

Professional Advancement Committee

Guidelines for Scholarly/Creative Works

Article VIII section A4.5 of the AFT contract states that "credits for salary class advancement may also be earned through scholarly works and creative endeavors."

Scholarly/creative works should conform to the following guidelines:

- I. A contemporaneous log of the hours spent in the creation of the work must be submitted with the completion form.

- II. The precise amount of credit awarded, up to the maximum allowed, shall be determined by the Professional Advancement Committee (PAC), upon completion of the work. The applicant must submit a rationale for a specific amount of credit with the completed work. Where possible, the following guidelines for credit shall apply:
 - A. Publications shall be awarded 1 - 7.5 semester units of credit, depending upon the evaluation of the PAC, as listed below:
 1. 1 - 7.5 units: textbook; novel; full-length play or script; computer software.
 2. 1 - 4 units: study guide; annotation of a text; instructor's manual; series of articles; monograph; single article; chapter of a larger work; short poem, play, essay, or review.

 - B. Musical compositions that have been published will be treated in the same manner as a written work.
 1. 1 - 7.5 units: major musical work for orchestra, chorus, or stage.
 2. 1 - 4 units: work for chamber ensemble or of intermediate length for full chorus, orchestra, or band; song, solo instrumental work, or short octavo choral work unaccompanied or with keyboard or comparable accompaniment.

 - C. Credit for any creative/scholarly work not specified above (e.g. art work; Presentation at a seminar, conference, or workshop) shall be determined by the PAC. The committee will request the input of someone with expertise in the field if it feels this is necessary.

Conferences/Workshops: Thirty (30) hours of participation, up to the maximum allowed, shall equal one (1) semester unit. Participation shall be defined as including all time spent at the conference/workshop (i.e., exhibit visits shall count as such an attendance at a panel). Fifteen (15) hours of presenting at conferences, shall equal one (1) semester unit. (Presentation at a seminar, conference, or workshop may include participating on a panel, moderating/organizing a panel, presenting a paper, or other presentation).

Work Experience/Internship: Thirty (30) hours of experience shall equal one (1) semester unit. A maximum of eight (8) semester units are allowed in the progression through the class levels on the salary pay schedule.

- III. The work must reflect the application of the faculty member's professional specialty and support the teaching/learning process.
- IV. The completed work must have been accepted by a recognized publisher/producer, or equivalent, and be unsubsidized by the creator. A copy of the completed work, where feasible, must be submitted with the completion form.

Excerpted below is the pertinent section of Article VIII of the AFT contract covering credits for salary class advancement earned through scholarly and creative works...

A4.5 Scholarly and Creative Works -- Credits for salary class advancement may also be earned through scholarly works and creative endeavors. Some of the activities listed in this section are an integral part of the faculty member's assignment and will be considered under professional development only in extraordinary circumstances, as determined by the appropriate campus Professional Advancement Committee.

A maximum of seven and one half (7-1/2) units of creative and scholarly works may be applied toward each salary class advancement.

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.

- A4.5.2 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.
- A4.5.3 The awarding of units for scholarly and creative works is limited to projects which have the approval of the appropriate Department Chair, manager and the campus Professional Advancement Committee. Quality is to be assured by both reputable validation (as described in A4.7.1(a) above) and the Committee's judgment reached either with or without review by Committee-designated experts. Work which the Committee considers to be of insufficient quality shall be rejected. Rejection may be appealed by the faculty member to the Committee on Academic Personnel (CAP). CAP will review the action and the statements of all appropriate parties, and shall make a recommendation to the Chancellor who shall make the final determination.
- A4.5.4 The following examples of work and the possible range of units awarded for it are not intended to supplant the judgment of the appropriate College Professional Advancement Committee but are to serve only as guidelines. Within each unit range, the exact determination of credit to be awarded will be based upon the College Professional Advancement Committee's judgment of the **quality** of the work (not hours logged):
- A4.5.4.1 One (1) to seven-and-one-half (7-1/2) units: Novel, biography, extensive textbook, symphony, one-person art/craft exhibition, product design, performing arts production, or other similar works;
- A4.5.4.2 One (1) to four (4) units: Professional paper, article, short story, song, placing in a juried art/craft exhibition, other exhibition, training or faculty member's manual, software program, or similar works.
- Faculty members may challenge the College Professional Advancement Committee (PAC) on the number of units awarded by appealing to the Committee on Academic Personnel (CAP). The CAP will review the PDC's award and rationale, and will review a written challenge by the faculty applicant. CAP then will make a recommendation to the Chancellor who shall make the final determination.
- A4.5.5 Other examples of appropriate scholarly and creative works include but are not limited to:
- A4.5.5.1 Consultancy to other educational institutions, lectures to professional organizations on topics reasonably related to one's assigned field;

- A4.5.5.2 Publication of printed or web published manuals, textbooks, articles, books of critical studies/essays, formal papers;
- A4.5.5.3 Fiction/non-fiction plays, poems, screenplays, teleplays, chapbooks, reviews, anthologies, annotation of a text, indexes, atlases;
- A4.5.5.4 Song, instrumentals, octavo choral work, chamber ensemble work for chorus, orchestra or band, work for an orchestra, symphony, oratorio, opera, musical;
- A4.5.5.5 Films, theater or media activities;
- A4.5.5.6 Exhibits of arts or crafts (examples may include painting, sculpture, photography, ceramics);
- A4.5.5.7 Creation of models, mock-ups, or simulations;
- A4.5.5.8 Creation of a product or process for increasing production efficiency in industry or business.