Professional Advancement: Frequently Asked Questions

1. What is professional advancement?

Professional advancement indicates what we, as faculty members, have done to further our knowledge.

The Professional Advancement Committee (PAC) on campus is charged with the responsibility of verifying professional growth work that has been completed by faculty members so that they can be paid for this further education and advance on the salary pay scale.

Professional advancement includes coursework, scholarly and creative works, work experience, and participating in seminars, workshops, and conferences.

2. Who is eligible for salary advancement based on professional advancement ?

All adjunct and contract faculty are eligible.

3. How can I find out more about professional advancement?

Go to the [Professional Advancement Committee (PAC) webpage](#) on the Miramar College website. There you will find information about what you're entitled to, what you should do to get credit, FAQ, as well as the various PAC forms themselves.

After exploring that site, if you want more detailed information, go to the AFT website. For more information about receiving salary advancement, go to "Contracts," then click "Table of Contents." Click on "Salary," ARTICLE VIII - SALARY, starting with A4.0 SALARY STEP AND CLASS MOVEMENT for information about getting credit for courses taken and for scholarly and creative works.

For information about Sabbatical Leaves in the contract, go to ARTICLE XVIII - PROFESSIONAL ADVANCEMENT, starting with 18.2 SABBATICAL LEAVE.

4. What if I still have questions about professional advancement and how to fill out the forms?

Complete as much of the form that you can and contact the PAC Chair, Roger Olson by e-mail at rolson@sdccd.edu to review your form and assist you with any of your questions before it goes to the Committee. Please read over these FAQs before contacting the PAC Chair.

If an incomplete form is turned in, or if it is turned in at the last moment so that the PAC Chair does not have sufficient time to look it over, it may be tabled for a future meeting.

5. How many lower division units am I allowed to get professional advancement credit?

Effective July 1, 2003, the greater of either six (6) lower division units or two (2) courses is allowed for purposes of unit accumulation toward a higher salary classification. Lower division coursework requires prior approval from the appropriate Vice President. This means that the Professional Advancement Proposal must be approved before the faculty begins a class or pursues a project.

Lower division coursework in the disciplines of foreign language or computer-related technologies do not need prior approval.

Effective January 1, 2007, in addition to the six (6) lower division units or two (2) courses provided above, a faculty member is allowed up to six 6) additional lower division units or two (2) additional courses taken after January 1, 2007, in the disciplines of foreign language or computer-related technologies.

Lower division coursework may be taken within the San Diego Community College District.

6. Do I need prior approval before I complete professional advancement work?

Effective April 1, 2003, faculty members are not required to receive prior approval before completing work for salary advancement on or after this date. The two exceptions being:

The above proposed lower-division coursework requires pre-approval by the Professional Advancement Committee before a faculty member begins a class.

Faculty members are encouraged to receive prior approval for every proposal to ensure that their efforts will qualify.

7. How can I be sure my Professional Advancement Proposal is complete if I want to take coursework?

Ensure that all signatures and dates are in place before submitting a proposal to the PAC or it will not be considered.

If you are turning in a proposal for academic units, you must list on the application the institution you plan to attend, actual course numbers, and you will also need to provide a copy of the official course description from the institution's catalog. "Official" means that it must be a copy of the institution's page in their catalog, copied either from their official online site or a hard copy with the headers and footers on it and circle the course(s) you intend to take. Please circle in pen as highlighting does not show up on photocopies required for PAC review.

Remember that you may propose to take any number of classes. If the courses are approved, then you are allowed to take any of those classes whenever they are offered rather than turning in a new Professional Advancement Proposal for every semester. However, you will need to turn in a Professional Advancement Completion as each course (semester) is completed.

8. How can I be sure my Professional Advancement Proposal is complete if I want to undertake scholarly and creative works?

Ensure that all of the signatures and dates are in place before submitting it to the PAC.

Review the AFT contract to be sure that the kind of project you propose to complete falls within the contract guidelines.

Scholarly or Creative Work can't be considered for work that is a part of your teaching job; for example developing courses for your Department, whether the classes are face-to-face or online, cannot be considered.

Clearly outline the project and explain in the proper area on the form, why it will help your teaching at Miramar College.

Review the AFT Contract for the number of units suggested for different kinds of Scholarly and Creative Work.

9. How can I be sure my Professional Advancement Proposal is complete for my work experience?

You must submit a proposal, the original and a copy of the Work Experience and Internship Proposal. These forms are available on the PAC website. Please be sure that all signatures, approvals, and dates are complete on the proposal before submitting it to the Professional Advancement Committee. The box at the bottom of the second page of the Work Experience and Internship Proposal will not be completed when you turn in your

proposal, which is why you must submit an additional copy.

NOTE: Salary credit for Work Experience/Internship is for work done outside of the academic year; therefore, only hours completed during the summer can count (30 hours of work = 1 semester unit).

10. **How can I be sure my Professional Advancement Proposal is complete if I'm proposing to go to conferences or workshops?**

Be sure that all the signatures and dates are in place before submitting it to the P5C.

If you're planning on attending a conference/workshop/seminar, you must provide an official advertisement/notice/flyer for this conference with specific dates of the event noted.

Please remember that 30 hours of attendance at a conference equals one (1) semester unit. Faculty that present at a conference may receive twice the credit for hours during their presentation. An official conference/seminar program indicating your name as presenter, along with the dates and times of your presentation must be provided. You must indicate on the Proposal and on the Report of Completion, which hours are to be credited as presenter and which as attendee.

