



Faculty Step Increase Request

Adjunct Instructors

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 four semesters of teaching credit courses in the position; |
| 2. | Satisfactorily teaching a cumulative total of 48 workload hours in the position; |
| 3. | Successful completion of 16 hours of Center for Teaching Excellence (CTE) workshops or the equivalent in participation in professional development activities of like value. The 16 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 establishing that the member is effective in performing assigned work and achieving student success goals and is otherwise satisfying performance-related expectations. |

Adjunct Instructor: _____

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.