



## **6.18 PROFESSIONAL GROWTH PROGRAM/ADVANCEMENT ON SALARY SCHEDULE**

**6.18.1 - PHILOSOPHY.** The policy of the District is to encourage all professional staff members to improve their effectiveness in their position. To this end, encouragement is offered academic employees to progress from one salary class to a higher salary class by continuing their education.

**6.18.2 - COMMITTEE FUNCTION.** The Inservice Education Committee is charged with the responsibility of advising the Director of Personnel and Human Resources, when called upon or when a staff member requests reconsideration of one of that officer's rulings, re which courses and/or activities will meet the intent of the philosophy and Criteria listed in this section. When called upon, this Committee will also recommend how many units of credit on the salary schedule will be allowed for activities for which no units are assigned by an eligible collegiate institution.

**6.18.3 - APPLICATION PROCEDURES.** Every staff member must apply for credit for advancement using the "Notice of Intent" form which is available in the Personnel Office. Ex post facto approval may be granted if the Director of Personnel and Human Resources, with the assistance of the Committee if necessary, determines an emergency existed and it was not feasible for the staff member to obtain prior approval.

**6.18.4 -** The Director of Personnel, with responsibility for the total *Academic Employee Inservice Education Program*, is administrator of the *Professional Growth Program*. For advisory assistance, the Professional Growth Committee is established. It is the responsibility of the staff member to provide the Director of Personnel and Human Resources with a description of the course or activity with an explanation of how it will improve her or his effectiveness in her or his position. Requests for work experience credit should be well documented; e.g., length of employment, type of employment, job classification(s), hours of on-the-job training, variety of tasks performed. Each application for credit on the salary schedule shall include the comments of the appropriate Associate/Executive Dean and Vice President of Instruction before forwarding the application to the Director of Personnel.

**6.18.5 -** Examples of activities for which salary schedule credit can be given, if justification and documentation is supplied, are those which meet the following criteria. The course/activity is:

- (1) Pertinent to staff member's current, or projected, Yuba College assignment ("projected" by joint agreement of staff member and administration);
- (2) Generally, an upper division or graduate level course and is one which staff member has not previously completed for credit, nor parallels one that has been completed for credit;
- (3) Offered by a fully accredited institution of higher education (generally, by *Western College Association* or equivalent nationally-recognized accrediting agency) and is taught by a staff member of that institution (not "Brokered");



- (4) To increase knowledge and competency in the teaching subject, method, or technique, or knowledge and understanding in the area of equal opportunity for women, minority, handicapped;
- (5) Related to credential renewal or obtaining an upgraded or more comprehensive credential;
- (6) If offered off-campus, such that the amount/level/standard of work demanded of the student will parallel that which would be demanded in an on-campus course of the same type, and the course is offered by a California institution of higher education;
- (7) If an industrial-service course, a supplied-sponsored clinic, or a factory-sponsored clinic for occupational/vocational academic employees, one that can be determined by the Director of Personnel and Human Resources as an activity that will roughly meet the same standards as would a college credit course/activity;
- (8) If Work Experience, for an occupational/vocational academic employee, one that can be determined by Director of Personnel and Human Resources as resulting in roughly the same standards of accomplishment as would a college-credit course/activity;
- (9) Except in the case of a *Sabbatical Leave*, one in which the total expense of earning the credit, including expense of a substitute if required, is borne by the staff member requesting the credit;
- (10) If a course/activity in the Student Services functions, one that will meet the above criteria, but is mainly in Student Personnel Services areas, such as Women's Studies, Handicapped, Sign Language, etc.

**6.18.6 - VALIDATION.** Unit credit on the salary schedule will be allowed only if a "C" or better grade is obtained in a graded course. In courses with a two-grade system, credit will be given for the higher of the two categories only. Evidence of completion of such courses must be presented to the Director of Personnel and Human Resources. In activities not covered by grades, written documentation indicating successful completion of the activity shall be given to the Committee. To accomplish validation, the staff member files the "Notice of Completion" form with substantiating documentation.

**6.18.7 - PERSONNEL FILE.** Every academic employee must keep her or his Personnel File up to date.

**6.18.8 - BASIS FOR ASSIGNING UNITS OF CREDIT** for non-unit activities: As a general guideline to the committee, it is intended that unit credit be awarded for Yuba College Salary Schedule purposes when -

- (1) The staff member requesting credit does not also request financial reimbursement, of any kind, for attendance at the activity for which he or she is requesting credit;



- (2) Attendance involves at least two separate days and a minimum total of 15 hours. There may be an interval of time between two or more days of meetings provided the interrupted meetings represent a unified series on a single general topic;
- (3) The academic employee's Associate/Executive Dean, Vice President of Instruction, and/or Evaluation of Professional Improvement Committee agree that subject matter of the meeting/activity is immediately pertinent to the staff member's teaching or service assignment. It being the responsibility of both the Associate/Executive Deans and/or Committee to insure that meeting/activity are analogous to formally organized collegiate instructional classes, as distinct from organizational or professional "meetings";
- (4) The time spent in organized instructional meetings/activity is a minimum of 15 hours for which one unit of credit shall be awarded. No smaller unit of time/credit shall be acceptable, but additional incremental units shall be acceptable in no smaller increments than  $\frac{1}{2}$  unit per  $7\frac{1}{2}$  hours.

