



PART-TIME FACULTY RANK ADVANCEMENT PETITION

Section I: To be completed by the part-time faculty member.

Name:

M#:

Department/Division/Unit:

Current Rank:	Lecturer	Adjunct I	Adjunct II
Request advancement to:	Adjunct I	Adjunct II	Adjunct II*

An Adjunct II employee who has worked at this level for three (3) academic years (in one or both semesters) and completed nine (9) hours of professional development will receive a one percent (1%) pay increase beginning in the fourth (4th) academic year at the Adjunct II level.

Section II: To be completed by the part-time faculty member and verified by the department chair.

Please provide the courses taught during the fall and spring semesters, along with the equivalent semester hours (ESH). Attach verification documents, i.e. transcripts, certificates, for both courses and professional development completed since your last placement. For additional requirements, please refer to [Policy and Procedure 32203/32203CP](#) and the [SEIU contract](#).

Courses

Semester	Course	CRN	Campus	ESH

Professional Development

Activity	Date	Contact Hours	Location

Section III: Recommendation and signatures.

Recommendation

Approved advancement to:

Adjunct I

Adjunct II

Adjunct II*

Signatures

Part-time Faculty Member

Department Chair

Dean

SVP/VP/Provost

Verifier (*if other than the department chair*)