



Adjunct Instructor Pay Level Increases

Adjunct instructors have three levels of pay they can advance through at Red Rocks Community College (RRCC). For precise pay scale information contact Human Resources at 303-914-6224.

Pay level Changes

It is the instructor's responsibility to present the pay level increase application and appropriate documentation to their Chair or Lead Faculty for verification and signature no later than April 15 each year. Chair or Lead Faculty will consider factors such as Student's Opinion of Instruction (SOIs), classroom observation, and professional and courteous interaction with colleagues, staff and community as typically demonstrated by active engagement, collaboration, and constructive cooperation in department and college activities. The Chair or Lead is responsible for requesting the appropriate Dean's signatures no later than **April 22**. The completed application for pay level increases (and attached documentation) must be delivered by the Dean to the Office of Human Resources no later than the last working day in the month of April. When due dates fall on a Saturday or Sunday, due date will advance to Monday.

If approved, the level increase will take place starting in the Fall Semester of that same calendar year. Applications submitted past the deadline date will not be considered for a pay level increase in the upcoming academic year. Applicants will be required to wait until the following enrollment period one year later.

Application Due Dates

First Due Date: April 15

Adjunct Instructor submits application for pay level increase, along with required documentation, to the Department Chair or Lead Faculty.

Second Due Date: April 22

Department Chair or Lead Faculty submits application and documentation for pay level increases to the Dean for signature.

Last Due Date: Last working day in the month of April

Completed application and verification documentation for pay level increases is submitted to the Office of Human Resources.

Pay Level Increase Requirements

Level 1

1. Completion of New Instructor Orientation within the first two semesters of employment at RRCC,
2. Completion of Accessibility 101 training within the first two semesters of employment at RRCC,
3. A new Instructor stays at Level 1 until completion of orientation, and
4. completion of all Level 2 requirements.

Level 2

1. Current on ALL required Human Resource trainings (i.e. Workplace Answers or Canopy Training) *,
2. Completion of 4 semesters of teaching experience at RRCC with a minimum of 12 credit hours or 180 contact hours,
3. Completion of D2L Essentials training,
4. Completion of New to Teaching Online**
5. Completion of Accessibility 101 training, and

Level 3

1. Current on ALL required Human Resource trainings (i.e. Workplace Answers or Canopy Training), *
2. Completion of all Level 2 pay level increase requirements,
3. Completion of an additional 4 semesters of teaching experience (at the Tiered 2 pay level) at RRCC with a minimum of 12 credit hours or 180 contact hours, and
4. Completion of 8 hours of professional development as approved by the Department

** Human Resources trainings (i.e. Workplace Answers or Canopy Training) do not qualify as approved professional development.*

***New to Teaching Online will be required effective in the 2022 – 2023 academic year.*

Instructor Supplementary Service Reimbursement

All Instructors are afforded pay at the current hourly rate for 5 hours of professional development per year. Please visit the [Red Rocks Human Resources website](http://www.rrcc.edu/human-resources/forms) [www.rrcc.edu/human-resources/forms] for the current form.