

HANDBOOK AND APPLICATION PROCEDURES

For Faculty Step Advancement under Article 28.1

Of the agreement between Lane Community College Education Association
and the Lane Community College Board of Education

Prepared and submitted November 7, 2011, by members of the 2010-11 Faculty Step
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**FACULTY STEP ADVANCEMENT HANDBOOK AND APPLICATION
PROCESS**

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FACULTY STEP ADVANCEMENT

History and Purpose

Article 28.1 of the Agreement between the Lane Community College Board of Education and the Lane Community College Education Association states:

“Following original placement, any faculty employee may become eligible to advance additional steps on the salary schedule by satisfying the criteria for that pay entry level as stated in Article 27, or through the accumulation of career advancement points, using academic credits, degrees, and work experience not used in original placement or in previous level advancement. It is the responsibility of the Faculty Step Advancement Committee to review all Article 28.1 step advancement requests and submit recommendations to the Vice President for Academic and Student Affairs.”

Article 28.3 states, “The (Faculty Step Advancement) Committee shall consist of five (5) members. The Instruction vice president(s) shall appoint two (2) members. The remaining three (3) members shall be appointed by the Association. The Committee shall choose its chair. The Committee shall develop application procedures and a handbook providing operating procedures, guidelines and criteria for” (step advancement) “approval. The handbook shall be submitted to the Association and the College.” This document is the current handbook.

Several principles provided the historical impetus to create a method for receiving additional step (originally level) advancement. Among them were:

1. Faculty who make a substantial effort to increase their relevant knowledge base or who are contributing substantially more to the educational community are worth more to Lane Community College, therefore they deserve higher pay. This principle supports the existence of different pay entry levels.
 - a. Increased knowledge in relevant areas can be demonstrated in traditional ways through graduate level courses and degrees, or through participation in many other learning activities such as conferences, workshops and special training sessions, or through non-teaching experience in a profession related to the person's area of teaching.
 - b. Contributions to the educational community can include curriculum work, editing, publishing, grant proposal writing, and so on. These contributions can directly benefit Lane Community College and they can help connect Lane to the broader educational community.
2. Each pay entry level requires a certain amount of training, experience or educational attainment. The highest pay entry level is attained by a doctoral degree or the equivalent in other learning or experience. The "other learning or experience" should be somewhat comparable to the degree or training which satisfies the pay entry level. The point system for step advancement provides incentive for professional development.
3. Faculty who have essentially the same expertise should be on the same pay entry level. So there should be a method for an employee to receive step advancement if they would be hired at a higher pay entry level were they to be hired in the current year with their current expertise. That is, a person who finishes a doctorate or who now fulfills the criteria for a higher pay entry level should be allowed to apply for step advancement to that higher level.
4. In some of the technical areas for the college, expertise is gained by specialized training schools as opposed to graduate schools, or by on the job experience such as journeyman level work.

FACULTY STEP ADVANCEMENT COMMITTEE

Committee Responsibilities

Applications for additional step advancement will be solicited, reviewed, and documented in each of fall, winter, and spring terms by the Faculty Step Advancement Committee. Applications for step advancement under Article 28.1.1 will be submitted to, and evaluated by, the Human Resources Department. Applications for step advancement under Article 28.2 (accumulation of career points) will be submitted to, and evaluated by, the Faculty Step Advancement Committee.

FSA Committee members are responsible for:

- Annual selection of “chair” (convener)
- Individually documenting activities of each Article 28.2 application for step advancement, using “Brief Summary of Points Requested” form provided in the handbook
- Collaboration and consensus decision-making regarding recommendation re step advancement for each applicant
- Acting as a resource to applicants in completing and/or refining their applications

The convener (chair) of the Faculty Step Advancement Committee is responsible for ensuring that:

- Appointments to the FSA Committee are made in a timely way by the LCCEA and the College
- Faculty are notified each term of the opportunity for additional step advancement as described in Article 28 of the current LCCEA contract, and of the location of application forms and support resources, and deadlines for application
- Time lines are developed, and adhered to, which allow adequate time for applicants to assemble documentation, and for committee members to review, recommend, and approve applications, counsel applicants as necessary, and make arrangements for implementation of new step salary for the term following documentation
- Committee members fully participate in the discussion and recommendation of FSA applications
- Application forms are complete, requisite signatures are collected, and letters of approval/non-approval are drafted for signature by the Vice President for Academic and Student Affairs. Letters should describe: discrepancies between points requested and points awarded; number of steps awarded; and carryover points available, as appropriate, for further step advancement requests
- Step advancement handbook is revised, in consultation with members of the FSA Committee, to reflect changes in contract language and practice, and submitted to the Association and the College per the stipulations of Article 28.3

Human Resources Department will designate a liaison to this committee. The HR liaison is responsible for:

- Maintaining application forms online for easy access
- Reviewing applications for eligibility, evidence of original step placement and prior step advancement, and duplication of documents
- Scanning relevant documents for retention in HR files
- Returning original evidence binder(s) to faculty member
- Sending letters of notification from VP for Academic and Student Affairs to applicants
- Completing paperwork necessary to effect salary adjustments by the term after documentation of approval.

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APPLICATION TIME LINE 2011-12

Fall 2011

By October 14, 2011	Faculty Step Advancement Committee sends faculty invitation to apply
By November 4, 2011	Faculty submit applications to Human Resources liaison; if application is made under Article 28.1.1, HR reviews and makes recommendation re step advancement.
By November 9, 2011	HR sends applications under Article 28.2 to FSAC
By November 18, 2011	FSAC evaluates applications, consults with applicants, as needed
By November 21, 2011	FSAC forwards recommendations to Vice President, Academic and Student Affairs
By November 30, 2011	VP-ASA forwards notice of approval/non-approval to HR
By December 7, 2011	HR sends applicant letter of ASA acceptance or denial. Prepares paperwork for effective date of winter 2012 for successful applicants.

Winter 2012

By January 13, 2012	Faculty Step Advancement Committee sends faculty invitation to apply
By February 17, 2012	Faculty submit applications to Human Resources liaison; if application is made under Article 28.1.1, HR reviews and makes recommendation re step advancement.
By February 22, 2012	HR sends applications under Article 28.2 to FSAC
By March 2, 2012	FSAC evaluates applications, consults with applicant, as needed
By March 5, 2012	FSAC sends recommendations due to Vice President, Academic and Student Affairs
By March 14, 2012	VP-ASA forwards notice of approval/non-approval to HR
By March 21, 2012	HR sends applicant letter of ASA acceptance or denial. Prepares paperwork for effective date of spring 2012 for successful applicants.

Spring 2012

By April 6, 2012	Faculty Step Advancement Committee sends faculty invitation to apply
By May 11, 2012	Faculty submit applications to Human Resources liaison; if application is made under Article 28.1.1, HR reviews and makes recommendation re step advancement.
By May 16, 2012	HR sends applications under Article 28.2 to FSAC
By May 25, 2012	FSAC evaluates applications, consults with applicant, as needed
By May 28, 2012	FSAC sends recommendations due to Vice President, Academic and Student Affairs
By June 6, 2012	VP-ASA forwards notice of approval/non-approval to HR
By June 6, 2012	FSAC sends invitation letter for application fall term 2013
By June 13, 2012	HR sends applicant letter of ASA acceptance or denial. Prepares paperwork for effective date of summer/fall 2012 for successful applicants

APPLICATION PROCESS IN BRIEF

Applications for step advancement under Article 28 will be accepted fall, winter, and spring terms.

