

The members shall serve for a period of four (4) years on a staggered basis. To ensure that at least one member of the Committee shall serve for the duration of a regular proposal, the terms shall be staggered such that no two

H. Forwarding summary statements of completed projects to Human Resources for inclusion in the Board of Trustees' agenda for final approval.

44.4 Requirements

To qualify for advancement to a growth step, a member must fulfill two requirements:

1. Three (3) years of service
2. Completion of a Professional Growth and Development Project

Advancement to the growth step and the corresponding salary increment shall be granted effective the start of the next academic year after the project compliance report is accepted and approved by the Board of Trustees. A member is eligible to submit a proposal no earlier than one year prior to step advancement to Step 12 or any other growth step.

44.5 Service Requirement

A growth step advancement cannot take place in less than three (3) years. The 3 year time period runs from the time the member is placed on Step 12 or a growth step, not from the PG&D application date. The service requirement may be completed before the member submits a PG&D application.

For example,

44.6 Professional Growth & Development Project

Each Professional Growth & Development Project must consist of activities judged by the PG&D Committee to be the equivalent of eight (8) semester units of academic work from an accredited institution, based on one unit = 48 hours. The project

when they seek approval of their first section. Each portion of the project may have its own theme, or all three proposals may have one theme.

44.6.2 Project Limitations

- A. The project must not involve duplication of sabbatical leave projects, or column advancement course work.

Exception: Course work may be applied to move from Column A to B or from Column E to F at the time the degree is awarded. (Duplication refers to context, not to methodology. Chairing major college committees could be used for more than one growth step).

- B. The project must not involve activities which are part of the applicant's paid duties and responsibilities (i.e. those tasks which an individual is performing as institutional responsibilities or as a necessary part of their main load duties.) The activities used for PG&D must be "over and above" the tasks assigned within the Department or Division.

Collective Bargaining Agreement

July 1, 2014 -- June 30, 2017

West Valley-Mission Federation of Teachers, AFT 6554

- C. The project must not involve activities completed prior to January of the project application approval

44.6.3.4 Organizational Activities

PG&D credit is available for organizational and/or committee work which is not otherwise

Travel must produce a measurable outcome that will enhance a member's performance in his/her discipline or benefit the students, college and/or the District. What is learned from the travel must be demonstrated to be measurable; slides, travel itineraries, receipts, or tickets are not measurable outcomes. Examples of measurable outcomes are: a series of slide presentations accompanied by appropriate scripts relevant to themes or concepts in a particular course that you teach; sets of handouts with written

individually based on time and work information supplied by the applicant.
Unit value shall be assigned based on one unit = 48 hours.

44.6.3.11 Performance Objectives

Collective Bargaining Agreement

July 1, 2014 -- June 30, 2017

West Valley-Mission Federation of Teachers, AFT 6554

Any department chair may initiate a request for professional growth activities within the PG&D guidelines with a project using managerial performance objectives.

44.7 Procedure

Prior to applying for a PG&D project, it is strongly recommended that the applicant obtain a copy of the PG&D Committee's Guidelines and attend a Committee sponsored meeting before submitting a proposal. The guidelines may be obtained from the Human Resources Department or the PG&D Committee. The applicant is urged to request assistance from the Committee's identified Resource Person in meeting these guidelines.

44.7.1 Application and Review Process

44.7.1.1 Written proposals shall be submitted to Human Resources by the second Friday in October. Assuming the proposal meets the general requirements of this article, the Committee shall not disapprove any proposal without first requesting modification or clarification from the proposer. A member is eligible to submit a proposal no earlier than one year prior to step advancement to Step 12 or any other growth step.

44.7.1.2 All requested modifications or clarifications requested by the Committee after review of the proposal must be returned to the Committee Chair by the date indicated in the request for modification/clarification. It is the applicant's responsibility not that of the PG&D Committee, to ensure that all requests for modification or clarification are completed in a timely manner. Failure to do so may result in a delay of approval until the following year and hence a loss of a year for completion.

44.7.1.3 All proposals, together with the Committee recommendations, shall be forwarded to the college President for review by the first Friday in March. The President shall meet and confer with the Committee Chair (or, if indicated, the entire Committee) prior to making recommendations regarding the proposals.

44.7.1.4 Applicants whose proposals are rejected by the Committee may appeal in writing to the President. Such appeals must be received within fifteen (15) working days of written notification of rejection. If the President agrees with the Committee decision, he/she shall inform the Committee, the applicant, and Human Resources in writing. If the President does not agree with the

July 1, 2014 -- June 30, 2017

West Valley-Mission Federation of Teachers, AFT 6554

Committee, he/she shall discuss the appeal with the Committee chair before reaching a final decision and shall communicate the decision to the Committee, the applicant, and Human Resources in writing.

- 44.7.1.5 All decisions of the President with regard to PG&D proposals may be appealed to the Chancellor. Such appeals must be received within fifteen (15) working days of written notification of rejection from the President. If the Chancellor agrees with the Committee decision, he/she shall inform the Committee, the applicant, and Human Resources in writing. If the Chancellor does not agree with the Committee, he/she shall discuss the appeal with the Committee chair before reaching a final decision and shall communicate the decision to the Committee, the applicant and Human Resources in

44.7.2.2.3 A written compliance report (an original plus one copy) which includes evidence of completion shall be submitted to Human Resources no later than the first Friday in April of the completion year. If the first Friday in April is not a scheduled day of instruction, then the due date will be the following Monday. If clarifications/ modifications of the Compliance Report are requested by the PG&D Committee, the applicant shall respond in writing to the Committee and the response must reach the Committee by the date specified in the request. Failure to do so may result in delaying approval of the growth step.

If, by the first Friday in April of the year of completion, all required work has not been concluded (e.g., course work is in progress, workshops/conferences are to be attended) but will be completed by the first Friday in June, the applicant must submit their Compliance Report by the first Friday in April and indicate that they shall forward the documentation of completion of the missing work to the Committee Chair upon completion. The latest time for documenting unfinished work is the second Friday in June of the completion year.

All compliance reports that have been recommended for acceptance by the Committee shall be forwarded to the President with the Committee's written recommendations for review by the third Friday in June. After the President's review, the Committee's final recommendation shall be forwarded to Human Resources. Human Resources shall forward the recommendations to the Board of Trustees for final approval of the growth steps to ensure compliance with Article 44.7.2.2.5 below.

44.7.2.2.4 Rejections may be appealed in writing within fifteen (15) days of receipt of the rejection notification. Such appeals must be made to the Chancellor.

44.7.2.2.5 The salary increment for an approved growth step shall be implemented the first pay period of the regular academic year.