

Date: _____
(mm/dd/yyyy)

In accordance with the terms set forth in the current Board-Union Agreement, I request that I be advanced in lane. I understand that the lane advances are effected on the anniversary date of faculty members. The following is information pertinent to my request.

Name: _____ College: _____

1. Original hire date: _____
(1st day of continuous full-time service)

2. Anniversary date: _____ (1st Day as Full-time Faculty)

3. Highest degree held: _____ Date degree conferred: _____

Degree awarded by: _____
(Name and location of institution)

Teaching Field: _____

4. This application is for the following: **(Check one)**

From Lane I to Lane II – Requirements are as follows:

- a. A Master's degree plus 15 semester hours of graduate credit (*) earned subsequent to the time the Master's degree was awarded or subsequent to the degree or degree equivalent held when hired as a full-time faculty member.
- b. The achievement of tenure with CCC.

From Lane II to Lane III – Requirements are as follows:

- a. An earned Doctorate degree (Ph.D. or Ed.D.) or a Master's degree plus 30 semester hours of graduate credit (*) earned subsequent to the time the Master's degree was awarded or subsequent to the degree or degree equivalent held when hired as a full-time faculty member.
- b. A minimum of 6 years of full-time college teaching experience.
- c. A minimum of 4 years continuous full-time teaching service with CCC in Lane II.

From Lane III to Lane IV – Requirements are as follows:

- a. An earned Doctorate degree (Ph.D. or Ed.D.) or a Master's degree plus 60 semester hours of graduate credit (*) earned subsequent to the time the Master's degree was awarded or subsequent to the degree or degree equivalent held when hired as a full-time faculty member.
- b. A minimum of 8 years of full-time college teaching experience.
- c. A minimum of 4 years continuous full-time teaching service with CCC in Lane III.

5. List the institutions where you have obtained graduate credit beyond the Master's degree. (Attach original transcripts for each institution, including transcript key.) **Copies will not be accepted.**

<u>Name of School</u>	<u>Dates Attended</u>	<u>Total Sem./Qtr. Hrs. Earned</u>
_____	_____ to _____	_____
_____	_____ to _____	_____
_____	_____ to _____	_____
_____	_____ to _____	_____

Attach **original transcripts** to this application from each institution where you have earned graduate credit, subsequent to the awarding of the Master's degree, which may be applied to lane advance. NOTE: Please indicate if the transcripts you are submitting are for **quarter hours or semester hours** unless it is designated on the transcript.

6. List the colleges or universities outside CCC where you served as a faculty member.

<u>Name of School</u>	<u>Dates Employed</u>	<u>Part-Time/ Full-Time?</u>	<u>No. of Years</u>
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____

Total years of teaching experience outside of CCC: FT _____ PT _____

I hereby certify that the above information is accurate as it has been presented.

Signature _____ Date _____
(mm/dd/yyyy)

For local administrative use:

The above named faculty member's eligibility has been reviewed by this administration and found to be qualified for the lane advance indicated.

Date of eligibility for lane advance _____ Effective date of lane advance _____
(mm/dd/yyyy) (mm/dd/yyyy)

Approved by: _____ Date _____
Signature of College President (mm/dd/yyyy)