



# Operating Protocol & Procedure

## Details:

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Title: Faculty and Instructor Compensation

Category: Employees

Office of Primary Responsibility: Human Resources

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## Purpose:

To address faculty compensation and to align salary compensation for regular faculty members of Pueblo Community College, as defined by SBCCOE Policy 3-10 (Administration of Personnel), with SBCCOE Policy 3-55 (Faculty Salary Plan).

## Applicability:

All contract faculty and part-time instructors

## Definitions:

SBCCOE – State Board for Community Colleges and Occupational Education. Also referred to as the “Board.”

## References:

Board Policy BP 3-10, [Administration of Personnel](#)

Board Policy BP 3-55, [Faculty Salary Plan](#)

PCC Operating Protocol-Procedure 215C, [Salary Determination for New Employees](#)

## Attachments/Related Forms or Documents:

None

## Operating Protocol:

The salary for newly hired 0.75 and above faculty will be based on education and training, job related work experience, teaching experience, and marketability as described in OP-P 215C (Salary Determination for New Employees). Base-building salary increases and additional compensation will be determined by the procedure outlined below.

## Procedure:

### **Base-building Salary Increases**

Salary increases will be based on the faculty performance plan (OP-P 218). The faculty salary pool will be determined through the external and internal annual budget setting process. Salary increases are merit based.

Pueblo Community College promotes and encourages faculty to obtain advanced/additional degrees and pursue continuing education.

### **Additional Degrees and Education**

If an advanced/additional degree or continuing education was completed from regionally accredited institutions of higher education and if the faculty member has not been previously compensated for those credits, the faculty member shall submit the "PCC Request for Additional Education Deg Comp" form in Ultimus, with unofficial transcripts attached. After final approval and upon receipt of the official transcripts directly from the educational institution awarding the degree or credit, the employee will be notified of the effective date of the salary increase.

For each advanced or additional degree, the faculty member shall receive a \$1000 pay increase, which will be added to their base salary. Salary increases shall be subject to availability of funds and will be given when official transcript/documentation is submitted, no later than the next contract cycle (i.e. the following academic year). If funds are not available, faculty will receive the increase when funds become available.

For each 30 semester credits earned from a regionally accredited institution of higher education or equivalency received (15 clock hours of continuing education equals 1 semester credit) not in the pursuit of a degree, the faculty member shall receive a \$1000 pay increase, which will be added to their base salary. Salary increases will be given when official transcripts/ documentation is submitted, no later than the start of the next contract cycle (i.e. the next academic year). If funds are not available, faculty will receive the increase when funds become available.

At no time may an employee receive additional compensation for additional education credits when those credits will be applied as part of a request for compensation for an additional degree.

Compensation will be either for the additional degree or the additional credits or continuing education not applied to a degree. Compensation cannot be received for each 30 hours and then the completion of the degree for which those credits were already compensated.

Recertification of industry-recognized credential will not result in an additional base pay increase. However, if an industry credential is required to support/facilitate operation within a department, and is obtained after initial hire date, PCC will reimburse faculty for credentialing costs incurred up to a maximum of \$5000 per department over the course of 5 years. Stated reimbursement will not apply to credentials required for initial hire or general continuing education required for renewal.

### **Additional Compensation**

#### **Summer Compensation for Nine-Month Faculty**

Faculty teaching during the summer session will be compensated at the Level III part-time instructor pay rate.

**Overload Compensation**

Faculty shall be compensated for overloads at the Level III part-time instructor pay rate.

**Substitute Compensation for Classes**

A faculty member will be compensated at the Level III part-time instructor pay rate after substituting for five (5) clock hours per semester.

**Alternate Delivery Courses Compensation**

Compensation for courses delivered via live interactive electronic media will be determined in coordination with the department chair and the appropriate dean.

On site facilitators for remote locations, with content expertise, will receive compensation at the appropriate part-time instructor rate.

On site facilitators for remote locations, who are not content experts, will be compensated at an agreed upon rate not to exceed \$18 per hour, to be determined by the department chair and appropriate dean.

**Extra-Service Compensation**

A faculty member may, with appropriate approval, engage in activities beyond their assigned work load for pay. The nature of the activity, beginning and ending dates, and the approximate time involved must be documented. These activities will be paid at an hourly rate of 50% of Level III lecture rate.

**Part-Time Instructor Compensation**

The part-time instructor pay schedule, for a class of twelve or more students, is based on three levels of teaching performance, seniority, and completion of professional development activities.

