

Appendix P1:
the application

Appendix P2
the change request

Appendix P3
the report



FOOTHILL-DE ANZA
Community College District

The PDL Process

Faculty Workshop
Spring 2017



**FOOTHILL-DE ANZA
Community College District**

Article 17: Professional Development Leave

available online: fa.fhda.edu, <http://hr.fhda.edu/faculty-information.html>

PDL Application Form (Appendix P1)

PDL Change Request Form (Appendix P2)

PDL Report Form (Appendix P3)

available online: fa.fhda.edu, <http://hr.fhda.edu/forms.html>





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Community College District

The Application:

Appendix P1

PDL Application = Binding Contract

- ✉ Appendix P1: PDL Application = **SIGNED CONTRACT** for work to be done/compensated



- ✉ Appendix P2: Change to PDL Application
 - *moving date of PDL quarter*
 - *moving activity to different PDL quarter*
 - *deleting/reducing/adding activity or verification*
 - *changing activities or verification*

REQUIRES pre-approval of “new” contract: Appendix P2 Request for Change (as per 17.15, Appendix P1, official approval from Board)

- ✉ Appendix P3: If PDL “contract” not fulfilled (via Appendix P3 Report), **REFERRED** to college president for review/action

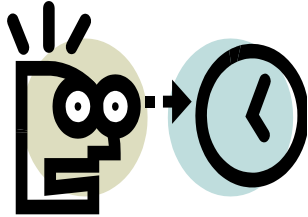
PDL Application Approval

Committee recommends approval to Board **WHEN...**
PDL objective(s)/activities* **Meet the Substance and Duration Criteria, and...**

- **Substantially benefit** District and students (17.13.1); and
- **Enhance job performance**/professional growth (17.13.2); and
- **Relate significantly*** to profession/assignment
** but not part of “primary duties” (17.13.3)*

(activities must be clearly articulated, relevant, and have identified verification)*

PDL Application Deadlines



Faculty responsible for submitting application by deadline to **District Office Human Resources**.
Late applications not accepted.

by **OCTOBER 10** (or **5 days prior** to submitting application)

- consult with Dean; get signature/comment

by **OCTOBER 15, 4:30 p.m.**

- deliver original + 2 copies of *Appendix P1* to District Office Human Resources – *keep signed/dated “Tear Sheet” (p.2)*
- deliver 1 copy to college President

PDL Application Sections

I: Objective(s) = broad goal(s) to enhance job performance/prof growth	How you will be affected by PDL
II: Activities = <ul style="list-style-type: none">• specific work done each PDL quarter• of appropriate substance/duration• can't be "primary duties"	What you will do each quarter of PDL
III: Verification = item(s) submitted end of leave showing objectives achieved, activities successfully completed	How you will verify PDL
IV: Benefits to Employee	How you will use/apply PDL
V: Benefits to Students/District	How students/District will be impacted by PDL
VI: Dean's Signature/Comment	How Dean views PDL

PDL Application Objective vs Activity

OBJECTIVE =

- **General purpose** of leave
- **Broad goal:** more than 1 activity could achieve it
- **MAY NOT** be changed after application approved

ACTIVITY =

- **Specific action** completed in the PDL quarter to achieve objective
- **MAY** be changed* after application approved using Appendix P2

* *change =*

1. *shifting activity to other PDL quarter; OR*
2. *deletion/reduction/addition of activity or verification; OR*
3. *change to an activity or verification*

Samples

Objective

Possible Activities

Expand knowledge: develop expertise, learn new technology

- enroll in course(s)
- attend workshop(s)
- conduct interviews/survey
- compile “best practices” / successful models
- earn certificate
- do research
- do internship

Develop new material (beyond primary duties)

- create art / music / website / app / tool / widget
- write book / manual / workbook / resource guide
- compile resources / bibliography

Develop new course / program

- write new course outline(s)
- create/propose new program, certificate

Research to determine...

- conduct research on...
- conduct a research review and summarize findings
- write report / journal article
- create new material / curriculum / resources

Prepare to work in new area

- enroll in course(s)
- attend workshop(s)
- compile “best practices” / successful models
- earn certificate in
- do research

Create supplemental material (beyond primary duties)

- create book / manual / workbook / resource guide
- update resources / bibliography

Tips on Describing Activities

AVOID the following...

“indeterminate” verbs, vague numbers:

- I'd **like to take** classes in Culinary Arts
- I **hope to** visit **a few** colleges
- I **plan to begin to develop** a course in Culinary Arts
- I will **look at** conferences offered by UCSC Extension, UC Berkeley Extension
- I will **review several courses** at UC Santa Cruz, UCLA, and CAL Tech

vague date:

- I will take two classes **during my leave**.

range of items:

- I will visit **5-10 colleges**. I will read and annotate **10- 20 texts**.

single option:

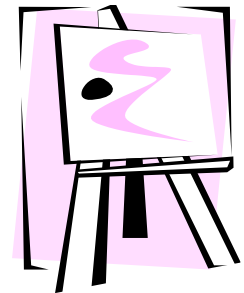
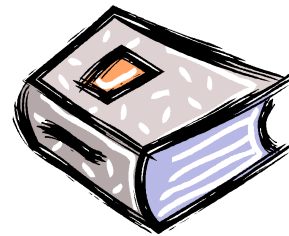
- I will enroll in **UCB's PhD program in Philosophy**. *what if not accepted?*
- I will take **Philosophy 25 in Spring 2016**. *what if class isn't offered/cancels?*

