

**Northwest Florida State College**  
**2015 – 2016 Employment/Compensation Provisions**  
**Nine-Month Instructional Personnel**

Each faculty member shall be obligated for nine (9) months of full-time service in accordance with the provisions of the payroll calendar for 2015-2016 and his/her individual contract.

**BASIC CONTRACTS**

The basic contractual obligation for a full-time, nine-month faculty member is thirty-four (34) hours per week in the fall and spring semesters. At least twenty-five (25) of those hours, spread over five (5) days, must be student contact hours, of which at least fifteen (15) must be classroom/instructional hours. The remaining nine (9) hours will be devoted to other professional activities. Satisfaction of the fifteen (15) hour classroom/instructional hour obligation is defined as a 100% (1.0) load obligation and is further defined by course load factors, a list of which is maintained in the Office of the Vice President - Academic Affairs. For other full-time, nine-month faculty members, including librarians, the basic contractual obligation is thirty-four (34) hours per week of professional duties, which may include a teaching assignment. Persons teaching less than the basic contractual obligation shall be considered part-time, except for designated Board approved "half-time" or other pro-rata positions requiring a minimum of eight (8) classroom/instructional hours or its assigned equivalent.

Any and all instructional personnel are assignable to appropriate college credit, vocational credit, college prep credit and noncredit courses, or to combinations of such courses to meet the needs of the comprehensive program to which the College is committed. Should there be a mix of instructional and instructional service equivalent obligations within the contract of a faculty member, the pro-rata distribution of contract obligations of time for the respective functions and the pro-rata distribution of salary to the respective functions will be determined by the Vice President - Academic Affairs in cooperation with any other relevant administrator in accordance with the criteria and guidelines on file in the Office of the Vice President - Academic Affairs. Should the pro-rata classroom teaching portion of such a contract be less than fifty percent (50%) of a normal teaching load and the remaining assignment is other than instructional service equivalent, the position will cease to be instructional and will be reclassified accordingly.

After consideration of the recommendations of the pertinent program director or department chair, class assignments for each faculty member shall be made by the Vice President - Academic Affairs in the manner which best meets the needs of students and the College. Full-time class loads shall be assigned as appropriate according to the instructional load determination formula.

Teaching by any full-time Northwest Florida State College employee of courses for other educational institutions at the undergraduate level (or equivalent to) courses taught by Northwest Florida State College (or activity involved in the generation or implementation of such courses) is considered a conflict of interest unless authorized in advance by the President or his designee and, therefore, subjects the person so doing to a choice of discontinuance of employment by Northwest Florida State College or to termination of such outside employment. Acceptance by any Northwest Florida State College personnel of any personal or financial benefit or gain (direct or indirect) from any course offering or activity of the College in any form other than compensation according to established College compensation provisions is a conflict of interest. Likewise, any use of College equipment, property, work time, or the work time of any College personnel, in any way, for activities which will lead to or result in any personal or financial benefit or gain shall be considered improper (except for honoraria authorized in advance by the President on recommendation of the relevant administrator). Establishment of the fact of any such conflict(s) of interest or impropriety shall subject that person to discontinuance of employment by Northwest Florida State College.

**FACULTY SCHEDULES AND WORK WEEK**

Individual weekly schedules shall be established jointly each semester by each full and half-time faculty member in cooperation with his or her program director or department chair (with the Academic Dean as appropriate in the case of program directors and department chairs) as follows. Each Fall and Spring semester, a final copy of each full-time and half-time faculty member's weekly schedule, signed by the faculty member and the appropriate supervisor, shall be filed with the department and the Office of the Vice President - Academic Affairs according to the deadlines established by the Vice President - Academic Affairs. Each

department shall maintain a roster of part-time (adjunct) faculty members teaching during the term and the hours and manner in which the faculty members are available to assist students.

