

1.0 Revision History

NORTHERN ARIZONA UNIVERSITY DEPARTMENT NAME Name of Policy: Part time Faculty Salary Schedule		
	Effective Date	5.5.14
	Revision Date	7.26.16
	Office of the Provost	

2.0 Purpose

The following guidelines describe both how instructors are assigned to the appropriate level at their initial hire¹ and also the qualifications/experience required to move to a new level. It is important to acknowledge that an instructor may be at different levels for different teaching assignments (e.g., the “terminal degree” may apply in one department, but not another).

3.0 Definitions

Benefit Eligibility - The [State of Arizona’s Department of Administration](#) policy states that employees must be at least half time (7.5 credit hours) and be regularly scheduled to work at least 90 days, and not be a variable hour employee to be considered benefit eligible. Individuals hired for one semester at a time, regardless of the number of credit hours taught, are not considered benefit eligible because they meet the variable hour employee definition. For example, an individual hired to teach eight credit hours for the Fall semester with an end date of mid-December, and hired again to teach eight credit hours for the Spring semester with a start date of mid-January, is not benefit eligible because at the time of the initial hire, it is unknown if the individual’s hours will average 30 or more per week over the course of the 12 month measurement period; thus meeting the definition of a variable hour employee. Regardless of benefit eligibility, an individual teaching 7.5 credit hours or more per semester for more than 19 weeks of a fiscal year will be required to enroll and participate in the Arizona State Retirement System.

4.0 Level Criteria

Level I (entry)	Graduate student	Master’s degree and content knowledge but fewer than 24 credits college/university teaching	Bachelor’s degree and two (2) years of professional experience in the course content area
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To proceed beyond entry level (I), one must typically have a master’s degree².

Numbers below refer to credit hours taught at the college or university level. Chairs (or designees) are responsible to ensure that there is evidence of effectiveness in teaching when they hire instructors.

	Terminal Degree and expertise in content area (placement by teaching experience)	Non-Terminal Degree (placement by teaching experience)	Terminal Degree or Non-Terminal Degree (placement by professional experience and teaching)
Level II	0-24 credit hours	25-71 credit hours	3-10 years of practice in professional area to be taught
Level III	25-71 credit hours	72-95 credit hours	11+ years of practice
Level IV	72+ credit hours	96+ credit hours	11+ years of practice and 24 credit hours teaching.

¹ NOTE: this change in the level criteria will not be used to reduce the level of any instructors who are currently assigned a level in the system.

² Exceptions to this requirement are made only in cases with documentation of substantial professional experience related to the teaching assignment, approved by the dean.

5.0 Process for Establishing/Changing Level Criteria

To establish or change the level of a part-time instructor, the chair submits the level change to the dean who has the final approval and who will communicate the change in writing to the Provost's Office. The Provost's Office will inform Extended Campuses. For continuing employees, all level changes must be approved by the dean who will communicate the change in writing to the Office of the Provost prior to the start of the semester in which the change occurs.

6.0 Salary Schedule

\$ 910	per credit hour	Level I
\$ 980	per credit hour	Level II
\$ 1050	per credit hour	Level III
\$ 1120	per credit hour	Level IV

7.0 Hiring Forms

A New Hire ePAR is used for both benefit eligible and non-benefit eligible employees.

For benefit eligible employees, a Notice of Appointment will be generated by the University Budget Office upon receipt of an approved Appointment Recommendation Form.