



Human Resources

**FACULTY LOAD
COMPENSATION GUIDELINES**

2023-2024

Faculty Load Compensation Guidelines

Table of Contents

PURPOSE OF FACULTY LOAD	4
FACULTY PAY DATES / TERMS AND CENSUS DATES	4
Terms and Census Dates	4
Payment Start and End Dates	4
FULL-TIME FACULTY CONTRACT TYPES	5
EMBEDDED FACULTY	12
FULL-TIME FACULTY WORKLOAD	13
Workload Guidelines and Load Analysis Tables	13
Teaching Assignments and Priorities	15
Workload Units and Percent of Load Equations Chart	15
Office Hours.....	15
Dual Credit Courses	16
Dual Credit Stipend Chart	16
Sections taught on a Collin College campus or center (does not include Rockwall).....	16
“Per head” Courses and Compensation	17
Distance Learning Courses	17
Compensation for Large Group Instruction (LGI).....	18
Co-Operative Work Experience (CWE) Courses	18
Course Development	18
OVERLOAD, EXTRA SERVICE, AND SUMMER ASSIGNMENTS	19
Eligibility Guidelines	19
Maximum Overload Assignments	20
Non-Teaching Extra-Service Assignments	20
Wintermester/Maymester Teaching Assignments.....	21
Summer Teaching Assignments	21
FY2024 Full-time Faculty Overload Compensation Chart	22
NURSING STIPEND	23
DISCIPLINE LEAD	23
PART-TIME (ADJUNCT) FACULTY	25
Adjunct Faculty Work Hours	25
Contact Hour-to-TRS Clock Hour Conversion Chart by Term Length.....	25
Temporarily Working More than the Maximum Allowable Weekly Hours.....	27
Dual Assignments: Adjunct Faculty with Additional Part-time Non-Exempt Assignments.....	27
Faculty Emeritus (Adjunct Faculty)	28
Staff and Administrator Teaching and Non-Teaching Extra-Service Assignments.....	28
FY 2024 Adjunct Faculty Compensation Chart	29
FACULTY LOAD-RELATED FORMS - ASSIGNMENT CHANGES	30
Mid-term Course Reassignment Worksheet Form	30
Substitute Payment Form (Time-sensitive)	30
Application for Leave Forms / Adjunct Faculty Sick Leave.....	30
CONTINUING EDUCATION INSTRUCTOR RATE SCHEDULE	32
QUICK REFERENCE GLOSSARY	33

PURPOSE OF FACULTY LOAD

Faculty Load and Compensation (FLAC) is a tool used to pay faculty and instructional staff accurately, and report data to the Texas Higher Education Coordinating Board. In addition, it is used to monitor and ensure college policies on pay and workload are accurately implemented.

The faculty load report is a method of tracking teaching (credit courses) and non-teaching assignments of full-time, adjunct faculty, and continuing education instructors throughout the college.

State Reporting

The state report (The Texas Higher Education Coordinating Board CBM-008 Report) is a listing of all credit courses taught at Collin College, the instructor(s) of record, their percent of load, the type of assignment, the dollar amount they received, as well as a variety of demographic characteristics. The assistants to the deans and administrative assistants play a major role in the accuracy of the CBM-008 report by assigning the correct assignment code.

FACULTY PAY DATES / TERMS AND CENSUS DATES

Terms and Census Dates

Term	Term Code	Census Date
Fall	202410	September 5, 2023
Wintermester	202420	December 12, 2023
Spring	202420	January 29, 2024
Maymester	202430	May 14, 2024
Summer I	202430	June 6, 2024
Summer III	202430	June 11, 2024
Summer II	202430	July 11, 2024

Payment Start and End Dates

Course Type	Reference Date	Condition	Day	Calculated Date
Instructional	Part of Term Start Date	Less than or Equal	15th	First Day of Part of Term Start Month
		Greater than	15th	First Day of Next Month
Non-Instructional	Part of Term End Date		Any	Last Day of Part of Term End Month
	Payment Start Date			First Day of Payment Start Month
	Payment End Date			Last Day of Payment End Month

Faculty Load Assignment documents are sent via email after the 15th of each month. If you are a full-time faculty member, the assignment sheet will only contain your overload(s) or special assignments. Courses that are part of your regular load will not be included on the assignment sheet.

FULL-TIME FACULTY CONTRACT TYPES

Academic/Workforce (170 Workdays) 9-Month Contracts		
Reporting Structure		Reports to Associate Dean or Director.
Hiring		National search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee.
Faculty Credentials Inventory		Required
Work Days		170 Contracted Work Days (August-May)
Load		15-18 work load units each regular 16-week semester
Extra Service Assignments/Overloads		See the Overload, Extra Service, and Summer Assignments section for details and maximum overload assignments.
Private Office Assigned		May be semi private depending on space.
Eligible for Dual Credit Stipend		Yes, eligible for base levels depending on assignment.
Work Location		District with an assigned primary campus
Office Hours		Fall and Spring Semesters: Six hours per week required for academic advising and student consultation. Wintermester, Maymester, and Summer Office Hours: One hour per week for each course section taught.
Professional Development		Expected to remain current and competent in their discipline. Professional development is a component of the multi-year evaluation process.
Council on Excellence (CoE) Funds for Professional Development		Yes, may apply for CoE travel funds.
College Service		Required
New Faculty Orientation New Faculty Academy		Required
Faculty Council Representation		Yes
Annual Appraisal		Yes, to include student evaluations and classroom visits, 90-day probationary period, goal setting, etc.
Peer Review		Yes, through the multi-year evaluation process conducted by CoE with consideration for the remote nature of the work and unique opportunities for service.
Multi-year Contract		Yes, eligible for multi-year contract after first three (3) one-year contracts.
Leave	Personal Days	3 Days
	Sick Leave	12 Days (Accrued at 8 hours per month)
	Paid Holidays	No
	Vacation	No
Technology Requirements		An internet connection of at least 50 Mbps is required for the faculty's working location. Collin will provide faculty with a computer with appropriate software, webcam, and speakers needed for online instruction.
Working Environment		Faculty are expected to maintain a noise-free, professional environment to limit distractions and disruptions, consistent with a professional office environment. Approved virtual backgrounds may be used to help establish a professional image.
Additional Functions		None

Dual Credit (180 Workdays) 9-Month Contracts

Reporting Structure		Reports to Director of Dual Credit if applicable, or to an Associate Dean or Director.
Hiring		Internal search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee. If position is not filled, open to national search.
Faculty Credentials Inventory		Required
Work Days		180 Contacted Work Days (August - May). Adhere to Collin calendar for start and end of semester. May conform to ISD schedule including scheduled breaks (Thanksgiving, Spring Break, etc.). May teach for multiple ISDs to make load.
Load		15-18 work load units each regular 16-week semester
Extra Service Assignments/Overloads		See the Overload, Extra Service, and Summer Assignments section for details and maximum overload assignments. Dual Credit director will coordinate with associate dean, where applicable, to assign overloads. Collegiate Academy and dual credit needs will be prioritized over campus needs when assigning overloads.
Private Office Assigned		No, primary teaching assignment is off campus.
Eligible for Dual Credit Stipend		Yes, eligible for all levels depending on assignment.
Work Location		Dual Credit Professors teach at any assigned ISDs (except for summer terms).
Office Hours		Fall and Spring Semesters: Six hours per week required for academic advising and student consultation. Wintermester, Maymester, and Summer Office Hours: One hour per week for each course section taught.
Professional Development		Expected to remain current and competent in their discipline. Professional development is a component of the multi-year evaluation process.
Council on Excellence (CoE) Funds for Professional Development		Yes, may apply for CoE travel funds.
College Service		Required. May include modifications for dual credit assignment.
New Faculty Orientation New Faculty Academy		Required. May include modifications for dual credit assignment.
Faculty Council Representation		Yes, details to be determined by Faculty Council.
Annual Appraisal		Yes, to include student evaluations and classroom visits, 90-day probationary period, goal setting, etc.
Peer Review		Yes, an equivalent process taking dual credit and off-campus duties into consideration.
Multi-year Contract		Yes, eligible for multi-year contract after first three (3) one-year contracts.
Leave	Personal Days	3 Days
	Sick Leave	12 Days (Accrued at 8 hours per month)
	Paid Holidays	No
	Vacation	No
Additional Functions		None

