

**2020-21 PCEC GUIDELINES**  
**CRITERIA FOR APPROVAL OF PROFESSIONAL IMPROVEMENT UNITS (PDUS)**

Academic employees are encouraged to update their knowledge and skills, both as generalists and specialists. The committee’s goal is to encourage substantive development of the faculty and to educate new and current faculty on how to advance on the salary schedule relevant to professional development activities that relate to one or more of the following:

1. Academic employee's job description;
2. Content of a current or proposed course;
3. Innovation in teaching, counseling, or serving the college community;
4. Academic publications and editing
5. Communications with students or staff;
6. Student interest in the activity or subject;
7. Instructional or information deliveries, teaching pedagogies, or counseling and advising techniques;
8. Understanding of community college students, staff, organization, management, or community college objectives.
9. Association of discipline or service area with charitable and/or non-profit community service organizations.

An activity is not eligible where previous PDUs were earned for salary advancement, unless technologies or concepts have changed and have rendered earlier training as obsolete. All professional development activities are eligible for salary advancement, subject to PCEC guidelines, regardless of funding source, i.e. college, state, grant, etc.

The following categories provide opportunity for professional development and are eligible for (PDUs) towards salary advancement so long as the activity is justified by the academic employee’s specific teaching assignment and/or by the academic employee’s Professional Development Plan (PDP):

- Academic (accredited) coursework
- Field Work, Internships or Clinical Experience
- Reading, Research & Development
- Travel
- College In-Service Training
- Conferences, Workshops, or Seminars
- Course/Curriculum Work
- Community Service
- College Committee Chair
- Publishing and editing academic materials

**DEADLINES FOR SUBMISSION:**

Quarter	Deadline Date
<b>Fall</b>	New collection set-up
<b>Winter</b>	March 1, 2020
<b>Spring</b>	April 1, 2020*
<b>Contract Due Date</b>	May 1, 2020

\*Any submission after this point will be considered “as is.” No redress will be available.

**DEFINITION OF CATEGORIES:**

**Upper Division Academic Credit Units:** Credits earned in accredited programs at colleges or universities shall be equal to one (1) PDU for each quarter credit or one and a half (1.5) PDUs for each semester credit. Graduate courses in one's

teaching field or an approved course of study for an advanced degree are automatically approved. Credits earned in a planned retraining program are allowed. Undergraduate courses may be approved if justified by the academic employee's specific teaching assignment, subject to the per year limitation as identified in the faculty contract.

**Field Work, Internships or Clinical Experience Units:** Field work or clinical experience shall be equal to one (1) PDU for each forty (40) hours worked, not to exceed ten (10) PDUs in any one (1) reporting year. For self-employed individuals, credible documentation may include a business card and a work schedule/log supporting the hours of the activity. These activities must be applicable to the individual's discipline or involve methods of instruction, or be a part of the faculty's professional development plan.

**Research and Development Units:** Independent research and development activities which are in excess of the normal contractual obligations and outside regular working hours of the academic employee may earn additional PDUs at the rate of one (1) PDU for each twenty (20) hours of satisfactory work completed. The reading, research and development category includes efforts in staying current in one's discipline area. These activities must be applicable to the individual's discipline or involve methods of instruction, or be a part of the faculty's professional development plan. R&D activities cannot exceed ten (10) PDUs in any one (1) year.

**Travel Units:** Experience in either domestic or foreign travel related to the individual's instructional area may be counted at the rate of one (1) PDU for each 40 hours of travel time up to a maximum of ten (10) PDUs in any one (1) year. Hours counted must reflect actual activity and do not include time traveling to or from the destination or extra traveling time associated with personal business.

**College In-Service Training:** Faculty may earn PDUs at the following rates for in-service education programs offered by the college:

- 1 PDU per 16 hours of in-service education;
- As a presenter, 1 PDU per 8 hours of in-service education and/or related research and preparation time.

