

WELCOME

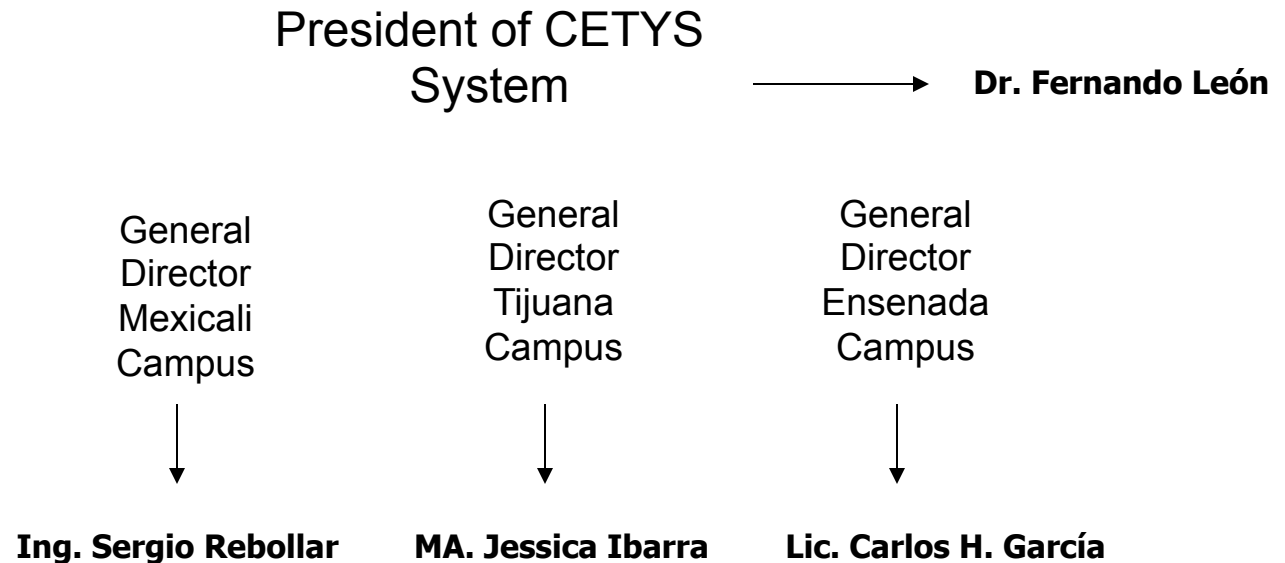
Cetys University through the Department of Human Resources gives the new personnel the warmest welcome.

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



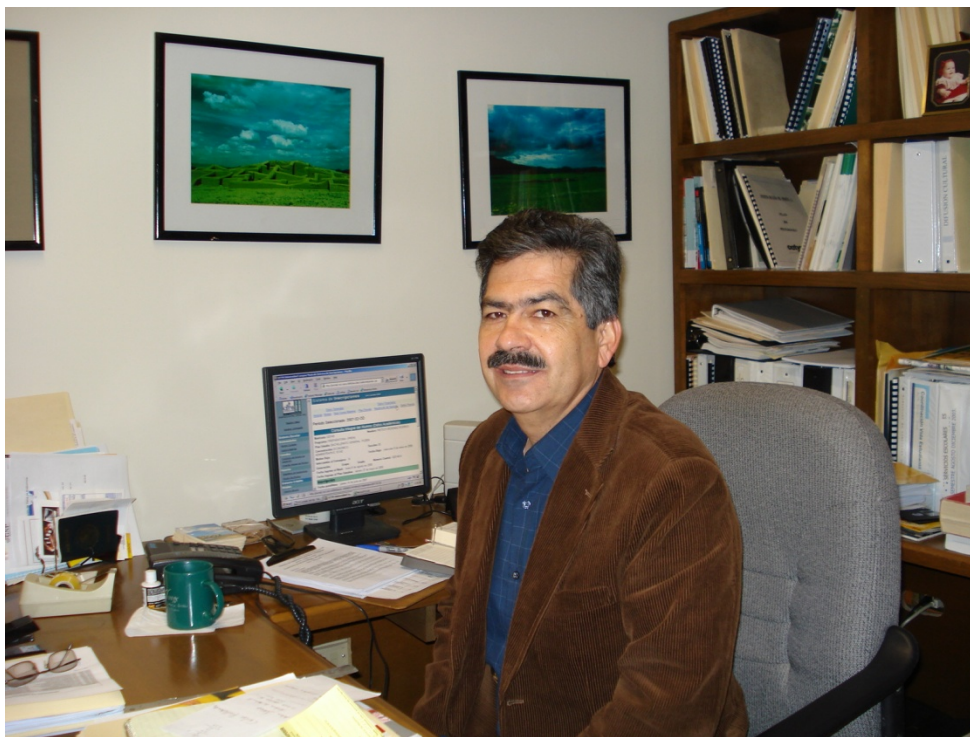
Sergio Rebollar McDonough
General Director
Mexicali Campus



