1			PROPOSAL FROM THE						
23	PASADENA AREA COMMUNITY COLLEGE DISTRICT								
4 5	TO THE								
6 7		PAS	SADENA CITY COLLEGE FACULTY ASSOCIATION						
8 9 10		July 16, 2025							
10 11 12 13 14 15 16	The collective bargaining proposal presented herein by the Pasadena Area Community College District to the Pasadena City College Faculty Association and is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Contract between the parties. The following article shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:								
17 18	ARTICLE 12 THE SALARY SCHEDULES								
19 20 21 22	12.0	The Salary So contained in th	hedules for the Pasadena Area Community College District are Appendix.						
22 23 24		Salary Schedule	e Adjustments						
25 26 27		S	Effective July 1, 2025, each cell of all Part-Time Faculty Salary Schedules hall be increased by a two-point-three percent (2.3%) subject to the pllowing contingency regarding medical plan changes:						
28 29 30 31 32 33 34		i.	The above-referenced 2.3% increase is contingent upon mutual agreement between the District and all of its bargaining units (collectively "the parties") to implement the District's proposed alternative medical plans, effective with the upcoming plan year beginning October 1, 2025.						
35 36 37 38		ii.	If all parties do not reach agreement on the implementation of the proposed alternative medical plans by July 18, 2025, then the 2.3% increase shall not be applied to the salary schedule for the 2025-2026 fiscal year and the increase shall be one-point-six-one percent (1.61%).						
39 40 41 42			Only unit members currently employed on the date of the Board approval vill receive this salary increase.						
43 44 45 46		iı	Effective July 1, 2025, each cell of all Full-time Salary Schedules shall be increased by a two-point-three percent (2.3%) subject to the following ontingency regarding medical plan changes:						
40 47 48 49 50 51		i.	The above-referenced 2.3% increase is contingent upon mutual agreement between the District and all of its bargaining units (collectively "the parties") to implement the District's proposed alternative medical plans, effective with the upcoming plan year beginning October 1, 2025.						

ii. If all parties do not reach agreement on the implementation of the proposed alternative medical plans by July 18, 2025, then the 2.3% increase shall not be applied to the salary schedule for the 2025-2026 fiscal year and the increase shall be one-point-six-one percent (1.61%).

Only unit members currently employed on the date of the Board approval will receive this salary increase.

- 12.0.B Regarding the 2026-2027 fiscal year, the parties agree to re-open the Agreement in that year specifically for 12.0.B with respect to the Full-Time Faculty Salary Schedule and Part-Time Faculty Salary Schedules only for that fiscal year.
 - 12.0.C Regarding the 2027-2028 fiscal year, the parties agree to re-open the Agreement in that year specifically for 12.0.C with respect to the Full-Time Faculty Salary Schedule and Part-Time Faculty Salary Schedules only for that fiscal year.

The Parties agree that either party may re-open Article 12 (Salary Schedules) and Article 5 (Working Conditions) if necessitated by a court ruling or changes to applicable law regarding part-time instructional faculty and any such re-opener shall be for that limited purpose only.

INITIAL STEP PLACEMENT

For unit members, previous paid employment experience (as an instructor, librarian, counselor, school nurse, or other certificated employee) is counted on a year-for-year basis if it was equivalent to the job/work assignment, such as full-time teaching in a college environment.

For purposes of calculating initial step placement, at the time of initial employment, full-time and part-time faculty members may be awarded placement credit for non-instructional occupational experience provided that it directly relates to the District assignment. Credit granted will be at the rate of one full year of credit for one full-time year of related experiences. No placement based upon any combination of past instructional experience and past non-instructional occupational experience will be higher than step 14 for full-time faculty and step 7 for part-time faculty on the salary schedule. Credit for non-instructional and instructional experience may be earned simultaneously. The new full-time faculty member will submit to Human Resources at least one of the following:

- (1) A completed Request for Verification of Work Experience Form (obtained from Human Resources) from each former employer; or
- (2) A letter on the employer's or contractor's letterhead verifying work experiences and dates of employment, and whether the employment was full-time or part-time.
- All verified documentation must be submitted to Human Resources within 30 days of the facultymember's appointment.

