

# SALARY CLASS ADVANCEMENT PACKET

## Salary Class Advancement Deadlines:

- Application for Salary Class Advancement and check off list must be submitted to Human Resources prior to **March 15<sup>th</sup>** if you plan to complete your transfer by the following academic year. Gordon Miguel in Human Resources will forward all of the Salary Class Advancement materials to the Academic Policies Committee for their approval.
- Final Official Transcripts must be received by Gordon Miguel, Human Resources Generalist in Human Resources one week prior to the beginning of the fall semester to receive the salary class Advancement.

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## **INSTRUCTIONS FOR APPLYING FOR SALARY CLASS ADVANCEMENT**

Complete and turn in all necessary paperwork for your Salary Class Advancement to Gordon Miguel in Human Resources.

- 1) Complete Application Check Off list for Salary Class Advancement
- 2) Complete the application for salary class Advancement

## **SALARY CLASS TRANSFER ADVANCEMENT GUIDELINES**

### **2.17 SALARY CLASS ADVANCEMENT GUIDELINES ON CREDIT CONTRACT AND REGULAR FACULTY SALARY SCHEDULES (Schedules 10 and 13)**

#### **2.17.1 Procedure for requesting salary class advancement**

- a) Advancement from one class to the next, after initial placement, is based upon plans of advancement developed by the Academic Policies Committee and approved by the Committee and the District. Salary Class Advancements are made only once each academic year, effective Fall Semester.
- b) Applications for Salary Class advancement are made available in the Human Resources Office.  
<https://www.sbcc.edu/hr/files/ApplicationforSalaryClassAdvancementRevised2-9-16.pdf>
- c) Applications for Salary Class Advancement shall be completed and submitted to the Academic Policies Committee on or before March 15 th for any plan which is to be completed and recognized by the following academic year.
- d) An official transcript or grade cards must be presented to verify each course used for Salary Class Advancement.
- e) Verification (transcripts) shall be filed with Human Resources at least one week prior to the first working day of the Fall semester for a Salary Class Advancement to be effective during that academic year.
- f) Verification of the doctorate to qualify for the doctoral bonus shall be filed with Human Resources at least one week prior to the first working day of the Fall semester for the doctoral bonus to be effective during that academic year.

#### *2.17.2 Course Work Applicable to Salary Class Advancement*

Upper division and graduate units and courses may be applied to Salary Class Advancement 10 under the following categories:

- a. All units in one's major field will be counted; no duplication is allowed
- b. All units taken toward obtaining an educational credential may be counted.
- c. All units outside one's major field but directly related to one's teaching or educational support field
- d. All units outside one's major field but required for a Master's or Doctor's Degree
- e. One-third of the allowable units per class advancement may be in general education elective courses
- f. Other courses must be approved by the Academic Policies Committee. Prior approval on courses in which a unit member plans to enroll should be obtained in order that they are assured their units will be applicable for advancement on the salary schedule.



g. Six units of lower division coursework are permitted one time during a faculty member's District career if directly applicable to applicant's major or emerging trends in pedagogy that are directly related to the faculty member's primary assignment, and if approved by the Academic Policies Committee according to 2.17.2(a) of this Contract. These six (6) lower division coursework units are applicable only for class advancement

### *2.17.3 Non-Course Professional Work and Activity*

2.17.3.1 This is a measuring instrument for determining semester unit equivalents for non-course professional work and activity. The purpose of the instrument is to provide more options to faculty members at Santa Barbara City College for their own enrichment and advancement along professional growth lines.

2.17.3.2 The areas that constitute officially recognized professional development and growth are Education, Research and Creative Activity and Professional Activities. Other areas for professional development are available, but these are approved as those translatable for salary advancements.

a. The measuring instrument may be used for advancement to Class II, III, IV and V on the current salary schedule. The measuring instrument is also to apply only to credit regular certificated employees.

b. Faculty shall carry any proposal to the Academic Policies Committee as to the suitability of proposed work and activity with respect to actual professional growth.

c. Non-course work shall apply for class advancement only and not for initial salary placement at the time of hiring

d. Applications for class advancements as a result of approved non-course credit shall be made in accordance with the District's Salary Class Advancement Policy and Procedures (Section 2.17.2), and must first be approved by the applicant's department, Division Dean and Vice President prior to submission to the Academic Policies Committee.

e. Recommendations regarding the suitability and approval of non-course work shall be made by the Academic Policies Committee to the Executive Vice President, Educational Programs. Decisions made under this policy are final and shall not be subject to employee appeal or the grievance procedures of this agreement.

f. Non-Course Measuring Instrument. In the areas to follow, all items are to be documented by the applicant



### **Research and Creative Activity**

- 1) Original research, academic, or professional article published in a peer reviewed journal or reputable professional journal with an editorial board that reviews and selects articles for publication and be listed in a reputable publication's directory, e.g., Magazines for Libraries, Katz and Katz.

Units awarded: 0.5 – 5 Limit: 6 units career maximum.

- 2) An original, peer-reviewed textbook, workbook, or manual for classroom use, depending upon scope, including validated zero-cost text development.

Units awarded: 0.5 – 5 Limit: 6 units career maximum.

- 3) An original creative work published in a discipline-appropriate publication or publicly presented as a performance, showing, commissioned or juried display of art, film, musical composition, audio or video work. Self-published books shall not be considered.

Units awarded: 0.5 – 5 Limit: 6 units career maximum.

17.3.2.1.1. The total career maximum for units from Research and Creative Activities shall be 6 units.

### **2.17.3.2.2 Professional Activities**

2.17.3.2.2.1 The presentation of a scholarly paper or other original professional material at a conference, workshop or seminar, which shows evident research and is not merely extemporaneous in nature and is directly related to the applicant's teaching field, is given 1/2 unit.

Limit: 3 units career maximum



## APPLICATION CHECK OFF LIST FOR SALARY CLASS ADVANCEMENT

- \_\_\_\_\_ Application for Salary Class Advancement
- \_\_\_\_\_ Copy of the catalog course description  
(Please include a copy of the front cover of the college's catalog-if possible a course outline is preferable)
- \_\_\_\_\_ Official/Unofficial Transcripts  
(Note: Human Resources must receive Official Transcripts 1 week prior to the fall semester.)
- \_\_\_\_\_ Previously approved Salary Class Advancement application if applicable.
- \_\_\_\_\_ Support letter from Department Chair (or equivalent) for categories (b), (c), or (g) listed in section 2.17.2 and (d) listed in section 2.17.3 in the Instructors Association Agreement. Please see below.
- b) All units in one's major field will be counted; no duplication is allowed.
  - c) All units taken toward obtaining an educational credential may be counted.
  - g) Other courses must be approved by the Academic Policies Committee. Prior approval on courses in which a unit member plans to enroll should be obtained in order that s/he be assured his/her units will be applicable for advancement on the salary schedule.
  - d) Applications for class advancements as a result of approved non-course credit shall be made in accordance with the District's Salary Class Advancement Policy and Procedures (Section 2.17.2), and must first be approved by the applicant's department, Division Dean and Vice President prior to submission to the Academic Policies Committee.
- \_\_\_\_\_ Written statement of why you are taking the course(s) listed on the application and how the course(s) will apply to your Salary Class Transfer.
- \_\_\_\_\_ If you have taken similar course (s), please list on a separate sheet and include the name of the College/University, year, course number and title, and provide a statement of why you are requesting to take an additional course that is similar to a course that you previously took.