

**Cochise College
District Board Policy**

**Category: Faculty
Policy Number: 647
Title: Professional Growth**

Professional development is a process for upgrading a faculty member's knowledge and capabilities and for meeting expanded academic responsibilities. Growth activities integrate individual goals with institutional goals to keep faculty members current in their chosen academic disciplines. Because continuous professional development is in the best interests of the College faculty members are expected to remain current in their disciplines and complete courses for certification or for continued employment. Faculty members are expected to hold membership in professional organizations, to read professional literature and to update certificates, licenses and ratings. Work completed in addition to expected activities may be considered for professional growth and horizontal movement on the faculty salary schedule.

**Procedure 647.1
Professional Growth**

1. Prior to any proposed growth activity, the applicant shall file the "Intent to Earn Professional Growth Units" form with the Employee Relations Committee showing advance approval by the applicant's instructional manager.
2. Professional growth credits may be submitted to the Human Resources Office anytime during the calendar year.
3. Applications are considered by the Employee Relations Committee in accordance with this policy. Thirty professional growth units (PGU) result in one horizontal column move. The Human Resources Office will inform the Employee Relations Committee of participants' progress towards completing their approved plans. Any request for modifications of an approved plan will be submitted to the Employee Relations Committee for review and consideration. Categories from which professional growth can be derived include:
 - a. Licenses, certificates, and ratings gained in addition to those required for employment or continued employment in a teaching area.
 - b. Academic coursework which applies to the teaching assignment or general area of instruction including credit earned while on sabbatical leave.
 - c. Workshops, seminars, or in-service sessions conducted or attended except those offered and paid for by Cochise College.
 - d. Approved research work experience or travel.

- e. Sabbatical leave credits earned on an approved plan of study.
 - f. Fine arts performances, productions, publications.
 - g. Work experience.
4. Movement on the faculty salary schedule will be effective on the first day of the pay period after appropriate documentation is received and approved by the Human Resources Office.

Procedure 647.2
Coursework

1. Specific courses completed at Cochise College or other accredited institutions of higher education (including university credit), graduate or undergraduate, that directly relate to the faculty member's assignment may be counted.
2. Coursework below graduate level must be approved before registration by the instructional manager and the Employee Relations Committee. One unit shall be awarded for each approved semester hour or two-thirds for each quarter hour completed. A maximum of fifteen units may be granted for coursework below the graduate level. No course may be repeated for PGU.

Procedure 647.3
Work Experience

1. Work experience must update or upgrade knowledge and practical experience in the faculty member's work area. Work experience projects must have prior approval by the instructional manager and the Employee Relations Committee.
2. One unit will be granted for each eighty hours of work with a maximum of six units granted during each three academic years of employment. Letters of verification from the employer and the immediate supervisor must summarize:
 - a. Dates and location of employment.
 - b. Actual clock hours worked.
 - c. Description of work including machines or materials used.
 - d. The applicant shall submit a paper stating how work updates or upgrades the applicant in his teaching field.

Procedure 647.4
Seminars, Workshops and Conferences

1. Non-credit professional seminars, workshops or conferences must be conducted by a recognized authority in the field and must update or upgrade knowledge or practical experience
2. In-service conducted by employees for local, state or national organizations also qualify for PGU's in this category. The sessions attended must apply directly to the faculty member's assignment and must update or upgrade knowledge or practice.
3. Documentation following attendance must be filed with the Employee Relations Committee.
4. Non-credit seminars, workshops, conferences, or in-services shall grant one PGU for each thirty hours of contact time. Contact time shall include time spent preparing projects for workshops or conferences.
5. A maximum of three PGU's shall be considered annually for non-credit professional meetings. Fifteen clock hours may be submitted for one-half PGU based on documentation. No session under 15 hours can be submitted.

Procedure 647.5
Research

1. Applied research projects must have prior approval of the instructional manager by and the Employee Relations Committee.
2. A maximum of six PGU's shall be accepted over a three-year period every three academic years if the research is not paid for under any contract with Cochise College. Eighty-clock hours work shall equal one PGU.
3. Original project objectives shall be developed by the applicant for approval by the instructional manager and the Employee Relations Committee.
4. Final copies of project research and results shall be cataloged in the Cochise College Library. Curriculum projects, laboratory development, or construction of aids will not be considered research.

Procedure 647.6
Certification, License, and Ratings

1. A maximum of nine PGU's may be granted over a three-year period for new licenses, certificates, or ratings awarded by recognized agencies or professional

associations for training related to the faculty member's subject area as approved by the instructional manager and the Employee Relations Committee prior to initiating the work required for a certificate or license.

2. PGU's cannot be considered if the certificate or rating is necessary for employment or continued employment. Renewal of certificate, license, or rating cannot be considered for PGU's.

Procedure 647.7

Fine Arts Performances, Productions or Publications

1. Fine Arts faculty may submit one new special project each academic year for three PGU's for such projects as an art show on public exhibit, a musical or theatrical production outside the instructional assignment, or an original work performed or published for a general audience.
2. Projects receiving financial remuneration, excluding awards, shall not be considered for PGU's.
3. PGU's shall be based on the number of hours spent outside of the teaching contract workday in professional competition or professional performance.
4. Research or preparation time shall be granted one PGU for eighty clock hours. A maximum of six PGU's may be earned every three years.
5. Performers gaining recognition by placing in a county, state, or national competition may request one PGU on the basis of professional recognition to the institution.

Procedure 647.8

Travel

1. Travel projects including sabbatical travel require prior approval by the instructional manager and the Employee Relations Committee.
2. Any approved travel project must enhance and broaden the applicant's knowledge and ability to perform their assigned duties. Detailed monthly travel objectives must be confirmed with materials for classroom instruction such as slides, art objects, recordings, or collected technical materials.
3. Documentation must correlate with the objectives approved by the committee prior to travel.
4. Travel is limited to a maximum of six units each three academic years. One PGU may be granted for each twenty days travel time.