

FACULTY FORUM PROPOSAL – May 28, 2026

~~ARTICLE 14-~~ ARTICLE 9 - PROFESSIONAL IMPROVEMENT AND DEVELOPMENT

The College recognizes the desirability of a broad professional improvement program that benefits the College and the faculty. To support that goal, the College funds and supports multiple opportunities for professional improvement and development.

~~14.1-~~ 9.1 Professional Improvement Resource Team (PIRT)

The Professional Improvement Resource Team (PIRT) will review faculty Professional Improvement Plans (PIPs) and requests for use of additional PIP funds. The professional improvement process will operate under guidelines and procedures established by PIRT.

- (a) Responsibilities: PIRT will provide assistance to faculty in drafting, developing, or revising their Professional Improvement Plans (PIPs), if needed. The committee will verify that the PIP is consistent with professional expectations of faculty and needs no further review. Finally, PIRT will review and approve all connected expenditures.
- (b) Operation: The Faculty Senate must oversee any changes to guidelines or procedures regarding the development or approval of PIPs and the distribution of funds to faculty members. Any proposed modifications to these guidelines and procedures must be developed in collaboration with and approved by Faculty Senate no later than the fifth (5th) week of Spring term for implementation in the following academic year.

~~(a) PIRT Membership: The voting membership of PIRT shall consist of six (6) faculty members from the Faculty Forum, four (4) elected by the faculty and two (2) appointed by the VPAA. Full committee membership must include at least one transfer and one CTE faculty member and may include Adjunct faculty. At least two (2) committee members must have tenure. The committee also includes the VPAA (or designee) and a committee specialist, both non-voting members.~~

~~Professional improvement is a responsibility of probationary and tenured faculty. Each probationary and tenured faculty member, excluding senior cell faculty, is required to submit and/or revise a four-year professional improvement plan according to a schedule and approved process provided by the College and complete the appropriate plan within the appropriate cycle. The plan shall be reviewed and approved by the Faculty Professional Improvement Resource Team (PIRT).~~

~~The plan shall also contain a description of planned professional development activities of the faculty member over the next four years which the faculty member proposes to accomplish.~~

~~Each probationary and tenured faculty member is assigned to a four-year cycle of professional improvement. Early in a cycle (no later than May 1 of the first year of a cycle, or no later than October 15 of the second year for first year probationary faculty), each faculty member shall submit the aforementioned four-year professional improvement plan. If during the course of the cycle the faculty member proposes substantive changes to an approved professional improvement plan, they~~

~~should file an amended plan.~~

~~Senior cell faculty who choose to complete an activity-focused PIP according to the same procedures required for FT temporary and adjunct faculty as described in Article 14.2(b) can access up to \$2,400 in a four-year period, starting with the four years following completion of the PIP cycle in which they entered senior cell status. There is no carry-over of unused monies to the next four-year period, but rather the maximum resets to \$2,400 for the next four-year period.~~

~~(b) Term: Faculty members will serve three (3) year terms, staggered annually to provide continuity. The chairperson of PIRT shall be elected each year by the PIRT membership.~~

~~Full-time temporary or adjunct instructors who have taught a minimum of forty-five (45) load units for the College (part-time/adjunct/full-time) are eligible to apply for up to \$500 in professional improvement funds per academic year. Once eligibility is established, and with consecutive full-time temporary or adjunct appointments, unused amounts will accrue from one year to the next to a maximum accrual of \$1,000 per full-time temporary or adjunct instructor. Because funds for all full-time temporary or adjunct PIP activities are limited, it is not guaranteed that all approved full-time temporary or adjunct professional improvement requests will be funded.~~

~~In the event that a full-time temporary or adjunct instructor's contract is not renewed, any unused accrual amount for that individual will revert to the Full-time Temporary/Adjunct PIP account.~~

~~Full-time temporary or adjunct instructors who intend to apply for PIP funds will prepare a Professional Improvement Plan for submission to PIRT following the approved PIRT guidelines.~~