- Letters of invitation will be emailed to all contracted faculty early in each of these terms.
- Applications must be received on or before the deadline listed in the invitation. Any applications received after this date will be considered in the following term, and any step adjustments awarded will be effective the term after that.
- Step adjustments for applications received by the deadline, but requiring extensive additional revision prior to approval, will become effective the term after such approval is granted.
- Application forms and Faculty Step Advancement Handbook are located online in the Human Resources Forms Library at <http://www.lanecc.edu/hr/forms.htm>

Prior to applying for step advancement under Article 28.1.1 or Article 28.2: applicants should:

1. Consult with the HR liaison to the Faculty Step Advancement Committee for individual salary placement information (541-463-5586.) Eligibility for additional step advancement rests on original salary placement, as well as any history of prior level/step advancement. Eligibility information is also included in Article 28.1, as modified in the 2009/10 Economic Reopener of the current LCCEA agreement. (See also Appendix C of this Handbook.)

2. Read Articles 27, 28, and 29 in the LCCEA bargaining agreement, including the 2009-10 Economic Reopener Agreement, which modifies language in the main agreement (Appendices B, C and D of this Handbook.)

3. Read the FAQ included in this handbook.

4. Decide under which option a successful step advancement application could be made (i.e. under Article 28.1.1 or 28.2.)

5. Talk with one or more members of the Faculty Step Advancement Committee. An application cannot be approved without adequate documentation, but committee members are available to assist you.

6. Follow the instructions given on the application form.

After submitting an application:

- Members of the Human Resources Department will review applications submitted under Article 28.1.1
- Members of the Faculty Step Advancement Committee will:
 - individually review applications submitted under Article 28.2
 - contact applicants for additional information, or offer additional assistance, if they are unable to recommend step advancement based on the information submitted
 - collectively make a recommendation to the Vice President for Academic and Student Affairs.
 - send letters of recommendation or non-recommendation, along with all supporting documentation to the Vice President for Academic and Student

Affairs for approval; VP-ASA sends decision, documentation, and letters, to the HR liaison.

- HR liaison notifies all applicants of acceptance or denial

• **FREQUENTLY ASKED QUESTIONS (FAQ)**

Q 1. I was hired with a bachelor's degree. I completed my master's degree last year. Am I eligible for step advancement?

A 1. You are not eligible to advance based on Article 27. You may be able to claim graduate credit hours under the career points category 28.2.3.16.

Q2. I was originally placed in Entry Step Category 1, and have not received any step advancements. I have no additional graduate credit or trades experience to qualify me for step advancement based on Article 27. Am I eligible for step advancement?

A2. You would be eligible for up to four additional steps, based on the documentation of 50 to 100 career advancement points as described in Article 28.2.

Q3. I was placed on the contracted salary schedule at Entry Step Category 2 (on step 3, 4, 5, 6, or 7), based on meeting qualifications in Article 27.1.2 and my work experience consistent with Article 29. I have received no additional step advancements. Am I eligible for additional steps?

A3. Yes. Article 28.1.2 states: "Employees...are only eligible for additional step advancement that would have placed them at step nine at the time of their placement." Article 28.1.3 limits advancement for those placed at Entry Step Category 2 to two steps. You would therefore be eligible for a maximum of 2 additional steps, either by meeting the criteria for Entry Category Step 3 as described in Article 27, or through the accumulation of 50 career points through the process described in Article 28.2.

Q4. I was hired in 2002 at Level 1, but because of my longevity I was transitioned to the new salary schedule at Step 10. I have not previously received any additional steps based on Article 28. Am I eligible for additional step advancement?

A4. Yes. If you were to be placed today based on the qualifications used in your original placement (i.e. at Entry Pay Category 1), you would be eligible for up to 4 additional steps (2 steps if you were originally placed at the equivalent of Entry Pay Category 2,) or the top of the salary schedule, whichever is less.

Q5. I was originally placed in Entry Step Category 3, based on qualifications described in Article 27. I have since acquired additional graduate credits. Am I eligible for additional steps?

A5. No. According to Article 28.1.3, "In no event will any faculty member who originally placed in Entry Step Category 3 be eligible for additional step advancement."

Q 6. Summary sheet III B contains items which have limited numbers of points. For example, item 14 is limited to a total of 10 points. This category is quickly maxed out if a faculty member has been attending conferences over a number of years. Can I use 10 points in this category in an application to move two steps one year and in another year use 10 additional points in the same category? If so, does the category have a limit of 20 points if I request a four-step advancement?

A 6. Because an applicant could receive 10 points in each of two successive step advancement applications the current committee thinks it is reasonable to allow 20 points if a person is applying for the four-step advancement in one application.

Q 7. If a calculation results in 4.583 or 7.392 points in a category, how will the committee assign points? Will you keep the points to the nearest thousandth? Tenth? Whole number? Or will you give the whole number part and disregard the fractional parts?

A 7. The current committee rounds to the nearest tenth.

Q 8. What is "journeyman" level?

A8. Questions about "journeyman level" usually relate to vocational placement criteria. In circumstances where there is a question about the application of vocational vs. instructional placement language in a field that is mostly vocational, the Faculty Step Advancement Committee will consult with Human Resources staff to resolve the issue.

Q9. I am a part-time faculty member. Can I qualify for step advancement based on career advancement points?

A9. No. Part-time faculty can qualify for step advancement only by meeting the education, training and/or work experience requirements of the higher entry pay level, as described in Article 30. There is no provision for step advancement for part-time faculty based on career points. Submit documentation of your eligibility for step advancement to Human Resources.

Q10. I have received additional post-graduate education, but my degree is not from an accredited institution. Can I still qualify for step advancement?

A10. No. All credits and degrees applied to a successful step advancement application must be from an accredited institution.

Q11. If I am granted an advance on the salary scale as a result of this year's application, can I apply at a later date for additional steps if I accumulate more education or career points?

A11. Perhaps. Refer to the language in Article 28 to determine whether you remain eligible.

Q12. According to the current LCCEA contract, "Once documented, step advancements due for additional educational or work experience qualifications under Article 27 shall take effect with the first payroll of the next academic term." What does "once documented" mean?

A12. An application is considered to have been documented when it has been approved by Human Resources Department or Vice President for Academic and Student Affairs. Applications received by the deadline posted each term will be documented by the end of the term, so that any step advancements resulting from that application will take effect the following term.

Please note: applications for step advancement will not automatically be approved; please consult with members of the Human Resources Department, or the Faculty Step Advancement Committee, prior to submitting your application, if you have any concerns about approval. Also, step adjustments for applications received by the deadline, but requiring extensive additional revision prior to approval, will not become effective until the term after such approval is granted.

