

**Cuyahoga Community College**  
**Faculty Proposed Plan of Study for Salary Advancement**  
**Academic Year 2025-2026**

Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Academic Discipline: \_\_\_\_\_

**I. Proposed Plan of Study:**

a. Institution: \_\_\_\_\_

Is this Institution accredited? ( ) Yes ( ) No If yes, name of accrediting body: \_\_\_\_\_

b. Program: \_\_\_\_\_

Is this Program accredited? ( ) Yes ( ) No If yes, name of accrediting body: \_\_\_\_\_

c. Will this coursework result in a Degree or Certificate? ( ) Yes ( ) No

If yes, name of Degree/Certificate\*: \_\_\_\_\_

\*Refer to My Tri-C Space (under Faculty Forms) for a list of approved industry-recognized credentials in Advanced Manufacturing, Engineering, Automotive and Technology sectors

d. Program Contact: Name \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_

**II. Your Current Status Relative to the Program/Coursework:**

( ) Have applied to the program; am awaiting word on acceptance

( ) Have been accepted in the program

Applicability to current position: (attach additional supporting documentation if desired)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Based on your discipline, electronically submit the completed form as follows, no later than October 17<sup>th</sup> to your Assistant/Associate Dean**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. Instructions to the Assistant/Associate Dean:**

Please review this form, indicate whether you approve this proposed plan of study, inform the employee and forward to the individuals listed below no later than October 24<sup>th</sup>.

( ) I do

( ) I do not

Approve this proposed plan of study as acceptable for salary advancement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

- If the proposed plan of study has been **approved**, inform the employee and forward this form to Holly Dufala, Project Manager, Faculty Affairs.
  - If the proposed plan of study **has not been approved**, inform the employee of the decline and their right to appeal in writing to the Faculty Salary Advancement Committee Lead, Dr. Sandy McKnight, VP, Academic and Faculty Affairs.