

Fast Facts: Courses for Advancement

TTEA [Contract](#)
[Form](#) for course request

Column Placement or Unit Credits

- Columns shall be identified and established on the adopted District salary schedule indicating educational unit requirements for each column.
- Employees may be advanced on the salary schedule on the basis of approved educational units they take beyond the granting of a Bachelor's Degree. No units shall be considered for column placement taken before a Bachelor's Degree is obtained.
- **All units must have prior approval of the Superintendent Chief Learning Officer or designee before credit will be granted for placement on the salary columns.** The approval document will be signed by the immediate supervisor, the unit member, and then submitted by the unit member, to the Superintendent Chief Learning Officer or designee for final approval prior to beginning the course. Units completed without prior approval may be approved after the fact using the above provisions as long as the request is submitted within one year from the completion of the course. Credit for advancement on the salary schedule for post-course approval units will be granted the following school year.
- The number of units a teacher may take during the school year shall be limited when in the judgment of the Superintendent Chief Learning Officer or designee the number of units would interfere with the performance of the teacher.
- All interpretations for placement on the salary schedule shall be based on verifiable 52 information which shall be in the employee's file in the District Office not later than September 30 of each year to receive column placement starting from the beginning of the current school year. Verifiable information for units that are received after September 30 will be accepted and any movement on the salary schedule will become effective based upon the date the verifiable information is received in Human Resources.
- Units as used in this contract mean semester units and each quarter unit will be converted on the ratio of two-thirds of a semester unit.

****As with any issue that comes up, please contact your union site rep for help and guidance.**