Salary Advancement Training 2025

Presented by:
Angela Senigaglia, SAC Chair
Arielle Locke, SAC Administrative Assistant

2025-2026 Membership

- Angela Senigaglia - AHS English, noncredit programs, current SAC Chair

- Donny Munshower - Counseling, former SAC Chair

- Korey Goutlette - Nursing

- Janeen Apalatea - Mathematics

- Sam Arenivar - Communications

- Eric Snortum - Oceanography, Physical Sciences

- Wendy Horton - Counseling

- Lilia Vidal - Spanish, International Languages

- Arielle Locke - Administrative Assistant

- Holly Walker - HR Representative for SA support

SAC Resources

➔ [Salary Advancement Committee (SAC) Webpage](#)

➔ [SAC Handbook (updated 2025-26)](#)

➔ SAC Committee chair, administrative assistant, HR representative,

  SAC members

➔ [List of previously approved coursework (2019-present](#))

What's new?

Handbook Updates:

- Greater emphasis/guidance on the role of the Statement of Purpose
- Clarification on the Application process vs SAC approval
- Updates to the language/role of department chairs
- Clarification on how/when salary adjustments are made

Form Updates:

- Moved to Google Forms
  - SA Application
  - SA Amendment
- Increased guidance on formatting for classes
- Improved options for attached supporting documentation

What is

Salary Advancement?

Salary Advancement is...

➢ The opportunity for faculty to advance their education and placement on the college payscale.

➢ A defined process which includes a professional application which details how the education (classes, certificates, degrees, and or training) contributes to a faculty member's professional learning, department, or the larger college.

➢ A privilege, not a right, granted to the faculty by the Board of Trustees.

The SAC Handbook

Educational Objectives

A. Master's or Doctoral Degree

B. A credential other than teaching

C. Improvement in the teaching field

Purpose and Benefits

A. The applicant's professional development as a discipline expert or college instructor.

B. The applicant's work at the college.

C. The applicant's students.

D. The applicant's department.

Statement of Purpose

This narrative should be taken seriously and should reflect a level of attention and professionalism appropriate for the request of a formal salary advancement.

Please be aware that these narratives are reviewed by both the SAC committee and the Academic Senate.

Courses

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

B. **Accredited international college or university course**s are permitted based on prior review by SAC and approval by the AS and the Superintendent/President before the courses are taken.

C. **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.

D. **Vocational/Technical courses or training, up to a maximum of eight (8) semester units,** may be granted credit toward salary advancement. One semester unit of credit may be awarded for each forty-eight (48) hours of verified work.

*See the handbook for more details, particularly about transcripts and extension courses, such as those provided by @ONE.

Application Process

Applicants should do the following as they prepare to submit a complete salary advancement application for review:

1. Read this handbook and utilize the SAC Website as you work through this process.

2. Email your department chair with your intent to apply for Salary Advancement, to create awareness of your process, and to allow for the opportunity for mentorship/support, as needed.

3. Contact Human Resources technician Holly Walker hwalker@miracosta.edu to determine your current salary class and for support in verifying the number of units needed to advance classes. Salary schedules can be found here and class details can be found in APPENDIX C of this document.
   Please note that an individual's salary class information is not provided to, or available from, members of the Salary Advancement Committee.

4. Verify that the types of courses completed, or to be completed, fall into one or more of the eligible categories explained in Section III of this handbook.

5. Thoughtfully compose a Statement of Purpose according to the guidelines in Section II. Incomplete or underdeveloped statements may lead to a delayed or denied application.

6. Gather the necessary course information and descriptions. Please make note of the specific instructions detailed in Section III. Required Course Information. Inconsistent or inaccurate numbering, titles, or course descriptions may lead to a delayed or denied application.

7. Complete the appropriate Salary Advancement Google Form and attach all supporting documentation.

8. SAVE the Google Form summary that will be sent to your email; send a final copy of your application and supporting documents to your department chair for review.

Approval

Following Department Chair review, applications that successfully met the October 1st or March 1st deadline will undergo the following process for approval :

1. The SAC Academic Senate Administrative Assistant and SAC chair will work together to do a preliminary review of each application to ensure it is complete and consistent with the guidelines herein. Any missing or incomplete information will be solicited, time permitting, from the applicant *prior* to the committee evaluation period and meeting.

2. All complete packets eligible for review will be sent to HR to verify and confirm the total units the applicant may obtain for that specific salary advancement application.

3. The SAC will set an appropriate meeting date for the fall and one for the spring to review all complete packets and make a determination as follows:

    A. Approval - These applications will be forwarded to the Academic Senate.

    B. Postponement - The SAC chair and/or Administrative Assistant will work with the applicant to make any modifications or adjustments to the packet in time for the next appropriate review cycle.

    C. Denial - The SAC chair and/or Administrative Assistant will contact the applicant with details regarding the determination.

4. Final determinations on approved packets will be communicated to each applicant by the SAC Academic Senate Administrative Assistant following the appropriate Academic Senate meeting.

Advancement

Happens one time per year, before the start of FALL

The Forms

★ [SA Application](#)

★ [SA Amendment](#)

Questions?