

BOARD OF EDUCATION OF THE CITY OF NEW YORK
OFFICE OF THE CHANCELLOR

OCTOBER 4, 1999
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TO: ALL SUPERINTENDENTS, EXECUTIVE DIRECTORS, HEADS OF OFFICES AND PRINCIPALS OF ALL DAY SCHOOLS

FROM: RUDOLPH F. CREW *RFC*
CHANCELLOR

RE: COURSES CREDITABLE TOWARD SALARY DIFFERENTIALS

ABSTRACT

Salary differentials are paid to individuals who have demonstrated professional growth by completing approved course work at the college or university level. This circular clarifies the courses which are acceptable for salary differentials. This circular supersedes Special Circular No. 1, 1997-1998 and all Personnel Memoranda on this subject.

I. ACCEPTABLE COURSES

- A. Regularly structured courses offered by regionally accredited colleges or universities on campus or at branch campuses within the region in which the schools are accredited and listed in the schools' catalogues for credit are acceptable.

Such courses, where offered in alternative learning sites, are acceptable if the college or university is approved by the regional accrediting agency in the region where the courses are offered or by the New York State Education Department. Such courses must be certified by the registrars of their schools as being the equivalent of courses offered on campus for the same number of contact hours and with the same academic requirements and must be taught by faculty members of the college or university.

Concentrated courses and weekend seminars are acceptable for salary differentials provided such courses are offered by regionally accredited institutions in the region where accredited, listed in their course catalogues, taught by faculty members of the schools and certified by the schools' registrars as being the equivalent of courses taught in a traditional format. Courses comprised of independent study which are part of a regular instructional program are acceptable.

- B. Courses offered by foreign colleges or universities will be acceptable in accordance with existing Board policy.
- C. Credits by examination acceptable to the New York State Education Department for meeting requirements for State Certification will be acceptable for salary differential in accordance with the same standards used by the Office of Teacher Certification. This includes Regents College Examinations and CLEP examinations which do not duplicate course work taken in regular college courses.
- D. In-service credits offered by the Bureau of Professional Development of the New York City Board of Education will be acceptable toward salary differentials in accordance with existing Board policy. In addition, in-service credits from New York State United Teachers affiliated Teacher Centers outside New York City may be used for salary differentials.

- E. Professional credits (law school credits, medical school credits, religious credits) will be accepted without limitation toward meeting the thirty credit requirement for the first or second differential and the sixty credit requirement for the intermediate differential.

II. SPECIAL QUALIFICATION FOR THE SECOND DIFFERENTIAL

Effective September 1996, full certification from the National Board of Professional Teaching Standards (NBPTS) may be offered to qualify for the second differential for teachers.

III. UNACCEPTABLE COURSES

- A. Courses offered by institutions which are not regionally accredited are not acceptable. Courses offered by business ventures or by third parties, i.e., not offered directly by institutions accredited within the region where offered, are unacceptable.
- B. Correspondence courses, video courses or courses offered via the Internet are unacceptable.
- C. Continuing Education Units (C.E.U.'s) are not acceptable for salary differentials.

IV. CHANGE IN STATUS OF COURSES

Should the Chancellor determine that courses previously acceptable are unacceptable by reason of their failure to meet the standards outlined above, the determination shall be made prospectively and persons relying on previous acceptability shall not be denied a differential. Such determinations are subject to the contractual grievance and arbitration procedure.

V. CHANCELLOR'S REGULATIONS ON SALARY

Detailed information concerning salary differentials and salary step placement is contained in Chancellor's Regulations C-500 through C-545.

VI. INQUIRIES

- A. Inquiries on general requirements for salary differentials should be directed in writing to the Bureau Of Salary Differentials and Status, Division of Human Resources, 65 Court Street – Room 815, Brooklyn, New York 11201.
- B. Inquiries from registrars and deans from approved colleges and universities regarding courses should be sent to the Executive Director, Division of Human Resources, 65 Court Street – Room 707, Brooklyn, New York 11201.

PLEASE POST THIS CIRCULAR FOR REVIEW BY AFFECTED STAFF

RFC:lr

- c: Judith A. Rizzo
- Lewis H. Spence
- Lynne M. Savage
- Chief Executives
- Howard S. Tames