APPLICATION COVER SHEET
CONTRACTED FACULTY STEP ADVANCEMENT UNDER ARTICLE 28.1.1

PART A: To be completed by Applicant

Applicant: _____ Date of first hire: _____

Division/Dept. _____ Program assignment: _____

Current Step _____

If, after reviewing the criteria for additional step advancement, and consulting with Human Resources about your original and current placement on the salary schedule, you believe you are eligible for step advancement, please check the article from LCCEA Contract under which you are requesting a step advancement, and submit your application and supporting documentation to Human Resources by the deadline for submission.

___ Article 28.1.1: Check this article, and submit detailed supporting documentation, if you are applying for additional step advancement based on credits, degrees, and work experience not used in original placement or in previous level/step advancement (i.e. using Article 27.) The Human Resources Department will evaluate your application and determine approval.

Please note: All academic credits and degrees must be earned from **accredited institutions**. Career advancement points must be **earned outside of your regularly assigned college responsibilities**.

PART B: To be completed by Human Resources

Has any of the experience or education summarized in this application been previously used for original placement or previous level/step advancement? (Article 28.1)

___ Yes If yes, highlight and initial the duplication
___ No

Is the individual eligible for additional step advancement based on the stipulations of Article 28.1.2 and/or Article 28.1.3?

___ Yes _____ Number of steps eligible
___ No If no, highlight and detail the specifics of ineligibility

Human Resources Signature: _____ Date: _____

**APPLICATION FORM
STEP ADVANCEMENT UNDER ARTICLE 28.1.1
CONTRACTED FACULTY**

Applicant: _____ Date: _____

ENTRY PAY LEVEL ONE TO ENTRY PAY LEVEL TWO UNDER Article 28.1.1

___ Check here if you are applying for a change from Pay Entry Level 1 to Pay Entry Level 2 because you believe you have academic credits, degrees, and work experience not used in original placement or previous step/level advancement which would qualify you for the higher level. Check the category in 27.1.2 under which you are applying.

___ 27.1.2.1: Possession of a master's degree plus 45 graduate credits (quarter hours) or completion of 90 graduate credits; or a master of fine arts degree and 3 years (of) work experience in the art form.

___ 27.1.2.2: Seven years of work experience in the trades plus a master's degree.

___ 27.1.2.3: A combination of in-depth work experience and/or graduate study judged by the college to be equivalent to 90 hours of graduate study. For the purposes of this subsection, equivalent hours will be granted as defined in 28.2.3.1 through 28.2.3.5. If you apply under this category, please **fill out and supply documentation for the following:**

1. (28.2.3.1) Completion of 40 hours of employment in an authorized dealership or shop at the journeyman level doing work related to the teaching field shall be equivalent to 1 credit/point.

Documentation for work experience: Include dates worked, employer, type of work, and relationship to your present teaching assignment. Verify trade experience with employer statements and/or pay records and time sheets.

Total hours: _____ / 40 = _____ credit hours/points

2. (28.2.3.2) Completion of 36 hours of special training school shall be equivalent to 3 credit hours/points

Documentation: Include number of hours, name of the school, nature of the training and how it relates to your teaching assignment. A list is not adequate documentation. Proof of content and attendance must be provided and can include but should not be limited to a certificate of completion.

Total hours: _____ / 36 x 3 = _____ credit hours/points

3. (28.2.3.3) Completion of 12 hours of comprehensive training school shall be equivalent to 1 credit hour/point.

Documentation: Include number of hours, name of the school, nature of the training and how it relates to your teaching assignment. A list is not adequate documentation. Proof of content and attendance must be provided and can include but should not be limited to a certificate of completion.

Total hours: _____ / 12 = _____ credit hours/points

4. (28.2.3.4) Completion of academic credits in approved vocational/technical courses in subjects related to the individual's professional teaching field with the credit hours as designated.

Documentation: Attach transcripts of credits earned. Include the credits earned, dates, institution(s), the number of credits to apply to your step advancement request, and the relationship to your work assignment. Sealed official transcripts must be transmitted to Human Resources with application for step advancement.

Total credit hours = _____ credit hours/points

5. (28.2.3.5) Completion of curriculum development projects, computer/audiovisual software, media production or package writing beyond the employee's regular assignment shall earn credit as determined by the appropriate administrators; however, credit shall be provided at a rate equal to 1 credit hour/point for each 14 hours consumed on the project to a maximum of 10 credit hours/points per project.

Documentation: Describe the nature and use of the project and the hours spent on the project. Provide a statement by the appropriate administrator of the credits earned. In order to count for a step advancement, the Curriculum Development Projects must not be part of the applicant's regular teaching load or assignment. An extra summer or overload assignment would give points.

Total hours: _____ / 14 = _____ credit hours/points

ENTRY PAY LEVEL TWO TO ENTRY PAY LEVEL THREE UNDER Article 28.1.1

___ Check here if you are applying for a change from Entry Pay Level 2 to Entry Pay Level 3 because you believe you have academic credits, degrees, and work experience not used in original placement or previous step/level advancement which would qualify you for the higher level. Check the category for which you believe you qualify.

___ 27.1.3.1: A master's degree plus 12 years of some combination of work experience at the journeyman level.

___ 27.1.3.2: Completion of an earned doctorate; or a master of fine arts degree plus 7 years of some combination of work experience in the art form.

___ 27.1.3.3: Fifteen years at the journeyman level.

Please submit this form, along with all documentation, to the Human Resources Department.

APPLICATION COVER SHEET
CONTRACTED FACULTY STEP ADVANCEMENT UNDER ARTICLE 28.2

PART A: To be completed by Applicant

Applicant: _____ Date of first hire: _____

Division/Dept. _____ Program assignment: _____

Current Step _____

If, after reviewing the criteria for additional step advancement, and consulting with Human Resources about your original and current placement on the salary schedule, you believe you are eligible for step advancement, please check the article from LCCEA Contract under which you are requesting a step advancement, and submit your application and supporting documentation to the Human Resources Department, by the deadline for submission.

___ Article 28.2: Check this article, and complete the application form below, if you are applying for additional step advancement based on the accumulation of career advancement points. The Faculty Step Advancement Committee will evaluate your application and forward its recommendation to the Vice President for Academic and Student Affairs for approval.

Please note: All academic credits and degrees must be earned from **accredited institutions**. Career advancement points must be **earned outside of your regularly assigned college responsibilities**.

PART B: To be completed by Human Resources

Has any of the experience or education summarized in this application been previously used for original placement or previous level/step advancement? (Article 28.1)

___ Yes If yes, highlight and initial the duplication
___ No

Is the individual eligible for additional step advancement based on the stipulations of Article 28.1.2 and/or Article 28.1.3?

___ Yes _____ Number of steps eligible
___ No If no, highlight and detail the specifics of ineligibility

Human Resources Signature: _____ Date: _____

PART C: To be completed by Step Advancement Committee (after eligibility is confirmed by Human Resources)

___ Application recommended for approval
 _____ 2 steps _____ 4 steps
___ Application not recommended for approval (letter of explanation is attached.)

