

## 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 performed while employed by the district that is above and beyond the normal duties expected of a faculty member, in lieu of coursework completed for salary advancement.**

1. Indicate the categories of work and/or research for which you are applying:

- \_\_\_ Occupational/Technical Development
- \_\_\_ Publications, Performances, Exhibits or Demonstrations
- \_\_\_ Student Success/ Student Equity/ Student Diversity
- \_\_\_ Pedagogical Development
- \_\_\_ Currency in Higher Education Initiatives

2. Please attach a brief explanation for each of the following categories:

- A. The expected number of hours for completion.
- B. A description of what the faculty member observes, studies, evaluates, or develops, including continuing education courses, workshops, projects or mentoring received, in a special area of their field or assignment.
- C. Provide a timeline of your work and activities indicating the number hours planned/spent on each activity.
- D. Explain how your work or activities relate to classroom instruction and/or how it will provide benefit to students, other faculty or the college.
- E. A brief explanation for how you will document the outcomes for the committee.

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

4. \_\_\_ Units requested (Note: Minimum request per semester is .25 units. Forty-eight hours of work is equivalent to one unit of credit on the salary schedule. Unit members may earn up to twelve (12) alternative units in each salary class).

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

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

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

**Appendix F.5**

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### **Alternative Credit Guidelines**

1. The alternative credit process provides an opportunity for contract/regular and associate 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 manuscript of a novel/book
- Preparation of a scholarly article for publication in a professional journal
- Field experience related to but not included in teaching responsibilities
- Production of a textbook
- Consulting in private industry (related to teaching assignment) that demonstrates professional growth
- Conference or workshop attendance or presentation (with documentation) that provides professional growth in the discipline or that supports pedagogical development or other current initiatives in higher education

#### **Examples of projects not approved:**

- Presentation to Rotary or similar civic organization
- Membership or positions in professional organizations
- Activities with release time or reassigned time
- Preparation of course syllabi (part of job)
- Activities that fall within the normal duties expected of faculty (17.3.1)

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 to be started within the next year 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. Requests must be a minimum of 12 hours (0.25) units or more in a semester.
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.