

## **Procedure Title: Faculty Compensation Structure**

**Impact:** Faculty

**Responsibility:** Human Resources

**Effective Date:** 07/01/17

**Last Update:**

**Relates to Policy:** 3.02.16

**Legal Citation(s):**

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Full-time benefit-eligible faculty members (faculty) and administrators are expected to give full professional attention to their duties and responsibilities as outlined in the Teaching Focus policy. Faculty at North Idaho College are paid according to a schedule approved by the Board of Trustees.

### **I. Salary Schedule**

- a. Initial placement on the salary schedule is determined by the employee's documented education and experience and in accordance with the Administrative Guidelines for Placement on the Faculty Compensation Schedule published by the Human Resources Office. Placements are reviewed by the division chair and dean, and approved by the vice president for instruction (VPI).
- b. The faculty salary schedule includes vertical step advancement in rows based on years of experience and horizontal column advancement based on degrees occupational certifications, and professional development. The base salary and multipliers for each row and column are determined by discussions with faculty and college administration through the Meet and Confer process.

### **II. Step Placement and Advancement**

After initial appointment, step advancement will be made each year on the basis of one step for each full year of full-time employment at North Idaho College. Absences exceeding 12 consecutive weeks may disqualify the employee from progressing a step for that contract year. Faculty granted a sabbatical for all or part of a contract year will be eligible for step advancement for that year.

### **III. Column Placement and Advancement**

The level of educational attainment, professional development, and/or training shall determine columnar placement for that entire academic year. Faculty column movement as a result of professional development will adhere to the Faculty Professional Development policy and procedure.

### **IV. General Studies Faculty Definition of Columns**

- A. The following column designations based on academic qualifications, education credits, or professional development units (PDU) are used for salary placement for general studies faculty:
- i. Bachelor's Degree and 0-15 upper-division college credits and professional development units (PDUs).
  - ii. Bachelor's Degree and >15-30 credits and PDUs.
  - iii. Master's Degree and 0-15 credits and PDUs.
  - iv. Master's Degree and >15-30 credits and PDUs.
  - v. Master's Degree and >30-45 credits and PDUs
  - vi. Master's Degree and >45-60 credits and PDUs.
  - vii. Master's Degree and >60 credits and PDUs or Doctorate degree.
- B. If a candidate has completed an accredited master's degree program that requires more than 30 semester hours based on accepted professional standards, such as but not limited to a Master of Fine Arts or a Master of Arts in Clinical Psychology, the candidate may be placed beyond a master's plus zero.

### **V. Career and Technical Faculty Definition of Columns**

The following column designations based on State of Idaho occupational certification levels, academic qualifications, education credits, or professional development units (PDUs) are used for salary placement for career and technical education faculty:

- A. Occupational Certificates/Non-Degreed:
- i. Limited Certificate (L.C)/Non-Degree
  - ii. Standard Certificate (S.C./Non-Degree
  - iii. Advanced Certificate (A.C)/Non-Degree
- B. Academic Credits (B.S. Degree), Occupational Certificate, credits and PDUs:
- i. B.S. Degree + L.C. + 0-15 credits

- ii. B.S. Degree + L.C. + >15-30 credits
  - iii. B.S. Degree + L.C. + > 30 credits
- C. Academic Credits (B.S. degree), Occupational Certificate(s):
- i. B.S. Degree + S.C.
  - ii. B.S. Degree + A.C.
- D. Academic Credits (Master's), Occupational Certificate, credits and PDUs:
- i. Masters + 0-15 credits
  - ii. Masters + >15 -30 credits
  - iii. Masters + >30 or Doctorate degree

## **VI. Payments to Faculty Employees at a Column Maximum**

- A. Once faculty employees reach the maximum step of their column, the employees' base pay will not advance beyond the maximum step of the column.
- B. To recognize faculty for their year of service, employees who have reached the maximum step of their column will receive a stipend equivalent to 2.5% of their annual salary.
- C. Human Resources will communicate to each employee the amount of this stipend payment and the date on which the payment will be made.

## **VII. Full-time Load for Faculty**

- A. Full-time load is defined as an average workload of fifteen (15) credit hours equivalency per semester, or thirty (30) credit hours equivalency per twelve months. The instructional load may differ among faculty due to varying teaching responsibilities. An assignment that includes fourteen (14) credit hours in the fall semester and sixteen (16) credit hours in the spring semester, for example, would not be regarded as involving an overload during the second semester. All workloads must be approved by a dean and the VPI. A full-time annual teaching contract will not exceed 30 semester credits.
- B. Credit-hour equivalency is calculated on contact time with students according to the credit hour policy.
- C. A full-time faculty member is normally expected to spend thirty (30) hours per week on campus unless special considerations are agreed upon between the faculty member and the responsible administrator.

Contact hour	15	Lecture/lab or other designated instructional mode
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Office	5	Office hours for advising, student conferencing, grading, class preparation, etc.
Campus Time	10	Flexible campus hours for committee assignments, office work, class preparation, grading, division responsibilities, professional development
	30	Hours on campus per work week

Administration recognizes and appreciates that the demands of full-time teaching significantly exceeds thirty (30) hours, encompassing grading, class preparation, curriculum and professional development, scholarly reading, and professional writing.

## **VIII. Overload Assignment**

Overload assignments, when requested by faculty, will be limited to 160% (9 credits) of full-time load assignment per semester. In extenuating circumstances, exceptions to this procedure may be made at the request of the dean on the recommendation of the division chair. The request must include a rationale for the additional overload assignment and be approved by the VPI. Overload assignments that exceed 160% must be requested each semester. The office of instruction will provide detailed guidelines on full-time faculty overload.

## **IX. Division Chairs**

The instructional load may vary among chairs because of variances in contract types, administrative responsibilities, as well as the different foci of each division; however, generally, division chairs have 12 credits of re-assigned time to perform the division chair duties. Exceptions to this procedure will be made at the discretion of the dean and approved by the vice president of instruction.

## **X. Library Faculty**

The job duties and specific functions that constitute the full-time load for librarians shall be considered equivalent to the full-time load of other academic faculty as described in this policy for the purposes of compensation. These duties and functions are defined in the job description of each faculty librarian.

## **XI. Part-time/Adjunct Instructors**

Part-time instructors who teach up to nine (9) credit hours or less per semester will be compensated at a pre-established rate of pay. These rates will be published annually by the college and applied consistently.

Part-time instructors are expected to schedule and post office hours on the basis of their teaching assignment, with the expectation that for every three credits taught, instructors provide one office hour per week.

## **XII. Substitute Instructors**

Instructors are compensated at a pre-determined hourly rate of pay.

## **XIII. Summer School Instructors**

Summer school instructors are compensated at a part-time/adjunct rate of pay, unless otherwise indicated in their contract.