

ARTICLE IX - PROFESSIONAL DEVELOPMENT INITIATIVES

A. PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE (PDRC) OVERVIEW

1. Charge

To review, evaluate, and approve application packets for faculty education, training, workshops/conferences (may include on or off-island speakers), etc. to avail of the funding opportunities for faculty professional development. In addition, the PDRC shall plan, develop, and implement professional development and sabbatical initiatives that contribute to faculty growth. Such initiatives include: workshops, mentoring, faculty forums, individual /departmental professional development activities, credentialing, pursuit of academic credits, sabbatical initiatives, etc. To meet this responsibility, the PDRC shall:

- a. respond to institutional/professional development priorities established by the College;
- b. encourage and promote ways and means by which faculty may develop their professional skills;
- c. ensure that funds awarded for faculty professional development activities support the college and its institutional strategic master plan;
- d. keep a record of all faculty professional development initiatives, regardless of funding source.

2. General Provisions

- a. Before the end of the Spring semester, the members of the PDRC shall elect their officers: Chairperson (as needed), Chairperson-elect, and Secretary. The Chairperson-elect will become Chairperson for the following year.
- b. Members shall begin their term of office on the last day of the Spring semester and complete their term of service on the last day of the next Spring semester.
- c. On or before August 31, examine the previous PDRC's end of the year report, consider its recommendations, and adopt Internal Operating Procedures to include recommended timelines and flow chart for processing of applications and a Code of Professional Ethics for the PDRC.
- d. Arrange for the distribution of sabbatical initiative information to the faculty at the beginning of each academic year.
- e. Prior to September 15, the PDRC shall meet with the Vice President for Academic Affairs to discuss institutional priorities as they are aligned with faculty needs for professional development initiatives and the Vice President of Business and Finance to discuss GCC Travel Policies and Procedures. Discussion should include the establishment of procedural or processing timelines.
- f. The PDRC shall hold its first meeting of the academic year to discuss submitted applications no later than September 15 and thereafter meet at least once per month, and shall meet as unforeseen faculty professional development opportunities arise throughout the academic year until funds are exhausted.
- g. A quorum shall consist of a majority of the Committee's members. Members shall not apply for any sabbatical initiative while serving on the PDRC; however, a member may apply for any other professional development initiative but shall recuse himself/herself from the deliberation.

- h. The PDRC shall provide a mid-term written report to the College President via the Vice President for Academic Affairs no later than February 1 and September 1 each year. This mid-term report shall include information relative to the number of faculty awarded study opportunities, off-island travel, costs, plans, and other related topics. Before the end of the Spring semester, the PDRC shall also submit the end of the year report to the College President via the Vice President for Academic Affairs with a copy to the Faculty Senate President and Union President. The end of the year report shall include a summary of the PDRC's activities, an evaluation of its Internal Operating Procedures and Code of Ethics and recommendations for procedural change, if any.
- i. Professional Development funds may only be encumbered with prior written approval of the PDRC.

B. PROFESSIONAL DEVELOPMENT FUNDING REVIEW

1. Application Process and Procedures

For all professional development initiatives:

a. The Chairperson of the PDRC shall:

- (1) Accept applications from faculty for professional development activities that require funding.
- (2) Submit the PDRC's written recommendations, with its justification, to the College President via the Vice President for Academic Affairs.

b. The PDRC as a whole shall:

- (1) Review, evaluate, and recommend for approval or disapproval each application for professional development and notify each applicant of its decision. Four (4) affirmative votes are required for approval of all initiatives.
- (2) Meet with an applicant whose application was not recommended to discuss why the application was disapproved.

c. The College President shall:

- (1) Forward each application for professional development and a copy of the decision to the Vice President for Academic Affairs, the applicant's Dean, PDRC Chairperson, the applicant, and to the Human Resources Administrator for record keeping.

C. SABBATICAL REVIEW PROCESS

1. Purpose

A sabbatical leave must fulfill one (1) or a combination of the following purposes:

a. Formal Study

The program may be one of academic study in residence at an accredited university, college, or an institution approved by the College President. Proposed course work shall be planned in pursuance of an advanced degree or to achieve specific objectives.

The program may be one of academic areas in pursuance of proficiency, in a discipline other than the faculty member's present position requires, provided that the College President determines in advance that there is a need of such supplemental field and approves the study program submitted by the faculty member.

b. Independent Study

The program may be an independent study in the faculty member's field other than formal class work as described in C.1.a above. Such program shall be arranged through an

educational or research foundation, government agency, corporation or private enterprise, or an accredited university, college, or an institution approved by the College President.

c. **Work Experience**

The program may entail work experience, such a program is intended chiefly for a faculty member who wishes to obtain work experience in the career and technical field in which he/she teaches. The specific company or agency with which the faculty member will be associated and explicit details of the work activities, together with the resulting proficiencies to be gained shall be submitted with the proposed program.

