

## **BOARD OF REGENTS BRIEFING PAPER**

**Agenda Item Title:** Community College Salary and Part-time Salary Schedule Updates and Amendments to Procedures and Guidelines Manual, Chapter 3, and Board of Regents Handbook, Title 4, Chapter 3.

**Meeting Date:**        February 28-March 1, 2013

### **1. BACKGROUND & POLICY CONTEXT OF ISSUE:**

Updates of salary schedules are required every 4 years in odd-numbered years. At the Board's June 16, 2011 meeting, the Board granted a two year extension of time to complete the salary schedule update. As part of the salary schedule update, the Board in 2007 directed that a study of the community college salary schedule methodology be conducted before the next salary schedule update. The Salary Study Committee has completed its review of the community college academic salary schedule methodology and presents the attached updated salary schedules and related policy changes for the Board's approval. A recommendation for updating the Part-time Salary Schedule is included.

### **2. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:**

Approval of the updated academic and administrative salary schedules for the community colleges and related amendments of the Procedures and Guidelines Manual (PGM) in Chapter 3, Sections 1-3, and Board of Regents Handbook, Title 4, Chapter 3, Sections 35 and 36 is requested. Request is also made for approval of the recommended Part-time Salary Schedule in PGM, Ch. 3, Sec. 6.

### **3. IMPETUS (WHY NOW?):**

Updated salary schedules for the universities and the state college were approved at the November 2012 Board meeting and the Board was advised that a proposal for the community college academic salary schedule would be forthcoming at the Feb.-Mar. 2013 meeting. The Salary Study Committee has completed its review of the community college academic salary schedule methodology study, and has prepared a proposed new methodology. The Part-time Salary Schedule is also due for an update. The proposed salary schedules would not be effective until July 1, 2013, but they serve as an important recruiting tool and therefore, should be approved as soon as possible.

### **4. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:**

- When salary schedules were last updated in October 2007, Vice Chancellor Nichols recommended that the community college salary schedule methodology be reviewed and a proposal be presented to the Board before the next salary schedule update.
- A proposal for a new salary schedule methodology has been discussed with the presidents and faculty senates at each institution.
- A new methodology is needed in light of the following:
  - Existing approach fails to maintain a viable competitive salary structure for community college faculty.
  - Since 1999 the community college salary schedule median has fallen from 83.3% of the university median to 71.5% currently.
  - Unable to establish an appropriate, stable peer group for the community colleges.

- Inflexibility of step structure makes it impossible to raise median to keep pace with other institution salary schedules.
- Removing bottom four steps and adding four steps to top of schedule in 2008 compounded equity issues.
- New faculty hired during salary freeze created additional salary compression and equity issues.
- Inflexibility of step structure prevents equity adjustments and merit advancement.
- The proposed methodology:
  - Eliminates the community college salary step schedule.
  - Adopts a five grade salary schedule similar to the university/state college academic rank/range salary schedules.
  - The five grades correspond to the five academic attainment categories on the current schedule.
  - Indexing of the median to 78% percentage of the stable, national university faculty peer group of 49 land grant colleges.
  - All faculty members would initially be positioned exactly where they are now, with respect to grade and salary.
  - Salary of faculty below new minimums would be brought up to minimums.
  - Preserves current policy of salary increases upon grade advancement and award of tenure.
  - Preserves current initial placement policy (generally placement at minimum up to 25% above the minimum based on relevant experience).
  - Commitment to equity studies and committing resources to make equity adjustments with progress reported to Board of Regents.
  - Equity Study Plan--administration and faculty together would develop equity study plan.
  - Merit Distribution Plan—administration and faculty together would develop merit plans.
  - COLA awarded when funded.
  - Administration and faculty together may develop other policies for advancement such as promotional, rank or benchmark advancement.
  - Recognizes a possible goal of future indexing at the same percentage as the community college administrative salaries.
- The formula set forth in the PGM that is used to generate the part-time salary per credit hour targets would result in a lowering of the target amounts.
  - The per credit hour targets should not be lowered.
  - The formula and part-time faculty benefits should be reviewed.

#### **5. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:**

- Indexing to the university salary schedule is not appropriate for community colleges.
- Although the colleges do not have the same peer institutions, a representative sample could be selected for purposes of comparison.
- Comparison of various data sets (CUPA-HR, OSU and AAUP) and/or direct market research (requests to specific institutions for salary data) could provide a reasonable basis developing the community college academic salary schedule.
- The part-time faculty salary schedule should be lowered based upon the current formula since the existing targets have not been met.

