

SALARY SCHEDULES

Temple College makes every attempt possible to maintain a sound yet competitive salary schedule for each employee classification. Salary increases are normally given at the beginning of the fiscal year (September 1). New employees with at least 90 service days prior to the start of the fiscal year will receive the same across the board increase to the base salary as given other employees. Employees with less than 90 days service on September 1 will not participate in that year's general salary increase.

TEMPLE COLLEGE

CLASSIFIED STAFF SALARY SCHEDULE

Effective September 1, 2019

COMPONENTS

The components of the Temple College Classified Staff Salary Schedule are:

1. a Base Salary within each of three (3) Educational Ranges at nine (9) Classified Levels,
2. an Educational Incentive determined by the number of approved undergraduate hours completed toward an Associate or Bachelor's degree, and
3. a Service Increment determined by the number of Service Steps awarded and the value of each step.

These components are combined to determine the salaries of individual members of the Classified Staff.

BASE SALARY

(Classified Level + Educational Range) = **[Base Salary]**

The first component in the Temple College Classified Staff Salary Schedule is the Base Salary within each of three (3) Educational Ranges at nine (9) Classified Levels, with the Levels corresponding to Classification Points determined from position responsibility:

CLASSIFIED LEVEL	Classification Points	Min Start Less than Associate	Associate's Less than Bachelor's	Bachelor's Level 5 and Above
	Increment>	750	750	750
9	350 - 400	27375	28375	29375
8	325 - 349	26625	27625	28625
7	300 - 324	25875	26875	27875
6	275 - 299	25125	26125	27125
5	250 - 274	24375	25375	26375
4	225 - 249	23625	24625	25625*
3	200 - 224	22875	23875	24875*
2	175 - 199	22125	23125	24125*
1	000 - 174	21375	22375	23375*
Educational Incentive >			675	675
Incentive for Degree			325	325

*As indicated by the shaded cells, Educational Incentive for the Bachelor's Degree will not be paid below Classified Level 5.

Note 2. Classification Points are based upon position qualifications and responsibility as determined by review of the Associate Vice President of Resource Management and approved by the President. Each position is reviewed annually by immediate supervisors during Classified Staff evaluations, with recommendations for reclassification made to the Associate Vice President of Resource Management.

Adjustment of Base Salary

When salary projections are developed for each succeeding academic year, Base Salaries may be adjusted by a percentage amount, a specific dollar amount, or a combination of the two methods of adjustment. The Base Salary is the primary component for maintaining the competitiveness of Temple College Classified Staff salaries.

EDUCATIONAL INCENTIVE

(\$45 for Each Approved 3 Hrs. of Undergraduate Credit) = **[Educational Incentive]**

In addition to the Incentive for the completion of a degree shown in the Base Salary table, an Educational Incentive is provided for completing approved undergraduate credit hours within the following limits:

1. To 45 undergraduate credit hours leading to the Associate's Degree as verified by an official degree plan from the institution at which the degree is being pursued.
2. To 45 undergraduate credit hours beyond the Associate Degree leading to the Bachelor's Degree as verified by an official degree plan from the institution at which the degree is being pursued.
3. To 90 undergraduate credit hours leading to the Bachelor's Degree without completion of the Associate Degree as verified by an official degree plan from the institution at which the degree is being pursued.

Classified Staff must receive written approval from the appropriate Vice President before they complete undergraduate credit hours to be applied to the Educational Incentive. All approved credit hours completed must be documented on an official transcript from a regionally accredited institution. Educational Incentives are awarded only once each year, as a component of the annual salary.

Note: For Classified Staff hired prior to September 1, 1997, all educational hours verified on official transcripts have been used to determine initial placement on the schedule. For additional hours to count as Educational Incentive, the guidelines above must be followed.

