



Tiered Pay Guidelines

1. Full-time faculty OVERLOADS (may include Department Leadership overloads)
 - i. All provisional and non-provisional Full-Time Faculty – paid at Tier 3
 - ii. All Limited Faculty – paid at Tier 2 unless they have already met the requirements for Tier 3.
 - iii. All approved hourly work will be paid at the “non-teaching hourly rate.”
2. All payment for substituting for classes – paid at the Tier 1 hourly teaching rate regardless of Tier status.
3. For adjunct Instructors, all pre-approved professional development will be paid at the “non-teaching hourly rate.”
4. New Instructors to RRCC will be paid at Tier 1 regardless of their prior teaching at other CCCS colleges. They will be able to submit their request to receive the next level of Tiered Pay once they qualify using RRCC pay level increase criteria.
5. If an Instructor is paid the Inconvenience Fee, they will be paid at their particular Tiered Pay rate.
6. RRCC full-time faculty who retire and return to RRCC to teach as an Instructor will be paid at the Tiered Pay level at the time of their retirement. If the full-time faculty member retired before the implementation of tiered pay, they will be paid at Tier 3.

Process Guidelines

- A. There will be one enrollment period each academic year. The deadline to submit the appropriate paperwork to Human Resources is the last working day in the Month of April to receive the Tiered pay differential starting in the following Fall semester.
- B. Human Resources will maintain the list of Instructors and their placement in the Tiered Pay System. HR will also enter the tiered pay rates into Banner and officially notify the Instructor.
- C. For calculating Instructor’s hours to move to the next Tier Pay level, full credit for a course will be given only when at least 75% of the course was taught.

- D. The Instructor must be the Instructor of Record for a course.

- E. Teaching credits utilized for the Tiered Pay System do not include:
 - i. Advising
 - ii. Mentoring
 - iii. Independent Study
 - iv. Internship / Clinical / Practicum
 - v. Coaching / Seminars / Conference presentations
 - vi. Any other non-teaching work assigned to overload

Note: The Tiered Pay & Process Guidelines originated from a Faculty Tiered Pay workgroup in the 2014-2015 Academic Year. These guidelines have been reviewed by the college's Human Resources Department, Executive Team and Cabinet, Department Chairs/Leads and Faculty Senate. Questions should be directed to the Vice President of Academic Affairs.