

MOVING ACROSS THE PAY SCALE

Anh Nguyen Santamaria
Professional Advancement Committee (PAC) Chair
General Counselor

PROFESSIONAL ADVANCEMENT COMMITTEE (PAC) DUTIES

- Salary Advancement and Sabbaticals
 - Review professional growth plans and professional completion forms for faculty and make recommendations for approval.
 - Review sabbatical leave applications and make recommendations for faculty.
 - Review sabbatical completion reports from faculty and recommend acceptance.
- Serve as Tenure Promotion and Review Committee and review the evaluations of Faculty Employees as provided for in the current Bargaining Unit Contract with the San Diego Community College District.

SALARY ADVANCEMENT MOVING ACROSS THE PAY SCALE

- To find your Step/Class
- Check your [mySDCCD Portal](#) , Employee Dashboard -> My Paychecks, look at Pay Rate
- Contact HR Compensation sdccdhrcomp@sdccd.edu 619- 388- 6576
- Review the [CBA](#)

**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

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

**SALARY
 ADVANCEMENT
 MOVING ACROSS THE
 PAY SCALE
 (CONTINUED)**

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

- 15 Units will move you over each Class (Column) on the Salary Schedule

PROFESSIONAL ADVANCEMENT FORMS

- Types of Activities:
 - Coursework
 - Conferences/ Seminars/ Workshops
 - Professional Work Experience/ Internship
 - Scholarly/ Creative Works
- One type of project per proposal
- Proposal Form and Documents
- Completion Form and Documents

PROFESSIONAL ADVANCEMENT PROPOSAL

Please use Adobe Reader or Acrobat Pro ONLY available here to fill out this form digitally. (Mac users, please do not use Preview.)

Please note that any Professional Advancement paperwork turned in without the correct supplemental materials (noted under each category on this form) will be returned to faculty members without any action taken by the PAC.

Date _____ Name _____ ID # _____ Email _____

Phone # _____ College / Center Assignment _____ Mailbox Location (Bldg & Room #) _____

Faculty Service Area(s) - (Single or multiple, e.g. English - or - English, Journalism, & French) _____

Proposed Faculty Service Area(s) - (FSA(s) intended to be used with this proposal) _____

FULL TIME FACULTY

ADJUNCT

PART I: PROPOSAL

(See Article VIII of the AFT Contract)

Is this Proposal under the rules of Vocational Instructors? YES NO

This Proposal provides for a total of _____ semester units and is designed to move me from Class _____ to Class _____ on the salary schedule.

Note: If the proposal changes, please submit a "Revision to Professional Advancement Proposal" form and attach a copy of the original proposal and any other revisions signed by the Professional Advancement chair, or you can submit a new Professional Advancement Proposal.

Choose ONE of the following categories for this proposal and complete the corresponding section below:

1. Conferences, Seminars, or Workshops 3. Professional Work Experience or Internship

2. Scholarly/Creative Works 4. Coursework

1. CONFERENCES, SEMINARS, OR WORKSHOPS

Please give an estimated number of hours you will be attending this conference as a participant and/or as a presenter and an estimated number of units you are requesting.

Keep in mind that 30 hours of attendance (outside of scheduled on-campus hours) = 1 unit.

Please remember that you will be required to submit a completed "Professional Advancement Log of Hours" worksheet form with your completion.

An original flier, publication, social media announcement, or advertisement for this seminar, conference, or workshop must also be submitted with this form.

Seminar, Conference, or Workshop hours requested:

Hours: _____ Units: _____

COURSEWORK

Fill out Proposal Form

-On separate document, must also include course title, exact course number as it would show on a transcript, # of semester units, and course description

-Collect signatures from Department Chair and Dean, then submit to PAC Chair

-For vocational faculty, if obtaining a AA/AS or BA/BS degree for pay advancement, will also need VPI signature

Fill out Completion Form

-On separate document, must also include Course List

-Submit Official Transcript directly PAC Chair

-Collect signatures from Department Chair and Dean, then submit to PAC Chair

Title of Course: Equity & Culturally Responsive Teaching in the Online Learning Environment

Course #: TEC-1841

Semester Units: 3

Course Description: This course provides community college instructional faculty with an introduction to Culturally Responsive Teaching and Learning (CRTL) pedagogy in the online learning environment. Utilizing an equity framework, the course provides strategies and recommendations for embedding CRTL and other high-impact practices in course design and online classroom practices.

Title of Course: Introduction to Asynchronous Online Teaching & Learning

Course #: TEC-1631

Semester Units: 3

Course Description: This course provides an overview of online instructional techniques for faculty who are considering teaching online. You will learn what distinguishes distance learning from face-to-face instruction, strategies for online learning, the realities of course design, and the nuts and bolts of implementation and evaluation. You will also get tips on course management software options, building community online, and learning styles. Using a historical perspective of the dynamic evolution of online teaching, you will leave this course with your own plan for a distance learning course or program.

Courses

Institution	Course Number	Course Title	Semester Units
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

COURSEWORK (CONTINUED)

Maximum of Lower Division Units

- 12 units if taking four- 3-unit courses OR
- If in combination with Foreign Language courses, 15 units
- Must submit all lower division coursework in one class movement

All course units must be converted Semester Units

PROFESSIONAL WORK EXPERIENCE/INTERNSHIP

- Maximum of 8 Units can be claimed during faculty's entire career at SDCCD
- Cannot be completed during Fall and Spring Semesters (only in Intersession and Summer and must be completed outside of scheduled working hours)

Fill Out Proposal Form

-must also include the [Work Experience and Internship Proposal Form](#)

-Collect signatures from Department Chair and Dean, then submit to PAC Chair

Fill Out Completion Form

-Include the Log of Hours Form

-Collect signatures from Department Chair and Dean, then submit to PAC Chair

WORK EXPERIENCE AND INTERNSHIP PROPOSAL - Page 1

A maximum of 8 units can be claimed salary advancement by faculty members during their entire careers at SDCCD
Please use Adobe Reader or Acrobat Pro ONLY available here to fill out this form digitally. (Mac users, please do not use Preview.)

Name _____ ID# _____ Date _____
Mailbox Location (Mesa Only) _____ College / Center Assignment _____

I understand that I will turn in a COPY of this form with my Professional Advancement Proposal .
 I understand I will keep the ORIGINAL of this form and, when I've completed my work experience, I will obtain my employer's original signature on this form and submit it with my Report of Completion.

Name of Employer _____
Address _____
Nature of Business _____
Name of Supervisor _____
Title of Position / Job _____
Description of services to be rendered _____

How will this work further my role on campus?

I have previously received credit for a work project: YES NO

If your answer is YES, please complete the following:
Nature of Work Experience

Page 1 of 2 - 10/20

SCHOLARLY/ CREATIVE WORKS

- A maximum of seven and one half (7-1/2) units of creative and scholarly works may be applied toward each salary class advancement
- The work must be performed on the faculty member's own time, not on a District assignment, and not using District equipment or supplies, facilities, or personnel, and must directly contribute to the instructional programs

- A4.5.1 Semester unit credit equivalencies of between one (1) and seven-and-one-half (7.5) units may be granted if the following criteria are met:
- A4.5.1.1 The work has been validated by a reputable agency/professional source/public exhibit. Examples of reputable validation include but are not limited to: Professional organization/guild; publisher with an editorial board or another juried process of selection; juried show; purchase of the product by industry; patent; public performance or exhibition; award by a professional organization; and,
 - A4.5.1.2 The work promotes excellence in the classroom and/or the instructional support area; and,
 - A4.5.1.3 The work has not been compensated already by the District (sabbaticals are not considered compensation); and,
 - A4.5.1.4 The work is reasonably related to the faculty member's discipline/FSA(s); and,
 - A4.5.1.5 The work accomplishes one of the following:
 - It advances the field of study; or
 - It makes a contribution to the discipline; or,
 - It demonstrates originality and/or innovation; or,
 - It brings recognition to the District.

