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| --- |
| **PART 1: GENERAL INFORMATION** |
|  |  |  |  |
| Name: |       |  |       |
|  | Last | First | Middle Initial |  | A # |

|  |
| --- |
|  |
| Email: |       | Phone: |       |
|  |
| Division: |  | Department |       |

|  |
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|  |
| Crossover credit: | From column # |       | To column # |       |  |
|  |
| Choose 1: |  | [ ]  | Full-Time Contract Faculty | [ ]  | Adjunct Faculty *(retain approved forms until eligible for salary advancement)* |
|  |  |
| I teach the following courses: |
|  |
|  |       |  |
|  |
| I have earned: |       | units subsequent to my baccalaureate degree. |
|  |
| My undergraduate major(s): |       | minor(s): |       |
|  |
| My graduate major(s): |       | minor(s): |       |
|  |
| ***Applicant – please continue on page 2*** |
|  |

***OFFICE USE ONLY – SALARY & LEAVES COMMITTEE/VICE PRESIDENT OF INSTRUCTION***

|  |
| --- |
|  |
| *Petition received in Office of Vice President of Instruction*  | *Date:* |  | *by:* |  |
|  |
| *Action of Salary and Leaves Subcommittee:* |
|  |
|  | *Approved by:* | *(Signature)* |  |  |  |  |  |
|  | Vice President of Instruction | Printed Name | Date |
|  |
|  | *(Signature)* |  |  |  |  |  |
|  | Salary & Leaves Committee Member | Printed Name | Date |
|  |
|  | *Denied* |  | *Pending* |  |
|  |
|  |  | *Does not meet established criteria* |  | *Not in applicant’s specific area of instruction or service* |
|  |
|  |  | *Not from a recognized accredited institution* |  |  |
|  |
| *Explanation:* |
|  |  |  |
|  |  |  |
|  |
| *Action of Salary and Leaves Committee (if necessary):* |
|  |  |  |
|  |  |  |
|  |
| *Faculty Member notified by:* |  | *via* |  | *Date:* |  |
|  |
|  | *Packet forwarded to HR by:* |  | *via* |  | *Date:* |  |
|  |
|  | *Packet returned to faculty by:* |  | *via* |  | *Date:* |  |

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| **PART 2: Listing of Coursework** |
|  | Note: Only graduate level courses, vocational courses directly related to the teaching assignment, or professional or extension courses in Education will be approved for column crossover on the salary schedule. These courses must be taken at regionally accredited institutions. All courses submitted for column crossover will require that the faculty member provide rationale on the Petition for Column Crossover form as to how each course is directly related to the unit member’s basic assignment, will be of direct benefit to the College, and/or will meet some educational need of students. *(See A.8.c. of Faculty Agreement.)* |  |
|  |
|  | **1.** | Course Name: |       | Course # |       |  |
|  |
|  |  | Course description: |  |
|  |
|  |  |       |  |
|  |
|  |  | Rationale of how course is directly related to basic assignment, will be of direct benefit to the College, and/or will meet some educational need of students: |  |
|  |
|  |  |       |  |
|  |
|  | Units: |       | Number | [ ]  | Semester | [ ]  | Quarter |  |  |
|  |
|  |  | [ ]  | Undergraduate | [ ]  | Graduate |  |  |
|  |
|  | Name of College/University: |       |  |
|  |  |  |  |
|  | Department: |       | When will course be taken? |       |  |
|  |
|  |
|  | **2.** | Course Name: |       | Course # |       |  |
|  |
|  |  | Course description: |  |
|  |
|  |  |       |  |
|  |
|  |  | Rationale of how course is directly related to basic assignment, will be of direct benefit to the College, and/or will meet some educational need of students: |  |
|  |
|  |  |       |  |
|  |
|  | Units: |       | Number | [ ]  | Semester | [ ]  | Quarter |
|  |
|  |  | [ ]  | Undergraduate | [ ]  | Graduate |
|  |
|  | Name of College/University: |       |  |
|  |  |  |  |
|  | Department: |       | When will course be taken? |       |  |
|  |
| ***For additional courses, please attach additional sheets as needed.*** |

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| **PART 3: Applicant’s Statement** |
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| In submitting this request, I understand: |
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|  | I may be required to appear before the Salary and Leaves Committee. |
|  |
|  | Approval is granted for the time requested and I may be requested to resubmit a petition if I wish to take the course(s) at any other time. |
|  |
|  | Only courses in which I receive a grade of "C" or better will be accepted for advancement on the salary schedule. (If pass/no pass, verification of a "C" or better grade must be received from the instructor.) |
|  |
|  | Verification of satisfactory course completion must be submitted in the form of an official transcript, or, if a transcript is not obtainable, documentation satisfactory to the Human Resources. |
|  |
|  | Courses used for Column Crossover may not be used for Professional Growth. |
|  |
| I certify: |
|  | [ ]  | I have NOT previously taken any of the above courses. |
|  |
|  | [ ]  | I have NOT requested (and will not) request reassigned time or reimbursement of expenses for any of the above courses. |
|  |
| Note: | If the completion of the above course(s) will make you eligible for advancement on the salary schedule (column transfer), you must obtain a Request for Salary Schedule Advancement form and submit it to the Office of Human Resources prior to implementation of the anticipated advancement. All requests must receive proper approval. It is recommended that prior approval be obtained. |
|  |
| Signature of Applicant: |  | Date: |       |  |
|  |
| **PART 4: Adjunct Faculty Column Advancement** |
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| Column advancement for adjunct faculty will be consistent with guidelines in Faculty Contract (July 2017-19) Appendix A, except that all approved petitions for advancement credit will be held by adjunct faculty until ready for submission to effect column advancement.**PLEASE NOTE:** Collected, approved petitions **must be submitted to Human Resources before the start of Fall semester** of the academic year to implement column advancement for that year. |