

# Article 21: Professional Growth Increments (PGI)

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- 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 PGI shall be in the form of a regular salary enhancement for those faculty members who demonstrate continuous professional development in or closely related to their discipline or FSA's, or related to their responsibilities for shared governance. Activities completed as part of regular faculty job duties or compensated by the District monetarily, such as reassigned time, release time, and categorical funding, will not be considered for PGI credit. PGI activities are above and beyond contract responsibilities for College service and professional service and development. A Professional Growth Increment (PGI) 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 PGI 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; Step PG-20, Class B, C, or D; or Step PG-24, Class C or D. This acknowledgment of professional growth is measured in growth units. Each increment represents the completion of fifteen (15) professional growth units.
- 21.03 THE DOLLAR AMOUNT OF EACH INCREMENT:** PGI is established through the collective bargaining process.
- 21.04 ELIGIBILITY**
- A. **Step 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 percent will accrue on a pro-rata basis.
  - B. **Step 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 percent will accrue on a pro-rata basis.
  - C. **Step 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 than 100 percent will accrue on a pro-rata basis.
  - D. **PGI Credit for Administrators Who Retreat to Faculty Positions:** PGI credit for administrators who retreat to faculty positions may begin to accrue from the time placement is achieved at Step 16 of the Annual Contract Schedule. Credit for PGI activities must be gained while a faculty member.
- 21.05 CRITERIA FOR APPLICATION OF PGI**
- A. **Qualifications:** To qualify for a PGI, a faculty member must complete a total of fifteen (15) growth units commencing at the beginning of the fall semester of step eligibility. Work completed prior to the eligibility period will not be considered.

**21.05.B. PGI Applications:** Evidence or documentation of completion of the required units is submitted to the PGI Committee for evaluation on the PGI summary report. The PGI Committee will review applications according to the specified equivalencies. (See section 21.07.) Activities for which the faculty applicant was paid as part of his/her regular workload, including Professional Development Activity attendance, Flex obligation, reassigned time to work on a project, VTEA-funded grant or regular College service will not be counted.

C. **PGI Committee Review:** The PGI Committee will review and take action only on those applications that contain appropriate documentation to support their request. The same work will not be considered for more than one (1) category. Examples of documentation include transcripts, published materials, manuals and books, conference programs and receipts, approved travel requests, etc. Faculty applying for PGI credit must adhere to the PGI timelines.

**21.06 PGI COMMITTEE:** To evaluate eligibility for the PGI, a committee consisting of three (3) faculty members appointed by the Academic Senate, one (1) faculty member appointed by AFA, 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 Superintendent/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 PGI:** This section is a comprehensive list of the possible equivalencies for PGI; however, a faculty member may propose alternative projects or additional units for preapproval by the committee and final approval of the Vice President of Academic Affairs. The maximum number of units allowable in any area is twelve (12) growth units.

- A. **Academic Units:** 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.
1. One (1) semester unit of credit (upper division or graduate) from an accredited college or university equals one (1) growth unit.
  2. Lower-division course work, taken at SRJC or other recognized accredited 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. One (1) semester unit of credit equals one (1) growth unit. Lower division course work is limited to a maximum of five (5) growth units with the exception of foreign language courses. Units taken in a foreign language pathway may receive up to twelve (12) units. Prior approval of the Vice President of Academic Affairs is required for use of lower division growth units for PGI. The District's decision shall be final and is not grievable under [Article 11: Conciliation/Grievance/Arbitration](#).

Maximum of twelve (12) growth units in this category.

**Documentation: Official transcript**

- 21.07 B. Certificate of Completion:** For courses offered by professional societies, colleges, universities, or other educational institutions, which grant certificates of completion rather than academic units, sixteen (16) classroom hours (forty [40] laboratory hours) equals one (1) growth unit.

Maximum of twelve (12) growth units in this category.

**Documentation: Official certificate of completion must include number of hours**

- C. Instructional Skills Workshops:** The Instructional Skills Workshop equals two (2) growth units; the ISW Facilitator and Trainer Workshop each equal 2.5 growth units.

Maximum of twelve (12) growth units in this category.

**Documentation: Official certificate of completion**

- 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 (1) quarter of full-time work and study equals eight (8) growth units.

3. One (1) week of full-time work and study equals 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 =  
(number of weeks) x  $\frac{\text{average weekly hours}}{\text{forty (40)}} \times 0.8$

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.).

Maximum of twelve (12) growth units in this category.

**Documentation: Grant or Fellowship Award accompanied by transcripts or employment verification**

- E. Independent Work and Study Resulting in Publication of an Article:** For nonfunded independent work and study, the number of growth units is determined by the committee on the basis of work and study completed.

1. Publication of a major article in a peer-reviewed professional journal equals four (4) growth units.

2. Publication of a minor article in a professional journal equals two (2) growth units.

Maximum of twelve (12) growth units in this category.

**Documentation: Journal with article or reprint**

- F. Independent Work and Study Resulting in Presentation of a Paper**

1. Presentation of a paper at a regional, state, national or international meeting of a nationally recognized professional society equals four (4) growth units.

2. Presentation of a minor paper at a meeting of a local professional society equals two (2) growth units.

Maximum of twelve (12) growth units in this category.

**Documentation: Program or official letter of acceptance into program**

**21.07 G. Independent Work and Study Resulting in a Presentation**

1. Works, public performances, or exhibitions directly related to the discipline of the faculty member which would be deemed "major" by colleagues and peers of that discipline equal four (4) growth units.
2. Other lectures and presentations which require substantial preparation, (e.g., Arts and Lectures presentations, WOLM lecture, or other works deemed "minor" by colleagues and peers of that discipline) equals two (2) growth units.
3. Recognized works, public performances or exhibitions directly related to the discipline of the faculty member but beyond the duties required for teaching a course or as part of required professional development. For on campus and local presentations, including PDA/flex for which no PDA/flex credit was given, each one-hour presentation equals 0.2 growth unit (approximation as for paragraph 21.07.J.2, for which two [2] hours preparation plus one [1] hour presentation = three [3] hours independent work ÷ eight [8] hours x [0.5] growth unit).

