

**Valencia Community College
Faculty Compensation Plan
Professional Development Component Plan
Submitted by the Professional Development Task Force**

Revised February 16, 2005

{... presented to the Faculty Council and accepted by them as the Prof Dev proposal for Compensation. This was also presented to the Board of Trustees meeting in June 2005 and accepted by the Board. Per email from G. Dow}

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The Professional Development Task Force recognizes that Valencia Community College has always been a learning institution dedicated to professional development. We know this development has led to local, regional, and national recognition for the college with awards, accolades, and honors earned by the college for achievement of our students. Professional development promotes continued enhancement of the standards of learning essential for student success.

To continue this culture and enthusiastically support professional development, we recommend that Valencia faculty members be awarded a salary enhancement (stipend) to provide an incentive for engaging in formal professional development activities that will improve us as learning leaders. **For the purpose of this compensation enhancement, professional development shall be defined as additional work to improve faculty knowledge, skills, and abilities that should lead to an increase in student learning or academic success.** While the purpose of this professional development is to improve student learning at Valencia, it is recognized that this knowledge can be taken with faculty members wherever they may work.

This proposal reflects the opinions expressed by faculty for the survey completed in December. The ratings given for categories and activities are included. Feedback from the college wide faculty meeting on compensation of January 6, 2005 has been incorporated into this draft.

Design Principles

1. Compensation for Professional Development will be an enhancement to an already competitive faculty base salary schedule.
2. The Professional Development component will be flexible enough to account for differences between various teaching disciplines and offer a wide range of opportunities for individual preferences of faculty.
3. The Professional Development component will have objective, consistent criteria.
4. The Professional Development component will be developed by faculty in consultation with deans and the Chief Learning Officer or her designees.
5. The Professional Development component will be available to all tenured and tenure-track faculty, who meet the established criteria, regardless of length of service.

Compensation:

The Taskforce recommends that the enhancement be paid at one of two levels each year. Level One will be paid to each faculty member who completes 25 contact hours of qualifying professional development. Level Two will be paid to each faculty member who completes 50 contact hours of qualifying professional development.

The Task Force recommends that compensation for these two achievement levels be \$750.00 for Level One; \$1500.00 for Level Two. These figures represent a reasonable level of incentive based upon responses of the faculty participants in the January 6, 2005 discussions.¹ The Task Force recommends that the incentive be awarded in addition to the base salary as outlined in the design principles and defined in the adopted Faculty Compensation Plan. A faculty member may receive only one payment each year, either Level One or Level Two, but not both.

The incentive would be paid as a one-time award in the first paycheck of the academic year following the completion of the professional development activities. Any faculty member who leaves the employ of the college before the payment date would forfeit the enhancement.

The program would provide the first payment during the last year of the phase-in of the Compensation Plan adopted in May 2004. This also allows the budget to include the amounts and budget approval by the Board of Trustees after the exact amounts are known.

Categories of Activities:

Valencia faculty may qualify for this enhancement by engaging in professional development activities that fit into four categories. These categories are Discipline Enrichment, Pedagogy, The Scholarship of Teaching and Learning, and Other Professional Development Activities.

The working definitions of the categories are:

Discipline Enrichment will include activities that develop the expertise of a faculty member in the content and skills of his/her chosen field (credit course in discipline, presentation at a conference, professional seminar, etc.) This area would include coursework from any regionally accredited educational institution (note: there are important limits regarding application of coursework to the professional development program specified in the endnotes). It would also include workshops, conferences or seminars devoted to subject matter that is discipline-related. Any work towards licensure, certification or other discipline-related awards will fit in this category as well.

Pedagogy will include any workshop, conference, course or seminar whose principal purpose is to improve one's skills or knowledge of student learning, teaching, librarianship, or counseling. These activities develop faculty skills in pedagogy (design, delivery, assessment of instruction; epistemology; learning theory and so forth).

¹ The two levels of compensation, at \$750.00 and \$1500.00 seem prudent to the PD Task Force at this time. The \$1500.00 amount is similar to the amount of compensation offered to faculty for accepting a course overload, which proved to be the point of reference during faculty discussions of the proposal. The PD Task Force does not recommend starting payments for this program until the last year implementation of the base compensation plan.

The Scholarship of Teaching and Learning will include engagement in and contributions to the scholarship of teaching, librarianship, or counseling that conforms to the Valencia Standards of Scholarship (Action Research projects and scholarly publications are a good example of this category).

Other Professional Development Activities will include activities that are clearly related to professional development, but are outside the other categories. Activities that would fit in this category promote growth and professional renewal, such as any coursework, seminar or workshop related to technology that can be used to further one's practice. Most of the other activities mentioned before would fit here also, including job shadowing, internships, putting on plays or dances or performances of any kind, etc.

Structure of Activities:

Minimum requirements and maximum limits for activities to count toward the incentive have been established in the above categories in order to encourage broad development of faculty skills.

To obtain Level One compensation a minimum of three different PD activities must be completed:

- A minimum of five hours in Pedagogy.
- A maximum of five hours Other PD.
- The total hours needed (in all categories) to reach this level is required to be 25 hours.

