

# Article 22: Professional Development

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**22.01 PROFESSIONAL DEVELOPMENT:** Pursuant to Education Code [87153](#), faculty professional development activities are those activities that promote improvement of teaching; maintenance of current academic and technical knowledge and skills; in-service training for vocational education and employment preparation programs; retraining to meet changing institutional needs; intersegmental exchange programs; development of innovations in instructional and administrative techniques and program effectiveness; computer and technological proficiency programs; courses and training implementing affirmative action and upward mobility programs; improvement of basic skills instruction; and other activities determined to be related to educational and professional development.

**22.02 SHARED RESPONSIBILITY:** Faculty professional development is a responsibility shared by individual instructors, departments, programs, the Academic Senate, and the District. The District and the Academic Senate, in collegial consultation, will set priorities for faculty professional development, and any proposals for new priorities or policy changes will be referred to the District and Academic Senate for deliberation and recommendation.

## **22.03 PROFESSIONAL DEVELOPMENT ACTIVITIES**

- A. **Flexible Calendar Program:** Pursuant to Education Code [84890](#) and Title 5 sections [55726](#) and [55728](#), which address the Flexible Calendar program for California Community Colleges, contract faculty will participate in professional development activities each academic year. These activities will relate to staff, student, and instructional improvement. Associate faculty may be required to participate in professional development activities each semester. The District will verify the completion of these professional development activities for each faculty member and make this information available to that faculty member in a timely manner.
- B. **Contract Faculty Flexible Calendar Program Obligation**
1. Each contract faculty member with an approved contract load of 100 percent will participate in twenty-four (24) hours of approved professional development activities per academic year.
    - a. **Mandatory professional development activities (12 hours):** Participation in approved mandatory professional development activities (hereafter referred to as "mandatory activities") during two (2) mandatory institutional days (six (6) hours each day). (Mandatory institutional days are designated in the approved academic calendar.) Completion of mandatory activities must be verified by the next District workday following commencement.
    - b. **Flexible professional development activities (12 hours):** Participation in twelve hours (12) of approved flexible professional development activities (hereafter referred to as "flex activities") is required. A faculty member may participate in flex activities on any day during the program year (July 1– June 30) except during mandatory institutional days. Flex activities must be completed and verified by the next District workday following commencement unless an Intention to Complete a Pre-Approved Flex Activity form has been submitted by May 1.

- 22.03.B.** 2. A contract faculty member with an approved contract load of less than 100 percent and assignments in both semesters of the academic year will participate in mandatory and flexible activities in proportion to the faculty member's contract load. (For example, a contract faculty member with a 60 percent load has an annual obligation of 24 hrs x 0.60 = 14.4 hrs). A contract faculty member with assignments in one (1) semester only of the academic year (due to approved leave or reduction in workload) will participate in all hours of mandatory activities for that semester only and six (6) hours of flex activities during that semester.
3. A contract faculty member who does not fulfill the required twenty-four (24) hours of mandatory and flexible activities in the academic year may file a *Notice of Absence* form; failure to file a *Notice of Absence* form by the next working day following commencement may result in loss of salary and loss of CalSTRS service credit equivalent to the number of hours not completed.
4. Flex activities must be pre-approved by the Professional Development Committee. The committee will use uniform criteria consistent with the intent of the Flexible Calendar program. Faculty may apply for approval of activities intended for either individuals or groups of faculty.
5. Any hours of mandatory professional activities accrued beyond the required number may be applied to the contract faculty member's flex activities obligation.

**C. Associate Faculty Flexible Calendar Program Obligation**

1. Associate faculty members may be required to participate in approved professional development activities during the current semester.
- a. Only those associate faculty members who have semester-length instructional assignments are subject to this requirement.
- b. The number of hours required will be equal to the number of total hours of the faculty member's daily assignments for those days of the week on which the mandatory institutional and designated flexible activity days occur during the semester. (These days are designated in the approved academic calendar.)
- c. Each associate faculty member will be compensated for any required professional development activities. The compensation is equivalent to compensation for daily assignments that fall on the days of the week of the mandatory institutional and designated flexible activity days for the semester. An associate faculty member who does not complete the required hours of professional development activities for the semester may file a *Notice of Absence* form; failure to file a *Notice of Absence* form by the dates established by the District related to the last payroll deadline of each semester will result in the loss of this compensation.
2. To fulfill professional activities obligations, associate faculty members may participate in mandatory institutional day activities or in flexible activities (section 22.03.B.1).
3. Contract faculty members with overload assignments do not have any additional mandatory or flexible activities obligations due to those overload assignments.

**22.04 STIPENDS FOR ASSOCIATE FACULTY IN DEPARTMENT OF PUBLIC SAFETY:**  
The District will pay stipends of Seventy-five Dollars (\$75.00) per day to associate faculty members in the Department of Public Safety for attending legally-mandated trainings, provided that compensation is not available from other sources for attending, or that this training is mandated of the faculty members by their employment by other agencies. For contract faculty members, such trainings will be considered part of already compensated professional development ([Article 17: Job Descriptions](#)).