

**Central Texas College
Faculty Professional Development Plan (FPDP)
2003 - 2004**

I. Mission

The Faculty Professional Development Plan promotes the professionalization of community college faculty through the requirement of a consistent, technologically-based record of activities. As required in numerous other respected professional fields, minimal continuing education requirements should include faculty participation in activities that enhance knowledge in the teaching field, support technology that considers multiple ways of teaching and learning, and support campus and community involvement in important initiatives. These activities should focus on developing, enhancing, and celebrating the faculty member's multiple roles as educator, practitioner, and scholar.

II. Participants

Professional Development activities are available to all faculty members.

III. PD Time Table

The PD calendar year is as follows:

Academic Year	PD Year
2002-2003	May 2, 2002 to May 1, 2003
2003-2004	May 2, 2003 to May 1, 2004
2004-2005	May 2, 2004 to May 1, 2005
2005-2006	May 2, 2005 to May 1, 2006
2006-2007	May 2, 2006 to May 1, 2007 (etc.)

Additional Due Dates:

by May 1.....	All Forms FE-1 are electronically submitted by faculty members to document at least 14 PD hours
May 1.....	All faculty members submit their completed Forms to Dept. Chair
May 5.....	Dept. Chair signs Forms and returns copies to faculty member
May 15.....	Dept. Chair submits Forms FE-6 to HR during <u>Evaluation Year ONLY</u>
May 15.....	Dept. Chair submits Form(s) FE-7 to HR (used only if improvement recommendations are made)
June 5*.....	HR verifies with Training Coordinator all appropriate Form FE-7 PD hours are documented

IV. Campus Evaluation Year Cycle Chart

Faculty members are in Evaluation Year Status on a three (3)-year cycle. The cycle is as follows:

2003-2004 Evaluation Year
2004-2005 Non-Evaluation Year
2005-2006 Non-Evaluation Year
2006-2007 Evaluation Year
2007-2008 Non-Evaluation Year
2008-2009 Non-Evaluation Year
2009-2010 Evaluation Year, etc.

V. Additional Information/Links

New faculty member receives CTC (through HR) and departmental orientation. Departmental orientation includes a description of the FPDP, its requirements, and departmental procedures for RTAs (Requested Travel Authorization) for qualified PD activities that require reimbursement. Additionally, CTC website (www.ctcd.edu, click "Faculty & Staff," click "Professional Development") has the following informational items available to orient faculty members:

- FAQ Page (Frequently-Asked Questions regarding FPDP)
- Faculty Standards (description of faculty standards at CTC)
- PD Activities (description of suggested activities for faculty member to consider in meeting the 14-hour requirement)
- PD Suggested Timeline (suggested timeline of important dates for faculty)
- PD Student Evaluation (copy of the Course Evaluation Form that students fill out each Fall semester)
- PD Required Areas Chart (explanation and examples of the three (3) required areas)

NOTE: Any questions regarding the FPDP should be directed to the appropriate Department Chair or Campus Dean.

VI. FPDP Highlights

A. Central to the CTC FPDP is the requirement that each full-time faculty member participate in a minimum of fourteen (14) hours of appropriate professional development per year in three (3) areas: campus requirements (2 hours), instructional areas (6 hours), and professional organizations/institutional and community involvement—PIC (6 hours).

- NOTE:** The PD year goes from **May 2 to May 1** of the following year.
- Activities that are considered part of the faculty member's/department chair's *normal* duties (e.g., teaching class, tutoring students, keeping office hours, hiring adjuncts) should not count towards the 14-hour requirement.
 - The date(s) in which the activity occurred is the official date of record (not the submission date)

