



APPLICATION FOR COLUMN ADVANCEMENT ON THE LICENSED PROFESSIONAL SALARY PLAN

Name: _____ School/Department: _____ Employee ID#: _____ For the 20__ - __ school year I will qualify for column:

- | | | |
|-----------------------------------------|------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> BACHELORS + 23 | <input type="checkbox"/> BACHELORS + 83 | <input type="checkbox"/> B+90 w/MASTERS |
| <input type="checkbox"/> BACHELORS + 45 | <input type="checkbox"/> B+68 w/MASTERS | <input type="checkbox"/> MASTERS +45 |
| <input type="checkbox"/> BACHELORS + 60 | <input type="checkbox"/> BACHELORS + 105 | <input type="checkbox"/> MASTERS +90 |
| <input type="checkbox"/> MASTERS | <input type="checkbox"/> MASTERS +23 | <input type="checkbox"/> DOCTORATE |

| Course number | Full Course Title | Credits earned | Completion date of coursework | College/university/ or district issued | Official Documentation (please select one of the below options) |
|---------------|-------------------|----------------|-------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | <input type="checkbox"/> Official transcript(s) attached. <input type="checkbox"/> Official transcript(s) requested. <input type="checkbox"/> I have verified official transcript is currently in my personnel file. |
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GUIDELINES FOR COLUMN ADVANCEMENT

APPLICATION PROCEDURES:

- Unit members who believe they are eligible for the selected column must complete and submit an Application for Column Advancement on the Licensed Professional Salary Plan by October 15. If applying for advancement to the Masters+90 column, the coursework approval form must be submitted as well. Incomplete application forms will be automatically denied.

DEADLINE FOR SUBMITTING TRANSCRIPTS:

- To be eligible for a column change retroactive to September 1, a unit member must submit official transcripts documenting completed course work and/or certificates of completion from district workshops to Human Resources by October 15 of the current contract year. Official electronic transcripts from an accredited college or university will only be accepted if sent directly from the college or university to hr@4j.lane.edu.
- Upon approval for column advancement on the Licensed Professional Salary Plan, a revised employment contract will be prepared for signature with the new column and salary placement.

PLEASE INITIAL EACH STATEMENT TO INDICATE UNDERSTANDING

_____ I understand it is my responsibility to verify all transcripts in my personnel file.

_____ I understand it is my responsibility to ensure Human Resources has received official documentation of all credits earned and applied to my application for column advancement by October 15.

_____ I understand I will be notified via my district email of the status of my application for column advancement on the Licensed Professional Salary Plan after the evaluation process has been completed for all applicants.

_____ I understand if my application is for the final Column (Masters+90/Doctorate) of the licensed professional salary plan I am required to obtain a signed course work approval form OR submit a comprehensive plan for completion before credit is earned. A copy of the signed course work approval form is attached to my application for column advancement.

_____ I understand that if I wish to contest the final outcome of my evaluation for column advancement, I can and will schedule an appointment with an HR administrator to discuss my concerns.

Applicant signature

_____/_____/_____
date

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 completed 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 completed 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 completed 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 completed 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 completed 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 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 + 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/or district workshop 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 **and/or district workshop credit** 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/or district workshop** 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 **and/or district workshop** credit 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.