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2.285       2.27       (Re)Imaginings/Common Read - Sponsoring/Mentoring Student Projects       1   per proposal up to 4 maximum         2.29       2.28       Student Convocation       1 to attend/2 additional if presenting	
2.29         2.28         Student Convocation         1 to 3 1 to attend/2 additional if presenting	um
	senting
2.31 2.30 Attend a Student Performance 1 to attend/1 additional if director or usher	ctor or usher
2.32     2.31     Student Recognition Event     1     to attend/1 additional if presenting	

				-			
2.36	2.32		Sustained Dialogue		per academic year		
2.38 2.39	2.33 2.34		Voices (judge essay contest) Welcome Back Week	2	2 shifts/credit		
2.55	2.99		Other		Discuss with Dean.		
Department/Program							
3.01	3.01	1.00	Accreditation Mock Visit/Report/Site Visit	1 to 10	Discussion with Dean, based on level of involvement, including activities such as Varies across programs		
3.02	3.02		Bridge Program - Assessment/Coordination (English)		Discussion with Dean		
3.04	3.03		Counterparts Meeting - Attend	1	On non-mandatory day, per 2 meetings		
3.05 3.06	3.04 3.05		Counterparts Meeting - Chair or Recorder Course Preps over Contract Limit	3	A new many even the construct limit		
3.06	3.05		Course Preps over Contract Limit Department/Counterparts Meeting - Attend		1 per prep over the contract limit per two meetings		
3.08	3.07		Department/Counterparts Meeting - Present		additional per meeting		
3.12	3.08		Departmental Meetings with Adjuncts		per 2 meetings		
3.13	3.09		Departmental Meetings with Adjuncts - Presentation		additional		
3.14 3.15	3.10 3.11		Departmental/Program Website - Build/Maintain Equipment-Maintenance/Servicing		3 to build/2 to maintain Discussion with Dean		
3.15	3.12		Equipment-mainterlance/servicing ESL Placements		Discussion with Dean		
3.10	3.12		Lab Pregorianis Lab Pregorianis		Discussion with Dean		
3.18	3.14		Program Planning & Review	6			
NEW	3.15		Working with Advisory Committees or external consultants		1 credit for attending advisory committee meeting		
3.19	3.16		Program Presentation to Schools		recruit/outreach per event		
3.22 3.23	3.17 3.18		Substitute Teaching (for FT or Adjunct) Summer Program Coordination (not applicable to Faculty Coordinator position)	1 to 3	1 to 3 per day (discuss with Dean) Discussion with Dean (example Honor'sProgram/Writing Center)		
5.23	3.18		Summer Program Coordination (not applicable to Faculty Coordinator position) Other Other		Discussion with Dean (example Honor sprogram/whiting Center)		
Community Se							
4.01	4.01		Academic or Artistic Contest - Judge	2	per contest		
4.02	4.02		Alumni Events - Participate/Attend	1			
4.03	4.03		Community Group Membership Community Volunteer Activities (represent Tri-C)	2	per annual appointment		
4.04	4.04		Continuing Volunteer Activities (tepresent The)	1	1 credit per session/event (if not otherwisecompensated)		
4.06	4.06		Speakers' Bureau - Prepare and Present		Prepare & present		
4.07	4.07		VITA Tax Preparation - Site Coordinator	4			
4.08	4.08		VITA Tax Preparation - Volunteer		2 credits per day to a maximum of 14 credits		
Curriculum and	4.99     Other       Curriculum and Assessment     1 to 14 Discuss with Dean.						
5.005	5.01		Course Outlines - Review of Resources by Librarian	3	3 credits/academic year		
5.01	5.02	1.00	Course Outline - Revise	3	includes TAG. Consult with Curriculum Office.		
5.02	5.03	1.00	Course Outline - Update to Align with College Standards		Consult with Curriculum Office.		
5.03 5.05	5.04	1.00	Course Outline - Update Resources Only Embedded Librarian (Blackboard)		Consult with Curriculum Office Meet with librarian and provide Bb discussion board access for course duration.		
5.05	5.05				Partner with CLOA member, instructional designer, or librarian to create/review a		
0.00	5.00		Develop assignments for outcomes assessment assignment library		Information Literacy ELO, work with librarian.		
5.07	5.07		Lead Faculty for Degree Program	-			
5.08	5.08				Consult with curriculum office and associate dean.		
5.09			Learning Module/Unit - Design	1	in collaboration with designer		
5.10	5.09		LibGuide	1	in collaboration with designer Meet with librarian to review and update subject area guide; share guide with col		
	5.10		LibGuide Library Collection Development - Liaison	1 2 4	in collaboration with designer Meet with librarian to review and update subject area guide; share guide with col Contact liaison librarian for your division. See http://libguides.tri-c.edu/liaisonfor		
5.11			LibGuide	1 2 4	in collaboration with designer Meet with librarian to review and update subject area guide; share guide with col		
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5.11 5.12 5.13 5.14	5.10 5.11 5.12 5.13 5.14	1.00	LibGuide Library Collection Development - Liaison Library Instruction (face-to-face / virtual) Library Marketing Events New Course - Create Course Outline (includes conversion of a course to on-line or blended) New Program or Certificate - Conduct research. Complete forms including gainful employment.	1 to 2 1 to 2 8	in collaboration with designer Meet with librarian to review and update subject area guide; share guide with col Contact liaison librarian for your division. See http://libguides.tri-c.edu/liaisonfor Partner with librarian for library instruction, including assignments, learning objec 3-6 visits per course; 3 credits 7+ visits per course. 1 to attend; 2 to plan or facilitate. Consult with Curriculum Office Consult with curriculum Office and associate dean.		
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	E 00			1 4= 1	4 Discussion with Door
College Service	5.99		Other	1 to 14	4 Discussion with Dean
NEW	e 6.01		Participate in a College Planning Process	variable	e Discuss with Dean.
6.01	6.02		raticipate in a Conege riatining ricess	Valiabio	
6.02	6.03		Academic Journal Publication (refereed article)	+	3
6.025	6.04		Adjunct Recruitment/Appreciation Event - Participate		2
6.03	6.05		Building Monitoring (for safety)		1 1 credit/academic year
6.04	6.06		College-Wide Summits		3 1 to attend; 2 additional if presenter
6.05	6.07		Cross-disciplinary Activity - Create and Collaborate	;	2
7.18	6.08		Registration and Enrollment Assistance - Volunteer		1
6.06	6.09		Enrollment Center - Volunteer		1 1 credit per session
6.07	6.10		Faculty Observation/Peer Review/Meet (FT Faculty orAdjunct)		1 Limit of 6 or per department needs
6.08	6.11		Grant Process		6 Discussion with dean.Investigate/Review/Write/Committee member.
6.09	6.12		Marketing Activity		2 1 to attend; 1 additional if presenter
6.10 6.11	6.13 6.14		Mentoring Adjuncts and Lecturers Officer in Professional Organization		3 per adjunct/semester. Maximum of 3 mentoring relationships per academic year
6.11	6.14		Training/Workshop - Develop or Present a Session		2
6.14	6.15		Training workshop - Develop or Present a Session Trustee Meeting - Attend (2 meetings)		2 1 1 credit/2 meetings
0.013	6.10		Trustee weeuing - Aueno (2 meeuings) Care Team Campus Steering Committee Care Team Campus Steering Committee		4 (members assigned by AAUP/Faculty Senate)
0.015	6.18		Care Team Faculty Workshops		2 per workshop
0.051	6.19		Degree Works College-wide Advisory Committee		4 (members assigned by AAUP/Faculty Senate)
0.053	6.20		Degree Works/One Record Faculty Advocacy Training		3 (for instructional and library faculty)
0.055	6.21		Degree Works Training for Power Users		4 (for counselors only)
0.155	6.22		CPL Develop Credit By Exam or Bypass Credit Processand Rubric		5 (per course for each faculty member)
