

POLICIES AND PROCEDURES

Reference:	F-III-b, 5	Effective Date:	08/27/2024
Subject:	Faculty Salary Schedule		
Source:	Board of Trustees		
Approval Authority:	Board of Trustees	Approval Date:	08/27/2024
Approved by Leadership Team:	JEM:	MH:	CE: LW:
History:	Replaced previous policy dated 08/29/2023		
Remarks:			

Purpose:

The following policy outlines the faculty salary schedule and faculty progression the schedule.

Definitions for Faculty Salary Schedule Policy

Step Credit– Horizontal movement along the faculty salary schedule degree steps based on educational attainment and vertical movement based on experience.

Experience Credit – The provision of credit for previous work or teaching experience in higher education and on-going credit for years of experience at MCC, which provides for a vertical movement on the salary schedule as approved by the Board of Trustees.

Annual Increment – Faculty are eligible for a salary increment each year dependent on their degree step and based on their years of teaching experience (maximum of one year) according to the current salary schedule as approved by the Board of Trustees.

The faculty salary schedule is used to calculate each faculty's annual pay. It is based on the faculty's educational and occupational experience as applicable to their teaching assignment, and years of teaching experience in higher education.

- a. Steps are broken by degree attained additional course work earned by the faculty.
- b. Faculty start at the step based on their original transcript upon hiring.
- c. Years of experience increments are capped at degree steps except for doctorate level which does not have a maximum cap.

See the following for specific details on how it is structured:

a. Credit for Teaching Experience

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Calculated at employment, a salary increment of \$1345 (annual increment) per year shall be awarded for teaching experience at McLennan Community College, \$673 (one-half of the annual increment) shall be awarded per year for other approved teaching experience in higher education. Such increments shall be awarded only within the limitation for years of experience of each step on the salary schedule as approved by the Board of Trustees.

It shall be the responsibility of the faculty member to provide documentation for all salary schedule credit to be awarded (prior teaching experience, prior work experience, college credits earned, special projects, etc.), except credit for teaching experience at McLennan Community College. The faculty member must provide original transcripts to document all credits acquired in regular college credit courses. Official documentation must be received by September 1. Materials received after September 1 will not be effective for the following academic year, but will be applied the next year.

b. Credit for Required Occupational Experience

A salary increment of \$673 (one-half annual increment) per year shall be awarded for each year of approved occupational experience required by the Texas Higher Education Coordinating Board for appointment to a faculty position. The maximum salary for persons receiving credit for required occupational experience shall be the "maximum salary" shown for each step in the faculty salary schedule, plus a maximum of three salary credit increments of \$673 (one-half annual increment) awarded for required occupational experience. The nature of individual faculty teaching loads shall be reviewed prior to the issuance of contracts each year to determine applicability of (credit for) required occupational experience for salary purposes.

c. Credit for Nursing Experience

Vocational nursing instructors shall be awarded a salary credit of \$336 (one-fourth annual increment) per year for each year of approved nursing experience, with a maximum of 10 years' nursing experience applicable. Nursing faculty members hired prior to August 24, 1992, may elect to receive salary credit increment(s) of \$336 (one-fourth annual increment) for nursing experience or for required occupational experience, as provided above.

Associate degree nursing instructors shall be awarded a full increment for each year of teaching experience and a full increment for nursing work experience (maximum of ten years nursing work experience). There shall be a maximum of 30 increments for teaching experience and nursing work experience through M+60. ADN instructors with doctorate will continue progressing vertically per other faculty with doctorate degrees.

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Step Credit for Educational Attainment:

The provision of credit for a horizontal step or for a portion of a horizontal step on the faculty salary schedule either based upon educational activities which may be considered for meeting the requirements of professional development or for use to gain benefits under the schedule are shown below. Faculty receiving funding from the college for any portion of an activity and/or course in support of their professional development will not be eligible for salary increases (e.g., step credit). When there is not a cost associated with the activity and/or course, it is the discretion of the dean as to whether or not the instructor is eligible for possible salary increases (step credit). Full-time faculty whose contracts extend more than 9 months are eligible for the same step credit incentives as those on a 9-month contract. Each activity proposed will be evaluated primarily on the basis of its potential to improve instruction or to benefit the college in some related way.

1. College courses in a faculty member's teaching field, related fields, or teaching/learning theory.
2. Conferences, clinics, seminars, symposia, workshops and similar activities that have similar content and rigor to college course work.
3. Work experience, scholarly research and publications, professional performances and creations with content and objectives similar to college course work.
4. Educational travel with content and objectives similar to college course work.
5. Special projects with content and objectives similar to college course work.

Upon advancing from one step of the salary schedule to another, the faculty member shall receive credit for his/her applicable years of teaching experience (in a given academic year, not to exceed credit for more than four years of teaching experience) or the maximum allowed for the step, whichever is less, each year afterwards until reaching the level of years of experience.

