

CENTRO DE ENSEÑANZA TÉCNICA Y SUPERIOR

GENERAL REGULATIONS ON THE FUNCTIONS AND PAYMENT OF THE FACULTY

August 2008-July 2009

COLLEGE

1. DEFINITION:

A part-time adjunct instructor is that which agrees with IENAC (Instituto Educativo del Noroeste Asociación Civil) to offer services for a given time in making academic activities that involve teaching or research.

2. RESPONSIBILITIES:

- Attend and participate in the induction processes at CETYS.*
- Know, accept and diffuse the principles, philosophy and institutional objectives stated in the CETYS Mission and promote them among students.*
- Work, through practice, in order to achieve the educational profile of the ideal CETYS student, according to the educational model and the fields in the CETYS education.*
- Deliver to their appointed department the course program according to the requirements and established dates.*
- Elaborate and grade examinations by credit and remedial exams, as well as report the corresponding assessment lists within the established period.*
- Notify their department in a timely manner, when they cannot attend classes, due to reasons beyond their control.*
- Participate in the teaching training the Institution makes for adjunct instructors.*
- Participate in the updating and design processes of the currículo when requested.*
- Assist in the making and execution of linking projects with the community that may derive from their job as an adjunct instructor.*
- Assess students objectively and permanently, using the criteria previously agreed with the major adviser of the corresponding program, and/or the Director of their department.*
- Turn in the assessment lists of the courses delivered to the College Department within the scheduled dates in the official school calendars and be available to attend on assessment revision requests for students who require it.*
- Attend the meetings the Coordinator or Director points out, in order to coordinate their teaching activities.*
- Fulfill their teaching activities, based on the instructor's guide, or the policies or procedures established by it.*
- Participate in activities related to the process of obtaining the degree for college students, according to each particular agreement.*

- *Provide students with counseling when agreed with their corresponding school department.*

3. REMUNERATION

The following categories are established with the corresponding fees; the salary will be paid every fifteen days, upon presentation of a receipt, covering the period of time specified in the contract:

CATEGORIES:

CATEGORY "I"

Instructors with college degree and with less than 4-year teaching experience.

CATEGORY "II"

Instructors who fulfill with any of the following requirement groups:

- *Instructors with a specialized degree*
- *College degree plus 4 to 6 year teaching experience*
- *College degree plus 2 to 4 year teaching experience, and 4-year or more professional experience*

CATEGORY "III"

Instructors who fulfill with any of the following requirement groups:

- *Instructors with a master's degree*
- *College degree plus more than 6 year experience*
- *College degree plus 4 to 6 year experience and 4-year or more professional experience*
- *Specialization plus more than 4 year teaching experience*

CATEGORY "IV"

Instructors who fulfill with any of the following requirement groups:

- *Instructors with doctorate*
- *Instructors with master's degree plus more than 6 year teaching experience, plus more than 6 year professional experience*

Professional experience is that which is acquired through practical exercise as a professional. This experience shall be related to the courses the instructor will deliver, and only the experience acquired in the last 8 years before the semester the instructor will work on is considered.

Teaching experience is that which is acquired through the delivery of classes in the level which the instructor will work on in the current semester, and only the experience acquired in the last 8 years before the semester the instructor will work on is considered.

In all cases, when a category is established, the requirements must be proved and justified through the pertaining documentation.

Payment will be done according to the following table:

August – December 2008	
CATEGORY	PESOS PER CLASS HOUR
<i>I</i>	<i>104.0</i>
<i>II</i>	<i>121.7</i>
<i>III</i>	<i>143.5</i>
<i>IV</i>	<i>175.0</i>

- *At the end of the semester, an additional month of salary will be paid as settlement along with an additional compensation for the instructor’s performance, according to the adjunct faculty’s assessment system. The amount of the compensation will be of up to 35% of the total paid fee during the 5.5 months the period lasts, according to the following table:*

PERCENTAGE OF THE IDEAL OBTAINING	COMPENSATION PERCENTAGE
<i>0 - 69.9</i>	<i>NOT RE-HIRED OR COMPENSATED .</i>
<i>70.0 - 78.9</i>	<i>HIRING IS CONDITIONED, NO COMPENSATION</i>
<i>79.0 - 84.9</i>	<i>HIRED, BUT NOT COMPENSATED</i>
<i>85.0 - 90.9</i>	<i>8%</i>
<i>91.0 - 96.9</i>	<i>16%</i>
<i>97.0 - 100</i>	<i>50%</i>

II. ASSOCIATE FACULTY.

1. DEFINITION:

Associate faculty is that which agrees with CETYS to offer services per semester according to a professional services contract for indefinite time for the following aspects: teaching, cultural diffusion, sports activities or extra-curricular activities and advising students, with a total load of no more than 22 hours per week; if older than 17 years, they must be registered before the Social Security regimen, if proceeding.

