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PROFESSIONAL DEVELOPMENT PLAN
FOR SALARY PLANS A AND D EMPLOYEES

Introduction

The plan for professional development was recommended to the President by a statewide College committee. This plan was approved by the Board of Trustees on December 15, 1987, for a July 1, 1987, retroactive implementation. Effective July 1, 1990, the Board of Trustees approved inclusion of Salary Plan D employees into the Plan. In the FY 96 Budget Bill, approval was granted to allow for lane advancements twice per year (January 1 and July 1). In FY 97, a Professional Development Evaluation Committee was created for the purpose of conducting a comprehensive review of the Professional Development Plan and recommending changes. The recommended changes were approved by the Board of Trustees at their June 16, 1997 meeting and implemented on July 1, 1997. In FY10 a Professional Development Plan Review Committee conducted a comprehensive review of the Plan and recommended changes; these changes were approved by the Board of Trustees at the June 7, 2011, meeting.

Philosophy

The Professional Development Plan for Salary Plans A and D Employees (Associate, Bachelor, B+15, B+30, Master’s, M+15, M+30, M+45, Doctorate) was developed and funded for the express purpose of continuing excellence in the quality of the educational programs at Delaware Technical & Community College. The Plan was also developed with the idea of being consistent with and supportive of the College Mission, Vision Statement, and Strategic Plan. To achieve objectives, the Plan seeks to encourage employees to engage in a continuous, career-long process of professional development. Through graduate and undergraduate studies and professional growth activities,

Professional Development Plan

July 1, 1997
Revised 3/16/99; 6/7/11
employees are encouraged to develop new and expanded skills, attitudes, and understandings
designed to enhance educational practices and provide additional strategies and tactics for achieving
educational objectives. Thus, the Professional Development Plan should be an ongoing, changing,
responsive plan with the purpose of assisting and encouraging employees to engage in a process of
professional self-renewal. The information in the Plan pertaining to Salary Plan A and D lane
advancements applies only to regular full-time employees and temporary full-time-greater-than-nine-months. Employees are encouraged to share newly-gained knowledge/skills with other staff
via department meetings, in-service presentations, campus employee enrichment workshops, etc.

Administration/Interpretations

The Assistant Vice President for Human Resources in the Office of the President, or his/her
designee, shall provide interpretations and administrative oversight of the Professional
Development Plan. A Professional Development Evaluation Committee shall convene at the
request of the Assistant Vice President for Human Resources for the purpose of reviewing and
recommending Plan revisions that meet the changing needs of employees and/or changing
vision/strategic plan of the College.

Definitions

1. Professional Development Program

A Professional Development Program is a program of activities leading to an employee's
lane advancement to an Associate's, a Bachelor's, Bachelor's + 15 (B+15), Bachelor's + 30
(B+30), Master's, Master's + 15 (M+15), Master's + 30 (M+30), Master's + 45 (M+45), or
Doctoral degree.
2. **Credit Calculation**

All course credits must be expressed in terms of semester credits. College or university credits expressed in quarter credits will be converted to semester credits by multiplying the number of quarter credits by two-thirds. In the case of professional growth credits, 15 clock hours of activity is considered the equivalent of one credit. For activities of less than 15 hours (one hour minimum), credits will be calculated proportionately, with every one hour equaling 1/15 of a credit. In calculating credits, the hours involved in a particular growth activity are summed and then rounded down to the nearest hour. (Lunch/dinner hour breaks are to be excluded in determining the number of credits to be awarded for each activity, unless the break includes a structured learning activity.)

3. **Regional Accreditation**

Regionally accredited higher education institution refers to an institution accredited by one of the following associations:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
4. **Lane Advancement Requirements**

Each +15, +30, and +45 development lane requires the successful completion of enough academic courses/professional growth activities to acquire the equivalent of fifteen (15) total credits. For each fifteen (15) credit lane advancement a minimum of nine (9) graduate credits is required. The remainder of the lane advancement may be comprised of any combination of the following credits, provided that in each category it contains no more than (a) three (3) undergraduate credits, (b) six (6) professional growth activity credits, (c) three (3) credits from the Personal Development Dimension, or (d) six (6) Instructional Design & Technology (IDT) credits. The exception to the above is that fifteen (15) IDT credits may be used one time only to fulfill all the credit requirements for a single lane advancement.

