

All About Salary Advancement

Shane Haggard

Chair, Professional Advancement Committee

PAC Duties

- Reimbursements (Nursing, Mental Health, Cosmetology, Barbering)
- Professional Development Proposals
- Performance Review Files
- Sabbatical Applications
 - Workshop during Spring FLEX week.
 - Faculty (contract/adjuncts with POA) shall be eligible for a sabbatical leave after six (6) consecutive years of satisfactory service to the District.
 - Application due date to your dean/manager is third Friday in February.
 - Start brainstorming now!

Licensure/Certification Reimbursements

- For Nursing, Mental Health, Cosmetology, Barbering faculty:
 - Required vaccinations (annual flu shot, etc...)
 - Insurance coverage
 - Other necessary licenses

American Federation of Teachers • 3737 Camino Del Rio South • Suite 410 • San Diego, CA 92108-3883

LICENSURE / CERTIFICATION FEE REIMBURSEMENT PROGRAM

Date: Campus (Mesa) Mailbox:

Name: Employee ID#:

Mailing Address:
Street City State ZipCode

Phone #: () Email:

College/Center Site: Adjunct: ☐ Full-time Faculty: ☐

Department or Program Faculty Service Areas: 1. 2. 3.

Name of Certificate / License:

Issuing Agency or Institution:

Date of Expenditure(s):

Total Expenditure(s):

College faculty may be reimbursed for the actual cost of fees charged which directly relate to the issuance or re-issuance of a license or certificate required by the District, after initial employment, for the unit member to qualify for or retain his/her teaching or non-teaching assignment (not included: professional organization dues, continuing education fees, mileage, lodging, meals, etc.). Receipts and/or other official documentation must be submitted in order to process the reimbursement. If the amount of requested reimbursements exceeds the amount of available resources, reimbursements may be distributed on a pro-rata basis. Any activities reimbursed by these funds may not also be used for salary advancement purposes or any other type of District reimbursement.

Attached in 8 ½ x 11 inch format are:

- ☐ Official documentation showing that employee is required to have this license to keep his/her job with the San Diego Community College District (SDCCD) or if it is mandated by the State of California.
- ☐ A copy of the application filled out by employee to get the license.
- ☐ A copy of the receipt for payment of the license (e.g. cancelled check, credit card statement, or equivalent).
- ☐ A copy of the actual license received by employee (if provided by the issuer).

Signature of Faculty Member: Date:

Licensure/Certification Reimbursements

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LICENSURE / CERTIFICATION FEE REIMBURSEMENT PROGRAM

APPROVALS

Signatures below affirm that this license or certificate is mandatory for the faculty member to continue on their current assignment.

Dept. Chair:		Date:	
Dean:		Date:	
PAC Chair:		Date:	
AFT:		Date:	

- Most common reasons these forms get kicked back:
 - Lack of signatures
 - No proof of the service
 - No proof of payment
- Email **signed** forms and supporting documentation to the PAC chair.
- Goes to AFT for reimbursement.

Salary Advancement Eligibility

- If you are all the way over to the right-hand column (Class 6), whether by PhD or advancement after Masters, you are NOT eligible for salary advancement.

