

*Appendix P1:*  
the application

*Appendix P2*  
the change request

*Appendix P3*  
the report



# The PDL Process

## Faculty Workshop



**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:*

<https://hr.fhda.edu/faculty-information.html>

<https://hr.fhda.edu/2025-28%20FA%20Agreement.pdf>



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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...**

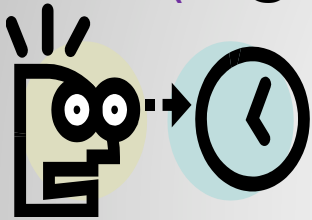
- **Substantially benefit** District and students (17.13.1); and
- **Enhance job performance**/professional growth (17.13.2); and
- **Relate significantly\*** to profession/assignment

*\* 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** (HR@fhda.edu) .



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

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

## DEADLINES:

by **OCTOBER 15** (or **5 days prior** to submitting application)

- consult with Dean; get signature/comment
- Faculty should initiate their own workflow and designate the acceptor as hr@fhda.edu

by **OCTOBER 20, 4:30 p.m.**

- Submit signed original of *Appendix P1* to District Office of Human Resources (Hr@fhda.edu) – Alexaly will reply when received (your receipt)

# 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:

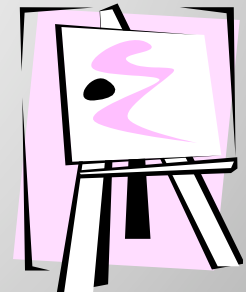
- I will enroll in **UCDavis's PhD program in Philosophy**. *what if not accepted?*
- I will take **UCSC Philosophy 25 in Spring 2016**. *what if class cancels or isn't offered?*

# 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([Hr@fhda.edu](mailto:Hr@fhda.edu)) 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)  
(Hr@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

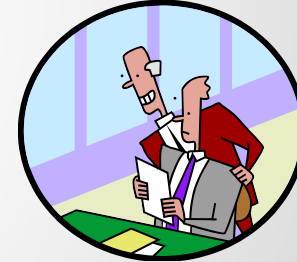
## 3. Meet 3 contractual deadlines:

☑ by Oct 15 confer with Dean

☑ by Oct 20, 4:30 p.m., submit *Appendix P1* to District Office Human Resources (hr@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?