FACULTY WORKLOAD AND PAY PLAN

POLICY

The provisions of this policy only apply to ranked, full-time faculty members. Salaries for unranked or part-time faculty members are determined through negotiations between the faculty member and the college administration.

The college annually establishes a base annual pay for ranked, full-time faculty members. In addition to the base pay, faculty members are entitled to other compensation in the form of "salary adjustment credits" in the amounts set forth as follows:

CREDITS	PERCENTAGE OF BASE PAY
Rank Adjustment [1]	
Instructor	0
Assistant Professor	.20
Associate Professor	.40
Full Professor	.60
Educational Adjustment [2]	
M.S./M.A.	.06
Terminal Degree: D.C., Ph.D., M.D.	.17
Post Graduate Education [3]	
Approved post graduate certifications not to exceed a total of .15.	
Qualitative Credit [4]	
Credits awarded for advanced experience for a specific role. Not to exceed .20.	
Case Doctor Credit [5]	
Credits awarded only for chiropractic center faculty who manage patient case files.	
Full-time Case Doctor	.20

[1] The Faculty Affairs Committee receives applications for promotion in July of each year. Recommendations are submitted to the president in August and faculty are notified of a final decision in September. Promotions are effective on the first day of the next budget year and are not considered at any other time of the year. The Faculty Handbook contains the criteria for initial assignment of rank and promotion to each rank.

FACULTY WORKLOAD AND PAY PLAN

(2) In computing a faculty member's educational adjustment credits, only the highest degree is credited. Generally, adjustments for educational credits are only made on the first day of the budget year. However, at the discretion of the provost, adjustments may be applied during a budget year.

(3) Faculty may receive credit for additional post-graduate education programs that are beyond typical development expectations and relevant to their faculty assignment. Faculty interested in pursuing this type of training should fill out a Certification Credit Request Form, including justification of the program's benefit to the academic community, and submit it to their respective dean for pre-approval. The dean will review the certification curriculum and make a recommendation to the Office of Academic Affairs regarding possible credit. The Office of Academic Affairs will review the information and respond to the respective dean with a decision. The respective dean is responsible for issuing the final decision to the faculty member.

The Office of Academic Affairs maintains a list of approved certifications/diplomates and related base pay credits. The list includes a description of the certification/diplomate, program completion time, relevant faculty assignments and other information pertinent to distinguishing the individual certification/diplomates' value. Total credits may not exceed .15. The Office of Academic Affairs reserves the right to withdraw credits for certifications/diplomats that are not maintained by the faculty member, or for changes in the faculty member's role. Approved credits will be reflected in the faculty member's paysheet in the quarter following the approved request.

(4) Qualitative credits are awarded by the Office of Academic Affairs and must be described in the letter of employment and/or in the faculty member's paysheet. Qualitative credits are utilized to attract and retain top tier faculty with specialized experience in specific areas and may change if a faculty members' role changes. For current faculty, increases in qualitative credits result as a recommendation from the respective dean. These are merit-based increases awarded on a situational basis. The dean must provide evidence that a faculty member has clearly exceeded performance expectations for an extended period of time (i.e., multiple evaluation cycles) and that an increase in salary is merited. Requests should be made in conjunction with the annual faculty evaluation cycle.

(5) This credit is awarded to compensate for the increased requirement of direct contact hours, maintenance of a broad curriculum knowledge base, increased liability associated with patient care and the decreased availability of hours for professional development, research and scholarly production activities and service.

A faculty member's annual salary is calculated as follows: Base Pay + (Base Pay * Earned Salary Adjustment Credits (%)). This sum is the faculty member's salary for fulfilling all obligations as defined in the Faculty Handbook and required for a full-time load. All changes in salary require approval by the president.

FACULTY WORKLOAD AND PAY PLAN

WORKLOAD

A full-time faculty load is defined as 40 hours per week. The Office of Academic Affairs will determine the apportionment of specific activities which comprise a 40-hour work week. Apportionment of these 40 hours will fall within the following parameters:

Primary Classroom Faculty: 40 hours

1. 12-16 hours of direct interaction (primary instruction)*
2. 12-16 hours of indirect student interaction/course or curriculum development/preparation#
3. 8-16 hours of professional development, research and scholarly production activities, and service
4. Classroom faculty shall not be assigned more than 4 course leads without approval from the Office of Academic Affairs

Clinical Faculty: 40 hours

1. 10-20 hours of direct patient/intern/instruction interaction
2. 15-20 hours of patient management review and preparation
3. 5-10 hours of professional development, research and scholarly production activities, and service
4. Clinical faculty shall not be assigned more than 15 interns and 120 patient case files.

At least one hour per day, the faculty member is to be available when needed for school business. Additionally, faculty must set aside at least one hour per day, at least three days per week, for office hours, when students are assured the faculty member is in his/her office and available for consultation.

Overloads

An overload occurs when a faculty member is assigned more than 16 hours of direct interaction (primary instruction) or over 20 hours of direct patient/intern/instruction interaction. Overloads are temporary and are only approved with a plan to return the faculty member to a regular workload. Each hour of additional load is calculated on a quarterly basis by dividing the faculty's quarterly salary by 14 and multiplying by the number of additional hours assigned for that quarter. All overloads must be approved by the provost.

Stipends

Stipends may be awarded in cases where additional responsibilities are assigned to individual faculty expected to perform duties that are above and beyond the average expected duties of a faculty member. These responsibilities may be related to an additional job description, such as a chair position, a strategic effort by the college or a special research endeavor. Stipends are set

amounts that do not increase with base pay but are routinely reviewed by the Office of Academic Affairs. All stipends must be approved by the provost.

Release Time
Faculty may be released from assigned work duties in order to work on efforts of strategic importance to the college. Release time does not increase salary but instead replaces certain expected duties with alternate duties. The Office of Academic Affairs may, at its discretion, approve release time for faculty. All release time assignments must include a list of equivalent duties, goals and a timeline for completion.

Contracts
The college may offer extended (multi-quarter) contracts, for full-time faculty, provided that the total apportionment of work activities falls within the guidelines above at the conclusion of the timeframe covered by contract.

Any exceptions to this policy must be recorded in writing with the Office of Academic Affairs. Any disputes regarding the application of this policy will be resolved by the Office of Academic Affairs.

*Secondary instruction assignments (assistant assignments) are calculated at .714 of primary. Full time workload may be a combination of primary and secondary instruction. Any direct interaction hours that exceed the defined amount may be credited at the regular rate.

#For each hour of direct interaction, the college expects approximately 1 hr. of indirect student interaction/course or curriculum development/preparation.

Also see:

Policy 5010 – Part-Time Faculty Workload and Pay Plan