

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.6 REF. STATE BOARD POLICY: 8-2-102
REF. STATE BOARD PROC.: 8-2-102.1

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PROCEDURE TITLE: COMPENSATION PLAN FOR UNCLASSIFIED
FACULTY PERSONNEL

BASED ON POLICY:

REVISION NUMBER: 2

OFFICE OF
RESPONSIBILITY: HUMAN RESOURCES



PRESIDENT

May 4, 2015

DATE

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PURPOSE

This procedure promulgates State Board for Technical and Comprehensive Education Procedure 8-2-102.1 and provides for position establishment, salary schedule placement and appointment salaries, training and experience criteria for initial appointment, conditions of employment, and salary increases for faculty members.

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1. Position Establishment

Requests to establish new faculty positions shall follow the same procedures as those outlined in the Technical College of the Lowcountry Procedure 6-1-601.2 "Employment Practices – Permanent Positions."

2. Minimum Requirements

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, the college gives primary consideration to the highest earned degree in the discipline in accord with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of all its faculty.

Type 1: Transfer Programs - General Education

Faculty teaching general education courses at the undergraduate level: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Minimum Documentation: Official transcripts and evaluation of graduate hours.

Type 2: Professional/Occupational Degree Programs - Resulting in Transfers

Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

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Minimum Documentation: Official transcripts and evaluation of graduate hours.

Type 3: Professional/Occupational Degree Programs - Non-Transfer

Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

Minimum Documentation: Official transcripts, evaluation of academic credentials, documented experience in discipline along with copies of current certifications or licenses.

Type 4: Diploma/Certificate Programs

4 a. Faculty teaching diploma courses not designed for transfer: an associate degree, diploma or certificate at least at the level of the instruction to be provided, specialized training and documented work experience in the area, and demonstrated competencies in the teaching discipline.

4 b. Faculty teaching certificate courses, for an occupational field with industry certification or licensure, not designed to transfer: a high school diploma or equivalent and industry certification or licensure in the field, with a minimum of 5 years of experience in the occupation.

Minimum Documentation: Official transcripts, evaluation of academic preparation, documented experience in the discipline along with copies of current certifications or licenses.

Type 5: Developmental Education

Faculty teaching developmental, remedial, basic computational and communications skills or college preparatory courses: a baccalaureate degree, teaching experience, and demonstrated competencies in the teaching discipline.

Minimum Documentation: Official transcripts, evaluation of academic credentials, documented experience in the discipline along with copies of current certifications or licenses.

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Type 6: Professional Librarians

Professional librarians must hold graduate degrees in library science or in related fields such as learning resources or information technology. In exceptional cases, outstanding professional experience and demonstrated competence may substitute for the academic preparation; however, in such cases, the exceptions must be justified on an individual basis

3. Conditions of Employment

- A. Initial faculty appointments shall be in probationary employment status during the first two academic years (two full fall and two full spring semesters or 24 consecutive months) of employment.
- B. Appointments to faculty positions with supervisory and/or management responsibilities are at the recommendation of the Vice President for Academic Affairs and approval of the President. Such appointments shall be continually assessed and evaluated and are renewable on an annual basis. Changes/rotations in appointments are normally made at the beginning of each academic year. However, when institutional needs dictate, appointments may be changed at any time with at least a thirty (30) days written notice provided to the impacted faculty member(s). In such cases, the faculty member may be transferred to another faculty position and any pay supplement or reduction of normal teaching load will be discontinued or adjusted as appropriate at the end of the notice period. Serious infractions of institutional or State policies, failure to meet established standards or other documented cause may result in immediate removal from the position or more stringent disciplinary action up to and including termination of employment.
- C. Faculty shall be employed either full or part time for the thirty-nine (39) week academic term. Additional compensation may be paid for teaching or other instructional related duties performed during any period beyond the basic thirty-nine (39) week employment period. Compensation for additional periods of employment may be up to (1/39th) of the full-time equivalent thirty-nine (39) week salary for each full week worked.

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4. SALARY ACTIONS

- A. Initial salary placement of faculty members will be evaluated by the Personnel Director after the completion of the Faculty Compensation Worksheet and approved by the President.

Through the completion of a Faculty Compensation Worksheet, a salary analysis will be conducted to provide a sound basis to support the approval of the respective appointment salary. The analysis will include the following compensable factors: related education and work experience relative to the minimum qualifications; internal equity among similarly qualified faculty within the respective teaching or related discipline; external market conditions; budgetary considerations; and any other relevant factors which impact the selection process.

B. TEACHING LOAD REDUCTION/PAY SUPPLEMENT

Faculty members may be authorized a reduction if the normal teaching load and/or may be eligible to receive a pay supplement resulting from their assignment to a position having supervisory and/or management responsibilities.

C. SALARY INCREASES

Faculty members are eligible to receive salary increases in keeping with the provisions of the college's Employee Salary Increase Plan and/or related policies, procedures, or guidelines. The Technical College of the Lowcountry must insure that funds are available to implement any proposed salary increase. No increase will be awarded which will cause a faculty member's annualized base salary to exceed the faculty salary maximum.

Effective no earlier than the beginning of the college's academic year (fall term), the awarding of an annual salary increase to faculty members is accomplished through broad guidelines normally promulgated by the SBTCE's Executive Director in keeping with the General Appropriations

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Act and policies set forth by the State Budget and Control Board. Based upon its funding capabilities, the Technical College of the Lowcountry will utilize a consistent application of allowable compensable factors for awarding salary increases to all similarly situated faculty members. The college will prepare an employee salary increase plan which will outline the distribution of available salary increases to the individual faculty members.

Faculty members who, after initial appointment, may be eligible to receive an additional skills or knowledge increase in keeping with college guidelines that assure that all similarly situated employees are treated consistently and equitably.

Faculty members who receive approval in writing from the Vice President for Academic Affairs and the President of the College to pursue the attainment of a bachelor's, master's, or specialist's degree in their assigned teaching disciplines from accredited institutions may be eligible to receive an increase up to \$750. (Note: a faculty member is eligible to receive compensation for only one (1) master's degree except in those instances where the attainments of additional master's degrees are relevant to the faculty member's teaching assignment.) In disciplines for which no discipline specific master's program exists, (i.e., industrial technologies, some health sciences), the attainment of a related master's, including a teaching degree, can qualify for a salary increase provided the faculty member and the college agree in advance of the receipt of the award. Those receiving approval in writing to pursue the attainment of a doctoral degree in their assigned teaching disciplines from accredited institutions may be eligible to receive an increase of up to \$1,500.

No increase will be given which will cause a faculty members salary to exceed the maximum annual approved salary for faculty positions as distributed by the State Board.

All faculty salary increases must be in keeping with the annual guidelines and procedures of the General Appropriation Act and the State Budget and Control Board.