

## ARTICLE 15

### SALARIES

The parties are committed to the fair and rational allocation of unrestricted funds to a faculty salary structure based upon the principles of equity, consistency, and the rewarding of professional excellence.

#### **15.01 Base Salary**

##### A. Basic Contract Length

###### 1. Instructional Faculty and Library Faculty

The basic contract length shall be 164 duty days. The 164 duty days of the basic contract shall consist of the scheduled duty days of Fall and Spring semesters.

###### 2. Counseling Faculty

The basic contract length shall be 164 duty days which shall be scheduled during a calendar year beginning on August 1 and ending on July 31 annually. The specific days of employment for each faculty member shall be determined in a fair and timely manner by the appropriate Student Services Director in consultation with the faculty member.

###### 3. Extended Contract Faculty

Contract length for extended contract faculty shall be 164 duty days plus 420 clock hours between the end of Spring semester and the beginning of Fall semester. The total number of duty days for the year shall not exceed 224 days. Workload and schedules shall be in accordance with Article 9.04D.

###### 4. Extended Contract Teaching Faculty

The schedule will include 164 duty days during Fall and Spring semesters. Between the end of Spring semester and the beginning of Fall semester the schedule will include 180 classroom contact hours and an additional 120 hours scheduled at times convenient to students and approved by the immediate supervisor.

## 5. Full-Time Status

### a. Retirement Credit

Those faculty members who choose to work only the basic contract length shall receive a full year of retirement credit.

### b. Sick Leave

Sick leave is earned and used as specified in Article 14 except during the guaranteed summer assignment. Sick leave is not earned during the guaranteed summer assignment; however, unused sick leave balances may be used as specified in Section 14.02C.

### c. Summer Status

Full-time faculty members who work during the summer remain members of the bargaining unit with continued protection afforded by the Collective Bargaining Agreement to include rights, privileges and benefits of a full-time faculty member (with the exception of sick leave accrual during the summer assignment).

## B. Guaranteed Summer Assignment

Faculty members, excluding those on extended contract, shall be guaranteed a summer assignment in addition to the basic contract.

### 1. Instructional Faculty

- a. For instructional faculty, the guaranteed summer assignment shall be defined as ninety (90) classroom contact hours and twelve (12) office hours. Office hours will be scheduled two or more days per week at a time convenient to students and subject to the approval of the immediate supervisor. Office hours will be reduced proportionately for faculty members teaching fewer than ninety (90) contact hours. The guaranteed assignment shall be worked during the Summer semester as determined by the appropriate immediate supervisor in consultation with the faculty member. The determination of the guaranteed summer assignment shall be done in a fair and timely manner as outlined in Section 6.10B.2.

The number of days per week the faculty member is required to work shall be determined by the scheduled class days of his or her teaching assignment.

- b. Instructional faculty may be contracted for summer hours in addition to the guaranteed assignment if needed and approved by the College (see Section 6.10).
- c. The compensation for the guaranteed summer assignment shall be as specified in Section 15.02D. of this agreement. Compensation for hours worked beyond the guaranteed summer assignment shall be at the overload rate specified in Section 15.02C. Summer semester assignments consisting of fewer than 90 contact hours and 12 office hours will be paid at a prorated rate.

## 2. Library Faculty and Counseling Faculty

- a. For library faculty and counseling faculty, the guaranteed summer assignment shall consist of 120 clock hours to be worked during Summer semester. The specific hours of employment for each library faculty member and counseling faculty member shall be determined in a fair and timely manner by the appropriate supervisor in consultation with the faculty member.
- b. Library faculty and counseling faculty may be contracted for summer hours in addition to the guaranteed hours if needed and approved by the College.
- c. The compensation for the guaranteed summer assignments shall be as specified in Section 15.02D. of this Agreement. Compensation for hours worked beyond the guaranteed summer assignment shall be at the overload rate specified in Section 15.02C.

## C. 2012-2013 Salaries

The 2012-2013 salary for basic contract faculty is defined as the salary for the basic 164-day contract and the guaranteed summer assignment (exclusive of special contracts and overloads) and the recurring increase for those faculty members receiving promotions for 2012-2013, as specified in Section 15.04.

## D. Current Faculty - Basic Contract Length

For the 2012-2013 contract year faculty members shall receive a recurring base increase of three percent (3%) to their 164-day contract.

1. Placement

a. New Faculty - Basic Contract Length

Faculty members hired with less than three years of related experience shall be placed on the salary schedule as follows:

Degree Classification	164 Day Base	Guaranteed Summer	Total Salary
Bachelor's or less	\$32,251	\$2,958	\$35,209
Master's	\$34,828	\$3,264	\$38,092
Master's Plus	\$36,482	\$3,417	\$39,899
Doctorate	\$39,385	\$3,570	\$42,955

All degree classification levels add the appropriate dollars for years of credited experience to the annual salary figures above to determine entry salary.

