FACULTY SALARY CLASSIFICATION CHANGES AND INITIAL CLASSIFICATION PLACEMENT

Initial faculty salary classification placement is determined by the Office of Human Resources by evaluation of application documents prior to the date of employment.

Faculty salary classification changes that require prior approval are initiated by the faculty member in a letter or request directed to the college Vice President of Instruction/Vice President of Student Services.

The following procedure shall be used to process all requests for initial classification placement or salary classification changes by faculty:

1. Only course work taken at an accredited college or university or equivalent foreign degree will be accepted for credit under any circumstances.

2. All course work must be completed and/or degree shall be conferred by September 1 of the year in which the classification is to become effective.

3. All courses taken for salary classification changes must be for graduate credit with the following exceptions:
   a. Lower division courses and upper division courses which do not count toward graduate credit must be approved by the college Vice President of Instruction/Vice President of 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 college Vice President of Instruction/Vice President of Student Services —prior to enrolling in the course. It is the employee's responsibility to secure such approval prior to enrolling in the course.

4. The Office of Human Resources will accept transcripts at any time. However, all transcripts must be on file with the Office of Human Resources no later than October 15 of the year in which the salary classification is to become effective. Transcripts received after that date will cause a salary classification change to become effective the subsequent year.
5. 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. A transcript with the appropriate annotation must be submitted in order for the credit to be granted.