

**VICE-PRESIDENCY OF ACADEMIC AFFAIRS**

**FACULTY PROFESSIONAL DEVELOPMENT  
HANDBOOK**

**UNIVERSIDAD DEL SAGRADO CORAZÓN**

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## I. INTRODUCTION

We are witnessing the economic, political and social transformations of this century. Educational environments, like the rest of the social institutions, have been impacted by the new challenges. In Puerto Rico, issues related to school dropouts, high levels of crime, the economic crisis and unemployment, among others, force the creation of new spaces for dialogue and reflection on the social role of the university.

Faced with this reality, the professional development of the faculty requires consistent, sustained and articulated efforts to achieve the strengthening of teaching and the effectiveness of the learning process. This implies a shared responsibility between the faculty and the Institution to face the challenges imposed by these times.

Sagrado views the faculty's professional development as a continuous process of acquiring competencies related to the discipline, teaching and the learning environment. Through it, the pedagogical practice is reinforced, the teaching-learning process is strengthened and the organizational climate is nurtured.

The faculty's professional development program, established by the Vice-Presidency for Academic Affairs (VPAA), consists of five (5) fundamental areas: support for faculty in graduate studies, grants to participate in local and international congresses, development of new teaching methodologies, the incorporation of new technologies into the teaching-learning process and the sponsorship of training aimed at strengthening university pedagogy and the academic projects contemplated in the Institution's strategic plan. These five (5) levels allow supporting the faculty in their professional, pedagogical and personal growth.

The VPAA, aware of the decisive role of the faculty in the formation of the student body, establishes as a strategic project to update the professional development program of the faculty so that it is aligned with the academic offer and with the profile of the teacher as defined in the Faculty Handbook. To this end, it promotes the development of a culture of updating and excellence through the attainment of doctoral degrees or higher studies of the faculty, provides access to new technologies and promotes activities that analyze their impact on educational, assessment and research methodologies. Likewise, it

fosters the development of professional experiences in the area of specialty and sponsors academic activities that address and promote strategies in accordance with the changes experienced by the student body.

For each academic year the VPAA, together with the academic units and the Center for Enrichment of Teaching and Educational Technology (CEDTEC), establishes the priorities to be addressed within the faculty's professional development program and in line with institutional priorities.

The faculty is the manager and promoter of the University's Vision and educational project. In compliance with this strategic dimension, the VPAA plan contemplates among its objectives, the training of the faculty through the establishment of a plan that promotes and trains teachers in the effective use of the various learning methods.

The faculty training also responds to the institutional interest of strengthening teaching with a professional in his/her area of discipline capable of responding to the needs and characteristics of 21st century students by applying teaching methodologies articulated with the profession that promote personalized, pertinent and participatory learning. This program also emphasizes the integration of new technologies with the learning experience and the use of evaluation and assessment strategies to achieve more effective learning by students.

## **II. DOCTORAL STUDIES**

Sagrado offers professors the opportunity to pursue doctoral studies, subject to institutional strategic priorities and the availability of funds. Among the alternatives, the professor may receive: financial aid, academic release or both.

The professor must fill out the application for financial aid and/or academic release for doctoral studies of the faculty, which is presented in Appendix A. Once completed, he/she should submit it to the Director of his/her academic unit who in turn should complete Part II of the document in Appendix A and submit it to the Vice President for Academic Affairs.

The teacher commits him/herself to:

1. Complete their doctoral studies, including the thesis requirement in applicable cases, within the maximum time period allowed by the institution where the professor is pursuing his/her doctoral studies.
2. Continue working for Sagrado upon completion of the doctoral degree for a period of time determined by the University at the time the professor begins his/her doctoral studies equivalent to the benefit received. Should a justifiable situation arise that prevents him/her from continuing to work for Sagrado, the professor must notify the University in writing. Sagrado shall have the discretion whether or not to accept the release from his/her obligation to continue working for the University.
3. Submit to the Vice-Presidency for Academic Affairs evidence of academic progress at the end of each academic semester. The Vice-Presidency for Academic Affairs may request that the professor provide information on academic progress or may request the information from the institution where the professor is pursuing his/her doctoral studies.
4. Authorizes Sagrado to establish a payment plan to complete the total repayment equivalent to the benefit received in case he does not complete his doctoral studies.

The procedure for determining the length of time a faculty member shall serve the University is presented in Appendix B.

### **III. PROFESSIONAL DEVELOPMENT**

The professional development program of Sagrado's faculty includes the following aspects:

1. Promote faculty professional development in teaching and specialty areas through an annual program of activities.
2. Support, in accordance with the institutional strategic plan and available financial resources, the faculty's professional development process following the parameters established by the VPAA. Both institutional and non-institutional professional development activities evidenced by the professor will be validated.

3. Offer training to faculty in priority areas identified by the VPAA to help strengthen teaching, pedagogical, personal and disciplinary aspects.
4. Institutional efforts will be developed through activities organized by the VPAA and its teaching support units, which should be channeled through CEDTEC.
5. The University will annually prepare a calendar specifying the activities that are considered as part of the professional development plan for the granting of continuing education hours.<sup>1</sup>
6. Twelve hours equivalent to 1.2 continuing education units per academic year will be required of full-time faculty for attendance at professional development activities that address the development of the faculty member's profile and the institutional strategic plan. The University requires that a minimum of 6 hours equivalent to .06 continuing education units be taken institutionally.
7. Continuing education hours may come from institutional or non-institutional activities or a combination of both (conferences, workshops, congresses, among others).
8. Non-institutional professional development activities will be certified at CEDTEC with the approval of the Directors of academic units and the Department of Continuing Education of Sagrado, according to the following criteria that must be evidenced by the professor:
  - a. The contents or themes of the activities must respond to the Institutional Priorities.
  - b. Seminars, workshops or conferences must be given by a professionally recognized institution or organization (even if not academic).
  - c. The content of the workshop, seminar or conference should be aimed at improving the student learning process. If it is linked to the personal or professional area, the impact it will have on your teaching practice must be evidenced.

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<sup>1</sup> Continuing Education Hours refers to activities that meet the standards of the *International Association for Continuing Education and Training* (IACET), an organization of which Universidad del Sagrado Corazón's Continuing Education Department is an Authorized Provider.

- d. Attendance must be evidenced by a certificate of participation in the activity, if available, or any other document that serves as evidence of attendance and participation.
9. This continuing education requirement will be part of each faculty member's contract and will be used as part of the formative and summative evaluation processes (promotion in rank). In the case of professors with the rank of professor, it will be taken into consideration for their formative evaluation.

#### **IV. PROCEDURE FOR THE GRANTING OF USC CONTINUING EDUCATION HOURS.**

##### **1. Internal activities**

For the allocation of continuing education hours, all training must meet the criteria established by Sagrado's Department of Continuing Education (DEC):

- a. The unit in charge of the activity shall submit to the DEC:
  - i. The request at least one (1) month in advance, describing the educational activity, to whom it is addressed, the date and the hours of duration.
  - ii. Prontuario(s) or outline(s) of the topic(s).
  - iii. Resume of the resource(s), to establish that his or her qualifications and experience are related to the subject matter of the activity.
  - iv. Copy of the educational material to be given to the participants.
- b. The Continuing Education Department:
  - i. Establishes the equivalence of activity hours to continuing education units in accordance with the criteria established by the *International Association for Continuing Education and Training (IACET)*.
  - ii. Prepare attendance lists if necessary.
  - iii. Corroborates that participants meet the attendance requirement of 75% or more of the hours of the activity.



- iv. Prepare the certificates of participation with the IACET logo and include the duration of the activity and the corresponding continuing education units, as well as the list for the signing of the certificates.
- v. Send to CEDTEC the certificates and the list for signature of delivery.
- vi. Include participants with their continuing education units in the DEC registration system.
- vii. Tabulates the evaluations and provides a copy to the unit offering the activity. At the end of each academic year, sends to the VPAA and the Vice-Presidency of Organizational Development and Human Resources the Continuing Education Unit Transcript forms of the teachers to be part of their documentation for the formative or summative evaluation process, as appropriate.
- viii. If requested by the participant, the Continuing Education Department issues an electronic transcript of the registered continuing education units.
- ix. It maintains the documents of the educational activity for a minimum period of seven years.

## **2. External activities**

- a. The faculty member shall notify the Director of the academic unit of his/her interest in participating in an external professional development activity. If the faculty member is interested in having continuing education hours included as part of his/her professional development, he/she shall identify this interest on the *VPAA Request for Participation in Professional Development Activity* document (See Appendix C).
- b. The teacher will provide evidence of the following in the document:
  - i. That the seminar, workshop or conference will be given by a professionally recognized institution or organization (even if not academic).
  - ii. That the content of the workshop, seminar or conference is directed to the student learning process. If it is linked to the personal or

professional area, justify the impact it will have on their teaching practice.

- c. The Director of the academic unit will evaluate the information contained in the document according to the merits of the request, according to the institutionally established criteria and will verify that the contents or topics of the activities respond to the priorities established by the Institution.
- d. The Director of the academic unit will authorize the attendance of the faculty member and will sign the document after evaluating that it meets the institutionally established criteria. If there are any doubts about the allocation of continuing education hours, he/she shall verify with the Director of the DEC.
- e. The Director of the academic unit will submit the document to the VPAA for approval. In the event that the activity involves tuition, airfare, lodging, etc., the VPAA will evaluate the viability of the request in accordance with the established criteria. The professor will be informed of the type of support that will be provided after evaluating the request.
- f. Participation in the activity will be evidenced by the certificate of participation granted, if available, or any other document that serves as evidence of attendance and participation.
- g. The VPAA will receive proof of the teacher's participation in the activity (certificate or any other document that serves as evidence of his/her attendance and participation) and will send the document(s) to the teacher's file in his/her academic unit and to the Vice-Presidency for Organizational Development and Human Resources so that it becomes part of his/her documentation for the formative or summative evaluation process, as appropriate.

## **V. DEVELOPMENT OF NEW TEACHING METHODOLOGIES**

To contribute to the development of new teaching methodologies in teachers, Sagrado developed the R3 initiative: *Recognition, Rediscovery and Revolution*, aimed at

systematically integrating innovative, sensitive and effective methodological experiences in courses, programs and projects, among others.

The process integrates various teaching and research resources as well as CEDTEC. The objective of this project is for teachers to share with their colleagues teaching methodologies different from those they frequently use and to evaluate how they have impacted the teaching-learning process from the point of view of the evaluation of the activities.

## **VI. PROFESSIONAL ENHANCEMENT FOR NEW FULL-TIME TEACHERS**

As a mechanism for immersion into Sagrado's educational project, new teachers are required to take a total of four (4) workshops in the term of one academic year. As determined in the *Professional Improvement Policy for New and Part-time Faculty*, the first workshop includes a general orientation related to the mission, objectives, rules, strategic priorities and institutional procedures. They must also take three (3) of the remaining four (4) workshops designed by CEDTEC based on institutional priorities. All new professors will commit to take at least one workshop per semester, until the total number of workshops required (four workshops) is reached within the aforementioned term. The CEDTEC Plan, which is prepared annually, includes a variety of workshops from which the teacher will select three (3) of his/her interest.

## **VII. PROFESSIONAL DEVELOPMENT FOR PART-TIME TEACHERS**

All part-time faculty hired must take three (3) workshops in the period of one academic year. Newly hired faculty members are required to take at least the first immersion workshop which includes a general orientation to the mission, objectives, policies, strategic priorities and institutional procedures. Part-time contract faculty who have been at Sagrado for a longer period of time and who have not taken any of these workshops will commit to take at least one workshop per semester, until the total number of workshops required in one academic year has been completed. The CEDTEC Plan, which is prepared annually, includes a variety of workshops from which the teacher will select two (2) of his/her interest.

### **VIII. FACULTY CERTIFICATION TO OFFER DISTANCE LEARNING COURSES**

In response to the changes in teaching methodologies and recognizing that there are multiple means of teaching, Sagrado adopted distance education to contribute to the teaching-learning process. As a consequence, every professor assigned to offer a course partially or totally online must be certified by taking the training offered by CEDTEC. The academic unit must inform CEDTEC of the professors assigned to a course under the modality that require training. Once trained, CEDTEC will communicate that the professor has approved the training. Appendix D presents the faculty certification process for offering distance learning courses.

### **IX. AMENDMENTS, REVISION AND REPEAL OF THE MANUAL**

The need to revise this Manual will be evaluated by the Vice President for Academic Affairs and the academic community in a period not to exceed five (5) years or when required by changes in institutional, state or federal policies or regulations. This Manual repeals all previous regulations, policies and/or certifications and/or guidelines that are in conflict with the provisions herein.

### **X. VALIDITY OF THE MANUAL**

This Manual shall be effective immediately upon approval by the Academic Board and signature of the President of Sagrado.

