

1     **Application for Reclassification**

2     After initial placement on the salary schedule, faculty members may advance by means of approved  
3     coursework, projects and/or institutes. When applying for salary reclassification for the next school year  
4     (July 1-June 30), a faculty member must submit that intent on the authorized form (Application for FERC  
5     Approval) to the Faculty Employees’ Reclassification Committee (FERC) no later than April 1 of the current  
6     school year. All transcripts or official verification of successful completion of course(s) or project(s) used  
7     for salary reclassification must be submitted to, and approved by FERC. Approved course(s) or project(s)  
8     being used for salary reclassification must be completed on or before August 1<sup>st</sup> of the year the  
9     reclassification is effective.

10    **Effective Date of Reclassification**

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12    Movement on the full-time salary schedules will occur in the fiscal school year following the fiscal school  
13    year in which FERC approved the required number of units. (For example, an application filed by April 1,  
14    receiving FERC approval will become effective July 1. Note: Faculty have until August 1 to complete the  
15    coursework.)

16    Movement on the part-time and full-time overload salary schedules will occur in the semester following  
17    final approval of the completed FERC activity.

18    **Units**

19    All units applied for salary advancement on the Faculty Salary Schedule must meet the following  
20    conditions:

- 21       • At least 10 of the required 20 units needed for movement on the salary schedule must be upper  
22       division or graduate level work. This work may be in credit courses, extension courses, and/or  
23       approved projects. Credit for completed upper division or graduate-level course work will be  
24       automatically issued upon submission of a transcript.
- 25       • With prior FERC approval, a maximum of 10 units of lower division-level work may be used for  
26       each salary reclassification by column. This can include extension or in-services courses, projects,  
27       institutes, or subject-matter related travel. Attendance at institutes, workshops, clinics,  
28       conventions, classes, or any other means of acquiring acceptable units for reclassification, which  
29       is compensated for by the District cannot be used for reclassification purposes except as  
30       specifically approved by FERC.
- 31       • When a faculty member accrues more than the required 20 units from a combination of units  
32       described above, those in excess of 20 will be applied toward future FERC credit (lower division  
33       units will only be applied to future lower division FERC credit).
- 34       • FERC units will be earned in the following increments:

35                   Classes\*: 18 hours = 1 unit (lower or upper as stated in the college catalog)  
36                   Projects: 54 hours = 1 unit (except for private lessons which are calculated at 18 hours  
37                               = 1 unit)  
38                   Institutes: variable lower division units

1 \*Continuing Education Units (CEUs) are calculated at 18 hours = 1 unit, even though some courses may be  
2 advertised with higher unit values. Continuing education includes, but is not limited to, professional  
3 development classes and many extension-type courses. FERC will determine the unit value of your  
4 particular CEU course(s).

## 5 **MEANS OF ACQUIRING UNITS FOR RECLASSIFICATION**

### 6 **Courses**

7 Courses that are submitted by full-or part-time faculty for credit toward salary reclassification must be  
8 completed at accredited institutions. [NOTE: Exceptions may be considered by FERC.]

9 A faculty member cannot receive FERC credit for classes which were already completed in the course of  
10 obtaining a degree(s). Course work must fulfill the following:

### 11 **Course Requirements**

12 All courses must have been completed with a passing grade and will be counted to the appropriate  
13 decimal value unit of credit. Courses must comply as follows:

- 14 • Graduate level, upper division, lower division or extension courses must relate to a faculty  
15 member's assignment; or,
- 16 • Course topics must relate directly to a faculty member's assignment, learning process or special  
17 problems of students with which a faculty member is or expects to be involved (e.g., problems of  
18 disadvantaged or minority students, the gifted learner, or writing behavioral objectives for  
19 instruction), or must be an appropriate methodology course.

### 20 **Lower Division Courses**

21 Lower division courses will be approved if it can be demonstrated that such courses will improve a faculty  
22 member's competence in his/her assignment. Lower division courses, whose topic of study falls within a  
23 faculty member's established area of expertise, may not be taken for FERC credit unless he/she can  
24 demonstrate that the course will enhance his/her assignment and supplement routine class preparation.  
25 Approval of all lower division requests will depend on the viability and applicability of each request, as  
26 determined by the FERC committee.

