



**Saint Mary's College Outside Teaching Verification Form
(Salaried Adjunct, Associate Adjunct and Assistant Adjunct)**

RECEIVING CREDIT FOR OUTSIDE TEACHING

Per the Collective Bargaining Agreement (CBA), Article 10, section II, you may apply for Saint Mary's course equivalency credit for courses taught at other regionally accredited (or comparable international) institutions of higher education. Saint Mary's will use approved course equivalencies in your Tier assessment. One (1) outside course of 3.0-3.5 units at a regionally accredited institution of higher education is the equivalent of .5 SMC Course Value. You may continue to accrue SMC Course Values up to a maximum credit of twelve (12) SMC Course Values for outside experience.

INSTRUCTIONS FOR COMPLETION

Listed courses must have been taught after June 15, 2017 or after the date of your initial placement on a Saint Mary's pay scale pursuant to the CBA (whichever is most recent). Please list one course per line. Use a separate form for each institution where you have taught (do not include SMC courses). Have your educational institution scan and send completed forms to Saint Mary's representative noted below. The signature and contact information from other institutions are required.

DEADLINE

To be credited with SMC Course Values for outside teaching activities you must submit this form no later than March 15 of each year. This form should only be submitted once per year – the calculation is done once per year, not on a rolling basis.

Faculty Name: _____

Today's Date: _____

Name of Institution: (not SMC) _____

Academic Year	Academic Term and Course Information/Number	# of Units Taught

Total Units Taught _____

Name, signature and contact information of institution's representative.

Signature: _____

Date: _____

Print Name and Title: _____

E-Mail: _____

Phone: _____

Send to: akelly@stmarys-ca.edu

For SMC use only:

Number of course equivalents approved by Saint Mary's: _____

Initial: _____