Notwithstanding the foregoing, any academic courses/professional growth activities approved before July 1, 2011, may be used one time only on or before July 1, 2013, to fulfill the credit requirements for a single lane advancement, provided that any additional credits needed to complete the requirements for a lane advancement shall be graduate level or IDT credits. Any academic courses/professional growth activities approved prior to July 1, 2011, that are not used for a lane advancement on or before July 1, 2013, may be used for subsequent lane advancements but shall be subject to the limitations set forth above.

(Approved Board of Trustees, April 17, 2012)
5. **Graduate Level Course**

“Graduate level course” means any course which is awarded graduate level credit by a regionally accredited college or university. (See *Definitions, Regional Accreditation, Page 5*) Prior approval must be obtained for courses taken while employed by the College. Graduate courses which are relevant and useful to the employee’s assignment may be utilized for placement in a +15, +30 or +45 lane at the time of hire.

6. **Graduate Level Course of Study**

A non-matriculated but focused and coherent program of study (e.g., a certificate program) which is directly linked to professional responsibilities.

7. **Matriculated Graduate Credit**

Matriculated graduate credit means credit earned from a regionally accredited college or university toward a master’s degree or a doctoral degree.

8. **Undergraduate Level Courses**

Undergraduate level courses are courses which are offered at a regionally accredited higher education institution (See *Definitions, Regional Accreditation, Page 5*) While undergraduate courses or activities are generally not approved for lane advancements, they may be approved for use if the information and skills are (a) directly relevant to the operations of the College, (b) are not obtainable at the graduate level, or (c), would not have been included in the employee’s undergraduate preparation.

9. **Professional Growth Activities**
Professional Growth Activities are individual activities, examples of which are listed below, which contribute to the professional growth of the College employee and are relevant and useful in his/her assignment. Professional growth activities must have prior approval and can be earned only while a regular full-time or temporary full-time greater-than-nine-months employee of the College. A maximum of three credits will be allowed for each individual activity. Examples which qualify for professional growth credit are:

- Workshop/Seminar
- Business/Industrial Employment Experience
- Professional Certification
- Mentoring and/or Mentoring Training Programs
- Activities which award Continuing Education Units (CEUs) (excluding activities which are strictly correspondence in nature)
- Other activities deemed by the appropriate Dean/Director/Administrator to be relevant and useful in the employee's assignment

Activities requiring the attendance of, or are voluntarily attended by, employees such as in-service sessions and Teacher Resource Center workshops not specifically designated by the campus Dean of Instruction, cannot be used for credit toward lane advancement.

10. **Dimensions of Development**

(a) **Professional Development**

Professional development activities in general are those targeted to continuing and enhancing knowledge in an individual’s designated discipline or technology.
Professional development activities should be tailored to the particular needs of an individual. These types of professional development activities consist primarily of workshops, seminars, undergraduate courses, and graduate courses.

(b) **Instructional Development**

Instructional development activities are those targeted to improving teaching skills, course planning and organization, instructional methods, curriculum development, student assessment, and use of technology in the classroom. The goal of instructional development activities is to enable instructors to have a repertoire of skills in order to be effective for different kinds of students and a variety of learning goals.

(c) **Personal Development**

Personal development activities are those targeted to sustaining motivation, energy, and productivity over the course of one’s career. Unless individuals themselves feel valued, fulfilled, and competent as whole persons, they cannot contribute greatly to students’ growth or institutional well-being. The goal of personal development is to develop imaginative, compassionate human beings capable of strengthening their educational institution and serving as the educational leaders of students. A maximum of three (3) credits per lane advancement is allowed from the Personal Development Dimension.

