

**FORM 4**

**Teaching Experience:  
Initial Step Placement for Adjunct Faculty and  
Full-Time Faculty Overloads**

Salary Steps are based on previous college-level teaching experience. For each institution at which you taught, list the name of each course for which you were the instructor of record, the discipline, the number of credit hours associated with the course, and the total number of times you taught the course. (This total will be the same as number of semesters taught only if you taught the course once each semester.) If you teach in a Workforce discipline including Health Sciences, and do not have previous college-level teaching experience, be sure you list all your related work experience on Form 3 – Related Work Experience.

**Complete this form and return to HR Compensation by July 27, 2009 listing all college-level teaching experience for which you were the instructor of record prior to teaching at ACC.**

**PRINT OR TYPE:**

**Institution:** Name: \_\_\_\_\_ Location: \_\_\_\_\_

Your name (if different from present name): \_\_\_\_\_

Dates of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Course Name	Discipline	Course Credits	# Times Taught	HR Use
<i>Example: Modern English Literature (1950 – present)</i>	<i>English</i>	3 credits	5 times	

**PRINT OR TYPE:**

**Institution:** Name: \_\_\_\_\_ Location: \_\_\_\_\_

Your name (if different from present name): \_\_\_\_\_

Dates of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Course Name	Discipline	Course Credits	# Times Taught	HR Use

I certify that all the information I have included form is true and correct. I authorize ACC Human Resources to contact the companies I have listed for verification purposes.

Check the area in which you teach:

Arts & Sciences                       Workforce                       Health Sciences

\_\_\_\_\_  
Current Teaching Discipline

Please check one:  Full-Time Faculty  
 Adjunct Faculty

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Social Security # or Datatel ID #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

***HUMAN RESOURCES USE ONLY***

<i>Current Step:</i>	<i>Add'l Step(s):</i>	<i>New Step:</i>	<i>Verified by:</i>
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