**6. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:**

- Do not adopt the proposed grade/range proposal.
- Direct the Salary Study Committee to update the current step schedule using available peer data.
- Revise the part-time salary schedule in accordance with the formula.

**7. COMPLIANCE WITH BOARD POLICY:**

Consistent With Current Board Policy: Title #\_ Chapter #\_ Section #  
Amends Current Board Policy: Title # 4, Chapter # 3, Sections 35 and 36.  
XAmends Current Procedures & Guidelines Manual: Chapter # 3, Sections # 1-3 and 6  
Other:  
XFiscal Impact: Yes X No \_\_\_\_\_  
Explain: Faculty whose salaries fall below the new minimums may be raised to the new minimums. The estimated cost as of June 30, 2013 was approx. \$295,000, all institutions combined.

**PROPOSED REVISIONS – PROCEDURES & GUIDELINES MANUAL  
CHAPTER 3, SECTIONS 1-6, in part**

Additions appear in ***boldface italics***; deletions are [~~stricken~~ and bracketed]

**NEVADA SYSTEM OF HIGHER EDUCATION**

**PROCEDURES AND GUIDELINES MANUAL**

**CHAPTER 3**

**SALARY SCHEDULES**

**Section 1. Salary Schedules**

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~~ADMINISTRATIVE SALARY SCHEDULE – COMMUNITY COLLEGES, FY 2011-12 & FY 2012-13~~

<u>GRADE</u>	<u>MINIMUM</u>	<u>MEDIAN</u>	<u>MAXIMUM</u>
8	\$138,039	\$186,539	\$235,039
7	97,605	131,898	166,191
6	83,185	112,412	141,639
5	73,196	95,060	116,924
4	56,670	73,598	90,525
3	46,510	60,403	74,296
2	38,274	49,707	61,139
1	30,245	39,279	48,313

ADMINISTRATIVE SALARY SCHEDULE – COMMUNITY COLLEGES, FY 2013-14 & FY 2014-15

<u>GRADE</u>	<u>MINIMUM</u>	<u>MEDIAN</u>	<u>MAXIMUM</u>
8	<b><i>\$140,613</i></b>	<b><i>\$190,018</i></b>	<b><i>\$239,422</i></b>
7	<b><i>99,429</i></b>	<b><i>134,363</i></b>	<b><i>169,297</i></b>
6	<b><i>83,340</i></b>	<b><i>112,622</i></b>	<b><i>141,903</i></b>

5	72,864	94,629	116,393
4	58,561	76,053	93,545
3	48,298	62,725	77,152
2	38,549	50,063	61,578
1	30,403	39,484	48,566

