

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.17

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PROCEDURE TITLE: SALARY SUPPLEMENTS FOR UNCLASSIFIED PERSONNEL

BASED ON POLICY: 6-1-613

REVISION NUMBER:

OFFICE OF RESPONSIBILITY: HUMAN RESOURCES



PRESIDENT

September 18, 2012

DATE

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PURPOSE

The College recognizes the administrative responsibilities of deans/division heads, selected instructors and program coordinators through position supplements. This procedure defines the process for awarding salary supplements, release time, or a combination of both based on the extent and complexity of the individual's responsibility and in keeping with policies of the Technical College of the Lowcountry (TCL) and State Board for Technical and Comprehensive Education. In support of these responsibilities, the College has implemented a procedure for compensating deans/division heads and program coordinators using a combination of financial supplements and classroom release time based on the scope of the individual's responsibility.

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Provisions:

Dean/Division Head

Faculty assigned administrative duties will be compensated at various levels, depending on the size and the complexity of the division and the associated administrative responsibilities and in keeping with TCL Procedure 3-1-301.2.

The College recognizes that funding is based on the number of students enrolled in each discipline and not on the number of faculty employed. However, the number of faculty in a division is an indicator of the supervisory responsibility of deans/division heads.

Deans/division heads supervise a major academic division of the College. In recognition of the complex and variable administrative functions inherent in this role, deans/division heads will be assigned a supplement of a minimum of 75% release time and receive a minimum supplement of \$450 per month, as illustrated in Table 1. The average number of full-time equivalent (FTE) faculty that were employed in the division for the previous academic year will serve as the determiner for the calculation identified in Table 1 to address the demands with larger enrollments and/or supervision of adjunct faculty. No overload compensation is permissible with this role except in extenuating circumstances with prior approval of the President with a documented rationale of need from the Vice President for Academic Affairs.

Table 1 Dean/Division Head Supplement Determiner

FTE Faculty Supervised	Dollar Supplement/Month	Assigned Release Time
Below 16.0	\$450/Month	75%
16.0 – 20.5	\$500/Month	75%
20.6 and above	\$550/Month	75%

Should programmatic offerings decline below these levels, pro-rated adjustments to the dollar supplements and/or release time will be made accordingly until area reorganization can reasonably occur.

The Library Director's responsibilities are more administrative than staff librarians and include operations, planning, the supervision of all academic instructional support services (Learning Resources Center, open labs, academic computer labs, distance learning, multimedia classroom services, etc.) and instructional support at the off-campus sites. In recognition of these complex functions and responsibilities, and as the

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Dean of Instructional Support Services, the Library Director will receive a supplement of \$450 per month.

Instructor/Coordinator

Instructor/coordinators will be named in one of the following situations: (1) direction of an accredited program or (2) the direction of a large program as a subset of an academic division. Specific conditions for these appointments are described below.

1. In the event that an accredited program is assigned to a division head, and that division head does not hold appropriate credentials for the discipline, an instructor/coordinator will be named for the program(s). The instructor/coordinator will be responsible for assuring that the program is in compliance with accrediting agency standards/essentials, draft the required self-studies, follow-up documents, and other required reports for review by the division head, and assist in communications with the accrediting agency and provide leadership during evaluation visits. A supplement of \$50 per month with no release time will be, given in recognition of these additional duties depending on the frequency of reporting/site visits and the complexity of accreditation standards to be met.
2. An instructor/coordinator will also be appointed in the case of a distinct, large and complex program area within a division and that the division head does not hold credentials for the discipline, based on the average number of full-time equivalent (FTE) faculty that were employed for program operation during the previous academic year as illustrated in Table 2. No overload compensation is permissible with this role except in extenuating circumstances with prior approval of the President with a documented rationale of need from the Division Head and approved by the Vice President for Academic Affairs.

Table 2 Instructor/Coordinator Supplement Determiner

FTE Faculty Supervised	Dollar Supplement/Month	Assigned Release Time
3 – 4.5	\$50/Month	0
4.6 – 5.9	\$50/Month	10%
6 and above	\$50/Month	20%

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Program Coordinator

A program coordinator may be named in the event the development and management of a special program/initiative offered by the College. A reduction in teaching load will be made, based on the scope and breath of the initiative and the extent of additional duties, as recommended by the Vice President for Academic Affairs and approved by the President. No overload compensation is permissible with this role except in extenuating circumstances with prior approval of the President with a documented rationale of need from the Vice President for Academic Affairs.