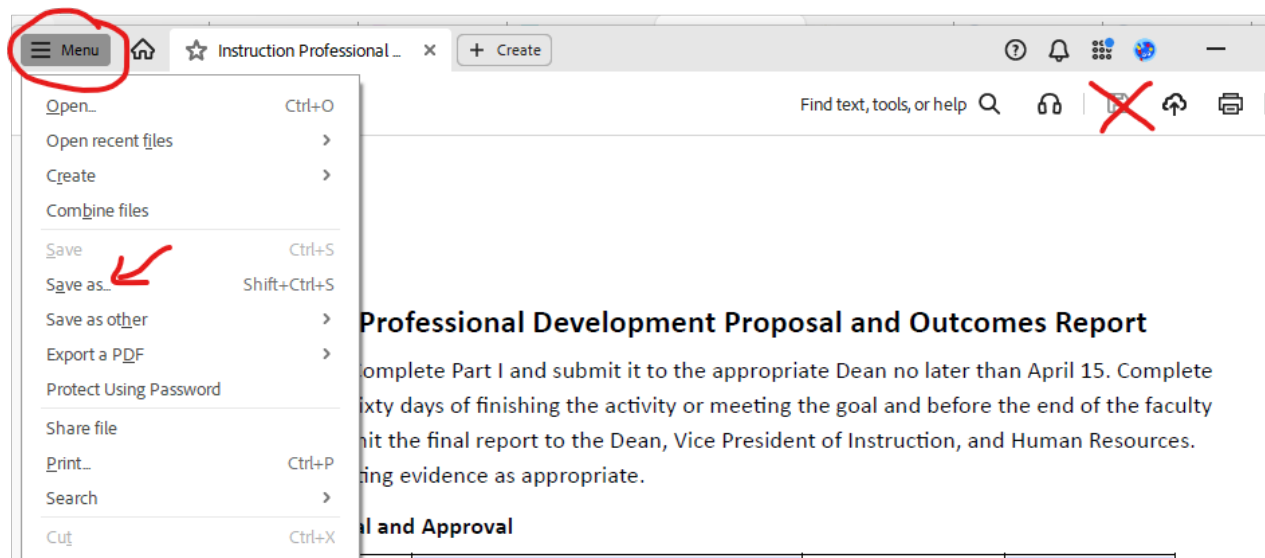


Full-Time Faculty Professional Development Proposal (Part I) Instructions

NOTE: Part-time faculty will not use this form/process. Use the part-time faculty professional development form if eligible.

Step 1: Fill out the form (pages 3 and 4 of this pdf) and **sign it**. When you sign it, you should be prompted to save it as a fillable pdf. If not, use the menu in the upper left corner of Acrobat to **save it as a fillable pdf**.

