

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 electronic 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: <https://wvm.edu/services/human-resources/professional-growth-and-development.html>

NO LATE SUBMISSIONS WILL BE ACCEPTED.

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:

☐ 1st: Step 15 ☐ 2nd: Step 18 ☐ 3rd: Step 21 ☐ 4th: Step 24 ☐ 5th: Step 27

☐ 6th: Step 30 ☐ 7th: Step 33 ☐ 8th: Step 36

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; the WVMFT, AFT 6554/District agreement now limits project revisions 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.

- ☐ Area 1: Computer technology
- ☐ Area 2: Instructional/student service methodology
- ☐ Area 3: Cultural awareness/diversity
- ☐ Area 4: Learning theory
- ☐ Other Activities requested and supervised by College President or designee

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 where 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 to, etc. Please be as specific as possible.

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

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Other Activities:

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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.

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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 and 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 name of the school, course number, course name, and number of units. Include alternate courses totaling no more than eight (8) units in the event that the courses you have chosen are not available. Place catalog descriptions in the appendix.

Semester units
- ☐

2.

Curriculum development. Include in the appendix a written recommendation from the appropriate administrator(s) and a letter from the Curriculum Review committee stating that the proposal is in keeping with the committee guidelines.

Hours

Semester unit equivalent
- ☐

3.

Participation in appropriate workshops/conferences. Include name of conference, sponsoring organization, relationship of the conference to your project theme, conference dates and locations if possible (For time unit equivalents, see current contract guidelines). Place any printed descriptions in the appendix.

Hours

Semester unit equivalent
- ☐

4.

Organizational Activities. Include the organization's purpose in the appendix. See Section 47.4.5.4 of the WVMFT, AFT 6554/District agreement for limitations (maximum of 2 units allowed).

Hours

Semester unit equivalent
- ☐

5.

Travel related to your discipline. See current contract 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 guidelines.

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 expertise within your discipline. See current contract guidelines.

Hours

Semester unit equivalent
- ☐

10.

Any other activity which you might demonstrate as evidence of professional growth and development. See current contract guidelines.

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>