

PROFESSIONAL ADVANCEMENT CREDIT

1. A standard form shall be used by teachers who request professional advancement credit for any activity other than approved inservice courses and academic credit.
2. The teacher submits a request for a credit, in writing on the appropriate form, to the Department of Human Resources and a bona fide proof of eligibility for credit on or before October 1 and February 1 of each year. Even though credits earned are above those required for movement over an improvement/incentive level, said credits must be reported/requested within the school year during which the experience occurred; however, if a teacher earns credits which are not required to cross an improvement level or incentive level, said excess credits can be used in the subsequent improvement/incentive level.
3. The Department of Human Resources will review professional advancement courses, conditions necessary to obtain credits, and credit allotted for each course in order to determine whether credit should be granted. A decision by the Department of Human Resources not to grant credit can be appealed to the Professional Advancement Credit Committee (PACC). MTI shall be notified in those instances where credit has been denied. The PACC shall consist of six (6) members -- three (3) members appointed by the Superintendent of Schools and three members appointed by the President of Madison Teachers. The committee's decision relative to the granting of Professional Advancement Credit shall be final.
4. **Timeline for Review**

September – Activity during past school year and most recent summer with payroll adjustments appearing on the October 1st paycheck.

October – Activity during past school year and most recent summer submitted after September 10 with payroll adjustments appearing on the November 1st paycheck.

February – Activity during first semester of current school year and most recent summer with payroll adjustments appearing on the March 1st paycheck.

May – Activity during the current school year and most recent summer with payroll adjustments appearing on the following October 1st paycheck.
5. A Professional Advancement Credit experience must occur after the school's last regularly scheduled class and does not require release of a teacher from his/her teaching duties and without any financial support from the Madison Metropolitan School District. Inservice classes, committee work, professional writing and conferences for credit must be scheduled after the teacher's contractual work day. Professional Advancement Credits may be earned in accordance with the following schedule:

a. MMSD Organized Class

- 1) An organized class refers to a study class that is created by any person, group of persons, or department within the Madison Metropolitan School District. Such a class must be approved by the Superintendent or his/her designee PRIOR to the first meeting of the class. No deviation from this policy is allowed. Before a previously-approved class can be reoffered to a new group of participants, that class must be reapproved by the Superintendent or his/her designee.
- 2) Ten (10) hours of organized class study during noncontract time is equal to one credit.
- 3) The coordinator of the class must certify to the Department of Human Resources, in writing, a list of teachers who have satisfactorily completed the class and therefore are eligible for credit.

a. Non-District Courses

- 1) A maximum of three (3) credits will be awarded for any single course or learning experience. (A learning experience is defined as a complete unit of study resulting in completion of a stated set of objectives.)
- 2) If a course is listed on a transcript for a certain number of credits, it may not receive a higher number of PAC credits than is possible through credits given by the course provider.
- 3) Courses designed to build general life-enhancement skills or improve general health and wellness are not considered for PAC credit.
- 4) Under certain conditions as specified below the Professional Advancement Credit Committee will grant inservice credit for organized noncredit classes offered by other institutions, e.g., the University of Wisconsin, the University of Wisconsin Extension Division, the Madison Area Technical College, or Edgewood College. To be eligible for inservice credit each course:
 - a) must be presented to the PACC for review at least thirty (30) days prior to the first meeting of the course on the "Request for Advance Approval for Professional Advancement Credit" form.
 - b) must be judged by a majority of the PACC as providing an acceptable professional growth experience.
 - c) must be assigned an inservice credit estimate as agreed upon by a simple majority of the PACC.

d) must provide the participant with a certificate or letter of participation signed by an accountable agent of the institution (e.g., instructor, department head, registrar, etc.).

e) credits must be reported/requested within the school year during which the experience occurred (please refer to the timeliness under Section 2).

5) Instructors for an organized class may, in lieu of other compensation, choose to receive one (1) professional advancement credit for each ten (10) hours of in-class instructional time.

c. Independent Study Contract

1) An independent study contract represents an agreement between a teacher and the Professional Advancement Credit Committee for a specified body of professional improvement work to be performed by the teacher. Approval by the Professional Advancement Credit Committee must be obtained prior to undertaking any such activities for credit. A maximum of three (3) credits are available for any single learning experience.

a) objectives: what the teacher wishes to learn

b) rationale: why such learning is desirable

c) procedures, activities, timeline: how and when the learning will be accomplished

d) evaluation: how it will be known if the learning occurs

e) credit: the number of professional advancement credits to be earned by successful completion of the contract.