PDL Application Verification

What committee will “see” at end of completed PDL



Product (hard-copy/URL) showing activity successfully completed, objective met



Samples

Activity

Verification

Conference / Workshop	<ul style="list-style-type: none">• program/flyer + summary / notes / relevance / use
Course	<ul style="list-style-type: none">• official transcript (sealed)• certificate of completion
Research	<ul style="list-style-type: none">• report/summary + application / use• product utilizing findings
Bibliography / Literature Review	<ul style="list-style-type: none">• citations w/annotation: summary / application / use• summary of “best practices/sources”
New Material	<ul style="list-style-type: none">• hard copy or URL of finished document
Interview / Survey	<ul style="list-style-type: none">• questionnaire + summary responses + conclusions/application• data or chart of findings + conclusions/application
Internship / Volunteer Work	<ul style="list-style-type: none">• letter verifying hrs/work, non-paid status
New Course	<ul style="list-style-type: none">• “curriculum committee-ready” course proposal• “instructor-ready” course

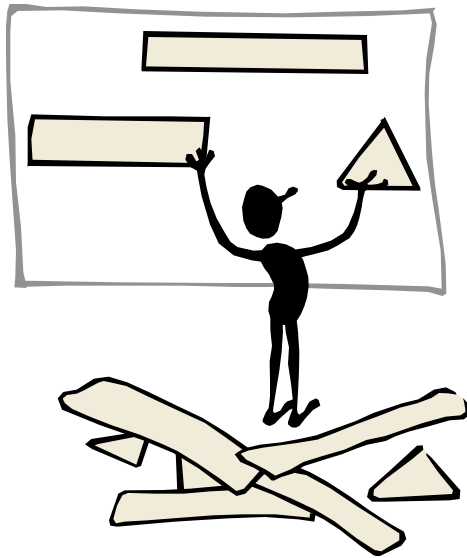


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The Change Request: *Appendix P2*

PDL Change Request

Things happen...



For any change to approved
PDL Application

- *moving date of PDL quarter*
- *moving activity to another PDL quarter*
- *deleting/reducing/adding activity or verification OR*
- *changes in activities or verification*

prior to enacting change,
submit *Appendix P2* to District Office of
Human Resources and **await approval**
from PDL Committee.

NOTE: Appendix P2 requires Dean signature

PDL Change Request–Approval

Change of PDL quarter OK if

within PDL timeframe (same 3 years)

Change to PDL activity *usually* OK, if

- **same duration/substance** as original
- **supports** original objective(s)

Moving/replacing PDL activity *usually* OK, if

each quarter still **includes sufficient activities**

NOTE: if unable to complete PDL activities due to medical reason = Contact HR; may need to switch to sick leave



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The Report

Appendix P3:

PDL Report–Deadline

Within 30 days of return from completed PDL

- Original Appendix P3 + verification to District Office of Human Resources
- Copy of Appendix P3 to Dean



PDL Report–Approval

If Report **matches** approved Application and includes verifications–

committee then recommends to Board; faculty receive approval/confirmation email.

If Report **doesn't match** Application,
faculty contacted for clarification.

If Report **doesn't establish activities successfully completed**,
referred to President for review/action.



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Helpful Tips

Helpful Tips

1. Read *Article 17*—twice

1. In filling out the application

- Spend sufficient time pondering PDL objectives to enhance job performance
- Check objectives expressed as broad goals/aims not specific activities. If background/explanation included, PLEASE highlight (bullets) actual objectives
- Check activities are listed separately by each quarter of leave, not one long narrative
- Think of verification from another person's point of view: what will Committee get/see that confirms each activity successfully completed



Helpful Tips

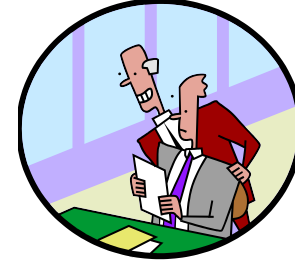
3. Meet 3 contractual deadlines:

☑ by Oct 10 confer with Dean

☑ by Oct 15, 4:30 p.m., submit *Appendix P1* to District Office Human Resources

☑ 30 days after return from completed PDL, submit *Appendix P3* + verification to District Office of Human Resources.

4. Do **not** rely on someone else – such as, a helpful colleague/Dean – to turn in application. AND,



5. Do **not** listen to rumor/advice to ignore PDL process

6. Submit *Appendix P2* to District Office of Human Resources **before** changing PDL quarter date or activity

7. When unclear on PDL process, ask FA or District Office of Human Resources

FAQs

Q: Are applications ever rejected?

A: Yes, if turned in late; otherwise, committee works diligently with faculty to improve/clarify application to recommend for approval

A: Sometimes applications remain in “not yet recommended” status.

Q: Are sample PDLs available to review?

A: Not currently; past concern is that samples may limit creativity and may be interpreted as “benchmarks” for scope/amount of work

A: You might ask your colleagues who have recently taken a PDL

Q: Are PDL Reports ever referred to President?

A: Yes, if faculty changed PDL did not successfully complete PDL contract (including if P2 changes not submitted).

OTHER QUESTIONS?