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## *FPD Quick Guide – Full-Time Faculty*

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### *Full-time Faculty Requirements for Base Load*

Full-time faculty must complete **60 hours** of FPD each academic year for their base load. Full-time faculty must complete a minimum of **10 hours in Standard 1**. This requirement may be completed through any of the identified Standard 1 – Faculty Academy training events listed in the calendar. Full-time faculty must complete a minimum of **15 hours of Standard 2** FPD unless they opt to complete all their hours in Standard 1.

### *Overload Hours Requirements*

For classroom faculty teaching an overload assignment, the number of overload hours worked per week during a normal instructional week per semester equals the number of professional development hours required for that semester (i.e., three overload hours per week per semester = three development hours per semester). Non-classroom faculty working overload are required to perform a minimum of three additional professional development hours per semester. Additional hours beyond the required three are optional (compensated development hours may not exceed the average number of overload hours worked per week or a total of 21 hours per semester, whichever is less).

### *Banked Leave*

Faculty who draw from their banked overload hours in a future semester for the purpose of working a reduced load, or taking a semester leave, will not be required to meet additional professional development hours. They will have met their professional development requirement.

### *Sabbatical Leave*

If a faculty member is on sabbatical leave for one semester, he/she is responsible for only 30 hours of professional development for the academic year and still needs to record their attended events in Cornerstone. This pro-rated obligation may be fulfilled at any time during the academic year. Of the 30 hours, 5 hours must be completed in Standard 1, seven and a half hours in Standard 2, and the remaining 17.5 hours can be completed in Standard 3. Upon returning from Sabbatical, faculty are required to present an overview of his/her project during the following Faculty Recognition week.

### *Due Dates for FPD Reporting*

Faculty Professional Development record keeping is changing and there are new work flows and terminology to go with these changes.

There is no longer a 'contract' that needs to be completed at the beginning of the semester. Instead, deans will be able to check using reports at any time to see the progress of faculty throughout the semester and year.

Instructors will enter the events they plan to attend prior to the 5th Monday of the Fall semester and they will ensure their events attended are correct prior to the 14th Friday of the spring semester.

Deans can run reports at the beginning of the semester to ensure faculty have entered their planned events and at the end of the semester or AY to ensure attendance.

Self-reporting of attendance is handled by checking in/signing in at each event.

Please go to the Technical Training Canvas shell, FPD Module, to find more information and training videos for Cornerstone.