****

 **FULL-TIME EMPLOYMENT**

| **Type of Contract (Grade of 30 and Above Only)**  |
| --- |
| ADM [ ]  | I [ ]  | II [ ]  | III 10 mth [ ]  | III 12 mth [ ]   |
|  GL Budget Code: |
| Purpose |     |  |     |  |     |
| Unit |     |  |     |  |     |  |     |  |     |

Memorandum

To: J. Larry Keen, President

Thru: Robin Deaver, Senior Vice President for Business and Finance

Thru: Carl Mitchell, Vice President for Human Resources & Institutional Effectiveness

Thru:

Thru:

Thru:

From:

Date:

|  |
| --- |
| This is to inform you that through the process of: reviewing applicants [ ]  upward mobility [ ]  transfer [ ]  title change [ ]  |
|       |  has been selected to fill the present vacancy of |
| (First, Middle, Last Name) |  |
|       | in |       |
| **(Title Must Match Organizational Handbook)** |  | (Department) |
| supervised by |       | and is a replacement for |       | . |
|  | (First, Middle, Last Name) |  | (First, Middle, Last Name) |  |
| The applicant is currently employed at FTCC as a(n): |       | . |
|  | (Position Title) |  |
| The effective date of this position will be the first day of the month of: |       | . |
|  | (Month) (Year) |  |
| Staff Salary Rate determined as follows: | Present Grade |     | or New Grade |     | [ ]  Exempt [ ]  Non-Exempt |
|  | **TOTAL RECOMMENDED MONTHLY STAFF SALARY** | $ |       |
|  | **TOTAL RECOMMENDED YEARLY STAFF SALARY** | $ |       |
|  |
| Faculty Salary Rate determined as follows: |
| Faculty Salary Scale |  | Experience in Field | Degree & Major | Teaching Discipline |
| Years | Months |
| Faculty Base Scale | [ ]  |     |     |       |       |
| Faculty Market Demand III Scale | [ ]  |     |     |       |       |
| Literacy Scale | [ ]  |     |     |       |       |
| Student Learning Center Scale | [ ]  |     |     |       |       |
| **SUBTOTAL FOR YEARLY FACULTY SALARY** | $ |       |
|  Curriculum Division Chair Add (+) $3,000 (If currently a Department Chair / Program Coordinator Add (+) $1,000) | [ ]  | $ |       |
|  Curriculum/Continuing Education Department Chair / Curriculum Program Coordinator Add (+) $2,000 | [ ]  | $ |       |
|  | **TOTAL RECOMMENDED MONTHLY FACULTY SALARY** | $ |       |
|  | **TOTAL RECOMMENDED YEARLY FACULTY SALARY** | $ |       |
| Approval: |  |  |  |  |
|  | (J. Larry Keen, President) |  | (Date) |  |
| (See reverse for work experience evaluation worksheet) |
| **For HR use only:** [ ]  Docusign\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Castle Branch \_\_\_\_\_\_\_\_\_\_\_\_\_ Approved [ ]  Yes [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  |
| Fayetteville Technical Community CollegeFaculty Educational Degree and Work Experience Evaluation Worksheet |
| Applicant Name: |       |
| Position & Posting #: |       |
| Replacement For: |       | or Expansion Position [ ]  |
| For Health fields: Hepatitis B immunizations completed or begun? Yes [ ]  No [ ]  |
|  |
| APPLICANT’S DEGREES |
| Degree & Conferred Date (MM/DD/YYYY) |  | Major & University/College |
|       |  |       |
|       |  |       |
|       |  |       |
|  |
| NON-TEMPORARY WORK / TEACHING EXPERIENCE / FULL-TIME (DIRECTLY RELATED) |
| Dates of Employment(MM/YYYY) | Job Title | Employer Name | Experience in Field |
| Years | Months |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| Total Non-Temporary Work Experience |     |     |
|  |
| TEMPORARY WORK / TEACHING EXPERIENCE / PART-TIME (DIRECTLY RELATED) |
| Dates of Employment(MM/YYYY) | Job Title | Employer Name | Experience in Field |
| Years | Months |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| Total Temporary Work Experience |     |     |
| **Grand Total**     years     months |