

**Section:** Faculty Compensation

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**Sponsoring Unit/Department:** Office of the Provost

## Full-time Faculty Salary Schedule

Grades, Steps, and rates of pay for Instructional and Educational Support faculty are recorded in the Faculty Salary Schedule. Substantive changes to the Faculty Salary Schedule shall be referred to the AERC for action during the annual compensation-based Meet and Confer process.

Employment contracts and pay are based on periods of active employment. Faculty members who have been approved for full academic, fiscal, or flex-year contracts and who work less than the commensurate number of days of accountability, shall be paid at the average daily rate for the number of accountable days actually worked.

### Initial Salary Determination for Regular and Provisional Full-Time Faculty

Human Resources will utilize the following factors in determining the initial placement of all new full-time faculty members, regular and provisional, on the salary schedule:

- Educational attainment by degree and/or credit hours for horizontal (Grade) placement;
- Years of documented teaching and/or related occupational experience for vertical (Step) placement.

The faculty member has up to one year to submit work and/or teaching experience for consideration in revising initial salary placement.

Initial salary placement is not modified by subsequently approved changes to eligibility, definition, and salary progression criteria unless so recommended through the Meet and Confer process.

### Guide for Horizontal Placement

Placement will be based on the highest academic degree attained, or equivalent, as documented with an official transcript. All academic degrees must be earned, and credit hours must be granted by or acceptable to an institution recognized by a regional accrediting commission on institutions of higher education (for example, North Central Association).

Grade	Educational Attainment
<b>G1</b>	Associate degree or equivalent and five years of experience or Bachelor's degree or equivalent and three years of experience
<b>G2</b>	Bachelor's degree plus 30 semester credits or Master's degree
<b>G3</b>	Master's degree plus 15 semester credits
<b>G4</b>	Master's degree plus 30 semester credits or M.F.A degree or Ed. S. degree

<b>G5</b>	Master's degree plus 45 semester credits
<b>G6</b>	Master's degree plus 60 semester credits
<b>G7</b>	Doctoral degree

- Additional Horizontal/Column Credit beyond G1 will not be awarded to a faculty member whose most advanced degree is an Associate degree or equivalent.
- A faculty member whose most advanced degree is a Bachelor's degree, or equivalent, and who has earned 30 additional graduate level academic credit hours after the award of the Bachelor's degree, will be placed in Column G2.
- A faculty member whose most advanced degree is a Master's degree or equivalent will receive additional Horizontal/Column Credit based on graduate level academic credit hours attained beyond the award of a Master's degree. All credits earned beyond the required Master's degree will be counted regardless of whether they were earned prior, during or after the Master's program. Horizontal credit is based on completed increments of 15 semester hours (or 23 quarter hours), as shown in the table above.
- No partial grade adjustments will be awarded. Credit hours must be documented with an official transcript and submitted to Human Resources by August 31 to be effective for the fiscal year contract.

### **Guide for Vertical Placement**

Vertical placement (step placement) is determined by two factors: external or part-time faculty experience and internal full-time faculty experience.

#### *External or Part-time experience:*

Credit will be given for approved teaching and/or related occupational (non-teaching) experience in the field, not to exceed one year of experience for each twelve-month period.

Teaching Experience means teaching a complete course in a related subject area at an accredited institution, regardless of the duration. Less than full-time experience will be credited on a prorated basis. NOTE: Teaching assistant experience will NOT be credited unless the employee provides documentation from an appropriate official of the institution that the teaching assistant was the sole instructor of record and was responsible for course content and student evaluation.

Occupational Experience means related occupational work experience in the field to be taught or the area of specialization, with a minimum duration of six months. The related work experience must have been the primary responsibility of the position. Less than full-time experience which meets the duration requirement will be credited on a prorated basis. Training completed to obtain related certification beyond the requirements used for placement (minimum standards) will be credited based on its experience-equivalent as stated by the certification program, subject to the overall limitation of no more than one year of experience for each twelve-month period.

Salary step placement will be at the rate of one step for two years of approved experience for each of the first two steps and then three years of approved experience for each of the steps three through six. A maximum of six steps (up to Step 6) may be awarded for previous experience.

<b>Years of Experience</b>	<b>Initial Placement</b>
2.0 or less	Step 1
2.01 - 4.0	Step 2
4.01 - 7.0	Step 3
7.01 - 10.0	Step 4
10.01 - 13.0	Step 5
more than 13.0	Step 6

*Internal Full-time Faculty experience (i.e. former PCC full-time faculty or provisional faculty):*

**Each qualifying internal year of experience shall be counted as one step above Initial Placement described above.**

### **Initial Salary Review**

At the time of the employment offer, new faculty members shall be advised of the opportunity to request a review of the initial salary determination. Within one month of the faculty member's start date, the faculty member will receive a copy of Human Resource's written review of his/her initial salary determination.

