

September 15, 2025

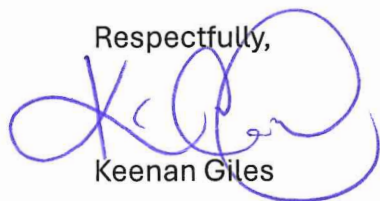
Attention Academic Senate,

This letter is being written to express my interest in becoming the **Professional Development Faculty Lead for the F2025-S2026 Terms**. Based on thorough review of the Description, as well as Roles & Responsibilities, in conjunction with a general overview of what “professional development” is at its core, I feel confident in my qualifications and experience to contribute to the campus/district in this capacity.

By definition, “professional development is the process of continually improving one’s skills, knowledge, and competencies to advance in their career and stay relevant in their field. It encompasses a wide range of formal and informal learning activities, such as workshops, conferences, continuing education, certification, and on the job training, with the goal(s) of enhancing job performance, meeting industry standards, and pursuing new opportunities for growth”. With respect to the work that has been done in my 10 plus years at Valley College, I believe, just as there has been societal and educational changes, and technological advances, the concept of what “professional development” means in the scheme of things should also “adapt and adjust” as we proceed. With the ever-evolving landscape of California Community Colleges and the importance of the potential role(s) we play, “growth and development” (*in the form of “professional development”*) is an essential function in our effectiveness to contribute to the lives and be the transforming agent for those we serve.

I am a proponent of the fact that development is synonymous with growth...and “when something doesn’t grow, it rots”. I also believe that knowledge is infinite, and as a professional educator, one should ALWAYS be willing to learn ways to be the most effective in their craft and professional journey. **I am hopeful that my interest will be taken into consideration, and that I will be allowed to move forward with the process.**

Respectfully,



Keenan Giles

EOPS/CARE Counselor

Assistant Professor

Academic Senate

9 Sep 2025

SBVC Academic Senate
***PROFESSIONAL DEVELOPMENT FACULTY LEAD**
*** TERM: 1 yr**
Total Reassignment Load: 0.5

SUMMARY DESCRIPTION:

The primary responsibility of the **Professional Development Faculty Lead** is to lead the development and maintenance of our Faculty Professional Development Program.

The selected individual will receive 50 percent reassigned time to fulfill these responsibilities. There will be no summer commitment associated with the position, but the opportunity for summer hours may be available.

Professional Development Faculty Lead Roles & Responsibilities:

The Professional Development Faculty Lead provides comprehensive planning, programming, and training for instructional and non-instructional faculty. This position reports to Academic Senate, with the Vice President of Instruction providing administrative oversight.

The faculty lead will collaborate with faculty across campus, coordinating the development, planning, implementation, and assessment of the Faculty Professional Development Program.

The faculty lead will facilitate institutional initiatives to organize, implement, and evaluate learning activities and other professional development activities in a systematic and comprehensive manner.

Some of the responsibilities for the position may include the following:

- Chair the Professional Development Committee, which is charged with “The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee is responsible for planning, programming, and the communication of campus professional development programs. The faculty on the committee serve as advisory to the sabbatical leave committee and the campus flex committee.” Conduct meetings twice per month, 1st & 3rd from 1:00-2:00 pm on Mondays.
- Collaborate with the professional development committee to develop an onboarding process for all faculty. Onboarding may look different for instructional and non-instructional faculty, and plan accordingly to address the unique needs and requirements of each faculty type.

- Oversee the development and delivery of the in-service and flexible calendar activities including solicitation of presenters, reservation of facilities, publicizing activities, and evaluation of programs with an emphasis on diversity, equity, and inclusion.
- Work collaboratively with faculty in the preparation of development plans and reports as they relate to flexible calendar contract obligations.
- Maintain and collect pertinent flex data, necessary for Flex Calendar Certification processing and submits a report to the Vice-President of Instruction indicating flexible calendar activity.
- Assist in the completion of paperwork to request funding and/or payment for professional development activities, and prepare the Professional Development Committee agenda, including all requests for funding. The faculty lead will work with the VPI and/or designee to communicate how the requests will be processed.
- Serve as a liaison between the Professional Development Committee and other college and district committees and groups.
- Provide information to the campus in a timely manner about professional development activities and opportunities.
- Maintain the Professional Development website or webpage with meeting agendas, minutes, etc.
- Work with campus constituencies to plan and implement on-going activities and programs to meet specific campus needs and interests including design of the programs, publicity, appropriate approvals, evaluations, and reports as required.
- Oversee and coordinate scheduling, organization, publicity, logistics and evaluation of all Professional Development related workshops, seminars, academies, and retreats.
- Recommend expenditures and program planning aligned with allocated budget; obtain input from the Professional Development Committee and others to assess and prioritize the budgetary needs.
- Report regularly to Academic Senate on professional development activities and initiatives.
- Perform other duties as assigned.

Note: This position will serve a one-year term and may serve multiple terms but must be re-nominated for each term.

Academic Senate

Elections Subcommittee

9 Sep 2025

Academic Senate
PROFESSIONAL DEVELOPMENT FACULTY LEAD
TERM: Fall 2025-Spring 2026
Total Reassignment Load: 0.5

Nomination Period:

- Opens: Wednesday, Sep 10, 2025
 - Requirement: Faculty candidates must submit a Letter of Interest via the Nomination Form (in Sharepoint Forms)
- Closes: Tuesday, September 16, 2025, at 11:59 PM

Candidate Presentations:

After the nomination period closes, candidates who submitted a letter of interest will be invited by the Elections Subcommittee via email to attend the **Wednesday, September 17th Academic Senate meeting, 3-4:30pm.**

Each candidate will have five minutes to present their qualifications and respond to questions from the Senate during this meeting.

Voting Process:

Immediately following the candidate presentations, the Senate will conduct a vote to elect the new Faculty Lead.

Voting will be carried out according to standard Senate procedures, with ballots cast by eligible voting members (senators only). Voting may be conducted by paper ballots or digitally.

The candidate receiving most votes will be appointed as the new faculty lead at the time of the Academic Senate meeting.