



Operating Protocol & Procedure

Details:

Number: 215

Title: Salary Determination for New Faculty

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 4/28/14

Effective Date: 4/28/14

Revised: 8/31/15, 10/10/16, 5/8/19, 12/10/19, 3/3/22, 12/9/24

Reviewed: December 2024

Purpose:

To establish guidelines for determining the salary of new faculty during the hiring and offer process.

Applicability:

All hiring managers and Human Resource staff.

Definitions:

Faculty - As defined by State Board of Community Colleges and Occupational Education (SBCCOE Policy 3-10)

Ultimus - PCC workflow software for the processing of various administrative procedures within the college.

References:

State Board for Community Colleges and Occupational Education Policy BP 3-10, [Administration of Personnel](#)

Attachments:

None

Operating Protocol:

Hiring managers have a responsibility to protect the financial assets of the institution while balancing the need to hire the most qualified candidate for a position. All new employees, regardless of their funding source, will be hired in accordance with the Pueblo Community College salary structure appropriate to their employee classification. Salary calculations for Faculty employees will be completed based on the documented education and experience as identified in the materials submitted during the selection process and no assumptions will be made regarding experience.

Any changes to the salary calculation methods or forms must be submitted to and approved by the Cabinet after consultation with the Vice President of Human Resources (VPHR). The VPHR, or their designee, will work with the Faculty Salary and Load Committee to review and recommend changes.

Marketability will not be requested until an initial offer based on the salary calculation has been made and rejected. Marketability will only be approved for candidates who possess unique skills that no other candidate possessed, when the individual is recognized as one of the only experts in their field, or when there were no other qualified candidates for a position. All requests for marketability will require the President's approval. Marketability requests will be submitted to the VPHR for initial review prior submission to the President.

Procedure:

Faculty salary will be calculated and input on the Salary Calculation Form (provided by the HR Office) by the Department Chair based on the information provided in the application materials. This calculation takes into account the education and experience of the candidate. The calculation will be reviewed by the VPHR. Once approved by the VPHR, it will be reviewed and approved by the appropriate Dean. Once approved by the Dean, it will be processed to the President for final approval. No offer will be made until the form is signed by the President.

The Department Chair will offer the candidate the calculated salary. If the candidate declines the position based on salary, the Department Chair may request a marketability increase in writing, through their Dean, that identifies the reason for the request, the amount of the request, and the basis of the request - unique skills that no other candidate possessed, the individual is recognized as one of the only experts in their field, there were no other qualified candidates for a position, or other extenuating circumstances as approved by the president. Marketability requests will be submitted to the VPHR for initial review prior submission to the President. No offer will be made until the form is signed by the President. The salary calculation will be included with the Ultimus Request to Hire Form for final processing after the candidate has accepted the position.