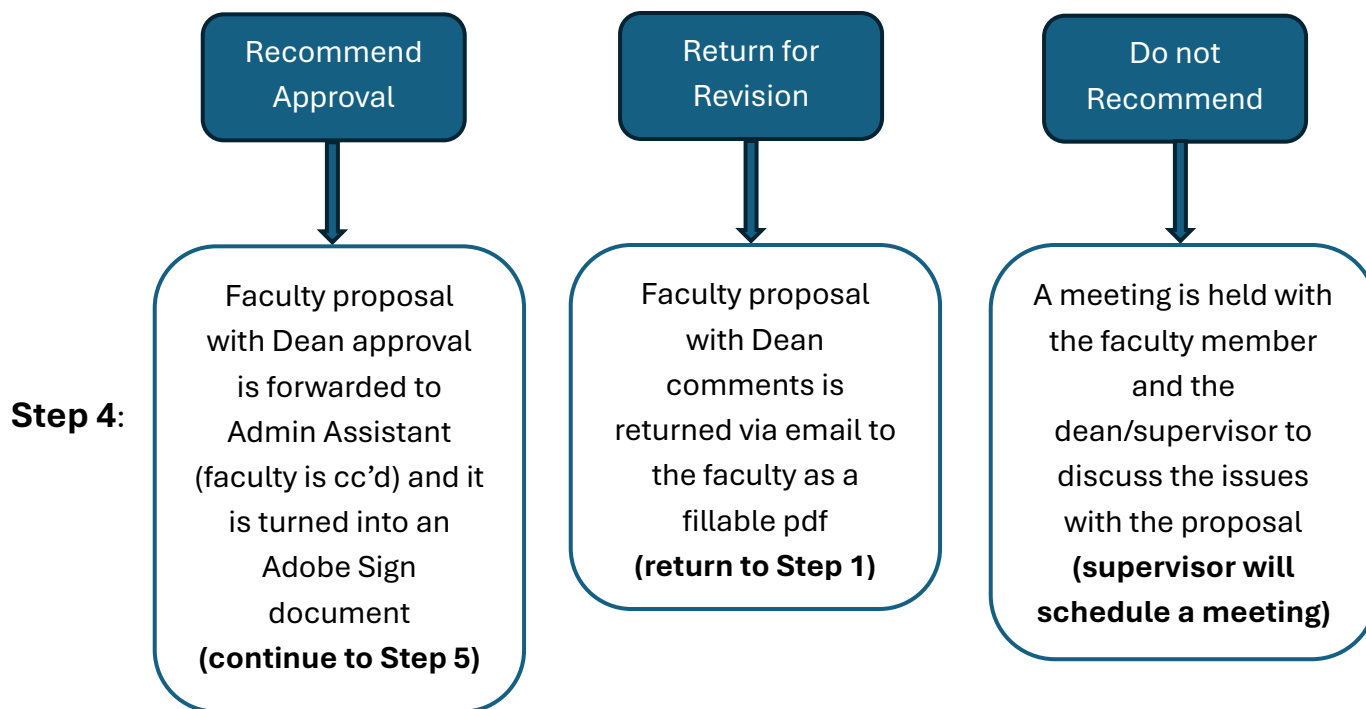


Step 2: Email the form to your dean/supervisor along with the proper supporting documents. Use a subject line of “PD Proposal for review”

Examples of supporting documents:

- Items intended for revision (e.g. Syllabus, program map, etc...)
- Conference program if it demonstrates connection to the PD activity
- Specific resources you intend to use that demonstrate connection to the PD activity
- Letter of support from the area of the college that your PD impacts if it outside your department or program

Step 3: The dean/supervisor will review your proposal with supporting documents and provide comments/conditions in the Dean review portion of the form. Depending on the decision, the process follows the flow shown on the following page.



Step 5: The Administrative Assistant for the dean/supervisor will a) convert the proposal to an Adobe Sign document and b) generate a Professional Development Requisition form and send both out as a single Adobe Sign package for signatures to:

- Faculty member (both documents)
- Dean/supervisor (both documents)
- Vice President of Instruction (both documents)
- Business Office Controller (requisition only)
- Human Resources (requisition only)

Step 6a: After the proposal has signatures from all parties, the faculty member will download and retain the signed Proposal and Requisition Form.

Step 6b: The Administrative Assistant will forward the completed requisition form to the business office for payment. the funds to the faculty member will be disbursed in the next paycheck.

AFTER completion of the PD, follow the instructions for completing the Follow-Up Outcomes Report (Part II).

Full-Time Faculty Professional Development Proposal

Instructions: Complete Part I and submit it to the appropriate Dean no later than April 15. Complete Part II within sixty days of finishing the activity or meeting the goal and before the end of the faculty calendar. Submit the final report to the Dean, Vice President of Instruction, and Human Resources. Attach supporting evidence as appropriate.

Part I. Proposal and Approval

Faculty Member		Department or Program	
Academic Year		Date Submitted	
PD Activity Title			
Anticipated Completion Date		Amount Requested	\$
Activity Category (please select all that apply)	☐ Pedagogy/student experience ☐ Discipline knowledge/research ☐ Credential/licensure ☐ Leadership knowledge/skills ☐ Assessment/program improvement	☐ Equity/inclusion ☐ Innovation/technology ☐ Workforce/community partnership ☐ Other: _____	
Activity and Effort (please attach supporting documents)	Briefly describe what you will do, resources involved, and why this is a meaningful professional development activity.		
Intended Professional Learning Outcomes	State two or three specific outcomes using observable verbs.		