Collegiate Academy (180 Workdays) 9-Month Contracts

Reporting Structure		Reports to Director of Dual Credit if applicable, or to an Associate Dean or Director.
Hiring		Internal search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee. If position is not filled, open to national search.
Faculty Credentials Inventory		Required
Work Days		180 Contacted Work Days (August - May). Adhere to Collin calendar for start and end of semester. May conform to ISD schedule including scheduled breaks (Thanksgiving, Spring Break, etc.). May teach for multiple ISDs to make load.
Load		15-18 work load units each regular 16-week semester.
Extra Service Assignments/Overloads		See the Overload, Extra Service, and Summer Assignments section for details and maximum overload assignments. Dual Credit director will coordinate with associate dean, where applicable, to assign overloads. Collegiate Academy and dual credit needs will be prioritized over campus needs when assigning overloads.
Private Office Assigned		No, primary teaching assignment is off campus.
Eligible for Dual Credit Stipend		Yes, eligible for the base dual credit stipend.
Work Location		Collegiate Academy Professors teach at a single assigned ISD (except summer terms).
Office Hours		Fall and Spring Semesters: Six hours per week required for academic advising and student consultation. Wintermester, Maymester, and Summer Office Hours: One hour per week for each course section taught.
Professional Development		Expected to remain current and competent in their discipline. Professional development is a component of the multi-year evaluation process.
Council on Excellence (CoE) Funds for Professional Development		Yes, may apply for CoE travel funds.
College Service		Required. May include modifications for dual credit assignment.
New Faculty Orientation New Faculty Academy		Required. May include session modified for dual credit assignment.
Faculty Council Representation		Yes, details to be determined.
Annual Appraisal		Yes, to include student evaluations and classroom visits, 90-day probationary period, goal setting, etc.
Peer Review		Yes, an equivalent process taking dual credit and off-campus duties into consideration.
Multi-year Contract		Yes, eligible for multi-year contract after first three (3) one-year contracts.
Leave	Personal Days	3 Days
	Sick Leave	12 Days (Accrued at 8 hours per month)
	Paid Holidays	No
	Vacation	No
Additional Functions		Collegiate Academy Professors may be assigned to cover management of CA space, represent the college to the ISD, attend High School graduation when CA students graduate, and/or provide tutoring to collegiate academy students as needed.

Academic iCollin Professor (170 Workdays) 9-Month Contracts

Reporting Structure		Reports to Associate Dean or Director.
Hiring		Internal search for Collin faculty meeting established qualifications for transfer to iCollin. External searches include national search process with full search committee, review of transcripts, interviews, demonstration of content created for online courses, etc. as established by the search committee. Candidate must meet established expectations for iCollin faculty.
Faculty Credentials Inventory		Required
Work Days		170 Contracted Work Days (August-May)
Load		15-18 work load units each regular 16-week semester
Extra Service Assignments/Overloads		See the Overload, Extra Service, and Summer Assignments section for details and maximum overload assignments.
Eligible for Dual Credit Stipend		Yes, eligible for base levels depending on assignment.
Private Office Assigned		Faculty may work exclusively from a home office or remote location. iCollin faculty planning to be on campus should contact their associate dean about common/shared office spaces at specific campuses.
Office Hours		Six (6) hours of virtual office hours per week required (fall and spring semesters) for academic advising and student consultation. <i>Wintermester, Maymester, and Summer office hours:</i> One hour per week per course section taught. Online faculty will post and observe live online office hours as part of the required six office hours per week in relationship to the percent of load that is online. <i>For example:</i> 20% of load = @ 1 hour online; 40% of load = @ 2 - 2.5 hours online; 60% of load = @ 3.5 - 4 hours online.
Professional Development		Expected to remain current and competent in their discipline. Professional development is a component of the multi-year evaluation process.
Council on Excellence (CoE) Funds for Professional Development		Yes, may apply for CoE travel funds.
College Service		Required, but can be done via virtual attendance at meetings and may be defined to include student recruitment opportunities and other activities that may be done remotely.
New Faculty Orientation New Faculty Academy		Faculty are expected to attend the fall All College Day, Discipline and Division meetings in-person. Faculty are required to attend other meetings in-person as determined by associate dean, dean, or executive dean during long semesters. Travel expenses will be reimbursable up to a pre-determined cap based on institutional policy on such travel.
Faculty Council Representation		Yes, details to be determined.
Annual Appraisal		Yes, to include student evaluations and online course visits, 90-day probationary period, goal setting, etc.
Peer Review		Yes, through the multi-year evaluation process conducted by CoE with consideration for the remote nature of the work and unique opportunities for service.
Multi-year Contract		Yes, eligible for multi-year contract after first three (3) one-year contracts.
Leave	Personal Days	3 Days
	Sick Leave	12 Days (Accrued at 8 hours per month)
	Paid Holidays	No
	Vacation	No
Technology Requirements		An internet connection of at least 50 Mbps is required for the faculty's working location. Collin will provide faculty with a computer with appropriate software, webcam, and speakers needed for online instruction.
Working Environment		Faculty are expected to maintain a noise-free, professional environment to limit distractions and disruptions, consistent with a professional office environment. Approved virtual backgrounds may be used to help establish a professional image.

Academic/Workforce (225 Workdays) 12-Month Contracts

Reporting Structure		Reports to Associate Dean or Director.
Hiring		National search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee.
Faculty Credentials Inventory		Required
Work Days		225 Contracted Work Days (August-August)
Load		15-18 workload units each regular 16-week semester; 8-10 workload units over the summer.
Extra Service Assignments/Overloads		May teach one (1) course as an overload in the fall, spring, and summer semesters. Additional overloads must receive division and provost approval and result from a unique division need.
Private Office Assigned		Yes. May be semi-private depending on space.
Eligible for Dual Credit Stipend		Yes, eligible for all levels depending on assignment.
Office Hours		Six (6) hours per week required (fall and spring semesters) for academic advising and student consultation. Wintermester, Maymester, and Summer office hours: One hour per week for each course section taught.
Professional Development		Expected to stay current in their field and maintain appropriate industry/discipline certifications as needed.
Council on Excellence (CoE) Funds for Professional Development		Yes, may apply for CoE travel funds and may also be eligible for college funds to support industry licensure and certification.
College Service		Required
New Faculty Orientation New Faculty Academy		Required
Faculty Council Representation		Yes
Annual Appraisal		Yes, to include student evaluations and classroom visits, 90-day probationary period, goal setting, etc.
Peer Review		Yes
Multi-year Contract		Yes, eligible for multi-year contract after first three (3) one-year contracts.
Leave	Personal Days	3 Days
	Sick Leave	12 Days (Accrued at 8 hours per month)
	Paid Holidays	No
	Vacation	No

