

5.25 Professional Development

Last Revised: July 2022

Policy: Piedmont Community College (PCC) ensures that faculty and staff participate in professional development activities relevant to their employment which fosters an environment of educational excellence in accordance with the College’s mission, vision, and values.

Purpose/Definitions:

Purpose

PCC provides opportunities for professional development for faculty and staff to ensure professional growth. Faculty and staff are responsible for taking the initiative to promote their own growth by identifying and participating in professional development activities that will enhance their knowledge and job performance.

Definitions

Community Service—the act of supporting our communities through volunteer service.

Professional Development—a means by which an employee participates in further education and events that add to their knowledge of the skills required to succeed in their position, enhance the employee's development plan for future growth, and creates a vision of success for the employee.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The vice president of each division has monitoring authority.

Procedure:

Section 1: General Provisions

- 1.1. Prior to enrolling in a professional development activity during normal working hours, an employee should obtain approval from their supervisor.

Section 2: Professional Development Recommendations

- 2.1. Employees are encouraged to collect a minimum of 10 professional development and/or community service points annually.
 - 2.1.1. Points values will be determined by the Professional Development Committee and the Office of Human Resources and Organizational Development (See Exhibit 5.25 Example—Professional Development and Community Service Point Values.)
 - 2.1.2. These points are documented as part of the employee evaluation process as noted in PCC Policy 5.34 Employee Evaluation.

Section 3: Incentives

- 3.1. College employees may receive incentives for completing professional development points exceeding the minimum number.
- 3.2. College employees may receive incentives for completing a degree, pending availability of approved funding, if the degree:
 - 3.2.1. enhances the employee’s effectiveness;
 - 3.2.2. is consistent with their job description;
 - 3.2.3. is from an accredited institution recognized by the Department of Education;
AND
 - 3.2.4. is higher than their current degree level.
- 3.3. Incentives may be awarded to faculty and staff, pending funding approval by the North Carolina Community College System, for educational obtainment of a degree, as follows:

Table 1. Incentive Increases for Advanced Degree Attainment

Degree	Incentive Increase
Associate	1.4%
Bachelor’s	6%
Master’s	5%
Doctoral	6.8%

- 3.3.1. To assist in the College budgeting process, the employee is responsible for notifying the Office of HROD by April of the fiscal year prior to the expected date upon which their degree will be conferred.

3.3.2. An official transcript documenting the receipt of the degree must be submitted to the Office of HROD.

3.3.2.1. The Office of HROD will notify the employee's supervisor that a salary adjustment will be made for the employee.

3.3.2.2. Faculty incentives are awarded based on the higher of the following calculations:

3.3.2.2.1. a percentage increase (see Table 1. Incentive Increases for Advanced Degree Attainment) of the current base salary, or

3.3.2.2.2. a 10% increase over the North Carolina Community College System minimum salary of the degree from which the employee is advancing. (See the State Board of Community Colleges Division of Finance and Operations State Aid Allocations and Budget Policies document for the current fiscal year for the minimum faculty salaries by education level.)

3.3.2.2.2.1. For example, suppose a full-time faculty member currently holds a bachelor's degree and has a 9.5-month contract with the College with a base salary of \$43,200. This employee completes a master's degree. Two calculations would be made, compared (see sub-items below), and the larger value would be chosen as the employee's new base salary:

3.3.2.2.2.1.1. $1.05 * \text{current base salary}$
 $= 1.05 * \$43,200$
 $= \$45,360$

3.3.2.2.2.1.2. $1.10 * \text{NCCCS minimum base bachelor's degree salary pro-rated to 9.5 months (pro-rated NCCCS FY 2020-21 minimum salaries are used in the example)}$
 $= 1.10 * \$42,614$
 $= \$46,875$

3.3.2.3. Staff incentives are awarded based on the higher of the following calculations:

- 3.3.2.3.1. a percentage increase (see Table 1. Incentive Increases for Advanced Degree Attainment) of the current base salary, or
- 3.3.2.3.2. a 10% increase over the PCC minimum salary of the employee's current (prior to the attainment of the advanced degree) paygrade classification, whichever is higher.
 - 3.3.2.3.2.1. For example, suppose a full-time staff member currently holds a bachelor's degree and a 12-month contract with the College with a base salary of \$44,500. The employee's paygrade range is \$42,066 to \$58,425. This employee completes a master's degree. Two calculations would be made, compared (see sub-items below), and the larger value would be chosen as the employee's new base salary:
 - 3.3.2.3.2.1.1. $1.05 * \text{current base salary}$
 $= 1.05 * \$44,500$
 $= \$46,725$
 - 3.3.2.3.2.1.2. $1.10 * \text{PCC minimum base salary amount from current paygrade}$
 $= 1.10 * \$42,066$
 $= \$46,273$
 - 3.3.2.4. The percentage increase will be included in the employee's base salary.
 - 3.3.2.4.1. Payment of the employee's new monthly amount will begin with the month the credential is attained, provided the Office of HROD has received the employee's official transcripts.

Legal Citation: [N.C.G.S. 115D-5](#); [N.C.G.S. 115D-20](#)

History: Effective: October 1988; Revised January 1991, October 1992, April 1993, July 2001, February 2012, October 2015, November 2021, July 2022

Cross-references PCC Policy 5.34 Employee Evaluation.

Exhibit 5.25 Example Professional Development and Community Service Point Values

Professional Development and Community Service Point Values						
All activities should be consistent with the College's mission, vision, and values. If you have any questions about an activity not listed, please confirm with Human Resources prior to requesting to attend.						
1 Point	2 Points	3 Points	4 Points	5 Points	6 Points	10 Points
Convocation (1 point per session attended)	Community Board Member	Onboarding Cohort (Attend / Participate)	Present a Training / Webinar to PCC Employees	Job Related Training Sessions (half day)	Job Related Training Sessions (full day)	Publication of a Book
Attend / participate in PCC events	Volunteer for PCC Tent / Event Under 1 hour	Volunteer for PCC Tent / Event >= 1 < 2 hours	Volunteer for PCC Tent / Event >= 2 hours			
Institutional Service under 1 hour	Institutional Service >= 1 < 2 hours	Institutional Service >= 2 hours				
Membership in Prof Org	Obtain a certificate pertaining to enhancing job skills	Present at Conference (Poster)	Present at Conference (Regional / State)	Present at Conference (National)		
Participate in Focus Group				Publication in a journal		
Webinar Under 1 hour	Webinar >= 1 < 2 hours	Webinar >= 2 hours				
Community Service Activities under 1 hour	Community Service Activities >= 1 < 2 hours	Community Service Activities >= 2 hours				
Participate in Book Study	Serve as a Mentor	Publication of an Article				
Town Hall (Attend / Participate)		Facilitate a Book Study				