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



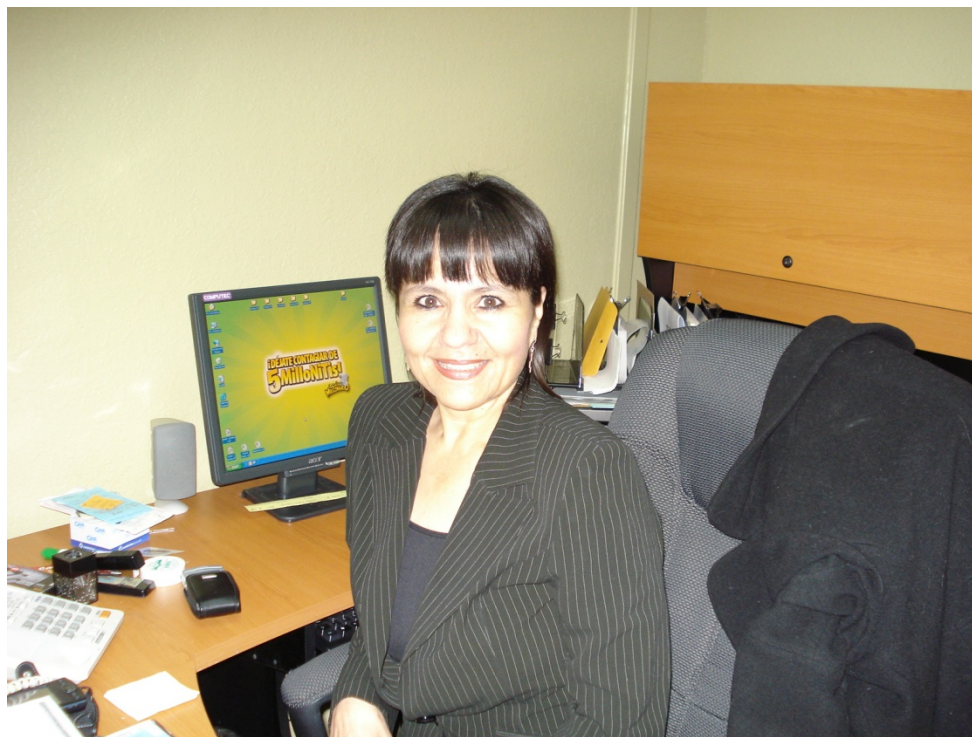
Samuel Díaz Hermosillo
Extension and Linkage Director



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:

CATEGORY	PESOS PER CLASS HOUR	
I	\$	112.50
II	\$	131.70
III	\$	155.20
IV	\$	189.30

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

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

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.

PERCENTAGE OF THE IDEAL AMOUNT OBTAINED COMPENSATION

0 - 69.9	➡	NO REHIRING OR COMPENSATION
70 - 78.9	➡	CONDITIONAL HIRING , NO COMPENSATION
79 - 84.9	➡	HIRING, BUT NO COMPENSATION
85 - 90.9	➡	8%
91 - 96.9	➡	16 %
97 – 100.0	➡	50 %

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.