(d) **Organizational Development**

Organizational development activities are those targeted to creating an effective organizational environment for teaching and learning, including team building, conflict management, and problem solving. Organizational development is concerned with the
institution itself -- an institution in which individuals must function not only within their respective departments, but also within the larger college.

**Rules and Regulations**

1. **Acceptable Grades**

   All grades for credit submitted for professional development lane advancement must be a "C" or better. In the case of credits earned on a "pass-fail" or "satisfactory-unsatisfactory" basis, a grade of "pass" or "satisfactory" will be accepted. A Listener grade will not be accepted.

2. **Acceptable Credits**

   Credits for Professional Development Programs leading to a B+15, B+30, Master’s, M+15, M+30, M+45, or Doctorate must be earned after the Bachelor's degree. Undergraduate courses or activities are generally not approved for lane advancements but may be approved for use if the information and skills are (a) directly relevant to the operations of the College, (b) are not obtainable at the graduate level, or (c) would not have been included in the employee’s undergraduate preparation. In order to receive credit for a graduate course, an undergraduate course, or a professional growth activity, prior approval is required.

3. **Relevant and Useful Credits**

   In order for courses and professional growth activities to be considered relevant and useful, they must (a) be relevant and useful within the employee’s work assignment as defined in the four (4) Dimensions of Development on Page 7; or, (b) enhance educational practices.
Determination of which credits and programs are relevant and useful to the employee will be made by the appropriate Dean/Director/Administrator.

4. **Excess Credits**

Credits earned in excess of those required by the granting institution for the Bachelor’s and/or Master's degree may be used in a M+15, M+30, or M+45 Professional Development Program so long as such credits were not used for lane advancement to B+15 or B+30. Employees must provide proof that credits are in excess of those required for the degree. In addition, excess professional growth credits may be "banked" and carried over to the next lane. No credit, however, may be used more than once.

5. **Effective Date of Salary Adjustment**

Lane advancement will be effective as follows:

<table>
<thead>
<tr>
<th>Lane Advancement Requirements Completed</th>
<th>Date of Salary Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>No later than June 30</td>
<td>July 1</td>
</tr>
<tr>
<td>No later than December 31</td>
<td>January 1</td>
</tr>
</tbody>
</table>

Salary adjustments will be made only after the evaluation and approval of the employee's Professional Development Lane Advancement Application (Form PD-3) and receipt of required transcript(s). Salary adjustments will not be made in the event lane increases are not included in the State budget in any given budget year.

6. **Workshops/Seminars/Activities which Award Continuing Education Units**

Credit for attendance and participation in workshops/seminars/activities which award Continuing Education Units may be allowed. (See Definitions, Credit Calculation,
Page 3.) While entire conferences may not be allowed for credit, workshops/seminars and other structured learning activities within the conference may be considered for credit. Time spent at conferences/workshops/seminars on activities other than attendance at workshops/seminars (i.e., meal breaks, breaks, social events, etc.) are not counted for credit.

7. Business/Industrial Employment Experience

Business/industrial employment after original date of hire may be acceptable for professional growth credit provided:

(a) The employment is in a vocational or technical science field equal to or closely allied with the employee's work assignment.

(b) The employment experience is such that the employee will gain additional knowledge and/or expertise in that field.

It shall be the responsibility of the employee when seeking prior approval to provide acceptable documentation outlining how the above criteria will be satisfied in the course of employment for which credit is sought. One credit will be awarded for each month of full-time (a minimum of 150 hours/month) employment, not to exceed three (3) credits for any one employment experience. In order to receive credit for this employment experience, the employee must receive prior approval from his/her supervisor, and it must be completed outside of normal working hours, when employee is (1) on leave of absence, (2) not under contract, or (3) not in any contractual agreement with the College.