2. SPECIFIC FUNCTIONS:

As for the adjunct faculty, plus some time dedicated to advise students, which must be programmed as agreed with the Director, so that the possibility that students attend to receive advising is guaranteed. The number of hours an asóciate instructor must dedicate to advising will be according to their academic work, and will be defined according to the following chart:

<i>HOURS OF CLASS PER WEEK</i>	<i>MAXIMUM ADVISING HOURS PER WEEK</i>
<i>2 - 4</i>	<i>2</i>
<i>5 - 8</i>	<i>3</i>
<i>9 - 12</i>	<i>4</i>
<i>13 - 17</i>	<i>5</i>

In case there is no advising, then the instructor will use all the time teaching or collaborating with the director in some academic commission, or become an adjunct instructor.

3. REMUNERATION:

The payment for teaching hours will be exactly the same for adjunct or auxiliary instructors, according to the corresponding category. The corresponding fee for counseling hours will be paid as teaching hours, but there is no compensation for assessment.

III. PART-TIME FACULTY

1. DEFINITION:

A part-time instructor agrees to be hired by CETYS to offer professional services in teaching, research, cultural diffusion, student counseling and in sports, academic, administrative, and extra-curricular activities working 20 hours a week; the acadmic load will be defined according to current policies, not less than 11 hours per week, and no more than 13. The criteria to assign activities will be defined by the Director according to the needs of the Department; the instructor´s academic degree will not influence.

2. SPECIFIC FUNCTIONS

Instructors must fulfill with 20 hours of work in the schedule agreed at the beginning of the semester with the Department Director, where the following activities will be done:

- a) *Know, accept and diffuse the principles, philosophy, and institutional objectives defined in the CETYS Mission.*
- b) *Work to make, throughout practice, the instructor's educational profiles and the ideal CETYS student, which are specified in the instructor's guide.*
- c) *Observe and fulfill with the institutional regulations.*
- d) *Deliver classes and/or make activities in the days, places and times scheduled.*
- e) *Assess students objectively and permanently using the criteria previously agreed with the corresponding Director of College and/or with the Department Director.*
- f) *Turn in to the Department of School Services students' lists with grades and absences in the dates scheduled in the Oficial School Calendar.*
- g) *Attend the meeting the Department Director requests in order to coordinate the teaching activities.*
- h) *Design and apply remedial exams of the courses delivered, when requested by the Coordinator or Director.*
- i) *Work on the teaching activities based on the instructor's guide, or the policies or procedures stated in it.*
- j) *Counsel students in the scheduled hours defined at the beginning of the semester.*
- k) *Coordinate the academic area the Director assigns, working on activities according to the definition of functions established in the manual or guide.*
- l) *Counsel the group or groups the Director assigns, working on the functions according to the definition stated in the instructor's guide.*
- m) *Counsel the students the Director assigns, in order to make their professional thesis and/or submitting work.*
- n) *Participate as an examiner during the professional exams they are assigned to.*
- o) *Tutor the students assigned by the Director.*
- p) *Participate in the programs included in the 2000 CETYS Plan, as agreed with the Director.*
- q) *Keep in good conditions (and make sure students do so) the instruments and working tools, as well as the Institution's furniture and facilities.*
- r) *Support the Higher Education Director in the Academic Promotion and Student Recruitment programs that the Department of Promotion requests.*
- s) *Participate in activities derived from the application of the safety and emergency programs in CETYS, such as earthquake, fire, and emergency drills, as well as in programs to protect the environment.*
- t) *Support the Institution and the Schools in order to apply all academic and administrative dispositions and guidelines that are considered necessary so it functions appropriately.*
- u) *Work on all activities derived from their post, expressly entrusted by their headperson.*

3. REMUNERATION:

Wages will be fixed according to the ranking system defined in this document.

