

**1408.01 FACULTY CAREER PLAN PROCEDURE****I. COVERAGE AND STRUCTURE**

The career plan covers all teaching and non-teaching faculty of Northwestern Michigan College who are annually contracted to work at least two semesters per year for 50 percent or more of a full-time work load.

The career plan has 20 steps. Each step has an incremental value of 0.037155 and represents one year of satisfactory performance.

**II. PLACEMENT ON THE PLAN**

New faculty will be placed on the career plan at a step appropriate to their education, experience, and professional achievement. Minimum qualifications for faculty teaching in the liberal arts shall be a master's degree in the appropriate academic area. Minimum qualifications for faculty teaching in the occupational programs shall be a bachelor's degree plus two years professional experience in the appropriate academic area; however, a master's degree is preferred. Additional qualifications may be established for specialty positions with approval of the Vice President for Educational Services and Director of Human Resources. During the selection process, the availability of funds and a department's needs may affect the importance placed on a candidate's previous years of experience.

The Vice President for Educational Services and the Director of Human Resources will evaluate the individual's credentials and make a placement recommendation. The placement recommendation is subject to approval by the President. Initial placement beyond step 1 may be made according to the following factors:

**A. Education.**

New faculty may be placed by educational credentials as follows:

Bachelor's degree plus two years experience	Step 1
Master's degree	Step 4
Master's plus 30 graduate credits	Step 5
Master's plus 60 graduate credits or earned doctorate	Step 6

**B. Teaching Experience**

Each year of full-time equated teaching experience at an accredited institution of higher education may advance the initial placement on the plan by one step, to a maximum of three steps. Relevant high school teaching experience will be given credit for step placement at a two years high school to one year NMC ratio, compared to higher education. Teaching as a graduate assistant will not be credited.

### C. Other Relevant Professional Experience

Each additional two years of relevant professional work experience beyond the minimum experience required for the position may advance the placement on the plan by one step, to a maximum of three additional steps. (Teaching experience and other relevant professional experience combined may not exceed three additional steps.)

### D. Job Market

In rare circumstances, a recommendation may be made for higher placement on the basis of demonstrated market factors in the particular academic area that result in a documented inability to attract qualified faculty.

## III. PROVISIONAL PERIOD

The provisional period will be the three-year period starting from the date of being placed on the career plan. Time spent as a temporary full-time faculty member may be counted toward the provisional period at the discretion of the executive officer upon recommendation by the academic area chair.

Provisional faculty members will receive regular evaluations by their academic chairs or their designees during each semester of their provisional status. For more information on the faculty evaluation process, see the current Faculty Evaluation Plan. These evaluations will be used to form the documentation to support the chair's recommendation to continue employment after each of the provisional status semesters, the recommendation to move the provisional faculty member into regular status at the conclusion of the third year, or to terminate employment at the conclusion of any one of the provisional status semesters.

In the event that a first-year provisional faculty member is dismissed during the annual contract period, the college will not be obligated for payment of the remainder of the contract. In the event that a second-year or third-year provisional faculty member is dismissed during the annual contract period, the faculty contract shall be terminated and the provisional faculty member will be given two or four weeks compensation respectively provided the faculty member executes a separation agreement offered by the college.

Approvals of dismissal or non-renewal of a contract must follow the then current Board of Trustees and Staff Policies and Procedures.

Movement from provisional to regular status must be recommended by the appropriate academic chair and executive staff officer and approved by the President.

After a faculty member has achieved regular status, dismissal or non-renewal of the annual contract must follow the provisions of the dismissal for cause policy, the retrenchment policy and procedures, or any other then current relevant separation policies and procedures in effect at the time of the dismissal.

## IV. RECOGNITION OF PROFESSIONAL DEVELOPMENT

In addition to the annual step, faculty members may be advanced on the career plan for achievement of significant professional development after being hired by NMC.

Professional development activities must meet established criteria to count towards advancement.

A. Activities Counted Toward Advancement

Activities which may earn points shall be:

1. Formal undergraduate and graduate credits pertinent to the academic area
2. Professional publications
3. Approved research
4. Non-credit courses or workshops pertinent to the faculty member's academic area
5. Return-to-industry work activities
6. Independent study defined by a formal proposal and deemed appropriate.
7. Certifications pertinent to the academic area

These activities must be significant professional development achievements beyond the base expectation of staying current in one's academic area. One point will be awarded for each semester credit of formal course work. Points for other activities will be based on a formula that awards one point for activity requiring the time and effort approximately equal to one semester of credit.

