

# Article 27: Salary Placement

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## 27.01 GENERAL INFORMATION

- A. **Salary Schedule Organization:** All faculty salary schedules consist of four (4) columns designated A, B, C, and D, each of which represents a salary class.
- B. **Units for Class Placement**
1. No more than five (5) lower division units may be applied to class placement. All other units will be upper division or graduate units.
  2. One (1) quarter unit equals two-thirds (2/3) of a semester unit.
  3. All units presented for class placement will be from accredited collegiate institutions and verified by transcripts submitted directly to the Human Resources Department.
  4. Lower division units taken in a faculty member's major field after the completion of a bachelor's degree will not apply to class placement.
  5. Lower division credit courses taken at recognized community colleges or four-year educational institutions that have a direct and demonstrated relationship to the faculty member's assignment may be applied with the approval of the Vice President of Academic Affairs. After initial class placement, all lower division units used for subsequent class advancement must have prior approval.
  6. Successful completion of designated District-sponsored in-service courses will apply towards class placement
- C. **Class Definitions:** Salary class definitions apply uniformly to contract and [adjunct faculty](#).
1. **Class A:** A faculty member qualifies for placement on Class A if the faculty member possesses the discipline-related [minimum qualifications](#) or equivalent.
  2. **Class B:** A faculty member qualifies for placement on Class B if the faculty member completes either fifty-five (55) units after completion of a bachelor's degree or twenty (20) units after completion of a master's degree.
  3. **Class C:** A faculty member qualifies for placement on Class C if the faculty member completes either seventy-five (75) units after completion of a bachelor's degree or forty (40) units after completion of a master's degree.
  4. **Class D:** A faculty member will be placed on Class D if the faculty member qualifies for placement on Class A and has earned a doctorate degree.
- D. **Class Placement:** A faculty member will be placed on the highest class for which that faculty member qualifies. All units and degrees presented for class placement on the salary schedule will be from accredited institutions or deemed equivalent by evaluation (27.01.D.2). The faculty member will submit all applicable transcripts directly to the Human Resources Department for verification.
1. Accredited Institution: All units and degrees presented for placement or advancement on the salary schedule must be from accredited collegiate institutions and shall be verified by transcripts. All degrees must be granted from an institution accredited by one of the six (6) regional accrediting associations or from accredited foreign institutions per provisions below.
  2. Equivalency Evaluation: The faculty member must demonstrate item a, b, or c and item d.

- 27.01.D.2.**
- a. Degrees and units from foreign institutions will be accepted by SRJC if they are verified as having been earned at an institution acceptable for either salary placement or acceptance into a graduate program at the University of California, Graduate Division, or any California State University graduate division, or any other graduate division of a regionally accredited college or university in the United States; or
  - b. It will be the responsibility of the faculty member to provide written documentation from a University of California, California State University, or other regionally accredited college or university in the United States verifying the acceptability of the foreign degree. This documentation must be in the form of a signed letter from a department or program administrator on official institution stationery. The letter will serve as part of the documentation to be submitted to the credentials evaluation service; or
  - c. The coursework and degrees are awarded by a college or university accredited by an official government accrediting body or the equivalent in the foreign country; and
  - d. Acceptance of units and degrees from foreign institutions are subject to a determination of equivalency by a credentials evaluation service jointly designated by the District and AFA. All costs associated with this evaluation will be borne by the faculty member.

**E. Class Placement Verification**

1. **Initial Class Placement:** A newly-hired faculty member will provide verification for units earned to the Human Resources Department within four (4) weeks of the date of hire. Documentation received after that date will result in movement not taking effect until the following semester.
  2. **Continuing Class Placement:** A continuing faculty member will provide verification for salary placement to the Human Resources Department by the first day of the semester. Documentation received after that date will result in movement not taking effect until the following semester.
- F. In 2015-17, AFA and the District will negotiate whether the provisions of 27.01.C.2 and 27.01.C.3 will be revised to allow more opportunity for class advancement in Career Technical Education disciplines, provided these allowances fit within the fiscal constraints of the District.

**27.02 STEP PLACEMENT FOR CONTRACT ASSIGNMENTS**

**A. Explanation of Steps on the Salary Schedule**

1. Each step equals a minimum of 75 percent full-time equivalent (FTE) experience at Santa Rosa Junior College or experience classified by the formulas provided for evaluation of previous experience.
2. Those faculty members with more than 67 percent but less than 75 percent FTE credit will accrue credit until one (1) FTE is reached; step advancement takes place annually at the start of the [academic year](#).

**B. Initial Step Placement**

1. A contract faculty member will be granted one (1) step credit toward initial step placement of faculty experience at the secondary level or at the post-secondary level for each year in which his/her load was 75 percent FTE or greater. For those years of such experience at less than 0.75 FTE, the credit will be granted on a prorated basis. No more than one (1) year's credit may be earned in one (1) academic year.

- 27.02.B. 2. A contract faculty member will be granted 0.50 FTE credit towards initial step placement each year of approved full-time occupational experience related to the faculty assignment (or portion thereof). Experience used to satisfy the minimum qualifications for a [discipline](#) may not be used for step placement.
3. The maximum step credit earned from any combination of experience specified in 27.02.B.1-2 will be seven (7) steps for placement at Step 8, except as modified by the provisions of 27.02.B.4-5.
4. For a faculty member who has previous full-time faculty or administrative contract assignments in the District, the maximum step credit will be seven (7) steps plus one (1) additional step up to Step 16 for each year served in those assignments.
5. Initial step placement for a contract faculty member who has previous full-time faculty or administrative employment in the District will be no lower than the step placement of that previous employment.
6. The step placement of a District administrator who attains a full-time contract faculty assignment will be determined by the provisions of 27.02.B.

### **27.03 STEP PLACEMENT FOR HOURLY ASSIGNMENTS**

#### **A. Initial Step Placement for Adjunct Faculty**

1. Evaluation of previous experience will be according to the provisions of 27.02.B to determine placement credit. The maximum step credit earned from any combination of previous experience will be three (3) steps for placement at Step 4.
2. An adjunct faculty member performing an assignment after any break in service will retain the last column and step placement, with credit toward future step movement to the extent that records are available to document prior service.

#### **B. Step Advancement for Adjunct Faculty**

1. An adjunct faculty member currently on Step 1 or 2 will advance one (1) step upon completing four (4) semesters of instructional loads of greater than 6.7 percent while on his/her current step.
2. An adjunct faculty member currently on Step 4 or above will advance one (1) step upon completing four (4) semesters of instructional loads of greater than 13 percent while on his/her current step.
3. An adjunct faculty member will receive two (2) semesters step credit for each semester served in a full-time contract temporary regular assignment.

- C. Overload Assignments:** Current step placement for an overload assignment will be the greater of the faculty member's current step placement on the contract schedule and the faculty member's highest step placement while previously employed as an adjunct faculty member in the District, if applicable.

**27.04 RETIRED FACULTY WITH ADJUNCT ASSIGNMENTS:** Upon retirement from CalSTRS and from the District, a contract faculty member maintains his/her hourly salary placement for subsequent adjunct faculty assignments.