APPENDIX I
PROFESSIONAL DEVELOPMENT AND PROFESSIONAL RESPONSIBILITY REQUIREMENTS FOR FULL-TIME FACULTY

In each cycle, as described in Appendix A – Step Advancement, each regular or contract faculty member must complete:

At least 75 hours of professional development, with no more than 25 of those hours from Group 2 in the Professional Development Activity table, and

At least 10 points of professional responsibilities, with at least four points from Category A or Category B in the Professional Responsibility table.

Faculty on approved leave (e.g. PDL, family leave, sick leave) or on reduced contract (Article 18 or partial unpaid leave) during their three-year cycle have the requirements proportionally reduced.

At the end of each academic year, the faculty member must submit a summary of their activities completed to date to their dean or appropriate administrator. Consequences for not meeting the requirements by the end of the cycle can be found in Appendix A – Step Advancement.

Professional Development Table
At least 75 hours per cycle, no more than 25 hours from Group 2

Group 1	Hours
Credit coursework	1 Quarter Unit = 18 hours 1 Semester Unit = 27 hours
Mandated district training/activities outside of opening days (e.g. SLO convocation; Title IX, Cyber Security, etc.)	Hours of attendance
Being mentored by as a tenure track faculty member	Hours in meetings with mentor (max of 36 hours per year)
Optional campus trainings or PD office offerings (brown bags, cohort trainings, workshops)	Attendance hours
Online trainings (MOOCs, @One, etc.)	Hours required stated in course description
Writing Scholarly or discipline specific publications	Self-reported hours (max 25 hours per article)
Formal Review of scholarly publications	Self-reported hours (max 12 hours per review)
Putting on Art shows, gallery presentations, music performance, science demonstrations outside of scope of instruction	Self-reported hours
Book club related to discipline/teaching/cultural competency	(Hours for club meeting time) x 3
Attending discipline related performances, exhibits, films, museums, literary readings, debates, lectures, etc.	Event time, max 3 hours per event

CEUs for continuing certification	Hours
Conference or professional organization meeting attendance	6 hours per day of conference unless documented otherwise
Contributions to professional organization related to discipline or teaching/learning (officer, planning committee, advisory group, etc.)	Self-reported hours
Presentation at training or conference or professional meeting	2x for presentation hours
New Faculty Program participation	Participation time
Webinars or online training related to discipline or CCC	Attendance time
Developing shared resources for the college population (outside of course materials) including departmental resources, and college wide resources (part-time faculty support, prospective major materials, shared governance support materials, etc.)	Self-reported hours
Evaluating materials for use in major course revision	Self-reported hours, max of 30 hours per year
Conducting unpaid research (field, archival, or experimental)	Self-reported hours
Group 2 **(Max of 25 hours earned from these activities each cycle)**	**Hours**
Individual reading related to discipline/teaching/cultural competency	Max of 6 hours per book
Listening to discipline or education specific podcasts/TED Talks	Time for listening, maximum of 10 hours per college year
Producing podcasts/videos independent of classroom instruction	Self-reported time
Second language learning (outside of credit coursework) to better communicate with student populations	Self-reported hours
Learn discipline or teaching-related software	Self-reported hours
Formal role with discipline related community organizations (e.g. biologist active in community creek clean-up organization)	Self-reported hours

Professional Responsibility Table
At least 10 points each cycle, with at least 4 points from category A or B

Category A – 6 points each
Academic Senate Officer or representative
FA Officer, Staff, or Executive Council representative
Representative on Curriculum Committee
Member of standing governance committee that meets 2 or more times per month for at least 1.5 hours per meeting (e.g. DA RAPP, FH MIPC)
Coordinator or lead organizer of campus wide initiatives: ZTC, Guided Pathways, SLO, Honors
Campus Tenure Review Coordinator
Tenure Review Committee Chair
Department Chair or Scheduler

Program Director
CTE Program Lead (non-chair)
Program accreditation report author (non-chair leads)
Search committee member for FT Faculty or Classified position with more than 25 applications
Search committee for administrative position with more than 10 applications
ACCJC accreditation standard committee
Committee addressing state legislative mandates (e.g. AB 705/1705, CCN)
Member of statewide CCC organizations or policy committees (ASCCC, CCCI, FACCC, CCCCO)
Foothill: Coordinator of college-wide student experiential learning events (RSLS, Innovation Challenge, Physics Show, Possible Self, Debate, Global Exp Learning)
Foothill: Program Review Readers
Category B – 4 points (per year or per activity if less than one year)
Regular participant in affinity group meetings/initiatives
Task Force committee member (e.g. housing, Measure G)
New course curriculum development
Member of governance committee that meets less than twice a month for less than 1.5 hours per meeting (e.g. DA College Council) OR with meetings that are concentrated in part of the year (e.g. PDL)
Completion of major curriculum revision that requires re-articulation
Cohort Group faculty coordinator (e.g. FYE, Umoja, Puente, IMPACT AAPI, Rising Scholars)
Division or department project committee lead or coordinator
Member of CTE advisory committee
Student conduct advisor (per Education Code Section 66283)
Program review author or co-author (if not part of chair duties)
Tenure Review committee member
Search committee for FT faculty or classified position with 25 or fewer applications
Search committee for administrative position with 10 or fewer applications
Service on Student Grievance and Student Disciplinary/Conduct Panels (more than one meeting to hear the case)
De Anza: Mentor in the New FT faculty Mentoring Program in Office of Instruction
Foothill: Faculty on GEL during academic year
Category C – 1 point each (unless otherwise noted)
Course SLO lead (coordination of assessment and documentation of reflection) – 1 pt per course
Completion of five-year curriculum update (per course)
Scholarship reader
Teaching honors course at DA or at FH if not stacked with class size adjustment
Mentor for tenure track or part-time faculty (excluding DA New FT faculty Mentoring Program in Office of Instruction- see column B)
Attendance at commencement or cohort commencement ceremonies (max 1 pt per year)
Teaching special projects course or independent study course
Serving at on campus information table
Attendance at off campus outreach events
Participation in Open House days (FH Day on the Hill, DA Open House)

Completing small project to improve student success (per project)
Representative on part-time faculty interview committees (non-chair/scheduler)
Student club advisor
Facilitating student campus events and activities
Conducting student workshops
Volunteering at least 2 hours per week in DA Villages or FH tutoring centers (STEM or LRC) – 1 point per quarter
Heritage Month planning committee member
Division or department committee member
Writing letters of recommendation for 2 or more students per year
Mentoring students on research or creative projects
Service on Student Grievance and Student Disciplinary/Conduct Panels (one meeting to decide the case)
Conducting a peer evaluation (Article 6.4)