2. **Eligibility**

Pursuant to Title 4 GCA, Chapter 4, Section 4110, an applicant must:

- a. Be a full-time faculty member of Guam Community College.
- b. Be a permanent resident of Guam.
- c. Have completed seven (7) consecutive years of satisfactory service as a faculty member at the College.
- d. Have obtained a baccalaureate degree or its equivalent, or otherwise be deemed of sufficient skill and experience to deserve such a leave.
- e. Schedule leave so as not to unduly interfere with or disrupt the operations of the College.
- f. Be engaged in endeavors related to his/her field of employment during the period of leave.
- g. Agree to return to his/her employment following such leave for a period of not less than two (2) years.
- h. Comply with the Sabbatical Leave Procedures.

3. **Duration and Compensation**

- a. Sabbatical leave means up to twelve (12) calendar months of paid leave.
- b. A faculty member on Sabbatical Leave shall be entitled to full (100%) salary, except as noted in C.3.d below and Government-sponsored benefits such as insurance, retirement and credit union.
- c. Faculty members who complete sabbatical leave in accordance with their approved program shall be granted any increment or pay raise to which they normally would have been entitled had they remained in normal duty status.
- d. If a faculty member is granted Sabbatical Leave for the purposes of work experience, and is paid by the employer for such services, and the salary paid is less than the faculty member's regular salary, the faculty member shall be entitled to be paid only the difference between the salary paid by the employer and the faculty member's regular salary, or, the salary paid is equal to or more than the faculty member's regular salary, the faculty member shall not be entitled to be paid any salary at all.

In either case, the faculty member shall retain the other Government sponsored benefits outlined in C.3.b above.

- e. Faculty members granted sabbatical leave will be paid according to the College's normal payroll schedule for employees in active service. It is the responsibility of the faculty member on leave to make arrangements to receive the payments.

4. **Interruption of Sabbatical Leave**

- a. Interruption of the sabbatical leave because of serious accident or illness will not be considered.
 - b. Failure to fulfill the conditions under which the leave is granted:
 - (1) In the event of serious accident or illness, the faculty member shall notify the College President within fifteen (15) days of such accident or illness at which time the College President, in consultation with the faculty member on leave, shall arrange for modification of the sabbatical leave program or return to duty, as appropriate.
 - (2) In case of death, the faculty member or his/her estate shall not be required to return compensation received from the College during the leave period. The faculty member's salary and benefits payments shall cease upon the death of the faculty member on leave.
5. Return to Duty
Upon return to duty, the faculty member shall retain previous rank. While every effort will be made to return the faculty member to his/her previous department and work site, however, this cannot be guaranteed by the College.
6. Application Process and Procedures
- a. Faculty who apply for sabbatical leave shall use adopted sabbatical leave forms and shall adhere to the following Sabbatical Leave Procedure. An application packet for a sabbatical initiative and sabbatical leave consists of:
 - (1) A Certificate of Eligibility for Sabbatical Leave, a Resume, and a detailed professional development plan. The plan shall include a description and documentation of how the applicant will meet the evaluation criteria listed below:
 - i. His/her goals, objectives, and proposed activities, with time lines, and if applicable, document the availability of training/education sought, and
 - ii. A justification for sabbatical leave which describes the relationship between the applicant's plan and the mission of the College, the department's goals (attach the department plan or a statement from the department chairperson), curriculum, student needs, and a description of the applicant's previous service to the College and the community.
 - iii. A signed and dated written statement of agreement to return to his/her employment following the sabbatical leave for a period of not less than two (2) years.
 - iv. Letters of Recommendation and testimony received by the PDRC Committee are supplementary to the Application.
 - b. The Chairperson of the PDRC shall:
 - (1) At least four (4) months prior to the effective date of the sabbatical initiative; receive all applications for a sabbatical initiative and sabbatical leave, consisting of the documents required for the application packet as described above.
 - (2) Upon receipt of the application packet, provide a copy of the PDRC's Internal Operating Procedures to each applicant for sabbatical.
 - (3) At the direction of the PDRC, secure additional information pertaining to each applicant's professional performance.