The written review is intended to help the faculty member determine if all relevant information has been considered in the placement decision. It is the faculty member's responsibility to examine the initial placement, notify Human Resources of any discrepancy in credited education or experience, and provide documentation supporting their claim to additional credit.

During the initial contract period, once all relevant information has been considered and a decision has been made, the faculty member may file a written appeal of the initial salary determination to the Chief Human Resources Officer (CHRO). The CHRO will review the salary determination and the faculty member's rationale for the appeal. In considering the review, the CHRO may consult with campus administration and discipline faculty. The CHRO will issue a final decision.

### **Disciplines Categorized as Hard to Hire**

To maintain competitiveness, exceptions to salary rates or placement may be recommended through the Meet and Confer process in disciplines experiencing substantial difficulty in attracting or retaining qualified faculty members. Approved exceptions to rates or placement will be posted on the salary schedule.

In addition, full-time regular and provisional Nursing faculty who maintain specialty certifications from nationally recognized nursing accrediting organizations such as: ANA, NLN, AANP are eligible for an annual \$250 stipend.

### **Movement on the Salary Schedule**

Salary adjustments in the form of horizontal and vertical movement are given according to the following guidelines. Horizontal and vertical movements on the salary schedule are independent of each other. Market rate adjustments to the salary schedule apply to all faculty.

### **Guide for Horizontal Movement**

Additional Horizontal/Column movement is awarded based on the educational attainment standards outlined under Initial Placement above. If a faculty member has completed additional education sufficient to advance to a new salary grade, the faculty member's new horizontal position will be determined by moving horizontally to the appropriate grade within their current Step.

No partial grade adjustments will be awarded. Credit hours must be documented with an official transcript and submitted to Human Resources by August 31 to be effective for the current fiscal year contract. Any documented credit hours submitted to Human Resources after September 1 will be effective on the following fiscal year contract.

### **Guide for Vertical Movement**

When new fiscal year contracts are issued, each faculty member's vertical placement is reviewed based on their initial step placement plus one step for each qualifying year of service at Pima Community College. There is no vertical movement once a faculty member reaches the highest step of the salary schedule.

Exceptions:

- A faculty member on unpaid leave for more than 40% of the contract will not qualify for a year of service at Pima Community College. Exceptions may be made depending on the type of leave leading to an unpaid status. For more information, employees should contact the Employee Service Center.
- A faculty member who has been sanctioned as part of a Final Written warning may not qualify for a year of service until the Performance Management Plan is successfully completed (see Corrective Action). Once Plan criteria have been satisfied, the faculty member's vertical placement will be reviewed on their next fiscal year contract as described above.
- The Governing Board may determine that the College budget is not sufficient to recognize another year of service for all employees. Any alternative salary adjustments will be recommended to the Board through the Meet and Confer process.

### **Appeals Process**

A faculty member who is not authorized for vertical movement based on a Final Written Warning may appeal the sanction in writing to the Provost. The Provost will make a final determination on the appeal and provide written notification, including rationale, to the faculty member and other parties.

### **Confirmation of Salary Placement**

Confirmation of salary placement will be made via the faculty member's salary notification and contract offer. This confirmation shall include the prior year's placement on the salary schedule and the current placement.

### **Non-Teaching Supplemental Rates**

The rate of compensation for any non-teaching assignment is included in the Unclassified Pay Rates for Temporary Employment schedule.

## Reassigned Time

See [Faculty Reassigned Time & Instructional Stipends](#)

## Grants/Awards/Externally Funded Contracts/Agreements

Instructional work by a full-time faculty member, full or part time, in support of any externally funded grant, contract, or agreement will be compensated at the same rate as that received by the faculty member under their regular or provisional contract with the College, with reassigned time or at the overload rate, as appropriate.

Non-instructional work by a full-time faculty member in service to an externally funded grant, contract, or agreement may be compensated as follows:

Type of Work	Type of Compensation
Discrete project or task including grant development	Stipend or Faculty Supplemental Rate or Reassigned time
Ongoing task	Reassigned time
Full or partial grant management	Reassigned time
Full or partial grant management during summer or other non-contract periods	Compensation is based on a prorated hourly wage.  Compensation will not exceed the member's base salary.

## Summer Session Teaching

Instructional faculty members who are not otherwise fulfilling contractual obligations during Summer Session are compensated at the overload rate (see above).

## Substitute Pay

### General Rules

- Any faculty member may substitute for another faculty member, with the approval of the supervisor responsible, in a discipline for which they are qualified.
- In a situation where only proctoring is required, any faculty member may substitute for an absent faculty member, with preference always to those qualified in the discipline.
- Supervisors have the flexibility to provide additional compensation to account for a substitute having to make up unfinished work not completed by the instructor of record. Examples include grading past-due assignments and replying to emails or discussion posts older than 24 hours.

