

ARTICLE 47

Professional Growth and Development

47.1

PURPOSE ~~INTENT~~

The Full-Time Academic Salary Schedule allows for automatic step advancement through Step 12. The purpose of this article is to encourage the continued professional growth of members through on-going updating of knowledge and ability, development of new skills and continuous analysis and improvement of professional expertise, **by allowing for additional step advancement on the Salary Schedule.**

47.2

ELIGIBILITY

~~Initially, a~~ All regular members who are **currently on** or within one (1) year of step 12 ~~on Columns D, E, or F~~ and are in Satisfactory or Exemplary status ~~in all areas of appraisal~~ shall be eligible to apply to receive Professional Growth & Development ~~credit~~ **(PG&D) salary schedule step advancement.** Thereafter, during the final year of the ~~first or later~~ growth step, the member is eligible to apply to move to the next growth step. The member must be in Satisfactory or Exemplary appraisal status to apply for any PG&D step and the member must remain in Satisfactory or Exemplary appraisal status throughout the term of the professional growth project ~~(ie. a minimum of 3 years of Satisfactory service).~~

~~47.23~~

PROFESSIONAL GROWTH AND DEVELOPMENT COMMITTEE

~~47.32.1~~

Membership

The District's PG&D Committee shall consist of the following: a) four (4) regular members appointed by ACE, two (2) from West Valley College and two (2) from Mission College, and b) two (2) educational administrators or their faculty designee, one (1) from Mission College and one (1) from West Valley College, each appointed by the President. One faculty member from the Committee shall be identified as a Resource Person for purposes of assisting faculty in meeting established guidelines and filing the necessary proposal or report.

A committee member missing two (2) or more consecutive meetings may be replaced by the appointing body at the request of the Chair. Four members in attendance shall constitute a quorum. It will take a vote of two-thirds (2/3) of those present (minimum of three) to reconsider a previous decision.

A member may not vote on his/her own proposal for a professional growth step.

47.3~~2~~.2

Term Of Appointment

The members shall serve for a period of four (4) years on a staggered basis. **To ensure that at least one member of the committee shall serve for the duration of a regular proposal, the terms shall be staggered such that no two members terms will expire at the same time.** Members may be re-appointed by ACE to the Committee for more than one term.

47.3~~2~~.3

Chairperson

The Chair shall be one of the regular faculty members of the Committee, whenever possible one who has been on the Committee for at least one (1) year. The Chair shall be elected by a majority vote of the Committee and, as much as possible, the position shall alternate between the two colleges. **Upon request, the Human Resource Specialist shall provide the Chair with reasonable and appropriate administrative support.**

47.3~~2~~.4

Responsibilities

The Committee is responsible for establishing all rules and regulations necessary for implementation of this article, subject to approval of ACE, with consultation from the District Academic Senate and the Human Resources department.

The Committee is responsible for establishing and publishing all rules and regulations necessary for implementation of this article, including:

- A. Maintaining a permanent file of all PG&D applications, correspondence and compliance records;
- B. Requesting and receiving proposals and compliance reports;
- C. Reviewing and requesting modifications or clarification of proposals and compliance reports;
- D. Transmitting the committee's preliminary recommendations on new proposals and compliance reports to the appropriate college President;
- E. Certifying that the project has been satisfactorily completed;
- F. Forwarding final recommendations on compliance reports to Human Resources;
- G. Forwarding the final certification of completion to Human Resources for their files;
- H. Forwarding summary statements of completed projects to Human Resources for inclusion in the Board of Trustees' agenda for final approval.

