

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
**Professional Growth Award Application**

To be completed by the employee and submitted to the Professional Growth Review Panel upon completion of the requirements (see the attached "Professional Growth Award"). Please review the attached checklist and make sure you have included all the necessary documentation when submitting your application packet for review.

Name:		CWID:	
Position Title:		Date of Hire:	
Campus:	Department:	Office Extension:	

**1. College, adult education or trade school courses.** Minimum unit requirements for this category are dependent on the education level currently held by the employee and are determined as follows:

**Ph.D./Doctorate Degree - Minimum of 12 hours**

**Masters Degree - Minimum of 24 hours** (2 Quarter units or 1.5 Semester units)  
 Or a Bachelors +45 Quarter units/30 Semester units

**Bachelors Degree - Minimum of 24 hours** (2 Quarter units or 1.5 Semester units)  
 Or AA degree +45 Quarter units/30 Semester units or 135 Quarter units/90 Semester units

**Associates Degree - Minimum of 48 hours** (4 Quarter units or 3 Semester units)  
 Or more than 90 Quarter units/60 Semester units

**I certify that I have:**

- \_\_\_\_\_ an Associate degree or any college units
- \_\_\_\_\_ a Bachelor degree **or** AA/AS degree and 45 quarter/30 semester units
- \_\_\_\_\_ a Master degree or Bachelor degree and 45 quarter/30 semester units
- \_\_\_\_\_ a Ph.D./Doctorate degree

There is NO MAXIMUM and Continuing Education Credits (CEUs) may also be used.

Institution & Date(s)	Course # & Title	Qtr/Sem Units*	# of Hours

Hit the "return" at the end of the line to add lines as needed.      \*Please specify QUARTER or SEMESTER Units

Section #1 Total: \_\_\_\_\_

**2. District In-Service Workshops (25 HOUR MAXIMUM)**

Workshop	Date(s) of Workshop	# of Hours

Hit the "return" at the end of the line to add lines as needed.

Section #2 Total: \_\_\_\_\_

**3. Leadership or Committee Work (75 HOUR MAXIMUM; Non-professional organization, 10 hour maximum)**

Professional Organization	Date(s) of Committee Work	# of Hours

Hit the "return" at the end of the line to add lines as needed.

Section #3 Total: \_\_\_\_\_

**4. District Committee Work (MUST use Committee Work Verification Form; 75 HOUR MAXIMUM)**

Committee	Date(s) of Committee Work	# of Hours

Hit the "return" at the end of the line to add lines as needed.

Section #4 Total: \_\_\_\_\_

**5. Job Related Special Activities (NO MAXIMUM LIMIT; Ineligible for carryover)**

Activity	Date(s) of Activity	# of Hours

Hit the "return" at the end of the line to add lines as needed.

Section #5 Total: \_\_\_\_\_

**6. Physical Fitness Activities (see Guidelines for further information; 36 HOUR MAXIMUM)**

Institution & Date(s)	Course # & Title	Qtr/Sem Units*	# of Hours

Hit the "return" at the end of the line to add lines as needed.

\*Please specify QUARTER or SEMESTER Units

Section #6 Total: \_\_\_\_\_

**Total Application Hours: \_\_\_\_\_**

NOTE: Please refer to Guidelines for Professional Growth Award Program for further information.

PLEASE MAKE A COPY FOR YOUR FILE BEFORE SUBMITTING

**FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT**  
**PROFESSIONAL GROWTH AWARD VERIFICATION CHECKLIST**  
**Verification Checklist**

Name: \_\_\_\_\_ CWID \_\_\_\_\_ Ext. \_\_\_\_\_

Job Title: \_\_\_\_\_ Campus: \_\_\_\_\_

1.  Official transcript for academic courses.

2.  Workshop, conference, or outside committee work.

A. Official letterhead \_\_\_\_\_

B. Authorized signature \_\_\_\_\_

3.  Professional Growth Verification form for District committee work.

Authorized signature \_\_\_\_\_

Note: Omissions may delay your award.

**FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT**

**PROFESSIONAL GROWTH AWARD  
Committee Work Verification Form**

\_\_\_\_\_ participated on the \_\_\_\_\_  
Name CWID  
\_\_\_\_\_ Committee on the following dates and times:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_

Total No. of Hours: \_\_\_\_\_

I verify participation on the \_\_\_\_\_ Committee by  
\_\_\_\_\_ on the dates  
and times recorded.

Date: \_\_\_\_\_ Signature of Committee Chairperson: \_\_\_\_\_

**FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT**

**PROFESSIONAL GROWTH AWARD  
Validation of Attendance**

This is verification that (Name) \_\_\_\_\_

attended a Seminar/Workshop on \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

The seminar/workshop was presented by \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Total hours \_\_\_\_\_

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Title

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**GUIDELINES FOR PROFESSIONAL  
GROWTH AWARD PROGRAM**

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## **GUIDELINES FOR PROFESSIONAL GROWTH AWARD PROGRAM**

### **Purpose**

The purpose of the Professional Growth program is to provide incentives to classified personnel in the District to enhance and update their performance through continuing education and through involvement in professional organizations and associations.

