



## Overview of the Professional Development Leave (PDL) Process

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 and letters of support.

The application process for professional development leave consists of two phases:

- Phase 1 - the development and submission of the application
- Phase 2 - the institutional review and selection process

### PHASE 1: Development and Submission of the Application November—February

**The Professional Development Leave Information Session (Fall):** 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 strategies to assist them in preparing their professional development plan.

**Informal Application Reviews (Spring):** During the development of the application and project plan, administrators and staff members are strongly encouraged to meet with colleagues, mentors, and leadership to gather input and feedback. Additionally, administrators meet with supervisors to determine how responsibilities will be handled in their absence.

**Formal Application Reviews (November-February):** 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):** Both administrator and staff applicants submit their completed application, project plan, and supporting materials via Workday by the application deadline. Administrators send materials up their chain of command for signatures concluding with endorsement from their SVP, before uploading to Workday. Staff submit materials to their supervisor and administrator for final review and signatures, before uploading to Workday. It's recommended for both administrators and staff to email the leave coordinator to confirm receipt of materials in Workday.



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### PHASE 2: Institutional Review and Selection March—May

**HRSTM Review (March):** The HRSTM leave coordinator reviews all applications to ensure that they meet all eligibility requirements and are complete before submitting administrator applications to the chief human resources officer (CHRO) and staff applications to the Professional Development Leave Committee (PDLC). HRSTM provides administrative support to the Committee throughout the review and recommendation process.

**Professional Development Leave Committee Review For Staff (March – April):** All staff professional development leave applications are reviewed and evaluated by the PDLC, which is composed of 12 staff members, four from each campus, (including four alternate non-voting members) 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, and department and/or units. To meet this goal, while ensuring consistency in the review, standards, and processes, committee members serve three-year, staggered terms.

#### **Selection & Awards of Professional Development Leave (May):**

**Staff:** The PDLC considers the published evaluation criteria and rubric and then develops and submits their recommendations, regarding the award of PDL, to the leave Coordinator. The Coordinator ensures that the committee's deliberations and recommendations are consistent with the PDL criteria and then forwards the recommendations to the CHRO for final approval.

**Administrators:** Upon review of the administrator applications, the CHRO, or designee, prepares a final report with recommendations that is sent to the president, for consideration in determining the selection of administrators for the PDL award. The President, or designee, makes the final decision to award administrator applicants PDL.

All notification of award results will be made by the CHRO or designee.