SERVICE INCREMENT

$(1.5\% \times (\text{Base Salary} + \text{Educational Incentive})) = [\text{Value of Service Increment}]$

x

$(\text{Steps Awarded for Prior Service} + \text{Steps Awarded In Service}) = [\text{Service Increment}]$

Service Increment Steps may be awarded in segments as small as tenths (.1) or lower for years of experience prior to appointment at Temple College, and for performance following appointment. The Value of each full Step is determined by multiplying 1.5% times the Base Salary plus Educational Incentive, if one exists. The number of Steps awarded multiplied by the Value of each Step determines the total Service Increment.

Example. If the Base Salary for a range and level is \$24,375 and an Educational Incentive exists of \$675, the Value of one full Step at that level will be \$376 [1.5% x (\$24,375 + \$675)]. A member of the Classified Staff having been awarded 17.5 Steps, which encompasses the span of the staff member's service at Temple College, will receive \$6580 (\$376 x 17.5) as a Service Increment. All calculations have been rounded.

Step Awards for Prior Service

A new member of the Classified Staff may be awarded up to six (6) Steps by the AVP, Resource Management for experience gained for service prior to appointment, with each Step equivalent to two (2) years of directly related, full-time work experience. Steps awarded above six (6) steps must be approved by the President. Part-time or associated work experience will be prorated.

Note. To fill positions of critical need where the hiring of qualified Classified Staff may be difficult or impossible within the above guidelines, or to recognize substantial previous service, an award of more than six (6) Steps may be authorized by the College President.

Step Awards While In Service

Following initial appointment, Classified Staff receive Step increases as approved by the Board of Trustees during the annual determination of Classified Staff salaries. Since the Board decides if a Step increase is to be awarded, and the size of the increase, Steps received while in service to Temple College are not equivalent to years of experience. To be eligible to receive a Step increase approved by the Board, a member of the Classified Staff must have received a rating indicating that he/she met all institutional expectations for satisfactory performance during the most recent evaluation.

Note. In recognition of the advances made by members of the Classified Staff under previous salary guidelines used by the College, all Classified Staff employed prior to September 1, 1997, were awarded a sufficient number of Steps in tenths to produce an annual salary at least equivalent to their salary during the 1996-1997 Academic Year.

Promotion Within the Classified Staff Salary Schedule

A member of the Classified Staff approved for promotion to a position at a higher Classified Level will be awarded 75% of the Step total of the original position.

Example. *A member of the Classified Staff promoted from a position at Classified Level 4, Step 10, to a new position at Classified Level 6, will be placed at Step 7.5 (.75 x 10 = 7.5) in the new position.*

Re-evaluation of Classified Positions

If a classified position is re-evaluated by the Associate Vice President, Resource Management, and the total of the Classification Points is sufficient to raise the position to a higher Classified Level, a member of the Classified Staff in that position will receive the same Step total as at the previous Classified Level.

Example. *A member of the Classified Staff in a position at Classified Level 4, Step 11, will be placed a Classified Level 5, Step 11 as the result of a re-evaluation of the position.*

TEMPLE COLLEGE
PROFESSIONAL STAFF SALARY SCHEDULE

Effective September 1, 2019

COMPONENTS

The components of the Temple College Professional Staff Salary Schedule are:

1. a Base Salary within each of five (5) Educational Ranges at ten (10) Professional Levels,
2. an Educational Incentive determined by the number of approved undergraduate or graduate hours completed beyond the highest degree, and
3. a Service Increment determined by the number of Service Steps awarded and the value of each step.

These components are combined to determine the salaries of individual members of the Professional Staff.

BASE SALARY

(Professional Level + Educational Range) = **[Base Salary]**

The first component in the Temple College Professional Staff Salary Schedule is the Base Salary within each of five (5) Educational Ranges at ten (10) Professional Levels, with the Levels corresponding to professional responsibility:

PROF LEVEL	No Degree	Associate	Bachelor's	Master's	Doctorate
10	64300*	65800*	67300*	68550	71050
9	60800*	62300*	63800*	65050	67550
8	57300*	58800*	60300*	61550	64050
7	53800*	55300*	56800	58050	60550
6	50300*	51800	53300	54550	57050
5	46800	48300	49800	51050	53550
4	43300	44800	46300	47550	50050
3	39800	41300	42800	44050	46550
2	36300	37800	39300	40550	43050
1	32800	34300	35800	37050	39550
Max Incentive for Hrs.		1125	1125	750	1500
Incentive for Degree		375	375	500	1000

Separation between Professional Levels = \$3,500

*Some of the Base Salaries at Levels 6-10 have been grayed to indicate that appointments would not likely be made within these Educational Ranges if the appointee has not been conferred a corresponding degree.

