PROCEDURE MANUAL

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Section		Subject	Title Faculty Salary Schedule: New Hires

PURPOSE

LDCC's salary structures and procedures are an important component of our compensation program. These structures and procedures help ensure that pay levels for jobs/positions are competitive externally and equitable internally.

1. **Guidelines**

    Faculty salaries are based on the salary schedule adopted by Louisiana Delta Community College (LDCC) and published by LDCC's Human Resource Office. New faculty salaries will be calculated commensurate with the education and experience that is applicable to the position for which the faculty member is being hired. In general, experience granted for new faculty hires will not exceed three years. Any exceptions to the three-year rule require the approval of the Vice Chancellor of Academic Affairs and the Chancellor. Salaries are based on the faculty members' education level as follows: (1) TCA/TD; (2) Associates; (3) Bachelor's or equivalent: (4) Master's degree: and (5) earned Doctorate.

2. **Procedures**

    Adjustments to faculty salary due to a change in education level are made two times per academic year, at the beginning of the fall semester and spring semester, according to payroll deadlines. Faculty who acquire education levels that result in movement to a new educational band (i.e., Associates to Bachelor's or Bachelor's to Master's), will receive the appropriate salary for the new band at the same level as their current salary. In the event the current salary exceeds the maximum for the new educational band, there will be no increase in pay. Adjustments of this nature will be made in January and September only. It is the responsibility of the faculty member to confirm that they are placed on the correct band for education level and to provide the Office of Human Resources with any required documentation.

    Faculty may also receive salary adjustments in increments of 15 credit hours (or equivalent time for applicable certified training (e.g. AWS certification)). For each 15 hour of approved credit courses or equivalent certification, an increase of 3% of the base for the applicable educational band may be granted. In the event the adjustment exceeds

the maximum for the educational band, there will be no increase in pay. Credit for salary increments under this provision will be made up to and including the earned doctorate.

Salary adjustments that result from merit increases will be calculated as a percentage of the base of the applicable educational band.

Faculty desiring to qualify certain coursework or training for salary increments must submit a completed "Coursework Approval Form" to the Vice Chancellor of Academic Affairs, preferably in advance of enrollment. Faculty must also arrange for official transcripts verifying completion of qualified coursework/training to be sent to the Human Resources Office, as applicable.

All credit applicable toward salary increments must be earned from regionally accredited, degree granting institutions of post-secondary education in the United States and its outlying areas which meet the traditional U.S. Department of Education eligibility requirements or as recognized and certified trainers. Degrees or courses from foreign institutions may be accepted on a case by case basis and must be evaluated by a recognized credential evaluation agency at the employees' expense. All credit applicable toward salary increments and changes in educational bands must be reasonably related to the current faculty position held.

Administrators or other non-teaching employees who apply for and receive a faculty position will receive pay appropriate for their education and teaching experience. Salaried employees reassigned to a faculty position will receive their salary for the duration of the fiscal year, after which time salary will be calculated appropriate for education and experience.