

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures

POLICY/PROCEDURE: Compensation and Classification of Faculty

DATE: March 1, 1993

NUMBER: 2.21

REVISION(S): 12/19/94, 07/29/08

Full-Time Faculty

Full-time faculty at Ouachita Technical College are classified and compensated according to guidelines established and monitored by the Board of Trustees. These guidelines are based, in part, on suggestions from the Arkansas Department of Higher Education and the Department of Workforce Education, as directed by the General Assembly. These guidelines are subject to periodic review. Current criteria on classification, placement, and/or advancement on the salary guidelines are available from the Vice President of Instruction.

Evaluation Criteria for Salary Schedule Placement-Current and New Hires

A. Postsecondary Education

In the evaluation of post-secondary education, the College will be guided by the minimum training and experience requirements for faculty personnel as promulgated by the respective accrediting bodies. In granting credit for various degrees, the degree earned by the faculty member must have a direct relationship to the course content of the subject field in which the faculty member is to teach.

1. A certificate or diploma granted by a post-secondary institution will be counted as one (1) or two (2) years of post-secondary education, depending upon the required length of the program.
2. An associate degree will be counted as two (2) years of post-secondary education.
3. A bachelor's degree will be counted as four (4) years of post-secondary education. Credits earned toward a bachelor's degree may be recognized by granting one (1) year for thirty (30) semester credits or forty-five (45) quarter credits; two (2) years for sixty (60) semester credits or ninety (90) quarter credits; and three (3) years for ninety (90) semester credits or one hundred thirty-five (135) quarter credits. Credit will be granted in one (1) year increments only for credits earned toward a bachelor's degree.
4. A master's degree will be counted as five (5) years of post-secondary education.
5. A specialist's degree will be counted as six (6) years of post-secondary education.

6. A doctorate will be counted as seven (7) years of post-secondary education. Only the single highest degree will be allowed in determining post-secondary education.

B. Teaching Experience

1. A minimum of three (3) quarters (two semesters) and a maximum of four (4) quarters (three semesters) of full-time teaching will be considered as one (1) year of creditable teaching experience provided that it was in, or directly related to, the subject field or job assignment for which the applicant is being considered. Part-time creditable teaching experience shall be equated to full-time teaching experience on a pro rata basis. The relevancy of the teaching experience to the position for which the applicant is being considered is the most important criteria.
2. Full credit shall be granted for post-secondary teaching experience totally in the subject field. Other teaching experience at this level may be credited on a pro rata basis as the subject matter taught would apply to the faculty member's subject field.
3. One-half (1/2) credit shall be granted for secondary or elementary teaching experience totally in the subject field.
4. Other teaching experience may be credited as appropriate, with documentation and justification demonstrating the relevance of the faculty member's subject field.

C. Work Experience

The criteria for granting credit for work experience is the occupational value of the work experience and its relevance to the faculty member's subject field. Creditable work experience over a period of years should indicate that it was progressively more complex and of increasing responsibility. Military work experience may be just as creditable in certain fields of endeavor as civilian experience.

1. Work experience shall be carefully evaluated for its relevance and credit granted accordingly.
2. Twelve (12) calendar months shall be considered as one (1) year in crediting work experience. Part-time creditable work experience shall be equated to full-time work experience on a pro rata basis.

D. Advancement on the Salary Schedule

To advance to a new range on the Faculty Compensation Plan a faculty member must meet certain educational and experience requirements. Procedure for advancement must be followed. Credits used for advancement must be approved by the President or his/her designee prior to receiving the credit. At least one-half of credits used for advancement at each level must be at the appropriate collegiate level.

Advancement on the Salary Guidelines by College Credit. (Courses must be approved by the President or his/her designee and credits must be earned subsequent to achieving basic qualifications. A faculty member shall not receive additional compensation by completing graduate credit hours or graduate credentials in an academic major or specialty unrelated to the principle instructional area within which that faculty member was hired to teach. Any such compensation or advancement on the salary guidelines will be based on the need of the College and must have written approval of the Division Chair, the Vice President of Instruction, and the President prior to the credits or credentials being earned.) College credits must be documented by an official transcript of credits earned for advancement and meet one of the following criteria:

1. Graduate hours directly related to the teaching field that were earned after achieving basic qualifications.
2. Graduate-level college credits in education courses that are directly related to community college instruction or college administration. (Education courses in education administration for public schools are not acceptable.)
3. College credits (undergraduate or graduate) that are directly related to the trade or teaching field for individuals with less than bachelor's degree.
4. Education courses on curriculum design, testing, methods of teaching, etc.

E. Advancement on the Salary Schedule by Paid Work Experience

Trade or industrial paid work experience that is directly related to the teaching area may be credited, at a rate not to exceed one (1) semester credit per one hundred sixty (160) hour work month. Paid work experience must be approved in advance by the President or his/her designee as to its relevance and applicability. Paid work experience may be credited at a lesser rate.

F. Advancement on the Salary Schedule by CEU Credits

1. Faculty members may earn credits for salary guidelines advancement through continuing education units (CEU). Of the hours credit necessary for advancement on the salary schedule, only one-third can be earned through CEU's.
2. Two (2) CEU's are equal to one (1) semester credit hour.

Associate Faculty

The following criteria will be utilized in determining classification level for Associate Faculty. Remuneration for Associate Faculty will be determined annually and will normally be paid at a contact hour rate by classification.

CLASSIFICATION

CRITERIA

LEVEL 1

Newly hired Associate Faculty will meet the basic criteria of regular full-time faculty (an earned Baccalaureate Degree in

his/her field OR at least 3 years of significant related occupational experience in the teaching field).

LEVEL 2

1. Have completed at least one (1) academic year of teaching at the College and have satisfactory evaluations on file; or have completed the same length of time at another accredited post-secondary institution and have a letter of recommendation from the chief academic officer; or have a valid teaching credential and have taught full-time for at least one (1) academic year and have a written recommendation from a principal or other supervising administrator in the school system.

2. Have an earned Baccalaureate Degree in his/her field OR have at least five (5) years of significant related occupational experience.

3. Have the recommendation of the Division or Department Chair and/or the Vice President of Instruction.

LEVEL 3

1. Have completed at least three (3) academic years of teaching at the College and have satisfactory evaluations on file; or have completed the same length of time at another accredited post-secondary institution and have a letter of recommendation from the chief academic officer; or have a valid teaching credential and have taught full-time for at least three (3) academic years and have a written recommendation from a principal or other supervising administrator in the school system.

2. Have an earned Master's Degree in his/her field OR have at least ten (10) years of significant related occupational experience.

3. Have the recommendation of the Division or Department Chair and/or the Vice President of Instruction.

NOTE: ALL criteria must be met before the next classification level can be attained. Official documentation (including transcripts and letters of recommendation) **MUST** be on file with the Vice President of Instruction prior to assignment of class(es).

AUTHENTICATION (Signature):		COPP
_____	07/29/08	
President	(Date)	2.21