

## 3357:13-16-451 Compensation (Faculty)

Compensation (Faculty) constitutes Article XXV of the Agreement between North Central State College and the chapter of the North Central State Faculty Association-American Association of University Professors (NCSFA-AAUP)

### Article XXV. Compensation

#### Section 25.01 Pay Periods

Faculty members shall be paid bi-weekly in twenty-six equal payments over a twelve-month period.

#### Section 25.02 Implementation of compensation adjustment

Implementation of compensation adjustment goes into effect at the beginning of the faculty member's contract for any given academic year.

#### Section 25.03 Conversion of 9-month contract to 12-month equivalent

When converting salaries from 9-month to 12-month, the 9-month base salary shall be multiplied by 1.31. When converting salaries from 12-month to 9-month, the 12-month base salary shall be divided by 1.31.

#### Section 25.04 Independent Study Compensation

Full-time faculty members shall be paid \$80.00 per student per credit hour for directing a student's independent study course.

#### Section 25.041 Low Enrollment Course Compensation

Low enrollment course is defined as an active course on the schedule one (1) week before classes begin in any given term. The College maintains its management right to cancel low enrollment courses.

Full-time faculty members shall be paid \$80.00 per student per contact hour for teaching a low enrollment course. Payment, based on number of students enrolled in the course section, will be determined on the course semester census date. The course shall not be counted as part of the faculty member's regular load except for lock-step cohort health programs or other instances as determined by the Chief Academic Officer.

The class shall meet each week per the scheduled class hours. With the approval of the Dean or Assistant Dean, the class may operate as a hybrid course i.e. meeting a minimum of once a week and the balance of the work done online, if the course is pre-approved as a hybrid and the learning outcomes are equivalent to the same course delivered as a face-to-face class.

#### Section 25.05 Nursing Clinical Preceptor Instructor

A faculty member who serves as a nursing (ADN or PN) clinical preceptor instructor will be compensated at the rate of 4.4 hours at the highest overload rate per student.

#### Section 25.06 Compensation for New Class Preparation

A new class assignment within fourteen (14) calendar days of start of the term will be compensated at 1.5 load hours if the full-time faculty member has never taught the course. Example: 3 credit class would be paid 4.5 credit hours.

#### Section 25.07 Short-term Substitute Compensation

Faculty members who substitute on a non-emergency (short-term) situation for another faculty member will be compensated at the overload rate for the number of substitution hours. Substitution assignments are voluntary and are made upon agreement of the faculty member.

#### Section 25.08 Long-term (Emergency) Substitute Compensation

Faculty members who are called upon to teach in emergency situations will receive 1.5 times their normal overload pay rate for new class prep; and 1.25 times their normal overload pay rate for a class they previously taught. An emergency situation will be deemed to exist when the scheduled instructor is unable to continue their assignment after the term has begun and for the duration of the term for any of the following reasons: approved sick leave, termination of employment, unexpected resignation, death, and active duty call up. Emergency pay rate is not applicable to subsequent terms. Substitution assignments are voluntary and are made upon agreement of the faculty member.

#### Section 25.09 Compensation for Lab Testing for Advanced Standing Placement

A faculty member who conducts advanced standing student lab skills testing outside of scheduled class time shall be compensated \$40 per student.

#### Section 25.10 Compensation for Creation, Administration and Grading of Credit by Examination

- (a) A faculty member who serves in any capacity of grading and/or administering credit by examination will be compensated as follows:
  - (i) Creation of exam: \$68
  - (ii) Administration and grading of exam: \$50
  - (iii) Lab skills testing: \$60

#### Section 25.11 Compensation for Reviewing Life Experience Credit

- (a) A faculty member who serves in any capacity of reviewing student requests for life experience credit shall be compensated as follows:
  - (i) Advisor: \$65
  - (ii) Reviewer: \$65
  - (iii) Supervisor of Learning Contract: \$65

#### Section 25.12 Compensation for part-time or overload non-teaching activities

(a) Per hour compensation for part-time or overload non-teaching, special project activities performed by faculty members shall be at half the highest overload teaching rate.

(b) Off - term or between-term attendance for committees and other assignments paid at half the highest overload teaching rate per administration approval.

