

Fort Worth Independent School District

Compensation & Employee Records

100 N. University Drive

Fort Worth, TX 76107

Verification of Experience in Colleges or Universities (Part-time).

Please verify the employment of _____

(TEA ID #) _____ for the school year(s) _____.

The employee above indicated previous employment with your institution. The information requested below is needed to determine whether the experience accrued may be counted under our current salary law. To assist us with our evaluation, we respectfully request that you answer the following questions:

1.- Was this person employed either at the faculty status level or as an administrator on a part-time basis during each academic year (not as a graduate assistant, teaching fellow, etc.)?

_____ Yes _____ No

If yes, the name of the governmental unit was: _____

2.- Did the schedule of work during each academic year consistent with the work performed by other similar faculty employees?

_____ Yes _____ No

3. Was the salary paid during each academic year equal to that of other similar faculty or administrative personnel?

_____ Yes _____ No

4.- Was employment at least three and one-half hours each day.

_____ Yes _____ No

Signature of Authorized Official

Title and Name of Authorized Official (print)

Date

Telephone #

Name of Institution

E-mail

Stamp/Seal

The organization's official stamp must be included on the form if service from outside of the United States is reported.

