

Trinity Valley Community College  
107501

PROFESSIONAL DEVELOPMENT

DK  
(LOCAL)

**PROFESSIONAL  
GROWTH AND  
DEVELOPMENT  
OBJECTIVES**

An institution must provide faculty members the opportunity to continue their professional development throughout their careers and must demonstrate that such development takes place. The general tone and policies of an institution must make it clear that individual faculty members are to take the initiative in promoting their own growth as teachers, scholars, and especially in professional occupational fields, practitioners.

**EDUCATIONAL  
OBJECTIVES**

Educational objectives are as follows:

1. Faculty teaching courses where College transfer is a goal or where substantial numbers of students transfer to senior institutions shall normally hold a master's degree and shall normally have at least 18 graduate hours in their teaching field. For teaching fields in which the obtaining of 18 graduate hours is impossible or impractical as determined by the Vice-President for Instruction, alternate courses may be approved by the Vice-President for Instruction.
2. Faculty teaching associate degree level courses where College transfer is not a goal and few or no students transfer to senior institutions shall normally hold a bachelor's degree and have appropriate work experience in their teaching field.
3. Faculty teaching occupational certificate courses shall normally hold an associate's degree and have appropriate work experience in their teaching field.

**REQUIREMENTS**

To encourage faculty members to work toward attaining the above educational objectives and to continue their professional growth and development beyond these levels, the following professional growth and development policy shall be the minimum requirements to be met by each faculty member.

Professional growth requirements shall be met in three year blocks. Failure to provide evidence of having met the professional growth requirements, i.e., official transcripts, by May 31 of the last year of any three-year period of time after adoption of this policy shall result in nonrenewal of the individual's contract for the next year unless justification for noncompliance has been approved by the Vice-President for Instruction and the College President. Personnel who have not provided documentation by October 15 of their third year of services shall be so advised in writing by December 1 of that year.

Specific requirements are as follows:

1. Faculty members who have not met the educational objectives specified for their teaching assignment defined above shall complete at least six semester hours or equivalent alternatives every three years until this

objective is met.

2. Faculty members who have met the educational objectives defined above shall complete at least three semester hours or the equivalent every three years.
3. Faculty members who have in excess of 60 hours above a master's degree shall have their professional development costs provided by the College when funds are available.
4. The College shall budget funds in its annual operating budget to provide professional development activities and to assist faculty members in meeting professional development requirements. Such funds shall not be expended for college credit courses, except for faculty who have at least attained a master's degree plus 60 graduate level hours.

Equivalent alternatives for the purpose of this policy shall be defined to be 45 clock hours of continuing education for each three semester hours required. Clock hours shall be determined as follows:

1. Completion of College courses on the basis of 15 clock hours of credit for each semester hour completed.
2. Clock hour-for-hour attendance at seminars, workshops, and conferences that increase skills and competence on the job.
3. Teaching or consulting in seminars, workshops, and conferences shall be credited on the basis of one clock hour for one clock hour taught plus three clock hours for preparation for each hour actually taught.
4. Publication in a national or regional journal or magazine shall be credited 25 clock hours per different article published.
5. Engaging in formal research related to instruction or to the discipline shall be credited 25 clock hours for each completed research project.

The above methods are not meant to be all inclusive, but rather to provide ideas and general guidelines as to the type of continuing education that is considered to satisfy the professional growth requirement. All continuing education endeavors undertaken to satisfy the professional growth and development policy shall be submitted as a written proposal for prior approval of the appropriate division chairperson, dean, and Vice-President.

#### APPEALS

A representative committee of faculty members shall hear appeals if proposals are not approved by the appropriate division chairperson, dean, and/or vice-president. Requests for a hearing by this committee shall be submitted in writing to the vice-president for instruction.

A faculty member shall be defined for purposes of the professional growth policy to be any employee being paid on the basis of the professional salary schedule.

