

**PROFESSIONAL GROWTH INCREMENT (PGI) MEETING**  
**SEPTEMBER 29, 2017**  
**SENIOR VICE PRESIDENT CONFERENCE ROOM, BAILEY HALL**  
**3:00 – 5:00PM**

**COMMITTEE FUNCTION:**

On an annual basis, to review and to recommend concerning the PGI applications from faculty for purposes of salary schedule movement to Steps 20, 24 and 28.

**COMMITTEE MEMBERS:** Mary Kay Rudolph (Co-Chair), Mark Ferguson, Ashley Arnold, Kirsten Swinstrom (Co-Chair), Heidi Saleh

**AGENDA**

1. Status update on applications from each committee member – bring completed reviews with scores and recommendations
2. General Queries for future PGI Credit Consideration
3. Review Changes to:
  - a. PGI in a Nutshell (attached) and confirm Nutshell vs. Primer for Posting on Website
  - b. Example of Emails to Applicants (attached)
  - c. Letter to Eligible Faculty (attached)
  - d. PGI Rejection Letter Example (attached)
  - e. Knowledgebase - Mark F.
4. Review the notification letter from the committee regarding whether or not the applicant will be forwarded to the Board (attached)
5. Confirm the PGI committee meetings in fall 2018 –September 14th and October 12<sup>th</sup>; 3-5pm
6. Discussion re: How to best communicate PGI submission timeline and due date next year
7. Review calendar for remainder of semester:
  - a. PGI write-ups due to Whitney October 25 (for Nov. 14 Board)
  - b. Review notification protocols for PGI status; set dates
  - c. Determine if additional meetings are required beyond October
8. Confirm Spring PDA Session Title and Participants

**Next meeting(s): TBD**

Minutes of PGI Committee meetings are not posted online due to the confidential nature of the contents. Please contact the Office of the Senior Vice President of Academic Affairs for specific questions.