

# WELCOME

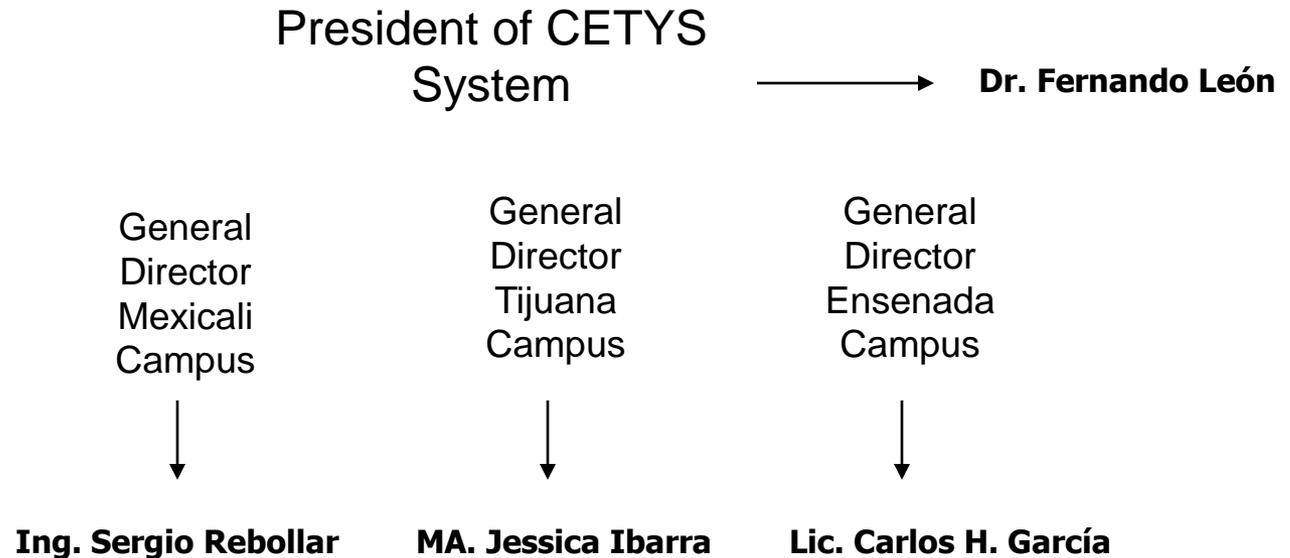
Cetys University through the Department of Human Resources gives the new personnel the warmest welcome.

