

Step Advancement Guidelines for Part-time Faculty

Step Advancement within YCCD

You move up your first step after completing 2 years of service (4 semesters not including summer sessions) or 180 class hours, which ever occurs first. Each subsequent step is granted for every 4 semesters worked, regardless of the hours taught. The semesters do not have to be consecutive. A 1-unit course taught in 1 semester is equivalent to 18 hours. A maximum of one step increment is granted every two years.

Some Examples

Ex. A part-time faculty member who teaches 10 units in the first semester at YCCD would earn 10 units X 18 hours per unit X 1 semester = 180 hours and would qualify for the first step advancement. This person would not be eligible for another step advancement until he/she has worked for 4 more semesters, regardless of the hours earned during those semesters.

Ex. A part-time faculty member who teaches 3 units at YCCD for 4 semesters would qualify for the first step advancement. This person would have earned 3 units X 18 hours per unit X 4 semesters = 216 hours. The hours at and above 180 do not count toward this person's next step advancement. This person will be eligible for the next step advancement after completing another 4 semesters, regardless of the hours worked.

Ex. A part-time faculty member who teaches a 1-unit course at YCCD for 4 semesters would qualify for the first step advancement. This person would have earned 1 unit X 18 hours per unit X 4 semesters = 72 hours. This person will be eligible for the next step advancement after completing another 4 semesters, regardless of the hours worked.

Who to contact?

Step advancements that are earned through working in YCCD are automatically calculated by Payroll. Jenni Marchy is the Payroll Specialist to contact if you have questions regarding your step advancement within YCCD. Her phone number is 575-6965.

Step Advancement through Working in Another District

A faculty member who leaves YCCD and teaches in another district, then returns to teach in YCCD, will get 1 step advancement for every 2 years teaching in the other district. This is similar to an initial placement.

To earn a step advancement through working in another district, contact Shelly Akiona in Human Resources. Her phone number is 575-6960.