**Conference, Workshop, and Seminar Units:** PDUs may be earned for participation in conferences, workshops, and seminars that are appropriate to the individual's teaching assignment and are not offered by the college, regardless of funding source. Up to ten (10) PDUs can be earned in any one reporting year. These types of professional development activities will be awarded on the following basis:

- 1 PDU per 16 hours of actual conference, workshop, seminar or in-service activity time;
- As a presenter, 1 PDU per 8 hours of conference, workshop, seminar, in-service activity time and/or related research and preparation time.

**Course/Curriculum Work:** Work directly pertaining to the development or revision of specific course, curriculum or delivery (including related research) will convert to PDU's at the rate of 1 PDU per 40 hours.

**Community service activities** may be counted as professional development activity at the rate of (1) PDU for each forty (40) hours of verified community service up to ten (10) PDUs in any one (1) reporting year.

**Committee Chair:** - All full-time academic employees are expected to serve on college committees. However, the added workload and time commitment of faculty serving as committee chairperson, not compensated a monetary stipend, is recognized by the award of one (1) PDU per quarter.

**Publishing & Editing Academic Materials:** This activity acknowledges and rewards academic employees for publication of academic journal articles, books by academic press or established publishers, review of book-length manuscripts published by academic press or established publishers, etc. Award is based on the character of the publication, and would be subject to a rating scale that recognizes the nature of the publication. Professional development credits can be considered for any publishing and editing activities completed during employment at Olympic College at the rate of (1) PDU for 20 (hours).

**SECTION I: REQUEST (Completed by Faculty Member and submitted on Canvas)**

<b>Name:</b>	<b>Division:</b>
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**Request:**

**How does this request relate to your Professional Development Plan and how does it directly relate to your assigned Teaching/LRC/Counseling responsibilities** (attach additional information if necessary)

<b>Date(s)/Time of Activity:</b>	<b>Sponsoring Organization:</b>
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<b>Academic Credit</b> (1 credit = 1 PDU; 1.5 credits for semester credit)	<b>Number Requesting</b>	<b>Professional Development Units</b> (See allocation below)	<b>Number Requesting</b>
<b>Upper Division Academic (accredited) coursework</b> (1 credit = 1 PDU; 1.5 credits for semester credit) The completed transcripts go directly to HR.		<b>Conference, Workshop, Seminar</b> (16 clock hours = 1 PDU; Presenter: 8 clock hours = 1 PDU)	
<b>Academic (accredited) coursework</b> (1 credit = 1 PDU; 1.5 credits for semester credit)		<b>Course/Curriculum work</b> (40 clock hours = 1 PDU)	
<b>Field Work, Internships or Clinical Experience</b> (40 clock hours = 1 PDU not to exceed 10 PDUs in any given year)		<b>Community Service</b> (40 clock hours = 1 PDU not to exceed 10 PDUs in any given year)	
<b>Reading, Research &amp; Development</b> (20 clock hours = 1 PDU)		<b>College Committee Chair</b> (1 PDU per quarter)	
<b>Travel**</b> (40 clock hours = 1 PDU maximum of 10 in any given year)		<b>Publishing &amp; Editing Academic Materials</b> (20 clock hours = 1 PDU)	
<b>Note:</b> Faculty are encouraged to take academic coursework related to their field at upper division to receive academic credit		<b>**Requires record be maintained for time spent on Travel or R&amp;D, and the completion of a brief report of what the activity entailed.</b>	

**Deadlines:**

	<b>Deadline Date</b>
<b>Canvas Site goes Live</b>	February 1, 2021
<b>1st Submission Date</b>	March 5, 2021
<b>2nd Submission Date</b>	April 2, 2021*
<b>Contract Due Date</b>	May 3, 2021

\*Any submission after this point will be considered "as is." No redress will be available.

**I recognize the deadlines for submission of PCEC requests and accept responsibility for tracking all forms as stated in the Collective Bargaining Agreement, Appendix B-1, 4.5**

**Please use the previous guidelines when submitting your request:**

**- ONE REQUEST PER SUBMISSION    - SUBMIT FORMS WITH PROPER DOCUMENTATION    - PDUs MUST BE CALCULATED**