CONSIDERING ASPECTS FOR ASSIGNING CATEGORIES

Given the importance that for CETYS represents hiring high quality part-time faculty, encouraging the hiring and stimulus of those instructors that are best prepared in the knowledge and skills necessary to efficiently fulfill the education process, the following elements to assign the corresponding category are proposed:

TABLE 1.- ELEMENTS FOR ASSIGNING A CATEGORY

<i>ASPECT OR ELEMENT</i>	<i>MAXIMUM POINTS</i>
<i>1. Academic degree in specialization</i>	<i>28</i>
<i>2. Academia degree in education</i>	<i>10</i>
<i>3. English</i>	<i>8</i>
<i>4. Professional experience</i>	<i>10</i>
<i>5. Teaching experience</i>	<i>8</i>
<i>6. Research</i>	<i>7</i>
<i>7. Publishing</i>	<i>7</i>
<i>8. Didactic updating</i>	<i>7</i>
<i>9. Updating in specialization</i>	<i>8</i>
<i>10. Academia acknowledgement</i>	<i>7</i>
<i>TOTAL</i>	<i>100</i>

DEFINITION OF ELEMENTS TO CONSIDER

1. ACADEMIC DEGREE IN SPECIALIZATION

The maximum degree an instructor obtains in formal studies in Mexican or foreign universities. It will be assessed according to the official documents the instructor presents, considering only those related to teaching activities, according to the following equivalence.

<i>DEGREE</i>	<i>POINTS</i>
<i>College graduate</i>	<i>0</i>
<i>Bachelor's Degree</i>	<i>10</i>
<i>Specialization</i>	<i>12</i>
<i>First Master's Degree</i>	<i>18</i>
<i>Second Master's Degree</i>	<i>22</i>
<i>Doctorate</i>	<i>28</i>

2. ACADEMIC DEGREE IN EDUCATION.

It is the grade subsequent to the Bachelor’s Degree an instructor obtains in formal studies in any form, within the education field. It will be assessed according to oficial documents (degrees) the instructor presents. Points will be granted as follows: Diploma Course 5 points, Specialization 10 points.

3. ENGLISH.

It is the mastery of knowledge in English the instructor acquires by formal courses, workshops or programs abroad where the language is spoken.

It will be assessed by administering the TOEFL test (Test of English as a Foreign Language); points will be assigned by applying the following formula:

$$\text{Points} = \frac{\text{TOEFL}}{50} - 4$$

8 are the maximum points. TOEFL means the result of the English test.

4. PROFESSIONAL EXPERIENCE.

It is the applications the instructor has made throughout his profession; this element is considered due to the richness the instructor provides in their classes with practical focusing and examples dervied from the experience in the field and the links between theory and practice. It may also be accredited if the instructor has been working in CETYS, as long as the activities lead the class to focusing and real practical cases (counseling, experiments, research, practicum, and other linked activities). A point for each 400 hours of contact is assigned; maximum 10 points.

5. TEACHING EXPERIENCE.

It is the gathering of experiences from the instructor when delivering a class, in CETYS or other institutions, but in the same level that he currently is. It is calculated in effective class hours, considering a point for each 200 hours delivered; maximum 8 points.

6. RESEARCH.

It is the research jobs made by the instructor, incide or outside the institution. It will be assessed considering the criteria that define the CETYS research development comité, which will be presented in the following table; maximum 7 points.

RESEARCH ASSESSMENT TABLE

NAME: _____

DEPARTMENT: _____

	TYPE (0.4)				IMPACT (0.4)						SCOPE (0.2)					TOTAL
	EXTERNAL		INTERNAL		INSTITUTION											
	APLIC	EDUC	APLIC	EDUC												
3	3	4	6	1	2	3	4	5	6	1	2	3	4	5		

CAMPUS: _____

DATE: _____

7. PUBLISHED WORK.

It is the work the instructor has published throughout his life inside or outside the institution. Articles in newspapers, magazines or books, monographies, anthologies, thesis, reports, investigations, and books will be considered; circulating manuscripts and mimeographed articles restricted to students will not be considered.

All published work per instructor will be assessed, considering the following table and the criteria defined by the Institutional Publishing Committee per instructor. There is a maximum of 7 points.

