

TENTATIVE AGREEMENT

APPENDIX B: SALARY PLACEMENT & FACULTY PROFESSIONAL ADVANCEMENT

FACULTY SALARY SCHEDULE PLACEMENTRange Classification

	Academic	Occupational
I	Bachelor's Degree in a subject matter taught at the community college level	Minimum qualifications for employment as an occupational education instructor
II	Bachelor's Degree PLUS fifteen (15) units of graduate work or a combination of graduate and not more than six (6) approved undergraduate units related to the Unit Member's teaching area completed subsequent to meeting the requirements of the Bachelor's Degree	Minimum qualifications as an occupational instructor PLUS an Associate of Arts degree or 60 units of undergraduate credit including not more than five (5) units earned through the substitution of Continuation Education Units (CEUs). Units may be applied only if granted advance approval by the President upon recommendation of the Professional Development Committee.
III	Master's Degree in the subject matter taught	Minimum qualifications as an occupational instructor PLUS a Bachelor's degree
IV	Master's Degree plus fifteen (15) units of approved graduate work, or a combination of graduate units and not more than six (6) approved undergraduate units related to an academic Unit Member's teaching area, subsequent to meeting the requirements of the degree	Minimum qualifications as an occupational instructor PLUS a Bachelor's degree PLUS fifteen (15) units of approved graduate work, or a combination of graduate units and not more than six (6) units of approved undergraduate work related to Unit Member's teaching area, including not more than five (5) units earned through the substitution of Continuation Education Units (CEUs). Units may be applied only if granted advance approval by the President upon recommendation of the Professional Development Committee

	Academic	Occupational
V	Master's Degree plus thirty (30) units of approved graduate work, or a combination of graduate units and not more than six (6) approved undergraduate units related to an academic Unit Member's teaching area, subsequent to meeting the requirements of the degree	Minimum qualifications as an occupational instructor PLUS a Bachelor's degree PLUS thirty (30) units of graduate work, or a combination of graduate units and not more than six (6) units of approved undergraduate work related to Unit Member's teaching area, including not more than five (5) units earned through the substitution of Continuation Education Units (CEUs). Units may be applied only if granted advance approval by the President upon recommendation of the Professional Development Committee.
VI	Master's Degree, or an occupational instructor at Range V, plus forty-five (45) units of approved graduate work, or a combination of graduate units and not more than six (6) approved undergraduate units related to an academic Unit Member's teaching area, subsequent to meeting the requirements of the degree	Minimum qualifications as an occupational instructor PLUS a Bachelor's degree PLUS forty-five (45) units of graduate work, or a combination of graduate units and not more than six (6) units of approved undergraduate work related to Unit Member's teaching area, including not more than five (5) units earned through the substitution of Continuation Education Units (CEUs). Units may be applied only if granted advance approval by the President upon recommendation of the Professional Development Committee.
VII	Earned Doctorate from an approved accredited university. For individuals hired after July 1, 1988, who have not entered into an approved doctoral program, advance approval of the proposed institution and program of studies by the College President shall be required before the degree can be accepted for schedule advancement.	Earned Doctorate from an approved accredited university. For individuals hired after July 1, 1988, who have not entered into an approved doctoral program, advance approval of the proposed institution and program of studies by the College President shall be required before the degree can be accepted for schedule advancement.

The designation of the position shall be provided in writing to the Human Resources Office prior to the recruitment. Salary information included in the vacancy notice shall be reflective of such designation. In addition, salary placement for the final candidate shall be in accordance with the description included in **Appendix B**. For salary placement and advancement purposes, units in the Range Classification shall be defined as semester units; all quarter units will be converted to semester units. Quarter units are converted to semester units by dividing by 1.5. For example, 3 quarter units is converted to 2 semester units.

- **CHANGES IN PLACEMENT**

Effective July 1, 1990, the discipline into which a Unit Member is initially hired to teach shall determine initial salary placement for that Unit Member. All salary schedule advancement shall be based upon this initial placement. Changes in assignment will not affect such placement, unless there is a voluntary change, initiated by the Unit Member, in classification from academic to occupational or occupational to academic. Voluntary changes in discipline classification will result in the reevaluation and appropriate salary placement of the Unit Member in accordance with Appendix B.

- **PLACEMENT OF NEWLY HIRED UNIT MEMBERS**

Credit for teaching and other academic assignments at the elementary, secondary, and post-secondary levels shall be granted at the rate of one (1) year for one (1) year of verified experience up to a maximum of six (6) years. Effective July 1, 2017, credit for nursing instruction shall be granted at the rate of one (1) year for one (1) year of verified clinical experience up to a maximum of six (6) years.

