

Full-Time Faculty Handbook for Compensation and Workload

Appendix 5:

Salt Lake Technical College

Salt Lake Technical College (SLTech) is the technical college within Salt Lake Community College (SLCC). SLTech operates under a shared services model. SLTech is committed to providing technical education and skills-based training to a diverse student body with varied educational and career goals. The programs offered by SLTech are designed to cultivate the sought-after skills desired by employers, preparing students to excel in the job market. SLTech courses offer frequent start dates, flexible scheduling, and are available at many different SLCC locations. SLTech strives to make education accessible to all.

SLCC respects the expertise and contributions of its colleagues, fostering a collaborative atmosphere and creating an environment that values diversity in all its forms. SLTech faculty will engage in continuous professional development to stay current with advances in their discipline and enhance their teaching and research skills, ensuring that courses and professional skills remain relevant. SLTech faculty strive for excellence in teaching, professional development, and service to the college and community. SLTech faculty address conflicts and disagreements constructively and professionally, seeking mutually beneficial solutions.

SLTech faculty possess both professional and teaching experience in their respective disciplines and are an essential part of student success within the Technical College. They work closely with the college, their academic supervisor, community partners, and technical colleagues.

As part of Salt Lake Community College, Salt Lake Technical College is guided by the SLCC Mission, Vision, and Values (<https://www.slcc.edu/about/mission-vision.aspx>) and serves as a model for inclusive and transformative education, strengthening the communities it serves through the success of its students.

SLTech Job Description

GENERAL JOB DESCRIPTION

POSITION TITLE: Full-time faculty

Reports to: Academic Administrator

JOB SUMMARY/BASIC FUNCTION: All full-time faculty teach assigned classes established by SLCC guidelines and policies. Salt Lake Technical College Full-time faculty with continuous appointments, tenured, and tenure-track faculty participate in college teaching, professional activities, and service while maintaining a substantial physical presence on campus during the academic year. Faculty track and report student progress and employer engagement (such as through Education and Career Pathway Advisory Committees (ECPAC)). SLTech faculty strive to ensure that their programs meet program standards in completion, placement, and licensure.

EDUCATION AND/OR EXPERIENCE: Defined by departments to meet accreditation standards, industry standards, and departmental needs.

KNOWLEDGE, SKILLS, AND ABILITIES: Defined by departments to meet accreditation standards, industry standards, and departmental needs. SLTech faculty possess the ability to teach the specific skills necessary in the program.

Essential Job Responsibilities

Bolded job responsibilities are Technical Faculty specific and are in addition to Appendix 1.

- a. Provide effective student-centered instruction and assessment.
- b. Alongside department colleagues, build a process of continuous quality improvement for relevant programs.
- c. Comply with all college employee policies and procedures.
- d. Comply with the Academic Freedom, Professional Responsibility, and Tenure policy.
- e. Comply with FERPA policy and other pertinent local, state, and federal regulations.
- f. Maintain professional communication etiquette with students.
- g. Become a contributing member of the academic unit by engaging in collegial communications and working closely with colleagues and academic supervisors to enhance student success.
- h. Maintain a meaningful on-campus presence to enhance community, serve students on campus, and collaborate with colleagues. Campus presence can reflect teaching, professional activities, and/or service as established with your academic supervisor.
- i. Work to address student issues as outlined in the Code of Students Rights and Responsibilities.
- j. Engage in shared governance.
- k. Engage in and contribute to curriculum development and/or process.
- l. **Establish and maintain teaching and assessment resources to support performance-based hands-on assignments that mimic industry.**
- m. **Support students in the completion of the program, passing licensure/certification exams, and job placement.**
- n. **Engage in course and program assessment, including a comparison of program costs, completion rates, job placement, and licensure data with other USHE institutions, with the aim of enhancing student success, employment outcomes, and maintaining accreditation standards.**
- o. **In collaboration with administration, assist with collecting data metrics such as completion, placement, and licensure information.**
- p. Engage in the faculty evaluation process annually.
- q. Attend, and participate in, required meetings and events, including Convocation, Commencement, SLCC 360, and department meetings.
- r. Promote the mission, vision, values, and goals of the College through inclusive teaching, professional activity, and service.

Expectations for Effective Teaching

Bolded job responsibilities are Technical Faculty specific and are in addition to Appendix 1.

- a. Create a learning environment focused on student success for each modality taught.
- b. In the case of online instruction, facilitate regular and substantive interaction in online courses conducted and observable in the official LMS.
- c. Teach courses consistent with institutional and department standards, appropriate Course Curriculum Outline (CCO), and catalog description.

- d. Use the college-approved syllabus platform to inform students of course policies and learning outcomes.
- e. Teach classes assigned by the academic supervisor per the published class schedule, adhering to days, times, and duration.
- f. Demonstrates the incorporation of active and applied learning in courses taught.
- g. Provide appropriate feedback for all assignments that allows students to progress in the course.
- h. Maintain current grades in the college learning management system (LMS, eg, Canvas). Use the LMS communication tool as the primary tool for course communication with students.
- i. Responds to instruction and daily needs of students, departments, college, and community.
- j. Be available to meet with students outside of class a minimum of 5 hours/week for student consultation hours. Availability should reflect the modality of the class and utilize online tools to maximize student access.
- k. **Faculty in SLTECH work on a 12-month staff calendar schedule. The expectation is a 40-hour work week with 30 Instructional Workload hours**
 - l. Consistently improve pedagogy, course quality, design, and course integrity in response to course, program, and/or college-wide assessment of student learning.
 - m. Maintain student last day of attendance (for Financial Aid purposes).
 - n. Conduct formative evaluations of student performance by the last day to drop.
 - o. Publishes course schedule, assignment due dates, late and grading policies, and communication expectations in the learning management system.
 - p. Assist in maintaining a safe and mutually respectful instructional environment. Prepare and submit incident reports to the Dean of Student Services for inappropriate student behavior as defined by the Code of Student Rights and Responsibilities Policy.
 - q. Use appropriate resources and technology in the delivery of courses.
 - r. Respond to student communication promptly (generally within 1-2 working days) and have a communication plan posted in the LMS with response times.

Expectations for Professional Activity

- a. Stay current in the field and maintain necessary credentials, professional skills, and teaching competencies consistent with department standards.
- b. Collaborate with colleagues by soliciting feedback and responding to suggestions from students and colleagues on pedagogy and the learning environment.
- c. Engage in discipline-specific activities.
- d. Expand knowledge of teaching practices to enhance student learning and success.
- e. Participate in mentoring relationships, serving as a mentor and/or mentee in the department and college.
- f. Participate in mandatory departmental and college professional development.

Expectations for Service to the College

Bolded job responsibilities are Technical Faculty specific and are in addition to Appendix 1.

- a. Provide service to the institution through appropriate participation in academic and college committee assignments and departmental and college need.
- b. Tenured faculty serve on tenure sitting committees for colleagues; provide leadership and instructional integrity through classroom observation and mentoring.
- c. **Experienced SLTech full-time faculty will support new faculty members as they transition from their industry roles and grow and develop as educators.**
- d. Work with the department to review and recommend program textbooks and/or materials.
- e. Engage in the student advising process, formally and/or informally as needed.

- f. Develop and/or participate in student recruitment and/or retention strategies.
- g. Assist with the assessment of credit for prior learning as needed.
- h. Participate in the formulation and implementation of department initiatives.
- i. Mentor and provide formative feedback to adjunct faculty.
- j. Serve community partners as content area experts as appropriate.
- k. Maintain inventory, if appropriate, of equipment, tools, supplies, and storage/ disposal of hazardous materials required for classes and request appropriate equipment repair.
- l. **Improve and update equipment and systems to reflect current industry Activities/Standards/Trends/Technology.**
- m. Actively participate with your department in the informed budget process by identifying budgetary needs, priorities, and opportunities to reduce or reallocate existing funds.
- n. Other activities as needed for the department, school, or institution.

SLTECH Instructional Workload

Instructional Workload is defined as the total workload required to teach students in different modalities. SLTech faculty are expected to work a 40-hour workweek and will have an average Instructional Workload of 30 hours per week (Eligible Programs: CBE, SLTech). Instructional workload encompasses activities such as teaching, grading, preparing for classes, curriculum development, advising, holding office hours, maintaining lab equipment, and documentation. The additional 10 hours of the workweek will be spent on professional development and service, including activities such as scholarly study and/or research, public service, involvement in academic governance, communicating with community partners, and other similar academic pursuits.

Determining Instructional Workload

To determine the instructional workload, academic supervisors collaborate with faculty members annually to create Form 1, which outlines the year's teaching, professional activities, and service. When the faculty and academic administrators determine the load, they will first utilize the instructional categories of the courses: Lecture, Lab, and Lecture/Lab, which will be aligned with [USHE policy R474](#).

