

APPENDIX O2
PGA RECORDING FORM: CONFERENCE, WORKSHOP, and NON-CREDIT COURSES
(Appendices A, B, B.1, C, E, G, Article 38.4.1)
Foothill-De Anza Community College District

Use this form to file participation in or attendance at CONFERENCES, WORKSHOPS, and NON-CREDIT COURSES.

Faculty Member's Name: _____ **Employee ID #:** _____

Academic Year: 20 ____ **-20** ____ . **Use a separate form for each academic year.**

Please note:

- Each activity *requires* Division Dean approval. Prior approval is advised.
- Each activity requires documentation (conference brochure, agenda, etc.).
- Eighteen (18) hours of activity equals one quarter unit. Normally, a full conference day is credited as six hours unless otherwise documented. Conference presenters receive additional hours for preparation: at Foothill, 2 hours prep/hour of presentation; at De Anza, in accord with past practice.

• Regular and contract faculty must file this form with the Campus Personnel Office by

- **June 1 for Step Advancement** (see Appendix A or B) or for PAA (see Article 38). For coursework in progress, documentation verifying enrollment must be filed by June 1, but transcripts verifying completion can be filed as late as July 1. For continued Step Advancement, nine (9) quarter units of Professional Growth activity is required by the end of the fourth year of every four-year cycle. Annual filing is recommended.
- **September 15 for Column Change** (see Appendix A or B). To apply for a column change, file the official request form (available at the Campus Personnel Office) by June 30. Submit the completed Appendix O form(s) with appropriate documentation by September 15.

• Part-time faculty filing for Column Change (see Appendices B.1, C, E, G) must 1) file this form with the appropriate administrator at least **one month prior** to the beginning of an academic quarter; and, 2) submit documentation to the Campus Personnel Office **prior to the start of the quarter.**

<u>Title Conference, Workshop, Non-Credit Course</u> <small>(attach documentation in the order of your list)</small>	<u>Activity Dates</u>	<u>Hours</u>	<u>Documentation Attached</u>

Total Hours _____

Faculty Member's Signature _____ Date _____

Dean's Signature _____ Date _____