Adjustment of Base Salary

When salary projections are developed for each succeeding academic year, Base Salaries may be adjusted either by a percentage amount, a specific dollar amount, or a combination of the two methods of adjustment. The Base Salary is the primary component for maintaining the competitiveness of Temple College Professional Staff salaries.

EDUCATIONAL INCENTIVE

(Approved Undergraduate/Graduate Credit Hrs. x \$25) = **[Educational Incentive]**

In addition to the Incentive for the completion of a degree shown in the Base Salary table, an Educational Incentive is provided for completing approved undergraduate or graduate credit hours within the following limits:

1. To 45 undergraduate credit hours leading to the Associate's Degree as verified by an official degree plan from the institution at which the degree is being pursued.
2. To 45 undergraduate credit hours beyond the Associate Degree leading to the Bachelor's Degree as verified by an official degree plan from the institution at which the degree is being pursued.
3. To 90 undergraduate credit hours leading to the Bachelor's Degree without completion of the Associate Degree as verified by an official degree plan from the institution at which the degree is being pursued.
4. To 30 graduate credit hours beyond the completion of the Bachelor's Degree leading to the Master's Degree or Professional Certification.
5. To 60 graduate credit hours beyond the completion of the Master's Degree or Doctorate appropriate to the staff member's assignment at the College.

Professional Staff must receive written approval from the appropriate Vice President before they complete undergraduate or graduate credit hours to be applied to the Educational Incentive. All approved credit hours completed must be documented on an official transcript from a regionally accredited institution. Educational Incentives are awarded only once each year, as a component of the annual salary.

Note: For Professional Staff hired prior to June 1, 1996, all educational hours verified on official transcripts were used to determine initial placement on the schedule. For additional hours to count as Educational Incentive, the guidelines above must be followed.

SERVICE INCREMENT

$(1.25\% \times (\text{Base Salary} + \text{Educational Incentive})) = [\text{Value of Service Increment}]$

X

$(\text{Steps Awarded for Prior Service} + \text{Steps Awarded In Service}) = [\text{Service Increment}]$

Service Increment Steps may be awarded in segments as small as tenths (.1) for years of experience prior to appointment at Temple College, and for performance following appointment. The Value of each full Step is determined by multiplying 1.25% times the Base Salary plus Educational Incentive, if one exists. The number of Steps awarded multiplied by the Value of each Step determines the total Service Increment.

Example. If the Base Salary for a range and level is \$39,300.00 and an Educational Incentive exists of \$1,500.00, the Value of one full Step at that level will be \$510.00 [1.25% x (\$39,300 + \$1,500)]. A member of the Professional Staff having been awarded 12.7 Steps, which encompasses the time of the staff member's service at Temple College, will receive \$6,477 (\$510 x 12.7) as a Service Increment. All calculations have been rounded.

Step Awards for Prior Service

A new member of the Professional Staff may be awarded up to six (6) Steps by the AVP, Resource Management for experience gained for service prior to appointment, with each Step equivalent to two (2) years of directly related, full-time work experience. Steps awarded above six (6) steps must be approved by the President. Part-time or associated work experience will be prorated.

Note: To fill positions of critical need where the hiring of qualified Professional Staff may be difficult or impossible within the above guidelines, or to recognize substantial previous service, an award of more than six (6) Steps may be authorized by the College President.

