## APPENDIX B-9: Placement Procedures

**B-9 PLACEMENT PROCEDURES - FACULTY**

**COLUMN A:**

- B.A., or

- Completed full-time Vocational/Community College Credential secured through vocational experience, or

- A.A., at least 6 years’ experience in discipline and any certificate/license required to teach in the discipline.

**COLUMN B:**

- M.A., or

- Completed full-time Vocational/Community College Credential secured through vocational experience and B.A., or

- B.A., at least 2 years’ experience in discipline and any certificate/license required to teach in the discipline.

**COLUMN C:**

- B.A. + 45 units and M.A., or

- Completed full-time Vocational/Community College Credential secured through vocational experience and B.A.+ 15 units, or

- B.A., at least 2 years’ experience in discipline and any certificate/license required to teach in the discipline and 15 units.

**COLUMN D:**

- B.A. + 60 units and M.A., or

- Completed full-time Vocational/Community College Credential secured through vocational experience and B.A.+ 30 units, or

- B.A., at least 2 years’ experience in discipline and any certificate/license required to teach in the discipline and 30 units.

**COLUMN E:**

- B.A. + 75 units and M.A., or

- Completed full-time Vocational/Community College Credential secured through vocational experience and B.A.+ 45 units + M.A., or

- B.A., at least 2 years’ experience in discipline and any certificate/license required to teach in the discipline and 45 units and M.A

**COLUMN F:**

- B.A. + 90 units and M.A., or

- Completed full-time Vocational/Community College Credential secured through vocational experience, B.A + 60 units + M.A., or

- B.A., at least 2 years’ experience in discipline and any certificate/license required to teach in the discipline and 60 units and M.A.

**COLUMN G:**

- Completion of a Ph.D., Ed.D., or JD.

(Credit placement for a full-time Vocational Credential secured through vocational experience or for meeting minimum

qualifications with vocational experience and a certificate/license, shall be grated to faculty who teach exclusively in

vocational education areas.)

**Salary Placement Criteria - Regular and Temporary Faculty**

A. Placement on the salary schedule shall be based on:

* Earned Degrees.
* Acceptable graduate semester units (each graduate unit earned on a quarter basis shall be calculated as two-thirds [2/3] of a semester unit). \*
* Prior teaching and/or trade or professional experience.
* Proper certification.
* Other semester units or continuing education work subject to administrative approval.\*\*

\*Acceptable graduate units shall be those which are acceptable by a university or college for credit toward a Master's or Doctor's degree and/or credit toward certification, or graduate units of work which lead to professional improvement and/or increased proficiency in major or minor fields. Graduate units taken prior to the completion of the requirements for a Bachelor's degree will be accepted only if they were a requirement in completing the work for the Master's or Doctor's degree. No units shall be counted for both a Bachelor's degree and a higher degree.

\*\*Units taken after the Bachelor's degree has been earned which are not of graduate level are acceptable at the discretion of the Superintendent/President upon demonstration that such courses contribute to the professional growth of the instructor or are within their major or minor area. Continuing education work taken after the Bachelor's degree which is not of graduate level but was acceptable for schedule placement at former school districts will be subject to review.

**Salary Placement Procedures - Regular and Temporary Faculty**

**B.** A newly employed faculty member shall be placed on the appropriate column and step no lower than step 3 of the applicable faculty salary schedule in effect at the commencement of the individual's employment pursuant to the following provisions:

**1.** Column placement shall be established by the individual's certified and acceptable graduate work completed in accredited institutions or by the appropriate vocational experience upon which issuance of the credential was based, or based upon hours completed in workshops/training that leads to certification in the discipline.

**2.** For regular faculty and, effective July 1, 2000, for full-time temporary faculty, initial step placement on the full-time salary schedule for an individual who has prior full-time faculty experience at another educational facility or related occupational experience that exceeds credential requirements shall be determined by the following guideline (a or b) which grants the greater step credit:

1. Beginning Fall 2019, the step determined by allowing one step for each two full years of related experience and/or one step for completion of four semesters and a minimum of 10 semester units (or equivalent for service faculty) during that interval as a temporary faculty member. Maximum placement shall be at the eighth step.

**b.** Beginning Fall 2025, the step determined by allowing one step for each two full years of related experience and/or one step for completion of four semesters and a minimum of 10 semester units (or equivalent for service faculty) during that interval as a temporary faculty member. Maximum placement shall be at Step 10.

**3.** Initial step placement for an individual who is hired into a temporary faculty position and who has prior full-time faculty experience or related occupational experience that exceeds credential requirements on the temporary lab/lecture salary schedules, as appropriate, shall be determined by the following guidelines (a or b) which grants the greater step credit:

**a.** The step determined by allowing one step for two complete years of academic experience or the step determined by allowing one step for each two full years of related experience, whichever yields the higher placement. Maximum placement shall be at Step 10.

**4.** Placements in exception to these requirements may be made by the Superintendent/President, within the following limitations, provided that such proposed exceptions are submitted to the Board of Trustees for final approval. Such exceptions may be made when:

**a.** A lack of available qualified personnel makes it mandatory to waive some requirements;

**b.** The position to be filled requires supervisory or administrative duties and responsibilities;

**c.** Compelling reasons require employment of a particular candidate not otherwise available to the college.

**Salary Step Advancement and Column Changes:**

**C.** Step advancement for regular faculty shall be implemented at the beginning of each fiscal year. Step advancement for temporary faculty shall be based upon the completion of a minimum of four semesters and/or summer sessions of teaching/service experience and a minimum of 15 semester units of teaching (or equivalent for service faculty) with the District and shall become effective the next semester or summer session.

1. Salary column changes will be awarded according to the following provisions:

Graduate courses completed at accredited colleges or universities, including those in education or educational leadership:

* Send official transcript(s) or official documentation directly to Human Resources from the granting institution.

Undergraduate courses, credits from non-accredited institutions, and non-academic (work) experience:

* Request approval from the appropriate vice president prior to course or work experience completion. Requesting and receiving approval prior to the start date is highly recommended.
* Upon approval, supply official transcript(s) or official documentation sent directly to Human Resources from the granting institution.
1. Submissions received by May 31 will be effective July 1 (regular and temporary faculty) and those received by December 31 will qualify for January payroll (temporary faculty only)

**Division Chairs:**

**D.** Division Chairs will be paid beginning the 2017-2018 academic year using the Instructional Division Chair Salary Schedule or the Service Faulty Chair Schedule

**North County Campus Division Coordinators:**

**E.** North County Coordinators will be paid beginning with the 2017-2018 using the North County Coordinator Salary Schedule.

**Salary Adjustments for Absences:**

**G.** Salary adjustments shall be made for regular academic faculty who work fewer days than their specified contract period pursuant to Education Code sections 87780 and 87815.

1. Any salary adjustment shall be determined by deducting the day or days not worked in the contract year on a per diem basis.
2. Per diem salary shall be computed by dividing the annual total salary by the total number of days in that contract year total salary includes responsibility and time factors and extra duty remuneration but excludes extra remuneration for overload teaching or counseling). The per diem calculation for temporary faculty shall be based on the number of days in the applicable semester.