



# Faculty Step Increase Request

## Adjunct Associate Professors

I request to advance to step 2, as I have achieved the following requirements, which are specified in Appendix C-1 of the LCC-MAHE collective bargaining agreement:

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| 1. | Satisfactory completion of at least ten semesters of teaching credit courses in the position;   |
| 2. | Satisfactorily teaching a cumulative total of 108 workload hours in the position;   |
| 3. | Successful completion of 24 hours of Center for Teaching Excellence (CTE) workshops or the equivalent in participation in professional development activities of like value. The 24 hours of professional activities must be approved by the member's immediate supervisor. Thus, members are encouraged to seek preapproval; |
| 4. | Completion of a performance review for the position pursuant to Article XIV within the preceding six years establishing that the member is effective in performing assigned work and achieving student success goals and is otherwise satisfying performance-related expectations.  |

Adjunct Associate Professor: \_\_\_\_\_

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

## Approvals

Supervising Administrator: \_\_\_\_\_

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

*(Supervising Administrator confirms that the requirements above have been met)*

Human Resources: \_\_\_\_\_

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

*Applications must be filed by June 30 to be considered for advancement at the start of the next academic year.*