

Article 21: Professional Growth Increments (PGI)

“PROFESSIONAL GROWTH INCREMENT” means the salary enhancement earned by the regular faculty member after reaching Step 16 on Salary Schedule I: Annual Contract.

- 21.01 GENERAL PROVISIONS:** It is the policy of the Sonoma County Junior College District to provide incentives to faculty for continued professional growth through the Professional Growth Increment (PGI). The Professional Growth Increment shall be in the form of a regular salary enhancement for those faculty who have devoted extensive service to the District and who demonstrate continuous professional development. A Professional Growth Increment Committee shall oversee the implementation of this policy and recommend to AFA and the District alterations in the following provisions as found necessary.
- 21.02 THE INCREMENT:** The professional growth increment provides a means of determining step movement on the Annual Contract salary schedule for regular faculty who have reached one of the following: Step-16, Class A, B, C, or D; PG-20, Class B, C, or D; or PG-24, Class C or D. This acknowledgment of professional growth is measured in growth units. Each increment represents the completion of 15 professional growth units.
- 21.03 THE DOLLAR AMOUNT OF EACH INCREMENT:** The Professional Growth Increment is established through the collective bargaining process (and is currently 2% above the preceding step).
- 21.04 ELIGIBILITY**
- A. **1998-99 PG-1, Step 16, Class A, B, C and D**
1. Ten (10) years of regular full-time contract service at SRJC. Regular contract service of less than 100% will accrue on a pro rata basis for purposes of computing equivalent years of SRJC service for PGI eligibility.
 2. Four (4) years of regular full-time contract service with placement at Step 12, Class A, B, C or D. Regular contract service of less than 100% will accrue on a pro rata basis.
 3. Starting with the academic year 1999-2000, those faculty members who have been placed on Step 12 for one year or more will move to the new annual Step 13. Annual increments will accrue until the faculty member is at Step 16.
 4. For the academic year 2000-2001 only, those faculty members who have been on Step 12 for longer than two years may submit credits earned toward the old PG-1 increment, Step 16, as explained in the body of this Article, and receive partial credit enabling advance placement. In no case will the number of steps advanced equal more than the number of years the faculty member has been on Step 12. The maximum placement will be Step 16 (old PG-1).
 5. This paragraph will cease to be relevant after the academic year 2000-2001.

- B. **PG-20, Class A, B, C and D:** Four (4) years of regular full-time contract service with placement at Step 16, Class A, B, C or D. Regular contract service of less than 100% will accrue on a pro rata basis.
- C. **PG-24, Class B, C and D:** Four (4) years of regular full-time contract service with placement at Step 20, Class B, C or D. Regular contract service of less than 100% will accrue on a pro rata basis.
- D. **PG-28, Class C and D:** Four (4) years of regular full-time contract service with placement at Step 24, Class C or D. Regular contract service of less than 100% will accrue on a pro rata basis.

21.05 CRITERIA FOR APPLICATION OF PGI

- A. **Qualifications:** To qualify for a Professional Growth Increment, a faculty member must complete a total of fifteen (15) growth units beginning at the time of eligibility (i.e. Step 16 for those going to Step 20, etc. Work completed prior to reaching Step 16 is not eligible). Evidence of completion of the required units is submitted to the PGI Committee for evaluation on the PGI summary report. Please note that activities completed during a Sabbatical Leave may qualify for PGI units.
- B. **PGI Committee Review:** The Professional Growth Increment (PGI) Committee will review applications according to the specified equivalencies. The PGI Committee will review and take action only on those applications that contain appropriate documentation to support their request (e.g., transcripts, published materials, manuals and books, conference programs and receipts, approved travel requests, etc.). Faculty applying for PGI credit need to adhere to the PGI calendar.

21.06 PROFESSIONAL GROWTH INCREMENTS (PGI) COMMITTEE: To evaluate eligibility for the Professional Growth Increments, a committee consisting of three faculty members appointed by the Academic Senate, one faculty member appointed by the collective bargaining agent, and the Vice-President of Academic Affairs will review the applications during the Fall of each academic year. PGI Committee recommendations will be forwarded to the President for review and recommendation to the Board. Upon Board approval, a retroactive pay increase will be made from the beginning of that Fall semester.

21.07 EQUIVALENCIES FOR PROFESSIONAL GROWTH INCREMENTS

- A. **Academic Units:** One semester unit of credit (upper division or graduate) from an accredited college or university equals one growth unit (one-quarter unit equals two-thirds of a semester unit). The same academic units may not be used for both a PGI step and a salary class advancement. The PGI committee shall notify the Human Resources Department as to which academic units have been applied for a PGI step.
 1. Lower division units taken in a faculty member's major field may not be counted as part of the units beyond the A.B. or B.S. degree.

2. With prior approval by the Vice President of Academic Affairs, Continuing Education Units (CEU), which have a direct and demonstrable relationship to the faculty member's assignment, may count as professional growth units.
 3. Lower division course work, taken at SRJC or other recognized community colleges or four-year educational institutions, which has a direct and demonstrable relationship to the faculty member's assignment may count as professional growth units.
 4. A combination of lower division course work and CEU are generally limited to a maximum of eight (8) growth units except by prior approval of the Vice President of Academic Affairs.
 5. The same academic units may not be used for both a PGI step and a salary class advancement. The PGI Committee shall notify the Human Resources Department as to which academic units have been applied toward a PGI step. The Human Resources Department, in turn, shall inform the PGI Committee as to which academic units have been applied toward a salary class advancement.
- B. Certificates of Completion:** For courses offered by professional societies, colleges or universities which grant certificates of completion rather than academic units, sixteen (16) classroom hours (forty [40] laboratory hours) equals one (1) growth unit.
- C. In-Service Training and Workshops:** Sixteen (16) hours of SRJC in-service training equals one (1) growth unit. The Instructional Skills Workshop equals two (2) growth units; the ISW Facilitator and Trainer Workshop each equal two-and-one-half (2.5) growth units.
- D. Independent Work or Study under Fellowships and Grants:** For independent work or study under professionally recognized fellowships and research grants:
1. One (1) semester of full-time work and study equals twelve (12) growth units.
 2. One quarter (.25) of full-time work and study equals eight (8) growth units.
 3. One (1) week of full-time work and study equals eight-tenths (0.8) growth units, up to a total of eight (8) growth units for one (1) Summer.
 4. For part-time funded work and study, the number of growth units earned =

