



UPDATE

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• A Publication of the All Faculty Association at Santa Rosa Junior College •

It's Just a Pilot!!!!

PDA Flex Hours during the 2005-06 Academic Year Part 2 of 2: Adjunct Faculty

Three surveys and eight years later, AFA and the District negotiated a pilot program to test the feasibility of using Flex hours in lieu of the two scheduled non-institutional PDA days. The goal is to provide relevant or interesting opportunities for Professional Development. Flex activities are the standard throughout the California Community College System, and SRJC is now joining in their use.

During this year, the Professional Development Activity Committee, the Staff Resource Coordinating Committee, and the Flex Pilot Committee (Terri Frongia, Janet McCulloch, Bea Griffiths, and Mary Kay Rudolph) are working through the various processes and criteria necessary to implement this process. At the end of this academic year, AFA hopes to re-negotiate Article 22 with input from the College community. **Things that do not work will not become part of the Contract.**

Flex Activities Make Professional Development More Meaningful

The philosophy guiding the new Flex Activity Program emphasizes designing a program of Professional Development for all faculty by offering a diversity of subjects and formats such as on-line, video, department or group activities, individual activities, or conference attendance. Rather than offering a one-size-fits-all program, faculty will be able to create the kinds of activities that work for them. As we look to the future, we hope to see new and vibrant faculty who will value this new system for its flexibility and emphasis on personal responsibility.

Benefits to Adjunct Faculty

Adjunct faculty members have busy and complicated lives and schedules that have not always fit into the previous PDA-designated days. From now on, adjunct faculty will create their own Professional Development schedules. You will now have the following flexible options:

- Attend the Institutional Days designated in each semester
- Participate in Special Group Activities approved by Staff Development
- Create your own Individual Flex Activity by applying to Staff Development for approval
- Choose an approved activity from the menu of choices published on the Staff Resource Center website: www.santarosa.edu/src
- Create your own Special Group Activity and receive double credit for presenting the workshop.

You can also find all the necessary forms at the same website. Lots of choices mean lots of opportunities to learn and grow with our institution.

Your Feedback Is Essential

AFA and Staff Development are eager for your feedback during this pilot year. So far, individuals and groups have responded very favorably and are creating new and fascinating activities to respond to the new challenge. As large numbers of new faculty come into the institution, they will need and want this kind of system as part of their integration into the culture of SRJC. We sincerely hope that this new system

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will address the needs of all faculty and will provide a revitalization of the Professional Development process.

FREQUENTLY ASKED QUESTIONS

Why do I have to do faculty development activities?

The Academic Calendar is comprised of 177 instructional days. SRJC has identified four of these days for Professional Development. These four days are paid working days and, as such, must be accountable to the state auditors. Thus, SRJC must require participation in Faculty Professional Development Flex (FPDF) activities and document how those four days are used.

As an adjunct instructor, what is my Faculty Professional Development (FPDF) obligation?

Adjunct faculty will be responsible for the hours they would normally teach a semester-length class, falling on designated PDA days, and will be able to flex hours that fall on the mandatory day – activities to take place during the semester in which they teach. Adjunct may do a Flex activity prior to their assigned semester in which they teach; those hours are for their obligation within that assigned semester only. If their class is cancelled, they will not be paid for those hours, nor can the hours be “banked” for future semesters.

For adjunct faculty instructors, are lab and lecture hours computed separately for the FPDF obligation?

No. Lecture hour and lab hour obligations are computed the same: one hour of lecture = one hour of Flex, one hour of lab = 1 hour of Flex, one hour of non-credit = 1 hour of Flex.

When can adjunct faculty complete Faculty Professional Development activities?

Because adjunct faculty are paid on a semester-to-semester basis, you must complete your Professional Development activity within the semester you are employed by the District.

Will non-credit Unit A instructors be paid for Faculty Professional Development Activities?

Yes, for the first time, non-credit instructors will be paid to perform FPDF.

Do I have to turn in a form to get credit for a Professional Development activity?

If you are choosing a scheduled workshop, registering for the workshop and signing in is sufficient. If you are choosing an individual activity, a brief form (Independent Flex Proposal Form) must be completed. Currently these are the only ways we have of documenting for state reimbursement. Please see the SRC website for forms: www.santarosa.edu/src.

What is the process for doing flexible hours? Do I need to fill out forms and get approval?

- There is a menu of approved Flex activities on the Staff Resource Center website (www.santarosa.edu/src). These activities do not require advance approval. Check the website for details and for new activities as they become available
- All other activities, individual or special group, will require that you fill out a form at least two weeks prior to the activity, submit it to the SRC, and the Professional Development Activities Committee/Staff Resource Steering Committee will review it and either approve or deny the application.

When should I contact Staff Development regarding an activity needing approval?

The Staff Development Coordinating Committee (SDCC) and the Professional Development Activities Committee (PDA) meet twice per month on the 1st and 3rd Tuesdays, throughout the school year. Allow for 5 working days before a meeting in order to ensure that the proposed activity can be heard in time for you to count it.

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Do I have to turn in a form BEFORE I complete an individual activity?

Yes, an Independent Flex Proposal Form needs to be submitted two weeks prior to the date of the planned activity. Forms are available on the SRC website.

What happens if I change my mind later about what I planned to do?

If you have submitted a form for approval but do not follow through with the activity, please inform the SRC. You will need to file a new form or select another activity. The form must be submitted two weeks prior to the date of the planned activity.

Who determines what constitutes a Professional Development activity?

The Staff Development Coordinating Committee (SDCC) and the Professional Development Activities Committee (PDA) are the bodies that interpret the Title V regulations as they apply to SRJC's Professional Development activities. These committees are made up of faculty appointed by the Academic Senate and AFA, and the decision resides exclusively with them.

What happens if I do not fulfill all of my Faculty Professional Development requirement in a semester?

Since the Professional Development days are paid working days, your pay would be reduced by the number of unfulfilled hours. You must submit an absence form to use your Sick Leave or your Personal Necessity Leave.

What if I have an idea for or I want to present a workshop or activity?

You can notify the Staff Resource Center and a staff person will follow up with your suggestion or schedule you for a FPDF presentation. All ideas are WELCOME!!

Can I create individual Flex activities for myself?

Yes, you may fill out the Individual Flex form which can be found on the Staff Resource Center website. You must submit the form to the SRC at least two weeks prior to the activity, and you will be informed of the approval after the Professional Development Activities Committee (PDA) and the Staff Development Coordinating Committee (SDCC) meet. These committees meet on the first and third Tuesdays of every month.

May I participate in Special Group Activities?

Of course! Departments and/or individuals may also apply to have Special Group Activities, so you may want to check with your Department Chair to see if something will be happening in your own department or cluster. You do not need to apply for approval, but you will need to make certain that your attendance at these activities is noted on the sign-in sheet.

- Stayed tuned for more information about an upcoming AFA workshop for adjuncts:

Everything You Always

Wanted to Know About SRJC

Friday, November 4, 3:00 – 6:00 p.m.
in the Staff Lounge

- Adjunct Faculty: If you have retired from another school district, but are continuing to teach at SRJC, please inform the Payroll Department of your retirement from the other district.
- Voluntary participation in a 403(b) plan is available to all adjunct faculty. Please note: if you have a 403(b) plan with more than one district, the total contributions between all districts cannot exceed the annual maximum limits set by the IRS. Questions? Call Lisa Hotchkiss in Payroll at 527-4200.