

# Murray School District

## Department of Human Resources

### GUIDELINES FOR LANE CHANGE APPROVAL

1. 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. A teacher must have completed two years of successful teaching, one of which must be in the Murray School District.
3. Credit for salary lane change may be earned in the following manner:
  - a. University courses - described below.
  - b. Inservice 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.
4. All courses to be considered must 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.

Of the required total number of hours, a candidate must:

- a. In professional education - complete a minimum of 6 quarter/4 semester hours for BS+30, 9 quarter/6 semester hours for BS+45, and 12 quarter/8 semester hours for MS+40 (or semester hours) and;
- b. In subject matter - complete a minimum of 6 quarter/4 semester hours for BS+30, 9 quarter/6 semester hours for BS+45, and 12 quarter/8 semester hours for MS+40.

If an advanced degree program is not completed within the allotted time limit of the university, the candidate must then meet these requirements for his next 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 specified degree **with teaching certificate** (i.e., BS degree for BS+30, MS degree for MS+40).

Excess hours accrued during the earning of a degree cannot be applied to the next higher lane.

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. Teachers 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.
9. Courses taken to qualify a person for administration, counseling, etc., will be approved if the committee determines the course will also aid in the teacher's professional assignment.
  10. Those persons who had advanced degrees in an area other than their present assignment are highly encouraged to take courses in their assigned discipline.
  11. Courses taken for the purpose of changing occupations or furthering interests outside the field of education will not be approved.
  12. Duplication of similar courses may be approved; however an explanation as to why should accompany the application for approval.
  13. Movement from one salary lane to another is **NOT** automatic. Teachers, 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 September 10<sup>th</sup> or January 10<sup>th</sup> for approval in order to receive a new contract with an adjusted salary.
  14. Special cases may be personally appealed to the Professional Advancement Committee.
  15. Due to the addition of the 17<sup>th</sup> step on the MSD teacher salary schedule in the 2000-2001 settlement, advancement across the lanes of the salary schedule will be as follows:

LANE	STEP	ADVANCE TO:
BS	9-17	Step 10, any lane
BS+30	11-17	Step 12, any lane
BS+45	13-17	Step 14, any lane
MS	14-16	Step 14, MS+40 lane
MS	17	Step 17, MS+40 lane

#### 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 courses, submit an official copy of the grade received or a Certificate of Completion to be placed in your file as verification.
5. 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 September 10<sup>th</sup> and January 10<sup>th</sup> of each school year. *(Forms available at the District Office)* All applications submitted after September 10<sup>th</sup> will be held until January 10<sup>th</sup>. Those submitted after January 10<sup>th</sup> will be held until the following school year.