

1 **NEW FULL-TIME FACULTY, INITIAL CLASSIFICATION**

2 **Track Placement**

3 A faculty member will be placed in the track that gives maximum credit for the degrees held and
4 subsequent units earned subject to the limitations in Article 11.

5 **Class Placement**

6 A faculty member holding a valid California Community College Credential OR possesses the appropriate
7 minimum qualifications on the Disciplines List OR has a Bachelor's degree plus 40 semester units will be
8 placed in Class B. Placement in Class C or D will be based on degree(s) held, and/or units completed
9 subsequent to degree(s) subject to the limitations description in Article 11.

10 **Step Placement**

- 11 • A faculty member will receive year-for-year credit for full-time teaching experience.
- 12 • A faculty member will receive credit for all part-time teaching experience as the percentage
13 of a load relates to a full-time assignment.
- 14 • A faculty member will receive one year of teaching experience credit for every two years of
15 related full-time work experience.
- 16 • No more than seven (7) steps will be granted at the time of original hire without special
17 action by the Sierra College Board of Trustees. Effective July 1, 1993, minimum placement
18 will be Step 5. Maximum placement will be Step 8.

19 **Verification Period**

20 A new faculty member has six (6) calendar months from the date of original hire, excluding the months of
21 June, July, and August, to apply for credit for degrees, units, teaching, and work-related experiences
22 gained prior to employment at Sierra College and not considered at date of original hire. Initial
23 classification placement will be made by the Human Resources Department. Any disputes not mutually
24 resolved at the Human Resources level will be referred to the Joint Review Committee. Any changes in
25 initial placement within the first six month period will be retroactive to the date of first hire. The result of
26 the final salary placement is not a matter for grievance.

27 Placement on the salary schedule is subject to verification of experience and education. In the event that
28 final salary placement is different than the step and column on the current salary schedule, the salary will
29 be adjusted (up or down) retroactively to the first day of first paid service.

30 **New Part-Time Faculty, Initial Classification**

31 Part-time faculty and full-time faculty teaching an overload will receive up to seven (7) years of full-time
32 and/or part-time teaching experience. Placement on the part-time schedule will be done at initial hire.
33 Faculty must submit verification relative to the percentage of a load taught at other institutions to the
34 Human Resources Department.

ARTICLE 10: INITIAL SALARY PLACEMENT

1 The Human Resources Department will make the initial judgment for placement on the part-time salary
2 schedule.

3 Credit will be given for teaching at accredited institutions of higher education. Credit may be given for
4 teaching at other post-secondary institutions, public, and private elementary and secondary schools, or
5 equivalent.

6 Credit may be given for vocational/technical experience related to the teaching assignment on a two year
7 for one-year basis (2 years' experience = 1-year credit).

8 Placement on the part-time faculty hourly schedule is subject to verification by the Human Resources
9 Department of teaching experience. The Joint Review Committee will decide disputes as to proper
10 placement on the part-time hourly schedule and the Faculty Employees' Reclassification Committee
11 (FERC) will determine questions as to the appropriateness of coursework for salary schedule
12 advancements. The result of the final salary placement is not a matter for grievance.

13 **Verification Period**

14 A new part-time faculty member has six (6) calendar months from the date of original hire, excluding the
15 months of June, July, and August, to apply for credit for degrees, units, teaching, and work-related
16 experiences gained prior to employment at Sierra College and not considered at date of original hire.
17 Initial classification placement will be made by the Human Resources Department. Any disputes not
18 mutually resolved at the Human Resources level will be referred to the Joint Review Committee. Any
19 changes in initial placement within the first six month period will not be retroactive. The result of the
20 final salary placement is not a matter for grievance.

21 **Joint Review Committee**

22 A review Committee consisting of the Chief Human Resources Officer and one tenured faculty member
23 appointed by SCFA and a third member jointly selected by the SCFA appointee and the Chief Human
24 Resources Officer.

25 **Faculty Employees' Reclassification Committee**

26 The Faculty Employees' Reclassification Committee (FERC) is the recognized body having responsibility for
27 making recommendations to the Superintendent/President, in matters dealing with the awarding of units
28 for salary reclassification.

