I. The intent of these provisions is to provide a means for faculty to stay abreast of current developments in their areas of responsibility. The acquisition by faculty of additional certificates, licenses, and academic degrees beyond necessary employment requirements adds to the prestige and effectiveness of Napa Valley College.

Salary advancement projects shall be determined jointly by the faculty member and the Vice President, Instruction, prior to undertaking the activity in accordance with established procedures as outlined below.

A. THE FOLLOWING ALTERNATIVES QUALIFY AS SALARY ADVANCEMENT PROJECTS:

1. Completion of six semester units (or quarter equivalent).

Courses undertaken are expected to improve the effectiveness of the employee as a faculty member (excess units not to be carried forward to another project). All course work is expected to lead to improved competence or performance in the individual’s professional assignment.

(One semester unit equals one point; therefore, six semester units equals six points.)

2. Completion of 360 hours of related work experience (excess hours not to be carried forward to another project).

Related work experience may be paid or unpaid. All work experience is expected to lead to improved competence or performance in the individual’s professional assignment.

(Sixty hours of work experience equals one point; therefore, 360 hours equals six points.)

3. Completion of a 180-hour research project.

Research is expected to benefit students, faculty, college, and/or community; such as, but not limited to, the following:

   a. Contribution in an area of professional specialization (beyond normal requirements of professional growth).
   b. Student population studies (e.g., minorities, women, alumni, etc.).
   c. New instructional concepts and techniques.
   d. Curriculum study and review (beyond standard course revision).
   e. Improvement of community awareness of, and access to the resources of the college.
   f. Development and writing of new curriculum or program.

(Thirty hours of research equals one point; therefore, 180 hours equals six points.)
4. Completion of a 180-hour special project.
   A special project is expected to benefit students, faculty, college, and/or community; such as, but not limited to the following:
   
   a. Contribution in an area of professional specialization (beyond normal requirements of professional growth).
   b. Student population studies (e.g., minorities, women, alumni, etc.).
   c. New instructional concepts and techniques.
   d. Curriculum study and review (beyond standard course revision).
   e. Improvement of community awareness of, and access to the resources of the college.
   f. Development and writing of new curriculum or program.
   g. Collegewide enrollment management projects.

   (Thirty hours of special project equals one point; therefore, 180 hours equals six points.)

B. CRITERIA FOR APPROVAL OF SALARY ADVANCEMENT PROJECT PROPOSALS:

Projects must be completed in accordance with the provisions of these guidelines by October 1 of the year in which the salary advancement is to be granted. Faculty members shall remain on step 6, 10, or 14, and not advance further until such time as an approved salary advancement project is successfully completed. However, once a faculty member has completed three projects or step 15, annual advancement shall continue freely without the requirement of additional projects.

1. Completion of six semester units (or quarter equivalent)
   An individual desiring to complete six semester units is must submit a written statement indicating:
   a. Which courses will be completed.
   b. Skills and competencies to be acquired in the course work to be undertaken.
   c. The relationship of course work to one’s present assignment at Napa Valley College.
   d. Who will benefit (students, faculty, colleges, and/or community) and how.

2. Completion of 360 hours of related work
   An individual desiring to complete 360 hours of related work experience must submit a written statement indicating:
   a. What related work experience will be completed.
   b. Skills and competencies to be acquired in the work experience to be undertaken.
   c. The relationship between the related work and one’s present assignment at Napa Valley College.
   d. Who will benefit (students, faculty, colleges, and/or community) and how.

3. Research
   In the case of research, a written proposal must be submitted which defines the project and its benefit to students, faculty, college, and/or community. Research proposals should be in writing and include:
   
   a. Objectives/goals of the research.
   b. Potential impact on students, faculty, college, and/or community.
   c. Detailed components of the research totaling 180 hours.
   d. Documentation of results and plans for dissemination.
4. Special Project
   In the case of special projects, a written proposal must be submitted which defines the project and its benefit to students, faculty, college, and/or community. Special project proposals should be in writing and include:
   a. Objectives/goals of the project.
   b. Potential impact on students, faculty, college, and/or community.
   c. Detailed components of the project totaling 180 hours.
   d. Expected outcomes such as but not limited to curriculum revisions, academic paper, presentation or production.

