**Application Coversheet for Tier II and III**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Click or tap here to enter text | **S#** | Click or tap here to enter text |
| **Department(s)** | Click or tap here to enter text |
| **Tier Pay Level Application** |
| **Tier Level**  | **Tier I** Semester Hired | **Tier II** [ ] **Effective:** Enter Fall Sem. | **Tier III** [ ] **Effective:** Enter Fall Sem. |
| **Time** |
| **Time** | *Printed documentation required with application* | **#Semesters** | **#Credits** |
| **Tier II** | Completed four semesters (may include summers) and 12 credits of teaching at RRCC | # semesters since hire | # credits since hire |
| **Tier III** | Currently at Tier II and completed *an additional* four semesters (may include summers) and an additional 12 credits of teaching experience at RRCC | # semesters at tier II | # credits at tier II |
| **Required Trainings** |
|  |  *Printed documentation required with application* | **Completion Date** |
| **Tier II** | * New Instructor Orientation
 | Date of orientation |
| **Tier II** | * D2L Essentials
 | Date of training |
| **Tier II** | * New to Teaching Online
 | Date of training |
| **Tier II**  | * Web Accessibility Training
 | Date of training |
| **Tier II and III** | * *Annual* Human Resources Required Trainings
 | Date of last module |
| **Professional Development** |
| **Tier II** | Six hours of approved professional development within the previous four semesters |
| **Tier III** | Eight hours of additional approved professional development within the previous four semesters |
|  | *Printed documentation required with application. Include additional pages if necessary.* |
| **Hours** | List professional development since previous tier  | Completion Date |
| Approved hours | Title of conference, workshop, training  | Date of attendance |
| Approved hours | Title of conference, workshop, training  | Date of attendance |
| Approved hours | Title of conference, workshop, training  | Date of attendance |
| Approved hours | Title of conference, workshop, training  | Date of attendance |
| Approved hours | Title of conference, workshop, training  | Date of attendance |
| Approved hours | Title of conference, workshop, training  | Date of attendance |
|  |  |  |
| **Instructor Signature** | Print, sign, and deliver to Department Chair by April 15 | Date |
|  |  |  |
| *I approve/deny advancement to the next step of tiered pay based on review of the required number of semesters and credits, required trainings, professional development, teaching effectiveness, and professionalism.*  |
| **Chair***approve / deny* | **Printed Name**Click or tap here to enter text. | **Signature** | **Date** |
| **Dean***approve / deny* | **Printed Name**Click or tap here to enter text. | **Signature** | **Date** |
| **Human Resources** | Verify applicant is current on all HR required training | **Initial** | **Date** |
| **New Tier Level** | Tier II [ ]  Tier III [ ]   | **Effective**  |

**Tier Pay Application Instructions**

Red Rocks Community College has a three-tier pay system for adjunct instructors. It is the responsibility of the adjunct instructor to verify completion of pay level requirements. This form and appropriate documentation must be delivered to the appropriate Chair by April 15. Participation in this program does not guarantee employment. In addition to the application and required documentation, factors such as feedback from Student’s Opinion of Instruction (SOI’s), classroom observations, teaching effectiveness including D2L requirements, and professional and courteous interaction with students, colleagues, staff, and the RRCC community may be taken into consideration. It is the chair’s responsibility to review the entire application, approve or deny tier level advancement, sign and forward to the appropriate Dean of Instruction no later than April 22. It is the dean’s responsibility to review the application and supporting documentation, approve or deny tier level advancement, and deliverer to the Office of Human Resources no later than the last working day in the month of April. If approved, the level increase will take place starting in the fall semester of that same calendar year.

All of the requirements must be met by the stated deadline to be eligible for the next tier level pay increase. There will be no exceptions to this deadline**.** Applicants will be required to wait until the following enrollment period one year later.

**Important Dates** (when due dates fall on a Saturday or Sunday, due date will advance to Monday)

|  |  |
| --- | --- |
| April 15 | Completed application with required documentation submitted to chair. |
| April 22 | Chair reviews application. Submits signed application packet to Dean of Academic Affairs. |
| April 30 | Dean reviews application packet and forward to Office of Human Resources by last working day in April.  |

**Required Documentation** (include documents with application)

* Completed Application Coversheet and signed Tier Pay Application Instructions page.
* [Faculty Load and Compensation](https://www.rrcc.edu/sites/default/files/VerifyingTeachingEmployment.pdf) verifying number of semesters and credit hours.
* Evidence of New Instructor Orientation, D2L Essentials, Web Accessibility Training, and annual HR required trainings. Required trainings do not count toward professional development hours.
* Evidence to support professional development activities.

Suggested professional development may include, but not limited to, a combination of equity and inclusion trainings, discipline specific content, effective teaching workshops, and Quality Matters training. Collaborate with Department Chair to discuss or establish professional development plan.

**Tier Pay Level Advancement Considerations**

1. Student’s Opinion of Instruction (SOI’s), classroom observations, teaching effectiveness including D2L requirements, and professional and courteous interaction with students, colleagues, staff, and the RRCC community.
2. Application includes all required documentation.
3. Completed application submitted and forwarded by due dates.

I have reviewed and understand the Application Coversheet and Application Instructions.

|  |  |  |
| --- | --- | --- |
| **Instructor Signature** | Print, sign, and deliver to Department Chair by April 15 | Date |