AIMS COMMUNITY COLLEGE POLICY

CONSULTATION AGREEMENT BETWEEN
AIMS FACULTY ASSOCIATION AND
AIMS COLLEGE DISTRICT BOARD OF TRUSTEES

I. Placement/Assumptions

Assumptions
1. The following definitions apply for initial placement of new employees:
   a. One quarter hour of college credit equals .6 unit.
   b. One semester hour of college credit equals one unit.
2. Full-time faculty at Aims Community College will be placed on the Faculty Initial Salary Placement Form. (refer to 4-706 Attachment A)
3. Human Resources completes Initial Placement. The Chair and Academic Dean of the area shall be consulted at the final steps.
4. The values of “x” (base salary) and “y” (education increment and work experience increment) may be established each year through the Faculty Consultation process.
5. Only transcripted, educational credits may be recorded for placement. Non-transcripted educational activities will not be used to calculate initial salary placement.
6. The value of education for placement purposes is NOT related to the age of the degree- i.e., all transcripted education and degrees related to the discipline may be recorded, regardless of their currency or lack thereof.
7. A maximum of 10 years of experience – either work experience, teaching experience, or a combination of the two- may be counted toward placement.
8. The value of experience for placement purposes is NOT related to the age of the experience- i.e., all eligible experience may be recorded, regardless of their currency or lack thereof.
9. Full-time secondary (grades 9-12) teaching experience will be recorded as follows: one academic year (two semesters or three quarters) of full-time secondary teaching experience will be recorded as one year of experience. Partial years of full-time experience will be rounded to the nearest quarter year [e.g., one semester equals .5 of a year; one academic quarter equals .25 (.33 rounded down) of a year; two academic quarters equal .75 (.67 rounded up) of a year].
10. All other experience (teaching or work/ full or part-time) related to the discipline will be recorded at the rate of 2000 hours equals one year. Round to the nearest quarter year.
11. Market value considerations may, in exceptional cases, be used to increase initial faculty salary placement as a component of the total faculty compensation package. Requests for market value variations on placement
will be initiated by the respective Department Chair plus Instructional Dean. After review by the Committee (Human Resources, Department Chair and two Instructional Deans), the recommendation will be forwarded to the President of the College or her/his designee for approval.

12. This set of Faculty Placement Procedures and form may be reviewed annually through the consultation process.

II. **Advancement Criteria**
Educational Increment Faculty may obtain an education increment according to the Faculty Education Increment Guidelines (Refer to 4-706 Attachment B)

III. **Benefits**
Since Aims Community College participates in the State Board group insurance and retirement programs, any modifications to the State Board programs depend upon the state level action. The Aims Community College representative to the state's insurance committee will encourage that committee to explore reasonable additions to the package of benefits. Whatever improvements result from these deliberations, however, will be considered as part of the total compensation package at Aims Community College. Therefore, rate structure increases not finalized by the close of the consultation period each year will be paid for out of the raise pool agreed upon.

IV. **Consultation Process**
To foster greater efficiency and mutual understanding, the faculty and administrative consultation teams will meet at least once a month throughout the regular academic year (Fall and Spring semesters). The administration and faculty agree that the Aims Community College Overload Policy and the summer salary for full-time faculty will be considered within this process. The Aims Community College Board of Trustees will be invited to have one or more of its membership participate as observer(s) during the consultation process. A committee of faculty members, assisted by the Director of Human Resources, will study salary levels from industry and other schools in order to provide information to the consultation teams for their consideration of salary issues.

V. A faculty member who is assigned other than teaching duties during a non-contractual semester may negotiate with his or her supervisor per the Compensation Handbook.

VI. The administration and the faculty agree to make a strong effort to improve communication through existing channels and to implement any additional methods that would be mutually acceptable.

VII. Each year during the consultation process, compensation will be considered in advance of the budget process. It is understood, however, that should the agreed-upon compensation package be judged inappropriate by either party due to significant changes to the budgetary assumptions, the compensation package would be reconsidered within the consultation process.

The President shall implement and maintain procedures to carry out the intent of this policy.
FACULTY INITIAL SALARY PLACEMENT

Table 1

<table>
<thead>
<tr>
<th>CTE</th>
<th>LA</th>
<th>DEV ED</th>
<th>PLACEMENT VALUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Voc. Cred = x + 2y</td>
<td>c) MA = x + 4y</td>
<td>h) BA = x + 2y</td>
<td>Value for “x” (Base)* $ *</td>
</tr>
<tr>
<td>b) Associates = x + 4y</td>
<td>d) MA = x + 8y</td>
<td>i) MA = x + 4y</td>
<td>Value for “y”* $ *</td>
</tr>
<tr>
<td>c) BA = x + 6y</td>
<td>e) MA + 18 = x + 6y</td>
<td>j) MA + 18 = x + 6y</td>
<td>Education Increment Section II</td>
</tr>
<tr>
<td>d) MA = x + 8y</td>
<td>f) MA + 36 / terminal degree = x + 8y</td>
<td>k) MA + 36 / terminal degree = x + 8y</td>
<td>Teaching/Work Experience Increment Section III</td>
</tr>
</tbody>
</table>

*Values approved by Consultation Committee & Board annually.

