

APPENDIX O3
PGA RECORDING FORM for Column Advancement:
PROFESSIONAL ACTIVITIES and PROJECTS
(Appendices A, B, B.1, C, C.1, E, G)
Foothill-De Anza Community College District

Use this form to file PROFESSIONAL ACTIVITIES and PROJECTS

Faculty Member's Name: _____ **CWID#:** _____

Academic Year: 20____-20____. Use a separate form for each academic year.

Please note:

- Each activity/project *requires* Division Dean approval. Faculty are advised to obtain approval prior to beginning the activity or project.
- Briefly summarize each professional activity. Hours of activity can be included on this form, but unit equivalents are determined by the PGA Committee at Foothill or the Dean of Academic Services at De Anza in accordance with past practice on the campus.

- ***Regular and contract faculty must file this form with the Campus Personnel Office by September 15*** for Column Change (see Appendix A or B). To apply for a column change, file the official request form (available at the Campus Personnel Office) by June 30. Submit the completed Appendix O form(s) with appropriate documentation by September 15.
- ***Part-time faculty filing for Column Change (see Appendices B.1, C, C.1 E, G) must*** 1) file this form with the appropriate administrator at least **one month prior** to the beginning of an academic quarter; and, 2) submit documentation to the Campus Personnel Office **prior to the start of the quarter**.

Annual filing is recommended.

<u>Title of Professional Activity/Project</u> (attach documentation/descriptions in the order of your list)	<u>Activity Dates</u>	<u>Hours</u>	<u>Documentation</u> <u>Attached</u>

Faculty Member's Signature _____ Date _____

Dean's Signature _____ Date _____

FOR OFFICIAL USE ONLY

Number of units recorded _____ Recorded by _____ Date _____

A copy of this form is available online at http://hr.fhda.edu/_forms.html
Revised 2026

Additional Information:

1. *What kinds of activities and projects are applicable to this category (Appendix A, Section 1.3; Appendix B Section 1.3) of professional growth activities? And, how are units assigned in this category?*

Unit equivalents are determined by the PGA Committee at Foothill or De Anza in accordance with past practice on each campus. Hours expended do not determine the number of units granted. The following is meant as a general indicator of units granted in the past; the list is neither binding nor exhaustive, nor should it be considered as a guarantee of units that will be awarded. Publication of a major article in a professional journal: 1-3 quarter units, depending on the scope of the article. Publication of a textbook: a maximum of 6 quarter units depending on the scope of the work. A major artistic production or performance: 1 unit depending on the scope of the work. Many other activities can be considered, including but not limited to authoring workbooks, revision of textbooks, judging statewide or national competition in a discipline area, etc. Each activity will be weighed in relationship to past practice on the campus in granting units for the kind of activity submitted.