

## **Professional Growth and Development Application**

**PLEASE NOTE:** The Committee will consider only typed proposals.

Be as concise and specific as possible.

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WEST VALLEY/MISSION  
COMMUNITY COLLEGE DISTRICT

## Professional Growth and Development Application

Prior to completing this application, please review [Article 44](#) of the current ACE/District agreement and obtain a copy of the Guidelines for Writing Professional Growth and Development Proposals. Guidelines and downloadable copies of this application are available through the District Human Resources Website and the Portal.

The **Deadline** for submission of completed application to the Faculty Specialist in Human Resources is **the second Friday in October. Please submit One Copy of your application and any supporting materials. Make sure your application is signed.**

You can submit your application by email to: [barbara.richardson@wvm.edu](mailto:barbara.richardson@wvm.edu)

**NO LATE SUBMISSIONS WILL BE ACCEPTED.**

Date:

Name of Applicant:

Applicant Email Addresses:

College:          Mission          West Valley          Department:

Cell#:                                  Office#:                                  Home#:

Current Column/ Step:                                  Next Expected Column/Step:

For which professional growth increment is this application intended?

1<sup>st</sup>: Step 15          2<sup>nd</sup>: Step 18          3<sup>rd</sup>: Step 21          4<sup>th</sup>: Step 24          5<sup>th</sup>: Step 27  
6<sup>th</sup>: Step 30          7<sup>th</sup>: Step 33          8<sup>th</sup>: Step 36

**PLEASE NOTE:** The Committee will consider only typed proposals. This form is fillable. Be as concise and specific as possible. Please consider your project carefully before you submit your proposal; the ACE/District agreement now limits project revisions to substitutions of similar coursework and workshops/conferences for ones already approved, unless approved by the Committee and appropriate College President.

**All PG& D proposals consist of two segments: Segment A - 3 semester units of coursework or equivalent activities in one of four areas specified by the District, and Segment B - 5 semester units of coursework or equivalent activities.**



Other Activities:

## SEGMENT B

Five semester units of work are required for this segment.

I. The ACE/District agreement allows you to fulfill the Segment B requirement by completing a single three-year project, or by completing no more than three smaller, one-year projects.

I plan to fulfill the Segment B requirement in the following manner:

a) by completing a single three-year project of five (5) semester units.

b) by completing up to three smaller projects (no more than one per year). The one-year project I am proposing in this application will fulfill \_\_\_\_\_ semester units of my five unit Segment B requirement and is the \_\_\_\_\_ year of my three years.

**Note:** If you select *option b* you will need to submit additional proposals in the Fall of each succeeding year indicating how you plan to complete the remaining units of your Segment B requirement

II. The outcome of your Professional Growth and Development project must benefit the student, college or community. In accordance with this, state the central theme and objectives of your three-year or one-year project in 100 words or less. Further clarification of objectives may be appended.

III. On the next page, for each activity you are currently proposing to complete Segment B please:

a) check the appropriate blank;

b) indicate the number of semester units. (For non-coursework activities, indicate the number of hours proposed and the unit equivalence (48 hours = one semester unit));

c) in the space provided at the end of this section, describe the activity. Be as specific and concise as possible (100 words or less). For non-coursework activities, include a time estimate or each major component of the activity. Supplementary documents or clarifying information may be appended.

1. **Coursework at an accredited institution.** State the name of the school, course number, course name, and number of units. Include alternate courses totaling no more than six (6) units in the event that the courses you have chosen are not available. Place catalog descriptions in the appendix.  
Semester units
2. **Curriculum development.** Include in the appendix a written recommendation from the appropriate administrator(s) and a letter from the Curriculum Review committee stating that the proposal is in keeping with the committee guidelines.  
Hours Semester unit equivalent
3. **Participation in appropriate workshops/conferences.** Include name of conference, sponsoring organization, relationship of the conference to your project theme, conference dates and locations if possible (For time unit equivalents, see current contract guidelines). Place any printed descriptions in the appendix.  
Hours Semester unit equivalent
4. **Organizational Activities.** Include the organization's purpose in the appendix. See Section 47.4.5.4 of the ACE/District agreement for limitations (maximum of 2 units allowed).  
Hours Semester unit equivalent
5. **Travel related to your discipline.** See current contract guidelines.  
Hours Semester unit equivalent
6. **Authorship** of technical and/or professional books, articles, videos, etc. Books require letter of interest and/or contract from publisher to be attached.  
Hours Semester unit equivalent
7. **Contributions to the arts.** See current contract guidelines.  
Hours Semester unit equivalent
8. **Research activities** related to the classroom or institution. See current contract guidelines.  
Hours Semester unit equivalent
9. **Related work experience** contributing to increased expertise within your discipline. See current contract guidelines.  
Hours Semester unit equivalent
10. **Any other activity** which you might demonstrate as evidence of professional growth and development. See current contract guidelines.  
Hours Semester unit equivalent

Use this sheet to describe the Segment B activities you checked on the previous page. Be as specific and concise as possible (100 words or less). For non-coursework activities, include a time estimate for each major component of the activity. Supplementary documents or clarifying information may be appended.



III. What documentation will you include in your compliance report to substantiate completion of your project activities? (100 words or less)

IV. In order to help the P G & D Committee abide by the conditions of the ACE/District agreement, please respond to the following:

1. Have you been granted a sabbatical leave in the past? Yes No

If yes, what were the dates?

On the next page, summarize each past sabbatical leave project in 50 words or less.

2. Are you applying for a sabbatical leave now? Yes No

If yes, please attach a copy of your sabbatical leave proposal.

3. Have you done a P G & D project in the past? Yes No

If yes, what were the dates?

Below and on the next page, summarize each previous P G & D project and or Sabbatical in 50 words or less.

I have read the guidelines for Professional Growth and Development as stated in Article 44 of the ACE/District contract as well as the Guidelines for Writing P G & D Proposals, and will abide by them.

Signature of Applicant (may be signed electronically, if you have an electronic signature or manually) Applications may be emailed to Faculty Specialist. If you sign manually, you can scan your application in. You can submit your application by email to: [barbara.richardson@wvm.edu](mailto:barbara.richardson@wvm.edu)