

# ACTIVITIES PROPOSED FOR SALARY SCHEDULE ADVANCEMENT

(Collective Bargaining Agreement Article XII.C.3.c and C.3.d)

**Instructions:**

“Activities” may include a seminar, workshop, or occupationally-related experiences. If semester credit hours are not awarded by the providing institution or organization, the proposal should include how the experience should be converted into semester credit hours, with rationale provided. Indicate whether approval is being requested for each activity as “subject” or “related” with a rationale provided. .

“Subject” is your discipline or field of instruction. “Related” activities may be related to your field of instruction or to your role as a teacher. In either case, indicate “related” and provide a rationale.

Before credit toward salary schedule advancement is granted, formal documentation of completion of each proposed activity must be provided by the providing organization or cooperative partner. This might be a certificate of participation, letter of participation from the organizer, verification of registration, or other documentation.

### Proposed Activities

Course #	Title	Institution	Instructor	SH	Subject	Related

**Description of Activity:**

**Rationale for “subject” or “related” credit:**

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Requested by:

Approved by:

\_\_\_\_\_  
Instructor name

\_\_\_\_\_/\_\_\_\_\_  
Dean Date

\_\_\_\_\_/\_\_\_\_\_  
Instructor signature Date

\_\_\_\_\_/\_\_\_\_\_  
Vice President Date