



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Faculty Salary Schedule and Progression	DEA - II	4	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Compensation and Benefits: Compensation Plan	DEA	08/26/2025

PURPOSE:

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

DEFINITIONS

- 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.

PROCEDURE

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

Calculated at employment, a salary increment of \$1306 (annual increment) per year shall be awarded for teaching experience at McLennan Community College, \$653 (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 \$653 (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 \$653 (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 \$327 (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 \$327 (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.

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.**