FISCAL YEAR 2011-12 & FISCAL YEAR 2012-13  
ACADEMIC SALARY SCHEDULE—COMMUNITY COLLEGES  
CATEGORY

STEP

ONE INSTR <B.S. B.S.	PROF*	TWO INSTR A.S. + 60	PROF*	THREE INSTR B.S. + 30 M.S.	PROF*	FOUR INSTR B.S. + 60 M.S. + 30	PROF*	FIVE INSTR PH.D.	
30	68,611	70,327	75,473	77,359	85,764	87,908	96,056	98,457	102,917
29	66,938	68,611	73,632	75,473	83,672	85,764	93,713	96,056	100,407
28	65,305	66,938	71,836	73,632	81,632	83,672	91,427	93,713	97,958
27	63,713	65,305	70,084	71,836	79,641	81,632	89,198	91,427	95,569
26	62,159	63,713	68,374	70,084	77,698	79,641	87,022	89,198	93,238
25	60,643	62,159	66,707	68,374	75,803	77,698	84,900	87,022	90,964
24	59,163	60,643	65,080	66,707	73,954	75,803	82,829	84,900	88,745
23	57,720	59,163	63,492	65,080	72,151	73,954	80,809	82,829	86,581
22	56,313	57,720	61,944	63,492	70,391	72,151	78,838	80,809	84,469
21	54,939	56,313	60,433	61,944	68,674	70,391	76,915	78,838	82,409
20	53,599	54,939	58,959	60,433	66,999	68,674	75,039	76,915	80,399
19	52,292	53,599	57,521	58,959	65,365	66,999	73,209	75,039	78,438
18	51,016	52,292	56,118	57,521	63,771	65,365	71,423	73,209	76,525
17	49,772	51,016	54,749	56,118	62,215	63,771	69,681	71,423	74,658
16	48,558	49,772	53,414	54,749	60,698	62,215	67,981	69,681	72,837
15	47,374	48,558	52,111	53,414	59,217	60,698	66,323	67,981	71,061
14	46,218	47,374	50,840	52,111	57,773	59,217	64,706	66,323	69,328
13	45,091	46,218	49,600	50,840	56,364	57,773	63,128	64,706	67,637
12	43,991	45,091	48,390	49,600	54,989	56,364	61,588	63,128	65,987
11	42,918	43,991	47,210	48,390	53,648	54,989	60,086	61,588	64,378
10	41,872	42,918	46,059	47,210	52,339	53,648	58,620	60,086	62,807
9	40,850	41,872	44,935	46,059	51,063	52,339	57,190	58,620	61,275
8	39,854	40,850	43,839	44,935	49,817	51,063	55,796	57,190	59,781
7	38,882	39,854	42,770	43,839	48,602	49,817	54,435	55,796	58,323
6	37,934	38,882	41,727	42,770	47,417	48,602	53,107	54,435	56,900
5	37,008	37,934	40,709	41,727	46,260	47,417	51,812	53,107	55,513
4	36,106	37,008	39,716	40,709	45,132	46,260	50,548	51,812	54,159
3	35,225	36,106	38,748	39,716	44,031	45,132	49,315	50,548	52,838
2	34,366	35,225	37,803	38,748	42,957	44,031	48,112	49,315	51,549
1	33,528	34,366	36,881	37,803	41,910	42,957	46,939	48,112	50,292
0	32,710	33,528	35,981	36,881	40,888	41,910	45,794	46,939	49,065

NOTE:

Some tenured faculty will have other titles as per NSHE

NOTE:

Code, Title 2, Chapter 5.

Annual Step/Salary Increases are suspended in  
& FY 2012-13.

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**COMMUNITY COLLEGE FACULTY SALARY PLAN**

(2.5 percent merit schedule)

Placement Categories Based on Academic Preparation STEPS	1	2	3	4	5
30	2.0976	2.3073	2.6220	2.9366	3.1463
29	2.0464	2.2510	2.5580	2.8650	3.0696
28	1.9965	2.1961	2.4956	2.7951	2.9947
27	1.9478	2.1426	2.4348	2.7269	2.9217
26	1.9003	2.0903	2.3754	2.6604	2.8504
25	1.8539	2.0393	2.3174	2.5955	2.7809
24	1.8087	1.9896	2.2609	2.5322	2.7131
23	1.7646	1.9411	2.2058	2.4705	2.6469
22	1.7216	1.8937	2.1520	2.4102	2.5824
21	1.6796	1.8475	2.0995	2.3514	2.5194
20	1.6386	1.8025	2.0483	2.2941	2.4579
19	1.5987	1.7585	1.9983	2.2381	2.3980
18	1.5597	1.7156	1.9496	2.1835	2.3395
17	1.5216	1.6738	1.9020	2.1303	2.2824
16	1.4845	1.6330	1.8556	2.0783	2.2268
15	1.4483	1.5931	1.8104	2.0276	2.1724
14	1.4130	1.5543	1.7662	1.9782	2.1195
13	1.3785	1.5164	1.7231	1.9299	2.0678
12	1.3449	1.4794	1.6811	1.8828	2.0173
11	1.3121	1.4433	1.6401	1.8369	1.9681
10	1.2801	1.4081	1.6001	1.7921	1.9201
9	1.2489	1.3737	1.5611	1.7484	1.8733
8	1.2184	1.3402	1.5230	1.7058	1.8276
7	1.1887	1.3076	1.4859	1.6642	1.7830
6	1.1597	1.2757	1.4496	1.6236	1.7395
5	1.1314	1.2445	1.4143	1.5840	1.6971
4	1.1038	1.2142	1.3798	1.5453	1.6557
3	1.0769	1.1846	1.3461	1.5076	1.6153
2	1.0506	1.1557	1.3133	1.4709	1.5759
1	1.0250	1.1275	1.2813	1.4350	1.5375
COLUMN INCREMENT:	1.0000	1.1000	1.2500	1.4000	1.5000