### **Full-Time Faculty Members**

Sufficient time to constitute the instructor's full-time obligation consisting of a minimum of 34 scheduled hours per week shall be distributed appropriately throughout each week, and shall contain a minimum of 25 student contact hours and posted office hours available to students each week. Office hours shall be scheduled during normal college operating hours and at such time as will maximize accessibility for students. The remaining 9 hours weekly which relate to a basic teaching load may be devoted to any combination of other professional duties such as scheduled office hours, obligations for committee work, department meetings, general or specific faculty meetings, class preparation, advising, academic research, approved community outreach special occasion obligations, etc. at the most appropriate location(s). Distance learning, hybrid, or other non-traditional classes may be included as part of the regular full-time obligation as determined by the Vice President - Academic Affairs. If reassignments or non-traditional classes are used to meet the full-time obligation, the faculty member must still schedule a minimum of 34 hours per week. Unless approved in advance by the Vice President - Academic Affairs, the minimum 25 student contact hours shall be scheduled across the usual Monday through Friday work week. Class hours for any supplemental assignment shall be in addition to the 34 weekly hours required for the basic load during Fall and Spring semesters; for example, a supplemental load of 3 credit hours requires at least 3 scheduled weekly contact hours beyond the minimum 34 weekly hours. Supplemental assignments in distance learning format must be completed outside the 34 weekly hours.

During the hours which constitute the 34 hour full-time obligation to the College, the faculty member shall be conveniently and promptly accessible to students for assistance and advisement and to other College personnel for general conduct of College business. The faculty member's written weekly schedule shall show at least 34 scheduled hours. Normally the 25 student contact hours are scheduled over the five-day period Monday through Friday; however, in certain cases the hours may be scheduled over a four-day period, per guidelines maintained in the Office of the Vice President.

### **Half-Time Faculty Members (as approved by the President)**

Sufficient time to constitute the instructor's obligation consisting of a minimum of 17 scheduled hours per week for half-time (based on 34 hours full-time) shall be distributed appropriately throughout each week, and shall contain as a minimum 13 classroom contact hours and posted office hours (minimum of eight [8] in scheduled hours) available to students each week. Office hours shall be scheduled during normal college operating hours and at such times as will maximize accessibility for students. Distance learning, hybrid, or other non-traditional assignments may be included as part of the regular half-time obligation as determined by the Vice President - Academic Affairs. The remaining hours, relating to the basic load, may be scheduled in the same manner as specified above for full-time faculty members. The faculty member's weekly schedule shall show at least 17 scheduled hours over a minimum of two (2) work days per week.

If reassignments or non-traditional classes are used to meet the half-time obligation, the faculty member must still schedule at least 17 hours per week. Credit hours or equivalents above the minimum eight (8) for a half-time position will be contracted on a supplemental basis and must be completed outside the regular 17 hour work week. Contracted semester credits for half-time positions, regardless of the number of supplemental credits, do not accrue toward continuing contracts.

During the hours which constitute the 17 hour half-time obligation to the College, the faculty member shall be conveniently and promptly accessible to students for assistance and advisement and to other College personnel for general conduct of College business. The faculty member's written weekly schedule shall show at least 17 scheduled hours.

## **Part-Time Faculty Members**

All part-time faculty members, including full-time employees teaching classes on a supplemental load basis during the fall, spring, and summer, shall provide time outside of class for assisting students. Ideally, such time shall be scheduled immediately prior to or following the scheduled class(es) and at the same teaching location. If such scheduling is not feasible, the faculty member may arrange with the appropriate supervisor to fulfill this obligation through alternate means such as e-mail and/or individual student appointments.

## **LEAVES OF ABSENCE**

All absences shall be covered by appropriate leave ***approved in advance*** (other than absences resulting in the use of Sick Leave) in accordance with the procedures, deadlines, and policies contained in the Personnel Handbook. Any and all TDY's or leaves shall (per Board Policy and FAC Rules) be specifically approved by the President or his designee. Recommendations for TDY's or leaves for instructional personnel are made by the appropriate Academic Dean, Program Director or the Department Chair and the Vice President - Academic Affairs, as appropriate. Such requests and recommendations are expected to be made on a timely basis to allow ample time to meet deadlines for travel reservations, preferred-rate hotel/motel reservations, registration details, etc., and to enable implementation of approval procedures. It should be noted especially that ***absence from the two-county district*** during an instructor's obligated hours requires appropriate leave or TDY to protect the employment status, perquisites, and interests of the employee. Voluntary leave (personal, professional, etc.) shall be taken at the ***mutual convenience*** of the College (as judged by the Vice President - Academic Affairs on recommendation from the appropriate Dean, Program Director or the Department Chair) and the instructional staff member involved. Should a person be on a schedule other than a regular 5-day work week, calculation of any leave time shall be appropriately pro-rated.

## **HEALTH AND LIFE INSURANCE BENEFIT PROGRAM**

The premium for single-rate coverage for any full-time employee approved by the Board for benefits who elects to participate in the College group plan will be paid by the College. Premiums for life insurance for such persons will be paid by the College at two times the employee's current salary rate. Persons filling authorized half-time or other pro-rata positions are also entitled to these benefits.

