

INSTITUTIONAL DIRECTIVE 8-26

June 18, 2007

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE.

Title: Faculty Placement and Advancement within the Compensation Plan

I. Purpose

This directive sets forth the policies and procedures governing the initial placement of faculty and their subsequent advancement within the faculty compensation plan established by the South Carolina State Board for Technical and Comprehensive Education.

II. Policy

It is the policy of Piedmont Technical College that initial placements in the compensation plan will be established in levels two through four according to the provisions and guidelines of the State Board approved compensation plan. Any exception must be approved by the president. Advancement from one salary schedule level to another is earned through a combination of both work experience and performance rather than longevity of service alone.

III. Procedures

A. Subsequent to completion of the selection process, the prospective faculty member will be required to complete a Faculty Compensation Questionnaire. For placement within the Faculty Compensation Plan, the compensation questionnaire will be evaluated by the Personnel Officer, approved by the Vice President of Academic Affairs/Chief Educational Officer, the President, and forwarded to State Tech system offices for concurrence before a formal offer of employment is made. Initial placement within the Compensation Plan will be made in salary schedule levels 2 through 4, with placement based on an appropriate combination of related education, teaching and/or work experience possessed by the prospective faculty member. Upon initial placement, a new faculty member shall bring no more than 12 years credit into the system at this institution. All recommendations regarding employment and salary offered must be approved by the President before being negotiated with the individual selected.

Office of Responsibility: Vice President of Academic Affairs/Chief Educational Officer

B. Advancement from one salary schedule level to another will be based on five (5) considerations.

1. The individual faculty member must meet the minimum qualifications for the new salary schedule level.
2. From the effective date of the current salary schedule placement or advancement, the individual faculty member must have accumulated at Piedmont Technical College within the last four consecutive years at least 9 quality points to advance from level 2 to 3, 10 quality points to advance from level 3 to 4, at least 11 quality points to advance from level 4 to 5, and at least 12 quality points to advance from level 5 to 6. In addition, the Faculty Compensation Plan requires a rating of at least 3.60 for the past academic year in order to be eligible for promotion to salary levels 5 and 6.

Advancement Scale

Faculty Performance Management System Overall Rating	FPMS Point Values	Advancement Quality Points
Exceeds	3.60 - 4.00	3
Meets	3.00 - 3.59	2
Below	0.00 - 2.99	0

3. In those cases where a faculty member meets state education and experience requirements for a higher salary schedule in less than four years, he/she may be eligible for promotion if exemplary performance is demonstrated. This performance must be well documented and approved by the appropriate Division Dean, Vice President of Academic Affairs/Chief Educational Officer, and the President. If approved, permission will be sought from the State Personnel Office to grant the advancement.
4. The individual faculty member may be requested to provide a portfolio of supporting documentation and must have written recommendations and approvals for advancement from:
 - a. Department Head where appropriate
 - b. Division Dean where appropriate
 - c. Vice President of Academic Affairs/Chief Educational Officer
 - d. President
5. Any exception to the above procedures must be presented by the Vice President of Academic Affairs/Educational Officer in writing to the President for consideration and approval.

<u>Original on File</u>	<u>6/18/07</u>
Approved for Publication	Date