Salary Schedule Effective January 1, 2024 AFT Guild - Tenured/Tenure-Track Faculty							
	Arts & Science Placement	Masters per MQ*	45 Units w/MA	60 Units w/MA	75 Units w/MA	90 Units w/MA	105 Units w/MA or PhD
	Vocational Placement	BA+2 or AA+6 Professional Years Exp*	15 Add'l Units w/C class 1 Requirements	30 Add'l Units w/C class 1 Requirements	45 Add'l Units w/C class 1 Requirements	60 Add'l Units w/C class 1 Requirements	75 Add'l Units, w/BA Awarded
STEP	Class 0 Non-Credit	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
A	\$6,248.85	\$6,567.28	\$6,895.64	\$7,240.42	\$7,602.44	\$7,982.57	\$8,381.70
B	\$6,420.68	\$6,747.88	\$7,085.27	\$7,439.53	\$7,811.51	\$8,202.09	\$8,612.19
C	\$6,597.26	\$6,933.44	\$7,280.12	\$7,644.12	\$8,026.33	\$8,427.64	\$8,849.03
D	\$6,778.70	\$7,124.11	\$7,480.32	\$7,854.34	\$8,247.05	\$8,659.40	\$9,092.38
E	\$6,965.11	\$7,320.03	\$7,686.03	\$8,070.33	\$8,473.85	\$8,897.54	\$9,342.42
F	\$7,156.65	\$7,521.33	\$7,897.39	\$8,292.26	\$8,706.88	\$9,142.22	\$9,599.33
G	\$7,353.46	\$7,728.16	\$8,114.57	\$8,520.30	\$8,946.32	\$9,393.63	\$9,863.31
H	\$7,555.68	\$7,940.69	\$8,337.72	\$8,754.61	\$9,192.34	\$9,651.96	\$10,134.55
I	\$7,763.45	\$8,159.06	\$8,567.01	\$8,995.36	\$9,445.13	\$9,917.39	\$10,413.25
J	\$7,976.96	\$8,383.43	\$8,802.60	\$9,242.73	\$9,704.87	\$10,190.11	\$10,699.62
K	\$8,196.32	\$8,613.98	\$9,044.67	\$9,496.91	\$9,971.75	\$10,470.34	\$10,993.86
L	\$8,421.71	\$8,850.86	\$9,293.40	\$9,758.07	\$10,245.98	\$10,758.28	\$11,296.19
M	\$8,653.31	\$9,094.26	\$9,548.97	\$10,026.42	\$10,527.74	\$11,054.13	\$11,606.84
N	\$8,891.28	\$9,344.35	\$9,811.57	\$10,302.15	\$10,817.25	\$11,358.12	\$11,926.02
O				\$10,585.46	\$11,114.73	\$11,670.47	\$12,253.99
P						\$11,991.40	\$12,590.97
Q						\$12,321.17	\$12,937.23
R						\$12,660.00	\$13,293.00
S						\$13,008.15	\$13,658.56

Effective 1/1/24: 4.22% Across the Board Increase

Salary Advancement Eligibility

- To find your Step/Class, go to

<https://myportal.sdccd.edu>

- > Employee Dashboard
- > My Pay
- > Compensation History
- > Salary Placement (tab)

AFT Guild Classroom Faculty Assignments Salary Schedule Effective January 1, 2024								
		Class 0	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
		Arts & Science Placement	Masters per MQ	45 Units w/MA	60 Units w/MA	75 Units w/MA	90 Units w/MA	105 Units w/MA or PhD
		Vocational Placement	BA*2 or AA*6 Professional Years Exp*	15 Add'l Units w/C lass 1 Requirements	30 Add'l Units w/C lass 1 Requirements	45 Add'l Units w/C lass 1 Requirements	60 Add'l Units w/C lass 1 Requirements	75 Add'l Units, w/BA Awarded
Hours	Step							
<450	A	\$ 50.27	\$ 75.18	\$ 78.94	\$ 82.88	\$ 87.03	\$ 91.38	\$ 95.95
450	B	\$ 52.01	\$ 77.25	\$ 81.11	\$ 85.16	\$ 89.42	\$ 93.89	\$ 98.59
900	C	\$ 53.80	\$ 79.37	\$ 83.34	\$ 87.50	\$ 91.88	\$ 96.47	\$ 101.30
1350	D	\$ 56.77	\$ 81.55	\$ 85.63	\$ 89.91	\$ 94.41	\$ 99.13	\$ 104.08
1800	E	\$ 58.84	\$ 83.79	\$ 87.98	\$ 92.38	\$ 97.00	\$ 101.85	\$ 106.95
2250	F	\$ 60.85	\$ 86.10	\$ 90.40	\$ 94.92	\$ 99.67	\$ 104.65	\$ 108.02
2700	G	\$ 62.97						
3150	H	\$ 66.64						
3600	I	\$ 69.03						
4050	J	\$ 71.47						
12000	K	\$ 73.43						

Effective 1/1/24: 4.69% across the board

Salary Advancement Forms

- The forms are fillable and should be completed and routed fully online!
- President signature not required!
- VP signature only required in specific cases!

