

**DISTRICT COUNTERPROPOSAL 3 to AFT
May 9, 2025**

ARTICLE 13: PROFESSIONAL LEAVE DEVELOPMENT LEAVE PROGRAM

13.1 PURPOSE: There shall be an **Faculty Academic Employee Professional Leave Development Leave** Program to provide opportunities for the individual professional development of regular academic employees for the purpose of maintaining and enhancing the excellence of the educational programs of the District. The main thrust of this program is to update, retrain, and extend the expertise of faculty to meet the current and future needs of our students in accordance with college priorities.

13.2 OPTIONS: The leave options available through the Professional Development **Leave** Program include the following:

- ~~1. conference/professional meeting attendance;~~
- ~~2. 1. short-term projects defined as activities of less than a full semester three (3) weeks or less (including conference/professional meeting attendance), which may or may not necessitate a substitute; and~~
- ~~3. 2. long-term projects defined as activities of more than three (3) weeks up to a full semester and up to an academic year to include partial or full release from regular duties with or without partial release from regular duties; and~~
- ~~3. semester-release projects defined as activities with full release from regular duties for one (1) semester or an academic year or two (2) consecutive semesters (15 to 30 units). and~~
- ~~4. extended leaves defined as full release from regular duties for an academic year.~~

Long-term projects and semester-release projects and extended leaves are intended to provide partial or full release from regular duties and enable unit members to respond to changing educational conditions and to engage in substantive professional growth projects. ~~The Professional Leave Program affords academic employees~~—These professional development options allow faculty member the time ~~required requested and approved~~—for advanced formal coursework, independent study, work experience, programs of study and/or research, and other beneficial activities which do not fall under regular faculty responsibilities. Intellectual property created during an ~~extended leave~~ or a long-term or semester-release project is the property of the faculty member unless other specific agreements have been made with the District.

13.3 LEVEL OF FUNDING FOR PROGRAM: The level of funding will be ~~two one and a quarter half~~ percent (~~21.25~~%) of the District budget for regular academic and third- and fourth-year tenure track academic employees of the unit.

13.3.1 District funds will be allocated to the three colleges in amounts corresponding to the ratio of the numbers of regular academic and third- and fourth-year tenure track academic employees at each college.

13.3.2 The college budget will be augmented by these amounts, categorically funded for this purpose.

13.3.3 All projects funded for the following fiscal year must carry over committed

monies from the current fiscal year.

13.3.4 Ending balance funds in a fiscal year can be carried over to the next fiscal year. This fund carryover will not reduce the following year's allocation for that college.

13.4 COMPENSATION: All participants will receive their regular pay and fringe benefits for leaves up to a full semester. For projects with full release from regular duties for **two (2) consecutive semesters**~~an academic year~~, participants will receive all fringe benefits and eighty percent (80%) of their regular pay.

13.4.1 Participants on a **semester-release**~~long-term~~ **project leave for two (2) consecutive semesters**~~an academic year~~ **an academic year**~~extended leaves~~ may use previously banked time to bring their compensation up to 100% during a leave.

13.4.2 Overload pay or reassigned time activities shall not be used to bring compensation up to 100% while participants are on a **semester-release**~~long-term~~ **project leave for two (2) consecutive semesters**~~an academic year~~~~an extended leave~~.

13.5 DISTRICT'S SUPPORT: The following are allowable costs.

13.5.1 PERSONNEL: Necessary instructor replacement costs.

13.5.2 REGISTRATION FEES: Reimbursement of registration fees to attend conferences, workshops, seminars, or other projects as approved by the Professional Development Committee.

13.5.3 TRAVEL OTHER: ~~Course enrollment fees/tuition and/or~~ ~~Travel/lodging costs~~ may be reimbursed at the discretion of each college's Professional Development **Leave** Committee **and may not exceed the amounts in consistent with** **be consistent with** the District's travel reimbursement policies and procedures.

13.6 COSTS TO THE EMPLOYEE: All expenses not listed ~~in~~ ~~on~~ section 13.5 above will be borne by the participant.

13.7 REPLACEMENT: Part-time faculty will be used as a replacement for a unit member participating in any approved Professional Development project. Part-time faculty may have an assignment up to 67% of a full-time load as a long-term project **or semester-leave**~~or an extended leave~~ replacement. If the District opts to replace a program participant with a full-time leave replacement, the costs to the Professional Development **Leave** Program will be calculated as if the participant had been replaced with part-time hourly faculty.