C. PROCEDURES FOR SALARY ADVANCEMENT

Faculty on leave may apply for and complete projects in accordance with the provisions of these guidelines. However, any units, work experience, research, or related work accomplished during a period of sabbatical leave shall not be applied toward salary step advancement. Salary advancement work must be documented and shown to be separate, over and above any work related to a sabbatical leave.

1. Submission
   Proposals for alternatives A.1, 2, 3, and 4 under the advancement guidelines must be made in writing to the Vice President, Instruction, prior to the beginning of the salary advancement project for approval. Submission of intent to move on the salary schedule by salary advancement must be made as follows:

<table>
<thead>
<tr>
<th>To Advance to Step</th>
<th>Submit By</th>
<th>Submit No Later Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>March 1st of Step 5</td>
<td>March 1st of Step 6</td>
</tr>
<tr>
<td>11</td>
<td>March 1st of Step 9</td>
<td>March 1st of Step 10</td>
</tr>
<tr>
<td>15</td>
<td>March 1st of Step 13</td>
<td>March 1st of Step 14</td>
</tr>
</tbody>
</table>

2. Approval/Denial of Request
   The Vice President, Instruction, will consult with the appropriate Division Chair and will approve or deny the request (in writing, and if denied, with the reasons therefore) within ten working days.

3. Completion
   Once the project is approved, undertaken, and completed, documentation of its completion must be on file in the Office of Instruction no later than October 1 of the contract year in which the salary increase is to be granted. Recognition of a completed project includes a letter from the Vice President, Instruction to the faculty member regarding project completeness and satisfaction of the project guidelines. Upon satisfactory completion of the project, the faculty member will be formally recognized by the Vice President, Instruction, the Superintendent/President, and/or the Board of Trustees at an agreed upon setting and time. The faculty member may be asked to present his/her project.

4. Appeal:
   If a proposed salary advancement project is denied by the Vice President, the faculty member may initiate an appeal, which will follow the steps outlined below. Once the appeal process has begun, the faculty member may withdraw the appeal at any time prior to actual consideration of the matter by the Board of Trustees.
a. Steps
(1) Upon receipt of the Vice President’s denial, the faculty member may appeal in writing to the Professional Development Committee within ten working days.

(2) The Professional Development Committee will meet with the Vice President and, within ten working days of receipt of the appeal, will send its recommendation in writing to the Superintendent/President.

(3) Within ten working days of receipt of the appeal, the Superintendent/President will approve or deny the request in writing.

(4) If the Superintendent/President denies the request, it will be put on the agenda of the next regular Board of Trustees meeting along with the original comments from the Vice President, Instruction, and the recommendation from the Professional Development Committee. The Board of Trustees will make the final determination of approval or denial of the request.

b. In all cases, a salary advancement project must receive final approval (from the Vice President, Instruction from the Superintendent/President, or from the Board of Trustees) prior to being undertaken by the faculty member.

II. Salary advancement is limited to a maximum of one step per year regardless of which advancement procedures are utilized.

A faculty member who successfully completes three approved salary advancement projects or step 15 will thereafter advance freely on the salary schedule.

III. It is the intention of the college to implement these salary advancement guidelines consistently, and without exceptions. However, in case of extenuating circumstances, exceptions may be considered.

2/87 Revised in accordance with District/Faculty Association Agreement.
(retroactive to 7/01/86)
9/90 Administrative position titles updated by Office of Human Resources.
5/94 Revised to reflect changes in academic calendar year, and administrative position and Faculty Senate committee titles.
2/04 Revised to reflect changes in Professional Development Committee titles and clarify guidelines.