

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ADJUNCT FACULTY
 REQUEST FOR LOWER DIVISION, UPPER DIVISION AND GRADUATE LEVEL
 COURSE WORK FOR ADVANCEMENT ON THE FACULTY SALARY SCHEDULE

(Advance Approval is Required)

Name _____ Date _____

Work Site: SCE _____ CC _____ FC _____ Division/Department _____

Complete this form and submit to your Immediate Management Supervisor before taking the course(s) to assure credit on the salary schedule.

Course Title	Course No.	No. Of Units	Indicate if LD/UD/GRAD	Fall/Wntr or Spring & Year	Name of College or University	Brief Description of Course Content

What courses are you currently teaching? _____

Are you planning to take courses outside of your major or minor fields? Yes _____ No _____

Are any of the above courses repetitions of courses already taken? Yes _____ No _____

Do these courses meet a requirement for a degree?

If yes, which one: Associate _____ Bachelor's _____ Master's _____ Doctorate _____

Approved:

Disapproved:

 Immediate Management Supervisor Date

 Immediate Management Supervisor Date

 Executive/Vice President/Provost Date

 Executive/Vice President/Provost Date

HUMAN RESOURCES APPROVAL:

Authorized Signature: _____ Date: _____

Submit completed form and official grade card, transcripts, completion certificate or similar evidence to Human Resources by the second Friday of August.