APPLICATION AND REPORT PROCEDURES
GUIDE FOR FULL-TIME FACULTY

Salary Advancement Committee
MiraCosta College
Rev. 2011

Table of Contents

Appendices:

APPENDIX A: Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule

APPENDIX B: Application for Altering an Approved Proposal

APPENDIX C: SAC Application Approval Notice

APPENDIX D: SAC Application Denial Notice

APPENDIX E: Role of the Chair, SAC, ASC, Superintendent/President, and Board of Trustees

Introduction and General Information

This booklet has been prepared by the Salary Advancement Committee (SAC). The mission of SAC is to ensure the integrity of the professional growth process and support the professional development of faculty by assisting those colleagues in the preparation of quality applications and reports of activities undertaken for advancement on the salary schedule.

Professional Standards

Unit credit for advancement on the salary schedule is a privilege, not a right, granted to the faculty by the Board of Trustees. All applicants for advancement are expected to respect this privilege. As such, all applicants are trusted to do the following:

♦ Prepare comprehensive, professional-quality applications and reports that clearly communicate and document the purpose, objectives, activities, and documentation for advancement on the salary schedule;

♦ Incorporate into their applications and reports the same topic headings listed in this booklet;

♦ Complete the required forms provided in this handbook by the given deadlines, and submit forms and any supporting documentation to the SAC Academic Administrative Assistant. (mail station #8C with SAC in the subject line.)

SAC Application Procedures

Choose ONE of the following options:

Option 1
This is the preferred option for salary advancement. Applicant will submit documentation to the Salary Advancement Committee (SAC) for approval <u>PRIOR</u> to undertaking the coursework/project. Documentation includes application form, purpose, coursework to be done, signature, and department chair approval/signature. After completing the coursework/project, the applicant will submit a letter of intent for salary advancement to HR by May 15th and officials transcript(s) verifying course(s) completion by September 5th.

Option 2
If the applicant has not obtained prior approval for coursework/project, he or she will need to provide documentation for review by SAC <u>without guarantee</u> of approval for salary advancement. Documentation includes application, statement of purpose, completed coursework, signature, and department chair approval/signature.

If coursework is approved by SAC, the applicant will submit a letter of intent for salary advancement to HR by May 15th and officials transcript(s) verifying course(s) completion by September 5th.

I. Educational Objectives
Each faculty applicant must have one or more recognized objective(s) that would lead toward any one of the following:

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits
The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- His or her professional development
- The enhancement of the applicant's work at the college
- The students
- The applicant's department.

III. Courses

Graduate or upper division courses are highly recommended for salary advancement.

Accredited international college or university courses are permitted based on prior review by SAC and approval by ASC and the Superintendent/President and before the courses are taken. Units may require transcription and fees will be the responsibility of the applicant.

Lower division courses, up to a maximum of eight (8) units, taken at accredited colleges or universities may be granted credit toward salary advancement. The Applicant must obtain prior approval from SAC before starting any lower division courses.

Vocational/ Technical courses or training, up to a maximum of 8 units, may be granted credit toward salary advancement. The applicant must obtain prior approval from SAC before starting any coursework or training. One semester unit of credit may be awarded for each forty-eight (48) hours of verified work. Proof of completion needs to be provided to HR and SAC.

1. List of courses taken to include: (please type)
   - Institution
   - Course #
   - Course title
   - Unit (Identify Quarter or Semester)
   - Anticipated completion date

2. Catalog description (Attach a photocopy or print-out)

IV. Approval Process

Applicants should submit for approval courses or training to be used for salary schedule advancement prior to enrollment in the course or start of activity. However, applications must be submitted within five years of completion from an accredited institution or two years for courses or training completed at other than an accredited institution in order to be considered.

1. Submit completed application along with supporting documentation to Dept. Chair for approval.
2. Applicant sends application packet to SAC Academic Administrative Assistant (Mail station 8C)
3. HR calculates total units and determines if applicant is eligible for advancement
4. SAC reviews request and notifies applicant of application status. If approved, SAC forwards application to ASC for review/approval
5. Application submitted to President for approval
6. SAC Academic Administrative Assistant notifies applicant of outcome
7. If eligible for advancement, applicant submits letter of intent to HR by May 15th deadline. (Coursework/Activity must be completed prior to the end of the academic year.)
8. Salary advancement request forwarded to the Board of Trustees.
9. Applicant must submit official transcript(s) to HR by the Sept. 5th deadline.

Failure to meet these deadlines will result in postponement of advancement on the salary schedule by a full year.

V. Applicant signature

Procedure for Altering an Approved Proposal

Should the applicant of an approved coursework/activity for advancement on the salary schedule find it necessary to alter the proposed study or project after it has been approved, Appendix B: "Altering an Approved Proposal" must be submitted to SAC for approval. Following the granting of such approval, the amended proposal will be rerouted to the Academic Senate Council and the Superintendent/President for approval.