It is within the spirit of this general guideline that every staff member is responsible on her or his own, with no reimbursement from the District in any terms, for some continuing activity to remain current in terms of her or his Yuba College assignment; reimbursement from the District, either in terms of the \$37.50 annual allotment or the unit evaluation for Salary Schedule purposes being intended to partially compensate for a staff member's efforts over and beyond normal professional obligation.

After careful evaluation of any non-unit course or activity, the Director of Personnel and Human Resources and/or the Committee will attempt to evaluate the course on the same basis as if it were taken at an accredited institution. In no case will more credit be allowed than a similar number of hours would generate at an accredited institution.

Work experience will be evaluated on its relevancy to the teaching program, the nature of the work performed, and previous credit granted for similar work experience of the academic employee. An attempt will be made to reach an agreement with the individual concerned as to the number of units to be allowed.

**6.18.9 - EVALUATION OF ALTERNATIVE PROFESSIONAL IMPROVEMENT ACTIVITIES.** Under this provision, an academic employee may be awarded "Points" or "Units" for participation in a Group Educational Activity; indirectly, the Group Leader is also being rewarded for her/his individual activity.

**6.18.10 - FOR "APPROVED" ACTIVITIES "OF EDUCATIONAL SIGNIFICANCE",** "points" or "units" will be awarded. As administrator responsible for Inservice and Staff Development programs, Director of Personnel and Human Resources determines, upon application, which activity may be "Approved" as "of Educational Significance". In the event of a difference of opinion, he/she will seek advice from Evaluation of Professional Improvement Committee.



**6.18.11 - A "UNIT"**, for this purpose, must involve at least 16 hours of group participation plus whatever outside preparation is necessary. A "Point" is at least 1 hour of group participation plus whatever outside preparation is necessary; 16 "Points" equals 1 "Unit".

**6.18.12 - RECOGNIZED INSERVICE, PROGRAM, AND STAFF DEVELOPMENT ACTIVITIES** are:

- (1) An approved conference, workshop, and/or seminar, on a topic of educational significance, on- or off-campus, when a staff member who has attended such an approved activity conducts a two-hour seminar, attended by at least two colleagues. Both that staff member, referred to as Leader, and others, referred to as Participants, file "Alternative Professional Improvement Activity Completion Form" in Personnel Office within two weeks of activity's conclusion; credit for Leader, 4 points; Participant, 2 points.
- (2) An approved On-Campus *Academic Employee Seminar*, on a topic of educational significance, when an academic employee offers a seminar for her or his department, or division colleagues, or to a colloquium of interdivisional colleagues agreed upon by cognizant Associate/Executive Deans and/or Educational Supervisors, on an area or areas of general interest dealing with special study efforts, for a minimum of two hours and with at least five Participants. Both that staff member, referred to as Leader, and others, referred to as Participants, file "Alternative Professional Improvement Activity Completion Form" in the Personnel Office, within two weeks of activity's conclusion. Credit for Leader, 4 points; Participant, 2 points.
- (3) An approved *Educational Technology Workshop*, when a staff member who has developed special teaching techniques or learning materials (such as Individualized Instruction, an Open-Ended Program, a Programmed text or manual, etc.), or become expert in use of some technology or teaching method or style, conducts a workshop in the use of those materials and/or techniques and/or technology and/or method for at least one hour and with at least five participants. Nonteaching staff members may qualify if activity is related to their job assignments. Both that staff member, referred to as Leader, and others, referred to as Participants, file the "Alternative Professional Improvement Activity Completion Form" in Personnel Office, within two weeks of activity's conclusion. Credit for Leader, 2 points, plus 2 points for each additional hour of workshop; Participant, 1 point for each full hour of the workshop.
- (4) A course organized through Yuba College Extended Day Division, either credit or non-credit, as appropriate, on a topic of Educational Significance as part of the campus *Inservice Program & Staff Development Program*, meeting for at least 16 hours (and meeting minimum enrollment requirements if Instructor [Leader] is to be paid). If Leader is not paid, minimum is five Participants. Both that staff member, referred to as Leader, and others, referred to as Participants, file "Alternative Professional Improvement Activity Completion Form" in the Personnel Office, within two weeks of activity's conclusion. Credit for Leader, none if paid as Instructor; otherwise, 2 units for each full 16 hours; Participant, 1 unit for each full 16 hours.



- (5) A *Sabbatical Leave* (see District/Y.C.F.A. Agreement) oral report, when a staff member, within a year of returning from Sabbatical Leave, conducts, as one of conditions of leave, a Seminar for Division colleagues and all other interested staff members, one hour minimum. Both that staff member, referred to as Leader, and others, referred to as Participants, file "Alternative Professional Improvement Activity Completion Form" in the Personnel Office, within two weeks of activity's conclusion. Credit for Leader, none for first hour, 1 for each additional full hour of seminar(s); Participant, 1 point, plus 1 for each additional hour of seminar(s).

Normally, staff members earning Points or Units for an activity cannot receive District reimbursement for any phase of that same activity. However, the Director of Personnel and Human Resources, as administrator in charge of *Inservice* and *Staff Development* programs, may, in special circumstances, determine that both credit and reimbursement may be involved. This may be for a program activity initiated by her or his office for welfare of the program and District when otherwise the college-desired activity might not take place.