

FORM 1

Level Placement Update for Full-Time Faculty

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

If you have completed a degree, or completed additional graduate hours in your teaching discipline in the past year that qualifies your salary to be placed on a higher salary level, have your institution send *official* transcripts to HR Records, attention Bobetta Burns by July 27, 2009.

Complete this form and return to HR Compensation by July 27, 2009 if you have completed a degree or additional graduate hours in your teaching discipline in the past year.

Check the area in which you teach:

Arts & Sciences

Workforce

Health Sciences

Type or Print Name

Social Security # or Datatel ID #

Degree Awarded

Date

Institution

Major

Teaching Discipline

I certify that I have requested Official Transcripts to be sent to:

ACC HR Records

Attention Bobetta Burns

5930 Middle Fiskville Road

Austin, TX 78752

Signature

Date

Email

Phone

HUMAN RESOURCES USE ONLY

Current Level:

New Level:

Verified by:

Overload Level Update: