

Procedure

Procedure # 3.02.20

Original Effective Date: 3/8/04
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| <i>(Impact Area – Dept Name)</i> <i>Employees</i> | <i>(General Subject Area)</i> <i>Conditions of Employment</i> | <i>(Specific – Subject Area)</i> <i>Instructional Professional Improvement</i> |
| | Author: Faculty Instructional Development Committee (FIDC) | Supersedes Procedure |
| Relates to Policy #3.02.20 | Impact: | |
| Legal Citation (if any): | | |
| <i>North Idaho College</i> | | |

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PROCEDURE

PIP ELIGIBILITY REQUIREMENTS

Personnel eligible for Professional Improvement Plans are those employed continuously for at least two semesters under full-time faculty contract or under part-time faculty contract at 60% of full-time or more. Applications may be made during the third semester of employment.

ELIGIBLE ACTIVITIES

Professional Improvement Plans encourage the systematic planning of professional goals by participants. Individual plans should include funded and non-funded activities:

Funded Activities may include (but are not limited to) credit classes, workshops, seminars, research, or other activities eligible for Professional Development Unit (PDU) credits.

Non-funded Activities improve job performance but do not require financial assistance. These may include professional reading, significant community service in one's field, or development of new courses.

NOTE: Any discoveries or products that result from activities funded by Professional Improvement Plans will be governed by current copyright standards.

GENERAL PROFESSIONAL DEVELOPMENT UNIT (PDU) GUIDELINES

Faculty members are required to have an approved Professional Improvement Plan on file before earning PDUs.

Faculty members are responsible for tracking their earned PDUs and for submitting PDU paperwork to the Office of Instruction via their department chair.

At least six of the PDUs required for movement from one column to the next must be in the form of academic credits.

If a column move is anticipated, faculty should reply to the vice president for instruction's request for this information in April and complete any necessary PDUs before the beginning of the next contract year. For a column move to occur, a faculty member must fulfill the number of credits required on the salary schedule.

ACTIVITIES ELIGIBLE FOR PDU CREDIT

a. Graduate Academic Credit: 1 PDU/1 Graduate Credit

Graduate credits earned in the teaching discipline at an accredited public or private institution of higher education are allowed as PDUs without limit. One PDU will be granted for each semester credit or each 1.5 quarter credits as documented by an official transcript.

Other courses, including undergraduate courses, courses outside the teaching area, and courses in an acceptable degree program, may be utilized if specific prior written approval is obtained from the division chair and the vice president for instruction.

b. Other Activities

No more than five PDUs will be allowed for any one of the activities below in any one reporting year.

The activities below are eligible for PDU credit with completion of paperwork in advance documenting 1) the approval of the division chair and the vice president for instruction, and 2) a written explanation of the activity and how it supports improvement in the instructor's teaching. Fractions of PDUs are calculated based on the number of hours documented.

i. Paid Field Work or Clinical Experience: 1 PDU/ 80 hours

1 PDU may be granted for 80 hours paid fieldwork or clinical experience. Supporting documentation must be presented, such as check stubs, a letter from an employer, and/or a work schedule and log showing the hours and activities.

ii. Conferences, Workshops and Seminars: 1 PDU/40 hours

1 PDU may be granted for 40 hours of attendance and participation in conferences, workshops, and seminars appropriate to the teaching discipline. North Idaho College sponsored workshops, workshops earning CEU's, and workshops for which the faculty member is reimbursed are all acceptable. Supporting documentation must be presented, such as agendas, programs, certificates, logs, and/or other papers indicating the activities and time involved.

iii. Travel: 1 PDU/ 120 hours

1 PDU may be granted for 120 hours of domestic or foreign travel that results in experiences directly related to the teaching discipline. Time spent traveling to and from destinations is not included. After completion of the activity, supporting documentation must be presented, such as an itinerary and a log indicating the educational activities pursued.

iv. Independent Research and Activities Related to Teaching: 1 PDU/ 60 hours

1 PDU may be granted for 60 hours of independent activities in the teaching discipline or in instructional methodology, beyond normal contractual obligations, which result in professional development. Examples include reading, writing, research, curriculum development, internships, and unpaid work experience or fieldwork. Supporting documentation must be presented.

Repetition of the same activity will not be allowed. For example, a person will not be allowed to repeat the same course, engage in a second year of the exact work activity, attend the same specific workshop a second time, or travel to the same destination for the same purpose more than once.

FINANCIAL ASSISTANCE FOR PROFESSIONAL IMPROVEMENT PLANS

a. As an indication of its commitment to faculty development, the college currently allocates a minimum of \$12,000 per year to the PIP program.

b. To each participant, the college provides \$750 for each two-year cycle beginning with the 2004-2005 cycle. The full amount of the monies appropriated to participants may be used in part or in whole any time during the two-year cycle. Each cycle will begin on September 1 and end August 31, two years later.

c. Funds will be available for each applicant with an approved plan until the college allocation is depleted. Early submission of PIP requests is encouraged. Receipts submitted must be for the current fiscal year only and presented prior to the end of that fiscal year, not carried over into the next year of a two-year PIP fund period.

d. Should the college allocation during any given year not be used, the Faculty Instructional Development Committee (FIDC) may:

i. Elect to use and/or encumber those funds for projects deemed appropriate for faculty development.

ii. Grant additional funds to individual faculty who apply between May 1 and June 30. These faculty members will submit reasons for their requests and forward appropriate receipts.

- iii. Choose to make those funds (up to a maximum of \$6,000) available for supplemental allocation in the ensuing year. Thus, the fund will never consist of any more than \$22,000 in any one year.
- e. The funds are not part of the salary of a participant nor does any participant have any claims on the funds except through an approved Professional Improvement Plan.
- f. Funding for Professional Improvement Plans is not intended to supplant normal division staff development funds.

PROFESSIONAL IMPROVEMENT PLAN AND FUND REQUESTS

- a. Applicants will develop a two-year Professional Improvement Plan with their division chair/supervisor. Once the division chairs/supervisors have approved the plan, they will then submit it to the vice president for instruction for approval. At the end of two years, the applicants may begin a new cycle.
- b. The vice president for instruction shall place a copy of the approved plan in the applicant's file and distribute copies to the applicant and the division chair/supervisor.
- c. Once the Professional Improvement Plan is approved, the applicant may request PIP funds at any time. However, faculty members are strongly encouraged to submit summer requests by May 1.
- d. The division chair/supervisor and vice president for instruction will be responsible for monitoring the objectives attained and any changes in the plan.

REPORTS ADMINISTERED BY VICE PRESIDENT FOR INSTRUCTION

- a. Each September, eligible faculty may request an individual PIP Update through division chairs.
- b. In September and January, the FIDC and division chairs shall receive an update on the participation in the program, including account balances for individual participants.
- c. The FIDC shall receive a monthly statement of the PIP Account so that the committee can be kept current on the status of the PIP funds being used.
- d. A yearly report summarizing the professional improvement program shall be submitted to the president.