

SAN DIEGO MIRAMAR COLLEGE

MOVING ACROSS THE PAYSCALE!

How to Create, Submit and Complete a Professional Development Plan for Salary Advancement to the Next Salary Class.

1. Overview of Salary Classes & Step

- a. [AFT Guild, Local 1931](#)
- b. [Faculty Collective Bargaining Agreement](#)
 - Article VIII – Salary
 - Article VIII, A3.0. Initial Salary Step Placement
- c. [Contract Faculty: Salary Schedule A](#)
- d. [Adjunct Faculty: Salary Schedules B & C](#)

2. Before you Begin

- a. Contact District Human Resources-Compensation: Arlyn Quindara (aquindara@sdccd.edu), Amber Fair (afair@sdccd.edu), or the office's general email address (sdccdhrcomp@sdccd.edu) to get a written account of current units credited. The Human Resources-Compensation phone number is 619-388-6576.
- b. Determine how many units are needed to move across one class.
- c. Have a general plan in mind.

3. Review of [Faculty Collective Bargaining Agreement](#)

- a. Article VIII
 - A4.3 Educational Plans
 - A4.4 Transfer from Lower to Higher Class – Salary Class Advancement
 - A4.5 Coursework Applicable for Salary Class Advancement
 - A4.6 Salary Credit for Work Experience of Internship Outside the Academic Year
 - A4.7 Scholarly and Creative Works
 - A4.8 Vocational Instructors
- b. Article XVIII
 - 18.2 Sabbatical Leave for College Faculty

4. Gather Necessary Forms & Create Plan

- a. Visit Miramar's [Professional Advancement Committee Website](#)
- b. Complete the appropriate forms.
- c. Review District procedures, Q&A, guidelines for creative/scholarly works and the Professional Advancement Committee's meeting schedule.
- d. Create a plan that moves you one class at a time.

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5. Get Necessary Signatures & Submit

- a. Make TWO copies of your plan.
- b. Get signature of Department Chair & Dean.
- c. Submit to Professional Advancement Committee via ***committee chair at least one week before the scheduled meeting date.***
- d. Committee will review at the next regularly scheduled meeting.
- e. ***2021-22 PAC meetings: Sept. 13, Oct. 11, Nov. 8, Dec. 13, Feb. 14, Mar. 14, Apr. 11, and May 9 at 1:00 p.m. in L-209.*** (Meetings are being held virtually during the campus closure.)

6. Reports of Completion

- a. Fill out Report of Completion Paperwork, get Chair & Dean signatures. Forms are available online at the Miramar College website under: Faculty/Staff → Resources for Employees → Governance → College Committees --> Professional Advancement Committee --> Important Documents.
- b. For academic coursework, request an OFFICIAL transcript in electronic format and have it sent directly to the PAC chair at: rolson@sdccd.edu.
- c. Additional Report of Completion for creative/scholarly work.
- d. Submit report of completion, official sealed transcripts and/or additional report of completion for creative /scholarly work to Professional Advancement Committee via ***committee chairperson at least one week before the scheduled meeting.***
- e. Committee will review at the next regularly scheduled meeting.
- f. 2021-22 PAC meetings: Sept. 13, Oct. 11, Nov. 8, Dec. 13, Feb. 14, Mar. 14, Apr. 11, and May 9 at 1:00 p.m. in L-209—or, alternatively, via Zoom.
- g. ***Pay raises go into effect on October 1, November 1, March 1, and May 1.***

7. Professional Advancement Committee Members 2021-2022

Name	Office	Telephone	Email
Roger Olson, Chair	L-214C	(619) 388-x7622	rolson@sdccd.edu
Cheryl Barnard	K1-201	x7313	cbarnard@sdccd.edu
Carmen Carrasquillo	H-110J	x7532	cjay@sdccd.edu
Marc Hollman	K1-203K	c7561	mhollman@sdccd.edu
Denise Maduli-Williams	H-110U	x7512	dmaduliw@sdccd.edu
Ryan Monroy	S-204E	x7499	rmonroy@sdccd.edu
Kevin Petti	S6-115E	x7491	kpetti@sdccd.edu
John Salinsky	R1-108D	x7936	jsalinsk@sdccd.edu

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Links to additional resources on District Policies, Procedures and Human Resources may be found at the Miramar College [Academic Senate website](#).

Salary Schedule Effective January 1, 2020 AFT Guild - Tenured/Tenure-Track Faculty

