



YCCD-YFA Approved Guidelines for Professional Improvement Requests (Personnel—Certificated)

These guidelines are to be followed for writing a Professional Improvement Proposal and Post Activity Report for the approval of units or equivalent activities in order to move across the salary schedule. Each proposal must be signed and recommended by the immediate administrator, who will forward the proposal to the Vice President of Instruction/Student Learning/Student Services, or his/her administrative designee, for final approval. The quality of the proposal, the project itself, and the final Post Activity Report should represent a standard of scholarship appropriate to the applicant’s status as an instructor at YCCD. Any activity for which the cost is reimbursed by the District will not be approved for salary advancement. Activities or academic course work completed while on sabbatical will be the exception.

Procedural Steps:

1. Any activity or course units to be used to move horizontally across the salary schedule must have prior approval to guarantee the applicant receives credit. (See exception to this rule in #9 below).
2. The request must take the form of a Professional Improvement Proposal and must follow the attached format.
3. The request must first be signed by the immediate administrator for recommendation to the Vice President of Instruction/Student Learning/Student Services for approval.
4. The request must be approved by the Vice President of Instruction/Student Learning/Student Services, or his/her administrative designee, who will forward the Professional Improvement Proposal to Human Resources where unit value for activities will be assigned. The applicant will be notified as to the status of his/her request within ten business days.
5. All Professional Improvement Proposals must be evaluated and the faculty member notified by the Vice President of Instruction/Student Learning/Student Services, or his/her administrative designee, within ten business days of the immediate administrator’s signature or the request will be automatically approved.
6. Once approved, the request will be placed on hold at Human Resources for a period of two years and then will expire. Professional Improvement Proposals must be completed during that two-year time period.
7. Proof of completion of all Professional Improvement Proposals through a Post Activity Report (see attached guidelines), must be submitted to the immediate administrator for certification of completion and forwarded to the appropriate VP for signature. All materials will be forwarded to Human Resources following certification of completion and VP signature. Transcripts should be sent directly to Human Resources.
8. Transcripts or a Post Activity Report must be submitted to Human Resources no later than August 1st in order to receive unit credit for the upcoming academic year. NOTE: If a course you are attending for credit ends in August after the August 1st deadline, please notify Human Resources by August 1st.
9. Professional Improvement Proposals for course work or activities completed during the academic year without prior approval may be submitted for approval in the month of April each year. This window of opportunity for post-approval will open April 1st and close April 30th of each year.

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Appeals Process:

Should the Vice President of Instruction/Student Learning (or his/her administrative designee) or the immediate administrator not approve the Professional Improvement Proposal or certify the work completed, he/she must notify the faculty member and the Yosemite Faculty Association in writing and submit a rationale. The applicant may appeal the decision for reconsideration at the appropriate level, at which time the faculty member may be represented by the Yosemite Faculty Association.

Approved Activities for Professional Improvement Proposals:

In general, Professional Improvement Proposals may include activities, travel (which shows the relationship of the proposed travel experience to the professional growth of the applicant), and work experience that may be related to the faculty member's assignment and/or provide enhancement of the faculty member's skills, and/or improve the ability to effectively interact with and serve the student population, and/or improve the ability of the faculty member to advance the goals of the college/district: "to employ faculty who bring to their department, division, and campus breadth and depth of knowledge, pedagogical effectiveness and life experiences that will enrich their disciplines and stimulate learning" (see Appendix C-1 in the Faculty Contract). Acceptable professional improvement activities are limited to the following categories:

1. Formal academic work, for example, taking academic courses for credit in a course of study.
2. Continuing Education Units (CEUs). A CEU is a unit of measurement used throughout the United States by educational institutions to record participation in non-credit educational programs. One CEU is awarded for each "ten hours of participation in an organized/formal continuing education program."
3. Cross-disciplinary work, for example, broadening one's research background or study in fields of instruction in areas other than one's discipline that clearly contributes to improving the faculty member's skills for his or her assignment at the college.
4. Undertaking pedagogical courses of study or other activities to improve specific teaching techniques or methods.
5. Non-academic work, which may include employment, cultural or civic work related to one's assigned teaching field.
6. Instructional related travel.
7. Completion of a research or grant project, scholarly writing, or an activity related to the applicant's assigned field and its publication, including conference presentations, may be considered even if no college credit is given.
8. Time spent in the development of personal skills or programs that would be of great benefit to the District but that are outside the usual program development duties and responsibilities that faculty are expected to actively engage in.

Criteria for Converting Activities into Unit Values:

Criteria for converting activities other than academic course work into semester units, up to a maximum of six units per column advancement, shall be based on the following:

1. Continuing Education Units will be counted as academic course work. A maximum of six units of earned CEU's can be combined with up to six units of professional improvement activities per column advancement. The CEU conversion formula = 1 semester unit for 5.4 CEU's.
2. Academic work activity (which includes private instruction, publication, research or grant work, conferences) = 1 semester unit for 54 hours of work.
3. Non academic work activity (which may include such activities as related employment, cultural or civic work, etc.) = 1 semester unit for 80 hours of work.
4. Instructional related travel = 1 semester unit for 80 hours of documented travel, up to a maximum of 8 hours a day. (Professional Improvement Proposal must show relationship between the proposed travel experience and the professional growth)
5. Personal skill or program development outside normal duties and responsibilities = 1 semester unit for 80 hours of documented time.