Academic/Workforce (260 Workdays) 12-Month Contracts

Reporting Structure		Reports to Associate Dean or Director.
Hiring		National search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee.
Faculty Credentials Inventory		Required
Work Days		260 Contracted Work Days (August-August)
Load		15-18 workload units each regular 16-week semester; 8-10 workload units over the summer. NOTE: Workloads for full-time technical professors on 260-day contracts are instead based upon a 40-hour work week to include a combination of teaching and non-teaching assignments.
Extra Service Assignments/Overloads		May teach one (1) course as an overload in the fall, spring, and summer semesters. Additional overloads must receive division and provost approval and result from a unique division need.
Private Office Assigned		Yes. May be semi-private depending on space.
Eligible for Dual Credit Stipend		Yes, eligible for all levels depending on assignment.
Office Hours		Six (6) hours per week required in fall and spring semesters for academic advising and student consultation. <i>Wintermester, Maymester, and Summer Office Hours:</i> one hour per week for each course section taught. Academic advising and student consultation expected year-round, may include additional time spent in labs assisting students.
Professional Development		Expected to stay current in their field and maintain appropriate industry/discipline certifications as needed.
Council on Excellence (CoE) Funds for Professional Development		Yes, may apply for CoE travel funds and may also be eligible for college funds to support industry licensure and certification.
College Service		Required
New Faculty Orientation New Faculty Academy		Required
Faculty Council Representation		Yes
Annual Appraisal		Yes, to include student evaluations and classroom visits, 90-day probationary period, goal setting, etc.
Peer Review		Yes
Multi-year Contract		Yes, eligible for multi-year contract after first three (3) one-year contracts.
Leave	Personal Days	3 Days
	Sick Leave	12 Days (Accrued at 8 hours per month)
	Paid Holidays	20 Paid Holidays
	Vacation	10-21 days based on years of service

Temporary Full-time Faculty Contract

Reporting Structure		Reports to Associate Dean or Director.
Hiring		May be an appointment of current adjunct faculty or external to the organization.
Hiring Salary Calculation		Education level used to calculate pay (Masters, Masters + 24, Masters + 48, Doctorate) - additional compensation is not awarded for work experience.
Faculty Credentials Inventory		Required
Work Days		170 contracted work days (August-May) for benefits/may be a one-semester appointment without benefits, generally limited to one contract.
Load		15-18 workload units each regular 16-week semester.
Extra Service Assignments/Overloads		May be assigned extra service teaching assignments depending on departmental need. Summer assignments will be paid at the adjunct faculty rate.
Eligible for Dual Credit Stipend		Yes, eligible for all levels depending on credentials and need.
Private Office Assigned		Assignment to a private office will be dependent on availability. May be assigned shared office space or provided with access to private shared office space.
Office Hours		Six hours per week are required (fall and spring semesters) for academic advising and student consultation. May be in shared/collaborative office space.
Professional Development		Expected to remain current and competent in their discipline. Encouraged to take advantage of in-house professional development opportunities to include Faculty Development Day, access to ELCs, etc. (Temp FT workforce faculty should consult the associate dean/director for discipline-specific expectations.)
Council on Excellence (CoE) Funds for Professional Development		No, not eligible for CoE travel funds.
College Service		Encouraged to volunteer and participate in college service with the exception of committees requiring appointment or election. College service is not required. (Temp FT faculty will not conduct class visits to evaluate adjunct faculty.)
New Faculty Orientation New Faculty Academy		No, New Faculty Orientation & New Faculty Academy is geared towards new FT faculty.
Annual Appraisal		Yes, modified the process to include classroom visits and conferences with the Associate Dean/Director in the first 90 days. No goal setting. Student evaluations reviewed.
Peer Review		No, this is a one-year contract and is not intended to be renewed.
Multi-year Contract		No, a Temporary FT contract year will not be counted as a contract year if the individual is subsequently hired as a Full-time Professor.
Leave	Personal Days	3 Days
	Sick Leave	12 Days (Accrued at 8 hours per month)
	Paid Holidays	No
	Vacation	No

NOTE: If a Temporary FT faculty participates in the faculty search process and is hired as a Full-time Professor subsequent to their Temporary FT contract, they will:

- have their salary recalculated to include education level as well as years of experience. The temporary full-time year will count as one year of service for base pay; however, they will not be eligible for the GPI increase until they complete a year of regular (non-temporary) service.
- Eligible for matching 3% savings program benefit.
- Contract status will be the first one-year contract.
- Participate in the New Faculty Orientation.
- Have a 90-day probationary period during which they will have a class visit and meeting with the associate dean/director to set goals.

EMBEDDED FACULTY

Embedded faculty are employed full-time high school (ISD) teachers hired by Collin College as adjunct faculty to teach college courses during school hours.

Embedded faculty must meet the credentialing standards as established in the Faculty Credentialing Manual. All faculty must be credentialed with official transcripts submitted.

Embedded faculty receive payment from the college or from the high school depending on when their class is held. If the class is taught during the normal high school workday, the college will pay the high school. If the class is taught outside of the normal high school workday, the college will directly pay the faculty member. This payment includes the stipend for dual credit courses.

Embedded faculty will work with their college supervisor, the dual credit department, and their high school regarding class schedules.

An embedded faculty may be assigned a class outside the dual credit classification. A dual credit stipend will not be applied in this instance.

In Workday, embedded faculty are coded as follows:

- Embedded Faculty – Paid by the ISD for teaching Collin College classes during normal school hours.
- Partially Embedded Faculty – Paid by the ISD for classes taught during normal school hours, AND paid through Collin College payroll for teaching classes outside of their normal high school workday.

Leave and substitute pay for embedded faculty are typically paid by the ISD. The division should contact the P-12 Partnerships Office for further instruction.

For more information about embedded faculty, please contact Raul Martinez, Associate Vice President of P12 Partnerships, (972) 985-3725 or via email at rjmartinez@collin.edu.

FULL-TIME FACULTY WORKLOAD

Workload Guidelines and Load Analysis Tables

Full-time faculty members generally teach between 15-18 workload units each regular 16-week semester as part of their regular load. The instructional units of each assigned course are added together to determine a total that typically ranges from 15-18 workload units. For example, courses such as HIST 1301 carry three (3) workload units per course, therefore 5 sections of HIST 1301 would constitute a full load with a total of 15 workload units. However, some individual courses carry more than three (3) workload units per course, while others have less than three (3) workload units per course. Individual courses can also vary in lecture and lab hour combinations. Due to this variability, a regular workload may in fact be more than 15 total workload units. Workload units over 18 will be paid at the full-time faculty overload rate. Associate deans and directors are expected to make load assignments within the range of 15-18 workload units. The chart below illustrates the variability in instructional units per course and the impact on a regular workload for full-time faculty.

NOTE: Workloads for full-time professors on 260-day contracts are instead based upon a 40-hour work week to include a combination of teaching and non-teaching assignments.