## **SUPPLEMENTAL AND PART-TIME CONTRACTS**

At the option of the College, a separate contract may, upon recommendation of the Vice President - Academic Affairs, as appropriate, be drawn with full-time and half-time personnel including qualified twelve-month contract personnel, for a duration of less than nine months (either within or outside of their contract period) for provision of instructional services or other authorized services over and beyond their basic contract. Determination of such assignments will be based on qualifications, interest, the need for such services, and the best interests of the students and the College. Such assignments shall have prior approval by the President or his designee.

Supplemental and part-time instructional personnel are paid per the Adjunct and Supplemental Personnel Pay Rate Schedule, according to the classification of the teaching assignment. When noncredit, college, vocational, or prep courses are taught in combined form, classification of the assignment for payroll purposes will be determined by the Vice President - Academic Affairs in accordance with guidelines on file in the Office of the Vice President - Academic Affairs. Part-time and supplemental instructional personnel shall not be permitted to exceed the number of semester and/or contact hours in their contracts except under extenuating circumstances; advance approval from the Vice President – Academic Affairs is required.

Instructional personnel on part-time teaching contracts (including supplemental contracts) shall be obligated to set up appointments to meet with students outside of class time and to arrange for appropriate scheduled conference times which will be established by joint action of the faculty member and the Dean, Program Director or the Department Chair for the purpose of assisting and advising students at mutually appropriate locations and times convenient to the student(s) whom they teach and serve. Ideally, such activities will be scheduled immediately before or after classes and at the same location. The supplemental office hours and

class hours for full-time and half-time faculty shall be in addition to the 34 hours and 17 hours, respectively, required for basic instructional loads during Fall and Spring semesters. Supplemental contact hours for twelve-month contract personnel are, likewise, in addition to their minimum required 37.5 weekly contact hours. A copy of the scheduled class and conference hours, as approved by the Dean, Program Director or the Department Chair, shall be filed with the Vice President - Academic Affairs.

Part-time instructional personnel shall be limited to twelve (12) semester hours including semester hour equivalents, 360 non-credit hours, or equivalent combination. Exceptions to these limits may be made under extenuating circumstances; advance approval from the Vice President - Academic Affairs is required.

#### **Within the Faculty Member's Regular 9-Month Contract Period**

Instructional personnel who are assigned a full-time or half-time nine-month teaching load (as defined under Basic Contracts) shall be eligible for supplemental contract assignments based upon that portion of the total load which exceeds 100 percent or appropriate distribution of a full load (15 credits or equivalent load for full-time and 8 credits or equivalent for half-time). The excess percentage shall be converted to the appropriate number of credits or equivalent for pay determination purposes at supplemental contract pay rates. Should a faculty member have less than a full load, any supplemental contract arrangement will be on the basis of the percentage of the obligations that will, in fact, be over and above a full teaching (or instructional equivalent) assignment that equates to the appropriate full or half-time contract. Supplemental contracts issued to full-time or half-time faculty members during the nine-month contract for obligations beyond the regular load shall not exceed twelve (12) credits (or equivalent) during any semester unless approved in advance by the Vice President - Academic Affairs and the President. Exceptions to this maximum are made only under unique or extraordinary circumstances. Supplemental assignments in asynchronous distance learning format shall be included in the calculation of the twelve (12) credit maximum; such credits will accrue at the same rate applied to traditional classroom instruction. Calculation of the maximum load is independent of the calculation of compensation for such classes. Additional guidelines are maintained by the Vice President - Academic Affairs.

#### **Outside of the Faculty Member's Regular 9-Month Contract Period**

Regular full and half-time instructional personnel (persons who have been on 9-month contract prior to Summer semester of each year and who have commitments for teaching on full or half-time contracts in the subsequent academic year) shall be given first priority for supplemental teaching contracts during Summer semester. Normally, supplemental contracts issued during Summer semester shall not exceed twenty-seven (27) semester hours or equivalent in total for Sessions I, II, III and all other abbreviated terms of the Summer semester. Distance Learning supplemental assignments shall be included in the maximum summer load calculations in the same manner as used during the regular 9-month contract period. The Vice President - Academic Affairs shall determine the loads within these guidelines. Assignments of any loads in excess of these guidelines (which would occur only because of unique, unavoidable circumstances) shall be approved *in advance* by the Vice President - Academic Affairs. All full and half-time, regular nine-month faculty members who elect to teach during Summer semester, Sessions A, B, C or other abbreviated terms are classified as Supplemental Faculty Members-and will be paid as such.