#### PROFESSIONAL MEMBERSHIPS

District employees may maintain professional memberships in appropriate state, regional, and national organizations. The District shall not pay membership dues and fees for individuals. When approved by the appropriate administrator, the District shall assist in defraying expenses to various appropriate conventions. Out-of-state travel shall require the approval of the appropriate administrator and the College President. Attendance at conventions shall be approved if the employee's attendance serves primarily an education-related benefit.

EMPLOYEES  
ENROLLING IN  
COLLEGE  
COURSES

No more than three graduate hours per semester may be counted for a pay grade increase for professional employees. Any exceptions to this policy shall be approved by the appropriate vice-president and the College President before enrolling in the course.

No courses shall be taken before 4:00 p.m. on campus and 4:30 p.m. off campus. Employees whose assignment requires them to be on campus until 4:30 p.m. shall not be eligible to enroll for off-campus classes offered at the above hours. Teaching faculty completing up to a two-semester residency requirement for a doctoral program may teach a reduced load of three-fifths of their regular load with a 20 percent reduction in their monthly pay for the months in which the residency requirement is being completed provided they have obtained prior approval of the Vice-President of Instruction and the College President. To be eligible for this benefit the individual must have taught full time at the College for each of the last three years. This policy shall not be combined with policy DEC.

An employee not working in the District during the summer may earn 12 graduate hours. An employee working during the summer session may earn six graduate hours. Fulltime College employees may not enroll for more than six hours at the District during the fall and spring terms and for not more than three hours during each summer term. These courses must be taken after regular working hours.

Any exceptions to this policy shall be approved by the immediate supervisor, the appropriate vice-president, and the College President before enrolling in a course.

ACADEMIC  
LEAVE  
WITHOUT PAY

Academic leaves without pay may be granted for periods of up to nine months. A leave may be renewed if it does not disrupt College staffing or cause other unusual institutional inconveniences. These leaves shall be granted solely at the discretion of the District. The time spent on this type of leave shall accrue normal service time. However, sick leave, vacation leave, and personal leave may not be accrued during a leave without pay. The employee shall be eligible, at his or her own expense, for participation in the College group insurance plan and may retain interest intact in the College retirement plan. [See DEC]

FACULTY  
MEMBERS USE  
OF ENGLISH

All College faculty whose primary language is not English shall be proficient in the English language. Proficiency shall be determined by a satisfactory grade on the "Test of Spoken English" of the Educational Testing Service or a similar test approved by the Board.

If the score on the English proficiency test is not satisfactory and proficiency is not demonstrated, the faculty member shall be required to take the course, "English for Non-Native Speakers." The faculty member must remain in the course until he or she attains proficiency in the English language.

COURSE  
DESCRIPTION

The cost of the test and the course shall be paid by the faculty member. The description of this course follows:

ENGLISH FOR  
NON-NATIVE

1. Course: English for Non-Native Speakers

SPEAKERS

2. Course Description: The purpose of this course is to build upon and implement existing language skills of the student.
3. Instructional Methods: Activities in English, including dialogue study, role play, dictation, close procedures, aural comprehension, expanding sentences, and paired practice. The course is designed to meet individual needs.
4. Objectives: At the end of this course the student shall be able to demonstrate mastery of the language on the prescribed standardized test(s).
5. Course Outline: Minimum material to be studied in chronological order. Other material to be selected at teacher discretion.
  - a. The sound system. Intonations, stress, rhythm, pause, vowels, and consonants.
  - b. Morphology (Inflection for plurality, tense, possession, etc.).
  - c. Morphophonemics (Sound or spelling change, i.e., due to letter combinations).
  - d. Syntax.
  - e. Communicative expressions.
  - f. Fixed formulas.
  - g. Context words (nouns, verbs, adjectives, and adverbs)
  - h. Structure words (pronouns, prepositions, conjunctions, etc).
  - i. Appropriateness of language to the social situation.
  - j. Gestures, distances maintained, unarticulated sounds (as in grunts or sighs)

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