

Glendale Community College District Faculty Unit Credit Request

TIME / DATE STAMP

Name: _____

Division: _____

Email: _____

Signature: _____

Phone/Campus Ext.: _____

Date: _____

Total number of professional development hours and/or units that are being requested: _____ hours _____ units

Please submit this form, along with all verifications and supporting documents to the Office of Faculty Development, located in the FIC (SV105) or to the Faculty Development/Flex mailbox no later than **September 10**. Please be sure the information is complete. The office of Faculty Development can only accommodate requests up to 3 years prior to the date of submission. Beyond the three years, all hours which have not already been reported will be forfeited. Once the Faculty Development office has verified that these hours have not been used for Flex, all information will be forwarded to the appropriate VP of Instruction for review and approval. Approval of units for advancement on the salary schedule will be granted only for those hours that apply to activities that directly relate to classroom practice, including distance education, or to an instructor's field of study. Those approved hours will then be forwarded to the office of Human Resources. Per Guild contract (Article VIII Section 10.I) employees who wish to qualify for a change in salary classification for the current fiscal year must file report forms of completed units with the office of Human Resources by **October 15**.

Each full-time or adjunct faculty member, who has at least a Master's Degree, may earn credits for advancement on the salary schedule after first fulfilling their annual Flex hours. Pending approval, every 8 excess hours of professional development can equal up to 1/4 of a semester unit. Thus, 32 hours could be the equivalent of 1 unit. To learn more about other ways in which one may advance on the salary schedule, please see Article VIII -> Section 10.D of the [Glendale College Guild Faculty Contract](#).

Please remember that you may not use any hours that were already submitted to satisfy a Flex obligation.

On the next page, please detail the activities that you wish to have reviewed, and please explain the college duties or instruction areas toward which this work applies. **Please remember that approval of units for advancement on the salary schedule will be granted only for those hours that apply to activities that directly relate to classroom practice, including distance education, or to an instructor's field of study.** Please use as many sheets as necessary, and be sure to attach any supporting documentation.

OFFICE USE ONLY

Confirmed Non-Conflicting Hours/Units _____

Faculty Development Coordinator Signature _____ Date _____

Notes:

Approved Hours for Faculty Unit Credit _____ Denied Hours for Faculty Unit Credit _____

Appropriate VP of Instruction Signature _____ Date: _____

Notes:

Title of Course, Workshop, Activity, Conference, etc:
Date/s (From-To):
Hours/Units Requested:
Reasons for which this course or activity was completed:
Please explain the college duties or instruction areas toward which this work applies:

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