

## Questions and Answers

### 1. What is professional advancement?

Professional Advancement indicates what we, as faculty members, have done to further our knowledge.

The Professional Advancement Committee (PAC) on campus is charged with the responsibility of verifying professional growth work that has been completed by faculty members so that they can be paid for this further education and advance on the salary pay scale.

Professional Advancement includes coursework, scholarly and creative works, work experience, and participating in seminars, workshops, and conferences.

### 2. Who is eligible for salary advancement based on Professional Advancement?

All adjunct and contract faculty are eligible.

### 3. How can I find out more about Professional Advancement and Salary Advancement?

Go to the Professional Advancement Committee (PAC) website on the Mesa College website. There you will find information about what you're entitled to, what you should do to get credit, FAQ, as well as the various PAC forms themselves.

After exploring that site, if you want more detailed information, go to the AFT website. For more information about receiving salary advancement, go to "Contracts," then click "Table of Contents." Click on "Salary," ARTICLE VIII - SALARY, starting with A4.0 SALARY STEP AND CLASS MOVEMENT for information about getting credit for courses taken and for scholarly and creative works.

For information about Sabbatical Leaves in the contract, go to ARTICLE XVIII - PROFESSIONAL DEVELOPMENT, starting with 18.2 SABBATICAL LEAVE.

### 4. What if I still have questions about Professional Advancement and how to fill out the forms?

Complete as much of the form that you can and contact the PAC Chair by e-mail to assist you with any of your questions before it goes to the Committee. Please remember that the PAC Chair is a faculty member who only has a small amount of reassigned time to run Mesa's Professional Advancement Committee. Therefore, it may not be possible to have individual meetings with faculty members about their plans. Please read over these FAQs before contacting the PAC Chair.

If an incomplete form is turned in, or if it is turned in at the last moment so that the PAC Chair does not have sufficient time to look it over, it may be tabled for a future meeting.

### 5. How many lower division units am I allowed to get Professional Advancement credit?

Faculty may complete a total of **12** units of lower division courses toward Professional Advancement Credit while employed at the SDCCD. Lower division coursework requires prior approval from the appropriate Vice President. This means that the Professional Advancement Proposal must be approved before the faculty begins a class or pursues a project.

Lower division coursework in the disciplines of foreign language, computer-related technologies, cultural competency, and diversity/equity/inclusion/accessibility do not need prior approval from the VP but still require an approved Professional Advancement proposal.

Lower division coursework may be taken within the San Diego Community College District.

## **6. Do I need prior approval before I complete Professional Advancement work?**

Effective April 1, 2003, faculty members are not required to receive prior approval before completing work for salary advancement on or after this date. The two exceptions being:

The above proposed lower-division coursework requires pre-approval by the Professional Advancement Committee (PAC) before a faculty member begins a class.

Faculty members are encouraged to receive prior approval for every proposal to ensure that their efforts will qualify.

## **7. How can I be sure my Professional Advancement Proposal (PAP) is complete if I want to take coursework?**

Ensure that all signatures (Including your chair and dean/manager's signatures) and dates are in place before submitting a proposal to the PAC or it will not be considered.

If you are turning in a PAP for academic units, you must list on the application the institution you plan to attend, actual course numbers, and you will also need to provide a copy of the official course descriptions from the institution's catalog. "Official" means that it must be a copy of the institution's page in their catalog, saved from their official website. Copy and pasted Word documents are not considered official.

Remember that you may propose to take any number of classes. If the courses are approved, then you are allowed to take any of those classes whenever they are offered rather than turning in a new Professional Advancement Proposal for every semester. However, you will need to turn in a Report of Completion of Professional Advancement Proposal as the courses are completed.

## **8. How can I be sure my Professional Advancement Proposal (PAP) is complete if I want to undertake Scholarly and Creative Works?**

Ensure that all of the signatures and dates are in place before submitting it to the PAC.

Review the AFT contract to be sure that the kind of project you propose to complete falls within the contract guidelines.

Scholarly or Creative Work can't be considered for work that is a part of your teaching job; for example developing courses for your Department, whether the classes are face-to-face or online, cannot be considered.

