



**Date of Board Meeting:** October 15, 2024

**Subject:** New 12-Month Paramedic Instructor (Emergency Medical Services Department)

**Recommendation:** Approve New Position, Effective Spring 2025

**Background and Rationale:**

With the December retirement of a faculty member who also serves as Division Chair, a new Division Chair will be appointed for spring 2025. Due to administrative responsibilities, Division Chairs teach only three contact hours per week in fall and in spring with no teaching duties in the summer. The current teaching load of the incoming Division Chair will need to be re-assigned to another instructor. The full-time instructors in the EMS Department already teach a full load of classes and perform additional duties such as establishing affiliation agreements for clinical sites, coordinating student clinical schedules, maintaining licensing/accrediting documentation, and coordinating simulation lab experiences. Thus, a new 12-month instructor position is needed to teach the course load previously assigned to the incoming Division Chair.

The new position will be funded for eight months in AY25 by unused salaries from vacated positions. In future years, the salary will be included in the budget. The annual salary range will be \$64,736-\$71,403 plus benefits.

**Cost and Budgetary Support:** Additional \$43,157 - \$47,602 for 8 months in AY25 from unused salaries from vacant positions

**Strategic Priority Alignment:**

Student Success

Community Impact

Resource Optimization

Institutional Excellence

**Resource Person(s):** Danny Bacot, Dean of Workforce

**Signatures:**

  
\_\_\_\_\_  
Originator

10-2-24  
\_\_\_\_\_  
Date

**Leigh Ann Collins** Digitally signed by Leigh Ann Collins  
Date: 2024.10.02 15:47:27 -05'00'  
\_\_\_\_\_  
Cabinet-Level Supervisor

\_\_\_\_\_  
Date

**President's Approval:**

  
\_\_\_\_\_  
President

10/2/24  
\_\_\_\_\_  
Date