$$(\text{number of weeks}) \times \frac{(\text{average weekly hours})}{40} \times (0.8)$$
 5. Growth units for grants, commissions or artist-in-residence awards will be determined in consultation with the committee. Growth units are approved by the committee upon receiving documentation of the work completed (e.g., final grant report, oral report, portfolio of paintings or drawings, etc.).
- E. Non-Funded Independent Work and Study (2 - 4 Growth Units):** For non-funded independent work and study (2 – 4 growth units), the number of growth units is determined by the committee on the basis of work and study completed.
1. A major article in a nationally recognized professional journal (e.g., The Physics Teacher, American Journal of Nursing, College English, Business Education Forum).

2. Presentation of a major paper (minimum of 30 minutes) at a regional, state or national meeting of a nationally recognized professional society (e.g., American Astronomical Society, American Association of Physics Teachers, American Nursing Association, National Council of Teachers of English, National Business Education Association, American Library Association, California Community College Counselor's Association, etc.).
- F. Non-funded Independent Work and Study (up to 2 Growth Units):** For non-funded independent work and study (up to 2 growth units), the number of growth units will be determined by the committee on the basis of work and study completed.
1. A minor article in a professional journal (e.g., one- or two-page article in contrast to major article in paragraph 21.7.E.1.).
 2. Presentation of a minor paper (less than thirty 30 minutes) at a meeting of a professional society (e.g., contributed paper in contrast to invited paper in paragraph 21.7.E.2.).
 3. Recognized works, public performances or exhibitions directly related to the discipline of the faculty member but beyond the duties required by teaching a SRJC course.
- G. Independent Work and Study:** For independent work and study:
1. Presentations at regional conferences or professional meetings which require significant preparation (1 - 4 growth units).
 2. On-campus and local lectures and presentations which require significant preparation, e.g., arts and lectures presentations, faculty lectures or WOLM lectures (0.5 - 2.0 growth units).
 3. Development of teaching aids such as films, slides, videos, photographs, portfolios, etc. (1 - 4 growth units).
 4. Community service related to one's discipline (growth units earned equal total hours of service divided by forty [40] hours, and multiplied by eight-tenths [0.8]), to a maximum of five (5) growth units.
 5. Holding office in a professional organization directly related to one's teaching discipline or professional responsibilities (growth units earned equal total hours of work divided by forty [40], and multiplied by eight-tenths [0.8]), to a maximum of five (5) growth units.
 6. Faculty coordination of vocational advisory committees (growth units earned equal total hours of service divided by forty [40] hours and multiplied by eight-tenths [0.8] to a maximum of five [5] growth units). Under current arrangements, some faculty coordinate advisory committees and this is not part of their regular job assignment. Where these circumstances exist and can be documented, recognition may be given for faculty involvement in this activity.
 7. Participation as judge, clinician, adjudicator, or curator at festivals, conferences or exhibits, one (1) day of activity to equal one-half (0.5) growth unit, to a maximum of five (5) growth units.

8. Work in business, government, industry or professional area which is relevant to one's discipline for the purpose of maintaining currency and applying new concepts and skills (growth units earned equal total hours of full- or part-time approved work other than self-employment divided by forty [40] hours and multiplied by eight-tenths [0.8] up to a total of five [5] growth units). Where possible, prior approval from the PGI Committee is required. Where this is not practical, a notification to the Office of the Vice-President of Academic Affairs is required. Documentation of hours completed must be submitted as well as a written report which substantiates the relationship of the work to the discipline.
- H. **Authorship or Publication:** For authorship or creation of published instructional materials, laboratory manuals, textbooks, etc., in one's area, the number of growth units will be decided by the committee using the following criteria with clarification by the faculty member: (3 – 12 growth units).
1. Classroom text, manual or reference book for use in the author's classes used as a replacement or supplement for a text: (1 – 3 growth units).
 2. Privately produced classroom text, manual or reference book for use in more than one course (or used by other instructors): (3 – 5 growth units).
 3. Published authored manual or workbook which has been accepted and published by a recognized publishing house: (3 – 6 growth units).
 4. Authored major textbook which has been accepted and published by a recognized publishing house: (6 – 12 growth units).
 5. Revision or update of a manual, workbook or major published textbook: (1 – 6 growth units)
 6. Publication or reproduction of original creative works (including musical arrangements and graphic designs): (1 – 8 growth units).
- I. **Other**
1. For serving on a regional accreditation team, two (2) growth units will be granted.
 2. For attendance at seminars, conferences, workshops, concerts, exhibits or performances in one's discipline, professional societies at which papers, speeches, etc., are presented on subject matter relevant to one's academic, professional or vocational area or related to a faculty member's responsibilities for shared governance. One day of attendance equals 0.5 growth unit (attendance to be verified by receipt for attendance fees, printed programs, approved travel requests, etc.).
 3. For other evidence of significant professional growth, 1 – 3 growth units per activity. For study trips, independent study or research projects, and creative projects, the applicant is required to submit a written plan and contract for a specified number of growth units with the committee prior to commencement of the activity. The number of growth units will be determined by the committee in consultation with the faculty member.

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