



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DE-3 Advancement on the Faculty APPROVED: May 4, 1981 **REVISED:** July 19, 2013
Salary Schedule Year of last review: 2021
AUTHORIZING BOARD POLICY: DE

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish guidelines for salary advancement on the faculty* salary schedules based on additional course work.

PROCEDURE: Faculty are expected to make continuous professional growth during their employment at the District. Such professional growth activities may include additional college/university courses and programs.

- I. Guidelines for use of course work to be used for advancement on the salary schedule
 - A. To enroll for course work creditable for salary advancement purposes, a faculty member must secure the approval of their Dean/supervisor based on a written request describing the faculty member's proposed plans, in advance of such enrollment.
 - B. Faculty members must complete the form available online, *Request for Approval of Enrollment in Graduate Course Work Creditable for Faculty Salary Advancement* (PF 800-174), to obtain the prior approval for such enrollment. The form is completed by the employee and then forwarded to the faculty member's Dean/supervisor. The original form is forwarded to the faculty member by the Dean/supervisor.
 - C. Credits earned toward salary advancement on the salary schedule should not be a mere miscellaneous collection of credits with no focus or pattern. Rather, they should represent a well-planned program directed toward a higher competence in the teaching/professional field or in the overall professionalism of the faculty member.
 - D. For salary reclassification of faculty who are in full-time employment the maximum credits that will be accepted are six (6) credits earned during any one semester of the academic year.
- II. Other Provisions
 - A. All course work acceptable as leading to salary advancement must have been completed prior to September 1 of the year in which the advancement becomes effective.
 - B. Each member of the full-time faculty may petition for advancement with respect to salary only at the beginning of each academic year (deadline of September 15) or at the time of employment/reinstatement.
 - C. No minimum length of service as a full-time faculty member shall be required for eligibility for salary placement advancement, in general, the placement guidelines for the Faculty Salary Schedule shall be considered in making recommendations for advancement.
 - D. For purposes of initial placement or advancement with respect to salary, the District shall recognize only earned degrees conferred by institutions which are candidates for accreditation or accredited by the appropriate Regional Accrediting Association.

* Note: The word "faculty" denotes instructors, counselors and librarians.

III. Petitioning Process

- A. The *Petition for Salary Placement Advancement on the Faculty Salary Schedules* form available online, (PF 800-44), is to be completed by the faculty member and forwarded to his/her Dean/supervisor by September 15, accompanied by verification of the successful completion of all course work and by an approved Request form.
- B. If the petition is approved, the supervisor generates a Personnel Action Record (PAR) recommending the salary advancement and forwards the petition and PAR through administrative channels to reach the Human Resources Department by October 1.
- C. The faculty member must assure that an official copy of his/her transcript(s) is received by the Human Resources Department by September 30. The transcript(s) must be sent from the College/university directly to the El Paso County Community College District Human Resources Department to be official.
- D. The recommendation regarding the salary placement advancement will be forwarded to the Board of Trustees, upon receipt of the official transcripts normally no later than the October meeting; upon approval, the advancement will be retroactive to the beginning of the academic year.
- E. If the transcript(s), or any other required documentation, are not received by September 30, the salary advancement will become effective the first day of the month following the receipt of the document(s)



For College Procedure DE-3 *Advancement on
the Faculty Salary Schedule*

***Form PF 800-174 Request for Approval of Enrollment in Graduate Course
Work Creditable for Faculty Salary Advancement is in preparation.***



For College Procedure DE-3 *Advancement on
the Faculty Salary Schedule*

***Form PF 800-44 Petition for Salary Placement on the Faculty Salary
Schedules is in preparation.***