YCCD—Request for Professional Improvement Activity

Name of Applicant: _____ Date of Request: _____

Please Check One:

- _____ Formal Academic Coursework (1, 3, 4)—Complete Sections 1 & 3; Transcript Required
- _____ Continuing Education Units (CEUs) (2)—Complete Sections 1 & 3; Transcript Required
- _____ Non-Academic Work (5)—Complete Section 2 & 3; Post-Activity Report Required
- _____ Instructional Related Travel (6)—Complete Section 2 & 3; Post-Activity Report Required
- _____ Research or Grant Project (7)—Complete Section 2 & 3; Post-Activity Report Required
- _____ Development of personal skills/programs (8)—Complete Section 2 & 3; Post-Activity Report Required

Reminders:

1. Request for Professional Improvement Activity must have prior administrative approval. EXCEPTION: Professional Improvement Proposals for course work or activities completed during the academic year can be submitted for post-approval each April. (See #9 under Procedural Steps). A Post Activity Report should be submitted along with the proposal.
2. After completion of work, a transcript or Post Activity Report must be submitted to your immediate administrator for approval and then to Human Resources by August 1st for units to be credited for that academic year.
3. Approval forms for incomplete activities will be kept on file for two years only.

Section 1—Academic Course Work or Continuing Education Units

Name and Number of Course: _____

Units: (Semester) _____ or (Quarter) _____ CEU _____ College or University: _____

Beginning Date of Session: _____ Ending Date of Session: _____

Section 2—Professional Improvement Activity

Brief Description of Project: _____

Expected Number of Hours to be Spent in Activity: _____ (exact number of hours calculated in post-proposal report)

Beginning Date of Project: _____ Ending Date of Project: _____

Section 3—Description of Academic Coursework or Professional Improvement Activity

Attach a one page brief narrative outlining how this activity will enhance your effectiveness in the classroom (see attached guidelines for specific requirements).

Section 4—Pre-Approval Signatures

Applicant's Signature: _____ Date: _____

Administrative Approval / Division Dean: _____ Date: _____

Vice President: _____ Date: _____

Section 5—Certification of Completion Signatures (transcript and/or post activity report required)

Administrative Approval / Division Dean: _____ Date: _____

Vice President: _____ Date: _____

Human Resources Only:

Professional Improvement Projects Only: Proposed Hours _____ = _____ units (Time must be validated in Report)

Date approved copy sent to applicant: _____ Date transcript or report received: _____

Guidelines for Request for Professional Improvement Proposal Narrative (Section 3)

General:

- Narrative should be up to one page, single-spaced, 12 pt. Times New Roman font.
- At the top of the narrative, please include the name of applicant, date of request, and title for request.

Contents:

- Provide a detailed description of the activity you are proposing to undertake.
- Please address the following questions in your narrative:
 - How does the activity or course relate to the discipline you teach or other professional duties?
 - How will the activity or course enhance your effectiveness in the classroom and/or other areas related to your position?
 - What specific aspects of the curriculum or pedagogy will the activity or coursework address?
 - If proposing an activity (rather than coursework), exactly how will you spend the hours proposed in Section 2 of the Request for Professional Improvement Activity form?
 - What proposed evidence do you hope to gather to support your activity when complete?

NOTE: A binder of examples of approved Professional Improvement Proposals is available in the YFA office.

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Guidelines for Post-Activity Report of Professional Improvement Activity

General:

- Narrative should be up to one page, single-spaced, 12 pt. Times New Roman font.
- At the top of the narrative, please include the name of applicant, date of request, and title for request.

Contents:

- Reflect on the Professional Improvement Activity in a brief narrative.
- Please address the following questions:
 - Did the activity provide the desired information or insight into your discipline that you anticipated? How so?
 - How exactly will you incorporate the information or pedagogy into your curriculum or teaching philosophy or other areas related to your position?
 - Did you spend the proposed number of hours on the activity? If you spent more time, please explain exactly why the activity took more time than anticipated.
 - Exactly how did you spend the hours you proposed in Section 2 of the Request for Professional Improvement Activity?

Evidence:

- Evidence should be provided commensurate with proposed length or extent of activity or project.
- Evidence might include one or more of the following items:
 - Original tapes, slides, or syllabi to supplement current course materials;
 - Copies of paper(s), article(s), book(s), bibliography(ies), or artwork created;
 - Receipts and/or itineraries, annotated guidebooks, plane tickets, photographs, journal entries;
 - Paychecks, evaluation reports, letters from management or supervisor(s) or supporters.

NOTE: A binder of examples of approved Post Activity Reports is available in the YFA office.