- For lecture classes, such as ESL courses, for every instructional hour the instructor is within the classroom, they will have one additional hour to complete related instructional workload activities (15 instructional hours + 15 instructional workload hours).
- For lab environments, the instructor will have one hour of additional instructional workload time per day. For example, if an instructor taught a five-hour lab daily, they would be in the lab 25 hours a week and would have an additional instructional workload hour per day to prepare the lab and complete additional instructional tasks.
- For a lecture/lab course, the academic administrator and the faculty member will work together to determine the Instructional Workload. Typically, for a lecture/lab course, the instructor will have 30 minutes of additional instructional workload per hour of teaching (20 instructional hours + 10 instructional workload hours). As some courses are more heavily weighted towards lectures or labs, these hours could be adjusted to include additional or fewer instructional workload hours.
- Additionally, the instructional workload could be impacted by the modality of the courses being taught. If any of the courses are taught within a self-paced, open-lab environment (a lab where students only stop by when needed), the faculty member is expected to be scheduled within the open lab for all 30 instructional workload hours.

The instructor and academic administrator will also consider various factors and needs to determine if adjustments to the instructional workload hours are necessary. Factors can include:

- Curriculum revisions (especially for dynamic classes needing regular updates).
- Reassigned time is calculated at 1 hour of reassigned time equals 2.25 hours of instructional workload.
- Temporary program needs requiring higher teaching loads.
- Number of courses and students (Ex, some faculty may cover dozens of courses per semester in an open lab environment)
- Estimated time spent per student.
- Feasibility of completing work within the 30-hour instructional workload.
- Commuting time between campuses is included in the 40-hour work week ([Travel Reimbursement Policy](#)).

Approval and Compensation:

- As an exempt full-time employee, you must work at least 40 clock hours per week.
- The average instructional workload hours are averages based on the semester block schedule for the SLTech Calendar. Hours may deviate week to week, but the overall average of instructional workload hours should not exceed thirty hours.

Technical Faculty members are not eligible for compensation for an additional instructional load; therefore, academic administrators must ensure that faculty members' instructional loads do not exceed an average of 30 instructional workload hours per week.

- If a faculty member and academic administrator deem it necessary for the faculty member to take on additional instructional workload hours and teach on average more than the 30 instructional workload hours, the only option is to reduce the requirement of service and/or professional development for that semester block (this is only allowed for one semester and should not be a regular occurrence).
- Deviations from the 30-hour instructional workload require approval from the Provost's office.

SLTech Academic Calendar

Faculty in SLTech work on a 12-month staff calendar, while students follow the SLTech Term-Based Academic Calendar.

[Staff Calendar](#)

[SLTech Term-Based Academic Calendar](#)

SLTech Vacation Time

SLTech Full Time Faculty will accrue vacation days during the year [at the exempt staff rate](#) (7.33 hours per paycheck) and have the following paid holidays off: Independence Day, Pioneer Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial

Day, Juneteenth, and three additional designated holidays as outlined by the staff calendar https://i.slcc.edu/culture/hr/docs/holiday_calendar.pdf.

SLTech Faculty will operate on a Semester (or Term within a semester) basis. Entry and Course start dates are determined by the program or department's Academic Supervisor and the Dean. The days and weeks between semesters are non-teaching contract days, with the exception being teach-out situations. Faculty in teach-out situations will work with their academic supervisor to identify non-teaching days/weeks. These non-teaching days/weeks can be used as vacation time if desired. Contract days between semesters are encouraged to be used preferentially for vacation time. If not used for vacation time, contract days between semesters will be allocated for program maintenance, curriculum development, professional activities, service to the program, department, college, or community, or tasks agreed upon by the Academic Supervisor and Faculty member. Below is an outline of the vacation procedure.

Vacation Request Priority:

- The first full-time faculty member to formally request vacation time during teaching days will be granted the time off, provided the request is submitted at least two weeks prior to the desired vacation date.
- The administration/program coordinator will be responsible for finding appropriate coverage for approved vacation requests with help from the faculty member.

Subsequent Requests:

- If multiple full-time faculty members request vacation time for the same period, the first requestor will be granted the time off as per the abovementioned priority.
- Subsequent requestors will be required to find their own coverage for the requested vacation period.
- If subsequent requesters are denied and wish to take off the same dates the following year, they will have priority (for example, the Monday–Wednesday before Thanksgiving). The priority will be given in the order in which the denied requests were received.

Request Procedure:

- All vacation requests must be submitted via email to the administration/program coordinator.
- The request should include the desired dates of vacation and any specific requirements or preferences for coverage.
- Requests can be made up to one year prior to the vacation.

Approval and Notification:

- The administration/program coordinator will review and approve or deny vacation requests.
- Notification of the decision will be provided to the requesting faculty member in a timely manner (typically within one to three business days).