**ACADEMIC SALARY SCHEDULE-COMMUNITY COLLEGES FY 2013-14 & FY 2014-15**

<i>Grade</i>	<i>Min</i>	<i>Q1</i>	<i>Median</i>	<i>Q3</i>	<i>Max</i>
<b>5</b>	<b>\$56,030</b>	<b>\$68,267</b>	<b>\$82,162</b>	<b>\$98,871</b>	<b>\$120,464</b>

4	\$52,294	\$63,716	\$76,685	\$92,279	\$112,433
3	\$46,691	\$56,889	\$68,468	\$82,392	\$100,387
2	\$41,088	\$50,062	\$60,252	\$72,505	\$88,340
1	\$37,353	\$45,511	\$54,775	\$65,914	\$80,310

*The methodology used to establish the community college academic salary schedule is the following. The community college academic salary schedule Grade 3 Median is a percentage of the overall university academic salary schedule median (currently 78% of the university overall median). The overall university median is an average of the midpoints of the four university rank ranges.*

*The median of each Grade on the community college academic salary schedule is the following:*

- Grade 5 Median = 1.20 x Range 3 Median*
- Grade 4 Median = 1.12 x Range 3 Median*
- Grade 3 Median = Set by the formula above*
- Grade 2 Median = 0.88 x Grade 3 Median*
- Grade 1 Median = 0.80 x Grade 3 Median*

*The Min, Q1, Q3 and Max quartile values for each Grade on the community college academic salary schedule are:*

- Max = Grade Median x 1.466178*
- Q3 = Grade Median x 1.203361*
- Median = Grade Median as set above*
- Q1 = Grade Median x 0.830879*
- Min = Grade Median x 0.681941*

*The above methodology (the percentage, median and quartile values) may be adjusted as part of the review and update of salary schedules under Title 4, Chapter 3, Section 34, and recognizes as a possible goal for future salary schedules to be indexed at the same percentage as the community college administrative faculty salary schedule.*

## **Section 2. Community College Academic Salary Schedule**

### **1. [Steps and Columns] Grades**

[For the purposes of this section, “step” is defined as the number assigned by the institution to identify placement within the appropriate category of the community college academic salary schedule. While the actual step number assigned to a faculty member may change due to revisions in the salary schedule, a faculty member will always be placed on the nearest step at or above their salary before the revision occurred.]

The [columns] **grades** on the salary schedule are “categories” that correspond to the faculty member’s academic preparation as follows:

[Column] **Grade 1** Less than a Bachelors degree.

[Column] **Grade 2** Bachelors degree or Associates plus approved contact hours of occupationally related discipline<sup>1</sup>, or Associates plus 60 upper level credit hours in an approved instructional field(s).

<sup>1</sup> Occupationally related discipline equivalency will be determined at each campus. The ratio of academic credit to contact hours will be 1:15.

~~[Column]~~ **Grade 3** Masters degree or a Bachelors degree plus approved contact hours of occupationally related discipline, or a Bachelors degree plus 30 graduate credits in an approved instructional field(s).

~~[Column]~~ **Grade 4** Masters degree with a minimum of 30 graduate credits in an approved instructional field(s), or equivalency or a Bachelors degree plus approved contact hours of occupationally related discipline, or a Bachelors degree plus 60 graduate credits or equivalency in an approved instructional field(s).

~~[Column]~~ **Grade 5** Earned Doctorate. Equivalence can be approved by the president for a Masters degree plus approved occupational contact hours or academic credits.

## 2. Initial Placement

a. The determination of ~~[category]~~ **grade** for the purposes of initial placement of a faculty member on the academic salary schedule shall be based upon education. New hires shall normally be placed at ~~[step one]~~ **the minimum of the appropriate grade**, unless the institution chooses to consider relevant experience up to a maximum of ~~[a step 10 placement]~~ **twenty-five percent above the minimum. The institution guidelines for evaluating relevant experience shall be in writing and publicly available. Each year of relevant experience (as determined by the institution) will equate to an additional 2.5% up to the maximum stated above.**

b. Consideration will be given to authorizing a higher salary in order to attract an applicant with qualifications in areas pre-defined as difficult to recruit. Faculty Senate and/or Human Resources shall submit recommendations to the President for designating difficult to recruit positions. The President shall review the recommendations, determine the positions that are to be designated difficult to recruit, and forward the same to the Chancellor. Designating difficult to recruit positions will be reviewed on a yearly basis by the System and approved by the Chancellor. The President will make the final determination on initial salary placement for those positions determined to be difficult to recruit.

