



Name: Salary Plan A Description

Category: Employment, Benefits and Workplace Policies

Subject: Salary Supplements and Responsibilities of Instructional Directors, Department Chairpersons and Other Coordinators

Owner: Human Resources

Related Procedures: Academic Affairs Division Teaching Load and Appointment Criteria and Guidelines

Related Forms: N/A

I. SCOPE

This policy applies to all college employees in Salary Plan A who are appointed to serve as an instructional director, department chairperson, program coordinator, instructional coordinator, campus assessment coordinator, campus international education coordinator, campus threat assessment coordinator, and student affairs instructional coordinators.

II. POLICY STATEMENT

Plan A employees who are appointed to serve in one of the designated roles in addition to their normal job responsibilities will receive supplemental compensation and release time as set forth in Academic Affairs Division's Teaching Load and Appointment Criteria Guidelines.

III. POLICY

A clean copy of the policy as revised is included as Attachment A and incorporated herein by reference. A red-lined mark up showing all proposed modifications to the current policy is included as Attachment B.

IV. EFFECTIVE DATE(S)

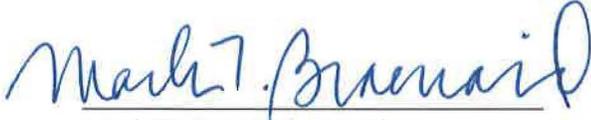
This policy is effective January 1, 2021.

V. FREQUENCY OF REVIEW AND UPDATE

This policy will be reviewed and updated not less than every two years.

VI. SIGNATURE AND DATE OF APPROVAL

Approved by the board of trustees on June 14, 2021



Mark T. Brainard, President

6/15/2021

Date

ATTACHMENT A

G. SALARY SUPPLEMENTS FOR CAMPUS INSTRUCTIONAL DIRECTORS, INSTRUCTIONAL DIVISION DEPARTMENT CHAIRPERSONS, PROGRAM COORDINATORS, INSTRUCTIONAL COORDINATORS, COLLEGEWIDE DIRECTORS/DEPARTMENT CHAIRPERSONS/COORDINATORS, CAMPUS ASSESSMENT COORDINATORS, CAMPUS INTERNATIONAL EDUCATION COORDINATORS, CAMPUS THREAT ASSESSMENT COODINATORS, AND STUDENT AFFAIRS INSTRUCTIONAL COORDINATORS (Amended Board of Trustees, 6/7/11)

College employees will receive the following salary supplements when appointed to perform one of the designated roles set forth below. In addition, the president may designate other coordinator roles as needed to achieve strategic priorities designed to strengthen the quality of instruction and enhance the student experience. Teaching load assignments or other reductions in work may be approved to offset the responsibilities of a coordinator, but no additional compensation shall be paid except as set forth below.

1. Instructional Directors and Department Chairpersons

A. Campus Instructional Directors

Employees designated as campus instructional directors are responsible for the administration of a group of interrelated departments/programs at one or more campuses of such size or complexity as to warrant this supplemental appointment; for ensuring the academic quality of the departments/programs within the group, and for supervising faculty and staff assigned to the departments/programs. The duties and responsibilities of the instructional director are in addition to the employee's regular employment assignments/accountabilities. Appointment criteria, teaching load requirements, and a detailed description of duties and responsibilities for a campus instructional director are set forth in the Curriculum Guidelines. Instructional directors appointed to manage departments/programs at a single campus serve at the pleasure of the vice president and campus director, and instructional directors appointed to manage departments/programs on two or more campuses report to and serve at the pleasure of the vice president for academic affairs or his or her designee. (Individuals appointed to manage a collegewide department/program are addressed in subsection G.4 below.) Instructional directors have a twelve-month contract. In addition to receiving the department chairperson annual salary supplement (listed in the table below), Instructional directors receive an additional supplement of \$4,000.

B. Instructional Division Department Chairpersons

Employees designated as instructional division department chairpersons are administratively responsible for academic department(s) and at least one program. Department chairpersons are responsible for the planning, organizing, coordinating, and supervising of a department; for ensuring the academic quality of the department and its program(s); and for providing leadership to the faculty, staff, and

students. Appointment criteria and teaching load requirements for an instructional department chairperson are set forth in the Curriculum Guidelines. Instructional department chairpersons appointed to manage departments/programs at a single campus report to the dean of instruction and serve at the pleasure of the vice president and campus director. Instructional department chairpersons appointed to manage departments/programs on two or more campuses report to and serve at the pleasure of the vice president for academic affairs or his or her designee. (Individuals appointed to manage a collegewide department/program are addressed in subsection G.4 below.) Duties and responsibilities of the department chairperson are in addition to the principal accountabilities of instructor. Department chairpersons have a twelve-month contract. Department chairpersons receive an annual salary supplement (listed in table below.)

