



Request for Approval of Completed Features of Professional Improvement Plan

(Complete in duplicate and submit to Human Resource Services)

COMPLETED

Name: (Last, First)	Date:
School:	Position/Title:
Grade and/or Subjects Taught:	

Description of Work Completed: Identify by indicating on the blanks to the left the number of semester units earned or expected, and the date such work was completed.

Semester Units	Date Completed	Features	Instructions
		1. Textbook evaluation or curriculum development (allowance--one unit of credit per 32 hours of time expended).	Attach report of committee or detailed report of your activities, a statement of the time spent and educational value to you, and a verification by the committee chairman of the time and effort expended.
		2. Junior college or adult education courses (allowance--one unit of credit per 15 hours in a lecture course, or 45 hours in a laboratory course).	Attach transcripts or officially validated grade cards.
		3. Educational research (allowance--one unit per 32 hours of effort expended).	Attach completed copy of your written report.
		4. Professional organization work (allowance--one unit per 32 hours of time and effort expended; approval cannot be granted more than one year in advance of work planned).	Attach log verifying dates and times. Attach outline of work accomplished, including office held, length of term, time involved, activities, and your appraisal of the value to the organization.
		5. Visitations or observations (allowance--one unit per 40 hours spent; hours may be accumulated).	Attach log verifying dates, times, and locations. Attach written resume of contracts or observations and a description of their educational worth to you. This form should not be submitted with less than 40 hours of time spent.
		6. Conference attendance (allowance--one unit per 40 hours of attendance; hours may be accumulated).	Attach written report describing sessions and sections attended. Attach verification of attendance. Only after school and weekend hours may be accumulated. This form should not be submitted with less than 40 hours of attendance.
		7. Workshop attendance (allowance--one unit per 32 hours of time and effort expended; hours may be accumulated).	Attach report of workshop and describe your part in the work; or attach detailed report of your activities and description of their educational worth to you. Attach the workshop certificate verifying date, times, number of hours and presenter. This form should not be submitted with less than 32 hours of attendance.
		8. Development of teaching materials (allowance--one unit per 40 hours of time expended; <u>note that materials must also be usable by others</u>).	Attach materials developed or detailed description of such materials, including time spent and your evaluation of their worth to you and others.
		9. Travel (allowance--one unit per week of travel; limit--three units per three-year period).	Attach report within one month after completion, including daily itinerary explaining what was done and seen each day and an appraisal of the trip.
		10. Private study (allowance--one unit per 32 hours of time expended).	Attach report from instructor, including materials studied, time spent, and his/her evaluation of your progress.

Action by Administrator, Human Resource Services or Designee

Number of professional improvement units authorized: _____

Units will be approved if modified as indicated below.

Units not authorized because:

Authorized Signature

Date

(Original to be returned to applicant for his/her personal file; duplicate to be filed in Human Resource Services. The units authorized will be forwarded to the appropriate Personnel Technician in Human Resource Services.)

Distribution: Copy returned to applicant for personal file; copy to be filed in Human Resource Services.