9.2 Professional Improvement Process

- (a) Each probationary faculty member is required to submit a four-year professional improvement plan (PIP) by October 15 of their second year. After this initial cycle, or after a faculty member has been awarded tenure, they may submit either a four-year PIP or an activity-focused PIP. New PIPs should be submitted to PIRT by October 15, in either the first year of a four-year cycle or the (first) year in which an activity-focused PIP will take place, although PIPs will be reviewed by PIRT up until the first Friday of the Spring term each year.
 - i. Tenured faculty should have either a four-year or activity-focused PIP on file each academic year, although in certain circumstances they may have a gap of up to one year in filing a PIP. Gaps of longer than one year will result in forfeiture of one salary step (see **Article 10.1[c]**).
- (b) Full-time Temporary or Adjunct instructors who have taught a minimum of forty-five (45) load units for the College (part-time/adjunct/full-time) are eligible to submit an activity-focused PIP. These PIPs may be submitted at any time during the academic year but must be reviewed and approved by PIRT before funds can be allocated.
- (c) In order to assure linkage of activities to the Professional Improvement Plan, funding

- requests should be submitted and approved prior to the activity or purchase whenever possible. Funding requests must be submitted using the forms posted on the PIRT website.
- (d) Requests for excess PIP funds should be submitted in advance for PIRT approval, normally two weeks prior to any needed expenditure. Such requests are subject to the terms set in 9.3(b).
- (e) ~~As soon as possible in the first year of this Agreement, the College will simplify and streamline the process for requesting funds for PIP-aligned expenditures, according to the following parameters:~~
- ~~i. To request funds, a member must have a PIRT-approved PIP on file (either a four-year plan or an activity-based PIP).~~
 - ~~ii. Funding requests should include the actual or estimated cost of expenditures and should be automatically approved if the member has sufficient funds in their PIP account. These requests may be submitted in advance of or after purchases, but the request should include the full amount requested.~~
 - ~~iii. Requests should include a brief description of how this expenditure aligns with the faculty member's approved PIP. This statement shall be sufficient for approval and the faculty member is responsible for its accuracy and completeness.~~
 - ~~iv. Reimbursement will be subject to the procedures set by Fiscal Services (i.e., submission of original receipts, prior approval for out-of-state travel, etc.)~~
 - ~~v. Requests for excess PIP funds should be submitted in advance for PIRT approval, normally two weeks prior to any needed expenditure. Such requests are subject to the terms set in 9.3(c).~~

14.2. 9.3 Professional Improvement Accounts

- (a) Funds will be put into the respective Professional Improvement Accounts according to the rates which follow:

~~\$600~~~~1000~~ \$800 per year, per full-time, probationary and tenured faculty member.

\$600 per year, per full-time temporary faculty member.

~~\$250~~~~400~~ per year, per full-time temporary and adjunct faculty member.

~~instructor up to a maximum contribution of \$6,000 in any given year~~

- (b) Full-time probationary and tenured faculty can access up to ~~\$4,000~~3,200 in a four-year period for either a four-year or activity-focused PIP(s). Faculty members who have exhausted their individual funds may apply for excess PIP funds, if such funds are available.

~~If the balance in the full-time temporary/adjunct instructor professional improvement account on July 1 of any year exceeds \$15,000, up to \$5,000 of this balance may be used by the Vice President of Academic Affairs for professional development activities for the full-time temporary and adjunct instructors including, but not limited to, curriculum development, workshops, speakers funds for assessment or other approved College service. Full-time temporary and adjunct instructors with an approved professional improvement plan may submit a request to the Vice President of Academic~~

~~Affairs for PIP funds (in accordance with PIP guidelines for full-time temporary and adjunct instructors) to draw on this account for assistance in completing the professional improvement activities, subject to the limitations of Article 14.1(b) and 14.2(a).~~

- (c) If on July 1 of any year the projected carry-over into the next year of the full-time PIP account is estimated to be in excess of \$75,000, the College may move up to \$35,000 to a targeted fund to support faculty activities beyond those covered by professional travel or PIP funds. Such activities include but are not limited to those developed and offered by the Center for the Advancement of Faculty Excellence (CAFE) for all faculty; special department or program activities that would benefit faculty, including full-time and adjunct; or other unique professional development opportunities for smaller groups or individuals.
- i. Requests to access these funds may be submitted by individual faculty; groups of faculty; departments or programs via chairs or directors; or Instructional administrators.
 - ii. PIRT will maintain control of such a fund and requests for its use may be submitted at any time during the academic year.
 - iii. PIRT will provide an end-of-year report to the Vice President of Academic Affairs and FFEC of all requests, denials, and approvals and any remaining balance in the fund. Balances will carry over to the next academic year.