2) None of the activity (e.g., workshop, conference, organized class) specified in the independent study contract shall be used by the teacher to earn professional advancement credit apart from that to be earned through completion of the contract.

d. Committee Work

1) School-related committee work such as Joint Instructional Committees, other Joint School-Related Committees in which the Professional Advancement Credit Committee agrees to provide credit, curriculum or textbook committees, or any other committee of this nature whose work and study entails a minimum of fifteen (15) hours of meetings per contract year during noncontract time shall qualify for credit.

2) Fifteen (15) hours of school-related committee work are equal to one credit.

3) Committee chairpersons are responsible for submitting, in writing on the "InDistrict Committee Work" form, to Staff and Organization Development

the names of teachers who have performed satisfactorily on the committee and are requesting credit.

e. Committee Work (nonlocal)

1) Refers to serving on committees of a state or national professional organization that requires an expenditure of a minimum of fifteen (15) hours of time in a contract year.

2) Fifteen (15) hours of nonlocal committee work are equal to one credit. Credits may be granted in one-half or whole increments only. There will be a maximum of three (3) credits per year for work on any single committee.

3) Verification of committee membership must be made, in writing, to the Department of Human Resources with the teacher's request for credit.

f. Professional Writing and Research

1) Professional articles that appear in any recognized professional publication, or are formally presented at any recognized professional convention or conference are eligible for credit consideration. The decision as to the credit granted for salary advancement purposes is determined by the Professional Advancement Credit Committee.

2) Upon the approval by the Professional Advancement Credit Committee such professional activity is equal to one credit.

3) An official copy of each published work or published abstract as it appears in a recognized publication or presented paper must be submitted to the Professional Advancement Credit Committee through the Department of Human Resources with each request for credit.

g. Conferences and Convention

1) Professional meetings such as the NEA's annual convention, a subject matter area meeting of one day or more, or any other such professional meetings.

2) No credit is granted for subject area meetings that take place at WEAC and SWEIO during their fall and spring conventions.

3) Attendance at professional workshops, institutes, seminars, conferences and conventions of one day's duration or more (exclusive of WEAC, SWEIO, MTI) is equal to one-half credit if attendance is on noncontract time and no financial support has been received from the Madison Metropolitan School District.

4) Written certification of attendance by an appropriate convention or conference officer must accompany any request for credit.

5) Credits must be reported/requested within the school year during which the experience occurred per the timelines outlined in Section 2. No more than three (3) credits will be awarded for any single conference or convention.

h. Credit for Practical Experience Attained by Teachers Employed by the Madison Metropolitan School District.

1) Practical Experience shall be of three classifications:

a) Practical -- Employment covered by WORKER'S COMPENSATION (excluding agriculture teachers) in which the teachers use skills, attitudes and knowledge in their vocational field.

(1) Practical work experience may consist of either consecutive months of work experience or may be cumulative experience gained during summer and vacation work in no less than four-hour increments and documented by the Employer.

(2) Eight (8) hours will constitute a work day.

(3) One professional advancement credit shall be granted for each twenty (20) work days reported.

(4) A maximum of four (4) credits can be earned in one calendar year of which three (3) professional advancement credits can be earned in one summer.

(5) No more than three (3) professional advancement credits shall be granted for practical work experience from the same employer unless such experience is sufficiently varied to warrant such granting. If the experiences have been at least five (5) years apart, approval may be given for additional credit.

(6) Practical experience will relate only to the following vocational fields:

- (a) Agriculture
- (b) Business Education
- (c) Distributive Education
- (d) Home Economics
- (e) Trade and Industrial Education
- (f) Other vocational fields as may be established by Madison Metropolitan School District.

(7) The applicant will supply proof of such experiences as reported on his/her application for vocational experience credit.

b) Technical - Vocational and technical school experience from an institution accredited by the North Central Association Commission on Accreditation and School Improvement, Higher Learning Commission, factory workshops, and like technical endeavors.

