

## **Type II or Type III Credit**

### **Type II Professional Growth**

Type II professional growth is measured in Professional Growth units which may be earned in the following ways:

1. University credit (one university credit is equal to one Professional Growth Unit). It is the responsibility of the employee to have the university transcript sent to the Human Resources Office. To receive credit, the employee must:
  - a. Plan a program of study approved by the principal or supervisor and assistant superintendent for human resources using appropriate District forms.
  - b. Fill-out the appropriate forms each semester or summer prior to enrollment in courses.
  - c. Send official transcripts of completed courses to the assistant superintendent for human resources. This step is necessary for assurance of salary credit.
  - d. Record the course(s) on the appropriate form and attach to the evaluation report prepared by the principal or supervisor.
  
2. Non-university credit can be earned through participation in the School District of University City's in-service program, and staff development programs sponsored by approved institutions such as The Learning Center, city Art Museum, and others. Unless specifically stated, the employee seeking credit would pay the fee or tuition costs, if any. National Board Certified teachers may be granted up to six graduate hours toward a channel change for work towards their National Board Certification candidacy and accomplishment, as verified by the American Council on Education. Employees must meet the following requirements to receive non-university professional growth units:
  - a. District-sponsored Type II workshops: Receive advance approval, fulfill the requirements and submit the appropriate forms.
  - b. Workshops sponsored by other institutions or individually arranged: Receive advance approval and follow-up verification and submit the appropriate forms.
  - c. All professional growth activities are to be listed on the appropriate form and attached to the annual evaluation report.

Type II Professional Growth Units must be approved for credit in advance, not only by one's immediate supervisor, but also by the Assistant Superintendent of Curriculum and Instruction.

## **Type III Professional Growth**

Type III professional growth is measured in Professional Growth units which may be earned in the following way:

1. Service on a District-level committee that requires a minimum of sixteen (16) hours of participation and at least thirty-two (32) hours of individual or subcommittee preparation. Each such committee can provide one (1) Type III unit per school year.
2. Service as Mentor for a new employee who is in the first or second year in the profession. The Mentor may opt for Type III credit each year instead of the monetary stipend which is granted to Mentors. (Unless Type III Credit is requested within ten working days after becoming a Mentor, the teacher will receive the stipend.) Service as a Mentor requires a minimum of sixteen (16) hours beyond the school day and at least thirty-two (32) additional hours assisting a new teacher in preparing a two-year Professional Growth Plan and performing other duties.
3. Service as a Buddy for a practicing teacher (more than two years of previous experience) who is in the first year of teaching in the School District of University City that requires a minimum of sixteen hours (16) beyond the school day and at least thirty-two (32) additional hours assisting the teacher in becoming oriented to the District.
4. Sponsorship of a school club or activity not eligible for an Extra Service Contract. The club or activity must have prior approval of the principal and the Assistant Superintendent for Curriculum and Instruction, meet after school, on weekends and/or vacation periods; involve students drawn from across levels and/or classes beyond the teacher's usual teaching group; and call for specialized skills or leadership qualities on the part of the sponsor as evidenced by experience, interest or talents, as recognized by the principal. Each Type III Unit requires a minimum of thirty-two (32) hours of student contact beyond the normal school day. Sponsorship hours are cumulative during the current school year only and do not carry over from one school year to the next. Time and effort logs are to be maintained by the teacher/sponsor, verified by the principal and forwarded to the Department of Curriculum and Instruction.



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DEPARTMENT OF CURRICULUM & INSTRUCTION

## Type II Professional Growth Pre-Approval Form

To: **The Office of Curriculum & Instruction**

Date: \_\_\_\_\_

From: \_\_\_\_\_

School: \_\_\_\_\_

Pre-approval signature \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Subject: **Type II In-service/Workshop Credit**

Title of Inservice/Workshop: \_\_\_\_\_

Date(s): \_\_\_\_\_

Pre-approval signature \_\_\_\_\_ Date: \_\_\_\_\_  
Asst. Superintendent of Curriculum & Instruction

The Office of Curriculum & Instruction has pre-approved your request for Type II credit by completing 16 hours of inservice/workshop plus 32 hours of implementation with students for each earned credit.



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## Type III Professional Growth Pre-Approval Form

To: **The Office of Curriculum & Instruction**

Date: \_\_\_\_\_

From: \_\_\_\_\_

School: \_\_\_\_\_

Pre-approval signature \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Subject: **Type III Committee Work**

Title of Committee: \_\_\_\_\_

Date(s): \_\_\_\_\_

Pre-approval signature \_\_\_\_\_ Date: \_\_\_\_\_  
Asst. Superintendent of Curriculum & Instruction

Pre-approval signature \_\_\_\_\_ Date: \_\_\_\_\_  
Asst. Superintendent of Curriculum & Instruction

The Office of Curriculum & Instruction has pre-approved your request for Type III credit by completing 16 hours of committee work plus 32 hours of assigned work outside of committee meetings for the credit earned.



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## Professional Growth Credit: Type II Completion Form

To: **The Department of Curriculum & Instruction**

Subject: **Type II In-service/Workshop Credit Completion**

Purpose of Form: **To send directly to this office after completion of Type II workshops. Once this office has verified the credit, this form will be forwarded to the Office of Human Resources.**

I have completed 16 hours of in-service/workshop instruction plus 32 hours of implementation with students for each earned credit. The workshop was approved in advance by my principal along with the Office of Curriculum & Instruction using the Pre-Approval Form.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Title of Workshop: \_\_\_\_\_

No. of Credits: \_\_\_\_\_ Date taken: \_\_\_\_\_  
(i.e.: Summer, Fall or Spring Semester / Year)

16 Hours of In-class  
Instruction Completed \_\_\_\_\_  
Workshop Presenter Signature \_\_\_\_\_ Date \_\_\_\_\_

32 hours of Utilization  
with Students Completed \_\_\_\_\_  
Principal or Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Forward to Department of Curriculum & Instruction when completed.**

For office use only:

Participation & Utilization

Verified and Forwarded  
to Office of Human Resources \_\_\_\_\_  
Asst. Superintendent of Curriculum & Instruction Signature \_\_\_\_\_ Date \_\_\_\_\_



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## Professional Growth Credit: Type III Completion Form

To: **The Department of Curriculum & Instruction**

Subject: **Type III Committee Work Credit Completion**

Purpose of Form: **To send directly to this office after completion of Type III committee work. Once this office has verified the credit, this form will be forwarded to the Office of Human Resources.**

I have completed 16 hours of committee work plus 32 hours of assigned work outside of committee meetings for each earned credit. The committee work was approved in advance by my principal along with the Office of Curriculum & Instruction using the Pre-Approval Form.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Title of Committee Work: \_\_\_\_\_

No. of Credits: \_\_\_\_\_ Date taken: \_\_\_\_\_  
(i.e.: Summer, Fall or Spring Semester / Year)

16 Hours of Committee

Work Completed \_\_\_\_\_  
Coordinator of Committee Date

32 hours of Assigned work

Outside of meetings Completed \_\_\_\_\_  
Principal or Supervisor Signature Date

**Forward to Department of Curriculum & Instruction when completed.**

For office use only:

Participation & Utilization

Verified and Forwarded  
to Office of Human Resources \_\_\_\_\_  
Asst. Superintendent of Curriculum & Instruction Signature Date