

Section 3. Community College Academic Salary Schedule

1. Grades

All community colleges use a single salary schedule. The grades on the salary schedule are “categories” that correspond to the faculty member’s academic preparation as follows:

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| Grade 1 | Less than a bachelor’s degree. |
| Grade 2 | Bachelor’s degree or associate’s plus approved contact hours of occupationally related discipline ¹ , or associate’s plus 60 upper level credit hours in an approved instructional field(s). |
| Grade 3 | master’s degree or a bachelor’s degree plus approved contact hours of occupationally related discipline, or a Bachelor’s degree plus 30 graduate credits in an approved instructional field(s). |
| Grade 4 | master’s degree with a minimum of 30 graduate credits in an approved instructional field(s), or equivalency or a bachelor’s degree plus approved contact hours of occupationally related discipline, or a bachelor’s degree plus 60 graduate credits or equivalency in an approved instructional field(s). |
| Grade 5 | Earned doctorate. Equivalence can be approved by the president for a master’s degree plus approved occupational contact hours or academic credits. |

2. Initial Placement

- a. The initial placement of faculty on the salary schedule is in accordance with Title 4, Chapter 3, Sections 25 and 27 of the Board of Regents *Handbook*.
- b. Consideration will be given to authorizing a higher salary in order to attract an applicant with qualifications in areas pre-defined as difficult to recruit. Faculty senate and/or Human Resources shall submit recommendations to the president for designating difficult to recruit positions. The president shall review the recommendations, determine the positions that are to be designated difficult to recruit, and forward the same to the Chancellor. Designating difficult to recruit positions will be reviewed on a yearly basis by the System and approved by the Chancellor. The president will make the final determination on initial salary placement for those positions determined to be difficult to recruit.

3. Movement on the Schedule. Salary increases, as set forth below, may occur as a result of the Community College Professional Advancement Program, cost of living adjustments, merit awards, salary equity adjustments, award of tenure, or promotional/rank/benchmark advancement.

- a. Community College Professional Advancement Program. Advancement from grade to grade on the salary schedule is governed by the Community College Professional Advancement Program set forth in Section 3 below.

¹ Occupationally related discipline equivalency will be determined at each campus. The ratio of academic credit to contact hours will be 1:15.

- b. Cost of Living Adjustments (COLA). COLA is a Cost of Living Adjustment which may be funded by the Legislature. During years in which a COLA appropriation is provided, all academic faculty receive the same percentage COLA increase which is added to base salary.
- c. Merit Awards. Each community college shall develop written policies and criteria by institution for the recommendation of merit awards. The written policies and criteria shall be drafted by the faculty senate and approved by the president, and shall be set forth in institutional bylaws. Until the adoption of institutional bylaws governing merit awards, faculty who has received a satisfactory evaluation, will be awarded an equal share of merit. Merit awards are added to base salary.
- d. Salary Equity Adjustments. Each institution shall adopt an Equity Salary Adjustment Plan agreed upon by the faculty senate and the president. The Plan must include but is not limited to the following:
 - 1. Providing for an initial and thereafter, biannual review of the salaries of academic faculty to determine whether a faculty member's salary is appropriate as compared to the salaries of other faculty at the institution based upon years of experience and educational attainment.
 - 2. Identify institutional resources to fund equity adjustments.
 - 3. Providing for appropriate adjustment of salaries which may be phased-in incrementally depending on funding resources.
 - 4. The salary equity study may be performed by institution personnel or the institution may hire an outside consultant as agreed upon by the president and the faculty senate.
 - 5. The results of an equity study shall be provided to the faculty senate.
 - 6. A faculty member may request an equity review of his or her salary.
 - 7. Reporting annually to the Board of Regents regarding the progress made in implementing salary equity adjustments identified in an equity study.
- e. Award of Tenure. Upon the award of tenure, an academic faculty member shall receive a minimum 2.5 percent increase in salary, which is added to the base salary. An institution may provide for a higher salary increase upon award of tenure in accordance with a written policy drafted by the president in consultation with the faculty senate.
- f. Promotional, Rank or Benchmark Advancement. In the institutional bylaws, by agreement of the president and the faculty senate, an institution may adopt other policies setting forth criteria and procedures for additional advancement within a salary grade range. The policies may include, but are not necessarily limited to criteria and procedures for promotional or rank advancement, or salary benchmarks within the grade ranges.

4. Other Salary Considerations

- a. All individuals employed on administrative faculty contracts that are eligible to receive merit and who are not on the academic faculty salary schedule will be given consideration for merit increases and will receive cost-of-living increases.
- b. All individuals employed on non-tenure track, Range 0 contracts that are eligible to receive merit and who are not on the academic faculty salary schedule will be given consideration for merit increases and will receive cost-of-living increases.

- c. Academic faculty who are required to work under calendar year contracts versus academic year contracts will negotiate additional salaries in view of their respective responsibilities and number of working days compared to the working days under an academic year contract. The factor used can vary, but will not fall below 1.2. Contracts falling between a B contract and an A contract will be developed in a similar fashion.
- d. Consideration must be given to faculty who teach in non-traditional areas including trade and industry. Faculty must be able to move from grade to grade using occupationally related experience.

(B/R 3/02; Added 6/05; A. 11/05, 11/06, 3/08, 3/13, 12/19, 6/21)

Section 4. Community College Academic Faculty Professional Advancement Program

A. PROGRAM OUTLINE

1. Professional Advancement Approval Process for Credit Courses/Programs
 - a. Courses/programs, etc. may be used for professional advancement only with prior written administrative approval as stated in Title 4, Chapter 3.
 - b. The process for approval will be developed at each institution with faculty senate input. The final decision rests with the president.
 - c. Any movement on the salary schedule can only occur consistent with the fiscal year contract. Exceptions must be approved by the president.
2. Degree Programs
 - a. The academic faculty member wishing to advance on the salary schedule by completing a bachelor's, master's or doctorate degree (grades 2, 3, 4 and 5) must submit a written formal request.
 - b. Upon appropriate vice presidential/dean approval, a formal professional advancement agreement will be written. The program must identify the anticipated program and program completion date. The agreement is not valid unless the appropriate vice president/dean and the faculty member sign the agreement.
 - c. Upon successful completion of the degree program, the faculty member must submit official verification to his/her official personnel file. In the event the degree program is not completed in the anticipated time frame, the faculty member will notify the appropriate body in writing prior to the anticipated date of completion. A review of completed work will be made by the appropriate body for consideration of movement on the schedule. Grade movement will not occur without the approval of the president.