

PROFESSIONAL ACHIEVEMENT AWARD WORKSHOP 2019

Timing:

- On or prior to June 1, 2019 – Submit Professional Growth Activities –*Appendices 01, 02, 03*–to Campus Personnel Office Cynthia Smith (De Anza College) or Nancy Cortes (Foothill College). **Submit early:** *your estimate of units may differ from actual units awarded*
- On or prior to July 1, 2019 – Submit application for Professional Achievement Award–*Appendix I*–to Division Dean or appropriate administrator. **Save Tear Sheet** in *Appendix I* as verification of date submitted

Application on *Appendix I*:

Part 1 requires four current (prior **three** years) evaluations (*Article 38.3.3*):

- Administrative Evaluation *Appendix J1* (attach to back of application)
- Peer Evaluation *Appendix J1* (attach to back of application)
- Tabulation of at least one Student Evaluation, to the extent practicable (attach appropriate *Appendix J3* to back of application)
- Self-Evaluation (250 – 500 words, type on page 3 of application)

Part 2 requires verification of Professional Growth Activities (*Article 38.4*)

- Nine (9) quarter units of Professional Growth Activities for prior **four** years (attach printout from campus personnel to page 1 of application) – best to get prior OK for anything needing Dean approval.
Appendix 01 Credit course work: submit official transcripts from accredited college/university, lower division course requires dean approval
Appendix 02 Conference/workshop/non-credit course: submit verification, each activity requires dean approval, hours-to-unit value “formula” noted on form
Appendix 03 Professional activity (Tenure Review Committee)/special project: submit documentation, activity/project requires dean approval, hours-to-unit value determined by Campus PAA committee

Part 3 requires verification of College or District Service (service that benefits, supports, or promotes the College or District.) (*Article 38.5*)

- List of College or District Service activity for each of prior four years (type on page 4-5 of application) Not required during a full academic year of Professional Development Leave.

BE SURE TO KEEP A COPY OF THE SIGNED TEAR SHEET

Eligibility for First Award: All full-time faculty who have served one full year at the top of the salary schedule and have completed at least 4 years of service within the District. (*Article 38.2*) If you are eligible for an award in 2019-20, apply by July 1, 2019.

Eligibility for subsequent awards: Apply the fourth year of the current award (*Article 38.2.3*)

One year deferral of an award if *both* the administrative *and* peer evaluation include one or more ratings of “2” or “3” in Section I or Section II of Appendix J1. Faculty have the right to appeal the deferral decision. (*Article 38.3.3 and 38.8*)

Contact Cynthia Smith (De Anza smithcynthia@fhda.edu), Nancy Cortes (Foothill cortesnancy@fhda.edu) with **PGA questions**; or the Faculty Association Office (650.949.7544) with **PAA questions**.

AGREEMENT: fafhda.org –under Agreement on horizontal bar
FORMS: fafhda.org –under FHDA Faculty Forms on left side