~~47.3~~ **DEFINITIONS**

~~Growth Step:~~

~~There shall be four (4) growth steps, each three (3) years after Step 12. A growth step is the equivalent of eight (8) semester units of academic work from an accredited institution. Three (3) of the eight (8) equivalent units are to be in the subject areas specified by the District and included in this article.~~

~~A step advancement cannot take place in less than three (3) years. The 3-year time period runs from the time the faculty members are PLACD on the step, not from the application date. More than three (3) years to complete a step advancement is acceptable. If more than three (3) years are required to complete the approved eight (8) units, step advancement and salary increment will be granted effective the start of the next fiscal year after the compliance report is accepted and approved by the Board of Trustees. The member is then eligible to apply for the next step advancement, during the year in which the compliance report is due or submitted, whichever is later.~~

~~Except as stated under Project Limitations later in this article, PG&D credit shall not be given retroactively for work completed prior to June 1st of the year the project application is approved.~~

~~Proposal~~

~~The proposal shall describe the purpose of the project, its objectives and the proposed activities and measurable outcomes, as well as evaluation criteria to be used.~~

~~Anticipated results of the project should be clearly written so that they show the value of the project to the applicant, students and/or college/District.~~

~~Unit~~

~~A semester credit hour of acceptable course work from an accredited institution or acceptable alternative work and is based on one unit = 48 hours.~~

~~Project~~

~~A proposal for activities to be completed by the applicant over a professional growth period. The project must meet the guidelines in this article as well as the specific guidelines supplied by the Committee prior to application.~~

~~Compliance Report~~

~~Documentation that the projected results of the proposal have been achieved.~~

47.4 REQUIREMENTS

To qualify for advancement to a growth step, a member must fulfill two requirements:

1. Three years of service

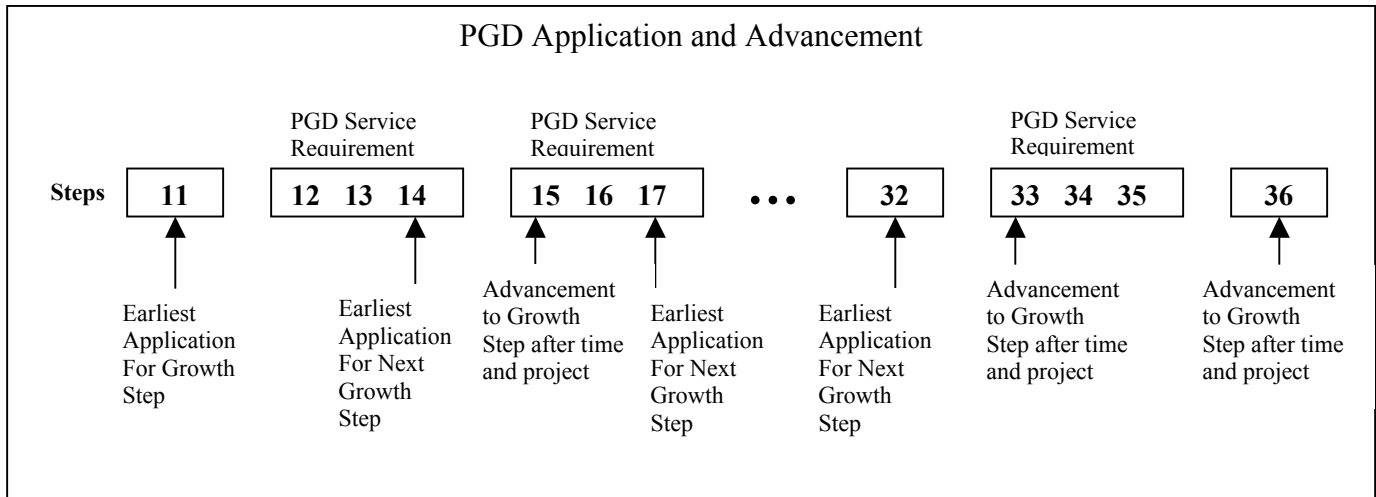
2. Completion of a Professional Growth & Development Project

Advancement to the growth step and the corresponding salary increment shall be granted effective the start of the next academic year after the project compliance report is accepted and approved by the Board of Trustees. A member is eligible to submit a proposal no earlier than one year prior to step advancement to Step 12 or any other growth step.

47.5 SERVICE REQUIREMENT

A growth step advancement cannot take place in less than three (3) years. The 3-year time period runs from the time the member is placed on Step 12 or a growth step, not from the PG&D application date. The service requirement may be completed before the member submits a PG&D application.