Additional Considerations:

- This policy applies to full-time SLTech faculty members only.
- When a full-time SLTech faculty member is substituting/covering a class, they should attempt to flex some of their instructional workload hours to maintain a 40-hour workweek. If they are unable to flex it that week, this would be expected to be averaged out over the semester block. If a faculty member must substitute regularly and the substitute instruction cannot be averaged

out, the academic administrator and the faculty member may consider reducing the faculty member's required service for that semester to balance the instructional workload hours.

- Vacation time usage during non-teaching days may be subject to operational needs and institutional requirements.
- The administration/program coordinator reserves the right to make exceptions to this policy in exceptional circumstances.

SLTech Faculty Continuous Appointments and Evaluation

Continuous Appointments express the College's commitment to and faith in a SLTech Faculty Member's ongoing career and contributions to the college community. Continuous Appointments are granted based on careful evaluation of what a SLTech Faculty Member will bring to the College through effective Teaching, Professional Activities, and Service throughout their career. Regardless of position or tenure, SLTech aims to operate in accordance with the definitions of Faculty Academic Freedom established in the SLCC Academic Freedom, Professional Responsibility, and Tenure (AFPRT) Policy, as well as Regents Policy R481. SLTech Faculty Members with Continuous Appointments hold the appropriate degree and/or experience and qualifications demonstrating expertise in a particular field.

SLTech Faculty Members with Continuous Appointments do not receive tenure or academic rank due to Utah Code [53B-2a-106](#). This code aims to keep Technical Colleges flexible to industry needs and ensures that SLTech Faculty maintain responsibility for student performance, completion, certification/licensure, and the ability to join the workforce or continue their education. However, SLTech Faculty Members with Continuous Appointments are given the same professional respect as all faculty of SLCC. SLCC is committed to conducting regular, fair, and constructive performance evaluations to help faculty understand their strengths and areas for improvement, and to provide opportunities for ongoing professional development and training that enable them to enhance their skills and stay current with best educational practices. SLCC fosters a positive and supportive work environment that encourages collaboration, respect, and mutual support among colleagues. SLCC expects all faculty to have long-term continued employment by implementing policies that provide job security, clear guidelines for disciplinary actions, and protections against arbitrary dismissal.

Faculty previously hired to SLCC on the tenure track and faculty who have attained tenure and are now under SLTech will keep their tenured position and can apply for rank advancement.

Continuous Appointments

Due to legislative reasons, new SLTech Faculty can no longer be offered tenure. To avoid creating a divide among faculty and to acknowledge the skills and expertise of the Technical Faculty, Salt Lake Technical College aims to offer the same prestige and as similar rights as possible (while meeting Utah Code) as tenure-track faculty. These continuous appointments include rigors and evaluation processes similar to those of the tenure track. Salt Lake Community College values the SLTech Faculty by offering them continuous appointments. Granting continuous appointments is regarded as one of the college's most critical personnel decisions. Continuous appointments are designed to protect the academic freedom of faculty. SLTech Faculty Members with Continuous Appointments are only appointed upon satisfactory completion of college teaching, professional activities, and service under a [provisional](#)

[appointment](#). Continuous appointments are rolling appointments in which the Faculty Members' yearly contract will be renewed each year.

Once an SLTech Faculty Member completes the provisional period and achieves Continuous Appointments, the faculty member will follow the termination guidelines found within the [Corrective Action Policy](#), specifically as regular employees under Corrective Action Policy IV.D. Performance concerns regarding the quality of work **can lead to termination**. These quality concerns can include sequential semesters of failed metrics that can be tied to the instructor's teaching. These metrics may relate to faculty members' teaching ability, accreditation, or issues related to students' completion, placement, and licensure rates. When an instructor fails to meet these metrics, their academic administrator will work with them to develop a success plan to improve their metrics in the following semester. Faculty with Continuous Appointments may also be terminated for bona fide program or unit discontinuance, bona fide financial exigency, and as specified in institutional policies and rules and USHE regulations (USHE R481-3.5, USHE R481-3.91, USHE R482).

Continuous Appointment faculty will follow similar guidelines as tenure-track faculty and will follow the other appendices within the [Full Time Faculty Handbook for Compensation and Workload](#).

Appendices will be updated throughout the following academic years to ensure consistency and explanation for technical faculty.

Descriptions of Continuous Appointment within SLTech

Instructor: This is a full-time, temporary, or grant-funded position. This position meets the job description's minimum requirements and is equivalent to that of a tenure-track faculty instructor. They exhibit evidence of effective teaching, engage in professional activities that permit them to increase their disciplinary competence and strengths, and engage in service to the College. Instructors are evaluated each year through the SLTech Full-Time Faculty Evaluation Process. They will receive a Form 3 Non-Tenure Track Faculty Evaluation Summary.