8. Professional Certification
Credit may be awarded for the attainment of a regionally or nationally recognized professional certification as provided on an approved list developed by the joint Deans of Instruction. Three (3) Professional Growth credits shall be awarded for each approved certification completed. Request for credit for certification not on the approved list shall be submitted to the campus Dean of Instruction prior to November 1 or April 1 of each year for review and approval/disapproval by the Collegewide committee. In order to receive credits for professional certification, the certificate must be awarded while the individual is employed full-time by the College. NOTE: If Professional Development or Professional Growth credits have been awarded for coursework and/or other activities required for the certification, no credits shall be granted for the certification itself.

In certain circumstances it may be more advantageous to receive Professional Growth credits for workshops/seminars/courses required for certification rather than for the certification itself. It is the responsibility of the employee to determine and request prior approval for the appropriate activity(s).

9. Mentor Assignments

One (1) credit (15 hours) per academic year will be awarded for serving as a mentor in the New Faculty Development Program.

10. Final Credit for Professional Growth Activity

Upon completion, and before final credit is authorized for any professional growth activity, the employee shall submit to his/her Dean/Director/Administrator documentation (e.g., seminar brochure, workshop agenda, program itinerary, etc.).

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Revised 3/16/99; 6/7/11
11. **Degree Program Approval**

Prior approval of a degree program (Bachelor’s, Master’s, Doctorate) must be obtained through the completion of the Prior Approval of Degree Program Application (Form PD-1). The completion and submission of this Application is required prior to embarking in a formal degree program. Receiving prior approval for the degree program does not exempt individual courses within the program of study from being subject to prior approval.

12. **Research Approval Request**

Employees wishing to conduct research using any College resource or data, including surveying College faculty, staff, and/or students, must obtain prior approval by completing a Research Approval Request Form which is forwarded to the Dean/Director, Vice President and Campus Director, and Vice President for Academic Affairs.

13. **Appeals**

(a) **Appeals Committee**

- At the commencement of each school year, a Collegewide Plan A Appeals Committee and a Collegewide Plan D Appeals Committee will be appointed by the College President. The Plan A Appeals Committee shall consist of five (5) members: one (1) Plan A employee from Corporate and Community Programs, one (1) from Student Services, and one (1) from Instruction; one Faculty Senate member (or faculty member appointed by the Campus-wide Senate); and one administrator. The Plan D Appeals Committee shall consist of: one (1) Plan A employee from the...
Collegewide Plan A Appeals Committee; the administrator from the Collegewide Plan A Appeals Committee; and one (1) additional administrator. Each of the Committees shall appoint a chairperson from amongst its respective members.

- The Assistant Vice President for Human Resources shall serve in an advisory capacity to both of the Collegewide Appeals Committees.
- The Appeals Committees will meet quarterly when any appeal is pending.
- A quorum (any three members for the Collegewide Plan A Appeals Committee) (all three members for the Collegewide Plan D Appeals Committee) of Committee members must be present in order to review an appeal.

(b) Appeals Process

- An employee shall have twenty (20) calendar days from the date of his/her Dean/Director/Administrator's disapproval of the Prior Approval of Professional Development Activity Application (Form PD-2) in which to file an appeal.
- The appeal must be filed on the Appeals Form (Form PD-4) and be submitted to the Human Resources Office in the Office of the President with a copy given to the Campus Human Resources Office. A copy of the Prior Approval of Professional Development Activity Application
(Form PD-2) indicating disapproval must be attached to the Appeals Form (Form PD-4).

- The Dean/Director/Administrator and the appellant shall be given the opportunity to meet individually with the appropriate Collegewide Appeals Committee.

- The Collegewide Appeals Committees shall meet within 20 calendar days of receiving the appeal and will issue a written decision within 10 calendar days of that meeting. The written decision is given to the employee with a copy to the Dean/Director/Campus Director and campus Human Resources Office. This decision is final and non-grievable.

- If the appellant does not meet the required timeline, the original decision is considered upheld. If the respective Appeals Committee does not meet its timeline, the original decision is reversed.

