

**Guam Community College**  
**PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE (PDRC)**

**Academic Year 2012-2013**

**By-Laws**

**I. MEMBERSHIP**

The Professional Development Review Committee (PDRC) shall consist of six faculty members who hold at the time of election the rank of Assistant Professor or higher and who have been employed by the College as full-time faculty for at least three (3) years. The members shall be dues paying members of the union.

1. Members of the Committee shall be elected at the last Governance meeting of the academic year. The election shall be by secret ballot and the Union Chairperson shall certify the results to the President.
2. If a vacancy occurs on the Committee, the faculty shall elect a replacement committee member within fifteen (15) days.
3. Staggered terms shall continue based on current years of service.
4. Members may not serve more than two consecutive terms.

**II. RESPONSIBILITIES**

The Committee shall:

1. Recommend faculty for professional development activities and ensure that recommended eligible faculty have created plans for study, research, or work experience that promote professional development congruent with institutional priorities and faculty needs.
2. Facilitate activities and scholarship supporting professional growth by faculty. Such activities include: workshops, professional development activities, mentoring, faculty forums, individual faculty and departmental professional activities, credentialing, sabbatical leave, etc.

To meet this responsibility, the Committee shall:

- a. Respond to professional development priorities established by the College and faculty needs.
- b. Encourage and promote ways and means by which faculty may develop their professional skills.
- c. Develop, implement, and evaluate faculty development activities.

- d. Ensure that funds awarded for faculty professional development activities support the college, its improvement plan, and faculty needs.
3. Hold its first meeting of the academic year to discuss submitted application no later than September 15 and thereafter meet at least once per month throughout the academic year on a published schedule, or until funds are exhausted.
4. Have an elected chairperson, chairperson-elect, and secretary. Committee officers are subject to recall by a two-thirds majority vote of the Committee's membership.
  - a. Chairperson's Duties:
    - Accept applications from faculty for professional development activities that require funding.
    - Submit the PDRC's written recommendations, with its justifications, to the President, via the Vice President for Academic Affairs.
  - b. Chairperson-Elect Duties:
    - Facilitate PDRC activities.
  - c. Secretary Duties:
    - Minutes of each meeting shall be kept either by a PDRC member or Faculty Senate Secretary. Minutes will include the time and place of the meeting, members present, actions taken, results of balloting and the time, place, and date of the next meeting.
    - Copies of approved minutes shall be made available to committee members within five duty days following each committee meeting.
    - Public version of approved minutes and agendas must be posted on MyGCC PDRC group site within five working days.
    - Public and private versions of minutes shall be created and kept in secured file.
5. 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. The chairperson-elect will become chairperson for the following year.
6. Shall establish, using Robert's Rules of Order (Revised) as a guide, its own operating procedures.
7. A quorum of the Committee consists of four of its members.
8. Committee members shall be notified in writing and shall be provided an agenda three days prior to any committee meeting date.

### III. OPERATIONS

1. Before the end of the Spring Semester, the members of the PDRC shall elect their officers.
2. A quorum shall consist of four of the Committee's members.
3. Members shall not apply for sabbatical leave while serving on the Professional Development Review Committee; however, a member may apply for any other professional development activity.

For all professional development activities except Sabbatical Initiatives:

The members of the PDRC shall:

4. On or before August 31, examine the previous Committee's End of the Year Report, consider its recommendations, and adopt internal operating procedures to include a Code of Professional Ethics for the Committee.
5. Provide a copy of the Committee's internal operating procedures to all faculty members.
6. Study each application for Professional Development and, if applicable, read each Letter of Recommendation and all testimony received.

The Chairperson of the PDRC shall:

7. Accept applications from faculty for professional development activities that require funding.
8. Submit the PDRC's written recommendations, with its justifications, to the President, via the Vice President for Academic Affairs.
9. Inform and notify each applicant of its decision.

The PDRC, as a whole, shall:

10. Evaluate for approval or disapproval each application for professional development.
11. Meet with an applicant, whose application was denied by the committee, to discuss application disapproval.
12. Provide Mid-Term Reports to the College President via the Vice President for Academic Affairs no later than February 1 and September 1 of each school year. The Mid-Term Reports shall include the following information:

- a. Number of faculty awarded study opportunities
- b. Off-island travel
- c. Costs
- d. Plans

13. Before the end of the Spring Semester submit the Committee's 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 Chairperson. The report shall include a summary of the Committee's activities, an evaluation of its internal operating procedures and Code of Ethics and recommendations for procedural change.

The President shall:

14. Forward each application for professional development and a copy of his/her decision, to the Vice President for Academic Affairs, the applicant's dean, Committee Chairperson, the applicant, and the Human Resources Administrator for record keeping.

#### IV. SABBATICAL INITIATIVE

1. The Chairperson of the PDRC shall: At least four (4) months prior to the effective date of the sabbatical, receive an Application for Sabbatical Initiative, consisting of a certificate of eligibility from the Human Resources Office, Résumé, and a detailed professional development plan from each faculty member applying for sabbatical.
2. Upon receipt of the application packet, provide a copy of the Committee's internal operating procedures to each applicant for sabbatical.
3. At the direction of the Committee, secure additional information pertaining to each applicant's professional performance.
4. Within one week of receipt of the applications, announce names of applicants for sabbatical leave, and invite written testimony, to be submitted by the timeframe identified in the internal operating procedures for sabbatical leave, 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 applicant's 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 Committee's Sabbatical Initiative Recommendation Report to the President and forward each Application and supporting documents to the President's Office. The Committee's Report shall

contain 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 Committee's recommendations. The Committee may recommend disapproval of all the Applications for sabbatical initiatives submitted, if it so chooses.

8. Transfer Sabbatical Committee files to the newly elected chairperson of the Committee.

The members of the PDRC shall:

9. Interview each applicant no later than January 15.
10. Evaluate each Application for Sabbatical Initiative using all of the following criteria:
  - a. The applicant's eligibility for sabbatical leave;
  - b. The extent to which the sabbatical activity advances the mission of the College, supports the goals and priorities of the department, is responsive to curriculum and student needs;
  - c. The applicant's service to the College and the community, and
  - d. The description of and documentation for the planned professional development activities, their availability through alternative means.
11. Review letters of recommendations.
12. Deliberate and vote on each Application for Sabbatical.
13. At the request of the applicant, meet with an applicant whose Application for Sabbatical was not recommended to discuss its reason for disapproval.

The President shall:

- a. No later than February 15, forward to the applicant notice of approval or disapproval of sabbatical. All notices of disapproval shall specify the reason(s) for disapproval.
- b. The President shall send a copy of all notices to the Chairperson of 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.

**\* The GFT-BOT Agreement 2010-2016 is paramount to the PDRC Bylaws**