



Río Hondo Community College District

Request for Column Advancement Approval: Non-Graduate Units, or Units Outside the Major, Minor, or Current Assignment

To be used by Río Hondo College faculty members to request that non-graduate units or units outside the major, minor, or current assignment be counted toward column advancement in accordance with Sections 3.2.7.3 and 3.2.7.4 of the Río Hondo College Faculty Association Collective Bargaining Agreement (RHCFA CBA).

Applicant's Name	Email Address	Department

Please provide information about the course(s) to be considered; for more than seven courses, use the fields on page 2. Note: Courses/activities funded by the College or via College-administered grants are ineligible for column advancement.

Course Prefix & Number	Course Title	Units	Institution Name

For each course, you must attach an official course description from an institution's schedule or catalog, or a similar source.

Have you taken this course/any of these courses before?	☐ Yes ☐ No
If "Yes," where did you take the course(s) and why do you want to take the course(s) again?	
Please provide a rationale for taking the course(s), and why the course(s) should be counted for column advancement; use the field on page 2 if you need additional space.	
Applicant's Signature and Date (Required)	Division Dean/Supervisor's Signature and Date (Required)

Submit to Dean of Library and Learning Support Services for committee review according to section 3.2.7.4 of the RHCFA CBA. **Note: Approval must be granted prior to the applicant taking the course(s), and an official transcript must be submitted to the Office of Human Resources after completion for the units to count for column advancement.**

For Official Use Only

Column Advancement Committee Decision: ☐ Approved ☐ Not Approved	Date of Decision: / /
Dean, Library and Learning Support Services Signature and Date	Assistant Director of Human Resources Signature and Date



Río Hondo Community College District

Request for Column Advancement Approval: Non-Graduate Units, or Units Outside the Major, Minor, or Current Assignment

List up to five additional courses and/or use the free text field to provide additional justification.

Course Prefix & Number	Course Title	Units	Institution Name

Please provide a rationale for taking the course(s), and why they should be counted for column advancement (continued from page 1).

--

Column Advancement Units: Purpose, Eligibility, and Submission Requirements

The purpose of column advancement units is to offer faculty members the opportunity to increase and expand their knowledge and effectiveness related to their instructional goals, as well as to advance in column on the salary schedule. Graduate-level coursework in the major, minor, or current assignment is the preferred level of column advancement units because of its advanced academic demands and potential for faculty member growth, pursuant to RHCFA CBA Section 3.2.7.3:

Graduate units shall be accepted for column advancement if they are earned in courses from an accredited institution, including colleges and universities that have been accredited in a single subject, and which are in the unit member's major, minor, or current assignment. For purposes of this Agreement, a college or university is an accredited institution if it has been accredited by one (1) of the normally recognized regional accrediting agencies. Graduate units are those units earned in courses identified on the transcript as being graduate level. "Major" and "minor" shall be defined as the subject or area designated as such on the face of any valid degree (bachelor's and beyond) or on the face of any valid credential which qualifies the unit member to be employed by the District. A minor may also be defined as having twenty-four (24) semester units of course work in a subject matter area including twelve (12) at the upper division or graduate level.

Please note the following when submitting column advancement requests:

1. Requests must be submitted prior to taking a course or courses. Before beginning their intended coursework, applicants should allow a minimum of 20 working days for their requests to be processed and confirm that undergraduate transcripts are on file in the Office of Human Resources.
2. The current form should be used for non-graduate units or units not in the major, minor, or current assignment; for other units, use the *Request for Column Advancement Approval: Units in the Major, Minor, or Current Assignment* form.
3. Complete the form and provide an official course description from an institution's schedule or catalog (or a similar source) for each course that is listed.
4. Upon signing, applicants should forward the completed form and supporting documentation to the Dean of Library and Learning Support Services (formerly Dean of Library and Instructional Support, as described in the RHCFA CBA). Per RHCFA CBA Section 3.2.7.4, the dean will convene a committee to approve or deny the request based upon whether the applicant's course(s) align with the parameters in Section 3.2.7.4.