101 THE FULL-TIME MONTHLY, OVERLOAD, AND INTERSESSION SALARY 102 SCHEDULES (SCHEDULES A, C, and O)

103

104 Initial placement on the academic credit contract schedule recognizes, on a 105 year-for-year basis, up to a maximum of fourteen (14) years, full-time equivalent District-approved experience and part-time teaching up to the 106 107 equivalent of three (3) years full-time during the preceding five (5) years. Full-time, on-campus classified service will be recognized to the extent that 108 placement on the academic salary schedule will not result in a monthly salary 109 reduction. [This language is status quo for all full-time teaching salary 110 schedules. This same language appears on the monthly, overload, and 111 intersession schedules (Schedules A, C, O).] 112 113 114 The designation of the class on the schedule is determined as follows: 115 12.0.1 Class A Minimum Qualifications 116 117 12.0.2 - Class B 118 119 120 I. MA + 18 or BA + 54Eighteen (18) units beyond those required for the 121 П. 122 minimum qualifications, including an Associate of Arts Degree (or equivalent) 123 124 12.0.3 - Class C 125 I. MA + 36 or BA +72 126 Thirty-six (36) units beyond those required for the 127 II. 128 minimum qualifications, including a Bachelor's Degree 129 12.0.4 - Class D 130 131 132 I. MA + 54 or BA + 90Fifty-four (54) units beyond those required for 133 II. 134 minimum qualifications, including a Master's 135 Degree 136 137 12.0.5 - Class E 138 Doctoral Degree. Attainment of the doctoral degree from an accredited institution of higher education. The District shall be the 139 140 final arbiter in assessing the qualifications of doctorates. 141 142 12.0.6 The two categories within Classes B, C, and D are as follows: 143 a. Category I Open to faculty in subject matter areas in which a 144 Bachelor's Degree or higher is offered; 145 b. Category II Open only to faculty in the following areas 146 in which no Bachelor's Degree is offered: 147 148

149		Administration of Justice
150		Advertising/Graphic Design
151		Automotive Technology
152		Building Construction
153		Business Information Technology
154		Computer Information Systems
155		Cosmetology and Barbering
156		Dental Assisting
157		Dental Hygiene
158		Dental Laboratory Technology
159		Drafting – Mechanical
160		Drafting Electrical Technology
161		Electronics Technology
162		
		Emergency Medical Technology
163		Environmental Technology
164		Fashion
165		Fire Technology
166		Food Services
167		Legal Assisting
168		Machine Shop Technology
169		Medical Assisting
170		Photographic Technology/ Commercial
171		Photography
172		Printing Technology
173		Radiologic Technology
174		Sign Art
175		Telecommunications
176		Vocational Nursing
177		Welding
178		6
179	12.1	ADJUNCT CREDIT AND NONCREDIT SEMESTER AND INTERSESSION SALARY
180		SCHEDULES (SCHEDULES B AND G)
181		
182		Effective the semester following board approval of this proposal, the adjunct faculty on the
183		non-credit schedule will be moved to the Adjunct Credit Semester Faculty and Adjunct
184		Credit Intersession Faculty schedules. The non-credit adjunct faculty will need to submit, to
185		Human Resources, transcripts within 90 days in order to be considered for movement to
		subsequent columns other than Column A or Column E.
186		subsequent columns other than Column A of Column E.
187		Initial placement of the schedule recognizes on a year-for-year basis up to six years suitable
188		teaching experience and/or vocational experience exceeding that required to meet minimum
189		teaching qualifications. [This language is status quo for all adjunct teaching salary
190		schedules. This same language appears on the adjunct semester and intersession schedules
190		
		(Schedules B and G).]
192		The designation of the along on the schedule is determined as fully
193		The designation of the class on the schedule is determined as follows:
194		
195		12.1.1 - Class A
196		Minimum Qualifications
197		

