

Article 21: Professional Growth Increments (PGI)

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 FSAs, 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 Step-16, Step PG-20, or Step PG-24. This acknowledgment of professional growth is measured in growth units. Each increment represents the completion of ten (10) professional growth units plus fulfillment of the contractual obligation for District and Department Service.

21.03 ELIGIBILITY

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

21.04 CRITERIA FOR APPLICATION OF PGI

- A. To qualify for a PGI, a faculty member must complete a total of ten (10) growth units commencing at the beginning of the fall semester of step eligibility, and must have satisfactorily completed the District and Department Service requirement during the eligibility period (see [17.02.A and B](#) and [32.01](#)). Work completed prior to the eligibility period will not be considered.

21.04 B. Approval of PGI. Faculty members applying for PGI will submit documentation of completion of the required number of units from the menu of activities, and the Supervising Administrator will verify the documentation. The Supervising Administrator will then notify the VPAA, who will forward recommendations for PGI advancement to the Superintendent/President, who will make a final recommendation to the Board. Upon Board approval, a retroactive pay increase will be made from the beginning of the current semester. Activities for which the faculty applicant was paid as part of the faculty member's regular workload, including Professional Development Activity attendance, Flex obligation, reassigned time to work on a project, grant-funded activity or regular District and Department service will not be counted.

C. Appeal Process for PGI Approval. If the Supervising Administrator finds that a PGI applicant did not meet the required units, the faculty member will be given two weeks to correct any errors or submit additional documentation. If the faculty member disagrees with the decision of the Supervising Administrator, the faculty member may submit an appeal to the negotiations teams, who each will appoint two representatives to resolve the difference.

21.05 PGI COMMITTEE: Three (3) faculty members appointed by the Academic Senate and one (1) faculty member appointed by AFA will comprise the PGI committee. The committee will maintain a PGI Menu of Activities, including unit equivalencies, from which PGI applicants will choose to complete the PGI requirement. Faculty members may submit new proposals for the Menu of Activities to the PGI committee, who will recommend them for approval by the VPAA. All approved activities will be available to all PGI applicants.

21.06 CATEGORIES OF PGI: No more than 7.5 of the 10 required PGI units may be completed in any single category. For Category A, one academic unit equals three (3) growth units. For categories B and C fifteen (15) classroom, conference, or seminar hours equals one growth unit.

- A. **Academic Units:** The same academic units may not be used for both a PGI step and a salary class advancement. The Supervising Administrator 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. **Certificate of Completion:** For courses offered by professional societies, colleges, universities, or other educational institutions.
- C. 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.
- D. Independent Work or Study under Fellowships and Grants.
- E. Independent Work and Study Resulting in Publication of an Article.
- F. Independent Work and Study Resulting in Presentation of a Paper.
- G. Independent Work and Study Resulting in a Presentation of a work, public performance, or exhibitions directly related to the discipline of a faculty member.

21.06.H. Other Independent Work and Study.

1. Community service related to one's discipline.
2. Holding office in a professional organization directly related to one's teaching discipline or professional responsibilities.
3. Faculty coordination of Career Education Advisory committees.
4. Participation as judge, clinician, adjudicator, or curator at festivals, conferences or exhibits.
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.

I. Authorship, Publication, or Other Original Creative Work.

1. Privately produced classroom text, manual, workbook or reference book for use in the author's classes or by other instructors.
2. Published authored classroom text, manual, workbook or reference book, which has been accepted and published by a recognized publishing house.
3. Revision or update of a manual, workbook or major published textbook.
4. Publication or reproduction of original creative works, including musical arrangements and graphic designs.
5. Development of teaching aids such as films, slides, videos, photographs, or portfolios.

J. Serving on a regional accreditation team.

K. Other activities, not listed in A-J, may be submitted in advance to the PGI Committee for consideration for addition to the PGI Menu of Activities. Once approved, that type of activity will be available to all PGI applicants and will not require prior approval.

21.07 PGI MENU OF ACTIVITIES

- A. The PGI Committee will maintain the PGI Menu of Activities.
- B. Each activity listed on the PGI Menu of Activities will have associated unit equivalencies and required documentation.
- C. Activities will include the following.
 1. Activities established in 21.07 A-J.
 2. Other activities submitted in advance by individual faculty members as described in 21.07.K.
- D. All activities in the PGI Menu of Activities will be available to all PGI applicants.