- A majority vote of the quorum of the Collegewide Committee is required to reverse the decision of the Dean/Director/Administrator.

Application Procedures

1. Prior Approval of Professional Development Activity Application (Form PD-2)

   (a) To receive approval for a professional growth activity, graduate course or undergraduate course, it is the responsibility of the employee to secure, complete, and return the proper form to his/her Department Chair/Immediate Supervisor for initial review and recommendation for

Professional Development Plan

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approval/disapproval. The Department Chair/Immediate Supervisor will forward the form to the Campus Human Resources Director for review and forwarding to the appropriate Dean/Director/Administrator for final approval/disapproval.

This form must be submitted to the appropriate Department Chair/Immediate Supervisor for forwarding to the Human Resources Director and appropriate Dean/Director/Administrator with all supporting documentation prior to the beginning date of the activity. A request submitted after the start of the activity will not necessarily be approved.

(b) All course credits must be expressed in terms of semester credits. (See Professional Development Plan, Definitions, Credit Calculation, Page 4.)

(c) Before final approval is granted for any professional growth activity, documentation (e.g., seminar brochure, workshop agenda, program itinerary, etc.) must be submitted to the appropriate Dean/Director/Administrator. (See Professional Development Plan, Final Credit for Professional Growth Activity, Page 12.)

2. Professional Development Lane Advancement Application (Form PD-3)

(a) When applying for lane advancement, it is the responsibility of the employee to submit the completed application package in accordance with the published deadline to the Campus Human Resources Director for review and forwarding to the Dean/Director/Administrator for approval.

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(b) It is the responsibility of the employee to provide official transcripts or any other information that may be needed to verify requirements have been met for the lane advancement.

3. Prior Approval of Degree Program Application (Form No. PD-1)

(a) It is the responsibility of the employee to secure, complete, and return the required Application to the campus Human Resources Director (Assistant Vice President for Human Resources for Office of the President employees) for initial review and forwarding to the Department Chair/Immediate Supervisor for initial review, recommendation for approval/disapproval and forwarding to the appropriate Dean/Director/Administrator for final approval/disapproval.

(b) It is the responsibility of the employee to attach to the Application a copy of the course requirements for the degree program.

(c) This Application shall be submitted prior to matriculating into a formal degree program.

Note: Prior approval for a degree program does not exclude the requirement for prior approval of individual courses within the program of study.
APPENDIX

FORMS
The purpose of this Application is to allow Salary Plan A and D employees to receive prior approval for degree programs (Bachelor's, Master's, Doctorate). **NOTE: Prior approval for a degree program does not exempt the employee from the requirement of receiving prior approval for each course within the program which may be used for lane advancement to a +15, +30, or +45.**

Submit the completed form with a copy of the course requirements for this degree program to the appropriate Department Chairperson/Immediate Supervisor for forwarding to the Human Resources Director for review and forwarding to the appropriate Dean/Director/Administrator.

---

Name ________________________________ Emp# ___________________ Campus ___________________
Degree (Check One): [ ] Bachelor's [ ] Master's [ ] Doctorate
Degree Program (Major): _____________________________________________________________
College/University: __________________________________________________________________
Beginning date or semester: __________________   Anticipated graduation date:  _________________
Total number of credits required for degree: ____________ (Do not include prerequisites)
Describe how this degree program is relevant and useful to your current assignment:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

---

HR Director Review _____________ ___________________________________________________
Signature of Employee Date _______________
Recommend: ___ Approved* ____________________________________________ _____
___ Disapproved* Signature of Department Chair/Immediate Supervisor Date _______________
Degree Program: ___ Approved* ___________________________________________ ______
___ Disapproved* Signature of Dean/Director/Administrator Date _______________

*Based on documentation submitted

---

The Dean/Director/Administrator must send a completed copy of this form to the Employee and Campus Personnel Office.
INSTRUCTIONS
PRIOR APPROVAL OF DEGREE PROGRAM APPLICATION (PD-1)

The completion and submission of this Application is required prior to beginning a formal degree program. Receiving prior approval for a degree program will avoid confusion, false assumption and disappointment by employees who worked diligently toward completing a degree program only to find out the degree is not considered to be relevant and useful to one's assignment as required under the Professional Development Plan.

