

## Appendix F.5

### Application For Alternative Methods of Unit Credit

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

**Alternative credit is designed to provide faculty with unit credit toward advancement on the salary schedule for work and/or research in lieu of graduate level classes.**

1. Indicate the 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 the expected number of hours for completion.

B. Goals or objectives including expected outcomes and procedures.

C. A description of what the faculty member observes, studies, evaluates, or works on, including continuing education courses and related projects or mentoring received, in a special area of his/her field.

D. Provide a timeline of your work and activities indicating the number hours planned/spent on each activity.

E. Explain how your work or activities relate to classroom instruction and/or how it will provide unique benefit to students, other faculty or the college.

F. A brief explanation for how you will document the outcomes for the committee.

3. \_\_\_ Hours planned for the project.

4. \_\_\_ Units requested (48 hours per unit, maximum 12 units).

5. Project starting date: \_\_\_\_\_, project completion date: \_\_\_\_\_

Signature \_\_\_\_\_

Faculty Member

Date \_\_\_\_\_

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

**Appendix F.5**

**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 F.5).*

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. It is the responsibility of the faculty member to provide evidence of MAJOR accomplishments to the SLRB.

**Examples of projects that have been approved in recent years:**

- Performance (dance, theater, music) that demonstrate professional growth.
- 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)
- Conference or workshop participation that provide CEUs with documentation

**Examples of projects not approved:**

- Lecture to Rotary or similar (part of job)
- Service in professional organization (part of job)
- Conference attendance or presentations (without documented CEUs)
- Travel study (available through college courses)
- Preparation of course syllabi (part of job)

3. To apply, you must submit a completed application form (Appendix F.5) to the Vice President of 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 of Instruction to Human Resources by November 1 of the year in which the salary change is requested.