Please remember that an official conference/seminar program is required to be attached to all Reports of Completion along with a Professional Advancement Log of Hours Worksheet Form (which can be found on the P5C website). When completed online, the Log of Hours Worksheet will automatically translate the hours you enter into units.

11. **How can I be sure my Report of Completion is complete so I can successfully receive academic units for my coursework?**

Assure that all signatures and dates are in place before submitting it to the P5C for consideration.

Be sure to write on the correct line of the Completion form, the submission date of the Professional Advancement Proposal that corresponds with the Completion.

If you are requesting units for academic coursework, you must add a sheet to the Completion form listing the name(s) of the institution where you took the classes and the actual course numbers. You must also supply **official, sealed transcripts** directly from the institution before the PAC can grant credit. The safest and most timely manner to get these is to have the university or college send the transcripts electronically to PAC Chair Roger Olson at rolson@sdccd.edu. If you are submitting paper transcripts, without opening the envelope, attach them to your Completion form upon submittal. Forms and transcripts can be safely hand delivered to the PAC Chair Roger Olson, in L-214C (Library).

12. **How can I be sure my Report of Completion is complete so I can successfully receive academic units for my scholarly and creative work?**

Ensure that all the signatures and dates are in place before submitting it to the PAC or we will be unable to consider it.

Be sure to write on the correct line of the Completion form, the submission date of the Professional Advancement Proposal that corresponds with the Completion.

When requesting units for a Scholarly or Creative Work, review the AFT Contract for a suggested number of units to request for specific types of work.

13. **How can I be sure my Report of Completion is complete for my work experience?**

You must submit both a Report of Completion and the original Work Experience and Internship Proposal. Please assure that all signatures are dates are in place on the Completion form before submitting it to the PAC. The box at the bottom of page two of the Work Experience and Internship Proposal needs to be complete and requires <mark>original</mark> signatures.

NOTE: Salary credit for Work Experience/Internship is for work done outside of the academic year. Only hours completed during the summer will count (30 hours of work = 1 semester unit).

14. How can I be sure my Report of Completion is complete so I can successfully receive academic units for conferences and workshops?

If you are requesting units for a seminar, workshop, or conference, you must provide a copy of the official conference agenda with your Report of Completion. You will also need to turn in a Log of Hours with the hours totaled and the amount of units requested You must use the Log of Hours Worksheet on the PAC website which will automatically calculate your hours to units.

If the conference/seminar/workshop lasts of a number of days, please subtotal the log of hours for each day attended on the Log of Hours Form and the form will automatically total the hours for the entire conference.

If you are a presenter for a segment of the conference, indicate the hours you presented on the appropriate column of the Log of Hours. Please remember that you must be listed as a presenter on the official conference agenda.

When tallying hours for conferences and workshops, remember that are allowed to count all conference hours noted on the official conference agenda. It is assumed that faculty members are networking with other experts in their fields at all times of the conference.

15. How will I know whether Miramar's Professional Advancementment Committee has approved my Proposal or Completion?

Once the Professional Advancement Committee has reviewed your Proposal and/or Completion, the PAC Chair will sign and date the signature page. You will receive an email confirmation from the PAC Chair at this point. The PAC Chair will hand-deliver it to District Human Resources.

16. Is it true that I can only receive a certain number of scholarly and creative works units to advance through each class on the salary scale?

You may use 7.5 units per classification on the salary scale. The remainder of that salary classification must be made up of other types of units (conferences/seminars/coursework/etc.).

If you receive more than 7.5 units for Scholarly and Creative Work during a time period, they will be "banked" by the District's Human Resources Office. You may then use them when you are working to complete units toward the next classification on the salary scale.

17. May I use more than 7.5 units per salary classification of credit towards seminars and workshops?

You may complete entire salary classifications on the pay scale based on units from conferences, seminars, and workshops.

18. How can I be sure I've filled out my Sabbatical Leave Application correctly?

Ensure that everything has been completed on the application and that you have secured all the appropriate signatures and dates of the form.

Review information pertaining to Sabbatical Leaves on the Professional Advancement Committee website and in the AFT Contract under "Professional Advancement."

On page #2 of the application be sure to label each section to which you are responding so that the committee can be sure that you have answered all categories. All pages of your application must be numbered so the Committee can tell whether there is a page missing.

Members of the Professional Advancement represent all schools within Miramar College and are available to answer questions about Sabbatical Leave Applications, read through your application, and make suggestions. A list of all Professional Advancement Committee members is available on the Professional Advancement Committee web page.

19. Where should I send or deliver all official transcripts and paperwork that needs to be submitted to the Committee?

It is advisable to hand-deliver all Professional Advancement paperwork to the PAC Chair, Roger Olson, in Room 214C at the Library or call him (619 388-7622) to make other arrangements. If you order secure, certified electronic transcripts, they should be sent to Roger Olson at rolson@sdccd.edu. The PAC will not consider proposals received after the deadline dates, even if they get delayed in the school mail. Sabbatical Applications, especially, should never go through school mail.

Any paperwork that does go through school mail should be addressed to Roger Olson, L-214C.

20. Who should I contact about my salary placement or how many units I've earned?

The District's Human Resources Office is the repository for this information.

21. How many separate items/activities can be put on a single Proposal or Completion?

You may submit one (**1**) activity per Proposal and/or Completion.