TABLE TO ASSESS PUBLISHED WORK

NAME: _____

DEPARTMENT: _____

PUBLISHING	LEVEL: 0.3				TYPE: 0.3						MEANS: 0.4						AUTHORSHIP:				TOT
	I N T	E S T	N A C	I N T L	A, R	M, A	P O N	E A T	T E S	L I B	I	I	P R	E D U N	R E V	E D I T	R E C	TR A	E D	C O A	
	4	6	8	10	5	10	12	15	18	20	1	2	3	4	6	10	0.2	0.4	0.6	0.8	1.0
TOTAL																					

CAMPUS: _____

DATE: _____

This table must be included in all published work; add up all the points and divide the result between twenty to obtain the final points.

8. DIDACTIC UPDATING.

It is the group of specific knowledge the instructor has, acquired in courses or workshops in the areas of: teaching, education technology, didactics, or similar fields. A point will be assigned for each 48 hours; maximum 7 points.

9. SPECIALIZATION UPDATING.

The courses the instructor has taken in his life will be considered, except those that took him to obtaining an academic degree, in his specialization area, in education, or didactic updating. A point for every 100 course hours will be assigned. Maximum 8 points.

10. ACADEMIC ACKNOWLEDGEMENT

Those acts which awards an instructor with a diploma, certificate, naming, acknowledgement or some other document or acknowledgement mentioned recognizing the education task inside or outside the Institution. A point for each acknowledgement; maximum 7 points.

PART-TIME FACULTY RANKING.

Each element previously defined will be assessed by the ranking committee at the Campus, formed by the Education Director, and the Department Directors. Once points have been assigned for each aspect, the points obtained will be added, then the instructor will be placed in the corresponding category, according to the following table:

SALARY TABULATOR PART-TIME FACULTY HIGHER EDUCATION AND RESEARCH FROM AUGUST 2008 TO JULY 2009

CATEGORY	RANK OF POINTS	MONTHLY SALARY		
		BASE	AVERAGE	MAXIMUM
1	11-20	4,209	5,490	6,771
2	21-30	4,967	6,478	7,989
3	31-40	5,860	7,644	9,427
4	41-50	7,174	9,149	11,124
5	51-60	8,160	10,643	13,125
6	61-70	9,628	12,558	15,488
7	71-80	11,361	14,819	18,276
8	81-90	13,407	17,487	21,567
9	91-100	15,813	20,630	25,447

IV.- FULL-TIME FACULTY.

1. DEFINITION:

The full-time instructor is that who agrees in being hired by CETYS to offer professional services in teaching, research, cultural diffusion, student counseling or in sports, academic, administrative and extra-curricular activities, working 40 hours a week, with an academic load of minimum 12 hours and maximum 18 hours a week., according to current institutional policies.

If their personal tendencies lead him towards research, it could be performed by presenting the projects to the Director, who, according to the Institutional priorities of the Campus and Department, in coordination with the General Director, will support the project assigning him a budget support; but in all ways, teaching will be the primary function.

2. SPECIFIC FUNTIONS.

- a) *Know, accept and diffuse the principles, philosophy and institutional objectives defined in the CETYS Mission.*
- b) *Work to make, throughout practice, the instructor´s educational profiles and the ideal CETYS student, which are specified in the instructor´s guide.*
- c) *Observe and fulfill with all institutional regulations.*

- d) *Deliver classes and/or make activities in the days, places and times scheduled.*
- e) *Assess students objectively and permanently using the criteria previously agreed with the corresponding Director of College and/or with the Department Director.*
- f) *Turn in to the Department of School Services students' lists with grades and absences in the dates scheduled in the Official School Calendar.*
- g) *Attend the meeting the Department Director requests in order to coordinate the teaching activities.*
- h) *Design and apply remedial exams of the courses delivered, when requested by the Coordinator or Director.*
- i) *Work on the teaching activities based on the instructor's guide, or the policies or procedures stated in it.*
- j) *Counsel students in the schedules defined at the beginning of each semestre.*
- k) *Coordinate the academic area the Director assigns, working on activities according to the definition of functions established in the manual or guide.*
- l) *Counsel the group or groups the Director assigns, working on the functions according to the definition stated in the instructor's guide.*
- m) *Counsel the students the Director assigns, in order to make their professional thesis and/or submitting work.*
- n) *Participate as an examiner during the professional exams they are assigned to.*
- o) *Tutor the students assigned by the Director.*
- p) *Participate in the programs included in the 2000 CETYS Plan, as agreed with the Director.*
- q) *Keep in good conditions (and make sure students do so) the instruments and working tools, as well as the Institution's furniture and facilities.*
- r) *Support the Higher Education Director in the Academic Promotion and Student Recruitment programs that the Department of Promotion requests.*
- s) *Participate in activities derived from the application of the safety and emergency programs in CETYS, such as earthquake, fire, and emergency drills, as well as in programs to protect the environment.*
- t) *Support the Institution and the Schools in order to apply all academic and administrative dispositions and guidelines that are considered necessary so it functions appropriately. .*
- u) *Work on all activities derived from their post, expressly entrusted by their headperson.*

