Quality Faculty Plan Procedures

For Credit Adjunct Faculty

Western Iowa Tech Community College
4647 Stone Avenue
Sioux City, Iowa 51106

February 2013

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Introduction

The Western Iowa Tech Community College (WITCC) Quality Faculty Plan for hiring and developing quality faculty according to Iowa Code 260C.36 was approved by the WITCC Board of Directors on January 13, 2003, and on May 11, 2009. The Quality Faculty Plan (QFP) Committee developed these QFP Procedures for the implementation of the Quality Faculty Plan.

The QFP Committee faculty and administration representatives cooperated to develop these QFP Procedures. The College's current hiring practices, faculty orientation, employee development activities and compliance with accreditation standards were examined.

Goal

The Quality Faculty Plan will support the development of full-time, regular part-time and adjunct instructors, counselors and librarians and full-time Community and Continuing Education instructors (ABE-GED), as experts in their content areas, and as professionals. See Addendum #1 *Western Iowa Tech Community College Quality Faculty Plan*.

Quality Faculty Plan Committee

Western Iowa Tech Community College (WITCC) established a Quality Faculty Plan Committee consisting of two arts and sciences faculty, two career and technical education faculty and four administrators. This Committee was approved by the WITCC Board of Directors on September 9, 2002. The Committee was established to develop a Quality Faculty Plan for hiring and developing quality faculty according to Iowa Code 260C.36.

The QFP Committee will continue to function as the implementation and monitoring team for these QFP Procedures. The Committee will continue to consist of four faculty and four administrators. The WITCC Education Association will appoint two arts and sciences faculty and two career and technical education faculty to serve two-year terms on the Committee. The College administration will appoint the chief academic officer, the chief human resources officer, the chief staff development officer and an instructional division chair to serve two-year terms on the Committee.

Hiring Quality Faculty

The College's hiring practices for full-time and part-time faculty will ensure:

(1) Faculty meet the minimum hiring requirements specified in Iowa Code 260C.36 Section 8;

(2) Hiring is in compliance with the faculty accreditation standards of the North Central Association of Colleges and Schools and with faculty standards required in specific College programs accredited by other accrediting agencies; and

The WITCC Human Resources office will maintain records related to the hiring process.

Continuing Professional Development for Faculty

WITCC will provide continuing professional development opportunities for full-time and regular part-time faculty as defined in Iowa Code Subsection 260C.36 (4). Full-time and regular part-time instructors are expected to participate in activities designed to develop their instructional competencies and/or knowledge of their subject or technical areas.

All full-time and regular part-time faculty employed at WITCC as of July 1, 2003, will begin their continuing quality development under these QFP Procedures as of July 1, 2003. Within three (3) years, each full-time and regular part-time faculty member will provide evidence of his or her completion of 60 (sixty) faculty development units (FDUs). Effective July 1, 2009, each adjunct faculty member will provide evidence of his or her completion of 2 (two) faculty development units (FDUs) each semester.

These instructional competency faculty development units/hours may be achieved through the instructional, discipline, or professional development activities suggested by the QFP Committee. The QFP Committee may give credit for other activities if the Committee agrees these activities have contributed to developing an instructor's instructional competencies and/or knowledge of his or her subject or technical area. Professional development activities will be reviewed at least once a year by the QFP Committee. See Addendum #2 *Professional Development Activities.*

Continuing professional development opportunities will be announced in a Faculty Development Calendar that will be maintained by the chief staff development officer.

Procedures/Data/Monitoring/Record Keeping

Division Chairs and the QFP Committee will provide faculty opportunities for meeting the minimum requirements and competencies, as defined in Iowa Code section 260C.48.

