

Merced College Salary Advancement Overview

Eligibility and Units Required: To be eligible for salary advancement, Merced College faculty members must fulfill specific requirements, including earning 15 units for horizontal progression on the salary schedule. Units can be earned through successfully completed college courses, approved alternative methods, or relevant work experience. Units are measured in semester units, with quarter system units equivalent to two-thirds of a semester unit. Coursework from foreign institutions requires assessment by an approved agency.

Application Process:

1. **Submission Deadlines:** Faculty must submit applications for preapproval to the appropriate vice president by November 30 for fall or April 30 for spring.
2. **Documentation:** Complete applications with all supporting documents must be submitted by the deadlines. Late submissions may be re-applied in the next semester.
3. **Processing:** The vice president forwards complete applications to the Salary Advancement Committee for review. Upon successful unit completion, faculty must submit official transcripts to the Vice President of Human Resources.
4. **Appeals:** Unfavorable decisions can be appealed to the Vice President of Human Resources within ten working days.

Salary Advancement Committee: The committee, comprising of two academic managers and three faculty members, reviews applications. The committee meets in December and May, with notifications sent to applicants within 14 days of their decision.

Unit Categories:

1. **Undergraduate Units:**
 - Must be related to the faculty member's assignment or benefit the District.
 - A grade of C or higher is required.
 - Up to 15 units can be applied for salary advancement, with official transcripts needed for submission.
2. **Graduate Units:**
 - Must be directly related to the professional assignment or benefit the District.
 - A grade of B or higher is required.
 - Official transcripts must be submitted for salary advancement.
3. **Alternative Methods:**
 - **Workshops and Seminars:** Must be preapproved and directly related to the faculty member's assignment. Each unit requires 18 hours of instruction. Only three units from alternative methods can be applied, though Career Technical Education (CTE) faculty may petition for more.
 - **Work Experience:** Preapproval required, with a minimum of 54 hours needed for one unit. Must be supervised by qualified professionals and include a detailed report. Only three work experience units can be applied, with potential for more for CTE faculty through petition.

Ineligible Activities: Units cannot be earned for courses maintaining existing certifications, obtaining unnecessary certificates, FLEX activities, courses already taught by the applicant, or previously used for salary advancement. Additionally, courses for which compensation has been received are ineligible.

This structured process ensures that faculty members can advance their salary based on relevant professional development, benefiting both their career and the college.