Professional Growth and Development Application

PLEASE NOTE: The Committee will consider only typed proposals.

Be as concise and specific as possible.

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WEST VALLEY/MISSION COMMUNITY COLLEGE DISTRICT

Professional Growth and Development Application

Prior to completing this application, please review Article 44 of the current WVMFT, AFT 6554/ District agreement and obtain a copy of the Guidelines for Writing Professional Growth and Development Proposals. Guidelines and downloadable copies of this application are available through the District Human Resources Website and the Portal.

The Deadline for submission of completed application to Human Resources is the second Friday in October (10/11/2024) by 5 PM. Please submit an <u>electronic</u> copy of your application and any supporting materials by the deadline. Make sure your application is signed. You can submit your application by clicking on "Submit PG&D Application," found on the WVMCCD website: <u>https://wvm.edu/services/human-resources/professional-</u> growth-and-development.html

Date:	G#:				
Name of Applicant:					
Applicant Email Addresses:					
College: Mission	West Valley Department:				
Cell#:	Office#: Home#:				
Current Column/ Step:					
For which professional growth increment is this application intended? Column:					
	Step 18 3 rd : Step 21 4 th : Step 24 5 th : Step 27 Step 33 8 th : Step 36				
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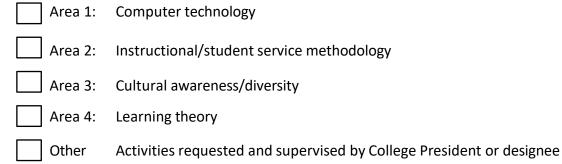
NO LATE SUBMISSIONS WILL BE ACCEPTED.

PLEASE NOTE: The Committee will consider only typed proposals. This form is fillable. Be as concise and specific as possible. Please consider your project carefully before you submit your proposal; <u>the WVMFT, AFT 6554/District agreement now limits project revisions</u> to substitutions of similar coursework and workshops/conferences for ones already approved, unless approved by the Committee and appropriate College President.

All PG& D proposals consist of two segments: Segment A - 3 semester units of coursework or equivalent activities in one of four areas specified by the District, and Segment B - 4 semester units of coursework or equivalent activities.

SEGMENT A

The district requires that all P G & D proposals include a total of 3 semester units of coursework or equivalent activities from any of the following four areas: computers, instructional/student service methodology, cultural awareness/diversity, or learning theory. Lower division courses are allowed and in-district courses may be taken on a credit or non-credit basis. In the space provided below, check the areas from which you will complete activities to meet the Segment A requirement.



Use the space that follows to indicate what activities you will complete in each of the areas you checked above. For each course you are proposing to complete, indicate the Segment A area, the course number and name, the college/university were it will be taken, the number of semester units, and whether the course will be taken for a grade or credit/noncredit. Include in the appendix the official course descriptions. If you are proposing to use other types of activities to fulfill this segment requirement, for each activity describe what you plan to do, number of hours involved, semester hour equivalency, which of the Segment A areas it applies

Area	Course Number/Name	School	Semester Units	Grade or Credit/Non- Credit

to, etc. Please be as specific as possible.

Other Activities:

SEGMENT B

Four semester units of work are required for this segment.

I. The ACE/District agreement allows you to fulfill the Segment B requirement by completing a single three-year project of four (4) semester units.

II. The outcome of your Professional Growth and Development project must benefit the student, college or community. In accordance with this, state the central theme and objectives of your three-year in 100 words or less. Further clarification of objectives may be appended.

III. On the next page, for each activity you are currently proposing to complete Segment B please:

a) check the appropriate blank;

b) indicate the number of semester units. (For non-coursework activities, indicate the number of hours proposed <u>and</u> the unit equivalence (48 hours = one semester unit));

c) in the space provided at the end of this section, describe the activity. Be as specific and concise as possible (100 words or less). For non-coursework activities, include a time estimate or each major component of the activity. Supplementary documents or clarifying information may be appended.

1.	Coursework at an accredited institution. State the n name, and number of units. Include alternate courses t event that the courses you have chosen are not availab appendix.	totaling no more than eight (8) units in the			
2.	Curriculum development. Include in the appendix a appropriate administrator(s) and a letter from the Curr proposal is in keeping with the committee guidelines. Hours				
3.	Participation in appropriate workshops/conference organization, relationship of the conference to your pro- if possible (For time unit equivalents, see current cont descriptions in the appendix.	oject theme, conference dates and locations ract guidelines). Place any printed			
4.	Hours Organizational Activities. Include the organization's 47.4.5.4 of the WVMFT, AFT 6554/District agreement				
	Hours	Semester unit equivalent			
5.	Travel related to your discipline. See current contract	ct guidelines.			
	Hours	Semester unit equivalent			
6.	Authorship of technical and/or professional books, articles, videos, etc. Books require letter of interest and/or contract from publisher to be attached.				
	Hours	Semester unit equivalent			
7.	Contributions to the arts. See current contract guidel	lines.			
	Hours	Semester unit equivalent			
8.	Research activities related to the classroom or institution. See current contract guidelines.				
	Hours	Semester unit equivalent			
9.	Related work experience contributing to increased excontract guidelines.	xpertise within your discipline. See current			
	Hours	Semester unit equivalent			
10.	Any other activity which you might demonstrate as e development. See current contract guidelines.	vidence of professional growth and			
	Hours	Semester unit equivalent			

Use this sheet to describe the Segment B activities you checked on the previous page. Be as specific and concise as possible (100 words or less). For non-coursework activities, include a time estimate for each major component of the activity. Supplementary documents or clarifying information may be appended.

III. What documentation will you include in your compliance report to substantiate completion of your project activities? (100 words or less)

IV. In order to help the P G & D Committee abide by the conditions of the WVMFT, AFT 6554/ District agreement, please respond to the following:

1. Have you been granted a sabbatical leave in the past? Yes No				
If yes, what were the dates?				
On the next page, summarize each past sabbatical leave project in 50 words or less.				
2. Are you applying for a sabbatical leave now? Yes No If yes, please attach a copy of your sabbatical leave proposal.				
3. Have you done a P G & D project in the past? Yes No If yes, what were the dates?				

Below and on the next page, summarize each previous P G & D project and or Sabbatical in 50 words or less.

I have read the guidelines for Professional Growth and Development as stated in Article 44 of the WVMFT, AFT 6554/District contract as well as the Guidelines for Writing P G & D Proposals, and will abide by them.

Signature of Applicant (may be signed electronically, if you have an electronic signature or manually) If you sign manually, you can scan your application. You can submit your application to the following link, found on the WVMCCD website: https://forms.office.com/r/EqV8W2TrSa