

Professional Advancement Committee

Frequently-Asked Professional Development Questions and Answers

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1. What is Professional Development?

Professional Development indicates what we, as faculty members, have done to further our knowledge in the disciplines we teach.

The Professional Advancement Committee (PAC) on campus is charged with the responsibility of verifying professional growth work that has been completed by faculty members so that they can advance on the salary pay scale.

What faculty members can do to verify growth in knowledge in their own particular fields so that they may advance on the pay scale includes coursework, scholarly and creative works, work experience, and participating in seminars, workshops, and conferences.

2. Who is eligible for salary advancement based on Professional Development?

All adjunct and contract faculty who have not yet reached class 6 on the salary schedule.

3. How can I find out more about Professional Development and Salary Advancement?

- A. Go to the [Professional Advancement Committee \(PAC\) website](#) on the Miramar College website. There you will find information about what you're entitled to, what you should do to get credit, FAQ, as well as the various PDC forms themselves.
- B. After exploring that site, if you want more detailed information, go to the [AFT website](#).

For more information about receiving salary advancement, go to "Contracts," then click "Table of Contents." Click on "Salary," ARTICLE VIII - SALARY, starting with A4.0 SALARY STEP AND CLASS MOVEMENT for information about getting credit for courses taken and for Scholarly and Creative Works.

For information about Sabbatical Leaves in the contract, go to ARTICLE XVIII - PROFESSIONAL DEVELOPMENT, starting with 18.2 SABBATICAL LEAVE.

4. What if I still have questions about Professional Development and how to fill out the forms?

- A. If you think you understand for the most part what needs to be included on the form, fill it in to the best of your ability and get it turned in with a little extra time before the due date. The PAC chair will look over your form to try to ensure it will easily be approved at the upcoming meeting. If she sees any errors or supplementary materials that are missing, she will contact you to provide these ASAP so that the proposal will be complete for the upcoming meeting. Otherwise, it may have to be tabled until you can furnish more materials.
- B. If you still have specific questions, please contact a current Professional Advancement Committee member:

Name	Office	Telephone (619) 388-	Email
Joan Thompson, Chair	K-305E	x7544	jthompso@sdccd.edu
Adela Jacobson	K-210	x7313	ajacobso@sdccd.edu
Carmen Jay	H-110J	x7532	cjay@sdccd.edu
Martin Moss	C-203F	x7565	mmoss@sdccd.edu
Wheeler North	F1-103I	x7662	wnorth@sdccd.edu
Roger Olson	L-214C	x7622	rolson@sdccd.edu
Jordan Omens	A-224C	x7454	jomens@sdccd.edu
Dan Trubovitz	S6-115H	x7495	dtrubovi@sdccd.edu
Alan Viersen	M-107K	x7693	aviersen@sdccd.edu

5. How can I be sure my Professional Development Proposal (PDP) is complete if I want to take coursework?

- A. Double check that all the signatures and dates are in place, including your own, before submitting it to the PAC or we will be unable to consider it.
- B. If you are turning in a PDP for Academic Units, you must list on the application what school(s) you plan to take the courses at and what the actual course numbers are. You will also need to provide the committee with an official course description. "Official" means that it must be a copy of that whole page in the institution's catalog, copied either from the online site or a hard copy, with you circling the courses you intend to take. Please circle in pen because highlighting doesn't show up on the photocopying the PDC has to do for committee members.
- C. Also remember that you can propose that you take any number of classes, even if you're fairly sure you're not going to take them all. This way, when various courses are offered that you want to take, you've already got approval.
- D. The contract states that you may only receive 6 units or 2 classes (which ever is greater) of lower division courses during your entire career at SDCCD. Effective January 1, 2007 in addition to the six (6) lower division units or 2 courses provided above, a faculty member may be allowed up to six (6) additional lower division units or 2 additional courses taken after January 1, 2007 in the disciplines of foreign language or computer related technologies. It stipulates that the PDC and the appropriate dean approve based on the how these courses provide growth in the field in which the faculty member teaches.
- E. Lower division courses taken outside of a faculty member's field must receive prior approval from the Vice President of Instruction. Prior approval means that the PDC should already have approved it before it goes to the VPI, but that the faculty member also needs approval from the VPI before actually taking the course.

6. How can I be sure my Professional Development Proposal (PDP) is complete if I'm proposing to earn credits for Scholarly and Creative Works?

- A. Double check that all the signatures and dates are in place, including your own, before submitting it to the PDC or we will be unable to consider it.
- B. Be sure that the kind of project you want to complete is listed in the AFT contract. Otherwise it can't be considered.
- C. Be sure that the Scholarly or Creative Work can't be considered a part of your teaching job. This means that developing courses for your department, whether the classes are face-to-face or online, cannot be counted.
- D. Explain the project and rationalize in the proper area on the form why it will help your teaching at Miramar College.
- E. If you're planning on going to a conference/workshop/seminar, provide an official advertisement or notice for this conference. The more detailed the better.
- F. You can give an estimate for how many hours you will put in to complete a Scholarly or Creative Work, or how many hours you'll be at a conference, but the

real number of hours and units can't actually be determined until you've completed this and know the exact hours.

