

Process for Adjunct Level Advancement

Adjuncts teaching at Rhode Island College are eligible for level advancement (a pay raise) depending on how many credit hours they have taught, as well as their quality of teaching. Below is the current* rates of pay for the three levels at RIC:

Level	Credit Hours Taught	Pay per Credit Hour
I	0-59	\$ 1216
II	60-99	\$ 1270
III	100 or more	\$ 1323

Step 1: determine how many credit hours you've taught.

This information can be found on RConnect (from 2000 on) by searching through your old contracts. It should also be available in your personnel file, which you have the right to view through your department.

- If you have taught 60-99 credit load hours, you are eligible for advancement to Level II.
- If you have taught 100 or more hours, you are eligible for advancement to Level III.

Level III is the highest level attainable.

Important: Credits taught at other institutions do not count towards your career credits at Rhode Island College. They will not be counted towards level advancement.

Step 2: Schedule an evaluation

- Applications now require that you've had successful evaluations of at least two of your classes by either your department chair, a tenured full-time faculty member or a program director.
- One of these evaluations must have occurred no more than twelve months prior to the semester in which the advancement application is submitted.
- So for example, if you are submitting your level advancement application in the fall semester 2016, you must have had two classes evaluated and one of those must have occurred either in the spring semester 2016 or fall 2015.

Step 3: Gather materials

1. Complete application form (available on the Adjunct Union website)
2. Write a statement addressing what ways you qualify for level advancement (a reflection of teaching success, discussion of positive student evaluations, efficacy of instruction, teaching innovations, etc. would be appropriate).
3. Gather supporting materials (see page 2 of application for examples)

Step 4: apply on time!

- If you want to advance for the spring semester, you need to apply by NOVEMBER 15 THE PREVIOUS SEMESTER.

- If you want to advance for the fall semester, you need to apply by MARCH 15 OF THE PREVIOUS SEMESTER.