One (1) to four (4) years of credit for previous experience will place the new faculty member at Step 1 of the Certificated Salary Schedule. Credit for placement for five (5) years will be placed at Step 2. Credit for placement for six (6) years will be placed at Step 3.

Combined credit for previous teaching and experience outside the field of education shall not exceed six (6) years in the case of eminence. A finding of eminence by the Board of Trustees shall entitle the newly hired Unit Member experience credit to the level recommended by the President, but in no case shall more than nine (9) years credit be granted.

Credit for experience outside the field of education may be allowed at the rate of one (1) year experience for each two (2) years of work experience up to a limit of two (2) years credit. Such credit will be granted only upon recommendation of the President. All applicable work experience must have been performed within the six (6) years preceding the Unit Member's employment with the District.

Credit for units earned prior to employment with the District shall be confined to professional, upper division, graduate, and undergraduate units which meet the definitions contained in each of the salary range descriptions.

Non-teaching Unit Members shall be placed on the salary schedule in the same manner as teaching Faculty Members.

- **COMPENSATION FOR EXTENDED CONTRACTS**

Librarians and counselors shall receive compensation at the regular daily rate for all additional days. Librarians and counselors shall be assigned additional days as provided in **Article 8, Section 3** of the Agreement.

Coordinator additional days and assignment factors shall be determined by the President on an annual basis. Assignment of the additional days and assignment factors are management decisions and, as such, outside the collective bargaining agreement.

- **RANGE ADVANCEMENT**

In order for advancement to take place, Unit Members must follow the procedures defined in the document "FACULTY PROFESSIONAL ADVANCEMENT" attached hereto as **Appendix B**. All units earned must be verified by certified copies of transcripts sent directly to the Human Resources Office by the Registrar of the granting institution. Summer school units may be used for advancement upon submittal of a letter from the instructor of a class provided that an official transcript must be received in the Human Resources Office no later than December 1 of the same year. When Continuing Education Units are used in lieu of undergraduate units, Unit Members must submit documented proof of attendance hours certified by the accredited agency offering the units.

In order to advance at the beginning of a semester, the Unit Member must submit an application for advancement to the Human Resources Office no later than May 1 of the academic year immediately preceding the Fall Semester during which advancement is to take place and September 1 preceding the Spring Semester during which advancement is to take place. All units must be verified no later than August 15 preceding the Fall Semester in which advancement is to take place and February 15 of the Spring Semester in which advancement is to take place. In cases where Continuing Education Units are to be applied, Unit Members must submit documented proof of attendance hours verified by the accredited agency.

Unit Members initially assigned at the beginning of the second semester of an academic year may be considered for step advancement at the beginning of the next academic year. If not advanced at this time, Unit Members shall be considered for advancement at the beginning of the next succeeding academic year. Under no circumstances shall advancement occur at mid- year.

- **GRIEVANCE**

Placement on the salary schedule shall not be subject to the grievance procedure. The application of the placement process may be grieved. If such grievance is made, the grievance shall be submitted at Level II of the Grievance Process after an informal conference with the Director of Human Resources has failed to resolve the complaint.

DESERT COMMUNITY COLLEGE DISTRICT FACULTY PROFESSIONAL ADVANCEMENT

1. The Faculty Development Committee shall appoint a Professional Advancement Committee to receive and review all professional advancement requests submitted by Unit Members. Using a consent agenda whenever possible, upon recommendation of the Professional Advancement Committee, the Faculty Development Committee shall approve all advancement applications.
2. Professional advancement items as requested by Unit Members shall be immediately placed on the agenda of the Professional Advancement Committee and processed in a timely manner.
3. Professional advancement shall be based on an approved application that consists of the following elements:
 - A. Copies of all transcripts held by the Human Resources Office shall be submitted to the Professional Advancement Committee in conjunction with the request for application approval;
 - B. An application shall be submitted to the Professional Advancement Committee (Appendix B-1) with a time-line.

