



FOOTHILL-DE ANZA
Community College District

Applying for a PDL Fall 2010



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Community College District

Timelines

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- Faculty who wish to apply for a Professional Development Leave shall **submit a written application** to the District Professional Development Leave Committee, with a copy to the President, **by October 15 of the school year** preceding the year during which the leave is to be taken.

Application materials not received by the October 15 deadline **shall not be reviewed** by the Professional Development Leave Committee (17.9).

- At least **five school days before filing an application** with the District Professional Development Leave Committee or **no later than five school days before the October 15 application** deadline, each faculty employee shall **review his or her application with the Division Dean** or appropriate administrator.

The Dean shall inform the faculty employee if, in his or her professional judgment, the leave plan will not benefit the District and its students. The faculty member decides whether **to proceed** with the application, **amend** the application, or **withdraw** the application (17.11).

Timelines

- WHEN: • by **October 8**, meet with dean
 - by **October 15**, turn in application to District Office of Human Resources
- WHAT: turn in the **original** signed application **+ 2 copies**
- WHERE: deliver to **Human Resources, District Office**
note: keep p. 2 “Tear Sheet” (signed, dated)
- WHO: the **faculty member** applying is solely responsible for delivering the completed, signed application to the District Office of Human Resources by the October 15 deadline



FOOTHILL-DE ANZA
Community College District

Article 17
**Professional
Development
Leaves**

Article 17

- 17.13** The District Professional Development Leave Committee shall review all timely applications and college recommendations submitted to it and shall approve* an application only if satisfied that the faculty employee is eligible for the leave and that he or she shall, during the leave, engage in study, research, or travel that will:
- 17.13.1 **Substantially benefit** the District and its students; and
 - 17.13.2 **Enhance the faculty employee's job** performance and professional growth; and
 - 17.13.3 **Relate significantly to the faculty employee's profession, assignment,** or planned assignments.

* *NOTE: the PDL Committee recommends approval to the Board*

Article 17

According to *Article 17.10*, 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.



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Filling Out *Appendix P1*

Section I: Objectives

An "objective" is a goal/aim/purpose of the leave that, when achieved, will result in enhanced job performance and professional growth.

The objectives of a PDL cannot be revised or replaced.

Each objective should be broad enough so that more than one activity could be selected to achieve the objective and so that, if an activity becomes unavailable, an alternate activity can be substituted.

Section I: Objectives

Sample objectives:

- create/develop new product/document [music, art, website, manual, textbook, report, course, program, etc.]
- expand knowledge of /develop expertise in /improve effectiveness in - -
- learn how to integrate/use new product/teaching strategy
- outreach/network with others in area(s) of - -
- prepare to teach in new subject area(s) of - -
- do research/self-study in the area(s) of - -
- revise/update existing document [manual, book, article, guide, etc.]

Section II: Activities

An “activity” is a specific action that will be completed DURING A PDL QUARTER to achieve one or more objectives.

Unlike for objectives, activities can be changed by submitting and getting prior approval on *Appendix P2* (PDL Request for Change form).

If an activity is likely to be changed or become unavailable, for example, classes or conferences, applicants are advised to propose options:

- to meet the objective of "expand knowledge," an activity could be to take a total of 3 units from a list of several courses [attach list].
- to meet the objective of “outreach/network,” an activity could be to attend two conferences on X, such as [submit list]

Section II: Activities

Sample activities:

attend workshop/conference

» *include description of event, number of days, number of hours per day*

conduct interview/survey

» *describe activity, submit number of and sample questions*

create/revise product or text

» *describe product/nature of revisions in detail, hours per week/quarter*

do literature review

» *include number of sources, description of annotation/end product*

take course/earn a certificate

» *include number and type of units, name of institution*

undertake self-study

» *describe process, end product; include hours per week/quarter*

volunteer/intern

» *include description of work, hours per week/quarter; verify unpaid status*

Section II: Activities

Avoid “indeterminate” verbs and 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 some courses at UC Santa Cruz, UCLA, and CAL Tech

Avoid vague dates:

- I will take classes one quarter of my leave.

Avoid a range of activities:

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

Avoid overly narrow activities:

- I will enroll in the Philosophy master's program at UC Berkeley.
what if you are not accepted or can't afford the tuition?
- I will take Philosophy 25 in Spring 2011.
what if the course cancels or is not offered that quarter?

Section II: Activities

Things happen. You may want to change an activity because you've found a better one or because the activity is no longer available.

To change an activity, prior to the start of the quarter in which the change will take place, you must submit to HR District Office *Appendix P2* Request for Change and have the change approved by the PDL Committee.



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Verification

Section III: Verification

The Professional Development Leave Committee is also responsible for collecting, reviewing, and approving the *Appendix P3* Leave Reports.

If unable to reconcile the Report with the information in the application, the committee will contact the faculty member for clarification. If unable to establish that the objectives have been met, the committee shall refer the Report to the President for further review/action.

Section III: Verification

“Verification” is an item (or URL where item is located) submitted to the PDL Committee at the end of a PDL along with the *Appendix P3* Leave Report.

Verification for each activity is to be submitted to the PDL Committee to confirm it has been completed as described in the application.

Section III: Verification

Typical verifications:

- conference/workshop: *program plus summary/notes/application of relevant sessions*
- course, enrolled: *official sealed transcript*
- course, audited / volunteer work: *signed letter verifying attendance/ hours of participation*
- interview/survey: *questionnaires, responses, summary/conclusions; log of hours spent*
- literature review: *annotated bibliography: citation plus summary of relevance/application*
- new document/product: *manuscript/product or URL where item is located*
- revised document: *before/after documents or revised document/URL with changes noted*
- self-study: *log of hours, report of findings, product or URL where item is located*

Sections I, IV, V

Think of Section I -- as what you will do/how the PDL will affect you

Think of Section IV -- as how you will use/apply what you gained from the PDL

Think of Section V -- as how students and the District will be impacted by your PDL



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Tips

Tips

1. Read *Article 17* - twice.
2. In filling out the application,
 - **Spend sufficient time thinking about what PDL objectives will enhance your job performance and professional growth.**
 - Check that you have expressed the objectives as goals/aims, not as activities.
 - Check that you have listed the specific activities by each quarter of leave, not as one long narrative.
 - Think of “verification” from the PDL Committee’s point of view: what item they will need to see/have in order to confirm each activity was completed.

Tips

3. Meet deadlines: by Oct 8 confer with Dean; by Oct 15 submit application to HR at District Office.
4. Make sure the “Tear Sheet” (p. 2 of *Appendix P1*) is signed, dated by HR and keep it in a safe place.
5. Ignore advice (from helpful colleagues or deans) to follow a different PDL procedure than what is stated clearly in *Article 17*.
6. Do not let someone else (helpful colleague or dean) turn in your application.

Q & A

ANY QUESTIONS?

on *Article 17*?

on *Appendix P1*?

on *Appendix P2*?

on *Appendix P3*?

on anything PDL related?

