

A4.3 Course Work Acceptable for Salary Class Advancement –

For all faculty, units must be approved by the appropriate campus Professional Advancement Committee and must be related to the faculty member's faculty service area (FSA). 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.

Credits shall be allowed from upper division or graduate courses in accordance with the official transcripts from regularly accredited institutions. Credit for courses taken in the armed forces will be allowed only when verified by official transcripts issued from regularly accredited institutions⁷. Course work⁷ taken to satisfy the unit member's FLEX obligation may also be used for salary advancement.

For all purposes of salary advancement as a result of taking a course, a passing grade for that course to count for salary advancement shall mean a grade of "C" or above. For coursework taken on a credit/no-credit, pass/no-pass, or similar type of non-letter graded system, the determination of whether or not the passing grade shall be deemed as a "C" or above shall be based on the equivalency rules in place at the institution where the coursework was taken. The unit member shall be responsible for obtaining and submitting this documentation if not already provided on the official transcript.

A4.3.1 Effective July 1, 2003, the greater of six (6) lower division units or two (2) courses may be allowed upper division credit (toward one class movement only) for purposes of transfer to a higher classification, provided that all of the following requirements are met:

A4.3.1.1 That such lower division work is taken subsequent to employment by the San Diego Community College District in a faculty position.

A4.3.1.2 That such courses are approved by the appropriate campus committee and the appropriate dean for salary credit, based

upon a consideration of the value of the course in improving the professional competence of the individual.

A4.3.1.3 That all such lower division work must be taken at some institution other than one of the San Diego community colleges.

EXCEPTIONS:

- i. Vocational faculty (other than continuing education adjunct faculty) enrolled in programs leading toward an associate's or bachelor's degree in a field or discipline in which the faculty member is assigned may receive salary credit for all lower division courses from any accredited institution provided written approval is obtained from the faculty member's college Vice-President and campus Professional Advancement Committee prior to enrollment.
- ii. Lower division courses in disciplines other than foreign languages or computer-related technologies may be taken within the San Diego Community College District provided written, prior approval is obtained from the appropriate Vice-President.
- iii. Effective July 1, 2003, courses taken in the fields of foreign languages or computer-related technologies may be taken within the San Diego Community College District without prior approval from the appropriate Vice-President.
- iv. Effective January 1, 2007, in addition to the six (6) lower division units or two (2) courses provided above, a faculty member will be allowed up to six (6) additional lower division units or two (2) additional courses taken after January 1, 2007, in the disciplines of foreign language or computer related technologies.

A4.3.2 Credit may be allowed for a repeated course provided at least five (5) years have elapsed between the completion dates of the two (2) courses. Courses are not considered duplicate courses if they are taken at different schools under different faculty even though the course titles may be similar, or as part of a thesis or dissertation research program of study.

A4.3.3 For purposes of salary reclassification, the total number of semester units shown on official transcripts will be rounded to the next larger whole semester unit only if the fraction is 1/2 or larger; e.g., 29-1/2 semester units will be counted as 30 semester units.

A4.3.5 Professional development activities (e.g.; conferences, workshops, scholarly & creative works) submitted for salary advancement must be completed on the faculty member's own time.

Thirty (30) hours of conferences/workshops/seminars equals one (1) semester unit. Fifteen (15) hours as a presenter at a conference/workshop/seminar equals one (1) semester unit. See Section A4.7 for unit equivalencies for scholarly and creative works.

A4.4 Salary Credit for Work Experience or Internship

A maximum of eight (8) units (thirty (30) hours of work experience/internship equals one (1) semester unit) of salary credit, shall be allowed for approved work experience or internship during a faculty member's advancement across the salary schedule, provided (a) the experience was outside of the academic year (b) the experience is directly related to the field(s) in which the faculty member is rendering service; or (c) the work is of such nature as to provide a substantial increase in the faculty member's skill in or knowledge or understanding of his/her work.

College vocational *adjunct* faculty may have additional work experience re-evaluated for class placement purposes up to a maximum placement of Class 6. Work experience is defined as experience directly related to the field(s) in which the faculty member is rendering service; or the work is of such nature as to provide a substantial increase in the faculty member's skill in or knowledge or understanding of his/her work.