Related Experience	Amount Added
3	\$ 600
4	\$1,200
5	\$1,800
6	\$2,400
7	\$3,000
8	\$3,600
9	\$4,200
10	\$4,800
11	\$5,400
12	\$6,000

A maximum of twelve (12) years of related experience will be recognized by the College.

b. New Faculty - Extended Contract Length

The initial placement on the salary schedule for faculty members working under the extended contract shall be determined in accordance with Article 15.01D.1.a. plus one additional guaranteed summer salary plus \$3,000. (The salary of faculty members working under the extended contract shall be the amount specified for 164-day contract plus the amount for two (2) summer assignments plus \$3,000.) The salary will be annualized and paid over the full contract year.

2. All new faculty members without an earned Doctorate shall be appointed at the rank of Instructor unless the President or designee determines that a higher rank is appropriate. Notification of such determination will be made to the President of the Association. Those with a Doctorate shall be appointed at the rank of Assistant Professor.

**15.02 Additional Faculty Employment (when not part of the faculty member's standard load)**

A. Non-credit Continuing Education

A faculty member teaching lifelong learning, continuing workforce education, or recreation and leisure courses shall be paid at the rate of compensation set for those courses.

B. Independent or Directed Study

Payment for independent or directed study courses is calculated by the following formula using the appropriate rate from the table in Section 15.02C:

hourly rate x 1.5 x number of credits x number of officially enrolled students.

C. Hourly Rates for Overload Employment

For the 2012 – 2013 academic year any faculty member carrying an overload, independent or directed study course, or substitution in accordance with Article 9 shall be paid according to the following hourly rates:

	College Credit, College Prep, and Adult Secondary	Vocational Credit, Adult Basic Education, Library Faculty and Counseling Faculty	Academy of Music Non-Credit
Bachelor's or less	\$29.00	\$26.50	\$22.00
Master's	\$32.00	\$27.75	\$27.00
Master's Plus	\$33.50	\$28.50	\$27.00
Doctorate	\$35.00	\$29.00	\$27.00

D. Compensation for Guaranteed Summer Assignment

For the summer semester of the 2012 – 2013 academic year the guaranteed summer assignment defined in Section 15.01B. shall be compensated according to the following table:

	DEGREE CATEGORY			
	BACHELOR'S	MASTER'S	MASTER'S PLUS	DOCTORATE
Instructional Faculty 90 contact hours + 12 office hours = 102 total hours	\$2,958 (\$29.00/hour)	\$3,264 (\$32.00/hour)	\$3,417 (\$33.50/hour)	\$3,570 (\$35.00/hour)
Library and Counseling Faculty 120 contact hours	\$3,180 (\$26.50/hour)	\$3,330 (\$27.75/hour)	\$3,420 (\$28.50/hour)	\$3,480 (\$29.00/hour)

E. Prior Learning Assessment

Faculty members serving as evaluators for prior learning assessment shall be compensated at the rate of \$25 per course evaluation request completed.

F. Compensation for Work for Hire

All compensation to a faculty member by the College for a work for hire will be defined in an Intellectual Property Agreement (Appendix P) that has been completed and signed by the faculty member and the administration. The terms of the production of the work, and the compensation, are defined in 6.06 B of the CBA.

**15.03 Educational Achievement Incentive**

In order to be eligible for educational incentive pay, a faculty member must receive pre-approval for his or her program of study from the Vice President for Academic Affairs. Application for approval of courses or a degree program will be made using Appendix K-1. If approval is not granted, the faculty member may appeal to the President of the College. Pre-approval may include appropriate

graduate coursework completed prior to employment at the College. All coursework must be taken at a regionally accredited institution. Upon completion of the approved program, the faculty member shall submit a completed Faculty Educational Achievement Application (see Appendix K-2) and official certification by the institution conferring the degree or credit to the Vice President of Academic Affairs, who will verify it and transmit it to Human Resources.

Upon processing, the faculty member shall advance in degree classification level and shall receive a recurring pay increase added to the 164-day base salary according to the following schedule. Educational requirements for pay level categories are defined in Appendix L.

From less than a Bachelor's to Bachelor's adds	\$3,000
From Bachelor's to Master's adds	\$3,500
From Master's to Master's Plus adds	\$3,500
From Master's to Doctorate adds	\$7,000
From Master's Plus to Doctorate adds	\$3,500

The salary adjustment, once approved by the Vice President, will begin on a pro rata basis from the date of the receipt in the Vice President of Academic Affairs' office; however, there will be no change in the deductions for any Association dues until the beginning of the next succeeding academic year.

Once officially approved by the College, the rank and degree classification level of a faculty member shall not be reduced to a lower level.

