



Office of Human Resources & Employee Relations
CERTIFICATED

Request for Approval of Units for Advancement on the Salary Schedule**

Pursuant to Article IX 5.0 – 5.8 of the current Collective Bargaining Agreement for Advancement on the Salary Schedule.

I _____ am requesting pre-approval for the following units for advancement on the Salary Schedule. *(Print name)*

Complete either A, B or C

A – Graduate, Undergraduate/Upper Division Undergraduate/Lower Division (**Maximum of 3 units for lower division or 6 units limit if no bachelor’s degree**)

Name of Course/Degree	Name of Institution	Start date / End Date	Total # of Units	Semester or Quarter
		/		

B – Exceptions: Seminars/Workshops/Conferences Ten (10) hours to earn one (1) unit credit/**Maximum of 3 units**

Name of Seminar/ Workshop/ Conference /Continuing Education units	Name of Institution	Start Date / End Date	Total # Hours
		/	

C – Exceptions: Equivalencies to Lower Division Course Work: Ten (10) hours to earn one (1) unit credit/**Maximum of 3 units**

Name of Course	Name of Institution	Start Date / End Date	Units (CEU’s) / Hours
		/	

The above work in section “A”, “B” or “C” will contribute to my professional development in the following manner:

Additional Notes/Comments (attach additional sheets as needed):

Employee’s Signature: _____

Date: _____

PRE-APPROVALS:

Division Dean: _____

Date: _____

VP Academic Affairs: _____

Date: _____

VP Human Resources: _____

Date: _____

** Per Article IX, 5.7 this form serves as Notification/Verification form for purposes of approval of units for advancement on the salary schedule



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INSTRUCTIONS:

- ❖ Pre-approval **is required prior to enrolling** in courses being sought for salary advancement.
- ❖ Submit **one (1) form** for each course and/or degree and attach a copy of the specific catalog page(s) that contain the description of the course or degree for which you are requesting approval. Please provide additional notes or comments as appropriate to fully define and/or describe your request. Feel free to attach additional sheets as necessary.
- ❖ This form **must** be signed by your division Dean prior to sending to the Vice President of Academic Affairs.
- ❖ Academic Affairs **will forward** this form to Human Resources for processing upon approval.
- ❖ The signed and approved form **must be** received in Human Resources on or before June 1st of each year.
- ❖ **Official transcripts must** be received in the Human Resources Compensation Unit by the following dates:

Unit Member	Due by	Payroll Adjustments
10/11/12 Month	No later than 07/15	No changes after 07/15

No Payroll Adjustment will be made after this date

Advancement on the Full-Time Faculty Salary Schedule

- ❖ Fifteen (15) units of upper division and/or graduate semesters units of course work are required for movement to a higher column on the salary schedule. A maximum of six (6) units of work may be accepted as part of the fifteen (15) units required for each column advancement on the salary schedule from the following areas, with no more than three (3) units in any one category:
 - A. Lower Division Units:** Units may be taken at Antelope Valley College or any other accredited college or university. Exceptions to six (6) unit limit on lower division course work will be made when the unit member does not have a bachelor's degree, as specified on the Faculty Salary Schedule and Section 4.3 – column placement
 - B. Workshops and Seminars:** Units may be granted for attendance at workshops and seminar including training completed through the Faculty Academy. Unit credit for attending workshops and seminars is based on the following formula:
 - ✓ Ten (10) hours to earn one (1) unit of credit with prior approval for job related work.
 - C. Equivalencies to Lower Division Course Work:**
 - 1) Professional Continuing Education Units (CEU's) or other courses required to maintain a professional license or certification.
 - 2) Publication in scholarly journals and materials prepared for presentation to conferences of peers.
 - 3) Develop of instructional materials.
 - 4) Research in the unit member's professional field or other professional growth activities.
 - 5) Development of professional teaching skills courses for faculty members.
 - 6) Attendance of methods of professional teaching courses.
 - 7) Attendance of conferences related to professional methods of teaching.
- ✓ Once approved and received by the Human Resources Department, you will be notified via email with a scanned copy of the approved form and when this will be reflected on your salary schedule.
- ✓ For questions about this form; please contact Human Resources, Compensation Unit at 661-722-6311.