

FORM 2

Level Placement for Adjunct Faculty

Salary placement will become effective September 1, 2009 and will be noted on your FY10 agreement. This form is used for initial level placement and for the annual adjunct faculty level placement update.

Salary Levels are based on education. Salary Level 1 is non PhD and Level 2 is PhD. If you have completed a degree (PhD, EdD or JD) that qualifies you for Level 2 in the past year, please 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 that will place you at Level 2.

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: