Adjunct Advancement Program Syllabus

Contact Information
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Welcome to the Adjunct Advancement Program!
The Adjunct Advancement Program (AAP) is one of the programs made available through PPCC’s Center for Excellence in Teaching and Learning (CETL). AAP is a voluntary, self-paced program that encourages PPCC adjunct instructors to take advantage of professional development opportunities both inside and outside of the college.

Participating in AAP is a great way for participants to connect with other like-minded colleagues. Adjunct instructors are given an opportunity to “earn” while they continue to “learn.” This means that you seek ways to earn professional development units (PDUs) while having an opportunity to increase your salary.

Program Goals
The purpose of AAP is to support adjunct instructors at PPCC through

- Encouraging professional development inside and outside of PPCC in an effort to enhance pedagogical training.
- Encouraging continuing education that enhances teaching excellence.
- Encouraging faculty and staff relationships through collegial discourse and the sharing of ideas.
- Offering a financial incentive for excellence in teaching and learning.

AAP Overview Information
AAP consists of three tiers. Adjuncts who enroll in AAP at PPCC start at Tier 1 and progress accordingly, Tier 2 then Tier 3. Adjunct instructors are eligible to apply to participate in AAP during their first semester of employment with PPCC.

1. Tier 1 – all adjuncts begin here
   a. Complete Intent Form
   b. Obtain chair signature acknowledging desire to participate in AAP
   c. Submit Intent form to CETL (cetl@ppcc.edu)
2. Tier 2 – opportunity to earn additional pay
   a. Minimum of four semesters of teaching at PPCC (summer counts)
   b. Completion of 16 PDUs documented by Reflection and Tracking forms
   c. Teaching evaluation – Meets Expectations (or better)
   d. May Institute application - chair signature required
   e. Successful presentation at May Institute

3. Tier 3 – another opportunity to earn additional pay
   a. Completion of Tier 2
   b. 16 additional PDUs
   c. Teaching evaluation – Meets Expectations (or better)
   d. May Institute application - chair signature required
   e. Successful presentation at May Institute

CETL Communication

Email is our primary way of communicating. As participants in the AAP, you will be responsible for reading your emails to ensure that you stay informed. CETL Email address is CETL@ppcc.edu. Documents are submitted to the AAP D2L Course Shell. The CETL LibGuide houses a variety of information pertinent to the program and professional development.

Intent Forms

Intent form can be emailed to CETL at cetl@ppcc.edu. Applications are open for three weeks beginning the Monday of Professional Development Week (PDW). The Intent Form is also available on the CETL LibGuide.

Professional Development Units (PDUs)
CETL uses the D2L Gradebook to track the PDUs earned. PDUs can be obtained inside or outside PPCC, with no more than 8 per tier coming from outside the college.

Participants must submit a PD Reflection and Tracking form for each Professional Development opportunity (1 PDU = 60 minute workshop). PD responses must include Reflection, Implementation, & Assessment (RIA).
What is RIA?

- **Reflection** – what are the ideas learned through the PD opportunity.
- **Implementation** – what ideas do you plan to implement in your PPCC classroom.
- **Assessment** – how do you plan to assess (formally or informally) the ideas that were implemented.

*Note: If you have attended professional development outside of PPCC, please also submit an accompanying agenda, flyer, or other official event summary, so that we can accurately gauge the PD units that the event is worth.*

**May Institute**

May Institute (MI) is an opportunity for participants to present and share ideas learned through professional development.

MI occurs on the Saturday following PPCC’s Spring Graduation each year. Applications are due on the first Monday of May by 5:00 pm to the appropriate Assignment Submission Folder in the AAP D2L course shell.

**May Institute Presentation Requirements**

The 15-minute presentation must include the 3 techniques or ideas learned along with reflection, implementation, and assessment (RIA) of those new ideas.

Please view [Video on Presenting at May Institute](#) in the D2L AAP Shell.

**HR Logistics**

AAP provides adjuncts with an opportunity to increase their pay. Therefore, CETL is required by HR to keep hard copies files for each participant that include relevant documentation. Although CETL maintains records, we strongly encourage participants to keep a copy of all documents.

**Breaks In Teaching**

If you have not been teaching at PPCC for a 5-year period, your Tier 2 (or 3) status will be removed. You will begin at Tier 1 status upon teaching again. Re-enrollment to the program will be necessary. HR will assist with tracking this piece for accountability, but it will also be your responsibility to self-report.