Policy Number: 420 (Previous Policy Number: 802.07)  
Policy Title: Faculty & Lecturer Compensation Policy  
Review Dates:  
Date Approved by President’s Policy Advisory Board: ______________________  
Governing Agency Policy: BOR, HR Administrative Practice Manual  

**POLICY**

Base salaries for new faculty or lecturers are based on education, discipline, teaching, and work-related experience.

**PROCEDURE**

**Minimum Salaries**

Minimum salaries are established for each discipline based on salary data collected from national, regional and local salary market surveys, faculty availability in each academic discipline, and available funds for faculty salaries in each academic year. Salary guidelines are reviewed on a yearly basis.

**Determination of Salaries for New Tenure-Track Faculty and Lecturers**

After a minimum salary is determined for each new faculty member or lecturer, an additional $5,000 is added for those candidates who hold a doctorate degree. An additional amount is also added to the minimum salary for each year of full-time college teaching experience. Smaller increments are made to the minimum salary for each year of full-time high school experience and each year of work-related experience that the individual possesses.

New hires into lecturer positions will be hired as Lecturer. New faculty other than lecturers will generally be hired at the rank of Instructor (see addendum). New faculty members holding a doctorate degree are normally granted a rank of Assistant Professor.

Exceptions to the above may be made when a new faculty member held a higher rank at another college. In these cases, the faculty member is considered for the rank held at the other institution provided the faculty member meets the Georgia Perimeter College criteria for the higher rank. Any exceptions must be approved by the president.
Faculty hired above the rank of instructor will receive additional compensation commensurate with their rank. This does not apply to those hired into lecturer positions.

The adjustments to the minimum salary will vary based upon the market and available funds each year. Consideration will be given to maintaining an equitable relationship between the salaries of new faculty and lecturers and the salaries of existing faculty and lecturers. Other types of experience may also be considered when appropriate.

Salary recommendations are made by the Vice President for Academic Affairs. The Vice President for Academic Affairs reviews the salary calculation with the Executive Vice President for Financial and Administrative Affairs or his/her designee. The *Georgia Perimeter College Guidelines for Faculty Academic Salaries* for each particular year is available in the Human Resources Department, the Office of the Vice President for Academic Affairs, and the homepage for the Human Resources Department ([http://www.gpc.edu/~gpchr/](http://www.gpc.edu/~gpchr/)).

**Determination of Salary Increases**

Salary increases related to promotion in rank and to adjustments to the minimum salary amount go into effect at the beginning of the following contract year in August. Salary increases resulting from merit increases go into effect on a schedule determined by the Board of Regents. All salary increases, regardless of type, are subject to available funding and Board of Regents guidelines.

I. **Annual Salary Increases**

The University System of Georgia’s Board of Regents allocates a specific pool of money for salary increases each year when financially able to do so. The average merit percentage is specified by the Board of Regents. Individual merit raises are based upon performance on the Annual Performance Review of Faculty and guidelines set by the *Faculty Handbook for Evaluation, Promotion and Tenure*.

II. **Salary Increases Based on Award of a Doctoral Degree**

As specified in the *Georgia Perimeter College Guidelines for Faculty Academic Salaries*, a $5,000 salary increase will be awarded to a faculty member or lecturer
who earns a doctorate degree in his or her teaching field from a regionally accredited institution. In order to receive the monetary award, a faculty member or lecturer must submit an official transcript and/or letter from the awarding institution confirming the completion of the degree to the Human Resources Department along with an Employee Education Update Request Form.

Faculty members or lecturers who receive their doctorate degree and provide the required documentation by June 30 of any given year will receive the $5,000 increase in salary in the following contract year in August. Those faculty members or lecturers who receive their doctorate degree after June 30 can expect to see the related increase in salary by the start of the next contract year following the award of the degree.

III. Salary Increases Based on Promotion

Salary increases are usually awarded for promotion to a higher faculty rank. The amount to be awarded for promotion in a particular year is specified in the yearly Georgia Perimeter College Guidelines for Faculty Academic Salaries which is available in the Human Resources Department and the Office for Academic Affairs.