## COMPENSATION

### Full-Time 9-Month Instructional Personnel and Department Chairs

Faculty are initially assigned a salary within the appropriate level based upon the following criteria:

1. The minimum salary within the level is the base salary for the position;
2. Three percent of the base salary may be granted for each year of prior experience up to a maximum of ten (10) years. However, the maximum allowable experience shall be reduced by one year for every year within the past 10 years that the College was unable to award a faculty salary increase.

The initial placement shall be recommended by the Human Resources Office in terms of relevance of the experience background of the faculty member to his/her assignment at Northwest Florida State College, and any allowance for experience outside of the educational frame of reference (for relevant work experience) is normally assessed on a 2-to-1 ratio.

Salary Adjustments: Current employees on continuing contract or whose annual contract is renewed are eligible for an annual increase in salary in those years in which an increase is awarded, up to the maximum salary for the assigned level.

Lump Sum: Upon recommendation of the President and at the discretion of the Board of Trustees, a non-recurring salary increase to all eligible employees may be awarded at any time during the fiscal year, contingent upon available funds. This non-recurring salary increase may be in addition to or in lieu of a regular salary increase.

Faculty attaining the next level of education through completion of approved coursework at a regionally accredited postsecondary institution will be compensated as follows:

Degree Level	Increase in Current Salary	Non-recurring Bonus on Current Salary*
From Bachelor's to Master's	6%	3%
From Master's to Doctorate	6%	5%

\* Full-time 9-month Instructional Personnel and department Chairs hired after July, 2011 are not eligible for the non-recurring bonus on current salary.

9-MONTH FACULTY SALARY RANGE		
Classification	Minimum	Maximum
Bachelor's degree or less	\$35,959.00	\$73,792.00
Master's degree	\$38,116.00	\$78,220.00
Doctorate	\$40,437.00	\$82,913.00

Annual salary shall not exceed the maximum for the range, regardless of adjustment.

Nine-month contract faculty members shall be obligated to the work days specified in the annual Payroll Calendar. Nine-month contract librarians are obligated to work the number of days specified in the payroll calendar; however, the schedule (dates) of those days shall be determined by the supervisor and Vice President - Academic Affairs in consultation with the librarian. The schedule shall be designed to meet the best interest of the college and students.

**Distance Learning and Other Non-Traditional Instructional Options**

Compensation for courses delivered via distance learning or other non-instructional options are paid according to the following chart. Faculty members who are assigned courses in these formats are responsible for maintaining comparable quality instruction for students on-site or at remote locations. Further, faculty members are expected to be accessible to students by telephone, e-mail, and office hours and to respond promptly to student inquiries. Faculty members assigned to simulcast, internship, and selected forms of distance learning must meet additional responsibilities associated with the mode of instruction. Additional definitions, as well as teaching responsibilities for each mode of instruction, are maintained in the Office of the Vice President - Academic Affairs. Additional guidelines regarding workload obligations and distance learning/non-traditional instruction are maintained in the Office of the Vice President-Academic Affairs.

<b>COMPENSATION FOR DISTANCE LEARNING INSTRUCTION</b>			
Compensation = (per student rate) x (number of paid student enrollments) x (number of credits in the course) up to seventeen (17) students. At the eighteenth student, the compensation shall equal the compensation for teaching the class in the traditional format. Compensation shall remain at the eighteen-student level until the paid enrollments exceed the course cap, at which time the per pupil compensation will resume for each additional enrollment until the next cap is reached. A list of individual course caps is maintained in the Office of the Vice President-Academic Affairs.			
<b>Supplemental/Adjunct Distance Learning Teaching Assignment Pay Rate*</b>			
	Doctorate	Master's	Bachelor's
Per student	\$40.00	\$36.67	\$32.50

\*Instructional personnel classified in the Master's Plus category prior to 2012-2013 academic year will be compensated no less than the 2011-2012 rates.

### **Program Director/Department Chair Reassigned Time**

In recognition of their obligations and services as instructional leaders, Department Chairs on 9-month contracts shall receive one or more semester hours of reassigned time annually and summer stipends. The number of semester hours of reassigned time shall be determined by the Vice President - Academic Affairs and shall be commensurate with the extent of supervisory and programmatic responsibilities associated with the department. The semester/term(s) in which the reassigned time is awarded shall be mutually determined by the Vice President - Academic Affairs and the department chair.

