



Procedure Number:	AS 207
Procedure Title:	Professional Development
Relevant Board Policy:	D.6.1 Professional Development
Relevant SACSCOC Principle:	6.5 Faculty Development
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

I. Affirmation of Faculty Professional Development

In support of the ultimate mission and goal of the College – excellence in the learning environment for our students – the academic administration of the College prioritizes its budgetary and institutional resources to the professional development of Faculty insofar as reasonably possible. In accordance with SACSCOC Principles of Accreditation 6.5, which specifies provision for “ongoing professional development of faculty as teachers, scholars, and practitioners”, the academic administration affirms that the ongoing professional development of faculty, in terms of both pedagogy and one’s discipline, enhances the opportunity for student learning success. Likewise, continuous professional training in systems and institutional programs best equips the faculty member for effective conduct of position responsibilities. Item 6 of the Faculty Code of Professional Ethics specifically establishes the standard for Faculty to maintain professional competence through continuous professional development, and Board of Trustees Policy D.6.1, Professional Development, reinforces the importance of professional development.

Definition of Professional Development

This Academic Procedure defines professional development as an activity that enhances or strengthens a knowledge base, skill, or ability relevant to the faculty member's position, in particular the comprehensive capacity to fulfill his or her professorial responsibilities in educating NLC students. The Faculty Handbook further affirms and defines:

Full-time faculty are expected and encouraged to engage in activities that promote professional development. These activities may be, but are not limited to, the following:

- *Attendance and/or presentation at conferences and seminars related to the teaching field or profession of teaching*
- *Scholarly work including publications related to the teaching field*
- *Participation in online courses/workshops related to job responsibilities*
- *Membership and/or leadership in professional organizations*

II. Faculty Professional Development

Northeast Lakeview College is committed to ensuring the professional development of faculty to the fullest extent allowed by its budgetary and institutional resources and, within that process, to providing the broadest array of personal choice for faculty. The College promotes the professional development of faculty through various mechanisms: (1) venues internal to the College, (2) training offered at the District level by Alamo Colleges District (ACD), (3) regional workshops and (4) individual faculty members' choices to participate in scholarly conferences.

College Opportunities

The College hosts different events across the academic year that are designed for faculty's development of pedagogical understanding as well as specific strategies and techniques targeted at teaching effectiveness. These may include an adjunct academy, designed primarily for adjunct faculty, the Department of English and Education's annual pedagogical conference; and occasional ad hoc workshops directed to the professional development of faculty.

The College clearly defines professional development among the criteria for annual faculty evaluation and faculty promotion in rank.

District Opportunities

The ACD also provides multiple venues for further faculty professional development, demonstrating the benefits of shared resources within a District partnership, and the College provides opportunity whenever possible for Faculty to participate in such District opportunities. These may include pedagogical conferences held at other Alamo Colleges; the ACD's Leadership Academy for Success (ALAS), a nine-month leadership development program for which the College nominates individual faculty members; on-line training lessons or programs dedicated to performance of specific professional duties; and various in-person training workshops on topics related to management of the classroom and performance of professional responsibilities (such as Canvas for Faculty, and Applying the Quality Matters Rubric).

ACD also provides Tuition Reimbursement for full-time regular employees to take higher education courses or professional certification courses that will prepare them to further the ACD mission.

Regional Workshops

The San Antonio/Central-South Texas area offers a continuous stream of opportunities

for regional workshops. Day sessions are frequently available in the San Antonio area as well as in nearby Austin. As the state capital, Austin is home of the Texas Coordinating Board of Higher Education (the state agency authorizing Northeast Lakeview College and to which NLC reports) and other professional societies dedicated to higher education, including ones based at the University of Texas at Austin (such as NISOD, the National Institute for Staff and Organizational Development). In addition to events hosted within San Antonio, ones in Austin also lend themselves to easy day travel. The College encourages faculty to take advantage of such nearby opportunities whenever possible.

