



**VERIFICATION OF PART-TIME  
TEACHING EXPERIENCE  
Human Resources Department**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
(Previous or Present Employer)

FROM: \_\_\_\_\_  
(Academic Employee)

I am scheduled to begin teaching as an instructor at Santa Rosa Junior College. In order for them to complete my salary placement, the Human Resources Department must have verification from you regarding my previous part-time teaching experience. Please complete this form and return it to me as soon as possible. Thank you for your assistance.

Employee  
Signature \_\_\_\_\_

**- TO BE COMPLETED BY EMPLOYER AS INDICATED ABOVE -**

This verifies that the employee as indicated above has the following part-time teaching experience at:

\_\_\_\_\_  
Institution Name / City and State

Santa Rosa Junior Colleges' Faculty salary placement is partially based on accumulated part-time teaching/librarian/counseling experience. Please complete the % of FTE for each semester worked, do not include hours or units.

SEMESTER/ QUARTER	% FTE	SEMESTER/ QUARTER	% FTE

Prepared by \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return to: SRJC Human Resources Department, Attention: Gina Waggoner, 1501 Mendocino Avenue, Santa Rosa, CA 95401, (707) 527-4786, Fax: (707) 527-4967, Email: gwaggoner@santarosa.edu*