A. Grade assignments for credit and non-credit Adult Vocational/Special Program Instructors are made on the basis of educational level attained by the employee, as follows:

**Grade A**

Minimum qualifications: Coordinating Board qualification standards for the teaching field.

**Grade B**

Minimum qualifications: Bachelor's degree or equivalent in the teaching or directly related field.

**Grade C**

Minimum qualifications: Master's degree in the teaching or directly related field; Doctor of Jurisprudence.

**Grade D**

Minimum qualifications: Master's degree plus 15 semester hours of graduate work beyond* the Master's in the teaching or directly related field.

**Grade E**

Minimum qualifications: Master's degree plus 30 semester hours of graduate work beyond* the Master's in the teaching or directly related field.

**Grade F**

Minimum qualifications: Master's degree plus 45 semester hours of graduate work beyond* the Master's in the teaching or directly related field.

**Grade G**

Minimum qualifications: Master's degree plus 60 semester hours of graduate work beyond* the Master's in the teaching or directly related field.

**Grade H**

Minimum qualifications: Doctor's degree in the teaching or directly related field.

* Graduate coursework in the teaching field completed after receiving the Master's Degree in the teaching field.
B. Initial Placement

1. Equivalency Table for Experience Previous to Full-time Employment at EPCC

Individuals meeting the minimum educational and experience requirements will be placed at minimum entry of the grade. For placement above the minimum of the grade, credit for experience beyond the minimum requirements may be given as follows:

<table>
<thead>
<tr>
<th>Previous Years of Experience</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a). Adult Vocational/Special Program Instructors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1.) Directly related work experience (Directly related work experience after obtaining required educational training (e.g., BA; AA) and/or professional working certification*) in the teaching field)</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(2.) College Teaching (Faculty Status)</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(3.) High School Teaching</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>(4.) Other specifically related professional experience</td>
<td>3</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>(5.) College administrative or professional experience</td>
<td>3</td>
<td>6</td>
<td>1</td>
</tr>
</tbody>
</table>

* Reference Coordinating Board qualification standards

2. Maximum Initial Placement on Salary Table:

The maximum initial placement for full-time employees is Level 5, unless recommended by the appropriate Cabinet Officer, Executive Director of Human Resources, and VP of Financial & Administrative Operations.

C. Salary Schedule

1. Actual salary is according to the number of days assigned on a per diem basis.

2. Progression within the grades will be based on the adopted annual salary improvement program.

D. Work Schedule

1. Adult Vocational/Special Program Instructors follow the work schedule for the assigned program of instruction.

2. Employment on a part-time basis in addition to the assigned work schedule will be compensated in accordance with the Part-Time Faculty Salary Schedule.