

H. Qualifications of Personnel (SBP 605.01)

As required by the Department of Postsecondary Education Uniform Guidelines and State Board policy, application for certain positions requires the applicant to provide verification of certification and/or experience to meet minimum qualifications outlined for the position as specified in individual position announcements. The applicant may provide verification of education through copies of official or unofficial transcripts. Verification of minimum experience requirements must be provided through letters or other documents from employers and/or former employers, if required by a specific position announcement. Successful applicants, if offered employment, must have official transcripts and other requested supporting documentation sent directly to CVCC as required. Failure to timely provide this information will disqualify the applicant from being employed.

In addition, the President and other administrative officers directly responsible to the President are required to possess credentials, experience, and/or demonstrated competence appropriate to their areas of responsibility. Appointments to these positions are made in accordance with the Chancellor's guidelines on qualifications and experience required for the Presidents and administrative officers. See State Board Policy 605.01.

I. Faculty Credentials (SBP 605.02)

Employees on Salary Schedule D advance according to State Board Policy 605.02, Postsecondary Faculty Credentials, and the Salary Schedule adopted by the State Board of Education. Each person paid from approved salary schedules must qualify for appropriate salary ranks according to standards established by the State Board of Education.

Full-time faculty must have on file a pre-approved Professional Development Plan, sometimes also called a Professional Growth Plan. Professional Development Plans will be utilized to verify instructor changes in rank. A Professional Development Plan approved in advance will be the only means by which an instructor can advance in rank.

Annual Rank Changes

Instructor rank may change only once a year, except as noted below for the summer term. Qualifications for a rank increase must be documented in the personnel folder at the College prior to September 1 of each academic year in order for the instructor to be classified at that rank for the respective year.

Requests for rank increases must be submitted by signed memo to the faculty member's division chair and supervisory dean prior to September 1 of each academic year. An approved request must be on file in the Human Resources office.

Summer Rank Changes

An instructor who has a nine-month employment agreement and has on file an approved Professional Development Plan complete with the approved Course of Study, and who fulfills the Doctoral requirements therein agreed upon prior to commencement of the summer term, and who then contracts to teach a full load during the summer term, shall be advanced in rank and receive commensurate salary for that employment period.

Qualifications for a rank increase must be documented in the personnel folder at the College on or before the first faculty duty day of the summer semester in order for the instructor to be considered for a rank increase for the summer employment period.

Requests for rank increases must be submitted by signed memo to the faculty member's division chair and supervisory dean prior to the first faculty duty day of the summer semester. An approved request must be on file in the Human Resources office.

J. Compensation for Two-Year College Personnel (SBP 606.01; 606.03)

Personnel employed at CVCC are paid according to salary schedules adopted by the State Board of Education. Personnel covered by these schedules must meet the qualifications and standards set by the State Board of Education. Individual schedules have been set for the following classifications of employees:

- 1.1. President: Salary Schedule A
- 1.2. Deans and Business Officers: Salary Schedule B
- 1.3. Professional personnel not included in other schedules: Salary Schedule C
- 1.4. Instructors, librarians, and counselors: Salary Schedule D;
Teachers: Salary Schedule D-3
- 1.4. Technical and support personnel not included in other schedules: Salary Schedule E
- 1.6. Support personnel working twenty (20) or more but less than forty (40) hours per week: Salary Schedule H

Temporary personnel, support personnel, and adjunct instructors working less than twenty (20) hours per week are compensated from local salary schedules (Salary Schedule L). Information on pay for part-time employment may be obtained from the Human Resources office.

Additional information regarding compensation may be found in State Board Policy 606.01 and the accompanying guidelines.

Any full-time compensation that does not fall on the salary schedule is an exception to policy. In accordance with State Board Policy 606.03, all salary schedule exceptions will be submitted to the Chancellor for approval.