
INITIAL STEP PLACEMENT ON THE PART TIME FACULTY SALARY SCHEDULE

It is the Administrative policy of the Southwestern Oregon Community College District that initial step placement on the part time (PT) faculty salary schedule will be determined according to the following criteria. This includes PT faculty that teach credit classes as well as those that teach FTE reimbursable community ed classes:

- I. Degree (Educational Attainment)
 - a. For teaching CTE classes,
 - i. Professional Certifications in the field
and a minimum of 3 years related work experience Step 1-3
 - ii. AAS/AS degree in the field
and a minimum of 3 years related work experience Step 2
 - iii. Bachelor's Degree or Master's Step 3
 - iv. Doctorate Degree Step 4
 - b. For teaching LDC classes,
 - i. Bachelor's Degree in the field (provisional) Step 1
 - ii. A Bachelor's degree in a subject area closely related to that in which the instructor will be teaching **AND** a Master's degree plus at least 12 graduate quarter credit hours in the subject area of the teaching assignment; **OR** for Physical Education Activity and Music Performance Classes, a Bachelor's degree AND significant/relevant experience or relevant certification in the activity/performance area. Step 2
 - iii. Master's Degree in the field or closely related field Step 3
 - iv. Doctorate Degree in related field Step 4
 - c. For teaching Developmental Education and Adult Basic Skills classes,
 - i. Bachelor's or Master's degree in the field Step 1-3
 - ii. Doctorate Step 4
 - d. Workforce/Continuing Education/Non-credit classes
 - i. Appropriate combination of education, training and/or course work and demonstrated required knowledge, skills, and abilities in the subject matter Step 1-2
 - ii. Bachelor's degree or higher AND demonstrated required Knowledge, skills, and abilities in the subject matter Step 3
- II. Experience – The Vice President of Instruction and Student Services can adjust the initial step placement for PT Faculty based on experience using the following criteria:
 - a. Consideration for initial step placement based on experience would focus on the following categories:
 - i. Experience outside of teaching but in the field
 - ii. Experience teaching outside the field or at different level from community college
 - iii. Experience teaching inside the field at a community college
 - b. The initial step placement for PT faculty cannot exceed Step 6

- III. Faculty Emeritus category
 - a. Faculty Emeriti who teach for the college part-time after retirement will be placed at Step 9 of the PT faculty pay scale

- IV. PT Nursing Faculty
 - a. PT Nursing faculty will be paid an hourly wage instead of by credits. The placement will be based on education.

The revisions to this procedure apply to part-time faculty initially hired after September 4, 2013.

Legal Reference(s):

ORS 341.290(2)

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Adopted by Board of Education:

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