At the discretion of the department chair, an instructor may receive full pay for classes of fewer than twelve students based on student and department needs.

Level I, Level II, and Level III pay rate increases will be determined and released each year by Human Resources. The amount is dependent on available funds.

Level I – All part-time instructors who are within their first three semesters of teaching will be paid at the level I instructor pay rate.

Level II – Part-time instructors who have taught for more than 3 semesters with satisfactory evaluations are considered Level II and should be paid at the Level II pay rate. Department Chairs will indicate the instructor level on the Ultimus Continuing Instructor Form for continuing instructors or on the RTH for returning instructors.

Level III -- Part-time instructors who have taught for more than 6 semesters with satisfactory evaluations and have completed 9 hours of professional development are considered Level III and should be paid at the Level III pay rate.

In order to progress to Level II and Level III, part-time instructors must be up-to-date on required HR trainings.

### **Independent Study Courses**

Independent study courses will only be offered for special circumstances, such as a course needed for graduation, and shall be limited to a maximum of 5 students. Meeting times will be arranged between the instructor and the student. All independent study courses must be approved by the department chair and the dean.

When these classes are not included in the calculation of faculty load or overload, faculty will be compensated at a rate of:

- $(1/12 \text{ of the part time instructor Level III lecture credit hour rate per semester or term}) \times (\text{the number of credits}) \times (\text{number of students enrolled}).$
- In the case of a lab or clinic:  
 $(1/12 \text{ of the part time instructor Level III lab hour rate per semester or term}) \times (\text{the number of contact hours}) \times (\text{number of students enrolled}).$

### **Pro-rata Courses**

Pro-rata courses are classes that have less than 12 students. Pro-rata status for courses that normally meet with less than 12 students due to safety, equipment, or accreditation requirements will be determined on an individual basis with approval by the department chair and the dean.

When these classes are not included in the calculation of faculty load, faculty will be compensated at a rate of:

- $(1/12 \text{ of the part time instructor Level III lecture credit hour rate per semester or term}) \times (\text{the number of credits}) \times (\text{number of students enrolled}).$
- In the case of a lab or clinic:  
 $(1/12 \text{ of the part time instructor Level III lab hour rate per semester or term}) \times (\text{the number of contact hours}) \times (\text{number of students enrolled}).$

If the cap of the pro-rated course is less than 12, the calculation will be adjusted in accordance.

### **Faculty load/Compensation for Work Experience in Education at PCC (Internships/Clinical/Co -ops, etc.)**

Faculty who are assigned to internships, clinical/co-ops, etc. will be compensated by one of two models as detailed below:

- Model A: Faculty member is present with student during ALL required course contact time (i.e. nursing, dental hygiene, and first year radiology students). Faculty member will receive full compensation of credit and contact time per week towards load OR compensated at the appropriate part-time rate of pay.
- Model B: The faculty member of record who monitors students in off-campus work experiences that are under supervision of a preceptor. Faculty performs administrative duties of establishing contracts, training for student supervisors, fulfilling accreditation requirements, communications between all parties involved, developing syllabus, assignments, collecting evaluations, recording grades, visiting students, conflict management, relocating students if needed, etc. Faculty members may be compensated at the appropriate part-time rate of pay OR receive compensation of credit and contact time per week towards load, which will be as follows:
  1. 1-3 students 25% of credit value of course
  2. 4-6 students 50% of credit value of course
  3. 7-9 students 75% of credit value of course
  4. 10-15 students 100% of credit value of course

### **Club Sponsorship**

Faculty, with approval of appropriate department chair and deans, are encouraged to serve as club sponsors in support of the College's educational programs.

The faculty sponsors of Associated Student Government and Phi Theta Kappa, at the faculty sponsor's discretion, shall receive release time or be compensated at a rate equal to three (3) credits part-time instructor, Level III lecture pay rate per semester.

All other club sponsorships will be compensated at a rate equal to one (1) credit part-time instructor, Level III lecture pay rate per semester.

Note: During the summer semester, the faculty sponsors of Associated Student Government and Phi Theta Kappa may receive up to three (3) credits part-time instructor Level III lecture pay rate for approved documented activities. All other club sponsorships may receive one credit part-time instructor Level III lecture pay rate.

Summer activity plans must be submitted by the club sponsor to their immediate supervisor and appropriate dean by May 1.