

FACULTY QUALIFICATIONS SUMMARY

- A. Complete the sections as appropriate and submit with all original appointments and rehires, all rank promotions, and all changes in faculty categories; e.g., 9-month teaching to 12-month administrative and vice versa.
- B. Written justifications, with attached documentation, must be submitted for appointments in which actual qualifications vary from SACS Criteria and/or VCCS normal column criteria, appointments below qualifying rank and/or below salary range minimums (sponsored programs), any salary given for reasons of competitiveness, and any salary beyond the midpoint of the range.

Name: _____ Rank Requested: _____

Teaching Field or Admin. Title: _____

If teaching, circle applicable SACS category: _____ (1) A.A./A.S. (Transfer) _____ (2) A.A.S. (Non-transfer)
 _____ (3) Certificate _____ (4) Developmental

_____ Meets VCCS Criteria _____ Meets SACS Criteria _____ Qualifies by Exception

Criteria Analysis for Requested Rank

Minimum Criteria per VCCS-29

Actual Qualifications/Experience

| Column _____ Education: | Year(s) | Degree | Major | Sem. Hrs. Tchg.Fld/Other |
|----------------------------|---------|--------|-------|-----------------------------|
| _____ | _____ | _____ | _____ | _____/_____ |
| _____ | _____ | _____ | _____ | _____/_____ |
| _____ | _____ | _____ | _____ | _____/_____ |
| _____ | _____ | _____ | _____ | _____/_____ |

| | | |
|---------------------|--------------------------|-----------------------|
| (1) VCCS Minimum | (2) Actual Experience | (3) Beyond Minimum |
|---------------------|--------------------------|-----------------------|

Experience:
 Related Occup: _____ yrs. _____ yrs. _____ yrs.
 Total Teaching: _____ yrs. _____ yrs. _____ yrs.
 In VCCS: _____ yrs. _____ yrs. _____ yrs.
 In Rank: _____ yrs. _____ yrs. _____ yrs.

Justifications: _____

Salary: _____ As of _____ Teaching Exp. @PVCC ___CR. HRS as of _____

Certified Correct (Dean): _____ Date: _____

Vice President's Certification: The above faculty member meets SACS criteria to teach in the following areas:

| | |
|---------------------------------|----------------------------------|
| _____ (1) A.A./A.S. (Transfer) | _____ (4) Developmental |
| _____ (2) A.A.S. (Non-transfer) | _____ (5) Qualifies by Exception |
| _____ (3) Certificate | |

Certified Correct (Vice President): _____ Date: _____

Entry Level Salary Computations – Original Appointment Only

| | Column A Salary Scale Effective / / | Column B Salary Scale Effective / / |
|--|--|--|
| Minimum Salary for Rank (9 mos.) | \$ _____ | \$ _____ |
| Salary Increments <u>Beyond</u> Minimum Criteria | | |
| Education | \$ _____ | \$ _____ |
| Related Occupational Experience | \$ _____ | \$ _____ |
| Teaching Experience | \$ _____ | \$ _____ |
| Sub-total | \$ _____ | \$ _____ |
| Assignment of additional entry level salary for Competitiveness of Discipline: <u>Prior Approval is Required</u> (see paragraph 3.4.4, VCCS <u>Policy Manual</u>). | \$ _____ | \$ _____ |
| Total (9 Mos. Salary) | \$ _____ | \$ _____ |
| Conversion for 12 Month Salary:* | | |
| (9 mos. Salary x 1.3333) | \$ _____ | \$ _____ |
| Annual Salary | \$ _____ | \$ _____ |
| (Column A Salary x _____ [pay periods]) = | \$ _____ | |
| (Column B Salary x _____ [pay periods]) = | \$ _____ | |
| Total Annual Salary | \$ _____ | |

To be Completed for Original Appointment, Promotion or Transfer/Reemployment from Within VCCS (Circle One)

Effective date of original appointment and rank:

List inclusive dates for each period of absence (15 days or greater) and indicate whether LWP or LWOP:

Departure Date

Return Date

Leave Status

Present faculty rank and effective date:

Qualifications at time of original appointment or as shown on VCCS-10 at time of last promotion or transfer/reemployment within the VCCS (Circle One):

Criteria Column:

Education:

Related Occupational Experience:

Teaching Experience:

Time in VCCS:

Time in Rank:

Additional Comments:

*See Section IX, VCCS Transactions Manual for other conversion factors.