

PG&D FAQs

Before you write your proposal, Article 44 of the [WVMFT AFT Contract](#) , most questions regarding the PG&D process are addressed there.

When am I eligible to apply for PG&D? See Article 44.2 of the [WVMFT AFT Contract](#) details. If, after reading the article you have questions about your growth step and eligibility contact faculty.specialist@wvm.edu .

Where can I download the PG&D Application? The PG&D Application form is available on the District's website under the HR section on the [PG&D page](#). Use this template to format your report: PG and D Application 2021.pdf

When is the deadline for PG&D Application submissions? As per Article 44.7.1.1 of the [WVMFT AFT Contract](#): Written proposals shall be submitted electronically to Human Resources by the second Friday in October. See article for more details. NO LATE SUBMISSIONS WILL BE ACCEPTED.

What activity can be counted towards PG&D? See Articles 44.6 through 44.6.3.11 of the [WVMFT AFT Contract](#) for details. If, after reading the articles you have questions contact the Committee Chair, Rachel Sandoval rachel.sandoval@wvm.edu

Can I make changes to my PG&D application? Yes, read Articles 44.7.2.2.1 and 44.7.2.2.2 of the [WVMFT AFT Contract](#) for details. After reading the articles you can submit a change Request Form to the PG&D Committee Chair. Use this template to format your form: PG D Change Request Form 2021.pdf

Can I use Conference funds? You may use conference funds but not other District funds to attend conferences as part of PG & D activities. You may receive outside compensation for work experience if you can provide a rationale for it (such as industry practice or nondisclosure obligations).

When am I eligible to submit my Compliance Report? See Article 44.7.2 of the [WVMFT AFT Contract](#). If, after reading the article you have questions about your Compliance Report eligibility contact faculty.specialist@wvm.edu .

Where can I download the Compliance Report template? The PG&D Compliance Report template is available on the District's website under the HR section on the [PG&D page](#). Use this template to format your report: Compliance Report Template PGD 2021.docx

When is the deadline for PG&D Compliance Report submissions? As per Article 44.7.2.2.3 of the [WVMFT AFT Contract](#): A written compliance report which includes evidence of completion shall be submitted to Human Resources (electronic submission is allowed) no later than the second Friday in April of the completion year. See article for more details. **NO LATE SUBMISSIONS WILL BE ACCEPTED.**

Who are the committee members?

[Anna Brichko](#), Faculty (West Valley)

[Clement Lam](#), Administrator (Mission)

[Scott Buss](#), Faculty (Mission)

[Rachel Sandoval](#), Chair, Faculty (West Valley)

[Rick Rivas](#), Faculty (Mission)

Vacant, Administrator (West Valley)

Additional Information

FUNDING

You may use conference funds but not other District funds to attend conferences as part of PG & D activities. You may receive outside compensation for work experience if you can provide a rationale for it (such as industry practice or nondisclosure obligations).

TIME ESTIMATES

One unit of PG & D credit is given for 48 hours of work. If you propose activities other than coursework, workshops, or conferences, divide the proposed activity into major components. Then provide an estimate of the number of hours you will spend on each major component.

LOWER DIVISION COURSES

The WVMFT, AFT 6554 agreement places restrictions on using lower division courses to satisfy the Segment B requirement. If you wish to take lower division courses you must provide a justification that is consistent with the WVMFT, AFT 6554/District agreement. A written rationale from your division dean approving lower division coursework must accompany your proposal.

UNITS FOR WORKSHOPS OR CONFERENCES

The committee awards units for workshops/conferences in the following manner:

Days	Hours	Units
1/2 day	6 hours	0.125 units
1 day	12 hours	0.25 units
2 days	24 hours	0.5 units
3 days	36 hours	0.75 units
4 days	48 hours	1 unit
5 days	60 hours	1.25 units

Conference hours shall not include travel to or from conferences.

TRAVEL

For travel to be a P G & D activity, the WVMFT, AFT 6554/District agreement requires a measurable outcome that will enhance performance in the discipline. What you learn from your travel is not a measurable outcome. Slides, travel itineraries, receipts, or tickets are not measurable outcomes. Examples of measurable outcomes are: a series of slide presentations accompanied by appropriate scripts relevant to themes or concepts in a particular course that you teach; sets of handouts with written outlines for accompanying lectures; written outlines for a series of lectures. (Your compliance statement should specify how the travel will be incorporated into the measurable outcome that you propose.)

CONTRIBUTION TO THE ARTS/AUTHORSHIP/RESEARCH/WORK EXPERIENCE /OTHER

Unit values for any of the above will be determined on a case by case basis by the PG & D committee. The information which you supply the committee will be used to determine the credit value, so be as specific as possible when writing your proposal. Authorship requires a letter of interest and/or contract from a publisher to accompany the proposal.

If you still have difficulties in writing your proposal, please contact **Rachel Sandoval**.

The Deadline for submission of completed application to the Faculty Specialists in Human Resources is the second Friday in October, October 8, 2021.

The deadline for submission of completed Compliance Reports are due on the first Friday in April. However, since it lands on spring break this year, they should be submitted to HR electronically on **Monday, April 8, 2022 by 5:00 pm. No late submissions will be accepted.**