 

**FACULTY REQUEST UNDERGRADUATE COURSES FOR SALARY ADVANCEMENT**

**Part I—Faculty**

*Refer to Article 21, Section F of the PFT Collective Bargaining Contract. The faculty member may obtain prior approval for the course. For prior approval, the course description/outline must be submitted to the Vice Chancellor for Academic Affairs, at least six weeks prior to the beginning of the course.*

*For* ***Column Advancement – All Faculty****, upon completion of the requirements and the filing of official transcripts, subject to 20 unit maximum, movement on the salary schedule shall be granted when sufficient units have been completed AND turned in with the appropriate documentation.*

 *All documentation for column advancement (official transcripts) must be submitted to the HR Department. The end of the 4th week of instruction of any term is the final date for filing official transcripts required for column advancement. Official transcripts from an accredited institution bearing the impressed seal of the institution, or the original signature of the registrar, transcript clerk, or recorder are required. Graduate-level courses do NOT require this prior approval.*

Name:

Employee ID#:

College:

Discipline/FSA:

City:

State:

Zip:

Address:

(Mess.) Phone:

(W) Phone:

(H) Phone:

Date:

E-mail:

**Part II—Request for UNDERGRADUATE courses**

*Column advancement may be granted to a faculty member for successfully completing* ***undergraduate*** *courses that enhance the instructor’s ability to perform his/her assignment effectively. Per collective bargaining agreement* ***a maximum of 20 semester units may be taken under this provision****. The content of the course must directly relate to the faculty member’s professional development in a significant way that benefits the college, the District, and the individual faculty member.*

*Attach course description or outline (preferably). A request for prior approval does not require a transcript. Submissions of requests and supporting documents are accepted by Vice Chancellor of Academic Affairs. The Column Advancement Committee will respond within four weeks of the beginning of the fall or spring semester.* ***NOTE: For prior approval, submit requests 6 weeks prior to beginning the course, but it is encouraged to turn this in even sooner.***

**Course 1.**

Institution Dept/Course # Title of Course Units

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**Note:** Explain how this course “. . . directly relate(s) to the faculty member’s professional development in a significant way that benefits the college, the District, and the individual faculty member” *(Article 21, new paragraph I)*.

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*VCAA Initials DAS Pres. Initials SDO Initials*

**Course 2.**

Institution Dept/Course # Title of Course Units

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**Note:** Explain how this course “. . . directly relate(s) to the faculty member’s professional development in a significant way that benefits the college, the District, and the individual faculty member” *(Article 21, new paragraph I)*.

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*VCAA Initials DAS Pres. Initials SDO Initials*

**Course 3.**

Institution Dept/Course # Title of Course Units

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**Note:** Explain how this course “. . . directly relate(s) to the faculty member’s professional development in a significant way that benefits the college, the District, and the individual faculty member” *(Article 21, new paragraph I)*.

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*VCAA Initials DAS Pres. Initials SDO Initials*

**Course 4.**

Institution Dept/Course # Title of Course Units

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**Note:** Explain how this course “. . . directly relate(s) to the faculty member’s professional development in a significant way that benefits the college, the District, and the individual faculty member” *(Article 21, new paragraph I)*.

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**Approved – Denied Approved – Denied Approved - Denied**

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*VCAA Initials DAS Pres. Initials SDO Initials*

Use an additional sheet for more courses.

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*Requestor’s Signature Date*

Number of Courses Approved: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

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*VCAA Signature Date DAS President Signature Date*

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*SDO Signature Date*

### ARTICLE 21 SALARY

Section F. Column Advancement - All Faculty

1) The end of the fourth week of instruction of any term is the final date for filing official transcripts required for column advancement. Official transcripts from an accredited institution bearing the impressed seal of the institution, or the original signature of the registrar, transcript clerk, or recorder are required. After initial placement based on assignment and qualifications, column advancement will be based on the initial assignment even if a future assignment would have produced a lower column placement. For example, if initial placement is in an occupational or vocational assignment and the faculty member's subsequent assignment is primarily academic, the faculty member will not have his/her pay rate reduced and will retain eligibility to be advanced as if s/he had remained in an assignment that was at least .5 in an occupational or vocational area.

2) **Column advancement may be granted to a faculty member for successfully completing undergraduate courses that enhance the instructor’s ability to perform his/her assignment effectively.** The content of the course must directly relate to the faculty member’s professional development in a significant way that benefits the college, the District, and the individual faculty member.

A final determination as to whether a course meets the required criterion will be made by a majority vote of a Column Advancement Committee comprised of:

a. The District Staff Development Officer.

b. The District Academic Senate President or designee.

c. The Vice Chancellor for Academic Affairs or designee.

**A maximum of 20 undergraduate semester units** may be applied to column advancement under this provision. No units above the 20-unit maximum outlined above shall be approved after December 1, 2016.

The PFT and District agree to process column advancement requests dated between August 1, 2014 and December 1, 2016 that have received documented approval. Such approval shall include copies of the approval form provided by the district, and/or emails from District and/or College Administration or the District Professional Development Officer. Other forms of documentation shall be reviewed by the PFT and submitted to the District HR office for approval. For these applications, no credit limits shall be applied. All requests for column advancement as a result of this agreement must be made in writing by May 1 2017; no requests will be considered after May 1, 2017.

3) A course description or outline of the course must be submitted to the Vice Chancellor for Educational Services along with the request for approval. The VCAA will be responsible for convening the Column Advancement Committee to consider the request. The Column Advancement Committee must respond within four weeks of submission of the request for approval and all supporting documents.

4) A written statement must be issued by the Column Advancement Committee to the faculty member in response to each request for approval. The written notice shall indicate the number of units granted toward column advancement or reason(s) for denial.

5) The faculty member may obtain prior approval for the course. For prior approval, the course description/outline must be submitted to the Vice Chancellor for Educational Services at least six weeks prior to the beginning of the course.

6) Upon completion of the above requirements and the filing of official transcripts, movement on the salary schedule shall be granted when sufficient units have been completed.

7) The provision for column advancement may be grieved only for a procedural violation.
**G. Salary Notification**

At least annually, all faculty members shall receive a statement of their placement on the salary schedule, including column and step.