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

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| --- |
|  |
| 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 – Part 6 of this packet)* |
|  |  |
| 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 |

***VICE PRESIDENT OF INSTRUCTION’S OFFICE USE ONLY***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Petition received in Office of Vice President of Instruction*  | *Date:* |  | *by:* |  |
| *Action of Salary and Leaves Subcommittee:* |
|  |  | *Approved* |  | *Denied* |  | *Pending* |
|  |  |
|  | *Not an appropriate level course* |  | *Needs written approval from division dean**(in consultation with department chairperson)****and*** *signature of Vice President of Instruction* |
|  |
|  | *Not from a recognized accredited institution* |
|  |
|  | *Not in applicant's specific area of instruction* *or service* |
|  |
|  | *Does not meet vocational qualifications* |
|  |
| *Explanation:* |
|  |  |
| *Action of Salary and Leaves Committee (if necessary):* |
|  |  |
|  |
| *Forwarded to HR by:* |  | *Date:* |  |

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|  |
| **PART 2: Vocational Track Faculty – please complete this portion** |
|  |
| 1. |  | Yes |  |  | No |  I am meeting the vocational qualifications as required by the College. |
|  |
| 2. |  | Yes |  |  | No |  I am participating in short-term employment related to my teaching  assignment. |
|  |  |  |  |  |  |
|  | If yes, please state the name of your employer and describe the type of employment: |
|  |  |  |
|  |
| Approved by Division Dean: |  | Date: |  |  |
|  |  |  |  |  |
| Approved by Dean of Instructional Services: |  | Date: |  |  |
|  |

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| **PART 3: Participation in non-district institutes, symposia, or workshops** |
| NOTE: all UNDERGRADUATE courses non-district sponsored professional development activities must be approved in advance to assure credit. |
|  |
|  | Rationale for taking UNDERGRADUATE courses or non-district sponsored professional development activities: |
|  |  |
|  |
| Approved by Division Dean: |  | Date: |  |  |
|  |  |  |  |  |
| Approved by Dean of Instructional Services: |  | Date: |  |  |
|  |

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| **PART 4: Listing of Coursework** |
|  | Note: All graduate credit must be verified by written statement from the college/university. |  |
|  |
|  | 1. | Course Name: |  | Course # |  |  |
|  |
|  |  | Course description: |  |  |
|  |
|  | Units: |  |  |  | Semester |  | Quarter |
|  | Number |
|  |
|  |  |  | Undergraduate |  |  | Graduate credit  |  | Graduate |  |
|  |  |  |
| Name of College/University: |  |  |
|  |  |  |
| Department: |  | When will course be taken? |  |  |
|  |  |
|  | 2. | Course Name: |  | Course # |  |  |
|  |
|  |  | Course description: |  |  |
|  |
|  | Units: |  |  |  | Semester |  | Quarter |
|  | Number |
|  |
|  |  |  | Undergraduate |  |  | Graduate credit  |  | Graduate |  |
|  |  |  |
| Name of College/University: |  |  |
|  |  |  |
| Department: |  | When will course be taken? |  |  |
|  |
|  | 3. | Course Name: |  | Course # |  |  |
|  |
|  |  | Course description: |  |  |
|  |
|  | Units: |  |  |  | Semester |  | Quarter |
|  | Number |
|  |
|  |  |  | Undergraduate |  |  | Graduate credit  |  | 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 5: Applicant’s Statement** |
| In submitting this request, I understand that:  |
| a. | I may be required to appear before the Salary and Leaves Committee. |
| b. | 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. |
| c. | All course(s), institutes, symposia, and workshops require approval for credit to be applied towards advancement or crossover. |
| d. | 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.)  |
| e. | Vocational short-term employment requires **prior** approval. |
| f. | 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 Salary and Leaves Committee. Verification of satisfactory completion of institutes/symposia, workshops, and vocational short-term employment must be submitted in the form of a certificate of completion or letter to the Office of Human Resources clearly stating the hours in attendance |
| g. | College units for the Professional Growth Increment must have the approval of the Salary and Leaves Committee. |
| I certify that: * 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 or professional growth increment), 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: |  |  |
|  |