Clearly outline the project and explain in the proper area on the form why it will help your teaching at Mesa College.

Review the AFT Contract for the number of units suggested for different kinds of Scholarly and Creative Work.

## **9. How can I be sure my Professional Advancement Proposal (PAP) is complete for my Work Experience?**

You must submit a PAP form and the Work Experience and Internship Proposal form. These forms are available on the PAC website. Please be sure that all signatures, approvals, and dates are complete on the PAP before submitting it to the Professional Advancement Committee. The box at the bottom of the second

page of the Work Experience and Internship Proposal will not be completed when you turn in your proposal which is why you must submit an additional copy.

NOTE: Salary credit for Work Experience/Internship is for work done outside of the academic year; therefore, only hours completed during the summer can count (30 hours of work = 1 semester unit).

### **10. How can I be sure my Professional Advancement Proposal (PAP) is complete if I'm proposing to go to conferences or workshops?**

Be sure that all the signatures and dates are in place before submitting it to the PAC.

If you're planning on attending a conference/workshop/seminar, you must provide an official advertisement/notice/flier for this conference with specific dates of the event noted. This can include an email, social media posting, or website screenshot.

Please remember that 30 hours of attendance at a conference equals one (1) semester unit. Faculty that present at a conference may receive twice the credit for hours during their presentation. An official conference/seminar program indicating your name as presenter, along with the dates and times of your presentation must be provided. You must indicate on the Report of Completion which hours are to be credited as presenter and which as attendee.

Please remember that an official conference/seminar program is required to be attached to all Reports of Completion along with a Professional Advancement Log of Hours Worksheet Form (which can be found on the PAC website). When completed online, the Log of Hours Worksheet will automatically translate the hours you enter into units.

### **11. How can I be sure my Report of Completion is complete so I can successfully receive academic units for my coursework?**

Assure that all signatures and dates are in place before submitting it to the PAC for consideration.

Be sure to write on the correct line of the Completion form, the submission date of the Professional Advancement Proposal that corresponds with the Completion.

If you are requesting units for academic coursework, you must add a sheet to the Completion form listing the name(s) of the institution where you took the classes and the actual course numbers. You must also supply **official transcripts** directly from the institution before the PAC can grant credit. The safest and most timely manner to get these is to have the university or college email the transcripts directly to the PAC chair. If your institution does not offer electronic transcripts, please contact the PAC chair to arrange for an alternate delivery method.

### **12. How can I be sure my Report of Completion is complete so I can successfully receive academic units for my Scholarly and Creative Work?**

Ensure that all the signatures and dates are in place before submitting it to the PAC or we will be unable to consider it.

Be sure to write on the correct line of the Completion form, the submission date of the Professional Advancement Proposal that corresponds with the Completion.

When requesting units for a Scholarly or Creative Work, review the AFT Contract for a suggested number of units to request for specific types of work. There is a link to the AFT Contract on the Completion Form.

### **13. How can I be sure my Report of Completion is complete for my Work Experience?**

You must submit both a Report of Completion and the original Work Experience and Internship Proposal. Please ensure that all signatures and dates are in place on the Completion form before submitting it to the PAC. The box at the bottom of page two of the Work Experience and Internship Proposal needs to be complete and requires **original** signatures.

NOTE: Salary credit for Work Experience/Internship is for work done outside of the academic year. Only hours completed during the summer will count (30 hours of work = 1 semester unit).

**14. How can I be sure my Report of Completion is complete so I can successfully receive academic units for Conferences and Workshops?**

If you are requesting units for a seminar, workshop, or conference, you must provide a copy of the official conference agenda with your Report of Completion. You will also need to turn in a Log of Hours with the hours totaled and the amount of units requested and proof of conference registration. You must use the Log of Hours Worksheet on the PAC website which will automatically calculate your hours to units.

If the conference/seminar/workshop lasts of a number of days, please subtotal the log of hours for each day attended on the Log of Hours Form and the form will automatically total the hours for the entire conference.

