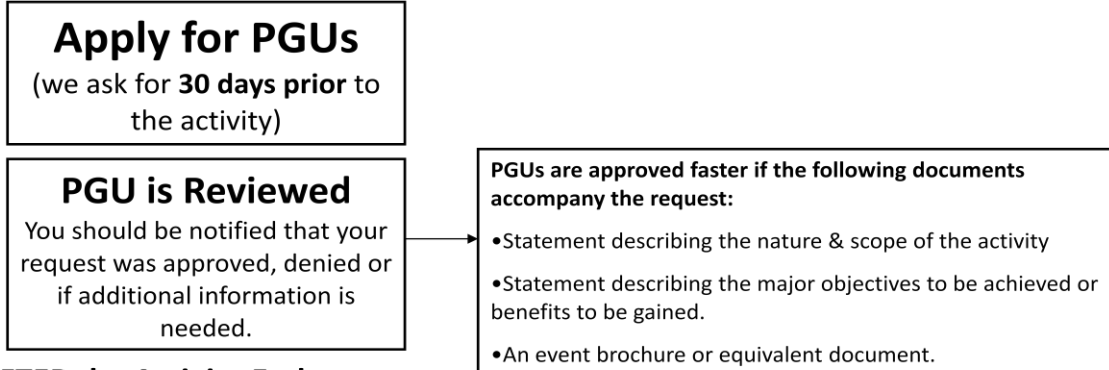


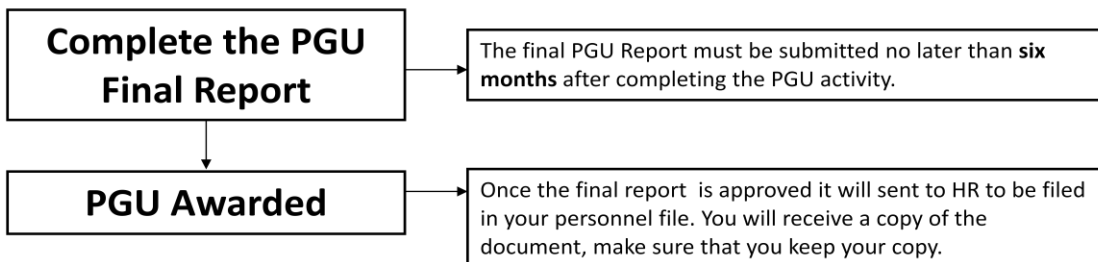
# Professional Growth Unit (PGU) Application Flowchart

Center for Teaching and Learning – Division of Academic Affairs

## PRIOR to the Start of the Activity



## AFTER the Activity Ends



**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.

## Current Professional Growth Unit (PGU) eSubmission Process

### To Apply for PGUs

- Please email your completed PGU Application form along with all supporting statements and documents to both Samantha Dockery and Kristine Christensen.
- Your PGU request will be reviewed, and you will receive an approval email with a memo noting the approval of your activity and instructions on how to submit your PGU Report form once the activity has been completed.

### Completing PGUs

- Within six months from your activity date, you will need to reply to the approval email you received from Samantha Thirstrup and attach your:
  - original PGU application files, and
  - completed PGU Report form.
- The email should be sent to both Samantha Dockery and Kristine Christensen.

### Please Note

- PGUs submitted after six months from the activity date will not be accepted.
- Please allow time for processing PGUs, especially with getting completed PGUs on file in Human Resources.

**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.