
Kern Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7160 Professional Development

References:

Education Code Sections 87150 et seq.;
ACCJC Accreditation Standard III.A.14

NOTE: This procedure is **legally advised**.

The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the district's mission. The District will evaluate these programs and use the results of the evaluation as the basis for improvement.

The Chancellor shall annually submit to the Chancellor of the California Community Colleges an affidavit that contains all of the following:

- A statement that each college within the District has an advisory committee, composed of administrators, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;
- The District has worked with the colleges to complete a campus human development resources plan for the current and subsequent fiscal years; and
- A report of the actual expenditures for faculty and staff development for the preceding year.

At the discretion of the Chancellor, confidential and management employees may participate in training programs directly related to their positions. The District may pay for expenses incurred by the employee.

Confidential and management employees are eligible to enroll in a professional development program.

Confidential and management employees may file a professional development plan with the respective College President at Bakersfield, Cerro Coso or Porterville, or with the Chancellor at the District Office. See the Classified Confidential/Management Employees Professional Development Program form.

Employees may enroll in the program after one (1) year of continuous service with the District.

Employees must plan their programs of study related to potential work assignment in consultation with their respective supervisor. The planned program of study shall be beyond the employee's current level of education. Declaration of Intent forms shall be submitted to the respective College President or Chancellor for approval at least thirty (30) days before the training or course commences. Any class changes must be submitted as a program revision thirty (30) days prior to the start of the courses.

Upon completion of the requirements of the Professional Development Program, the employee shall be compensated with a one thousand, two hundred dollars (\$1,200) one-time payment for fifteen (15) semester units of work.

During the years of employment an employee may earn a maximum of four (4) one thousand, two hundred dollars (\$1,200) professional development awards.

To be eligible for compensation, the employee must complete fifteen (15) semester units of collegiate course work or seminars, workshops, or clinics granting a certificate of completion with unit value equated at eighteen (18) hours of instruction per unit.

Payments will not be awarded for any activity for which release time from duties has been granted or for in-service training conducted during working hours.

The following specific conditions will apply:

Auditing of courses, credit for work experience, internships, or credit by examination shall not be permitted under this program.

A grade of "C" or better must be attained in graded courses taken for professional development.

Compensation for professional development shall be made within thirty (30) days following completion of eligibility requirements and submission of appropriate paperwork.

Application for credit, securing transcripts, or other verification of course work will be the responsibility of the employee.

Professional development payment will be identified on and become a permanent part of the employee's record.

The District will waive all fees for employees for courses taken at any of the District's three (3) Colleges.

The District shall establish a professional development plan consistent with the Educational Master Plan and District strategic priorities.

Needs assessments surveys will be conducted to identify professional development needs among employees. Professional development activities will be planned and presented based on the results of the needs assessments and institutional priorities.

Professional development activities will be evaluated, and the results will be used to improve programs and activities to ensure District and employee needs are being met.

Professional development activities, guidelines and processes including information about the Flex Program are published on the District's website.

Professional development activities may include, but are not limited to:

- Improvement of teaching
- Improvement of services to students
- Institutional effectiveness
- Maintenance of current academic and technical knowledge and skills
- Training to meet institutional needs and priorities
- Development of innovations in instructional and administrative techniques and program effectiveness
- Computer and technological proficiency programs
- Instructional technology
- Training that is required by laws, codes, and regulations

Also see the collective bargaining agreements for applicable employee group(s).

Also see AP 7341 titled Sabbaticals