NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ADJUNCT FACULTY REQUEST FOR SALARY STEP INCREASE

CREDIT INSTRUCTOR

I. CRITERIA FOR STEP ADVANCEMENT

Salary step progression on Schedule A shall be based exclusively upon service with the District, with eligibility for step advancement after either of the following:

Eighteen (18) lecture hour equivalent units of credit instruction at the previous step. These units must be for service performed during the regular semesters; or

Three (3) regular semesters of credit instruction at the previous step. One semester of service shall require the teaching of at least one full semester course or its equivalent.

Service during any summer session or intersession, or service in substitute or "as needed" assignments will **not** be applied toward eligibility for salary step advancement.

Salary step advancement will be authorized only after the employee has satisfied the advancement criteria specified above. This form must be submitted to the District Office of Human Resources **on or before the second Friday of August, 2017, for salary step advancement to become effective for the 2017 Fall Semester.**

SALARY STEP ADJUSTMENTS WILL NOT BE MADE DURING THE ACADEMIC YEAR.

II. TO BE COMPLETED BY EMPLOYEE

Employee Name:_____ Banner ID: @_____
Last First

Location: ☐ Cypress College ☐ Fullerton College

I have completed:

☐ Eighteen (18) lecture hour equivalent units of credit instruction at the previous step. These units must be for service performed during the regular semesters; **OR**

☐ Three (3) regular semesters of credit instruction at the previous step. One semester of service shall require the teaching of at least one full semester course or its equivalent.

_____ _____
Employee Signature Date

HR APPROVAL	Date of Filing	Approved:	Date:

10/2016