For example, if a member has been on Step 12 for six years, the member may submit an application for PG&D advancement. Once the PG&D Project has been completed, the member is qualified for growth step advancement. Once the member is placed on the growth step, an additional three years of service is required for advancement to the next growth step. Having served six years on Step 12 does not qualify the member for two growth step advancements.



47.6 PROFESSIONAL GROWTH & DEVELOPMENT PROJECT

Each Professional Growth & Development Project must consist of activities judged by the PG&D Committee to be the equivalent of eight (8) semester units of academic work from an accredited institution, based on one unit = 48 hours. The project must meet the guidelines in this article as well as the specific guidelines supplied by the Committee prior to application.

47.6.1 Project Proposals

The proposal shall describe the purpose of the project, its objectives and the proposed activities and measurable outcomes, as well as evaluation criteria to be used. Anticipated results of the project should be clearly written so that they show the value of the project to the applicant, students and/or college/District.

~~47.4 PROJECTS~~

There are two (2) segments that must be addressed in any proposal.

~~47.4.1~~ **Segment A**

This segment of the project must contain course work or activities equivalent to at least three (3) semester units from any of the following four (4) subject areas: computer technology; instructional/student service methodology; cultural awareness/diversity; and learning theory or this segment may include activities requested and supervised by the appropriate College President or designee. Course work need not be upper division if the applicant has limited background in the subject area. In-district courses must be taken on a credit basis. If the proposer takes more than three (3) units to satisfy this segment, the additional units may be applied to fulfill all or part of the requirements for Segment B.

~~47.4.2~~ **Segment B**

This segment of the project must contain course work or activities equivalent to at least five (5) semester units (see **Article 47.6.3.1**). The project must produce a measurable outcome which will benefit the applicant, the college/District and/or the students. This segment of the project shall ~~may~~ be submitted ~~in two ways~~:

- A. as a single proposal of five (5) units with a central theme or
- B. as three smaller proposals (one per year). If the projects are submitted yearly, the applicant shall attach an outline of what they anticipate doing when they seek approval of their first section. Each portion of the project may have its own theme, or all three proposals may have one theme.

~~47.4.3 Timelines~~

~~Deadlines for submission of proposals, whether as a single five (5) unit or as a smaller yearly proposal, will be the same and are noted elsewhere in this article.~~

~~47.4.4 Revisions~~

~~Once a proposal is approved, no revisions are allowed except as noted in this article under Completion and Compliance. Any exceptions to this must be submitted to the PG&D Committee in writing and will be considered on an individual basis.~~

~~Recommended exceptions will be submitted to the appropriate College President for review and decision.~~

~~47.4.4.1 Project Limitations~~

47.6.2 Project Limitations

- A. The project must not involve duplication of ~~preceding PG&D projects,~~ sabbatical leave projects, or column advancement course work.
Exception: Course work may be applied to move **from Column A to B** **OR** from Column E to F at the time the degree is awarded. (Duplication

refers to context, not to methodology. Chairing major college committees could be used for more than one growth step). ~~Similarly, participating in the conferences to obtain PG&D credit could be used more than once by the PG&D projects must be unique.~~

- B. The project must not involve activities which are part of the applicant's paid duties and responsibilities (i.e. those tasks which an individual is performing as institutional responsibilities or as a necessary part of their main load duties.) The activities used for PG&D must be “over and above” the tasks assigned within the Department or Division.
- C. The project must not involve activities completed prior to January of the project application approval year with the following exceptions:
 - 1. The activity will not be available at any other time during the following three (3) years and the applicant’s participation in the activity would serve the educational needs of the students and/or the college. A letter from the college President attesting to this must accompany the application.
 - 2. The member has been elected chair of an eligible college/District committee or of a local, state or national professional organization within the immediate three (3) years preceding the application. Documentation of this must be included in the application and must meet the guidelines in this article under Approved Activities/Organizations Activities.