SECTION I: CANDIDATE INFORMATION

Last Name:
First Name:
Middle Name: Initial Placement for AY:

SECTION II: EDUCATION INCREMENT

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>EDUCATIONAL INSTITUTION (Highest degree required for position must be from a regionally accredited institution)</th>
<th>YEAR CONFERRED or MAX # CREDITS OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terminal degree</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Educ. Increment Amount: Applicable formula from Table 1: $

SECTION III: RELATED TEACHING/WORK EXPERIENCE

A maximum of 10 years’ experience—either teaching, work experience related to the discipline, or a combination of both—may be counted for placement. Years 11+ are not credited toward placement. HR will confer with hiring dean on experiences.

PT post-secondary teaching shall be calculated at 30 semester credits = 1 year experience.

<table>
<thead>
<tr>
<th>START DATE</th>
<th>END DATE</th>
<th>INSTITUTION</th>
<th># MONTHS/YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL YEARS:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION III a: CALCULATION OF EXPERIENCE VALUE

<table>
<thead>
<tr>
<th>METHOD</th>
<th>No. of Yrs.</th>
<th>Calculation</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round Total Years in Section III to nearest full year. Maximum Total Years is 10.</td>
<td>* y =</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

4-706 Attachment-A
### SECTION IV: COMPENSATION

| End of Year 1 – w/satisfactory evaluation | 25% of Value (Section III a) | $ |
| End of Year 2 – w/satisfactory evaluation | 25% of Value (Section III a) | $ |

**Mark applicable box (one):**
- [ ] Regular Faculty: Achievement to non-probationary Status
- [ ] Limited Faculty: End of Year 3 w/satisfactory evaluation

$50\%$ of Value (Section III a) $\rightarrow$ $\rightarrow$

The value from Section III a (above) will be added to the base in these intervals: $25\%$ end of first year, $25\%$ end of second year, and $50\%$ for regular (tenure track) faculty upon advancement to non-probationary status (end of 3rd or 4th year) or for limited (non-tenure track faculty appointments) after receiving third year satisfactory evaluation.

<table>
<thead>
<tr>
<th>Calculation of Initial Annual Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Base Salary (&quot;x&quot; value)</td>
</tr>
<tr>
<td>2. Educational Increments (Section II). Adjustment to base salary (+ or − &quot;y&quot; value) -- as appropriate (Reference Table 1, above).</td>
</tr>
</tbody>
</table>

**TOTAL ANNUAL BASE SALARY** = $ 

___

Human Resources’ Signature/Completed By __________ Date __________

Review and copy provided to candidate – Candidate’s Signature/Date: ________________
Faculty Education Increment Guidelines

The College’s Faculty Initial Salary Placement which went into effect academic year 2004-'05 includes a component to encourage faculty members to further their educational pursuits. When a faculty member achieves scholarly advancement, based on the table below, it is referred to as an “education increment”. Education increments, in turn, are associated with an increase in salary. Education increments are received when a faculty member acquires additional education that moves them from one level to the next.

<table>
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<td>e) MA = x + 4y</td>
<td>b) BA = x + 2y</td>
<td>Value for “x” (Base)*</td>
</tr>
<tr>
<td>b) AA = x + 4y</td>
<td>f) MA + 18 = x + 6y</td>
<td>i) MA = x + 4y</td>
<td>Value for “y”**</td>
</tr>
<tr>
<td>c) BA = x + 6y</td>
<td>g) MA + 36 / Ph.D. = x + 8y</td>
<td>j) MA + 18 = x + 6y</td>
<td>Education Increment</td>
</tr>
<tr>
<td>d) MA = x + 8y</td>
<td>k) MA + 36 / terminal degree, = x + 8y</td>
<td>Teaching/Work Experience Increment</td>
<td></td>
</tr>
</tbody>
</table>

*Approved by Consultation Committee & Board annually

Eligibility

1. Degree or credit hours earned are:
   a. Directly related to the program area the faculty member is hired to instruct; or
   b. Requested, in writing, by a Dean to:
      ▪ maintain or obtain compliance with accreditation requirement, or
      ▪ based on College need
   or
   c. Required to enhance the faculty member’s instructional qualifications in an assignment to a new or additional program area.

2. Degree or credit hours earned are obtained after academic year 2004-'05 and
   a. Have not already been taken into consideration at initial salary placement; or
   b. Faculty member has not already received a salary adjustment for associated professional development.

Process

1. It is recommended faculty members consult with the appropriate Dean prior to seeking an advanced degree and/or coursework if they intend to request an education increment adjustment.

2. The faculty member provides the associated Dean with a written request for an educational increment adjustment AND associated official transcript on or before June 15th.

3. The associated Dean will complete a Faculty Initial Salary Placement form Sections I (candidate’s information), II (Education Increment), and signatures as required on the bottom of the form (two Deans and candidate).

4. The associated Dean will submit the completed Faculty Initial Salary Placement form and the faculty member’s official transcript to Human Resources on or before June 30th. The faculty
member will receive the educational increment adjustment starting the upcoming academic year.

5. Educational increment adjustments will be applied to the faculty member’s base salary after any annual salary increase has been applied.

6. Requests for educational increment adjustments received after June 15th will be processed the next academic year. For example, if a request based on degree received and/or coursework taken in academic year 2006-07 is received after June 15, 2007, the associated adjustment will be effective the start of 2008-09 (next) academic year.

7. Educational increment adjustments will not be applied retro-actively.