

Murray School District
Department of Human Resources
Professional Advancement Committee
GUIDELINES FOR LANE CHANGE APPROVAL

1. Any changes to the licensed master agreement that may impact or change these guidelines require a revision of these guidelines that must then be approved by both the Murray School Board and the Murray Education Association. The intent of the lane change program is to financially compensate professional personnel who have furthered their education and training related to their field. The goal of this committee is to ensure that professional personnel are provided lane changes in a fair and equitable manner and that any restrictions put in place are not arbitrary. A lane change is an optional program. Professional personnel who desire to participate and who are employed by Murray School District must submit a transcript of credit for evaluation, complete all necessary forms, and be responsible for keeping their professional file current.
2. Approval or denial of all lane change applications will be made when the committee meets in August and January. All committee members are equal voting members. Copies of applications received, correspondence or inquiries to committee members regarding lane change and decisions made by the committee will be kept at the district office.
3. Credit for salary lane change may be earned in the following manner:
 - a. University courses – described below.
 - b. In service non-credit study – All staff development credits must have been approved by the Professional Advancement Committee and have a Certificate of Completion issued by the State Board of Education, or be listed as a completed course on USOE Teacher Certification System (CACTUS).
4. All courses to be considered must have received a minimum of C- or “Credit” grade and are encouraged to be part of either:
 - a. An advanced degree program approved by an institution of higher learning (verification of acceptance into program should be submitted to the Professional Advancement Committee), or;
 - b. An individually planned program with courses evaluated and approved by the Professional Advancement Committee at the time of application for salary lane change.
5. Those wanting assurance that said courses will be accepted toward salary lane change, may submit such courses to the Professional Advancement Committee for prior approval.
6. Credit to apply toward these programs must have been earned subsequent to meeting the requirements for the bachelor’s degree and teaching certificate.
7. Undergraduate courses may be approved if they have been taken for the specific purpose of correcting a deficiency related to an individual teaching assignment.

8. Professional personnel should plan a balanced professional program in cooperation with the principal. A course may be approved if it meets one or more of the following criteria:
 - a. Improve the subject matter competency of the individual concerned.
 - b. Provide insight in the psychology or the sociology of the learner.
 - c. Build a better understanding of the school and administration in relation to the community.
 - d. Give a greater insight into the knowledge and skill needed in curriculum construction and revision.
 - e. Improve instructional and teaching skills.
 - f. Build an awareness of modern research and study.
 - g. Other criteria that the Professional Advancement Committee may deem appropriate.
9. Courses taken for the purpose of changing occupations outside the field of education or furthering interests outside the field of education will not be approved.
10. Duplication of similar courses may be approved; however an explanation as to why should accompany the application for approval.
11. Movement from one salary lane to another is not automatic. Professional personnel, upon completion of the required number of hours for a salary lane change, must submit the appropriate application form and official verification of completion of courses to the Professional Advancement Committee by August 30th or January 10th for approval in order to receive a new contract with an adjusted salary.
12. Special cases may be appealed to the Superintendent.
13. Salary Lanes will include:
 - a. Bachelors
 - b. Bachelors + 20 semester hours. Hours are post certification.
 - c. Bachelors + 30 semester hours. Hours are post certification.
 - d. Masters
 - e. Masters + 27 semester hours.
 - All approved credits accumulate to qualify the employee for lane changes. (i.e., the coursework used to qualify for previous lane changes shall be part of the total for future lane changes; The 20 credit hours earned for the BA+20 lane change can be used to fulfill the BA +30 lane change total credit requirement, so an additional 10 new credits are required to reach the 30 total). Credit may be earned as part of an advanced degree program, or separate from any advanced degree.

IMPLEMENTATION OF GUIDELINES

1. File a current transcript of credit with the Professional Advancement Committee in the District Office.
2. Discuss your proposed program with your principal.
3. If prior approval is desired, submit the completed form (Request for Approval) to the Professional Advancement Committee at the District Office.
4. Upon completion of the required number of hours, submit an application form to the committee so that a new contract can be issued. This must be done by August 30th and January 10th of each school year. All applications submitted after August 30th will be held until January 10th. Those submitted after January 10th will be held until the following school year.
5. You need only submit the completed form up to the lane for which you are applying for (page 3 or 4 of this document).
6. These guidelines and all related forms will be posted on the Murray School District Website.

These guidelines were adopted on _____, _____, _____ by both
Month Day Year

The Murray School District Board of Education and the Murray Education Association as noted by the signatures below:

Mark Durfey, MEA President
2016-2017

Cristin Longhurst, Board President
2016-17