#### **15.04 Salary Adjustments Resulting from Promotion**

Faculty promotion at Pensacola State College is awarded in recognition of demonstrated commitment to College values and effectiveness related to student learning. The professional growth of a faculty member evolves as his or her years of teaching increase. The promotion system recognizes that evolution by setting different expectations for each rank. In addition, progression in rank distinguishes faculty members who meet increasingly broader standards of contribution to College values, especially those related to teaching and learning. In recognition of the increased expectations to progress in rank, the amount of the recurring adjustment to the 164-day base contract also increases as follows.

From Instructor to Assistant Professor	\$1,000
From Assistant Professor to Associate Professor	\$1,400
From Associate Professor to Professor	\$1,750

## **15.05 Educational Research Awards**

Full-time faculty members may apply for educational research grants offered by the Office of the Vice President of Academic Affairs. No later than the semester prior to the start of the research, the faculty member will develop a prospectus, which must be submitted to the Vice President of Academic Affairs and approved by the Research Council. The Research Council shall consist of three faculty members recommended by the Faculty Association and three individuals appointed by the Vice President of Academic Affairs. Research projects involving students must be approved by the College's Institutional Review Board prior to submission to the Research Council. The council will make recommendations to the Vice President of Academic Affairs for final action. Through the council, faculty members will be offered peer and staff support in at least the areas listed below:

1. Topic selection (a set of suggested topics also will be available)
2. Literature review
3. Prospectus writing
4. Data collection, including instrument design
5. Statistical analysis
6. Report writing (style, format, etc.)
7. Action research

In addition to the prospectus, the council will review the draft and the final project report. A faculty or staff member will be appointed to work with each researcher as a mentor and facilitator. The Vice President of Academic Affairs will sign off on each completed project.

As a teaching college, Pensacola State College values projects that focus on improving classroom instruction and student learning. Each faculty member who successfully completes an approved research project will receive a one-time award of \$1,500.

## **15.06 Salary Checks**

### **A. 164-Day Basic Contract - Instructional Faculty and Library Faculty**

Faculty members shall be paid on a bi-weekly basis according to the negotiated pay dates of the appropriate academic calendar. Faculty members who select the 26 pay date schedule must enroll during the open enrollment period of March. Once enrolled, the faculty member must remain on the schedule until choosing to return to the 19 pay date schedule during a future enrollment period. The change in pay date schedule will become effective the following contract year.

Faculty members who elect the 26 pay date schedule shall have their 164-day basic contract divided into 26 (or 27 depending on the number of pay dates in the fiscal year) equal amounts and shall be paid that amount bi-weekly. However, after the last regularly scheduled pay date in June, the faculty member shall receive the remaining biweekly paychecks so that all checks that are due to the faculty member have been issued prior to July 1.

B. 164-Day Basic Contract - Counseling Faculty

Counseling faculty shall be paid on a bi-weekly basis in equal installments over the contract year. The 164-day basic contract is worked over the entire contract year with at least one duty day scheduled per pay period.

C. Extended Contract Faculty

Extended contract faculty shall be paid on a bi-weekly basis in equal installments over the contract year. The extended contract is worked over the entire contract year with at least one duty day scheduled per pay period.

D. Payment for Overloads

Except as noted below, course overloads extending over the full length of the fall or spring terms shall be paid on a biweekly basis commencing not later than the third pay period of the term. Fall or Spring term overloads of shorter duration shall be paid in a lump sum at the completion of the overload. Course overloads during the summer terms shall be paid beginning with the second pay period with payments distributed over the remaining pay periods of the term. Payment on this schedule is dependent upon processing of the necessary paperwork.

Overloads for independent study, and continuing education courses shall be paid in a lump sum at the completion of the overload.

E. Guaranteed Summer Assignment

Compensation for the guaranteed summer assignment shall be paid according to the negotiated pay dates of the appropriate academic calendar. The contracted amount shall be paid for hours worked as documented on approved time sheets over the length of the work period as specified in the faculty member's individual contract.

In all cases, before a salary check is issued, all appropriate contracts and time sheets must have been processed according to College procedure.

#### F. Adjustments

For payroll purposes, a basic contract faculty member's daily rate of pay will be calculated by dividing the Fall and Spring semesters' salary by 164 days. Extended contract faculty's daily rate of pay will be calculated by dividing the annual salary by 224 days. However, in order to avoid fluctuations in salary during holiday and break periods, the total salary will be paid in equal bi-weekly installments as stipulated in Sections 15.04A. and B. In the event a faculty member resigns during the term of the 164-day basic contract, the final paycheck will be adjusted to compensate the faculty member for the total number of duty days actually worked.

#### G. Corrections

Minor incorrect payments shall usually be adjusted on the next bi-weekly paycheck following the error; however, special checks may be issued within three (3) working days to prevent financial hardships.