



AGREEMENT BETWEEN

**THE RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

AND

**THE FACULTY ASSOCIATION
OF RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

Effective July 1, 2019 through June 30, 2022

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B. Career Technical Educations (CTE)

The intent of CTE placement is to recognize the value of work experience as an alternative to course work for instructors of career technical education subjects. The work experience must be directly related to the teaching assignment.

Only instructors meeting the Minimum Qualifications in designated community college CTE subjects and assigned at least 50% to CTE programs as defined in the State Plan for Career Technical Education are eligible for CTE placement.

Full-time work experience occurring within the last sixteen (16) years may be substituted for full-time teaching experience. Creditable years not used for class placement will be applied toward step placement on a one for one basis up to the maximum entry step allowable. Teaching experience shall not be combined with work experience.

C. Military Credit

Military service in the Armed Forces of the United States which is directly related to the teaching assignment may be applied toward placement.

D. Rehire Policy

Employees returning to the college after an absence of not more than thirty nine (39) months shall be placed on the schedule at the next highest step than that on which they served their last full year.

7.1.4 Change of Classification

A. Creditable Units

Credit accumulated after initial employment as a result of college level study may be used for transferring from one class to another across the salary schedule. Such credit must be for no fewer than nine (9) upper division or graduate level semester units and no more than six (6) lower division semester units except as stipulated in C.2. All units must be from a college or university that has regional accreditation. Lower division units taken by instructors in disciplines in which they normally teach must be taken at colleges or universities other than Rancho Santiago Community College District. Units must be directly related to the improvement of the instructional programs.

B. Work Experience

Credit equivalency for work experience may be earned by instructors through approved employment, subject to administrative approval. The appropriate Department chair, where one is designated, will make initial review and approval prior to administrative review and approval. (See REGULATIONS, Item 7, below).

C. Regulations

Method and regulations governing such changes of salary class are as follows:

1. All work taken for change of salary class or vocational placement shall be completed by September 15 of the year in which the change becomes effective.
2. No more than six (6) lower division semester units may be used for each change of class including Rancho Santiago District Staff Development course units. The six (6) unit maximum for lower division course units may be waived (1) for vocational, computer applications, or foreign language programs in which upper division course work is not available or appropriate; (2) in approved retraining programs; or (3) when credit equivalency for work experience is applied. The waiver requires prior approval by the supervising administrator and the College President. The amount of credit for correspondence course, seminars, or any other course work of less duration than a regular semester, quarter, or summer session will be subject to the recommendation of the supervising administrator.
3. All transcripts showing evidence of work taken toward change of salary class must be on file with the Human Resources Office not later than October 15 of the year in which the change of salary class is to take place.
4. When an earned doctorate is involved, the degree shall be recognized for salary credit when the institution granting the degree certifies that all requirements were met prior to October 15 of the year in which the change of salary class is to take place, and such certification is on file in the Human Resources Office.
5. Changes of salary class shall be presented to the Board of Trustees not later than the second meeting in December.
6. A grade of C, or better, must be earned in all course work submitted for salary advancement.
7. Credit equivalency for work experience may be obtained on the basis of equating fifty four (54) hours of approved employment to one (1) semester unit of course credit. Such work experience credit must be combined with at least five (5) semester units of course credit to advance to a higher class.

D. Non-course Professional Work and Activity

Non-course professional work and activity, as defined below, may be used for advancement to Class II, III, IV, V, or VI on the current salary schedule, but may not be used for advancement to Class VII (Doctorate). Applications seeking credit for non-course professional work and activity is to be made within the time lines described in Section 7.1.4.C above. Non-course work shall apply for class advancement only and not for initial placement at time of hiring.

In the areas to follow, all items are to be documented by the applicant on the District approved forms. Applications for credit are to be approved by the appropriate College President or designee. These units apply only to full-time credit or non-credit tenured faculty. A faculty member may accumulate a lifetime maximum of thirty (30) units for all research and creative activity and professional activities.

Applications for approval of non-course professional activity units will be returned to the Human Resources Office, which will forward the applications to the District Review Committee. The review committee comprised of one representative from the Association, one representative from the Academic Senate, and one representative from the administration shall review all applications and determine the number of units to be awarded for each activity.

1. Research and Creative Activity

- a. An original article in the faculty member's present job description or field of teaching that is published in a professional journal may earn 0.5 to 1.5 units, depending upon the scope. The journal must have an editorial board that reviews and selects articles for publications.
- b. An original published document or major revision of an original published document (e.g., textbook, workbook, or manual) for classroom use may earn one (1) to five (5) units, depending upon scope. This option does not apply to regular classroom materials such as course syllabi, outlines, and handouts.
- c. A book or text in the faculty member's present field may earn one (1) to five (5) units depending upon scope. Self-published books shall not be considered except where they have been in evident use and benefit to the students in the classroom.
- d. An original score and/or published lyrics may earn 0.5 to three (3) units depending upon scope. Such music should be of evident use in the classroom and must be copyrighted.
- e. Other products of research or creative activity which show evidence of professional growth on the part of the faculty member may earn from 0.5 to three (3) units depending upon scope.

2. Professional Activities

- a. The presentation of a scholarly paper or other original professional material relevant to the faculty member's present field of employment at a conference, workshop, seminar or gallery showing, which shows evident research and is not merely extemporaneous in nature, may earn 0.5 to one (1) units depending upon scope.

- b. Holding a position of leadership on the association's Executive Board or the Academic Senate or being chair or co-chair of District councils or committees for three (3) or more consecutive years may earn one (1) to three (3) units for each year.

7.1.5 Longevity Steps

Longevity steps will be awarded to eligible District faculty members. Eligibility for the steps will be based on the following:

Step A – Member is eligible after three (3) years on Class VI or Class VII at the Maximum step 16.

Step B – Member is eligible three (3) years after placement on Step A.

Step C – Member is eligible three (3) years after placement on Step B.

7.2 SALARY SCHEDULES – SUMMER SCHOOL

7.2.1 Schedule A

A. Schedule A applies to academic credit faculty members who were under contract the academic year preceding summer school.

B. Placement on Summer Salary Schedule A is according to Class and Step placement as of the Spring semester immediately preceding summer school.

7.2.2 Schedule B

A. Summer Salary Schedule B applies to all non-contract college credit academic employees.

Lecture Hours Equivalent (LHE) = 18 times the hourly rate except for counselors and librarians.

One (1) hour for Extensive Preparation Courses – 1.0 Lecture Hour; see Section 7.3.

One (1) hour for Laboratory = 0.90 Lecture Hour; see Section 7.3.

Hourly assignments in health services library, and counseling shall be paid at the rate of 0.85 of a Lecture Hour.

7.2.3 Schedule C

A. All continuing education full-time faculty members employed for summer session to teach shall be paid according to the Rate Schedule C.