

## GUIDELINES FOR PROFESSIONAL IMPROVEMENT

### I. Graduate Credits:

1. All dates and time periods set forth in these guidelines will be adhered to strictly. Therefore, it is important to read the guidelines carefully and to meet all requirements concerning dates, prior approval and the time periods. Although prior approval is not required, it is recommended.
2. All courses taken for advanced credit must be graduate courses from an institution granting graduate degrees. Approval will be valid for two years. If an individual has not started the course by this time, it will be necessary to re-apply.
3. Except in cases of courses sponsored or sanctioned by the Milton Public Schools, teachers may be asked to provide a brief description detailing the relevance of this course to their duties. The statement must describe observable behaviors that will occur on the job and the educational benefits that will accrue to students.
4. Final determination of course approval and classification is at the discretion of the PIC.
5. Successful completion of a course shall mean a mark of "B" or better. However, up to one (1) "C" shall be acceptable t each salary category; i.e., M, M+30, etc.
6. No final credit will be granted for a completed course until an official transcript has been received by the PIC.
7. It will be at the discretion of the PIC to grant credits where a foreign transcript is involved. The PIC will grant credits for foreign study only after careful review of the individual course requirement. Upon request of the PIC, it will be incumbent upon an applicant to provide information to assist the PIC in determining the equivalency of grades and credits on a foreign transcript.

### II. In-service / Curriculum / Travel/Other Credit:

1. A career limit of fifteen (15) in-service credits per individual may be applied for advancement across the salary lanes. Voluntary unpaid curriculum and / or professional development may be given in-service credit (1 credit for fifteen (15) clock hours) **with prior approval of the PIC**. It is recommended that the teacher consult with the appropriate department head, supervisor, etc., regarding curricula development. Special courses, including but not limited to, those sponsored by approved professional organizations will be acceptable.
2. A teacher must apply for travel credit prior to travel (overseas or in the United States). An itinerary must be written. Experience or travel must be applicable to the subject area. Credit shall be granted for experiences which result in increased student benefits. It is suggested that slides, films, tapes, etc., be donated to the department involved. The PIC will determine each case individually. A career limit of six (6) travel credits per individual may be applied for advancement across the salary lanes.

### III. Applications:

1. Applications for approval of a course may be filed three (3) times within the school year on PIC form -1: October 15<sup>th</sup>; January 15<sup>th</sup>; May 15<sup>th</sup>
2. Changes in salary lanes and the granting of an initial stipend for a doctorate are made only in September. The school system must make budgetary provisions well in advance for these anticipated changes by **January 15th of the calendar year in which the change is anticipated. PIC Form -2 must be completed for this change.** This notification gives the school system approximately eight month's notice for planning purposes.
3. **Exact data, including the year, must be put on the PIC Form-I. The course title on the transcript must be the same as the course title on PIC Form-I. All application forms submitted for consideration must include the original and two copies.**
4. A brief course description must accompany each application. The description should be that found in the college or university catalogue. If the school catalogue does not have a course description, a clear explanation of course subject matter must be given.
5. All teachers shall be notified within ten (10) school days after the PIC meeting of the disposition of their applications.
6. To receive credit and approval for a change in salary lane, **all regulations of the Guidelines for Professional Improvement must be followed.**

### IV. Appeals:

1. An aggrieved applicant may appeal a decision of the PIC within **twenty (20) school days of the notification of the decision of the PIC.** Only one appeal will be considered by the PIC and the decision of the committee shall be considered final and binding unless there is a tie vote.
2. Should a tie vote result from the reconsideration by the PIC, one special appeal may be made to a panel. This panel shall consist of the Superintendent or his / her designee, the President of the Milton Educators Association or his / her designee and a mutually agreed upon third party. When appearing before the tripartite panel, the applicant may be represented by a party of his or her choosing, including but not limited to his / her Principal, Department Head, Director, or MEA Representative.
3. If a salary change is granted as a result of an appeal, it shall be retroactive.

MIL TON PUBLIC SCHOOLS

**PROFESSIONAL IMPROVEMENT GUIDELINES (PIC-FORM 1)**

Deadlines for filing (PIC Form 1): October 15<sup>th</sup>, January 15<sup>th</sup>, May 15<sup>th</sup>

APPLICATION FOR COURSE APPROVAL DATE: \_\_\_\_\_  
(Original and **TWO** copies)

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_  
(please print)

SCHOOL: \_\_\_\_\_

I hereby apply for approval of the following course for professional increment as provided in the salary schedule for teachers. I understand that credit will not be awarded until the Professional Improvement Committee receives official notices of the successful completion of this course. (Please refer to the 1995 revised guidelines for successful completion requirements.)

INSTITUTION: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

Anticipated Credits: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Finishing Date: \_\_\_\_\_

Course Description: (from college / university catalog)

---

---

---

For use of PIC

\_\_\_\_\_  
Signature of applicant  
(Submit original and TWO copies)

Date received by PIC: \_\_\_\_\_

\*Do not submit transcript until ready for lane change.



**PROFESSIONAL IMPROVEMENT COMMITTEE (Lane Change Completion Form)**

I, \_\_\_\_\_, have completed  
(please print first and last name)

all coursework for the following lane: \_\_\_\_\_

Attached you will find:

- 1. An approved lane change form.
- 2. All approved coursework forms that total \_\_\_\_\_ credits for lane \_\_\_\_\_.
- 3. All official transcripts for the approved courses.

I have provided original transcripts to the business office to verify my completion of the coursework required for the lane change. I have retained a copy of all forms for my records and have provided a copy for the P.I.C. chairperson.

Signature: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_