

*Appendix P1:*  
the application

*Appendix P2*  
the change request

*Appendix P3*  
the report



# The PDL Process

Faculty Workshop

Fall 2020

(Via Zoom)



**FOOTHILL-DE ANZA**  
**Community College District**

**Article 17: Professional Development Leave**

**Appendix P1: PDL Application Form**

**Appendix P2: PDL Change Request Form**

**Appendix P3: PDL Report Form**



*Individual Articles and Appendices available online: [fa.fhda.edu](http://fa.fhda.edu),  
[http://fafhda.org/agreement\\_articles.html](http://fafhda.org/agreement_articles.html)*



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Community College District

# The Application:

## *Appendix P1*

# PDL Application = Binding Contract

Appendix P1: PDL Application =

**SIGNED CONTRACT**



# PDL Application = Binding Contract

## PDL Application = Binding Contract

### ❖ Appendix P2: Change

- *moving date of PDL quarter*
- *moving activity to different PDL quarter*
- *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: Report

- ❖ If PDL contract not fulfilled (via Appendix P3 Report),
- ❖ **REFERRED** to college president for review/action
- ❖ May be **required to pay back**

# PDL Application Approval

Committee recommends approval to Board **WHEN**  
PDL objective(s)/activities\* ...

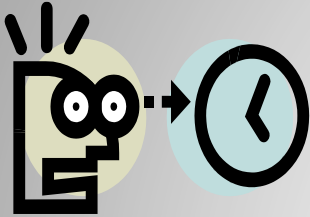
## **Meet the Substance and Duration Criteria, and...**

- **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 of Human Resources** ([garciamonica@fhda.edu](mailto:garciamonica@fhda.edu)) .

- » Late applications are not accepted.
- » Must be signed by Dean

**(use Adobe Sign or other PDF signature process)**

## **DEADLINES:**

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

- consult with Dean; get signature/comment

by **OCTOBER 15, 5:00 p.m.**

- Submit signed original of *Appendix P1* to District Office of Human Resources ([garciamonica@fhda.edu](mailto:garciamonica@fhda.edu)) – *Monica will reply when received (your receipt)*
- Copy your college President

# PDL Application Sections

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



# PDL Application Objective vs Activity

## OBJECTIVE

- **Generally**, 1 to 3 Objectives
- **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:

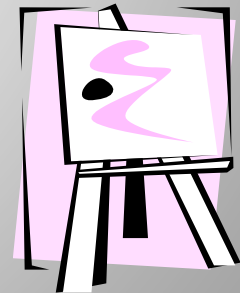
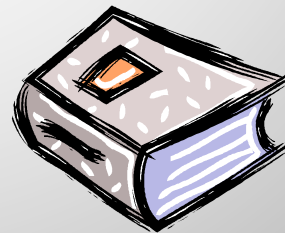
- I will enroll in **UCDavis's PhD program in Philosophy**. *what if not accepted?*
- I will take **UCSC Philosophy 25 in Spring 2016**. *what if class cancels or isn't offered?*

# PDL Application Verification

What will committee “see” at end of completed PDL?



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



# Samples

## Activity

## Verification

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

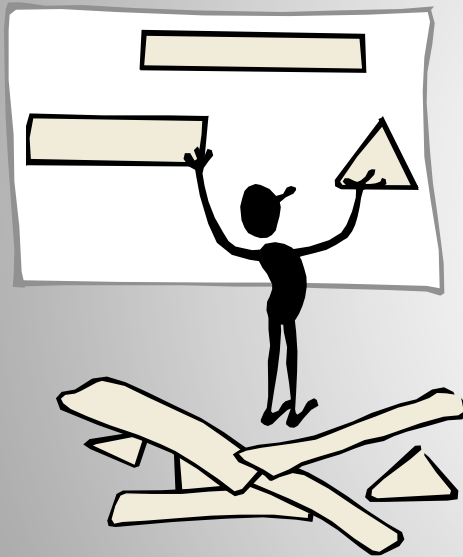


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# The Change Request: *Appendix P2*

# PDL Change Request

Things happen...



For any change to approved  
PDL Application

- *moving date of PDL quarter*
- *moving activity to another PDL quarter*
- *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 after last quarter of PDL

- Original Appendix P3 + verification to District Office of Human Resources  
(mail or email link)  
([garciamonica@fhda.edu](mailto:garciamonica@fhda.edu) )
- Copy your Dean



# PDL Report–Approval

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

Committee recommends to Board; faculty receives 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.  
May be required to pay back.



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# Helpful Tips

# Helpful Tips

1. Read *Article 17*–twice

2. In filling out the application

Spend sufficient time pondering PDL objectives

Check objectives expressed as broad goals/aims, not specific activities.

Does not need to include detailed explanation of rationale.  
PLEASE bullet point the objectives

Check activities are listed separately by each quarter of leave

Think of verification from another person's point of view: what will Committee get/see that confirms each activity successfully completed?



# Helpful Tips

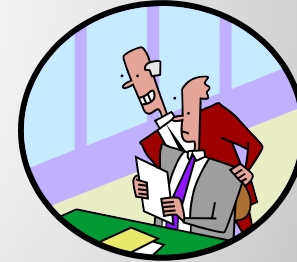
## 3. Meet 3 contractual deadlines:

☑ by Oct 10 confer with Dean

☑ by Oct 15, 5:00 p.m., submit *Appendix P1* to District Office Human Resources ([garciamonica@fhda.edu](mailto:garciamonica@fhda.edu))

☑ 30 days after return from last quarter 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 or did not successfully complete PDL contract (including if P2 changes not submitted).

## OTHER QUESTIONS?