

PROFESSIONAL RECOGNITION APPLICATION
Steps 16, 18 and 19 Movement

Professional recognition is provided to encourage the continuing mastery of expanding knowledge and of the learning and teaching process.

Name: _____
Division/Discipline: _____
Assignment: _____
College: _____
Date: _____
Date of Hire: _____

_____ Step 16 _____ Step 18 _____ Step 19

Required components of Plan (attach proposal outlining the following):

- **Proposed goals with statement of relevancy to professional growth.**
- **Description of activities to achieve goals.**
- **Method of documenting the activities (transcripts, logs, certificates, etc.).**
- **Relationship of goals and activities to District’s educational program.**

Due Date:

- Application shall be submitted no earlier than the beginning of the first year of eligibility (Faculty Contract, Article 10.2.2.1).

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- All required verifying evidence of completion for movement down the salary schedule must be submitted to Human Resources. Verified information received by the 15th of any month within a regular annual payroll cycle for that faculty member shall be entitled movement on the pay schedule in the next monthly pay period, provided that the faculty member would have received a paycheck in that month. Verified information received after the 15th of the month or verified information received in a month which there is no regular pay period following, shall be paid in the next regular pay cycle.

Human Resources Department: Current Step _____

PRC Meeting: _____
Action: _____

SUBMIT AN ELECTRONIC COPY OF APPLICATION AND PROPOSAL TO HUMAN RESOURCES OFFICE

ELIGIBILITY FOR PROFESSIONAL RECOGNITION

I. Eligibility to Initiate:

- A. Step 16: At step 13 or above.
- B. Step 18: At step 16 or above.
- C. Step 19: At step 18 or above.

Longevity Requirement:

- A. Step 16: 9 years at Step 5 or above.
- B. Step 18: 12 years at Step 5 or above.
- C. Step 19: 14 years at Step 5 or above.

II. **Submission of Plan**

- A. A plan may be submitted for Step 16 and Step 18 in Classes IV – VI, and Step 19 in Classes V – VI, no earlier than the first year of eligibility.
- B. In order to submit a plan for Step 18, the applicant must have completed activities for Step 16. The plan may be submitted no earlier than the first year of eligibility placement at Step 16 in Classes IV through VI.
- C. In order to submit a plan for Step 19, the applicant must have completed activities for Step 18. The plan may be submitted no earlier than the first year of eligibility placement at Step 18 in Classes V through VI.

III. **When to Begin Activities Specified in the Plans:**

- A. When Step 13 has been reached and the plan for Step 16 has been approved, the applicant may initiate activities described in his/her plan. When the plan has been completed, verified by official transcripts or other required documents, and the longevity requirement has been reached (9 years at Step 5 or above), the faculty member will advance to Step 16 according to 10.7.2.
- B. When Step 16 has been reached and a plan for Step 18 has been approved, the applicant may initiate activities described in his/her plan. When the plan has been completed, verified by official transcripts or other required documents, and when the longevity requirement has been reached (12 years at Step 5 or above), the faculty member may proceed to Step 17 according to 10.7.2.
- C. When Step 18 has been reached and a plan for Step 19 has been approved, the applicant may initiate activities described in his/her plan. When the plan has been completed, verified by official transcripts or other required documents, and when the longevity requirement has been reached (14 years at Step 5 or above), the faculty member will advance to Step 19 according to 10.7.2.

IV. **General Criteria for the Plan**

- A. Activities shall have direct and significant relevance to the specific faculty assignment (10.4).
- B. Plan shall have approval **by the PRC** in accordance with Article 10.2.3
- C. The plan shall be equivalent to nine-semester units (10.4.1). **One** quarter unit is 2/3 of a semester unit.
- D. Three units in each plan shall be collegiate-level academic coursework (10.4.1). All coursework shall be completed at a college or university accredited by an agency recognized by the American Council on Education.