3. REMUNERATION.

Payment for full-time faculty will be done every fifteen days, according to the official tabulator, which will be revised every semestre and will be informed to the faculty during the months of July and January.

The criterion to assign a salary, will depend on the assessment of their resume, using the same criteria and system previously described for full-time faculty, if the instructor is new; for faculty with one or more semestres in the institution, it will depend on the outcomes of their performance, according to the full-time faculty's assessment system.

The rest of the duties and rights of the full-time faculty are stated in the institution's general policies document and in the benefits for full-time personnel manual.

**SALARY TABULATOR
FULL-TIME FACULTY
HIGHER EDUCATION AND RESEARCH
FROM AUGUST 2008 TO JULY 2009**

CATEGORY	RANK OF POINTS	MONTHLY SALARY		
		BASE	AVERAGE	MAXIMUM
1	11-20	8,418	10,980	13,542
2	21-30	9,932	12,955	15,977
3	31-40	11,720	15,287	18,853
4	41-50	13,830	18,038	22,246
5	51-60	16,319	21,284	26,250
6	61-70	19,257	25,116	30,976
7	71-80	22,722	29,637	36,552
8	81-90	26,812	34,972	43,132
9	91-100	31,625	41,260	50,895

V.- FULL-TIME RESEARCH FACULTY.

1. DEFINITION:

The full-time research instructor is that instructor who agrees on being hired exclusively by CETYS to offer professional services in teaching, research, student counseling, academic, administrative, and extra-curricular activities, working 40 hours a week; the work load will be defined according to the following aspects:

- a) Know, accept and diffuse the principles, philosophy and institutional objectives defined in the CETYS Mission.
- b) Work to make, throughout practice, the instructor's educational profiles and the ideal CETYS student, which are specified in the instructor's guide.

- c) *Observe and fulfill with all institutional regulations.*
- d) *Deliver classes and/or make activities in the days, places and times scheduled.*
- e) *Assess students objectively and permanently using the criteria previously agreed with the corresponding Director of College and/or with the Department Director.*
- f) *Turn in to the Department of School Services students' lists with grades and absences in the dates scheduled in the Official School Calendar.*
- g) *Attend the meeting the Department Director requests in order to coordinate the teaching activities.*
- h) *Design and apply remedial exams of the courses delivered, when requested by the Coordinator or Director.*
- i) *Work on the teaching activities based on the instructor's guide, or the policies or procedures stated in it.*
- j) *Counsel students in the schedules defined at the beginning of each semestre.*
- k) *Coordinate the academic area the Director assigns, working on activities according to the definition of functions established in the manual or guide.*
- l) *Counsel the group or groups the Director assigns, working on the functions according to the definition stated in the instructor's guide.*
- m) *Counsel the students the Director assigns, in order to make their professional thesis and/or submitting work.*
- n) *Participate as an examiner during the professional exams they are assigned to.*
- o) *Participate in the faculty institutional training program.*
- p) *Keep in good conditions (and make sure students do so) the instruments and working tools, as well as the Institution's furniture and facilities.*
- q) *Collaborate with the Department Director in preparing research project proposals to request financial support to national organizations (CONACYT, SEP, FOMES, etc.) or international organizations (IIE, USIA, World Bank, foundations, etc.)*
- r) *Work on all activities derived from their post, expressly entrusted by their headperson.*

2. REMUNERATION.

Payment to full-time research instructors will be done every fifteen days, and the initial monthly salary will be determined by the Department Director in coordination with the Education Director, who will take the resume as a base of study. The salary rank will be defined based on the corresponding category rank in the tabulator of full-time faculty, which will be added a 16%.

Parting from the second semestre that the instructor belongs to this category, the research instructor's work will be assessed by the Director, and the salary will be fixed based on the results of the fulfillment of his semestre work plan, besides considering the criterion described in the previous paragraph.

August 2008.