### Calculation of Substitute Pay

- Substitute pay for teaching a class in a traditional face-to-face modality shall be computed based on the load of the class, including any adjustments (e.g., large enrollment), multiplied by the Overload Rate, divided by the number of times the class is scheduled to meet during the term.
- Substitute pay for teaching each day of an online class shall be computed based on the load of the class, including any adjustments (e.g., large enrollment), multiplied by the established Overload Rate, divided by the number of days the class is scheduled to run (i.e., non-holiday weekdays).
- A combination of the above two procedures will be used to compute substitute pay in hybrid classes in proportion with how the course is scheduled and work performed by the substitute.
- Substitute pay for teaching in an open center shall be a flat rate as specified in the table below:

Lecture Load Only	\$50
Lecture/Lab Load Mix	\$43
Laboratory Load Only	\$35

- The rates specified are for 50-minute instructional periods and are based upon the current Overload Rate, the meeting time for the traditional-length semester, and the Course Type of the class covered. In the event that the substitute provides coverage for longer than a 50-minute period, the clock hour rate can be obtained by multiplying the appropriate rate from the table by a factor of 1.2.
- Substitute pay for Educational Support Faculty non-teaching activities and responsibilities shall be based on the hourly Non-Teaching Supplemental Rate (see above).

### Deferred Salary Option

- Faculty on 9-month contracts may elect to receive their salary paid during the academic year on the basis of 20 or 21 equal payments (dependent on the number of pay periods in the contract term). Pay periods will begin on the first pay date after instructional accountability begins and ends after the last day of accountability.
- Alternatively, faculty on 9-month contracts may elect to be paid year-round by selecting the deferred salary option that results in 26 equal payments. An initial election of deferred pay or any change in pay selection must be completed by August 1 or before the beginning of the work period for which the Faculty member is paid, if different.
- All faculty on Flex-year contracts are typically paid on the basis of 26 pay dates.
- Pay period elections are effective until revoked in writing by the faculty member. Election of the deferred salary payment option is irrevocable during the contract year.

**Definitions applicable to Faculty Compensation**
*Educational Attainment -*

<b>Degree Type</b>	<b>Accepted Definition</b>
Associate degree or equivalent A.A. or A.S. degree	Equivalent is defined as satisfactory completion of 64 semester hours or 96 quarter hours, with or without attainment of a degree.
Bachelor's degree or equivalent - B.A., B.S., B.F.A. or B.S.N. degree	Equivalent is defined as satisfactory completion of 125 semester hours or 188 quarter hours, of which at least 42 of the credit hours must be upper division level.
Master's degree	An earned M.S., M.A., M.Ed., M.B.A., M.L.S, M.R.C., M. Div or M.N. degree or other equivalent earned master's-level degrees.
Doctorate degree	An earned Ph.D., Ed.D., D.A., or J.D. degree, or other equivalent earned doctorates.

*Associate degree or equivalent - A.A. or A.S. degree.* Equivalent is defined as satisfactory completion of 64 semester hours or 96 quarter hours, with or without attainment of a degree.

*Bachelor's degree or equivalent - B.A., B.S., B.F.A. or B.S.N. degree.* Equivalent is defined as satisfactory completion of 125 semester hours or 188 quarter hours, of which at least 42 of the credit hours must be upper division level.

*Master's degree - An earned M.S., M.A., M.Ed., M.B.A., M.L.S, M.R.C., M. Div or M.N. degree or other equivalent earned master's-level degrees.*

*Doctorate degree - An earned Ph.D., Ed.D., D.A., or J.D. degree, or other equivalent earned doctorates.*

*A Year of Service is defined as:*

<b>For</b>	<b>Period</b>
9-month faculty	9 consecutive months
12-month faculty	12 consecutive months
Flex-year Faculty	Equivalent number of days of accountability

*Break in Service -*

- If a faculty member has a break in faculty service and later returns to a faculty position, the faculty member will return to their last (most recent) Faculty salary schedule placement or the appropriate vertical placement according to policy, whichever is higher.
- Full credit will be given for faculty on approved paid leave or half-pay leave approved under the Faculty Professional Development Program. In most cases, no credit will be given for other approved unpaid leave of more than 40% of the contract days, as defined above under Years of Service and determined by the Employee Service Center. Upon return from non-creditable unpaid leave, the faculty member will return to their last (most recent) salary schedule placement.

**Salary Placement for non-Faculty Service**

A current administrator who previously served as a PCC faculty member and is selected to fill an open Faculty position shall be credited with the years of service as an administrator.

A faculty member who has served in an acting staff or administrator position and returns to faculty status shall be credited with the years of service in the acting role.

**Adjunct Faculty Rate and Full-Time Faculty Overload Rate**

See [Adjunct Faculty and Full-Time Faculty Overload Rate](#).