

## Professional Growth Increment Summary of Activities

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 A1—"Academic Units" (Upper division or graduate)**

**You do not need to receive prior approval for activities in this category.**

### CATEGORY LIMITS:

- A maximum of **12 units** can be earned in category 21.07 A overall

**NOTES:**

- The same academic units may not be used for both a PGI step and a salary class advancement.
- One semester unit of credit equals one growth unit

**DOCUMENTATION REQUIRED FOR THIS CATEGORY:**

- Official transcript

[illegible]

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### Category: 21.07 A2—"Academic Units" (Lower division)

**THIS IS A PRIOR APPROVAL CATEGORY!    Warning:** *Activities in this category cannot count unless activity is approved in advance by the PGI Committee or, where this is not possible, by the Office of the Vice President of Academic Affairs.*

#### CATEGORY LIMITS:

- A maximum of **5 units** can be earned in category 21.07 A2; A maximum of **12 units** can be earned for foreign language courses
- A maximum of **12 units** can be earned in category 21.07 A overall

#### NOTES:

- The same academic units may not be used for both a PGI step and a salary class advancement.
- One semester unit of credit equals one growth unit
- Activities in this category must have a "direct and demonstrable relationship to the faculty member's assignment."

#### DOCUMENTATION REQUIRED FOR THIS CATEGORY:

- Proof of prior approval of independent work or study
- Official transcript

To be completed by applicant					For PGI Committee use	
Item #	Date Completed	Title or Brief Description of Activity	Units (from formula)	Documentation Provided: a) proof of prior approval b) official transcript	# of Verified Units	Comments

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Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 B—"Certificate of Completion" (Courses which grant certificates of completion rather than academic units)**

**You do not need to receive prior approval for activities in this category.**

### CATEGORY LIMITS:

- A maximum of **12 units** can be earned in category 21.07 B

**NOTES:**

- Sixteen classroom hours or 40 laboratory hours equal one growth unit.

**DOCUMENTATION REQUIRED FOR THIS CATEGORY:**

- Official certificate of completion must include number of hours

[illegible]

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 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

### Category: 21.07 C—"Instructional Skills Workshops"

**You do not need to receive prior approval for activities in this category.**

#### CATEGORY LIMITS:

- A maximum of **12 units** can be earned in category 21.07 C

#### NOTES:

- Instructional Skills Workshop equals two growth units.
- Instructional Skills Facilitator and Trainer Workshop equals 2.5 growth units.

#### DOCUMENTATION REQUIRED FOR THIS CATEGORY:

- Official certificate of completion.

To be completed by applicant					For PGI Committee use	
Item #	Date Completed	Title or Brief Description of Activity	Units (from formula)	Documentation Provided: a) certificate of completion	# of Verified Units	Comments

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Name: \_\_\_\_\_ Department: \_\_\_\_\_  
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### Category: 21.07 D—"Independent Work or Study Under Fellowship and Grants"

**You do not need to receive prior approval for activities in this category.**

#### CATEGORY LIMITS:

- A maximum of **12 units** can be earned in category 21.07 D overall

#### NOTES:

- For category 21.07 D1: One semester of full-time work and study equals 12 growth units.
- For category 21.07 D2: One quarter of full-time work and study equals 8 growth units.
- For category 21.07 D3: One week of full-time work and study equals 0.8 growth units, up to a total of 8 units for 1 summer.
- For category 21.07 D4: For part-time funded work and study, the number of growth units earned = (number of weeks) x (average weekly hours)/40 x 0.8
- For category 21.07 D5: Growth units for grants, commissions or artist-in-residence awards will be determined in consultation with the committee.

#### DOCUMENTATION REQUIRED FOR THIS CATEGORY:

- Grant or Fellowship Award accompanied by transcripts or employment verification

To be completed by applicant					For PGI Committee use	
Item #	Date Completed	Title or Brief Description of Activity	Units (from formula)	Documentation Provided: a) grant or fellowship award b) transcripts or employment verification	# of Verified Units	Comments

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Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 E—“Independent Work and Study Resulting in Publication of an Article” (Non-funded independent work and study)**

**You do not need to receive prior approval for activities in this category.**

**CATEGORY LIMITS:**

- A maximum of **12 units** can be earned in category 21.07 E overall

**NOTES:**

- The number of growth units is determined by the committee on the basis of work and study completed..
- For category 21.07 E1: Publication of a major article in a peer-reviewed professional journal equals four growth units.
- For category 21.07 E2: Publication of a minor article in a professional journal equals two growth units.

**DOCUMENTATION REQUIRED FOR THIS CATEGORY:**

- Journal with article or reprint

[illegible]

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Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 F—"Independent Work and Study Resulting in Publication of a Paper"**

**You do not need to receive prior approval for activities in this category.**

### CATEGORY LIMITS:

- A maximum of **12 units** can be earned in category 21.07 F overall

**NOTES:**

- For category 21.07 F1: Presentation of a paper at a regional, state, national or international meeting of a nationally recognized professional society equals four growth units.
- For category 21.07 F2: Presentation of a minor paper at a meeting of a local professional society equals two growth units.