### **Review Panel**

The Professional Growth Review Panel is composed of up to seven members: The Director of Human Resources or his/her designee and up to six appointees.

The District grants members of the Review Panel time during working hours to carry out their official duties. The responsibilities of the Panel are the following:

1. To select their own chairperson.
2. To meet as required to review applications received prior to each meeting
3. To review and approve or deny all applications for point credit.
4. To submit their decisions to the Director of Human Resources

### **Applications**

Applications are due by the 10<sup>th</sup> of the month to be effective on the first of the following month. Application forms for professional growth awards are in the appendix of forms and are also available on the District Human Resources website, from the Office of Human Resources, and from the review panel members.

### **Requirements**

A supervisor must have completed at least one year of employment with the District and have achieved permanent status. Course work started prior to employment will not be considered for an award.

An eligible supervisor must complete a minimum of two hundred (200) hours of credited activity, One hundred (100) hours of which must have been completed since the last award. One hundred (100) of the two hundred (200) hours may be hours completed prior to the last award which was earned in Category 1 of Requirements, completion of college, adult education, or trade school courses.

A minimum of two years in paid status must have occurred since the last award.

An application for an award must be accompanied by OFFICIAL transcripts on official letterhead that verifies specific dates and hours of attendance.

The supervisor must complete a diversity of activities. The hours may be earned through any combination of the following:

1. COLLEGE, ADULT EDUCATION, OR TRADE SCHOOL COURSES. Each course must be approved and evidence of successful completion (grade of "C" or better, or Pass from a Pass/Fail basis) filed with the Review Panel. Minimum units for this category are dependent on the level of education currently held by the employee and are determined as follows:

**Ph.D./Doctorate Degree - Minimum of 12 hours**

**Masters Degree - Minimum of 24 hours** (2 Quarter units or 1.5 Semester units)  
Or a Bachelors +45 Quarter units/30 Semester units

**Bachelors Degree - Minimum of 24 hours** (2 Quarter units or 1.5 Semester units)  
Or AA degree +45 Quarter units/30 Semester units or 135 Quarter units/90 Semester units

**Associates Degree - Minimum of 48 hours** (4 Quarter units or 3 Semester units)  
Or more than 90 Quarter units/60 Semester units

There is NO MAXIMUM. Continuing Education Credits (CEU's) earned may also count towards the forty-eight (48) hours. Calculation of hours for courses which are assigned a certain number of units will be based on the following:

<u>Foothill and De Anza</u>	<u>Other Colleges</u>
No. of contact hours/week as stated	a. One Quarter unit = 12 hours
In the Course Inventory Audit Report	b. One Semester unit = 18 hours

In lieu of college, adult education, trade school, and CEU's unit members who serve as Chairs in leadership positions in which the District does not pay for backfill, may count for 30 hours of their leadership hours under this section. This includes, but is not limited to, positions such as Classified Senate Presidents, Chair of Negotiations, and Chairs of Accreditation Teams. Unit members must get approval by the Director, Human Resources prior to participating for this award to confirm the leadership position qualifies under this section.

2. DISTRICT IN-SERVICE WORKSHOPS. Attendance and participation in voluntary District in-service workshops related to the work of the district. Maximum of twenty-five (25) hours per award.
3. LEADERSHIP OR COMMITTEE WORK. Participation in a leadership role or in committee work in local, state, or national professional associations to the extent of the guidelines approved by the Review Panel. Maximum of seventy five (75) hours per award. Participation



in a leadership role or in committee work in a non-professional association to the extent of the guidelines approved by the Review Panel. Maximum of ten (10) hours per award for non-professional association. Total of the two equals 75 hours max.

4. DISTRICT COMMITTEE WORK. Participation in District committee work to the extent of the guidelines approved by the Review Panel. Maximum of seventy five (75) hours per award.
5. JOB RELATED SPECIAL ACTIVITIES. Participation in job related special activities, such as seminars, conferences, conventions, institutes, and lectures offered by colleges, adult schools, professional associations and community organizations. NO MAXIMUM.
6. PHYSICAL EDUCATION ACTIVITIES. A maximum of thirty-six (36) hours for Physical Education activities per award. The exception to this limit is if the Physical Education activities are work related activities of equivalent. Activities must be documented.

Any credits (no other activities) earned through an accredited college while on Staff Development Leave shall be counted and will apply to Section 1 of the PGA application.

These guidelines apply to all applications filed with the Professional Growth Review Panel.