

ARTICLE VI

COLUMNAR ADVANCEMENT

10601. UNIT OF MEASUREMENT-POINT-DEFINITION. For purposes of allocation to and advancement on the preparation salary schedule, a point shall be (a) a semester unit as defined by the University of California or (b) a unit of measurement established by the Board which is deemed equivalent to a semester unit as defined by the University of California.

Adopted 07-19-72
Amended 11-26-85

10602. MINIMUM REQUIREMENTS. The ways in which minimum requirements shall be met and the bases for point allowance are as follows:

A. Minimum Requirements

1. 120 semester units of credit in an accredited college or university
2. Completion of a four-year learning period which consists of colleges or university and/or occupational experience. Whenever the total semester units of credit in an accredited institution tuition is less than 120 semester units, the balance is to be composed of occupational experience equated at 2 1/2 semester units per month of paid work experience.

B. Bases for Point Allowance

1. Approved study in excess of the 120 semester units
2. Approved study completed on or after effective date of election

Adopted 07-19-72
Amended 11-26-85

10603. NO CREDIT FOR STUDY USED TO MEET MINIMUM REQUIREMENTS.
Except as otherwise provided, point credit for advancement on the salary schedule will not be granted for study which has been used to meet minimum preparation requirements. No credit will be granted for study completed within three years of study for which point credit has previously been given.

Adopted 07-19-72
Amended 11-26-85

10603.10 No Credit for Study During Hours of Assignment.
Point credit will not be granted for preparation or study undertaken during classroom, conference or office hours of assignment without the written approval of the college president or vice chancellor.

Adopted 07-19-72
Amended 11-26-85

10604. COLUMNAR ADVANCE. To qualify for a columnar advance on the preparation salary schedule, the employee must possess the requisite total number of points according to the following schedule:

Column	Points in Excess of Minimum Requirements
B	30 or MA
C	50 or MA plus 20
D	70 or MA plus 40
E	90 or MA plus 60 or Doctorate

Adopted 07-19-72
Amended 09-23-92

10604.10 Filing of Applications for Point Credit, and Evidence of Degree; Effective Date of Columnar Advance and Degree Differential.

- a. Columnar Advancement. For employees carried over on the preparation salary schedule from the preceding academic year, columnar advancement will be granted provided:
- 1) The study on which the advancement is based has been satisfactorily completed; and
 - 2) The total point credit meet requirements for columnar advancement; and
 - 3) Point applications, with accompanying verifications of study, have been properly filed in accordance with established regulations and procedures.
- b. Effective Date of Columnar Advancement. The date that a point application is filed is the date that it is received in the Division of Human Resources or, if sent by United States mail, the date of the postmark. The effective date of a columnar advancement shall be the beginning of the pay period following the filing date of the point application and accompanying verification of study.

Adopted 07-19-72
Amended 11-26-85

- c. Degree Differential. The same requirements for completion of study, filing of proper application form, and effective date of differential shall apply to the degree differential as for columnar advancement in the preceding paragraphs. In order to receive a degree differential, the degree must have been granted, or there must be satisfactory evidence that all requirements for the degree have been completed and of eligibility to receive the degree.

Adopted 07-19-72
Amended 11-26-85

10605. MAXIMUM RATE OF COLUMNAR ADVANCE. A maximum of one column of advancement will be allowed during any given twelve-month period. An employee who returns from military leave of absence may be granted, at the time of termination of military leave, more than one column of advancement providing the advancement is not more than could have been granted if the employee had been rendering active service for the Board during the period of military leave. When more than one column advancement is allowed for an employee returning from military leave of absence, the point application upon which the advancement is based must be filed during the academic year in which he/she returns to service and the points become effective in accordance with the provisions of Rule 10604.10.

Adopted 07-19-72
Amended 11-26-85

10607. POINT CREDIT FOR STUDY IN RECOGNIZED INSTITUTIONS OF HIGHER LEARNING. One point shall be allowed for each semester unit which has been granted by a recognized institution of higher learning.

Adopted 07-19-72
Amended 11-26-85

10607.10 Recognized Institutions of Higher Learning--Definition. A recognized institution of higher learning shall be defined for purposes of point allowance as a college or university which is accredited by an accrediting agency listed in the United States Office of Education publication, "Accredited Higher Institutions."

Adopted 07-19-72
Amended 11-26-85

10608. CREDIT FOR MASTER'S THESIS OR DOCTOR'S DISSERTATION.
Four points shall be allowed for a master's thesis or doctor's dissertation accepted by a recognized institution of higher learning but for which no unit credit was granted.

Adopted 07-19-72
Amended 11-26-85

10609. CREDIT FOR DOCTOR OF PHILOSOPHY OR OTHER DOCTORATE.
Possession of an earned Doctorate of Philosophy or other doctorate of equivalent standard granted by a recognized institution of higher learning shall constitute evidence of the completion of not less than 90 semester hours of standard graduate college preparation and shall be accepted up to this amount in any case in which an employee would otherwise have less than 90 points for study completed prior to the granting of the degree. The allowance of 90 points to this holder of the doctorate shall constitute the total allowance for points which may have been earned prior to the granting of the degree.

Adopted 07-19-72
Amended 11-26-85
Amended 09-23-92

10610. CREDIT FOR STUDY IN SCHOOLS OF ADVANCED STANDING OTHER THAN ACCREDITED COLLEGES AND IN SPECIALLY FUNDED PROGRAMS. Point credit may be granted for study in schools of advanced standing other than accredited colleges and in specially funded programs, provided that such study (1) shall have been undertaken subsequent to high school graduation or equivalent; (2) is directly related to a field in which the employee is rendering service as a certificated employee of the district; (3) is of a quality and advanced nature comparable to that undertaken in recognized institutions of higher learning; and (4) is of such nature as to provide a substantial increase in the employee's skill, knowledge or understanding of the basic aspects of his/her work.

