



Name: Salary Plan A Description
Category: Employment, Benefit and Workplace Policies
Subject: Salary Supplements for Multi-Campus Responsibility
Owner: Vice President for Human Resources
Related Procedures: N/A
Related Forms: N/A

I. SCOPE

This policy applies to all instructional directors, department chairs and coordinators in the instructional division who oversee departments/programs at two or more campuses.

II. POLICY STATEMENT

Instructional directors, department chairs and coordinators who are responsible for the oversight and/or management of academic departments/programs at two or more campuses will receive a supplement up to 15% of their annual base salary.

III. POLICY

The designated provisions of Section G of the Salary Plan A Description will be revised as set forth below. The current policy with tracked changes is attached.

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 a single campus 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. (Individuals appointed to manage a department/program at two or more campuses 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. Campus Instructional Division Department Chairpersons

Employees designated as campus department chairpersons for the instructional division 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 campus departments/programs at a single campus report to the dean of instruction and serve at the pleasure of the vice president and campus director. (Individuals appointed to manage a department/program at two or more campuses 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.)

2. Campus Program Coordinators

Employees designated as campus program coordinators have responsibility for administrative oversight of an instructional program at a single campus 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. Campus 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. (Individuals appointed to manage a department/program at two or more campuses 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. Campus Instructional Coordinators

Employees designated as campus instructional coordinators have responsibility for assisting department chairpersons or instructional directors in administration of the department and its academic program(s) at a single campus. Appointment criteria and teaching load requirements for an instructional coordinator are set forth in the Curriculum Guidelines. Campus 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. (Individuals appointed to assist a department/program at two or more campuses 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 or twelve-month contract as designated in the appointment

criteria and teaching load requirements for an instructional coordinator as set forth in the Curriculum Guidelines. 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. Individuals appointed to manage/assist academic departments/programs at two or more campuses will receive an annual supplement up to 15% of their annual base salary as determined by the president.

IV. EFFECTIVE DATE(S)

This policy is effective August 12, 2024.

V. FREQUENCY OF REVIEW AND UPDATE

This policy will be reviewed annually.

VI. SIGNATURE AND DATE OF APPROVAL

Approved by the President in accordance with Article IX, Section 1 of the Delaware Technical and Community College Bylaws.

Mark T. Brainard, President

Date