



LOWER COLUMBIA COLLEGE
Professional Development Units (PDU) Application

Complete this form when your activity is finished, and turn in your application to your dean or supervisor for signature. Include all documentation as defined in the Faculty Association Agreement. \*\*Incomplete packets will be returned without approval.

- 1. Applicant: \_\_\_\_\_ 2. Date Submitted: \_\_\_\_\_
3. Description of Activity: \_\_\_\_\_
4. Total Hours of Activity or Credits: \_\_\_\_\_ 5. Date (s) of Activity: \_\_\_\_\_
6. Check this box if you are Vocational Faculty [ ]
NOTE: THERE ARE NO LIMITS ON VOCATIONAL CERTIFICATION HOURS; THE MAXIMUMS LISTED ARE FOR SALARY CALCULATIONS ONLY.

PLEASE CHECK APPROPRIATE BOX BELOW

With the exceptions of personal enrichment, PDU activities must be related to the academic employee's teaching effectiveness/professional development plan.

I. THIS SECTION REQUIRES PRIOR APPROVAL

Prior Approval from Dean or Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

- A. [ ] CRAFT PERFORMANCE - Includes paid or unpaid work experience or creative activities clearly related to your teaching effectiveness plan. Comprehensive report needed along with contract defined documentation. 1 hour = .05 PDU. Maximum of 10 per year
B. [ ] RESEARCH AND DEVELOPMENT - Includes independent research, participating in debates or forums, reviewing articles, textbooks or educational materials, developing new teaching modalities, publishing papers or books, developing or revising curriculum, completing college classes below graduate level. Comprehensive report needed along with contract defined documentation. 1 hour = .025 PDU

II. THIS SECTION DOES NOT REQUIRE PRIOR APPROVAL

- A. [ ] COMMUNITY OR COLLEGE SERVICE - Includes volunteer work, service on task force, advisory or other board, coordinating events or special projects, sponsoring a college club, writing grants, etc. Provide a log of hours. 1hour = .05 PDU. Maximum of 3 per year
B. [ ] CONFERENCE, WORKSHOPS, SEMINARS, and CONTINUING EDUCATION UNITS Participation in conferences, workshops and seminars appropriate to the individual's teaching effectiveness plan may be counted as professional development. Workshops for which Continuing Education Units (CEUs) are given are included in this type of activity. PDUs are awarded on the basis of the actual hours of the conference, workshop or seminar activity, excluding time for travel and meals. Provide documentation verifying activity and clearly log hours participated in activity. 1 hour = .10 PDU. Maximum of 20 per year
C. [ ] ACADEMIC CREDIT - Includes undergraduate credit that should be related to the teaching effectiveness plan Official transcript or grade report needed. 1 quarter credit = 1 PDU. 1 semester credit = 1.5 PDU
D. [ ] GRADUATE-LEVEL ACADEMIC CREDIT - Courses 500 level or higher that must be related to your teaching effectiveness plan. All unrelated academic credits are considered Personal Enrichment or possibly Research and Development. Official transcript or grade report needed. 1 quarter credit = 1 PDU. 1 semester credit = 1.5 PDU
E. [ ] PERSONAL ENRICHMENT - Qualifying PDU activity not related to your teaching effectiveness plan may be recognized as a Personal Enrichment activity. 1 hour = .025 PDU. Maximum of 1 PDU per year

FOR OFFICE USE ONLY:

Dean or Supervising Administrator: \_\_\_\_\_ Date: \_\_\_\_\_ Total PDU's earned: [ ]
Vice President of Instruction: \_\_\_\_\_ Date: \_\_\_\_\_
Evaluator's Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Vocational Evaluators Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Vocational hours earned: [ ]