



**MIRACOSTA COLLEGE**

# **SALARY ADVANCEMENT HANDBOOK**

**Application and Report  
Procedures Guide for Faculty**

**Salary Advancement Committee**

<https://www.miracosta.edu/governance/salary-advancement-committee/index.html>

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## Introduction and General Information

This booklet has been prepared by the Salary Advancement Committee (SAC). The mission of SAC is to ensure the integrity of the professional growth process and support the professional development of faculty by assisting those colleagues in the preparation of quality applications and reports of activities undertaken for advancement on the salary schedule.

### Professional Standards

Unit credit for advancement on the salary schedule is a privilege, not a right, granted to the faculty by the Board of Trustees. All applicants for advancement are expected to respect this privilege. As such, all applicants are trusted to do the following:

- ◆ Prepare comprehensive, professional-quality applications and reports that clearly communicate and document the purpose, objectives, activities, and documentation for advancement on the salary schedule;
- ◆ Incorporate into their applications and reports the same topic headings listed in this booklet;
- ◆ Complete the required forms available on the Salary Advancement Committee webpage at <https://www.miracosta.edu/governance/salary-advancement-committee/index.html> by the given deadlines and submit the forms and any supporting documentation to the SAC Academic Senate Administrative Assistant at mail station #8C.

## SAC Application Procedures

**Advancement on the Salary Schedule happens only once per year, but the committee will meet twice a year to grant approval for the coursework needed for advancement. The Fall semester deadline for approval is October 1<sup>st</sup> and the Spring semester deadline for approval is March 1<sup>st</sup>. Coursework for Salary Advancement must be completed by June 30<sup>th</sup> for the next years' salary advancement.**

**Choose ONE of the following two options:**

### **Option 1:**

This is the preferred option for salary advancement. Applicant will submit documentation to the Salary Advancement Committee (SAC) for approval PRIOR to undertaking the coursework/project by October 1<sup>st</sup> and/or March 1<sup>st</sup>. Documentation includes application form, statement of purpose of benefits, list of coursework to be done, a copy of the catalog description(s), applicant signature, and department chair approval/signature. After completing the coursework/project, the applicant will submit a letter of intent for salary advancement to HR by May 15<sup>th</sup> and official transcript(s) verifying coursework completion by September 5<sup>th</sup>.

### **Option 2:**

If the applicant has not obtained prior approval for coursework/project, the applicant will need to provide documentation for review by the SAC without guarantee of approval for salary advancement, by October 1<sup>st</sup> and/or March 1<sup>st</sup>. Documentation includes application form, statement of purpose of benefits, list of completed coursework, a copy of the catalog description(s), applicant signature, and department chair approval/signature.

If coursework is approved by the SAC, the applicant will submit a letter of intent for salary advancement to HR by May 15<sup>th</sup> and official transcript(s) verifying coursework completion by September 5<sup>th</sup>.

## **I. Educational Objectives**

Each faculty applicant must have one or more recognized objective(s) that would lead toward any one of the following:

- ◆ Master's or Doctoral Degree
- ◆ A credential other than teaching
- ◆ Improvement in the teaching field

## **II. Purpose and Benefits**

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ The applicant's professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department

### III. Courses

**Graduate or upper division courses** are highly recommended for salary advancement.

**Accredited international college or university courses** are permitted based on prior review by SAC and approval by ASC and the Superintendent/President and before the courses are taken. Units may require transcription and fees will be the responsibility of the applicant.

**Lower division courses**, up to a maximum of eight (8) semester units, taken at accredited colleges or universities may be granted credit toward salary advancement. The Applicant should obtain prior approval from SAC before starting any lower division courses.

**Vocational/Technical** courses or training, up to a maximum of eight (8) semester units, may be granted credit toward salary advancement. The applicant should obtain prior approval from the SAC before starting any coursework or training. One semester unit of credit may be awarded for each forty-eight (48) hours of verified work. Proof of completion needs to be provided to HR and the SAC.

1. List of courses taken to include: (please type)
  - ◆ Institution
  - ◆ Course #
  - ◆ Course title
  - ◆ Unit (Identify Quarter or Semester)
  - ◆ (Anticipated) completion date
2. Catalog description (Attach a photocopy or printout)

#### Note regarding Extension Courses:

If a faculty member enrolls in an extension course partnered with a regionally accredited university, the faculty member must dual-enroll in the course at the partnered university to receive credit. A separate fee due to the university may apply. This statement does not guarantee that every extension course offers this dual enrollment option. The faculty member should check the availability of this option for each class in which they will enroll.

Any "Course(s)" options listed in Section III., which include these extension courses used for salary advancement cannot be funded by MiraCosta College in any way. Professional development funds, department funds, etc., cannot be used towards any portion of a course or training used for salary advancement.

### IV. Approval Process

Applicants should submit for approval, courses, or training to be used for salary schedule advancement prior to enrollment in the course or start of activity. However, applications must be submitted within five years of completion from an accredited institution or two years for courses or training completed at other than an accredited institution in order to be considered.

