



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:

- i Prepare comprehensive, professional-quality applications and reports that clearly communicate and document the purpose, objectives, activities, and documentation for advancement on the salary schedule;
- i Incorporate into their applications and reports

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 1st and the Spring semester deadline for approval is March 1st. Coursework for Salary Advancement must be completed by June 30th 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 1st and/or March 1st. 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 15th and official transcript(s) verifying coursework completion by September 5th.

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 1st and/or March 1st. 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 15th

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 /MCID 4 >>BDC /TT2 1 Tf -0.008 Tc 0.021 Tw 32 t, (r)-1 (A)-31.6 (C)JTJ 0.015 TTc 0.028 Tw

Application for Altering an Approved Proposal

Should the need arise for altering an approved proposal, the applicant must complete this form and submit a n application by email (Appendix A) to the Academic Senate Administrative n JTJ26.004 Tc 20.016 T8

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 1st, 20___, due to completion of SAC approved coursework.

I will submit official transcripts to the Human Resources Office no later than the September 5th, 20___ deadline.

Sincerely,

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 1st, 20___, due to completion of SAC approved coursework.

I will submit official transcripts to the Human Resources Office no later than the September 5th, 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:

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

Salary Advancement Committee (SAC):

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Salary Classes for Non -CE and Career Technical Education Positions



Non-CE (Non-Vocational) Teaching Positions

Class I:

Minimum qualifications or equivalent

Class I or II.025 Tw 11.88 -0 0 11.88 52-7.7 (la)-acul5.9 ()0.6 (qua)31.8 (l)-11.8 (i)-8m [(C)-7.7 (la)- rqualir