

TO: All Faculty

FROM: Lori Willett, Director of Labor & Employee Relations and OD

DATE: April 29, 2021

SUBJECT: Applications for Faculty Change in Status - REMINDER

This message is to notify you of the College-wide administrative timelines and deadlines for the Faculty Change in Status (CIS) process, for changes that will be effective at the start of the 2022-2023 academic year. These timelines and deadlines\* are as follows:

* By March 2, 2021 – Each department/program must establish, as part of its Operating Plan, the number of planned Adjunct Professor vacancies for the 2022-2023 academic year, including the impact of expiring Adjunct Professor positions.
* By March 31, 2021 – Each department/program must review and revise, if deemed appropriate, the information and documentation to be submitted by CIS applicants and the timeline for submissions for Peer Review Committees (PRC’s) and Administrative Supervisors to consider as part of their Operating Plan.
* **May 1 through June 30, 2021 – CIS application period. To access the Change in Status Applications, log into myLCC, click the Work tab, and in the central column, scroll down to Internal Career Opportunities and select “Internal LCC Postings.”**
* By July 15, 2021 – HR will conduct initial review and forward applications to divisions for divisional reviews, as appropriate.
* By July 31, 2021 – Divisions/programs will determine if applicants satisfy or will satisfy contractual requirements by December 23, 2021, and notify applicants.
* By October 1, 2021 – PRC’s established.
* By April 1, 2022 – Administrative Supervisors and PRC’s complete required assessment and submit written reports to Deans.
* By April 15, 2022 – Deans will notify the Provost and HR of their decisions.
* By April 22, 2022 – The Provost and Executive Director of HR will notify applicants, Administrative Supervisors, and PRC’s of the Deans’ decisions.
* Beginning of the 2022 – 2023 academic year – Approved applications become effective.

Questions regarding this matter may be referred to Lori Willett at [loriw@lcc.edu](mailto:loriw@lcc.edu) or ext. 1979.

cc: Eva Menefee, MAHE President

Administrative Supervisors

SAALT

HR Staff

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\*The dates included in this document are in alignment with the LCC/MAHE Collective Bargaining Agreement (CBA), which specifies MAHE member rights and College obligations. Accordingly, this document does not establish any rights or obligations in addition to those specified in the CBA.