

**APPENDIX G**  
**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**  
**(For Non-Teaching Assignments)**

**2022-23**

Foothill-De Anza Community College District

Column (Bracket)	I	II	III	IV	V
STEP					
A (1)	53.24	56.09	58.94	61.81	64.66
B (2)	56.09	58.94	61.81	64.66	67.51
C (3)	58.94	61.81	64.66	67.51	70.36
D (4)	61.81	64.66	67.51	70.36	73.21
E (5)	64.66	67.51	70.36	73.21	76.06
F (6)	67.51	70.36	73.21	76.06	78.91
G (7)	70.36	73.21	76.06	78.91	81.76
H (8)	73.21	76.06	78.91	81.76	84.61

**COLUMN (BRACKET) PLACEMENT**

Column I      1. Associate Degree and six years of appropriate work experience, or  
 2. Bachelor's and two years of appropriate work experience

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Column II      1. Master's, or  
 2. Bachelor's, two years of appropriate work experience and 24 semester units subsequent to Bachelor's

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Column III      1. Master's and 24 semester units subsequent to date of Master's, or  
 2. Master's and 60 semester units subsequent to date of Bachelor's, or  
 3. Bachelor's, two years of appropriate work experience and 48 semester units subsequent to Bachelor's

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Column IV      1. Master's and 48 semester units subsequent to date of Master's, or  
 2. Master's and 84 semester units subsequent to date of Bachelor's

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Column V      1. Earned Doctorate, or  
 2. Master's and 72 semester units subsequent to date of Master's, or  
 3. Master's and 108 semester units subsequent to date of Bachelor's

**APPENDIX G**  
**INITIAL PLACEMENT ON THE SALARY SCHEDULE**

**Initial Column Placement Guidelines:**

1. Column placement will be based on minimum qualifications in the discipline as defined by the minimum qualification handbook issued by the CCCCO and titled, "Minimum Qualifications for Faculty and Administrators in California Community College."
2. Faculty grandparented with a credential will be placed according to the highest degree and number of units earned.
3. Faculty granted equivalency will be placed according to the minimum qualifications in the discipline in which they are hired.
4. Units used for initial column placement not included in the degree shall be upper division or graduate level course work from an accredited institution.

**Initial Step Placement Guidelines:**

Entering faculty may be placed as high as the fifth step of the salary schedule. Credit for previous experience shall be granted as follows:

1. Credit for previous full-time teaching, library counseling, and/or administrative experience in an accredited public or private school will be on a year for year basis.
2. Credit for additional appropriate work experience (as described in the most recent job announcements for a full-time instructor in that discipline) will be on the basis of one step for each two years of work experience. The most recent job announcement in a particular discipline will be kept on file in the District Office of Human Resources. In the absence of a job announcement, credit for additional work experience will be evaluated by the appropriate administrator using job announcements from similar programs. Graduate teaching assistant experience and fellowships may be considered under number 3 below.
3. A new faculty employee with additional related academic work experience not included under numbers 1 and 2 above may request that additional step(s) be granted. The request shall be submitted to the Vice President with a copy to the Division Dean or appropriate administrator. The Vice President, in consultation with the Vice Chancellor of Human Resources and the Vice President from the other campus, shall make a recommendation to the President. The President may grant additional step(s) on the basis of one step for each two years of specific work experience.
4. Part-time faculty experience will be equated to a full-time annual load using the following standards:

High School:	One year, full-time is 5 periods of daily assignment for a 36 week academic year OR 175 academic days times 5 hours/day for a total 875 total hours of assignment.
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Adult Education: One year, full-time is approximately 1000 total hours of assignment OR 25 to 30 hours of assignment for a 36 week academic year.

College: 45 quarter units or 30 semester units equals one full-time annual load. For non-teaching faculty a full-time annual load will be equated to the current loads for like positions at Foothill-De Anza Community College District.

**Note: Experience used to meet qualifications for column placement (minimum qualifications) cannot also be used for step placement.**

### **ADVANCEMENT ON SALARY SCHEDULE**

#### **Step Advancement:**

1. A part-time faculty member shall be advanced one step on the salary schedule after completing the equivalent of a full-time annual load for one academic year in the service of the District.
2. Advancement on the schedule shall be made at the beginning of the quarter immediately following the completion of the equivalent of a full-time annual load, providing the employee has demonstrated satisfactory professional performance by means of a satisfactory rating through the established evaluation procedures.

#### **Column (Bracket) Advancement:**

1. A part-time faculty employee shall advance to the next column by accumulating the required number of units as listed on the salary schedule for column placement. The required units shall come from one of the following:
  - 1.1 Credit course work at an accredited college or university which contributes to the faculty member's academic growth and development. Courses shall normally be upper division. Lower division course work (filed on Appendix O1) must be approved by the Division Dean or appropriate administrator. Faculty are advised to obtain approval before enrolling.

Any and all lower division course work completed after July 1, 1992 shall count toward column change provided it has received such approval. The use of lower division units compared prior to July 1, 1992 shall follow the guidelines in practice at that time.
  - 1.2 Participation in or attendance at local, state, or national conferences, workshops or non-credit courses (filed on Appendix O2) directly related to service in the District and approved by the Division Dean or appropriate administrator. Eighteen hours of this type of activity shall equal one quarter unit. Only twelve semester units (18 quarter units) of conference/workshop/non-credit activity described may be used per column advancement. Faculty are advised to obtain approval prior to the activity.
2. Credit course work (described in section 1.1 above) shall be documented by an official transcript. If the coursework is lower division, the transcript shall be attached to Appendix O1 (Recording Form for Professional Growth Activities – Credit Coursework)

and approved by the Division Dean. Conference and workshop participation/attendance (described in section 1.2 above) shall be documented by a brochure or agenda from the activity attached to Appendix O2 (Recording Form for Professional Growth Activities – Conference, Workshops, Non-Credit Courses) and approved by the Division Dean. The faculty employee shall submit all required documents/forms to the campus Personnel office.

3. No change will be made in column classification unless intention to change is filed with the appropriate administrator at least one month before the beginning of an academic quarter; the documented completion of requirements for such a change shall be filed before the beginning date of the academic quarter. It is the responsibility of the individual faculty employee to file for any change in column classification. If he or she fails to do so by the times indicated above, change of column cannot be made until the following quarter.

**Note: Any education and experience used to meet equivalency cannot also be used for column advancement.**