It is an honor to have you  
as a fundamental part of the

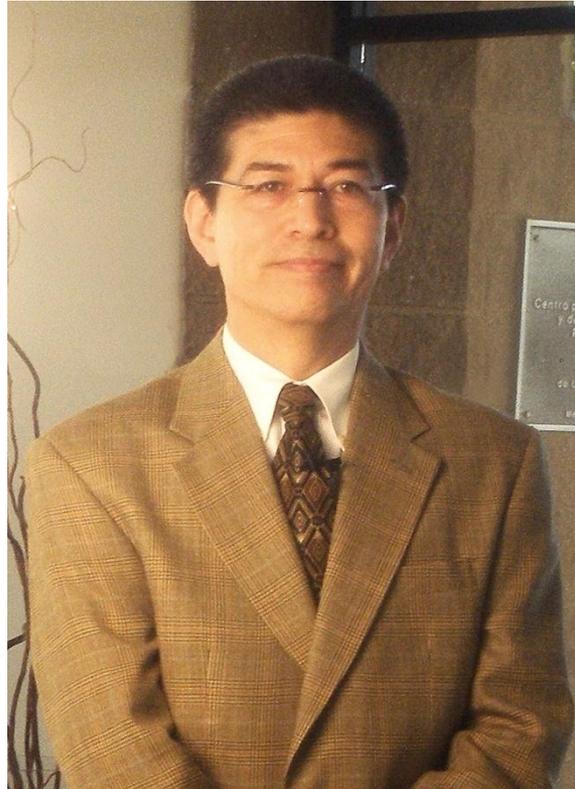
**CETYS FAMILY...**

# Organizational Structure

## CETYS University System



**Dr. Fernando León**  
**President of the CETYS System**



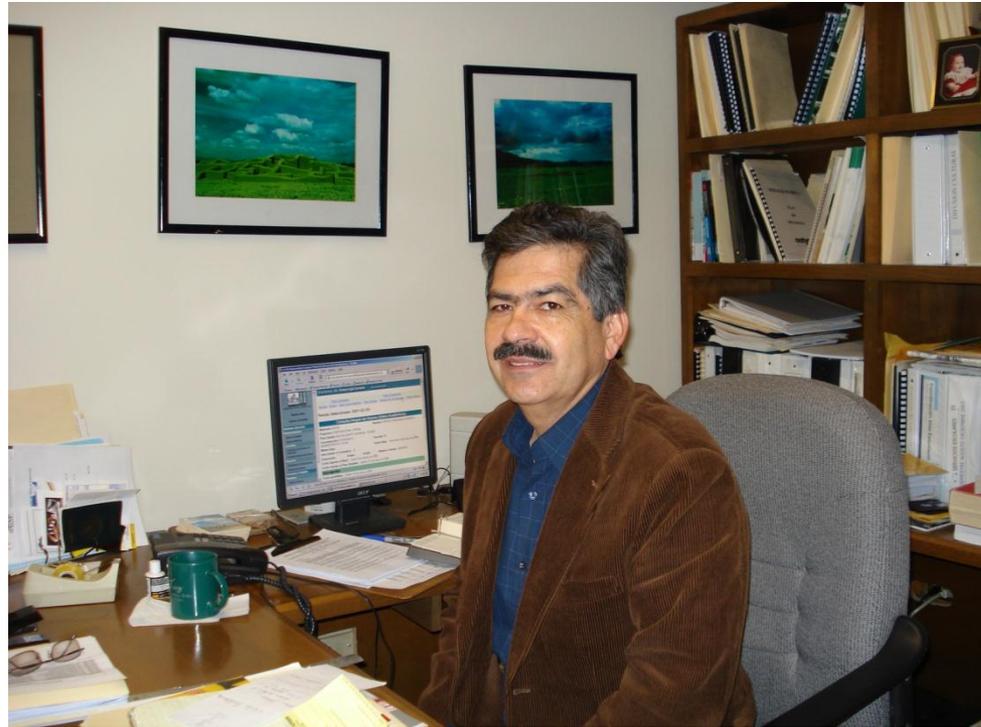
**Sergio Rebollar McDonough**  
**General Director**  
**Mexicali Campus**



**María Elena Preciado Moreno**  
**Management and Finance Director**



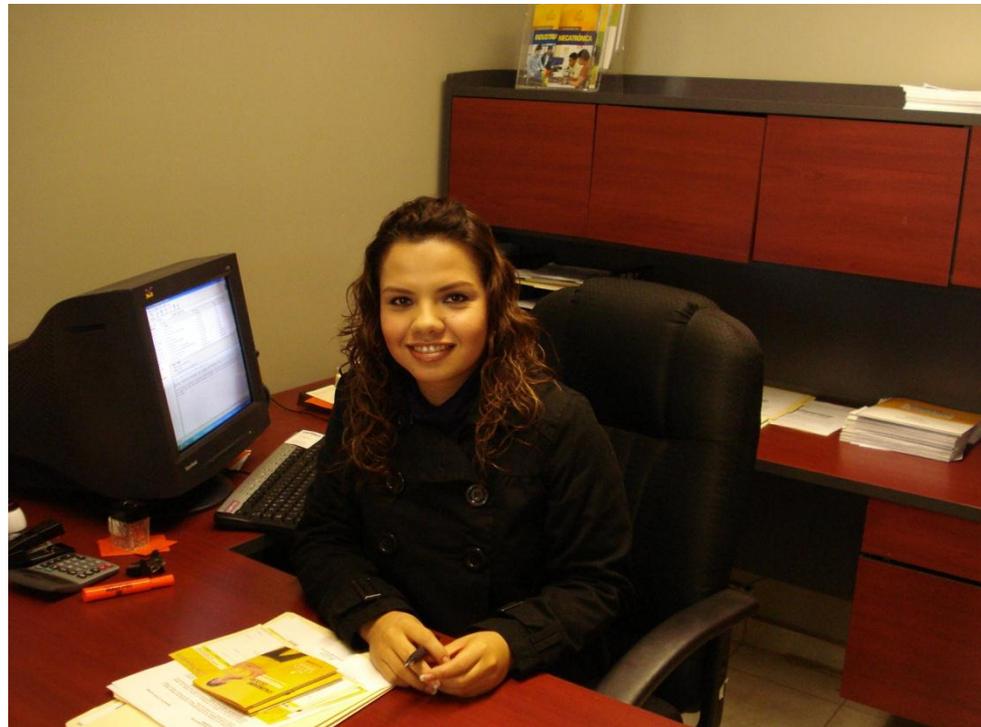
**Jorge Barraza Avitia**  
**Director of Academic Services**



