

Step Movement	Hours	Minimum Methods	Optional Tools	Individuals Involved	Tracking	Minimums
Step movement awarded after 242 contact hours of teaching	1 st Term at college	1. Student evaluations 2. Syllabus review	3. Supervisor course visit 4. GIFT as self-assessment 5. Self-assessment 6. Course materials review 7. Other	1. Instructor 2. Supervisor/PC/peer 3. Supervisor 4. Facilitator and Instructor 5. Instructor 6. Supervisor/peer 7. As indicated by method	Formal tracking by HR and Supervisor	Menu of standardized forms to include: numerical scoring, anecdotal comments, qualitative information
Step 1	0–242 hours	1. Scheduled/drop-in visit with written and oral feedback	3. Peer course visit	1. Supervisor	Formal tracking by HR and Supervisor	Menu of standardized forms to include: numerical scoring, anecdotal comments, qualitative information
Step 2	243-484 hours	2. Student evaluations (each term)	4. GIFT as self-assessment	2. Instructor		
Step 3	485-725 hours		5. Materials Review	3. Peer		
			6. Other methods	4. Facilitator and Instructor		
				5. Peer/PC/Supervisor		
				6. As indicated by method		
Adjunct Collective Bargaining Agreement Article 11. Evaluation for movement to Step 5.		1. Pre-evaluation meeting with Supervisor, course visit, post-visit Process may include: A. Peer course visit B. GIFT as self-assessment C. Materials review D. Other methods	Others as directed and agreed to by Supervisor and Instructor	1. Supervisor/Instructor A. Peer B. Facilitator and Instructor C. Peer/PC/Supervisor D. As indicated by method	Evaluation sent to HR for employee’s file. Formal Tracking by HR. Formal tracking by Supervisor	Adjunct Collective Bargaining Agreement Article 11. Evaluation for movement to Step 5.
Step 4	726–967 hours					
Step 5	968-1209 hours	1. Student evaluations (each term)	2. Peer course visit 3. GIFT as self-assessment 4. Materials Review 5. Other methods 6. Adjunct Professional Development process	1. Instructor 2. Peer 3. Facilitator and Instructor 4. Peer/PC/Supervisor 5. As indicated by method 6. Supervisor/Instructor	Formal tracking by HR and Supervisor	Menu of standardized forms to include: numerical scoring, anecdotal comments, qualitative information
Step 6 Step 7 Step 8	1210-1451 hours 1452-1693 hours 1694→ Annually (by request) per CBA Article 11.D. or Ongoing	1. Pre-evaluation meeting with Supervisor, course visit, post-visit 2. Student evaluations (each term)	3. GIFT as self-assessment 4. Self-assessment 5. Other 6. Adjunct Professional Development process	1. Supervisor/Instructor 2. Instructor 3. Facilitator and Instructor 4. Instructor 5. As indicated by method 6. Supervisor/Instructor	Formal tracking by HR and Supervisor	Scheduled or drop-in course visit by Supervisor/peer with oral and written feedback and other methods requested by Adjunct under CBA Article 11.D

Adjunct Faculty beginning at the college on Step 1 may accumulate hours and have the potential to earn 247.5 hours during the first Academic Year.