

**APPENDIX O3**  
**PGA RECORDING FORM: PROFESSIONAL ACTIVITIES and PROJECTS**  
**(Appendices A/B 1.3 and Article 38.4.3)**

Foothill-De Anza Community College District

**Use this form to file PROFESSIONAL ACTIVITIES and PROJECTS including service on TENURE REVIEW COMMITTEES.**

**Faculty Member's Name:** \_\_\_\_\_ **Employee ID #:** \_\_\_\_\_

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

**Please note:**

- Each activity/project *requires* Division Dean approval. Faculty are advised to obtain approval prior to beginning the activity or project.
- Briefly summarize each professional activity. Hours of activity can be included on this form, but unit equivalents are determined by the PGA Committee at Foothill or the Dean of Academic Services at De Anza in accordance with past practice on the campus.
- **Normally, the maximum in this category for the four-year PGA/PAA cycle is 6 quarter units. However, 9 quarter units can be awarded if at least 3 units are earned through Tenure Review Committee service. If Tenure Review Committee is used for PGA units, it cannot be used as "special service" under Article 38.5.**
- Submit this category of PGA well before the June 1 deadline; faculty estimates of unit values may differ from those actually awarded.

• *The faculty member 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).
- **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.

• 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.

Title of Professional Activity/Project <small>(attach documentation/descriptions in the order of your list)</small>	Activity Dates	Hours	Documentation Attached

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Number of units recorded _____	Recorded by _____	Date _____
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A copy of this form is available online at <http://hr.fhda.edu/personnel/faculty> OR <http://fa.fhda.edu/agreement.htm>  
 Revised 3/08

### **Additional Information:**

1. *What kinds of activities and projects are applicable to this category (Appendices A/B 1.3 or Article 38.4.3) of professional growth activities? And, how are units assigned in this category?*

Unit equivalents are determined by the PGA Committee at Foothill or De Anza in accordance with past practice on each campus. Hours expended do not determine the number of units granted. The following is meant as a general indicator of units granted in the past; the list is neither binding nor exhaustive, nor should it be considered as a guarantee of units that will be awarded. Publication of a major article in a professional journal: 1-3 quarter units, depending on the scope of the article. Publication of a textbook: a maximum of 6 quarter units depending on the scope of the work. A major artistic production or performance: 1 unit depending on the scope of the work. Many other activities can be considered, including but not limited to authoring workbooks, revision of textbooks, judging statewide or national competition in a discipline area, etc. Each activity will be weighed in relationship to past practice on the campus in granting units for the kind of activity submitted.

2. *How are units awarded for Tenure Review Committee service?*

A Tenure Review Committee member earns 1 quarter unit for each Phase in the process for a maximum of 3 units per committee. A Tenure Review Committee Chair earns 2 quarter units for each Phase for a maximum of 6 units per committee. Phase III units are awarded at the end of the fourth year.

Tenure Review Committee service used to earn PGA units cannot also be used as “special service” on the PAA application.

3. *How can I earn the full 9 quarter units of required PGA in this “activity/project” category?*

A maximum of 9 quarter units can be awarded IF a minimum of 3 units are earned from service on Tenure Review Committees. See Appendices A/B 1.3 and Article 38.4.3.

4. *What is the difference between PGA and “special service”?*

Professional Growth Activities (PGA) indicate some sort of “growth,” for example, taking a course, attending a conference or workshop, writing a book/manual, giving a performance or show of work, producing a “product” of some sort. Special service includes using skills/expertise in some way that serves the district, the college, the division or the department such as committee participation, department web liaison, serving on an advisory board, conducting a research study, etc. Generally, committee work within the District (other than service on Tenure Review Committee) cannot be credited as Professional Growth Activity.