

PROFESSIONAL ACHIEVEMENT AWARD (PAA) WORKSHOP 2023

Eligibility:

- *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*).
- *Subsequent awards:* Apply the fourth year of the current award (*Article 38.2.3*)

Deadlines: If eligible in 23-24, submit the following in person or by email no later than:

- June 1, 2023
 - Submit Professional Growth Activities to Campus Personnel Office:
 - Kit Perales (De Anza College) or Nancy Cortes (Foothill College).
 - **Submit early:** your estimate of units may differ from actual units awarded.
- July 1, 2023
 - Submit *Appendix I* (Application for Professional Achievement Award) to Division Dean or appropriate administrator.
 - **Save Tear Sheet in Appendix I or sent email** as verification of date submitted.

Application: *Appendix I* requires a total of 6 items: 4 evaluations, PGA units and service.

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

- Administrative Evaluation *Appendix J1* (attach signed copy): Get scheduled ASAP!
- Peer Evaluation *Appendix J1* (attach signed copy)
- Tabulation of at least one Student Evaluation, to the extent practicable (attach signed *Appendix J3*)
- Self-Evaluation (250–500 words 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 electronic confirmation or printout from Campus Personnel to your 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” 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 PGA 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. Service not required during a full academic year of Professional Development Leave.

BE SURE TO KEEP A COPY OF THE SIGNED TEAR SHEET or EMAIL

- For **PGA questions**, contact Kit Perales (De Anza peraleskit@fhda.edu) or Nancy Cortes (Foothill cortesnancy@fhda.edu)
- For **PAA questions**, contact the Faculty Association Office (elwellsusanne@fhda.edu)

The Agreement: fafhda.org (under Agreement on horizontal bar)

Updated Forms: <https://hr.fhda.edu/forms.html> (Under FA Agreement Appendices)