C. Workforce Development and Community Education Division Department Chairpersons

Employees designated as workforce development and community education division department chairpersons are responsible for the planning, organization and supervision of a training unit within the Division. Workforce development and community education department chairpersons are responsible for ensuring the academic quality of the training unit and its program(s); and for providing leadership to the faculty, staff, and students. They are responsible for curriculum development and instruction as designated by the director of workforce development and community education and/or associate vice president for workforce development and community education. They collaborate with instructional division department chairpersons on related credit programs to align course curriculum and syllabus to create enhanced pathways to/from credit and non-credit. Workforce development and community education department chairpersons have a twelve-month contract and teach six to ten contact hours each fall and spring semester (or as designated and approved by the director of workforce development and community education and the vice president and campus director). These positions are special funded and are appointed by and serve at the pleasure of the vice president and campus director and report to the director of workforce development and community education. Duties and responsibilities of the department chairperson are in addition to the principal accountabilities of an instructor. Department chairpersons receive an annual salary supplement (listed in table below).

(Approved Board of Trustees 4/17/12)

Salary Supplements

Annual salary supplements for department chairpersons and counselor coordinators are listed in the table below. The amount of this supplement will be determined by totaling the number of supervised full-time positions plus part-time positions converted to a full-time equivalency. Supervision of secretarial/clerical positions will be excluded from the calculation. Supplements for the number of full-time faculty/staff supervised will be computed at the beginning of each fiscal year and paid throughout the fiscal year. Additional supplements for supervision of part-time faculty/staff, when applicable, will be paid as a bonus by the end of the fiscal year, or upon termination of chairperson responsibilities should such occur within the fiscal year. There will be no mid-year changes in the supplement as a result of additions or deletions to staff.

0 to 2	\$ 2,500
3 to 5	3,000
6 to 8	3,500
9 to 11	4,000
12 to 14	4,500
15 to 17	5,000
18 to 20	5,500
21 or more	6,000

2. Program Coordinators

Employees designated as program coordinators have responsibility for administrative oversight of an instructional program and for ensuring the academic quality of the program. Appointment criteria and teaching load requirements for a program coordinator are set forth in the Curriculum Guidelines. Program coordinators appointed to manage programs at a single campus report to the department chair or instructional director and serve at the pleasure of the vice president and campus director. Program coordinators appointed to manage programs on two or more campuses report to and serve at the pleasure of the vice president for academic affairs or his or her designee. (Individuals appointed to manage a collegewide department/program are addressed in subsection G.4 below). Duties and responsibilities of the program coordinator are in addition to the principal accountabilities of instructor. The annual salary supplement shall be \$2,000.

3. Instructional Coordinators

Employees designated as instructional coordinators have responsibility for assisting department chairpersons or instructional directors in administration of the department and its academic program(s). Appointment criteria and teaching load requirements for an instructional coordinator are set forth in the Curriculum Guidelines. Instructional coordinators appointed to assist departments/programs at a single campus report to the department chair or instructional director and serve at the pleasure of the vice president and campus director. Instructional coordinators appointed to assist departments/programs on two or more campuses report to and serve at the pleasure of the vice president for academic affairs or his or her designee. (Individuals appointed to assist a college-wide department/program are addressed in subsection G.4 below). Duties and responsibilities of the instructional coordinator are in addition to the principal

accountabilities of instructor. Instructional coordinators have an eleven-month contract. The annual salary supplement shall be \$2,000.

4. Collegewide Directors/Department Chairs/Coordinators

The president may appoint employees to provide leadership and coordination of college departments, programs, or operations on a collegewide basis. These appointments are in addition to the employee's regular employment assignments/accountabilities. Collegewide directors/department chairs/coordinators report to and serve at the pleasure of the vice president for academic affairs or his or her designee. Teaching load assignments, if relevant, may be reduced with the approval of the president on a case-by-case basis. The annual salary supplement shall be determined by the president and will equal five to fifteen percent of the employee's annual base salary.