Committee Chair Signature: _____ Date _____

PART D: To be completed by Vice President for Academic and Student Affairs

- Implement committee recommendation (letter of congratulations attached)
- Do not implement committee recommendation (letter of explanation attached)

Vice President Signature: _____ Date: _____

**APPLICATION FOR STEP ADVANCEMENT BASED ON ARTICLE 28.2 -
CAREER POINTS
CONTRACTED FACULTY**

Applicant: _____ Date: _____

Please identify the number of points and the step advancement you are requesting under this article. Article 28.2.1: Fifty (50) career advancement points are necessary to advance two additional steps on the salary schedule. One hundred (100) points are necessary to advance four additional steps.)

___ 50 points: for basic advancement (2 steps)

___ 100 points: maximum step advancement (4 steps) Note: If applying for 100 points, all career point maximums double.

28.2.2: All points and academic credits must be documented and include at least two categories with no more than half of the accumulation from any one category, except for graduate credit directly related to the individual's assignment and/or professional field.

28.2.3: Points must be earned outside the individual's regularly assigned college responsibilities.

PLEASE be sure to do the following:

1. Check appropriate boxes, and sign the forms as requested.
2. Provide a copy of your job description directly after the first page of the Step Advancement Request form. If a job description does not exist, please ask your director or academic dean to provide one. Helpful sources are job postings and your own knowledge of your job assignment. The Faculty Step Advancement Committee needs to be able to compare your "regularly assigned college responsibilities" with what is outside of those responsibilities. This is especially crucial for faculty who are coordinators or who have split assignments. The absence of a job description may cause rejection of your application.
3. Fill out both the brief summary and the main summary forms. The absence of this required information might cause your application to be rejected. The committee might award you a different number of points than you request, but the committee must know what you have requested.
4. Provide adequate documentation. Some guidelines for documentation are included under each item in the forms. Be sure to provide information that helps the committee understand how the item relates to your job assignment at Lane Community College. Don't neglect to ask your director or academic dean to attest to your work.
5. Compile your completed application forms and supporting documentation in a 3-ring notebook no greater than 3 inches wide. Label the notebook externally as a Step Advancement Application and add your name.
6. If you need more room for supporting documentation, please restrict that documentation to **one** 11.5" x 17.5" x 9" box (a photocopy paper box). Be sure to provide an index for the supporting

material so it is keyed to the notebook. The committee should be able to look at a tabbed category 12 in the notebook and easily find documentation in the notebook or in the box labeled category 12. Label the box externally as Step Advancement Documentation and add your name.

7. Please submit this application to the Liaison to the Faculty Step Advancement Committee, in the Human Resources Department, by the deadline given.

Brief Summary of Points Requested
Step Advancement Application based on Career points – Article 28.2

Name: _____ Date: _____

With the exception of Category 16, Graduate Credits, categories are limited to no more than one-half of the total points requested or to the total listed to the right, whichever is less.

- | | | |
|---|------------------------|-----------------------------------|
| _____ 1. Employment | _____/40 | = _____ |
| _____ 2. Special training school | _____/ 36 x 3 | = _____ |
| _____ 3. Comprehensive training school | _____/ 12 | = _____ |
| _____ 4. Vocational credits | | = _____ |
| _____ 5. Curriculum development projects | _____/ 14 | = _____
(up to 10 pts/project) |
| _____ 6. Second qualifying master's degree | | = 45 points |
| _____ 7. Write/publish a textbook | (up to 20 pts/book) | = _____ |
| _____ 8. Write/publish in a professional journal | (up to 5 pts/article) | = _____ |
| _____ 9. Professional exhibit, presentation or show | (up to 5 pts/each) | = _____ |
| _____ 10. Edit or translate | _____/ 12 | = _____ |
| _____ 11. Train other persons in workshops | _____/ 4 | = _____ |
| _____ 12. Consulting | _____/ 15 | = _____ |
| _____ 13. Review and/or critique a text | _____/ 20 | = _____ |
| _____ 14. Train in a program.../take workshops | _____/12 | = _____ |
| _____ 15. Work or manage a business | _____/50 | = _____ |
| _____ 16. Graduate credits | (no limit) | = _____ |
| _____ 17. Write and submit a grant proposal | (Up to 5 pts/proposal) | = _____ |
| _____ 18. Exceptional service to the college | (Up to 5 pts/year) | = _____ |
| _____ 19. Exceptional service to the professional field | (Up to 5 pts/year) | = _____ |
| _____ TOTAL CREDITS/POINTS | | |

Detailed Description of Points Requested
Step Advancement Application based on Career points – Article 28.2

Name: _____

Date: _____

Please help yourself and the Step Advancement Committee be successful by organizing your material and providing the required documentation and justifications. Applications submitted without the requested documentation may be rejected. Education and experience that is unrelated to the applicant's work assignment at LCC cannot be considered. Please provide clear justifications.

Note: Categories 1 to 5 were originally designed for career technical faculty. The first four are still applied, in most cases, to career technical faculty. It has been possible for non-professional technical faculty to justify a special training programs which did not grant graduate credit under categories 2 or 3. Examples of this include a lengthy archaeological site training for a social science instructor and a week-long course in statistics applications for a mathematics instructor. Category 1 has been applied to non-professional technical faculty when their employment relates directly to their position at Lane Community College. Category 5 has been applied across all faculty.

1. (28.2.3.1) Completion of 40 hours of employment in an authorized dealership or shop at the journeyman level doing work related to the teaching field shall be equivalent to 1 credit/point.

Documentation for work experience: Include dates worked, employer, type of work, and relationship to your present teaching assignment. Verify trade experience with employer statements and/or pay records and time sheets.

Total hours: _____ / 40 = _____ credit hours/points

2. (28.2.3.2) Completion of 36 hours of special training school shall be equivalent to 3 credit hours/points

Documentation: Include number of hours, name of the school, nature of the training and how it relates to your teaching assignment. A list is not adequate documentation. Proof of content and attendance must be provided and can include but should not be limited to a certificate of completion.

Total hours: _____ / 36 x 3 = _____ credit hours/points

3. (28.2.3.3) Completion of 12 hours of comprehensive training school shall be equivalent to 1 credit hour/point.

Documentation: Include number of hours, name of the school, nature of the training and how it relates to your teaching assignment. A list is not adequate documentation. Proof of content and attendance must be provided and can include but should not be limited to a certificate of completion.

Total hours: _____ / 12 = _____ credit hours/points

4. (28.2.3.4) Completion of academic credits in approved vocational/technical courses in subjects related to the individual's professional teaching field with the credit hours as designated.

Documentation: Attach transcripts of credits earned. Include the credits earned, dates, institution(s), the number of credits to apply to your step advancement request, and the relationship to your work assignment. Sealed official transcripts must be transmitted to Human Resources with application for step advancement.

Total credit hours = _____ credit hours/points

5. (28.2.3.5) Completion of curriculum development projects, computer/audiovisual software, media production or package writing beyond the employee's regular assignment shall earn credit as determined by the appropriate administrators; however, credit shall be provided at a rate equal to 1 credit hour/point for each 14 hours consumed on the project to a maximum of 10 credit hours/points per project.

Documentation: Describe the nature and use of the project and the hours spent on the project. Provide a statement by the appropriate administrator of the credits earned. In order to count for a step advancement, the Curriculum Development Projects must not be part of the applicant's regular teaching load or assignment. An extra summer or overload assignment would give points.

