

CREDIT HOURS

Teachers and other eligible certified personnel will advance one or more columns on the district approved salary schedule as adopted by the Board of Education and consistent with the provisions of this policy.

The following credits are eligible for advancement on the salary schedule.

1. Credit hours from an accredited two-year college, accredited four-year college/university, or accredited graduate school.
2. Credit hours from Weld Re-4 School District credit classes approved by the Department of Instruction and Curriculum and meeting established district guidelines.
3. One credit hour for supervision of a student teacher that is a semester in length. Supervision of a student teacher that is shared with one or more teachers shall have this credit hour prorated based on the number of supervising teachers during the semester.

APPROVAL OF CREDITS

All courses submitted for advancement shall be completed and documented on the official district advancement form by January 15. Such form shall include a description of the learning activities and relevance to the appropriate CDE Professional Licensure Standards for this individual. Official transcripts shall be required for credit hours from colleges, universities, and/or two-year institutions. Evidence of successful completion shall be submitted by February 15.

Salary advancement requests will be accepted for eligible certified personnel who are in their last semester of their Master's or PHD program. Requests must be submitted, on the district official form, by the January 15 deadline. These requests will be approved by providing the official college transcript that the program was conferred by September 15.

Late submissions will not be accepted.

The Superintendent or his or her designee shall review the request for advancement. In the case where the Superintendent has reason to believe that credit hours submitted for advancement may not be relevant to appropriate licensure standards for this individual, the Superintendent shall cause a review team to review the request for advancement. If, in the opinion of the review team, credits are not deemed sufficient with regard to relevance to appropriate licensure standards, the team may deny such credits toward

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advancement on the salary schedule. If the review team finds in favor of the individual making the request, the credits shall count toward advancement on the salary schedule. The findings of the team shall be final. In the case where a majority of the members of the review team cannot reach a decision, the team shall refer the decision to the Superintendent of Schools and the decision of the Superintendent shall be final. Should a review team be convened to review advancement on the salary schedule, the Superintendent shall contact the president of the Windsor Severance Education Association. The president of the association shall appoint two members of the Re-4 staff to the review team. The Superintendent shall appoint two additional members of the Re-4 staff to the team.

PAY INCREASES

Advancement on the salary schedule will be recognized as of the first payroll associated with the new contract year.

Increases granted but not substantiated by transcripts or other evidence of successful completion shall be deducted from the employee's monthly compensation and the employee shall be moved back to the previous column for compensation purposes.

OTHER CONSIDERATIONS

Credit for advancement on the salary schedule beyond the M.A. level shall not be granted for hours earned prior to the date on which the Master's Degree was granted.

Credit for advancement shall not be granted for course work or other professional development activities completed more than (5) five years prior to the date of the request for advancement.

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