**Worksheet for Initial Placement into Instructor Rank**

Based on Procedure 5-19 (D) and Article 38.02 of the Agreement between the College and Columbus State Education Association.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Points Awarded |  | Calculation |
|  | Highest degree earned: Associates = 3; Bachelors = 6; Masters = 10;  Doctoral = 13; Professional = 13 |  |
|  | Additional graduate degrees: Masters = 2 per degree; Doctoral = 2 per degree | \_\_\_\_\_ x 2 = ­­­­\_\_\_\_\_ |
|  | Professional Certifications relating to the discipline = 2 points each | \_\_\_\_\_ x 2 = ­­­­\_\_\_\_\_ |
|  | Professional Licenses relating to the discipline = 2 points each | \_\_\_\_\_ x 2 = ­­­­\_\_\_\_\_ |
|  | Published book(s) = 1 point per book | \_\_\_\_\_ x 1 = ­­­­\_\_\_\_\_ |
|  | Published scholarly, peer-reviewed article(s) = 0.5 points per article | \_\_\_\_\_ x .5 = ­­­­\_\_\_\_\_ |
|  | Teaching experience in the program/discipline and/or work experience other than teaching in the program/discipline = 1 point per year of the five (5) most recent years of full-time experience, and 0.5 points per year for each additional year of full-time experience, up to a maximum of 10 points. | \_\_\_\_\_ x 1 = ­­­­\_\_\_\_\_  \_\_\_\_\_ x .5 = ­­­­\_\_\_\_\_  (max of 10 points) |
|  | Military service related to the position = 3 points |  |
|  | **TOTAL POINTS AS OF DATE OF HIRE** |  |

This form should be completed in consultation with the new employee. Points are subject to verification. New hires should provide official transcripts, copies of certifications and licenses, evidence of book and article publication, and evidence of teaching, work, and/or military experience. This form and attendant verifying documentation must be approved by two of the highest-ranking available faculty in the department and a CSEA representative. If two faculty from the department are not available, the College may designate two senior faculty from another department within the division.

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New Faculty Signature and Date Chairperson Signature and Date

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Reviewing Faculty Signature and Date Reviewing Faculty Signature and Date

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CSEA Representative Signature and Date Dean Signature and Date