



FACULTY INITIAL SALARY PLACEMENT

Name of Faculty Member		Semester
Social Security Number	Position Number	Academic Unit/Student Development
Highest Degree Completed/Primary Discipline		Secondary Discipline

TEACHING EXPERIENCE AND ACADEMIC PREPARATION: Maximum Allowable Points = 15

- Full time equivalent college or secondary level teaching/counseling:
Experience – 1 year to 5 years = 1 point per year **(Maximum: 5 points)** _____
 - All other full time equivalent teaching/counseling:
Experience -- ½ point per year **(Maximum: 5 points)** _____
 - Education
 - Doctorate: 3 points, or _____
 - Masters +30 or Double Masters (in related disciplines): **(Maximum: 2 point)** _____
 - Professional licensure/certification in a related discipline: **(Maximum: 1 point)** _____
 - Hired to teach in two distinct academic discipline areas: **(Maximum: 1 point)** _____
 - Special awards or recognitions for outstanding and/or unusual achievements in a related discipline:
1 point each, **(Maximum: 3 points)** _____
 - Scarce discipline (_____) **(Maximum: 3 points)** _____
- SUB TOTAL:** _____

NON-TEACHING EXPERIENCE, DISCIPLINE RELATED EXPERIENCE: Maximum Allowable Points = 10

- Full time employment in discipline-related work: Experience – 1 year to 5 years = 1 point per year
(Maximum: 5 points) _____
 - All other employment experience related to the teaching/counseling discipline(s):
½ point per full time equivalent year **(Maximum: 5 points)** _____
- SUB TOTAL:** _____
- GRAND TOTAL:** _____

Maximum allowable salary for initial payment will be announced by the Office of Human Resources and Strategic Talent Management each fiscal year subsequent to approval of the budget.

COMMENTS:

Recommended salary placement of \$_____

APPROVAL: _____
Instructional Dean/Dean of Student Development



GUIDELINES FOR COMPLETING FULL-TIME FACULTY INITIAL SALARY PLACEMENT FORM

Analysis, Placement and Approval Process

The process for determining the salary placement for a new full-time faculty hire is conducted by three (3) individuals in three (3) stages: 1) by the Hiring Dean; 2) by the Faculty Recruiter; and 3) by the Compensation Specialist. Consultation and collaboration occur at each stage of the process to ensure that the data and analysis are thorough and there is consensus on the placement.

If in the event an agreement cannot be reached regarding the placement, the director of Strategic Talent Management & Organization will review the analysis forms and will confer with the Hiring Dean and the Vice President of HRSTM before making a final determination.

The **maximum salary offer** for full-time faculty is the **salary equivalent to 18 pts.** In special circumstances, requests to hire above this amount may be considered with additional approvals. Salary placement above 18 pts requires written justification from the Hiring Dean and/or the Compensation Specialist to the Senior Vice President/College Provost who will confer with the CHRO, or designee, for final approval.

The analysis for the initial salary placement for full-time faculty should reflect all discipline-related experience and the completed form should reflect this.

Teaching Experience and Academic Preparation: Maximum Allowable Points =15

1. Calculate total years of college or secondary level teaching/counseling including adjunct experience (Secondary teaching includes grades 6 and above). For adjunct positions, 30 credits are equivalent to 1 year full-time. If the total for this is 5 or more, enter 5 on line 1. If the total is less than 5, enter that number on line 1. **Maximum of 5 points.**
2. If the total points in the calculation for line one is greater than 5, the remainder of the total calculation points, should be divided by 2 and entered on line 2. Full-time teaching/counseling experience, other than college or secondary level should be credited here. **Maximum of 5 points.**
3. Unofficial transcript must be provided if points are given for Masters+30. Three (3) points can be assigned for an MFA degree in areas of Graphic Design, Visual and Performing Arts. Points given for terminal degrees must be related to discipline in which being hired to teach. **Maximum of 3 points.**

4. Professional licensure/certification must be related to discipline in which being hired to teach. If a license or certification is a required qualification, as documented in the job posting, a license # or a copy of the document should be provided. Point may be assigned for professional degree. **Maximum of 1 point.**
5. Hired to teach in two distinct disciplines at Montgomery College as documented in the job posting. **Maximum of 1 point.**
6. Special professional awards or recognitions to be awarded based on Dean's recommendation. Points are awarded for achievements that are directly related to professional work and demonstrate exceptional contributions or recognition in the field. Points not typically awarded for scholarships, fellowships, professional association memberships, presentations, volunteer awards. Points are not typically awarded for working on a grant. However, in some cases, points may be awarded if the candidate played a significant role in securing the grant award. **Maximum of 3 points.**
7. Scarce discipline is determined by the HRSTM outlined point system. Please note that the points criteria will be reviewed each semester and is subject to change to align with the College's needs. **Maximum 3 points.**

Non-Teaching Experience, Discipline Related Experience: Maximum Allowable Points =10

1. Calculate total years of full-time equivalent discipline related non-teaching work. If the total for this is 5 or more, enter 5 on line 1. If the total is less than 5, enter that number on line 1. **Maximum of 5 points.**
2. If the total points in the calculation for line one is greater than 5, the remainder of the total calculation from line 1 should be divided by 2 and entered on line 2. **A maximum of 5 points can be entered on line 2.**
 - Multiple points may be assigned for positions held with more than one employer during the same timeframe.
 - Multiple points may not be assigned for positions held with a single employer during the same timeframe.
 - Hours worked for part-time positions should be calculated to determine full-time equivalency and points given accordingly. E.g. (3 hours per week for 6 months of the year, $1040 = \text{FT for six months}$. $3 \times 26(6 \text{ months}) = \# \text{ of hours the employee worked}$. The number of hours the employee worked divide by the number of hours for full time equivalency.)