

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FACULTY PROFESSIONAL GROWTH

It shall be the policy of the Riverside Community College District to encourage certificated faculty to continue their professional preparation through academic, scholarly and professional endeavors beyond those skills, proficiencies, and attainments presented at the time of the initial appointment in the District.

Submitted to Board for First Reading _____ 12-6-83

Approved by Board _____ 1-17-84

Adopted: December 19, 1978
Amended: January 17, 1984

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Regulations for Policy 3080, Faculty Professional Growth

I. General Information

- A. Professional growth is defined as those academic, scholarly, and professional endeavors planned, developed, and carried out by a contract or regular faculty member, including, but not limited to: course work and instructional programs completed at regionally accredited colleges and universities; professional publications; creative work; independent study; intensive preparation workshops and institutes; and return to industry, which have been approved by the College Professional Growth and Sabbatical Leave Committee in advance of initiating the endeavor.
- B. Upon verification of the completion of an approved program of professional development, and following appropriate Board of Trustees' action, faculty members may be reclassified on the salary schedule based on the number of units completed since their initial salary placement or their most recent salary reclassification
- C. The faculty member is required to submit appropriate documentation to the College Professional Growth and Sabbatical Leave Committee, which after review, may recommend to the President of the College and through that office to the Board of Trustees, that salary reclassification be granted.

II. Options for Professional Growth

- A. Professional growth through course work and instructional programs.
 - 1. Course work is defined as those courses for which graduate or upper-division credit can be certified by a regionally accredited college or university, and which has applicability toward a degree, certificate, or credential program at that institution. Those faculty employed with less than a B.A. or B.S. degree will be exempt from the upper-division course requirement.
 - 2. Courses will be evaluated for salary reclassification using the following criteria: (a) unit credit will be granted on the basis of semester units; (b) quarter units will be converted to semester units by multiplying quarter units earned by $2/3$.

3. CEU units will be granted on the basis of the number of hours required to complete either a single session (non-cumulative hours), or for multiple sessions which result in a certificate (hours will be cumulative.) CEU units leading to a certificate will be used for salary schedule advancement upon the awarding of the certificate. At least 36 hours of verifiable participation will equate to one semester unit. CEU units leading to a certificate are limited to one per certificate for each salary advancement. The limit for single session CEU units will be five per each salary advancement. CEU units can only be applied for salary advancement up to Column E.
4. In the case of institutes and/or workshops in which unit or certificate credit is not given by the sponsor, a maximum of five units of semester equivalency units for institutes/workshops is applicable to each salary reclassification. One semester unit of workshop credit will be granted on the basis of at least 36 hours of participation in the workshop when intensive outside preparation is required or a minimum of 54 hours for those workshops which do not require intensive outside preparation. If the applicant achieved a terminal degree in his/her field, the maximum may be extended on a case-by-case basis.
5. Fifteen units will be necessary for each salary reclassification.
6. Placement on Salary Schedule Column G (M.A. + 60), will require the recommendation by the College Professional Growth and Sabbatical Leave Committee to be based on the verification that there exists direction and cohesion in the fifteen semester units submitted above and beyond-those required for previous reclassification.
7. Faculty will be expected to undertake focused study at upper division and graduate level for all reclassification beyond the baccalaureate. However, lower division units may be allowed, if approved in advance by the College Professional Growth and Sabbatical Leave Committee, as part of the faculty member's planned professional development program. The courses must be directly related to the applicant's faculty service area (s), or the courses must be a series which would enhance and further the faculty member's ability to perform in his/her planned area of expertise. The planned lower division program must be completed before the units will be recommended for salary reclassification.

B. Professional Growth Based on Professional Publications

1. Professional publications are defined as textbooks, compilations, and articles published as individual works in juried scholarly publications.
2. Through Board of Trustees' action, up to seven units applicable as semester equivalent units may be granted for a specific publication, and may be applicable for purpose of salary reclassification.
3. A maximum of seven units of reclassification credit earned by professional publication may be granted for each salary reclassification. If the applicant achieved a terminal degree in his/her field, the maximum may be extended on a case-by-case basis.

C. Professional Growth Based on Independent Study

1. Independent study is defined as a creative project, through which a faculty member may improve professional competency and effectiveness, such as an art exhibit; a musical composition or performance; literary publications such as novels, poems, or plays; creation of sculpture; or independent research at a high level of competency.
2. Through Board of Trustees' action up to five units applicable as semester equivalent units may be granted for a specific independent study, and may be applicable for purposes of salary reclassification.
3. A maximum of five units of reclassification credit earned by independent study may be granted for each salary reclassification. If the applicant achieved a terminal degree in his/her field, the maximum may be extended on a case-by-case basis.

D. Professional Growth Based on Return to Industry

1. Faculty teaching in areas in which students are actively preparing for entry employment in industry, and who received their own training through occupational experience rather than academic preparation, are encouraged to consider professional growth based on return to industry as a means of updating skills and knowledge.
2. Return to industry is defined as reemployment in business or industry while on leave from the District, through which a faculty member may update knowledge of current practices and problems in areas directly related to teaching and classroom responsibilities.

3. Through Board of Trustees' action, up to five units applicable as semester equivalent units may be granted for a specific period of reemployment in industry, and may be applicable for purposes of salary reclassification.
4. A maximum of five units of reclassification credit earned by reemployment in industry may be granted for each salary reclassification.

III. Salary Placement

- A. Professional growth salary reclassification will be contingent upon verification of work completed, favorable recommendation by the College Professional Growth and Sabbatical Leave Committee, and approved by the Board of Trustees.
- B. Faculty should submit appropriate verifications to the Professional Growth and Sabbatical Leave Committee as soon as possible after completion of course work or other approved activities. Upon review of the verifications, the committee will forward its recommendation to the Board of Trustees for its approval.
- C. Reclassification for pay purposes will occur on the next effective pay period following Board action.
- D. Reclassification for pay purposes is not retroactive with respect to the date of completion of the course work or approved activity, or the submission of verification of completed course work or approved activity.

IV. Professional Growth Procedures

- A. The College Professional Growth and Sabbatical Leave Committee will develop effective procedures for the operation of the Committee, and will cause those procedures to be published in the annual Faculty Handbook.
- B. Faculty members must submit a plan for professional growth to the College Professional Growth and Sabbatical Leave Committee in advance of initiating professional growth activities, and must have preliminary approval of that plan to ensure it meets the necessary college requirements and criteria for professional growth and unit allocation.
- C. The Chairperson of the College Professional Growth and Sabbatical Leave Committee will inform the faculty member in writing that the plan is approved or that changes are necessary.

- D. Upon completion of the plan the faculty member will submit a formal written request for salary reclassification accompanied by all appropriate documentation required by the College Professional Growth and Sabbatical Leave Committee. The Chairperson of the Committee will be responsible for verifying these documents.

- E. The College Professional Growth and Sabbatical Leave Committee will submit its recommendations through its Chairperson to the President of the College for presentation to the Board of Trustees for final approval. A copy of the recommendations would be submitted to the Academic Senate as part of its committee's report.

January 25, 2005