



Newport-Mesa
Unified School District

Office of Human Resources

RE: Professional Growth Information

Professional Growth is used for Salary Advancement in Newport-Mesa Unified School District. A separate Professional Growth Application needs to be submitted for approval prior to each class. A published course description that includes semester or quarter units must be attached. A class syllabus from the instructor does not satisfy the requirement. The university course catalog is the best source for the required information. Copies of the appropriate pages are acceptable.

In the event the applicant has not obtained prior approval, the Professional Growth Committee will require a written and/or verbal explanation which may be followed by the need to **appeal** as outlined in the N-MFT Contract. The Professional Growth Committee normally meets once a month.

Professional Growth Applications must also be submitted for N-MUSD workshops but do not need to be pre-approved.

If approved, you will need to submit a grade card or transcript showing verification of college course. N-MUSD workshop verification forms are available online at <http://nmusd.ca.admin.schoolloop.com/hrforms>. **IT IS YOUR RESPONSIBILITY TO HAVE THIS FORM COMPLETED. DO NOT RELY ON THE PRESENTER TO DO THIS FOR YOU.** Submit verification documents with the copy you received back from the Professional Growth Committee indicating approval of the class.

All courses are recorded as semester units. A course in quarter units will be converted at .667%. (Example: 9 quarter units = 6 semester units).

Please contact the Professional Growth Office in Human Resources at (714) 424-8935, with any questions.

FOR YOUR INFORMATION...