You have reached Step 16 on the AFA salary schedule, your last automatic increase. In order to receive another pay increase (Step 20), you must:

- Complete and document professional growth activities occurring over the next four years
- Summarize those activities using the guidelines outlined in Article 21 of the AFA contract
- Submit a portfolio of those activities at the beginning of the fall semester, four years from now (or later if you choose).

At that time your portfolio will be reviewed by the PGI committee, and if the activities you submit meet the guidelines outlined in Article 21.07 (totaling a minimum of 15 PGI units), the committee will forward their recommendation for step increase to the Board of Trustees for approval.

In order to become familiar with the different kinds of professional growth activities, please refer to Article 21 of your AFA contract. You can find this article and the complete AFA contract at [http://www.santarosa.edu/afa/Contract/Articles/art21.pdf](http://www.santarosa.edu/afa/Contract/Articles/art21.pdf)

*The PGI committee strongly recommends and urges you to become familiar with Article 21 now—do not wait until being informed that you are eligible to apply for Step 20 four years from now. If you wait to learn about what is required, you may not have completed enough activities to qualify for step advancement.*

**Suggestions**

The following are suggestions from the PGI committee to help guide you in starting and maintaining your portfolio. If you follow these simple guidelines, the application process should be smooth and painless. If you don’t, it may jeopardize your ability to receive PGI advancement.

- Start with a 2-inch or 3-inch binder with tabbed dividers—a set of 15 or more should suffice.
- Print out the “Summary of Activities” forms sent to you by the VPAA office, 3-hole punch them, and place them in the front of your binder.
- Each time you complete an eligible activity, place all related materials, especially required documentation as described in the contract, in your binder.
- Consult the contract to identify the appropriate PGI category criteria and the estimated PGI unit value to claim for each eligible activity you include in your portfolio. Record this category criteria and unit value on the summary sheet after completing each activity.
- Keep activities separated by the dividers you purchased. Number each activity and mark accompanying documentation with this activity number.
- Write a brief summary of what you did for the activity.
- Refer to Article 21 to determine if you have all of the necessary documentation for the activity. *This is critical.*
• Document all activities you feel meet the PGI criteria, including any you may have beyond the 15 units required for step advancement. When you submit your binder, we recommend that you include activities that total 20 (or more) PGI units.
• If you follow these suggestions, at the end of 4 years you will have what you need to apply for step advancement!

Tips for Making the PGI Committee Happy

• Be sure your binder is organized (as described above) and all activities numbered and labeled. Please note: if your binder is not organized, it will be returned to you—committee members won’t organize it for you.
• If your portfolio is returned, you will have a very short time to supply the needed documents and return it to the committee.
• Submit large documents/photos, etc. on a flash drive.
• Please don’t submit shopping carts full of disorganized materials 😊
• Many of the activities require a copy of a “travel request.” PLEASE NOTE: Whenever you go out of town as a representative of SRJC, you must complete and submit a Travel Request Form—even if you are going a short distance, paying for the activity from your own funds, or traveling on a weekend/holiday. The issue is NOT how far you travel or if you pay for something out of your own pocket: the issue is liability for the District, so there MUST be a record of your travel by completing a Travel Request Form.

Final Comments

• If you have questions, contact any committee member for clarification.
• When in doubt, ask. Remember: PGI advancement is granted by meeting the criteria set forth in the AFA contract negotiated with the District. For this reason, it’s not better to ask for forgiveness than to ask for permission.
• Sample binders are available in the Staff Development office.