## 3. Movement on the Schedule. **Salary increases, as set forth below, may occur as a result of the Community College Professional Advancement Program, Cost of Living Adjustments, Merit Awards, Salary Equity Adjustments, Award of Tenure, or Promotional/Rank/Benchmark Advancement.**

~~[a. Movement from step to step on the academic salary schedule will be based upon the faculty member's annual evaluation. Annually a faculty member will receive a one step increase if evaluated as Satisfactory or above.~~

~~b. The movement from column to column will be based on professional advancement. Movement to a new column will be accompanied by a step increment if the criteria for the step advancement are met.~~

~~c. Upon the awarding of tenure and promotion by the Board of Regents, faculty members who are initially placed at an appropriate step and column on the academic salary schedule will be advanced laterally to the corresponding step and column as a Community College Professor. The definitions of steps and columns for Community College Professors are described in subsection 1. Movement to the Professor column will be accompanied by a step increment if the criteria for the step advancement are met.~~

~~d. Community college faculty who have reached the top step of their appropriate salary range may be considered for a merit increase based upon a performance evaluation in accordance with policy criteria and process as described in Section 4 of this Chapter.]~~

- a. **Community College Professional Advancement Program.** Advancement from grade to grade on the salary schedule is governed by the Community College Professional Advancement Program set forth in Section 3 below.
- b. **Cost of Living Adjustments (COLA).** COLA is a Cost of Living Adjustment which may be funded by the Legislature. During years in which a COLA appropriation is provided, all academic faculty receive the same percentage COLA increase which is added to base salary.
- c. **Merit Awards.** Academic faculty shall be eligible to be considered for merit awards during fiscal years when a merit pool appropriation is provided. Each community college shall develop written policies and criteria by institution for the recommendation of merit awards. The written policies and criteria shall be drafted by the Faculty Senate and approved by the President, and shall be set forth in institutional bylaws. Until the adoption of institutional bylaws governing merit awards, faculty, who have received a satisfactory evaluation, will be awarded an equal share of merit. Merit awards are added to base salary.
- d. **Salary Equity Adjustments.** Each institution shall adopt an Equity Salary Adjustment Plan agreed upon by the Faculty Senate and the President. The Plan must include but is not limited to the following:
  1. Providing for an initial and thereafter, biannual review of the salaries of academic faculty to determine whether a faculty member's salary is appropriate as compared to the salaries of other faculty at the institution based upon years of experience and educational attainment.
  2. Identify institutional resources to fund equity adjustments.
  3. Providing for appropriate adjustment of salaries which may be phased-in incrementally depending on funding resources.
  4. The salary equity study may be performed by institution personnel or the institution may hire an outside consultant as agreed upon by the President and the Faculty Senate.
  5. The results of an equity study shall be provided to the Faculty Senate.
  6. A faculty member may request an equity review of his or her salary.
  7. Reporting annually to the Board of Regents regarding the progress made in implementing salary equity adjustments identified in an equity study.
- e. **Award of Tenure.** Upon the award of tenure, an academic faculty member shall receive a minimum 2.5% increase in salary, which is added to the base salary. An institution may provide for a higher salary increase upon award of tenure in accordance with a written policy drafted by the President in consultation with the Faculty Senate.
- f. **Promotional, Rank or Benchmark Advancement.** In the institutional bylaws, by agreement of the President and the Faculty Senate, an institution may adopt other policies setting forth criteria and procedures for additional advancement within a salary Grade range. The policies may include, but are not necessarily limited to

***criteria and procedures for promotional or rank advancement, or salary benchmarks within the Grade ranges.***

4. Other Salary Considerations

a. All individuals employed on administrative faculty contracts that are eligible to receive legislatively appropriated merit and who are not on the academic faculty salary schedule will be given consideration for merit increases and will receive cost-of-living increases.

b. All individuals employed on non-tenure track, Range 0 contracts that are eligible to receive legislatively appropriate merit and who are not on the academic faculty salary schedule will be given consideration for merit increases and will receive cost-of-living increases.

c. Academic faculty who are required to work under calendar year contracts versus academic year contracts will negotiate additional salaries in view of their respective responsibilities and number of working days compared to the working days under an academic year contract. The factor used can vary, but will not fall below 1.2. Contracts falling between a B contract and an A contract will be developed in a similar fashion.

