



Roseburg Public Schools

Roseburg, Oregon
June 1, 2024

TO: All Licensed Teachers

From: Michelle Knee, Assistant Superintendent

RE: **HORIZONTAL COLUMN ADVANCEMENT – Licensed Staff**

This memo describes the guidelines for horizontal (left to right) column advancement for employees represented by the Roseburg Education Association (REA).

Deadlines

- All Intent to Advance notifications must be received by Human Resources by **January 1st of the previous school year** per Article 8.C.2c of the Licensed CBA
- All grade **transcripts must be received by August 10th** for column advancement to apply starting with the employee's August paycheck
- **Transcripts received between August 11th and November 10th** will be processed on November paychecks. Advancement will be backdated to the start of the school year

General Information

- Courses must be **related to a teacher's subject/grade level or professional development goals** as stated and approved through Frontline Professional Growth.
 - All coursework will be reviewed by Human Resources to ensure it meets our District's high-quality standards for continuing education courses. It is **recommended teachers submit their courses for approval to HR prior** to enrolling and/or paying for a course.
- **Coursework will be adjusted to quarter credit hours** using TSPC's ratios for continuing education for PDUs:
 - One clock hour = one PDU
 - One quarter hour of college credit = 20 clock hours = 20 PDUs
 - One semester hour of college credit = 30 clock hours = 30 PDUs
 - **Exp:** a 3-credit semester class has an expected 90 hours of clockwork which would be equivalent to 4.5 quarter credits hours ($90 / 20 = 4.5$)
- **Courses must be completed with at least a 'C' or higher grade** (or Satisfactory if the course is graded either Pass/Fail) to count for advancement.
- **All Intent to Advanced Requests must be received in Human Resources by January 1st to be applicable for the upcoming school year.** Any requests received after January 1st will be held for processing until the school year after the upcoming school year. The only exception to this deadline will be those staff members hired for the current school year after January 1st of that year.

Process for Submitting Courses for Approval *(ideally done prior to class registration)*

1. Desired **courses should be submitted to Human Resources for review** either through the appropriate form in Frontline Central or via email **prior to the course starting**. HR Staff will make every effort to review and respond to the request in a reasonable timeline and will take no longer than ten (10) business days to respond.
2. **HR staff reviews and either approves or denies the course(s).**
 - a. **If approved**, HR will notify the teacher of the expected quarter credits hours earned in total and for each class.
 - b. **If denied**, HR will include a reason for the denial. Examples could include, but are not limited to:
 - i. Not a graduate level course (500 or higher)
 - ii. Course not related to the teacher's grade level, subject area, or goals
 - iii. Course not taken from an accredited university

Process for Submitting Intent to Advance Request *(for next school year)*

1. **Human Resources will send out the "Intent to Advance"** forms through Frontline Central no later than December 1st.
2. **Teacher completes the form by the January 1st deadline** stated in Article 8.C.2.c of the Licensed Collective Bargaining Agreement (CBA).
 - a. Teachers are encouraged to submit their "best case scenario" on this form. There is no penalty to saying you will advance and then not doing so.
3. **Notices received after January 1st will not be applied for the next school year** but will be held until the school year after regardless of when the courses are completed.
 - a. **Exp:** Teacher submits an Intent to Advance form with "no changes" marked by January 1st of the 2024-25 school year. Over the summer, the teacher decides to enroll in graduate level courses and ends up completing enough quarter credits to move over a column. The teacher submits a Column Advancement request to HR in October of the 2025-26 school year. HR will make note of the advancement and apply it the following 2026-27 school year.

Process for Submitting Column Advancement Request

1. **Teacher completes the courses and submits a transcript to Human Resources** either through the appropriate form in Frontline Central or via email.
 - a. Any documentation must include the **teacher's name**, the **institution name**, the **name and code of the course(s)**, the **total credits of the course(s)**, the **term of the course(s)**, and the **grade awarded for the course(s)**.
 - b. Official transcripts are required for awarding of a new degree (Bachelors to Masters or Masters to Doctorate). Otherwise, the transcript can be unofficial.
 - c. Courses must be **passed with at least a 'C' or higher**.
2. **Human Resources adds the credits to any currently on file and determines if column advancement should happen.** If not previously submitted for approval, HR will review and either approve or deny the course(s) following the process above.
 - a. If **received by August 10th**, the column advancement will happen starting with the first paycheck of the new school year.
 - b. If **received between August 11th and November 10th**, the advancement will start on the November paycheck. The advancement will be backdated to the start of the school year as if the courses had been completed by August 10th

cc: REA
Administrative Staff

MLK/jf