



APPLICATION FOR COLUMN ADVANCEMENT ON
CERTIFIED PROFESSIONAL SALARY PLAN

For the 20____ - ____ school year I will qualify for column:

- BACHELORS + 23
- BACHELORS + 45
- BACHELORS + 60
- MASTERS
- B+68 w/MASTERS
- MASTERS +23
- MASTERS +45
- B+90 w/MASTERS
- BACHELORS + 83
- BACHELORS + 105
- MASTERS +90
- DOCTORATE

Please indicate below if you have submitted, or when you will submit, your transcripts/documentation, which is necessary to determine your eligibility:

- I have previously submitted, or have attached, all transcripts/documentation to the Human Resources Department.
- I will submit all transcripts/documentation to the Human Resources Department by October 1.
- I will submit all transcripts/documentation to the Human Resources Department after October 1, but not later than the first Friday teacher work day in January.

Comments: _____

Signature

Date

Name (print or type)

Employee #

Work Site

Application Deadlines:
Current Employees: September 7 or December 1 (see reverse)
New Employees: 30 days after employment approved by the school board

GUIDELINES FOR COLUMN ADVANCEMENT

APPLICATION PROCEDURES:

- Unit members who believe they are eligible for the selected column must complete the Application for Column Advancement on Certified Professional Salary Plan. Incomplete application forms will be returned to the employee. It is the applicant's responsibility to have transcripts sent to Human Resources. After approval, a revised employment contract will be prepared for signature with the new column and salary placement.

ADDITIONAL PREPARATION NOTICE:

- Unit members who expect to complete coursework which will enable advancement to a higher salary column during the current work year must give written notice to the District on or before **September 7** or on or before **December 1** and submit documentation as described below.
- A column change for the current teacher work year can only be documented by coursework completed on or before **September 1** of the current work year.

DEADLINE FOR WRITTEN NOTICE:

- The written notice must be received by the Human Resources Department by the above dates and shall state that the unit member has completed or will complete coursework on or before **September 1** of the work year in which the unit member wants to be evaluated for salary column advancement.
- An approved column change with the **September 7** notice will be retroactive to the beginning of the contract year and an approved column change with the **December 1** notice will be retroactive to **December 1**.

DEADLINE FOR SUBMITTING TRANSCRIPTS:

- The deadline for submitting official transcripts, certificates of completion of district workshops, and Masters+90 coursework approval forms is **October 1** (for the **September 7** notice) and the first Friday teacher work day in January (for the **December 1** notice).
- If the Human Resources Department receives the **September 7** notice and all documentation on or before October 1, payment on a new salary column will be included in the end of November paycheck. The increase will be implemented for the full work year with payment for the increase paid in equal installments over the balance of the contract year.
- If the Human Resources Department receives the **December 1** notice and all documentation on or before the first Friday teacher work day in January, payment on a new salary column will be included in the end of February paycheck. The increase will be implemented retroactive to December 1 with payment for the increase paid in equal installments over the balance of the contract year.
- Official transcripts must be filed with the Human Resources Department for all undergraduate and graduate course work. The responsibility for having transcripts sent rests with each individual applicant.
- Once transcripts are received by the Human Resources Department and the Application for Column Advancement on Certified Professional Salary Plan is approved, a revised employment contract will be prepared for signature with the new column and salary placement.

REQUIREMENTS FOR COLUMN ADVANCEMENT

BACHELORS + 23:

Requirements: Twenty-three (23) quarter hours of graduate and/or undergraduate course work taken at an accredited college or university, and/or district workshop credit, must be satisfactorily competed after the awarding of the Bachelors Degree. Undergraduate courses taken must be relevant to the unit member's professional development as a District 4J employee.

BACHELORS + 45:

Requirements: Forty-five (45) quarter hours of graduate and/or undergraduate course work taken at an accredited college or university, and/or district workshop credit, must be satisfactorily competed after the awarding of the Bachelors Degree. Undergraduate courses taken must be relevant to the unit member's professional development as a District 4J employee.