B. Approval of Activities

A Committee shall review and approve the awarding of points for professional development. The Committee is composed of the Director of CIE, a Liberal Studies Academic Chair, an Occupational Studies Academic Chair and one representative from Faculty Council. The Director of Human Resources will serve as facilitator of the Committee. The Committee shall develop guidelines and procedures for their operation consistent with the intent of this policy.

Faculty members must apply to the review committee prior to undertaking professional development activities for which they wish to earn points, including degree attainment. Activities must be approved in advance. The committee will review the relevance and merit of the proposal and determine the points to be earned.

Upon completion of the activity, the faculty member shall provide a written report to the review committee, which will determine if the objectives have been met and whether the previously designated points should be awarded.

Faculty members achieving a master's degree, master's plus 15, master's plus 45, master's plus 60, or doctorate prior to June 30 will be recognized with advancement in the next year's contract.

For an explanation on how points are awarded, see the Professional Development Career Plan Advancement Points Procedure 1408.02.

### C. Advancement

1. *Bachelor's Plus 15 Points.* Faculty members earning 15 to 29 points beyond a bachelor's degree will be awarded a salary increment equivalent to half a step, on an annual basis.
2. *Bachelor's Plus 30 Points.* Faculty members earning 30 to 44 points beyond a bachelor's degree will be advanced one step on the plan.
3. *Attainment of Master's Degree.* Faculty members hired under this plan with a bachelor's degree will, upon completion of a master's degree, be advanced the number of steps required to place them on the step they would have achieved had they been hired with a master's degree and the same prior experience. This will not exceed four steps.
4. *Master's Plus 15 Points.* Faculty members earning 15 to 29 points beyond a master's degree will be awarded a salary increment equivalent to half a step, on an annual basis.
5. *Master's Plus 30 Points.* Faculty members earning 30 to 44 points beyond a master's degree will be advanced one step on the plan.
6. *Master's Plus 45 Points.* Faculty members earning 45 to 59 points beyond a master's degree will be awarded a salary increment equivalent to half a step, on an annual basis.
7. *Master's Plus 60 Points or Doctorate.* Faculty members earning 60 or more points beyond a master's degree will be advanced one step.

### V. RECOGNITION OF PROFESSIONAL ACHIEVEMENT

The faculty evaluation plan identifies performance and achievement in teaching, professional development, and support of the college mission. Faculty members with satisfactory overall evaluations or better shall advance one step on the career plan annually.

### VI. DETERMINING AND MAINTAINING EQUITY

#### A. Basic Principles

To determine annual faculty salary increases that will achieve and maintain equity with peer institutions, the following principles have been used in creating the new career plan structure and will be adhered to in the future:

1. Because of the unique structure and philosophy of NMC's original career plan and the fundamental goals in its new plan, salary equity is best determined by

comparing a projection of total career earnings. A 30-year career is assumed for this purpose.

2. NMC's comparison institutions will be all Michigan community colleges.
3. When a comparison institution has not reached a salary agreement, it will be removed from the comparisons. The remaining schools will serve as the comparison institutions. The deadline to be included in the comparison data will be December 1 each year.
4. When comparison institutions make changes to longevity payments or other add-on salary percentages, these will be included in making the career earning comparisons.
5. The average salary scale increase given for the current contract year at the comparison schools (excluding one community college with the highest percent increase and one community college with the lowest percent increase) will be the base career plan increase recommended for NMC for the next year.

#### B. Review and Adjustment of the Career Plan

1. The entire plan will be reviewed annually to determine equity status and to recommend any adjustments to its policy and procedures deemed necessary at that time (excluding the schools outside two standard deviations of the mean career earnings).
2. If equity adjustments are necessary to maintain average career earnings it will be made according to the following schedule.
  - a. Up to a 1% adjustment may be made in any year. For the times NMC's career earnings are off more than 1%, we propose to make an additional 50% adjustment of anything over the 1% amount up to a maximum 1.5%.
  - b. NMC career earnings that are less than the Michigan Community College average will be added to the annual scale increase according to the same schedule (listed in a. above).

### **AUTHORIZATION OF STAFF PROCEDURE**

Director of Human Resources' authorization: \_\_\_\_\_ Date Authorized: \_\_\_\_\_