

## **Appendix J: Step Progression Plan**

### **I. History**

The first Step Progression Plan (SPP) was piloted during the 2005/06, 2006/07 and 2007/08 academic years. During 2007/08, a comprehensive review of step criteria was conducted to determine the effectiveness of step criteria and the extent of any unintended negative consequences. Following the pilot phase, recommendations regarding step criteria and advancement were reviewed through the Meet and Confer process and the plan finalized for implementation. Faculty who meet the step criteria for academic 2005/06, 2006/07 and 2007/08 were authorized for step advancements. In 2014/15, a 16th step was added to the Faculty Salary Schedules.

The SPP in its prior form was suspended by the Board of Governors for fiscal year 2015/2016 as a new Faculty Evaluation Plan was being developed. Its current form was adopted through the Meet and Confer process for 2017/2018.

### **II. General**

The SPP, including criteria for step advancement, is expected to have the positive effects of enhancing an individual Faculty member's professional development and personal growth. The College's Faculty are its leaders for teaching and fostering learning in others. In that regard, the SPP emphasizes continued growth and development of Faculty to meet the needs of the students and community and authenticates the past performance and professionalism of Pima Faculty.

This appendix outlines the processes and policies associated with qualifying an individual Faculty member for step advancement. Step advancement is not competitive among individual Faculty members, and the number of individual Faculty members receiving step advancement shall not be limited by any quota or predetermined number or percentage. In addition, the number of qualified Faculty members is not to be limited by the availability of financial resources or any other factor.

### **III. Step Progression Plan**

#### **A. Eligibility**

All faculty members will be eligible for step advancement except:

- Those who have served less than 60% of the accountable days on their contract.
- Those who are on a Corrective Action Plan Step Two (Section V. *Personnel Policy Statement for College Employees*) at the conclusion of the contract year. This may be based on failure to make satisfactory progress on an improvement plan resulting from not meeting evaluation criteria.
- Those who have received a disciplinary action equivalent to or greater than a written reprimand in lieu of suspension during the contract year.

#### **B. Notification and Rebuttal Process**

In the event that a Faculty member is not approved for a step advancement, the Faculty member will be notified in the form of a written memo that will state clearly which criteria were not satisfied and why.

A Faculty member who is not authorized for a step advancement may submit a rebuttal in writing to the supervisor of the employee responsible for denying step advancement within five working days of the notification. For the most faculty, this rebuttal will be submitted to the Dean of the division. The rebuttal must include an explanation of how all step eligibility criteria have been met. Other supporting material may also be included.

Upon request, the supervisor will schedule a meeting to interview the Faculty member and other parties as appropriate. Upon conclusion of the inquiry, all documents will be shared with the reviewing authority. The President, Vice Chancellor, or Executive Vice Chancellor in the Faculty member's supervisory chain will serve as the reviewing authority. The reviewing authority will make a final determination on the rebuttal and provide written notification, including rationale, to the faculty member and supervisor(s) within five working days.

The decision by the reviewing authority will represent final closing action on the rebuttal. Upon written authorization of the Faculty member, a copy of the notification will be forwarded to the President of PCCEA.

### **C. Faculty members who serve in an Acting non-Faculty Capacity**

Under no circumstance shall the acceptance by a Faculty member of an acting position abridge his/her right to participate in the SPP. A Faculty member serving in an acting position should consult any applicable SPP for the acting position as well as the Faculty plan to determine which plan s/he should follow. If the SPP for the acting role is unavailable, the Faculty member may always elect to use the Faculty SPP.

A Faculty member who has served in an acting position and returns to Faculty status will be granted a step on the Faculty salary schedule for each year that he/she satisfied the step criteria for either the acting position (when available) or the Faculty plan. The number of steps granted cannot exceed the number of steps granted to the Faculty group while the returning Faculty member was in the acting position.

Should the Faculty member serve in an acting capacity for less than one year, activities undertaken throughout the year in either capacity may be used to satisfy the SPP.

### **D. Sabbaticals and Faculty Exchange**

A Faculty member who satisfactorily completes the objectives in any approved sabbatical or who completes a Faculty exchange will automatically be approved for step advancement. Successful completion of a full-pay or half-pay sabbatical qualifies the Faculty member for step advancement.

## **IV. Confirmation of Step Progression**

Confirmation of step progression will be made via the Faculty member's salary notification and shall include the prior year's placement on the Faculty salary schedule and the current placement.

## **V. Step Adjustments**

In any fiscal year, all step adjustments for regular employees as a result of the completion of the SPP are subject to Governing Board approval and funding.