(1) Technical experience cannot be used for both college credit and professional advancement credit.

(2) One (1) hour of technical experience will count as eight (8) hours of practical work experience. One professional advancement credit shall be granted for each twenty (20) work days reported.

c) Guidance - Employment covered by Worker's Compensation in which counselors will learn attitudes and knowledge to help them counsel students.

(1) Eight (8) hours will constitute a work day.

(2) One (1) professional advancement credit shall be granted for each twenty (20) work days reported. (3) A maximum of three

(3) professional advancement credits can be earned in one summer. A maximum of twelve (12) credits may be used for professional guidance experience.

(4) No more than three (3) professional advancement credits shall be granted for practical work experience from the same employer unless such experience is sufficiently varied to warrant such granting. If the experiences have been at least five (5) years apart, approval may be given for additional credit.

(5) The applicant should be prepared to supply proof of such experiences as reported on his/her application for vocational experience credit.

6. The Board of Education and MTI will appoint three (3) members to a joint committee which will recommend to the principal parties criteria to be applied regarding which courses, conferences (type of) and conventions will qualify for credit and the number of hours which qualify for a credit.

7. a. Special Provision for Professional Advancement Credit for Completion of the Initial Educator License.

1) An initial educator who voluntarily participates in the District offered initial educator program and qualifies for advancement under Wisconsin Administrative Code PI 34.17(4) shall be credited with six (6) professional advancement credits (PACs) upon receipt of his/her first professional educator license under Wisconsin Administrative Code PI 34.17 subject to the following conditions:

a) The goals and objectives of the Professional Development Plan (PDP), as developed by the teacher are aligned, at least in part [i.e. one of the goals], with the school/department/district improvement plan goals.

b) The PDP is submitted and reviewed by the teacher's principal/supervisor prior to submission to the PDP review team.

c) The PDP is submitted to the PDP review team. If the PDP is not found acceptable by the PDP review team, the teacher may request a meeting with the review team. At said meeting the teacher shall be provided reasons for the denial and shall receive recommendations from the review team for amendments to the PDP. After such meeting, the teacher may amend the PDP for acceptance.

d) PACs and/or academic credits which are part of the PDP, and have already been submitted, are consumed as part of the six (6) credits earned under this section.

e) Should the teacher complete more than six (6) PACs as part of the PDP, all credits shall be credited.

f) If the six (6) credits qualify the employee for track movement on the salary schedule, such movement shall be in accordance with credits earned pursuant to the procedure for track advancement.

b. Special Provision for Professional Advancement Credit for Completion of the Professional Educator License.

1) A professional educator who voluntarily participates in the District offered professional educator program and qualifies for advancement under Wisconsin Administrative Code PI 34.18 shall be credited with six (6) professional advancement credits (PACs) upon receipt of his/her renewal of his/her professional educator license under Wisconsin Administrative Code PI 34.18 subject to the following conditions:

a) The goals and objectives of the Professional Development Plan (PDP), as developed by the teacher are aligned, at least in part [i.e. one of the goals], with the school/department/district improvement goals.

b) The PDP is submitted and reviewed by the teacher's principal/supervisor prior to submission to the PDP review team.

c) The PDP is submitted to the PDP review team. If the PDP is not found acceptable by the PDP review team, the teacher may request a meeting with the review team. At said meeting the teacher shall be provided reasons for the denial and shall receive recommendations from the review team for amendments to the PDP. After such meeting, the teacher may amend the PDP for acceptance. d) PACs and/or academic credits which are part of the PDP, and have already been submitted, are consumed as part of the six (6) credits earned under this section.

e) Should the teacher complete more than six (6) PACs as part of the PDP, all credits shall be credited.

f) If the six (6) credits qualify the employee for track movement on the salary schedule, such movement shall be in accordance with credits earned pursuant to the procedure for track advancement.

g) The professional educator shall only be eligible for the movement of one (1) track movement per five (5) years as a result of the renewal of the professional educator license. The preceding does not preclude track movement for other permissible reasons.

c. In lieu of 7-a and b above, the initial and/or professional educator may pursue the acquisition of his/her professional educator license through a non-District offered program. Nothing in this section shall preclude said teacher from submitting a request(s) for PACs.