Step Awards While In Service

Following initial appointment, Professional Staff receive Step increases as approved by the Board of Trustees during the annual determination of Professional Staff salaries. Since the Board decides if a Step increase is to be awarded, and the size of the increase, Steps received while in service to Temple College are not equivalent to years of experience. To be eligible to receive a Step increase approved by the Board, a member of the Professional Staff must have received a rating indicating that he/she met all institutional expectations for satisfactory performance during the most recent evaluation.

Note. In recognition of the advances made by members of the Professional Staff under previous salary guidelines used by the College, all Professional Staff employed prior to June 1, 1996, were awarded a sufficient number of Steps in tenths to produce an annual salary at least equivalent to their 1995-1996 contract.

Promotion within the Professional Staff Salary Schedule

A member of the Professional Staff approved for promotion to a new position at a higher Professional Level will be awarded 75% of the Step total of the original position.

Example. *A member of the Professional Staff promoted from a position at Professional Level 4, Step 10, to a new position at Professional Level 6, will be placed at Step 7.5 (.75 x 10 = 7.5) in the new position.*

Re-evaluation of Professional Positions

If a Professional Staff position is re-evaluated by the Director of Resource Management and the President and raised to a higher Professional Level, a member of the Professional Staff in that position will receive the same Step total as at the previous Professional Level.

Example. *A member of the Professional Staff in a position at Professional Level 2, Step 6, will be placed at Professional Level 3, Step 6 as the result of a re-evaluation of the position.*

APPLICATION OF THE SALARY COMPONENTS FOR PROFESSIONAL STAFF

The determination of salary for Temple College Professional Staff is illustrated below:

$$\begin{aligned} & (\text{Professional Level} + \text{Educational Range}) = \text{[Base Salary]} \\ & \qquad \qquad \qquad + \\ & (\text{Approved Undergraduate/Graduate Credit Hrs.} \times \$25) = \text{[Educational Incentive]} \\ & \qquad \qquad \qquad + \\ & (1.25\% \times (\text{Base Salary} + \text{Educational Incentive})) = \text{[Value of Service Increment]} \\ & \qquad \qquad \qquad \times \\ & \text{Steps Awarded for Prior Service} + \text{Steps Awarded In Service} = \text{[Service Increment]} \\ & \qquad \qquad \qquad = \\ & \qquad \qquad \qquad \text{Total Salary} \end{aligned}$$

EXAMPLE

A member of the Professional Staff holding a Bachelor's Degree with 33 approved credit hours completed toward the Master's, who was given credit for 6 years of directly related work experience (each two years equates to one Step, for a total of three Steps) upon appointment at Professional Level 2, and then earned an additional three Steps by Board approval, which encompasses the span of the staff member's service at Temple College, would receive the following determination of salary:

$$\begin{aligned} & \qquad \qquad \qquad \text{\$39,300} \\ & \qquad \qquad \qquad + \\ & 30 \text{ credit hours (only 30 of the 33 hrs completed are allowable beyond the Bachelor's)} \times \$25 = \text{\$750} \\ & \qquad \qquad \qquad + \\ & 3 \text{ Steps for Prior Service} + 3 \text{ Steps for Service Years} = \\ & 6 \text{ Steps} \times \$501 (1.25\% \times (\$39,300 + \$750)) = \text{\$3,006} \\ & \qquad \qquad \qquad = \text{\$43,056.00} \\ & \text{Total salary for one year (all calculations have been rounded)} \end{aligned}$$

TEMPLE COLLEGE
FACULTY SALARY SCHEDULE

Effective September 1, 2019

COMPONENTS

The primary components of the Temple College Faculty Salary Schedule are:

1. a Base Salary for each of three educational levels,
2. an Educational Incentive determined by the number of approved graduate hours completed beyond the highest degree plus the number of graduate hours completed which are directly related to the teaching field, and
3. a Service Increment determined by the number of Service Steps awarded and the value of each step.

These components are combined to determine the salaries of individual members of the full-time faculty. All full-time faculty members are paid out on 12 month basis.