To obtain Level Two compensation a minimum of six different PD activities must be completed:

- A minimum of ten hours in Pedagogy.
- A maximum of ten hours Other PD.
- The total hours needed (in all categories) to reach this level is required to be 50 hours.

No maximum or minimum would exist for Discipline Enrichment or Scholarship of Teaching and Learning.

This is an annual incentive program that begins anew every 12 months (May through April). Hours invested in PD activities will not roll over to the following year.²

² A provision for exceptional circumstances is included for a faculty member who is unable to finish their PD Plan activities due to health considerations or unusual departmental needs would be allowed to do so in the subsequent academic year. They must have made substantial progress in the PD Plan prior to the event and have approval of the dean.

Any activities for which a faculty member is already compensated by the college, are excluded from application toward this enhancement.³

Procedure for Requesting Enhancement

There are two steps to requesting the enhancement: the creation of a Professional Development Plan (PD Plan) and the record of completion of the PD Plan (see Attachments A and B).

A PD Plan form must be completed and signed by the faculty member and the dean. The dean is to offer advice in the creation of the faculty member's PD Plan and to sign the form as agreement that the activities are worthwhile for the purpose of professional development. There is considerable discretion on the part of this dean/faculty collaboration to create a plan of activities worthy of reward, within the spirit of the guidelines specified above.

The plan may be created anytime from May to December. It is understood that the PD Plan is open to changes and amendments as the year progresses, so that the faculty member may take maximum advantage of new opportunities as they arise. Changes would be initiated by the faculty member and require consultation and signature of the dean.

At the end of the April, faculty members who have completed professional development activities during the past year will submit a record of completion form (see Attachment B). This form will be signed by the department dean and forwarded through the campus provost to payroll. The incentive would be paid as a one-time award in the first paycheck of the academic year following the year in which the professional development was completed.

The PD Record of Completion will be filed with the department dean, with a copy forwarded to the office of the Faculty Development Coordinator, each year this office will collate the data into an aggregate report in order to assess the types of professional development activities that the college is funding. Individual faculty members will maintain personal records to support their activities claimed for the salary enhancement.

The following sources and methods of documentation of PD Plan completion are required:

1. PD Plan form, with dean and faculty member signature.
2. Confirmation of PD record of completion, with dean and faculty member signature.
3. Documentation of specific activities completed in **any one of the forms** noted below:
 - a. Transcript of successful completion (from Atlas or Leadership Valencia for college-sponsored activities; university; licensure board; conference attendance evidence).
 - b. Action Research project (online template is currently available).
 - c. Statement of application to practice (brief reflective statement or self-assessment of activity).
 - d. Examples of application to practice (innovation; lesson plan; student work, etc.).

It is envisioned that the entire record keeping process will eventually be web-enabled and stored on an internal Professional Development webpage.

³ Activities must be beyond the normal job duties of the faculty member and not otherwise compensated for via reassigned time, overload pay or stipend, etc.

Suggested Activities

The Task Force has refined a list of professional development activities that was discussed by faculty at the faculty compensation day (1/6/05). This list of examples has been incorporated into the PD Plan form and will also be available on the college website.⁴

College courses taken for professional development are a special issue. While acknowledging the great value of such experiences, the Task Force notes that college course credits that apply toward a “Masters Plus 30 Credits” status or a Doctorate degree **are not included** as professional development activities in this PD program. Such coursework is properly rewarded with an increase in base salary upon completion of the “Plus 30” or Doctorate statuses.

Implementation and Future Review

The Task Force recognizes there may be implementation issues that must be jointly resolved with faculty and college operational support offices. A faculty-led committee for Professional Development Implementation and Oversight should be formed. The Faculty Council should recommend the establishment of a committee for this purpose. The CLO or designee should be an ex-officio member of this committee. Terms of service should be for two years, staggered such that one-half of the committee is replaced each year. Further, this committee would also be charged with the update of the salary component as well as implementation procedures if the need should exist in the future.

The PD Implementation and Oversight committee will report directly to the Faculty Council, which remains the governing body for issues relating to faculty compensation.

Simple issues of nomenclature, guidance, and questions about the Professional Development categories should be referred to the office of the college wide Faculty Development Coordinator for clarification.

Appeals

The task force recommends that the Committee of Faculty Review (a standing committee of faculty chaired by faculty) handle any appeals in the case that a faculty member is denied credit for professional development activities.

Valencia Support of Professional Development

In the past, funding for professional development activities has been from numerous sources. This includes, but is not limited to, federal funds such as Title III and Title V, state funds for SPD activities and special appropriations targeted for specific activities and projects, operating funds of the college, and support by grants, the Valencia Foundation, or other contributed sources.

We propose the college will continue to support the operation of professional development activities and opportunities with these sources of funding for all employees of the college. This proposal of rewards for faculty achievement in professional development is to be paid within the pay structure of operating funds for faculty and is not intended to reduce the opportunities provided by these other sources of funding.

⁴ Faculty candidates for tenure may apply their activities in the Teaching Learning Academy (TLA) toward their annual PD Plan, as appropriate. [Appropriate activities include the implementation of a candidate’s Individual Learning Plan (ILP), but not the time needed to write the ILP itself.]