

# FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT

## PROFESSIONAL GROWTH AWARD

### Application Form

To be filled in by employee and submitted to Professional Growth Review Panel upon completion of requirements (see attached “Guidelines for professional Growth Award”). Please review the attached CHECKLIST and make sure you have included all necessary paperwork when submitting your application packet for review.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Position \_\_\_\_\_ Campus \_\_\_\_\_ Department \_\_\_\_\_

Date of Hire \_\_\_\_\_ Office Phone # \_\_\_\_\_

1. College, adult education or trade school courses (See #1 on Guidelines sheet for explanation, NO MAXIMUM)

Institution-Qtr/Sem Date	Course Number & Course Title	Specify Qtr or Semester Units	No. of Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Use separate sheet if needed		TOTAL	_____

2. District In-Service Workshop (See #2 on Guidelines sheet, 25 HOURS MAXIMUM)

District In-Service Workshop	Date of Workshop	No. of Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Use separate sheet if needed		TOTAL _____

3. Leadership or Committee Work (See #3 on Guidelines sheet, 50 HOURS MAXIMUM)

Professional Organization	Dates of Committee Work	No. of Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

Non-Professional Organization (10 HOURS MAXIMUM)

Use separate sheet if needed TOTAL \_\_\_\_\_

4. District Committee Work (50 HOUR MAXIMUM, Every two hours earns one hour of credit, see #4 on Guidelines sheet). District Committee work – use Committee Work Verification Form.

Professional Organization	Date of Activity	No. of Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

Use separate sheet if needed TOTAL \_\_\_\_\_

5. Special Activities (See #5 on Guidelines sheet, 50 HOURS MAXIMUM) (Ineligible for Carryover)

Job Related Special Activities	Date of Activity	No. of Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

Non-Job Related Special Activities Organization (10 HOURS MAXIMUM)

_____	_____	_____
_____	_____	_____

Use separate sheet if needed TOTAL \_\_\_\_\_

6. Physical Fitness Activities (See #6 on Guidelines sheet, 36 HOURS MAXIMUM)

Institution-Qtr/Sem Date	Course Number & Course Title	Specify Qtr or Semester Units	No. of Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Use separate sheet if needed		TOTAL	_____

NOTE: PLEASE MAKE A COPY FOR YOUR FILE BEFORE SUBMITTING.



## GUIDELINES FOR PROFESSIONAL GROWTH AWARD

An employee 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 worker must complete a minimum of 200 hours of credited activity, 100 hours of which must have been completed since the last award. One hundred (100) of the 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 two years in paid status must have occurred since the last award.

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

The employee 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. There is NO MAXIMUM and calculation of hours for courses which are assigned a certain number of units will be based on the following:

Foothill and De Anza  
No. of contact hours/week as stated  
In the Course Inventory Audit Report

Other Colleges  
a. One Quarter unit = 12 hours  
b. One semester unit = 18 hours

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 Fifty (50) 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. Total of the two-50 hours max.
4. DISTRICT COMMITTEE WORK. Participation in District committee work to the extent of the guidelines approved by the Review Panel. Maximum of Fifty (50) hours per award. Each two hours of committee work under this clause shall earn one hour of credit toward an 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. Maximum of Fifty (50) hours per award. Participation in non-job related special activities, such as seminars, conferences, conventions,

institutes and lectures offered by colleges, adult schools, professional associations, and community organizations. Maximum of Ten (10) hours per award. Total of the two-50 hours max.

6. PHYSICAL EDUCATION ACTIVITIES. A maximum of Thirty-Six (36) hours for Physical Education credits per award. The exception to this limit is if the Physical Education credits are work related.

No more than one award (or 200 hours) may be earned for activities during a staff development leave. There will be no carryover of excess hours earned during a staff development leave. It will be the responsibility of the employee to report all hours earned during a leave; if not reported, staff development leave hours will be withheld.

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