

**MEMORANDUM
PORTLAND COMMUNITY COLLEGE
OFFICE OF ACADEMIC AND STUDENT AFFAIRS**

TO: Full-time Faculty and Academic Professionals

FROM: Dr. Christine Chairsell, Vice President of Academic and Student Affairs

DATE: May 13, 2015

RE: Professional Leave Application Process for the 2016 - 2017 Academic Year

The following information is attached regarding the application process for professional leaves – the application process will occur in the 2015-2016 Academic Year for professional leaves effective in the 2016 – 2017 Academic Year:

- (1) PCC Mission, Goals, Core Themes, Values, Strategic Themes (Separate attachments)
- (2) Eligibility Criteria – Faculty and Academic Professional Federation Agreement (F&APA) Sept 1, 2011 – August 31, 2015
- (3) Facts to Consider When Developing the Proposal
- (4) Proposal Outline
- (5) Criteria for Evaluating the Proposal
- (6) Timeline for the Professional Leave Application Process – 2016/17
- (7) Leave Request Form

When completed, submit applications to your department/division administrator. The applications will be forwarded to the Dean of Student Development or the Dean of Instruction, then to the Campus President. The Campus Presidents will forward a unified set of recommendations to Academic and Student Affairs.

Faculty and Academic Professionals are encouraged to take advantage of opportunities provided by professional leaves as a time to enhance their professional development. The College benefits by the knowledge and experience gained from professional leaves and by enhancing and establishing community, state, national, and international networks.

PROFESSIONAL LEAVE PROPOSALS (SABBATICALS)

PCC is deeply committed to promoting its values and achieving its mission of excellence in all aspects of the institution in order to provide quality educational programs and services. The purpose of professional leave is to provide eligible employees an opportunity for professional growth and development, thereby enhancing the quality of their future service to the College. The ultimate outcomes of the professional leave activities directly and indirectly add to our effectiveness as an institution.

ELIGIBILITY FOR PROFESSIONAL LEAVES

According to Article 20.21 through 20.23 of the "Faculty & Academic Professional Agreement," (F&APA) Faculty members and Academic Professionals must meet the following requirements to be eligible for professional leave:

- 20.21 Must have completed six or more academic years of employment since appointment as a probationary bargaining unit employee, (or since appointment to a temporary appointment that was immediately followed by a probationary appointment), or since any previous professional leave. Any year in which a Faculty has an unpaid leave of absence of one full term or more, or an Academic Professional has a leave of absence of three months or more, shall not constitute a completed year of service for purposes of computing eligibility for professional leave, unless the absence was leave for service in appointed or elected office under Article 19.941. Time spent as a temporary one or two term Faculty does not count towards eligibility.
- 20.22 An academic year in which a Management-approved unpaid leave of absence for educational purposes, guest lectureship or a professional Faculty exchange program occurs will constitute a completed year of service for purposes of determining eligibility under 20.21, provided that no other unpaid leaves of absence of one full term or more occur for Faculty or three months or more for an Academic Professional during that year.
- 20.23 Must agree to complete one academic year of full-time College employment upon return from professional leave before retirement, unless other arrangements are mutually agreed upon prior to the leave.

According to Article 20.31 through 20.36, appropriate professional leave activities may include:

- 20.31 Admission to a recognized college, university or technical school for the purpose of advanced education leading to a higher degree or certificate.
- 20.32 A work experience program designed to update and/or upgrade technical skills related to the employee's instructional area, program, discipline or work assignment.
- 20.33 Personal study, research, writing or other project related to the employee's instructional area, program, discipline or work assignment.

- 20.34 Travel related to the improvement of instructional abilities in the Faculty's instructional area, program or discipline.
- 20.35 Education and/or other appropriate work experience activities which would enable the employee to qualify for another position at the College.
- 20.36 A program designed to meet multiple objectives such as study, research, special project, work experience and/or travel.

TIP: Applicants should be aware that professional leaves longer than one term will require a reduction in salary (but not benefits) for the entire academic year. Please see Article 20.4 and 20.5 for details. Applicants should contact the Federation or Human Resources if they have any questions.

DEVELOPING THE PROPOSAL

INSTRUCTIONS: The proposals should be submitted in narrative form following the outline below. The narrative of the proposal should be as complete as possible so that the reviewers at each step will have sufficient information on which to base their recommendations.

TIP: Please refer to the *PCC Mission, Core Themes, and Strategic Plan's Strategic Themes*

TIP: Colleagues should read the proposal and make suggestions that will help make the proposal as clear as possible before it goes through the formal review. The Federation is also available for input, review, and advice.

TIP: Decision-makers will be looking closely at the value of the professional leave project in meeting the present and future needs of the department/program. Therefore, as applicants develop the proposals, it is crucial that they have prior discussions (well ahead of the application deadline) with their Department Chairs, Division Deans, Deans of Student Development and/or Deans of Instruction about their current College assignment, their long-term professional development plan, and the future needs of the department/program.

