

FACULTY WORKLOADS AND COMPENSATION

ADMINISTRATIVE RULE NUMBER: D017

LAST APPROVED: December 2, 2008, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

PURPOSE**A. Regular Faculty**

- a. Work a 173-day work year as specified by the annual Faculty Employment Agreement.
- b. A full-time work load for regular faculty consists of 15-17 instructional credit hours per term (45-51 annually). Instructional credit hours are defined as follows: Lecture 1:1, Lecture/Lab: 2:1, and Lab 3:1.
- c. Regular faculty work a 40-hour work week, with a minimum of 30 hours on campus and includes; instructional credit hours, course preparation and grading hours, assessment, student learning improvement, office/student advising hours, curriculum/faculty meetings/hiring committees, and professional growth. Job responsibilities are outlined further in Administrative Rule D430.
- d. Faculty employee agreements greater than or equal to .5FTE and less than 1 FTE has a workload based on the percentage of FTE applied to the 40-hour work week and includes the work identified in c (above).

B. Adjunct Faculty

- a. Adjunct faculty are faculty teaching credit courses and employed on a term by term basis as college need and budget allow.
- b. Adjunct faculty can refuse any course offered and may teach no more than 49% (or 7-8 instructional credit hours per term). Instructional credit hours are defined as follows: Lecture 1:1, Lecture/Lab: 2:1, and Lab: 3:1.
- c. Adjunct faculty are responsible for fulfilling their job as outlined in Administrative Rule D430.
- d. Adjunct Faculty are paid at meeting rate for substitute teaching, meetings and professional development, these activities do not count towards workload/instructional contact hours.
- e. All adjunct faculty will be paid for instruction regardless of position within the college (exempt or non-exempt employee status). It is understood that accepting the teaching assignment requires permission of the employee's immediate supervisor. Once approved, the teaching hours can then be taken as leave from their regular job schedule, flexed within the current work schedule, or may occur during their "off" duty hours. This must be agreed upon between the adjunct and their supervisor, with final notification to the Vice President of Instruction and Student Services prior to accepting the teaching assignment.

C. Tuition Waiver/Tuition Assistance Policy

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- a. The Board agrees to waive tuition for classes for any: eligible employee in accordance with policy in Appendix B-1, dual credit instructor, and /or that employee's spouse, and dependent or unmarried children up to age 24 as described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1. In circumstances when federal financial aid is provided in the form of grants, the federal financial aid grant funds shall be expended first. Additional tuition shall be waived in accordance with policy in Appendix B-1.
- b. Enrollment in a class by an employee shall not interfere with the employee's regular work duties and responsibilities. When job-related courses require absences from work, supervisor approval is required.
- c. Employees may petition in writing to their supervisor for reimbursement of book costs and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.
- d. Tuition, fees and admission charges for community non-reimbursable or agency classes and other College functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.
- e. Course which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Subject to available funds, Tillamook Bay Community College will provide up to \$200 per semester hour tuition and fees reimbursement for each hour earned to a maximum of ten (10) credit hours annually and thirty (30) credits cumulative. Regular faculty may petition the Vice President of Instruction and Student Services, via the Professional Development form, for assistance with tuition, fees and related costs for courses, conferences, and training for staff and professional development. Applications should be submitted as early as possible prior to the actual class or training. Scheduled review of requests will take place twice in the current academic year. Applications received by September 10 will be considered in the first review; applications received by January 10 will be considered in the second review.

D. Initial Placement on the Salary Schedule

- a. Education and CTE Experience
 - i. New career-technical education (CTE) faculty without a Bachelor's degree will be placed on the salary schedule at the BA Step 1 Level upon presentation of an Associate's degree or at least sixty-four (64) semester hours and, in addition, five years of approved and verified CTE experience.
 - ii. New CTE faculty with a Bachelor's degree must also document 4 years of recent, fulltime, non-teaching work experience in the field for initial placement on BA Step 1.

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- iii. New faculty with a Master's degree in the field to be taught and no teaching or CTE experience are initially placed on MA Sep 1.
- iv. New Faculty with a terminal degree and no post-secondary teaching experience in the field to be taught are initially placed in the terminal degree, Step 1.
- v. New faculty with a PhD or EdD and no post-secondary teaching experience in the field to be taught are initially placed on the PhD/EdD, Step 1.

E. Longevity Credit for Teaching experience and CTE Experience Beyond Initial Step

- a. New faculty may receive additional credit for steps on the salary schedule beyond Step 1 upon presentation of approved and verified post-secondary teaching and/or CTE experience in the field to be taught. After initial placement on the salary schedule, applicable teaching or CTE experience may be credited for additional steps as follows:

Prior Teaching Experience Step Placement

0 to .9 year 1

1 to 1.9 years 2

2 to 2.9 years 3

3 to 4.9 years 4

5 to 6.9 years 5

7 or more years 6

Prior CTE Experience Step Placement

0 to .9 year 1

1 to 1.9 years 2

2 to 2.9 years 3

3 to 4.9 years 4

5 to 6.9 years 5

7 or more years 6

F. Education Credit for Professional Growth Beyond Initial Placement

- a. New faculty who hold a Bachelor's or Master's degree may receive additional credit on the salary schedule for approved and verified graduate semester credits and /or CTE experience. Verified graduate semester (or quarter hours divided by 1.5) in the field to be taught will be credited on a one for one basis.
- b. New faculty will normally be placed on the schedule through Step 6.