Semi-annually, the QFP Committee will conduct a spot review of the reporting system and the faculty records in order to monitor the effectiveness of the reporting system and to make adjustments as needed. Whenever necessary, the QFP Committee will evaluate professional development activities not in Addendum #8 but submitted by a faculty member for FDU credit. See Addendum #3 *Request for Faculty Development Units.*

WITCC will provide accurate record keeping and documentation for monitoring the Quality Faculty Plan. The WITCC Human Resources office will be responsible for maintaining a summary of the FDUs completed by each faculty member. The QFP Committee will be responsible for the administration, on-going evaluation, and monitoring of the Plan. Faculty will retain the records documenting proof of their professional development activities and provide those records to the Human Resources Office upon request. See Addendum #4 *Record of Professional Development Activities.*

If the faculty member does not complete the faculty development units, the faculty member may be placed on one-year Quality Faculty Plan probation at the discretion of the Chief Academic Officer and required to outline which professional development activities the faculty member will engage in over the next year to begin to meet the Professional Development expectations.

Faculty members will provide proof of their 2 (two) FDUs each semester in a format accessible by the faculty member, Division Chairs, Quality Faculty Plan Committee and Human Resources.

Annually, the faculty members will review their accumulated FDU's with their Division Chairs. Division Chairs and the Quality Faculty Plan Committee will advise faculty of opportunities for meeting the minimum requirements and competencies, as defined in Iowa Code Section 260C.48.

Faculty Records

On a semi-annual basis, faculty will retain and submit their Record of Professional Development Activities (Addendum #4) to the Human Resources office for review by the Quality Faculty Plan Committee documenting progress towards attaining minimum QFP competencies.

WITCC will submit data files to the Iowa Department of Education as required.

Amendments

These Quality Faculty Plan Procedures will be reviewed on an annual basis and will be subject to amendment and update by the QFP Committee.

WESTERN IOWA TECH COMMUNITY COLLEGE QUALITY FACULTY PLAN COMMITTEE

Keith Price   Date
Computer Networking Instructor

Juline Albert, Ph.D.   Date
Chief Academic Officer

Carol Ratcliff   Date
Digital Media Publishing Instructor

Brenda Bradley   Date
Chief Human Resources Officer

Helen Lewis   Date
English and Humanities Instructor

Cyndi Hanson   Date
Chief Staff Development Officer

Rod Tondreau   Date
Biology Instructor

Greg Strong   Date
Division Chair

Addendum #1

WESTERN IOWA TECH COMMUNITY COLLEGE QUALITY FACULTY PLAN

Introduction

The Western Iowa Tech Community College (WITCC) Board of Directors at its September 9, 2002, meeting established a Quality Faculty Plan Committee consisting of four faculty and four administrators. The Committee was established to develop a Quality Faculty Plan for hiring and developing quality faculty according to Iowa Code 260C.36. The WITCC Education Association appointed two arts and sciences faculty and two career and technical education faculty to serve on the Committee. The College President appointed four administrators to serve on the Committee.

Implementation Schedule for the Plan

The WITCC Quality Faculty Plan Committee submitted the Quality Faculty Plan to the WITCC Board of Directors, and the WITCC Board approved the Plan on January 13, 2003. WITCC submitted the Plan to the Iowa Department of Education and implemented the Plan on July 1, 2003.

The Quality Faculty Plan Committee developed and implemented the Quality Faculty Plan Procedures on July 1, 2003.

The WITCC Quality Faculty Plan Committee shall submit the updated Quality Faculty Plan to the WITCC Board of Directors on May 11, 2009. The Board shall consider the Plan and, once approved by the Board, WITCC shall submit the Plan to the Iowa Department of Education and implement the Plan not later than July 1, 2009.

The Quality Faculty Plan Committee will update and implement the Quality Faculty Plan Procedures not later than July 1, 2009.

Orientation for New Faculty

WITCC will provide new full-time and part-time faculty with an orientation designed to meet current and future needs. WITCC will also provide options for faculty to enhance teaching strategies, curriculum development and student evaluation strategies. This orientation may include, but not be limited to, student advising, classroom management, faculty performance evaluation procedures, Board policies and a campus tour. The orientation may also include WITCC operational policies and procedures for the business office, human resources, information technologies, enrollment services and student services.