**Section 3. Community College Professional Advancement Program**

A. PROGRAM OUTLINE

1. Professional Advancement Approval Process for Credit Courses/Programs

a. Courses/programs, etc. may be used for professional advancement only with prior written administrative approval as stated in Title 4, Chapter 3.

b. The process for approval will be developed at each institution with faculty senate input. The final decision rests with the president.

c. Any movement on the salary schedule can only occur consistent with the fiscal year contract. Exceptions must be approved by the president.

2. Degree Programs

a. The academic faculty member wishing to advance [~~across the columns~~] on the salary schedule by completing a bachelors, masters or doctorate degree (~~columns~~] **grades 2, 3, 4 and 5**) must submit a written formal request.

b. Upon appropriate vice presidential/dean approval, a formal professional advancement agreement will be written. The program must identify the anticipated program and program completion date. The agreement is not valid unless the appropriate vice president/dean and the faculty member sign the agreement.

c. Upon successful completion of the degree program, the faculty member must submit official verification to his/her official personnel file. In the event that the degree program is not completed in the anticipated time frame, the faculty member will notify the appropriate body in writing prior to the anticipated date of completion. A review of completed work will be made by the appropriate body for consideration of movement on the schedule. [~~Column~~] **grade** movement will not occur without the approval of the president.

3. Credit Course Work

a. The academic faculty member wishing to move across the [~~columns~~] **grades** by completing credit course work must comply with the provisions of the Board of Regents policy. That is, column 2 requires upper level/division undergraduate credit hours, [~~columns~~] **grades 3 and 4** require graduate credits. The faculty member must submit a written formal request to the appropriate body. The appropriate body will forward the recommendation to the appropriate vice president/dean. The appropriate vice president/dean will notify the faculty member of approval/non-approval within 20 working days from receipt of the application.

b. Upon successful completion of the agreed upon course work, the faculty member must submit official grade verification to the faculty member's official personnel file. The faculty member will not be eligible for [column] **grade** movement until all requirements for advancement have been met. When the approved courses total the credits required for advancement, the faculty member must notify the human resources director.

#### 4. Professional Advancement Approval Process for Occupationally Related Courses

a. The academic faculty member wishing to take individual contact hour courses for advancement across the [columns] **grades** on the salary schedule must submit a written formal request to the appropriate body who will forward the recommendation to the appropriate vice president/dean or designee<sup>2</sup> These courses could include, but are not limited to, continuing education courses in a specific discipline and specialized workshops or institutes in which contact hours rather than credits are used to grant recognition for successful completion.  
<sup>2</sup> Designee means someone appointed by the appropriate vice president/dean only in his/her absence.

b. Due to the manner in which some occupationally related courses are offered, the faculty member may only have a few days or weeks between notification of offering and actual registration. Therefore, every effort must be made by all parties involved to complete this process prior to the due date for registration. When the approved courses reach the contact hours required for advancement, the faculty member must notify the human resources director in writing of that fact.

c. Upon successful completion of the courses, the faculty member must submit official verification to his/her official personnel file. The faculty member will not be eligible for [column] **grade** movement until all requirements for advancement have been met.

5. Approvals for degree programs, credit courses, continuing education and occupational courses will be filed in the faculty member's official personnel file.

## B. PROGRAM STANDARDS/DEFINITION OF TERMS

### 1. Education Standards

For degree programs and credit courses, the degree/credit must be awarded by regionally accredited institutions. Non-degree (*non-credit or continuing education*) courses will be awarded equivalency based upon accepted industrial and/or professional standards.

### 2. Relevance

The program or courses must either be relevant to the academic faculty member's discipline or enhance teaching/counseling/professional skills, or provide benefit or advancement. Rev. 39

### 3. Equivalency

For purposes of this document, all academic courses will be equated to a sixteen-week semester. Courses taken in quarter or trimester credits will be adjusted to this standard. Degree programs will stand on their own as approved by accrediting institutions. That is, a Masters degree will transfer as a Masters degree regardless of the institutional differences in semester vs. quarters.

