



Request for Approval of Completed Features of Professional Improvement Plan-New Column Program

(Complete in duplicate and submit to Human Resource Services)

COMPLETED

Name: (Last, First)	
Social Security Number:	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. 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.
		5. 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.
		6. 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.

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.