Continuing Professional Development for Faculty

WITCC will provide and/or support opportunities for continuing professional development for full-time and part-time faculty in content areas and instructional/pedagogical strategies. As of July 1, 2011, WITCC will provide and/or support these opportunities for adjunct credit faculty. This professional development may include, but not be limited to, such activities as college courses, technical certifications and licenses, professional conferences and workshops, industry experience, and WITCC staff development sessions.

Record Keeping and Documentation for Plan Monitoring

WITCC will provide accurate record keeping and documentation for monitoring of the Quality Faculty Plan. Each faculty member will be responsible for record keeping of his or her individual professional development. The WITCC Human Resources office will be responsible for maintaining

summary data of the professional development records of each faculty member. The Quality Faculty Plan Committee will be responsible for the administration, on-going evaluation and monitoring of the Plan and for the competencies of the faculty.

Consortium Arrangements

Consortium arrangements will be established where appropriate, cost-effective and mutually beneficial. These arrangements may include, but not be limited to, consortiums with other community colleges and with public and private educational and business entities.

Instructional Competencies

Through the implementation of the Quality Faculty Plan, instructional competencies will be developed for WITCC faculty. These competencies will be reflective of instructional and subject matter areas. Specific activities will ensure faculty attain and demonstrate instructional competencies and knowledge in their subject or technical areas.

Faculty Records

Procedures will be developed for collection and maintenance of records demonstrating that each faculty member has attained, or documented progress towards attaining, minimum competencies. The data collected will demonstrate how each full-time and part-time faculty member has attained, or has documented progress toward obtaining, minimum competencies. As of July 1, 2011, this data will be collected and maintained for adjunct credit faculty.

WITCC will submit data files to the Iowa Department of Education as required.

Compliance with Faculty Accreditation Standards

WITCC will comply with the faculty accreditation standards of the North Central Association of Colleges and Schools. WITCC will also comply with the faculty standards required under specific programs that are offered by WITCC and that are accredited by other accrediting agencies.

Summary

The Western Iowa Tech Community College Quality Faculty Plan Committee submits to the WITCC Board of Directors and recommends approval of this Plan for hiring and developing quality faculty according to Iowa Code 260C.36.

Western Iowa Tech Community College Board of Directors
Quality Faculty Plan Approval

_____   May 11, 2009
WITCC Board President   Date

Iowa Department of Education
Review of WITCC Quality Faculty Plan

_____   _____
DE Representative   Date

QFP/bsb

Addendum #2

Professional Development Activities

QFP: Professional Development Activities	Descriptions*	Faculty Development Units (FDUs)
I. Professional conferences/ staff development/ teacher workshops	• Participate in sessions: (e.g. conferences, seminars, workshops, staff development, technology, advisory training) • Participate in creative teaching workshops • Participate in NISOD • Participate in instructional (pedagogical) and discipline (content) training offered through the relevant professional organizations for faculty • Participate in training techniques for students with special needs/disabilities/ health concerns • Share teaching strategies through sessions on campus, faculty forums, or department roundtables • Share best practices at regional conferences • Participate at local and regional teaching workshops	1 FDU/hour
	Present original research (e.g. conferences)	5
	Present revised research (e.g. conferences)	2
	Develop and conduct a regional workshop	3
	Update and deliver a regional workshop	2
	Develop and conduct a staff development session	2 FDUs/hour
II. Partnerships/ Job Shadowing/Visits	Visit/tour other institutions/departments or programs/industry or business	1 FDU/hour
	Shadow a business, industry, health, or academic professional	1 FDU/hour
	Intern to update skills and application of technology (as in On-the-Job Training)	15 FDUs/ 40 contact hrs
	Deliver guest lectures at other institutions	2
III. Mentoring	Participate in mentoring training	1 FDU/hour
	Participate in peer review	1 FDU/hour