Load Analysis – Examples Only							
15-18 Instructional Units							
Example	Credit Hours	Contact Hours	Workload Units	Lecture/Lab	Sections for Load	Total Workload Units	Average Class Size
ACCT 2301	3	64	4	3/1	4	16	26
ARTC 1305	3	96	6	2/4	3	18	17
ARTS (Studio)	3	96	6	2/4	3	18	20
AUMT 1410	4	96	6	2/4	3	18	16
BMGT 1305	3	48	3	3/0	5	15	24
CHEF 1305	3	48	3	3/0	5	15	12
CHEF 1314	3	80	5	2/3	4	20	10
COSC 1315	3	64	4	2/2	5	20	25
COSC 1336	3	64	4	3/1	4	16	26
COSC 1437	4	64	4	4/0	4	16	28
CPMT 1305	3	80	5	2/3	4	20	16
DRAM (Acting)	3	80	5	2/3	4	20	19
ENGL 1301	3	48	3	3/1	5	15	25
ENVR 1401	4	96	6	3/3	3	18	24
ESLC 0305	3	64	4	2/2	5	20	8
GEOL 1403	4	96	6	3/3	3	18	21
HIST 1301	3	48	3	3/0	5	15	30
ITNW 1358	3	80	5	2/3	4	20	23
ITSE 1311	3	64	4	2/2	5	20	27
MATH 2412	4	80	5	3/2	3	15	26
MATH 2413	4	96	6	3/3	3	18	24
MUSC 1327	3	64	4	3/1	4	16	14
PSTR 1306	3	80	5	2/3	4	20	15
RELE 1300	3	48	3	3/0	5	15	15
RSTO 2307	3	64	4	2/2	5	20	25

In different disciplines, especially in workforce areas, faculty loads often require a combination of courses to reach a 15-18 load requirement.

	Credit Hours	Contact Hours	Workload Units	Lecture/Lab	Sections for Load	Total Workload Units	Average Class Size
Example 1							
HITT 2328	3	48	3	3/0	2	6	23
HPRS 1191	1	16	1	1/0	2	2	20
HPRS 2374	3	48	3	3/0	1	3	20
PLAB 1323	3	80	2	2/0	1	2	12
PLAB 1323			3	0/3	1	3	12
				Total:	7	16	
Example 2							
MATH 1314	3	48	3	3/1	2	6	27
MATH 2412	4	80	5	3/2	1	5	26
MATH 2413	4	96	6	3/3	1	6	24
				Total:	4	17	
Example 3							
BIOL 2402 - lecture	4	48	3	3/0	3	9	19
BIOL 2402 - lab	0	96	4	0/4	2	8	19
				Total:	5	17	
Example 4							
BCIS 1305	3	48	3	3/0	1	3	23
COSC 1301	3	48	3	3/0	1	3	19
GIS 1411	4	80	5	3/2	2	10	23
				Total:	4	16	

Examples of courses with less than three (3) instructional units per class

Usually included in some combination with courses that have three (3) or more instructional units (per class) to arrive at a total workload in the range of 15-18

Example	Credit Hours	Contact Hours	Instructional Units	Lecture/Lab
KINE 1100	1	48	3	0/3
MUAP 11XX	1	8	0.5	0.5/0
MUAP 22XX	2	16	1	1/0
MUEN 11XX	1	48	3	0/3
MUSI 1192	1	32	2	1/1
SLNG 1211	2	48	3	2/1



Teaching Assignments and Priorities

The Associate Dean/Director, to the best of their ability, shall try to equitably assign regular teaching loads and overloads for full-time faculty, honoring consistency in the process.

Needs that may be considered by the Associate Dean/Director when assigning courses include but are not limited to:

- On-campus, face-to-face sections
- Dual Credit sections
- Online sections - when available
- Other campus face-to-face sections

Faculty may teach a portion of their regular load and overloads online after on-campus and dual credit needs are met.

Workload Units and Percent of Load Equations Chart

One (1) lecture/lab contact hour equals 6.67% (1 divided by 15 which is minimum full-time workload) of load or 20% for a three contact hour course ($6.67\% \times 3$)

One (1) lecture/recitation hour = 1.0 workload unit

One (1) laboratory/clinical hour = 1.0 workload unit

Contact Hours	% Load	Workload Units
1	6.67%	1.0
2	13.33%	2.0
3	20.00%	3.0
4	26.70%	4.0

Please contact your dean/executive dean if you have questions about faculty load.

Office Hours

Full-time faculty during a 16-week assignment must post and observe a minimum of **six (6)** office hours per week for purposes of academic advising and student consultation. Office hours should be held at locations/times that are conducive to supporting students in their courses and programs.

Summer office hours, including for non-traditional parts of term such as Wintermester and Maymester, will be at least one (1) hour per week for each course taught.

Full-time professors on 260-day contracts have additional year-round requirements for academic advising and student consultation.

Dual Credit Courses

Full-time and part-time faculty receive a stipend for teaching dual credit sections to compensate for ISD requests above and beyond those of Collin College (i.e. numerical grades, mid-term grades, progress reports, daily attendance, etc.) and travel to off-campus and distant sites.

Dual credit stipends are based on where the section is offered relative to the scheduling campus assigned to provide primary academic and student services. Miles traveled to teach dual credit sections are not eligible for local travel reimbursement.

Definitions:

- On-site: Sections taught on a Collin College campus or center (i.e., the Rockwall Center is an exception)
- Off-campus: Sections taught on a high school campus within 12 miles of the assigned scheduling campus.
- Distant: Sections taught on a high school campus more than 12 miles from the assigned scheduling campus.

Dual Credit Stipend Chart

On-Site Stipend: \$200 per course

Sections taught on a Collin College campus or center (does not include Rockwall)

- | | |
|---|--|
| <ul style="list-style-type: none">• Online / Web-based• Allen Center• Embedded High School Faculty• Frisco Campus• McKinney Campus• Plano Campus | <ul style="list-style-type: none">• Collegiate Academy Professors• Dual Credit Professors• Collin Technical Campus• Wylie Campus• Farmerville Campus• Celina Campus |
|---|--|

Off-Campus Site Stipend: \$600 per course

Sections taught on a high school campus within 12 miles of the scheduling campus

- Health Science Academy (Plano East and Williams)
- Also applies to all campuses not identified as on-site or distant locations

Distant Site Stipend: \$750 per course

Sections taught on a high school campus > than 12 miles from the scheduling campus

- Anna High School
- Blue Ridge High School
- Community High School
- Heritage Christian Academy
- Rockwall Gene Burton Center

"Per head" Courses and Compensation

Courses below 15 are considered low enrollment courses and require administrative approval by the dean and campus provost. Courses approved to run at less than 10 are paid at the "per head" rate. The "per head" rate is calculated based on the number of students x 1/10th of the **full-time faculty overload rate** for a full class. Compensation will be based upon enrollment on the first day of class or census date, whichever is higher.

For example, an English class (3 lecture hours) with seven students, approved by the dean and campus provost to be offered with limited enrollment, would be paid at 1/10th of \$4,407.00 (\$440.70) for each of the seven (7) students, for a total of \$3,084.90 instead of the full \$4,407.00.

- The "per head" rate is capped at the equivalent rate for a full section.
- Adjunct faculty "per head" rate will be paid at 1/10th of the adjunct rate.
- If the per-head rate for a course with fewer than 10 students equals more than one full section, the instructor will be paid the rate for one section.

Distance Learning Courses

Compensation related to teaching a distance learning course is calculated on the number of students enrolled (rather than number of class sections offered or campuses involved). Enrollment is usually limited to **25** students per class section. Full-time faculty members on 9-month iCollin contracts are expected to teach 100% of regular load via distance education courses. Whereas for full-time faculty members on all other types of contracts, no more than **60%** of the regular load may be made up of distance education classes based on Online Advisory Board (OAB) course approval and faculty training certification.

