

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: Jenelle Castillejos (jcastillejos@sdccd.edu) or the office's general email address (sdccdhrrcomp@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. ***2023-24 PAC meetings: Sept. 11, Oct. 9, Nov. 13, Dec. 11, Feb. 12, Mar. 11, Apr. 8, and May 13 at 1:00 p.m. via Zoom.***

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: anguyen@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. ***2023-24 PAC meetings: Sept. 11, Oct. 9, Nov. 13, Dec. 11, Feb. 12, Mar. 11, Apr. 8, and May 13 at 1:00 p.m. via Zoom.***
- g. ***Pay raises go into effect the following month after forms and documents have been approved by committee.***

7. Professional Advancement Committee Members 2023-2024

Name	Office	Telephone	Email
Anh Nguyen, Chair	K1-203M	(619) 388- x7041	anguyen@sdccd.edu
Cheryl Barnard	K1-201	x7313	cbarnard@sdccd.edu
Carmen Carrasquillo	H-110J	x7532	cjay@sdccd.edu
Ryan Monroy	S-204E	x7499	rmonroy@sdccd.edu
Roger Olson	L-214C	x7622	rolson@sdccd.edu
Ken Reinstein	H-110E	x7515	kreinstein@sdccd.edu
John Salinsky	R1-108D	x7936	jsalinsk@sdccd.edu
Melissa Wolfson	M-211I	x7510	mwolfson@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, 2024 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	\$6,248.85	\$6,567.28	\$6,895.64	\$7,240.42	\$7,602.44	\$7,982.57	\$8,381.70
B	\$6,420.68	\$6,747.88	\$7,085.27	\$7,439.53	\$7,811.51	\$8,202.09	\$8,612.19
C	\$6,597.26	\$6,933.44	\$7,280.12	\$7,644.12	\$8,026.33	\$8,427.64	\$8,849.03
D	\$6,778.70	\$7,124.11	\$7,480.32	\$7,854.34	\$8,247.05	\$8,659.40	\$9,092.38
E	\$6,965.11	\$7,320.03	\$7,686.03	\$8,070.33	\$8,473.85	\$8,897.54	\$9,342.42
F	\$7,156.65	\$7,521.33	\$7,897.39	\$8,292.26	\$8,706.88	\$9,142.22	\$9,599.33
G	\$7,353.46	\$7,728.16	\$8,114.57	\$8,520.30	\$8,946.32	\$9,393.63	\$9,863.31
H	\$7,555.68	\$7,940.69	\$8,337.72	\$8,754.61	\$9,192.34	\$9,651.96	\$10,134.55
I	\$7,763.45	\$8,159.06	\$8,567.01	\$8,995.36	\$9,445.13	\$9,917.39	\$10,413.25
J	\$7,976.96	\$8,383.43	\$8,802.60	\$9,242.73	\$9,704.87	\$10,190.11	\$10,699.62
K	\$8,196.32	\$8,613.98	\$9,044.67	\$9,496.91	\$9,971.75	\$10,470.34	\$10,993.86
L	\$8,421.71	\$8,850.86	\$9,293.40	\$9,758.07	\$10,245.98	\$10,758.28	\$11,296.19
M	\$8,653.31	\$9,094.26	\$9,548.97	\$10,026.42	\$10,527.74	\$11,054.13	\$11,606.84
N	\$8,891.28	\$9,344.35	\$9,811.57	\$10,302.15	\$10,817.25	\$11,358.12	\$11,926.02
O				\$10,585.46	\$11,114.73	\$11,670.47	\$12,253.99
P						\$11,991.40	\$12,590.97
Q						\$12,321.17	\$12,937.23
R						\$12,660.00	\$13,293.00
S						\$13,008.15	\$13,658.56

Effective 1/1/24: 4.22% Across the Board Increase

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AFT Guild Classroom Faculty Assignments Salary Schedule Effective January 1, 2024

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	\$ 50.27	\$ 75.18	\$ 78.94	\$ 82.88	\$ 87.03	\$ 91.38	\$ 95.95
450	B	\$ 52.01	\$ 77.25	\$ 81.11	\$ 85.16	\$ 89.42	\$ 93.89	\$ 98.59
900	C	\$ 53.80	\$ 79.37	\$ 83.34	\$ 87.50	\$ 91.88	\$ 96.47	\$ 101.30
1350	D	\$ 56.77	\$ 81.55	\$ 85.63	\$ 89.91	\$ 94.41	\$ 99.13	\$ 104.08
1800	E	\$ 58.84	\$ 83.79	\$ 87.98	\$ 92.38	\$ 97.00	\$ 101.85	\$ 106.95
2250	F	\$ 60.85	\$ 86.10	\$ 90.40	\$ 94.92	\$ 99.67	\$ 104.65	\$ 108.02
2700	G	\$ 62.97						
3150	H	\$ 66.64						
3600	I	\$ 69.03						
4050	J	\$ 71.47						
12000	K	\$ 73.43						

Effective 1/1/24: 4.69% across the board

AFT Guild Non-Classroom Faculty Assignments Salary Schedule Effective January 1, 2024

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	\$ 38.89	\$ 56.43	\$ 59.25	\$ 62.21	\$ 65.32	\$ 68.59	\$ 72.02
450	B	\$ 40.26	\$ 57.98	\$ 60.88	\$ 63.92	\$ 67.12	\$ 70.47	\$ 74.00
900	C	\$ 41.67	\$ 59.57	\$ 62.55	\$ 65.68	\$ 68.96	\$ 72.41	\$ 76.03
1350	D	\$ 43.91	\$ 61.21	\$ 64.27	\$ 67.49	\$ 70.86	\$ 74.40	\$ 78.12
1800	E	\$ 45.48	\$ 62.90	\$ 66.04	\$ 69.34	\$ 72.81	\$ 76.45	\$ 80.27
2250	F	\$ 47.08	\$ 64.63	\$ 67.86	\$ 71.25	\$ 74.81	\$ 78.55	\$ 81.08
2700	G	\$ 48.66						
3150	H	\$ 51.48						
3600	I	\$ 53.35						
4050	J	\$ 55.34						
12000	K	\$ 56.86						

Effective 1/1/24: 4.69% across the board