Maximum of twelve (12) growth units in this category.

**Documentation: Playbill, program, slides of exhibit, letter of official acceptance, and exhibit or presentation description**

**H. Other Independent Work and Study:** Faculty must account for and document all hours claimed.

1. Community service related to one's discipline. Growth units earned equals:

$$\frac{\text{(Total hours of service)}}{\text{Forty (40)}} \times 0.8$$
 to a maximum of five (5) growth units in this category.

2. Holding office in a professional organization directly related to one's teaching discipline or professional responsibilities. Growth units earned equals:

$$\frac{\text{(Total hours of service)}}{\text{Forty (40)}} \times 0.8$$
 to a maximum of five (5) growth units in this category.

3. Faculty coordination of vocational advisory committees. Growth units earned equals:

$$\frac{\text{(Total hours of service)}}{\text{Forty (40)}} \times 0.8$$
 to a maximum of five (5) growth units in this category.

Under current arrangements, some faculty members 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.

4. Participation as judge, clinician, adjudicator, or curator at festivals, conferences or exhibits. One (1) day of activity equals 0.5 growth unit, to a maximum of five (5) growth units in this category.

5. 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:

$$\frac{\text{(Total hours of full- or part-time approved work other than self-employment)}}{\text{Forty (40)}} \times 0.8$$
 to a maximum of five (5) growth units in this category

Prior approval from the PGI Committee is required. Where this is not possible, approval from 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.

**21.07 H.** Maximum of twelve (12) growth units in this category.

**Documentation:**

- 1: Letter of appreciation; meeting minutes stating appointment or other similar verification of activity, with indication of activities and approximate time commitment**
- 2 and 4: Letter of appointment or selection, with indication of activities and approximate time commitment**
- 3: Supervising Administrator's verification of position**
- 5: PGI Committee or VPAA approval plus written report of activities**

**I. Authorship, Publication, or Other Original Creative Work:** 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. Publications which would be deemed "major" by colleagues and peers of that discipline equal four to eight (4 – 8) growth units. Publications deemed "minor" by colleagues and peers of that discipline equals two (2) growth units. Publications for use in author's classes and/or by other instructors in author's department equals one (1) growth unit. Revision or update of a published work equals one (1) growth unit. Each publication can be used only once per Step increment. Maximum of twelve (12) growth units in this category.

- 1. Privately produced classroom text, manual, workbook or reference book for use in the author's classes or by other instructors equals one (1) growth unit per course.
- 2. Published authored classroom text, manual, workbook or reference book, which has been accepted and published by a recognized publishing house equals four to eight (4 – 8) growth units.
- 3. Revision or update of a manual, workbook or major published textbook equals two (2) growth units.
- 4. Publication or reproduction of original creative works, including musical arrangements and graphic designs equals two to four (2 – 4) growth units.
- 5. Development of teaching aids (such as films, slides, videos, photographs, portfolios equals two to four [2 – 4] growth units); however, reproduction of class handouts or reproduction of class lecture notes (such as PowerPoint presentation of lecture or "overheads") will not be counted for PGI.

Maximum of twelve (12) growth units in this category.

**Documentation: Copy of original work with legal copyright**

**J. Other**

- 1. For serving on a regional accreditation team, two (2) growth units will be granted.

**Documentation: Notification of appointment to team and approved Travel Request Form**

- 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.

**Documentation: Printed program AND receipt for attendance fees or approved request for reimbursement for travel request**

- 21.07 J.** 3. For other evidence of significant professional growth, such as study trips, independent study or research projects, successful grant writing, 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, one to three (1-3) growth units per activity.

**Documentation: Official letter of grant or project award or certificate of completion, approved *Travel Request Form***

4. For service as an official mentor to a new tenure track faculty member through the New Faculty Orientation program: maximum of two (2) growth units in this category per faculty mentorship year will be granted.

**Documentation: Letter of appointment as faculty mentor, letter of thanks for completing the Mentoring Program from Staff Development**

Maximum of twelve (12) growth units in this category.

- K. **Sabbatical Leave Independent Work and Study:** Activities completed during a Sabbatical Leave may qualify for PGI units, as described in sections 21.07.A through I, above. Documentation for Sabbatical Leave activities will be the same as required for the activities completed during other times. Number of growth units allowed will be the same as allowed in each category for which Sabbatical Leave activities count.

Maximum of twelve (12) growth units in this category.

**Documentation for individually submitted Sabbatical Leave activities will be the same as required for the activities completed during other times**

- L. **Pilot Project – Annual Approval Process:** Beginning in Spring 2009, the PGI Committee will review proposals for preapproval and award growth units for partial credit towards completion of the fifteen (15) required growth units. This process will help faculty to transition from the 2007-2009 Contract to the new set of criteria for documentation in the 2009-10 Tentative Agreement. The PGI Committee will use both the 2007-2009 Contract language and the 2009-10 Tentative Agreement language to grant growth units until the end of the 2012-13 academic year. Faculty will submit documentation each fall or at the beginning of the fall semester of step eligibility. Work completed prior to reaching Step 16 is not eligible. (See paragraph 21.05.A). Faculty will keep all documentation, including any preapproved or awarded growth units, for final submission at the beginning of the fall semester of step eligibility.