

# PETITION FOR COURSE APPROVAL

## FOR SALARY SCHEDULE ADVANCEMENT

Mt. San Antonio College  
Salary and Leaves Committee

*Submit completed form to the Vice President of Instruction*

### PART 1: GENERAL INFORMATION

Name:  Mt. SAC ID#:

Address:  Last  First  Middle Initial  City:  Zip:

Email:  @  Phone: (  )

Division:  Department:

Choose 1: ☐ Crossover credit - from column ☐ to column ☐

OR

☐ Professional Growth Increment

OR

☐ Meeting the vocational qualifications as required by the College

Choose 1: I am ☐ Full time Contract Faculty ☐ Adjunct Faculty (please retain approved forms until eligible for salary advancement) (see 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

### 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

☐ Does not meet vocational qualifications

Explanation:

Action of Salary and Leaves Committee (if necessary):

Faculty Member notified by:

via

Date:

**Full time Faculty**

Packet forwarded to HR by:

Date:

**Adjunct Faculty**

☐ Packet returned to faculty

☐ Packet forwarded to HR

via

Date:

## PART 2: Listing of Coursework

Note: All credit must be verified by written statement from the accredited college/university.

**1.** Course Name:  Course #

Course description:

Units: ☐ Number ☒ Semester ☐ Quarter

☐ Undergraduate ☐ Graduate

Name of College/University:

Department:  When will course be taken?

**2.** Course Name:  Course #

Course description:

Units: ☐ Number ☐ Semester ☐ Quarter

☐ Undergraduate ☐ Graduate

Name of College/University:

Department:  When will course be taken?

**3.** Course Name:  Course #

Course description:

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

**PART 3: 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:

NOTE: 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.

Approved by Division Dean:

Date:

Approved by Dean of  
Instructional Services:

Date:

**PART 4: Participation in non-District institutes, symposia, or workshops**

NOTE: Non-District sponsored professional development activities must be approved in advance to assure credit.

Please attach a copy of the formal description of courses or professional development activities, including the dates and number of hours of training.

Rationale for taking UNDERGRADUATE courses or non-district sponsored professional development activities:

Number of hours I am requesting as credit for attendance.

NOTE: 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.

Approved by Division Dean:

Date:

Approved by Dean of Instructional Services:

Date:

## 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 dates and time requested on this petition. If I wish to take the course(s) at another time, I may be requested to resubmit a petition.
- c. All course(s), institutes, symposia, and workshops require approval for credit to be applied towards salary 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.
- 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.
10. Courses or workshops that are funded through grants or with District funds or attended as part of reassigned time are not eligible for salary advancement or cross-over credit.

I certify that:

I ☐ have ☐ have not previously taken any of the above courses.

I ☐ have ☐ 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. It is recommended that prior approval be obtained. All requests must receive Salary & Leaves Committee approval.

Signature of Applicant:

Date:

## PART 6: Adjunct Faculty Column Advancement

Column advancement for adjunct faculty will be consistent with guidelines in Faculty Contract (July 2007) 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.

## CONTRACT LANGUAGE REGARDING COLUMN CROSSOVER, SALARY ADVANCEMENT, AND PETITIONS FOR COURSE APPROVAL

Approved by MOU – July 9, 2005

### Column Crossover/Salary Advancement

Courses to be approved for advancement on the salary schedule must be taken at accredited institutions. Prior approval by the Salary and Leaves Committee can assure credit; however, courses previously taken may be submitted for consideration. Forms are available online at [http://inside.mtsac.edu/forms/forms/course\\_approval\\_petition.doc](http://inside.mtsac.edu/forms/forms/course_approval_petition.doc). The decision of the Salary and Leaves Committee may be appealed by submitting a written appeal to the Vice President of Instruction and the Vice President of the Faculty Association.

Petitions for Course Approval for salary advancement must be submitted to the Salary and Leaves Committee (Vice President of Instruction's office). Faculty members will be notified of the Committee's action.

### **NOTE →**

**If the petition is approved, verification of course completion for column crossover or salary schedule advancement must be submitted to the Human Resources office, along with a completed Request for Salary Advancement form, BEFORE any change will take effect.**

**10 Month Unit members:** For a salary change to be effective the first pay period, the faculty member must submit a copy of their application and evidence of satisfactory course completion by the Friday preceding the opening day of the Fall semester. Submissions made after that date shall be effective the pay period following the month of submission. Any course work that will be used to qualify for column crossover or salary schedule advancement in a given school year must be completed before the start of the Fall semester of that school year. Materials are to be submitted to the Human Resources office.

**11 or 12 Month Unit members:** Submit a copy of their application and evidence of satisfactory course completion by June 30 for the pay period beginning July 1 or by July 31 for the pay period beginning August 1. Submissions made after July 31 shall be effective the pay period following the month of submission. Any course work that will be used to qualify for column crossover or salary schedule advancement must be completed before the effective date of the salary change, and in no case later than July 31 of the school year in which the change will occur. Materials are to be submitted to the Human Resources office.

**Verification** of satisfactory course completion for college courses, district sponsored and non-district sponsored workshops must be submitted in the form of an official transcript, or, if an official transcript is not attainable, documentation satisfactory to the Human Resources office. This verification must be submitted to the Human Resources office before any salary change will be submitted for Board of Trustees approval. Courses taken for the Professional Growth Increment shall conform to the requirements for salary schedule advancement. Failure to meet application deadlines will result in delaying the effective date of the salary change.

