EXHIBIT B of D.5.1.1 (Procedure) Employee Compensation and Exempt/Non=Exempt Status

Faculty Placement Template - AAS (vocational) Faculty

Candidate Name:		Date:		Qualifying Degree:	No degree
Full-time or Adjunct	Full-time	College:		Qualifying Degree Awarded Date:	
Chairperson:		Position #:		Qualifying Degree in Discipline?	
Teaching Discipline:		Req #		Qualifying Degree Institution:	

Courses relevant to teaching discipline

Semester	Course Number and Title	Institution	Semester

Required Licenses and Certifications

Name of License/Certification	Issued by:	Date Received	Current Status

Evaluated by (enter name): _____ Date: _____

Candidate Name: _____ Req # _____

Relevant Work Experience (excluding teaching experience)

Organization	Job	Years

Total:	0
Years for Placement	3
Remaining Years*	0

WARNING - AAS (Vocational) Faculty Members must have at least three years of relevant work experience

Years of experience used for placement can be used for one Class advancement up to MA + 48 but cannot be used for an increase in Credit Level

Prior Teaching and Experience Credit

	Actual	Calculated
Full-time College Teaching (1-1):		
Alamo Colleges Full-time Temp/Intern (2-1):		
Full-time Teaching High School (2-1):		
Full-time Teaching Other (3-1):		
Total Full-time relevant non-teaching experience (2-1):	3	0.0
Total		0

Note: Include the three years of experience used to qualify for the job in the "Actual" column. Those three years will be removed from the calculated amount.

Evaluated by (enter name): _____ Date: _____

Candidate Name: _____ Req # _____

Transcript Evaluation Form for Relevant Education Above a Master's Degree

Date	Course	Institution	Hours
Master's Plus 12			

Faculty Placement Template - AAS (vocational) Faculty

				Total	0

Master's Plus 24

				Total	0

Master's Plus 36

				Total	0

Master's Plus 48

				Total	0

Doctorate Major: _____   **Doctorate Institution:** _____

Doctorate Award Date: _____   **Evaluated by (enter name):** _____   **Date:** _____

Placement

Candidate Name: _____   **Req#** _____

Class (place X)   **Level Credit**

Class (place X)	
	BA
	MA
	MA +12
	MA +24
	MA +36
	MA +48
	PhD
	Rank - N/A

> **Note:** By having three years of relevant experience, applicant can progress <u>one</u> class level from actual relevant education - not to exceed MA +48.

Comments (required if giving rank)

Vocational/Technical Faculty Placement and Experience Credit Example

A vocational instructor has a Bachelor's degree and nine years of relevant work experience.

The first three years of experience will be used to qualify the instructor and advance him/her to the class of MA.

The remaining six years of experience will apply to the experience credit at a 2:1 ratio equaling an experience credit of three years.

The placement of this instructor will be MA with three years of experience credit

Chair signature	_____	**Printed Name**	_____	**Date**	_____
Dean Signature	_____	**Printed Name**	_____	**Date**	_____
VP Signature	_____	**Printed Name**	_____	**Date**	_____
President Signature	_____	**Printed Name**	_____	**Date**	_____