### 27 **Extension Courses**

28 Extension courses must have prior approval from FERC before the course commences.

### 29 **Projects**

30 All project proposals must receive prior approval of FERC. Upon completion of any project, the faculty  
31 member will return to FERC for an evaluation and determination, by the committee, of the final number  
32 and level of units to be awarded. Faculty may earn upper or lower division credit for the completion of  
33 projects based on the complexity of the project, in the professional judgment of FERC committee

## ARTICLE 11: SALARY ADVANCEMENT

1 members. For approval of a project the faculty member's application must provide justification which  
2 addresses the value of the project.

### 3 **PROJECT DEFINED:**

#### 4 **Original Scholarly Works**

5 Books which are evident products of substantial research and editing, and which are published by a  
6 commercial publishing company, may receive a maximum of 10 semester units of credit as upper or lower  
7 division upon completion and publication. An author may receive schedule credit for a work whether or  
8 not royalties from a publisher are paid for the same work.

#### 9 **Workbooks, Manuals, Anthologies**

10 Workbooks, manuals, and anthologies published by recognized commercial printing houses, containing  
11 substantial theoretical or research material and/or student response items, may receive a maximum of  
12 ten (10) semester units of credit in either upper or lower division upon completion and publication.

#### 13 **Articles**

14 Scholarly articles based on original work or research which are published in journals of learned or  
15 professional societies, may receive upper or lower division credit as determined by FERC upon completion  
16 and publication. However, articles submitted as an assignment in a FERC-approved institute or class will  
17 not be eligible for additional FERC credit.

#### 18 **Creative Arts Projects**

19 Creative arts projects in the liberal or practical arts, for which credit has not been granted by any other  
20 college or university may receive a maximum of ten (10) semester units in either upper or lower division  
21 upon completion of the project. FERC will act as an evaluation panel and may request aid of established  
22 experts in the field of study. In addition, the application for unit credit must be accompanied by:

- 23 • A portfolio (original photographs or slides), or literary manuscript, or original musical  
24 composition, or the equivalent of any of the preceding, and
- 25 • A written exposition of the artistic theme, thesis, or development which is explored in the  
26 project, and the relationship of the project to the improvement of instruction and/or service.

#### 27 **Private Lessons**

28 Advanced, private lessons completed in a faculty member's assigned area will be counted as one semester  
29 unit of credit for each 18 hours of such lessons. Verification must be submitted in writing; a maximum of  
30 six (6) semester units of lower division may be awarded upon completion of lessons.

#### 31 **Other Projects**

32 Other projects, for which credit has not been granted at any other college or university, may receive a  
33 maximum of ten (10) semester units of either upper or lower division credits. Applicant must  
34 demonstrate that the work accomplished is substantial and involves educational innovation and credit (s)  
35 will be awarded upon completion of the project.

36

1 **INSTITUTES**

2 **Participant Credit**

3 FERC credit can be earned through attendance at on- or off-campus institutes (18 lecture hours = 1 unit).  
4 Applicants must submit an application to FERC prior to the start of the institute and credit will be awarded  
5 upon successful completion of the institute. All on-campus institutes will be awarded at the lower  
6 division level. For a determination on the comparable coursework level (lower or upper) of any off-  
7 campus institute, formal certification and justification must be obtained by the applicant from the  
8 institute's designee or from a credentialed, professional expert in the subject area. These materials must  
9 be presented to the committee with the FERC application prior to the institute's initial start date. The  
10 comparable coursework level of the institute will be determined by the committee. For a listing of  
11 currently approved on-campus institutes, please contact the Instruction Office. Institute topics must be  
12 related directly to a faculty member's teaching assignment, learning process or special problems of  
13 students with which a faculty member is or expects to be involved. Faculty who chose to receive a  
14 stipend, release time or flex credit for attendance at a Sierra College institute may not additionally earn  
15 units for salary advancement (FERC credit) for attending the institute. Faculty can enroll in an earn units  
16 for each different type of institute offered, but cannot repeat any one institute.

17 **Establishment of FERC credit for Newly-Created On-Campus Institutes**

18 Faculty can propose new on-campus institutes for which FERC credit would be offered. Committee  
19 approval must be obtained prior to the start of the first offering of any new on-campus institute. Credit  
20 for all on-campus institutes will be awarded as lower division units and will be calculated at 18 hours of  
21 lecture to one unit of credit. Participants in any approved on-campus institute must comply with the  
22 process outlined in the "Participant Credit" section above.

