

Column Advancement Plan

Name (Print)	Signature	Discipline	•	Da	te	
Instructions for submitting Column Advance President. All courses must be college level copy of the course description from the colle official transcripts to Human Resources for ve	ement Plan: Please provide all the per credit courses and completed at acci ge catalog must be attached to the p	ertinent information requiredited institutions. Cour Dian. Use an additional fo	uested on this form rses must be approp	for review by to the as	the appropriate Visignment at the I	District. A
Name of Accredited Institution	Course Title	Course Number	Graduate or Undergraduate Level	Number of Units and Quarter or Semester	VP Approval	HR Use: Date Trans- cripts Rec'd
					□ Approved □ Not Approved	
					□ Approved □ Not Approved	
					□ Approved □ Not Approved	
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					□ Approved □ Not Approved	
Provide any comments or rationale explai	ning how these courses are appropi	riate to your assignment	t at Monterey Peni	nsula College.		
Signature of Appropriate Vice President Forward this form and attachments to the	 Date Office of Human Resources to be ma	aintained in the person	nel file. Provide c	opy to faculty	member.	

16.4.2 Column Advancement

Following initial proper column placement, advancement to higher columns is determined as follows:

Academic Disciplines

- By earning higher degrees in an accredited institution
- By completion of college-level credit courses (including those offered as extension courses) from an accredited institution

The choice of college-level credit courses to be used for column advancement must be appropriate to the assignment at the District and shall be approved in advance by the District.

Occupational Disciplines

- By occupational or vocational experience (including part-time occupational or vocational experience) in a field of employment appropriate to the assignment at the District and approved in advance by the District.
- By earning higher degrees in an accredited institution
- By completion of college-level credit courses (including those offered as extension courses) from an accredited institution

The choice of college-level credit courses to be used for column advancement must be appropriate to the assignment at the District and shall be approved in advance by the District.

For non-contractual hourly employees on Schedule B and C, occupational experience shall apply to initial placement only.