

Cerritos Community College District

REQUEST FOR COLUMN ADVANCEMENT

All full-time faculty employees who meet requirements for advancement to another **Column** on the salary schedule effective the subsequent Academic Year* must complete and submit this form. There is no need to complete this form for step or longevity increment advancements.

Name (First MI Last)	Date
Employee ID Number	Division
Email Address	Phone Number
I have completed, or plan to complete, sufficient coursework to qualify for advancement on the salary schedule to Column _____, effective the _____ Academic Year.* I will submit required documentation to support this request.	
Signature	

*It is required that official transcripts verifying appropriate coursework be submitted to the Human Resources office by the following dates:

Faculty employed on a 10-school month or a greater than 10-school month contract basis (i.e., 11- or 12-school month contract): Verification must be received ***not later than July 1***, in order for the advancement to be effective July 1 of that contract year; ***OR not later than September 1***, in order for the advancement to be effective September 1 of that contract year.

- ❖ Units for advancement across the basic salary schedule must be semester units of credit. Quarter units must be multiplied by 0.667 to determine their semester unit value.

Reference: CCFB Bargaining Agreement, Appendix D
Original: Personnel File