~~47.4.5 Approved Activities~~

~~47.6.3 Approved Activities~~

~~47.4.5.1 Course Work~~

~~47.4.5.1.1 Credit Course Work~~

~~47.6.3.1 Credit Course Work~~

A “credit” grade, or a grade of C or better, must be obtained. All units must be calculated in semester units (multiply quarter units by two and divide answer by 3 to obtain equivalent semester units). Upper division or graduate level course work from an accredited institution is required for Segment B except for the following circumstances:

- a. The object of the project is to enable the member to move to a new discipline in which there is a District need.
- b. The subject is new to the applicant and lower division course work is required in order to obtain or further an understanding of the new subject.
- c. Lower division course work is appropriate due to advancement in knowledge and technology in the applicant’s discipline or closely related field.
- d. The object of the project is for the member to study classroom and teaching techniques over an extended time period.
- e. In all cases, when the applicant wishes to use lower division course work for PG&D credit, the applicant should consult with and obtain a written

recommendation from the Vice President of Instruction for inclusion in the application.

~~47.4.5.2 Curriculum Development~~

47.6.3.2 Curriculum Development

Curriculum development proposals are eligible for credit when suggested and/or recommended through a formal program review process or through a similar process developed by the applicant's Department/Division.

Requests to develop curriculum must be accompanied by written recommendations from the applicant's Department Chair/Division Chair and Vice President of Instruction. Such recommendations should address the identified needs of the department/division/college and the feasibility of offering the course(s) after developed. Such requests, ~~if possible~~, should be accompanied, **if possible**, by a letter from the curriculum committee that the proposal is in keeping with the committee guidelines.

~~47.4.5.3 Participation in Workshops and Conferences~~

47.6.3.3 Participation In Workshops And Conferences

A workshop/conference participation activity requires that the proposal contain specific information regarding the subject of the workshop or conference and its relationship to the project theme. In order to be approved for PG&D credit, specific information such as dates and location must be evaluated by the Committee and should be included in the original proposal if known, or forwarded to the Committee before attendance if unknown at the time of application. A half-day conference is valued at 0.125 units. For conferences lasting one day or more, each day is valued at 0.25 units. Travel time is not included. **Members who are presenters at conferences or workshops may apply for PG&D credit under Organizational Activities below.**

~~47.4.5.4 Organization Activities~~

47.6.3.4 Organizational Activities

PG&D credit is available for organizational and/or committee work which is not otherwise compensated by either assigned time or stipend. Applicants for PG&D may apply for such credit retroactively for work done within the immediate three (3) years preceding the application. A maximum of two (2) units may be earned for organizational activities per growth step.

~~47.4.5.4.1~~ One (1) unit of credit may be earned for chairing a major college committee for one year in which no release time or remuneration is given. Examples would include, but not be limited to, chair of an APPS/program review committee, chair of any faculty or administrative hiring committee, or chair of a contract faculty appraisal team. One-half (0.5) units of credit may be earned for service such as Academic Senate VP, Student Club Advisor, Faculty Mentor, or Accreditation Standard committee chair.

Major college committees include, but are not restricted to, PG&D, Sabbatical Leave, Performance Goals, Curriculum, Accreditation Standard and Academic Senate. Chairing or being a member of, and playing a substantial role in the work of, other committees may be individually approved by the PG&D Committee if the time and level of commitment by the applicant is equivalent to the committees described above.

~~47.4.5.4.2~~ Regular members who undertake a substantial portion of the work activities of a committee, task force, or other college/district group **or who are presenters at conferences or workshops** may be eligible to receive Professional Growth and Development credit for this work. The work (committee or other) must be substantial, must be done outside of regular committee meetings, must be described in the application for PG&D credit and verified by the chair of the committee (or other appropriate person). It must be composed of at least 24 hours of work for each 0.5 units of PG&D credit sought.

Eligibility for this PG&D credit requires attendance at any related workshops or training sessions, when available, during flex days or at other designated times. However, workshop credit may count toward flex day obligations or toward fulfilling the PG&D educational component but not both.

~~47.4.5.4.3~~ Serving as a major officer (President, Secretary, Treasurer or the equivalent) of a local, state or national professional organization is valued at one (1) unit for each year in that capacity. The achievements of the organization of which the member was a participant must be summarized in the compliance report and should be related to the proposer's field of expertise.

