

This form is required for all FT faculty new hires and rehires

Employee Name (Printed)

ID Num or SSN

Start date

Position number

Part A Contract Length Calculation

| Number of Days | Fall | Spring | Summer | TOTAL | 9. Contract Type <input type="checkbox"/> Basic Year <input type="checkbox"/> College Year <input type="checkbox"/> Admin Year |
|---------------------------|------|--------|--------|---------------|---|
| Prescribed by calendar -> | 1. | 2. | 3. | 4. (A1+A2+A3) | |
| Actual -> | 5. | 6. | 7. | 8. (A5+A6+A7) | |

Part B Basic Year Salary Calculation

1. Grade (Determined by degree level)

I (Doctorate)
 II+ (Masters +30)
 II (Masters)
 III (Bachelor or less)

| | | | | |
|--|------------------------------|-------------|---------------------|---|
| 2. Grade minimum, (from Salary Schedule) | 3. Recommended above minimum | | 4. Total (B2 + B3a) | Amount is determined by the College President, & cannot exceed 10% unless the College is unable to match prevailing salaries in private industry. |
| | a. \$ Amount | b. % Amount | | |

5. Above minimum justification (Required if B3a or B3b is greater than 0):

a. Professional full-time teaching experience credit (Teaching/Librarian/Counselor)

| | From | To | Total yrs |
|-------|------|----|-----------|
| _____ | | | |
| _____ | | | |

b. Relevant non-teaching experience – journeyman, technician, engineer or trained employee level (Technical/Vocational, Business, Library, Counseling, Military Service)

| | From | To | Total yrs |
|-------|------|----|-----------|
| _____ | | | |
| _____ | | | |

c. Marketplace justification (Narrative)

Student (unofficial) copy of transcript may be used as basis for these calculations. However, official transcripts must be obtained within 30 days of employment.

| | | | |
|--------------------------------|------|--|------|
| Typed name & Signature of Dean | Date | Typed name & Signature of Campus President / District Official | Date |
|--------------------------------|------|--|------|

Part C For Human Resources Use

| | | | |
|------------------------------------|-------------------------------------|--|------------------------------------|
| 1. Prescribed daily rate (B2 / A4) | 2. Recommended daily rate (B4 / A4) | 3. Contractual 1 st yr salary (A8 * C2) | 4. Extended for college/admin year |
|------------------------------------|-------------------------------------|--|------------------------------------|

| Action by Human Resources | | | Approval by President (if required) | |
|---|-----------|------|-------------------------------------|------|
| <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Referred to President | Signature | Date | Signature | Date |

Instructions for Completing the Full-Time Faculty Calculation Form (2-1-053)

Use this form to report the number of days worked in 1st year and to show starting salary calculations for all full-time faculty members. This completed form, along with other required hiring paperwork, should be forwarded to HR before the employee commences work.

| | |
|--|--|
| Block | Instructions |
| Identification | |
| <i>Employee Name</i> | Print or type the employee's name, preferably as it appears on the Social Security Card. |
| <i>ID Num or SSN</i> | If a faculty record has been created, a Colleague ID Num will exist. If not, enter the employee's Social Security Number. |
| <i>Start Date</i> | The first date of employment, including In-Service Training, if applicable. |
| <i>Position Number</i> | The full-time position number to which being assigned. |
| Part A | |
| <i>A1,A2,A3. Number of Days Prescribed by Calendar</i> | The number of days for all three terms as prescribed by the current academic calendar. For example: A1 – 78, A2 – 79, A3 – 69. Since these numbers may change from year to year. It is important that the ones in effect at time of hire are captured. |
| <i>A4. Total</i> | The sum of blocks 1-3. This should equal the total number of faculty work days for the academic year. For example: 157 or 226. |
| <i>A5,A6,A7. Number of Days Actual</i> | The number of days in each term that the employee will work. For example if the employee started late in January: A5 – 0, A6 – 55, and A7 – 0. |
| <i>A8. Total</i> | The sum of blocks A5-A7. This represents the total number of days the employee will work in the first academic year of employment. |
| <i>A9. Contract Type</i> | Check one: Basic Year = Fall and Spring College Year = Fall, Spring, and Summer Admin Year = Same number of work days as non-faculty |
| Part B | |
| Note: If recommended salary is not above the salary schedule minimum blocks B2 thru B5 are not required. | |
| <i>B1. Grade</i> | Check the box indicating the faculty grade appropriate to the employee's highest degree level. |
| <i>B2. Grade minimum</i> | Minimum salary for the appropriate grade, taken directly from the current Salary Schedule. Do not prorate. |
| <i>B3a. \$ above minimum</i> | Dollar amount above minimum that is being requested, if any. |
| <i>B3b. % above minimum</i> | Percentage amount above minimum that is being requested, if any. |
| <i>B4. Total</i> | Dollar value sum of B2 and B3a. This represents the total annual salary that is entered into Colleague as the salary. In case of a partial year contract it represent the annual equivalent . Do not prorate. |
| <i>B5a, B5b, B5c. Above minimum justification.</i> | Use these blocks to justify recommended salary above minimum. Continue on separate sheet if more space is needed. |
| <i>Signature of Dean</i> | Form must be signed and dated by the responsible dean. |
| <i>Signature of Campus President / District Official</i> | Form must be signed and dated by the appropriate campus president or designated district official. |
| Part C | |
| For Human Resources Use | |
| <i>C1. Prescribed Daily Rate</i> | Minimum salary prescribed by Salary Schedule divided by the prescribed number of work days in current academic calendar. (B2 / A4). |
| <i>C2. Recommended Daily Rate</i> | Final recommended salary divided by the prescribed number of work days in current academic calendar. (B4 / A4). This figure is not entered in Colleague. |
| <i>C3. Contractual 1st Year Salary</i> | Actual daily rate multiplied by the total number of days worked. (A8 * C2). This is the prorated amount and appears on the hard-copy employment contract. This figure is not entered in Colleague. |
| <i>C4. Extended for College/Admin Year</i> | All figures up to this point are basic year figures. If the contract is for a college or admin year, multiply C3 by appropriate factor. (Coll Yr Days / Bas Yr Days <u>or</u> Adm Yr Days / Bas Yr Days) |
| <i>Approval Signatures</i> | Signed and dated by Director of Human Resources or President, as appropriate. |