



REQUESTS FOR SALARY SCHEDULE CREDIT (COURSES)

Requests for consideration of courses for salary schedule credit are submitted to the Vice President of Instruction by paper memo. Email is acceptable for preliminary approval, but official approval requires the recommendation of the Vice President of Instruction, indicated by his signature on the proposal memo. The memo is forwarded to the president's office. Final approval rests with the Superintendent/ President, and is indicated by his signature on the memo. The signed request is forwarded to the Human Resources Office.

It is also required that the faculty member attach documentation from the institution offering the course describing the proposed course and its unit value. The faculty member must indicate the number of quarter or semester units he/she expects to receive by completing the course. The Vice President of Instruction's recommendation includes a calculation of the value of the course in units. Semester units are calculated 1:1. Quarter units are multiplied X .67.

A copy of the memo is sent to the faculty member with the Vice President of Instruction's signature indicating his recommendation. Another copy is sent to the faculty member when the Superintendent/President's signature is secured. At that point the faculty member can go forward with enrolling in the course. A transcript with a final grade for the course should be submitted to the Human Resources Office.