

Professional Growth Unit (PGU)

Guidelines

Center for Teaching and Learning – Division of Academic Affairs



The Faculty Development Committee (FDC) awards Professional Growth Units (PGU's) for professional development activities. PGU credits may be used to document professional growth or achievement, and to meet faculty promotion criteria. PGU's are awarded in accordance with Article 12, Section 12.5, of the Moraine Valley Faculty Association Agreement. One PGU is equivalent to one credit hour (over a 16 week semester). Therefore 16 contact hours of professional development activity are required for one PGU.

- **Examples of PGU activities include:**

- Approved MVCC sponsored voluntary on-campus development activities.
- Summer work experience to upgrade skills in a field directly related to instructional assignment.
- Non-credit courses or seminars directly applicable to instructional assignment.
- Special projects that are beyond the scope of regular duties.

- **PGU Approval Procedure:**

Complete the PGU Application Form and submit it to the Center for Teaching and Learning (CTL) in room L244. Note that appropriate documentation must be attached in support of your request.

1. If possible, PGU applications should be submitted at least 30 days prior to the PGU activity.
2. In all cases, PGU applications must be approved prior to the PGU activity for credits to be awarded. This is required by the Faculty Association Agreement.
3. After review by the Faculty Development Committee, the application will be returned with a memo indicating approval, denial, or requesting additional information.
4. The completed PGU Final Report Form must be submitted to the CTL, along with the original PGU application, no later than six (6) months after completing the PGU activity. This is again a requirement of the Faculty Association Agreement and PGU credits will not be awarded if this report is not received within **six months**.
5. The faculty member will receive a cover memo and a copy of the PGU application indicating the number of PGU's awarded. The original PGU application will be sent to Human Resources to be placed in the faculty member's file.