It shall consist of:

 - 1) Actual courses to be taken, or courses completed after the unit members initial salary placement that have not been already used for a previous professional advancement.
 - 2) Documentation from the university or department offering the needed courses stating that they will be offered as stated in the time-line;
 - 3) Catalog with a description of the courses that shows prerequisites and course series progression.
 - 4) If the courses change, but the area of study remains the same, the courses will be approved without going to the Professional Advancement Committee.
 - C. The application shall be justified in writing. The elements of the application shall include:
 - 1) Unit Member's teaching or employment area,
 - 2) student and/or institutional needs,
 - 3) individual professional advancement needs,
 - 4) Unit member shall give prior notice to the Dean or appropriate supervisor.
4. Except as provided in 5 below, classes taken by academic instructors shall be at the upper division or graduate level, if such courses are proved relevant to the unit member's teaching assignment. Classes taken by occupational instructors who do not hold an earned bachelor's degree may be undergraduate level if they apply toward the completion of the bachelor's degree. Continuation Education Units (CEU's) may be applied when recommended by the appropriate School Dean and pre- approved by the Committee and the President

5. Academic Unit Members may receive salary advancement credit for lower division courses, up to a maximum of six (6) units per salary range, if such courses are proved relevant to the unit Member's teaching assignment and such units are recommended by the appropriate Dean and Vice President and pre-approved by the Committee and the Superintendent/President.
6. Professional advancement is determined by accumulation of semester units or their quarter unit equivalents where one quarter unit equals two-thirds of a semester unit. Partial semester units determined by this ratio will not be applied for advancement until they equate to a whole number of semester units. CEU's earned by 18 hours of attendance shall be equal to one-half (1/2) a semester unit. No more than the equivalent of five (5) semester units per salary range advancement may be earned through the accumulation of CEU's.
7. The Professional Advancement Committee recommendations to the Faculty Development Committee shall be by majority vote of a quorum of the Committee membership. All recommendations shall be presented for Faculty Development Committee approval as consent agenda items.
8. All upper division and graduate units related to a Unit Member's teaching or employment area obtained after initial hire with the District, that have not been already been used for a previous professional advancement, are applicable for advancement.
9. Salary range advancement shall be based on the completion of units that are applicable toward the completion of the appropriate degree or the objective of the application approved by the Faculty Development Committee. The Unit Member shall submit an annual progress report to the Committee (if applicable).
10. No course work shall be repeated for advancement credit without the prior approval of the Faculty Development Committee.
11. All college credit course work must be completed at institutions which are accredited by one of the regional accreditation agencies or the foreign equivalent.
12. Official transcripts, or other documents where transcripts do not exist, that reflect the content of the application are required for reclassification on the salary schedule prior to salary advancement being initiated. In accordance with the Collective Bargaining Agreement, all course work must have been completed prior to the beginning of a semester for salary advancement to be effective.
13. Unit Members may appear before the Committee, or choose a representative to appear in their behalf, to explain their professional advancement application.
14. The Committee shall forward the original approved application to the Office of Human Resources. The application shall be placed in the Unit Member's personnel file. The Committee shall keep a copy of the approved application. The Unit Member shall submit original transcripts to the Office of Human Resources for review. The Office of Human Resources shall monitor the progress and shall forward salary advancements for Board approval.
15. Applications for professional advancement shall state when advancement on the salary schedule is projected.

16. A majority vote of a quorum of the Faculty Development Committee as a whole is necessary to approve any professional advancement application.
17. The Office of Human Resources shall notify the Unit Member and the Committee Chair of any action regarding salary advancement.

**DESERT COMMUNITY COLLEGE DISTRICT
PROFESSIONAL ADVANCEMENT APPLICATION**

Expected Salary Range _____ Expected Date of Salary Advancement _____

____Not Approved

[illegible]

Course Title: (Attach Catalog description)	Course Number:	Dates:	Category: (Grad/Undergrad, CEU's)	Units: (Quarter or Semester)	Institution:

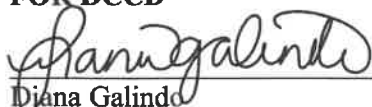
Signature of Dean or Appropriate Administrator

Date

Signature of Unit Member

Date

FOR DCCD



Diana Galindo
Vice President, Human Resources
& Employee Relations
Desert Community College District

FOR CODFA


Oceana Collins (Oct 11, 2023 13:52 PDT)

Oceana Collins
Chapter President
College of the Desert Faculty Association

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17. The Office of Human Resources shall notify the Unit Member and the Committee Chair of any action regarding salary advancement.

DESERT COMMUNITY COLLEGE DISTRICT PROFESSIONAL ADVANCEMENT APPLICATION

Expected Salary Range _____ Expected Date of Salary Advancement _____

____ Not Approved

[illegible]

Course Title: (Attach Catalog description)	Course Number:	Dates:	Category: (Grad/Undergrad, CEU's)	Units: (Quarter or Semester)	Institution:

Signature of Dean or Appropriate Administrator

Date

Signature of Unit Member

Date