

Request for Documentation to Support Salary Assignment Full-Time Professors, Counselors, and Librarians

Employee Name _____ Position Title _____

Creditable Experience for Full-Time Instructional Personnel

For instructional personnel hired on or after July 1, 2000, a maximum of seven (7) years of verifiable educational experience may be credited for salary purposes. The President, or her designee, may accept in lieu of educational experience, full-time employment deemed appropriately related to the faculty position.

Instructional experience attained as an assistant instructor or as the result of a fellowship, assistantship, or other similarly related program, will not be recognized as employment experience or accepted as creditable service for salary purposes.

One (1) year of service will be recognized for salary purposes for each academic or fiscal year in which a person was employed full-time in a related position(s), for one day more than one-half the total number of days in that year in the institution(s) in which they were formerly employed. A year of service will be recognized for salary purposes for each academic or fiscal year in which a person was employed part-time in their respective positions for one-half the total number of hours in that year in the institution(s) in which they were formerly employed.

It is the employee's responsibility to obtain documentation of previous experience with another employer. Documentation must be submitted on the previous employer's letterhead and must include position title, dates of employment, and full-time vs. part-time status. Documentation of previous experience must be submitted to the Human Resources Office before it will be recognized for salary purposes. Documentation received within the first 90 days of employment shall be recognized in the payroll following receipt of the documentation and shall be retroactive to the employee's date of employment. In order to meet this 90-day deadline, your due date for this documentation will be _____. Documentation received after the first 90 days of employment shall be recognized for salary purposes effective with the first date of the following month.

Accredited Education

Seminole Community College, for compensation purposes, acknowledges institutions that are accredited by nationally recognized regional accrediting bodies. The most recent issue of the Higher Education Directory published by Higher Education Publications, Inc. will be used as the authority.

Instructional Personnel Degree Advancement

Salary increases due to the receipt of an advanced educational degree (including masters plus classification) or its equivalent, will be effective the first day of the contract period of the current fiscal or academic year in which documentation of the achievement is submitted to the Human Resources office with a written request by the employee for recognition of the degree advancement. In the event that the degree or its equivalent is conferred during a contract period, the effective date is the first day of the month following the date the degree was conferred. The education must be obtained from a regionally accredited institution recognized by the College. The payment of the salary increase will not begin until documentation of the achievement and a written request for recognition of the degree advancement is received in the Human Resources Office.

Masters + 30 Classification

The Masters + 30 classification applies to persons with thirty (30) semester hours of discipline related graduate credit beyond the masters degree. The education must be obtained in a regionally accredited institution recognized by the College. As of July 1, 1993, credit that is earned prior to the awarding of the degree, but is not applied toward the degree, may be counted.

PLEASE COMPLETE

I believe I have _____ years of creditable previous employment experience that can be adequately supported through documentation.

I have the following degree: ___ Doctorate ___ Masters ___ Masters + 30 ___ Bachelors ___ Associates _____ Other

Signature

Date