

Article V. Compensation

A. Faculty Salary

Effective July 1, 2014, there are 391 full-time regular Faculty positions.

1. The College grants a one-step increase to those Faculty members who qualify according to Appendices A and J.
2. The entry salary (Grade S, Step 1) for the Academic Year Faculty Salary Schedule is \$43,580. The entry salary (Grade S, Step 1) for the 12-month Faculty Salary Schedule is \$56,990. These figures are based on the 2013-14 entry salaries, plus any funding granted by the Board of Governors to increase Faculty salaries that remains after funding paragraph (1) above.

<http://www.pima.edu/administrative-services/human-resources/classification-compensation/salary-schedules.html>

3. Future salary adjustments are subject to recommendations from the Meet and Confer process and available financial resources.

For Nursing Faculty:

- a) The entry salary (Grade S, Step 1) for the Academic Year Nursing Faculty Salary Schedule for regular fulltime Nursing Faculty is \$57,032 (See Appendix A)
- b) Full-time regular Nursing Faculty who maintain specialty certifications from nationally recognized nursing accrediting organizations such as: ANA, NLN, AANP are eligible for an annual \$250 stipend.
- c) Provisional appointments in nursing will follow the policies outlined in Section 2 of the *Personnel Policy Statement for College Employees*. Placement will be based on the Nursing Faculty Salary Schedule.

B. Salary Determination for Regular Full-Time Faculty

The Chief Human Resources Officer is responsible for recommending initial salary determination of the prospective Faculty member to the Campus President. Initial salary placement will be made in accordance with the Faculty Compensation Plan (Appendix A). The prospective Faculty member shall be informed of the initial salary by the Campus President or designee.

If the new Faculty member's start date is after the beginning of the academic, fiscal or flex year, or otherwise does not work or account for all days of accountability, the actual salary will be prorated based on the average daily rate. The average daily rate will be computed by dividing the annual salary by the appropriate number of days of accountability.

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, to notify Human Resources of any discrepancy in credited education or experience, and to provide documentation supporting his/her claim to additional credit.

Once all relevant information has been considered, a decision has been made and during the initial contract period, the Faculty member may file a written appeal of the initial salary determination to the Chief Human Resources Officer. The Chief Human Resources Officer will review the salary determination and the Faculty member's rationale for the appeal. After consulting with campus administration and Faculty with expertise in the discipline as appropriate, the Chief Human Resources Officer will issue a final decision. The decision of the Chief Human Resources Officer regarding the review of the initial salary determination is final.

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.

Additional compensation for faculty members performing leadership duties beyond the regular faculty role is described in the Handbook for Academic, Library and Counseling Leadership (located on the Intranet under Human Resources, Personnel Policies and Handbooks).

C. Other Instructional Rates - Activity Related

See Appendix G for compensation for instruction-related additional assignments.

D. Non-Teaching Supplemental Rate

Effective fall semester 2012, the compensation for non-teaching assignments will be \$31 per clock hour. Also see Article II Section E.

E. Grants/Awards/Externally Funded Contracts/Agreements

Compensation coordinated through the College and funded wholly from sources external to the College will be based on the College's compensation policies for the activity, provided such rate of compensation does not exceed the rate of compensation received by the Faculty member under her/his regular contract with the College.

Grants and awards:

1. Salary rates for work performed on sponsored agreements by Faculty members during the academic year (see Article II F for definitions).
 - a. Faculty Proposal Initiator/Developer Faculty members will be compensated during the academic year by either reassigned time for those activities or the current supplemental Faculty rate.
 - b. Faculty Project Manager/Director will be compensated from grant funds, at his/her current Faculty salary rate during the academic year period by use of reassigned time to satisfy part of his/her regular load. In no event will charges to sponsored agreements, irrespective of the basis of computation, exceed the current Faculty salary for that period.

- c. Other Faculty roles:
Teaching activities requiring Faculty teaching credentials will be included in the Faculty member's regular assigned load.

Non-teaching activities requiring Faculty teaching credentials will be in place of regular load as reassigned time.

- 2. A Faculty member participating in grant activities during periods outside the regular academic year will be compensated as follows:
 - a. Faculty Proposal Initiator/Developer will be compensated at the supplemental rate.
 - b. Faculty Project Manager/Director will be compensated at a rate not in excess of his/her current Faculty base salary (the base salary is the Faculty member's most recent academic year regular appointment). Compensation is on a prorated hourly wage multiplied by the number of hours worked on grant activities as shown below:

$$(\text{base salary} / \text{days of accountability}) / 8 \text{ hours} = \text{hourly rate}$$

$$\text{hourly rate} * \text{time worked on grant activity} = \text{compensation}$$

- c. Other non-teaching Faculty roles will be compensated at the supplemental rate.
- d. Teaching activities requiring Faculty teaching credentials will be compensated at the College's overload rate.
- e. Grants activities that do not require Faculty teaching credentials will be in accordance with the College's compensation plan corresponding to the duties and responsibilities of the grant assignment.

Also see Article II, Section F. for definitions and duties as referenced above.

Externally funded contracts and agreements:

Similar to compensation from grants, compensation from external contracts should reflect the type of work required (refer to Article II Section F). For example, if the responsibilities of the Faculty member funded by the contract are parallel to the responsibilities of a Faculty Project Director as defined in Article II Section F, the contract should be constructed so that the Faculty member is compensated at his/her current Faculty salary (daily) rate.

F. Overload Rate (Teaching Assignments)

Effective Fall semester 2017, the overload rate is \$820 per load hour. Also, see Article II Section B for Workload and Workload Calculations.

G. Summer Sessions

Instructional Faculty members who are not working under the Instructional Faculty Flex Program and who are teaching during summer sessions will be compensated at the overload rate.

Overload rates do not apply to Educational Support Faculty who teach during the summer as an approved part of their flex-year schedule.

H. Substitute Pay

A full-time Faculty member, with the approval of the supervisor responsible for the class to be missed, may substitute for another full-time or adjunct Faculty member in a class for which (s)he is qualified. If the only responsibility is proctoring, any Faculty member may substitute for the absent Faculty member. If substitution occurs, the full-time Faculty member who is substituting may elect to be compensated as per this section or may elect not to be paid.

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 established Overload Rate (Article V.F), 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 (Article V.F) and 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. The rates specified are for 50-minute instructional periods and are based upon the current overload rate (Article V.F), the meeting time for the traditional-length semester, and the Course Type (Curriculum Procedures Manual) 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 a 50-minute instructional period in an open center:

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

Substitute pay for Educational Support Faculty non-teaching activities and responsibilities shall be based on the hourly rate for non-teaching supplemental assignments (Article V.D).

Additional substitute pay may be approved by the supervisor responsible for the class, 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.

I. Pay Dates

Scheduled pay dates are defined by the payroll calendar adopted by the Finance Office.

Nine-month Instructional Faculty 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 end after the last day of accountability.

Alternatively, Instructional Faculty may elect to be paid year-round by selecting the deferred salary option that results in 26 equal payments that begin on the first pay date after instructional accountability begins and end prior to the start of the next academic year. An initial election of deferred pay or any change in pay selection must be completed by August 1.

Flex-year Faculty typically will be paid on the basis of 26 pay dates (Unit Guide Flex Year Contracts for the Instructional Faculty).

Salary elections are effective until revoked in writing by the Faculty. Election of the deferred salary payment option is irrevocable during the contract year and must be made before the beginning of the work period for which the Faculty is paid.

J. Meet and Confer

Meet and Confer (see BP-4001) is the process approved by the Board of Governors which allows employee representative groups to provide input for the development of personnel policies directly and substantially related to wages, salaries and working conditions of the employee group. The issues included in the Meet and Confer process are Board determined and comprise those personnel policies specific to the responsibilities or contractual obligations and benefits for regular full-time employees within the employee representative group. In accordance with this policy the issues under discussion may include policy language and appendices for any aspects of the Faculty Compensation Plan including (but not limited to) the salary schedule, initial placement procedures, horizontal and vertical advancement policies, overload rate, substitute pay, and the non-teaching supplemental rate.