A4.5 Scholarly and Creative Works -- Credits for salary class advancement may also be earned through scholarly works and creative endeavors. Some of the activities listed in this section are an integral part of the faculty member's assignment and will be considered under professional development only in extraordinary circumstances, as determined by the appropriate campus Professional Advancement Committee.

A maximum of seven and one half (7-1/2) units of creative and scholarly works may be applied toward each salary class advancement.

A4.5.1 Semester unit credit equivalencies of between one (1) and seven-and-one-half (7.5) units may be granted if the following criteria are met:

- A4.5.1.1 The work has been validated by a reputable agency/ professional source/public exhibit. Examples of reputable validation include but are not limited to: Professional organization/guild; publisher with an editorial board or another juried process of selection; juried show; purchase of the product by industry; patent; public performance or exhibition; award by a professional organization; and,
- A4.5.1.2 The work promotes excellence in the classroom and/or the instructional support area; and,
- A4.5.1.3 The work has not been compensated already by the District (sabbaticals are not considered compensation); and,
- A4.5.1.4 The work is reasonably related to the faculty member's discipline/FSA(s); and,
- A4.5.1.5 The work accomplishes one of the following:
- It advances the field of study; or
 - It makes a contribution to the discipline; or,
 - It demonstrates originality and/or innovation; or,
 - It brings recognition to the District.
- A4.5.2 The work must be performed on the faculty member's own time, not on a District assignment, and not using District equipment or supplies, facilities, or personnel, and must directly contribute to the instructional programs.
- A4.5.3 The awarding of units for scholarly and creative works is limited to projects which have the approval of the appropriate Department Chair, manager and the campus Professional Advancement Committee. Quality is to be assured by both reputable validation (as described in A4.7.1(a) above) and the Committee's judgment reached either with or without review by Committee-designated experts. Work which the Committee considers to be of insufficient quality shall be rejected.
- Rejection may be appealed by the faculty member to the Committee on Academic Personnel (CAP). CAP will review the action and the statements of all appropriate parties, and shall make a recommendation to the Chancellor who shall make the final determination.
- A4.5.4 The following examples of work and the possible range of units awarded for it are not intended to supplant the judgment of the appropriate College Professional Advancement Committee but are to serve only as guidelines. Within each unit range, the exact determination of credit to

be awarded will be based upon the College Professional Advancement Committee's judgment of the **quality** of the work (not hours logged):

A4.5.4.1 One (1) to seven-and-one-half (7-1/2) units: Novel, biography, extensive textbook, symphony, one-person art/craft exhibition, product design, performing arts production, or other similar works;

A4.5.4.2 One (1) to four (4) units: Professional paper, article, short story, song, placing in a juried art/craft exhibition, other exhibition, training or faculty member's manual, software program, or similar works.

Faculty members may challenge the College Professional Advancement Committee (PAC) on the number of units awarded by appealing to the Committee on Academic Personnel (CAP). The CAP will review the PDC's award and rationale, and will review a written challenge by the faculty applicant. CAP then will make a recommendation to the Chancellor who shall make the final determination.

A4.5.5 Other examples of appropriate scholarly and creative works include but are not limited to:

A4.5.5.1 Consultancy to other educational institutions, lectures to professional organizations on topics reasonably related to one's assigned field;

A4.5.5.2 Publication of printed or web published manuals, textbooks, articles, books of critical studies/essays, formal papers;

A4.5.5.3 Fiction/non-fiction plays, poems, screenplays, teleplays, chapbooks, reviews, anthologies, annotation of a text, indexes, atlases;

A4.5.5.4 Song, instrumentals, octavo choral work, chamber ensemble work for chorus, orchestra or band, work for an orchestra, symphony, oratorio, opera, musical;

A4.5.5.5 Films, theater or media activities;

A4.5.5.6 Exhibits of arts or crafts (examples may include painting, sculpture, photography, ceramics);

A4.5.5.7 Creation of models, mock-ups, or simulations;

A4.5.5.8 Creation of a product or process for increasing production efficiency in industry or business.