

**SANTA MONICA COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES – PART TIME FACULTY**

**PART-TIME FACULTY GROUP ADVANCEMENT COURSE APPROVAL**

**FACULTY MEMBER INFORMATION**

NAME		DISCIPLINE	DEPARTMENT
PRESENT GROUP	PRESENT STEP	SIGNATURE	DATE

**COURSE INFORMATION**

1	COURSE NUMBER	DEPT	COURSE TITLE	UNITS (NOTE QTR or SEM)	
	CONTROLLED (# OF)	ELECTIVE (# OF)	INSTITUTION NAME	START DATE	END DATE
	REASON				
2	COURSE NUMBER	DEPT	COURSE TITLE	UNITS (NOTE QTR or SEM)	
	CONTROLLED (# OF)	ELECTIVE (# OF)	INSTITUTION NAME	START DATE	END DATE
	REASON				
3	COURSE NUMBER	DEPT	COURSE TITLE	UNITS (NOTE QTR or SEM)	
	CONTROLLED (# OF)	ELECTIVE (# OF)	INSTITUTION NAME	START DATE	END DATE
	REASON				

**HUMAN RESOURCES USE ONLY**

**APPROVAL/DENIAL**

APPROVED AS (SEE ABOVE)		DENIED REASON	
AUTHORIZED NAME	AUTHORIZED SIGNATURE		DATE
NOTIFICATION DATE	NOTIFICATION BY		

**THIS FORM MUST BE SUBMITTED AND APPROVED BY THE DATE LISTED IN THE CURRENT CONTRACT**

## PLEASE READ THE FOLLOWING GENERAL INFORMATION AND INSTRUCTIONS

- 1) Approval of the courses submitted merely signifies the particular course qualified and in no way implies approval is given to exceed or ignore current group advancement agreements.
- 2) Courses taken before approval has been granted by the Dean, Human Resources are done so at the faculty member's risk.
- 3) Courses approved will be accepted for group advancement or advanced degrees only upon verification by transcripts or grade cards.
- 4) Information requested must be **PRINTED** or **TYPED**.
- 5) List the unit values of courses as they appear in the college catalogue. **DO NOT** convert quarter units to semester units.
- 6) Refer to the current collective bargaining contract regarding group advancement.
- 7) Fill out this form completely. Forms not completed will be returned before being considered for approval.
- 8) Give the specific reason for requesting controlled unit credit approval. See the current collective bargaining contract for controlled unit explanation or *read below*.

### GROUP ADVANCEMENT REQUIREMENTS

1) Hourly Graded and Ungraded Faculty:

Group advancement on the hourly graded and ungraded faculty salary schedules shall be based on group requirements, with the maximum of eight (8) semester units allowed for each group.

2) Load Factor:

The units shall consist of at least ten (10) controlled semester units and four (4) elective semester units.

3) Semester Units:

a. Controlled

i. Controlled semester units are acquired only in college or university-level courses that have not been taken before and that meet one of the following criteria:

1. Are directly related to the faculty member's current assignment.
2. Are in the faculty member's major or related field.
3. Are required for an approved advanced degree.
4. Make for a better understanding of student learning behavior.
5. Improve understanding of community college administration, laws, procedures, or curriculum.
6. Improve methods or techniques of instruction, counseling, nursing or library science.
7. Increase understanding of student minority groups, their cultures, and their languages.

b. Elective

i. Elective units are acquired in courses that contribute to the professional development of the faculty member. They may be taken at any college level as long as they have not been previously taken.

4) Verification Deadlines:

For the purpose of Group Placement, educational and experience verification shall be presented to the Human Resources Office no later than the following dates, or salary shall reflect only that information received:

***September 15 if employed for fall***

***February 28 if employed for spring***

***June 30 if employed for summer***

***January 5 if employed for winter***