

Faculty Step Increase Request

Probationary Part-Time Teaching Clinicians

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

1. Satisfactory completion of at least two semesters of teaching clinical courses at the College;
2. Satisfactorily teaching a cumulative total of 24 workload hours of clinical courses at the College;
3. Successful completion of eight hours of Center for Teaching Excellence (CTE) workshops or the equivalent in participation in professional development activities of like value. The eight 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 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.

Teaching Clinician: _____

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.