NOTE: Receiving prior approval for the degree program does not mean each course within the program will be considered for lane advancement because each individual course within the program may not be relevant and useful to one's assignment and, therefore, cannot be used for movement to +15, +30 or +45 lane. It is still necessary to receive prior approval for each course within the program.

1. It is the responsibility of the employee to secure, complete, and return the Application to his/her Department Chair/Immediate Supervisor for initial review, recommendation for approval/disapproval, and forwarding to the appropriate Dean/Director/Administrator for final approval/disapproval.

2. It is the responsibility of the employee to attach to the Application a copy of the course requirements for the degree program.

3. This Application should be submitted prior to beginning a formal degree program.

4. Prior approval for a degree program does not exempt individual courses within the program of study from being subject to prior approval.
Please read Application procedures on back before completing this form. Submit the completed form to the appropriate Department Chairperson/Immediate Supervisor for forwarding to Human Resources Director for review and forwarding to the appropriate Dean/Director/Administrator.

NAME ________________________________ Empl ID. ______________________ CAMPUS ________________

<table>
<thead>
<tr>
<th>Type of Activity/Course (Check One):</th>
<th>Dimensions of Development (Check One):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Course</td>
<td>Professional</td>
</tr>
<tr>
<td>Undergraduate Course</td>
<td>Instructional</td>
</tr>
<tr>
<td>Workshop/Seminar</td>
<td>Personal</td>
</tr>
<tr>
<td>Business/Industrial Employment Experience</td>
<td>Organizational</td>
</tr>
<tr>
<td>Professional Certification (See Note on reverse)</td>
<td></td>
</tr>
<tr>
<td>Mentoring for New Faculty Development Program</td>
<td></td>
</tr>
<tr>
<td>Continuing Education Unit (CEU)</td>
<td></td>
</tr>
</tbody>
</table>

Title of Activity/Course ____________________________________________

Will this activity/course be used toward any type of nationally recognized professional certification?  [] Yes  [] No

If yes, what certification?  ____________________________________________

Sponsoring Organization ____________________________________________

Beginning Date ______________ Ending Date ______________ Activity Hours ____________________

No. of Credits Requested ____________________ (Maximum of 3 per Activity)

Describe how this activity/course will be relevant to and useful in your current assignment. What are your objectives with this project? (Use additional 8½” x 11” sheets where necessary.)

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

HR Director Review ____________________________________________

Signature of Employee __________________ Date __________________

Recommend:  Approval [ ]  Disapproval [ ]

Signature of Dept. Chair./Immed. Supervisor __________________ Date __________________

Activity/Course Approved [ ]  Activity/Course Disapproved [ ]

Signature of Dean/Director/Administrator __________________ Date __________________

Reason for Disapproval ____________________________________________

FINAL APPROVAL (To be completed after Professional Development Activity is completed.)

[ ] Appropriate Documentation submitted __________________ Date __________________

Number of Credits/Hours ____________________________________________

Signature of Dean/Director/Administrator __________________ Date __________________

The Dean/Director/Administrator must send a completed copy of this form to the Employee and Campus HR Office.

(To be duplicated on green paper)
INSTRUCTIONS
PRIOR APPROVAL OF PROFESSIONAL DEVELOPMENT ACTIVITY FORM (PD-2)

1. To receive approval for a professional growth activity or course, it is the responsibility of the employee to secure, complete, and return the proper form to his/her Department Chair/Immediate Supervisor for initial review and recommendation for approval/disapproval. The Department Chair/Immediate Supervisor will forward the form to the Campus Human Resources Director for review and forwarding to the appropriate Dean/Director/Administrator for final approval/disapproval.

