

Article VII.

Faculty Professional Development Program

A. Faculty Professional Development Program – General

1. Purpose

The Professional Development Program for Faculty is designed to promote individual, group and institutional development for a healthy, supportive environment in which Faculty can best fulfill the College's mission. The work of the Faculty at the College is dynamic, demanding and rewarding, and necessitates that Faculty members take time for professional growth to enhance their skills and knowledge, and for personal renewal. This purpose is achieved through sabbaticals (Article VII B), Faculty exchanges (Article VII C), and the activities that support the enrichment of the Faculty member (Article IV C).

2. The Faculty Professional Development and Sabbatical Standing Committee facilitates professional development programs including the Sabbatical Program, the Faculty Exchange Program and the Professional Enrichment Recognition Award, as described below.

The Faculty Professional Development and Sabbatical Standing Committee, with the support of the Department of Human Resources at the College, facilitates the following programs:

- The Sabbatical Program
- The Faculty Exchange Program
- The Professional Enrichment Recognition Award

The Faculty Professional Development and Sabbatical Standing Committee is responsible for the following:

- a. conducting annual workshops and educational sessions for Faculty interested in applying for sabbaticals; providing non-monetary resources for those applying for sabbatical (examples: information and sample sabbatical applications);
- b. reviewing sabbatical proposals and recommending approved sabbaticals to the Chancellor;
- c. reviewing Faculty Exchange assignments for compliance with program guidelines and recommending approved Faculty exchanges to the Chancellor;
- d. formulating Sabbatical and Faculty Exchange Program guidelines to ensure compatibility with College goals and policy;
- e. determining the recipients of the Professional Enrichment Recognition Award; and
- f. providing review and making recommendations to the office of Organizational and Professional Development on programs that support Faculty professional development.

3. Committee Membership and Elections

Eight representatives on the Faculty Professional Development and Sabbatical Standing Committee will be elected from district-wide divisions or groups of smaller divisions in proportion to division size, as determined by a vote of the Committee. Each division or group

of smaller divisions is entitled to one representative. Two representatives will be elected from District for Educational Support Faculty, one representing Counselors and one representing Librarians. In addition, Desert Vista, Downtown, East, Northwest, and West Campuses will each elect one at-large member who will represent all faculty at that campus. A Faculty member serves as chair.

Elections* will be conducted under the supervision of Human Resources at the District Office. In March, nominations will be requested from divisions and the district Educational Support Faculty needing representation. If only one nomination is received, the nominee will become the representative for that division. If multiple nominations are received, an election will be held by secret ballot in April. After division and Educational Support Faculty are elected, nominations will be requested from campuses and elections will take place later in April. Individuals elected will begin serving on the committee commencing the following fall semester. The term of office will be for two years, starting in the fall semester. Representatives are eligible to serve more than one term of office.

Should a representative apply for a sabbatical during his/her term of office, the representative shall remove himself/herself from committee service until the sabbatical selection process is concluded. If a representative must vacate the position temporarily for a period lasting a semester or less (e.g., s/he is applying for a sabbatical, accepts a temporary provisional appointment, goes on sabbatical or other leave, or is unable to attend Committee meetings for any other reason), the position may be filled in an acting capacity by any full-time Faculty member from the same division. If a representative is unable to finish his/her term of office with more than a semester of the term remaining, or if a representative position remains vacant for any other reason, an interim election to select a replacement may be held following the procedures outlined above for regularly scheduled elections.

The Chief Human Resources Officer or his/her administrative designee shall be a member of the committee. The Chief Human Resources Officer will provide staff support to the Committee.

*For the 2017-2018 academic year only, elections will held by September 2017 due to the College reorganization by district-wide divisions.

B. Sabbatical Program

In 2009/10, nine Faculty members' full-pay sabbatical proposals were recommended for approval to the Chancellor, but due to economic constraints, the Board of Governors suspended sabbaticals for 2010/11. The sabbatical program was reinstated in the 2012-13 academic year.

1. Description

The purpose of the sabbatical program is to provide individual regular full-time Faculty members with extended alternatives for professional development that will benefit students, Faculty members, the College and, therefore, the community.

The sabbatical process will be competitive. The review of sabbatical proposals will be based on criteria that are objective, measurable and rigorous. The criteria upon which the awards are made emphasize benefits to students, Faculty members, the College and, by extension, the

community. The expense incurred in awarding sabbaticals must stand the test of public scrutiny.