	Arts & Science Placement	Masters per MQ*	45 Units w/MA	60 Units w/MA	75 Units w/MA	90 Units w/MA	105 Units w/MA or PhD
	Vocational Placement	BA+2 or AA+6 Professional Years Exp*	15 Add'l Units w/Class 1 Requirements	30 Add'l Units w/Class 1 Requirements	45 Add'l Units w/Class 1 Requirements	60 Add'l Units w/Class 1 Requirements	75 Add'l Units, w/BA Awarded
STEP	Class 0 Non-Credit	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
A	\$5,598.46	\$5,883.75	\$6,177.94	\$6,486.83	\$6,811.18	\$7,151.74	\$7,509.32
B	\$5,752.41	\$6,045.56	\$6,347.83	\$6,665.23	\$6,998.48	\$7,348.42	\$7,715.83
C	\$5,910.61	\$6,211.81	\$6,522.40	\$6,848.51	\$7,190.95	\$7,550.49	\$7,928.01
D	\$6,073.16	\$6,382.63	\$6,701.77	\$7,036.86	\$7,388.69	\$7,758.13	\$8,146.04
E	\$6,240.16	\$6,558.16	\$6,886.06	\$7,230.37	\$7,591.89	\$7,971.48	\$8,370.05
F	\$6,411.77	\$6,738.50	\$7,075.43	\$7,429.20	\$7,800.67	\$8,190.70	\$8,600.23
G	\$6,588.10	\$6,923.82	\$7,270.00	\$7,633.50	\$8,015.18	\$8,415.94	\$8,836.74
H	\$6,769.27	\$7,114.22	\$7,469.93	\$7,843.42	\$8,235.59	\$8,647.38	\$9,079.75
I	\$6,955.42	\$7,309.86	\$7,675.36	\$8,059.12	\$8,462.07	\$8,885.18	\$9,329.43
J	\$7,146.70	\$7,510.88	\$7,886.42	\$8,280.75	\$8,694.78	\$9,129.52	\$9,586.00
K	\$7,343.23	\$7,717.43	\$8,103.30	\$8,508.46	\$8,933.89	\$9,380.58	\$9,849.61
L	\$7,545.16	\$7,929.66	\$8,326.14	\$8,742.45	\$9,179.58	\$9,638.55	\$10,120.48
M	\$7,752.66	\$8,147.73	\$8,555.11	\$8,982.87	\$9,432.01	\$9,903.61	\$10,398.79
N	\$7,965.86	\$8,371.79	\$8,790.38	\$9,229.89	\$9,691.39	\$10,175.96	\$10,684.75
O				\$9,483.72	\$9,957.90	\$10,455.80	\$10,978.59
P						\$10,743.33	\$11,280.50
Q						\$11,038.77	\$11,590.71
R						\$11,342.35	\$11,909.46
S						\$11,654.26	\$12,236.97

Effective 1/1/20: 1.73% Across the Board Increase

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AFT Guild Adjunct/Overload Classroom Faculty Assignments Salary Schedule Effective January 1, 2020

Hours	Step	Class 0	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
		Arts & Science Placement	Masters per MQ	45 Units w/MA	60 Units w/MA	75 Units w/MA	90 Units w/MA	105 Units w/MA or PhD
		Vocational Placement	BA+2 or AA+6 Professional Years Exp*	15 Add'l Units w/Class 1 Requirements	30 Add'l Units w/Class 1 Requirements	45 Add'l Units w/Class 1 Requirements	60 Add'l Units w/Class 1 Requirements	75 Add'l Units, w/BA Awarded
<450	A	\$ 44.63	\$ 66.74	\$ 70.08	\$ 73.58	\$ 77.26	\$ 81.12	\$ 85.18
450	B	\$ 46.17	\$ 68.58	\$ 72.00	\$ 75.60	\$ 79.38	\$ 83.35	\$ 87.52
900	C	\$ 47.76	\$ 70.46	\$ 73.98	\$ 77.68	\$ 81.57	\$ 85.65	\$ 89.93
1350	D	\$ 50.40	\$ 72.40	\$ 76.02	\$ 79.82	\$ 83.81	\$ 88.00	\$ 92.40
1800	E	\$ 52.23	\$ 74.39	\$ 78.11	\$ 82.01	\$ 86.12	\$ 90.42	\$ 94.02
2250	F	\$ 54.01	\$ 76.44	\$ 80.26	\$ 84.27	\$ 88.48	\$ 92.91	
2700	G	\$ 55.90						
3150	H	\$ 59.15						
3600	I	\$ 61.29						
4050	J	\$ 63.45						
12000	K	\$ 65.19						

0.75% added to 6E and then 2.25% across the board

AFT Guild Adjunct/Overload Non-Classroom Faculty Assignments Salary Schedule Effective January 1, 2020

Hours	Step	Class 0	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
		Arts & Science Placement	Masters per MQ	45 Units w/MA	60 Units w/MA	75 Units w/MA	90 Units w/MA	105 Units w/MA or PhD
		Vocational Placement	BA+2 or AA+6 Professional Years Exp*	15 Add'l Units w/Class 1 Requirements	30 Add'l Units w/Class 1 Requirements	45 Add'l Units w/Class 1 Requirements	60 Add'l Units w/Class 1 Requirements	75 Add'l Units, w/BA Awarded
<450	A	\$ 34.51	\$ 50.06	\$ 52.56	\$ 55.19	\$ 57.95	\$ 60.85	\$ 63.89
450	B	\$ 35.72	\$ 51.44	\$ 54.01	\$ 56.71	\$ 59.54	\$ 62.52	\$ 65.65
900	C	\$ 36.96	\$ 52.85	\$ 55.49	\$ 58.27	\$ 61.18	\$ 64.24	\$ 67.45
1350	D	\$ 38.95	\$ 54.30	\$ 57.02	\$ 59.87	\$ 62.86	\$ 66.01	\$ 69.31
1800	E	\$ 40.35	\$ 55.80	\$ 58.59	\$ 61.52	\$ 64.59	\$ 67.82	\$ 70.52
2250	F	\$ 41.77	\$ 57.33	\$ 60.20	\$ 63.21	\$ 66.37	\$ 69.69	
2700	G	\$ 43.18						
3150	H	\$ 45.67						
3600	I	\$ 47.33						
4050	J	\$ 49.10						
12000	K	\$ 50.44						

0.75% added to 6E and then 2.25% across the board