

MOTT COMMUNITY COLLEGE
Office of Human Resources
Faculty Salary Adjustment Request

Name: _____ Datatel ID: _____ Date: _____

This is to certify that on the above date I filed the following credits with the Office of Human Resources of Mott Community College:

Course	No.	Term Hours	Semester Hours	Grade	College	Date Completed

- All adjustments to salary as a result of additional training will be effective at the beginning of the next semester succeeding the date that this form and your official transcripts are received by the Office of Human Resources. All forms must be received by the Office of Human Resources on or before the dates listed below for salary adjustment to be effective the following semester:
 - No later than July 10th for Fall semester pay
 - No later than December 20th for Winter semester pay
 - For part-time status employees:
 - No later than April 10th for Spring semester pay
 - No later than June 8th for Summer semester pay
- It is the responsibility of the faculty member to request the appropriate documentation be mailed to the Office of Human Resources.
- Faculty members with a Masters of Fine Arts (MFA) who are teaching in Fine Arts, will be paid at the MA+30 pay rate.
- For additional information on salary adjustments please refer to Article VIII, Section C of the Faculty CBA.

 Instructor's Signature Date

TO BE COMPLETED BY THE OFFICE OF HUMAN RESOURCES

Effective Date of adjustment: _____
Current Step and Grade _____ Current Salary: _____
New Step and Grade: _____ New Salary: _____

 Human Resources Representative's Signature Date

Notice sent to faculty member: Date Sent: _____