Professional Development - Proposal

- Fifteen (15) units of professional development can move you over one class on Salary Placement Schedule.
- Only ONE category of proposal per form.

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PROFESSIONAL ADVANCEMENT PROPOSAL

Please use Adobe Reader or Acrobat Pro ONLY [available here](#) to fill out this form digitally. (Mac users, please DO NOT use Preview.)

Please note that any Professional Advancement paperwork turned in without the correct supplemental materials (noted under each category on this form) will be returned to faculty members without any action taken by the PAC.

Date	Name	ID #	Email

Phone #	College / Center Assignment	Mailbox Location (Bldg & Room #)

Current Active Faculty Service Area(s) - (Single or multiple)

FSA(s) intended to be used for this proposal

☐ FULL TIME FACULTY
☐ ADJUNCT

PART I: PROPOSAL

(See Article VIII of the AFT Contract)

Is this Proposal under the rules of Vocational Instructors? ☐ YES ☐ NO

This Proposal provides for a total of semester units and is designed to move me from Class to Class on the salary schedule.

Note: If the proposal changes, please submit a "Revision to Professional Advancement Proposal" form and attach a copy of the original proposal and any other revisions signed by the Professional Advancement chair, or you can submit a new Professional Advancement Proposal.

Choose ONE of the following categories for this proposal and complete the corresponding section below:

☐ 1. Conferences, Seminars, or Workshops	☐ 3. Professional Work Experience or Internship
☐ 2. Scholarly/Creative Works	☐ 4. Coursework

1. CONFERENCES, SEMINARS, OR WORKSHOPS

Please give an estimated number of hours you will be attending this conference as a participant and/or as a presenter and an estimated number of units you are requesting.

Keep in mind that 30 hours of attendance (outside of scheduled on-campus hours) = 1 unit.

Please remember that you will be required to submit a completed "Professional Advancement Log of Hours" worksheet form with your completion.

An original flier, publication, social media announcement, or advertisement for this seminar, conference, or workshop must also be submitted with this form.

Seminar, Conference, or Workshop hours requested:

Hours: Units:

Professional Development - Proposal

- Professional development can be:
 - Coursework from accredited institutions
 - Workshops/conferences (30 hrs of attendance = 1 unit)
 - Presenting at conferences/workshops (15 hrs of presentation = 1 unit)
 - Scholarly/creative works

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2. SCHOLARLY / CREATIVE WORKS

Please attach to this form a description of your proposed project(s).

Proposed Number of Units:

3. PROFESSIONAL WORK EXPERIENCE OR INTERNSHIP

Please give an estimated number of hours you will be completing during this work experience and an estimated number of units you will be requesting. Remember that you will need an original signature from your employer on your Work Experience Proposal, so you must take this Proposal with you to your job site. A maximum of 8 semester units can be claimed during a faculty member's entire career at SDCCD.

Professional Work Experience Hours & Units requested: Hours: Units:

4. COURSEWORK

College semester units to be taken to complete this proposal (3 quarter units equals 2 semester units.) Please attach to this form the official course descriptions of the classes that you plan to take (original image sources only, e.g. scanned catalog pages, web page screenshot or PDF, etc.) and submit the list of required course information below for each class you intend to include in this proposal. (Attach additional courses if necessary.)

