**PG&D Compliance Report**

**Two copies of the report must be submitted to Human
Resources by 5PM the second Friday in April**

**NO LATE SUBMISSIONS WILL BE ACCEPTED**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ G#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Submission\_\_\_\_\_\_\_\_\_\_\_\_**

**Year of original application: Fall, \_\_\_\_\_\_\_\_\_**

**Please provide the following information, (where applicable), in the order that follows:**

**\_\_\_\_\_Two copies of your original proposal**

**\_\_\_\_\_ Course Work:** Provide an official transcript proving completion of approved course work. Provide proof of current enrollment if you have a course in progress. Final transcripts for courses in progress are due to HR by the second Friday in June.

\_\_\_\_\_**Workshops/Conferences:** Provide proof of conference attendance including dates, times, activities (1 day = .25 unit, 2 days = .5 unit, 3 days = .75 unit, 4 days (48 hours) = 1 unit)

\_\_\_\_\_**Travel**: Provide examples of measurable outcomes from travel, i.e. slide presentations and handouts with written outlines for accompanying lectures. Specify how travel was incorporated into the measurable outcome of your proposal.

\_\_\_\_\_**Organizational Activities:** include letters from supporting administrators, committee chairs, etc. Provide details regarding organizational activities. (Maximum of 2 units of credit may be earned per project cycle). Refer to ACE Contract, Article 47 for specific details.

\_\_\_\_\_**Authorship**: Provide evidence of publication. Include detailed documentation of hours/activities

\_\_\_\_\_**Arts:** Provide evidence of jury, presentation, exhibition or other professional review. Provide photographic evidence where appropriate

\_\_\_\_\_**Curriculum Development**: Provide detailed documentation of work completed to develop curriculum. Include written proof from the Curriculum Committee, VPI and/ or Division/Department Chair.

\_\_\_\_\_ **Work Experience/Research/Special Projects**: Detailed documentation (dates, hours, activities, etc.) supporting identifiable/measurable results that benefit students, yourself, and the college must be included. In addition, letters from appropriate supervisors proving completion of your project must be provided.

**Project Summary**: Please provide a brief summary of the work that you completed in each Segment

**Segment A:**

**Segment B:**

**Summary for the Board:**

**In 200 words, or less, state the central theme and objectives of your project and describe how you fulfilled them.**

**Explain how the completion of your project has benefitted the college, students and/or community, and your own professional development.**