

## SALARY ADVANCEMENT PROPOSAL FOR PART-TIME FACULTY

Part-time faculty shall be placed on the appropriate salary class which reflects the faculty member's educational and/or work experience as of the date of hire as defined by the relevant salary classification rules.

Subsequent salary class movement after the date of hire shall become effective the first of the month following the submission and verification by Human Resources of the relevant official transcripts or work experience verifications.

Date Submitted: \_\_\_\_\_ Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ ID #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Assignment Discipline: \_\_\_\_\_

This proposal for salary class advancement is for (check one):  **Course work**  **Work Experience**

### COURSE WORK PROPOSALS:

This proposal provides for a total of \_\_\_\_\_ upper division or graduate semester units (3 quarter units = 2 semester units) and is designed to move me from class \_\_\_\_\_ to class \_\_\_\_\_ on the salary schedule.

#### **Attached are:**

- 1) Official transcripts of coursework directly related to my current assignment verifying upper division or graduate units earned that will allow me to move to the next salary classification according to the rules listed on the reverse. **All coursework must be from an accredited institution.**  
 *Check here if your transcripts have previously been submitted to the District.*
- 2) A listing of the specific course titles and numbers of the courses for which I am requesting salary advancement. The titles and numbers must be identical to those on your official transcripts. Please translate quarter units into semester units (quarter units x .67 = semester units).

### WORK EXPERIENCE PROPOSALS:

This proposal provides for a total of \_\_\_\_\_ years of work experience and is designed to move me from class \_\_\_\_\_ to class \_\_\_\_\_ on the salary schedule.

Attached is the verification of work experience form signed by myself and my employer. **Work experience must be directly related to current area of assignment.**

I confirm that all coursework and/or work experience submitted for approval is directly related to my current area of assignment.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

**WORK EXPERIENCE VERIFICATION FOR PART-TIME FACULTY**

Date Submitted: \_\_\_\_\_ Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ ID #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Assignment Discipline: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Title of Position/Job: \_\_\_\_\_

Description of Services Performed: \_\_\_\_\_

Period of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Average Number of Hours Worked per Week: \_\_\_\_\_

I certify that the information provided above is true and correct and that the organization or business enterprise for which I worked is not self-owned or self-operated.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

**FOR THE EMPLOYER**

On company letterhead, please state the following:

1. The primary nature of your business;
2. Title of position held by employee;
3. The description of duties performed by the employee;
4. The period of employment of the employee;
5. The average number of hours worked per week by the employee.

**Please include your name, job title, and signature.**

## GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

### Salary Classification Rules for Part-Time Faculty

Effective upon ratification of the 2014 RAF settlement, upon initial hire, part-time faculty shall be placed on the appropriate salary class which reflects the faculty member's educational and/or work experience as of the date of hire as defined by the relevant salary classification rules.

Subsequent salary class movement after the date of hire shall become effective the first of the month following the submission and verification by the personnel office of the relevant official transcripts or work experience verifications.

**Class 1:** Applies to non-credit part-time faculty only. Non-credit faculty must meet statewide minimum qualifications as per Title 5 for non-credit programs<sup>1</sup> in order to receive an assignment. In cases where the non-credit minimum qualifications for the particular assignment area are identical to those of the credit minimum qualifications for that assignment area, the faculty member shall begin in Class 2 upon meeting minimum qualifications.

**Class 2:** Credit faculty meeting Minimum Qualifications: must meet statewide Minimum Qualifications<sup>2</sup> for credit programs in order to receive an assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally available as per the statewide Minimum Qualifications handbook<sup>2</sup>: 15 units of upper division and/or graduate coursework in addition to the coursework needed to meet minimum qualifications for Class 1, *plus* possession of a master's degree. The master's degree and the 15 units of upper division or graduate coursework must all be in the same discipline (or closely related) of the faculty member's assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally not available as per the statewide Minimum Qualifications handbook<sup>2</sup>: Two years of full-time work experience in addition to the work experience needed to meet minimum qualifications for Class 1. The work experience must be directly related to the faculty member's assignment.

**Class 3:** Credit faculty with assignments in disciplines where a master's degree is generally available as per the statewide Minimum Qualifications handbook<sup>2</sup>: 15 units of upper division and/or graduate coursework in addition to the coursework needed to meet minimum qualifications for Class 2. The 15 units of upper division or graduate coursework must all be in the same discipline (or closely related) of the faculty member's assignment.

Credit faculty with assignments in disciplines where a master's degree is generally not available as per the statewide Minimum Qualifications handbook<sup>2</sup>: Two years of full-time work experience in addition to the work experience needed to meet minimum qualifications for Class 2. The work experience must be directly related to the faculty member's assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally available as per the statewide Minimum Qualifications handbook<sup>2</sup>: 15 units of upper division and/or graduate coursework in addition to the coursework needed to meet the requirements for Class 2. The 15 units of upper division or graduate coursework must all be in the same discipline (or closely related) of the faculty member's assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally not available as per the statewide Minimum Qualifications handbook<sup>2</sup>: Two years of full-time work experience in addition to the work experience needed to meet the requirements for Class 2. The work experience must be directly related to the faculty member's assignment.

Footnote 1: Title 5, §53412.

Footnote 2: *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as published by the State Chancellor's Office.