

Río Hondo College

Faculty Guide to Requesting Column Advancement with Non-Graduate Units or Units Outside the Major, Minor, or Current Assignment

Faculty members at Río Hondo College may request that certain non-graduate courses or courses outside their major, minor, or current assignment count toward column advancement on the salary schedule. This process is governed by Sections 3.2.7.3 and 3.2.7.4 of the Río Hondo College Faculty Association Collective Bargaining Agreement (RHCFA CBA).

According to RHCFA CBA Section 3.2.7.4., units for such courses

shall be accepted for column advancement with approval granted prior to unit members' taking the course(s), by a committee consisting of the following: the Vice-President of Academic Affairs, the Dean of Library and Instructional Support [i.e., Library and Learning Support Services], the Division Dean appropriate to the academic or occupational area, and three (3) unit members appointed by the Association.

This guide explains how to submit a request, how the review process works, and what to expect once a decision is made. (For counting courses *within* their major, minor, or current assignment toward column advancement, faculty members should contact the Office of Human Resources.)

Step 1: Submit a Request Form

To request credit for column advancement for non-graduate courses (or courses outside your “major, minor, or current assignment” as defined in RHCFA CBA section 3.2.7.3), you must use a “Request for Column Advancement Approval: Non-Graduate Units, or Units Outside, the Major, Minor, or Current Assignment” form.

Fill out the form completely; for each course you will provide:

- The course title(s) and description(s)
- The institution offering the course(s)
- A short explanation of how the course relates to professional responsibilities
- Official supporting documentation (e.g., institutional course descriptions)

Once completed, request forms must be sent to your dean for review, approval, and signature.

Step 2: Committee Review

Following your dean's approving and signing your request form, the form and supporting documents will be forwarded to the Dean of Library and Learning Support Services, who chairs the Column Advancement committee that reviews the requests on an ad hoc basis.

The Column Advancement committee comprises the following membership per the RHCFA CBA:

- The Assistant Superintendent/Vice-President of Academic Affairs
- The Dean of Library and Learning Support Services (chair)
- Your division dean
- Three faculty members appointed by the RHCFA President

The Column Advancement committee will carefully review the courses you propose and decide whether they may count toward column advancement according to the criteria in Sections 3.2.7.3 and 3.2.7.4 of the RHCFA CBA.

Step 3: Decision and Notification

- After the committee meets, the chair will notify you via email of the committee's decision.
- Each course you listed will be either approved or denied. If your request is denied, you may consult with the RHCFA for guidance on your options.
- Your dean, the RHCFA President, and an HR Coordinator will be copied on the message.

Step 4: Next Steps if Approved

- If your courses are approved, the Human Resources Coordinator copied on the notification message will follow up with instructions.
- Once processed, HR will apply the approved coursework toward your column advancement.
- Official transcripts must be submitted after completion of courses for unit credit toward your column advancement.

Questions and Support

- Only courses approved through this process can be applied toward column advancement. Be sure to submit your request before enrolling if you are uncertain about eligibility.
- Column advancement shall be effective the first day of the academic year. Applicable transcripts and work verification appropriate to meet the qualifications of the requested column filed should be provided to the Río Hondo College Office of Human Resources prior to the first day of the academic year.
- If you have questions about the process, please contact the Río Hondo College Office of Human Resources or the Office of the Vice President of Academic Affairs.