The deadline for all letters of intent to advance on the salary schedule **must** be submitted to HR by May 15th. Actual evidence of qualification (transcripts, etc.) must be delivered to the HR by September 5th to be effective for the ensuing school year. Failure to meet these deadlines will result in postponement of advancement on the salary schedule by a full year.

APPENDIX A: Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule

Name: _____   Date: _____

Dept: _____

❑ **Option 1**   ❑ **Option 2 (See page 2)**

I. Check the area(s) of your **educational objective(s)**:

❑ Master's or Doctoral Degree

❑ A credential other than teaching

❑ Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

♦ His or her professional development
♦ The enhancement of the applicant's work at the college
♦ The students
♦ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on the back of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). **(See page 3 for specific details.)**

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: _____   Date: _____

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

Department Chair: Signature: _____ Date: _____ Yes ❑ No ❑

SAC Chair: Signature: _____ Date: _____ Yes ❑ No ❑

Academic Senate President: Signature: _____ Date: _____ Yes ❑ No ❑

Superintendent/President: Signature: _____ Date: _____ Yes ❑ No ❑

Board of Trustees President: Signature: _____ Date: _____ Yes ❑ No ❑
(When eligible for advancement only.)

Course Work

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units:	Requested Units:	Total Units:

Eligible for Advancement?

❑ No, _____ units needed to advance to Class _____

❑ Yes, eligible to advance from Class _____ to Class _____, effective _____

Comments:

Human Resources: _____ Date: _____

APPENDIX B: Application for Altering an Approved Proposal

Should the need arise for altering an approved proposal, the applicant must complete this form **and submit a copy of the original application (Appendix A)** to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line):

Reason for altering an approved proposal:

Previously Approved Coursework (attach additional sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date

Change To (attach additional sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date

Signature: _____   Date: _____

APPENDIX C: SAC Application Approval Notice

Applicant Name: _____

Date Application Received: _____

Date Application Reviewed & Approved by the
Salary Advancement Committee (SAC): _____

Dear Applicant:

This letter is to inform you that the Salary Advancement Committee (SAC) has approved your application for coursework/activities toward advancement on the salary schedule.

Your application has now been submitted to the Academic Senate (ASC) for review/approval. Please contact the Academic Administrative Assistant after _____ to check on the status of the Academic Senate Council's decision.

Included with this notice is a copy of your application. Please keep both of these forms for your records. You may be asked to procure them in the future.

Thank you,
SAC

APPENDIX D: SAC Application Denial Notice

Applicant Name: _____

Date Application Received: _____

Date Application Reviewed & Denied by the
Salary Advancement Committee (SAC): _____

Dear Applicant:

This letter is to inform you that the Salary Advancement Committee (SAC) has denied your application for coursework/activities toward advancement on the salary schedule due to the following reason(s):

- ☐   Application incomplete
- ☐   Course/Activity not listed
- ☐   Course/Activity does not meet prescribed standards
- ☐   Course/Activity catalog description not included
- ☐   Missing required Department Chair signature
- ☐   Other: _____

If requested, please submit a new application with the required materials. Please note that the date of the new application is NOT retroactive to this one. Included with this notice is a copy of your application.

Thank you,
SAC

APPENDIX E: Role of Department Chair, SAC, ASC, Superintendent/President, and Board of Trustees

Department Chair or Supervisor

To approve or disapprove the application based that determination upon the following factors:
  ♦ Contribution to the professional development of the applicant
  ♦ Enhancement the individual in his or her work at the college
  ♦ Benefits to the students subsequently enrolling in his or her courses
  ♦ Benefits to the faculty member's colleagues
  ♦ Benefits to the department to which the faculty member belongs.

Salary Advancement Committee (SAC):

  ♦ To ensure the quality, integrity, and appropriateness of each proposed project and report
  ♦ To encourage and facilitate the preparation of clear and complete documents
  ♦ To make recommendations for or against applications and reports for advancement on the salary schedule
  ♦ To forward SAC recommendations regarding those applications and reports to the Academic Senate Council (ASC) for approval
  ♦ To recommend changes in policy and procedure as needed
  ♦ To revise the Handbook as necessary.

Academic Senate Council (ASC):

To make recommendations, as appropriate, for approval of the Board of Trustees.

Superintendent/President:

  ♦ To recommend approval or disapproval to the Board of Trustees regarding advancement applications and reports
  ♦ To arbitrate any disputes using the District Grievance Policy.

Board of Trustees:

  ♦ To approve or disapprove Applications and Reports all requests for advancement on the salary schedule, forwarded by the Superintendent/President.