BASE SALARY

The first component in the Temple College Faculty Salary Schedule is the Base Salary for each of three educational levels:

Bachelor's		Master's		Doctorate
42075		45375		50175
		^		^
Max Incentive for Hrs		1500		3000
Add On Incentive for Degree		1800		3600

Adjustment of Base Salary

When salary projections are developed for each succeeding academic year, Base Salaries may be adjusted either by a percentage amount, a specific dollar amount, or a combination of the two methods of adjustment. The Base Salary is the primary component for maintaining the competitiveness of Temple College faculty salaries.

EDUCATIONAL INCENTIVE

(Grad Hrs. (to a max of Master's + 60) x \$50)

+

("Add On" Grad Hrs. x \$50)

=

[Educational Incentive]

An Educational Incentive is provided for completing approved graduate credit hours beyond the Bachelor's and Master's Degrees, with an additional Incentive "added on" for completing graduate credit hours directly related to the teaching field. As shown in the Base Salary table, Faculty also receive an "add on" Incentive of \$1,800 for completing a Master's Degree and an additional "add on" Incentive of \$1,800 for completing a Doctorate.

Requirements for Approval and Documentation

Faculty must receive written approval from the Vice President of Educational Services before they complete graduate credit hours to be applied to the Educational Incentive. All approved credit hours completed must be documented on an official transcript from a regionally accredited institution. Educational Incentives are awarded only once each year, as a component of the annual salary.

Graduate Hours beyond the Bachelor's and Master's Degrees

Approved graduate credit hours earned beyond the Bachelor's and Master's Degrees will be awarded an Educational Incentive of \$50 for each credit hour to the following maximums:

1. To 30 credit hours beyond the Bachelor's Degree
2. To 60 credit hours beyond the Master's Degree

These graduate credit hours may be taken outside of the teaching field if they are part of a degree program or have been otherwise approved by the Vice President of Educational Services. Only the "add on" Educational Incentive described below for earning graduate credit hours directly related to the teaching field is awarded beyond the Doctorate.

Note. Because degrees such as the Master of Fine Arts (M.F.A.) require more than the traditional 36 credit hours for completion of a Master's Degree, hours required in such degree programs beyond 36 will be counted as hours taken beyond the degree. For example, an M.F.A. program which requires 50 credit hours for completion will be counted as 14 credit hours beyond the Master's. In such cases, all credit hours must be documented as required for the degree.

"Add On" Graduate Hours

Graduate credit hours directly related to the teaching field and earned beyond the last degree completed (including the Doctorate), will be awarded an "add on" Educational Incentive of \$50 for each credit hour.

Example 1. *If a faculty member has earned 50 approved graduate credit hours beyond a Master's degree and 30 of those hours have been approved as directly related to the teaching field, he/she would receive an Educational Incentive of \$2,500 (50 x \$50 = \$2,500) plus an "add on" Educational Incentive of \$1,500 (30 hrs x \$50 = \$1,500) for the 30 hours which were directly related to the teaching field. The total incentive would be \$4,000. In effect, the 30 hours that were directly related to the teaching field would be awarded an Educational Incentive of \$100 each.*

Example 2. *If a faculty member has earned 25 approved graduate credit hours in the teaching field beyond the Doctorate, he/she would receive an "add on" Educational Incentive of \$1,250 (25 hrs x \$50). Hours that are not related to the teaching field do not receive an Educational Incentive beyond the Doctorate.*

Contracts Prorated to Greater than Nine Months in Length

When faculty contracts are prorated to greater than nine months in length, "add on" Educational Incentives are not included in the prorated calculation.

SERVICE INCREMENT

$$\begin{aligned} & (1\% \times (\text{Base Salary} + \text{Educational Incentive})) = \\ & \quad \mathbf{[\text{Value of Service Increment}]} \\ & \quad \quad \quad \times \\ & \quad (\text{Steps Awarded for Prior Service} + \text{Steps Awarded In Service}) \\ & \quad \quad \quad = \\ & \quad \quad \quad \mathbf{[\text{Service Increment}]} \end{aligned}$$

Service Increment Steps may be awarded in segments as small as tenths (.1) for years of experience prior to appointment at Temple College, and for service following appointment. The Value of each full Step is determined by multiplying 1.00% times the Base Salary plus Educational Incentive, if one exists. The number of Steps awarded multiplied by the Value of each Step determines the total Service Increment.

