

Paris Junior College
Faculty Salary Schedule Step Increase Report

The faculty member should complete this form with the information below and attach official transcripts or other documentation to support this step increase and submit the request to his/her instructional vice president. All documents must be approved and submitted to the President's Office before August 20 of the fiscal year.

Name: _____

Teaching Area(s): _____

_____ **I have completed 12 graduate hours.** Please list courses and completion dates:

_____ **I have completed a combination of 12 graduate and approved undergraduate hours.**
Please list courses and completion dates:

_____	_____
Employee Signature	Date

_____	_____
Instructional Vice President's Approval	Date