

## Adjunct Instructor Level Change Request Form

<b>Name:</b> _____		
First	M.I.	Last
<b>S#:</b> S _____		<b>Phone #:</b> _____
<b>Department:</b> _____		

It is the responsibility of the adjunct instructor to get their employment information verified by their Department Chair, obtain all signatures, and submit this completed form to the Director of Human Resources no later than May 18<sup>th</sup> to be considered for a level increase in the next academic year. Level increases cannot be made retroactive.

**Level Change Requested:**

- ☐ Level I to Level II      ☐ Level II to Level III

Instructor: \_\_\_\_\_  
Print Name      Signature      Date

To be eligible to advance from one level to another, the following information must be verified by signature from the Department Chair and Human Resources office.

### Internal Use Only

**To be completed by Department Chair:**

**For Movement from Level I to Level II:**

- ☐ Completion of New Faculty & Instructor Orientation; and,
- ☐ Completion of 6 college semesters of teaching experience at CCD to include a minimum of 18 credit hours or 270 contact hours; and,
- ☐ Six hours of professional development work as verified through the Teaching/Learning Center and approved by Department Chair.
  - Verification of orientation and professional development must be attached.

**For Movement from Level II to Level III:**

- ☐ Completion of a minimum of an additional two (2) college semesters of teaching experience at CCD, to include a minimum 24 credit hours or 360 contact hours; and,
  - Completion of 30 hours (15 in pedagogy and 15 in content area) of professional development as verified through the Teaching/Learning Center and approved by the Department Chair. \*Verification of orientation and professional development must be attached.

Department Chair: \_\_\_\_\_  
Print Name      Signature      Date

### Internal Use Only

**To be completed by Human Resources:**

Instructor CCD Hire Date: \_\_\_\_\_ Orientation Completed: \_\_\_\_\_

Level I Date: \_\_\_\_\_ Level II Date: \_\_\_\_\_

Current Level:      ☐ Level I      ☐ Level II

HR Director: \_\_\_\_\_  
Print Name      Signature      Date