2. This form must be submitted to the Department Chair/Immediate Supervisor one month prior to the beginning date of the activity. A request submitted outside of the established time frame will not necessarily be disapproved; however, approval/disapproval prior to the activity cannot be guaranteed.

3. All course credits must be expressed in terms of semester credits. (See Professional Development Plan, Definitions, Credit Calculation, Page 4.)

4. Before final approval is granted for any professional growth activity, documentation (e.g., seminar brochure, workshop agenda, program itinerary, etc.) must be submitted to the appropriate Dean/Director/Administrator. (See Professional Development Plan, Final Credit for Professional Growth Activity, Page 12.)

NOTE: In certain circumstances it may be more advantageous to receive Professional Growth Credit for the workshops/seminars/courses required for certification rather than the certification itself. It is the responsibility of the employee to determine and request prior approval for the appropriate activity(s).
PROFESSIONAL DEVELOPMENT LANE ADVANCEMENT APPLICATION (PD-3)

Please read Application procedures on back before completing this form. Submit completed form to the Campus Human Resources Director for review and forwarding to the appropriate Dean/Director/Administrator. If Application is for advancement to a +15, +30 or +45 lane, complete A.1 and A.2 below.

NAME _____________________________ Empl ID # _______________ CAMPUS ____________________

I wish to apply for advancement to: [ ] Assoc. [ ] Bachelor [ ] B+15 [ ] B+30
(Please check appropriate box.) [ ] Master [ ] M+15 [ ] M+30 [ ] M+45 [ ] Doctorate

A.1 List below completed and approved graduate and undergraduate courses that have been completed and approved. Attach approved Prior Approval Form (PD-2) for each course.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Grade</th>
<th>College/University</th>
<th>Date Completed Month/Year</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

TOTAL ______

A.2 List below completed and approved professional growth activities that have been completed and approved. Attach the approved Prior Approval Form (PD-2) form for each professional growth activity.

| | | | | |
| | | | | |
| | | | | |
| | | | | |

B. An official transcript must be submitted as verification of courses/degrees.

For VP & CD or President Signature

Approved ________________________

Signature of Employee ____________________ Date __________

Human Resources Director Review ____________________ Date __________

Dean/Director/Administrator ____________________ Date __________

Effective Date ____________________________

(July 1 or January 1, year)

Form to be duplicated on yellow paper

Original: Office of the President Human Resources Office

cc: Vice-President & Campus Director; Dean/Director/Administrator; Employee; Campus Human Resources Office

Professional Development Plan July 1, 1997

Rev. 3/16/99; 6/7/11
INSTRUCTIONS

PROFESSIONAL DEVELOPMENT LANE ADVANCEMENT APPLICATION (PD-3)

1. Read the Professional Development Plan before submitting this Application.

2. It is the responsibility of the employee to secure, complete, and return this completed Application to the Campus Human Resources Director for review and forwarding to the Dean/Director/Administrator.

3. It is the responsibility of the employee to provide official transcripts or any other information that may be needed as documentation.

4. This Application should not be submitted prior to the completion of all courses/activities.

5. All course credits must be expressed in terms of semester credits. (See Professional Development Plan, Definitions, Credit Calculation, Page 4.)
PROFESSIONAL DEVELOPMENT APPEALS FORM (PD-4)

Please read the Appeals Section in the Professional Development Plan before completing this form. Submit this form with a copy of the denial related to the area you are appealing (PD-2 Form or PD-3 Form) to the Office of the President Human Resources Office. In addition, a copy is to be provided to the Campus Human Resources Office.

NAME_____________________________________________ CAMPUS ___________________

Date notice of disapproval was received _____________________________________________

Reason for the appeal
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

__________________________________   __________________
SIGNATURE OF EMPLOYEE    DATE

For OOP Human Resources Office Use Only

Appeal No. _______ Date Received: _____________ Committee Meeting Date: _____________

Committee: _____A   _____D

Form No. PD-4, Page 1 of 2
Committee Members:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Decision:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Date Decision Issued: _______________________________