

NEW FACULTY SALARY/RANK FORM

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



It is the responsibility of faculty members to ensure that the credentials and documentation are complete and accurate. Please attach all documents for evaluation as needed; indicating "see resume" is unacceptable. **The Associate Dean/Program Director must initial all line entries including all "Zeros", and the sectional totals. All sections are required information.**

EDUCATION

List all academic degrees conferred and dates earned, education credits completed, the institution's name and major/disciplined studied. **A salary/job offer cannot be extended without official transcripts.**

Date Earned	Degree (BS, MS, etc.)	Institution	Major	Credits in Semester Hours	AD/PD Approval (initials)
Total					

FULL-TIME COLLEGE LEVEL TEACHING EXPERIENCE

Enter all full-time teaching experience that is recognized by the institution as being with full rights and responsibilities as other full-time faculty. The Credit in Years is determined by SLCC regular faculty load for Fall and Spring Semesters as being 1 year (or three quarters). Overload classes and/or summer overload is not considered in a regular annual appointment (30 instructional units).

Institution	Department	Title/Rank	Beginning Month/Year	Ending Month/Year	Credits in Years (x.x)	AD/PD 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. Part-time teaching (including SLCC) **may** be considered in gap years where no full-time experience exists. 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. Credit in years is the prorated full-time equivalent to an annual SLCC full-time faculty load (30 Instructional units).

Institution	Department	Title/Rank	Beginning Month/Year	Ending Month/Year	Credits in Years (x.x)	AD/PD 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. Credit in Years is determined by the 12 month calendar.

Institution/Employer Organization	Department	Title	Beginning Month/Year	Ending Month/Year	Credits in Years (x.x)	AD/PD Approval
Total						

SALARY/STATUS INFORMATION (COMPLETED BY HUMAN RESOURCES)

Minimum Requirements Posted (Degree, years exp., etc.)		Tenure Status	
Rank/Title		Projected Tenure Date	
Minimum Faculty Salary by Department		Temporary Appointment	__ 1 year __ Fall __ Spring
Minimum Salary		Effective Dates:	
Salary Offer		Prorated salary (if applicable)	

APPROVALS

Associate Dean/Program Director		Date:
Dean		Date:
Human Resources		Date:
Provost for Academic Affairs		Date: