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

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| Email: |  | Phone: |  |
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| Division: |  | Department |  |
| Hire date: |  |  |  |

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Full-Time Faculty | | | Adjunct Faculty *(retain approved forms until eligible for salary advancement)* | | | Currently full-time Faculty but started Mt. SAC as Adjunct Faculty | | |  |  |  | |  |  | | |
|  |
| ***Applicant – please continue on page 2*** |
|  |

***OFFICE USE ONLY – SALARY & LEAVES COMMITTEE***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| *Petition received by Salary and Leaves* | | | | | | | | | | | | *Date:* | | | |  | | | | *by:* |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Action of Salary and Leaves Subcommittee:* | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | *Approved by:* | | | | | *(Signature)* | | | |  | | | | |  | |  | | | | | |  |  | | |
|  | | | | | | | | | Co-Chair Vice President, Human Resources (or Designee) | | | | | | | | Printed Name | | | | | | | Date | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | *(Signature)* | | | |  | | | | |  | |  | | | | | |  |  | | |
|  | | | | | | | | | Co-Chair Faculty Salary & Leaves Committee Member (or Designee) | | | | | | | | Printed Name | | | | | | | Date | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | *Denied* | | | | | |  | *Partially Approved* | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | *Does not meet established criteria* | | | | | | | | |  | *Not in applicant’s specific area of instruction or service* | | | | | | | | | | | | |
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|  | | |  | | *Not from a recognized accredited institution* | | | | | | | |  |  | | | | | | | | | | | | |
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| *Action of Salary and Leaves Committee (if necessary):* | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *Faculty Member notified 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.  **The petition for column crossover form shall include the published course or link to these materials. *(See A.9 of Faculty Agreement)*** | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | | **1.** | Course Name: | | |  | | | | | | | | | Course # | |  | | |  | | | |
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|  | |  | Course description: | | | | | | | | | | | | | | |  | | | |
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|  | |  | 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: | | | | | | | | | | | | | | |  | | | |
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|  | | | Units: |  | Number | |  | | Semester |  | Quarter | |  |  | | | | | | |
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|  | | |  | | | |  | | Undergraduate |  | Graduate | |  |  | | | | | | |
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|  | | | Name of College/University: | | | | |  | | | | | | | | | | |  | | | |
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|  | | | Department: | | | | |  | | | | When will course be taken? | | | |  | | |  | | | |
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|  | | **2.** | Course Name: | | |  | | | | | | | | | Course # | |  | | |  | | | |
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|  | |  | Course description: | | | | | | | | | | | | | | | |  | | | |
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|  | |  | 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: | | | | | | | | | | | | | | | |  | | | |
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|  | | | Units: |  | Number | |  | | Semester |  | Quarter | | | | | | | | | |
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|  | | |  | | | |  | | Undergraduate |  | Graduate | | | | | | | | | |
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|  | | | Name of College/University: | | | | |  | | | | | | | | | | | |  | | | |
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|  | | | Department: | | | | |  | | | | When will course be taken? | | | |  | | | |  | | | |
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| ***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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|  | 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. | | | | |
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|  | 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.) | | | | |
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|  | 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. | | | | |
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|  | Courses used for Column Crossover may not be used for Professional Growth. | | | | |
|  | I have NOT (and will not) requested reassigned time or reimbursement of expenses for any of the above submissions. | | | | |
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| 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. | | | | |
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| Signature of Applicant: | |  | Date: |  |  |
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| **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 or Spring semester** to implement column advancement for that semester. | | | | | |