1) College/University	Department	Start Date
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)
2) College/University	Department	Start Date
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)
3) College/University	Department	Start Date
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)
4) College/University	Department	Start Date
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)
5) College/University	Department	Start Date
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)
6) College/University	Department	Start Date
Course Name & Number	Units	Level (Lower, Upper, Grad, Ext)

TOTAL UNITS: Lower Division Upper Division Graduate Extension

DEGREE TO BE EARNED (if any):

Professional Development - Proposal

- New AFT Contract (7.13.7):
 - *Unit members who are required to undergo training in order to accept a Distance Education assignment, or due to a change in the District's Distance Education delivery system, shall be allowed to submit such training for salary advancement.*
- **NOTE:** This is one of the few times when District workshops count. Required online training and The Summer Institute qualify for salary advancement.
- Other District workshops, **including FLEX**, do **NOT** qualify for salary advancement.

Professional Development - Proposal

New AFT Contract (7.13.7):

- Eligible lower division courses = foreign languages, computer-related, and *topics reasonably related to cultural competencies, diversity, equity, inclusion, & accessibility*. (A4.3.1.3)
 - Note: these *newly eligible courses* must be taken Fall 2023 or later to count, as that is when the new contract took effect.
- Lower division – 6 units or two courses, whichever is greater.
- Additional lower division courses may be taken with prior VP approval, up to 6 units or two courses.

Professional Development - Proposal

- Scholarly/creative works:
 - Limited to projects which have the approval of the appropriate Department Chair, manager and the campus Professional Advancement Committee
 - *Within each unit range, the exact determination of credit to be awarded will be based upon the Campus Professional Advancement Committee's judgment of the **quality** of the work (not hours logged). (A4.5.4)*
- Examples:
 - Novel
 - Biography
 - Extensive textbook
 - Symphony
 - One-person art/craft exhibition
 - Performing arts production
 - And others, as delineated in the Contract.
- A max of 7.5 units may be applied to each salary class advancement.

Professional Development - Proposal

- The criteria for professional development credit:
 - Professional growth
 - Relevance to current assignment and student learning

PART 2: PROPOSAL DESCRIPTION

Provide a full description of your Professional Advancement Proposal. Be sure to include the following information:

1. Description of your Professional Advancement Proposal: A descriptive discussion of your proposal, including specific objectives and goals.
2. Relevancy to current/new assignment and improvement of student learning.
3. Need for the Professional Advancement Proposal: How does your proposal meet the need for professional growth as well as providing benefits to yourself, our students, and the college?

Please enter your proposal description below. You may attach additional sheets if necessary.

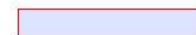


I confirm that all hours listed on this form for completion of semester units for coursework, creative & scholarly work, conferences, seminars & workshops, and work experience & internships, will be spent outside of my scheduled work hours (including slash time) at SDCCD; and, I hereby submit this Professional Advancement Proposal for recommendation of approval by the Professional Advancement Committee and then to the appropriate personnel at the District Office.

SIGNATURE OF APPLICANT



DATE



*Click in the signature field above to sign digitally (or configure a new digital ID if signing for the first time.)
PLEASE DO NOT use the "Sign" (Pen Nib) tool above to initial, draw, or place your digital signature on the signature line.*

Professional Development - Proposal

- Most common reasons these forms get kicked back:
 - Lack of signatures
 - No detailed description of courses/workshops/conferences
 - Not valid coursework -must be 300-level or higher with a few exceptions and must be relevant to assignment

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PART 3: APPROVAL, RECOMMENDATION & SIGNATURES
(PROFESSIONAL ADVANCEMENT PROPOSAL)

Name of Applicant ID# Campus Ph#
Click in the signature fields below to sign digitally (or configure a new digital ID if signing for the first time.)
PLEASE DO NOT use the "Sign" (Pen Nib) tool above to initial, draw, or place your digital signature on the signature line.