Compensation is based on the number of students enrolled as of the first day of class or census date, whichever is greater. The rate schedule follows:

Number of Students	Compensation
1-9	Per-head rate applied for each student \$427.80 per student (FT Overload Rate); \$316.80 per student (Adjunct Faculty Rate)
10-25	Equals one section
26-34	Per-head rate applied for each student over one full section
35-50	Equals two sections
51-59	Per-head rate applied for each student over two full sections
60-75	Equals three sections

Distance learning course exception path:



If the number of online students is sufficient to make a whole class, it can be considered part of the full-time faculty member's load for the semester. *Normally, the portion of a class paid on a "per-head" basis is considered an overload and is not typically counted in a full-time load. For full-time faculty, please reference the [Full-Time Faculty Overload Compensation Chart](#) for "per head" calculations.*

Online faculty will post and observe live online office hours as part of the required six office hours per week in relationship to the percent of load that is online. *For example: 20% of load = @ 1 hour online; 40% of load = @ 2 - 2.5 hours online; 60% of load = @ 3.5 - 4 hours online.*

Compensation for Large Group Instruction (LGI)

To be eligible for LGI compensation, a course must be taught face-to-face by one faculty member, and a single section of the course should have no fewer than 41 students. Student enrollment of 30-40 is considered regular load. The enrollment numbers are based on actual enrollment in the class as of the census date or first day of class, not on expected enrollment prior to the beginning of the semester.

- Online courses are NOT eligible for LGI compensation.
- LGI compensation does not apply until the student enrollment is 41.
- Team-taught courses are not eligible for LGI compensation.

Load Progression based on student enrollment:

Student Enrollment	Compensation
41-55	1.5 sections = 30% of load
56-70	2 sections = 40% of load

Co-Operative Work Experience (CWE) Courses

CWE has an on ongoing enrollment period. As each new section is added during the semester, the faculty member is compensated per semester on a "per head" basis per student at the full-time overload faculty or adjunct faculty rate. All co- operative assignments are paid out upon completion of the course and at the end of the semester. The per-head amount is capped at the equivalent rate for one full section.

CWE approval path:



Course Development

Senior VP of

Faculty members generally do not receive extra-service course development compensation to develop or update courses regardless of modality. However, these types of course development may be considered college service if the course development is requested by the dean due to division needs. Depending upon the amount of work involved, compensation for distance learning and district template development may be considered upon approval by the associate dean, dean, and campus provost and is generally paid in one lump sum upon completion of the pre-approved deliverables. For faculty members assigned to a template development team, any compensation would be divided equally among all team members.

Special project course development outside of these guidelines must be approved by the associate dean/director, dean, campus provost and human resources and is generally compensated at the adjunct faculty hourly lecture rate. Work hours and deliverables for these special assignments must be tracked and submitted to the associate dean/director and dean each month.

OVERLOAD, EXTRA SERVICE, AND SUMMER ASSIGNMENTS

In general, associate deans, directors and deans work with full-time faculty on a fair and equitable rotation for overload, extra-service, and summer assignments. Consideration of the following will be utilized as needed:

- Service to the college
- Demonstrated success in student learning outcomes and student retention
- Student evaluations of instruction
- Historical faculty assignments
- Distribution of overload or extra-service assignments among faculty in a department

All overload, extra-service, and summer assignments are contingent upon the needs of the division and are subject to approval by the appropriate associate dean/director, dean and campus provost.

Eligibility Guidelines

In general, full-time faculty are eligible for overload, extra-service, and summer teaching assignments, with the exception of:

- Faculty who receive a level 2 disciplinary action may not be scheduled to teach overload or receive summer teaching assignments for 12 months from the date of the disciplinary action.

Example:
If a faculty member receives a level 2 disciplinary action in October, he/she may not teach overload or receive extra-service assignments during the following spring, summer and fall.
- Faculty who receive an overall Improvement Needed (IN) rating on the annual performance evaluation may not be scheduled to teach overload or summer assignments for 12 months from the date of the performance evaluation. However, if the overall IN rating is due to a level 2 disciplinary action, the 12-month extra service restriction begins from the date of the level 2 disciplinary action.
- Faculty who receive a one-year contract in lieu of a multi-year contract or who are on a Performance Improvement Plan but have not received a level 2 disciplinary action or overall IN performance evaluation rating may not be eligible to teach overloads or receive extra service assignments in accordance with faculty load guidelines. Exceptions must be approved by the dean and campus provost.
- New faculty in their first semester are not usually assigned overloads, although exceptions may be considered with dean and campus provost approval.

Maximum Overload Assignments

The maximum overload assignment – *whether a teaching and/or non-teaching assignment* – will follow the following priorities:

- Schedule assignments are made by associate deans and directors in coordination with faculty
- FT faculty assignment will be prioritized over adjunct assignments as follows:
 - **Priority 1** – Assignment of 15-18 instructional units for basic contractual load
 - **Priority 2** – Assignment of overloads up to a total of 21 instructional units
 - **Priority 3** – Assignment of overloads up to a total of 27 instructional units
- At the beginning of the scheduling process, FT faculty will be asked to submit **Priority 1** assignment requests and to indicate their interest in receiving Priority 2 and Priority 3 overload assignments.
- **Priority 2** overloads will be assigned by the “home” campus associate dean or director to meet campus and discipline needs.
- **Priority 3** overloads will be based upon division needs and require approval by the dean in consultation with the campus provost. Priority 3 overloads are assigned after adjunct assignments are made.
- A list of all full-time faculty members with more than nine (9) cumulative workload units of overload courses assigned in any long semester is required to be forwarded through the campus provosts to the senior vice president of campus operations with each faculty load report approval.
- Continuing Education courses and “per head” overload assignments (that total less than ten students) are not included in the maximum overload assignment.
- Extra-service assignments for **full-time staff** are generally accomplished **outside** the employee’s regular schedule (usually **outside** 8 a.m. to 5 p.m., Monday through Friday) although exceptions may be administratively approved.
- Adjusted schedules must be documented in the faculty load system listing the extra-service assignment hours, as well as the employee’s regular 40-hour work schedule.
- Faculty on Family Medical Leave (FML) will not be paid for discipline lead, overload, cooperative education supervision, per-head teaching, or any other extra-service assignments. All rates will be prorated for the specified semester.
- For the purposes of calculating the maximum overload, the number of students taught on a “per head” basis should be totaled, and every 10 students considered as the equivalent of a full course. If the per-head rate for a course with fewer than 10 students equals more than one full section, the instructor will be paid the rate for one section.

Non-Teaching Extra-Service Assignments

Upon the development of non-teaching extra-service assignments, the dean works closely with Human Resources to establish rates of pay and/or reassignment time. The appropriate dean must secure approval for reassignment time and pay exceptions from the appropriate campus provost. Reassignment time may also be approved by the dean for non-teaching assignments funded through other sources outside of the division.

Upon project completion, summer employment that involves only non-teaching assignments will be compensated on an **hourly** basis, or on a **contract** basis. The appropriate dean recommends the rates for these assignments to the appropriate campus provost, with approval by the senior vice president of campus operations and the district president.

The **adjunct faculty rate table** is typically used to establish the rate of pay for all non-teaching assignments. Exceptions must be approved by the appropriate campus provost, with approval by the senior vice president of campus operations and the district president.

Wintermester/Maymester Teaching Assignments

- Full-time faculty members may teach a maximum of **three (3) to four (4) contact hours** paid at the full-time faculty overload rate.

Summer Teaching Assignments

- Regular full-time faculty members who teach during the summer do so on an extra-service basis. Therefore, classes taught by full-time faculty will be paid at the overload rate.
- Availability of summer assignments is contingent upon needs of the division and the college and may include a review of factors such as enrollment, availability of funds, etc., and is subject to approval by the appropriate dean and campus provost.

Eligibility for Summer Assignments

- Responsibilities may include teaching, academic advising, registration, curriculum development, administrative functions and special projects. Full-time faculty are expected to be available to students during all teaching assignments and are expected to adjust office hours to maximize student success.
- In order to be considered for summer assignments at the overload rate, full-time faculty must be in regular full-time contract status for the entire academic year preceding the summer session, as well as in full-time contract status for the following academic year.
- Faculty members not intending to return in the following academic year must submit a written letter of resignation by the March 2nd deadline identified in the faculty contract in order to be considered for summer teaching assignments.
- Summer teaching assignments are contingent upon available classes and enrollment.