#### Section 25.13 New Course Development

It is understood that new course development is a role of faculty. It is also understood that new course development happens in a variety of ways. The faculty member shall obtain prior approval for new course development from the Dean. Faculty will not receive a reduced teaching load for the creation of a course. Compensation will be based on the following:

(a) Initial new course development will be compensated based on the number of load hours of the new course (e.g. 4 credit-hour class will receive 4 hours of load) and shall be compensated upon completion of each phase by the formula below.

(i) 20% of compensation for preparing and presenting to the Curriculum Committee and insuring notification for the course to be placed on the Curriculum Worksheet and the Course Data Sheet.

(ii) 60% of compensation for a semester schedule of the course, complete study guides, lectures, and handouts.

(iii) 20% of compensation for development of the schedule for and the content of quizzes, tests/final, and papers/projects used in the evaluation of student mastery of the course content.

#### Section 25.14 New Web-based Course Development

New web-based College courses development is a role of faculty. The faculty member shall obtain prior approval for new web-based course development from the Dean. Faculty will not receive a reduced teaching load for the creation of a course.

(a) New web-based course development will be compensated based on number of load hours of the new course (e.g. 4 credit class will receive 4 hours of load) and shall be compensated upon completion of each phase by the formula below.

(i) 20% of compensation for preparing and presenting to the Curriculum Committee and insuring notification for the course to be placed on the Curriculum Worksheet and the Course Data Sheet.

(ii) 60% of compensation for a semester schedule of the course, complete study guides, lectures, and handouts.

(iii) 20% of compensation for development of the schedule for and the content of quizzes, tests/final, and papers/projects used in the evaluation of student mastery of the course content.

#### Section 25.14(a) Course Conversion from one modality to another (in person to on-line and vice versa)

Converting a course from one modality to another is a role of faculty. The faculty shall obtain prior approval for converting a currently offered course into another modality from the Dean. Faculty will not receive a reduced teaching load for the creation of the course. Compensation will be based on 70% of the number of load hours of the new course (e.g. 4 credit class will receive 70% of 4 hours of load) and shall be compensated upon completion of each phase by the formula below.

(i) 50% of compensation for a semester schedule of the course, complete study guides, lectures, and handouts.

(ii) 20% of compensation for development of the schedule for and the content of quizzes, tests/final, and papers/projects used in the evaluation of student mastery of the course content.

#### Section 25.15 Program Director Compensation

(a) Compensation for program director positions will be 12 hours of load to be disbursed over Summer, Fall and Spring semesters with the approval of the Dean/Assistant Dean and a one-time add-on to base of \$1,000 subject to removal upon termination of program director responsibilities OR a yearly stipend of \$8,600 to be paid starting Summer semester.

(b) Program directors who oversee a formal program self-study accreditation/re-accreditation report will be provided one (1) hour of load during the prior two (2) semesters of the due date of the self-study.

#### Section 25.16 Program Coordinator Compensation

(a) Compensation for program coordinator positions will be 6 hours of load to be disbursed over Summer, Fall and Spring semesters with the approval of the Dean/Assistant Dean and a one-time add-on to base of \$500 subject to removal upon termination of program coordinator responsibilities OR a yearly stipend of \$4,300 to be paid starting Summer semester.

#### Section 25.17 Clinical and Practicum Site Coordinator Compensation

Programs who have accredited-mandated clinical site and practicum coordinators, compensation for these positions will be 2 hours of load per term.

#### Section 25.18 Compensation for Student Organization Advising

Faculty who have duties of advising student organizations will be compensated at a rate of \$400 for fall and spring semesters and \$200 for summer semester during which the organization is active. Such student organizations must be sanctioned by national or state professional organization and approved by the Chief Academic Officer.

#### Section 25.19 Faculty Mentoring and Adjunct Evaluation Compensation

(a) A faculty member who mentors a new full-time faculty member will receive one (1) load hour for the term, with approval of the Dean.

(b) Faculty members will be given the opportunity, on a voluntary basis, to evaluate adjunct faculty. The evaluation process shall consist of, the policies and procedures agreed to by the Faculty Caucus and the administration in accordance with Section 9.07 (Evaluation Policy/Forms). Compensation for evaluation will be 4 hours at half of the top adjunct rate.