- G. Remember, 30 hours of participation at a conference = 1 semester unit. You may receive twice the credit for those hours you present at the conference. You will need to indicate to the PDC on the Proposal and more specifically on the Report of Completion which hours you presented and which hours you participated. Any verification of this is helpful.
- H. If you are working on a Scholarly or Creative project, you will need to estimate the number of hours it will take you to complete this project. Look in the AFT Contract for the number of units suggested for different kinds of Scholarly and Creative Work.

7. How can I be sure my Report of Completion (Completion) is complete so I can successfully receive academic units for my coursework?

- A. Double check that all the signatures and dates are in place, including your own, before submitting it to the PAC or we will be unable to consider it.
- B. Be sure to attach a copy of your Professional Development Proposal to your Report of Completion.
- C. If you're requesting units for academic classes, you need to write on the Completion the name of the university or college where you took the classes and the actual course numbers. You also need to supply official transcripts before the committee can grant credits. "Official transcripts" means that the transcripts should be supplied to the committee still sealed. You can have the University or College send the transcripts directly to you. Then, without opening them, deliver them to the PAC Chair, Joan Thompson in K-305E.

8. How can I be sure my Report of Completion (Completion) is complete so I can successfully receive academic units for my Scholarly and Creative Work, including Conferences and Workshops?

- A. Double check that that all the signatures and dates are in place, including your own, before submitting it to the PAC or we will be unable to consider it.
- B. Be sure to attach a copy of your Professional Development Proposal to your Report of Completion.
- C. If you're requesting units for a Scholarly or Creative Work, you will need to submit a log of hours for completing this work with some specific information about what you did on various dates. Remember that 30 hours equals 1 semester unit. Look in the AFT Contract for a suggested number of units to request for specific types of work.
- D. If you're requesting units for a seminar, workshop, or conference, you will need to turn in a copy of the official schedule for the conference with your Report of Completion. In addition, you will need to turn in a Log of Hours with the hours

totaled and an amount of units requested. (Remember, 30 hours equals 1 semester unit. If you're a presenter for a segment of the conference, indicate which hours you were, and you're allowed twice the hours for that time.) If the conference lasts longer than 1 day, please do a total for each of the days and then a total for the entire conference.

- E. Also remember when tallying up hours for conferences and workshops that you are allowed to count mealtime hours. In addition, you don't need to attend every single session of the conference in order to be able to count the hours for the entire day. It is assumed that faculty members are interacting with other experts in their fields at all times at the conference.

9. How will I know whether Miramar's Professional Advancement Committee has approved my Proposal or Completion?

- A. After the PAC has approved your Proposal or Completion, the chair of this committee will sign and date the attached signature page. A copy of the document signed by the PAC chair and supplementary materials will be returned to the faculty member.

10. Is it true that I can only receive a certain number of Scholarly and Creative Works units to advance through each class on the salary scale?

- A. Yes and no. You may only use 7.5 units per class on the salary scale. The rest of that salary class needs to be made up of other types of units.
- B. However, that doesn't mean that if you receive more than 7.5 Scholarly for Creative Works during this time period you can't use all of them. Go ahead and apply for the units, and if approved, they will be "banked" by Human Resources at the District. Then you may use them toward the next class on the salary scale when you are working to complete units for that salary class.

11. May I use more than 7.5 units per salary class of credit towards Seminars and Workshops?

Yes. You may complete entire salary classes on the pay scale based on units from conferences, seminars, and/or workshops.

How can I be sure I've filled out my Sabbatical Leave Application the most effectively?

- A. Double check that everything has been filled in on the application and that you have received all the correct signatures and dates on the form.

- B. Completely review all comments about Sabbatical Leaves on the Professional Development Committee site and in the AFT Contract under "Professional Development."
- C. Remember that any member of the Professional Advancement Committee can answer questions about Sabbatical Leave Applications.
- D. Any member of the Professional Advancement Committee, given enough time, can also read through your application and make suggestions.

12. Where should I send or deliver all official transcripts and paperwork that needs to go to the committee?

- A. Official transcripts can be delivered in one of two ways:
 - i. Have the transcript sent to you. However, don't open the sealed envelope the transcripts are delivered in or the transcript is no longer "official." Deliver the unopened envelope to the Professional Advancement Committee Chair Joan Thompson in K-305E.
 - ii. Have the transcript sent to Miramar College addressed to "Professional Advancement Committee."

13. Who should I contact about how my salary placement or how many units I've accrued?

These matters should be discussed with the Human Resources office at the District Office.