SCHOLARLY/ CREATIVE WORKS

- **Fill Out Proposal Form**

- must also include description of proposed project and number of units

- Collect signatures from Department Chair and Dean, then submit to PAC Chair

- **Fill Out Completion Form**

- must also include one-page typed description of the project, including goals, methodology (steps involved in completing the project), materials, an approximation of the time spent on the project (hours), and the completed work. This should include a rationale for the number of units being requested. Please review contract suggestions for the number of units that can be received for Individual projects

- Collect signatures from Department Chair and Dean, then submit to PAC Chair

REVIEW:

PAC WEBSITE

PROPOSAL FORM

COMPLETION FORM

LOG OF HOURS

LICENSURE/CERTIFICATION REIMBURSEMENT

American Federation of Teachers • 3737 Camino Del Rio South • Suite 410 • San Diego, CA 92108-3883

LICENSURE / CERTIFICATION FEE REIMBURSEMENT PROGRAM

Date: _____ Campus (Mesa) Mailbox: _____

Name: _____ Employee ID#: _____

Mailing Address: _____
Street City State ZipCode

Phone #: (____) _____ Email: _____

College/Center Site: _____ Adjunct: Full-time Faculty:

Department or Program
Faculty Service Areas: 1. _____ 2. _____ 3. _____

Name of Certificate / License: _____

Issuing Agency or Institution: _____

Date of Expenditure(s): _____

Total Expenditure(s): _____

College faculty may be reimbursed for the actual cost of fees charged which directly relate to the issuance or re-issuance of a license or certificate required by the District, after initial employment, for the unit member to qualify for or retain his/her teaching or non-teaching assignment (not included: professional organization dues, continuing education fees, mileage, lodging, meals, etc.). Receipts and/or other official documentation must be submitted in order to process the reimbursement. If the amount of requested reimbursement exceeds the amount of available resources, reimbursements may be distributed on a pro-rata basis. Any activities reimbursed by these funds may not also be used for salary advancement purposes or any other type of District reimbursement.

Attached in 8 1/2 x 11 inch format are:

- Official documentation showing that employee is required to have this license to keep his/her job with the San Diego Community College District (SDCCD) or if it is mandated by the State of California.
- A copy of the application filled out by employee to get the license.
- A copy of the receipt for payment of the license (e.g. cancelled check, credit card statement, or equivalent).
- A copy of the actual license received by employee (if provided by the issuer).

Signature of Faculty Member: _____ Date: _____

Page 1 of 2

- Reimbursement for the actual cost of fees for
- license or certificate required by the District, after initial employment, for the unit member to qualify for or retain their teaching or non-teaching assignment
 - Not included: professional organization dues, continuing education fees, mileage, lodging, meals, etc.)
 - Receipts and/or other official documentation is required.
 - Any activities reimbursed by these funds may not also be used for salary advancement purposes or any other type of District reimbursement.

[Reimbursement Form Link](#)

DEADLINES

- Proposal Forms and Completion Forms need to be signed by the Department Chair and Dean **before** it is submitted to the PAC Chair.
- Submit signed forms and documents **at least one week** before the committee's scheduled meeting.

Deadline to Submit Signed Formed and Documents	PAC Meeting Date
October 7, 2024	October 14, 2024
November 12, 2024	November 18, 2024
December 2, 2024	December 9, 2024
February 3, 2025	February 10, 2025
March 3, 2025	March 10, 2025
April 7, 2025	April 14, 2025
May 9, 2025	May 12, 2025

CONTACT INFORMATION

Miramar Professional Advancement Committee Website

Email: anguyen@sdccd.edu

Anh Nguyen Santamaria