



MIRACOSTA COLLEGE  
**SALARY ADVANCEMENT  
HANDBOOK**  
2018-19

Application and Report  
Procedures Guide  
for Faculty

**Salary Advancement Committee**

<http://www.miracosta.edu/instruction/sac/index.html>

# Table of Contents

## Introduction & General Information

Professional Standards .....	1
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## SAC Application Procedures

Options .....	2
I. Educational Objectives .....	2
II. Purpose and Benefits .....	2
III. Courses .....	3
IV. Approval Process .....	3
Schedule of Deadlines .....	3
V. Applicant Signature .....	4
Procedure for Altering an Approved Proposal .....	4
VI. Applying Advanced Coursework Towards Salary Advancement During Sabbatical Leave .....	4

## Appendices:

APPENDIX A: Application for Approval of Coursework/Activities..... Toward Advancement on the Salary Schedule	5-6
APPENDIX B: Application for Altering an Approved Proposal.....	7
APPENDIX C: SAC Application Approval Notice.....	8
APPENDIX D: SAC Application Denial Notice.....	9
APPENDIX E: Role of the Chair, SAC, AS, Superintendent/President,..... and Board of Trustees	10

## 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 <http://miracosta.edu/instruction/sac/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

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 March 15<sup>th</sup>. Documentation includes:

1. Application form
2. Statement of *Purpose of Benefits*
3. Coursework to be done
4. Signature
5. 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, he or she will need to provide documentation for review by the SAC without guarantee of approval for salary advancement, by March 15<sup>th</sup>. Documentation includes:

1. Application form
2. Statement of *Purpose of Benefits*
3. Completed coursework
4. Signature
5. 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:

- ◆ His or her 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) units, taken at accredited colleges or universities may be granted credit toward salary advancement. The Applicant must obtain prior approval from SAC before starting any lower division courses.

**Vocational/Technical** courses or training, up to a maximum of 8 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)

### 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 the SAC Academic Senate Administrative Assistant at mail station 8C by March 15<sup>th</sup>.
3. HR calculates total units and determines if applicant is eligible for advancement.
4. The SAC reviews request and notifies applicant of application status. If approved, the SAC 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 prior to the end of the academic year.)
7. Salary advancement request is forwarded to the Superintendent/President and the Board of Trustees.
8. Applicant must submit official transcript(s) of completed coursework 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>	
March 15th	Application for Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to HR or Superintendent/President
September 5 <sup>th</sup>	Official transcript(s) due to HR

## **V. Applicant signature**

### **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 15th. 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 Towards 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 (<http://miracosta.edu/instruction/sac/index.html>).

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

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

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

- ◆ His or her 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 his/her Department Chair's signature and submit the entire application packet to the SAC Academic Senate Administrative Assistant at mail station #8C by March 15<sup>th</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>March 15th</b>	Application for Advancement on the Salary Schedule due to the SAC Administrative Assistant
<b>May 15<sup>th</sup></b>	If approved, Letter of Intent due to Superintendent/President
<b>September 5th</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 a copy of the original application (Appendix A)** to the SAC Academic Senate Administrative Assistant at mail station #8C by March 15<sup>th</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

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: \_\_\_\_\_

**SAC Application Approval Notice**

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

Date Application Reviewed & Approved by the  
Salary Advancement Committee (SAC): \_\_\_\_\_

Dear Applicant:

This letter is to inform you that the Salary Advancement Committee (SAC) has approved your application for coursework/activities toward advancement on the salary schedule.

Your application has now been submitted to the Academic Senate (AS) for review/approval. Please contact the Academic Senate Administrative Assistant after \_\_\_\_\_ to check on the status of the decision of the Academic Senate.

Included with this notice is a copy of your application. Please keep both of these forms for your records. You may be asked to procure them in the future.

Thank you,  
SAC

SAMPLE

**SAC Application Denial Notice**

Applicant Name: \_\_\_\_\_  
Date Application Reviewed & Denied by the  
Salary Advancement Committee (SAC): \_\_\_\_\_

Dear Applicant:

This letter is to inform you that the Salary Advancement Committee (SAC) has denied your application for coursework/activities toward advancement on the salary schedule due to the following reason(s):

- Application incomplete
- Course/Activity not listed
- Course/Activity does not meet prescribed standards
- Course/Activity catalog description not included
- Other: \_\_\_\_\_

If requested, please submit a new application with the required materials. Please note that the date of the new application is NOT retroactive to this one. Included with this notice is a copy of your application.

Thank you,  
SAC

***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 his or her work at the college
- ◆ Benefits to the students subsequently enrolling in his or her 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