**Patricia Pacho Ruiz**  
**High School Director**



**Melania Mayorga Gutiérrez**  
**Promotion and Development**



**Juan Antonio Ortiz Peraza**  
**Director of Institutional Advance**



**Marco Peña Luna**  
**Director of Information Technology and**  
**Telecommunications**



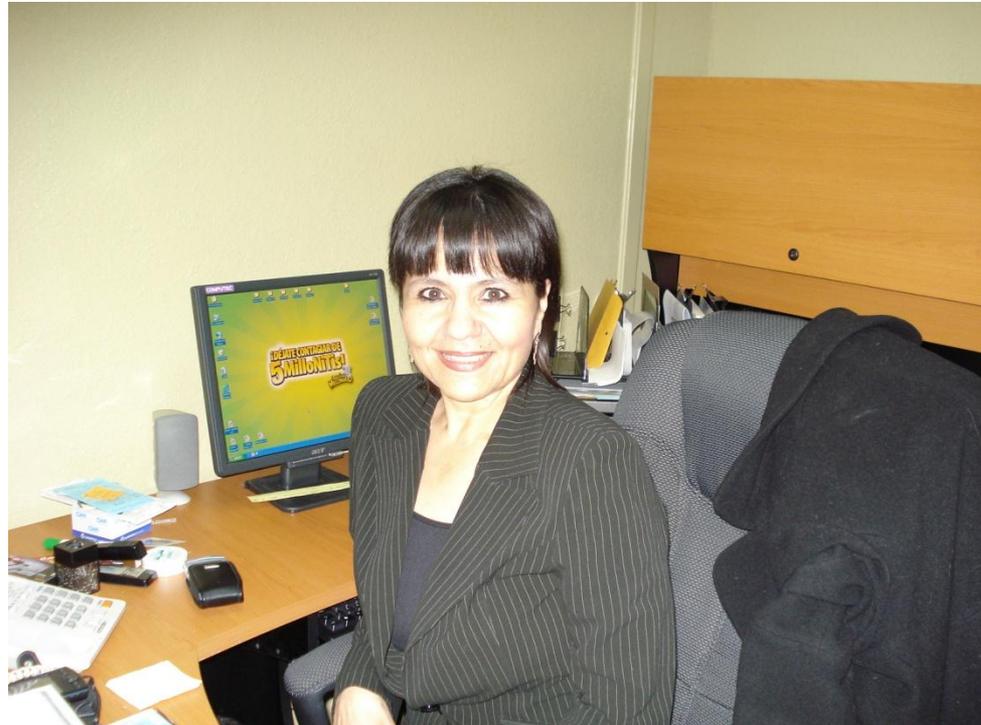
**Samuel Díaz Hermosillo**  
**Extension and Linkage Director**



**Mauro Chavez López**  
**Director of Academic Operations**



**Laura Gutiérrez Malo**  
**Director of Sweepstakes**



# ***PAYMENT TO ADJUNCT INSTRUCTORS OF HIGHER EDUCATION***

## **1. DEFINITION:**

An adjunct instructor by the hour or part time is the one who agrees with IENAC (Instituto Educativo del Noroeste Asociación Civil) to offer services by a determined period regarding academic teaching or research activities.

