

# STEPS & COLUMNS

(12/29/2021, Malaika)

## **Initial Column Placement (20.B.1)**

The columns in the salary tables represent educational background. It's about units after the BA, not units after the MA. The confusing column names were inherited from an older system which assumed that a standard MA was 30 units. Graduate and upper-division courses count; lower-division courses do not. (20.B.1.1.6)

<b>E</b>	<b>F</b>	<b>F+15</b>	<b>F+30</b>	<b>F+45</b>	<b>G F+60/Ph.D</b>
Minimum Quals	Minimum Quals	Minimum Quals	Minimum Quals	Minimum Quals	Minimum Quals
	MA	MA	MA	MA	MA
		45 units after BA	60 units after BA	75 units after BA	90 units after BA
					<b>OR Ph.D</b>

## **Equivalence**

Equivalence is designed to allow approval of foreign degrees. You must show that the courses you took would have earned you a degree at an accredited US University. Human Resources manages this process as part of hiring, and the committee that makes equivalency determinations is part of the Academic Senate.

## **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. Use [this form](#) (as of 9/2021).

## **Initial Step Placement (20.B.3)**

The rows in the salary table, called steps, represent length of service. These placement rules apply 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. Exception: All credit instructional assignments at CCSF count 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 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, and pay increases with each step up to step 17. After that, steps are still counted but there is no difference in pay until step 20, step 23, and step 25.
- 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.)
- 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 14.
- 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 work is paid at the step of the previous Spring.
- After a break in service, PT faculty revert to 3<sup>rd</sup> semester status (20.C.2.1.3).