If you are a presenter for a segment of the conference, indicate the hours you presented on the appropriate column of the Log of Hours. Please remember that you must be listed as a presenter on the official conference agenda.

When tallying hours for conferences and workshops, remember that you are allowed to count all conference hours noted on the official conference agenda, **outside of hours that you would normally be on contract**. It is assumed that faculty members are networking with other experts in their fields at all times of the conference.

**15. How will I know whether Mesa's Professional Advancement Committee has approved my Proposal or Completion?**

Once the PAC has reviewed Proposals and Completions, the PAC Chair will sign and date the signature page. The Chair will email a copy of the approved paperwork to the faculty member and forward the originals for processing to the district's Compensation Office. If necessary, the PAC Chair will obtain the signatures of the appropriate Vice President and the President prior to sending the documents to the Compensation Office.

Faculty members should read the "comments" section under the PAC Chair's signature. This is where faculty members will be notified of any important messages connected with the proposal.

**16. Is it true that I can only receive a certain number of Scholarly and Creative Works units to advance through each class on the salary scale?**

You may use 7.5 units per classification on the salary scale. The remainder of that salary classification must be made up of other types of units (conferences/seminars/coursework/etc.).

If you receive more than 7.5 units for Scholarly and Creative Work during a time period, they will be "banked" by the District's Compensation Office. You may then use them when you are working to complete units toward the next classification on the salary scale.

**17. May I use more than 7.5 units per salary classification of credit towards Seminars and Workshops?**

You may complete entire salary classifications on the pay scale based on units from conferences, seminars, and workshops.

## **18. How can I be sure I've filled out my Sabbatical Leave Application correctly?**

Ensure that everything has been completed on the application and that you have secured all the appropriate signatures and dates of the form.

Completely review all information about Sabbatical Leaves on the Professional Advancement Committee website and in the AFT Contract under "Professional Development, Article XVIII - Sabbatical Leave, 18.2."

On your application narrative be sure to label each section from page 2 to which you are responding so that the committee can be sure that you have answered all categories. All pages of your application must be numbered so the Committee can tell whether there is a page missing.

Members of the Professional Advancement Committee represent a wide variety of schools and programs within Mesa College and are available to answer questions about Sabbatical Leave Applications, read through your application, and make suggestions. A list of all Professional Advancement Committee members is available on the Professional Advancement Committee web page under "Committee Members."

You may look through the file of previously successful Sabbatical Leave Applications that have been compiled. The names will have been removed to keep them anonymous. You may take notes about the sample applications, but you may not make copies of them. Email the PAC chair directly for more information.

## **19. Where should I send or deliver all official transcripts and paperwork that needs to be submitted to the Committee?**

**All Professional Advancement paperwork should be filled out and signed electronically using either Adobe Acrobat or Adobe Reader and submitted via email to the PAC chair.** The PAC will not consider proposals received after the deadline dates. **Official transcripts should be emailed directly to the PAC chair as well.** PDF copies will not be accepted. Sabbatical Applications should also be emailed directly to the PAC chair. It is the faculty member's responsibility to ensure that paperwork is submitted on time, not the chair or dean/manager.

If there is something you must submit as a hard copy because it is unavailable in digital form, it should go through campus mail and should be addressed to PAC-Academic Senate, Room A-117.

In addition, the mail slot in the door of the Academic Senate Office, Room A-117, is very safe as it is constantly locked and paperwork may be delivered in this manner.

## **20. Who should I contact about my salary class or how many units I've earned?**

The District's Compensation Office is the repository for this information. They can be emailed at [sdccdhcomp@sdccd.edu](mailto:sdccdhcomp@sdccd.edu). The PAC chair does not have access to this information.

## **21. How many separate items/activities can be put on a single Proposal or Completion?**

You may submit one (1) activity per Proposal and/or Completion. Multiple courses taken at the same institution count as one activity.

## **22. Is Professional Advancement the same thing as Professional Learning?**

In a word, no. Professional Advancement is for earning units to move across on the salary schedule. Professional Learning is what we are expected to do to improve our skills as academics. These types of activities are frequently offered by the Mesa LOFT and can be completed for Flex credit.