DEPARTMENT CHAIR

☐ RECOMMEND ☐ CONDITIONAL RECOMMENDATION* ☐ NOT RECOMMENDED*

Signature Date

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

DEAN / MANAGER

☐ RECOMMEND ☐ CONDITIONAL RECOMMENDATION* ☐ NOT RECOMMENDED*

Signature Date

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

COLLEGE PROFESSIONAL ADVANCEMENT COMMITTEE CHAIR

☐ RECOMMEND ☐ CONDITIONAL RECOMMENDATION* ☐ NOT RECOMMENDED*

Signature Date

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

VICE PRESIDENT

Coursework not directly related to the faculty member's FSA but related to meeting the minimum qualifications of another discipline or FSA may also be approved by the appropriate campus Professional Advancement Committee provided pre-approval is obtained from the appropriate Vice President. See Article VIII Section A4.3 of the AFT Faculty Union Contract for specific requirements of when this signature is required.

☐ RECOMMEND ☐ CONDITIONAL RECOMMENDATION* ☐ NOT RECOMMENDED*

Signature Date

* Must include written statement to specify or document conditions or reasons for a conditional recommendation or not recommended.

Professional Development – Completion

- No salary advancement occurs until proof of completion is also submitted.
- You do not have to finish 15 units all at once to move over.
- Send OFFICIAL transcripts directly to PAC chair if coursework was part of proposal.

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REPORT OF COMPLETION OF PROFESSIONAL ADVANCEMENT PROPOSAL

Please use Adobe Reader or Acrobat Pro ONLY [available here](#) to fill out this form digitally. (Mac users, please DO NOT use Preview.)

Date	Name	ID #	Email
Phone #	College / Center Assignment	Mailbox Location (Bldg & Room #)	☐ FULL TIME FACULTY
Faculty Service Area(s) - (Single or multiple, e.g. English - or - English, Journalism, & French)			☐ ADJUNCT
Proposed Faculty Service Area(s) - (FSA(s) intended to be used with this proposal)			

I have completed ALL ☐ or PART ☐ of the work as described in my Professional Advancement Proposal.

Proposal dated: _____ as revised on: _____

The original proposal was designed to provide for a total of _____ semester units and to move me from class _____ to class _____ on the salary schedule. This completion is for _____ semester units.

Transcripts

☐ Official transcripts of approved courses verifying semester units or a new degree.
Please have official transcripts sent directly from the unit-granting institution via email to your campus PAC Chair. Unofficial and/or paper transcripts will NOT be accepted. Please also list all courses in text field on page 2.

Attached in 8 1/2" x 11" format are:

☐ A one-page report for approval of scholarly/creative works.
Please attach a one-page typed description of the project, including goals, methodology (steps involved in completing the project), materials, an approximation of the time spent on the project (hours), and the completed work. This should include a rationale for the number of units being requested. Please review contract suggestions for the number of units that can be received for individual projects.

☐ A log of hours, official conference schedule, and proof of registration/payment for seminars/workshops/conferences.
An official schedule of the conference/seminar, proof of registration/payment is required to be attached to this completion, as is a Professional Advancement Log of Hours Worksheet Form. This form uses Excel, which will automatically translate the hours you enter into units using the formulas 30 hours of attendance = 1 semester unit, 15 hours of presentation = 1 semester unit. If the conference/workshop lasts over a series of days, please subtotal the log of hours for each day, then add a log of hours for the entire conference.

☐ Employer's verification (original signature) of work experience or internship.
(See work experience form.)

I confirm that all hours listed on this form for completion of semester units for coursework, creative and scholarly work, and conferences will be spent outside my scheduled work hours, including slash time, at SDCCD; and, I hereby submit this Professional Advancement Completion for recommendation of approval to the College Professional Advancement Committee and then to the appropriate VP (if necessary) and personnel at the District Office.

Signature of Applicant: _____ Date: _____

Click in the signature field above to sign digitally (or configure a new digital ID if signing for the first time.)
PLEASE DO NOT use the "Sign" (Pen Nib) tool above to initial, draw, or place your digital signature on the signature line.

Professional Development – Completion

- If a workshop/conference attendance is part of your proposal, keeping a log is a must!
- To get professional development for a conference/workshop, you should submit:
 - Certificate, if provided.
 - Detailed log of hours – meals and breaks cannot be included! A form is available for your use.

