

# Professional Growth Unit (PGU) Application Flowchart

Center for Teaching and Learning – Division of Academic Affairs

## PRIOR to the Start of the Activity

**Apply for PGUs**  
 (we ask for **30 days** prior to the activity)

**PGU is Reviewed**  
 You should be notified that your request was approved, denied or if additional information is needed.

**PGUs are approved faster if the following documents accompany the request:**

- Statement describing the nature & scope of the activity
- Statement describing the major objectives to be achieved or benefits to be gained.
- An event brochure or equivalent document.

## AFTER the Activity Ends

**Complete the PGU Final Report**

The final PGU Report must be submitted no later than **six months** after completing the PGU activity.

**PGU Awarded**

Once the final report is approved it will be sent to HR to be filed in your personnel file. You will receive a copy of the document, make sure that you keep your copy.

**Note:** There are statements and information supporting the application that must be attached. If these are missing, the application will be returned and you will still be responsible for submitting all paperwork in prior to the start date of the activity.

### PGU Guidelines:

- The FDC meets the first and third Tuesday of each month to review PGU and other applications.
- When the PGU activity has been completed, the PGU Final Report Form must be completed and submitted to the Faculty Development Committee, along with the **original** PGU application, **no later than six (6) months from the completion of the PGU activity**. This is a contractual obligation, and PGU credit cannot be awarded without this report.

### PGU Reminders:

- Must be stamped in prior to the activity – allot for time to travel in Interdepartment Mail
- Time spent registering for a conference, in breaks, traveling or eating cannot accrue PGUs. *Please note:* if there is a keynote presentation made during breakfast, lunch, dinner, etc., then the time spent listening to the keynote is eligible for PGUs.
- Speaking with Publishers, attending trade shows, etc. cannot accrue PGUs.
- Considering that the benefits of attending professional development opportunities are unique to each individual, each faculty is expected and should be responsible for writing their own statements, PGU requests, and final reports.

### Helpful Hints

- Taking notes during the activity can help you write the Final PGU Report.
- Write down all the sessions/activities that you attended while at a conference rather than after you return home.
- No matter where you are on step or lane, PGUs can document your professional development and growth.