**Palomar College Application for Salary Schedule Credit**

 Date Faculty Member Name

Signature Department/Discipline Office Phone

Extension

Please read the appropriate section of the PFF/District contract (Section 15.2 Salary Schedule Credit) prior to completing this form.

In accordance with the Salary Schedule Credit criteria set forth in the PFF/District contract, approval for salary schedule credit is requested (Check One):

 Advance

 Final (Please submit official transcript as documentation that coursework is completed. For equivalency, verified documentation of work completed is required form final approval.)

Lower Division Coursework and Equivalency Credit Must Receive Advance Approval from the Sabbatical Leave Committee: Requests for advance approval shall be submitted prior to beginning the work. Submission of an application for advance approval does not guarantee approval. If submitted at least one month prior to the activity, the request will not be denied solely on the basis of date submitted.

Rationale for approval: Lower division coursework must be applicable to District work. When providing a rationale, the employee should demonstrate the ways in which the proposed course(s) substantially enhance one’s teaching, contractually approved assignment, or leadership role in the college. Central to this requirement is to show how students and the college directly benefit from the proposed course work.

In addition to courses that improve or expand one’s disciplinary and/or teaching expertise, the Committee also strongly encourages work in the area of DEIAA, including as it relates to serving our students as a Hispanic Serving Institution. The committee has put together a recommended list of pre-approved courses (see below). No rationale is required if one of these courses is selected. Courses not included on this list may also be approved but must include a rationale.

In your rationale, please address the following questions:

1. What specific skill/knowledge will the class you intend to take provide you that you do not already have in your subject matter?
2. Please provide at least one example of how you will apply the knowledge/skill gained with students.
3. Please share how this course correlates/corresponds/enhances your area of expertise?
4. If the course you requested for salary advancement does not clearly meet any of the above rationale/criteria, explain how your teaching might be limited unless you gain the expertise from the proposed coursework.

See below for a list of preapproved courses. Just select, sign and submit.

1. **Lower Division Coursework**
2. **Course Name & Number: Semester & Year:

Institution: Units:\_**

**Rationale for request:**

1. **Course Name & Number: Semester & Year:

Institution: Units:\_**

**Rationale for request:**

1. **Course Name & Number: Semester & Year: \_\_

Institution: Units:\_

Rationale for request:**

1. **Course Name & Number: \_Semester & Year:

Institution: Units:

Rationale for request:**

Pre-Approved List of Courses for Salary Credit at Palomar College

Select from the list below. No need to add a rational or other information.

 Semester and Year:

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  AIS 100 |[ ]  CS 100 |[ ]  ENG 280 |[ ]  SOC 115 |
|[ ]  AIS 101 |[ ]  CS 101 |  |  |[ ]  SOC 135 |
|[ ]  AIS 102 |[ ]  CS 102 |  |  |[ ]  SOC 170 |
|[ ]  AIS 125 |[ ]  CS 140 |  |  |  |  |

To be completed by Instructional Services:

Number of equivalency credit units completed during the four-year period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equivalency granted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Action – Advance Approval:

 Advance approval granted for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Request tabled/deferred Final approval denied

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SBLV Committee Co-Chair/Date SBLV Committee Co-Chair/Date

Committee Action – Final Approval:

 Final approval granted for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other action Final approval denied

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SBLV Committee Co-Chair/Date SBLV Committee Co-Chiar/Date

Comments:

Forwarded to HR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_