Initial Column Placement (20.B.1)
It’s about units after the BA, not units after the MA. The column names were inherited from an older system which assumed that a standard MA was 30 units.

<table>
<thead>
<tr>
<th></th>
<th>E</th>
<th>F</th>
<th>F+15</th>
<th>F+30</th>
<th>F+45</th>
<th>G F+60/Ph.D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum Quals</td>
<td>Minimum Quals</td>
<td>Minimum Quals</td>
<td>Minimum Quals</td>
<td>Minimum Quals</td>
<td>Minimum Quals</td>
</tr>
<tr>
<td>MA</td>
<td>MA</td>
<td>MA</td>
<td>MA</td>
<td>MA</td>
<td>MA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>45 units after BA</td>
<td>60 units after BA</td>
<td>75 units after BA</td>
<td>90 units after BA</td>
<td>OR Ph.D</td>
<td></td>
</tr>
</tbody>
</table>

Column Movement: (20.D)
After initial placement, faculty can move up in columns. Graduate classes count. Undergraduate classes count only if they are approved by the vice-chancellor before taking the class.

Initial Step Placement (20.B.3)
This applies to all faculty hired on or after Fall 2016. Before that, it applied to FT only, and PT always started on step 1.

All faculty start at the beginning of the step they are placed on. For instance, a part-timer with 3 semesters of experience will be placed on step 1. There is no such thing as step 1½ for placement purposes.

1. Count up all your experience. (More on what counts below). Round down to a whole year.
2. The most experience counted for anyone is for anyone is 9 years, so you can be placed up to step 10.
3. The first 5 years of academic experience count on a 1:1 basis. If you have 5 years of experience, you get 5 years of credit.
4. You can also get up to 4 years of credit for additional academic experience (FT or PT), or for full-time non-academic related experience. These are counted on a 2:1 basis, so if you worked for 2 years as a full-time nurse, and you’re applying to teach in nursing, you get one year of credit.
Initial Step Placement, cont.

**Academic Experience:**

-- Full-time academic experience at any accredited school counts.
-- Part-time academic experience at any accredited school counts, as FTE. Except that all credit instructional assignments at CCSF are counted as if they were credit lecture classes. (20.B.3.4.3)

**Non-Academic Related Experience:**

-- Related non-academic work counts if it was full-time, and only on a 2:1 basis. See #4 above.
-- “Related” usually means you worked in the industry. For instance, you’re applying to teach welding and you worked as a welder.

**What doesn’t count:**

-- No more than one year can be counted in one year – nothing over 100% counts.
  The one exception is if you worked at CCSF and simultaneously FT in related non-academic work. In that case it can count concurrently. (20.B.3.3.2)
-- Summer academic assignments do not count. (20.B.3.4.6)
-- Related non-academic work does not count if it was part-time.
-- For non-MA disciplines, experience used to meet minimum quals does not count for step placement. (20.B.3.3.2)

**Step Movement for FT (20.C.1):**

-- FT faculty move up one step each year, up to step 17. After that, there is no difference in pay until step 20 (beginning Fall 2020), step 23 (beginning Fall 2019), and step 25 (beginning Fall 2018).

-- In order to be counted as a year, FT faculty must have worked at least a 75% load, averaged over the academic year.

-- Step movement happens at the beginning of Fall semester, and is reflected on the July paycheck. A full-timer who begins employment in January does not move up a step until July, 1½ years after they began. (This may change in future negotiations. Admin has suggested moving it back to August.)

-- Summer assignments do not count. Summer is overload, counted at the overload step of the previous Spring.

-- Semesters on sabbatical leave count as service. (20.C.1.2)

**Step Movement for PT (20.C.2):**

-- PT faculty move up one step after four semesters, up to step 13. New step 14 will begin on July 1, 2019.
  Steps 15 (beginning January 2020) and 16 (beginning January 2021) may be added, depending on budget contingencies.

-- In order to be counted as a semester, the faculty member’s assignment must span at least 75% of the time of the semester. Load is not an issue; only time.

-- Step movement happens at the beginning of Fall and Spring semesters, usually mid-August and mid-January.

-- Summer assignments do not count. Summer is counted at the step of the previous Spring.

-- After a break in service, PT faculty revert to 3rd semester status (20.C.2.1.3).