APPENDIX E
PART-TIME FACULTY HOURLY SALARY SCHEDULE
(For Non-Credit (Adult) Education)
2004-2005
Foothill-De Anza Community College District

<table>
<thead>
<tr>
<th>Column (Bracket)</th>
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<th>II</th>
<th>III</th>
<th>IV</th>
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COLUMN (BRACKET) PLACEMENT

Column I
1. Associate Degree and six years of appropriate work experience, or
2. Bachelor's and two years of appropriate work experience

Column II
1. Master's, or
2. Bachelor's, two years of appropriate work experience and 24 semester units subsequent to Bachelor's

Column III
1. Master's and 24 semester units subsequent to date of Master's, or
2. Master's and 60 semester units subsequent to date of Bachelor's, or
3. Bachelor's, two years of appropriate work experience and 48 semester units subsequent to Bachelor's

Column IV
1. Master's and 48 semester units subsequent to date of Master's, or
2. Master's and 84 semester units subsequent to date of Bachelor's

Column V
1. Earned Doctorate, or
2. Master's and 72 semester units subsequent to date of Master's, or
3. Master's and 108 semester units subsequent to date of Bachelor's
INITIAL PLACEMENT ON THE SALARY SCHEDULE

Initial Column Placement Guidelines:

1. Column placement will be based on minimum qualifications in the discipline (education/work requirements for each discipline).
2. Faculty grandparented with a credential will be placed according to the highest degree and number of units earned.
3. Faculty granted equivalency will be placed according to the minimum qualifications in the discipline in which they are hired.
4. Units used for initial column placement not included in the degree shall be upper division or graduate level course work from an accredited institution.

Initial Step Placement Guidelines:

Entering faculty may be placed as high as the fifth step of the salary schedule. Credit for previous experience shall be granted as follows:

1. Credit for previous full-time teaching, library counseling, and/or administrative experience in an accredited public or private school will be on a year for year basis.
2. Credit for additional work experience (as was described in the most recent job announcements for a full-time instructor in that discipline) will be on the basis of one step for each two years of work experience. The most recent job announcement in a particular discipline will be kept on file in the Office of Human Resources. In the absence of a job announcement, credit for additional work experience will be evaluated by the appropriate administrator using job announcements from similar programs.
3. Part-time faculty experience will be equated to a full-time annual load using the following standards:
   
   **High School:** One year, full-time is 5 periods of daily assignment for a 36 week academic year OR 175 academic days times 5 hours/day for a total 875 total hours of assignment.
   
   **Adult Education:** One year, full-time is approximately 1000 total hours of assignment OR 25 to 30 hours of assignment for a 36 week academic year.
   
   **College:** 45 quarter units or 30 semester units equals one full-time annual load. For non-teaching faculty a full-time annual load will be equated to the current loads for like positions at Foothill-De Anza Community College District.

Note: Experience used to meet qualifications for column placement (minimum qualifications) cannot also be used for step placement.
ADVANCEMENT ON SALARY SCHEDULE

Step Advancement:

1. A Non-Credit (Adult) Education faculty member shall be advanced one step on the salary schedule after completing 770 class hours of work.

2. Advancement on the schedule shall be made at the beginning of the quarter immediately following the completion of the required class hours of work, providing the employee has demonstrated satisfactory professional performance by means of a satisfactory rating through the established evaluation procedures.

3. Each part-time faculty member who has been compensated at the top step (E) of the appropriate salary schedule for twelve (12) quarters of the regular academic year, after earning reemployment preference, shall be advanced to the longevity step (S) of the appropriate salary schedule, Appendices B.1, C, E, G. Step advancement shall be effective at the beginning of the thirteenth quarter of employment.

Column (Bracket) Advancement:

1. A Non-Credit (Adult) Education faculty employee shall advance to the next column by accumulating the required number of units as listed on the salary schedule for column placement. All course work shall be from an accredited institution. Lower division course work must be approved by the Division Dean or appropriate administrator. Any and all lower division course work completed after July 1, 1992 shall count toward column change provided it has received such approval. The use of lower division units completed prior to July 1, 1992 shall follow the guidelines in practice at that time.

2. No change will be made in column classification unless intention to change is filed with the appropriate administrator at least one month before the beginning of an academic quarter; the documented completion of requirements for such a change shall be filed before the beginning date of the academic quarter. It is the responsibility of the individual faculty employee to file for any change in column classification. If he or she fails to do so by the times indicated above, change of column cannot be made until the following quarter.

Note: Any education and experience used to meet equivalency cannot also be used for column advancement.