Professional Development & Assessment

As per our contract: Article 5. O. 4-5 (pages 15-16):

"The College Professional Development Committee in consultation with the College administration will identify orientation, training, and workshop or professional development opportunities that are available for part-time faculty compensation. A total of three (3) hours compensation may be submitted for payment annually at Group 1, Step 1 of the Faculty Hourly Salary Schedule (Appendix B)."

"To facilitate part-time faculty participation in discipline-directed assessment training, course level and/or program level assessment projects, the District will offer three (3) hours of compensation annually at Group 1, Step 1 of the Faculty Hourly Salary Schedule (Appendix B). Participating part-time faculty will submit to their respective College Professional Development Committee a self-reflective narrative identifying the application of knowledge resulting from their participation in the three (3) hours of assessment related professional development activities. The results of an individual faculty member's assessment shall not be used as a criterion of evaluation."

Submitting Your Hours via Etrieve

The electronic submission form for Associate (PT) Faculty Professional Development Hours is submitted through the Etrieve online system. The Associate Faculty Assessment and Professional Development Form via Etrieve has been updated and split into two separate forms: one for assessment hours and one for professional development hours. This modification was made in an effort to streamline the approval routing process.

What is Etrieve?

Etrieve is a browser-based content management solution that enables the use of electronic forms in an effort to eliminate the need for paper and to speed up the process for approvals and submission to the Payroll office. The new payroll document system allows employees to complete forms online and easily route them through a predetermined, automated workflow. Users can review, approve, deny, comment or reroute forms based on their need, making paper forms something of the past.

How to Access Etrieve?

You can access Etrieve by logging into the PortalGuard- Single Sign-On Portal (go.rccd.edu). The Single Sign-On Portal also contains links on the sign-in page if you've forgotten your password or need to change your password.