

MOVING ACROSS THE PAY SCALE

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

Note: Any underlined words throughout the presentation is linked to a useful website

PROFESSIONAL ADVANCEMENT COMMITTEE (PAC) DUTIES

Salary Advancement and Sabbaticals

- Review proposal and completion forms for pay advancement
- Review sabbatical leave applications
- Review sabbatical completion reports

Serve as Tenure Promotion and Review Committee (TPRC) and review the evaluations of Faculty Employees as provided for in the current Bargaining Unit Contract with the San Diego Community College District.

PROFESSIONAL ADVANCEMENT COMMITTEE (PAC)

Committee Membership

Administrators (1)	Classified (0)	Faculty (7)	Students (0)
(non-voting)		(must be tenured)	
Cheryl Barnard		Anh Nguyen (Student Services), Chair	
		Carmen Carrasquillo (School of Liberal Arts)	
		Ryan Monroy (School of BTCWI)	
		Ken Reinstein (Faculty Evaluation Coordinator)	
		John Salinsky (School of Public Safety)	
		Melissa Wolfson (School of MBEPS)	

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

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

SALARY ADVANCEMENT MOVING ACROSS THE PAY SCALE (CONTINUED)

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

PROFESSIONAL ADVANCEMENT FORMS

- Types of Projects:
 - 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: _____

PROJECT TYPE: COURSEWORK

- Coursework must be related to faculty's service area (FSA)
- Coursework not directly related to the faculty member's FSA but related to meeting the minimum qualifications of another discipline or FSA may also be approved provided pre-approval by Vice-President
- Vocational faculty enrolled in programs leading towards an associate's or bachelor's degree in their FSA may receive credit for all lower division courses provided written approval from Vice-President.

RECOMMENDATIONS:

- Talk to your colleagues in your department for ideas
- CCC @ONE

PROJECT TYPE: COURSEWORK (CONTINUED)

Fill out Proposal Form

- Be sure to fill out the Proposal Description
- 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 all documents to PAC Chair
- For vocational faculty, if obtaining an AA/AS or BA/BS degree in FSA for pay advancement and want lower division units to count, will also need VPI signature

PART 2: PROPOSAL DESCRIPTION

Provide a full description of your Professional Advancement Proposal. Be sure to include the following information:

- 1. Description of your Professional Advancement Proposal:** A descriptive discussion of your proposal, including specific objectives and goals.
- 2. Relevancy to current/new assignment and improvement of student learning.**
- 3. Need for the Professional Advancement Proposal:** How does your proposal meet the need for professional growth as well as providing benefits to yourself, our students, and the college?

Please enter your proposal description below. You may attach additional sheets if necessary.

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.*

PROJECT TYPE: COURSEWORK CONTINUED)

Fill out Completion Form

- List the courses you are submitting for completion. Include the name of school, course number, course title, and number of units
- Submit official transcripts directly to PAC Chair
- Collect signatures from Department Chair, and Dean, then submit Completion Form to PAC Chair

Transcript - Course Completion List

Provide below a full description of your completed courses as listed on your proposal and official transcript.

Please list the name of the institution, course numbers, course titles, and units of the courses for which you are requesting units. The titles and numbers should be identical to those on your official transcripts.

Please translate quarter units into semester units - quarter units x .67 = semester units.

PROJECT TYPE: COURSEWORK (CONTINUED)

Can I take Lower Division Coursework?

- Yes! You can take up to 4 courses as lower division if courses are in these fields:
 - Foreign Languages
 - Computer-related Technologies
 - Topics reasonably related to cultural competencies, diversity, equity, inclusion, and accessibility

PROJECT TYPE: CONFERENCES/ SEMINARS/ WORKSHOPS

- Must be completed outside of scheduled working hours
- Attending Only: 30 hrs of attendance = 1 unit
- Presenting: 15 hrs of presentation = 1 unit

Fill Out Proposal Form:

- Must include original flyer, publication, or advertisement for the workshop that can verify the time and dates of activity
- Collect signatures from Department Chair+ Dean, then submit to PAC Chair

Fill Out Completion Form:

- Complete the Log of Hours form. For activities that are multiple days, list each day on a separate line
- For the Log of Hours form, please use Adobe. Form is formatted to calculate the hours to units
- Collect signatures from Department Chair+ Dean, then submit to PAC Chair

[illegible]

PROJECT TYPE: 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
- Can only be completed during Intersession and Summer.
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

TYPE OF PROJECT: 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
- Please review the CBA: A4.5 Scholarly and Creative Works

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.

TYPE OF PROJECT: 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 Zip Code

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 reimbursements 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 Form and Completion Form 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 Forms and Documents	PAC Meeting Date
Oct 6, 2025	Oct 13, 2025
Nov 3, 2025	Nov 10, 2025
Dec 1, 2025	Dec 8, 2025
Feb 2, 2026	Feb 9, 2026
Mar 2, 2026	Mar 9, 2026
Apr 6, 2026	Apr 13, 2026
May 4, 2026	May 11, 2026

CONTACT INFORMATION

Miramar Professional Advancement Committee Website

Email: anguyen@sdccd.edu

Anh Nguyen Santamaria