

NEW FACULTY SALARY PLACEMENT FORM

Name:				
Banner ID/SSN:				
Effective Hire Date:				
Division:				
Department:				
Tenure Status:	Tenure Track	Non-Tenure	1-yr Temp	1-sem Temp
Position Type:	New		Replacement	
If replacement, replaces				
Requisition #:				
CTE or Non-CTE:				



It is the responsibility of faculty members to ensure that the credentials and documentation are complete and accurate. Please attach additional evaluation sheets as needed; indicating "see resume" is unacceptable. **Division Chair/Chair/Director must initial all boxes that are filled including all "Zeros". All sections are required information.**

EDUCATION

List all academic degrees earned, education completed, and corresponding number of credit hours earned. **Paperwork will not be processed without official transcripts, please attach.**

Date Earned	Degree (BS, MS, etc.)	Institution	Major	Credits in Semester Hours	Div. Chair Approval (initials)
Total					

FULL-TIME COLLEGE LEVEL TEACHING EXPERIENCE

Use only full-time teaching experience that is recognized by the institution as being with full rights and responsibilities as other full-time faculty.

Institution	Department	Title/Rank	Beginning Month/Year	Ending Month/Year	Credits in Years (x.x)	Div. Chair Approval
Total						

HIGH SCHOOL AND/OR PART-TIME COLLEGE LEVEL TEACHING EXPERIENCE

Once a person is established in their profession, part-time work experience or teaching may be credited. Equivalent part-time experience is defined as: Teaching an equal number of credit hours or classes as the average full-time faculty-load in the department. Two semesters (Three Quarters) equal one year. Part-time teaching (including SLCC) **may** be considered in gap years where no full-time experience exists, after a person has entered their profession and **may be considered for salary placement ONLY**.

Institution	Department	Title/Rank	Beginning Month/Year	Ending Month/Year	Credits in Years (x.x)	Div. Chair Approval
Total						

RELATED FULL-TIME/EQUIVALENT VOCATIONAL/PROFESSIONAL EXPERIENCE

The total number of years in a full-time, work-related position must not exceed the number of chronological years. Each year is evaluated separately.

Institution/Employer Organization	Department	Full-time Title/Rank	Beginning Month/Year	Ending Month/Year	Credits in Years (x.x)	Div. Chair Approval
Total						

SALARY PLACEMENT

Horizontal Step Placement		Rank Awarded	
Vertical Step Placement		Status: <input type="checkbox"/> Tenure Projected Date: _____ <input type="checkbox"/> Non-Tenure Track (see academic guide for info) <input type="checkbox"/> 1-year Temp (pay & benefits begin 8/16 and end 5/15) <input type="checkbox"/> Semester Temp: ___Fall ___Spring ___Summer	
Final Salary			

APPROVALS

Division Chair / Chair / Director		Date:
Dean / Associate VP		Date:
Human Resources		Date:
VP for Instruction OR VP Workforce, Professional & Literacy Development		Date:

HR Form 7/09