

CENTRO DE ENSEÑANZA TÉCNICA Y SUPERIOR
GENERAL RULES AND REGULATIONS ABOUT THE FUNCTIONS AND
PAYMENT OF FACULTY
August 2008-July 2009
UNDERGRADUATE

1. DEFINITION:

Adjunct professor, by hours or part-time, is the one who agrees with IENAC (Northwestern Educational Institute, Civil Association) to offer his/her services for a determined period of time on carrying out teaching or research academic activities.

2. RESPONSIBILITIES:

- *To attend and to participate in the induction processes at CETYS.*
- *To know, to accept, and to spread the principles, philosophy, and institutional goals defined in the Mission of CETYS, and to promote them among their students.*
- *To work so that in practice the educational profiles of the ideal student of CETYS get carried out; in accordance to the educational model and the education nuances of CETYS.*
- *To submit to the appointed department the syllabus according to the established requirements and dates for such purposes.*
- *To prepare and grade the extemporaneous and the extemporaneous comprehensive exams of his/her subjects as well as of reporting the corresponding subject evaluation reports within the established dates.*
- *To notify his/her department when because of reasons out of his/her control he/she cannot attend classes.*
- *To participate in the teaching development programs that the Institution carries out for the adjunct professors.*
- *To participate in the syllabi updating and design processes when he/she is required.*
- *To contribute in formulating and executing projects linked with the community that could end on putting in practice his/her work as an adjunct professor.*
- *To evaluate his/her students in an objective and permanent way by using the criteria that he/she had previously agreed upon with the coordinator of the area, corresponding undergraduate degree or program, and/or with the Director of his/her Department.*
- *To submit to his/her department the evaluation report cards of the subjects he/she gives according to the established dates in the official school calendars, and to be available to assist on the evaluation verification requests from the students that require it so.*

- *To attend the meetings that the Coordinator or Director points out with the purpose of coordinating his/her teaching activity.*
- *To carry out his/her teaching activities taking as the foundations the faculty's guide, or the policies and procedures established by it.*
- *To participate in the activities related with the awarding of the degree process of the undergraduate students according to the particular agreement in that regards.*
- *To provide counseling to his/her students when it is agreed upon with his/her assigned department.*

3. COMPENSATION

The following categories are established with the corresponding schedules; the salary will be covered every two weeks, previous submission of a proper invoice if it covers the period of time specified in the contract.

CATEGORIES:

“I” CATEGORY

Professors with an undergraduate degree and teaching experience with less than 4 years.

CATEGORY “II”

Professors that comply with any of the following group of requirements:

- *Professors with a degree of specialization.*
- *Undergraduate degree plus teaching experience of 4 to 6 years.*
- *Undergraduate degree plus teaching experience from 2 to 4 years and professional experience from 4 or more years.*

CATEGORY “III”

Professors that comply with any of the following group of requirements:

- *Professors with a master's degree.*
- *Undergraduate degree plus teaching experience greater than 6 years.*
- *Undergraduate degree plus teaching experience between 4 to 6 years, plus professional experience greater than 4 years.*
- *Specialization plus teaching experience greater than 4 years.*

CATEGORY “IV”

Professors that comply with any of the following group of requirements:

- *Professors with doctoral degree.*
- *Professors with master's degree plus teaching experience greater than 6 years, plus professional experience greater than 4 years.*

It is understood as professional experience the one acquired through the practical exercise as a professional. This experience must be related with the subjects that the professor will give and it will be considered only the one acquired on the 8 years immediately before the semester on which the professor will be working.

It is understood as teaching experience the one acquired through giving classes in the level that the professor will work in the present semester, and it will be considered only the one acquired on the 8 years immediately before the semester on which the professor will be working.

On all the cases when the category is established, the requirement will have to be proven and justified through Ad Hoc documentation.

They will be paid according to the following exhibit:

August – December 2008.	
CATEGORY	PESOS PER HOUR OF CLASS
<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 there will be an additional month's salary as settlement and an additional compensation for the professor's assessment according to the adjunct faculty evaluation system. The amount of the compensation could be up to 35% of the total fees paid during the 5.5 months that the period lasts, and according to the following exhibit:*
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PERCENTAGE OBTAINED FROM IDEAL	COMPENSATION PERCENTAGE
<i>0 - 69.9</i>	<i>NOT HIRED NOR COMPENSATED.</i>
<i>70.0 - 78.9</i>	<i>CONDITIONAL HIRING, NOT COMPENSATED</i>
<i>79.0 - 84.9</i>	<i>REHIRED, 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 professor is the one who agrees with CETYS to offer his/her services on a semester basis according to the professional services contract for a defined time in the aspects of teaching, cultural dissemination, sporting or extracurricular activities, and counseling his/her students. His/her hired workload is not greater than 22 hours per week; if it would be greater than 17, he/she would have to be registered in Social Security, if applicable.

2. SPECIFIC FUNCTIONS:

The same as the adjunct professor, plus a certain time dedicated on counseling his/her students that has to be scheduled by agreement of the Director in such a way that the possibility of the students to attend for counseling is guaranteed. The number of hours that an associate professor can spend in counseling will be as a function of his/her academic load, and it will be defined according to the following chart:

<i>NUMBER OF HOURS OF CLASS PER WEEK</i>	<i>MAXIMUM OF COUNSELING 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 he/she does not provide counseling, then he/she should cover all his/her time giving classes, helping the Director with some academic commission, or become an adjunct professor.

3. COMPENSATION:

The payment of the hours spend giving classes will be exactly the same as pointed out for the adjunct or auxiliary professor, and according to the corresponding payment. The corresponding payment for the hours spent on counseling will be paid at the same cost than the hours spent on giving classes, and he/she will not enjoy the corresponding compensation for evaluation.

III. PART-TIME FACULTY

I. DEFINITION:

The part-time professor is the one that agrees on hiring with CETYS to offer professional services in the teaching subject, research, cultural dissemination, counseling to students, or sporting, academic-administrative, and extracurricular activities in a working week of 20 hours; his/her working load will be defined according to the current policies and it will not be less than 11

hours per week nor greater than 13. The criterion to assign his/her work will be defined by the Director based in the Department's needs without an influence of the professor's academic degree.

2. SPECIFIC FUNCTIONS:

He/she must comply with 20 hours of work in the schedule that at the beginning of the semester agreed with the Director of his/her Department, and he/she will carry out the following functions:

- a) To know, accept, and disseminate the principles, philosophy, and institutional objectives defined in the Mission of CETYS.*
- b) To work so that the educational profiles of the professor and ideal student of CETYS come through in practice; they are specified in the faculty guide.*
- c) To observe and to make the institutional rules and regulations happen.*
- d) To give classes and/or carry out the activities on the hired days, place, and hours.*
- e) To evaluate his/her students in an objective and permanent way by using the previously agreed criteria with the corresponding undergraduate degree Director, and/or with the Director of the Department.*
- f) To submit to the Director of Student Services the list of students with grades and attendance record in the scheduled days by the Current Official School Calendar.*
- g) To attend the meetings that the Director of the Department point out with the purpose of coordinating his/her teaching activity.*
- h) To design and apply extemporary exams of the subjects he/she gives when the Coordinator or Director requires it so.*
- i) To carry out his/her teaching activities taking as a basis the faculty guide, the policies, or the procedures established in it.*
- j) To provide counseling for his/her students in hours fixed defined at the beginning of each semester.*
- k) To coordinate the academic area that his/her Director assigns him/her according to the definition of functions established for him/her in the manual or guide.*
- l) To advice the group or groups that his/her Director assigns to him/her by carrying out functions according to the existing definition in the professor's guide.*
- m) To counsel the students that his/her Director assigns to him/her for carrying out his/her thesis and/or work placement reports.*
- n) To participate as chair in the undergraduate degree exams assigned to him/her.*
- o) To act as a tutor of the students that his/her Director assigns to him/her.*
- p) To participate, in agreement with his/her Director, in the programs included in the 2000 CETYS Plan.*

