

January 17, 2024

Consistent with the LCC/MAHE Collective Bargaining Agreement, Article XIV.I.3, this letter is sent to notify each department/program of any College-wide timelines and deadlines for the Change in Status process.

**No later than March 31**, each department/program will establish as part of its Operating Plan the application, information, and documentation (including but not limited to the items listed in subsection 8.a of this Section J) to be submitted by the applicant to the Peer Review Committee and the timeline for submission of such materials.

**No later than June 30**, a faculty member who currently satisfies the criteria for consideration for Change in Status described in Article XIV or will satisfy those criteria by December 23 may apply for Change in Status by submitting the required application and any materials required to be submitted by that date.

**Not later than the beginning of Fall semester**, the College will determine if the faculty member currently satisfies the requirements for change in status or is on track to satisfy the requirements by December 23 of the current calendar year and will notify the member of its determination. A member who has applied for Change in Status and is determined to currently satisfy the requirements for Change in Status or to be on track to satisfy the requirements by December 23 will be removed from the periodic performance review schedule for the coming academic year and placed on the Change in Status review schedule.

**For full and complete information related to Change in Status, please read Article XIV.I & J of the** [**LCC/MAHE collective bargaining agreement**](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.lcc.edu/about/documents/labor-relations-bargaining-agreements/mahe-contract-2021-2024.pdf)**. The Change in Status language begins on Page 63 of the online version of the contract.**

Please contact Lori Willett, HR Director in Labor Relations, with any questions. Lori can be reached via Webex, email ([loriw@lcc.edu](mailto:loriw@lcc.edu)), or phone (483-1979).