

Please take the time to carefully read the following instructions and legibly complete each form. Your completed packet of materials [including official transcripts] is to be submitted to your **College Human Resources Office**. Your salary placement will be evaluated and finalized by the MnSCU Office of the Chancellor, Personnel Division.

**Two forms are used to complete the salary placement process along with official transcripts.**

**Form 1. COLUMN PLACEMENT/CHANGE** The Graduate Credit Listing by Faculty Member

*\*\*IMPORTANT\*\* All degrees and credits listed must be supported by official transcripts.*

**Form 2. STEP PLACEMENT** The Listing of Experience by Faculty Member

*List all previous teaching experience. List work experience relevant to your discipline/assignment at the college. For each employer listed, complete all columns. Teaching assistant work experience will require further documentation.*

### **COLUMN PLACEMENT**

- ☞ Column placement is the recognition of your academic attainment in the field in which you will be assigned at the college.

#### The Graduate Credit Listing by Faculty Member

1. Column placement is determined based on your degrees and credits.
2. ALL DEGREES AND CREDITS MUST BE DOCUMENTED BY OFFICIAL *TRANSCRIPTS* [No "Issued to Student" transcripts will be accepted if submitted to the college in an unsealed envelope]. Degree(s) awarded must appear on the official transcript.
3. List only graduate credits on the form, list by institution, department/prefix, course number, title, grade, and credits.
4. Only courses submitted on the graduate credit listing form will be evaluated for in-field credit. Course not listed but appear on a transcript will not be evaluated.
5. All foreign transcript not issued in the United States must be evaluated by a transcript service for U.S. equivalence. A listing of service agencies is available upon request.
6. Do not complete portion "Ruling by MnSCU Columns."
7. Additional copies of the form are available from you college HR office or at [www.hr.mnscu.edu/forms/index.html](http://www.hr.mnscu.edu/forms/index.html) or you can copy as needed.

### **STEP PLACEMENT**

- ☞ Step reflects your previous teaching and/or relevant work experience on a one for one full time equivalent basis.

#### The Listing of Experience by Faculty Member

1. Steps are granted on a one-for-one basis. The full-time equivalent of one year of experience equals one step on the salary schedule. *Exception: faculty members with only one year of experience shall be initially placed at a minimum of step two.* More than one year of full-time experience in the same year counts for one step.
2. For the "Percentage of Full time" do not list a range or leave it blank. Use your best estimate to determine the percentage compared to a 40- hour full time workweek. Example 50% time equals 20 hours a week.
3. Teaching assistant work experience will not automatically count for step placement. In order for the experience to be considered, you will need to obtain written documentation from the institution that will verify the level of responsibilities performed.

### **COLUMN CHANGE AFTER INITIAL COLUMN PLACEMENT**

- ☞ A column change to advance to a higher column can occur at anytime during a faculty member's career. Column changes are always effective at the start of a semester or the extra/extended contiguous days to the semester.

1. ALL DEGREES AND CREDITS MUST BE DOCUMENTED BY OFFICIAL *TRANSCRIPTS* [No "Issued to Student" transcripts will be accepted if submitted to the college in an unsealed envelope]. Degree(s) awarded must appear on the official transcript.
2. Eligibility to advance a column requires a written notification to the college human resources designee prior to the start of the semester.
3. Check "Column Change Only" box and list graduate credits that have not been previously evaluated for in-field credit

**Additional information about how in-field graduate credits are determined and the requirements for salary columns I, II, III, IV, V can be obtained by reviewing "Frequent Asked Questions" FAQ.**