

Column Advancement Notification Form



HUMAN RESOURCES

Name: _____

Employee ID: _____

Discipline: _____

College: _____

*By the second Friday in March: Column advancement for the following academic year's, notification shall be submitted by the member in writing to the Human Resources Department, with a copy to the Dean.
All units offered for credit toward column advancement must be graduate units for those disciplines requiring a Master's degree. For consideration of undergraduate classes, written approval by the Dean is required prior to enrollment. A copy of the Dean's approval must be submitted to the Human Resources Department before completion of the course.*

This will qualify me to advance to Column _____, effective the academic year _____.

I understand that all degrees or earned course work submitted for column advancement must have been concluded on or before August 30th of the same year column advancement was granted. Transcripts of credit must be on file in the Human Resources Department by the first Friday in October.

Signature: _____ Date: _____

.....
This information is necessary when submitting your notification:

Course 1- ☐ Graduate level - ☐ Undergraduate level

Institution: _____ Dept/Course #: _____

Title of Course: _____ Units: _____

Course 2- ☐ Graduate level ☐ Undergraduate level

Institution: _____ Dept/Course #: _____

Title of Course: _____ Units: _____

Course 3- ☐ Graduate level ☐ Undergraduate level

Institution: _____ Dept/Course #: _____

Title of Course: _____ Units: _____

Course 4- ☐ Graduate level ☐ Undergraduate level

Institution: _____ Dept/Course #: _____

Title of Course: _____ Units: _____

.....
For final approval of column advancement, official transcripts will be required for the above courses

Dean approves/denies the undergraduate courses listed above:

☐ Approved ☐ Denied

Dean's Signature (if applicable)

Date

FOR YOUR REVIEW APPENDIX B/BB BELOW:

Appendix B

D. Column Advancement

1. Credits for column advancement will be taken into consideration from the time of employment as a Fulltime faculty member at WVMCCD and moving forward.
2. Column advancement shall be granted August 1st of each year. Advancement shall be made to the lateral step of the appropriate column. Quarter units shall be converted to semester units at a 3 to 2 ratio.
3. Column advancement notification shall be submitted by the member in writing to the Human Resources Department, with a copy to the Dean, by the second Friday in March for column advancement the following academic year. Human Resources will notice Finance of all proposed advancements by the first Friday in April.
4. All degrees or earned course work submitted for column advancement must have been concluded on or before August 30th of the same year Column advancement was granted.
5. Transcripts of credit must be on file in the Human Resources Department by the first Friday in October. Under special circumstances, an extension of this deadline may be granted. A written request for extensions must be July 1, 2024 - June 30, 2027 West Valley-Mission Federation of Teachers, AFT 6554 Page 243 Collective Bargaining Agreement received by Human Resources prior to the first Friday in October.
6. Unless an extension has been approved, failure of a member to meet the deadlines specified in this article shall result in the denial of the column advancement application for the current year. The application will be re considered for the following academic year.
7. All units offered for credit toward column advancement must be graduate units for those disciplines requiring a Master's degree. Prior to enrollment, written approval by the Dean is required for all undergraduate course work. A copy of the approval must be submitted to the Human Resources Department before completion of the course.
8. Continuing education units (CEUS) will be converted as follows:
1 CEU = 48 hours of instruction = 1 semester unit
9. Faculty can use @One courses for Column Advancement that are in coordination with Fresno Pacific University under the following conditions:
 1. Must align with a graduate level course as specified by Fresno Pacific University. Graduate level credits are earned if a member takes a facilitated course through Fresno Pacific University.

There are currently 19 workshops that qualify and can be found on this web page <https://ce.fresno.edu/educatorworkshops/californiacommunitycollegeworkshops/onlinecourses/>. This page is updated by Fresno Pacific University every semester.

Units will be applied only if the course a faculty member takes directly aligns with one of the graduate level workshops on the web page listed above.

2. Must turn in earned badge, certificate, or transcript to Human Resources after completion of course and include the course name, number and description.

3. Semester units specified by Fresno Pacific University for graduate level courses will be applied to Column Advancement.

4. This program is on a moving forward basis and will be re-evaluated on an annual basis.

10. Attainment of a doctorate graduate degree will result in column advancement.

11. Course work completed as part of a PG&D project or sabbatical leave may not be used for column advancement

Column Placement shall be based on the following

Column A- AA degree + required experience of 6 years

Column B- MA degree or BA degree + 30 units earned subsequent to the BA degree;
or AA degree + 90 units earned subsequent to AA degree

Column C- MA degree + 15 units earned subsequent to the MA degree; or BA degree
+ 45 units earned subsequent to BA degree

Column D- MA degree + 30 units earned subsequent to the MA degree; or BA degree
+ 60 units earned subsequent to BA degree

Column E- MA degree + 45 units earned subsequent to the MA degree; or BA degree
+ 75 units earned subsequent to BA degree

Column F- Earned Doctorate