**Appendix A: Application for Financial Aid and/or Academic Discharge for Faculty  
Doctoral Studies**

**APPLICATION FOR FINANCIAL AID AND/OR ACADEMIC RELEASE FOR  
FACULTY DOCTORAL STUDIES**

**Part I. TO BE COMPLETED BY THE APPLICANT**

A. General Information

1. Name \_\_\_\_\_

2. Academic Unit \_\_\_\_\_

3. Rank \_\_\_\_\_ Years of Service at USC \_\_\_\_\_

4. E-mail address \_\_\_\_\_

5. Academic Preparation at University Level

Grade	Specialty	Date	Institution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Title of the subjects you teach or have taught in the last three years at USC.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Previously granted study leave.

a. Type: \_\_\_\_\_  
(with financial assistance in cash)

\_\_\_\_\_  
(download - specify)

Duration: \_\_\_\_\_  
(from) \_\_\_\_\_ (to)

Progress to date: \_\_\_\_\_

\_\_\_\_\_

B. Information regarding the aid you are requesting for the current **academic year.**

It is necessary to submit all the requested information in order to proceed with the evaluation of the petition.

Type of assistance: \_\_\_\_\_  
Cash request (annual)

\_\_\_\_\_ Discharge (credits) requested per semester/year

2. One-year period: \_\_\_\_\_ (from) \_\_\_\_\_ (to)

3. Degree and specialty you wish to obtain \_\_\_\_\_

4. Institution where he/she is/will be studying \_\_\_\_\_

\_\_\_\_\_

Include Institution information and accreditations (new application)

5. Letter of admission (include). **Applies to new applications.**

6. Submit **Plan of Study** that specifies time to obtain the degree.

7. Indicate the assistance requested for:

a. Tuition (annual) \$ \_\_\_\_\_

b. Books \_\_\_\_\_

c. Lodging (if necessary) \_\_\_\_\_

d. Subsistence (if necessary) \_\_\_\_\_

e. Air transportation \*\*. \_\_\_\_\_

f. Other charges (specify) \_\_\_\_\_

**Total** \_\_\_\_\_





D. Signature of Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**Part II. TO BE COMPLETED BY THE ACADEMIC UNIT DIRECTOR**

A. This request entails:

- ( ) Hiring of a full-time replacement
- ( ) Redistribution of courses among teachers with permanent contracts through the payment of additional compensation.
- ( ) Redistribution of courses to teaching staff under \_\_\_\_\_ professional services contract
- ( ) Other \_\_\_\_\_

B. Evaluation of the Application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. If you endorse more than one request in your unit, please indicate the priority you give to this request:

Number \_\_\_\_\_ in \_\_\_\_\_ applications

D. Signature of the Director of the Academic Unit

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part III: TO BE COMPLETED BY THE ASSOCIATE VICE PRESIDENT FOR  
ACADEMIC AFFAIRS**

A. Observations and Recommendations

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B. Signature of the Associate Vice President  
of Academic Affairs

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Signature Date

**Part IV: VICE-PRESIDENCY FOR ACADEMIC AFFAIRS**

Agreed to by: \_\_\_\_\_

Executive Vice President of  
Academic Affairs

Date

**Appendix B: Procedure for determining the time a faculty member must serve Universidad del Sagrado Corazón once he/she has taken a leave of absence with pay, discharge, or received financial aid for further studies (equivalency table).**



**VICE-PRESIDENCY FOR ACADEMIC AFFAIRS**

**PROCEDURE FOR DETERMINING THE LENGTH OF TIME A FACULTY MEMBER IS REQUIRED TO SERVE UNIVERSIDAD DEL SAGRADO CORAZÓN AFTER TAKING A LEAVE OF ABSENCE WITH PAY, DISCHARGE, OR RECEIVING FINANCIAL AID FOR FURTHER STUDIES (EQUIVALENCY TABLE)**

The length of time a faculty member shall serve Universidad del Sagrado Corazón once he/she has taken a leave of absence with pay, discharge, or received financial aid for further studies shall be determined as follows:

1. The dollar amount of paid leave or financial assistance will be determined.
2. The equivalence will be made between this amount and the time that this amount represents in terms of the teacher's years of full-time work.
  - a. To determine the equivalency, the amount of money received by the teacher shall be divided by the teacher's annual salary. The result will be the time in semester(s) that the financial aid or paid leave represents.<sup>2</sup>
3. The time referred to in paragraph "2 shall be multiplied by two; if the result is a fraction, it shall be rounded off to the nearest half year.
4. The result referred to in item "3" will be the time the professor must serve the University.  
Equivalence in Services

TEACHER'S NAME

$$\$2,391.60 \div \$32,460 = 0.074$$

$$0.074 \times 2 = 0.148$$

$$0.148 = 1 \text{ semester/s}^1$$

The teacher shall serve Universidad del Sagrado Corazón for one (1) semester(s) for assistance received during the second academic \_\_\_\_\_ semester.

