

FACULTY SALARY CLASSIFICATION CHANGES AND INITIAL CLASSIFICATION PLACEMENT

Units of credit accumulated by academic personnel as a result of approved graduate study may be used for 1) initial salary class placement; and 2) transferring from one salary class to another. Such credit must be upper division or graduate courses taken at an accredited college or university. (See No. 2.a. and b. below.)

Methods and regulations determining initial classification placement and for changing an employee's salary classification shall be as follows:

1. Official verification of coursework taken shall be completed and/or degree conferred by August 1st for the fall semester and first business day of the spring calendar year in January for the spring semester. All transcripts documenting the coursework taken for a change of column must be submitted to Human Resources.
2. Courses taken shall be those approved by the conferring institution for graduate credit. Further all courses shall be within the faculty member's primary assignment. Exceptions to this are as noted below.
 - a. Lower division courses and upper division courses which do not count toward graduate credit must be approved by the Vice President for Instruction/ Vice President for Student Services prior to enrollment in order to be accepted for salary credit. It is the employee's responsibility to secure such approvals prior to enrolling in the course. No more than nine (9) of the units used for a change of salary class may be lower division units under any circumstances.
 - b. Course work taken outside the faculty member's primary assignment must be approved by the Vice President for Instruction / Vice President for Student Services prior to enrolling in the course.
3. All transcripts that show evidence of course work taken toward a change of salary class must be on file with the Office of Human Resources no later than August 1st for column advancement for the fall semester and January 3rd for column advancement for the spring semester of the academic year in which the salary classification is to become effective.
4. A grade of "C" or higher must be earned in all course work accepted for salary classification credit. A pass/fail course must be noted as "pass," and a credit/non-credit course must be noted as "credit" on the transcript.

References:

SOCCCD Academic Master Agreement

Adopted: 02-25-74
Revised: 02-24-75
Revised: 07-11-77
Revised: 06-10-85

Revised: 04-10-89
Technical Update: 4-26-99
Revised: 12-16-13
Revised: 02-27-17

Page 1 of 1