

**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: August 18, 2011

RE: Professional Leave Application Process for the 2012-2013 Academic Year

The following information is attached regarding the application process for professional leaves – the application process will occur in the 2011-2012 Academic Year for professional leaves effective in 2012-2013 Academic Year:

- (1) PCC Mission, Goals, Values (Separate attachment)
- (2) Eligibility Criterion – Faculty and Academic Professional Federation Agreement (F&APA)
- (3) Facts to Consider When Developing the Proposal
- (4) Proposal Outline
- (5) Criterion for Evaluating the Proposal
- (6) Time Line for the Professional Leave Application Process – 2012/2013
- (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 in promoting its values and achieving its mission of excellence in all aspects of the institution in order to provide quality educational programs and services. PCC grants and supports professional leave as one of the many opportunities for professional and personal development of its employees to be effective, successful, and current in what they do. 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: 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 1, 2011**

PROPOSAL OUTLINE

- A. Provide a detailed description of the activity you are proposing along with supporting evidence.

- B. Relationship to professional duties: Explain how the activity will enhance your knowledge, skills and/or instructional ability since the reviewers may not share your knowledge and insights about your teaching assignments or your project.

1. Explain the value of the project to the college from your perspective.
 2. Describe how students will profit from your planned activity. (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.
- C. A complete proposal should provide evidence of prior preparation, such as correspondence with colleges or universities if additional study is proposed. If travel is involved, itineraries with as much detail as possible should be provided and if interviews are planned, copies of correspondence should be provided.

EVALUATING THE PROPOSAL

The following criteria will be used to evaluate sabbatical 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** and **institutional** goals of PCC.
 - Benefits the institution in carrying out its educational services to and partnership with the community/district.
 - 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 for this project.

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 proposal?

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 APPLICATION PROCESS 2011/2012

- May 2011** (1) The Vice President of Academic and Student Affairs distributes the professional leave application
- Jun - Oct 31, 2011** (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 1, 2011**.
- Sep 2011** (3) The Vice President of Academic and Student Affairs sends out a reminder about the professional leave application process.
- Nov 1, 2011** (4) Eligible Faculty and Academic Professionals must submit application and proposal to department/division administrators.
- Nov 1-30, 2011** (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 District Vice President for Academic and Student Affairs who meet as a group to develop the recommendation for the District President.
- Dec 2, 2011** (6) The Vice President of Academic and Student Affairs submits the applications and a unified set of recommendations to the District President.
- Dec 10, 2011** (7) The District 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 2011 - Jan 2012** (8) Between **December 2, 2011**, and **February 10, 2012** the District President reviews proposals and recommendations from the Campus Presidents and decides which proposals to recommend to the Board for its approval. A Board resolution is prepared.
- Feb 2012** (9) At the February business meeting of the Board, professional leaves are submitted for approval.
- Feb 29, 2012** (10) The District 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:
<input type="checkbox"/> Recommended for professional leave	
<input type="checkbox"/> Recommended for professional leave with reservation	
<input type="checkbox"/> Not recommended for professional leave	
_____ Division Dean	_____ Date

Please check one of the following:	Comments:
<input type="checkbox"/> Recommended for professional leave	
<input type="checkbox"/> Recommended for professional leave with reservation	
<input type="checkbox"/> Not recommended for professional leave	
_____ Dean of Student Development / or Dean of Instruction	_____ Date

Please check one of the following:	Comments
<input type="checkbox"/> Recommended for professional leave	
<input type="checkbox"/> Recommended for professional leave with reservation	
<input type="checkbox"/> Not recommended for professional leave	
_____ Campus President	_____ Date