Faculty Applicant Tips

What a PDL is:
Per *Article 7.10* of the *Agreement*, a PDL application shall:
- *17.10.1 – Set forth specific objectives for the study, research or travel so as to demonstrate that the leave will enhance the job performance and professional growth of the faculty employee;*
- *17.10.2 – Include a plan of appropriate substance and duration which is proportionate to the length of the leave requested for meeting the stated objectives and an anticipated calendar or timetable for carrying out the various activities.*
- *17.10.3 – Include the means by which a faculty member will report on or verify the objectives achieved.*

What a PDL *is not:*
- …*is not* for performing your professional responsibilities that are part of your regular expectations ("primary duties") as outlined in *Article 10.7*: *(1) completion of instructional, librarian, counselor, or resource assignments; (2) on-going preparation, including curriculum revision for such assignments; and (3) evaluation and assessment of student work.*
- …*is not* a vacation
- …*is not* for an activity paid for by an outside entity (an organization other than the District). E.g., working elsewhere.

Three Key Terms:

Section I "OBJECTIVE": a goal/aim/purpose of the leave that, when achieved, will result in enhanced job performance and professional growth.

NOTE: *Planning is essential*;
---The objectives of a PDL *cannot* be revised or changed once the PDL is approved;
---Each should be general enough so that more than one activity could be selected to achieve it and so that, if an activity becomes unavailable, an alternate activity can be substituted.

Sample objectives:
- *Create/develop new resources for students, such as product/document [music, art, website, manual, textbook, report, course, program, etc.]*
- *Expand knowledge of /develop expertise in area(s) of…*
- *Improve effectiveness in the teaching of…*
- *Learn how to… integrate/use new product/teaching strategy*
- *Outreach/network with others in area(s) of… for the purpose of…*
- *Prepare to teach in new subject area(s) of…*
- *Research…. in the area(s) of… for the purpose of…*
- *Improve existing instructional resources…such as a manual, book, article, guide, report, etc. (must be substantial).*

Section II "ACTIVITY": a specific action that will be completed DURING A PDL QUARTER to achieve one or more objectives.

NOTE: Unlike for objectives,
---Activities can be changed by submitting and getting prior approval on *Appendix P2* (PDL Request for Change form).
---Applicants are advised to consider a "back up" plan in case a particular activity becomes unavailable; for example, to meet the objective of "expanding knowledge in area of - - -," an activity could be to take a total of 3 semester units *from a list* of several courses.

Sample activities:
- *Attend workshop/conference [include description of event, number of days, number of hours per day]*
- *Conduct interview/survey [describe goal of activity, number and types of questions]*
- *Create new product [describe nature, hours per week/quarter]*
- *Perform an internship [describe nature of work, hours per week/quarter]*
- *Conduct a literature review [include number of sources, description of annotation/end product]*
- *Revise/update existing document [describe nature/breadth of changes]*
- *Complete a course/earn a certificate in [include number/type of units]*

- *Undertake self-study [describe process, end product; include hours per week/quarter]*
- *Perform Volunteer time [include description of work, hours per week/quarter]*
- *Write new document/text [include TOC and description of task or hours per week/quarter]*

Section III "VERIFICATION": (submitted at the end of a PDL on *Appendix P3*): an item, or URL where item is located, given to the PDL committee that confirms an activity has been completed.

Typical verifications:
- *conference/workshop* --- program, receipts plus summary/notes/brief write-up of each session attended and how to apply information gained
- *course, to acquire new knowledge* --- official transcript showing successful completion (passed; grade of "C" or better)
- *course, to acquire new teaching modalities* --- report of what was learned and how it will be applied.
- *internship/volunteer work* --- signed letter from the organizational representative verifying total number of hours worked, activities performed, and non-paid status.
- *interview/survey* --- questionnaires, responses, summary/conclusions; log of hours spent
- *literature review* annotated bibliography, including citation plus application, notes/summary on relevance/findings

- *new document* --- manuscript or URL where document is located
- *new product* --- e.g., URL where product is located
- *revised document* --- before/after document, or revised document/ URL with Track Changes noted
- *self-study* --- e.g., log of hours, findings, product or URL where product is located

Standards for Measuring Activities
Below are some general guidelines for measuring activities.

- Credit courses – for a full year of PDL
  - Quarter units = 18 units
  - Semester units = 12 units
- CEUs
  - 10 contact hours (of instruction, seminar F2F, etc) = I CEU
  - 18 contact hours = 1 Q Unit
- Hours of work
  - 18 hours of work = 1 quarter unit
- Conference Participation
  - 18 hours of participation = 1 quarter unit
  - Conference day = 6 hours (unless documented otherwise)
- MOOCs
  - 18 Hours – 1 Quarter Unit
  - Use Certificate of Completion, unit conversion (e.g., Fresno), or website info on expected minimum hours.