0.157	6.23		CPL Review Bypass Credit Request		4 Discussion with dean
	6.99		Other		4 Discuss with Dean.
Counseling					
7.01	7.01		College Catalog - Review and Edit		5
7.02	7.02		Content Author, Counselor Resources, My Tri C Space -Maintain		2
7.03	7.03		Counseling Presentations at High Schools		2
7.04	7.04		Counseling Presentations at 2 and 4-year Colleges	-	2
7.05	7.05		Counselor Training - New Student Ambassadors		1
7.06	7.06		Creation of Materials for Programs (CCP, DualAdmissions)		2
7.065	7.07		IPED's Outreach & Degree Works AuditReview		1 1 credit per 10 students assisted
7.07	7.08		New Counselor Training - Design and Coordinate	2 to :	5 3 if Design and Coordinate/2 additional if facilitate amodule
7.08	7.09		New Student Orientation Lead Counselor Dack hear Instructure Counselor Dack hear Instructure Counselor		1 Credits are only awarded when leading a NSO afternormal work hours (evenings
7.09	7.10		Peak Non-Instructional Days: Fall Monday through Friday between last day of summer semester and first day of fall semester EXCEPT for mandatory days (convocation, campus day)		4 4 credits/date. Dates specific to semester listed; will change each academic yea For 2021: August 9-13, 16-20, 23, 26, and 27
7.10	7.11		Peak Non-Instructional Days: Fall Saturday immediately preceding first day of fall semester; Saturday after week 2		2 2 credits/date. Dates specific to semester listed; will change each academic yea For 2021: August 28 and September 11
7.11	7.12		Peak Non-Instructional Days: Fall	1	4 4 credits/date. Dates specific to semester listed; will change each academic yea
			Monday through Friday the week after finals week in Fall EXCEPT WINTER RECESS, if applicable		For 2021: December 20-23
7.12	7.13		Peak Non-Instructional Days: Spring Mondays through Fridays between WINTER RECESS and first day of Spring Semester, EXCEPT for mandatory days (colloquium, campus day)	4	4 4 credits/date. Dates specific to semester listed; will change each academic yea For 2022: January 3-7, 10, 13, and 14
7.13	7.14		Peak Non-Instructional Days: Spring/Summer	1 :	2 2 credits/date. Dates specific to semester listed; will change each academic yea
			Saturday before classes begin in Spring semester and Saturday at end of week 2 and Saturday before 1st day of summer sessior		For 2022: January 15 and 29, and May 27
7.14	7.15		Peak Non-Instructional Days: Spring	1 :	3 3 credits/date. Dates specific to semester listed; will change each academic yea
			Monday through Friday of spring break		For 2022: March 14-18
7.15	7.16		Peak Non-Instructional Days: Spring		4 4 credits/date. Dates specific to semester listed; will change each academic yea
			Monday through Friday between Spring and Summer Semester EXCEPT for holidays and mandatory days (convocation		For 2022: May 16-20, 23-27
7.17	7.17		Curriculum guides/ Program planners (all Degrees and Certificates) - Review and make recommendations for edits	3 to 5	5
7.185	7.18		Review of Graduation Candidates Course CreditCompletion - Assisting Registrar		1 1 credit per 10 student files reviewed.
7.19	7.19		Special Events (We are STEM, CCP Information Night, Financial Aid Information Night)	7	2
	7.99		Other	1 to 14	4 Discuss with Dean.
Professional Dev				<u> </u>	
NEW	8.01		Conducting Educational or Discipline- Related Research		e Discuss with Dean.
8.01	8.02		ALI.C.E. Training		2
8.02	8.03		Assessment Tools Workshop-Creating rubrics/scoring guides and other criteria-based evaluation tools - Attend		2
8.04	8.04		Conferences/Workshop - Attend 1-3 hours (Internal or external) Cenferences/Workshop - Attend 4 hours to 4 day		1
8.06	8.05		Conferences/Workshop - Attend 4 hours to 1 day		2
8.07	8.06		Conferences/Workshop - Attend 2 days	•	
NEW	8.07	1.00	Conferences/Workshop/Training in specific topic areas: 2021/2022 includes all Technology Training. If you earn credit for any technology training in 2022 2022, this additional credit will be added to your total.		2021-2022 Includes all technology training
8.08	8.08		Conferences/Workshop - Attend 3 to 5 days		4 Includes Chair Academy
8.09	8.09		Conferences - Present a seminar/workshop/presentation.		2 Add 2 credits for proposal and presentation. (No additional credit awarded for th
8.10	8.10		Conferences - Share with Colleagues after Conference		2 Add 2 credits for sharing conference information with colleagues upon return. Sh
8.11	8.11		Earn additional licensure or certification directly related to profession or Continuing Education Units (CEUs), (CLEs), (CPEs) or any other CE necessary for licensing.	variable	e 1 credit per half day accumulated. Must be discipline-related and approved by De
8.12	8.12		Coursework (Graduate Level) toward certification, licensure, or advanced degree directly related toprofessional development in one's field	variabl	e Discussion with Dean based on outcomes. Only eligible for credits if not part of
	· · · · · · · · · · · · · · · · · · ·				

8.13	8.13	Discipline-Specific Training (onground, online, Learning Communities for Equity)	4	4
8.15	8.14	Experiential Learning	variable	e Discuss with Dean.