Individual Faculty Opportunities

The College encourages faculty development (a) as scholars and practitioners within their disciplines and (b) as experts in pedagogy and the teaching profession. To that end, the College promotes participation in scholarly and pedagogical conferences, workshops, performances, and exhibitions, including those that fall within the semester. The College provides pay for substitute teachers when faculty must be absent from class in order to attend a conference or workshop. (Board of Trustees Procedures D.2.3.2 and D.5.1.1, Faculty Substitutes)

The College also supports individual choice of opportunities for a faculty member to participate, whether a scholarly society convening or a pedagogy-oriented meeting. The College's academic administration fully embraces both as worthy elements of professional development within the context of NLC's teaching-focused mission.

To this end, the academic administration directs its budgetary resources toward the individual faculty member's plan for his or her own professional development. An annual allotment is made available to all full-time benefited faculty (tenured, untenured and temporary) that is allocated to the departments based on the number of full-time permanent faculty in the department. The precise amount is determined according to department procedures. The amount is made known to the Faculty at the beginning of the academic year. The process is not competitive or liable to the

vanishing of funding because of other faculty claiming funds first. There are typical fiscal responsibility restrictions on use of the funding (and the professional appropriateness of the proposed use of funding is subject to approval by the Department Chair and the appropriate Dean for Academic Success), but the intent is to support faculty initiative and faculty self-determination of plans.

Adjunct Faculty

Adjunct faculty enjoy opportunities for professional development, though not the full range available to full-time benefited faculty. Adjunct faculty is welcome to all the College's internal opportunities, including the adjunct academy in the Fall, the Pedagogy Conference in the Spring, workshops, and any special training sessions hosted by individual academic Departments. Adjunct faculty is also welcome to participate in all ACD training, whether on-line instruction or in-person programs. Adjunct faculty is invited to workshops and conferences at fellow Alamo Colleges.

Travel funding is reserved for full-time benefited faculty; however, there are opportunities unique for adjunct faculty. In Spring 2016, the District began a new Adjunct Faculty Certification Program (AFCP) which offers a series of specified training courses leading to certification that is intended to be recognized nationally. It is voluntary but also includes potential financial incentives for individuals. Continuation of the pilot program is under review by District.

Faculty Recognitions

In accordance with Board of Trustees Policy D.6.a, Professional Development, which calls for recognition of individuals' professional growth, accomplishments, and development, and to provide incentive for such development and to recognize superior levels of performance, the College confers three faculty awards each year. The "Teacher of the Year" Award is presented annually based on student election. All faculty – full-time and part-time – are eligible for selection. All students, regardless of course load, are eligible to vote. A second teaching recognition, the "Master Educator" Award, is presented annually based on student nomination by personal essay. Judging

of the submitted nominating essays and final selection is made by a student committee comprised of officers or members of the national two-year college honor society, Phi Theta Kappa, and the Student Government Association. Further, a “Distinguished Service Award” is presented annually by the Deans for Academic Success based on superior contributions to the academic life of the College. All three awards recognize high levels of professional performance and reflect, directly and indirectly, the College’s prioritization and value of faculty professional development.

In addition to the above recognitions which are faculty-specific, the College also offers other recognitions which are competitive and inclusive of all faculty and staff. They include the Starfish Award (a local award in recognition of an individual’s impact on students), the NISOD (National Institute for Staff and Organizational Development) Excellence Award, and the Spirit of NLC Award (for an individual who exemplifies the spirit of the College). The College also nominates faculty for the highly competitive Minnie Stevens Piper Foundation Award. This “Piper Professor” recognition is Texas institution-specific.

Attachment:

Originator: Alan Cottrell

Date Approved: 11/11/2016

Last Updated: 01/27/2017, 4/30/2019

Approved: *Laura B. Sanchez, Ed.D.*

Title: Vice President for Academic Success