

New Departmentally Determined Professional Development Activities

Frequently Asked questions

Final: August 4, 2017

How is the Flex Obligation calculated for contract faculty (regular and probationary faculty)?

Starting in the 2017-18 Academic year, one teaching day in the spring will be repurposed to be used as a professional development day. The additional day this year will be Tuesday, January 16, 2018, the day before the start of spring semester. The contract faculty professional development obligation will now be **five** days (30 hours) instead of **four** days (24 hours) each academic year. Those faculty members on a pre-retirement workload reduction will pro-rate their hours: for example, a contract faculty member with a load percentage of 60% would have an annual obligation of 18 hours. For contract faculty members, the new professional development requirement for 2017-18 is:

- 12 hours per year of **on-site** Mandatory Professional Development Activities (PDA) Days
- 12 hours per year of **flexibly scheduled** professional development
- 6 hours per year of **departmentally determined** professional development, which could be on site, off site, or flexibly scheduled.

What professional development activities can be scheduled for the departmentally determined professional development requirement?

Any of the professional development activities currently described in Article 22 of the District/AFA contract could be scheduled, as follows: “ Pursuant to Education Code section 87153 and District Policy 3.27 faculty professional development activities are those District-approved activities that promote improvement of teaching; maintenance of current academic and technical knowledge and skills; in-service training for vocational education and employment preparation programs; retraining to meet changing institutional needs; intersegmental exchange programs; development of innovations in instructional and administrative techniques and program effectiveness; computer and technological proficiency programs; courses and training implementing affirmative action and upward mobility programs; improvement of basic skills instruction; and other activities determined to be related to educational and professional development.” For example, departmental faculty could decide to work together on curriculum, certificates/majors, program development, innovation, or student learning outcomes, among other things.

Who decides what the departmentally determined professional development activity will be?

The department chair, in consultation with department faculty members, will determine the plan or agenda for the departmentally determined professional development activities, which could include opportunities for individual or flexibly scheduled activities. Of course, all activities, whether scheduled with the department or individually approved activities would be required to meet the same Chancellor’s office criteria for flexible credit. The department chair will submit the agenda or plan to the Senior Vice President of Academic Affairs.

How do I report my completed departmentally determined activities?

Department faculty will report their departmentally determined activities in the usual manner. They will record the department activity through their faculty portal in their flex account. There will be an item labeled “Departmentally Determined Professional Development” that contract faculty may select for up to 6 hours.

What if my department does not hold a formal activity on this day?

It is the department chair’s responsibility, in consultation with department faculty, to plan an activity. The plan may be to allow individual or flexibly scheduled activities.

If my department is planning an activity for the departmentally determined professional development day, is it mandatory that I participate or can I choose to do my own activity at another time?

If your department plans meetings or other group activities either on site or off site, contract faculty are required to attend, unless they have submitted an alternate activity. The original intent of this additional day was to provide opportunities to have departmentally-determined activities to share information and to build community with colleagues.

Adjunct Faculty FAQ

1. How does this additional flex day impact Adjunct Faculty?

Adjunct faculty will continue to be able to flex all of their required hours.

Adjunct faculty may choose to attend the departmentally determined activity or complete any other flex approved activity throughout the semester to satisfy their flex requirements. They are not required to attend departmentally determined or on-site PDA days.

2. As an adjunct faculty member, will I have the same requirement in the fall as in the spring?

Adjunct faculty who teach in the Spring will potentially experience an increased flex requirement – it will now impact any teaching assignments falling on Tuesday, Thursday and Friday, rather than the current Thursday, Friday. This change is effective Spring 2018.