199 I. MA + 18 or BA + 54 201 I. Eighteen (18) units beyond those required for the minimum qualifications, including an Associate of Arts Degree (or equivalent) 204 Degree (or equivalent) 205 12.1.3 - Class C 206 I. MA + 36 or BA + 72 207 I. MA + 54 or BA + 90 218 II. Thirty-six (36) units beyond those required for the minimum qualifications, including a Bachelor's Degree 210 12.1.4 - Class D 211 I. MA + 54 or BA + 90 212 I. MA + 54 or BA + 90 213 II. Fifty-four (54) units beyond those required for minimum qualifications, including a Master's Degree 216 Dectoral Degree. Attainment of the doctoral degree from an accredited institution of higher education. The District shall be the final arbiter in assessing the qualifications of doctorates. 218 Doctoral Degree. 220 the two categories within Classes B, C, and D are as follows: 221 12.1.6 The two categories within Classes B, C, and D are as in which a Bachelor's Degree or higher is offered; 222 d. Category I Open to faculty in subject matter areas in which a Bachelor's Degree or higher is Defined; 223 c. Category I Open only to faculty in the following areas in which ho Bachelor's Degree or higher is offered; 224 <th>198</th> <th>12.1.2 - Class B</th>	198	12.1.2 - Class B
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224Bachelor's Degree or higher is offered;225d.Category II Open only to faculty in the following areas in which no Bachelor's Degree is offered:227228Administration of Justice229Advertising/Graphic Design230Automotive Technology231Building Construction232Business Information Technology233Computer Information Systems234Cosmetology and Barbering235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology241Emergency Medical Technology243Fashion244Fire Technology	222	12.1.6 The two categories within Classes B, C, and D are as follows:
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225d. Category II Open only to faculty in the following areas in which no Bachelor's Degree is offered:2272282292302302312322332342552562662772872982992002012112222232312322332342352352362372382392392402502412512522532642752772852972982982992992002112212222322332344244244244245245246246247247247248248248249249240240240241241241241242243244244244		
226in which no Bachelor's Degree is offered:227228Administration of Justice229Advertising/Graphic Design230Automotive Technology231Building Construction232Business Information Technology233Computer Information Technology234Cosmetology and Barbering235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology240Electronics Technology241Emergency Medical Technology243Fashion244Fire Technology		
227228Administration of Justice229Advertising/Graphic Design230Automotive Technology231Building Construction232Business Information Technology233Computer Information Systems234Cosmetology and Barbering235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology240Electronics Technology241Emergency Medical Technology242Environmental Technology243Fashion244Fire Technology		
228Administration of Justice229Advertising/Graphic Design230Automotive Technology231Building Construction232Business Information Technology233Computer Information Systems234Cosmetology and Barbering235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology241Emergency Medical Technology242Environmental Technology243Fashion244Fire Technology		in which no Bachelor's Degree is offered:
229Advertising/Graphic Design230Automotive Technology231Building Construction232Business Information Technology233Computer Information Systems234Cosmetology and Barbering235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology241Emergency Medical Technology242Environmental Technology243Fashion244Fire Technology		
230Automotive Technology231Building Construction232Business Information Technology233Computer Information Systems234Cosmetology and Barbering235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology240Electronics Technology241Emergency Medical Technology243Fashion244Fire Technology		
231Building Construction232Business Information Technology233Computer Information Systems234Cosmetology and Barbering235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology240Electronics Technology241Emergency Medical Technology243Fashion244Fire Technology	229	Advertising/Graphic Design
232Business Information Technology233Computer Information Systems234Cosmetology and Barbering235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology240Electronics Technology241Emergency Medical Technology243Fashion244Fire Technology	230	Automotive Technology
233Computer Information Systems234Cosmetology and Barbering235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology240Electronics Technology241Emergency Medical Technology242Environmental Technology243Fashion244Fire Technology	231	Building Construction
234Cosmetology and Barbering235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology240Electronics Technology241Emergency Medical Technology242Environmental Technology243Fashion244Fire Technology	232	Business Information Technology
234Cosmetology and Barbering235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology240Electronics Technology241Emergency Medical Technology242Environmental Technology243Fashion244Fire Technology	233	Computer Information Systems
235Dental Assisting236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology240Electronics Technology241Emergency Medical Technology242Environmental Technology243Fashion244Fire Technology	234	Cosmetology and Barbering
236Dental Hygiene237Dental Laboratory Technology238Drafting – Mechanical239Drafting Electrical Technology240Electronics Technology241Emergency Medical Technology242Environmental Technology243Fashion244Fire Technology	235	
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244 Fire Technology		er
er		