Salary Adjustments Based on Change in Job Title

The AAPC feels that this policy must also address what happens to a person’s compensation when moving back to a full-time teaching faculty position from a department chair, associate department chair, staff, or administrative position. As written, the policy only address moving from faculty to another position, but as it is also common for administrators to move back into faculty positions, the compensation for those moves must also be delineated. The college needs to have a uniform compensation policy for changes in job title back to faculty.

Changes in job title resulting from movement from a faculty position to an Administrative level position or, from a tenure-track or tenured position to a lecturer position may result in an increase or decrease in compensation as follows:

1. Tenure-Track or Tenured position to Department Chair or Associate Department Chair: A faculty member considered for a department chair or associate department chair position may receive an increase in compensation
of up to 30 percent based upon internal equity. In addition, there may be a further adjustment to the calculated salary based on internal equity. The employee will retain rank and tenure status.

2. Tenure-Track or Tenured position to Lecturer position: In order to be considered for a lecturer position, the tenured or tenure-track faculty member must resign from the faculty position that they are in and request to be assigned into a lecturer position. In doing so, the faculty member will lose rank and tenure status. In addition, the salary the faculty member will earn as a lecturer will be reduced by the accumulated promotion increases the employee received in the faculty position.

3. Tenure-Track or Tenured position to a Staff or Professional & Administrative position within the Academic Affairs Department: A faculty member considered for a staff or professional & administrative position may receive a base compensation increase of up to 30 percent based upon internal equity. In addition, there may be further adjustments to get the new salary to the determined amount, also based upon internal equity. The employee may or may not retain rank and tenure status depending upon the new role. The retention of rank and tenure-status will be made by the Vice President for Academic Affairs, with final approval resting with the President of the college.

4. Tenure-Track or Tenured position to a Staff or Professional & Administrative position outside of the Academic Affairs Department: The salary for a faculty member recommended for a staff or professional administrative position will be determined using the standards defined in the Classified Staff Compensation Administration Plan and Policy. In this situation, the faculty member will no longer retain tenure status or rank, unless an exception is granted by the Vice President for Academic Affairs and the President of the college.

These salary changes may occur as soon as the next pay period following the change in job title.

Extra Compensation for Assignments Performed by Faculty for the Center for Organizational Development
Extra compensation may be paid to faculty members for assignments performed for the Center for Organizational Development when all four of the following conditions are met:

1. The work is performed in addition to a normal full load.
2. No qualified person is available to perform the work as part of his/her normal load.
3. The work produces sufficient income to the Center for Organizational Development to be self-supporting for a payment of compensation.
4. The additional duties must not be so demanding as to interfere with the performance of regular duties.

When extra compensation is paid, it shall be based upon rates agreed to between the faculty member and the Director of Organizational Development.

When off-campus services conducted through the Center for Organizational Development can be included in the duties or responsibilities of a faculty member, no additional compensation shall be paid.

Other

Job descriptions for various levels of faculty or lecturer are available from Academic Affairs or Human Resources.

Date last revised: N/A
Approved by PPAB 6/28/11

Addendum: Members of the instructional corps of GPC are classified as follows in line with the Board of Regents Policies:

<table>
<thead>
<tr>
<th>Classification of Faculty at Georgia Perimeter College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time tenured and tenure-track faculty</td>
</tr>
<tr>
<td>· includes academic professionals/administrators, full-time instructional faculty, and librarians</td>
</tr>
<tr>
<td>· are tenured or eligible for tenure</td>
</tr>
<tr>
<td>· eligible for promotion</td>
</tr>
<tr>
<td>· ranked</td>
</tr>
<tr>
<td>Full-time limited-term faculty</td>
</tr>
<tr>
<td>· hired on semester by semester contracts</td>
</tr>
</tbody>
</table>
· not eligible for promotion or tenure
· not ranked

**Lecturers and Senior Lecturers**
· hired on annual contracts
· most teach distance learning courses
· not eligible for tenure
· persons hired as lecturers may be promoted to senior lecturers

**Part-time instructors**
· hired on course-by-course, semester-by-semester basis
· may not teach more than 50% of workload of a full-time instructor within the University System of Georgia during the academic year
· not eligible for promotion or tenure