Total hours: _____ / 14 = _____ credit hours/points

6. (28.2.3.6) Acquire a second master's degree from an accredited institution in a field applicable to the employee's assignment and/or professional field. (Second master's degree = 45 points)

Documentation: Copy of official transcript.

_____ credit points

7. (28.2.3.7) Write and publish a textbook in the individual's professional field (up to 20 points per book).

Documentation: Provide a copy of the published textbook. Document your contribution including the time you spent. Indicate the relationship of this work to your professional field.

_____ points

8. (28.2.3.8) Write and publish in a professional journal, a document or article in the individual's professional field (up to 5 points per document or article to a maximum of 20 points).

Documentation: Provide a copy of the document or article. Document your contribution including the time you spent. Indicate the relationship of this work to your professional field.

_____ points

9. (28.2.3.9) Present or demonstrate one's professional work in a professional exhibit, presentation or show. Presenter must be teaching in the field related to the exhibit (up to 5 points per presentation to a maximum of 20 points).

Documentation: Possibilities include programs, brochures, reviews, news articles, and a statement of your participation by your division chair or program chair. Indicate the relationship of this work to your teaching field.

_____ points

10. (28.2.3.10) Edit a textbook or translate an equivalent scholarly work in the professional field for publication and/or performance into or from a foreign language (12 hours = 1 point to a maximum of 15 points on any one work).

Documentation: Provide a copy of the edited material. Document your contribution including the time you spent. Indicate the relationship of this work to your professional field.

Total hours: _____ / 12 = _____ points

11. (28.2.3.11) Train other persons in workshops related to the individual's professional field (10 hours = 1 point using a formula of 3 hours of prep time per 1 hour of presentation to a maximum of 20 points).

Documentation: Include the title, dates, your role and responsibility, number of hours, and a workshop or conference brochure. Include a statement of the relationship to your professional field.

Total presentation hours: _____ x 4 / 10 = _____ points

12. (28.2.3.12) Consult in one's professional field in either a paid or volunteer capacity (15 hours = 1 point to a maximum of 10 points).

Documentation: Provide dates, number of hours, statements or other verification from clients, and a statement of the relationship to your professional field.

Total hours: _____ / 15 = _____ points

13. (28.2.3.13) Review and/or critique a text in one's professional field for a publisher (20 hours = 1 point to a maximum of 3 points per text up to a maximum of 10 points).

Documentation: Provide a copy of the review. Document your contribution including the time you spent. Indicate the relationship of this work to your professional field.

Total hours: _____ / 20 = _____ points

14. (28.2.3.14) Train in a certified nondegree program related to a professional field or attend workshops or educational activities in one's professional field (12 hours = 1 point to a maximum of 10 points).

Documentation: Provide documentation (e.g. registration forms, receipts, agendas) of the content and your attendance for the program or workshop. Provide the dates, number of hours, nature of the training and a statement of the relationship to your professional field.

Total hours: _____ /12 = _____ points

15. (28.2.3.15) Work or manage a business in a related professional field which allows the individual to apply theory to practice and bring new knowledge to the classroom (50 hours = 1 point to a maximum of 20 points).

Documentation: Provide dates worked, employer, type of work and the relationship to your present teaching assignment. Verify experience with employer statements and/or pay records and time sheets.

Total hours: _____ /50 = _____ points

16. (28.2.3.16) Earn graduate level credit hours from an accredited institution in subjects related to the individual's professional field (1 credit hour =1 point) (Interpreted to mean quarter credit hours).

Documentation: Attach transcript of credits earned. Include the dates, institution(s) the number of credits to apply to your step advancement request, and the relationship to your work assignment. Be sure graduate credits claimed are standard graduate credits. Sealed official transcripts must be transmitted to Human Resources with application for step advancement.

Total credits: _____ = _____ points

17. (28.2.3.17) Write and submit a grant proposal, authorized by the college, for equipment, services or funding of significant benefit to the college (Up to 5 points per application to a maximum of 15 points).

*Documentation: Provide copy of the grant proposal, authorization from the college, and relationship to your work assignment. **Note:** The Step Advancement Committee has historically given full credit only to projects requiring considerable creativity, research, writing and innovation, preferably with substantial monetary value. For these reasons Perkins grant applications, for example, have rarely been given full credit.*

Total credits: _____

18. (28.2.3.18) Exceptional service to the college in areas not in the job description and beyond the 15% portion of the employee's contract time that is set aside for committee and meeting work (up to 5 points per year of service).

*Documentation: Provide documentation and justify exceptional nature of service. Delineate activities that fulfilled your 15% required contract time and activities that were beyond your 15% contract time. **Note:** Categories 18 and 19 have been difficult categories in which to give points. Most faculty regularly work beyond a 40 hour week. Many faculty take their turns on committees and as officers in professional organizations as part of their regular work. The categories were originally designed to recognize work of **truly exceptional** value to the college or profession, not just those who work a few hours over the 15% required.*

Total points: _____

19. (28.2.3.19) Exceptional service to the individual's professional field or the educational field in areas not in the job description and beyond the 15% portion of contract time that is set aside for committee and meeting work (up to 5 points per year of service).

*Documentation: Provide documentation and justify exceptional nature of service. Delineate activities that fulfilled your 15% required contract time and activities that were beyond your 15% contract time. **Note:** Categories 18 and 19 have been difficult categories in which to give points. Most faculty regularly work beyond a 40 hour week. Many if not most faculty take their turns on committees and as officers in professional organizations as part of their regular work. The categories were originally designed to recognize work of **truly exceptional** value to the college or profession, not just those who work a few hours over the 15% required.*

Total points: _____

TOTAL CREDITS/POINTS: _____

APPENDICES

APPENDIX A

CURRENT COMMITTEE MEMBERS AND HUMAN RESOURCE LIAISON

Current Committee Members:

Phil Martinez, Social Science Faculty – martinezp@lanecc.edu – 463-5158

Susan Carkin, Academic Dean, Language, Literature and Communication – carkins@lanecc.edu
– 463-5418

HR Liaison:

463-5586

APPENDIX B

ARTICLE 27 - CONTRACTED FACULTY SALARY PLACEMENT AND ADVANCEMENT

27.1 **Original Placement on Salary Schedule.** Original placement will be as follows:

27.1.1 **Entry Step Category 1**

27.1.1.1 Individuals who satisfy the institution's instructional certification standards but do not qualify for Entry Levels 2 or 3.

27.1.1.2 Registered nurses and Athletic Trainers assigned to the Student/Staff Health Clinic.

27.1.2 **Entry Step Category 2.** New employees shall be granted two additional steps for the following:

27.1.2.1 Possession of a master's degree plus forty-five (45) graduate credits (quarter hours) or completion of ninety (90) graduate credits (quarter hours); or a master of fine arts degree and three (3) years work experience in the art form; or

27.1.2.2 Seven (7) years of work experience in the trades plus a master's degree; or

27.1.2.3 A combination of in-depth work experience and/or graduate study judged by the College to be equivalent to ninety (90) hours of graduate study. For the purposes of this subsection, equivalent hours will be granted as defined in Sections 28.2.3.1 through 28.2.3.5.

