Board Procedure 400.21: Faculty Professional Development Extended Leave (FPDEL)
Personnel

A FPDEL leave may be granted with the President's approval and will be considered according to the following limitations and requirements:

Guidelines
The following guidelines are provided for teaching faculty interested in applying for FPDEL leave:

- The two primary purposes of the FPDEL are (1) the improvement of the educational program of the District and (2) the professional development of the applicant. Therefore, applications for FPDEL must be evaluated as to the value of the proposed program of study to the present assignment of the applicant or to a likely future assignment in the District.
- Applications showing a graduate degree program or a bachelor's degree for CTE faculty currently qualified to teach with workforce experience will usually be rated more highly than those that show no degree goal.
- It will be necessary for the degree-seeking applicant to show evidence of acceptance into a specific program and by an institution. When an applicant has already been attending a graduate institution, new evidence of acceptance will not be required unless there is a significant change in program or degree goal.
- There must be demonstrated aptitude to pursue successfully the indicated program. This aptitude may be indicated by evidence such as (but not limited to) prior academic record, responsibilities undertaken previously in one's career, acceptance by the graduate institution, and/or any aptitude tests such as the Graduate Record Examination.

- The applicant must list any courses to be taken as part of a degree program. Changes in the program will obviously be necessary in many instances, but the initial list of courses will provide evidence that the program has been systematically developed.

Provisions

Teaching faculty may be granted FPDEL under the following provisions with the President's approval:

- The applicant must have five years of continuous full-time faculty service prior to the sabbatical year including the previous year.
- The applicant must have five years of continuous full-time faculty service between sabbatical years including the previous year.
- A part-time regular (benefit eligible) teaching faculty member's years of service may be prorated to full-time equivalency.
- Teaching faculty members who have transferred into administrative positions within the District and subsequently back to teaching faculty positions will not lose their continuous years of service status, but must complete two years of additional faculty service before being eligible for the FPDEL benefit.
- Other approved leaves will not interrupt continuous service for FPDEL eligibility.
- Such FPDEL leave with full insurance benefits, partial salary and prorated leave benefits may be granted as follows:
    - A one-semester FPDEL may be taken in either the fall semester or spring semester.
    - Faculty shall teach 15 hours in the semester alternate from the leave.
    - Faculty will be paid full pay for the semester alternate from the leave.
    - During the semester in which FPDEL is taken, faculty will earn 25% of their regular salary. If faculty work more than 15 hours in the alternate

semester, then they are eligible for adjunct pay for the additional hours over 15.

- Faculty may not teach courses during the semester the FPDEL is taken.
- Terms of FPDEL absence will count towards years of service for salary and retirement purposes.

Process

The Provost will approve a written plan of education work and/or professional development before the leave request is submitted to the President. The proposal must include areas of study and a plan for implementation into the faculty member's course work and responsibilities. The Provost must also approve any change in the plan in advance of the leave.

In evaluating applications for FPDEL leave, the following factors may be considered:

- Relation of the program to the present or anticipated teaching assignment of the application and to special needs of the District.
- Effectiveness of teaching and professional dedication of the applicant, as evaluated by supervisors.
- Availability of a qualified replacement for the applicant during the period of leave, if necessary.
- Professional development of the applicant and or/contributions to the applicant's professional field.

Any person granted paid FPDEL leave must:

- Agree to be employed full-time (or the equivalent prorated time for part-time benefit-eligible faculty) by the District following the FPDEL period for the next five academic years. Persons terminating their employment prior to fulfilling the post FPDEL employment requirements will be expected to reimburse the District for their salary and benefits received during the FPDEL period. In the

event that the faculty member must leave prior to the end of the 5-year period, reimbursement shall be prorated based on years of service post FPDEL.

- Submit transcript of credits earned and a report of professional development undertaken to the Human Resources office within 60 days after returning to duty.
- Faculty are not required to continue other faculty duties as assigned during the FPDEL, but would be able to participate in committees or other similar activities at their discretion.

Benefits

- SDU provisions will apply, and the acceptance of a paid sabbatical shall not reduce the faculty member's chances for receiving SDU reimbursement. FPDEL applicants may qualify for up to 12 SDU (one full-time semester) applied towards completion of the degree under FPDEL. Cost of the SDU will be deducted from the district faculty SDU budget if funds are available.
- Salary and benefits paid to an individual temporarily replacing the faculty member on FPDEL will not be taken from SDU funds.
- Graduate credit earned during FPDEL will be applied towards salary advancement in a manner equivalent to credit earned during non- FPDEL work.

Persons who are not seeking a degree but desire a paid FPDEL for some other professional activity (e.g., writing a book or doing original research), should be encouraged to apply. Evidence of likelihood of success of the professional endeavor should accompany the application (e.g., an advance from a publisher, prior research and publication, etc.)

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Legal Reference
None

Related Administrative Rules and Regulations
None

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