Submit your proposal, along with the "Professional Leave Request" form, to your department/division administrator by **November 3, 2015**

Expectations of Reporting on your Professional Leave: Should you be awarded a professional leave, please meet with your administrative supervisors within three weeks of returning to determine appropriate venues to report out the results of your professional leave. You may be asked to report to the Board of Directors by the College President.

PROPOSAL STRUCTURE

- A. Inspiration and Value: In no more than 200 words, please explain what has inspired you to request a leave, the project or learning you plan to accomplish, and what you hope to gain through this opportunity. The review committee members have a wide array of disciplinary expertise, but they may not be familiar with your subject area. With this in mind, please explain how the leave will enhance your knowledge, instructional ability, or contributions to the PCC community.
1. Briefly outline the project milestones and explain the value of the project in advancing the mission of the College.
 2. Describe how students will benefit from your planned activity. (For example, what you will do differently/better and why such change is needed).
 3. Describe what you will do to share your professional leave experiences with faculty colleagues. ***Meet with your administrative supervisor no later than three weeks after your return to determine appropriate venues for you to report out the results of your professional leave.**
- B. Narrative: Provide a detailed description of the activity you are proposing. Include the anticipated timeline.
- C. Appendices and Evidence of Preparation: A complete proposal should provide evidence of prior preparation, such as correspondence with colleges or universities if additional study is proposed or correspondence with colleagues beyond Portland for collaborative research ventures or site visits afield. If travel is involved, itineraries with as much detail as possible should be provided and if interviews are planned or residencies at other colleges or universities, copies of correspondence should be provided.

EVALUATING THE PROPOSAL

The following criteria will be used to evaluate professional leave proposals:

Phase 1 – Evaluation of the Quality of the Proposal

1. **Is compatible with PCC College-wide priorities. (0- 25 points)**
 - Supports the mission, core themes, strategic plan and/or institutional goals of PCC.
 - Benefits the institution in carrying out its educational services to and partnership with the community.
 - Addresses actual/potential solutions related to program concerns as documented in the Department/Program Review.
 - Is achievable within the available funds for any replacement cost of departmental teaching/College services.

- 2. Will enhance the quality of applicant's future service to the College (0-25 points)**
 - Will make the applicant better prepared to carry out his/her College assignment and/or move into needed new areas in the future.
 - Is consistent with the applicant's professional development plan.
 - Will contribute to curriculum/instructional development activities or innovative strategies in teaching and learning (for instructional staff and non-instructional staff). Will contribute to student development activities and student services (Academic Professionals).
 - Includes one or a combination of the appropriate professional leave activities as stipulated in the current F&APA.
- 3. Shows evidence of eligibility/qualifications of the applicant to pursue the sabbatical proposal (0 – 25 points)**
 - Is in keeping with the present and/or future assignments and duties of the applicant
 - Meets the eligibility requirements for a professional leave as defined in the current (F&APA).
 - Shows evidence of work in prior years that prepares the applicant to make this project successful.
- 4. Submits a viable proposed plan (0-25 points)**
 - Describes why a professional leave is necessary to achieve the planned objectives and activities.
 - States clearly the proposed project, objectives, expected outcomes/contributions to individual professional development, activities, evaluation plan, dissemination plan of outcomes to PCC, time frame and evidence of preparation and planning.
 - Is in compliance with the requirements of PCC for filing a professional leave. Receives the support of the applicant's immediate supervisor/Division Dean.
 - Is likely to be successfully completed during the stated period of professional leave proposed.

Phase 2 - In selecting those proposals deemed to be high in quality; the following will then also be taken into consideration:

- Availability of instructional resources (personnel and funding)
- Number of proposals submitted
- Whether an applicant has submitted a proposal deemed of high quality that has not been funded during the previous 1-2 years.
- Balance between areas of the College – Career and Technical Education, Lower Division Collegiate, Pre-College, Counselors, Librarians, Academic Professionals, Campus Location, etc.

TIP: Professional leave represents an investment by the individual and the College that will result in the enhancement of the educational value of the institution and the individual. It is intended to provide time away from the day-to-day responsibilities and to focus upon professional enrichment that will enhance the quality of future service to the College. The professional leave process is a competitive exercise that is dependent upon finite resources.

TIME LINE FOR THE PROFESSIONAL LEAVE PROCESS 2015 - 2016

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| May 2015 | (1) The Vice President of Academic and Student Affairs distributes the professional leave application |
| Jun-Oct 30, 2015 | (2) Faculty and Academic Professionals are encouraged to revisit Article 20 of the F&APA and to seek guidance and assistance from colleagues, campus administrators, Faculty Federation designees, and the Vice President of Academic and Student Affairs, as they develop their proposals prior to submission on November 3, 2015 . |
| Sep 2015 | (3) The Vice President of Academic and Student Affairs sends out a reminder about the professional leave application process. |
| Nov 3, 2015 | (4) Eligible Faculty and Academic Professionals must submit application and proposal to department/division administrators. |
| Nov 4-30, 2015 | (5) Department/division administrators review proposals and forward the applications to the Deans of Students or Deans of Instruction, who then submit one copy each to the Campus President, and the Vice President for Academic and Student Affairs who meet as a group to develop the recommendation for the College President. |
| Dec 7, 2015 | (6) The Vice President of Academic and Student Affairs submits the applications and a unified set of recommendations to the College President. |
| Dec 11, 2015 | (7) The College President provides the Faculty Federation with a list of names of Faculty and Academic Professionals who have applied for professional leave. (A copy goes to HR for verification of eligibility and salary and to Academic Services for record keeping). |
| Dec 2015
Jan 2016 | (8) Between December 5, 2015 , and February 2, 2016 the College President and Vice President of Academic and Student Affairs review proposals and recommendations from the Campus Presidents and decide which proposals to recommend to the Board of Directors for approval. A Board resolution is prepared. |
| Feb 2016 | (9) At the February business meeting of the Board of Directors, professional leaves are submitted for approval. |
| Feb 27, 2016 | (10) The College President informs Faculty and Academic Professionals of the decisions on their professional leave proposals. |

