



Board Policy 317 Professional Growth Requirements

The Board believes that continued professional study is a prerequisite for continued teaching growth and, therefore, requires that minimum growth levels be established for all teaching personnel.

The Chancellor shall determine minimum professional growth requirements and penalties for failure to achieve those requirements and recommend said guidelines to the Board for review and adoption.

All teachers(*) shall be required to complete through graduate study, travel, or special study a specified number of units relevant to assigned school duties as follows: (*) Exceptions: Those who have earned Doctorates, and those employees who are 59 years of age or older.

- a. Graduate Study – For purposes of this policy, one semester unit shall be equivalent to one unit of college graduate credit as equated to the University of California unit value system. Equivalent credit from other institutes shall be determined by the Chancellor.
- b. Travel – To receive credit for travel, the following conditions shall be met:
 1. The application shall be approved by the Chancellor and the Evaluation Committee before the trip is taken.
 2. The objective of the trip shall be the professional growth of the instructor.
 3. A report of the trip shall be submitted to the Chancellor detailing the place visited, reading done, studies conducted and experience gained towards job growth.

Credit for approved travel shall be granted on the basis of one (1) unit per three (3) weeks of travel with a minimum of six (6) weeks of travel to receive any credit.

- c. Special Study – To receive credit for special study, the following conditions shall be met:
 1. An outline of the special study program shall be approved by the Chancellor and the Evaluation Committee before the program is undertaken.
 2. The program of study shall be such as will result in improving the teacher's knowledge, technique of information in the field in which he/she is teaching.
 3. The program shall be completed within a preset period of time.
 4. A report shall be submitted to the Chancellor upon completion of the studies, specifying the work done, the time engaged in special study, and knowledge gained toward job growth.

Credit for approved special study shall be granted by determination of the Chancellor in consultation with the Evaluation Committee.

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All verification for professional growth must be on file with the Evaluation Committee prior to the first day of May, in order to obtain reclassification for the next school year. Such verification shall be in the form of an official college or university transcript or an IBM grade sheet or a grade sheet with the institution's seal. Instructors who could be reclassified as a result of summer professional growth, must notify the Chancellor's office in writing of intention to apply for reclassification.

All verification of summer professional growth work must be submitted prior to the last week in August immediately following the completion of such work. Contracts will then be adjusted if this additional professional growth would reclassify the individual on the salary schedule. In no case will contracts be adjusted if an application for reclassification has not been filed prior to the preceding May 1.

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