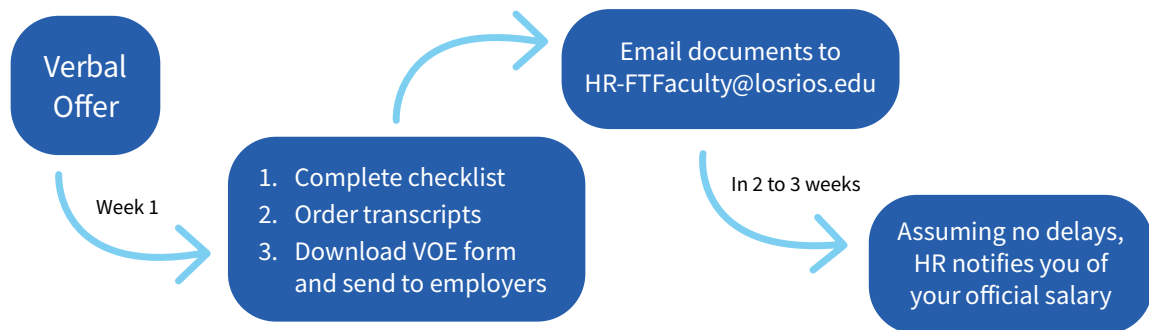


Your Official Starting Salary as a Full-Time Faculty Member

Congratulations on receiving a verbal offer to join our faculty. You are probably eager to know what your official starting salary will be. To determine your official starting salary, we need you to complete the following three steps in the next week because your starting salary is based upon: 1) your education and 2) your paid, relevant work experience.

To do in the next week:

- 1 Complete the full-time faculty salary placement checklist and submit to HR
- 2 Order official transcripts from your colleges/universities to be sent directly to HR by email (or mail).
- 3 Download the appropriate Verification of Experience forms and email them to your employers to verify your paid work experience that is directly related to your faculty appointment. You can ask a supervisor or another responsible person, such as their Human Resources Department, to fill out the forms. Your employer should submit the completed verification forms directly to Human Resources.



All items referenced above can be sent to HR at HR-FTFaculty@losrios.edu. The sooner you complete all three (3) steps, the sooner we can start the placement process and provide you with your official salary. Thank you for your attention to this.

To access the forms mentioned above, and for more information on the process and requirements for salary placement, please visit the following website:

[Class/Step Placement and Advancement for Faculty](#)

Again, congratulations and welcome to the Los Rios Community College District!