- (4) Within one (1) week of receipt of the applications, announce names of applicants for sabbatical, and invite written testimony, to be submitted by the timeframe identified in the internal operating procedures for sabbatical initiatives, from faculty, staff, and students on the merits of the applicants and their plans.
 - (5) Notify each applicant for whom testimony is received, provide access to such testimony, and accept the applicants written rebuttals prior to their decision.
 - (6) Notify each applicant of its decision no later than January 31.
 - (7) No later than January 31, submit the PDRC's written Sabbatical Initiative Recommendation Report to the College President and forward each Application and supporting documents to the College President's Office. The PDRC's Report shall contain a justified written recommendation for approval or disapproval of each application for sabbatical initiative, shall rank order each recommendation for approval, and may suggest plans to implement the PDRC's recommendations. The PDRC may recommend disapproval of all of the Applications for sabbatical initiatives submitted, if it so chooses.
 - (8) Transfer PDRC Committee files to the newly elected Chairperson of the PDRC.
- c. The members of the PDRC shall:
- (1) Interview each applicant no later than January 15.
 - (2) Evaluate each Application for Sabbatical Initiative using all of the following criteria:
 - i. The applicant's eligibility for sabbatical.
 - ii. The extent to which the sabbatical initiative advances the mission of the College, supports the goals and priorities of the department, and is responsive to curriculum and student needs.
 - iii. The applicant's service to the College and the community.
 - iv. The description of and documentation for the planned professional development initiatives, their availability through alternative means.
 - (3) Review Letters of Recommendation.
 - (4) Deliberate on and vote to approve or disapprove each Application for Sabbatical.
 - (5) At the request of the applicant, meet with an applicant whose Application for Sabbatical was not recommended to discuss its reason for disapproval.
- d. The College President shall:
- (1) No later than February 15, forward to the applicant notice of approval (funded or unfunded by the College) or disapproval of the sabbatical initiative and leave. All notices of disapproval shall specify the reason(s) for disapproval.
 - (2) The College President shall send a copy of all notices to the Chairperson of the PDRC, the applicant's Dean, and forward each Application, and a copy of his/her decision on it, to the Human Resources Administrator for record keeping.
- e. The applicant shall:

- (1) Submit a written request for a Certificate of Eligibility for Sabbatical from the Human Resources Administrator no later than October 1 of the academic year prior to the start of the proposed sabbatical.
 - (2) Grant access to personnel records to the Chairperson of the PDRC.
 - (3) Obtain adopted sabbatical leave forms from the Human Resources Administrator.
 - (4) Request in writing, Letters of Recommendation from his/her Dean and Department Chairperson and one other person. If the applicant is a department chairperson, the applicant shall request recommendations from his/her Dean, a faculty member in his/her own department and one (1) other person.
 - (5) The applicant shall include in his/her request for Letter of Recommendations a detailed description of how he/she will use sabbatical leave.
 - (6) These letters shall be sent directly to the Chairperson of the PDRC no later than November 1.
 - (7) No later than November 15 the applicant shall submit his/her Application packet for Sabbatical Leave to the Chairperson of the PDRC and a copy of it to his/her Dean and the Vice President for Academic Affairs. Refer to C.6.a.(1) of this Article.
 - (8) If the Committee receives negative testimony they shall notify the applicant who may submit written rebuttals to testimony received by the PDRC prior to their decision.
 - (9) Submit additional documentation, within time limits specified by the PDRC.
 - (10) Be interviewed by the PDRC no later than January 15.
 - (11) Receive the PDRC's recommendation no later than January 31. No sabbatical leave shall be approved without the recommendation for approval of the PDRC. The PDRC's decision to not recommend an Application for Sabbatical Leave is not subject to appeal. Applicants may withdraw their application at any time.
 - (12) No later than February 15, receive the College President's notice of approval or disapproval of sabbatical leave. All notices of disapproval shall specify the reason(s) for disapproval. The College President shall send copies of all notices to the Human Resources Administrator, the Chairperson of the PDRC and to the applicant's Dean.
 - (13) The effective date and length of sabbatical leave shall be proposed in the applicant's professional development plan.
- f. If an applicant is granted approval for sabbatical leave and funds are not available, the applicant shall have the option to choose to take educational leave without pay or some mutually agreed upon alternative involving a reduction of the applicant's salary. Nevertheless, funds shall be made available whenever possible.
 - g. If the College President disapproves the sabbatical leave request for the PDRC approved sabbatical initiative, the applicant may appeal the College President's decision within seven (7) duty days of receipt of the College President's notice. The appeal process will commence at Article XIII.D, Step Four (Referral to Hearing Committee).