



PALOMAR COMMUNITY COLLEGE DISTRICT

Part-Time Faculty Salary Placement Information

Grade Placement

Salary placement credit is granted only for the completion of upper division or graduate level course work at an accredited institution (official transcripts required). Credit is awarded in semester-unit increments. Quarter and trimester units of credit shall be converted to semester units for the purpose of determining salary level (1 quarter or trimester unit = 2/3 of a semester unit).

Grade	Qualifications
A	Persons who hold less than a Master's Degree (regardless of equivalency status).
B	Persons who hold a Master's Degree and who have completed fewer than thirty (30) units of course work after the date that the Master's Degree was awarded.
C	Persons who hold a Master's Degree and who have completed at least thirty (30) units of course work after the date that the master's degree was awarded.
D	Persons who possess two (2) Master's Degrees or a Doctorate Degree.

Salary schedule credit shall be granted to part-time faculty for completion of any upper division or graduate level course work at an accredited institution according to salary placement guidelines. Advanced approval for such course work is not required. Official transcripts shall be submitted to Human Resource Services. Upon the receipt and verification of transcripts, the faculty member shall advance on the first day of the next pay cycle.

Step Placement

Teaching faculty movement within a step on the salary schedule is determined by the number of hours of employment with the District as follows:

- Movement from Step 1 to Step 2: 450 hours
- Movement from Step 2 to Step 3: 900 hours
- Movement from Step 3 to Step 4: 1350 hours
- Movement from Step 4 to Step 5: 1800 hours
- Movement from Step 5 to Step 6: 2250 hours
- Movement from Step 6 to Step 7: 2700 hours
- Movement from Step 7 to Step 8: 3150 hours
- Movement from Step 8 to Step 9: 3600 hours
- Movement from Step 9 to Step 10: 4050 hours

All hours paid in an academic assignment are considered in the accumulation of hours for movement within a step. Each individual's accumulation of hours for movement within the step will begin with the effective date of employment, but no earlier than 7/1/96 (the initial implementation date of the Part-time [Adjunct] Faculty Salary Schedule). The "effective date of employment" for anyone rehired after at least two years' break in service shall be their rehire date (not the original hire date).

A retiree (faculty or other) who returns to teach as a part-time instructor will NOT be placed on the part-time salary schedule, but instead will be placed at the rate closest to the hourly rate in effect at the time of retirement for the duration of the part-time assignment.

Part-time faculty members shall advance one (1) step for each four hundred fifty (450) hours of academic assignments completed at Palomar College. All step progressions will occur the next semester after ratification of this agreement. Qualifying assignments that do not total the required hours in one (1) fiscal year for one (1) step progression shall be carried forward to the next fiscal year.