

Article 38
PROFESSIONAL ACHIEVEMENT AWARDS

The Faculty Association and the Board recognize and affirm the goal of creating an environment that fosters and rewards growth, service, and excellence. Thoughtful, reflective engagement of the goal is important to the spirit of the Professional Achievement Awards. To this end, the following procedures are adopted.

Purpose

- 38.1 The purpose of the Professional Achievement Award (PAA) is to reward excellence in the performance of the faculty employee's principal duties. In addition, the faculty employee shall, in applying for the award, demonstrate continued professional growth and service to the College or District.

The award shall be granted by the Board itself only after application by the faculty employee, the Board's review of his or her eligibility under the criteria set forth in this article and the recommendation of the President, in consultation with the appropriate Division Dean and Vice President, on the basis of his or her professional judgment.

Application Process

- 38.2 Each continuing regular, grant-funded, or categorically-funded faculty employee who has served at least one full year at the top step of the appropriate salary schedule and has completed at least four years of service within the District shall be eligible to apply for a Professional Achievement Award.

38.2.1 Application may be made on or before July 1 following the end of the fourth year.

38.2.2 If granted by the Board, the award shall be disbursed as installments in the regular monthly pay period except for the first year of the award, when the payments shall begin no later than the October paycheck. The payment shall be indicated as a separate line item on the monthly pay stub. The PAA shall be affected by unpaid leave as described in Article 16, Sections 16.32 and 16.34.

38.2.3 Application for subsequent awards may be made during the fourth year of the current award according to the timeline indicated in Subsection 38.2.1.

38.2.4 In the event a Professional Achievement Award is not granted by the Board, the faculty employee may file a new application on or before July 1 of the following calendar year.

- 38.3 To request a Professional Achievement Award a faculty employee shall file with the Division Dean or appropriate administrator a written application on the PAA application form (see Appendix I). The application shall include:

- 38.3.1 Verification of appropriate professional growth activities, as described in Section 38.4, engaged in during the four years of the report period; and
- 38.3.2 Service to the College or District, as described in Section 38.5, during the four-year report period; and
- 38.3.3 Current evaluations, including administrative, peer and student, as specified in Article 6 of this *Agreement*, verifying excellence in the performance of principal duties. 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, then excellence is not demonstrated. In such a case, the faculty employee may be subject to an award deferral as specified in Section 38.8.

In addition, a self-evaluation of 250 to 500 words, which includes discussion of relevant accomplishments, professional growth, and future goals, shall be submitted.. If either the administrative or peer evaluation indicates an area needing improvement, the self-evaluation shall address this identified area.

All professional growth activities shall be recorded with Administrative Services at De Anza or Office of Instruction at Foothill by June 1.

All professional growth activities and all College or District service that a faculty employee wishes the Board to consider in connection with the granting of a Professional Achievement Award shall be included in the application.

The responsibility for filing a timely and complete application shall be entirely the faculty employee’s; nonetheless, the Board shall send a reminder by the end of the first week of the Spring quarter.

Professional Growth Activity Requirement

- 38.4 The professional growth activity for the Professional Achievement Award shall consist of nine quarter units (or six semester units) or their equivalent within the preceding four years in one or more of the following:
 - 38.4.1 Credit course work at an accredited college or university that contributes to the faculty employee’s academic growth and development, (file on Appendix O1). Courses shall normally be upper division. Lower division course work must be approved by the Division Dean or appropriate administrator. Faculty are advised to obtain approval before enrolling.
 - 38.4.2 Participation in or attendance at conferences workshops or non-credit courses approved by the Division Dean or appropriate administrator, (file on Appendix O2). Eighteen hours of this type of activity shall equal one quarter unit.
 - 38.4.3 Professional activities and projects approved by the Division Dean or

appropriate administrator as having direct relevance to the faculty member's assignment, (file on Appendix O3). Faculty are advised to consult with the Dean or appropriate administrator prior to commencing these activities.

Unit equivalents are determined by the PGA Committee at Foothill or De Anza in accordance with past practice on the campus. Normally, the maximum in this subsection for the four-year PAA cycle is six (6) quarter units. However, nine (9) quarter units can be awarded if at least three (3) units are earned through Tenure Review Committee service. See Article 6A.4.7 and Appendix O3 for further information.

No professional growth activities may be repeated without the approval of the Division Dean or appropriate administrator.

