

**PROFESSIONAL IMPORVEMENT LEAVE**  
ADMINISTRATIVE RULE NUMBER: D035  
LAST APPROVED: November 1, 2019  
RELATED TO POLICY SERIES NUMBER: 442

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OVERVIEW: D035.1

- A. The Curriculum Committee will serve as the Professional Improvement Leave Committee and make recommendation to the Vice President of Instruction and Student Services and the College President.
- B. The College President must approve all Professional Improvement leaves.
- C. The applicant's proposal shall address how the Professional Improvement Leave will provide the faculty member the opportunity for professional growth and development related to his/her instructional area(s) or assignment(s), thereby enhancing his/her value to the College. The following includes, but does not limit, areas in which professional improvement leave may enhance a faculty member's value:
  - a. Instructional methodology
  - b. Curriculum development
  - c. Instructional content
  - d. Learning philosophies
  - e. Incorporation of advanced/emerging technologies
  - f. Supervisory training
  - g. Teamwork skills
- D. The committee will consider other factors that appear to be relevant, such as:
  - a. Needs identified by the College's Strategic Plan
  - b. Funding
- E. The committee will assure a fair distribution of Professional Improvement Leave opportunities.
- F. The committee will develop a tool to evaluate the application(s).

If a faculty member declines an approved Professional Improvement Leave, the committee will reconvene to consider an alternate applicant.

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PURPOSE: D035.2

The purpose of Professional Improvement Leave is to provide eligible faculty an opportunity for professional growth and development related to their instructional area(s) and/or assignment(s), thereby enhancing their value to the College. Professional Improvement Leave is awarded to an eligible faculty member; it is not a right based on years of service.

Examples of professional improvement leave activities include, but are not limited to:

- A. Study at a recognized college, university, or technical school;
- B. A work experience program designed to update or upgrade knowledge and/or skills; and
- C. Independent or collaborative study, research, writing or other project.

All professional improvement leave activities must be related to the faculty member's current or future instructional area(s) and/or assignment(s) as determined by the College.

ELIGIBILITY: D035.3

Faculty must meet the following requirements to be eligible for professional improvement leave:

- A. Must have completed six or more consecutive academic years of regular faculty employment at Tillamook Bay Community College.
- B. Any year in which an employee has an unpaid leave of absence of one full term or more shall not constitute a completed year of service for purposes of computing eligibility for professional improvement leave.
- C. Must have fulfilled previous professional improvement leave agreements.

COMPENSATION: D035.4

A. Compensation During Leave

Professional Improvement Leaves may be for one, two, three, or four terms depending upon the length of the faculty member's work year. Compensation during the term(s) of leave will be pro-rated based on the following percentages:

- a. 80% for a one-term leave

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- b. 70% for a two-term leave
- c. 60% for a three or four-term leave

Contact the Business Office Specialist for specific calculations.

**B. Salary and/or Salary Schedule Placement on Return from Leave**

Pay increases approved by the Board of Education will apply to faculty members currently on or returning from Professional Improvement Leave.

**BENEFITS: D035.5**

- A. Health, dental, life and long term disability insurance, tuition waivers, and PERS benefits, as applicable to contracted faculty, will continue during the period of the Professional Improvement Leave on a pro-rated basis.
- B. Sick leave will not accrue during Professional Improvement Leave.

**PROFESSIONAL IMPROVEMENT LEAVE AGREEMENT: D035.6**

The Professional Improvement Leave Agreement will include, but is not limited to:

**A. Report and/or Documentation Required**

Upon return from his/her leave, the faculty member shall, within three months of the completion of the professional leave, submit to his/her immediate supervisor a written report or other documentation as agreed upon. Copies will be forwarded to the Vice President of Instruction and Student Services and the College President.

**B. Time Commitment upon Return**

Upon completion of the professional improvement leave, the faculty member agrees to return to Tillamook Bay Community College for a minimum period of time equal to the professional improvement leave. The Leave Agreement does not preclude the faculty member's employment agreement.

**C. Repayment in Lieu of Return**

Provisions shall be made so that the faculty member may repay the professional improvement leave salary in lieu of his/her return to Tillamook Bay Community College.

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The Leave Agreement and the Approved Professional Improvement Leave Application will be placed in the faculty member's personnel file with copies to the Vice President of Instruction and Student Services and applicant.