Dean Review

Checklist	☐ Timely and complete ☐ Allowable activity ☐ Specific outcomes ☐ Application identified ☐ Evidence appropriate ☐ Alignment explained ☐ Dissemination within sixty days ☐ Budget compliant
Decision	☐ Recommend approval ☐ Return for revision ☐ Do not recommend
Comments / Conditions	
Dean	Name/signature: _____ Date: _____

Vice President of Instruction Approval

Decision	☐ Approved ☐ Approved with conditions ☐ Returned for revision ☐ Not approved
Comments / Conditions	
Vice President of Instruction	Name/signature: _____ Date: _____

Possible Products can include revised course materials, lesson/assignment, credential/documentation, implementation notes, assessment or student feedback, resource guide, presentation materials, reflection tied to practice.

Benefits and Alignment can include Professional growth, Student experience/success, academic excellence, equity-gap reduction, innovation, WVC values/strategic plan, program improvement, workforce/community responsiveness.

Appendix: AHE Contract Excerpts Addressing Faculty Professional Development

Pages 17 – 19 of the contract: [2026-2029 AHE Contract.pdf](#)

Section K. Professional Development Fund

The District values, supports, and encourages faculty professional development (PD) and recognizes its responsibility to fund such endeavors. In addition, the District values collaboration and continuous improvement through shared learning.

1. Each full time faculty member may access \$2200 each year with the following expectations:
 - a. No later than April 15, a faculty member will propose activity, resources, conference travel or other professional development to their appropriate administrator for approval. The proposal shall include specific activities and outcomes related to professional growth. The requested amount need not utilize the entire \$2200. However, each faculty member will be limited to one proposal per year.
 - b. Upon approval of the appropriate administrator, stipend will be paid as part of regular payroll processes, subject to applicable withholdings.
 - c. Within sixty days of completion of the activity or met goal, the faculty member will present to faculty as part of the Center for Teaching and Learning, Division meetings, Professional Development Days, a conference, etc. Prior to the end of the faculty calendar, a summary report documenting the outcomes of the PD activities will be provided to the dean, VPI, and HR.
 - d. Failure to present and submit reporting may result in repayment of stipend or suspension of eligibility for one year.
 - e. This taxable stipend is a recognition by the District of the additional time and effort that full-time faculty dedicate each year to self-directed professional development and improvement activities, including but not limited to advancing knowledge and research, improving pedagogy and student experience, maintaining credentials, and cultivating leadership knowledge and skills. This stipend is intended as compensation for the faculty member's time and effort as they engage in the professional development activities of their choosing.
 - f. In the Professional Development Follow-up Report, the faculty member will identify the category of professional development activities they engaged in, briefly describe the professional development activities and efforts that they engaged in throughout the year, and briefly explain how those activities

impacted them professionally, improved student experience, and/or related to WVC's values and strategic plan.

NOTE: PART-TIME FACULTY WILL NOT USE THIS FORM/PROCESS. USE THE PART-TIME FACULTY PROFESSIONAL DEVELOPMENT FORM IF ELIGIBLE.

2. Annually, for the duration of this contract, a professional development fund of \$10,000 will be established for part-time faculty who meet the criteria below. A maximum of \$500 per part-time faculty may be approved/recommended by the appropriate administrator for professional development activities or materials with final approval by the Vice President of Instruction. The Vice President of Instruction may approve funding above \$500 if excess funds are available.
 - a. Travel and purchase of goods and services must follow District and state guidelines and requirements.
 - b. Computers or laptops purchased in this way will count as the provided District computer as per Section E of this article.
 - c. Part-time Faculty Eligibility Criteria:
 - i. Must have been a part-time faculty member of the District for at least one year and have taught a minimum of 15 credits during that year.
 - ii. Must be teaching at least five credits when application for funding takes place.
3. Any temporary reduction to the funding of professional development must be based on budgetary reasons by both the District and the faculty, only taken during times of extreme financial hardship, and subject to the following:
 - a. Extreme financial hardship shall mean the following: The District President's declaration of a possible reduction in force (RIF) in faculty.
 - b. In any given year where an extreme financial hardship is recognized, the budget review task force may convene to review professional development funding as one of many sources of budget savings.
 - c. Only upon mutual agreement of the budget review task force members, the professional development funds may be reduced for a period of one fiscal year. At the end of the fiscal year, the professional development funds will be restored.

Section D. Full Time Instructional Faculty (page 29 of AHE Contract)

2. Faculty duties – full time instructional faculty
 - c. Teaching responsibilities for full-time faculty:

vii. Keep current with changes in their teaching field (subject area), innovative teaching methodology and technology through reading and attending in-service and professional development activities.