

**SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT**

**APPLICATION FOR APPROVAL OF UNITS FOR  
CREDIT ON THE SALARY SCHEDULE (SALARY/CLASS CHANGES)**

**ADVANCEMENT OF ALL FULL-TIME FACULTY ON SALARY SCHEDULE**

Movement across the salary classes is based on continuing educational development of the faculty member. See Article 8.9

**ADVANCEMENT OF ALL ADJUNCT FACULTY ON SALARY SCHEDULE**

Effective Fall 2007 adjunct faculty were placed on the full time salary schedule at a pro rata amount which meant they were able to advance across the salary schedule. Movement across the salary classes is based on continuing educational development of the faculty member. See Article 9.8

NAME: \_\_\_\_\_

DIVISION/DISCIPLINE: \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

- **Proposed goals with statement of relevancy to professional growth.**
- **Description of activities to achieve goals.**
- **Method of documenting the activities (transcripts, logs, certificates, etc.).**
- **Relationship of goals and activities to Districts Educational Program.**

Faculty may advance across the classes using the following methods: (Check the appropriate box that applies to your proposal.)

PLEASE NOTE: 1, 2 and 3 do not need approval by the PRC. Please submit your paperwork directly to Human Resources.

**GRADUATE COURSE (S)**

1.  Unit requirements for advancement in classes must be completed after the baccalaureate degree is granted and from an institution recognized by the U.S. Department of Education or the Council on Postsecondary Accreditation.

**LEARNING COMMUNITIES**

2.  Faculty members who participate in learning communities can receive credit. For every unit of linked-class time (not faculty member's own class) a faculty member shall receive one (1) semester unit credit 8.9.7.2 (1) and 9.8.5.2 (1). Maximum of six (6) unit equivalents per salary/class change.

**SERVICE LEARNING**

3.  Faculty members who include service learning projects in their curriculum can receive credit. For every ten (10) students in a service learning project per semester, the faculty member shall receive one (1) semester unit credit 8.9.7.2 (2) and 9.8.5.2 (2). Maximum of six (6) unit equivalents per salary/class change.

**For 4 and 5:**

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- Submit an electronic copy of application and proposal to Human Resources Office.
  - Submit an electronic copy of completion report to Human Resources Office, pursuant to the requirements stated in Article 8.9.3.2 and 9.8.1.2 and restated in the last paragraph of this form in bold, for credit on the Salary Schedule in that academic year.
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**UNDERGRADUATE COURSE CREDIT (S)**

4.  Undergraduate coursework (lower division and upper division courses) may be counted toward salary schedule advancement if it can be demonstrated that such coursework advances the instructional and non-instructional faculty member's skills and/or ability in the teaching or service area. To assure credit, faculty should seek approval from the PRC. (See 8.9.3.1 and 9.8.1.1 last sentence.)

**NON-ACADEMIC EXPERIENCE (S)**

5.  To receive credit, faculty shall seek approval from the PRC for related academic experience (s). The faculty shall submit a written report of the work completed and its relevant value (8.9.6 and 9.8.4). Attach Proposal. 60 hours shall be required to earn 1 unit. Maximum of six (6) unit equivalents per salary/class change.

PRC Meeting: \_\_\_\_\_

Action (Undergraduate course credit and related academic experience only):

## PROCEDURE FOR SALARY/CLASS CHANGE APPLICATION

- I. Fill out Application and attach your proposal.
- II. Submit proposal to the PRC for approval when undertaking undergraduate units and nonacademic experience in accordance with Article 8.9.3.1 and 9.8.1.1 . Graduate units, service learning and learning community activities are not forwarded by Human Resources to the PRC.

### A. Service Learning: ten (10) students per semester = one (1) unit of credit

Develop, implement, supervise and evaluate student service learning projects. Required verification: a list of students participating in service learning.

A maximum of six (6) unit equivalents may be credited to any single salary/class movement.

### B. Learning Communities:

Each unit of linked classroom time (not your own class) equals one (1) semester unit of credit. To qualify, participate in a linked class for a minimum of one hour per week and confer with your colleague on the planning of classroom activities and instructional strategies. Required verification of completion: name of learning community, semester, other faculty member's name and statement of hours spent per week.

A maximum of six (6) unit equivalents may be credited to any single salary/class movement.

### C. Related Academic Experience:

Credit may be granted for related academic experiences only if they have been completed outside of assigned working hours. When computing credit for activities for a salary/class change, credit will be awarded on the basis of the documented hours spent on the relevant activities. Examples of acceptable activities may include but are not limited to the following list:

Continuing Education Units: Required verification of completion: official certificate of completion showing the hours/units completed.

Continuing Education Hours: Required verification of completion: official certificate of completion from a professional association showing the hours completed.

Instructionally-Related Travel: If the plan for professional recognition increment includes travel, the plan shall show the relationship of the proposed travel experience to the professional growth of the applicant, and describe the educational benefit and relevancy. Credit shall be awarded for the time spent on the relevant activity. Required verification of completion: travel report which includes a log of dates, number of hours, and short description of relevant activities.

Workshops, Conferences: Required evidence of completion: official certificate of attendance or equivalent and hours in attendance.

Work Experience, Research/Writing Project and Publication: Required evidence of completion: report which includes a log of dates and number of hours spent on relevant activities, and documentation, such as an official letter related to the work experience and research. If a writing

project or publication is involved, a copy should be presented to the Committee. A maximum of six (6) unit equivalents may be credited to any single salary/class movement.

### **III. Preparing the Plan**

#### **A. The activities addressed in the plan must be specifically described.**

1. When describing academic coursework to be taken, specify dates, course titles and descriptions, institution(s), and number of quarter/semester units. If exact course is unknown when submitting the plan, the applicant should provide a list of possible courses.
2. When describing travel activities, specify what will be completed, time frame, place, etc. and describe the educational benefit and relevancy.
3. For workshops or conferences, specify the host organization(s), approximate dates, and type of sessions typically included in the program(s).
4. When work experience or a project is involved, clearly describe the nature of the object, expected amount of time required for completion, etc.

**B. Modifications:** If the applicant wishes to make any changes, those changes must be submitted in writing to the PRC for approval. The plan change must be approved before applicant acts on the changed activities.

#### **IV. A member of PRC will inform you in writing of your status.**

#### **V. Verification of Completion of the Plan**

After completing the activities in the approved plan:

- A.** Submit a written report to the PRC through the Human Resources Department describing the completed activities. Provide summaries, verification of attendance and logs for workshops, work experience, projects as required.
- B.** Send official transcript(s) of completed units taken directly to Human Resources.

All required verifying evidence of completion for movement ACROSS the salary schedule must be submitted to Human Resources. Verified information received by the 15<sup>th</sup> of any month within a regular annual payroll cycle for that faculty member shall be entitled movement on the pay schedule in the next monthly pay period, provided that the faculty member would have received a paycheck in that month. Verified information received after the 15<sup>th</sup> of the month or verified information received in a month which there is no regular pay period following, shall be paid in the next regular pay cycle.