27.1.2.4 Nurse Practitioners assigned to the Student/Staff Health Clinic.

27.1.3 **Entry Step Category 3.** New employees shall be granted an additional four steps for the following:

27.1.3.1 A master's degree plus twelve (12) years of some combination of work experience at the journeyman level; or

27.1.3.2 Completion of an earned doctorate; or a master of fine arts degree plus seven (7) years of some combination of work experience in the art form; or

27.1.3.3 Fifteen (15) years at the journeyman level.

27.2 **Applicability to Assignment.** All academic credits, degrees and work experience used for original level placement must be applicable to the employee's assignment. All academic credits and degrees must be earned from accredited institutions.

APPENDIX C

ARTICLE 28 - CONTRACTED FACULTY ADDITIONAL STEP ADVANCEMENT (Article 28, including 2009/10 modifications)

28.1 Eligibility. Following original placement, any faculty employee may become eligible to advance additional steps on the salary schedule by satisfying the criteria for that pay entry level as stated in Article 27 or through the accumulation of career advancement points using academic credits, degrees, and work experience not used in original placement or in previous level advancement. Once documented, step advancements due for additional educational or work experience qualifications under Article 27 shall take effect with the first payroll of the next academic term.

28.1.1 Any faculty member will immediately become eligible to advance additional steps provided for in Article 27 by demonstrating qualifications, not previously met or applied, for the higher entry level in the field applicable to the individual's employment.

28.1.2 Employees placed on the contracted salary schedule in 2005 or later are only eligible for additional step advancements that would have placed them at step nine at the time of their placement.

28.1.3 In no event will any faculty member who originally placed in Entry Step Category 3 be eligible to apply for additional step advancement; nor will faculty member who originally placed in Entry Category Step 2 and who has received additional step advancement be eligible; nor will faculty member who originally placed in Entry Category Step 1 and who has received additional step advancement twice (i.e., four steps, or two levels) be eligible for any additional advancement.

28.2 Advancement (through the accumulation of career advancements points.)

28.2.1 Fifty (50) career advancement points are necessary to advance two additional steps. One hundred (100) points are necessary to advance four additional steps.

28.2.2 All points and academic credits must be documented and include at least two (2) categories with no more than half of the accumulation from any one (1) category except for graduate credit directly related to the individual's assignment and/or professional field.

28.2.3 Points must be earned outside the individual's regularly assigned college responsibilities. Points may be accumulated as follows:

28.2.3.1 Completion of forty (45) hours of employment in an authorized dealership or shop at the journeyman level doing work related to the teaching field shall be equivalent to one (1) credit hour/point.

28.2.3.2 Completion of thirty-six (36) hours of special training school shall be equivalent to three (3) credit hours/points.

28.2.3.3 Completion of twelve (12) hours of comprehensive training school shall be equivalent to one (1) credit hour/point.

28.2.3.4 Completion of academic credits in approved vocational/technical courses in subjects related to the individual's professional teaching field with the credit hours as designated.

28.2.3.5 Completion of curriculum development projects, computer/audiovisual software, media production or package writing beyond the employee's regular assignment shall earn credit as determined by the appropriate administrators; however, credit shall be provided at a rate equal to one (1) credit hour/point for each fourteen (14) hours consumed on the project to a maximum of ten (10) credit hours/points per project.

28.2.3.6 Acquire a second master's degree from an accredited institution in a field applicable to the employee's assignment and/or professional field. (45 points)

28.2.3.7 Write and publish a text book in the individual's professional field. (Up to 20 points per book)

28.2.3.8 Write and publish in a professional journal, a document or article in the individual's professional field. (Up to 5 points per document or article to a maximum of 20 points)

28.2.3.9 Present or demonstrate one's professional work in a professional exhibit, presentation or show. Presenter must be teaching in the field related to the exhibit. (Up to 5 points per presentation to a maximum of 20 points)

28.2.3.10 Edit a textbook or translate an equivalent scholarly work in the professional field for publication and/or performance into or from a foreign language. (12 hours = 1 point to a maximum of 15 points on any one work)

28.2.3.11 Train other persons in workshops related to the individual's professional field. (10 hours = 1 point using a formula of 3 hours of prep time per 1 hour of presentation to a maximum of 20 points)

28.2.3.12 Consult in one's professional field in either a paid or volunteer capacity. (15 hours = 1 point to a maximum of 10 points)

28.2.3.13 Review and/or critique a text in one's professional field for a publisher. (20 hours = 1 point to a maximum of 3 points per text up to a maximum of 10 points)

28.2.3.14 Train in a certified non-degree program related to a professional field or attend workshops or educational activities in one's professional field. (12 hours = 1 point to a maximum of 10 points)

28.2.3.15 Work or manage a business in a related professional field which allows the individual to apply theory to practice and bring new knowledge to the classroom. (50 hours = 1 point to a maximum of 20 points)

28.2.3.16 Earn graduate level credit hours from an accredited institution in subjects related to the individual's professional field. (1 credit hour = 1 point)

28.2.3.17 Write and submit a grant proposal, authorized by the College, for equipment, services or funding of significant benefit to the College. (Up to 5 points per application to a maximum of 15 points)

28.2.3.18 Exceptional service to the College in areas not in the job description and beyond the 15% portion of the employee's contract time that is set aside for committee and meeting work. (Up to 5 points per year of service)

28.2.3.19 Exceptional service to the individual's professional field or the educational field in areas not in the job description and beyond the 15% portion of contract time that is set aside for committee and meeting work. (Up to 5 points per year of service)

28.2.4 Either party may request a review of the point totals necessary for level changes or the value assigned to any or all categories listed in Section 28.2. If such a request is made, then the College and Association will appoint a joint review committee of four (4) members, two (2) of whom will be appointed by the Association and two (2) by the College. The committee will complete the review and submit recommendations to the parties within forty-five (45) calendar days. If either party rejects the recommendations, then the remaining issues shall be submitted to arbitration as outlined in Article 36.

28.3 Faculty Step Advancement Committee. The Faculty Step Advancement Committee shall review all faculty level advancement requests and submit its recommendations to the Instruction vice president(s) for implementation. The committee shall consist of five (5) members. The Instruction vice president(s) shall appoint two (2) members. The remaining three (3) members shall be appointed by the Association. The Committee shall choose its chair. The Committee shall develop application procedures and a handbook providing operating procedures, guidelines and criteria for level change approval. The handbook shall be submitted to the Association and the College.

28.4 Step Advancement. When an employee is granted advancement through this process, he/she shall be granted two additional steps and remain eligible for step advancement.

28.5 Additional Step Corrections: Faculty members having earned an additional level advancement during the previous ten years and who would currently be on a higher step if their additional advancement was instead provided now, shall receive an additional step effective July 1, 2009.