FY2024 Full-time Faculty Overload Compensation Chart

Effective September 1, 2023

LECTURE HOUR RATE				SUBSTITUTE PAY RATE			
\$1,469.00				\$91.81			
LAB HOUR RATE							
\$1,469.00							
LECTURE/LAB	UNITS	SEMESTER PAY RATE	PER HEAD RATE	LECTURE/LAB	UNITS	SEMESTER PAY RATE	PER HEAD RATE
1/0	1	\$ 1,469.00	\$ 146.90	4/0	4	\$ 5,876.00	\$ 587.60
1/1	2	\$ 2,938.00	\$ 293.80	4/1	5	\$ 7,345.00	\$ 734.50
1/2	3	\$ 4,407.00	\$ 440.70	4/2	6	\$ 8,814.00	\$ 881.40
1/3	4	\$ 5,876.00	\$ 587.60	4/3	7	\$10,283.00	\$ 1,028.30
1/4	5	\$ 7,345.00	\$ 734.50	4/4	8	\$11,752.00	\$ 1,175.20
2/0	2	\$ 2,938.00	\$ 293.80	5/0	5	\$ 7,345.00	\$ 734.50
2/1	3	\$ 4,407.00	\$ 440.70	5/1	6	\$ 8,814.00	\$ 881.40
2/2	4	\$ 5,876.00	\$ 587.60	5/2	7	\$10,283.00	\$ 1,028.30
2/3	5	\$ 7,345.00	\$ 734.50	5/3	8	\$11,752.00	\$ 1,175.20
2/4	6	\$ 8,814.00	\$ 881.40	5/4	9	\$13,221.00	\$ 1,322.10
3/0	3	\$ 4,407.00	\$ 440.70	6/0	6	\$ 8,814.00	\$ 881.40
3/1	4	\$ 5,876.00	\$ 587.60	6/1	7	\$10,283.00	\$ 1,028.30
3/2	5	\$ 7,345.00	\$ 734.50	6/2	8	\$11,752.00	\$ 1,175.20
3/3	6	\$ 8,814.00	\$ 881.40	6/3	9	\$13,221.00	\$ 1,322.10
3/4	7	\$10,283.00	\$1,028.30	6/4	10	\$14,690.00	\$ 1,469.00

The overload rate will be calculated at 1.35 times the adjunct faculty rate and will be applied to all overloads taught by full-time faculty throughout the year, including summer assignments.

Course combinations not included in the above chart may be calculated by multiplying the one-hour lecture and lab rates listed above, times the number of weekly course lecture/lab hours.

Substitute pay is calculated based on the substitute hourly pay rate times the number of actual contact hours subbed.

Full-time Faculty Overload and Extra-Service Payroll Schedule

Semester	Months and Percentages of Assignment to be Paid*			
Fall Semester	September 25%	October 25%	November 25%	December 25%
Wintermester	January 100%			
Spring Semester	February 25%	March 25%	April 25%	May 25%
Maymester	June 100%			
Summer I	June 50%	July 50%		
Summer II	July 50%	August 50%		
Summer III	June 33.33%	July 33.33%	August 33.33%	

*Express courses, flex entry and special assignments may differ from the above payroll schedule.

NOTE: Courses with a start date beginning after the 15th of the month will not be paid until the following month.

Payroll direct deposit dates are generally the last workday of each month. Visit the Business Office Payroll CougarWeb page for a listing of specific direct deposit dates for the current academic year.

NURSING STIPEND

- All full-time nursing faculty will receive a flat stipend of **\$9,000** to be paid out equally over the course of their contract period (September – May).
- Full-time nursing faculty assigned overloads will be compensated at the established overload rate of 1.35 times the adjunct faculty rate.
- Adjunct faculty are not eligible to receive nursing stipends.

DISCIPLINE LEAD

Discipline Lead Compensation

- **Academic Discipline Leads** will be compensated a total of **\$3,000**.
 - For Academic Discipline Leads who oversee a Field of Study or service unit, which requires program review, the compensation will be a total of **\$3,500**.
- **Workforce and Academic/Workforce Discipline Leads** will be compensated a total of **\$3,500**.

Discipline lead responsibilities extend throughout an entire academic year; therefore, compensation will be disbursed over a 12-month period (i.e., typically September – August).

Discipline Lead Job Duties

The purpose of the discipline lead is to provide district-wide representation for discipline/program coordination, curriculum development and assessment, accreditation compliance, and program review.

Essential Duties and Responsibilities

- Work in conjunction with the district discipline dean and supervisor to plan and assess the discipline/program outcomes, curriculum, and establish continuous improvement plans.
- Ensure compliance and provide documentation in support of THECB, SACSCOC, and other external accreditation requirements.
- Lead program reviews, if applicable.
 - While program reviews occur every five years, discipline leads have program assessment responsibilities each academic year, including the coordination and data collection of the CIP.
 - Coordinate, collect, and submit all appropriate documentation and records related to program review in a timely and efficient manner.
- Disseminate information about the discipline/program to stakeholders, including to district faculty, the district discipline dean and appropriate directors and/or associate deans as needed (i.e., COAT assessment information).
- Serve as district-wide lead for changes or modifications to discipline/program curriculum.
 - Present changes/modifications to advisory boards (if applicable) and prepare paperwork and presentations for the Curriculum Advisory Board in cooperation with the district discipline dean.
- Schedule annual district-wide discipline meetings to:
 - Discuss information or changes relevant to the discipline.
 - Review student learning outcome data and learning outcome statements.
 - Develop continuous improvement plans based on outcomes data.
- Facilitate the taking of minutes at all department meetings and submit minutes from semester discipline meetings to Academic Services and the district discipline dean within two weeks following the meetings.
 - If multiple meetings are held throughout the semester, only minutes from the discipline meeting at the beginning of the semester are required.
- Analyze data and create program improvement plan proposals with the discipline faculty.

- Coordinate textbook discussion and selection for discipline, where appropriate, and communicate to all faculty.
 - Communicate textbook information for adjunct faculty orders and submit in the required format to the appropriate director and/or associate dean(s) and district discipline dean by October 1st for the spring term and March 1st for summer and fall terms.
- Assist with verifying faculty credentials for the discipline, when needed.
- Assist with faculty hiring per the college's hiring process.
- Organize program advisory committees and adhere to Advisory Committee Handbook guidelines for workforce programs.
 - Assist in the recruitment of new advisory committee members.
 - Work with the advisory committee chair to formulate meeting agendas and collect and archive signed/approved advisory committee meeting minutes.
- Assist with program recruitment and marketing efforts (transfer and workforce).
- Assist with or coordinate district template development for online courses and Online Advisory Board (OAB) approval.
- Assist with or coordinate the development and implementation of Prior Learning Assessments.

Qualifications

- Collin College faculty, in good standing, qualified to teach in a related program/area of emphasis.
- Must have an understanding of program level assessment distinct from course grading.
- Must agree to a minimum of a three-year commitment.

