

FPD Quick Reference Guide **AY 22/23**

Faculty Professional Development Committee

<https://www.avc.edu/administration/organizations/fpd>

FPD Due Dates for 2022-2023

Full-time Faculty

- Events faculty plan to attend entered in Cornerstone by Monday, September 12, 2022
- Events attended finalized in Cornerstone by Friday, April 21, 2023
- Last day to complete FPD hours with dean's permission: Friday, May 5, 2023

Part-time Faculty

- Fall term
 - Events faculty plan to attend entered in Cornerstone by Monday, September 12, 2022
 - Events attended finalized in Cornerstone by Friday, November 18, 2022
 - Last day to complete fall semester FPD hours: Saturday, December 3, 2022
- Spring term
 - Events faculty plan to attend entered in Cornerstone by Monday, February 6, 2023
 - Events attended finalized in Cornerstone by Friday, April 21, 2023
 - Last day to complete spring semester FPD hours with dean's permission, Friday, May 5, 2023

All Faculty:

- Faculty Professional Development hours are required of both full-time and part-time faculty.
- Faculty are paid for FPD hours. The district assumes faculty will complete the hours and the pay is already incorporated into faculty's salary/hourly pay. If hours are not completed, the district will dock faculty members' pay.
- Faculty are required to submit to submit the events they plan to attend in Cornerstone.
- All events attended must be recorded in Cornerstone. Each faculty member must ensure that Cornerstone reflects their attendance at the end of each reporting period. If you didn't attend an event that is on your Cornerstone transcript, delete it from your transcript.
- Faculty can find the yearly program schedule in Cornerstone. Always check the events calendar in Cornerstone before attending an event.
- For presenters, all video must be closed-captioned. The Instructional Multimedia Center is there to help you to make your media accessible for the Deaf and hard of hearing. For media that is no more than 15 minutes in length, please anticipate a minimum of 5 working days for turn around. Contact the IMC Help Desk at least 30 calendar days prior to your event. The Help Desk can be reached at x6535 or emailed at help@avc.edu to initiate the process. Please use the subject lines "Captioning Request" or "Captioning Question."
- For participants requesting accommodation, please contact the Office for Students with Disabilities. Requests must be received no fewer than three business days before the event. Reasonable accommodation will be provided to facilitate the participation of covered individuals with disabilities. Please call (661) 722-6360 (voice/relay).

Full-Time Faculty:

- All full-time faculty are required to complete 60 hours of Faculty Professional Development per academic year.
- A minimum of 10 hours of Standard 1 and 15 hours of Standard 2 are required.
- Faculty carrying overload must participate in the number of FPD credit hours equivalent to the LHE in overload. Therefore, an instructor teaching 16 LHE must complete 61 hours of FPD credit for the year.

Part-Time Faculty:

- Adjunct faculty are required to complete Faculty Professional Development hours equal to lecture hours taught per week (i.e. If an part-time faculty member teaches 9 hours per week, his/her professional development obligation for the semester would be 9 hours.).
- One-third of their LHE must be completed in Standard 1 (i.e. If an part-time instructor is required to complete 9 hours of professional development for the semester, 3 hours of the 9 must be completed in Standard 1.).
- The last day to attend an event for FPD credit in the fall is the 16th Saturday of the fall semester. Participation in events after the 16th Saturday of the fall semester can be counted toward meeting the spring semester's FPD requirement. Hours missed during fall cannot be made up in spring.
- The last day to attend an event for FPD credit for the spring semester, with prior approval of appropriate dean, is the 16th Friday of the spring semester. Any hours of FPD qualifying events beyond those hours required for the spring *cannot* be rolled over into the following year.

FPD Online Information:

- The FPD website is found at: <https://www.avc.edu/administration/organizations/fpd>
- Make sure to keep verification of conferences attended, and reports of live webinars.