



ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

PART-TIME FACULTY SALARY SCHEDULES (Noncredit)

Effective Fall 2019 Term

Instructional – 2.18% COLA					Activity & Non-Classroom – 2.18% COLA				
STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV
1	43.05	45.24	47.43	49.60	1	30.89	33.08	35.26	37.45
2	45.14	47.32	49.52	51.69	2	32.38	34.56	36.75	38.94
3	47.25	49.43	51.63	53.81	3	33.88	36.08	38.29	40.47
4	49.29	51.47	53.65	55.84	4	35.36	37.55	39.74	41.93
5	51.47	53.66	55.87	58.05	5	36.96	39.15	41.33	43.52
6	53.53	55.72	57.93	60.10	6	38.42	40.61	42.80	44.99
7	55.45	57.67	59.86	62.05	7	39.81	42.00	44.19	46.37

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INITIAL PLACEMENT

All new noncredit part-time faculty are placed on step one (1). Non-credit part-time faculty can be placed at step 2 with previous teaching experience in the discipline of assignment and at an accredited institution for initial placement. For initial placement, each step beyond step 1 represents a full year of teaching experience and/or the equivalent of teaching 30 or more credit units. Initial placement at step 2 would require a minimum of 30 or more credit units of teaching in the discipline of assignment. Nothing herein shall change any bargaining unit employees' current placement. Eligibility for step 2 placement for non-credit faculty shall begin fall semester 2006 and apply to all new hires and returning faculty at step 1 as of fall semester 2006.

STEP ADVANCEMENT

1. Bargaining unit employees shall advance to step 2 through step 7 when they have taught two years, summer included, in their current step level with Allan Hancock College. No more than one year's experience can be calculated during any one fiscal year. Such advancement will be granted at the beginning of fall or spring semester. One year equals four terms or two semesters. Summer intercessions count as a term. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
2. If the faculty member believes he/she has been inappropriately credited for step advancement, the faculty member shall contact human resources in writing and ask for a step advancement evaluation. If step advancement is in error, an adjustment shall be made. The District will review each case to determine whether retroactive pay is warranted.

NONCREDIT ASSIGNMENTS

Noncredit class assignments will be placed in the appropriate column of the instructional rate with the exception of exercise, conditioning, swimming class assignments, and skills labs, which will be placed at the activity and non-classroom rate. Noncredit non-classroom assignments shall be paid at the activity rate.

CLASS DEFINITIONS FOR SALARY PLACEMENT

COLUMN I All noncredit instructors who do not qualify for Column II.

COLUMN II Bachelor's degree or higher from an accredited institution in a discipline specific to the teaching assignment.

COLUMN III Master's degree from an accredited institution in a discipline specific to the teaching assignment.

COLUMN IV Doctoral degree from an accredited institution in a discipline specific to the teaching assignment.

PROCEDURES FOR INITIAL INSTRUCTIONAL COLUMN PLACEMENT

1. All new part-time faculty are placed on step one (1) of the appropriate column.
2. It shall be the responsibility of the faculty member at the time of initial date of hire by the college to present an official and complete transcript of all units successfully completed. Salary schedule placement shall be based upon degrees presented at that time and shall be final. All documents are subject to approval of the administration.
 - a. If appropriate documentation cannot be presented upon initial date of hire, the faculty member shall be placed at column I, step 1. The faculty member must submit appropriate documentation within six (6) weeks of initial date of hire. If documentation cannot be presented in six weeks, an extension may be granted by the director, human resources, except that the extension cannot extend beyond the semester or summer term of initial employment.
 - b. If appropriate documents are submitted within the timeline, the faculty member will be placed on the appropriate column of the salary schedule with salary adjusted retroactive to initial date of hire.
3. Initial date of hire as used herein shall mean the first day the faculty member is required by contract to perform services for the district.
4. The faculty member will be notified by human resources of his/her initial salary placement. If all appropriate documentation for salary placement has been submitted and he/she believe his/her initial salary placement is in error, it is the faculty member's responsibility to notify human resources within 14 calendar days of notification to request a reevaluation of salary placement. Failure to notify shall cause salary placement to be final for the entire semester or summer session of service.

COLUMN ADVANCEMENT

1. Faculty who receive a bachelor's degree, master's degree, or doctorate degree in their field of authorized instruction or non-instructional assignment from an accredited college or university at the upper division or graduate level will be advanced into the appropriate column without prior approval. The request for advancement should be submitted in writing directly to human resources. Verification shall be required prior to the beginning of the fall semester, and advancement will be effective only at the beginning of the fall semester.
2. It is the responsibility of the faculty member to notify the director, human resources, in writing when he/she has met requirements to move to a higher pay class. Verification, official transcripts, and, when appropriate, written authorization from the vice president, academic affairs, or the vice president, student development and services, must be submitted prior to the beginning of the fall semester. Changes will be processed only at the beginning of each fall semester.

ACTIVITY AND NON-CLASSROOM ASSIGNMENTS

Activity and non-classroom hourly faculty assignments are duties such as, but not limited to those of: librarian; counselor; mental health counselor; physical education activity instructor; instructors in skills labs such as writing, foreign language, disabled student services, nursing, other activity and skill lab courses and exercise, conditioning, and swimming class assignments; nurse; and academic specialist.