**FTCC logo**

**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

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Thru:

Thru:

From:

Date:

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| 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 College  Faculty 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| APPLICANT’S DEGREES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Degree & Conferred Date (MM/DD/YYYY) | | | | | | | | |  | Major & University/College | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| NON-TEMPORARY WORK / TEACHING EXPERIENCE / FULL-TIME (DIRECTLY RELATED) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates of Employment  (MM/YYYY) | | | | | Job Title | | | | | | | | | | | | | | | | Employer Name | | | | | | | | | | | | | Experience in Field | | | | | | |
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| Total Non-Temporary Work Experience | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |
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| TEMPORARY WORK / TEACHING EXPERIENCE / PART-TIME (DIRECTLY RELATED) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates of Employment  (MM/YYYY) | | | | | Job Title | | | | | | | | | | | | | | | | Employer Name | | | | | | | | | | | | | Experience in Field | | | | | | |
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| Total Temporary Work Experience | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |
| **Grand Total**     years     months | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |