

**AP 6160[A] PROFESSIONAL GROWTH – FULL TIME FACULTY
– SALARY ADVANCEMENT AND SABBATICAL LEAVE**

Reference:

Accreditation Standard III.A.5

I. General Information

A. Professional growth is defined as those academic, scholarly, and professional endeavors planned, developed, and carried out by a full time faculty member, including, but not limited to: course work and instructional programs completed at regionally accredited colleges and universities; professional publications; creative work; independent study, intensive preparation workshops and institutes; and return to industry, which have been approved by the District Professional Growth and Sabbatical Leave Committee (PG&SL Committee), which is co-chaired by a faculty member and an administrator, in advance of initiating the endeavor.

B. The faculty member is required to submit appropriate documentation to the PG&SL Committee, which after review, may recommend to the President of the College and through that office to the Board of Trustees, that salary reclassification be granted.

C. Upon verification of the completion of an approved program of professional development, and following appropriate Board of Trustees' action, faculty members may be reclassified on the salary schedule based on the number of units completed since their initial salary placement or their most recent salary reclassification.

1. Reclassification for pay purposes will be effective the 1st day of the month following Board approval.

2. Reclassification for pay purposes is not retroactive with respect to the date of completion of the course work or approved activity, or the submission of verification of completed course work or approved activity.

II. Options for Professional Growth

A. Professional growth through course work and instructional programs. The courses must be directly related to the applicant's faculty service area(s), or must be a series which would enhance and further the faculty member's ability to perform in his/her planned area of expertise. In the case of terminal degrees, the Committee may seek clarification or further information when the degree is not discipline-specific or in a faculty member's service area.

1. Course work is defined as those courses for which graduate or upper-division credit can be certified by a regionally accredited college or university, and which has applicability toward a degree, certificate, or credential program at that institution. Those faculty employed with less than a B.A. or B.S. degree will be exempt from the upper-division course requirement.
2. Courses will be evaluated for salary reclassification using the following criteria: (a) unit credit will be granted on the basis of semester units; (b) quarter units will be converted to semester units by multiplying quarter units earned by $2/3$.
3. Continuing Educational Units (CEU) - CEU will be granted on the basis of the number of hours required to complete either a single session (non-cumulative hours), or for multiple sessions which result in a certificate (hours will be cumulative.) CEU leading to a certificate will be used for salary schedule advancement upon the awarding of the certificate. At least 36 hours of verifiable participation will equate to one semester unit. CEU leading to a certificate are limited to one per certificate for each salary advancement. The limit for single session CEU will be five per each salary advancement. CEU can only be applied for salary advancement up to Column E. The courses must be directly related to the applicant's faculty service area(s), or the courses must be a series which would enhance and further the faculty member's ability to perform in his/her planned area of expertise. All CEU course work must be offered through an accredited institution.
4. In the case of institutes and/or workshops in which unit or certificate credit is not given by the sponsor, a maximum of five units of semester equivalency units for institutes/workshops is applicable to each salary reclassification. One semester unit of workshop credit will be granted on the basis of at least 36 verified hours of intensive outside preparation and participation in the workshop. "Intensive outside preparation"

includes, but is not limited to, activities such as preparation required to present a paper at a workshop; intensive pre-and post-workshop “homework” assignments; designing, planning, and/or hosting workshops, etc. For workshops which themselves do not require intensive outside preparation, a minimum of 54 verified hours of workshop participation will equate to one unit of workshop credit.

5. Fifteen semester units will be necessary for each salary reclassification.

6. Placement on Salary Schedule Column G (M.A. + 60), will require the recommendation by the PG&SL Committee to be based on the verification that there exists direction and cohesion in the fifteen semester units submitted above and beyond those required for previous reclassification. When the fifteen semester units have been completed, verification that the faculty member followed his/her submitted plan is required.

7. Faculty will be expected to undertake focused study at upper division and graduate level for all reclassification beyond the baccalaureate. However, lower division units may be allowed, if approved in advance by the PG&SL Committee, as part of the faculty member’s planned professional development program. The planned lower division program must be completed before the units will be recommended for salary reclassification.

B. Professional Growth Based on Professional Publications

1. Professional publications are defined as articles published as authored individual works in juried scholarly publications, compilations, or textbooks. The Committee may ask for further clarification or information regarding professional publications submitted for consideration.

2. Upon recommendation of the PG&SL Committee and concurrence by the Chancellor, the Board of Trustees may approve up to five units applicable as semester equivalent units for a specific publication and may be applicable for the purpose of salary reclassification.

3. A maximum of five units of reclassification credit earned by professional publication may be granted for each salary reclassification. If the applicant achieved a terminal degree in his/her field, the maximum may be extended on a case-by-case basis.

C. Professional Growth Based on Independent Study

1. Independent study is defined as a creative project, through which a faculty member may improve professional competency and effectiveness, such as an art exhibit; a musical composition or performance; literary publications such as novels, poems, or plays; creation of sculpture; or independent research at a graduate level of competency.

2. Upon the recommendation of the PG&SL Committee and concurrence by the Chancellor, the Board of Trustees may approve up to five units applicable as semester equivalent units for a specific independent study, and may be applicable for purposes of salary reclassification.

3. A maximum of five units of reclassification credit earned by independent study may be granted for each salary reclassification. If the applicant achieved a terminal degree in his/her field, the maximum may be extended on a case-by-case basis.

D. Professional Growth Based on Return to Industry

1. Faculty teaching in areas in which students are actively preparing for entry employment in industry, and who may have received their own training through occupational experience rather than academic preparation, are encouraged to consider professional growth based on return to industry as a means of updating skills and knowledge.

2. Return to industry is defined as re-employment in business or industry while on leave from the District, through which a faculty member may update knowledge of current practices and problems in areas directly related to teaching and classroom responsibilities.

3. Upon recommendation of the PG&SL Committee and concurrence by the Chancellor the Board of Trustees may approve up to five units applicable as semester equivalent units for a specific period of reemployment in industry, and may be applicable for purposes of salary reclassification.

4. A maximum of five units of reclassification credit earned by reemployment in industry may be granted for each salary reclassification.

III. Professional Growth Procedures & Salary Placement

- A. The PG&SL Committee will develop effective procedures for the operation of the Committee.
- B. Faculty members must submit a plan for professional growth to the PG&SL Committee in advance of initiating professional growth activities, and must have preliminary approval of that plan to ensure it meets the necessary District requirements and criteria for professional growth and unit allocation.
- C. The administrative and faculty Co-Chairpersons of the PG&SL Committee will inform the faculty member in writing that the plan is approved or that changes are necessary.
- D. Upon completion of the plan, the faculty member will submit a formal written request for salary reclassification accompanied by all appropriate documentation required by the PG&SL Committee. The administrative and faculty Co-Chairpersons of the Committee will be responsible for verifying these documents.
- E. The PG&SL Committee will submit its recommendations through the administrative and faculty co-chairpersons to the Vice Chancellor Educational Services, Workforce Development and Planning, or designee, who reviews and forwards to Diversity and Human Resources for inclusion on consent items for final approval by the Board of Trustees. A copy of the recommendations must be submitted to the District Academic Senate as part of its committee's report.

IV. Sabbatical Leave

Sabbatical leave will be granted in accordance with Article XIII, Section P of the collective bargaining agreement between the District and the District's Chapter of the CCA/CTA/NEA. This Agreement is available for review on the District's website (www.rccd.edu) under the Human Resources and Employee Relations link, or by contacting the District's CTA President at (951) 222-8424.

Office of Primary Responsibility: Vice Chancellor, Human Resources & Employee Relations
Vice Chancellor, Educational Services & Strategic Planning

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(Replaces Regulations 3080)
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