# ***PAYMENT TO ADJUNCT INSTRUCTORS OF HIGHER EDUCATION***

## **2. SOME RESPONSIBILITIES:**



Attend and participate in the induction processes of CETYS. Know, accept and diffuse the principles, philosophy and institutional objectives defined in the Mission of CETYS and promote them among students.



Elaborate and grade remedial examinations and examinations by credit of your course, as well as report the corresponding assessment rosters within the established period.



Notify, in a timely manner to your School Department, when you cannot attend classes by reasons beyond your control.



Participate in faculty training programs that the Institution carries out for adjunct instructors.



Assess students objectively and permanently, using the criteria previously agreed upon with the area or program coordinator, and/or the department director.



Deliver assessment rosters to the school department of the subjects taught, according to the dates set in the official school calendars and be available to attend on revisions that students may request.



Attend the meetings that the Coordinator or Director points out in order to coordinate the teaching activities.



Participate in activities related to the process of obtaining a degree for undergraduate students, upon agreement.



Provide tutoring to students when agreed upon with the school department.



# ***PAYMENT TO ADJUNCT INSTRUCTORS OF HIGHER EDUCATION***

## **3. RETRIBUTION**

Four categories are established to determine the payment every fifteen days; this semester covers January 24 to June 10, 2011.

# ***PAYMENT TO ADJUNCT INSTRUCTORS OF HIGHER EDUCATION***

## ***CATEGORIES***

### ***CATEGORY "I"***



Instructors with a Bachelor's Degree and teaching experience less than 4 years.

### ***CATEGORIY "II"***

***Instructors who comply with any of the following group requirements:***



Instructors with a sepcialized degree



Bachelor's Degree and teaching experience of 4 to 6 years.



Bachelor's Degree and teaching experience of 2 to 4 years and professional experience of 4 years or more.

# ***PAYMENT TO ADJUNCT INSTRUCTORS OF HIGHER EDUCATION***

## **CATEGORY "III"**

**Instructors who comply with any of the following group requirements:**

-  Instructors with master's degree
-  Bachelor's Degree and teaching experience of more than 6 years
-  Bachelor's Degree and teaching experience of 4 to 6 years, plus professional experience of more than 4 years
-  Specialization field plus teaching experience of more than 4 years.

## **CATEGORY "IV"**

**Instructors who comply with any of the following group requirements:**

-  Instructors with doctoral degree
-  Instructors with master's and teaching experience of more than 6 years, plus professional experience of more than 4 years.

# ***PAYMENT TO ADJUNCT INSTRUCTORS OF HIGHER EDUCATION***

**Payment will be made according to the following chart:**

| <b>CATEGORY</b> | <b>PESOS PER<br/>CLASS HOUR</b> |               |
|-----------------|---------------------------------|---------------|
| <b>I</b>        | <b>\$</b>                       | <b>112.50</b> |
| <b>II</b>       | <b>\$</b>                       | <b>131.70</b> |
| <b>III</b>      | <b>\$</b>                       | <b>155.20</b> |
| <b>IV</b>       | <b>\$</b>                       | <b>189.30</b> |

**Example:**

4 class hours a week; with category III, the payment every fifteen days is:

$$4 \text{ hours} \times \$ 155.20 = \$ 620.80 \times 2 = \underline{\underline{\$ 1,241.60}}$$

# ***SERP Faculty Assessment and Remuneration System***

| <b>Factors and Subfactors</b>   | <b>Points</b>         |
|---|-----------------------|
| <b>1. Lesson Plan:</b><br>1.1 Compliance<br>1.2 Quality   | <b>12</b><br>4<br>8   |
| <b>Course Development and Assessment</b><br>2.1 Course Development.<br>2.2 Course assessment.                       | <b>30</b><br>12<br>18 |
| <b>3. Administrative Aspects</b><br>3.1 Punctuality and attendance.<br>3.2 College events and attendance to courses | <b>18</b><br>12<br>6  |
| <b>Total</b>  | <b>60</b>             |

# ***PAYMENT TO ADJUNCT INSTRUCTORS OF HIGHER EDUCATION***

At the end of the semester an additional month will be paid as liquidation and an additional compensation through the instructor's performance, according to the adjunct faculty assessment and remuneration system. The amount could be:

**8%, 16% or 50 % of the INCOME**

Total paid during the **5.5 months** that the period lasts, depending on the score.

