

## Professional Development Requirements for Full-Time Faculty

Faculty must complete 16 hours of professional development through the Teaching and Learning Center (TLC) by July 31<sup>st</sup> of each year.

### What Counts

- Any session in WCC's TLC catalog with any of the following tags:
  - Teaching
  - Workplace Effectiveness
  - Leadership
- Any offering on the Lynda.com Faculty Professional Development Playlist
- Any TLC session/course you lead – leading a 1 hour session = 1 hour PD credit
  - Submit your session ideas & the TLC will coordinate the rest:  
<https://wccpriorityone.wufoo.com/forms/tlc-event-form/>
- PD credit will be calculated by scheduled hours per session:
  - 1 hour scheduled session = 1 hour of PD credit

### What Doesn't Count

- HR Essential Training (*completed on Blackboard each year; 100% completion of this course required of all WCC Employees*)
- Off-campus professional development (conferences, speakers, etc.)
- Department, Division, Faculty, or other meetings that are already part of your professional responsibility as a faculty member

### How it Works

- TLC sessions/courses are listed online in the KALPA system. Register anytime!
- Attend a session, your attendance will be verified and your completed PD hours will be updated in KALPA, so you always know how many hours you've completed and how many hours you have left to complete.
- Currently there are over 150 hours of courses available for you to take to earn your 16 hours, and sessions will be continually being added throughout the school year.
- **Tell TLC and FPD what sessions or courses you'd like to see added and they'll gladly help you add meaningful sessions.**

Please send feedback & questions to [fpd@wccnet.edu](mailto:fpd@wccnet.edu).

