# Faculty Salary Calculation Form

**Part A**  
**Contract Length Calculation**

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescribed by calendar -&gt;</td>
<td>1.</td>
<td>2.</td>
<td>3.</td>
<td>4. (A_1 + A_2 + A_3)</td>
</tr>
<tr>
<td>Actual -&gt;</td>
<td>5.</td>
<td>6.</td>
<td>7.</td>
<td>8. (A_5 + A_6 + A_7)</td>
</tr>
</tbody>
</table>

**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**
   - a. $ Amount
   - b. % Amount

4. **Total** \(B_2 + B_3a\)

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** \(B_2 / A_4\)

2. **Recommended daily rate** \(B_4 / A_4\)

3. **Contractual 1st yr salary** \(A_8 \times C_2\)

4. **Extended for college/admin year**

Action by Human Resources  
Approval by President (if required)

☐ Approved  
☐ Disapproved  
☐ Referred to President

Previous versions are obsolete and should not be used.
# 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
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### Identification

**Employee Name**
Print or type the employee's name, preferably as it appears on the Social Security Card.

**ID Num or SSN**
If a faculty record has been created, a Colleague ID Num will exist. If not, enter the employee's Social Security Number.

**Start Date**
The first date of employment, including In-Service Training, if applicable.

**Position Number**
The full-time position number to which being assigned.

### Part A

**A1,A2,A3. Number of Days Prescribed by Calendar**
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.

**A4. Total**
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.

**A5,A6,A7. Number of Days Actual**
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 \( A7 = 0 \).

**A8. Total**
The sum of blocks A5-A7. This represents the total number of days the employee will work in the first academic year of employment.

**A9. Contract Type**
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.

**B1. Grade**
Check the box indicating the faculty grade appropriate to the employee's highest degree level.

**B2. Grade minimum**
Minimum salary for the appropriate grade, taken directly from the current Salary Schedule. Do not prorate.

**B3a. $ above minimum**
Dollar amount above minimum that is being requested, if any.

**B3b. % above minimum**
Percentage amount above minimum that is being requested, if any.

**B4. Total**
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.

**B5a, B5b, B5c. Above minimum justification.**
Use these blocks to justify recommended salary above minimum. Continue on separate sheet if more space is needed.

**Signature of Dean**
Form must be signed and dated by the responsible dean.

**Signature of Campus President / District Official**
Form must be signed and dated by the appropriate campus president or designated district official.

### Part C

For Human Resources Use

**C1. Prescribed Daily Rate**
Minimum salary prescribed by Salary Schedule divided by the prescribed number of work days in current academic calendar. \( (B2 \div A4) \).

**C2. Recommended Daily Rate**
Final recommended salary divided by the prescribed number of work days in current academic calendar. \( (B4 \div A4) \). This figure is not entered in Colleague.

**C3. Contractual 1st Year Salary**
Actual daily rate multiplied by the total number of days worked. \( (A8 \times C2) \). This is the prorated amount and appears on the hard-copy employment contract. This figure is not entered in Colleague.

**C4. Extended for College/Admin Year**
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. \( (Coll \ Yr \ Days \ / \ Bas \ Yr \ Days \ or \ Adm \ Yr \ Days \ / \ Bas \ Yr \ Days) \)

**Approval Signatures**
Signed and dated by Director of Human Resources or President, as appropriate.

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Reverse of 2-1-053 (8/02)