

F. **Approval Criteria for Salary Progression:** Faculty are encouraged to discuss courses/activities with the educational administrator. Coursework, seminars, and workshops for salary progression should be submitted on the District form titled "Request for Approval of Credit for Salary Advancement" found in **Article 11, Appendix H**.

1. Non-repeat graduate or upper division courses related to a staff member's professional assignment are acceptable.
2. Graduate and upper division courses taken to fulfill credential or additional degree requirements are acceptable.
3. Seminars, workshops, or clinics relating to professional assignment granting a certificate of completion are acceptable. A maximum of eight (8) semester units during the College year are accepted with unit value equated as follows:
  - Twenty (20) accumulated workshop hours equals one (1) unit.
  - Forty (40) accumulated workshop hours equals two (2) units.
4. A lower division course related to professional assignment will be approved with substantial justification that it is of greater value to the staff member and to the College than an upper division or graduate course. Such credit will be limited to six (6) semester units of lower division work in a calendar year, September to September. The unit limit may be waived by the College President or designee.
5. Approved courses must be taken at colleges and universities accredited by a regional accrediting agency as recognized by the U.S. Department of Education, or through the equivalent, as determined by a formal credential evaluation agency.
6. A grade of credit in the credit/non-credit mode or a grade of "C" or better in baccalaureate level courses must be attained.
7. A grade of "B" or better or Pass (P) must be attained in graduate level courses.
8. A maximum of twelve (12) semester or eighteen (18) quarter units will be granted for work taken during the regular College year. Units earned in addition to the maximum may not be stored and retroactively applied to salary progression. The unit limit may be waived by the College President or designee. All course work approved as part of a sabbatical leave will count toward salary progression.
9. All approved course work, taken during the summer or during a leave of absence may be applied toward salary progression. The lower division limit applies in summer and for leaves of absence.
10. Approved course work, which is completed, must be verified by official transcript or grade report and submitted to the district office for recording.
11. Documentation of completed courses must be attached to the "Request for Approval of Credit for Salary Advancement" form in **Article 11, Appendix H** and filed in the District

Office by November 1. No contract changes to a new salary class will be made for the current year after the last Board meeting in November. Applicable course work must be completed prior to the start of the fall semester unless prior approval is obtained from the Chancellor or designee.

12. Employment in one's vocational or professional field during the summer, by special arrangements during the College year, during a leave of absence, or during a sabbatical shall count toward salary advancement with each forty (40) hours of work being equated to one (1) semester unit. No more than six (6) semester units may be accumulated in summer session and a maximum of eighteen (18) semester units may be accumulated in this manner to move from one (1) class to the next (II to III to IV).

In the proposal for participation, the faculty member must submit a statement of specific objectives that are to be accomplished during the work experience which will enhance competence in the faculty member's assignment. To receive credit for the experience, the faculty member must submit a report to the supervising dean at the conclusion of the work describing the work experience and the relation to objectives specified in the application.

13. In those areas where a license is required or is commonly recognized by the industry or profession as a standard of competency, College units for salary advancement may be awarded. A District Committee will evaluate the level of difficulty and the time required to prepare for achieving that license and determine the number of units to be awarded. Units may also be awarded when periodic renewal or retesting is required and/or when required by changes in technology or in the law.

14. A faculty member who serves as a mentor to one (1) Kern Community College District student from an underrepresented group for two (2) years and fulfills all the mentoring requirements shall be given three (3) units of credit for salary advancement purposes or five hundred dollars (\$500). Provisions of mentoring shall be approved by the College President/designee and submitted to the District Personnel Office for recording. After mentoring is completed, the mentor whose mentee becomes a faculty member in the Kern Community College District shall receive a one thousand dollars (\$1,000) bonus. **See Addenda 3(a-c)** for guidelines and forms.