1. Submit completed application along with supporting documentation to Department Chair for approval.
2. Applicant sends application packet to Debby Adler, the SAC Academic Senate Administrative Assistant at by email to [dadler@miracosta.edu](mailto:dadler@miracosta.edu) by October 1<sup>st</sup> and/or March 1<sup>st</sup>.
3. HR calculates total units and determines if applicant is eligible for advancement.
4. The SAC reviews request and, if approved, forwards application to AS for review/approval.
5. The SAC Academic Senate Administrative Assistant notifies applicant of outcome.
6. If eligible for advancement, applicant submits letter of intent to HR by May 15<sup>th</sup> deadline. (Coursework/Activity must be completed by June 30<sup>th</sup>.)
7. Salary advancement request is forwarded to the Superintendent/President and the Board of Trustees.
8. Applicant must submit official transcript(s) to HR by the September 5<sup>th</sup> deadline.

**Failure to meet these deadlines will result in postponement of advancement on the salary schedule by a full year.**

<b>SCHEDULE of DEADLINES</b>	
October 1 <sup>st</sup> and/or March 1 <sup>st</sup>	Application for Approval of Coursework / Activities toward advancement on the Salary Schedule due to the SAC Administrative Assistant and/or Application for Altering an Approved Proposal (described in section V. of this handbook)
May 15 <sup>th</sup>	If approved, Letter of Intent due to HR or Superintendent/President
June 30 <sup>th</sup>	Courses for salary advancement must be completed for advancement for the following year
September 5 <sup>th</sup>	Official transcript(s)* due to HR

\* Transcripts can be sent in multiple ways:

- I. Electronic transcripts are preferred and can be sent to [hr\\_department@miracosta.edu](mailto:hr_department@miracosta.edu).
- II. Official hardcopy, sealed transcripts can be hand-delivered or sent directly to: MiraCosta College, c/o Human Resources, 1 Barnard Drive, Oceanside, CA. 92056

## V. Procedure for Altering an Approved Proposal

Should the applicant of an approved coursework/activity for advancement on the salary schedule find it necessary to alter the proposed study or project after it has been approved, an "Application for Altering an Approved Proposal" form available on the SAC webpage (see Appendix B), must be submitted to the SAC for approval. Following the granting of such approval, the amended proposal will be rerouted to the Academic Senate and the Superintendent/President for approval.

The deadline for all letters of intent to advance on the salary schedule **must** be submitted to the Superintendent/President or HR by May 15<sup>th</sup>. Actual evidence of qualification (transcripts, etc.) must be delivered to HR by September 5<sup>th</sup> to be effective for the ensuing school year. Failure to meet these deadlines will result in postponement of advancement on the salary schedule by a full year.

## VI. Applying Advanced Coursework Toward Salary Advancement During Sabbatical Leave

A full-time faculty member who wishes to apply advanced coursework towards salary advancement is allowed to do so during their sabbatical leave. Please note that being approved to study at a foreign institution of higher education as part of your sabbatical leave does not imply that such study will be approved for advancement on the salary schedule. Please consult with the Chair of the Salary Advancement Committee for information on the types of work that will qualify (<https://www.miracosta.edu/governance/salary-advancement-committee/index.html>).

## VII. Completing Additional Degrees

**Additional Master's degrees:** Faculty who are eligible to advance to Salary Class 5 (highest salary class without a doctorate), must submit an application for approval of coursework to allow advancement. The petition can be submitted as the faculty member is completing the coursework (to advance as they complete the courses), or when the degree is completed.

**Completing a Doctorate degree:** If a faculty member is eligible for advancement to Salary Class 5, they must submit an application for approval of coursework to allow advancement while they are completing the courses. If a faculty member is already at Salary Class 5 (the highest salary class without a doctorate), a salary advancement application is not necessary. The faculty member would submit a salary advancement request directly to Human Resources. Salary advancement would be effective as of the first of the month following Governing Board approval. An official transcript must be submitted to Human Resources within 30 days of Board approval.

## Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Dept: \_\_\_\_\_

Job Title: \_\_\_\_\_

Option 1     Option 2 (See page 2 of the Handbook)

I. Check the area(s) of your **educational objective(s)**:

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

**II. Purpose and Benefits**

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ The applicant's professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department

**III. Coursework**

The applicant needs to complete the list of coursework on page two of this form.

**IV. Approval Process**

The applicant must obtain their Department Chair's signature and submit the entire application packet by email to the Academic Senate Administrative Assistant by October 1<sup>st</sup> and/or March 1<sup>st</sup>. (See page 3 for specific details.)

**V. Signature**

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No

**APPROVALS:** (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair: Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No

Academic Senate President: Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No

Superintendent/President: Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No

Board of Trustees President: Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No

(When eligible for advancement only.)

