

# SAN DIEGO MIRAMAR COLLEGE

## MOVING ACROSS 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](mailto:efulton001@sdccd.edu)), Arlyn Uybungco ([auybungc@sdccd.edu](mailto:auybungc@sdccd.edu)), or the office's general email address ([sdccdhrcomp@sdccd.edu](mailto: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.

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## 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	<a href="mailto:rolson@sdccd.edu">rolson@sdccd.edu</a>
Cheryl Barnard	K1-201	x7313	<a href="mailto:cbarnard@sdccd.edu">cbarnard@sdccd.edu</a>
Marc Hollman	K1-203K	c7561	<a href="mailto:mhollman@sdccd.edu">mhollman@sdccd.edu</a>
Carmen Jay	H-110J	x7532	<a href="mailto:cjay@sdccd.edu">cjay@sdccd.edu</a>
Wheeler North	F1-103I	x7662	<a href="mailto:wnorth@sdccd.edu">wnorth@sdccd.edu</a>
Kevin Petti	S6-115E	x7491	<a href="mailto:kpetti@sdccd.edu">kpetti@sdccd.edu</a>
John Salinsky	R1-108D	x7936	<a href="mailto:jsalinsk@sdccd.edu">jsalinsk@sdccd.edu</a>

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