

SALARY ADVANCEMENT FOR NON-ACADEMIC TRAVEL EXPERIENCE

Credit for experience is available for travel that is directly related to one's teaching area or assignment. As the applicant, take care with your proposal and present your application in the best possible form to help your colleagues on the committee to see the growth you propose or have experienced. The activity should show professional growth objectives that will improve your teaching or educational leadership skills.

What are the guidelines used for travel experience?

- Advancement for professional growth travel presumes extended trips designed primarily for specific educational objectives.
- A travel day is defined as 6 hours of professional activity.
- 10 days of professional activity experience within a 14-day period would qualify for one credit. The maximum credit, which may accrue in this category, is twelve (12) credit hours for a total of 120 days. If travel experience is less than 10 days see Other Professional Activity.
- Activities that do not support objectives, such as travel where the primary purpose is personal vacation, may not be counted.
- The itinerary and plan must be different than travel previously used for salary advancement.
- Within 90 days of completing the professional experience, an FPG application and evidence of the travel experience (ex. receipts, itinerary, etc.) must be submitted.

How do I apply?

Application Process: Salary Advancement for Non-Academic work

- Within 90 days complete the application for non-academic advancement form under myFPG.
- Specify your objectives in the rational portion of the application.
- This type of application requires evidence of the travel completed. Evidence may take the form of travel tickets, receipts for lodging, etc. Only one copy of the evidence is required to be submitted. Attach the evidence to your original application.
- Provide a detailed itinerary showing the accomplishment of your objectives for the travel.
- You are encouraged to review your application with your representative in order to assure completeness. Have the completed application signed by your college FPG advancement representative.
- After your representative has reviewed and signed, the original application and required documents, prepare 12 sets of the information for full committee review. Keep a copy for yourself and send 11 sets to the District Faculty Professional Growth secretary. This can be sent directly by yourself or by your representative.