246 247 248 249 250 251 252 253 254 255 256		Legal Assisting Machine Shop Technology Medical Assisting Photographic Technology/ Commercial Photography Printing Technology Radiologic Technology Sign Art Telecommunications Vocational Nursing Welding
257		
258 259	12.2	THE NONTEACHING MONTHLY AND OVERLOAD SCHEDULES (SCHEDULES R and X)
260		Initial placement of the schedule recognizes on a year-for-year basis up to 13
261		years suitable teaching experience and/or vocational experience exceeding that
262		required to meet minimum teaching qualifications. [This language is status quo
263		for all full-time teaching salary schedules. This same language appears on the
264		monthly, overload, and intersession schedules (Schedules R and X).]
265		
266		CLASS A
267		Minimum Qualifications.
268		
269		CLASS B
270		I. $MA + 18 \text{ or } BA + 54.$
271		II. Eighteen units beyond those required for the minimum
272		qualifications, including an associate degree (or equivalent***).
273		
274		CLASS C
275		I. $MA + 36 \text{ or } BA + 72.$
276		II. Thirty-six units beyond those required for the minimum qualifications, including a
277		bachelor's degree.
278		
279		CLASS D
280		I. $MA + 54 \text{ or } BA + 90.$
281		II. Fifty-four (54) units beyond those required for minimum qualifications, including a master's
282		degree.
283		
284		CLASS E
285		I. For academic disciplines: possession of an earned doctorate from an accredited institution
286		II. For vocational disciplines: completion of a bachelor's degree and
287		graduation from a three-year program at a professionally oriented
288		institution recognized and approved by the California Community Colleges
289		Chancellor's Office which degree can be translated to the equivalent of a

290	doctorate.				
291	CLASSES D.C. D.(Cotogora II)				
292	CLASSES B, C, D (Category II)				
293 294					
274	oncrea.				
295	Administration of Justice	Fashion			
296	Advertising/Graphic Design	Fire Technology			
297	Automotive Technology	Food Services			
298	Building Construction	Legal Assisting			
299	Business Information Technology	Machine Shop Technology			
300	Computer Information Systems	Medical Assisting			
301	Cosmetology and Barbering	Photographic Technology			
302	Dental Assisting	Commercial Photography			
303	Dental Hygiene	Printing Technology			
304	Dental Laboratory Technology	Radiologic Technology			
305	DraftingMechanical Drafting	Sign Art			
306	Electrical Technology	Telecommunications			
307	Electronics Technology	Vocational Nursing			
308	Emergency Medical Technology	Welding			
309		6			
310	***60 semester units				
311					
312	12.3 ADJUNCT CREDIT NONTEACHING SAL	ARY SCHEDULE (SCHEDULE 5)			
313					
313	Effective the semester following board approval of	this proposal all non-instructional adjunct faculty			
315	currently compensated according to Schedule H				
316	practitioner) Initial placement of the schedule rec				
317	suitable teaching experience and/or vocational exp				
318	teaching qualifications.				
319	CLASS A				
320	Minimum Qualifications.				
321					
322	CLASS B				
	I. $MA + 18 \text{ or } BA + 54.$				
323 324	I. Eighteen units beyond those required for the mi	inimum qualifications including an associate			
325	degree (or equivalent***).	minum quanneations, meruding an associate			
326					
327	CLASS C				
328	I. $MA + 36 \text{ or } BA + 72.$				
328	II. Thirty-six units beyond those required for the	minimum qualifications, including a bachelor's			
330	degree.	questione, merading a caenciers			
331	5				

332

333

334

335

336

I. MA + 54 or BA + 90.

CLASS D

II. Fifty-four (54) units beyond those required for minimum qualifications, including a master's degree.

337 CLASS E

- 338 I. For academic disciplines: possession of an earned doctorate from an accredited institution
- II. For vocational disciplines: completion of a bachelor's degree and graduation from a three-year
 program at a professionally oriented institution recognized and approved by the California
 Community Colleges Chancellor's Office which degree can be translated to the equivalent of a
 doctorate.