~~47.4.5.5. Travel~~

47.6.3.5 Travel

Travel must produce a measurable outcome that will enhance a member's performance in his/her discipline or benefit the students, college and/or the District. What is learned from the travel must be demonstrated to be measurable; slides, travel itineraries, receipts, or tickets are not measurable outcomes. Examples of measurable outcomes are: a series of slide presentations accompanied by appropriate scripts relevant to themes or concepts in a particular course that you teach; sets of handouts with written outlines for accompanying lectures; written outlines for a series of lectures. The compliance statement must specify how the travel will be incorporated into the measurable outcome proposed.

~~47.4.5.6 Authorship~~

47.6.3.6 Authorship

A published article may be valued at up to two (2) semester units; and a book may be valued at up to ~~five (5)~~ **eight (8)** semester units. The Committee ~~will~~ **shall** determine the unit values individually, based on time and work

information supplied by the applicant. Evidence of publication, or of interest in publication from some publisher, of the article or book must be included in the compliance report.

~~47.4.5.7 Contribution to the Arts~~

47.6.3.7 Contribution to the Arts

Significant contributions to the arts (performing, visual, etc.) may be valued at up to five (5) units. The Committee will determine the unit values on a case-by-case basis determined by time and work information supplied by the applicant. Evidence of jury, presentation or other professional review, if appropriate, must be included in the compliance report.

~~47.4.5.8 Research~~

47.6.3.8 Research

Research activities must be related to the member's discipline, or identified college or District needs. The Committee will determine unit values individually, based on time and work information supplied by the applicant.

~~47.4.5.9 Work Experience~~

47.6.3.9 Work Experience

Work experience may be included in a project. Such work experience must be related to the applicant's discipline and any remuneration must be justified to the committee.

~~47.4.5.10 Other Activities Projects~~

47.6.3.10 Other Activities Projects

Other projects which have a central theme and identifiable/measurable results which will benefit the applicant, students and/or the college/District may be proposed. The committee will determine the unit value of the project individually based on time and work information supplied by the applicant. Unit value ~~will~~ **shall** be assigned based on one unit = 48 hours.

~~47.6.3.12 Managerial Performance Objectives~~

47.6.3.11 Performance Objectives

Any ~~educational administrator~~ **division chair or department chair** may initiate a request for professional growth activities within the PG&D guidelines with a project using managerial performance objectives.

~~Activities completed by an administrator shall be counted toward PG&D salary placement upon the administrator's returning to the classroom.~~

47.7~~5~~ **PROCEDURE**

Prior to applying for a PG&D project, it is strongly recommended that the applicant obtain a copy of the PG&D Committee's Guidelines and attend a Committee-sponsored meeting before submitting a proposal. The guidelines

may be obtained from the Human Resources Department or the PG&D Committee. The applicant is urged to request assistance from the Committee's identified Resource Person in meeting these guidelines.

47.57.1 **Application and Review Process**

47.57.1.1 Written proposals ~~shall will~~ be submitted to **Human Resources** ~~the Committee Chair~~ by the second Friday in October ~~of the academic year prior to the first placement on Step 12 or subsequent growth increment.~~ Assuming ~~there is time, and~~ the proposal meets the general requirements of this article, the Committee ~~will shall~~ not disapprove any proposal without first requesting modification or clarification from the proposer. **A member is eligible to submit a proposal no earlier than one year prior to step advancement to Step 12 or any other growth step.**

47.57.1.2 All requested modifications or clarifications requested by the Committee after review of the proposal must be returned to the Committee Chair by the date indicated in the request for modification/clarification. It is the applicant's responsibility, not that of the PG&D committee, to ensure that all requests for modification or clarification are completed in a timely manner. Failure to do so may result in a delay of approval until the following year and hence a loss of a year for completion.

47.57.1.3 All proposals, together with the Committee recommendations, shall be forwarded to the college President for review by the first Friday in March. The President ~~will shall~~ meet and confer with the Committee Chair (or, if indicated, the entire committee) prior to making recommendations regarding the proposals.