For academic year Faculty, a sabbatical leave may comprise a compensated professional development leave of one or two semesters. For fiscal year Faculty, a sabbatical leave may comprise a compensated professional development leave of six or twelve months.

Up to twelve full-pay, one semester (academic year Faculty) or six-month (fiscal year Faculty) sabbaticals will be available each fiscal year. There are no restrictions on the number of half-pay sabbaticals that the Committee may recommend to the Chancellor. A one-semester half-pay sabbatical will be paid at 25 percent of contract salary.

A Faculty member who is eligible for sabbatical may apply for a half-pay, one- semester/six-month sabbatical at the same time that (s)he applies for the full-pay sabbatical. (S)He may take this additional sabbatical during semesters contiguous with the approved full-pay or half-pay sabbatical. In these situations, the default compensation will be 75% of his/her regular contract paid in equal installments. In the event that the sabbatical contract is not completed, see Article VII, Section B.5.

Faculty members on sabbatical are paid their regular salary for completion of their professional development leave goals and objectives.

2. Eligibility

A Faculty member may apply for his/her first one-semester/six-month full-pay or half-pay sabbatical after five or more consecutive academic/fiscal years of service to the College as a full-time Faculty member. Following return from the sabbatical, the Faculty member is again eligible to apply for a sabbatical during his/her sixth consecutive year of service to the College.

For academic year Faculty, up to two semesters and for fiscal year Faculty up to one fiscal year of approved paid or unpaid professional leave, sabbatical, or approved Faculty exchange will be considered to be full-time service to the College for the purpose of determining eligibility for the sabbaticals. (Please refer to Section IV D and the *Personnel Policy Statement for College Employees*, Section IV, for additional information regarding approved leaves.)

Approved sabbaticals will not interrupt Faculty progression on the salary schedule. Successful completion of a sabbatical qualifies the Faculty member for step advancement. Failure to completely satisfy the sabbatical objectives jeopardizes step advancement.

Faculty members granted sabbatical will maintain continuity of insurance and retirement benefits with the College District, subject to the terms and conditions of those benefits.

Approved sabbaticals with either full-pay or half-pay must not interrupt the continuity of services at the campuses.

3. Submission and Evaluation of Sabbatical Proposals

Faculty members applying for a sabbatical are encouraged to attend an orientation workshop provided by the Faculty Professional Development and Sabbatical Standing Committee. The workshop is designed to provide guidance on how to develop a proposal, how proposals are evaluated, and how to get help refining a proposal. Faculty members also are encouraged to review exemplary sabbatical proposals and final reports located on the Pima Intranet; Academic Services, Faculty Professional Development link.

A Faculty member must submit a proposal that includes the Sabbatical Proposal Cover Form (Appendix H) to the Faculty Professional Development and Sabbatical Standing Committee for all sabbatical requests. The Sabbatical Proposal Cover Form must be signed by the designated Dean(s), as appropriate, to attest that the sabbatical has been reviewed and will not seriously hamper the operation of the subject/service area involved.

A Faculty member submitting proposals for one semester at full pay and contiguous semester at half pay needs to submit two separate complete proposals, one for the full-pay sabbatical and one for the half-pay sabbatical, because full-pay and half-pay proposals will be evaluated separately by the Committee.

The Sabbatical Proposal Cover Form is available from members of the Committee in Appendix H and is available on the Pima Intranet; College Forms; Human Resources link.

Proposal submissions for full-pay and half-pay sabbaticals for both the fall and/or spring semester of the following academic/fiscal year are due by the third Monday in October to the Dean. The Dean reviews proposal(s) and forwards signed proposal(s) to the appropriate Vice President by the Friday of the same week. The appropriate Vice President reviews and forwards signed proposal(s) to the Faculty Professional Development and Sabbatical Standing Committee by the last Friday in October. Exceptions to the deadlines for half-pay sabbaticals may be made at the discretion of the Campus President. Faculty members will be notified, whenever possible, of the Faculty Professional Development and Sabbatical Standing Committee's recommendation by mid-February.

Each sabbatical proposal must include the signed Cover Form; a signed Conflict of Interest Advisement Form, a description of the plans, purpose and value of the sabbatical; and a current résumé or curriculum vitae (CV). The Committee requests that as much of the proposal as possible be submitted in electronic format.

