More Guidelines

Workshop Presenters

Presenters may request flex or hurdle credit and receive two hours of preparation time for every hour of presentation. A third option is to receive payment at \$35/hour for presentation only.

Adjunct Faculty

Adjunct faculty do not have a flex obligation but are encouraged to attend all activities. They will not receive hurdle credit for flex activities.

Uh-Uh's & No-No's

- Split credit between flex and hurdle
- Retakes for credit
- Changing credit
- Travel/meal time as credit
- Partial attendance for credit

Staff Development Program

Southwestern College 900 Otay Lakes Road Chula Vista, CA 91910 (619) 421-6700, X5675 Fax (619) 482-6509

www.swccd.edu/~staffdev

🎺 Staff Development Program

Flex Credit (F)

- The Flex Calendar (7/1-6/30) agreement negotiated by SCEA and the District specifies that all full-time Faculty complete 28 hours of approved professional development activities.
- Pre-semester days that precede the first of the Fall semester and the first day of Spring semester (2 days=8 hours).
- The Flex Calendar is beyond the regular teaching schedule, and hours cannot be carried forward to another academic year.
- Two Staff Development Days are mandatory--Opening Days that precede the first day of the Fall and the Spring Semesters. The remaining 20 hours can be completed through any of the following:
- --All staff development activities offered through the Staff Development Program.
- --Off-campus workshops, conferences, seminars, or activities.
- If you complete your non-mandatory flex obligation through an individual activity, submit a Discipline-based Flex Activity Proposal (DBFHAP) form to your school dean and department chair for approval. After completing the activity, submit the form to the Staff Development Office for recording.
- Due to the severity of State audit compliance's, absence at Pre-semester and Staff Development Day activities or noncompliance of flex obligation will result in pay loss. However, you have the same options available as when you are unable to teach a class-illness, personal necessity, and bereavement.

Hurdle Credit (H)

Options for earning Hurdle Credit:

• Staff Development Program activities when indicated. The credit value is as follows:

16 hours= 1 unit of hurdle credit

8 hours= .50 unit

4 hours= .25 unit

2 hours= .125 unit

Adjunct faculty are encourage to participate in professional development activities offered through the Staff Development program and receive hurdle credit.

• Individualized Study

Faculty may earn hurdle credit by participating fully in a course at SWC. Instructors should follow audit procedures.

• Accredited College Courses

Courses taken for salary advancement must be upper division or graduate courses that have education designators or are related to current or future contract assignments. Submit an official grade report, letter, or transcript to Human Resources. Courses not designated as upper division or graduate maybe taken for salary advancement but must receive prior approval from the Vice President of Academic Affairs (SCEA Contract, Section 7.2.4)

- Projects or Unaccredited Courses
 Projects may be completed and unaccredited courses taken
 for salary advancement. Submit and Alternate Salary
 Reclassification to Office of Instruction. Approval is a joint
- decision of SCEA President and Vice President for Academic Affairs. (SCEA Contract, Section 7.2.3)
- Individual Activity (effective 3/7/05)
 If you complete an individual activity, submit a Discipline-based Flex/Hurdle Activity Proposal (DBFHAP) form to your school dean and department chair for approval. After completing the activity, submit the form to the Staff Development Office so hours can be recorded.

 Adjunct faculty do not have a flex obligation but are encouraged to attend any activities. They will not receive hurdle credit for flex activities.

Educational Incentive (EI)

The District and SCEA agree in concept to the following Educational Incentive Program.

Effective January 1, 1999, the Educational Incentive Program shall provide for a three-time one-range increase of the Bargaining Unit Member's Salary Schedule for each Bargaining Unit Member who completes the requirement of the Educational Incentive Program (12 semester units of College course work).

Activities for which credit may be granted include, but need not be limited to College course work, workshops, conferences, seminars, and College-sponsored in-service programs. Sixteen (16) hours is equivalent to one unit of course work.

To receive credit for participation in an educational incentive activity, the Bargaining Unit Member must receive prior approval from his/her immediate supervisor and area Vice President, and the activity must be job-related, as determined by the Director of Human Resources.