



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DK-1 Professional Development Leave

APPROVED: February 22, 1979 **REVISED:** September 25, 2009
Year of last review: 2021
AUTHORIZING BOARD POLICY: DK

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: The procedure provides guidelines for processing and implementation of professional development leave requests. A Professional Development Leave is for work experience, study, research, writing, field observations or other suitable purposes. The District is committed to provide the opportunity to explore different approaches to strengthen knowledge and enhance the employee's services to the District.

PROCEDURE:

- I. Categories and Eligibility for Professional Development Leave - After a Professional Development Leave has been granted, a second leave may not be granted until another eligibility period has elapsed. There are five categories of professional development leaves:
 - A. Short-term Professional Development Leave - a leave with full pay for less than one semester.
 1. Full-time regular staff, tenured and probationary faculty* are eligible to apply.
 2. The service eligibility period is three years of continuous full-time service.
 - B. Extended Professional Development Leave - a leave with half pay for one academic or fiscal year, or, if the person shows extenuating circumstances, a calendar year, or leave with full salary for one-half of the academic or fiscal contractual period.
 1. Full-time regular staff and tenured faculty are eligible to apply.
 2. The service eligibility period is five years of continuous full-time service.
 - C. Externship Professional Development Leave - a leave with full pay up to one semester and/or help pay for one year. An externship is an assignment to an organization outside the District. The purpose of an externship is to update one's professional expertise by spending time in the field in an on-the-job mode.
 1. Full-time regular staff, tenured and probationary faculty are eligible to apply.
 2. The service eligibility period is five years of continuous full-time service.
 - D. Employee Exchange Professional Development Leave - a leave constituting an exchange between two academic institutions or organizations for one semester or one academic year, between two educational or academic institutions and is designed to expand their knowledge of one or more of the following areas: the community College environment; specific discipline; student needs; and teaching approaches.
 1. Full-time regular staff and tenured faculty are eligible to apply.
 2. The service eligibility period is five years of continuous full-time service.
 3. General Considerations:
 - a. Each institution/organization shall directly pay its employee the normal salary for the period of the exchange.
 - b. Each employee shall retain personnel status and all such privileges and benefits as may be provided by the Policies of the home institution except for holidays and overload contracts.
 - c. Each employee shall abide by the Policies, procedures, and College academic calendar of the host institution, including attendance at appropriate division/discipline meetings and activities.

* Note: The word "faculty" denotes instructors, counselors and librarians.

- d. Unless otherwise specified, the scope of services to be performed by each individual will be the same as those of the person being replaced under the exchange agreement.
 - e. Each participant member will be evaluated according to the host institution's Policy. Copies will be returned to the home institution and faculty member.
 - f. Each exchange participant is to complete an exit questionnaire. Copies of the exit questionnaire are to be presented to the chief instructional officer at each institution, with copies sent to respective Deans, exchange counterpart, and Deans. Reports are due within thirty days of the employee's return to work.
- E. Internship Professional Development Leave - a leave with full pay up to one semester and/or half pay for one year. An internship is an assignment to another District department to gain knowledge and experience in the District's operations.
- 1. Full-time regular staff, tenured and probationary faculty are eligible to apply.
 - 2. The service eligibility period is five years of continuous full-time service.

II. Application Process

- A. Applications for professional development are normally accepted during the academic/fiscal year preceding the year in which the employee is eligible for such leave. Emergency Clause: Timelines may be extended within reason to review applications for unique leave opportunities that develop after the deadline date for submission of leave applications. Documentation verifying why the leave application is being submitted late must accompany the application form.
- B. Application for professional development leave is made in writing addressed to the President and submitted to the employee's immediate supervisor (i.e., Dean) and forwarded to the chair of the appropriate Professional Development Committee. The application must be submitted according to timelines which are distributed by the appropriate Professional Development Committee.
- C. The Faculty Development Office or the Staff Development Office is available for consultation in the completion of the application. The application form may be picked up in the appropriate Development Office and must include:
 - 1. The detailed statement describing the activity/program to be followed while on leave and indicating its significance as a contribution to the professional development of the applicant, the best interest/service of the students, discipline/division, District, and the community.
 - 2. Dates of the leave requested.
 - 3. Institutional resources required.
 - 4. Prior professional development leave(s).
 - 5. Appropriate documents as per the nature of the request.
- D. The applicant will discuss the proposed professional development exchange with his/her immediate supervisor. The employee's immediate supervisor will formulate a written recommendation regarding the request. The recommendation should include specific comments on relevance to division goals, benefits to the District as well as to the requestor's professional development. The recommendation will then be forwarded, through administrative channels with a recommendation made by each administrator to the chair of the Professional Development Committee. Professional development applications of faculty members will then be reviewed by the appropriate Vice President regarding the request. The Vice President will review the faculty committee recommendations and forward a recommendation to the President.
- E. The appropriate Vice President shall notify each applicant regarding the approval/non-approval of the application for professional development leave. Upon administrative approval, the supervisor will forward a Personnel Action Record form through administrative channels to the Human Resources Department for final approval by the Board of Trustees.
- F. The employee approved for an extended professional development leave will agree in writing to serve the District for at least one contractual year immediately after completion of the leave. If this agreement is not fulfilled, the employee will be required to repay the District all money paid to the employee while on leave. This obligation will be cancelled in the case of permanent disability or death.

- G. The professional development leave is considered as time in service with the District for salary, retirement, leave accrual, and other benefit purposes. The District will not pay any costs for transportation, living, educational, personal expenses or related expenses incurred while in a Professional Development status.
- H. Within 30 days of the employee's return to work, the faculty member will submit a written follow-up report and supporting documentation regarding the achievement of the objective(s) of the professional development activity and their report of their experiences described in item C above to his/her immediate supervisor for forwarding to the appropriate Vice President.
- I. Professional Development Leave's granted on the basis of a formal proposal, may be cancelled if the reason for which the leave was granted is cancelled or basically altered before the leave becomes effective. In the event of emergency termination of a professional development activity already entered upon, or in the event circumstances prevent pursuit of the objectives for which the leave was granted, the employee will immediately inform (in writing) his/her supervisor. The supervisor will there upon immediately inform (in writing) the Vice President (and other appropriate administrators within the division) and the Human Resources Department. If the proposed leave is altered or not completed without proper notice, the College may seek reimbursement. In the event that the employee is unable to complete the activity, the College may reassign the individual to another position without loss of pay or at the employee's option the balance of the leave may be converted to leave without pay.