If the proposal includes international travel, it must follow the College Travel Policies (RG-2412/A) and include the "Sabbatical International Travel Form." This form contains the following information: purpose of the travel; reason the international travel is needed in lieu of a domestic based experience; the benefit to the College (students, program, or department); and assurance that the travel does not go to or through any country or location on the U.S. State Department's warning list (<http://travel.state.gov/travel>). This form will be forwarded to the Chancellor by the Campus President.

All sabbatical applications will be evaluated independently; inter-dependent sabbatical leaves involving two or more Faculty members will not be considered.

The committee will evaluate each individual sabbatical proposal on the components and weighting system below. Proposals which do not demonstrate equivalency to the contractual load may be eliminated from further consideration by the Committee. Effective fall 2007, a standardized form and rubric will be used. For reference, Faculty members applying for sabbatical can find a copy of the rubric in Appendix H.

- Statement of overall purpose of the sabbatical including specific objectives and detailed activities; these objectives and activities will be evaluated on their measurability, feasibility, and equivalency to the contractual load 45%
- Value of sabbatical to the Faculty member, students, and the College 40%
- Current résumé or CV that details the Faculty member's professional activities and his/her service to students; his/her department, discipline and Campus; and to the College and community 15%

Proposals with the highest scores will be recommended to the Chancellor. The Chancellor, in turn, forwards these selected proposals to the Board of Governors for their approval.

4. Prior to and during the Sabbatical

Successful sabbatical awardees are encouraged to attend a pre-sabbatical workshop on protocols to be met prior to or while on sabbatical and submission of the post sabbatical report. Additional assistance may be obtained through the campus/division representative on the Faculty Professional Development and Sabbatical Standing Committee.

If the objectives and/or activities described in the approved sabbatical proposal change prior to or while on sabbatical, the Faculty member must notify the supervising Vice President and the Faculty Professional Development and Sabbatical Standing Committee, in writing, of the intent to change and must request approval before implementing the change or as soon as circumstances necessitating the change become known. When a request to change sabbatical objectives and/or activities is received, the Faculty Professional Development and Sabbatical Standing Committee Co-chair will notify the Faculty member, within 10 working days that the request will be considered at the next scheduled meeting with a decision or a deadline for making a decision. The requirement for notification does not apply during the months of May, June, July, and August because the Standing Committee does not meet during these months. The Faculty Professional Development and Sabbatical Standing Committee will notify the Faculty member, in writing, of the acceptance or denial of the change.

If circumstances beyond the control of the Faculty member prevent taking the sabbatical as planned, the sabbatical can be delayed until the following contract year. Delaying the sabbatical in this manner must be recommended by the Campus President and approved by the Chancellor. A new sabbatical timeline must be submitted to the Committee and any changes in objectives and/or activities must be approved as described above. This delay will not negatively impact the number of full-pay sabbaticals available for the next contract year.

5. Completion of Sabbatical Report

Upon return from sabbatical, the Faculty member must submit a written report that includes documentation that substantiates completion of the stated objectives and activities from the sabbatical proposal(s). The report is submitted to the Campus President and the Faculty Professional Development and Sabbatical Standing Committee within 45 calendar days following the first accountable day of the following semester. Separate reports will be required for consecutive sabbaticals. The Committee asks that reports be submitted in electronic format to facilitate archival of completed reports. At the discretion of the College, reports may be placed on the College Intranet.

A Sabbatical Report Documentation Form is to be used in submitting the report(s). The form is available from members of the committee, and on the PCC Intranet; College Forms; Human Resources link.

The Faculty Professional Development and Sabbatical Standing Committee will perform an initial review of each sabbatical report. If the report is approved, it will be submitted to the Campus President, with a copy to the Chancellor. If the report is incomplete, the Standing Committee will offer to assist the Faculty member to ensure that completion of all objectives and/or activities is clearly documented. After review of the final report, including any additional documentation provided by the Faculty member, the Standing Committee will submit a written notification to the Campus President, with a copy to the Chancellor, that either the objectives or activities outlined in the sabbatical proposal were completed satisfactorily or state which objectives and activities were not completed satisfactorily. The Chancellor, in turn, shares these reports with the Board of Governors. In addition, the Board will receive a report summarizing the products, services and outcomes resulting from the sabbaticals.

