



**Part-Time Faculty  
Professional Development Time Sheet**

Please enter hours in 30-minute increments by inserting .5 or 1 below. Submit this form to your dean's office by the end of final exams.

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Semester:  Fall  Spring  Summer 20

**Teaching Assignment**

CRN	COURSE	WEEKS

11.6 Professional Development: The district will offer bargaining unit members who have an assignment, professional development opportunities designed to improve performance relative to Article 13 of this Agreement. For each semester length class or equivalent, a bargaining unit member will be eligible for two (2) hours of professional development paid at their activity rate, to a maximum of six (6) hours per semester. If the district cancels the bargaining unit member's class(es) before the member has attended the activities, they cannot receive compensation.

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11.6.1 Professional Development Presentations: If a bargaining unit member presents a paid staff development activity, they will receive two (2) hours of professional development pay for each hour of presentation.

11.6.2 Accreditation: Bargaining unit members who are currently employed will receive a maximum of six (6) additional hours of professional development for taking part in Accreditation Process during the academic year when the college is being accredited. No more than two (2) bargaining unit members will take part in accreditation process and they will be chosen by the CFT/PFA.

**Professional Development Activities**

Activity	Date(s)	Hours
Total PD Hours		0.00

Part-Time Faculty: \_\_\_\_\_  
Signature

**Office use only:**

Academic Dean/Associate Dean:

PD Hours		
Hours	Activity Rate	TOTAL
0.00	\$	= \$ 0

\_\_\_\_\_  
Signature

BANNER FOAP: 1-110001-BAA-141000-675002  
BANNER POSITION #: P00117

*Note: The total hours and total pay should calculate once you enter the hours and activity rate. If the form is not calculating, you may need to open the document in Adobe Acrobat.*

