

## INSTITUTIONAL DIRECTIVE 8-35

April 30, 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: Supplemental Pay for Academic Administrators**

#### **I. Purpose**

To establish guidelines for determining the rate of supplemental pay for academic deans, department heads and program coordinators.

#### **II. Policy**

It is the policy of Piedmont Technical College to provide a supplemental allotment to Division Deans, Department Heads and Program Coordinators for differences in scope and volume of job responsibilities at the various levels of the College's academic administration. Department Heads and Program Coordinators who receive supplemental pay will not be eligible for overload pay.

#### **III. General**

In order to take into account differences in the scope and volume of job responsibilities among the academic deans, department heads and program coordinators, an approach of differential supplemental pay will be implemented that takes into account various factors which impact the scope and volume of individual job responsibilities. A point system documents the scope and volume of the responsibilities for the particular dean, department head or program coordinator. The factors and points are then considered individually within each position category.

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

#### **IV. Procedures**

##### **A. Assessment of Supplemental Pay Factors**

###### **1. Academic Deans**

An assessment document (Attachment A) is completed by each academic dean and it is forwarded to the Vice President for Academic Affairs/Chief Educational Officer for review and approval.

###### **2. Department Heads.**

a. An assessment document (Attachment B) is completed by each department head and it is reviewed with the division dean.

b. The division dean forwards the document to the Vice President for Academic Affairs/Chief Educational Officer for review and approval.

###### **3. Program Coordinators**

a. An assessment document (Attachment C) is completed by each program coordinator and it is reviewed by the department head.

b. The department head reviews the document with the division dean for approval.

c. The division dean forwards the document to the Vice President for Academic Affairs/Chief Educational Officer for review and approval.

##### **B. Review and Approval of Supplemental Pay**

1. The Vice President for Academic Affairs/Chief Educational Officer reviews all documents with the appropriate division dean and assigns the amount of the supplement.

2. The Vice President for Academic Affairs/Chief Educational Officer forwards the approved document to Human Resources and Payroll for action. The original document is maintained in the individual's personnel file.

3. An assessment is completed annually no later than October 15<sup>th</sup>. Adjustments may be made as necessary by changes in job responsibilities.

**Original on File**    **4/30/07**  

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**Approved for Publication**    **Date**

### Factors and Points for Determining Supplements for Academic Deans

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

- A. Number of departments or academic program areas supervised:
- |         |           |
|---------|-----------|
| 1 – 3   | 10 points |
| 4 – 6   | 20 points |
| 7 – 10  | 30 points |
| 11 – Up | 40 points |
- B. Number of full-time faculty supervised:
- |         |           |
|---------|-----------|
| 1 – 10  | 10 points |
| 11 – 20 | 20 points |
| 21 – 30 | 30 points |
| 31 – 40 | 40 points |
| 41 – Up | 50 points |
- C. Number of support areas supervised:
- |        |           |
|--------|-----------|
| 1 – 2  | 10 points |
| 3 – 4  | 20 points |
| 5 – Up | 30 points |
- D. Number of support staff supervised:
- |         |           |
|---------|-----------|
| 1 – 3   | 10 points |
| 4 – 7   | 20 points |
| 8 – 12  | 30 points |
| 13 – Up | 40 points |
- E. Number of extension centers served:
- |        |           |
|--------|-----------|
| 1 – 2  | 10 points |
| 3 – 4  | 20 points |
| 5 – 7  | 30 points |
| 8 – Up | 40 points |
- F. Special assignment. (Points are awarded in increments of 10 for each assignment.)

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<u>Range of Points</u>	<u>Amount of Supplement</u>
49 – Less	-0-
50 – 99	\$225/month
100 – 149	\$263/month
150 – Up	\$300/month

Approval: \_\_\_\_\_  
Vice President for Academic Affairs
Date

**Factors and Points for Determining Supplements for Department Heads**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

- A. Number of full-time faculty supervised:
- |        |           |
|--------|-----------|
| 1 – 3  | 10 points |
| 4 – 7  | 30 points |
| 8 – Up | 50 points |
- B. Number of adjunct faculty supervised:
- |         |           |
|---------|-----------|
| 1 – 5   | 10 points |
| 6 – 10  | 20 points |
| 11 – 15 | 30 points |
| 16 – 20 | 40 points |
| 21 – Up | 50 points |
- C. Number of headcount enrollment in program(s) or general education courses supervised:
- |           |           |
|-----------|-----------|
| 10 – 50   | 10 points |
| 51 – 100  | 20 points |
| 101 – 150 | 30 points |
| 151 – 200 | 40 points |
| 201 – 250 | 50 points |
| 251 – Up  | 60 points |
- D. Number of extension centers served by programs supervised:
- |        |           |
|--------|-----------|
| 1 – 2  | 10 points |
| 3 – 4  | 20 points |
| 5 – 7  | 30 points |
| 8 – Up | 40 points |
- E. Special assignment (see above for descriptors of such assignments and points awarded.)

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<u>Range of Points</u>	<u>Amount of Supplement</u>
39 – Less	-0-
40 – 89	\$150/month
90 – 149	\$188/month
150 – Up	\$225/month

Approval: \_\_\_\_\_

Vice President for Academic Affairs

Date

**Factors and Points for Determining Supplements for Program Coordinators**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

- A. Number of full-time faculty supervised:
- |        |           |
|--------|-----------|
| 1 – 2  | 10 points |
| 3 – 4  | 30 points |
| 4 – Up | 50 points |
- B. Number of adjunct faculty supervised:
- |         |           |
|---------|-----------|
| 1 – 4   | 10 points |
| 5 – 8   | 20 points |
| 9 – 12  | 30 points |
| 13 – Up | 40 points |
- C. Number of headcount enrollment in program(s) or general education courses supervised:
- |           |           |
|-----------|-----------|
| 10 – 40   | 10 points |
| 41 – 80   | 20 points |
| 81 – 120  | 30 points |
| 121 – 160 | 40 points |
| 161 – Up  | 50 points |
- D. Number of extension centers served by programs supervised:
- |        |           |
|--------|-----------|
| 1 – 2  | 10 points |
| 3 – 4  | 20 points |
| 5 – 7  | 30 points |
| 8 – Up | 40 points |
- E. Specific assignments: (see above for descriptors of such assignments and points awarded.)

<u>Range of Points</u>	<u>Amount of Supplement</u>
39 – Less	\$ -0-
40 – 85	\$113/month
86 – 129	\$150/month
130 – Up	\$188/month

Approval: \_\_\_\_\_

Vice President for Academic Affairs

Date