5. Campus Assessment Coordinators

Under the leadership and guidance of the collegewide planning and assessment coordinator, employees designated as campus assessment coordinators provide assessment design and analysis support (guidance, training and consultation) for Student Learning Outcomes Assessment (SLOA) and Educational Support Outcomes Assessment (ESOA) and improvement planning at the campus; chair campus SLOA and ESOA Committees; serve on Campus Planning Council and on the College Assessment Committee; and ensure campus assessment progress. These employees collaborate with the other campus assessment coordinators and, as appropriate, the director of research and analysis to assist faculty and staff with the design, analysis and reporting of Collegewide SLOA/ESOA plans/results. Campus assessment coordinators who are faculty teach 6-10 contact hours each semester (or as designated and approved by the dean of instruction and the vice president and campus director). Teaching load assignments for other positions, such as department chairpersons who also serve as the campus assessment coordinator, have a teaching load reduction as designated by the dean of instruction and the vice president and campus director. These appointments are in addition to their regular employment assignments/accountabilities. Campus assessment coordinators are appointed by and serve at the pleasure of the vice president and campus director and report to the dean of instruction. The annual salary supplement shall be \$2,000. (Position and supplement approved by the Board of Trustees, 6/8/04.)

6. Campus International Education Coordinators

Employees designated as campus international education coordinators are responsible for planning and overseeing international education initiatives on their campuses under the direction of the collegewide international education director. These responsibilities include: organizing study abroad programs; advising student international and/or study abroad clubs; developing and coordinating exchanges of students, faculty, and staff with institutions abroad; organizing campus activities and events; collaborating with the instructional division on ways to internationalize the campus curriculum; assisting with fundraising efforts for student study abroad scholarships; and representing the College with international institutions, partnerships, and networks. Faculty who also serve as international education coordinators teach 12 contact hours each fall and spring semester (or as designated and approved by the dean of instruction and the vice

president and campus director). Faculty appointed as campus international education coordinators fulfill these duties in addition to fulfilling the principal accountabilities of instructor. The teaching load and assignments of other positions (e.g., department chairpersons, academic counselors, or other Plan B positions) who also serve as the campus international education coordinator, are reduced as designated by the appropriate dean/director and the vice president and campus director. Campus international education coordinator appointments are in addition to regular employment assignments/accountabilities. These employees are appointed by and serve at the pleasure of the president. The annual salary supplement is \$2,000. (Position and supplement approved by the Board of Trustees, 4/12/05)

7. Campus Threat Assessment Coordinators

Employees designated as threat assessment coordinators serve as the first point of contact for students or employees who want to report a threat or concern for campus safety or an individual's safety. Threat assessment coordinators work with the campus chief of public safety in the initial review and investigation of such reports, and are responsible for gathering and analyzing information needed for threat assessment and intervention purposes as set forth in the College Threat Assessment and Behavioral Intervention Policy. Threat assessment coordinators shall also provide administrative support and coordination of Threat Assessment Team activities and shall actively participate in a committee charged with the development of best practices and protocols for college-wide implementation of the College's Threat Assessment and Behavior Intervention Policy, which shall include, but shall not be limited to, creating forms for the documentation of reports, investigations, and intervention/management plans; researching and recommending a college-wide database and other tools to share relevant information and track at-risk students across campuses; reviewing and recommending revisions to the College's existing policies and guidelines as appropriate; coordinating college-wide training opportunities; and such other related duties as directed. Campus threat assessment coordinator appointments are in addition to regular employment assignments/accountabilities. Campus threat assessment coordinators are appointed by and serve at the pleasure of the vice president and campus director and report to the dean of student affairs. The annual salary supplement shall be \$2,000. (Position and supplement approved by Board of Trustees, 9/15/09.)

8. Student Affairs Instructional Coordinators

Employees designated as student affairs instructional coordinators are appointed by and serve at the pleasure of the vice president and campus director, and report to the dean of student affairs. Student affairs instructional coordinators are responsible for planning, scheduling, and coordinating all Student Success Courses (SSC) courses and ensuring the integrity of SSC courses. These duties and responsibilities are in addition to the principal accountabilities of academic counselor. This role is a 12-month appointment. The teaching load for a student affairs instructional coordinator is assigned by the dean of student affairs. The annual salary supplement shall be \$1,500.