TO: FULL-TIME FACULTY AND ACADEMIC PROFESSIONALS

FROM: KATY HO, VICE PRESIDENT OF ACADEMIC AFFAIRS

DATE: SEPT 24TH, 2018

RE: PROFESSIONAL LEAVE APPLICATION PROCESS FOR THE 2019- 2020 ACADEMIC YEAR

APPLICATION PROCESS OCCURS DURING 2018/19 ACADEMIC YEAR:
Professional leaves are effective during the 2019-2020 Academic Year

Information regarding the application process for professional leaves included in this memo is as follows:

(1) PCC Mission and Core Themes, current PCC Strategic plan, and the President’s Work Plan (Separate attachments)
(2) Eligibility Criteria – Faculty and Academic Professional Agreement (F&APA) Sept 1, 2015 – August 31, 2019
(3) Facts to Consider When Developing the Proposal
(4) Proposal Outline
(5) Criteria for Evaluating the Proposal
(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 the Vice President of Academic 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 An academic year in which a Management-approved unpaid leave of absence for educational purposes, guest lecturership 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, the current Strategic Plan, and the President’s Work Plan – with particular attention to the college’s focus on Opportunity & Equitable Student Success.

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, 2018

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.
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/service 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 and how the project aligns with the College’s focus on Opportunity & Equitable Student Success.
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, and strategic plan with a focus on Opportunity and Equitable Student Success.
   - 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.

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 College assignments 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:
### Occurs During Academic Year 2018-2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31, 2018</td>
<td>(1) The Vice President of Academic Affairs distributes the professional leave application.</td>
</tr>
<tr>
<td>Jun-Oct 31, 2018</td>
<td>(2) Faculty and Academic Professionals are encouraged to revisit Article 20 of the F&amp;APA and to seek guidance and assistance from colleagues, campus administrators, Faculty Federation designees, and the Vice President of Academic Affairs, as they develop their proposals prior to submission on <strong>November 1, 2018</strong>.</td>
</tr>
<tr>
<td>Sep 2018</td>
<td>(3) The Vice President of Academic Affairs sends out a reminder about the professional leave application process.</td>
</tr>
<tr>
<td>Nov 1, 2018</td>
<td>(4) Eligible Faculty and Academic Professionals must submit application and proposal to department/division administrators.</td>
</tr>
<tr>
<td>Nov 20, 2018</td>
<td>(5) Deadline for department/division administrators to review/forward proposals to the Deans of Students or Deans of Instruction, who review, score, and prioritize with the Campus Presidents. In the case of district personnel supervisors will forward to the Vice President for Academic Affairs and collectively review, score, and prioritize.</td>
</tr>
<tr>
<td>Nov 26, 2018</td>
<td>(6) VPAA receives all prioritized lists from campus/district leadership and begins cost analyses with Finance.</td>
</tr>
<tr>
<td>Dec 8, 2018</td>
<td>(7) The College President provides the Faculty &amp; AP Federation with a complete 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 Affairs for record keeping). Final review/consideration begins.</td>
</tr>
<tr>
<td>Dec 2018 - Feb 2019</td>
<td>(8) College President and VPAA review proposals, recommendations, and costs. The College President decides which proposals to recommend to the Board of Directors for approval. A Board resolution is prepared.</td>
</tr>
<tr>
<td>Feb 2019</td>
<td>(9) At the February business meeting of the Board of Directors, professional leave proposals are submitted for review and approval.</td>
</tr>
<tr>
<td>Feb 22, 2019</td>
<td>(10) The College President informs Faculty and Academic Professionals of the decisions on their professional leave proposals.</td>
</tr>
</tbody>
</table>
FACULTY AND AP PROFESSIONAL LEAVE REQUEST

NAME: ______________________________ DATE OF APPLICATION: __________________

DEPARTMENT: ________________________ CAMPUS/DIVISION: _______________________

G NUMBER: __________________________ CAMPUS EXTENSION: _______________________

HOME MAILING ADDRESS: ________________________________________________________

EMAIL 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? _________________________________


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. Activity Type:
   A. Personal Study: _________________________________
   B. Research: _________________________________
   C. Writing: _________________________________
   D. Project: _________________________________

4. Travel related to improvement of instructional abilities: _________________________________

5. Other (specify): _________________________________

6. Length of Leave Desired (Check one and circle appropriate term(s)):
   q One Term   F   W   SP   S
   q Two Term   F   W   SP   S
   q Three Term F   W   SP   S
# RECOMMENDATION FOR GRANTING PROFESSIONAL LEAVES

(Faculty/AP Member’s Name)  
(Date)

Please check one of the following:

- [ ] Recommended for professional leave
- [ ] Recommended for professional leave with reservation
- [ ] Not recommended for professional leave

Comments:

(Division Dean/Supervisor)  
(Date)

Please check one of the following:

- [ ] Recommended for professional leave
- [ ] Recommended for professional leave with reservation
- [ ] Not recommended for professional leave

Comments:

(Dean of Student Development / or Dean of Instruction)  
(Date)

Please check one of the following:

- [ ] Recommended for professional leave
- [ ] Recommended for professional leave with reservation
- [ ] Not recommended for professional leave

Comments:

(Campus President)  
(Date)
VISION
Building futures for our Students and Communities

MISSION
Portland Community College supports student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion.

CORE THEMES
- Access and Student Success
- Economic Development and Sustainability
- Quality Education
- Diversity, Equity and Inclusion

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 community-based 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 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
STRATEGIC PLAN 2015-2020

Think Smart: Provide Outstanding Affordable Education

We will create a college that is the first choice of students. We will provide the pathways for both affordability and academic excellence. We see a future in which we are One College – where students come for the quality of the total educational experience, and where student and faculty scholarship is celebrated.

Think Bold: Drive Student Success

We will create a college pre-eminent for its dedication to student success, scaling up our model initiatives that have resulted in pacesetting retention and completion rates. We believe that success in the global community requires both technical skills and the humanities-based education vital to civil society.

Think Fearless: Ignite a Culture of Innovation

We will create new approaches to meet the challenges of a changed and changing world. Our culture will celebrate discovery, evolving educational models and curricula discovery, evolving educational models and curricula responsive to shifting student and societal demands. We will accelerate our impact in the development of our regional workforce and economy.

Think Powerful: Transform the Community Through Opportunity

We will create and expand opportunities for students and communities. We will be the catalyst for partnerships with government, business, industry, and educational sectors – as well as with donors and other partners. Together, we will amplify our impact, providing a broader and deeper array of opportunities for students, and a new vitality for our region.

Think Proud: Create a Nationally Renowned Culture for Diversity, Equity, and Inclusion

We will enrich our understanding of the global community and the nature of our own community. We will create a climate of dignity and respect in which all people enjoy equal access to opportunities. We will champion the rich diversity of ideas and experiences that enhance learning and advance knowledge.

Think Accountable: Achieve Sustainable Excellence in all Operations:

We will promote innovation, transparency, and financial and environmental sustainability through the choices and investment we make. We will proactively seek diverse funding sources to grow our impact while reducing student debt. Please see http://www.pcc.edu/about/administration/strategic-plan/ for the comprehensive Strategic Plan and related Strategic Intensions

Think YESS: Yes to Equitable Student Success:

More information about YESS and our focus areas can be found at: www.pcc.edu/yess