SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT
CUESTA COLLEGE
**NON-CREDIT FACULTY ASSIGNMENTS**
Effective: July 1,2023

**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 | 34.86 |
| 2 | 36.59 |
| 3 | 38.13 |
| 4 | 40.19 |
| 5 | 41.57 |
| 6 | 43.48 |
| 7 | 45.32 |

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.

*Salary schedules are Board of Trustees approved at the start of each fiscal year. Individual job descriptions and their salary ranges are board approved throughout the year, and the salary schedules are updated to reflect each approved change when necessary.*