

# PGI in a Nutshell

Congratulations! You have reached Step 16 on the AFA Salary Schedule. This was your last automatic step increase. In order to receive another increase (to Step 20), you will need to complete the Professional Growth Increment (PGI) process. The process includes:

- Selecting, completing, and documenting appropriate professional growth opportunities over the next four years.
- Summarizing these activities using the guidelines given in Article 21 of the AFA contract.
- Compiling and submitting a portfolio of these activities at the beginning of the fall semester four years (or more) from now.

Once you have submitted your portfolio, the PGI committee will review it. If you earn a sufficient number of PGI units (15 or more) with activities that meet the guidelines of Article 21.07, the committee will forward its recommendation for a step increase to the Board of Trustees for approval.

**It is highly recommended that you become familiar with Article 21 in order to determine whether activities you plan are eligible for PGI credit. You will also find required documentation and prior approval requirements listed there.** It is far better to understand the provisions of the PGI article before beginning your activities, in order to ensure that you will have enough PGI units to earn the step advancement.

## **Recommended process:**

If you follow this process, at the end of your 4-year window, you will have everything you need for PGI advancement:

- Begin with a 2-inch or 3-inch binder with multiple tabs. You will use this portfolio binder to store the required information and documentation pertaining to your activities.
- Print out the Summary of Activities forms sent to you by the VPAA office and place them into your binder.
- Refer to Article 21 before beginning an activity in order to determine whether prior approval is necessary. Also verify the required documentation for the activity to ensure you keep all necessary materials.
- Each time you complete an eligible activity, place all related materials and documentation into one of the tabs of the binder. Then add an entry to the appropriate Summary of Activities form that lists the name of the activity, the relevant category, the tab number, and your estimated number of PGI units earned by the activity. Refer to the appropriate section of Article 21.07 to find the method of determining the PGI value of the activity.
- Be sure to list and document all activities that meet PGI eligibility, even beyond the 15-unit requirement. We recommend that your portfolio contain at least 20 units to give you some cushion in case there were errors in unit calculation or some activities with improper documentation.

**Suggestions:**

- Be sure your portfolio binder is organized, with all activities clearly listed on the Summary of Activities pages. Be sure each activity is listed on its own line. Remember, the easier you make it for the committee to find the information that they need, the easier it is for them to give you the credit you've earned.
- If you do not accrue sufficient PGI units in your 4-year eligibility window, you may continue to complete activities until you earn enough units.
- Travel Request forms make good documentation for many activities. Any time you leave town to represent SRJC, you must submit a Travel Request form, even if it is a very short trip, and you are not requesting district funds, or you are traveling on a weekend or holiday. The form is official documentation of your trip that is necessary to the district for liability purposes.
- If you have any PGI-related questions, feel free to contact any committee member.
- When in doubt, ask. It is better to get issues resolved well before the portfolio submission deadline.