

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 plus graduation ceremonies. The 164 duty days of the basic contract shall consist of the scheduled duty days of Fall and Spring semesters including graduation ceremonies.

2. Counseling Faculty

The basic contract length shall be 164 duty days plus graduation ceremonies 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 immediate supervisor in consultation with the faculty member.

3. Extended Contract Faculty

Contract length for extended contract faculty shall be 164 duty days plus 432 clock hours between the end of Spring semester and the beginning of Fall semester as well as graduation ceremonies. The total number of duty days for the year shall not exceed 224 days plus graduation ceremonies. Workload and schedules shall be in accordance with Article 9.04.D.

4. Extended Contract Teaching Faculty

The schedule will include 164 duty days plus graduation ceremonies 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 132 office hours scheduled at times convenient to students and approved by the immediate supervisor.

5. Lecturers

The schedule will include 164 duty days plus graduation ceremonies during Fall and Spring semesters.

6. 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 14.02.C.

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, those whose contracts have not been renewed, and lecturers, shall be guaranteed a summer assignment in addition to the basic contract.

1. Instructional Faculty

- a. For instructional faculty other than Collegiate High School faculty, the guaranteed summer assignment shall be defined as ninety (90) classroom contact hours and eighteen (18) office hours. For Collegiate High School faculty, the guaranteed summer assignment shall be defined as eighty (80) classroom contact hours and eighteen (18) 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 the guaranteed summer assignment. 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 6.10.B.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.

Lecturers are not guaranteed a summer assignment. However, when a summer assignment is offered to a lecturer, the hourly rate will be consistent with the hourly rates shown in the table in section 15.02.D. The number of hours in the summer assignment will be determined by the College.

- 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 at the overload rate as specified in Section 15.02.C of this agreement. Compensation for hours worked beyond the guaranteed summer assignment shall be at the overload rate specified in Section 15.02.C. Summer semester assignments consisting of fewer than 90 contact hours, or 80 contact hours for Collegiate High faculty, and 18 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 15.02.D of this Agreement. Compensation for hours worked beyond the guaranteed summer assignment shall be at the overload rate specified in Section 15.02.C.

C. 2018 – 2021 Salaries

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

D. Current Faculty – Basic Contract Length

In the 2018-2019 contract year, faculty members shall receive a recurring base increase of 2% to their 164-day contract effective the first day of the 2018-2019 contract year and a non-recurring amount of \$250 to be dispersed on the first paycheck in December.

In the 2019-2020 contract year, faculty members shall receive a recurring base increase of 2% to their 164-day contract effective the first day of the 2019-2020 contract year and a non-recurring amount of \$250 to be dispersed on the first paycheck in December.

In the 2020-2021 contract year, faculty members shall receive a recurring base increase of 2% to their 164-day contract effective the first day of the 2020-2021 contract year and a non-recurring amount of \$250 to be dispersed on the first paycheck in December.

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 2018-2019	164 Day Base 2019-2020	164 Day Base 2020-2021
Bachelor’s or less	\$32,735	\$33,230	\$33,730
Master’s	\$35,350	\$35,880	\$36,420
Master’s Plus	\$37,030	\$37,585	\$38,150
Doctorate	\$39,975	\$40,575	\$41,185

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

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 15.01.D.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. The guaranteed summer salary in the contracted salary will be based upon the primary teaching responsibility of the faculty position during the academic year as designated at the time of hire. If a faculty member's primary teaching responsibility changes, the guaranteed summer salary shall be changed effective in the next academic year to reflect the program of primary teaching duty. A change in primary teaching duty shall become official following approval by the Vice President of Academic and Student Affairs.

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 Faculty Association. Those with an approved 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 15.02.C:

hourly rate x 1.5 x number of credits x number of officially enrolled students following the completion of the relevant drop and add period.

C. Hourly Rates for Overload Employment

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 and Developmental Education	\$35.00
Vocational Credit, Adult Education, Collegiate High School, Library Faculty, and Counseling Faculty	\$32.00
Guaranteed Summer Academy of Music Non-Credit	\$27.00

D. Guaranteed Summer Assignments

	College Credit and Developmental Education	Vocational Education, Adult Education, Collegiate High School, Library, and Counseling faculty
Instructional faculty 90 contact hours + 18 office hours = 108 total hours	\$3780 (\$35 per hour)	\$3456 (\$32 per hour)
Collegiate High School faculty 80 contact hours + 18 office hours = 98 total hours		\$3136 (\$32 per hour)
Library and Counseling faculty 120 contact hours		\$3840 (\$32 per 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.

G. Honors Classes or Modules

Overload pay for honors classes or modules shall be as determined by the College.

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 of Academic and Student 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 unless otherwise approved. 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 and Student Affairs, who will verify it and transmit it to Human Resources. Degree attainment which results in the recommendation for promotion in rank to assistant professor shall be forwarded to the President and the Board for approval.

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 18 adds	\$1,750
From Master's plus 18 to Master's plus 30 adds	\$1750
From Master's to Master's Plus 30 adds	\$3,500
From Master's to Doctorate adds	\$7,000
From Master's Plus 30 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 of the completed application, including documentation of completed courses or degree, in the Vice President of Academic and Student 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 or other duties. The professional growth of a faculty member evolves as his or her years of teaching and professional experience 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.

The recurring adjustment to the 164-day base contract shall be 4% to the base for every progression in rank except those occurring following completion of an approved doctorate.

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 and Student Affairs. No later than mid-term of spring semester

for projects to be completed the next academic year, the faculty member will develop a prospectus, which must be submitted to the Vice President of Academic and Student Affairs along with the application as shown in Appendix B. Research projects involving students must be approved by the College's Institutional Review Board prior to submission to 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 and Student Affairs. The council will make recommendations to the Vice President of Academic and Student 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.); and
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 and Student 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 semester shall be paid on a biweekly basis commencing not later than the third pay period of the semester. Fall or Spring semester overloads of shorter duration shall be paid in a lump sum at the completion of the overload. Course overloads during the summer semester shall be paid beginning with the second pay period with payments distributed over the remaining pay periods of the session of the semester. 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 15.04.A 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.