



**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.