**College Courses or Non-District Sponsored Workshops:** The unit member may propose any college course or appropriate non-District-sponsored workshop for salary schedule advancement. If the appropriate vice president, division dean, or other appropriate manager approves the Petition for course Approval submitted to the Salary and Leaves Committee, approval may be granted on the basis that the course(s) or workshop(s) are directly related to the unit member's teaching assignment, will be of direct benefit to the College, and will meet some educational need of the students.

The petition for course or non-district sponsored workshop approval shall include a copy of the published course or workshop announcement including content and dates and times of training. It also shall contain the signatures of the approving parties and a statement indicating the special circumstances for which approval is being granted. Participation in approved workshops will be equated on the basis of sixteen (16) clock hours equaling one (1) semester unit of credit toward advancement on the salary schedule.

Failure to complete course or workshop approval requirements may result in course or workshop denial. Failure to meet salary schedule deadlines will result in delaying the effective date of the salary schedule change.

**District-Sponsored Workshops** Unit members may be granted salary schedule credit for completion of District-sponsored workshops. Participation in such workshops will be equated on the basis of sixteen (16) clock hours equaling one (1) semester unit of credit toward advancement on the salary schedule.

Such workshops must be recommended for unit credit by the Professional Development Council and approved for credit by the Salary and Leaves Committee. Unit members desiring to receive salary credit for completion of District-sponsored workshops shall follow the established procedures for verifying satisfactory completion.

### **Special Provision for Professors Teaching Under Vocational Qualifications**

The following provisions apply to professors who have been determined to qualify for placement on the vocational salary schedule track.

- (1) One step credit shall be allowed for each year of prior teaching experience and/or two years of pre-employment experience directly related to the teaching assignment less the required year's vocational experience required for obtaining of the credential, or meeting minimum qualifications. Maximum initial placement shall be Step 9 (effective, Fall 2001). Placement on Column shall be subject to the salary schedule provisions contained in the Faculty Association agreement. There shall be no teaching experience prerequisite for any column.
- (2) Participation in institutes, workshops or symposia conducted by industry and approved by the District will be equated on the basis of sixteen (16) clock hours equaling one (1) semester unit of credit toward advancement on the salary schedule.
- (3) Work experience directly related to the unit member's teaching experience, approved in advance by the District, and earned after receipt of the Baccalaureate degree, will be equated on the basis of fifty-four (54) clock hours of such work experience equaling one (1) college semester unit of credit toward advancement on the salary schedule. All such work experience must be validated to the satisfaction of the District before credit may be granted. Such work experience equivalence shall be limited to six (6) semester units in any one school year.



**OFFICE OF HUMAN RESOURCES**  
1100 N. Grand Avenue, Walnut, CA 91789  
(909) 594 5611, ext. 4225  
(909) 468 4031 FAX

**REQUEST FOR SALARY ADVANCEMENT**  
(COLUMN CROSSOVER AND PROFESSIONAL GROWTH INCREMENT)

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Date Submitted to HR:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

The recommendation for change of salary placement to the Board of Trustees by the Administration must be based on your request and supporting data. Requirements for transfer to Columns II, III and Professional Growth Increment are listed in the Faculty Association Agreement.

**10 ACADEMIC MONTH FACULTY** - Unit members hired on a 10 academic month basis must submit an application and evidence of satisfactory course completion by the Friday preceding the opening day of the Fall semester for a salary change to be effective the first pay period. Submissions made after the Friday preceding the opening day of the Fall Semester shall be effective the pay period following the month of submission. Any course work that will be used to qualify for column crossover or salary schedule advancement in a given school year must be completed before the start of the Fall semester of that academic year.

**CALENDAR MONTH FACULTY** - Unit members hired on an 11 or 12 calendar month basis must submit an application and evidence of satisfactory course completion by June 30 for the pay period beginning July 1 or by July 31 for the pay period beginning August 1. Submissions made after July 31 shall be effective the pay period following the month of submission. Any course work that will be used to qualify for column crossover or salary schedule advancement must be completed before the effective date of the salary change, and in no case later than July 31 of the academic year in which the change will occur.

**ADJUNCT FACULTY** – Initial placement for all adjunct faculty will be Column I, Step 1. All approved petitions for advancement credit will be held by adjunct faculty until ready for submission to effect column advancement. Collected, approved petitions must be submitted to Human Resources by the Friday preceding the start of Fall semester of the academic year to implement column advancement for that year. Column changes are effective at the beginning of the Fall semester.

**REQUIRED MATERIALS** - In addition to this request form, verification of satisfactory course completion must be submitted in the form of an official transcript, or, if an official transcript is not attainable, documentation satisfactory to the Salary and Leaves Committee. This verification must be submitted to the Office of Human Resources before any salary change will be submitted for Board of Trustees approval. Courses taken for the Professional Growth Increment shall conform to the requirements for salary schedule advancement. Failure to meet application deadlines will result in delaying the effective date of the salary change.

**TEMPORARY VERIFICATION** - Deadlines can be met by **temporary verification** such as a grade card or letter from the institution, but implementation will not occur until official transcripts are received by the Office of Human Resources.

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**APPLICANT: Please Complete:**

I request that my salary placement be changed from Column \_\_\_\_ to Column \_\_\_\_ or to include Professional Growth Increment and herewith submit evidence to support my petition. Following is a list of courses completed to support this change. I certify that courses completed after my employment at Mt. San Antonio College began have been approved by the Salary and Leaves Committee.

**HR use only:** Units/Hours of file:

Units/Hours Completed:

Units/Hours needed:

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

[illegible]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

10/03/08

c:HRS/Lisa/FullTimeFaculty/SalaryAdvancement/BlankForms