All proposals for step credit must have prior approval from the appropriate dean and are to be submitted through administrative channels. Documentation of completed step credit projects must be received in the appropriate dean's office by July 1 of each year to be considered for movement on the salary schedule. **Any documentation of completed step credit received after this date will be considered for the following year.**

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FACULTY SALARY SCHEDULE HISTORICAL INFORMATION

Definitions for Faculty Salary Schedule Policy

Unit – A plan for reimbursing faculty at the top of the previous salary schedule (with steps for 1 – 20 years of experience) based on the faculty member's completion of pre-approved professional development activities. Except for unit credits earned or approved before September 1, 2009, this program has been discontinued.

Credit for Teaching Experience

Effective with the 2008-2009 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule, with credit for the maximum number of years of experience increments (20), eligible to earn additional, permanent salary increases at the rate of \$100 per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2009-2010 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$546 (includes the \$100 approved 2008-2009 and an additional \$446 approved for 2009-2010) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2010-2011 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$663 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; and an additional \$117 approved for 2010-2011) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2011-2012 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$670 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; and an additional \$7 approved for 2011-2012) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2012-2013 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$670 (includes the \$100 approved 2008-2009; additional \$446

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approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; and an additional \$0 approved for 2012-2013) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2013-2014 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$677 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; and an additional \$7 approved for 2013-2014) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2014-2015 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$684 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; and an additional \$7 approved for 2014-2015) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2015-2016 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$684 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; and an additional \$0 approved for 2015-2016) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2016-2017 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$705 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; and an additional \$21 approved for 2016-2017) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2017-2018 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary

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increases at the rate of \$726 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; and an additional \$21 approved for 2017-2018) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2018-2019 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$741 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; and an additional \$15 approved for 2018-2019) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2019-2020 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$756 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; and an additional \$15 approved for 2019-2020) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2020-2021 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$756 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; additional \$15 approved 2019-2020; and an additional \$0 approved for 2020-2021) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2021-2022 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary

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increases at the rate of \$779 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; additional \$15 approved 2019-2020; additional \$0 approved 2020-2021; and an additional \$ 23 approved for 2021-2022) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2022-2023 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$818 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; additional \$15 approved 2019-2020; additional \$0 approved 2020-2021; additional \$23 approved 2021-2022; and an additional \$39 approved for 2022-2023) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2023-2024 academic year, a full-time faculty member at the M+60 level (Step 18) shall be awarded an annual increment of \$1,345 for 1 to 30 years of experience.

There shall be a maximum of 30 years of compensated teaching experience for faculty members at the M+60 level (Step 18).

A full-time faculty member at the Doctoral level (Step 19) shall be awarded an annual increment of \$1,345 for years of experience. The maximum annual increment cap of 30 has been dropped.

There shall be no annual increment cap for Doctoral level faculty members (Step 19).

Credit for Nursing Experience

Effective with the 2008-2009 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional, permanent salary increases at the rate of \$100 per additional year for years of experience 21 to 30.

Effective with the 2009-2010 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for

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teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$546 (includes the \$100 approved 2008-2009 and an additional \$446 approved for 2009-2010) per additional year for years of experience 21 to 30.

Effective with the 2010-2011 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$663 (includes the \$100 approved 2008-2009, additional \$446 approved 2009-2010, and an additional \$117 approved for 2010-2011) per additional year for years of experience 21 to 30.

Effective with the 2011-2012 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$670 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; and an additional \$7 approved for 2011-2012) per additional year for years of experience 21 to 30.

Effective with the 2012-2013 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$670 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; and an additional \$0 approved for 2012-2013) per additional year for years of experience 21 to 30.

Effective with the 2013-2014 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$677 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; and an additional \$7 approved for 2013-2014) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2014-2015 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience, eligible to earn additional permanent salary increases at the rate of \$684 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; and an additional \$7 approved for 2014-2015) per additional year of teaching experience for 21 to 30 years of experience.

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Effective with the 2015-2016 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$684 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; and an additional \$0 approved for 2015-2016) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2016-2017 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$705 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; and an additional \$21 approved for 2016-2017) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2017-2018 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$726 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; and an additional \$21 approved for 2017-2018) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2018-2019 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$741 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; and an additional \$15 approved for 2018-2019) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2019-2020 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for

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teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$756 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; and an additional \$15 approved for 2019-2020) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2020-2021 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$756 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved for 2018-2019; additional \$15 approved 2019-2020; and an additional \$0 approved for 2020-2021) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2021-2022 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$779 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; additional \$15 approved 2019-2020; additional \$0 approved 2020-2021; and an additional \$23 approved for 2021-2022) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2022-2023 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$818 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; additional \$15 approved 2019-2020; additional \$0 approved 2020-2021; additional

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\$23 approved 2021-2022; and an additional \$39 approved for 2022-2023) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2023-2024 academic year, a full-time associate degree nursing faculty member at the M+60 level (Step 18) shall be awarded an annual increment of \$1,345 for 1 to 30 years of experience.