V. **Unit Criteria for Activities**

Credit may be granted for activities only if they have been completed outside of assigned working hours (Section 10.4.3). When computing credit for activities other than academic/continuing education coursework, credit will be awarded on the basis of the documented hours spent on the relevant activities. Examples of

acceptable activities may include but are not limited to the following list:

- A. Academic Coursework. Credit is awarded on the basis of semester units of undergraduate/graduate work granted from an accredited college or university including college credit earned from conferences or institutes. Required verification of completion: official transcript sent directly to the Human Resources Department by an accredited college or university.
- B. Continuing Education Units: Continuing Education Units recorded on an official transcript from a college/university accredited by the American Council on Post-Secondary Education will be credited according to that institution's policy. 1.5 continuing education units earned through at least 15 hours of learning activity are equivalent to one (1) semester unit (10.4.1.a). Required verification of completion: official certificate of completion.
- C. Continuing Education Hours: Continuing Education Hours documented by official certificate from a professional association by the State of California is credited as follows: 15 hours per semester unit. Without such official documentation, credit is awarded on a 45 hour per semester unit basis.
- D. Instructionally-Related Travel: If the plan for professional recognition increment includes travel, the plan shall show the relationship of the proposed travel experience to the professional growth of the applicant, and describe the educational benefit and relevancy. Credit shall be awarded for the time spent on the relevant activity. Forty-five (45) hours is the equivalent of one (1) semester unit with a maximum of three (3) units in any 9-unit block (10.4.2). Required verification of completion: travel report which includes a log of dates, number of hours, and short description of relevant activities.
- E. Workshops, Conferences: For District-sponsored in-service training or workshops, one (1) semester unit will be allowed for each forty-five (45) hours of participation at such sessions if the sessions are held outside the unit member's assigned working hours (10.4.3). Required evidence of completion: official certificate of attendance or equivalent.
- F. Work Experience, Research/Writing Project and Publication: Sixty (60) hours in "work experience" equals one (1) semester unit (maximum of three (3) units in any 9-unit block) (Section 10.4.1.b). Required evidence of completion: Report which includes a log of dates and number of hours spent on relevant activities, and documentation, such as an official letter related to the work experience and research. If a writing project or publication is involved, a copy should be presented to the Committee.
- G. Learning Communities: Faculty members who participate in learning communities can receive credit. For every unit of linked-class time (not faculty member's own class) a faculty member can receive one (1) semester unit credit. Maximum of six (6) unit equivalents per step. (10.3.8.2) (1).
- H. Service Learning: Faculty members who include service learning projects in their curriculum can receive credit. For every ten (10) students in a service learning project per semester, the faculty member shall receive one (1) semester unit credit. Maximum of six (6) unit equivalents per step (10.3.8.2) (2).

VI. Preparing the Plan-

The written plan should address these specific requirements:

1. The overall purpose/goal must be clearly defined. All varied and enriching activities should be related to the overall goal. In this sense, the applicant will have developed a "plan" rather than a list of several activities which may/may not have an apparent relationship to an overall goal.
2. The activities addressed in the plan must be specifically described.
 - a. When describing academic coursework to be taken, specify dates, course titles and descriptions,

institution(s), and number of quarter/semester units. If exact course is unknown when submitting the plan, the applicant should provide a list of possible courses.

- b. When describing travel activities, specify what will be completed, time frame, place, etc. and describe the educational benefit and relevancy.
 - c. For workshops or conferences, specify the host organization(s), approximate dates, and type of sessions typically included in the program(s).
 - d. When work experience or a project is involved, clearly describe the nature of the project, expected amount of time required for completion, etc.
3. Finally, each plan should address how the overall goal and specific activities are directly and significantly related to the assignment and to the overall educational program in the District.
 4. Applications should be submitted to the Human Resources Office (10.2.3).
 5. Modifications: If the applicant wishes to make any changes, those changes must be submitted in writing to the PRC for approval. The plan change must be approved before applicant acts on the changed activities.

VI Verification of Completion of the Plan

After completing the activities in the approved plan:

- A. Submit a written report to the PRC through the Human Resources Department describing the completed activities. Provide summaries, verification of attendance and logs for workshops, work experience, projects as required.
- B. Send official transcript(s) of completed units taken directly to Human Resources.

All required verifying evidence of completion for movement down the salary schedule must be submitted to Human Resources. Verified information received by the 15th of any month within a regular annual payroll cycle for that faculty member shall be entitled movement on the pay schedule in the next monthly pay period, provided that the faculty member would have received a paycheck in that month. Verified information received after the 15th of the month or verified information received in a month which there is no regular pay period following, shall be paid in the next regular pay cycle.