- q) *To preserve (and watch that his/her students do it) in good shape the working tools and materials as well as the furniture and real estate of the Institution.*
- r) *To support the Director of Higher Education in the Academic Promotion or Recruiting student programs that in coordination with the Promotion Department requires it so.*
- s) *To participate in the activities derived from the application of the emergency and security program from CETYS such as simulation of earthquakes, fire drills, and emergency situations; also in the environment protection programs.*
- t) *To support the Institution and his/her Faculty so all the academic and administrative provisions and guidelines considered necessary for its well functioning are applied.*
- u) *To carry out all the activities derived from the nature of his/her position or that are explicitly assigned by his/her immediate boss.*

3. COMPENSATION:

The salary will be set according to the ladder system defined in this document.

ASPECTS TO CONSIDER FOR ASSIGNING CATEGORIES

Given what represents for CETYS and the importance of having a quality part-time faculty, and wanting to boost hiring and stimulus of those professors that are better prepared with the knowledge and skills needed for efficiently carrying out the educational process, the following elements are provided for assigning categories with the pointed out weighing:

EXHIBIT 1. ELEMENTS FOR ASSIGNING CATEGORY

<i>ASPECT OR ELEMENT</i>	<i>WEIGHING OR MAXIMUM POINTS</i>
<i>1. Academic degree in his/her specialization</i>	<i>28</i>
<i>2. Academic 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. Publications</i>	<i>7</i>
<i>8. Didactical updating</i>	<i>7</i>
<i>9. Updating in his/her specialization</i>	<i>8</i>
<i>10. Academic recognitions</i>	<i>7</i>
<i>TOTAL</i>	<i>100</i>

DEFINITION FOR ELEMENTS TO CONSIDER

1. ACADEMIC DEGREE OF HIS/HER SPECIALIZATION

Is the degree that the professor had gotten in his/her formal studies in a Mexican or foreign university. The function of the official documents that the professor submits will be evaluated by considering only those related with his/her teaching activity, and according to the following equivalency:

<i>DEGREE</i>	<i>POINTS</i>
<i>Undergraduate degree student</i>	<i>0</i>
<i>Undergraduate 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>Doctoral degree</i>	<i>28</i>

2. EDUCATION ACADEMIC DEGREE.

Is the degree in formal studies obtained by the Professor after the Undergraduate degree and under any type, but within the education field. They will be evaluated according to the official documents (degrees) that the Professor submits. His/ her scores will be: Certificate course 5 points, Specialization 10 points.

3. ENGLISH

The control of the knowledge of English that the Professor has acquired be it by formal course, workshops, studies, or stays in countries where they speak it.

He/she will be evaluated applying an exam (Test of English as a foreign language) and points will be assigned according to the obtained score, and by applying the following formula:

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

The maximum points are 8. TOEFL will be the result of the English exam.

4. PROFESSIONAL EXPERIENCE.

Are the applications and performances that the professor has carried out in practice through exercising his/her profession; this element is considered due to the richness that the professor could bring into his/her classes with focuses and practical examples derived from his/her field experience and form linking theory with practice. We can also accredit it if the professor was or is working at CETYS as long as he/she has carried out activities that allow him/her to bring to the class the focuses and the real practical cases (counseling, experiments,

research, internships, and other linking activities). One point for every 400 contact hours; maximum 10 points.

5. TEACHING EXPERIENCE.

Is the accumulation of experiences that the professor has undergone by giving classes, be it at CETYS or in another Institution, but in the same level that he/she is currently in; it is calculated in effective class hours considering one point for every 200 hours given; maximum 8 points,

6. RESEARCH.

Are the research works that the professor has carried out inside or outside of the Institution. They will be evaluated considering the criteria defined by the Research Development Committee of CETYS, and they are presented in the following chart. The maximum score will be 7 points.

CHART FOR EVALUATING RESEARCH

Name: _____

Department: _____

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

CAMPUS: _____

DATE: _____

To include in this chart all the publications, add the points and divide the result by twenty to get the final points.

