PG&D Compliance Report

The Deadline for submission of completed application to Human Resources is the second Friday in April by 5 PM. Please submit an electronic copy of your compliance report and any supporting materials by the deadline. Make sure your report is signed. You can submit your compliance report to the following link, found on the WVMCCD website: https://forms.office.com/ r/0MQFpyxQLsn

NO LATE SUBMISSIONS WILL BE ACCEPTED

Name_____ G#_____ Date of Submission_____

Year of original application: Fall, _____

Please provide the following information, (where applicable), in the order that follows:

_____ An original copy of your original proposal

_____ Course Work: Provide an official transcript proving completion of approved course work. Provide proof of current enrollment if you have a course in progress. Final transcripts for courses in progress are due to HR by the second Friday in June.

_____Workshops/Conferences: Provide proof of conference attendance including dates, times, activities (1 day = .25 unit, 2 days = .5 unit, 3 days = .75 unit, 4 days (48 hours) = 1 unit)

_____Travel: Provide examples of measurable outcomes from travel, i.e. slide presentations and handouts with written outlines for accompanying lectures. Specify how travel was incorporated into the measurable outcome of your proposal.

_____Organizational Activities: include letters from supporting administrators, committee chairs, etc. Provide details regarding organizational activities. (Maximum of 2 units of credit may be earned per project cycle). Refer to ACE Contract, Article 47 for specific details.

_____Authorship: Provide evidence of publication. Include detailed documentation of hours/activities

_____Arts: Provide evidence of jury, presentation, exhibition or other professional review. Provide photographic evidence where appropriate

_____Curriculum Development: Provide detailed documentation of work completed to develop curriculum. Include written proof from the Curriculum Committee, VPI and/ or Division/Department Chair.

_____ Work Experience/Research/Special Projects: Detailed documentation (dates, hours, activities, etc.) supporting identifiable/measurable results that benefit students, yourself, and the college must be included. In addition, letters from appropriate supervisors proving completion of your project must be provided.

Project Summary: Please provide a brief summary of the work that you completed in each Segment.

Segment A:

Segment B:

In 200 words, or less, state the central theme and objectives of your project and describe how you fulfilled them.
Explain how the completion of your project has benefitted the college, students and/or community, and your own professional development.