APPENDIX O2
PGA RECORDING FORM: CONFERENCE, WORKSHOP, and NON-CREDIT COURSES
(Appendices A, B, B.1, C, C.1, E, G and Article 38.4.2)
Foothill-De Anza Community College District

Use this form to file participation in or attendance at CONFERENCES, WORKSHOPS, NON-CREDIT COURSES, and ONLINE COURSE DEVELOPMENT OR CONVERSION.

Faculty Member's Name: _____ CWID#: _____

Academic Year: 20____- 20____. Use a separate form for each academic year.

Please note:
- Each activity requires Division Dean approval. Prior approval is advised.
- Each activity requires documentation (conference brochure, agenda, etc.).
- Eighteen (18) hours of activity in conferences, workshops, and non-credit courses equals one quarter unit. Normally, a full conference day is credited as six (6) hours unless otherwise documented. Conference presenters receive two (2) additional hours preparation for each hour of presentation. Credit for online course development or conversion granted in accordance with college practice.

- ***Regular and contract faculty must file this form with the Campus Personnel Office by***
  - **June 1** for **Step Advancement** (see Appendix A, B, C.1) or for PAA (see Article 38). For conferences, workshops, and non-credit courses planned for or in progress, documentation verifying registration must be filed by June 1, but verification of completion can be filed as late as July 1. For continued Step Advancement, nine (9) quarter units of Professional Growth activity is required by the end of the fourth year of every four-year cycle. Annual filing is recommended.
  - **September 15** for **Column Change** (see Appendix A or B). To apply for a column change, file the official request form (available at the Campus Personnel Office) by June 30. Submit the completed Appendix O form(s) with appropriate documentation by September 15.
- ***Part-time faculty filing for Column Change (see Appendices B.1, C, C.1 E, G) must*** 1) file this form with the appropriate administrator at least **one month prior** to the beginning of an academic quarter; and, 2) submit documentation to the Campus Personnel Office **prior to the start of the quarter**.

Title Conference, Workshop, Non-Credit Course (attach documentation in the order of your list)	Activity Dates	Hours	Documentation Attached
Online Course Developed or Converted			

Total Hours _____

Faculty Member's Signature _____ Date _____

Dean's Signature _____ Date _____

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Number of units recorded _____ Recorded by _____ Date

A copy of this form is available online at https://hr.fhda.edu/_forms.html
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