- Guidelines for which activities are considered appropriate can be found on the "PD Activities" description information page on the CTC website
 - Examples of activities appropriate for each of the three (3) categories can be found on the "PD Required Areas Chart" on the CTC website.
 - Faculty members, together with their department chairs, have ultimate control over which activities are considered appropriate and which categories are chosen.
 - If there is a conflict, faculty members may initiate and use CTC Grievance Procedures (See Faculty Handbook Section 1.7, Policy 210) anytime.
- B. Although faculty members must participate in and document 14 hours of PD annually, they are formally evaluated only every three (3) years. PD is one important aspect of this plan. Other aspects include department chair evaluations, peer observations, self-assessments, and student course evaluations. It is CTCD's philosophy that all components together provide a fair assessment of the faculty member.
- C. **NOTE: Each faculty member is either in Non-Evaluation Year status OR Evaluation Year status.** Newly-hired faculty members are in Evaluation Year status during their initial year of teaching. Thereafter, they are in Non-Evaluation Year status until the next round of campus Evaluation Year (see chart under Section IV).
- all faculty members (including Department Chairs) are evaluated at a minimum every three (3) years
 - see Evaluation Year Cycle Chart (see Section IV.) to determine status
- D. Any questions regarding the FPDP should be directed to the Department Chair or the Campus Dean.

VII. FPDP Form FE-1

- Faculty member uses **Form FE-1** to document 14 hours of PD activities on an annual basis. The annual PD year is from **May 2 to May 1** of the following year. Form FE-1 also doubles as the Trip Report required for CTC reimbursement approved professional development/travel.
 - Faculty member must complete activity first before submitting FE-1
 - Faculty member may use one FE-1 to document similar activities (e.g., all Faculty Senate meetings may be recorded on one FE-1 once all meetings have been attended)
 - FE-1 is submitted online to Training Coordinator for institutional data collection; use PEID number issued by Payroll

- If funds are to be reimbursed by CTC, faculty member prints one filled-out copy of FE-1 (to serve as the Trip Report) to be submitted to departmental assistant, along with receipts
- RTAs are usually available and approved on a first-come, first-served basis.

Form FE-1 is the ONLY form submitted to the Training Coordinator. No other forms go to the Training Coordinator.

VIII. FPDP Procedures

A. Non-Evaluation Year Status

1. Faculty members participate in 14 hours of PD, submit those activities by **May 1** on **Form FE-1**, and submit FE-1 as needed for Trip Reports.
2. Faculty members record their accumulated activities on **Form FE-2** and keep FE-2 for their own records. FE-2 is NOT submitted to anyone, with the exception of the department chair upon request.
3. By **May 1** of each year, faculty member prints copy of **Form FE-6**, fills it out, and submits FE-6 to department chair ONLY.
4. **NOTE:** It is not necessary to send professional development forms get sent to the Central Campus Dean (unless requested by the Dean)
 - Department Chair may request a brief face-to-face meeting to discuss **Form FE-6**; this is not required.
 - Sections on FE-6 that are not addressed in the Non-Evaluation Year [e.g., Department Chair Evaluation (line 2), Peer Observation (line 3), and Self-Assessment (line 4)] simply carry over the points from the most recent Evaluation Year.
 - The only lines on **Form FE-6** that are newly filled out in the Non-Evaluation Year are *Professional Development* (line 1) and *Student Evaluations* (line 5).
 - Line 1 (Professional Development), line 3 (Faculty Peer Observation), and line 4 (Self-Assessment) are ALL-OR-NOTHING. Either you completed the requirements and thus get all the assigned points, or you did not complete the requirement and thus receive zero (0) points.
 - Department Chair signs copy, sends copy to faculty member by **May 5**, and keeps one copy of **Form FE-6** in faculty member's departmental file. When faculty member is in Non-Evaluation Year status, FE-6 does not get submitted to any other department, including HR.

5. NOTE: Form FE-1 is the ONLY form submitted to the Training Coordinator. The Training Coordinator receives no other forms. Questions regarding the FPDP should be directed to the appropriate Department Chair or Campus Dean.

