



MT. SAN ANTONIO COLLEGE PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

REQUEST FOR **FACULTY PROFESSIONAL GROWTH INCREMENT** CREDIT

Instructions for completing the form

This form requires two signatures:

- (1) Employee
- (2) Director of Professional & Organizational Development (POD)

Requestor turns in completed and signed form to POD. The form is reviewed, and, if verifiable, signed by the POD Director. It is then returned to the employee and must be submitted to Human Resources (Note: Employees are advised to keep a copy of the form for their records). Human Resources will place the form in the employees personnel file for reference at such time that the employee applies for the Professional Growth Increment.

Name: _____

Department: _____

Course Title	Date(s) Attended	# Hours Attended

Employee's Signature: _____

I verify that the above individual attended the program as stated.

Director, Professional & Organizational Development: _____

** "Professional Growth credit will be equated on the basis of sixteen (16) clock hours equaling one (1) semester unit of credit toward a Professional Growth increment. Each year the Salary and Leaves Committee will make available a list of pre-approved district sponsored workshops for professional growth."*

** Excerpt from Mt. SAC July 1, 2014-June 30, 2017 (Year 3 of 3-Year Contract) Faculty Association Agreement, section A.6. under appendix A, pg. 115-116.*