

PROFESSIONAL ACHIEVEMENT AWARD WORKSHOP 2017

For academic years 2013/14, 2014/15, 2015/16, 2016/17

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. (38.2) If you are eligible for an award in 17-18, apply by July 1, 2017.

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

AMOUNT OF AWARDS

	Amount of Award
Award #1	\$3,000
Award #2	\$3,750, total \$6,750
Award #3	\$4,250, total \$11,000
Award #4	\$4,500, total \$15,500

FA and District agreed to language changes in Article 38 to be applied to applications submitted by the July 1, 2017, application deadline (**2017-18 awards**).

- Clarifies that “**District or College Service**” is service that benefits, supports, or promotes the College or District.
- Introduces a one year Board 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 will have the right to appeal the deferral decision, and the process for such an appeal is defined.

Article 38.3 stipulates, “The responsibility for filing a **timely** and **complete** application shall be entirely the faculty employee’s”

Timely means the following:

- On or prior to June 1, 2017 –
Submit Professional Growth Activities form–*Appendices 01, 02, 03*–to
Campus Personnel Office Cynthia Smith (De Anza College) or Nancy Cortes
(Foothill College).

Best to submit all forms well before June 1 deadline: your estimate of units may differ from actual units awarded

- On or prior to July 1, 2017–
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

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

updated 3/20/17

Complete means the following on **Appendix I**:

Part 1 requires four current (prior three years) evaluations (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 (38.4)

- Nine (9) quarter units of Professional Growth Activities for prior four years (attach printout from campus personnel to page 1 of application)

Credit course work: submit on **Appendix 01** + official transcripts

- must be from accredited college/university
- lower division course requires dean approval- best to get prior OK

Conference/workshop/non-credit course: submit on **Appendix 02** + verification

- each activity requires dean approval- best to get prior OK
- hours-to-unit value "formula" noted on form

Professional activity (Tenure Review Committee)/special project: submit on **Appendix 03** + documentation

- activity/project requires dean approval- best to get prior OK
- hours-to-unit value determined by Campus PAA committee

Part 3 requires verification of **College or District Service** (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

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

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