Discipline Lead Selection Process

- Discipline Faculty member submits their interest in serving as Discipline Lead with a one-page (maximum) nomination form to the District Discipline Dean by the 1st week of September.
 - The nomination form should include a statement of interest, years teaching at Collin College, and professional development, college service and student support activities.
- District Discipline Dean will submit the nomination forms by mid-October to Discipline Faculty to review and identify the top three nominees.
- Discipline Faculty will send recommendations to the District Discipline Dean by first week in November.
- District Discipline Dean will select the Discipline Lead in collaboration with the other campus deans over the discipline.
 - Criteria for selection will include excellence in teaching at Collin College, professional development in the discipline, service to the College, including serving in leadership roles, demonstration of core values, and engagement in student support activities.
- The District Discipline Dean communicates the selected Discipline Lead to the Discipline Faculty and the other Deans over the discipline by the end of the fall semester.
- Incoming Discipline Lead shadows the outgoing Discipline Lead during the Spring term and also participates in Discipline Lead Training provided by the college during the Spring/Summer terms.

PART-TIME (ADJUNCT) FACULTY

Adjunct Faculty Work Hours

Part-time adjunct faculty members are normally limited to **nine (9) contact hours per week**. All assignments over nine (9) contact hours are considered a temporary exception and require pre-approval from the associate dean/director, dean, appropriate campus provost, and senior vice president of campus operations. Adjunct faculty members assigned to teach more than the normal load on a temporary basis of one semester or less are paid at the adjunct faculty rate.

**** In order for adjunct faculty to maintain part-time employment status, exceptions to the nine (9) contact hour limit may only be approved a maximum of 16 weeks per academic year and may not be approved two consecutive terms, even if the consecutive terms cross two academic years, such as summer and fall. Benefits eligibility may be affected.****

Adjunct faculty load exception path



Adjunct Faculty Maximum Workload

When determining the maximum teaching load for part-time adjunct faculty, TRS requires that weekly course contact hours be converted into equivalent clock hours. For the purposes of determining equivalent clock hours, each lecture or lab contact hour is considered equivalent to two TRS clock hours. Equivalent clock hours are designed to reflect the required face-to-face (or online) instructional time, as well as the time spent for class preparation and grading. In order to remain under the total of 20* weekly clock hours limit, part-time adjunct faculty members are generally limited to teaching nine (9) weekly contact hours (18 TRS clock hours) each long 16-week semester.

*(*A minimum of 20 hours per week is required for adjunct faculty to qualify for TRS membership.)*

Contact Hour-to-TRS Clock Hour Conversion Chart by Term Length

The Contact Hour-to-TRS Clock Hour Conversion Chart by Term Length chart is designed to assist supervisors with calculating weekly clock hours by assignment and term length.

Clock hours must be calculated by week, not by semester. Therefore, courses taught during express terms are limited to fewer than 9 weekly contact hours.

The shaded cells in the chart on page 25 indicate part-time teaching assignments that exceed the standard maximum weekly TRS clock hours. These courses may only be assigned to part-time adjunct faculty members as a temporary exception, with approval from the appropriate dean and campus provost. If a temporary exception is approved, the supervisor must ensure the adjunct faculty member stays within the guidelines for working more than the maximum allowable hours for 16 weeks or less per academic year.

Contact Hour-to-TRS Clock Hour Conversion Chart by Term Length

		16 Week Term	14 Week Term	12 Week Term	Summer III 10 Week Term	Express 8 Week Term	7 Week Term	Summer I/II 5 Week Term	4 Week Term	Weekend Maymester 3 Week Term
1 Contact Hour Course (16 hours)	Weekly Contact Hours	1	1.14	1.33	1.6	2	2.29	3.2	4	5.33
	Weekly TRS Clock Hours	2	2.8	2.66	3.2	4	4.58	6.4	8	10.7
3 Contact Hour Course (48 hours)	Weekly Contact Hours	3	3.43	4	4.8	6	6.9	9.6	12	16
	Weekly TRS Clock Hours	6	6.86	8	9.6	12	13.8	19.2	24	32
4 Contact Hour Course (64 hours)	Weekly Contact Hours	4	4.57	5.34	6.4	8	9.14	12.8	16	21.34
	Weekly TRS Clock Hours	8	9.14	10.68	12.8	16	18.28	25.6	32	42.68
5 Contact Hour Course (80 hours)	Weekly Contact Hours	5	5.7	6.67	8	10	11.43	16	20	26.67
	Weekly TRS Clock Hours	10	11.4	13.34	16	20	22.86	32	40	53.34
6 Contact Hour Course (96 hours)	Weekly Contact Hours	6	6.86	8	9.6	12	13.71	19.2	24	32
	Weekly TRS Clock Hours	12	13.72	16	19.2	24	27.43	38.4	48	64

Temporarily Working More than the Maximum Allowable Weekly Hours

With their supervisor's permission, part-time adjunct faculty may teach more than the prescribed maximum load for a total maximum of sixteen (16) weeks in any academic year, ***as long as this does not result in the employee working such increased hours for more than 16 consecutive weeks across two academic years such as summer and fall.***

Example (PT Adjunct Faculty):

Part-time adjunct faculty members are generally limited to nine (9) contact hours (18 clock hours) per week. However, due to a last-minute resignation of another faculty member, a part-time adjunct faculty member is assigned to teach four three-credit courses in the fall, for a total of 24 weekly clock hours. This load may be approved by the appropriate dean and campus provost, as a temporary exception, for no longer than one semester. Because this load exceeds the standard prescribed adjunct faculty maximum, the part-time faculty member would be limited to the standard maximum of nine (9) contact hours per week in the spring.

Additionally, part-time employees may not work more than the prescribed maximum for more than 16 weeks that cross two academic years. Therefore, part-time adjunct faculty will be limited to nine (9) contact hours in the summer. Part-time adjunct faculty members who teach more than nine (9) contact hours over the summer, as an exception, are limited to nine (9) workload units the following fall. Exceptions may not be approved for two (2) consecutive semesters during the same academic year, or in summer and again in fall since that would result in the employee working over the prescribed maximum for more than 16 weeks.

Part-time adjunct faculty members may teach a maximum of one (1) three-hour course in Summer I and Summer II or two (2) three-hour courses in Summer III. Assignments in Summer I and Summer II cannot be combined with a Summer III assignment without being applied as an exception for both the current and following academic years.

Dual Assignments: Adjunct Faculty with Additional Part-time Non-Exempt Assignments

Adjunct faculty members with part-time staff assignments may be regularly scheduled for up to a maximum of 14.5 or 19.5 hours per week depending on the following:

- **Maximum of 14.5 hours per week** for employees with any part-time assignment(s) for which there is no full-time equivalent position
- **Maximum of 19.5 hours per week** for employees with part-time assignments for which there is a full-time equivalent position

In addition to ensuring the combined assignments do not exceed the 14.5/19.5 weekly maximum hours, due to Fair Labor Standards Act (FLSA) considerations, ***the adjunct faculty assignment must always be the primary assignment.***

Primary assignment exceptions are not permitted. This means that the number of hours worked in the PT staff assignment must **always** be less than the number of hours worked in the adjunct faculty assignment. For these purposes, the number of hours worked in the Adjunct Faculty assignment is based upon equivalent work hours per week. Equivalent work hours are counted as two (2) clock hours for each weekly lecture or lab contact hour.

EXAMPLES:

- An adjunct faculty load of one three-hour course (3 weekly contact hours) is equivalent to 6 weekly clock hours.
 - Since the adjunct faculty assignment must be primary, a secondary staff assignment would be limited to 5.5 hours.
- An adjunct faculty load of one three-hour express course taught over 8 weeks (6 weekly contact hours) is equivalent to 12 weekly clock hours.
 - A secondary staff assignment with a full-time equivalent would be limited to 7.5 hours.
 - A secondary staff assignment without a full-time equivalent would be limited to 2.5 hours.
- An adjunct faculty load of three three-hour courses (9 weekly contact hours) is equivalent to 18 weekly clock hours.
 - A secondary staff assignment with a full-time equivalent would be limited to 1.5 hours.
 - A secondary staff assignment without a full-time equivalent is not permitted.

