Faculty Professional Growth
Advancement on the Salary Scale
http://mcli.maricopa.edu/fpg

All Residential Board Approved Faculty who have not reached the Doctoral step on the salary scale are eligible for FPG Salary Advancement. If you are at the PhD/Doctoral step of the salary scale, FPG funds may be used for tuition for upper division classes. Below are the guidelines and steps for attaining academic or non-academic salary advancement.

**Academic Advancement:**

**Upper Division/Graduate Courses/Program of Study**

- Fill out academic advancement form for each class or once for a Program of Study (in the justification section, be sure to indicate how the course helps you in your RFP teaching assignment - this justification should be different for each class taken)
- Send to your FPG Salary Advancement Representative (Erin Rawson) for signature and processing
- Send official transcripts to the District Strategic Office at District by September 15
- Deadline for application: 2 years from end of course
- All applications must be processed by September 15 of each year to earn advancement on the salary scale for that academic year

**Lower Division Courses (100-200 Level)** Must pay tuition if in MCCCD system
- Tuition waiver may not be used if seeking salary advancement

- It is recommended that you submit requests in advance for pre-approval though not required
- Fill out academic advancement form - Be sure to indicate in the justification why you are taking this course at the lower level as opposed to the graduate level. You may not take a course within your own department or division. You are encouraged to use the tuition waiver benefit for these classes unless the class significantly enhances your professional growth in connection with your current RPF assignment. There is a maximum of 16 credit hours at this level.
- Provide proof of payment - course title and section must be listed on receipt
- Send to your FPG Salary Advancement Representative (Erin Rawson) for signature and processing
- Send official transcripts to the District Strategic Office at District by September 15
• Deadline for application: 2 years from end of course
• All applications must be processed by September 15 of each year to earn advancement on the salary scale for that academic year

Non-Academic Advancement:

Participants must pay all registration fees to earn advancement on the salary scale. NOTE: 90-day deadline from the end of event to apply

For Professional conferences, workshops, clinics, preapproved internal events or online technology based learning ...

• Attend conference or workshop and pay all registration fees
• Fill out the non-academic advancement form and check the first box for conferences and workshops. Then select the option that applies to your specific request:
  o Option A: Awarded in 3 or 6 hour increments ONLY – Provide proof of attendance (name badge), and marked schedule of events indicating sessions attended, send to FPG Advancement Representative (Erin Rawson) for signature and processing. (Keep one copy for your records).
  o Option B: Itemized conferences (more than 6 hours per day or less than 3). Complete the non-academic form and the Option B form that itemizes your hours. Provide proof of attendance (name badge), and marked schedule of events indicating sessions attended, send to FPG Advancement Representative (Erin Rawson) for signature and processing. (Keep one copy for your records).
  o Technology based learning (online workshops, webinars, etc.)- Complete the non-academic form and the Option B form that itemizes your hours. Please be specific as to what you are doing in each hour of the online learning, for example: Completed module 1-2 hours, completed online quiz 1 hour… Provide certificate of completion or proof of attendance that must state the same number of hours requested and a descriptive brochure of the event that indicates the number of hours completed. Send to FPG Advancement Representative (Erin Rawson) for signature and processing. (Keep one copy for your records).
  o Pre-Approved Internal Events: Complete the non-academic advancement form and select pre-approved event. Attach the advertisement or email announcement from the event to the FPG form. The sponsor of the event provides attendance verification to the District Office. Send to FPG
Advancement Representative (Erin Rawson) for signature and processing. (Keep one copy for your records).

NOTE: All paperwork must be submitted to your campus representative no later than 90 days from the end date of the conference or workshop.

- Advancement is also available for work experience, travel experience and other professional activities. See the following link for more information on the steps to apply for such activities please go to:
  http://mcli.maricopa.edu/fpg/non-academic-salary-advancement