

## Salary Advancement for Non-Academic Work Experience

Credit for work experience can be earned for practical training that is unavailable in the traditional classroom or workshop setting. Faculty may volunteer or be paid by the employer. Work experience must be supervised. Work experience generally occurs outside the academic contract year (generally referred to as summer break).

The maximum number of credits allowed from one work experience is 10 credit hours or 350 clock hours. Non-Academic advancement is based upon a clock hour equivalency to academic hours. The scale used for work experience is **35 clock hours equals 1 credit hour**.

### The work experience report must include the following:

- **Within 90 days** of completing the activity submit a final written report to the campus Advancements Representative. This report (an original plus 10 copies) is forwarded to the Advancements sub-committee for review and approval.

#### The report includes:

A completed application for non-academic hours

A signed letter of verification of the work experience and hours worked from the work supervisor on official organizational letterhead.

If work experience occurs during faculty contract year, you must document hour of accountability along side work experience schedule.

A written report from the applicant summarizing the work experience activities, the knowledge and skills gained, and how those skills will enhance your teaching responsibilities.

If your work experience occurs during your faculty contract year, you must document your hours of accountability and your work experience schedule.

If approved, the final report and approved application are sent to the Supervisor of Wage and Salary for advancement processing.

### The following do not qualify for work experience:

- Teaching at another educational institution.
- Any work done for MCCCCD.
- Work as a self-employed agent, member of a partnership, consultant, etc., or when conflict of interest might be construed.
- Work done for or supervised by relatives or family members.
- Work occurring during hours of accountability to MCCCCD.
- Additional experience in the same job for which professional growth advancement has previously been granted (i.e., a second summer's employment in the same position).