ANTELOPE VALLEY COLLEGE

Faculty Academy Hours Documentation for Salary Advancement on the Adjunct/Overload Pay Schedule

Per CBA Article 9, Section 8.0, faculty who complete 50 hours of Faculty Academy training are eligible for advancement to Column IV and V on the adjunct/overload salary schedule, which reflects a 2% salary incentive. This form is used to track Faculty Academy hours and submit them for administrative verification and approval. Hours applied toward column advancement must be above and beyond the faculty member's required FPD obligation, and the same hours cannot be used for both FPD credit and salary advancement. Faculty must also attach a copy of their official FPD transcripts as verification of attendance for each event claimed toward Faculty Academy salary advancement. This form serves as the official record for requesting advancement on the adjunct/overload pay scale.

Faculty Name: _____ **Division:** _____

Date of Event	Title of Event	Hours Completed
	Total	

Faculty Signature: _____ Date: _____

VPAA Signature: _____ Date: _____

Date VPAA office submitted form to payroll:

If the space provided on this form is insufficient to record all completed Faculty Academy activities, the faculty member shall complete and attach an additional copy/copies of this form to ensure full documentation.