Month	1st period	2nd period
January		31
February	15	28
March	15	31
April	15	30
May	13	31
June	15**	

**** 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

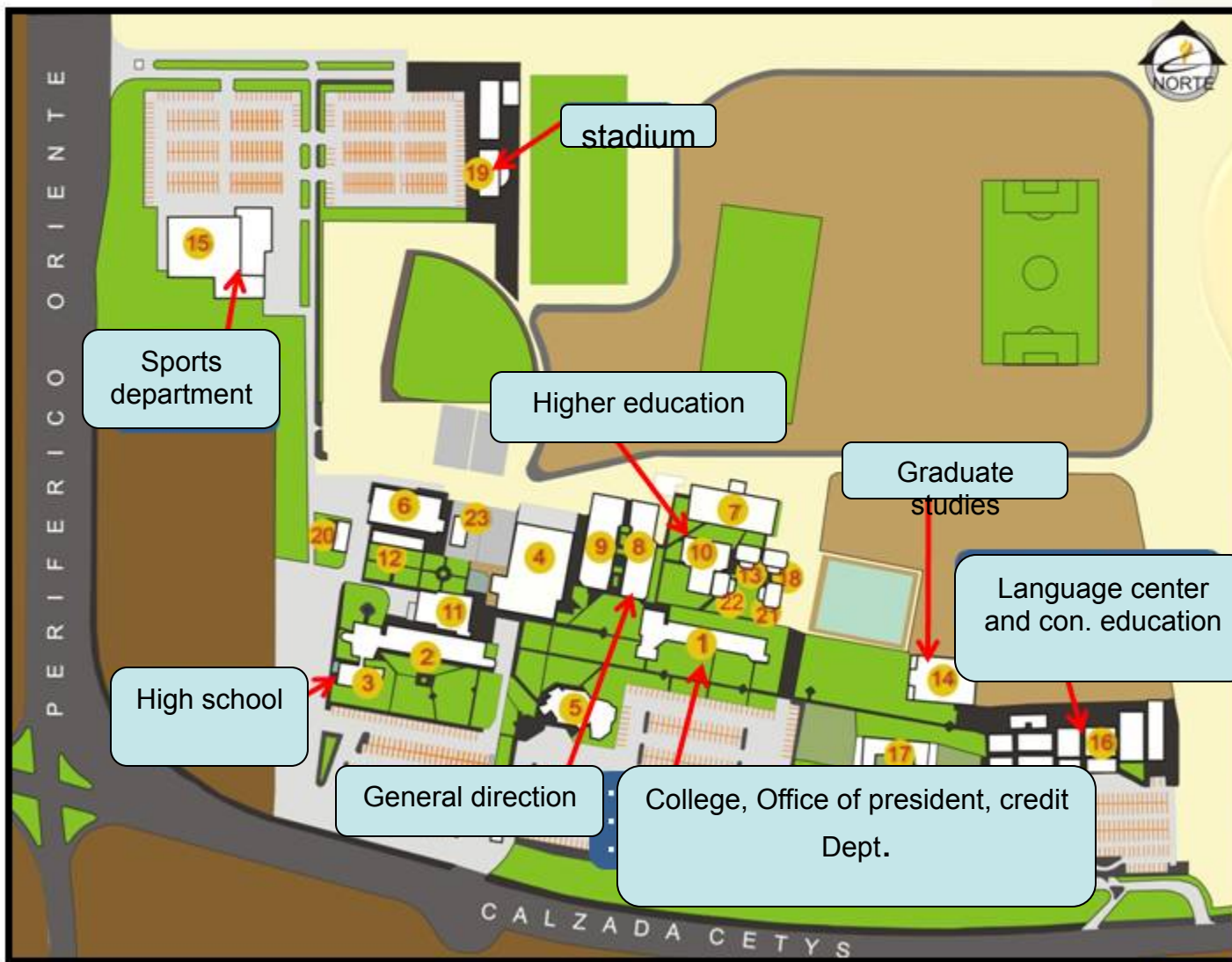
 Etc...

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)



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!!