

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

PROFESSIONAL GROWTH UNITS (PGUs)

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POLICY 6230

ADOPTED: 06/25/91

AMENDED: 11/20/01

AMENDED: 08/23/05

The Triton College professional growth unit (PGU) was established to promote faculty participation in a wide variety of professional development activities by providing monetary incentives, namely reimbursement of necessary fees and/or salary schedule advancement, for such participation.

PGU credit may be awarded for the following activities:

1. Summer work experience that is directly related to the faculty member's instructional assignments. One (1) PGU will be awarded for each 100 hours of work with a three (3) PGU maximum per summer. Unless unusual circumstances warrant, PGU credit will be approved for alternate summers only.
2. Seminar and/or workshop participation which relates to the faculty member's instructional assignments and which requires significant effort, such as the development of materials or the presentation of a paper. Such PGU credit is available only during faculty non-academic-work year periods.
3. Special in-service programs developed by Triton and offered to staff on a voluntary basis. The amount of PGU credit will be determined by the dean based upon the specifics of the program, such as its length, the amount of outside effort required for its development, the day(s) it is scheduled, etc.
4. Credit courses at the graduate or undergraduate level from accredited or non-accredited institutions if the course has direct application to the faculty member's instructional assignments. The PGU credit award will equal the actual number of semester hours earned.
5. Non-credit course which are directly applicable to the faculty member's instructional assignments. One (1) to three (3) PGUs may be awarded upon the dean's determination of the length of the course and the amount of outside effort required. Fifteen (15) hours of class time will equal one (1) PGU.
6. Special projects, other than college-supported R & D projects, which go beyond the scope of regular faculty duties, such as special research projects or the development of unusually time-consuming instructional aids. PGU credit will be tentatively assessed by the dean when the proposal is made and reviewed when the project is half-completed. One (1) to three (3) PGUs will be awarded based upon the complexity of the activity and its time requirements.

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7. Requests for PGU credit other than the above must be accompanied by a written rationale and approved by the department chairperson/coordinator before being submitted to the dean.

Reimbursement for necessary fees related to earning PGU credit may be made at the faculty member's request utilizing unexpended reimbursable tuition money. PGU value will be deducted from the maximum eligible reimbursable amount of 12 semester hours per year with a maximum of 30 semester hours since 1971. For this purpose, one (1) PGU will equal one (1) semester hour.

A maximum of ten (10) PGUs may be used for each column movement.