

**CERTIFICATED STAFF**  
**Application — Professional Growth**  
Approval for Column Advancement on the Salary Schedule

Use this form to apply for approval of unit credit for column advancement on the salary schedule. Please refer to the Agreement between Irvine Unified School District and the Irvine Teachers Association, Article 17 Compensation and Related Benefits.

**You must obtain approval for unit credit before you register for classes.**

1. Submit this form to your site principal or direct supervisor for verification that the intended coursework is for the purpose of improving job-related competency.
2. Submit the signed form (applicant and principal) to Human Resources for approval before you register for class.
3. Get pre-approval in writing on this form from Human Resources.
4. Register for the class and complete course work.
5. Submit verification of completion of the course work to Human Resources according to approved timelines.

Name	School or Department	Subject/Grade Level
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I am requesting approval for the following unit credits for column advancement on the salary schedule

University or Institution (IUSD, OCDE, etc.)	Course/Program Title	Course Number
Begin Date	End Date	Number of Units _____ <input type="checkbox"/> Semester <input type="checkbox"/> Quarter
Are the proposed units part of a program (Induction, Credential or Authorization, Degree Program (MA, Ph.D.)?)	If so, please explain	
<input type="checkbox"/> Class/workshop taken outside of work hours?	<input type="checkbox"/> Employee is paying for tuition and fees?	
Provide a brief course description (*Attach supporting documents such as a course catalog, and/or flyer that describes course/program content, class dates, and class times.)		

Signature of Principal \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

School Site \_\_\_\_\_ Date \_\_\_\_\_

**FOR HUMAN RESOURCES OFFICE ONLY**

APPROVAL:  The above course has been approved for \_\_\_\_ semester unit(s).  
DENIAL:  The above course has been denied for the following reason(s): Signed \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

It is the responsibility of certificated staff to submit official verification for completed course work/degrees, and be aware of established guidelines and timelines outlined in the collective bargaining agreement, Article 17 Compensation and Related Benefits. An updated copy of the Agreement may be found at IUSD.org under the Human Resources tab.

*Time line:*

- Applications for current year column advancement on the salary schedule will be accepted if:
  - > Official transcripts are received in Human Resources on or before November 15<sup>th</sup> (See Verification below)

*In-Class Time Requirement:*

- 1 quarter unit = 10 contact (in class instruction) hours plus outside work.
- 1 semester unit = 15 contact (in class instruction) hours plus outside work.
- Fractions of semester units will be banked in of conversion from quarter to semester units only.

*Acceptability of coursework for Column Advancement on the Salary Schedule (Article 17.11.2):*

- Must be accomplished outside normal working hours and employee must pay tuition and fees.
- Must be taken at a regionally accredited college or university, be offered by OCDE, or approved workshops sponsored by Irvine Unified School District.
- Must be upper division or graduate level and relevant to present or future assignment.
- Lower division units may be acceptable in the field of the assignment, towards supplementary authorization and/or recommended to improve competencies.

The following types of professional growth are carefully reviewed for acceptability and rigor, may require additional documentation, and may be denied or referred to the Professional Growth Committee for review.

- Independent study and Correspondence courses.
- Degrees and/or programs that do not appear related to a current assignment.
- Any coursework that does not appear to meet standards for rigor or workload.

*Unacceptable Course Work:*

- Units granted by examination.
- Out-of-District in-service other than OCDE.
- Course work taken in pursuit of an advanced degree that does not have direct bearing on the assignment or credential of the employee.

*Verification:*

- Only official transcripts will be accepted for salary credit.
- Official verification received in Human Resources on or before October 15th shall be included in the payroll -warrant issued at the end of November, retroactive to July 1.
- Official verification received in Human Resources on or before November 15th shall be included in the first January payroll warrant, retroactive to July 1.
- Official verification received after November 15 shall be paid the subsequent year.
- Official verification and/or salary credit for the Master's Degree stipend may be subject to special provisions based on completion and conferral dates. Please check with Human Resources.

Appeal Process

Denial of professional growth unit credit for column advancement on the salary schedule may be appealed, in writing, to the Professional Development Committee. Such appeals shall be submitted to the Assistant Superintendent of Human Resources, who shall convene the committee.

*Revised: September 2015*