Example. If the Base Salary for an educational level is \$45,375 and an Educational Incentive exists of \$1,500, the Value of one full step at that level would be \$469 [1.00% x (\$45,375 + \$1,500)]. A faculty member having been awarded 10.2 Steps, which encompasses the span of the faculty member's service at Temple College, would receive \$4,784 (\$469 x 10.2) as a Service Increment. All calculations have been rounded.

Step Awards for Prior Service

A new member of the Faculty may be awarded up to six (6) Steps by the AVP, Resource Management for experience gained for service prior to appointment, with each Step equivalent to two (2) years of directly related, full-time work experience. Steps awarded above six (6) steps must be approved by the President. For faculty in technical fields, each Step is the equivalent of two (2) years of directly related work experience. Part-time teaching will be prorated, as will part-time work experience for faculty in technical fields.

Note. To fill positions of critical need where the hiring of qualified faculty may be difficult or impossible within the above guidelines, or to recognize substantial previous service, an award of more than six (6) Steps may be authorized by the College President.

Step Awards While In Service

Following initial appointment, faculty receive Step increases as approved by the Board of Trustees during the annual determination of faculty salaries. Since the Board decides if a Step increase is to be awarded, and the size of the increase, Steps received while in service to Temple College are not equivalent to years of experience. To be eligible to receive a Step increase approved by the Board, a member of the faculty must have received a rating indicating that he/she met all institutional expectations for performance during the most recent evaluation.

Note. In recognition of the advances made by faculty under previous salary guidelines used by the College, all faculty employed prior to June 1, 1996, were awarded a sufficient number of Steps in tenths to produce an annual salary at least equivalent to their 1995-96 contract.

APPLICATION OF THE SALARY COMPONENTS

The determination of salary for the Temple College faculty includes all of the primary components as illustrated below:

$$\begin{aligned} & \text{[Base Salary]} \\ & + \\ & (\text{Grad Hrs. x } \$50) + (\text{"Add On" Grad Hrs. x } \$50) = \text{[Educational Incentive]} \\ & + \\ & (1\% \times (\text{Base Salary} + \text{Educational Incentive})) = \text{[Value of Service Increment]} \\ & \times \\ & (\text{Steps Awarded for Prior Service} + \text{Steps Awarded In Service}) = \text{[Service Increment]} \\ & = \\ & \text{Total Salary} \end{aligned}$$

Example 1. A member of the faculty holding a Master's Degree and having completed 35 approved credit hours beyond the Master's, with 15 of those hours approved as directly related to the teaching field ("add on"), and who was given credit for four years of teaching experience (each two years equates to one Step, for a total of two Steps) upon appointment and earned an additional three Steps by Board approval, which encompasses the span of the faculty member's service at Temple College, would receive the following determination of salary:

$$\begin{aligned} & \text{\$45,375} \\ & + \\ & (35 \text{ credit hrs. x } \$50 = \$1750) + \\ & (15 \text{ credit hrs "add on" x } \$50 = \$750) = \text{\$2,500} \\ & + \\ & 2 \text{ Steps for Prior Service} + 3 \text{ Steps while In Service} = \\ & 5 \text{ Steps x } \$479 (1\% \times (\text{\$45,375} + \text{\$2,500})) = \text{\$2,395} \\ & = \\ & \text{\$50,270 Total Salary for a 9 Month Contract} \end{aligned}$$

Example 2. *If this same member of the faculty were to be appointed to a twelve month contract, the proration would include \$43,575 (the Base Salary of \$45,375 minus the \$1,800 “add on” Incentive for completing the Master’s degree), plus the \$1,750 for graduate hours beyond the Master’s, plus the \$2,395 total Service Increment. It would not include the \$750 “add on” for hours in the teaching field.*

$$(((\$45,375-\$1,800) + \$1,750 + \$2,395) /9 \times 12 \text{ (proration)}) = \$63,627$$

+

$$\$1,800 + \$750 \text{ (Add On)}$$

$$= \$66,177$$

Total Salary for a 12 Month Contract

Note. The “add on” incentives are not included in the prorated calculation, but they are added back into the total 12 month salary. All calculations have been rounded.