### 4. Occupationally-Related Courses

Occupationally related courses are those courses that relate to the faculty's primary duties, e.g. courses taught, services provided, etc.

### 5. Official Verification

Official verification shall include, but not be limited to: diplomas, transcripts, certificates, or letters from sponsoring agencies.

### 6. Professional [Licensure] **Degrees**

[Licensure] **A professional degree** itself does not apply toward movement on the salary schedule. It is recognized that some occupational areas have [additional licensure] **specific**

**degrees** that may be equivalent to **the** degree qualifications **set forth above**. This list includes, but is not limited to, the following: MD, DDS and JD. The number of graduate hours in the curriculum will be equated to the standard Masters, etc. degrees. For example, a JD, MD and DDS would be the equivalent of three to four years of graduate school, and should therefore be considered as the fifth [column] **grade** of professional advancement. Two Masters degrees, however, would not be the equivalent of a fifth [column] **grade** of movement, but would qualify for a fourth [column] **grade** movement, if approved.

This explanation does not mean automatic approval of such [licensure] **professional degrees**, only an explanation of the existence of these [categories] **occupational areas**.

### C. PROGRAM [CATEGORY] STANDARDS

The professional advancement program may be, except where otherwise noted, any combination of the following categories or programs:

#### 1. Degree Program/Credit Courses

a. The credit awarded for completion of a degree program will be limited to only the degree awarded to the individual. All programs/courses must be offered by regionally accredited institutions.

b. Movement from one [column] **grade** to another beyond [column] **grade** two must be accomplished in blocks of thirty or sixty credits as appropriate. Movement to:

[Column] **Grade** 2 Bachelors or Associates plus 60 upper level undergraduate credits.

[Column] **Grade** 3 Masters or Bachelors plus 30 graduate credits

[Column] **Grade** 4 Masters plus 30 graduate credits or equivalent 3 or Bachelors plus 60 graduate credits or equivalent.

3 Equivalency will be determined by the appropriate body.

4 Equivalence can be approved by the president for a Masters degree plus approved occupational contact hours or academic credits.

[Column] **Grade** 5 Earned Doctorate

#### 2. Non-Credit/Contact Hours Course Training

##### a. Continuing Education

1. The equivalency for continuing education is 1:15. For every fifteen hours of continuing education, one unit of credit will be awarded. Continuing education can be in the form of workshops, institutes or other recognized educational programs.

2. All courses/workshops must meet national standards for occupational areas. Movement from one [column] **grade** to another beyond [column] **grade** two must be accomplished in blocks of 450 or 900 contact hours. Movement to:

[Column] **Grade** 2 Associates plus 900 contact hours

[Column] **Grade** 3 Bachelors plus 450 contact hours

[Column] **Grade** 4 Bachelors plus 900 contact hours. Masters plus 450 contact hours.

[Column] **Grade** 5 Special permission of President.

##### b. On-the-Job Work Experience

On-the-job work experience with pay will be 1:75. For every seventy-five (75) hours of internship, one unit of credit will be awarded. Faculty entering into such experience must follow the same requirements and program as established by the college with students within the college's cooperative education program. All hours of on-the-job work experience must be certified by an outside agency/employer.

##### c. Internships

1. On-the-job work experience without pay will be 1:75. For every seventy-five (75) hours of internship, one unit of credit will be awarded. All hours of internship experience must be certified by the outside agency/employer. The internship experience for the faculty member must follow the same standards and requirements established for the On-the-Job Work Experience Program.

2. Movement from one [column] **grade** to another beyond [column] **grade** two must be accomplished in blocks of 2250 or 4500 contact hours as appropriate. Movement to:  
[Column] **Grade** 2 Associates plus 4500 contact hours.  
[Column] **Grade** 3 Bachelors plus 2250 contact hours.  
[Column] **Grade** 4 Bachelors plus 4500 contact hours. Masters plus 2250 contact hours.  
[Column] **Grade** 5 Special permission of president.

