

## PGA vs. PAA: The Differences

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### **PGA: What is it?**

PGA stands for "Professional Growth Activity." All faculty, both probationary and tenured, must earn PGA units to advance steps or move across columns on the salary schedule. For step advancement, nine quarter or six semester units are required every four years. For column change, 24 semester units (12 of which must be credit coursework) are required. Those faculty who want to apply for a PAA need nine quarter or six semester units of PGA. NOTE: PGA units used for a PAA can also count towards column advancement.

In addition, for probationary faculty, professional growth activities are part of the evaluation criteria in Section I and III of the Administrative and Peer Evaluation form (J1). See the *Tenure Review Handbook* for details and examples of acceptable activities. NOTE: there are no "benchmarks" for PGA, i.e., no particular number/type of units established or standardized as sufficient.

### **PGA: What are the categories?**

There are three PGA categories, and each has its own Recording Form:

- Appendix O1: for units earned from credit coursework. Official transcript(s) are attached as verification.
- Appendix O2: for hours of participation/attendance at conferences, workshops, and non-credit courses. Conversion rate is 18 hours = 1 quarter unit. Brochures, flyers, agendas, receipts, etc., are attached as verification.
- Appendix O3: for hours spent on pre-approved projects and for service on Tenure Review Committees. For projects, the conversion rate is determined by criteria established through negotiations and past practice, and they are reviewed by the PGA Committee at each campus. Documentation/description of the project must be submitted as verification. For each phase of Tenure service, the chairperson earns two quarter units and all other members earn one unit.

The forms are available in the *Agreement* and on the District website ([hr.fhda.edu](http://hr.fhda.edu)). Each form requires the signature of an appropriate manager, usually a dean, and must be turned in to the campus personnel office by the contractual deadline. NOTE: although upper-division credit coursework needs no pre-approval, lower-division coursework does. It is a good idea to discuss all planned activities with a manager to avoid being short of units at the filing deadline.

### **PGA: What are the timelines?**

PGAs are accumulated on four-year cycles, beginning with year one as a probationary faculty member. Faculty are strongly encouraged to fill out an appropriate recording form(s) at the end of each academic year, rather than submit forms at the end of the four-year cycle in order to avoid a "short-fall" at the last minute: *the unit total assumed by the faculty member for a particular activity may be more than the unit total awarded by the campus PGA committee.*

At the end of a four-year cycle by June 1, all signed Recording Forms must be received by the Campus Personnel Office, at Foothill Nancy Cortes (650.949.7454) or at De Anza Kit Perales (408.864.8260).

***PAA: What is it?***

PAA stands for “Professional Achievement Award.” It is a monetary “bonus” available to fulltime faculty after they have been at step M on any salary column for one year and if employed within the District for at least the prior four years. The application form is *Appendix I*, available as a download on the District website at [hr.fhda.edu](http://hr.fhda.edu).

There are four PAAs, each adding to the base annual salary in cumulative amounts: PAA #1= \$3,000; PAA #2 = an additional \$3,750; PAA #3 = an additional \$4,250; and #4 = an additional \$4,500, with a grand total of \$15,500 per year. See *Article 38* for more details. Note that since PAA amounts augment base salary, they increase retirement benefits.

***PAA: What are the parts of the application?***

The PAA application has three parts: 1) evaluations—Administrative, Peer, Student, and Self; 2) documented PGAs; and 3) record of College or District Service.

***PAA: What are the timelines?***

PAAs are available on four-year cycles. By June 1, eligible faculty must submit all PGA Recording Forms (*Appendix O1, O2, O3*) to the appropriate campus department (Nancy Cortes at Foothill, Kit Perales at De Anza). Faculty will subsequently receive a printout of their PGA units for the past four years and must attach it to page 1 of the PAA application.

By July 1, faculty submit the completed PAA application to their supervisor. Faculty should be sure to get the Tear Sheet (page 3 of *Appendix I*) as verification that the application was turned in on time. NOTE: though faculty are not expected to perform College or District Service or perform PGA during a quarter on a Professional Development Leave (PDL), they still must earn the total nine quarter/six semester PGA units during the past four years to qualify for a PAA.

***PAA: How does College or District Service differ from PGAs?***

The PAA application form requires documentation of both PGA units and College or District Service. Though some activities could qualify as either, there are significant differences.

PGAs contribute to faculty job-related growth performance whereas College or District Service connotes faculty contribution of expertise to their campus, the District, or the academic community at large. PGAs can include coursework, participation in workshops, and projects related to a discipline. College or District Service can include committee work, leadership roles, presentations, or demonstrated commitment—extra time and effort—to the department, college, or the District.

Faculty can choose whether to list some activities as PGA or PAA. As examples, service on a tenure committee or presentation at a workshop can be converted to PGA units or listed as College or District Service. See *Article 38.4* and *38.5* for more details.