



LOWER COLUMBIA COLLEGE
Professional Development Units (PDU) Application

PDU's are awarded for major activities undertaken by faculty to stay current in their fields and/or grow professionally. Activities must be related to the academic employee's teaching effectiveness/professional development plan.

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

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. Contracted (paid) work for other state agencies (e.g., SBCTC, PESB, OSPI) is not eligible for step PDUs, regardless of when the work occurs. However, it may be utilized for prof-tech PDUs to meet certification requirements. Please check with your dean about whether your craft performance work is PDU-eligible, as prior approval is required. **1 hour = .05 PDU. Max 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 Max of 10 per year

II. THIS SECTION DOES NOT REQUIRE PRIOR APPROVAL

- A. ☐ **COMMUNITY SERVICE & COLLEGE SERVICE (VOC PDU ONLY)** – Participation in service to the community, such as volunteer community work or professional leadership in the community as a member of a board or task force. Activities must be clearly related to the individuals teaching effectiveness plan. College service can be submitted for VOC PDU's only.
Provide a log of hours / 1 hour = .05 PDU. Max of 3 per year
- B. ☐ **CONFERENCE, WORKSHOPS, SEMINARS, COMPLIANCE TRAINING and CONTINUING EDUCATION UNITS** – Participation in conferences, workshop, compliance trainings 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.
Documentation verifying number of hours of the activity must be provided (ex: agenda) / 1 hour = .10 PDU. Max 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. Max of 10.
- 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. *needed.*
Official transcript or grade report needed / 1 quarter credit = 1 PDU. 1 semester credit = 1.5 PDU Max of 15.

FOR OFFICE USE ONLY:

Dean or Supervising Administrator: _____ Date: _____

Vice President of Instruction: _____ Date: _____

Evaluator's Initials: _____ Date: _____

Total PDU's Earned

Total Voc Hours Earned