

**MEMORANDUM**

DATE: September 6, 2016  
 TO: Part-time Faculty  
 FR: Shannon O'Connor-Escudero  
 District Director of Human Resources and Recruitment/Employment Services  
 RE: Column Movement Request

The window period for column movement requests is now open. Completed requests must be received by District Human Resources in accordance with the Agreement between the District and CFE/AFT or CCA CTA NEA.

Column Movement Request Timeline		
Column Adjustment Effective Date	Requests Received	Deadline
Spring 2017	September 1 – October 17	October 17
Fall 2017	March 1 – April 28	April 28

**Required Documents for Column Movement Part-time Faculty (CFE/AFT and CCA CTA NEA)**

- Completed column movement request form
- Official transcripts (copies will not be accepted and transcripts must be sealed)

Required documents must be received by the District Office of Human Resources, no later than **4:00 p.m., Monday, October 17, 2016. (Human Resources will not accept or hold incomplete packets.)**

**Column I** requires minimum qualifications for the teaching assignment as required by the California Community College Chancellor’s Office, as published in the Minimum Qualifications for Faculty and Administrators in California Community Colleges; **Column II** requires an earned Master’s degree plus 20 semester units in graduate or post-graduate level courses from an accredited institution of higher education; **Column III** requires an earned Doctorate degree or an earned Master’s degree and 60 semester units in graduate or post-graduate level courses from an accredited institution of higher education.

The District shall determine what constitutes acceptable graduate or post-graduate level courses, and its decision is not subject to the grievance and arbitration process. Professional development, under graduate courses, extension courses, and continuing education work will not be considered for initial placement or column movement.

Unit members may make one column change per year (any 12 month period).

**Human Resources Contacts**

Name/Title	Email	Telephone
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