

**ARTICLE 27 - CONTRACTED AND PART-TIME FACULTY INITIAL SALARY  
PLACEMENT ~~AND ADVANCEMENT~~**

27.1 Applicability to Assignment. All academic credits, degrees and work experience used for initial step placement must be applicable to the employee's assignment. All academic credits and degrees must be earned from accredited institutions.

27.2 **Method 1 Positions Requiring a master degree: Original Placement on Salary Schedule.** Initial Original step placement upon hire for faculty positions requiring a master's degree or higher will be based on relevant education and experience as follows:

~~27.2.1~~ **Entry Step Category 1**

~~27.2.1.1~~ Individuals who satisfy the institution's instructional certification standards but do not qualify for Entry Step Category 2 or 3.

~~27.2.1.2~~ Registered nurses and Athletic Trainers assigned to the Student/Staff Health Clinic but who do not qualify for Entry Step Category 2 or 3.

~~27.2.2~~ 27.2.1 Initial Entry Step Category 12. New employees shall be granted two additional steps for the following: New employees who satisfy the any of the following qualify for initial step placement in Step 3:

~~27.2.2.1~~ 27.2.1.1 Possession of a master's degree or a master of fine arts degree; or

~~27.2.2.2~~ Eight (8) years of work experience in the trades; or

~~27.2.2.3~~ 27.2.1.2 A combination of in-depth work experience and/or graduate study judged by the College to be equivalent to a master's degree. For the purposes of this subsection, equivalent hours will be granted as defined in Sections 28.2.3.1 through 28.2.3.5.

~~27.2.2.4~~ 27.2.1.3 Nurse Practitioners assigned to the Student/Staff Health Clinic but who do not qualify for Entry Step Category 32.

~~27.2.2.5~~ A bachelor's degree from an accredited institution plus the experience requirements otherwise necessary to qualify for

~~employment as an occupational instructor (for placement on levels, a four (4) year learning and training period plus three (3) years of journeyman experience will be considered equivalent to a BA degree for occupational education instructors).~~

~~27.2.3~~ 27.2.2 ~~Initial~~ **Entry Step Category 23** ~~New employees shall be granted an additional four steps for the following: New employees who satisfy any of the following qualify for initial step placement in Step 5:~~

~~27.2.3.1~~ 27.2.2.1 A master's degree plus seven ~~(7) years in the trades;~~  
or 7 years of relevant professional experience

~~27.2.3.2~~ 27.2.2.2 Completion of an earned doctorate; or a master of fine arts degree plus three (3) years of some combination of relevant professional work experience ~~in the art form;~~ or

~~27.2.3.3~~ ~~Fifteen (15) years at the journeyman level; or~~

~~27.2.3.4~~ 27.2.2.3 A combination of in-depth relevant professional work ~~(work experience)~~ relating to the employee's ~~occupational~~ assignment and/or graduate study relating to the employee's content area and judged equivalent to ninety (90) hours of graduate study. For the purposes of this subsection, ~~vocational~~ instructors will be granted equivalent hours as follows:

~~27.2.3.4.1~~ ~~Completion of forty (40) hours of employment in an authorized dealership or shop at journeyman level doing work related to the teaching field shall be equivalent to one (1) credit hour.~~

~~27.2.3.4.2~~ ~~Completion of forty (40) hours of special training school shall be equivalent to three (3) credit hours.~~

~~27.2.3.4.3~~ ~~Completion of eight (8) hours of comprehensive training school shall be equivalent to one (1) credit hour.~~

~~27.2.3.4.4~~ ~~Completion of academic credits in approved vocational technical courses with the credit hours as designated.~~

~~27.2.3.4.5~~ 27.2.3.1 Completion of curriculum development projects, media production or package writing

beyond the employee's regular assignment shall earn credit as determined by the appropriate administrators; however, credit shall be provided at a rate equal to one (1) credit hour for each fourteen (14) hours consumed on the project.

27.2.3 New employees shall be granted additional initial placement steps based on relevant education and experience exceeding the minimum qualifications for hire applicable to the employee's assignment based on the following:

~~27.2.3.5~~27.2.3.1 Individuals who hold at least a master's degree from an accredited institution will be granted one (1) step for each full year of applicable experience. Teaching experience shall be prorated such that one year credit shall be granted for 1.0 academic year FTE. All terms including summer shall count toward experience calculations but shall not exceed one year's credit per year.

Examples for heuristic purposes:

~~27.2.3.5.1~~27.2.3.1.1 Teaching 1.0 FTE for one academic year equals one (1) year experience credit.

~~27.2.3.5.2~~27.2.3.1.2 Teaching 1.0 FTE for one academic year and .5 during summer equals one (1) year experience credit.

~~27.2.3.5.3~~27.2.3.1.3 Teaching 0.5 FTE each term for three terms of one academic year equals 0.5 year experience credit.

~~27.2.3.5.4~~27.2.3.1.4 Teaching 0.5 FTE for each term for three terms of one academic year plus 0.5 FTE during summer equals 0.67 year experience credit. i.e.  $(0.5+0.5+0.5+0.5) / 3 = 0.67$ .

~~4.~~27.2.3.2A maximum five additional steps will be provided for relevant work experience.

27.3 **Method 2: Positions which do not require a master degree:** Initial Step Placement on Salary Schedule. Initial step placement upon hire for faculty positions not requiring a master's degree will be based on relevant education and experience as follows:~~**Applicability to Assignment.** All academic credits, degrees and work experience used for original level placement must be applicable to the employee's assignment. All academic credits and degrees must be earned from accredited institutions.~~

27.3.1 New employees who satisfy the minimum qualifications for hire applicable to the employee's assignment qualify for initial step placement in Step 3.

27.3.2 New employees shall be granted additional initial placement steps based on relevant education and experience exceeding the minimum qualifications for hire applicable to the employee's assignment based on the following:

27.3.2.1 Every forty-five (45) quarter or thirty-six (36) semester credits earned at an accredited institution towards a degree or certificate beyond the minimum qualification for hire applicable to the employee's assignment shall count as one (1) additional initial placement step.

27.3.2.2 Each full year of applicable work experience beyond the minimum qualification for hire applicable to the employee's assignment shall count as one (1) additional initial placement step. Teaching experience shall be prorated such that one year credit shall be granted for 1.0 academic year FTE. All terms including summer shall count toward experience calculations but shall not exceed one year's credit per year.

27.4 Maximum Initial Placement Steps. The maximum initial step placement on the salary schedule shall be Step Ten (10).

27.5 Language Skills Placement Step. Employees who are proficient in a language other than the primary language(s) required for their job or who are proficient in American Sign Language (ASL) are eligible for one (1) additional step, provided their language skills are actively utilized in the performance of their job duties.

27.3.127.5.1 The step granted for language skills under 27.5 shall not be subject to the step maximum in 27.4.

27.427.6 Placement Correction. Faculty members may appeal their initial step placement to the appropriate Human Resources administrator within three (3) months of notice of placement. Retroactive compensation for initial step placement corrections shall be limited to the date the appeal was made. Faculty members may request a written explanation from Human Resources that documents their original initial step placement decision upon appointment and the criteria and data used to arrive at the initial step placement.