B. **Evaluation Year Status**

1. Faculty members participate in 14 hours of PD, submit those activities by **May 1** on **Form FE-1**, and submit FE-1 as needed for Trip Reports.
2. Faculty members record their accumulated activities on **Form FE-2** and keep FE-2 for their own records. FE-2 is NOT submitted to anyone, with the exception of the department chair upon request.
3. Faculty member prints out and completes **Form FE-4** (Faculty Peer Observation)
 - copy of FE-4 is submitted to Department chair by **May 1**, is kept in faculty member's departmental file
4. Faculty member prints out and completes **Form FE-5** (Self-Assessment)
 - copy of FE-5 is submitted to Department chair by **May 1**, is kept in faculty member's departmental file
5. Faculty member prints out and completes **Form FE-6**, except line 2,
 - Faculty member sets up Evaluation meeting with Dept. Chair by **May 1**
 - Forms FE-3 through FE-6 are discussed
 - Department Chair may also request from faculty member to view Form FE-2
6. Department Chair completes classroom observation of faculty member by **May 1**, using **Form FE-3** (classroom observation section).
 - Chair uses faculty member's submitted Forms FE-4 and FE-5, along with additional evaluative observations, to complete Form FE-3.
 - Chair meets face-to-face with faculty member, discusses completed Form FE-3, and completes Form FE-6 with faculty member
 - Faculty member and department chair sign all forms
 - Department Chair submits signed, completed Form FE-6 by **May 15** to HR. **This is the ONLY form submitted to HR and ONLY during the Evaluation Year.**
 - All other forms remain in faculty member's departmental employee file. Faculty members receive a copy of all signed forms for their own records by **May 15**.

- C. Forms FE-1, FE-2, and FE-6 are the only forms filled out EACH YEAR
- D. In addition, Forms FE-3, FE-4, and FE-5 are filled out ONLY when the faculty member is in Evaluation Year status.

IX. FPDP Faculty Evaluation Recommendations

- **Form FE-7** is used ONLY by Department Chair if recommendations for improvement are made for the faculty member by the chair.
 1. Department Chair prints FE-7, fills it out, and reviews it with faculty member during Evaluation Year meeting
 2. Once review is completed, Department Chair and faculty member sign copy
 3. Department Chair keeps copy in faculty member's departmental file, sends one copy to HR, and provides one copy for faculty member for his or her records.
 4. Once FE-7 recommendations are made, the faculty member *may be* placed again in Evaluation Year status the immediate next teaching year
 5. Department Chair *may* recommend that all Evaluation Year status procedures be followed again
 6. FE-7 recommendations are re-evaluated during the face-to-face meeting between faculty member and Department Chair (**by May 1**)
 7. Department Chair makes a determination if recommendations have been appropriately addressed.
 8. Comments regarding above point must be addressed in the "Comments" section of Form FE-3.
 9. Form FE-7 procedures are used until Department Chair deems recommendations have been appropriately addressed. At that time, faculty member resumes Non-Evaluation Year status.
 10. Faculty member may initiate and use normal CTC Grievance Procedures (See Faculty Handbook Section 1.7, Policy 210) at any time during this process.

X. Grievance Procedure

- Faculty member may initiate grievance procedure at any time should a problem occur that has not been resolved to the faculty member's satisfaction. The procedures are outlined in the Faculty Handbook Section 1.7, Policy 210, available from the faculty member's department and online at www.ctcd.edu, click "Faculty & Staff," click "Document Reference," scroll down to "Handbooks."

XI. Adjunct Faculty

- Fall 2004—Central Campus and 5000-series DL adjunct faculty
 - Central Campus Department Chairs **will encourage** their adjunct faculty members to use online Form FE-1 to document their PD activities.
- Fall 2004—Fort Hood/Service Area, Continental, Europe, Pacific Far East, and Navy Campus and 6000-series DL adjunct faculty
 - Site Deans **will require** their adjunct faculty members to use online Form FE-1 to document their PD activities during the pilot year.

XII. Non-Central Campus Full-time Faculty

- Fall-2004—Full-time faculty
 - Site Deans **will require** their full-time faculty members to use online Form FE-1 to document their PD activities during the pilot year.