**Section 25.20 Professional Growth for Educational Degree Attainment**

(a) Faculty shall receive professional growth increase to base salary for advancement of degree as follows:

From	To	Non-Market Impacted Discipline	Market Impacted Discipline
		Amount (9-mo. Equivalent)	Amount (9-mo. Equivalent)
No Degree	Associate's Degree	\$1,567.00	\$1,567.00
No Degree	Bachelor's Degree	\$3,134.00 (upon request by the faculty member, may receive \$1,567.00 upon 60% completion of coursework)	\$4,701.00 (upon request by the faculty member, may receive \$2,351.00 upon 60% completion of coursework)
Associate's Degree	Bachelor's Degree	\$1,567.00	\$3,134.00
Bachelor's Degree	Master's Degree	\$2,346.00 (upon request by the faculty member, may receive \$1,173.00 upon 60% completion of coursework)	\$4,147.00 (upon request by the faculty member, may receive \$2,074.00 upon 60% completion of coursework)
Master's Degree	Doctorate Degree	\$3,369.00 (upon request by the faculty member, may receive \$1,685.00 upon 60% completion of coursework)	\$3,369.00 (upon request by the faculty member, may receive \$1,685.00 upon 60% completion of coursework)

(b) Compensation for degrees held at date of hire is considered part of the employment selection process and in the establishment of initial salary. Adjustments to salaries for professional growth resulting from completing identified degrees will be awarded only for degree completed after date of hire.

(c) Adjustments to salary for professional growth will be implemented on the second pay following receipt of official supportive documentation by the College and receipt of authorization by the payroll office.

(d) All degrees and credits must be from a regionally accredited (i.e. NCA) institution of higher education. One-quarter hour is equivalent to 2/3 semester hours.

(e) Honorary degrees are not eligible for consideration.

(f) Multiple degrees at the same level will be eligible for professional growth increase at the rate granted for professional certificates with a maximum of two (2) additional degrees.

### Section 25.21 Professional Growth for Professional Certifications

(a) Faculty members may receive professional growth increase for completion of prior approved professional certificates in the amount of \$600.00 per certificate added to the faculty member's current salary at the time of the certificate completion. Adjustments to salaries for completing approved professional certificates will be awarded only for those completed after date of hire.

(b) Eligibility for professional growth increase for professional certificates will be determined by the Director of Human Resources in consultation with the Chief Academic Officer and appropriate Dean. The Chief Academic Officer shall present the findings and recommendations to the President for final approval.

### Section 25.22 Twelve month contract continuance

Members of the bargaining unit who currently have twelve month contracts will continue in those positions with appropriate adjusted compensation. A faculty member with a twelve (12) month contract can be reduced to a nine (9) month contract only with notice of at least one academic year in advance. The NCSFA-AAUP will be consulted prior to the creation of any new twelve-month contract positions. Such consultations will occur at least three months prior to the start of a new academic year.

### Section 25.23 Overload for full-time faculty

(a) Overload hours will be compensated at a rate of \$40 per contact hour.

(b) All overload is voluntary.

(c) Faculty who have taught at any regionally accredited college or university may submit to the Human Resources Office written documentation from the appropriate college or university indicating the specific credit/contact hours taught and the time period within which these credit/contact hours were taught. At the beginning of the semester following receipt of the documentation by the Director of Human Resources and verification of the documentation jointly by the Director of Human Resources and the Chief Academic Officer, the faculty member will be credited with the number of credit/contact hours taught and placed in the appropriate overload step for purpose of pay. The pay provision of this policy is not to be applied retroactively.

### Section 25.24 Salary for New Faculty

Nine Month Base Salary		
Level	Degree Level/Position Discipline	
1	No degree, Demonstrated Market-Impacted Discipline	90% of Level 3 Base Salary
2	Associate's Degree, Demonstrated Market-Impacted Discipline	95% of Level 3 Base Salary
3	Bachelor's Degree	\$41,551
4	Bachelor's Degree, Demonstrated Market-Impacted Discipline	105% of Level 3 Base Salary
5	Master's Degree	\$44,884
6	Master's Degree, Demonstrated Market-Impacted Discipline	105% of Level 5 Base Salary

7	Doctorate Degree	110% of Level 5 Base Salary
8	Doctorate Degree, Demonstrated Market-Impacted Discipline	115% of Level 5 Base Salary

Note: Market Impacted Disciplines: Nursing, Radiology Technology, Physical Therapy Assisting, Respiratory Therapy, Computer Information Systems and Engineering including Tool & Die, Electronics, Drafting & Design.

