

MONTEREY PENINSULA COLLEGE  
Office of Human Resources

## PROFESSIONAL GROWTH

Adjunct faculty who are at Step 3 or Step 7 of Salary Schedule B, must complete professional growth requirements in order to move to the next step, per the MPCCD/MPCTA Agreement (Exhibit E). Forms must be received by HR before the start of the semester to go into effect for that coming semester. The professional growth requirement may be satisfied by the equivalent of 48 hours or more over a four-step period in any of the following ways:

1. Sixty Clock Hour University of California Teacher Training Course. Twelve hours of this course may apply toward the next professional growth requirement.
2. Workshops administered by the District, which are designated to meet the professional growth requirement.
3. Updating materials such as tapes, syllabi, and other materials used in courses taught by the instructor, under the supervision of the appropriate division chairperson and with division chairperson verification of hourly equivalency.
4. Licensing and relicensing requirements met in professional field (e.g., accountancy, nursing, real estate, law, etc.)
5. Three semester units (or equivalent quarter units) from an accredited\* institution of higher education in work related to the employee's teaching field or area of service.
6. Continuance and advancement in a field of employment directly related to the teaching assignment may be equated on an individual basis by the appropriate administrative dean to meet the professional growth requirement.

\*Accredited Institution Any institution which is formally recognized as being accredited by one of the six regional accrediting associations of the Council on Post Secondary Accreditation (COPA)

**To determine if you are on Step 3 or Step 7 and need professional growth, please check your latest Notice of Employment. Professional Growth forms may be obtained in the Human Resources/Affirmative Action Office.**

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**APPLICATION FOR PROFESSIONAL GROWTH**  
**Schedule B and C - Non-Contractual Hourly**

16.2.8 Step Advancement - Following the initial step placement, salary step advancement for employees on Schedule A shall be at the rate of one (1) step for each year of experience as an employee. If an employee on Schedule A is employed for at least one (1) semester of an academic year, then that employee shall be given credit for that year's experience for step advancement purposes. Salary step advancement for employees on Schedule B shall require the employee to teach or perform other paid service 100 hours (or two 3-unit classes) or more over two (2) terms (Summer Session, Fall, Spring, and Inter-session). Step advancement for such employees shall be limited to no more than two (2) steps per academic year.

I request advancement to step \_\_\_\_ 4 or step \_\_\_\_ 8 on the hourly salary schedule based on meeting the professional growth requirements.

1. I have served 100 hours at my current step over at least a two term period;

AND

2. I have satisfied professional growth requirements as specified in Section 16.2.8 and Exhibit E of the MPCTA collective bargaining agreement as follows:

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\_\_\_\_\_  
Instructor Name

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Division Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean, Human Resources

\_\_\_\_\_  
Date

Step Advancement effective: \_\_\_\_\_  
Date

\_\_\_\_\_  
Initials