FACULTY PART-TIME AND OVERLOAD SALARY SCHEDULE

EFFECTIVE JANUARY 1, 2014

BACHELOR'S LEVEL	SEMESTER HOURLY RATE
B	\$600.00

MASTER'S LEVEL	SEMESTER HOURLY RATE
M	\$675.00

DOCTORAL LEVEL	SEMESTER HOURLY RATE
D	\$725.00

STIPEND SCHEDULE

Additional annual stipends will be paid to faculty for the following assignments:

A. INSTRUCTION

Department Chairs (9-month and 12-month) receive a stipend based on equivalent full-time faculty (FTE) teaching a regular load or an overload equivalent to one (1) FTE and combined part-time faculty equivalent to one (1) FTE for each 15 equated hours. Stipends will be assigned in September based on the number of FTE's from the previous September.

FTE		Stipend (per year)	
1.0	to	2.5	\$1,200.00
2.6	to	5.0	\$1,500.00
5.1	to	7.5	\$1,800.00
7.6	to	10.0	\$2,400.00
10.1	to	12.5	\$3,000.00
12.6	to	15.0	\$3,600.00
15.1+			\$4,200.00

Department Chairs receive release time based on the equivalent full-time faculty (FTE) teaching a regular load or an overload equivalent to one (1) FTE and combined part-time faculty equivalent to one (1) FTE for each 15 equated hours. Stipends will be assigned in September based on the number of FTE's from the previous September.

FTE	Load Hour Release per year
5.0 to 6.5	3
6.6 to 8.5	6
8.6 to 10.5	9
10.6 to 12.5	12
12.6 to 14.5	15
14.6+	18

New Program Development Minimum \$389

Maximum \$777

SUBSTITUTE TEACHER SCHEDULE

When a regular instructor must be absent from class and a substitute instructor is warranted, the following fee schedule will be followed in determining payment for substitute teaching:

1. \$16.74 per one hour of lecture instruction
2. \$12.56 per hour of laboratory instruction
3. \$25.12 per one and one-half hours of lecture instruction
4. \$18.84 per one and one-half hours of laboratory instruction
5. If the substitute teacher is asked to teach the class for three consecutive weeks, or more, the Part-Time/Overload Schedule will be used to calculate the amount of compensation.

APPLIED MUSIC

Salary calculated at the following hourly rates based on the actual number of hours scheduled:

BACHELOR	\$18.40
MASTER	\$21.00
MASTER + 36	\$23.60
DOCTORATE	\$26.20

PROFESSIONAL/TECHNICAL

Accompanists for music ensembles are paid \$10.92 per hour

BUSINESS AND CONTINUING EDUCATION DIVISION

SALARY SCHEDULE

Revised January 2013

Because of the unique needs and customer requirements of the Division of Business and Continuing Education, instructor salaries are based on a variety of factors including market conditions and instructor credentials.

- Normal rate of pay is \$25-50 per hour in the classroom (or online).
- A cost analysis determines the pay scale, minimum enrollment, and cost to students.
- Instructor pay for courses not eligible for state funding reimbursement could be slightly reduced.
- On occasion in order to meet student/client needs, a reduced rate is negotiated with the instructor due to low enrollment.
- Salaries that are outside the normal range of pay would require administrative approval at the division level, unless an unusual circumstance suggests the need for Vice Presidential level approval.

Tutor Salary Schedule

The tutor salary is calculated at the following hourly rates based on the actual number of hours worked:

Work study \$7.50

<Associate - \$9.00

Associate - \$11.00

Bachelor - \$14.00

Master - \$16.00

Doctorate - \$19.00