# ***SERP Faculty Assessment and Remuneration System***

## Purpose of the Assessment

- \* Increase educational quality
- \* Provide feedback to the teaching task

## Assessment Instruments:

- \* Assessment from committee.
- \* Students' questionnaires.
- \* Punctuality and attendance.

# ***SERP Faculty Assessment and Remuneration System***

Example:

 Points obtained in the evaluation 52.16 / 60

 Percentage 86.93 (Applying the table 16%)

 Category 3 \$ 155.20 x 4 = \$ 620.80

 Class hours 4

## **FORMULA TO OBTAIN COMPENSATION**

(Class Hrs. \* Duration of semester \* Category \* % Result of evaluation) = Compensation

$$(4 * 5.5 * 620.80 * 16 \%) = 2,185.22$$

Compensation payment \$ 2,185.22

## ***2011 Payment Calendar***

Contract from January 24 to June 10, 2011.

| <b>Month</b>    | <b>1st period</b> | <b>2nd period</b> |
|-----------------|-------------------|-------------------|
| <b>January</b>  |                   | <b>31</b>         |
| <b>February</b> | <b>15</b>         | <b>28</b>         |
| <b>March</b>    | <b>15</b>         | <b>31</b>         |
| <b>April</b>    | <b>15</b>         | <b>30</b>         |
| <b>May</b>      | <b>13</b>         | <b>31</b>         |
| <b>June</b>     | <b>15**</b>       |                   |

**\*\* Liquidation payment**

# ***HOLIDAY CALENDAR***

**Beginning January 18, 2006, article 74 of the Federal Labor Law is modified to establish LONG HOLIDAYS, remaining as follows:**

**Article 74. Compulsory holidays:**

- I. January 1st**
- II. The first Monday in February to observe February 5th**
- III. The third Monday of March to observe March 21st**
- IV. May 1st**
- V. September 16**
- VI. The third Monday of November to observe November 20**
- VII. December 1st every 6 years, for broadcasting of the Federal Executive Branch**
- VIII. December 25 and**
- IX. Those determined by federal law and local elections offices, in case of ordinary elections**

## **STATIONERY AND CAFETERIA**

You can acquire promotional souvenirs

**JUST SHOW YOUR ID**

## **MODULE VISITATION**

 Sam's

 Costco

 Telcel

 Baja Optica

 Nextel

 Etc...