344 CLASSES B, C, D (Category II)

345 Open only to faculty in the following subject matter areas in which no bachelor's degree is offered: 346

347		Administration of Justice	e	H	Fashion
348		Advertising/Graphic Design			Fire Technology
349		Automotive Technology			Food Services
350		Building Construction		Ι	Legal Assisting
351		Business Information Te	chnology	r N	Machine Shop Technology
352		Computer Information S	ystems	Ν	Medical Assisting
353		Cosmetology and Barber	ring	I	Photographic Technology
354		Dental Assisting			Commercial Photography
355		Dental Hygiene			Printing Technology
356		Dental Laboratory Techr			Radiologic Technology
357		DraftingMechanical Dr	afting		Sign Art
358		Electrical Technology			Felecommunications
359		Electronics Technology			Vocational Nursing
360		Emergency Medical Tec	hnology	N N	Welding
361					
362		***60 semester units			
363					
364	12.4	ANNUAL CONTRAC	CT SALA	ARIES	
365			12.4.1	The annual contract salaries s	shall be determined in the following
366			manı	ner:	
367					
368			12.4.2	Determine the employee's cla	assification and step on the basic
369					lasses A through Doctor's Degree,
370				s 1 through 33);	
371					
372			12.4.3	Multiply this product by the a	appropriate responsibility ratio;
373					

374 375		12.4.4 Multiply this product by the number of months specified in the time assignment for the position to determine the annual salary.
376	12.5	ADVANCEMENT ON THE CONTRACT SCHEDULES
377 378 379 380 381 382 383		12.5.1 Vertical advancement on the salary schedules occurs only if the service has been rendered for at least three-fourths of the academic year in the case of those on contract. Step or class changes occur July 1 following official certification of completion of the degree(s) or unit(s). Advancement for completion of a master's degree or a doctor's degree will be granted in the month following notification of the completion of the degree requirements.
384		
385 386 387		12.5.2 Class and step changes are granted contingent on satisfactory performance as evidenced by a current satisfactory evaluation.
388	12.6	ADVANCEMENT ON THE HOURLY SCHEDULE
389 390 391 392 393 394 395 396		12.6.1 For the purposes of hourly compensation, regular and contract unit members who had been placed on an hourly schedule prior to employment as a regular or contract unit member will continue to be paid on the hourly schedule until such time as the overload rate on Schedule A is equal to or greater than the rate of the hourly schedule. Such members are not eligible to advance on the hourly schedule. Vertical advancement on the hourly schedules for eligible unit members occurs when a unit member has:
397398399400		a. Advanced to a step on the Annual Contract Schedule that is higher than the current placement on the appropriate hourly schedule, or
400 401 402 403		b. For the Credit Hourly Schedule B taught at least 150 hours in the credit program since the initial placement or the last step placement, or
404 405 406		c. For the Credit Hourly Schedule C (Summer), taught at least 400 hours in the credit program since initial placement or the last step placement, or
407 408 409		d. For Noncredit Hourly Schedule D taught at least 400 hours in the noncredit program since initial placement or the last step placement.
410 411 412		12.6.2 Hours in excess of 225 (credit-B), 530 (credit-C) and 900 (noncredit-D) will carry over into the next step accumulation.
413 414	12.7	APPLICATION FOR ADVANCEMENT
414 415 416 417 418 419		12.7.1 To qualify for a higher salary classification for the subsequent semester, an academic employee must present the form "Application for Salary Change" to the Office of Human Resources by the last day of the prior semester. All work designated on the application form must be verified official transcripts received in the Office of Human Resources. The decision for disapproval of a step or class

