

DRAFT  
Part-time Instructor Compensation Placement and Progression

The following guidelines define how part-time instructors are assigned to a pay level at their initial hire<sup>1</sup> and also the qualifications/experience required to progress to a new pay level. It is important to acknowledge that an instructor may be at different pay levels for different teaching assignments (e.g., the “terminal degree” may apply in one department, but not another). The advancement process involves the chair submitting the pay level change to the dean, who will forward his or her approval to the Provost’s Office, which will also inform Extended Campuses.

Level	Characteristics/qualifications for placement and progression		
I	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
<p><b>To progress beyond Level I, the part-time instructor must have a Master’s degree.</b></p> <p><b>Numbers below refer to credit hours taught at the college or university level. Chairs (or designees) are responsible for ensuring the evidence of teaching effectiveness when they hire part-time instructors.</b></p>			
	Track One: Terminal Degree and expertise in content area (placement by teaching experience)	Track Two: Non-Terminal Degree (placement by teaching experience)	Track Three: Terminal Degree or Non-Terminal Degree (placement by professional experience and teaching)
II	0-24	25-71	3-10 years of professional practice in course content area
III	25-71	72-95	11+ years of professional practice in course content area
IV	72+	96+	11+ years of professional practice in course content area and 24 credit hours teaching

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<sup>1</sup> 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.