**DOCUMENTATION REQUIRED FOR THIS CATEGORY:**

- Program or official letter of acceptance into program

[illegible]

## Professional Growth Increment Summary of Activities

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

### Category: 21.07 G—"Independent Work and Study Resulting in a Presentation"

**You do not need to receive prior approval for activities in this category.**

#### CATEGORY LIMITS:

- A maximum of **12 units** can be earned in category 21.07 G overall

#### NOTES:

- For category 21.07 G1: Works, public performances, or exhibitions directly related to the discipline of the faculty member which would be deemed "major" by colleagues and peers of that discipline equal four growth units.
- For category 21.07 G2: Other lectures and presentations which require substantial preparation, (e.g., Arts and Lectures presentations, WOLM lecture, or other works deemed "minor" by colleagues and peers of that discipline) equals two growth units.
- For category 21.07 G3: Recognized works, public performances or exhibitions directly related to the discipline of the faculty member but beyond the duties required for teaching a course or as part of required professional development. Each one-hour presentation equals 0.2 growth units.

#### DOCUMENTATION REQUIRED FOR THIS CATEGORY:

- Playbill, program, slides of exhibit, letter of official acceptance, and exhibit or presentation description

To be completed by applicant					For PGI Committee use	
Item #	Date Completed	Title or Brief Description of Activity	Units (from formula)	Documentation Provided: a) description of presentation b) playbill, program, slides, etc.	# of Verified Units	Comments



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Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 H1—"Other Independent Work and Study" (Community service)**

**You do not need to receive prior approval for activities in this category.**

**CATEGORY LIMITS:**

- A maximum of **5 units** can be earned in category 21.07 H1
- A maximum of **12 units** can be earned in category 21.07 H overall

**NOTES:**

- Growth units earned equals: (Total hours of service)/40 x 0.8 to a maximum of five growth units in this category.

**DOCUMENTATION REQUIRED FOR THIS CATEGORY:**

- Letter of appreciation; meeting minutes stating appointment or other similar verification of activity, with indication of activities and approximate time commitment

[illegible]

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 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 H2—"Other Independent Work and Study" (Holding office in professional organization)**

**You do not need to receive prior approval for activities in this category.**

### CATEGORY LIMITS:

- A maximum of **5 units** can be earned in category 21.07 H2
- A maximum of **12 units** can be earned in category 21.07 H overall

**NOTES:**

- Growth units earned equals: (Total hours of service)/40 x 0.8 to a maximum of five growth units in this category.

**DOCUMENTATION REQUIRED FOR THIS CATEGORY:**

- Letter of appointment or selection, with indication of activities and approximate time commitment

[illegible]

## Professional Growth Increment Summary of Activities

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 H3—"Other Independent Work and Study" (Advisory committee coordination)**

**You do not need to receive prior approval for activities in this category.**

### CATEGORY LIMITS:

- A maximum of **5 units** can be earned in category 21.07 H3
- A maximum of **12 units** can be earned in category 21.07 H overall

**NOTES:**

- Growth units earned equals: (Total hours of service)/40 x 0.8.

**DOCUMENTATION REQUIRED FOR THIS CATEGORY:**

- Supervising Administrator's verification of position

[illegible]

## Professional Growth Increment Summary of Activities

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 H4—"Other Independent Work and Study" (Judging, curating)**

**You do not need to receive prior approval for activities in this category.**

### CATEGORY LIMITS:

- A maximum of **5 units** can be earned in category 21.07 H4
- A maximum of **12 units** can be earned in category 21.07 H overall

**NOTES:**

- One day of activity equals 0.5 growth units.

**DOCUMENTATION REQUIRED FOR THIS CATEGORY:**

- Letter of appointment or selection, with indication of activities and approximate time commitment

[illegible]

## Professional Growth Increment Summary of Activities

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 H5—"Other Independent Work or Study" (Work in business, government, industry or professional area)**

**THIS IS A PRIOR APPROVAL CATEGORY! Warning:** *Activities in this category cannot count unless activity is approved in advance by the PGI Committee or, where this is not possible, by the Office of the Vice President of Academic Affairs.*

### CATEGORY LIMITS:

- A maximum of **5 units** can be earned in category 21.07 H5
- A maximum of **12 units** can be earned in category 21.07 H overall

### NOTES:

- Growth units earned equals: (Total hours of full- or part-time approved work other than self-employment)/40 x 0.8.

