

APPENDIX I
APPLICATION FOR PROFESSIONAL ACHIEVEMENT AWARD
(Article 38 – Professional Achievement Awards)
Foothill-De Anza Community College District

The application for Professional Achievement Award can be submitted electronically or by hard copy. For directions to the electronic application please see below and for the hard copy application see the next page.

How to Access the Adobe Sign Professional Achievement Award (PAA) application

1. Go to the **MyPortal** website at myportal.fhda.edu.
2. Log onto **MyPortal** using your Campuswide ID and Password.
3. Go to the **Adobe Sign Employee Forms** app.
4. De Anza faculty scroll down to **De Anza Professional Achievement Award Application (Faculty)** and click **Start Workflow**. Foothill faculty scroll down to **Foothill Professional Achievement Award Application (Faculty)** and click **Start Workflow**.
5. Attach all PAA documents to the Adobe form.

APPENDIX I
APPLICATION FOR PROFESSIONAL ACHIEVEMENT AWARD
(Article 38 – Professional Achievement Awards)
Foothill-De Anza Community College District

Name: _____ Subject/Service Area: _____ Campus: _____

Year of Last Award: _____ Academic years being applied toward this award: _____

Please note: In accordance with Article 38.3, “The responsibility for filing a timely and complete application shall be entirely the faculty employee’s.” All parts of the Application are required. Due Date: July 1.

Part 1. Three Evaluations

- Administrative Evaluation** (attach signed copy of Appendix J1);
- Peer Evaluation** (attach signed copy of Appendix J1);
- Student Evaluation** (attach signed copy of appropriate Appendix J3);
- Self-Evaluation** (see page 3 of this Application form).

Part 2. Verification of Professional Growth Activity

- **Nine (9) quarter units of PGA are required during the four-year PAA period.**
- **Use appropriate forms from Appendix O for filing PGA.**
- **File PGA with the Campus Personnel Office by June 1.**
- **The Campus Personnel office will provide a verification receipt to attach below.**

STAPLE RECEIPT HERE

Part 3. Record of Special Service Activity

- **List special service activities, organized on an annual basis** (see pages 4-5 of this Application Form).
- **No Special Service is required during a full academic year of Professional Development Leave** (if applicable, please so indicate below and, where appropriate, on page 4 or 5 of the Application Form).

- Academic Year 1:** _____ - _____
- Academic Year 2:** _____ - _____
- Academic Year 3:** _____ - _____
- Academic Year 4:** _____ - _____

Having fulfilled the requirements outlined in Article 38 of the *Agreement* between the Board of Trustees and the Faculty Association, I hereby apply for a Professional Achievement Award.

Date: _____ **Signature:** _____

This completed application with required attachments must be submitted to your Division Dean by July 1.
For additional information regarding the Professional Achievement Award, see Article 38 of the *Agreement* between the Board of Trustees and the Faculty Association. For questions, please contact the Faculty Association office, 650 949-7544.
Revised 3/05 PAA Application Form, page 1

For Administrative Use Only

Recommendations:

Division Dean

I recommend this application
 I do not recommend this application

Date: _____ Signature: _____
Division Dean/Supervisor

Vice President

I recommend this application
 I do not recommend this application

Date: _____ Signature: _____
Vice President of Instruction or
Vice President of Student Services

President

I recommend this application
 I do not recommend this application

Date: _____ Signature: _____
President

Tear Sheet

This is to confirm that a Professional Achievement Award Application was received from the faculty employee listed below:

Name: _____

Campus: _____

Department: _____

Date Received: _____

Received by: _____

SELF-EVALUATION

- Provide a self-evaluation that reflects thoughtful assessment of your continuing development as an educator, including discussion of relevant accomplishments, professional growth, and future goals.
You may also consider identifying challenges/problems related to your principal duties and the way(s) you have addressed them using new pedagogical theories/strategies and/or feedback from administrative, peer, and/or student evaluations. Suggested length: 250-500 words.

SPECIAL SERVICE ACTIVITY REPORT

- See Article 38.5 for examples of activities that qualify as Special Service.
- Provide information on your special service activities in the format prescribed below.
- Organize special service activities by academic year.
- Attach additional sheets if necessary.
- **Please note:** If you have used an activity (such as Tenure Review Committee service) for PGA units under Article 38.4.3, in Part 2 of this Application, you cannot re-use that activity as special service.

Academic Year 1: _____ - _____

Description of Activity

Dates

Nature of Participation

Academic Year 2: _____ - _____

Description of Activity

Dates

Nature of Participation

SPECIAL SERVICE ACTIVITY REPORT, continued

Academic Year 3: _____ - _____

Description of Activity

Dates

Nature of Participation

Academic Year 4: _____ - _____

Description of Activity

Dates

Nature of Participation