Such point credit shall be granted in accordance with standards and procedures established by the Chancellor.

Adopted 07-19-72
Amended 11-26-85

10611. CREDIT FOR STUDY UNDER PRIVATE INSTRUCTORS. A maximum of 30 points may be granted, in accordance with the provisions of Rule 10610, for study under qualified private instructors.

Adopted 07-19-72
Amended 11-26-85

10613. CREDIT FOR UNDERGRADUATE PHYSICAL EDUCATION COURSES. One-half point, not to exceed a total of two points, shall be allowed for each undergraduate semester course in Physical Education successfully completed in a recognized institution of higher learning but for which no unit credit has been granted by that institution.

Adopted 07-19-72
Amended 11-26-85

10614. POINT CREDIT FOR EDUCATIONAL TRAVEL. The Chancellor shall determine the basis upon which point credit shall be allowed for point projects which include educational travel, in accordance with Board Rules and Administrative Regulations. Such travel shall be planned to provide a substantial increase in the employee's skill, knowledge, or understanding of his/her work, and shall occur at a period other than while on a sabbatical leave of absence. If point credit is allowed for travel undertaken while on sabbatical leave, the travel must meet the requirements for sabbatical leave travel.

Adopted 07-19-72

Amended 11-26-85

10614.10 Point Credit for Point Projects Involving Education Travel. The point value of travel project completed by an employee who is not on leave of absence shall be not less than two nor more than six points.

One point shall be allowed for each week of approved travel.

Adopted 07-19-72

Amended 11-26-85

10614.11 Point Credit for Travel While on Sabbatical Leave. Point credit shall be granted for travel while on sabbatical leave, providing such travel meetings sabbatical leave requirements, on the following bases:

- a. The point value allowed for sabbatical leave travel shall not exceed 24 points gained at the rates of not more than 12 points per semester and not more than one point per calendar week.

Adopted 07-19-72

Amended 11-26-85

- b. The combined total maximum number of points for all sabbatical leave travel and for all educational travel projects shall not exceed 24 points.
- c. Acceptance of the sabbatical leave committee shall be deemed satisfactory completion of the sabbatical leave travel.
- d. Additional standards for point allowance while on sabbatical leave shall be established by the Chancellor based on recommendations advanced by a committee to be appointed by the Chancellor. These standards shall include provisions regulating the amount of point credit to be allowed.

Adopted 07-19-72
Amended 11-26-85

10614.12 Maximum Point Accumulation for Point Projects Involving Educational Travel. A maximum of 24 points may be accumulated for all point projects involving educational travel during the entire service of an employee. The total maximum number of points allowed for all educational travel projects and for all sabbatical leave travel shall not exceed 24 points.

Adopted 07-19-72
Amended 11-26-85

10615. POINT CREDIT FOR EDUCATIONAL WORK EXPERIENCE PROJECTS.
The Chancellor shall determine the basis upon which point credit shall be granted for point projects which include employment, in accordance with Board Rules and Administrative Regulations. Such employment shall be planned to provide a substantial increase in the employee's skill, knowledge, or understanding of his/her work. Such employment shall be with an approved business enterprise.

Adopted 07-19-72
Amended 11-26-85

10615.10 Point Value of Educational Work Experience Project. The point value of work experience project completed by an employee who is not on leave of absence shall be not less than two nor more than six points. One point per week shall be allowed for the approved employment in a work experience project.

Adopted 07-19-72
Amended 11-26-85

10615.11 Maximum Point Accumulation for All Educational Work Experience Projects.
A maximum of 21 points may be accumulated for point projects involving employment during the entire service of an employee.

Adopted 07-19-72
Amended 11-26-85

10616. CREDIT FOR RESEARCH STUDY. Point credit may be allowed for research work of the type which will be beneficial to the District. The basis for allowance of point credit for research study shall be determined by the Chancellor.

Adopted 07-19-72
Amended 11-26-85

10617. POINT CREDIT FOR MILITARY SERVICE. Point credit shall be granted for training obtained through military service in the United States Armed Forces undertaken after June 16, 1950, on the following basis:

- A. The military service must be undertaken during the summer vacation period and after the effective date of his/her election.
- B. One-half point shall be allowed for each week of approved military service.
- C. A maximum of six points for military service may be accumulated in one summer.
- D. A maximum of 18 points may be accumulated during the entire service of an employee for all such military service.
- E. Verification of the satisfactory completion of service must be submitted upon the termination of the military service.

Adopted 07-19-72
Amended 11-26-85

10618. APPROVAL OF IN-SERVICE EDUCATION POINT PROJECTS REQUIRED. Point credit shall be allowed for satisfactory completion of in-service education point projects approved by the Board in accordance with Board Rules and Administrative Regulations.

Credit for point projects which do not require outside preparation shall be allowed on the basis of one point for each 32 hours of satisfactory participation.

A point project shall consist of at least four meetings of one or more hours each, provided however, that upon special arrangement with the Human Resources Division, a fractional hour schedule may be permitted.

Adopted 07-19-72
Amended 11-26-85

A participant shall attend not less than 85 percent of the project meetings in order to receive point credit, except that a participant may be excused by his/her college president or division head from attending point project meetings in order to perform emergency duties for the District provided that the work missed is later completed. No partial credit will be allowed for attendance at less than 85 percent of the scheduled number of meetings.

Point credit shall not be allowed for attendance at projects held during an employee's normal working hours.

Adopted 07-19-72
Amended 11-26-85