420 421			change is	the responsibility of the Vice President for Instruction.
422		12.7.2	Acceptab	le Study. Upper division or graduate units from an accredited college or
423			university are acceptable for advancement on the salary schedule provided that the	
424				not a repeat and is related to the current assignment or represents a
425			reasonabl	le objective for future local employment.
426				
427			12.7.2.1	District and Association agree that unit members will be moved to the
428				appropriate place on the doctoral column of the salary schedule when
429				they have attained a doctoral degree from an accredited institution of
430				higher education.
431			10 7 0 0	
432			12.7.2.2	Community college courses are allowed if they are approved in advance
433				by the Vice President for Instruction as part of a planned program of at
434				least twelve (12) units, including upper division and/or graduate work.
435				Miscellaneous community college courses, not in an approved plan, may
436				be allowed if appropriate under Section 12.6.3.c. This course work must
437 438				be directly related to a teaching assignment and not a repetition of previous work. Courses that are audited are not allowed.
438				previous work. Courses that are addited are not allowed.
439				
441	12.8	CALENDAI	D MONTI	H PAY REGULATIONS AND PROCEDURES
442	12.0	CALENDAI		ITAT REGULATIONS AND I ROCEDURES
443		12.8.1	Pav Dave	S. Salary payments for monthly bargaining unit members shall be made on
444		12.0.1		the fifth work day after the close of the calendar months for which
445				is due except as otherwise indicated below.
446			payment	
447			12.8.1.1	The District will extend to full-time faculty the option of receiving their
448				annual contract salary paid over twelve (12) months.
449				
450			12.8.1.2	Any request to change from a ten month to a twelve month salary
451				schedule must be received in the Fiscal Services office by the last
452				working day in May of any academic year.
453				
454			12.8.1.3	In the event of separation of service from the District, if a unit member
455				receives salary payment beyond the earned amount, as determined by the
456				Education Code adjustment process, the unit member will make a
457				reimbursement within thirty (30) days of notice and/or the unit member's
458				final compensation will be appropriately adjusted.
459				
460		12.8.2		n for Unpaid Absence. Deduction for personal (unpaid) absence, whether
461				f unpaid leave or employment after the first work day of a month or
462				n from service before the last work day of a month shall be made on the
463				per diem rate for all persons employed at a monthly salaried rate.
464				to Education Code Section 87815, the per diem rate shall be computed
465				ly at one divided by the number of work days normal for the employee's
466			contractu	al services.
467 468		1202	Dotingor	Contract and regular unit members who rative are aligible for rehim but
468		12.8.3		Contract and regular unit members who retire are eligible for rehire but
469				aranteed employment. Retirees who are offered employment will be
470			compensa	ated at the appropriate part-time salary schedule based on their step and

471		column placement on Schedule A at the time of retirement.
472 473	12.9	OVERLOAD HOURLY SALARY SCHEDULE
474 475		12.9.1 Teaching Faculty. The hourly schedule for teaching faculty, including the overload
476 477		differential, can be found in Schedules B-1 and D.
478 479 480		12.9.2 Non-teaching Faculty. An amount equal to four percent (4%) of the hourly rate of any non-teaching academic employee will be added to the hourly rate of such employee, when hourly work is performed on any regular assigned monthly paid
481 482 483 484		work day(s). For the purposes of this section, hourly service in a week which exceeds normal full-time service will be entitled to the four percent (4%) differential, except that in no case will hourly teaching assignments be entitled to the four percent (4%) teaching differential during summer intersessions.
485 486	12.10	FACULTY SUPERVISING INTERNSHIP COURSES
487 488 489 490		12.10.1 Faculty supervising for internship courses shall be compensated \$100.00 for each student who completes the course requirements, up to 20 students.
490 491 492 493		12.10.2 Faculty supervising internship courses shall receive the \$100.00 compensation-per- student based upon the completion of:
494 495		1. A minimum of four meetings with the student;
496 497 498		2. A minimum of one meeting with the employer or placement agency regarding student progress
499 500		3. All student course work/requirements including, but not limited to:
501 502		a. Student Learning Objectives,b. Final project, paper or journal,
503 504 505		c. Signed Faculty Advisor Record,d. Signed time sheet from Employer (completing the required hours for the units earned),
505 506 507		e. Signed evaluation sheet completed by the employer
508 509		4. A final grade submission.
510 511 512 513		12.10.3 Faculty supervising an internship course shall be limited to no more than 20 students enrolled in a designated internship course. Additional students may be added only with permission of the Division Dean and the appropriate Vice President or designee.
514 515 516 517 518		12.10.4 Ancillary Work All Faculty will be paid \$50.00 per hour for all pre-approved ancillary work.
518 519 520	Signe	d and entered into this day of, 2025.
520 521	FOR 1	THE COLLEGE DISTRICT FOR THE ASSOCIATION

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522 523 524 525 526 527 528 529	
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