8.16	8.15	Faculty Brown Bag Workshops - Conduct (Discuss and display the use of a specific instructional technology incourse)		2
8.17	8.16	Faculty Colloquium/Conversation - Present		2
8.18	8.17	Faculty Development Program - Attend	1 to 2	2 1 to attend; 2 to present. Cannot earn credit if eventoccurs on a Mandatory Day.
8.19	8.18	Individual Consultation with CLE (implementing skillsfrom a workshop) - Complete		1 One Hour Appointment required.
8.20	8.19	Mini Online Training Module for Profession - Develop (Design and develop a mini-online module [20 minutes or less] for on-demand professional	:	2
		development in collaboration with an OLAT/CLE team member		
8.21	8.20	New Equipment/Software System - Learn to Use		1
8.22	8.21	Online Accessibility Training - Complete	:	2 (Participate in an online training focusing on ADA compliance and accessibility, i
				design-related implications for accessibility in the online environment.
8.23	8.22	Professional Development Experience - Partner with Professional Development Staff/CLE Staff to Developand/or Co-present	:	2
8.24	8.23	Publisher Instructional Technology Webinars - Attend		1
8.25	8.24	Quality Matters APPQMR Training (Applying the QM Rubric) or Campus-based Seal of Excellence training or applying the Online Learning Consortium		3 APPQMR is QM's flagship workshop on the QM Rubric and the process of using
		(OLC) Quality Scorecard - Complete		part training to review and improve your online course. Applying OLC Quality So
8.26	8,25	Quality Matters Peer Reviewer Certification Training - Complete		8 The Peer Reviewer Certification Training is designed to prepare experienced on
				Certification includes a review of Quality Matters, practice critiquing and writing h
				review specific standards in an online course using a simulated online rubric too
8.275	8.26	Blackboard Boot Camp (BbBC)		2
8.29	8.27	Technology Mini-Grant Recipient (Author grant proposal; if accepted implement instructional technology; consultwith CLE throughout)	2 to :	5 Can ONLY earn credits if not receiving ESU's. Must choose.
8.30	8.28	Workplace Core Curriculum - Attend or Complete		1 per workshop
8.31	8.29	Workplace Core Curriculum Module - Desian/Develor	4	4
	8.30	Participating in a prioritized program for calendar year. When participating in the 2021-2022 Assessment Academy or Assessment Institute Faculty	variable	e 2021-2022 includes Assessment Academy and Assessment Institute Faculty Le
NEW		Learning Communities, or Communities of Practice, you will receive an additional service credit		
8.32	8.31	Workplace Core Curriculum Module - Facilitate	1 to 2	2 For any module. 1 additional if co-facilitator. 2additional if sole facilitator.
8.33	8.32	Workplace Core Curriculum Module - Update		1
	8.33	Visual Arts Exhibition	1 to 3	3 One credit for participation in a group exhibition, review of proposals, the promot
				Credits may also be determined by the extent of the work, time commitment, or I
	8,99	Other	1 to 14	4 Discuss with Dean.
Instructional Te	chnology and Pedagogy			
9.03	9.01	OLAT Faculty Focus Group - Lead		2
9.04	9.02	OLAT Faculty Focus Group -Participate		1
9.05	9.03	OLAT Technologies Upgrade Testing - Participate		2
9.08	9.04	Quality Matters - Master Reviewer	variable	e Negotiate with Dean based on outcomes.
9.09	9.05	Quality Matters - Peer Reviewer		e Negotiate with Dean based on outcomes.
9.10	9.06	Quality Matters - Prepare a Course for Review		e Negotiate with Dean based on outcomes.
9.11	9.07	Subject Matter Expert (SME) for a Design and/orDevelopment Project		e Negotiate with Dean based on outcomes.
9.12	9.08	Participate in LMS Review Process - Actively participate in alternative Learning Management System (LMS) by teaching a CRN course in alternative		4
5.12	0.00	system for a semester and evaluating system.		
	9,99	Other	1 to 14	Discuss with Dean.
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