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- c. The College President may, at the request of the Vice President of Instruction and Student Services, place new faculty at any point on the payment schedule.

G. Advancement Through the Salary Schedule for Professional Growth

- a. Limitations to advancement through the salary schedule;
 - i. Movement on the salary schedule will not be approved in fields other than that for which faculty are employed at TBCC. Expectations may be granted by the Vice President of Instruction and Student Services for an outlined sequence of specific courses leading to a degree or instructor qualification to teach in same, different or current discipline (e.g. Master's in Teaching for CTE faculty?). Official transcripts must be furnished to the head of Human Resources to verify successful completion.
- b. Conditions for Advancement Through the Salary Schedule;
 - i. All credits for advancement through the salary schedule must be approved via the professional development plan, in advance, by the Vice President of Instruction and Student Services.
 - ii. Graduate credit course in the major teaching area will be awarded provided the courses are completed. An official transcript must be furnished to Human Resources to verify successful completion.
 - iii. Faculty must notify the Vice President of Instruction and Student Services by January 15th of intent to submit transcripts for complete coursework for salary advancement for the next academic year. Coursework must be completed, and verified, prior to June 30th of the current year to count for the next academic year.
 - iv. Continuing Education Units (CEU) will not be considered for advancement on the salary schedule.
- c. Publications and Other Printed Material
 - i. Types of Printed Material: Items printed for use at TBCC are excluded. Printed material must be published in refereed journals, magazines and other sources recognized and used by faculty in the field or with significant numbers of subscribers. The publication must be appropriate to the faculty person's discipline.
 - ii. Documentation: A copy of the printed material.
 - iii. Credits: One credit for each sixty (60) hours of documented activity for a maximum of three (3) credits per activity and six (6) total credits over the course of employment.
 - iv. Limitations: Credits will not be given for unpublished manuscripts or for manuscripts outside the faculty's discipline.

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- v. Providing conditions have been appropriately met, payment for approved salary credits will be reflected on the next regular employment agreement.
- d. Unsatisfactory Performance: Pay increases will be withheld for unsatisfactory performance appraisals in accordance with Administrative Rule. Pay increase may be granted up on return to satisfactory status without retroactive compensation.

H. Pay Increases for Adjunct Faculty and Tutors

- a. Adjunct faculty initial salary placement is Tier 1 of the Adjunct Faculty Salary Schedule. With approval of the TBCC President, based upon sufficient funding and satisfactory performance as determined by Administrative Rule, adjuncts will advance in tier based on the following;
- b. Tutor initial salary placement is Tier 1 of the Tutor Salary Schedule. With approval of the TBCC President, based upon sufficient funding and satisfactory performance, tutors will advance in tier base on the following;

Teaching Contact Hours (must be completed by end of Spring Term of the current academic year.
Tier

500 hours Tier 2

1000 hours Tier 3

1500 hours Tier 4

2000 hours Tier 5

2500 hours Tier 6

3000 hours Tier 7

Note: Tier's increase by 500 hours only as noted/presented on Policy Appendices (salary C3, A1).

Additional Duties:

- A. The college recognizes that there is a significant amount of work outside of the classroom that must be accomplished. Regular faculty are expected to contribute to this work under the direction of the Vice President of Instruction and Student Services. Regular faculty shall be given the opportunity to personalize their workload in cooperation with the Vice President of Instruction and Student Services via the Professional Development Plan created annually. Faculty will carry a maximum workload of 15-17 instructional credit hours. However, this workload may be adjusted as low as 10-14 instructional credit hours (defined as follows: Lecture 1:1, Lecture/Lab 2:1, Lab 3:1) if supplemented by additional duties below. Other duties will consist of a selection of choices from the list;
 - a. Departments Chair: Acts as a liaison between the community and educational programs, coordinates CTE advisory meetings, assists in student recruitment events, assists in department budget preparation, approves dual credit faculty,

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onboard's new adjuncts, serves as a mentor for new faculty, and conducts peer evaluations (maximum 5 per term).

- b. Curriculum review to include program maps, CCOG's, and using results of department wide RFI assessments for curriculum improvement of CLO's, PLO's and ILO's.
- c. New curriculum development.
- d. Articulation work with university partners.
- e. Participates on 1 committee responsible for institutional governance (e.g. Leadership, Guided Pathways) or 2 specific committees (e.g. College Council, Equity/Diversity, Data, Safety, Web, and other subject specific committees). Note: Hiring Committees, Curriculum Committee, Faculty Staff meetings and Faculty Senate meetings are not included as they are part of the regular faculty workload.
- f. Program review (to be used year program review is written).
- g. Dual Credit Sponsorship of up to 4 courses per term.
- h. Special projects as requested by the Vice President of Instruction and Student Services. This category may count for variable credit and will be defined together between the faculty member and Vice President of Instruction and Student Services.

B. Course Cancellation and Low/High Enrollment

Faculty are not paid for cancelled courses. However, if a course is set to be cancelled, the following apply;

- a. Regular faculty must maintain a full-time load. If a full-time faculty's course is cancelled, they may be given an additional assignment or will bump an adjunct faculty from a course they are qualified to teach (in order to meet load). Additional assignments will be agreed upon in advance by the regular faculty and Vice President of Instruction and Student Services.
- b. If a course does not meet enrollment numbers adjunct faculty may be offered the course for 50% of the pay that would normally apply to the course. They have the right to refuse this offer. In order to qualify for this, the course enrollment must be enough as to ensure the college reaches the break-even point and does not lose money (typically 3-4).
- c. Courses on the guaranteed degree maps will run and be paid at the regular rate.
- d. Courses that exceed 30 students (or 25 for writing courses) may be split into additional sections and paid as such.
- e. The Vice President of Instruction and Student Services will look at class enrollment the week prior to the close of registration. Classes with 0-1 enrollment will be cancelled no later than the Thursday of the week prior to the close of registration. The purpose of this is to increase enrollment in low enrolled courses. No later than

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Monday, after the close of registration, will decisions be made about low enrolled classes as they pertain to workload. Expectations to the this rule may be made at the discretion of the Vice President of Instruction and Student Services and, if made, these will be documented in writing.

C. Overload

- a. Regular faculty teaching in overload status will be compensated at the adjunct rate for which they qualify. All regular faculty overloads must be approved by the Vice President of Instruction and Student Services.
- b. Adjunct faculty may only work overload with permission of the College President, at the request of the Vice President of Instruction and Student Services.

D. CWE and Independent Study

- a. Independent Studies (IS) will be paid, and will count toward load, at $\frac{1}{2}$ lecture credit per IS agreement. IS must be pre-approved by the Vice President of Instruction and Student Services and will only be approved in unusual circumstances (e.g. needed for graduation).
- b. CWE's for individual students will be paid at the IS rate above. If more students enroll, the class may run according to B.b., B.c., and B.d. above.

E. Summer Term

Regular faculty have first right to refusal for courses offered in the summer. No classes taught in the summer term count towards teaching load for the purpose of longevity or pay, other than as applies to the adjunct Tier system. All instruction done in the summer occurs under the adjunct faculty status regardless of typical (regular/adjunct) status.

- F. Non-credit courses, workshops, trainings, and summer credits do not count toward faculty load unless agreed upon in writing by the Vice President of Instruction and Student Services in advance.

G. EmeritX Faculty

EmeritX, in its current usage, is an adjective used to designate a retired chair, professor or other person who has been "permitted to retain as an honorary title the rank of the last office held". TBCC uses the term EmeritX to honor diversity and inclusiveness.

The primary function of a professor switching to EmeritX status is that it frees up a faculty slot for a new hire. An EmeritX professor can ramp down their duties, go part-time, etc. In some cases, they may still do some teaching and supervising, and may have office space.

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Benefits

Teaching duties	May work up to .49 FTE for one year, salary to be negotiated
Administrative duties (e.g. other duties on workload)	May mentor incoming faculty, but is otherwise exempt from other full time workload duties/committees.
Benefits	<ul style="list-style-type: none"> A. Keeps email for 5 years following award (and can request for this to be extended in following five year increments) B. Retains lifetime access to TBCC Library C. TBCC ID card D. Invitations to graduations in perpetuity (where they are recognized in attendance and may elect to walk with current faculty) E. EmeritX medal
Pay	Pay can still be divided over an entire year (though they also have the choice to be paid per term as an adjunct). Pay rate for the EmeritX year are to be negotiated with President and Human Resources.
Insurance	Retains benefits only until the October following EmeritX status (a normal benefit year)
Catalog	Is published in catalog as Faculty EmeritX for 5 years following award
Process	<ul style="list-style-type: none"> A. Must be nominated by supervisor and/or VP of Instruction B. Recommendation letter and it goes to President who approves/denies C. Nomination letter, if awarded, is given at the award ceremony each Spring and/or at graduation and read by VP of Instruction or current most senior faculty
Eligibility	<ul style="list-style-type: none"> A. Must be nominated in year that retirement was announced B. Must have been employed as a full time faculty for at least 5 years at TBCC C. Must have an established record of distinguished service
Miscellaneous	May rescind EmeritX status at any time for conduct unbecoming a representative of TBCC.