#### D. APPEALS PROCESS

In the event that the faculty member's application for professional advancement is denied, the decision can be appealed. The appeal will be submitted to the faculty senate chair, who will forward the appeal to the appropriate committee. The committee will review and recommend to the faculty senate chair its approval or non-approval of the appeal. The faculty senate chair will carry the committee recommendation to the appropriate vice president/dean. If the appeal is denied by the vice president/dean, college grievance procedures can be utilized.  
(B/R 3/02; Added 6/05)

#### **Section 4. Merit Procedures for Community College Faculty At The Top Of Their Salary Range (formerly CM 96-2)**

All faculty should be eligible for consideration for Legislatively approved increases in salary earned through meritorious performance. Consideration should be based upon performance evaluation. An addition to the Board of Regents policy governing community college faculty salary schedule implementation was approved by the Board of Regents November 14-15, 1996. The policy allows for merit consideration for faculty who are at the top of their salary range.

The processes in support of the Board's policy are listed below:

- performance evaluation should demonstrate exceptional, not merely satisfactory, performance for the period in question; and
- identification of recipients should be highly selective, but it should not be based upon a quota (*proportion of eligible recipients*), nor should recipients be rotated among those eligible.
- the pool of funds from which these awards will be made is generated by the eligible faculty at the top of the ranges; making these awards can not adversely affect the total of merit awards made to other faculty;
- the criteria for selection and process for implementation will be developed on each campus by the president in consultation with the campus faculty senate;
- the process will be directed and administered by the campus president;
- the president will be responsible for reporting annually to the Chancellor the merit increases in salary awarded to faculty at or above the salary plan ranges[;].

#### **Section 6. Part-Time Salary Schedules**

The following schedule provides salary targets for NSHE institutions to reach [incrementally by 2008] as funding permits.

~~[Type of Institution                      Per-Credit Target for Fiscal Year 07-08~~

<del>Universities</del>	<del>\$1,014</del>
<del>State College</del>	<del>\$963</del>
<del>Community Colleges</del>	<del>\$913</del>

Type of Institution                      Per-Credit Target [for Fiscal Year 08-09]

Universities	\$1,130
State College	\$1,074
Community Colleges	\$1,017

- The salary schedule is derived from a formula calculation based upon a percentage of the entry-level semester salary for a University Instructor on a 9-month contract, as described below. \*

Base Formula:

$$\begin{aligned} &\text{Annual entry-level University Instructor salary divided by 2} \\ &\times \text{Percent of Semester Salary based on 16-unit workload (6.25)} \\ &= \text{Per Credit Target} \end{aligned}$$

The schedule will automatically increase with any cost-of-living adjustment provided to professional employees.

***\*Target amounts are based on FY 08-09. No adjustment made in FY 13.***

- The salaries for temporary part-time faculty at the state college shall be calculated at 95% of the university target. The salaries for temporary part-time faculty at the community colleges shall be calculated at 90% of the university target.

**POLICY PROPOSAL – HANDBOOK,  
TITLE 4, CHAPTER 3  
SECTION 35-Community College Academic Salary Schedule  
SECTION 36-Community College Salary Plan, Basic Concepts**

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

**Section 35. Community College Academic Salary Schedule**

1. All community colleges in the Nevada System of Higher Education will adopt a single academic salary schedule for Community College Instructors and Community College Professors. Placement of faculty on the academic salary schedule and subsequent advancement [~~across columns~~] *from grade to grade* requires assessment by the appropriate college administrator of the faculty member's work and/or teaching experience, academic qualifications or equivalencies, and, where appropriate, tenure status. All degrees must be awarded by regionally accredited institutions. Where numbers of credit hours are specified, they must be in approved instructional fields as determined by the appropriate college administrator. All credits earned must be equated to semester hour credits. Faculty who contemplate a future course of study to achieve advancement must secure prior written approval by the appropriate administrator.

The Chancellor shall establish procedures concerning the initial placement and movement on the community college academic salary schedule, and other procedures related thereto. (B/R 10/04)

**Section 36. Community College Salary Plan, Basic Concepts**

1. All community colleges agree with the concept of a single salary plan. Individual differences can be reflected in the implementation of the dollar figures.

[~~2. The salary ratio from highest to lowest in each column should be a minimum of 2:1. That is, the dollar figure at the final step in any column should be at least twice the first step in that column.~~]

[~~3~~]2. Consideration must be given to faculty who teach in non-traditional areas including trade and industry. Faculty must be able to move [~~across the columns~~] *from grade to grade* using occupationally related courses.

[~~4~~]3. Any cost of living (COLA) increase approved by the state legislature and governor will advance