

SAN DIEGO MIRAMAR COLLEGE

MOVING ACROSS ON THE PAYSCALE!

How to Create, Submit and Complete a Professional Development Plan for Salary Advancement to the Next Salary Class.

1. Overview of Salary Classes & Step

- a. [AFT Guild, Local 1931](#)
- b. [Faculty Collective Bargaining Agreement](#)
 - Article VIII – Salary
 - Article VIII, A3.0. Initial Salary Step Placement
- c. [Contract Faculty: Salary Schedule A](#)
- d. [Adjunct Faculty: Salary Schedules B & C](#)

2. Before you Begin

- a. Contact District Human Resources-Compensation: Ellyn Fulton (efulton001@sdccd.edu), Arlyn Uybungco (auybungc@sdccd.edu), or the office's general email address (sdccdhrcomp@sdccd.edu) to get a written account of current units credited. The Human Resources-Compensation phone number is 619-388-6576.
- b. Determine how many units are needed to move across one class.
- c. Have a general plan in mind.

3. Review of [Faculty Collective Bargaining Agreement](#)

- a. Article VIII
 - A4.3 Educational Plans
 - A4.4 Transfer from Lower to Higher Class – Salary Class Advancement
 - A4.5 Coursework Applicable for Salary Class Advancement
 - A4.6 Salary Credit for Work Experience of Internship Outside the Academic Year
 - A4.7 Scholarly and Creative Works
 - A4.8 Vocational Instructors
- b. Article XVIII
 - 18.2 Sabbatical Leave for College Faculty

4. Gather Necessary Forms & Create Plan

- a. Visit Miramar's [Professional Advancement Committee Website](#)
- b. Complete the appropriate forms.
- c. Review District procedures, Q&A, guidelines for creative/scholarly works and the Professional Advancement Committee's meeting schedule.
- d. Create a plan that moves you one class at a time.

SAN DIEGO MIRAMAR COLLEGE

5. Get Necessary Signatures & Submit

- a. Make TWO copies of your plan.
- b. Get signature of Department Chair & Dean.
- c. Submit to Professional Advancement Committee via ***committee chair at least one week before the scheduled meeting date.***
- d. Committee will review at the next regularly scheduled meeting.
- e. ***2018-19 PAC meetings: Sept. 10, Oct. 8, Nov. 12, Dec. 10, Feb. 11, Mar. 11, Apr. 8, and May 13 at 1:00 p.m. in L-209.***

6. Reports of Completion

- a. Fill out Report of Completion Paperwork, get Chair & Dean signatures. Forms are available online at the Miramar College website under: Resources for Faculty & Staff --> College Governance --> College Committees --> Professional Advancement Committee --> Important Documents.
- b. Get OFFICIAL, SEALED transcripts to submit to PAC for Academic Work.
- c. Additional Report of Completion for Creative/Scholarly Work.
- d. Submit report of completion, official sealed transcripts and/or additional report of completion for creative /scholarly work to Professional Advancement Committee via ***committee chairperson at least one week before the scheduled meeting.***
- e. Committee will review at the next regularly scheduled meeting.
- f. 2018-19 PAC meetings: Sept. 10, Oct. 8, Nov. 12, Dec. 10, Feb. 11, Mar. 11, Apr. 8, and May 13 at 1:00 p.m. in L-209.
- g. ***Pay raises go into effect on March 1, on May 1, on October 1, and on November 1.***

7. Professional Advancement Committee Members 2018-2019

Name	Office	Telephone	Email
		(619) 388-	
Roger Olson, Chair	L-214C	x7622	rolson@sdccd.edu
Otto Dobre	M-107F	x7692	odobre@sdccd.edu
Carmen Jay	H-110J	x7532	cjay@sdccd.edu
Wheeler North	F1-103I	x7662	wnorth@sdccd.edu
John Salinsky	R1-108D	x7936	jsalinsk@sdccd.edu
Joan Thompson	K1-305E	x7544	jthompso@sdccd.edu
Dan Trubovitz	S6-115H	x7495	dtrubovi@sdccd.edu
+ one member yet to be named			

Links to additional resources on District Policies, Procedures and Human Resources may be found at the Miramar College [Academic Senate website](#).