

FACULTY ACADEMY GUIDELINES

Column Advancement on the Full-Time Salary Schedule

Fifteen (15) units of upper division and/or graduate semester units of course work are required for movement to a higher column on the salary schedule. A maximum of six (6) units of lower division work may be accepted as part of the fifteen (15) units required for each column advancement on the salary schedule from the following areas, with no more than three (3) units in any one category:

Lower Division Units: Units may be taken at Antelope Valley College or any other accredited college or university.

Workshops and Seminars: Units may be granted for attendance at workshops and seminars including training completed through Faculty **Academy (Standard 1)**. Unit credit for attending workshops and seminars is based on the following formula:

Ten (10) hours to earn one (1) unit of credit with prior approval for job related work.

Equivalencies to Lower Division Course Work:

Professional Continuing Education Units (CEUs) or other courses required to maintain a professional license or certification.

Publication in scholarly journals and materials prepared for presentation to conferences of peers.

Develop of instructional materials.

Research in the unit member's professional field or other professional growth activities.

Development of professional teaching skills courses for faculty members.

Participation in professional teaching courses.

Attendance of conferences related to professional methods of teaching.

Column Advancement on the Adjunct/Overload Salary Schedule

Fifty (50) hours of instruction shall result in advancement to Column II on the adjunct/overload salary schedule. Column II shall reflect 2% salary increase over Column I. Nine (9) units of course work at an accredited college or university may replace the fifty (50) hour requirement with prior approval of the Vice-President of Academic Affairs.

Source: Antelope Valley College Federation of Teachers Collective Bargaining Agreement with Antelope Valley Community College District September 19, 2003 – June 30, 2005.

Forms

Notification of Intent to Use Units from the Faculty Professional Development Program (Faculty Academy events) for Advancement on the Faculty Salary Schedule

If faculty choose to earn credit towards salary advance and want to use programmed activities designated Standard #1 – Faculty Academy Training events a copy of the Notification of Intent... form must be completed and attached with submitted contract. Faculty can only claim a Standard #1 – Faculty Academy training event for either professional development credit or salary advancement credit **not** both. Submitted forms will be verified and forwarded to Human Resources to be placed in personnel files. This form can be found online at: <http://www.avc.edu/administration/organizations/fpd/documents.html>.

Approval Request to Use Off-Campus Activities towards Salary Advancement

Many faculty participate in Off-Campus activities that could be counted towards salary advancement. If a faculty desires to obtain credit for attending a scholarly conference, workshop, etc. they must complete the Approval Request... and submit it to their respective Dean and Vice President for signatures. If approved, the form will be forwarded to Human Resources to be placed in personnel files. Salary Advancement credit cannot be claimed if the costs are paid by an alternate employer and/or is a required employment obligation or if costs are paid by AVC. Failure to request prior approval may result in denial of units. This form can be found online at: <http://www.avc.edu/administration/organizations/fpd/documents.html>.



ANTELOPE VALLEY COLLEGE

Notification of Intent to Use Units from the Faculty Professional Development Program
(Faculty Academy events) for Advancement on the Faculty Salary Schedule

Name: _____

Division: _____

Unit credit for attending Faculty Academy workshops is based on the following formula: ten (10) hours = one (1) unit of credit. Faculty Academy hours used for advancement on the salary schedule may **not** be used to fulfill Faculty Professional Development hours as well.

Pursuant to Article IX of the current Collective Bargaining Agreement for Advancement in the Salary Schedule, I am notifying the District of my planned completion of the following Faculty Academy Workshops:

Date Offered:	AVC Professional Development Workshop	Credit Hours	Unit Value
TOTAL:			

Faculty Signature

Date

Date Received

NOTE: Salary Advancement notifications must be attached to completed Faculty Professional Development Contract.



ANTELOPE VALLEY COLLEGE
Request for Approval of Units for Advancement
on the Faculty Salary Schedule

Pursuant to Article IX of the current Collective Bargaining Agreement fro Advancement on the Salary Schedule*
I am requesting approval for the following units for Advancement on the Salary Schedule**

Name: _____ **Division:** _____ **Telephone #:** _____

A. Course Name and Number:

Institution Offering Course: _____ Start Date: _____ Completion Date: _____

Unit Value: - Semester - Quarter

Course Level: - Graduate - Undergraduate/Upper Division - Undergraduate/Lower Division

OR

B. Project/Seminar/Workshop/Conference/Continuing Education Units *(Please provide date and title of event – to confirm attendance and award credit hours the burden of proof is the responsibility of the faculty submitting approval request form.):*

Offered by: _____ Number of Hours: _____ = _____ unit(s) ***

The above work in section “**A**” or “**B**” will contribute to my professional development in the following manner:

Faculty Signature: _____ Date: _____

APPROVAL:

Dean/Director: _____ Appropriate Vice President: _____

Vice President of Human Resources: _____

* Failure to request prior approval may result in denial of units.

** Staff Development funds may not be used for units completed for advancement on the salary schedule.

***Ten (10) hours earns one (1) unit of lower division credit for job related projects, seminars and workshops.