

## Appendix S

### Application For Alternative Methods of Unit Credit

Name \_\_\_\_\_ Teaching Field \_\_\_\_\_

1. Check program for which you are applying:  
\_\_\_\_ Occupational/Technical Development  
\_\_\_\_ Publications, Performances, Exhibits, or Demonstrations
2. Please attach a brief explanation for each of the following categories:
  - A. The program for which you are applying and expected number of hours for completion.
  - B. Goals or objectives including expected outcomes and procedures.
  - C. Your time plan for the program.
  - D. How your program relates to classroom instruction and/or how it will provide unique benefit to students, other faculty, or the college.
3. Please attach a brief explanation for each of the following categories:
  - A. Explain how you plan to document the outcome for the committee.
  - B. Explain the means by which this plan will be evaluated and by whom.
4. \_\_\_\_ Hours planned for the project.
5. \_\_\_\_ Units requested (48 hours per unit and maximum of 12 units).

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Faculty Member

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_  
Appropriate Administrator

See guidelines on the back of this page.

**SUBMIT THIS FORM TO THE VICE PRESIDENT, INSTRUCTION**

## Appendix S

### Alternative Credit Guidelines

1. The alternative credit process provides an opportunity for contract/regular and adjunct faculty to earn advancement on the salary scale by methods other than attendance at college level classes. *See section 13.5.2 and the application (Appendix S-1).*
2. The Sabbatical Leave Review Board reviews applications for alternative credit and approves those that shall be eligible to earn credit. Credit may be earned only for MAJOR activities and accomplishments above and beyond the normal duties expected of a faculty member.

Examples of projects which have been approved in recent years:

- Performance (dance, theater, music)
- Completion of a MSS of a novel/book
- Preparation of an article for publication in a professional journal of good repute
- On-site experience in a vocational field (e.g. dental hygiene) related to but not included in teaching responsibilities
- Production of a textbook
- Consulting in private industry (related to teaching assignment)

Examples of projects not approved:

- Lecture to Rotary or similar (part of job)
- Service in professional organization (part of job)
- Conference attendance (part of job)
- Travel study (available through college courses)
- Preparation of course syllabi (part of job)

3. To apply, you must submit a completed application form (Appendix S-1), signed by the appropriate administrator, to the Vice President, Instruction.
4. The project must have been either completed within the past year, or be in process, or be proposed for the future in order to qualify for SLRB consideration.
5. You may earn no more than twelve units per pay column by this method (i.e. the other three needed for advancement must still be earned via coursework). One unit toward salary advancement is awarded for every 48 hours of activity on an approved project.
6. Copies of the negotiated agreement and the application form are available in the CCFT contract.
7. Please contact your appropriate administrator or a member of the Sabbatical Leave Review Board for further information.
8. If an alternative credit project completes the units for a salary schedule column advancement, all processes (proposal submission to Vice President of Instruction, Sabbatical Leave Review Board approval, and submission of documentation of completion to Vice President, Instruction), must be completed, approved, and submitted by the VP for Instruction to Human Resources by November 1 of the year in which the salary change is requested.