Professional Development Log of Hours Worksheet Form				
Please fill in the number of hours where applicable and the form will automatically add the total hours and calculate the total number of units.				
TYPE OF EVENT (conference, workshop/ seminar, scholarly/creative works) and TITLE OF EVENT OR WORK	DATE mm/dd/yyyy	TIME OF EVENT + a.m. or p.m.	HOURS OF ATTENDANCE OR WORK - numbers only. 30 hours = 1 unit	PRESENTER HOURS - numbers only. (do not include in attendance hours) 15 hours = 1 unit

	TOTAL HOURS	TOTAL PRESENTER HOURS
GRAND TOTAL UNITS	TOTAL UNITS	TOTAL PRESENTER UNITS
0.00	0.00	0.00

Professional Development – Completion

- Most common reasons these forms get kicked back:
 - Lack of signatures
 - Not including original proposal for comparison
 - Missing transcripts
 - No log of hours for workshops/conferences

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APPROVAL, RECOMMENDATION & SIGNATURES

(REPORT OF COMPLETION OF PROFESSIONAL ADVANCEMENT PROPOSAL)

Name of Applicant: _____ ID# _____ Campus _____ Ph# _____

Click in the signature fields below to sign digitally (or configure a new digital ID if signing for the first time.)
PLEASE DO NOT use the "Sign" (Pen Nib) tool above to initial, draw, or place your digital signature on the signature line.

DEPARTMENT CHAIR

☐ RECOMMEND ☐ CONDITIONAL RECOMMENDATION* ☐ NOT RECOMMENDED*

Signature: _____ Date: _____

*Must include written statement to specify/document conditions or reasons for a conditional recommendation or not recommended.

DEAN / MANAGER

☐ RECOMMEND ☐ CONDITIONAL RECOMMENDATION* ☐ NOT RECOMMENDED*

Signature: _____ Date: _____

*Must include written statement to specify/document conditions or reasons for a conditional recommendation or not recommended.

COLLEGE PROFESSIONAL ADVANCEMENT CHAIR

☐ RECOMMEND ☐ CONDITIONAL RECOMMENDATION* ☐ NOT RECOMMENDED*

Signature: _____ Date: _____

*Must include written statement to specify/document conditions or reasons for a conditional recommendation or not recommended.

FOR HUMAN RESOURCES USE ONLY

EFFECTIVE DATE _____ NEW CLASS _____ STEP _____ NEW SALARY _____
INITIALS _____ OLD CLASS _____ STEP _____ OLD SALARY _____

Routing Instructions

- These documents **must** have electronic signatures.
- Differences from previous procedures:
 - No presidential signature necessary!
 - VP signature necessary **only** in specific instances listed in AFT Contract.
 - Salary advancement packets will be completely routed via email.
- Email your form and supporting documentation to your department chair and dean.
 - CC: PAC chair
- Once they have signed, email those completed forms to the PAC chair.
- After PAC review, the forms will be sent to the District.

Professional Development – Important!

- Both forms (proposal AND completion) are necessary!
- Even if you've already completed a project (coursework, for example), you must submit a proposal form, as well as the completion.
- Transcripts must be OFFICIAL and sent to the PAC chair of your college for the completion to be approved. (Yes, I'm saying this again.) Electronic transcripts are preferred.

Salary Advancement Dates –New Language!

- *Faculty members who have all required documents approved by the appropriate campus Professional Advancement Committee shall have their salary advancement take **effect the first of the month following approval** by the Professional Advancement Committee. (A4.2)*
- NOTE: The PAC at each campus meets during the academic year; therefore, no salary advancement occurs during the summer.

Contact Info!

- Find us on City College's Committees Page and all forms at:
<https://www.sdcc.edu/faculty-staff/committees/prof-advancement.aspx>
- Shane Haggard – mhaggard@sdccd.edu
- PAC Office Hours
 - Monday and Tuesday 5:00-6:00
 - S-211I
 - ZOOM