13.8 TYPES OF ACTIVITIES FOR SHORT- ~~AND LONG-TERM~~ PROJECTS: The activities may be completed at a college, university, or in any other appropriate environment. The activities will be of the following four types, and must result in demonstrable benefit to the students of the District:

1. Participation in **conferences/professional meetings**~~attendance~~, workshops, colloquia,

seminars, or training sessions.

2. Retraining—acquiring new skills to be used in new areas and/or in improving and updating existing skills.
3. Advanced study—engaging in systematic graduate studies and/or activities directly related to identified college priorities.
4. Research—engaging in a variety of activities such as original work in one’s field of expertise, extensive reading and summarizing of knowledge in a specific area, perfecting techniques and processes applicable to one’s assignment.

13.9 TYPES OF ACTIVITIES FOR LONG-TERM AND SEMESTER-RELEASE

PROJECTS AND EXTENDED LEAVES: For Long-term and semester-release projects leaves of a full semester or an academic year, activities will be considered according to one or more of the following categories, all categories being considered equally:

- a. Retraining of applicant to allow for future new assignment in a needed area;
- b. Study, project or activity that provides an applicant with opportunities to upgrade skills and knowledge for current or future assignments;
- c. Study, project or activity for the improvement of curriculum, educational delivery, student personnel services or other support services;
- d. Study, project or activity for development or revision of certificate or degree program;
- e. Study, project or activity related to feasibility or revision of new or existing programs.

Employees will not be paid for tuition reimbursement. ~~except as indicated in 13.9 a e above, nor for tuition for coursework that results in faculty moving to a higher column in the salary schedule.~~

13.10 ELIGIBILITY

13.10.1 Tenured ~~Regular and third- and fourth-year tenure track faculty~~ academic employees are eligible for short and long-term projects and leaves. ~~with no restriction on the frequency of participation.~~

13.10.2 All regular faculty ~~academic~~ employees who have completed six (6) years of continuous paid service with the District directly preceding the term of the requested leave are eligible for semester-release projects of up to two (2) consecutive semesters ~~long-term project leaves for up to an academic year (up to thirty units of “release time” over two consecutive semesters)~~ long-term project leaves for an academic year ~~extended leaves~~. District authorized paid leaves will not constitute a break in service.

13.10.3 ~~Second, Third, and Fourth Year T~~ tenure-track faculty and P ~~part-time~~ faculty shall be eligible to apply for and participate in short-term projects or long-term Professional Development activities, but may only take a short-term leave, provided that their most recent evaluation was at least earned a rating of meets or exceeds expectations. they have received one satisfactory evaluation. Second Year tenure-track faculty shall be eligible to apply for and participate in short-term projects provided that their most recent evaluation earned ratings of meets or exceeds expectations in all categories. Second Year tenure-track faculty can apply as soon as the Board approves that they can advance to Contract II.

13.11 SELECTION PROCESS: The Professional Development Committee on each campus shall consist of three AFT appointed faculty members, one Academic Senate appointed representative, and two administrators.

13.11.1 The Chairperson will be a faculty member chosen by the Committee. Each member has one vote.

13.11.2 A majority (four votes with the exception of the situation described below) is required to grant approval for a professional development application.

Members of the Professional Development Committee who apply for long-term professional development or sabbaticals, shall recuse themselves from all deliberation and votes on all long term funding and sabbatical applications for the given semester. In the case that a member of the committee recuses themselves, three votes shall be sufficient to grant approval for a professional development application.

13.11.3 The Committee will screen the preliminary proposals. Faculty members whose preliminary proposals are acceptable may be requested to submit detailed proposals for final approval.

13.11.4 The Committee will submit a prioritized list of projects to the President of the college who will be responsible for granting final approval after consultation with the appropriate Dean. Such approval shall be granted or denied within 15 school days of receipt after all of the project documentation has been submitted.

