

Overview of the Professional Development Leave Process Time Montgomery College

An application must be complete to be considered. It includes the application form, a professional development plan, and any supporting documentation, e.g., travel form, letters of support. The application process for professional development leave consists of two phases: 1) the development and submission of the application, and 2) the institutional review and selection process.

Phase 1 Development and Submission of the Application November—February OR April—August

The Professional Development Application Class (Fall and Spring): This presentation and interactive discussion provides administrators and staff members the opportunity to learn about the application process, to obtain guidance in preparing an application and project plan, and to identify potential mentors, i.e., previous professional development leave recipients, to assist them in preparing their professional development plan.

Informal Application Reviews (Fall and Spring): During the development of the application and project plan, administrators and staff members are strongly encouraged to meet with colleagues and mentors to gather input and feedback.

Formal Application Reviews (November-January OR May-August): Prior to submitting the application, the applicant is required to meet with his or her supervisor, and then with his or her administrator for a formal review of the application. These meetings provide an opportunity for the applicant to receive additional feedback and guidance in formulating a project plan that correlates to the applicant's individual professional development plan, the professional development leave guidelines, and the application evaluation criteria.

Final Submission of Application, Project Plan & Any Supporting Documentation (February OR August): The complete application is submitted to the administrator for his or her final review. The administrator submits application packets directly to the HRSTM Center for Professional & Organizational Development (CPOD) with his or her comments. CPOD will confirm receipt of applications by notifying both the applicant and the administrator.

Phase 2: Institutional Review and Selection March—May OR September—November

CPOD Review (March OR September): CPOD reviews the applications to ensure that they meet all eligibility requirements and are complete before submitting the administrator applications to the director of professional and organizational development and the staff applications to the Professional Development Leave Committee (PDLC). CPOD provides administrative support to the Committee throughout the review and recommendation process.

Professional Development Leave Committee Review (March – April OR September-October): All staff professional development leave applications are reviewed and evaluated by the PDLC, which is composed of six staff members, two from each campus, who are nominated and selected by the Staff Council and represent bargaining and non-bargaining employees. In determining their nominations and selections, the Council strives to ensure that the committee has balanced, diverse representation in terms of race, gender, ethnicity, department and/or units. To meet this goal, while ensuring consistency in the review, standards, and processes, committee members serve two-year, staggered terms. PDLC

members are ineligible to apply for professional development leave during the two-year period they are serving on the committee.

In reviewing the applications and formulating its recommendations, the PDLC considers the published criteria/factors and then develops and submits their recommendations regarding the award of professional development leave to the director of professional and organizational development.

Selection & Awards of Professional Development Leave (May OR November): The director of professional and organizational development ensures that the PDLC's deliberations and recommendations are consistent with the professional development leave criteria. Final determination of staff awards are made by the appropriate senior vice president, whose decisions are final. Upon review of the administrator applications, the director of professional and organizational development prepares a final report with recommendations to the president, for consideration in determining the selection of administrators for the award of professional development leave. All notification of application results will be made by the director of professional and organizational development.