There shall be a maximum of 30 years of compensated teaching experience and nursing work experience (10 years maximum) for associate degree nursing faculty members at the M+60 level (Step 18).

A full-time associate degree nursing faculty member at the Doctoral level (Step 19) shall be awarded an annual increment of \$1,345 for years for teaching experience and nursing work experience. The maximum annual increment cap of 30 years for teaching experience has been dropped.

There shall be no annual increment cap for Doctoral level associate degree nursing instructors for teaching experience (Step 19).

Salary Calculation for Full-Time Computer Information Systems Faculty Members

NOTE: This section does not apply to any full-time computer information systems instructor hired after August 26, 1991; it continues to apply to full-time computer information systems instructors hired prior to this date.

Salary Increases for M + 60 and Doctoral Faculty with Maximum Experience

Except for unit credits earned or approved before September 1, 2009, this program has been discontinued. The salary value of activities approved before September 1, 2009, measured in semester-hour-equivalency; each salary unit has a salary value of (one-fourth the annual increment) per contract year (9 mos. or longer).

Until the fall 2009 semester, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule, with credit for the maximum number of experience increments (20), was eligible to earn additional, permanent salary increases at the rate of (one-fourth the annual increment) per semester-hour equivalent by completing certain educational activities. This salary credit increment hereafter referred to as a "salary unit."

To be applicable for a salary unit under this section, each activity had to be approved, in advance of its commencement, by the appropriate Dean. Proposals were submitted in writing through appropriate administrative channels. The responsibilities of the Dean included determining the value of the activity and prescribing documentation required to verify successful completion of the activity.

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The salary value of activities was measured in semester-hour- equivalency; each salary unit had a salary value of (one-fourth the annual increment) per contract year (9 mos. or longer).

Proposals were submitted at any time, and activities involved were commenced during or after the first year in which the faculty member received the maximum salary for his/her step on the salary schedule (M+60 and 20 years of experience or Doctoral and 20 years of experience). Salary credit for activities completed during a given year were effective the beginning of the following year. Activities accomplished prior to the 1983-84 contract year were not applicable. Except for activities earned or approved before September 1, 2009, this program has been discontinued.

The amount of salary increase earned by a faculty member under this section was limited to six salary units during a four-year period as defined below. The maximum salary credit earned under this section was 24 salary units.

All provisions of this section applied to M+60 and Doctoral faculty members alike, and advancement of a faculty member from M+60 to Doctoral after the effective date of this policy shall have no effect on the salary of the faculty member involved, or the administration of this section, except his/her salary will be increased by the difference between the M+60 and Doctoral base salaries.

Educational Activities for Salary Schedule Credit and Required Professional Development

Educational activities which may be considered for meeting the requirements of professional development or for use to gain benefits under the schedule are shown below. Faculty must first request permission from their respective Dean for credit on professional development or step credit. Each activity proposed will be evaluated primarily on the basis of its potential to improve instruction or to benefit the college in some related way. Faculty receiving funding from the college for any portion of an activity and/or course in support of their professional development will not be eligible for salary increases (step credit). Where there is not a cost associated with the activity and/or course, it is the discretion of the Dean as to whether or not the instructor is eligible for possible salary increases (step credit).

1. College courses in a faculty member's teaching field, related fields, or teaching/learning theory.
2. Conferences, clinics, seminars, symposia, workshops and similar activities. Attendance at short sessions involving only listening to speakers will not be considered for professional development or salary schedule credit. However, credit for a session will be considered if active participation is required through

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some form of preparation, performance, testing, and/or follow-up work involving application of new knowledge to instructional responsibilities and the activity has at least 16 contact hours per credit hour requested. Generally, no more than one credit hour will be awarded per week spent in the activity.

3. Work experience, professional performances, and creations.
4. Travel for which there is a well-defined plan of objectives.
5. Special projects.

Responsibility for Prior Approval and Documentation on Step Credit (Historical Information)

All proposals for step credit must have prior approval from the appropriate Dean. Proposals are to be submitted through administrative channels. Faculty receiving funding from the college for any portion of an activity and/or course in support of their professional development will not be eligible for salary increases (step credit). All proposals submitted will be commented on by each person in the administrative channel; a copy of action taken by the Dean will be returned in a timely manner to the faculty member submitting the proposal. To allow time for accurate and definitive salary calculations for the new academic year, all documentation for professional development must be received in the appropriate Dean's office by August 1. Failure to provide the documentation means credit for the activity and change in the individual faculty member's salary status shall be effective September 1 of the following academic year.