

FACULTY SALARY SCHEDULE

Policies and Procedures: F-III-b,5

Credit for Teaching Experience

A salary increment of \$909 per year shall be awarded for teaching experience at McLennan Community College and \$455 per year for other approved teaching experience. Such increments shall be awarded only within the limitation of each step on the salary schedule, except as otherwise provided by this policy.

Upon advancing from one step of the salary schedule to another, the faculty member shall immediately receive credit for his/her total applicable teaching experience, or the maximum allowed for the step, whichever is less.

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.

Any change in the individual faculty member's salary status brought about by circumstances occurring after the school year has begun (September 1) shall become effective September 1 of the following year.

Credit for Required Occupational Experience

A salary credit of \$455 (one-half 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 \$455 increments 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.

Credit for Nursing Experience

A salary credit of \$227 (one-fourth increment) per year shall be awarded 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 of \$227 (one-fourth increment) for nursing experience or for required occupational experience, as provided above.

New full-time associate degree nursing instructors hired on or after August 24, 1992, shall be awarded a full increment for each year of teaching experience and a maximum of ten years nursing work experience. There shall be a maximum of 20 increments for teaching experience and nursing work experience.

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

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), is eligible to earn additional, permanent salary increases at the rate of \$227 per semester-hour equivalent (one-fourth increment) by completing certain educational activities.

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

The salary value of activities shall be measured in semester-hour-equivalent units; each unit shall have a salary value of \$227 per contract year (9 mos. or longer).

Proposals may be submitted at any time, and activities involved may be commenced during or after the first year in which the faculty member receives the maximum salary for his/her step on the salary schedule (M + 60 and 20 years experience or doctoral and 20 years experience). Salary credit for activities completed during a given year shall be effective the beginning of the following year. Activities accomplished prior to the 1983-1984 contract year shall not be applicable.

The amount of salary increase earned by a faculty member under this section shall be limited to six semester-hour equivalents (\$1,362) during a four-year period as defined below. The maximum salary credit earned under this section shall be 24 semester-hour equivalents (\$5,448).

All provisions of this section shall apply 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

Educational activities which may be considered for meeting the requirements of professional development or for use to gain benefits under the salary schedule are shown below. 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. 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 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, creations.
4. Travel for which there is a well defined plan of objectives.
5. Special projects.

Responsibility for Prior Approval and Documentation

All proposals for meeting the professional development requirement must have prior approval from the appropriate Dean. Proposals are to be submitted through administrative channels. 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.

This policy was revised by the Board of Trustees August 22, 2006 effective the fall semester, 2006.