A Faculty member who fails to satisfy or complete the objectives and activities of the leave, to complete the sabbatical report or to perform the post-semester(s) employment requirement, may be penalized. Penalties may include repayment of all or part of the payments he/she received from the College while on sabbatical or loss of the step granted for sabbatical activities or both. If a penalty is required, the Campus President will make the recommendation to the Chancellor. The Chancellor shall make the final determination.

6. After the Sabbatical

Upon return from a sabbatical, the Faculty member will be reinstated to his or her former or comparable position within the College, unless otherwise agreed upon by the Faculty member and the College.

Upon return from sabbatical, the academic-year Faculty member will be required to complete one semester of full-time service to the College for each semester of sabbatical. The fiscal-year Faculty member will be required to complete six months of full-time service for each six months of sabbatical.

Faculty members are responsible for sharing their results with an appropriate audience within the College community, the Board of Governors, and/or the public. At the College's discretion, the sabbatical report may be posted on the Pima Intranet. The results of the Faculty members'

sabbatical may be presented through activities co-sponsored and supported by the College, such as:

- Presentation to colleagues
- PimaNews article and/or announcements
- Campus brown bag session
- Public forum presentations
- Presentation at a Board of Governors meeting

7. Sabbatical Appeals

If a Faculty member's request for a sabbatical is denied, and if the Faculty member believes the denial resulted from a violation of the process described in this Article, the Faculty member may request reconsideration by the Chancellor or his/her designee. If an error of process is determined to have occurred, an additional sabbatical may be approved.

C. Faculty Exchange Program

A Faculty exchange assignment is a leave of absence from the College of not more than two consecutive semesters in which the Faculty member exchanges positions with a colleague at another post-secondary institution. The purpose of Faculty exchanges is to provide Faculty members with opportunities for professional growth while experiencing the environment of another institution, and to allow the College to benefit from having Faculty from other institutions serve with the College. This Faculty Exchange Program applies only when developed by the Faculty member.

Eligibility for a Faculty Exchange assignment is dependent upon:

1. Completion of three or more years of full-time regular employment with the College as a Faculty member. After completing an exchange assignment, the Faculty member will complete three or more years of full-time service to the College before becoming eligible for another exchange assignment.
2. Locating a Faculty member at another postsecondary institution who is willing and able to exchange assignments and who is acceptable to the subject area Faculty and approved for potential participation in the exchange by the Dean and Campus President.
3. A formal application that includes the Faculty Exchange Cover Form (Appendix I) must be submitted to the Faculty Professional Development and Sabbatical Standing Committee by April 10. The application must be signed by the appropriate supervisor signifying that such an exchange will not seriously hamper the operation of the subject/service area involved, and by the Discipline Coordinator signifying that the visiting Faculty member is acceptable to the subject-area faculty.
4. The Faculty exchange assignment will be evaluated on the basis of merit by the Faculty Professional Development and Sabbatical Standing Committee. The committee will make final recommendations to the Chancellor. The Chancellor will notify the Faculty member of his/her selection as soon as reasonable.

5. Pima Community College Faculty on exchange assignments will be compensated by the College. The visiting Faculty member will be compensated by his/her home institution. The College will not assume any financial liability as a result of the Faculty exchange assignment other than the payment of the PCC Faculty member's normal compensation.
6. Overload assignments, either at the College or at the exchange institution, do not come under the purview of this program.

For the purpose of participation in other College professional development programs, PCC Faculty in the Faculty Exchange Program will be considered to be full-time.

PCC Faculty will be reinstated in their former or comparable positions upon return from the exchange assignment. This Faculty exchange assignment shall be considered as time in-service at the College for salary and retirement purposes.

D. Professional Enrichment Recognition Award

The Professional Enrichment Recognition Award is for innovative and outstanding Faculty activities that have positive impact on students, the College and/or the community. The recognition is an award of \$500 and a certificate describing the activity. Two recognition awards will be available each year. Faculty may self-nominate or be nominated by students, staff, colleagues, administrators or community members. Submission of an application and documentation to the Faculty Professional Development and Sabbatical Standing Committee is due prior to 4:00 p.m. on the first Friday of March. The application form is available on the College's Intranet under the Human Resources section. A description must be included of how the activities have positively affected students, the College and/or the community. Up to three letters of support from students, staff, Faculty, administrators and/or community members describing the activities or impact of the activities are encouraged. Awards will be presented at the Board of Governors meeting in April.