

# Cedar Falls Community School District

## Course Requirements for Salary Lane Advancement

(Created 4/11/13; Revised 01/05/2024)

Question: "What are the criteria for a course to be considered for salary lane advancement?"

Answer: There are several requirements:

- The course must be a graduate credit course with credit granted by an accredited institution. This means the course must be considered graduate level by that institution and appear on an original transcript from that institution. Note: Some courses are only offered to students who already have a Bachelor's degree and are advertised as "post graduate" and carry a course number reflecting it as such. However, it does not carry graduate level credit from that institution and as a result would not be accepted for salary lane advancement;
- Courses offered by, or through, the AEA are only accepted for salary advancement if the course is for graduate credit and appears on an original transcript offered by an accredited university. AEA's do not have the authority to grant or confer graduate credit on their own basis;
- A course must be either one which would be accepted into, or is already part of, an approved program of study leading to a graduate degree, or advanced study in the individual's teaching area;
- Course content must be in the teacher's subject area or teaching area e.g. a math course for a high school math teacher, developing and enhancing literacy skills for an elementary teacher. Generally, courses which clearly deal with curriculum, pedagogy, instruction, assessment, research etc. in your teaching or subject area would be accepted;
- Graduate course work leading to a Master's degree in Education, School Counseling, Library Science, Leadership or Administration is also accepted;
- Courses which are closely related to District wide initiatives or programs are considered on a case-by-case basis e.g. teachers who have student teachers from UNI are required by UNI to take a couple of courses on mentoring, those would be accepted if taken for graduate credit;
- As a general rule of thumb, courses and programs which are called or marketed as "Workshops", Summer Institutes, Professional Development Credit, even if offered for graduate credit, need to be looked at very carefully. Such opportunities may have merit and be of benefit but they may not necessarily count for salary advancement as they would not match the requirement described in the third or fourth bullet above; • Classes dealing with sports coaching are not accepted for advancement unless the participant is currently employed to teach PE in our District.

The range and type of course work accepted by the State for purposes of license renewal is quite broad. The District established course work requirements for advancement on the salary schedule are much narrower and more stringent. Ultimately, whether or not a course is approved as qualifying credit requires the exercise of judgment and decisionmaking authority on the part of the Executive Director of Human Resources in consultation with the Director of Secondary or Elementary Education.

**CEDAR FALLS COMMUNITY SCHOOL DISTRICT  
REQUEST FOR MODIFICATION OF CONTRACT  
DUE TO EDUCATIONAL LANE CHANGE**

CFEA Collective Bargaining Agreement - Article 2.5 Educational Lanes: "Employees on the regular salary schedule who qualify to be moved from one educational lane to a higher educational lane shall be moved to the appropriate step of the appropriate lane. Employees must file official documentation of additional educational credit with the superintendent no later than September 15, for pay adjustments for the entire school year, or no later than February 15, for pay adjustments in an amount equal to one-half of the increase allowed if received by September 15. Such documentation must show that the educational credit was awarded for graduate study through an accredited and recognized institution, and that the credit was awarded as part of (1) the employee's program of studies for an advanced degree, (2) advanced study in the employee's teaching area, or (3) study approved as qualifying credit by the appropriate director."

Name \_\_\_\_\_

Date of BA \_\_\_\_\_  
(mm/yy)

Assigned Building \_\_\_\_\_

Date of MA \_\_\_\_\_  
(if applicable) (mm/yy)

Request Lane Change from \_\_\_\_\_ to \_\_\_\_\_

Graduate Course Name	College/University	Date Completed	Credit Hours

**TOTAL HOURS**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**This request and official transcripts must be received by the Human Resources Department no later than the dates specified in the CFEA Collective Bargaining Agreement, Article 2.5 above.**

Verified by \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Recommend approval of Educational Lane Change Request

\_\_\_\_\_ Request placed on hold – processing not complete

\_\_\_\_\_ Not recommended for Educational Lane Change Reason: \_\_\_\_\_

**SUPERINTENDENT ACTION**

\_\_\_\_\_ **Approved**    \_\_\_\_\_ **Not Approved**

\_\_\_\_\_  
**Superintendent of Schools**  
Lane Change REV 01/2024

\_\_\_\_\_  
**Date**