Starting salaries for faculty who are hired after the effective date of this contract will be determined using the base salaries in the table above and the following implementation procedures:

- (a) The base salary of a new faculty member will be established by the above chart based on highest degree and faculty member's discipline.
- (b) The faculty member's starting salary will be determined based on Appendix A. Placement on that table will be based on service credit as determined by the criteria listed below, up to a maximum of 10 years:
  - (i) Related Higher Education Teaching Experience: One (1) year of service credit is awarded for each full-time equivalent teaching year taught in the same discipline at a higher educational institution.
  - (ii) Non-related Higher Education/Secondary/Primary Education Teaching Experience: One (1) year of service credit is awarded for every two (2) full-time equivalent teaching years taught.
  - (iii) Professional or Technical Experience: One (1) year or service credit is awarded for every three (3) full-time equivalent years of experience in a related field.
- (c) For positions where the current starting salary base does not attract qualified employees due to existing market value or conditions, the College may award up to an additional five (5) years of service at the College's discretion.

#### Section 25.25 Cost of Living Adjustment (COLA)

The annual cost of living adjustment to the faculty member's salary will be:

Academic year 2023-2024: \$1,000 stipend

Academic year 2024-2025: 4% increase added to base salary

Academic year 2025-2026: 3% increase added to base salary if credit hours for the academic year 2024-2025, at 15-day census each semester, increase by at least 2% over previous year; or 1.5% increase added to the base and 1.5% stipend if they do not.

Academic year 2026-2027: 2% increase added to base salary if credit hours for the academic year 2025-2026, at 15-day census each semester, increase by at least 2% over previous year; or 1% increase added to the base and 1% stipend if they do not.

#### Section 25.26 Retroactive Pay Adjustments

All base salary increases for faculty will be retroactive to the start of the individual faculty member's contract year.

#### Section 25.27 Faculty Caucus Release Time

The Faculty Caucus will be given 8 hours of load per semester, including summer semester, to facilitate leadership, management, and organizational duties of the Caucus. Allocated hours will be distributed among its membership according to the following provisions:

- (a) The Facilitator of the Faculty Caucus must be assigned four (4) hours of the allocated load hours per semester.
- (b) Four (4) hours of load will be assigned to members of the Faculty Caucus at the discretion of the Faculty Caucus Leadership Team.
- (c) The Faculty Caucus will notify the affected Assistant Dean/Dean of the load hour allocation at least two weeks prior to the start of each semester.
- (d) Faculty Caucus agrees to hold Faculty Caucus meetings during the summer semester as needed to address issues of immediate importance. A schedule of tentative dates will be presented to the Chief Academic Officer prior to the end of the spring semester. The Chief Academic Officer will communicate to the Faculty Caucus Facilitator any items which require Faculty Caucus attention during this time. Attendance at such meetings can be in person or through teleconference and will be compensated according to Section 25.12 (Compensation for part-time or overload non-teaching activities) for participants not receiving release time under this article or currently working under a 12-month contract.

#### Section 25. 28 Nurse Course Coordinator/Lead Instructor Compensation

The Director of Nursing for the ADN Program will monitor and approve duties of Nurse Coordinators and Lab Coordinator with faculty input. This includes (5) load hours for fall semester and (5) load hours for spring semester for ADN course coordination, and (5) load hours for lab coordinator for fall semester and (5) load hours for lab coordinator for spring semester. Load hour assignment will take into consideration course enrollment.

#### Section 25.29 Course Size Compensation

For any course section, .25 extra load hours will be granted for every 5 students above 75 up to a maximum of two (2) extra load hours.

Faculty Caucus, academic departments, and the administration, will establish course maximum guidelines to fit instructional effectiveness.

#### Section 25.30 Summer Semester Load for 12-month Faculty

- (a) Load will be 10 credit / 12 contact hours.



(b) 12-month faculty will have the option to have banked sufficient hours in the previous contract year that will carry over into the current contract year to prevent being forced to teach overload during summer term.

#### Section 25.31 Compensation for Chair of Curriculum and Assessment Committees

Faculty that chair the Curriculum and Assessment committees will receive a \$500 stipend during Fall and Spring semesters. The stipend will not apply during Summer semester.

Effective: January 16, 2024

Next Review: May 14, 2027

Review Dates: 5/22/98, 12/17/08, 10/26/11, 8/27/14, 8/23/17, 01/16/24