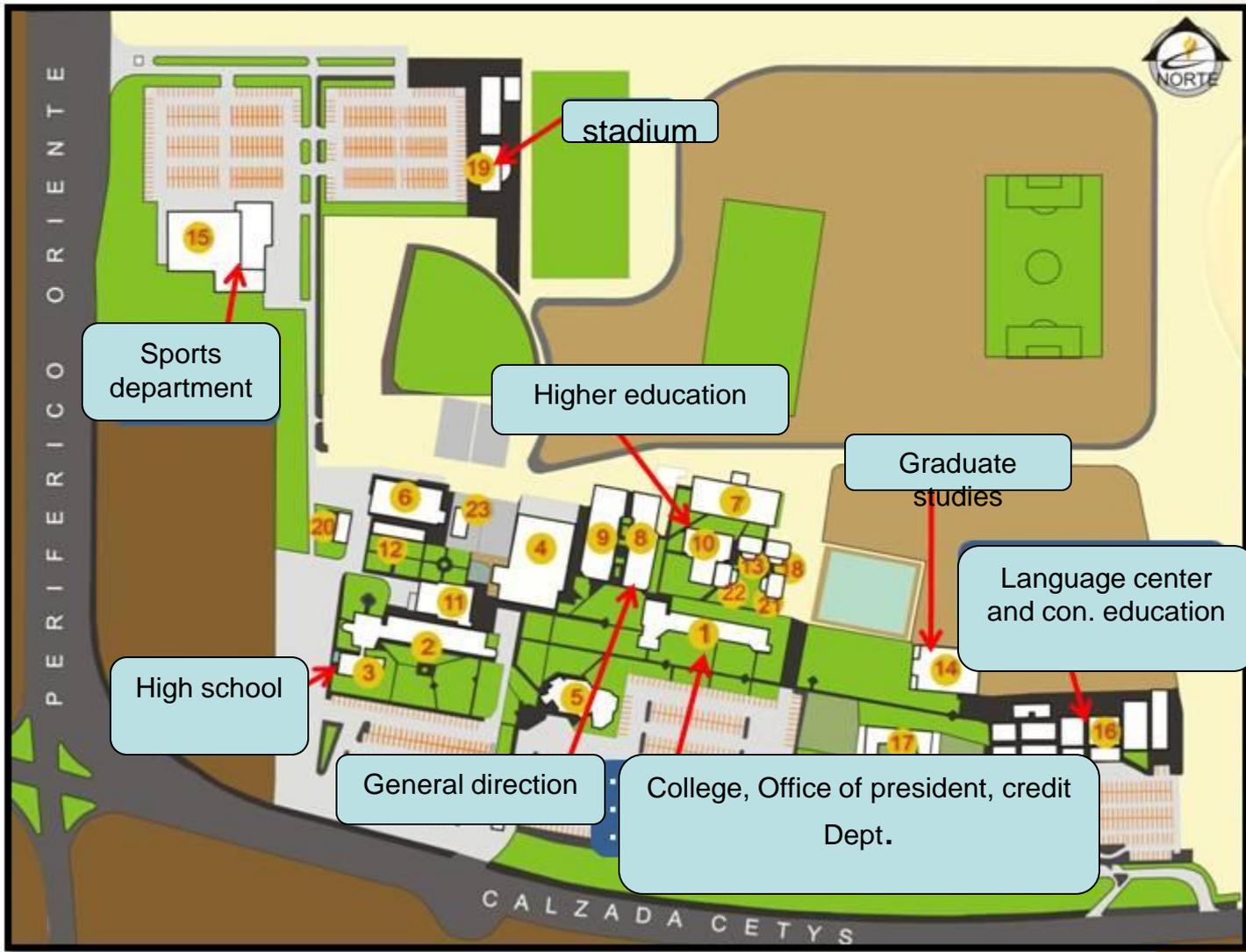
**Through payroll discount**

# TEACHER'S DAY

# Mapa de ubicación

## Campus Mexicali

1. College classrooms
2. High school classrooms
3. Tower and HS teachers offices
4. Library
5. Auditorium
6. Maintenance
7. Eng. Labs
8. General Direction & Promotion
9. IT and student services
10. Higher Ed, teacher's cubicles
11. Cafeteria
12. Security
13. Hermosillo Room
14. CAT and Grad Studies
15. Gym
16. Language Center and Continuous Ed
17. CEDENI
18. Kenworth Room
19. Football stadium
20. Sweepstakes
21. Amarillas Room
22. Gallego Room
23. Administrative Offices



COLONIA CORREGIDORA

AVENIDA CORREGIDORA SUR



- Administrative staff
- Faculty
- Students and parent
- Access areas

Circulation

Double lane (right lane for those going to the gym and stadium; left lane for those going to the language center)



PERIFERICO ORIENT

LIENZO CHARRO

CALZADA CETYS

## ***STAFF WHO CALLS THE ROLL***



### **Afternoon**

Jeovanni Ávila Díaz  
Ext. 3735  
Human Resources

### **Morning**

Alma Yadira Velásquez Barraza  
Ext. 3735  
Human Resources



## **PAYROLL**

Rafaela López  
Ext. 3723  
Accounting

# ***HUMAN RESOURCES***



Ma. Norma Valle Olguin  
Clara Luz Cuevas Loyo

**Director of Human Resources**

Lic. Ma. Fernanda Ledesma Garza

**Coordinator of Human Resources**

Thank you for your time...

***Welcome!!***