

**SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT
CUESTA COLLEGE
NON-CREDIT FACULTY**

Minimum Qualifications:

All non-credit faculty will meet minimum qualifications as established by Title 5 (53412).

Selection and Hiring of Part Time Faculty:

Non-credit faculty will be hired in the following manner:

- 1) advertise the position unless there are extenuating circumstances that do not allow time to do this;
- 2) interview by the Director of Community Programs or the Dean;
- 3) recommendation to the Board of Trustees.

If an individual is hired without advertising the position, s/he will need to reapply for the position during the next semester in which the position is publicly advertised.

Load:

The load for stand alone non-credit courses will be the same as the load for credit lab/lecture courses. The load for jointly scheduled credit and non-credit courses will be the load for credit lecture and lab courses.

Non-Credit Salary Schedule:

Rate/Step	Hourly Rate
1	27.31
2	28.67
3	29.88
4	31.48
5	32.57
6	34.06
7	35.50

Faculty who have both credit and non-credit students registered in the same course will be paid on the salary schedule for credit faculty.

Placement and Movement on the Salary Schedule:

Faculty teaching non-credit classes (stand alone) are initially placed at Step 1 regardless of education and experience. Non-credit faculty will be moved up a step on the salary schedule after they have completed 30 units of instruction. (One unit is the equivalent of 18 hours of instruction.)

Faculty Evaluation:

Non-credit faculty will be evaluated in a similar manner to the credit faculty with one exception. There will be no peer review. Non-credit faculty will be evaluated for the first two semesters after being hired. The evaluation will include a self-evaluation, student evaluations (modified student survey), and an administrative evaluation that will include a classroom visit. After two satisfactory evaluations, the non-credit faculty will be evaluated every three years. Evaluation of faculty who teach jointly scheduled credit and non-credit classes will be done using the method for evaluation credit faculty.