~~If, on July 1 of any year the projected carry-over into the next year of the full-time PIP account is projected to be in excess of \$75,000, the College may move up to \$35,000 to a targeted fund to be drawn on at the discretion of the Vice President of Academic Affairs to support program innovation or unique professional development opportunities beyond those covered by professional travel or PIP funds, when the project or activity has the support of the department. An annual spending report of any funds moved from the PIP account for such purposes will be made to the Forum, upon request.~~

~~Although the funds are generated on a per faculty member basis, the funds are not considered to be a part of the salary of a faculty member, nor does any faculty member or the Forum have any claims on the funds except through an approved professional improvement plan.~~

- (d) Full-time temporary faculty with an approved activity-focused PIP can request up to \$600 in professional improvement funds per academic year, or up to \$1200 over a two-year period. In the event a full-time temporary faculty member's contract is not renewed, any unused accrual amount for that individual will revert to the Full-time Temporary/Adjunct PIP account.
- (e) Adjunct instructors with an approved activity-focused PIP can request up to \$400 in professional improvement funds per academic year, or up to \$800 over a two-year period. In the event an adjunct faculty member's contract is not renewed, any unused accrual amount for that individual will revert to the Full-time Temporary/Adjunct PIP account.

~~If a faculty member is to receive a salary or reimbursement for an activity which is presented for professional improvement funding, a budget for the professional improvement should be submitted which includes the salary or reimbursement. In no case should the total of the outside salary and/or~~

~~reimbursement, and the College funds exceed 110% of the faculty member's pro-rated regular salary for the period.~~

- (f) If the balance in the full-time temporary/adjunct faculty professional improvement account on July 1 of any year exceeds \$15,000, up to \$5000 of this balance may be used by department chairs, program directors, or the VPAA for professional development activities for the full-time temporary and adjunct faculty, including but not limited to: compensation for participation in workshops, trainings, or other professional improvement activities on campus; stipends for assessment work or other approved College service; or similar activities.
 - i. Any full-time temporary or adjunct faculty is eligible to request these funds, regardless of their terms of service; requests may also be submitted on their behalf by their department chairs, program directors, or Instructional Deans.
 - ii. PIRT will maintain control of such a fund and requests for its use may be submitted at any time during the academic year.
 - iii. PIRT will provide an end-of-year report to the Vice President of Academic Affairs and FFEC of all requests, denials, and approvals and any remaining balance in the fund. Balances will carry over to the next academic year.

~~(g) In order to assure linkage of activities to the Professional Improvement Plan, funding requests must be approved prior to the activity or purchase. In order to expedite requests presented at different times and in different formats, the Vice President of Academic Affairs or designee may approve a professional improvement plan and grant funds for activities or purchases in support of that plan, but normally the chair and Instructional Dean will be consulted. A probationary and tenured faculty member's professional improvement obligation must be carried out whether or not funding from the College is provided.~~

9.4 Department Professional Development Funds: the College agrees to continue the practice of making funds available for full-time faculty members through their department when the budget allows. These departmental professional development funds may be used for professional travel, membership in professional organizations, supplies and resources needed to support professional work, or any other expenditure that contributes to a faculty member's professional development, whether or not such needs are connected to a PIP plan or activity. Such expenditures and reimbursement requests need the approval of department chairs only.

- (a) Department funds may also be used to supplement PIP activity expenditures, in which case they would be included as part of the activity budget and reimbursement request.
- (b) Should departments have excess funds available at the end of the academic year, such funds may be requested by full-time or adjunct faculty to cover gaps in funding for approved Professional Improvement or Development activities, memberships, supplies, or resources.
- (c) Any changes in the availability or amount of these department funds shall be communicated to members through Faculty Senate by the first meeting of the academic year as an informational item.

9.5 Restrictions: if a faculty member is to receive a salary or reimbursement for an activity which is presented

for professional improvement funding, a budget for the professional improvement should be submitted which includes the salary or reimbursement. In no case should the total of the outside salary and/or reimbursement and the College funds exceed 125% of the faculty member's pro-rated regular salary for the period.