

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
 Associate (PT) Faculty Assessment and Professional Development Hours  
 Reporting Form

DEPARTMENT: \_\_\_\_\_ NAME: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

**Professional Development Hours**

*(Maximum of 3 hours annually)* Hours submitted will be paid at the lab rate for Group 1, Step 1 of the Faculty Hourly Salary Schedule

Date	Time	Activity

**PROFESSIONAL DEVELOPMENT ACTIVITY**

DESCRIPTION/SUMMARY:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professional Development Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

DEPARTMENT: \_\_\_\_\_

NAME: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

**Assessment Hours**

*(Maximum of 3 hours annually)* Hours submitted will be paid at the lab rate for Group 1, Step 1 of the Faculty Hourly Salary Schedule

Date	Time	Activity

**ASSESSMENT ACTIVITY**

Date input into Trac Dat: \_\_\_\_\_

Course: \_\_\_\_\_

SLO # Assessed: \_\_\_\_\_ Total # of hours to complete \_\_\_\_\_

Self-Reflection or Summary of Activity (Attach if necessary)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assessment Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professional Development Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

DEPARTMENT: \_\_\_\_\_

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OPTIONAL PAGE

FOR USE BY PROFESSIONAL DEVELOPMENT COORDINATORS

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PROFESSIONAL DEVELOPMENT EVENT/ACTIVITY CATEGORY:

\_\_\_\_\_ Course instruction and evaluation, including assessment

\_\_\_\_\_ Staff development, in-service, and instruction improvement

\_\_\_\_\_ Program and course curriculum or learning resource development and evaluation (e.g. Program Review Training, curriculum review)

\_\_\_\_\_ Student personnel Services

\_\_\_\_\_ Learning resource services

\_\_\_\_\_ Student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity training

\_\_\_\_\_ Department or division meetings, conferences, and workshops and institutional research

\_\_\_\_\_ Other activities as assigned by the District

\_\_\_\_\_ Other activities that contribute to the improvement of instruction, administration, or student services