



# Professional Growth Unit (PGU) Application

Center for Teaching and Learning – Division of Academic Affairs

<b>Name:</b>		<b>Date Received:</b>	
<b>Department:</b>		<b>Subdivision:</b>	

## Step 1: Please specify the type of planned PGU activity:

- Approved MVCC sponsored voluntary on-campus workshop  
 Summer work experience to upgrade skills  
 Non-credit course or seminar  
 Special project, beyond the scope of regular duties

## Step 2: Please provide information about the activity:

<b>Activity Title:</b>			
<b>Activity Sponsor:</b>			
<b>Location of Activity:</b>		<b>Date(s) of Activity:</b>	

## Step 3: Please attach the following documents to this application:

- A statement describing the nature and scope of the planned activity.  
 A statement describing the major objectives to be achieved or benefits to be gained and how the activity relates to one or more of the college's strategic priorities.  
 An event brochure or equivalent document, if applicable.

## Step 4: Estimate the total number of contact hours that will be devoted to the PGU activity: \_\_\_\_\_

The number of PGUs awarded will be based on the actual contact hours confirmed in the PGU final report after the activity has been completed. To estimate the number of PGUs, multiply the estimated number of contact hours by 0.0625 or divide the number of hours by 16.

Estimated number of PGUs: \_\_\_\_\_

## Step 5: Faculty Member's Signature

\_\_\_\_\_  
Faculty Member's Signature - CAN BE TYPED

\_\_\_\_\_  
Date Prepared

## Approved PGU Request:

\_\_\_\_\_  
Director, Faculty Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Center for Teaching and Learning

\_\_\_\_\_  
Date

## Completed PGU Request

\_\_\_\_\_  
Date Activity Completed

\_\_\_\_\_  
PGU Credit Awarded

\_\_\_\_\_  
Director, Faculty Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Center for Teaching and Learning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

**Please submit this form to the Center for Teaching and Learning, L244.**



## Professional Growth Unit (PGU) Guidelines

*Center for Teaching and Learning – Division of Academic Affairs*

**The Faculty Development Committee (FDC)** awards Professional Growth Units (PGUs) for professional development activities. PGU credits may be used to document professional growth or achievement, and to meet faculty promotion criteria. PGUs are awarded in accordance with Article 12, Section 12.5, of the Moraine Valley Faculty Association Agreement. One PGU is equivalent to one credit hour (over a 16 week semester). Therefore, 16 contact hours of professional development are required for each PGU.

### **Examples of PGU activities include:**

- Approved MVCC sponsored voluntary on-campus development activities.
- Summer work experience to upgrade skills in a field directly related to instructional assignment.
- Non-credit courses or seminars directly applicable to instructional assignment.
- Special projects that are beyond the scope of regular duties.

### **PGU Approval Procedure:**

Complete the PGU Application Form and submit it to the Center for Teaching and Learning (CTL) in room L244. Note that appropriate documentation must be attached in support of your request.

1. If possible, PGU applications should be submitted at least **30 days prior** to the PGU activity.
2. In all cases, **PGU applications must be approved prior to the PGU activity** for credits to be awarded. This is required by the Faculty Association Agreement.
3. After review by the Faculty Development Committee, the application will be returned with a memo indicating approval, denial, or requesting additional information.
4. The completed PGU Final Report Form must be submitted to the CTL, along with the original PGU application, no later than six (6) months after completing the PGU activity. This is a requirement of the Faculty Association Agreement and PGU credits **will not be awarded** if this report is **not received within six months**.
5. The faculty member will receive a cover memo and a copy of the PGU application indicating the number of PGUs awarded. The original PGU application will be sent to Human Resources to be placed in the faculty member's file.