<b>SCHEDULE of DEADLINES</b>	
<b>October 1<sup>st</sup> and/or March 1<sup>st</sup></b>	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant and/or Application for Altering an Approved Proposal (described in section V. of this handbook)
<b>May 15<sup>th</sup></b>	If approved, Letter of Intent due to Superintendent/President
<b>June 30<sup>th</sup></b>	Courses for salary advancement must be completed for advancement for the following year
<b>September 5<sup>th</sup></b>	Official transcript(s) due to HR





***Application for Altering an Approved Proposal***

Should the need arise for altering an approved proposal, the applicant must complete this form **and submit an application by email (Appendix A)** to the Academic Senate Administrative Assistant by October 1<sup>st</sup> and/or March 1<sup>st</sup>:

Reason for altering an approved proposal:

Previously Approved Coursework (attach additional sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date

Change To (attach additional sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date

Check this box to confirm MiraCosta College has not paid for any portion of the course(s) or training submitted for salary advancement.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approvals: (If approval is denied, a separate sheet with reason for denial must be attached.)

SAC Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Senate President: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/President: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLE:**

**Full-Time Faculty Letter of Intent to submit to Human Resources**

[Date]

Governing Board  
MiraCosta College  
One Barnard Drive  
Oceanside, CA 92056

Dear Members of the Governing Board:

This letter serves as notice of my intent to advance on the Academic Salary Schedule from Class \_\_\_ to Class \_\_\_, effective July 1<sup>st</sup>, 20\_\_\_, due to completion of SAC approved coursework.

I will submit official transcripts to the Human Resources Office no later than the September 5<sup>th</sup>, 20\_\_\_ deadline.

Sincerely,

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**SAMPLE:**

**Associate Faculty Letter of Intent to submit to Human Resources**

[Date]

Governing Board  
MiraCosta College  
One Barnard Drive  
Oceanside, CA 92056

Dear Members of the Governing Board:

This letter serves as notice of my intent to advance on the Associate Faculty Salary Schedule from Class \_\_\_ to Class \_\_\_, effective July 1<sup>st</sup>, 20\_\_\_, due to completion of SAC approved coursework.

I will submit official transcripts to the Human Resources Office no later than the September 5<sup>th</sup>, 20\_\_\_ deadline.

Sincerely,

***Role of Department Chair, SAC, AS, Superintendent/President,  
and Board of Trustees***

Department Chair or Supervisor:

To approve or disapprove the application based on the determination of the following factors:

- ◆ Contribution to the professional development of the applicant
- ◆ Enhancement of the individual in their work at the college
- ◆ Benefits to the students subsequently enrolling in their courses
- ◆ Benefits to the faculty member's colleagues
- ◆ Benefits to the department to which the faculty member belongs

Salary Advancement Committee (SAC):

- ◆ To ensure the quality, integrity, and appropriateness of each proposed project and report
- ◆ To encourage and facilitate the preparation of clear and complete documents
- ◆ To make recommendations for or against applications and reports for advancement on the salary schedule
- ◆ To forward the SAC recommendations regarding those applications and reports to the Academic Senate (AS) for approval
- ◆ To recommend changes in policy and procedure as needed
- ◆ To revise the SAC Handbook as necessary

Academic Senate (AS):

- ◆ To make recommendations, as appropriate, for approval of the Board of Trustees

Superintendent/President:

- ◆ To recommend approval or disapproval to the Board of Trustees regarding advancement applications and reports
- ◆ To arbitrate any disputes using the District Grievance Policy

Board of Trustees:

- ◆ To approve or disapprove applications and reports of all requests for advancement on the salary schedule forwarded to the Board of Trustees by the Superintendent/President

## **Salary Classes for Non-CE and Career Technical Education Positions**

*(Consult the most current bargaining agreements)*

Full-time Faculty: [Faculty Assembly Agreement \(pg. 164\)](#)

Associate Faculty: [Collective Bargaining Agreement \(pg. 54\)](#)

### **Non-CE (Non-Vocational) Teaching Positions**

**Class I:**

Minimum qualifications or equivalent

**Class II:**

Master's or Bachelor's degree + 36 semester units of upper division or graduate coursework

**Class III:**

Master's with a total of 48 semester units of upper division or graduate coursework

**Class IV:**

Master's with a total of 60 semester units of upper division or graduate coursework

**Class V:**

Master's with a total of 72 semester units of upper division or graduate coursework

**Class VI:**

Earned Doctorate

**Note:**

Lower division courses, up to a maximum of eight (8) semester units, taken at accredited colleges or universities may be granted credit toward salary advancement. The Applicant should obtain prior approval from SAC before starting any lower division courses.

### **Career Technical Education (Vocational) Positions**

**Class I:**

Minimum qualifications or equivalent

**Class II:**

Master's or Bachelor's degree + 36 semester units of upper division or graduate coursework

**Class III:**

Master's with a total of 48 semester units of upper division or graduate coursework

**Class IV:**

Master's with a total of 60 semester units of upper division or graduate coursework

**Class V:**

Master's with a total of 72 semester units of upper division or graduate coursework

**Class VI:**

Earned Doctorate

**Note:**

Vocational/Technical courses or training, up to a maximum of eight (8) semester units, may be granted credit toward salary advancement. The applicant should obtain prior approval from the SAC before starting any coursework or training. One semester unit of credit may be awarded for each forty-eight (48) hours of verified work. Proof of completion needs to be provided to HR and the SAC.