SLTech Full-time Faculty Appointment (Provisional Status): This is a full-time, yearly renewed position. SLTech Full-time Faculty will be on a provisional status for their first three years of employment, during which they will receive a formal evaluation yearly. As many SLTech instructors are coming from industry, these first few years are geared towards the faculty member growing as an educator. To retain employment, the faculty member must demonstrate evidence of effective teaching, engage in professional activities that enhance their disciplinary competence and strengths, and provide service to the College and community. Faculty in this position are expected to demonstrate commitment to continued development in teaching, professional activity, and service. The provisional period will last for three years.

SLTech Full-time Faculty Appointment (Continuous Status): After successfully completing the probationary period, the SLTech faculty member will officially have Continuous Appointments, which is a full-time, yearly renewed position. Faculty in this position are expected to demonstrate consistent commitment to continued development in teaching, professional activity, and service. They develop, review, and revise programs and course curricula. They undertake department, school, college-wide, and community-wide responsibilities (when appropriate), including leadership and mentoring roles that

contribute to the attainment of their department's mission and goals, as well as those of the College. Faculty on Continuous Appointments are evaluated yearly through either the formal or informal SLTech Full-Time Faculty Evaluation Process.

As an SLTech Full-time Faculty member with Continuous Appointments continues to grow over time, they should begin to demonstrate a pattern of the following qualities:

- **Leadership:** They voluntarily seek out opportunities to make positive differences, not just for themselves but for others.
- **Deep Engagement:** They are deeply engaged with issues in teaching, their profession, and the institution. They are notable for their contributions.
- **Commitment to the College's Vision, Mission, and Values:** They demonstrate leadership and deep engagement with the College's Vision, Mission, and Values.

SLTech Evaluation Process

While SLTech Full-time Faculty Members with Continuous Appointments will not receive tenure or rank advancement, they will be held to the same standards and follow a rigorous evaluation process as all faculty members within SLCC. Throughout the evaluation process, faculty members will utilize an Academic Department Professional File, as outlined in Appendix 4.

Provisional Period:

- Faculty members have yearly formal evaluations, following non-tenure-track guidelines in Appendix 4.
- Faculty will either receive an Acknowledgment of Satisfactory Performance or a Performance Improvement Notice.
- Performance Improvement Notices will be given to faculty who do not meet their teaching, professional activities, or service requirements.
 - As a Performance Improvement Notice could be caused by ill-fitting mentorship, the faculty member can choose new faculty mentors for the following year's formal evaluation.
- A performance improvement notice extends the provisional period by one year.
- If a faculty member receives two Performance Improvement Notices during the provisional period, their yearly contract will not be renewed.

Continuous Appointments:

- Faculty have yearly evaluations, with formal evaluations every three years and informal ones in between.
- Academic Administrators can adjust the first non-provisional formal evaluation year to balance the number of evaluations throughout the department.
- A performance improvement notice during a formal evaluation turns the next year's informal evaluation into a formal one.
 - Two consecutive performance improvement notices result in the non-renewal of the yearly appointment contract.
 - An Acknowledgment of Satisfactory Performance allows continuation, with the next year being informal and the third-year formal.

- If a faculty member receives an additional Performance Improvement Notice after they have had a Satisfactory Performance, they will be allotted the same opportunity to improve over the following year.
- Academic Administrators can request a formal evaluation for non-formal years due to significant issues in data metrics that can be tied to the faculty. Requires approval from the Provost's office. Faculty will be informed before completing Form 1.

Salt Lake Community College Incremental Pay Increases for SLTech Full-time Faculty (in addition to the yearly step process)

Salt Lake Community College values its Technical Faculty and aims to provide them with similar overall incremental pay increases as tenure-track faculty, in addition to the current step process.

Continuous Appointment Raise

- Upon reaching Continuous Appointments, after successfully completing the provisional period, the SLTech full-time faculty member will receive a one-step increase at the start of the next academic year in addition to the yearly step.

Additional Raises

- After successfully completing their first formal evaluation post-provisional period, there will be a one-step increase at the start of the next academic year in addition to the yearly step.
- In subsequent years, faculty members will receive an additional one-step raise for each formal evaluation in which they achieve at least the following:
 - 1 "Exceeds Standard Professional Performance" category in teaching and a minimum of 2 "Meets Standard Professional Performance" categories on their yearly evaluation
 - These raises can be received up to a maximum of 2 additional raises.