College or District Service Requirement

38.5 Service required for the Professional Achievement Award shall consist of documented service to the College or District during each of the four years of the report period; meeting basic expectations by competently performing the ordinary duties of one's position is insufficient to earn the award. Service to the College or District, i.e., an activity that benefits, supports, or promotes the College or District, includes, but is not limited to:

- 38.5.1 The commitment of extra time and effort to department, division, College or District activities; for example, assuming responsibility for special projects, chairing special task groups, membership on campus or District committees, making noteworthy contributions to student life and student advising.
- 38.5.2 Institution and development of projects or programs that contribute to the educational excellence, productivity or effectiveness of the College or the District.
- 38.5.3 The assumption of an active leadership role on the campus, district, regional, state, or national level or active participation on major committees including but not limited to the Academic Senate Executive Committee, the FA Executive Council, the District Professional Development Leave Committee, among others.

No College or District service activity is required during a full academic year of Professional Development Leave.

Awards

38.6 Professional Achievement Awards shall entitle continuing regular, grant-funded, or categorically-funded faculty employees to additional salary as follows:

- 38.6.1 A first Professional Achievement Award shall entitle a faculty employee to receive \$3,000. After the first award has been received for four years, the faculty employee shall be eligible to apply for a second award.
- 38.6.2 The second Professional Achievement Award shall entitle the faculty

employee to receive an additional \$3,750 (i.e., a total of \$6,750). After the second award has been received for four years, the faculty employee shall be eligible to apply for a third award.

- 38.6.3 The third Professional Achievement Award shall entitle the faculty employee to receive an additional \$4,250 per year (i.e., a total with the third award of \$11,000,). After the third award has been received for four years, the faculty employee shall be eligible to apply for a fourth award.
- 38.6.4 The fourth Professional Achievement Award shall entitle the faculty employee to receive an additional \$4,500 per year (i.e., a total with the fourth award of \$15,500). After the fourth award has been received for four years, the faculty employee shall continue to receive the awards earned in the PAA program as long as he or she remains an eligible faculty employee but shall not be eligible for additional awards.

Board Deferral of Award

- 38.7 The Board itself may defer for one year an award that is otherwise eligible if a faculty employee has been subject to disciplinary action pursuant to Education Code 87660 and following during any of the four years of the report period. Eligibility for a subsequent award, if any, shall commence in the college year following the deferral.
 - 38.7.1 In cases where disciplinary action is pending and/or where administrative leave has been imposed for the purpose of investigating alleged misconduct that could potentially result in disciplinary action, the granting of the award shall be contingent on the resolution or conclusion of the action. This shall mean that if the action is dismissed or overturned on appeal, the faculty employee shall be made whole through retroactive granting of the award with accrued interest, if any. If formal disciplinary action is taken, the award shall be deferred for one year from the date of the Board action and commence with the first regular pay period following the deferral. If the disciplinary action results in termination, no award shall be granted.
 - 38.7.2 Notwithstanding the above, if, during the deferral year, a faculty employee is again subject to disciplinary action, the award shall be further deferred in accordance with the timelines and provisions established above.
- 38.8 The college President, in consultation with the appropriate Dean and Vice President, may defer for one year an award that is otherwise eligible if the administrative and peer (Appendix J1) evaluations submitted as part of the PAA application do not verify excellence as described in 38.3.3. The college President shall provide both written and email notice of the deferral decision to the faculty applicant. The four-year cycle for a subsequent award, if any, shall commence in the college year following the deferral.

- 38.8.1 The faculty employee may appeal a deferral decision by submitting a letter to the District Office of Human Resources requesting a review of the PAA application. The request for appeal must be received within thirty (30) school days of the notification of deferral from the college President.
- 38.8.2 A PAA appeal committee composed of one member of the administration chosen by the college, one faculty representative chosen by the Faculty Association, and another member of the district chosen by mutual agreement of the college administration and the Faculty Association shall review the administrative evaluation, the peer evaluation, and the self-evaluation with special attention to the areas rated “2” or “3”. While the committee may not seek new information, the appeal committee may request clarification from the applicant or evaluators regarding the criteria in question. If the majority of the committee does not uphold the deferral decision, the deferral shall be overturned and the Award shall be granted retroactively. If the majority of the committee upholds the deferral decision, it shall be confirmed. Regardless of the outcome, the decision of the appeal committee shall be final and shall not be subject to further appeal.