

**FACULTY PAY LEVEL CHANGE REQUEST**  
**Per the Collective Bargaining Agreement, Article 27**

EMPLOYEE'S NAME \_\_\_\_\_ PID# \_\_\_\_\_

GENERAL AREA: \_\_\_\_\_ PRIMARY TEACHING FIELD: \_\_\_\_\_

**CURRENT PAY LEVEL:**

- PAY LEVEL I - HIGH SCHOOL; ASSOCIATE'S DEGREE; BACHELOR'S DEGREE
- PAY LEVEL II – MASTER'S DEGREE

**PAY LEVEL CHANGE TO:**

- PAY LEVEL II – MASTER'S DEGREE
- PAY LEVEL III – EARNED DOCTORATE OR MFA

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**OFFICIAL TRANSCRIPT(S) MUST BE ATTACHED IN ORDER FOR THIS REQUEST TO BE PROCESSED BY HUMAN RESOURCES**

**PAY LEVEL REQUEST REVIEWED AND APPROVED:**

DEAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT COMPLETE BELOW THIS LINE**

**HUMAN RESOURCES DEPARTMENT USE ONLY:**

1. Pay level agrees with degree attainment:  Yes  No
2. From: Current Level \_\_\_\_\_ To: New Level \_\_\_\_\_
3. Board of Trustees Meeting Date for Approval: \_\_\_\_\_
4. From: Current Salary \$ \_\_\_\_\_ To: Level Change Salary \$ \_\_\_\_\_

REVIEWED FOR ACCURACY AND PROCESSING FOR DISTRICT BOARD OF TRUSTEES AGENDA

\_\_\_\_\_  
HUMAN RESOURCES COORDINATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR OF TALENT ACQUISITION

\_\_\_\_\_  
DATE