



Operating Protocol & Procedure

Details:

Number: 218

Title: Annual Salary Increases for Faculty

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 4/28/14

Effective Date: 4/28/14

Revised: 4/28/14, 3/3/22

Purpose:

To define the guidelines in determining annual salary increases for faculty.

Applicability:

Contract Faculty

Definitions:

FSCF – Faculty Salary Compensation Formula

SBCCOE – State Board for Community Colleges and Occupational Education

References:

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

Colorado Community College System President (SP) Procedure 3-55 ([Faculty Salary Plan](#))

Attachments:

- A. Faculty Salary Compensation Formula

Operating Protocol:

Salary increases for all Faculty, regardless of funding source, will be based on merit in accordance with BP 3-55 and SP 3-55 and according to the Faculty Salary Compensation Formula (FSCF). This formula may be changed each year in accordance with changes implemented to the evaluation form, Board Policy, System President Procedure, and available funding. The FSCF will be reviewed annually by the Faculty Salary and Load Committee, in consultation with the Vice President of Human Resources, and approved by the College President and Cabinet. Annual increases will be prorated based on percent of appointment. Annual Increases will be effective with the new appointment period and reflected in the September 30 payroll.

Procedure:

1. Annual performance ratings will be collected and recorded by the Human Resources Office.

- a. Annual increases are based on performance. No one hired after the end of the evaluation cycle or who does not receive an annual rating will be eligible for an annual increase that year.
2. When funding is available, faculty will receive an annual base-building salary increase commensurate with the rating as determined by the FSCF.
3. Human Resources will notify each faculty member of their new salary through the annual salary notification letter distributed by July 7.
4. The FSCF will adhere to the following guidelines utilizing faculty evaluation protocol:
 - Needs Improvement: Faculty receiving a Needs Improvement rating will receive no compensation award.
 - Commendable: The Faculty receiving a rating of Commendable will receive a salary raise as explained in the Salary Compensation Formula, pro-rated based upon FTE (Full Time Employment).
 - Exemplary: Faculty receiving a rating of Exemplary will receive a salary raise as explained in the Salary Compensation Formula, pro-rated based upon FTE (Full Time Employment).