### DOCUMENTATION REQUIRED FOR THIS CATEGORY:

- Proof of prior approval of independent work or study
- Written report of activities, which includes substantiation of the relationship of the work to the discipline
- Documentation of hours completed

To be completed by applicant					For PGI Committee use	
Item #	Date Completed	Title or Brief Description of Activity	Units (from formula)	Documentation Provided: a) proof of prior approval b) written report c) documented hours	# of Verified Units	Comments

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Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

### Category: 21.07 I—"Authorship, Publication or Other Original Creative Work"

**You do not need to receive prior approval for activities in this category.**

#### CATEGORY LIMITS:

- A maximum of **12 units** can be earned in category 21.07 I overall

#### NOTES:

- For category 21.07 I1: Privately produced classroom text, manual, workbook or reference book for use in the author's classes or by other instructors equals one growth unit per course.
- For category 21.07 I2: Published authored classroom text, manual, workbook or reference book, which has been accepted and published by a recognized publishing house equals four to eight growth units.
- For category 21.07 I3: Revision or update of a manual, workbook or major published textbook equals two growth units.
- For category 21.07 I4: Publication or reproduction of original creative works, including musical arrangements and graphic designs equals two to four growth units
- For category 21.07 I5: Development of teaching aids (such as films, slides, videos, photographs, portfolios equals two to four growth units.

#### DOCUMENTATION REQUIRED FOR THIS CATEGORY:

- Copy of original work with legal copyright

To be completed by applicant					For PGI Committee use	
Item #	Date Completed	Title or Brief Description of Activity	Units (from formula)	Documentation Provided: a) copy of original work	# of Verified Units	Comments

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Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 J1—"Other" (Serving on an accreditation team)**

**You do not need to receive prior approval for activities in this category.**

**CATEGORY LIMITS:**

- A maximum of **12 units** can be earned in category 21.07 J overall

**NOTES:**

- For serving on a regional accreditation team, two (2) growth units will be granted.

**DOCUMENTATION REQUIRED FOR THIS CATEGORY:**

- Notification of appointment to team and approved Travel Request Form

[illegible]

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 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 J2—"Other" (Attendance at seminars, conferences, performances, etc.)**

**You do not need to receive prior approval for activities in this category.**

### CATEGORY LIMITS:

- A maximum of **12 units** can be earned in category 21.07 J overall

**NOTES:**

- One day of attendance equals 0.5 growth unit.

**DOCUMENTATION REQUIRED FOR THIS CATEGORY:**

- Printed program AND receipt for attendance fees or approved request for reimbursement for travel request

[illegible]



## Professional Growth Increment Summary of Activities

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

### Category: 21.07 J3—"Other" (Study trips, successful grant writing, creative projects, etc.)

**THIS IS A PRIOR APPROVAL CATEGORY!    Warning:** *Activities in this category cannot count unless activity is approved in advance by the PGI Committee or, where this is not possible, by the Office of the Vice President of Academic Affairs.*

#### CATEGORY LIMITS:

- A maximum of **12 units** can be earned in category 21.07 J overall

#### NOTES:

- Applicant is required to submit a written plan and contract for a specified number of growth units with the committee prior to commencement of the activity.
- The number of growth units will be determined by the committee in consultation with the faculty member, one to three growth units per activity.

#### DOCUMENTATION REQUIRED FOR THIS CATEGORY:

- Official letter of grant or project award or certificate of completion; approved Travel Request Form

To be completed by applicant					For PGI Committee use	
Item #	Date Completed	Title or Brief Description of Activity	Units (from formula)	Documentation Provided: a) letter of grant or project award or certificate of completion b) approved travel request form	# of Verified Units	Comments

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Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

**Category: 21.07 J4—"Other" (New faculty mentor)**

**You do not need to receive prior approval for activities in this category.**

### CATEGORY LIMITS:

- A maximum of **12 units** can be earned in category 21.07 J overall

**NOTES:**

- One faculty mentorship year equals two growth units.

**DOCUMENTATION REQUIRED FOR THIS CATEGORY:**

- Letter of appointment as faculty mentor, letter of thanks for completing the Mentoring Program from Staff Development

[illegible]

## Professional Growth Increment Summary of Activities

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Information per Office of VPAA: Step eligible for is \_\_\_\_\_ First date of eligible activity is \_\_\_\_\_

### Category: 21.07 K—"Sabbatical Leave Independent Work and Study"

#### CATEGORY LIMITS:

- A maximum of **12 units** can be earned in category 21.07 K overall

#### NOTES:

- Activities completed during a Sabbatical Leave may qualify for PGI units, as described in 21.07.A through I.
- Number of growth units allowed will be the same as allowed in each category for which Sabbatical Leave activities count.
- All Sabbatical Leave activities should be entered on the forms for the appropriate sections (21.07 A through I) that apply to the activities. Please be sure to denote which activities on these forms are Sabbatical Leave activities.

#### DOCUMENTATION REQUIRED FOR THIS CATEGORY:

- Documentation for Sabbatical Leave activities will be the same as required for the activities completed during other times.

#### PRIOR APPROVAL:

- Prior approval requirements for Sabbatical Leave activities will be the same as required for the activities completed during other times.

Total number of units for Sabbatical Leave activities (details given on forms for 21.07 A through I): \_\_\_\_\_