

**TITLE: GRID PLACEMENT FOR PART-TIME FACULTY**

**EFFECTIVE DATE:** January 1, 2005

**PRACTICE:**

The College will compensate part-time faculty members in accordance with the FARDC Collective Agreement respecting Article 10.2 Part-Time Members' Salaries, Article 10.3 Placement in Grades and Article 10.4 Placement on Step; Part-Time Instructors.

**GUIDELINES:**

The following guidelines will be applied when employing part-time instructors with directly related experience:

1. When the prospective part-time instructor has had 4 or more years of satisfactory full-time employment at Red Deer College with the same duties or in the same discipline as the part-time position and when the individual's most recent employment with the College was within the previous 3 years, the part-time instructor will normally be placed on Step 4 of the Part-Time Faculty grid. (Article 10.1)
2. When the prospective part-time instructor has had less than 4 years of satisfactory full-time employment at Red Deer College with the same duties or in the same discipline as the part-time position, and when the individual's most recent employment with the College was within the previous 3 years, the part-time instructor will normally be placed on a Step equivalent to their accumulated years of experience. (Article 10.1)
3. When the prospective part-time instructor has not been previously employed by Red Deer College or when the individual's most recent experience at Red Deer College occurred more than 3 years prior to this position, the instructor's experience will be pro-rated where the equivalent of 2 years' experience will be credited with 1 year on the grid.
4. When recognizing the experience of the faculty member it is necessary to consider the specific requirements of the part-time position. Normally, experience with teaching at the College level is the most significant consideration but other kinds of experience may also be considered. For example, if the part-time position requires experience in the field (that is, non-teaching experience), years of field experience may be considered and recognized in the grid placement at the discretion of the Dean.

**PROCEDURE:**

1. Associate Deans are normally responsible for the hiring of part-time faculty members, as delegated by the Dean. As such, the Associate Dean will be responsible for the placement of part-time faculty on the grid applying the guidelines specified.
2. If an exception to these guidelines is required, the Associate Dean consults with the Dean to determine appropriate grid placement.

**ACCOUNTABILITY:**

Vice President Academic

**RESPONSIBILITY:**

Academic

Associate Deans, Deans, Vice President

**Consultation for Review:**

Associate Deans, Deans, Vice President of  
Human Resources

**Practice Review Date:**

January 2006