BACHELORS + 60:

Requirements: Sixty (60) quarter hours of graduate and/or undergraduate course work taken at an accredited college or university, and/or district workshop credit, must be satisfactorily competed after the awarding of the Bachelors Degree. Undergraduate courses taken must be relevant to the unit member's professional development as a District 4J employee.

BACHELORS + 83:

Requirements: Eighty-three (83) quarter hours of graduate and/or undergraduate course work taken at an accredited college or university, and/or district workshop credit, must be satisfactorily competed after the awarding of the Bachelors Degree. Undergraduate courses taken must be relevant to the unit member's professional development as a District 4J employee.

BACHELORS + 105:

Requirements: One hundred five (105) quarter hours of graduate and/or undergraduate course work taken at an accredited college or university, and/or district workshop credit, must be satisfactorily competed after the awarding of the Bachelors Degree. Undergraduate courses taken must be relevant to the unit member's professional development as a District 4J employee.

BACHELORS + 68 (WITH MASTERS):

Requirements: Sixty-eight (68) quarter hours of graduate and/or undergraduate course work, including a Masters Degree, taken at an accredited college or university, and/or district workshop credit, must be satisfactorily competed after the awarding of the Bachelors Degree. Undergraduate courses taken must be relevant to the unit member's professional development as a District 4J employee.

BACHELORS + 90 (WITH MASTERS):

Requirements: Ninety (90) quarter hours of graduate and/or undergraduate course work, including a Masters Degree, taken at an accredited college or university, and/or district workshop credit, must be satisfactorily competed after the awarding of the Bachelors Degree. Undergraduate courses taken must be relevant to the unit member's professional development as a District 4J employee.

MASTERS:

Requirements: Masters Degree awarded from an accredited college or university, competed after the awarding of the Bachelors Degree.

MASTERS + 23:

Requirements: Twenty-three (23) quarter hours of graduate and/or undergraduate course work taken at an accredited college or university, and/or district workshop credit, must be satisfactorily competed after the

awarding of the Masters Degree. Undergraduate courses taken must be relevant to the unit member's professional development as a District 4J employee.

MASTERS + 45:

Requirements: Forty-five (45) quarter hours of graduate and/or undergraduate course work taken at an accredited college or university, and/or district workshop credit, must be satisfactorily completed after the awarding of the Masters Degree. Undergraduate courses taken must be relevant to the unit member's professional development as a District 4J employee.

MASTERS + 90:

Requirements:

1. Ninety (90) quarter hours taken at an accredited college or university, subsequent to completion of the Masters Degree. The last Forty-five (45) quarter hours must be taken for graduate level credit and must be approved by the appropriate HR Administrator.
2. Ninety (90) quarter hours taken at an accredited college or university, subsequent to completion of the Masters Degree. The last forty-five (45) quarter hours may be a combination of undergraduate and/or graduate credit hours if unit members submit to the District a comprehensive plan for completion of these forty-five (45) hours. This comprehensive plan must be of high standards and directly relate to a unit members professional development.
3. Forty-five (45) quarter hours taken at an accredited college or university subsequent to completion of all requirements for the Bachelors+90 w/Masters column. These forty-five (45) quarter hours must be taken for graduate credit and must be approved by the appropriate HR Administrator.
4. Forty-five (45) quarter hours taken at an accredited college or university, subsequent to completion of requirements for the Bachelors+90 w/Masters column. The last forty-five (45) quarter hours may be a combination of undergraduate and/or graduate credit hours if unit members submit to the District a comprehensive plan for completion of these forty-five (45) hours. This comprehensive plan must be of high standards and directly relate to a unit members professional development.

Note: Coursework completed before July 1, 1993 required approval prior to the first day of the class.

DOCTORATE:

Requirements: A Doctorate Degree awarded from an accredited college or university.