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<sup>2</sup> "Years" refers to an academic year consisting of two semesters with a load of 15 credits per semester. If the result results in a fraction, it will be rounded to the nearest semester. Summers are not considered semesters.

**Appendix C: Application for participation in personal development activities**



UNIVERSIDAD DEL  
SAGRADO CORAZÓN

**VICE-PRESIDENCY FOR ACADEMIC AFFAIRS**

**Application for participation in personal development activities**

I. Teacher's name: \_\_\_\_\_

Academic Unit/Program: \_\_\_\_\_

Title and description of the activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Location:

\_\_\_\_\_

Deadline to reserve space: \_\_\_\_\_

Justify your attendance and/or participation in the activity according to: (courses you teach, may teach or professional development).

\_\_\_\_\_  
\_\_\_\_\_

You will present a paper, research paper and/or panel participation. Include a copy of your acceptance as a speaker.

\_\_\_\_\_  
\_\_\_\_\_

Benefits to you, your academic unit, or office, and to the University:

\_\_\_\_\_  
\_\_\_\_\_

II. Indicate what arrangements you will make so that the teaching or administrative commitment will not be affected:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Include any official programs or documents that facilitate the evaluation of the application. Retain copies of documents.

IV. Estimated expenses

Transportation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Registration Fee ..... \_\_\_\_\_

Other (specify) ..... \_\_\_\_\_

**TOTAL** ..... \_\_\_\_\_

V. For the use of the Director of the Administrative Unit or Office

Comments and/or recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Director's signature

\_\_\_\_\_  
Date

VI. For the use of the Vice-Presidency for Academic Affairs

Comments and/or recommendations:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Director's signature

\_\_\_\_\_  
Date

This request must be received by the Vice-Presidency for Academic Affairs at least **thirty (30) days** prior to the date of the activity.

**Appendix D: Faculty certification procedure for offering distance learning courses.**



UNIVERSIDAD DEL SAGRADO CORAZÓN  
CENTER FOR TEACHING ENRICHMENT AND EDUCATIONAL TECHNOLOGY

## FACULTY CERTIFICATION PROCESS FOR OFFERING DISTANCE LEARNING COURSES

As established in the **Distance Education Guide (2008)**, every teacher assigned a distance course must be certified by the Center for Enrichment of Teaching and Educational Technology (CEDTEC), in the online experience modality. Teacher preparation is developed through the workshop *Designing the Online Learning Experience - EAL101*, as part of the professional development plan for faculty training. This workshop is offered at the beginning of every semester to faculty assigned to teach an online course for the first time and, as of 2013, is certified as six (6) hours of continuing education according to the **Faculty Professional Development Program (2013)**. In Annex 1, it is presented as an example, those certified professors who have taught distance courses in the last two years.

The purpose of the EAL101 workshop is to train faculty in the distance learning modality to support the student in the learning process. With this goal in mind, students will be able to opt for a learning environment that is accessible and flexible to their needs.

In this workshop, the professor learns about the responsibilities of the teacher at the moment of assuming a distance course, values what a learning community is, its components and principles. In addition, he/she explores the platform adopted by the university for this purpose, puts into practice the basic principles of learning while making use of the tool and the various parts of its interface, from the perspective of the student and the teacher. A copy of the basic content of the EAL101 Training is presented in Annex 2.

The workshop was planned to be developed in two face-to-face sessions of three (3) hours each, and includes a required complement of virtual practice. Once the workshop is completed, a training certificate will be issued, confirming that the required training has been completed. A copy of the model used is included in Annex 3.

The teacher certification process begins, each academic period, with the identification of the courses to be offered through the distance learning modality in each academic semester. From that moment on, the process described below is followed:

1. The directors of the academic units send CEDTEC the courses to be offered at a distance during that academic period, together with information on the professor in charge of teaching them.
2. CEDTEC staff corroborates that the teacher in question is duly certified, by checking the database for this purpose.
3. If not previously certified, the director of the corresponding unit is alerted and the dates on which the workshops will be offered are sent, so that the resource identified to offer the distance learning course can enroll and complete the certification process.
4. In the event that the professor is unable to take the workshop, it is the responsibility of the director of the corresponding unit to identify a resource that has the required certification to offer a course in the distance learning modality.



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JUNTA ACADÉMICA**