IV. Individual Development	Self teach new technology for course instruction; e.g. new software	2
	Read the articles in a professional journal	1/journal
	Read books in discipline or instruction (e.g., pedagogical text, not actual course textbook)	3/book
	Take college credit classes in discipline/ cross-discipline/instruction (pedagogy)	15 FDUs/ 1 credit hour
	Complete a thesis or dissertation (mere registration for thesis or dissertation hours not sufficient without evidence of actual progress)	15
	Take required courses and training to maintain/ renew a professional license required by a discipline/special certification	15 FDUs/ 1 credit hour
	Develop and teach a new course	4
	Develop a course for new delivery (e.g., redesign a course for online delivery, ICN)	3
	Update a course significantly (e.g., totally change textbook)	3
	Write curriculum (e.g., DACUM)	3 FDUs/ course
	Participate in cross-curricular training (e.g., adapt curriculum to general education outcomes)	1 FDU/hour
	Present a public program (e.g., Humanities Iowa, WITCC Bacon Creek Back Porch, Kiwanis Club)	2
	Update and deliver a public program.	1
	Write a major grant (e.g., NSF, NEH)	8
	Write a local/small grant (e.g., Humanities Iowa)	4
	Complete Mandatory Child and Dependent Adult Abuse Training	2
	Publish an academic article	5
	Publish a book	15
	Display works in a juried exhibition	5
	Write accreditation report/materials	5
	Complete video/audio/online academic course or training	1 FDU/4 hours
	Submit activities not currently identified to the Division Chair*	FDUs to be determined

* Many items could be altered to fit your specific situation. Your Division Chair and the Quality Faculty Plan Committee will evaluate additional items.

Addendum #3
Request for Faculty Development Units

To: Quality Faculty Plan Committee

From: _____   Date: _____
              (printed employee name)

Please consider the following professional development activity as faculty development units in the Quality Faculty Plan Procedures.

Professional Development
Activity Title: _____

Date of Activity: _____

Location of Activity: _____

Length (hours) of Activity: _____

Description of Activity: _____

_____

_____

                         Employee Signature: _____

        *

Date Received by Quality Faculty Plan Committee: _____

_____   This professional development activity has been reviewed by
                  the Quality Faculty Plan Committee and will be considered as
_____   Faculty Development Units (FDUs).

Comments: _____

_____

_____   _____
Faculty representative signature   Date   Administrator representative signature   Date

Addendum #4
Record of Professional Development Activities

Please record your 2 (two) faculty development units (FDUs) each semester and **retain and submit** this report or evidence of the completed FDUs to Human Resources.

Employee Name:

Social Security No.:

QFP Professional Development Activities	Date	Description	Faculty Development Units (FDUs)
I. New Faculty			
II. Professional Conferences/			
Staff Development/			
Teacher Workshops			
III. Partnerships/Job Shadowing/Visits			
IV. Mentoring			
V. Individual Development			
		Submit activities not currently identified to the Division Chair*	FDUs to be determined

* Many items could be altered to fit your specific situation. Your Division Chair and the Quality Faculty Plan Committee will evaluate additional items. See Addendum #3 Request for Faculty Development Units for activities not listed in the Quality Faculty Plan Procedures.

Self-Assessment Inventory

This list of competencies was identified in seven major studies, as skills needed by employees in today's workforce. Before you plan your participation in staff development programs during the next year, take some time to reflect on your skills in these areas. As you decide how to rate yourself, think of situations in which you have been called on to exhibit these behaviors. How did you perform?

	Always	**Mostly**	**Sometimes**	**Seldom**	**Never**	**Not Sure**
Adapt to Change						
Listen Actively						
Work in Teams						
Solve Problems						
Take Responsibility						
Deal with Others						
Be Motivated						
Calculate Accurately						
Communicate Effectively						
Concentrate						
Learn Continuously						
Be Dependable						
Take Risks						
Handle Stress						
Think Reflectively						
Read Effectively						
Lead						
Persist						
Manage Goals						
Manage Time						
Behave Ethically						
Work Confidently						
Use Systems						
Be Interdependent						

This is a self-rating assessment. How did you do? Your responses are not intended for comparison to those of others. Your chart will help to identify areas on which you may want to focus your development.

Now look at your own professional goals and make a plan of action!

Adapted from *The Mindful Worker, Learning and Working into the 21st Century,* Curtis Miles, 1994.