

SANTA MONICA COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES – FULL-TIME FACULTY

FULL-TIME FACULTY GROUP ADVANCEMENT COURSE APPROVAL

FACULTY MEMBER INFORMATION

NAME		DISCIPLINE	DEPARTMENT
PRESENT GROUP	PRESENT STEP	SIGNATURE	DATE

COURSE INFORMATION

1	COURSE NUMBER	DEPT	COURSE TITLE	UNITS (NOTE QTR or SEM)	
	CONTROLLED (# OF)	ELECTIVE (# OF)	INSTITUTION NAME	START DATE	END DATE
	REASON				
2	COURSE NUMBER	DEPT	COURSE TITLE	UNITS (NOTE QTR or SEM)	
	CONTROLLED (# OF)	ELECTIVE (# OF)	INSTITUTION NAME	START DATE	END DATE
	REASON				
3	COURSE NUMBER	DEPT	COURSE TITLE	UNITS (NOTE QTR or SEM)	
	CONTROLLED (# OF)	ELECTIVE (# OF)	INSTITUTION NAME	START DATE	END DATE
	REASON				

HUMAN RESOURCES USE ONLY

APPROVAL/DENIAL

APPROVED AS (SEE ABOVE)		DENIED REASON	
AUTHORIZED NAME	AUTHORIZED SIGNATURE		DATE
NOTIFICATION DATE	NOTIFICATION BY		

THIS FORM MUST BE SUBMITTED AND APPROVED BY THE DATE LISTED IN THE CURRENT CONTRACT

PLEASE READ THE FOLLOWING GENERAL INFORMATION AND INSTRUCTIONS

- 1) Approval of the courses submitted merely signifies the particular course qualified and in no way implies approval is given to exceed or ignore current group advancement agreements.
- 2) Courses taken before approval has been granted by the Dean, Human Resources are done so at the faculty member's risk.
- 3) Courses approved will be accepted for group advancement or advanced degrees only upon verification by transcripts or grade cards.
- 4) Information requested must be **PRINTED** or **TYPED**.
- 5) List the unit values of courses as they appear in the college catalogue. **DO NOT** convert quarter units to semester units.
- 6) Refer to the current collective bargaining contract regarding group advancement.
- 7) Fill out this form completely. Forms not completed will be returned before being considered for approval.
- 8) Give the specific reason for requesting controlled unit credit approval. See the current collective bargaining contract for controlled unit explanation or *read below*.

GROUP ADVANCEMENT REQUIREMENTS

- 1) Group advancement earned and properly filed for by faculty shall be granted effective the beginning of the fall semester.
- 2) Probationary and Tenured Salary Schedules
 - a. Faculty planning to advance to a higher group on the salary schedule for the following academic year must complete the following by April 15:
 - i. Submit a written notification to the Human Resources Office; and
 - ii. Schedule a group advancement conference with the specialist in the Human Resources Office.
 - b. Group salary advancements will be granted only when the Human Resources Office has received one of the following verifications before the beginning of the fall semester:
 - i. Official grade cards or transcript; or
 - ii. Official college or university notification that an advanced degree will be awarded by Sept 1; or
 - iii. Personal affidavit that all requirements as stated in the advancement request have been met.
 - c. It is the responsibility of each individual to keep a personal record of units taken and to see that professional advancement policies are not exceeded.
 - d. Advancement to a higher group on the salary schedule shall be approved by the appropriate HR administrator and shall be based upon fully satisfied minimum qualifications or equivalencies and academic unit requirement for the group. The Academic Senate Professional Development Committee shall be consulted for recommendation if there are any questions concerning the applicability of units for advancement. All quarter unit courses will be converted to semester units so that one quarter unit equals two-thirds (2/3) of a semester unit.
 - e. A maximum of fourteen (14) semester units may be applied toward group salary advancement for any college year (including summer) for tenured or probationary faculty members, with the following exceptions: personnel on opportunity, study, or sabbatical leaves shall be eligible to use all approved units or advanced degrees obtained during this period.

A person not eligible for group movement for units obtained prior to the awarding of a degree shall, upon receipt of the degree, be allowed movement to the group which the degree and the units entitle the person.

Any number of approved units may be taken, and these may be applied in the next college year or in subsequent years toward salary advancement as long as not more than fourteen (14) semester units are used at one time for advancement.
 - f. To be applied to advancement, the units shall consist of at least ten (10) controlled semester units and four (4) elective semester units.
 - i. Controlled

Controlled semester units are acquired only in college or university-level courses that have not been taken before and that meet one of the following criteria:

 1. Are directly related to the faculty member's current assignment.
 2. Are in the faculty member's major or related field.
 3. Are required for an approved advanced degree.
 4. Make for a better understanding of student learning behavior.
 5. Improve understanding of community college administration, laws, procedures, or curriculum.
 6. Improve methods or techniques of instruction, counseling, nursing or library science.
 7. Increase understanding of student minority groups, their cultures, and their languages.
 - ii. Elective

Elective units are acquired in courses that contribute to the professional development of the faculty member. They may be taken at any college level as long as they have not been previously taken.
 - g. Instructors having 80% or more of their assignment in the following departments: automotive technology, business, cosmetology, graphic arts, health sciences, home economics, technical, and trades may use continuing education units toward group advancement, with the following restrictions:
 - i. One (1) unit of credit shall be equal to two (2) continuing education units (1 CEU = 10 hours of direct instruction) earned through an organization, institution, or association acceptable to the instructor's department chair, division manager and the Academic Senate Professional Committee. All approvals must be obtained prior to the instructor's participation in the requested program. Requests for CEU courses must be submitted to the appropriate HR administrator in accordance with the procedures for group advancement. Units calculated from CEU credits may be used for elective or controlled units for group movement.
 - ii. Approved CEU units accumulated during 1978-79 and 1979-80 may be credited to instructors for group advancement without regard to the required sequence of approvals contained in this section.
 - iii. One unit of credit equals 60 clock hours of non-paid experience gained through special training sessions related to the teaching area. This experience must be recommended in advance by the department chair and division manager to the appropriate HR administrator.