

Southside Virginia Community College

Adjunct Faculty Qualification Summary

Written justifications must be submitted for: (1) appointments in which actual qualifications vary from normal column criteria; and/or (2) appointments below qualifying rank and/or below salary range minimums (sponsored programs).

Name of Instructor: _____

Adjunct Rank Requested: _____ Adjunct I Assistant Instructor **(Not Qualified)**
 (Per VCCS 29 Chart)

_____ Adjunct II Instructor

_____ Adjunct III Assistant Professor

_____ Adjunct IV Associate Professor

_____ Adjunct V Professor

Hired to Teach: _____ Classes for Academic Credit _____ Non-Credit Classes

List ALL Courses Hired For: _____

Column Hired in per VCCS-10 Chart : 1 _____ 3 _____ 5 _____
 (Select One)

Criteria Analysis for Requested Rank

Minimum Criteria per VCCS-29

Actual Qualifications/Experience

Column _____
 Education: _____

Year(s)	Degree	Major	Sem. Hrs Tchg. Fld/Other
_____	_____	_____	_____ / _____
_____	_____	_____	_____ / _____
_____	_____	_____	_____ / _____
_____	_____	_____	_____ / _____

Experience:
 Related Occup: _____ yrs.
 Total Teaching: _____ yrs.
 In VCCS: _____ yrs.
 In Rank _____ yrs.

_____ yrs.
 _____ yrs.
 _____ yrs.
 _____ yrs.

Increase for PEER	\$ _____
Increase for FELLOW	\$ _____
Increase for Promotion	\$ _____
Effective Date: _____	

Justifications: _____

Requested Salary: _____ per Credit Hour or _____ Non-Credit Rate

Hiring Supervisor's Signature Date

Approved by Dean of Instruction Date

REQUIRED: Indicate funding for this position:

<input type="checkbox"/> Other Funding	Dist. %	_____	Dept.	_____	Fund	_____	Campus:	<input type="checkbox"/> 01 CHR	<input type="checkbox"/> 02 DAN	<input type="checkbox"/> 00 =
<input type="checkbox"/> Default Credit	Dist. %	100	Dept.	110016	Fund	10300	Campus:	<input type="checkbox"/> 01 CHR	<input type="checkbox"/> 02 DAN	College-
<input type="checkbox"/> Default Noncredit	Dist. %	100	Dept.	113000	Fund	10300	Campus:	<input type="checkbox"/> 01 CHR	<input type="checkbox"/> 02 DAN	wide