8. DIDACTICAL UPDATING.

Is the group of specific knowledge that the professor possesses and has acquired in short courses or workshops in the field of Teaching, educational Technology, Didactical, or in similar areas. There will be one point accredited for every 48 hours; maximum 7 points.

9. UPDATING IN HIS/HER SPECIALIZATION.

The courses that the professor has taken during his/her life will be considered, except those who took him/her to get some academic degree in his/her specialization area or in education, and the ones of didactical updating.

There will be one point accredited for every 100 course hours. Maximum 8 points.

10. ACADEMIC RECOGNITIONS

Are those acts on which the professor is granted a diploma, certificate, appointment, acknowledgement, or some other document or mentioning such as recognition to his/her educational work carried out inside or outside of the Institution. One point per recognition; maximum 7 points.

PART-TIME PROFESSOR LADDER

Each one of the elements previously defined will be evaluated by the Ladder Committee of the Campus that is conformed by the Educational Director and the Department Directors. Once the score has been assigned, the points obtained will add up and the professor will be placed in the corresponding category according to the following chart:

SALARY TABULATOR PAR-TIME FACULTY HIGHER EDUCATION AND RESEARCH FROM AUGUST 2008 TO JULY 2009
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CATEGORY	RANGE OF POINTS	MONTHLY SALARY		
		BASE	MEDIUM	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 faculty is the professor that agrees with CETYS on hiring in an exclusive way to offer his/her professional services for teaching, research, cultural dissemination, counseling to students, or sporting, academic-administrative, and extracurricular activities in a 40-hour work week; his/her academic load is defined (minimum of 12 and maximum of 18 hours per week) according to the current institutional policies.

If his/her personal inclinations lead him/her to research, he/she could carry it out. For this he/she will have to submit his/her projects to the Director who according to the Institutional priorities of his/her Campus and Department, and coordinating with the General Director, will support the project by assigning budgetary support; invariably his/her primary function will be teaching.

2. SPECIFIC FUNCTIONS.

- a) *To know, accept, and disseminate the principles, philosophy, institutional objectives defined in the Mission of CETYS.*
- b) *To work so that the educational profiles of the professor and ideal student of CETYS come through in practice; they are specified in the faculty guide.*
- c) *To observe and to make the institutional rules and regulations happen.*
- d) *To give classes and/or carry out the activities on the hired days, place, and hours.*
- e) *To evaluate his/her students in an objective and permanent way by using the previously agreed criteria with the corresponding undergraduate degree Director, and/or with the Director of the Department.*
- f) *To submit to the Director of Student Services the list of students with grades and attendance record in the scheduled days by the Current Official School Calendar.*
- g) *To attend the meetings that the Director of the Department point out with the purpose of coordinating his/her teaching activity.*
- h) *To design and apply extemporaneous exams of the subjects he/she gives when the Coordinator or Director requires it so.*
- i) *To carry out his/her teaching activities taking as a basis the faculty guide, the policies, or the procedures established in it.*
- j) *To provide counseling for his/her students in hours fixed defined at the beginning of each semester.*
- k) *To coordinate the academic area that his/her Director assigns him/her according to the definition of function established for him/her in the manual or guide.*
- l) *To advise the group or groups that his/her Director assigns to him/her by carrying out functions according to the existing definition in the professor's guide.*
- m) *To counsel the students that his/her Director assigns to him/her for carrying out his/her thesis and/or work placement reports.*
- n) *To participate as chair in the undergraduate degree exams assigned to him/her.*
- o) *To act as a tutor of the students that his/her Director assigns to him/her.*
- p) *To participate, in agreement with his/her Director, in the programs included in the 2000 CETYS Plan.*
- q) *To preserve (and watch that his/her students do it) in good shape the working tools and materials as well as the furniture and real estate of the Institution.*
- r) *To support the Director of Higher Education in the Academic Promotion or Recruiting student programs that in coordination with the Promotion Department requires it so.*
- s) *To participate in the activities derived from the application of the emergency and security program from CETYS such as simulation*

- t) *To support the Institution and his/her Faculty so all the academic and administrative provisions and guidelines considered necessary for its well functioning are applied.*
- u) *To carry out all the activities derived form the nature of his/her position or that are explicitly assigned by his/her immediate boss.*

3. COMPENSATION.

The payment for full-time faculty will be carried out every fifteen days according to the official tabulator; it will be revised every six months and faculty will be advised on the months of July and January.

The criterion for assigning a salary will depend on the evaluation of his/her curriculum, and with the same criteria and system previously described for part-time faculty if the professor in question is a new hire; for the faculty with one or more semesters of service it will depend on the results obtained in the performance of their functions, and according to the full-time faculty evaluation system.

The rest of the obligations and rights of the full-time faculty are the ones defined in the general policy document of the institution, and in the full-time personnel fringe benefits manual.

SALARY TABULATOR FULL-TIME FACULTY HIGHER EDUCATION AND RESEARCH FROM AUGUST 2008 TO JULY 2009
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CATEGORY	RANGE OF POINTS	MONTHLY SALARY		
		BASE	MEDIUM	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 FACULTY RESEARCHERS

1. DEFINITION:

The full-time faculty researcher is the professor that agrees with CETYS on hiring in an exclusive way to offer his/her professional services for teaching, research, cultural dissemination, counseling to students, or sporting, academic-administrative, and extracurricular activities in a 40-hour work week; his/her academic load is defined according to the following aspects:

- a) To know, accept, and disseminate the principles, philosophy, institutional objectives defined in the Mission of CETYS.*
- b) To work so that the educational profiles of the professor and ideal student of CETYS come through in practice; they are specified in the faculty guide.*
- c) To observe and to make the institutional rules and regulations happen.*
- d) To give classes, carry out his/her research projects, and/or to carry out the activities on the hired days, place, and hours.*
- e) To evaluate his/her students in an objective and permanent way by using the previously agreed criteria with the corresponding undergraduate degree Director, and/or with the Director of the Faculty.*
- f) To submit to the Director of Student Services the list of students with grades and attendance record in the scheduled days by the Current Official School Calendar.*
- g) To attend the meetings that the Director of the Department point out with the purpose of coordinating his/her teaching activity, and the ones that in his/her nature of researcher be summoned by the Director of his/her Department.*
- h) To design and apply extemporary exams of the subjects he/she gives when the Coordinator or Director requires it so.*
- i) To carry out his/her teaching activities taking as a basis the faculty guide, the policies, or the procedures established in it.*
- j) To provide counseling for his/her students in hours fixed defined at the beginning of each semester.*
- k) To advice the group or groups that his/her Director assigns to him/her by carrying out functions according to the existing definition in the professor's guide.*
- l) To counsel the students that his/her Director assigns to him/her for carrying out his/her thesis and/or work placement reports.*
- m) To participate as chair in the undergraduate degree exams assigned to him/her.*
- n) To participate in the institutional development and faculty updating program.*
- o) To preserve (and watch that his/her students do it) in good shape the working tools and materials as well as the furniture and real estate of the Institution.*

- p) To contribute with the Director of his/her Department in the preparation of research budgets for requesting support to the national (CONACYT, SEP, FOMES, etc.) or international (IIE, USIA, World Bank, foundations, etc.) organisms.*
- q) To carry out all those activities that spring from the nature of his/her position appointed by his/her immediate boss.*

2. COMPENSATION

The payment for full-time faculty researchers will be carried out every fifteen days and his/her monthly salary will be determined by the corresponding Department Director in coordination with the Educational Director who will take as a basis the study of his/her curriculum. The range of salary will be defined taking into account the corresponding category range in the full-time faculty tabulator, and 16% will be added to it.

If he/she is part of this category starting on the second semester, the work of the faculty researcher will be evaluated by his/her Director and his/her salary will be set based on results as far as complying with his/her semester working plan, and also considering the criterion pointed out on the previous paragraph.

August 2008.