**FACULTY AND ACADEMIC PROFESSIONALS
PROFESSIONAL LEAVE REQUEST**

Name_____ Date of Application_____

Department_____ Campus/Division_____

G Number _____ Campus Extension _____

Home Mailing Address _____

E-mail address _____

A. ELIGIBILITY

1. Date of employment as a probationary faculty/AP _____

2. Total consecutive years of full-time employment since
appointment as a probationary faculty member/AP _____

3. When did you last apply for professional leave? _____

4. Most recent professional leave F W Sp S year _____

5. Most recent leave of absence F W Sp S year _____

B. PROFESSIONAL LEAVE ACTIVITY PLANNED

(Indicate area(s) of proposed activity)

1. Admission to degree or certificate program _____

2. Work experience program _____

3. Personal Study _____

 Research _____

 Writing _____

 Project _____

4. Travel related to improvement of instructional abilities

5. Other (specify) _____

6. **LENGTH OF LEAVE DESIRED** (Check one and circle appropriate term(s))

One Term _____ F W Sp S

Two Terms _____ F W Sp S

Three Terms _____ F W Sp S

RECOMMENDATION FOR GRANTING PROFESSIONAL LEAVES

(Faculty/AP Member's Name)

(Date)

Please check one of the following:

Comments:

____ Recommended for professional leave

____ Recommended for professional leave with reservation

____ Not recommended for professional leave

Division Dean/Supervisor

Date

Please check one of the following:

Comments:

____ Recommended for professional leave

____ Recommended for professional leave with reservation

____ Not recommended for professional leave

Dean of Student Development / or Dean of Instruction

Date

Please check one of the following:

Comments

____ Recommended for professional leave

____ Recommended for professional leave with reservation

____ Not recommended for professional leave

Campus President

Date

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Portland Community College Board of Directors

Vision

Building futures for our Students and Communities

Mission

Portland Community College advances the region's long-term vitality by delivering accessible, quality education to support the academic, professional, and personal development of the diverse students and communities we serve.

Who We Are

Portland Community College is a public, multi-campus, comprehensive community college serving the lifelong learning needs of our students. We offer college transfer programs; career and technical education programs; adult basic skills; opportunities to develop English as a second language; high school completion and dual credit; community and continuing education programs; and service-learning opportunities that foster the development of civic responsibility and engagement. Through extensive partnerships with business, industry, labor, educational institutions and the public sector, we provide training and learning opportunities for the local and state workforce and promote economic and community development.

We Value

- Effective teaching and student development programs that prepare students for their roles as citizens in a democratic society in a rapidly changing global economy
- An environment that is committed to diversity as well as the dignity and worth of the individual
- Leadership through innovation, continuous improvement, efficiency, and sustainability
- Leadership through the effective use of technology in learning and all College operations
- Being a responsible member of the communities we serve by actively participating in their development Quality, lifelong learning experiences that helps students to achieve their personal and professional goals Continuous professional and personal growth of our employees and students including an emphasis on fit and healthy lifestyles that decrease disease and disability
- Academic Freedom and Responsibility - creating a safe environment where competing beliefs and ideas can be openly discussed and debated
- Collaboration predicated upon a foundation of mutual trust and support
- An agile learning environment that is responsive to the changing educational needs of our students and the communities we serve – making students marketable for jobs in the future and promoting economic development The public's trust by effective and ethical use of public and private resources

Institutional Goals

Access: Access to learning opportunities will be expanded through the cultivation of community and business partnerships.

Diversity: Lifelong learning opportunities will be accessible to all and enriched by the diversity of our students, faculty and staff.

Quality Education: Educational excellence will be supported through assessment of learning and practicing continuous improvement and innovation in all that we do.

Student Success: Outstanding teaching, student development programs and support services will provide the foundation for student skill development, degree completion and university transfer.

Economic, Workforce, and Community Development: Training provided to individuals, community and business partners will be aligned and coordinated with local economic, educational and workforce needs.

Sustainability: Effective use and development of college and community resources (human, capital and technological) will contribute to the social, financial and environmental well-being of communities served.



OUR MISSION

Portland Community College advances the region's long-term vitality by delivering accessible, quality education to support the academic, professional, and personal development of the diverse students and communities we serve.



Together, these themes map our primary values and drive forward our shared mission.



**Portland
Community
College**