

# Mt. San Jacinto College District

## Guidelines for Salary Advancement

### Background

The following section of the CTA/NEA contract explains kinds of courses that will be accepted for salary advancement:

[CTA/NEA Contract](#) Article VII C4a.

Only those classes that can be clearly demonstrated to directly enhance a unit member's teaching or assigned area shall be considered. No more than half of the twelve (12) semester units necessary to advance a level on the salary schedule may be at the lower division undergraduate level. Education extension credits shall be considered for purposes of salary advancement provided they are from a Regionally Accredited institution and meet all the requirements of section

### Prior Approval of the Salary Advancement Committee

To request prior approval of the Salary Advancement Committee, you need to complete the [Certificated Application for Course Approval For Salary Schedule Advancement](#) form with the information about your relevant course work or graduate program. Send the completed form along with the admission letter from your graduate program or the Education Plan with the descriptions of your courses to the administrative assistant for your dean. They will get the form signed and dated by your dean and then send it to the executive assistant to the vice president of instruction, to be uploaded to the HR SharePoint. The [HR Analyst](#) who is assigned to you (based on the first letter of your last name) will send your application to the Salary Advancement Committee and notify you about the outcome of their deliberations.

### Salary Level Advancement

If your application was approved by the Salary Advancement Committee you can begin taking courses. To advance you must have your official transcript sent to your assigned HR Analyst every time you complete 12 semester units, until you complete your courses or reach Level 14. Advancing to Level 15 requires proof of a doctoral degree. You may not advance more than two levels in one fiscal year. Details can be found in the following section of the CTA/NEA contract.

[CTA/NEA Contract](#) Article VII C5.

All Unit Members shall observe the following procedures in order to be considered for salary level advancement:

VII C5a. On or before June 1, a Unit Member must request advancement in writing and provide proof of eligibility to the Human Resources Department in order to advance on the salary schedule for the next fiscal year.

VII C5b. If units earned during the upcoming summer session are to be used in qualifying for advancement, the Unit Member must indicate in writing to the Human Resources Department the institution to be attended, course title, number of semester units to be earned, and dates of attendance.

VII C5c. Proof of successful completion of all summer work must be submitted no later than September 1. A grade slip or signed statement from the institution's instructor will be accepted in lieu of a transcript. However, transcripts must be submitted as soon as possible and, in any case, no later than November 1.

VII C5d. A Unit Member will advance to the next higher level on July 1, if all work has been completed and verified by June 15. If units are completed subsequent to June 15, advancement will be made beginning Fall semester, provided that all of the above conditions have been met.

VII C5e. A Unit Member may advance to the next higher level beginning of Spring semester if all work has been completed and verified by January 15 of that academic year.

VII C5f. Proof of successful completion of all work subsequent to beginning of Fall semester must be submitted no later than January 15. A grade slip or signed statement from the institution's instructor will be accepted in lieu of a transcript. However, transcripts must be submitted as soon as possible and, in any case, no later than April 1.

#### **Additional CTA/NEA Contract Language**

Additional information about salary advancement can be found in the [CTA/NEA Contract](#) in Article VII. Sections C-E.