13.11.5 Selection for long-term and semester-release project leaves for an academic year ~~extended leaves~~ will be governed by a) potential of future service to the District and students; b) relative merits of application; and c) seniority.

13.11.6 Applicants whose requests have been denied by the Committee shall be informed, in writing, of the reasons for denial.

13.11.7 It is the intent of this program to fund a reasonable mix of short- and long-term projects, as well as semester-release projects ~~leaves as well as extended leaves~~.

13.12 APPLICATION PROCEDURES FOR SHORT-TERM PROJECTS: Eligible faculty initiate the selection process by submitting a proposal to the Professional Development Leave eCommittee. The proposal will include: a) an estimated budget; b) a plan for replacement of the faculty member (if necessary); c) a brief statement of purpose; and d) a plan for sharing the results of the activity.

13.13 APPLICATION PROCEDURES FOR LONG-TERM AND SEMESTER-RELEASE PROJECTS AND EXTENDED LEAVES: Eligible faculty must submit a proposal to the Professional Development Leave Committee by the mid-semester preceding the commencement of the project. Each application must be accompanied by a) an outline of the planned project, program, activity or work experience including a statement of purpose and objectives; b) a description of the activities involved; c) a plan for sharing or applying the result of the activity; and d) an estimated budget and a plan for replacement of the faculty member.

13.14 TIMELINES:

13.14.1 Short-term projects may be submitted for approval throughout the semester, but no later than thirty (30) days prior to the commencement of the project.

13.14.2 Long-term and semester-release projects and extended leaves will be submitted for review no later than the mid semester preceding the commencement of the project.

13.15 RETURN FROM PROFESSIONAL DEVELOPMENT LEAVES: Within thirty (30) days after returning to regular duties, each leave recipient will submit one or more of the following, providing evidence of having met the objectives stated in the initial application. Documentation will be submitted to the Professional Development Committee and the recipient's approving Dean.

1. A transcript of courses taken and grades earned;
2. A report on the educational benefits of project or activity undertaken;
3. A description of plans for application of new skills and knowledge to teaching assignment and/or campus program;
4. Letter from an employer verifying work experience;
5. Samples of creative work, summary of research, and other evidence of original work produced as a result of leave.;

The Professional Development Leave Committee, or the applicable Dean may request further evidence beyond that which is submitted by the recipient; such evidence must be submitted within two weeks of the Committee's request.

The Board of Trustees, for semester-release projects, will require the faculty member to submit the above-referenced documentation to the Board. Also, if requested by the Board, the faculty member shall be available to present the item and answer questions at a regular Board meeting within one semester after the resumption of duties.

13.16 RETURN OBLIGATION: Recipients of a semester-release project leave of two (2) consecutive semesters long-term project leave extended leaves for an academic year must work for the District for two years (four [4] semesters) after returning from such leave. Recipients of a semester-release long-term project leave for one (1) a full semester must work for the District for one (1) year (two [2] semesters) after returning from such leave. If a faculty member fails to fulfill this return obligation, the District has the right to recover the total cost of salary and benefits, unless otherwise mutually agreed to between the District and faculty member.

13.17 PROFESSIONAL DEVELOPMENT LEAVE PD COMMITTEE GUIDELINES:

13.17.1 All communications regarding professional development applications should involve all committee members (unless a member of the professional development committee must recuse themselves because they are an applicant). Application decisions involve all committee members.

13.17.2 In the spirit of parity and collaboration, the Professional Development Committees should strive to meet annually in order to compare successes and challenges the committees have experienced, such as the use of

rubrics, seeking new and more diverse applicants, and recruiting new committee members.

- 13.17.3** The professional development committee shall develop a year-end published report, which will include the committee's budget for the academic year and a breakdown of awards by division, discipline, and employment status (full-time vs. part-time).

13.18 APPROVAL SEQUENCE

All professional development applications follow the approval process below.

1. Applicant submits application to division dean.
2. Division dean inputs substitute information (if applicable).
3. If the division dean approves the application, they shall forward the application to the chair of the Professional Development Committee.
4. If the application is approved by the Professional Development [Leave](#) Committee, it is forwarded to the Office of the President for final approval.
5. The Office of the President will forward the decision of the president, or designee, to the applicant and the Professional Development [Leave](#) Committee.