



PETITION FOR PROFESSIONAL GROWTH

Salary and Leaves Committee

Submit completed form to Vice President of Instruction – Administration Building, Room 4-2465

PART 1: GENERAL INFORMATION

Name: _____
Last First Middle Initial A #

Email: _____ Phone: _____

Division: _____ Department: _____

I teach the following courses:

I have earned: _____ units subsequent to my baccalaureate degree.

My undergraduate major(s): _____ minor(s): _____

My graduate major(s): _____ minor(s): _____

Applicant – please continue on page 2

OFFICE USE ONLY – SALARY & LEAVES COMMITTEE/VICE PRESIDENT OF INSTRUCTION

Petition received in Office of Vice President of Instruction Date: _____ by: _____

Action of Salary and Leaves Subcommittee:

☐ Approved by: (Signature) _____
Vice President of Instruction Printed Name _____ Date _____

(Signature) _____
Salary & Leaves Committee Member Printed Name _____ Date _____

☐ Denied ☐ Pending

- ☐ Does not meet established criteria ☐ Not in applicant's specific area of instruction or service
☐ Not from a recognized accredited institution ☐ Does not meet vocational qualification

Explanation:

Action of Salary and Leaves Committee (if necessary):

Faculty Member notified by: _____ via _____ Date: _____

☐ Packet forwarded to HR by: _____ via _____ Date: _____

☐ Packet returned to faculty by: _____ via _____ Date: _____

PART 2: Listing of Coursework

Note: A unit member may propose any college course or workshop for the professional growth increment. All college courses and workshops submitted for Professional Growth will require that the faculty member provide rationale as to how that course or workshop is directly related to the unit member's basic assignment, will be of direct benefit to the College, and/or will meet some educational need of students. Courses used for the professional growth increment may not be additionally used for credit towards column crossover.

The petition for Professional Growth form shall include a copy of the published course or workshop/seminar announcement including content and dates and times of training. *(See A.6.c of Faculty Agreement.)*

1. Course Name: _____ Course # _____

Course description: _____

Rationale of how course is directly related to basic assignment, will be of direct benefit to the College, and/or will meet some educational need of students:

Units: _____ Number ☐ Semester ☐ Quarter
☐ Undergraduate ☐ Graduate

Name of College/University: _____

Department: _____ When will course be taken? _____

2. Course Name: _____ Course # _____

Course description: _____

Rationale of how course is directly related to basic assignment, will be of direct benefit to the College, and/or will meet some educational need of students:

Units: _____ Number ☐ Semester ☐ Quarter
☐ Undergraduate ☐ Graduate

Name of College/University: _____

Department: _____ When will course be taken? _____

For additional courses, please attach additional sheets as needed.

PART 3: Participation in non-District institutes, symposia, or workshops

Please attach a copy of the formal description of courses or professional development activities, including the dates and number of hours of training.

Rationale for taking UNDERGRADUATE courses or non-district sponsored professional development activities and include how workshop is directly related to the unit member's basic assignment, will be of direct benefit to the College, and/or will meet some educational need of students:

_____ Number of hours I am requesting as credit for attendance.

NOTE: Verification of satisfactory completion of institutes/symposia, workshops, and vocational short-term employment must be submitted in the form of a certificate of completion or letter to the Office of Human Resources clearly stating the hours in attendance.

Approved by Division Dean: _____ Date: _____

Approved by Executive Dean of Instructional Services: _____ Date: _____

PART 4: Applicant's Statement

In submitting this request, I understand:

- a. I may be required to appear before the Salary and Leaves Committee.
- b. Approval is granted for the time requested and I may be requested to resubmit a petition if I wish to take the course(s) at any other time.
- c. All course(s), institutes, symposia, and workshops require approval for credit to be applied towards salary advancement or crossover.
- d. Only courses in which I receive a grade of "C" or better will be accepted for advancement on the salary schedule. (If pass/no pass, verification of a "C" or better grade must be received from the instructor.)
- e. Verification of satisfactory course completion must be submitted in the form of an official transcript, or, if a transcript is not obtainable, documentation satisfactory to the Salary and Leaves Committee. Verification of satisfactory completion of institutes/symposia, workshops, and vocational short-term employment must be submitted in the form of a certificate of completion or letter to the Office of Human Resources clearly stating the hours in attendance
- f. Courses used for Column Crossover may not be used for Professional Growth.
- g. Units for Professional Growth may not be used for column crossover.

I certify:

☐ I have NOT previously taken any of the above courses.

☐ I have NOT requested (and will not) request reassigned time or reimbursement of expenses for any of the above courses.

Note: You must submit a copy of the published course or workshop/seminar announcement including content and dates and times of training.

Signature of Applicant: _____ Date: _____

PART 4: Adjunct Faculty Column Advancement

Column advancement for adjunct faculty will be consistent with guidelines in Faculty Contract (July 2014-17) Appendix A, except that all approved petitions for advancement credit will be held by adjunct faculty until ready for submission to effect column advancement.

PLEASE NOTE: Collected, approved petitions **must be submitted to Human Resources before the start of Fall semester** of the academic year to implement column advancement for that year.