

# ADMINISTRATIVE PROCEDURE

## Southwestern Oregon Community College

### AP 7074 Initial Step Placement on the Adjunct Faculty Salary Schedule

It is the Administrative Procedure of the Southwestern Oregon Community College District that initial step placement on the adjunct faculty salary schedule will be determined according to the following criteria. This includes adjunct faculty that teach credit classes as well as those that teach FTE reimbursable community ed classes: The initial step placement for adjunct faculty cannot exceed Step E.

- a) Degree (Educational Attainment)
  - i) For CTE Classes,
    - (1) Professional Certification in the field and a minimum of 3 years related work experience Step A
    - (2) AAS/AS degree in the field and a minimum of 3 years related work experience Step B
    - (3) Bachelor's Degree Step C
    - (4) Master's Step D
    - (5) Doctorate Degree Step E
  - ii) For Lower Division Collegiate classes,
    - (1) Bachelor's Degree in the field (provisional) Step C
    - (2) 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 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 Step C
    - (3) Master's Degree in the field or closely related field Step D
    - (4) Doctorate Degree in related field Step E
  - iii) For teaching Developmental Education and Adult Basic Skills classes,
    - (1) Bachelor's Step C
    - (2) Master's degree in the field Step D
    - (3) Doctorate Step E
  - iv) Workforce/Continuing Education/Non-credit classes,
    - (1) Appropriate combination of education, training and/or course work and Demonstrated required knowledge, skills, and abilities in the subject matter Step A or B
    - (2) Bachelor's degree or higher AND demonstrated required knowledge, skills And abilities in the subject matter Step C
- b) Experience –

The Vice President of Instruction and Student Services can adjust the initial step placement for adjunct Faculty based on experience using the following:

  - (1) One step for every two full-time equivalent years of part-time teaching at a community college or university.
  - (2) One step for every two years of full-time teaching at the high school level.
  - (3) One step for every two full-time equivalent years of graduate teaching.
  - (4) One step for every two years of relevant work experience.

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- c) Faculty Emeritus category  
Faculty Emeriti who teach for the college in an adjunct capacity after retirement will be placed at Step F of the adjunct faculty pay scale
- d) Adjunct Nursing Faculty  
Adjunct Nursing faculty will be paid an hourly wage instead of by credits. The placement will be based on education.

**Legal Reference(s):**

ORS 341.290(2)

OAR 589-006-0050

OAR 589-008-0100(1)(b)

Adopted by Board of Education:

Policy #4.004 September 18, 1972 Revised:

October 24, 1988

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Revised: June 24, 2015

Revised: August 9, 2023 (Formerly APP 7074)

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