APPENDIX D

ARTICLE 29 - CONTRACTED FACULTY STEP PLACEMENT (ORIGINAL PLACEMENT, WORK EXPERIENCE AND PLACEMENT CORRECTION)

- 29.1 **Work Experience Placement on Steps.** Original placement will be as follows:
- 29.1.1 Individuals who hold at least a bachelor's degree from an accredited institution will be granted one (1) step for each full year of applicable experience.
 - 29.1.2 Individuals who do not hold a bachelor's degree will be granted one (1) step for each two full year of verified applicable experience away from Lane Community College. For purposes of this section, a four (4) year learning and training period plus three (3) years of journeyman experience will be considered equivalent to a bachelor's degree for occupational education instructors; however, the experience counted toward level placement will not be counted for step placement.
 - 29.1.3 A maximum four additional steps will be provided for relevant work experience.
- 29.2 **Placement Correction.** Retroactive compensation for salary placement corrections shall be limited to the beginning of the academic year in which the successful appeal is made. Contracted faculty and the Association shall be provided a written explanation from Human Resources that documents their original step placement decision upon appointment and the College will provide contracted employees and the Association the criteria and data used to arrive at step placement.

APPENDIX E

SAMPLE INVITATION TO CONTRACTED FACULTY

TO: ALL CONTRACTED FACULTY

SUBJECT: INVITATION TO APPLY FOR STEP ADVANCEMENT UNDER ARTICLE 28 OF THE CURRENT LCCEA CONTRACT

(PLEASE NOTE: Application for step advancement under Article 28 applies only to contracted faculty. Part-time faculty wishing to receive step advancement should consult Article 30 of the LCCEA contract. Documentation of eligibility under Article 30 should be made directly to the Human Resources Department.)

Article 28 of the current contract between the College and the Lane Community College Education Association provides that: "Following original placement, any (contracted) faculty employee may become eligible to advance additional steps on the salary schedule by satisfying the criteria for that pay entry level as stated in Article 27, or through the accumulation of career advancement points using academic credits, degrees, and work experience not used in original placement or in previous level advancement."

Eligibility for additional step advancement is subject to the following restrictions:

- Article 28.1.2 "Employees placed on the contracted salary schedule in 2005 or later are only eligible for additional step advancement that would have placed them at step nine at the time of their placement."
- Article 28.1.3
 - "In no event will any faculty member who originally placed in Entry Step Category 3 be eligible for additional step advancement,
 - "nor will (any) faculty member who originally placed in Entry Category Step 2 and who has received additional step advancement be eligible;
 - "nor will (any) faculty member who originally placed in Entry Category Step 1 and who has received additional step advancement twice (i.e. four steps,) ... be eligible for any additional advancement."

Applications for step advancement under Article 28 will be accepted fall, winter, and spring terms. Applications must be received on or before the deadlines listed below. Any applications received after these dates will be considered in the following term, and any step adjustments awarded will be effective the term after that. Step adjustments for applications received by the deadline, but requiring extensive additional revision prior to approval, will become effective the term after such approval is granted. Application forms and Faculty Step Advancement Handbook are located in the Human Resources Forms Library.

○

Application Deadlines for 2011-12 are:

November 4, 2011

February 17, 2012

May 11, 2012

If you are interested in applying for additional step advancement, please take the following steps:

1. Consult with the FSAC liaison in Human Resources, 463-5586, for your salary placement information. Your eligibility rests on the level or step category in which you were originally placed, and any history of prior level/step advancement.
2. Read Articles 27, 28, and 29 in the LCCEA bargaining agreement, including the 2009-10 Economic Reopener Agreement, which modifies language in the main agreement.
3. Read the FAQ attached to this email.
4. Decide under which option you might be able to make a successful step advancement application (i.e. under Article 28.1.1 or 28.2.)
5. If considering step advancement application based on career points (Article 28.2,) talk with one or more members of the Faculty Step Advancement Committee. An application cannot be approved without adequate documentation, but committee members are available to assist you. Current members of the Faculty Step Advancement Committee are:

Phil Martinez, Social Science Faculty – martinezp@lanecc.edu - 463-5158

Susan Carkin, Academic Dean, Language, Literature and Communication – carkins@lanecc.edu - 463-5418
6. Complete the appropriate application and submit it to the FSAC liaison in the Human Resources Department by the relevant deadline.

APPENDIX F

BRIEF SUMMARY OF POINTS REQUESTED Step Advancement Application based on Career points – Article 28.2

Name: _____ Date: _____

With the exception of Category 16, Graduate Credits, categories are limited to no more than one-half of the total points requested or to the total listed to the right, whichever is less.

_____ 1. Employment	_____ / 40	= _____
_____ 2. Special training school	_____ / 36 x 3	= _____
_____ 3. Comprehensive training school	_____ / 12	= _____
_____ 4. Vocational credits		= _____
_____ 5. Curriculum development projects	_____ / 14 (up to 10 pts/project)	= _____
_____ 6. Second qualifying master's degree		= 45 points
_____ 7. Write/publish a textbook	(up to 20 pts/book)	= _____
_____ 8. Write/publish in a professional journal	(up to 5 pts/article)	= _____
_____ 9. Professional exhibit, presentation or show	(up to 5 pts/each)	= _____
_____ 10. Edit or translate	_____ / 12	= _____
_____ 11. Train other persons in workshops	_____ x 4 / 10	= _____
_____ 12. Consulting	_____ / 15	= _____
_____ 13. Review and/or critique a text	_____ / 20	= _____
_____ 14. Train in a program.../take workshops	_____ / 12	= _____
_____ 15. Work or manage a business	_____ / 50	= _____
_____ 16. Graduate credits	(no limit)	= _____
_____ 17. Write and submit a grant proposal	(Up to 5 pts/proposal)	= _____
_____ 18. Exceptional service to the college	(Up to 5 pts/year)	= _____
_____ 19. Exceptional service to the professional field	(Up to 5 pts/year)	= _____
_____ TOTAL CREDITS/POINTS		

APPENDIX G
DETAILED DESCRIPTION OF POINTS REQUESTED
Step Advancement Application based on Career points – Article 28.2

Name: _____

Date: _____

Please help yourself and the Step Advancement Committee be successful by organizing your material and providing the required documentation and justifications. Applications submitted without the requested documentation may be rejected. Education and experience that is unrelated to the applicant's work assignment at LCC cannot be considered. Please provide clear justifications.

Note: Categories 1 to 5 were originally designed for career technical faculty. The first four are still applied, in most cases, to career technical faculty. It has been possible for non-professional technical faculty to justify a special training programs which did not grant graduate credit under categories 2 or 3. Examples of this include a lengthy archaeological site training for a social science instructor and a week-long course in statistics applications for a mathematics instructor. Category 1 has been applied to non-professional technical faculty when their employment relates directly to their position at Lane Community College. Category 5 has been applied across all faculty.

1. (28.2.3.1) Completion of 40 hours of employment in an authorized dealership or shop at the journeyman level doing work related to the teaching field shall be equivalent to 1 credit/point.

Documentation for work experience: Include dates worked, employer, type of work, and relationship to your present teaching assignment. Verify trade experience with employer statements and/or pay records and time sheets.

Total hours: _____ / 40 = _____ credit hours/points

2. (28.2.3.2) Completion of 36 hours of special training school shall be equivalent to 3 credit hours/points

Documentation: Include number of hours, name of the school, nature of the training and how it relates to your teaching assignment. A list is not adequate documentation. Proof of content and attendance must be provided and can include but should not be limited to a certificate of completion.

