</p> <p>_____</p><br><p>Course Title/Number or Seminar/Workshop Title: _____</p> <p>Time and Dates: _____ Units /Unit Equivalence: _____</p> <p>Description: _____</p> <p>Relevance to Goal: _____</p> <p>_____</p><br><p>Course Title/Number or Seminar/Workshop Title; _____</p> <p>Time and Dates: _____ Units /Unit Equivalence: _____</p> <p>Description: _____</p> <p>Relevance to Goal: _____</p> <p>_____</p> <p>Check here <input type="checkbox"/> and attach separate page if necessary.</p> |
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I certify that the information provided above and in the attachments is true and correct.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Approval by School Dean:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Approval by Vice Chancellor** \_\_\_\_\_