47.57.1.4 Applicants whose proposals are rejected by the Committee may appeal in writing to the President. Such appeals must be received within fifteen (15) working days of **written** notification of rejection. If the President agrees with the committee decision, he/she shall inform the committee ~~and member,~~ **the applicant, and Human Resources in writing.** If the President ~~believes he/she may~~ **does** not agree with the committee, he/she shall discuss the appeal with the committee chair before reaching a **final** decision and shall communicate the decision to the committee ~~and member,~~ **the applicant, and Human Resources** in writing.

47.57.1.5 **All** ~~Decisions~~ decisions of the President **with regard to PG&D proposals** may be appealed to the Chancellor. **Such appeals must be received within fifteen (15) working days of written notification of rejection from the President. If the Chancellor agrees with the committee decision, he/she shall inform the committee, the applicant, and Human Resources in writing.** If the Chancellor ~~believes he/she may~~ **does** not agree with the committee, he/she shall discuss the appeal with the committee chair before reaching a **final**

decision and shall communicate the decision to the committee ~~and member~~, **the applicant and Human Resources in writing.**

47.57.2 **Completion and Compliance**

The completion year of the PG& D project is the academic year (refer to Article 16) in which the PG&D project is completed and the compliance report is submitted to Human Resources.

47.57.2.1 Projects ~~should~~ **normally shall** be completed within a three (3) year time frame from the first Friday in June of the year of approval. ~~Requests for extension of the original project time line may be granted but must be submitted in writing to the Committee for approval. (Sec 47.3)~~

47.57.2.2 Once a project proposal has been approved, no revisions **shall** ~~will~~ be accepted, with the following exceptions:

47.57.2.2.1 **Minor Revisions:** Courses or workshops and conferences may be changed so long as the level of the courses remains unchanged, the theme of the project is maintained, and the hours involved are unchanged. Advance request for approval by the Committee is recommended to avoid the possibility of ~~later denial of credit~~ **rejection of the compliance report**, but it is not required. The applicant must, however, submit the information about the change in writing to the Committee within a month of making the change or, if it is in the summer, by the beginning of next term.

47.7.2.2.2 Major Revisions: Any revision that is not a minor revision as defined above shall be submitted to the PG&D Committee in writing and shall be considered on an individual basis. Approved major revisions shall be submitted by the committee to the President for review and final decision. The appeals process for major revisions shall be the same as for initial proposals. (Article 47.7.1)

47.57.2.3 A written ~~report of~~ compliance **report** (an original plus one copy) which includes evidence of completion shall be submitted to ~~the Committee~~ **Human Resources** no later than the first Friday in April of the completion year. **If the first Friday in April is not a scheduled day of instruction, then the due date will be the following Monday.** If clarifications/modifications of the Compliance Report are requested by the PG&D Committee, the applicant shall respond in writing to the Committee and the response must reach the Committee by the date specified in the request. Failure to do so may result in delaying approval of the growth step.

If, by the first Friday in April of the year of completion, all required work has not been concluded (e.g., course work is in progress, workshops/conferences are to be attended) but will be completed by the first Friday in June, the applicant must submit their Compliance Report by the first Friday in April and

indicate that they ~~will~~ **shall** forward the documentation of completion of the missing work to the Committee Chair upon completion. The latest time for documenting unfinished work is the second Friday in June of the completion year.

All compliance reports, ~~with the Committee's written recommendations for acceptance or rejection,~~ **that have been recommended for acceptance by the committee** shall be forwarded to the President **with the committee's written recommendations** for review by the ~~first Friday in May~~ third Friday in June. After the President's review, the Committee's final recommendation ~~will be made to the Chancellor~~ **shall be forwarded to Human Resources.** ~~The Chancellor~~ **Human Resources** shall ~~then~~ forward the recommendations to the Board of Trustees for final approval of the growth steps **to ensure compliance with Article 47.7.2.5 below.**

47.57.2.4 Rejections may be appealed in writing within fifteen (15) days of receipt of the rejection notification. Such appeals must be made to the Chancellor.

47.57.2.5 The salary increment for an approved growth step ~~will~~ **shall** be implemented the first pay period of the regular academic year.