Total hours: _____ / 36 x 3 = _____ credit hours/points

3. (28.2.3.3) Completion of 12 hours of comprehensive training school shall be equivalent to 1 credit hour/point.

Documentation: Include number of hours, name of the school, nature of the training and how it relates to your teaching assignment. A list is not adequate documentation. Proof of content and attendance must be provided and can include but should not be limited to a certificate of completion.

Total hours: _____ / 12 = _____ credit hours/points

4. (28.2.3.4) Completion of academic credits in approved vocational/technical courses in subjects related to the individual's professional teaching field with the credit hours as designated.

Documentation: Attach transcripts of credits earned. Include the credits earned, dates, institution(s), the number of credits to apply to your step advancement request, and the relationship to your work assignment. Sealed official transcripts must be transmitted to Human Resources with application for step advancement.

Total credit hours = _____ credit hours/points

5. (28.2.3.5) Completion of curriculum development projects, computer/audiovisual software, media production or package writing beyond the employee's regular assignment shall earn credit as determined by the appropriate administrators; however, credit shall be provided at a rate equal to 1 credit hour/point for each 14 hours consumed on the project to a maximum of 10 credit hours/points per project.

Documentation: Describe the nature and use of the project and the hours spent on the project. Provide a statement by the appropriate administrator of the credits earned. In order to count for a step advancement, the Curriculum Development Projects must not be part of the applicant's regular teaching load or assignment. An extra summer or overload assignment would give points.

Total hours: _____ / 14 = _____ credit hours/points

6. (28.2.3.6) Acquire a second master's degree from an accredited institution in a field applicable to the employee's assignment and/or professional field. (Second master's degree = 45 points)

Documentation: Copy of official transcript.

_____ credit points

7. (28.2.3.7) Write and publish a textbook in the individual's professional field (up to 20 points per book).

Documentation: Provide a copy of the published textbook. Document your contribution including the time you spent. Indicate the relationship of this work to your professional field.

_____ points

8. (28.2.3.8) Write and publish in a professional journal, a document or article in the individual's professional field (up to 5 points per document or article to a maximum of 20 points).

Documentation: Provide a copy of the document or article. Document your contribution including the time you spent. Indicate the relationship of this work to your professional field.

_____ points

9. (28.2.3.9) Present or demonstrate one's professional work in a professional exhibit, presentation or show. Presenter must be teaching in the field related to the exhibit (up to 5 points per presentation to a maximum of 20 points).

Documentation: Possibilities include programs, brochures, reviews, news articles, and a statement of your participation by your division chair or program chair. Indicate the relationship of this work to your teaching field.

_____ points

10. (28.2.3.10) Edit a textbook or translate an equivalent scholarly work in the professional field for publication and/or performance into or from a foreign language (12 hours = 1 point to a maximum of 15 points on any one work).

Documentation: Provide a copy of the edited material. Document your contribution including the time you spent. Indicate the relationship of this work to your professional field.

Total hours: _____ / 12 = _____ points

11. (28.2.3.11) Train other persons in workshops related to the individual's professional field (10 hours = 1 point using a formula of 3 hours of prep time per 1 hour of presentation to a maximum of 20 points).

Documentation: Include the title, dates, your role and responsibility, number of hours, and a workshop or conference brochure. Include a statement of the relationship to your professional field.

Total presentation hours: _____ x 4 / 10 = _____ points

12. (28.2.3.12) Consult in one's professional field in either a paid or volunteer capacity (15 hours = 1 point to a maximum of 10 points).

Documentation: Provide dates, number of hours, statements or other verification from clients, and a statement of the relationship to your professional field.

Total hours: _____ / 15 = _____ points

13. (28.2.3.13) Review and/or critique a text in one's professional field for a publisher (20 hours = 1 point to a maximum of 3 points per text up to a maximum of 10 points).

Documentation: Provide a copy of the review. Document your contribution including the time you spent. Indicate the relationship of this work to your professional field.

Total hours: _____ / 20 = _____ points

14. (28.2.3.14) Train in a certified nondegree program related to a professional field or attend workshops or educational activities in one's professional field (12 hours = 1 point to a maximum of 10 points).

Documentation: Provide documentation (e.g. registration forms, receipts, agendas) of the content and your attendance for the program or workshop. Provide the dates, number of hours, nature of the training and a statement of the relationship to your professional field.

Total hours: _____ /12 = _____ points

15. (28.2.3.15) Work or manage a business in a related professional field which allows the individual to apply theory to practice and bring new knowledge to the classroom (50 hours = 1 point to a maximum of 20 points).

Documentation: Provide dates worked, employer, type of work and the relationship to your present teaching assignment. Verify experience with employer statements and/or pay records and time sheets.

Total hours: _____ /50 = _____ points

16. (28.2.3.16) Earn graduate level credit hours from an accredited institution in subjects related to the individual's professional field (1 credit hour =1 point) (Interpreted to mean quarter credit hours).

Documentation: Attach transcript of credits earned. Include the dates, institution(s) the number of credits to apply to your step advancement request, and the relationship to your work assignment. Be sure graduate credits claimed are standard graduate credits. Sealed official transcripts must be transmitted to Human Resources with application for step advancement.

Total credits: _____ = _____ points

17. (28.2.3.17) Write and submit a grant proposal, authorized by the college, for equipment, services or funding of significant benefit to the college (Up to 5 points per application to a maximum of 15 points).

*Documentation: Provide copy of the grant proposal, authorization from the college, and relationship to your work assignment. **Note:** The Step Advancement Committee has historically given full credit only to projects requiring considerable creativity, research, writing and innovation, preferably with substantial monetary value. For these reasons Perkins grant applications, for example, have rarely been given full credit.*

Total credits: _____

18. (28.2.3.18) Exceptional service to the college in areas not in the job description and beyond the 15% portion of the employee's contract time that is set aside for committee and meeting work (up to 5 points per year of service).

*Documentation: Provide documentation and justify exceptional nature of service. Delineate activities that fulfilled your 15% required contract time and activities that were beyond your 15% contract time. **Note:** Categories 18 and 19 have been difficult categories in which to give points. Most faculty regularly work beyond a 40 hour week. Many faculty take their turns on committees and as officers in professional organizations as part of their regular work. The categories were originally designed to recognize work of **truly exceptional** value to the college or profession, not just those who work a few hours over the 15% required.*

Total points: _____

19. (28.2.3.19) Exceptional service to the individual's professional field or the educational field in areas not in the job description and beyond the 15% portion of contract time that is set aside for committee and meeting work (up to 5 points per year of service).

*Documentation: Provide documentation and justify exceptional nature of service. Delineate activities that fulfilled your 15% required contract time and activities that were beyond your 15% contract time. **Note:** Categories 18 and 19 have been difficult categories in which to give points. Most faculty regularly work beyond a 40 hour week. Many if not most faculty take their turns on committees and as officers in professional organizations as part of their regular work. The categories were originally designed to recognize work of **truly exceptional** value to the college or profession, not just those who work a few hours over the 15% required.*

Total points: _____

TOTAL CREDITS/POINTS: _____