The President shall have the authority to compensate full or part-time instructional personnel on the appropriate credit or contact hour rate for teaching, developing and working in selected noncredit courses such as workshops and seminars, and for curriculum development, special projects, or other similar activities.

### **Other Provisions**

Equivalent credits for noncredit courses and activities for pay purposes are determined by the Vice President - Academic Affairs and computed on the basis of the appropriate credit to contact hour relationship.

When enrollment is less than the minimum guideline for a given class, the Vice President - Academic Affairs shall have the authority to apply the distance learning compensation formula and/or to combine classes to reach an equivalent minimum class size.

Compensation for applied lessons in the performing arts and for selected indirect supervision internships/preceptorships may be determined on a pro-rata basis, depending on student enrollments.

*Note:* The President shall have the authority to freeze salaries of personnel or to reclassify personnel when changes in assignments or in operational or organizational circumstances necessitate, with the understanding that the compensation of such affected persons may: (1) be reduced or (2) be frozen at the specified salary rate until circumstances make removal of the freeze feasible or until a reclassified person regains the appropriate pay level under a new classification. Such freezes and/or reclassifications shall be reported to the Board of Trustees for confirmation and approval. Should a reclassification provide advancement in classification for a person, his/her compensation shall be appropriately advanced.

Instructional personnel are exempt from the provisions of the Fair Labor Standards Act.

### **Associate Faculty Workshop**

Associate faculty members may be invited to attend workshops throughout the year. Associate faculty attending may receive a stipend up to \$50 for their participation.

## CLASSIFICATION FOR PAY PURPOSES

Full-time instructional Faculty and Librarians are classified in three levels depending upon the education attained in the field of assigned responsibility. Accommodation of the breadth of experience and professional preparation represented among the instructional personnel is provided for by the following structural arrangement within the salary schedule. Classification for pay purposes shall be based on official documents/transcripts on file in the Human Resources Office effective with the next semester.

### **Doctorate**

Earned Doctorate with a field of specialization relevant to the faculty member's present specific assignment or projected assignment at Northwest Florida State College.

### **Master's**

Earned Master's Degree in a field of specialization relevant to the faculty member's present specific assignment or projected assignment at Northwest Florida State College, or its equivalent by virtue of specialized training and experience which is judged by the President of the College, on recommendation of the Vice President - Academic Affairs, to be in a field of specialization relevant to the faculty member's present specific assignment or projected assignment at Northwest Florida State College.

### **Bachelor's**

Earned Bachelor's Degree in a field of specialization relevant to the faculty member's present specific assignment or projected assignment at Northwest Florida State College; or related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes; approved by the President upon recommendation of the appropriate principal administrator.

### **Contracts**

#### **Annual Contract**

May be granted for a one-year period only.

#### **Continuing Contract**

May be granted to instructional personnel in a regular full-time instructional position.



**SUPPLEMENTAL/ADJUNCT TEACHING ASSIGNMENT PAY RATES\*  
FY 2015 – 2016**

<b>Course Type</b>	<b>Doctorate</b>	<b>Masters</b>	<b>Bachelors</b>
College Credit	\$720 per credit	\$660 per credit	\$585 per credit
Vocational Credit (Theory/Didactic)	\$48.00 per contact hour	\$44.00 per contact hour	\$39.00 per contact hour
Vocational Credit (Clinical, Lab, or Practicum)	\$720 per credit	\$660 per credit	\$585 per credit
College Preparatory Credit	\$48.00 per contact hour	\$44.00 per contact hour	\$39.00 per contact hour
Adult Basic Education (non-credit)	\$22.09 per contact hour	\$ 19.72 per contact hour	\$18.01 per contact hour
ESOL (non-credit)	\$22.09 per contact hour	\$19.72 per contact hour	\$18.01 per contact hour
GED Preparatory (non-credit)	\$22.09 per contact hour	\$19.72 per contact hour	\$18.01 per contact hour
Vocational Preparatory (non-credit)	\$22.09 per contact hour	\$19.72 per contact hour	\$18.01 per contact hour
Continuing Workforce Education, Prime Time, Recreation and leisure , Institute for Professional Development, Clinical Specialist, Corporate Training (non-credit)	-----\$17.16 - \$300.00 per contact hour----- (Placement within range determined in accordance with criteria on file in the Office of the Vice President - Academic Affairs)		

\* Instructional Personnel classified in the Master's Plus category prior to the 2012-2013 academic year will be compensated no less than the 2011-2012 rates.