

Frequently Asked Questions:

Annual Placement Process

What is the Annual Placement Process? Each year we conduct an initial salary placement for adjunct faculty and for full-time faculty qualifying for initial overload placement. The qualifying requirement is the completion of teaching two semesters at ACC. Also, as part of the Annual Placement Process, we ask all adjunct and full-time faculty to send in official transcripts if they have completed an additional degree or have completed enough additional graduate hours to qualify for a higher salary Level.

How is placement determined? Salary placement is based on your education and previous college-level teaching experience for which you were the instructor of record. Workforce positions (including Health Sciences) also include previous related work experience.

When does the placement become effective? Salary placement will become effective September 1, 2009 and will be noted on your FY10 agreement.

What forms are to be used? There are four forms that are used in this process: two forms (Forms 1 & 2) for updating your educational level (one for adjunct and one for full-time faculty); and one form (Form 3) for updating related work experience for Workforce and Health Science areas; and one form (Form 4) to detail previous college-level teaching experience.

I am an adjunct faculty member qualifying for initial placement after completing teaching one year of longevity (two semesters) in FY09. What do I need to do? Forms that need to be submitted by adjunct faculty members qualifying for initial placement are located at on the HR Compensation web page at <http://www.austincc.edu/hr/compensation/placement.php>. Complete the appropriate forms. You may download them to your computer by using the “Save As” feature, or you may type on them on-line and then print them. If you type on-line, your work will NOT be saved. Be sure to save your work to your computer. Sign the printed forms and send them to HR Compensation at HBC by the due date.

I am a full-time faculty member who now qualifies for initial overload placement because I have completed teaching two semesters in FY09. What do I need to do? Forms that need to be submitted by faculty members qualifying for initial overload placement are located at the HR Compensation web page at <http://www.austincc.edu/hr/compensation/placement.php>. Complete the appropriate forms. You may download them to your computer by using the “Save As” feature, or you may type on them on-line and then print them. If you type on-line, your work will NOT be saved. Be sure to save your work to your computer. Sign the printed forms and send them to HR Compensation at HBC by the due date.

I am an adjunct faculty member who just completed my PhD during FY09. What do I need to do? Fill out Form 2 – Level Placement for Adjunct Faculty if you have completed a PhD, EdD, MFA or JD this year and send it to HR Compensation. In addition, have the institution awarding the degree send official an official transcript to HR Records, attention Bobetta Burns.

I am an adjunct faculty member who has already been placed on the salary scale and I have not earned a PhD, EdD or JD degree. What forms do I complete? No action is needed on your part.

I am a Workforce (or Health Science) area instructor and do not have previous college-level teaching experience. What forms do I need to turn in to HR Compensation? Many Workforce and Health Sciences instructors do not have previous college-level teaching experience.

However, you should be sure to list all your related work experience on Form 3. In addition, turn in Form 2 and have your official transcripts sent to HR Records.

I am an adjunct faculty member who just completed my two semesters of teaching for ACC. What do I need to do? As an adjunct faculty member who now qualifies for initial placement, you should submit Form 2 (Level Placement for Adjunct Faculty), Form 3 if you are teaching in the Workforce or Health Sciences area and Form 4 if you have previous college-level teaching experience for which you were the instructor of record. In addition, you need to request that your official transcripts be sent to HR Records, attention Bobetta Burns.

What is Form 1? Form 1 is the Education Placement Update for Full-Time Faculty who have completed a degree or additional graduate hours in your teaching discipline in the past year. Overloads will be updated by HR Compensation when the form is submitted.

What is Form 2? Form 2 is the Level Placement for adjunct faculty who have completed a degree in their teaching discipline in the past year. It is used both for initial placement and for an annual update for adjuncts that have already been placed on the salary scale.

What is Form 3? Form 3 is used only by Workforce and Health Science adjunct faculty for initial salary placement. It is used to detail work experience related to the teaching field.

What is Form 4? Form 4 is used by all adjunct faculty for initial salary placement to list and detail previous college-level teaching experience.

I've taught college part time for many years. Why do I have to dig up all those old records to complete Form 4? We understand that it may take some extra effort to find the records that date back many years. You may even have to contact the institution at which you taught. However, if we do not have accurate information, certain assumptions will be made. We will assume that you taught a minimum teaching load of one 3-hour course in the fall semester and one 3-hour course in the spring semester for each of the teaching years you indicate.

This assumption may be inaccurate if:

- You taught a course with higher credits than 3.
- You taught more than 1 course in the fall and spring.
- You taught summer courses.

Our goal is to have the most accurate salary placement for you. We appreciate the extra effort you may have to make to provide accurate information on your previous college teaching experience.

I have more experience than fits on Form 3 or 4, what should I do? Complete as many additional pages as are needed to submit complete information for salary placement.

I have transcripts that show "Issued to Student". Can I submit these transcripts?

Unfortunately no. Due to SACS regulations, we may accept only "Official Transcripts" sent directly to ACC from the issuing institution.

Where do I have my school send my transcripts? Official Transcripts should be sent to: ACC HR Records, Attention Bobetta Burns, 5930 Middle Fiskville Road, Austin, TX 78752

I am finishing my PhD at the University of Texas in August, but I won't have my final transcript in time to meet the deadline. Do I have to wait another year? No. UT can provide a letter stating that you have completed your PhD. HR Compensation will accept that letter until the official transcript is sent to HR Records.

What is the deadline for submitting forms back to HR Compensation? The deadline for submitting forms back to HR Compensation is **June 30** for those completing their initial two semesters of teaching in Spring 2009 or 1st Summer Session 2009. **July 24** is the deadline for those completing their initial two semesters of teaching in the 2nd Summer Session 2009.

How will I know when HR Compensation has received and reviewed my forms? A postcard will be sent to you when your forms are received by HR Compensation. The final results of your placement review will be sent to you by mid August by U.S. mail to your home address.

I have been out of town for several weeks and need more time to complete and submit the forms, what do I do? Contact Vicki West, Compensation Manager, at 223-7502 or vwest@austincc.edu for assistance.

Who can I contact for questions? Questions regarding the placement process may be directed to Vicki West, Compensation Manager, 223-7502, vwest@austincc.edu or any other member of the ACC Human Resources Compensation Team.