



410 POLICY - Faculty Salary/Merit Pay

410.1 Statement of Policy

The Board of Regents has adopted a salary pay formula that is utilized in determining salaries of full-time Faculty. Guidelines are published in the Procedures section of the Policies and Procedures Manual.

410.2 Faculty Evaluations

Faculty evaluations are required. They will be given according to the guidelines published in the Procedures section of the Policies and Procedures Manual.

Adopted 1973

Revised 1991

Revised February 2001

Revised December 2010



410 PROCEDURE - Faculty Salary/Merit Pay

410.1:1 Minimum Faculty Merit Pay Formula

- A. X Salary Base
- B. X base salary for master's degree or its equivalent. 0.03 X factor for each year of public school or college teaching, or directly related experience, up to five years (in part-time college teaching an accumulation of teaching 15 hours would equal one year of experience). Maximum credit 0.15 X.
- C. 0.01 X factor of college teaching, or directly related experience, for each year beyond five years (the five years credited in preceding paragraph) up to and including eight years. Only college experience will be credited in this category. Maximum 0.08 X.
- D. 0.02 X factor of each step interval of 15 graduate credit hours beyond the master's degree (or equivalent) up to 45 hours, with an additional factor 2 of the same amount for having passed the doctoral qualifying exams. Maximum 0.08 X. (F.1)
- E. 0.14 X earned Doctorate. (F.2)
- F. Merit Pay – Based upon annual recommendation of an administration after one academic year.
- G. Flexibility factor for special assignments derived through mutual agreement of employer and employee.
 - (F.1) In order to receive this factor salary increment, the graduate studies must be directly related to the faculty member's discipline or to some aspect of higher education deemed appropriate for community college staff members.
 - (F.2) After having attained the doctorate, a factor of 0.14 X would be awarded in lieu of all factors in the preceding footnote.
 - (F.3) The procedure for calculating merit pay is as follows:
 - a. As a part of E & G budget, the Board of Regents approves a total allocation for merit pay. The individual instructor receives a total number of merit points according to the criteria/weights approved for calculation for meritorious service in the areas of instruction, institutional service, community service, professional development, and teaching assignments deviating from "normal" assignments.



b. Merit pay is then calculated using this formula:

$$\begin{array}{rcl} \# \text{ points individually earned} & & \text{Total amount of} \\ \hline & \times & \text{allocated for} \\ \# \text{ points collectively earned} & & \text{merit pay} \end{array} = \text{Individual Merit Pay}$$

410.2:1 Faculty Evaluations

Full-Time Faculty: Full-time Faculty will be evaluated through the following processes:

A. Administrative Evaluation/Classroom Visitation

1. All full-time non-tenured and tenure track faculty will be evaluated once a year between the 5th-13th week of a sixteen (16) week semester, during the 3rd-7th week of an eight (8) week session or during the 3rd week of a four (4) week session through a classroom visitation using the administrative evaluation instrument. All tenured faculty will be evaluated once every two years. That evaluation will be conducted by the appropriate division director and/or the administrator in charge of academic instruction during a class period mutually agreed upon by the faculty member and the evaluator.
 - The faculty member will provide objectives for the class period at least two (2) days prior to the visitation. A post observation discussion session will be held within ten (10) days after the visit.
2. New full-time faculty will be evaluated once a semester for the first two (2) years between the 5th-13th week of a semester, during the 3rd-7th week of an eight (8) week session or during the 3rd week of a four (4) week session through a classroom visitation using the administrative evaluation instrument. This evaluation will be conducted by the appropriate division director and/or the administrator in charge of academic instruction.
 - The faculty member will provide objectives for the class period at least two (2) days prior to the visitation. A post observation discussion session will be held within ten (10) days after the visit.
 - An administrative evaluation of other professional responsibilities will be completed for each faculty member prior to the spring semester work week (the five days following finals and graduation). The faculty member and the appropriate division director and/or the administrator in charge of academic instruction will meet during the spring semester work week to



review the administrative evaluation and discuss the faculty self-evaluation.

B. Self-Evaluation

1. All full-time faculty will complete the self-evaluation instrument prior to the spring semester work week (the five days following finals and graduation) in May. When completed, this instrument will be given to the appropriate division director for review. All self-evaluations should be reviewed by division directors and be submitted to the office of the administrator in charge of academic instruction by the end of the third week in May.

C. Student Evaluation

1. Student evaluations will be administered in two (2) courses taught by a full-time faculty member each semester. The division director will select one of the classes to participate in the evaluation process. The instructor, in conjunction with the division director, will select the second class. Evaluations will be administered during the 10th-13th week of a sixteen (16) week semester, during the 3rd-7th week of an eight (8) week session or during the 3rd week of a four (4) week term.

D. Merit Pay

1. For the purpose of merit pay, the following weights are assigned to the different evaluation processes for full-time faculty:

Administrative/Classroom Visitation	.50
Self	.35
<u>Student</u>	<u>.15</u>
Total	1.00

Adjunct Faculty: Adjunct Faculty will be evaluated through the following processes:

A. Administrative Evaluation/Classroom Visitation

1. All adjunct faculty who have successfully completed four teaching semesters or more (including summer semester) will be evaluated once a year between the 5th - 13th week of a semester, during the 3rd - 7th week of an eight (8) week session or during the 3rd week of a four (4) week session through a classroom visitation using the administrative evaluation instrument. This evaluation will be conducted by the appropriate division director and/or the administrator in charge of academic instruction.



2. New adjunct faculty will be evaluated once a semester for the first four semesters (including summer semester) through a classroom visitation using the administrative evaluation instrument. This evaluation will be conducted by the appropriate division director and/or the administrator in charge of academic instruction.

B. Student Evaluations

1. Student evaluations will be administered in every course taught by an adjunct instructor each academic term. They will be administered during the 10th - 13th week of a sixteen week (16) semester, during the 5th - 7th week of an eight week term, or during the 3rd week of a four week term.

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