

URI PART-TIME FACULTY UNITED (PTFU)

SALARY LEVEL ADVANCEMENT

Part-Time Faculty shall be paid according to their standing in a three-tiered salary structure as follows:

Required number of courses* for advancement and salary per level:

| | | |
|---------|---------------|--------------------------|
| PTF I | 1-14 courses | Salary \$1367 per credit |
| PTF II | 15-21 courses | Salary \$1467 per credit |
| PTF III | 22 courses | Salary \$1575 per credit |

Procedure for Advancement

1. When applicable (# of courses taught, 3 credits each or more), PTF may submit an Advancement Application (Application for Level Advancement form is available on URI / PTFU Web Site) to the Department Chair in the semester prior to the semester in which the PTF member will achieve the required number of courses.
2. Once PTF has applied for Advancement Review, the review must take place and be completed within that semester.
3. Applications must be submitted by October 1st for a Fall semester advancement review or February 15 for a Spring semester review.
4. The Department Chair shall review PTF application and evaluation.**
5. The Department Chair shall forward his/her Level Advancement recommendation to the Dean.
6. The Dean shall make the final decision on the Level Advancement application.
7. PTF member shall receive a copy of each recommendation and the final decision.
8. Upon approved application, level advancement shall be at the beginning of the following semester.

*Total number of courses includes courses taught in Summer and J-Term sessions.

** As provided for in the Evaluation section, Article IX of the Agreement.

NOTE: This summary of the Level Advancement procedure is taken from ARTICLE XI, SALARIES, of the URI CPE /URI PTFU Agreement. (July 1, 2017)

URI PART-TIME FACULTY

APPLICATION FOR SALARY LEVEL ADVANCEMENT

Name: _____

Department: _____

Current Level: _____

Level Advancement Applying For: _____

To Take Effect: _____

Courses (3 credits or Greater) Taught Since Fall 1996 _____

This application shall consist of a statement by the applicant and a statement written by the department chair addressing the individual part-time faculty member's teaching effectiveness, which includes: previous teaching experience, satisfactory past performance, direct classroom observation of the PTF by the department chair or dean's designee in colleges that do not have department chairs, course syllabi for the semester in which the PTF is currently teaching, and the IDEA SRI (Student Reaction to Instruction) evaluation of teaching instrument used at the University which should be used as only one component in evaluating teaching effectiveness. Unofficial sources, such as on-line professor rating Web Sites, are NOT to be used in the evaluation process.

The applicant's statement may be accompanied by any supporting documentation the individual applicant may choose to include that addresses teaching effectiveness.

For consideration for Fall semester advancement review, applications must be submitted to the department chair by **October 1**. For Spring semester advancement review, application must be submitted to the department chair by **February 15th**.

Signature (Part-Time Faculty) Date _____

Signature (Chairperson) Date _____ Recommend Reject

Signature (Dean/Director) Date _____ Recommend Reject

NOTE: "Once part-time faculty members apply for salary advancement review, the review will take place and be completed within that semester. Department chair forwards the recommendation to the Dean. The Dean shall make the final decision on advancement. Part-time faculty members shall receive a copy of each recommendation and the final decision." Source: URI/PTFU and URI/CPE Agreement, Articles IX (Performance Evaluations) and Article XI (Salaries). (July 1, 2017 Agreement)