Faculty Emeritus (Adjunct Faculty)

Faculty emeritus teaching as an adjunct will be compensated at the full-time faculty overload lecture/lab rates.

Staff and Administrator Teaching and Non-Teaching Extra-Service Assignments

- Compensation for full-time exempt staff and administrators teaching credit classes on an overload basis is calculated based on the adjunct faculty lecture/lab rates.
- Part-time staff (e.g. skills instructors, tutors, etc.) are not eligible for extra-service assignments.

FY 2024 Adjunct Faculty Compensation Chart

Effective September 1, 2023

LECTURE HOUR RATE				SUBSTITUTE PAY RATE			
\$1,088.00				\$68.00			
LAB HOUR RATE							
\$1,088.00							
LECTURE/LAB	UNITS	SEMESTER PAY RATE	PER HEAD RATE	LECTURE/LAB	UNITS	SEMESTER PAY RATE	PER HEAD RATE
1/0	1	\$ 1,088.00	\$ 108.80	4/0	4	\$ 4,352.00	\$ 435.20
1/1	2	\$ 2,176.00	\$ 217.60	4/1	5	\$ 5,440.00	\$ 544.00
1/2	3	\$ 3,264.00	\$ 326.40	4/2	6	\$ 6,528.00	\$ 652.80
1/3	4	\$ 4,352.00	\$ 435.20	4/3	7	\$ 7,616.00	\$ 761.60
1/4	5	\$ 5,440.00	\$ 544.00	4/4	8	\$ 8,704.00	\$ 870.40
2/0	2	\$ 2,176.00	\$ 217.60	5/0	5	\$ 5,440.00	\$ 544.00
2/1	3	\$ 3,264.00	\$ 326.40	5/1	6	\$ 6,528.00	\$ 652.80
2/2	4	\$ 4,352.00	\$ 435.20	5/2	7	\$ 7,616.00	\$ 761.60
2/3	5	\$ 5,440.00	\$ 544.00	5/3	8	\$ 8,704.00	\$ 870.40
2/4	6	\$ 6,528.00	\$ 652.80	5/4	9	\$ 9,792.00	\$ 979.20
3/0	3	\$ 3,264.00	\$ 326.40	6/0	6	\$ 6,528.00	\$ 652.80
3/1	4	\$ 4,352.00	\$ 435.20	6/1	7	\$ 7,616.00	\$ 761.60
3/2	5	\$ 5,440.00	\$ 544.00	6/2	8	\$ 8,704.00	\$ 870.40
3/3	6	\$ 6,528.00	\$ 652.80	6/3	9	\$ 9,792.00	\$ 979.20
3/4	7	\$ 7,616.00	\$ 761.60	6/4	10	\$10,880.00	\$ 1,088.00
Course combinations not included in the above chart may be calculated by multiplying the one-hour lecture and lab rates listed above, times the number of weekly course lecture/lab hours.							
Substitute pay is calculated based on the substitute hourly pay rate times the number of actual contact hours subbed.							

Adjunct Faculty and Extra-Service Payroll Schedule

Semester	Months and Percentages of Assignment to be Paid*			
Fall Semester	September 25%	October 25%	November 25%	December 25%
Wintermester	January 100%			
Spring Semester	February 25%	March 25%	April 25%	May 25%
Maymester	June 100%			
Summer I	June 50%	July 50%		
Summer II	July 50%	August 50%		
Summer III	June 33.33%	July 33.33%	August 33.33%	

*Express courses, flex entry and special assignments may differ from the above payroll schedule.

NOTE: Courses with a start date beginning after the 15th of the month will not be paid until the following month.

Payroll direct deposit dates are generally the last workday of each month. Visit the Business Office Payroll CougarWeb page for a listing of specific direct deposit dates for the current academic year.

FACULTY LOAD-RELATED FORMS - ASSIGNMENT CHANGES

Mid-term Course Reassignment Worksheet Form

After the semester begins, when there is a change in the faculty member assigned to a particular class, the Mid-Term Course Reassignment Worksheet Form (Purple Form) must always be completed and forwarded to Human Resources at Collin Higher Education Center (CHEC) for processing. This process is usually initiated by the assistant to the dean on behalf of the department. Please also notify the payroll staff via email at facultyload@collin.edu.

After the faculty load is due to Human Resources, the assistant to the dean may make changes in the faculty load system, however, any changes after that date **MUST** also be sent (using the Purple Form) to both Human Resources Data Management in order to be processed and updated appropriately for the state report. Add to FLAC as the instructor of record. This process should be completed within the Payroll period (no later than the 15th of the month).

- **Form Link** - [Mid-Term Course Reassignment Work Sheet \(Purple Form\)](#)

Substitute Payment Form (Time-sensitive)

The Substitute Payment Form is used to set up payment for a substitute instructor. *Along with the substitute payment form, a matching leave without pay form must be submitted for the person being replaced and submitted within 72 hours of the substitution.* Typically, this process is initiated by the division administrative assistant or the assistant to the dean.

- **Form Link** - [Substitute Payment Form](#)
- Substitute pay is calculated based on the substitute hourly pay rate times the number of actual contact hours subbed.
- Full-time teaching faculty and emeritus adjunct faculty receive the hourly equivalent of the full-time faculty overload rate.
- Adjunct faculty, full-time exempt staff, and administrators receive the hourly equivalent of the adjunct faculty rate.
- Substitute payments are calculated by rounding up to the nearest half-hour.

Clock Time (Minutes)	Half-hour Increments
00-30 minutes	.50
31-59 minutes	Next hour

- Dual Credit stipends are calculated based on the stipend amount divided by the number of class days to arrive at a daily rate.
- Substitute payments are processed by HR Compensation through Workday as One-time Payment transactions.

Application for Leave Forms / Adjunct Faculty Sick Leave

Available sick leave will be used for absences reported by the Associate Dean's office. The associate dean will work with the adjunct faculty member to complete a Leave Request Form indicating the reason for missing class time. If the reason checked is sick leave, Human Resources (HR) will deduct the appropriate amount of sick leave from the allocated hours.

- **Form Link** - [Application for Leave for Adjunct Faculty/PT Staff](#)

Adjunct Sick Leave Benefit

- Effective as of Fall 2020, Adjunct faculty are eligible to use sick leave to cover up to the equivalent of one week of classes per semester.
- Adjunct sick leave is not entered or tracked in Workday. Human Resources allocates and maintains adjunct sick leave balances. The amount of sick leave an adjunct allotted each semester is determined by how many contact hours are scheduled to be worked for the semester. This amount will be on the Faculty Load report under the column LE/LB/Both hours total.
- Once the sick leave balance has been used, leave without pay will be initiated for further absences.
- Sick leave does not accumulate from one semester to the next semester. The college does not pay out unused sick leave at the end of a semester.

(Reference: [Collin College Local Board Policy: DEC — Compensation and Benefits: Leaves and Absences, Sick Leave for Adjunct Faculty](#))

For updates to FLAC, please refer to the FLAC Reference Guide (maintained by LeAnne Eaton in Technology Services) for detailed data entry instructions.

CONTINUING EDUCATION INSTRUCTOR RATE SCHEDULE

Continuing Education (CE) instructors provide educational instruction to students in Continuing Education non-credit courses in assigned subject/topic in accordance with course syllabus, semester schedule and college mission which may include day, evening, distance education, weekend courses, online instruction, and other instructional modalities.

FY2024 Continuing Education Instructor Rate Schedule

Effective September 1, 2023

Code	Description	Rate	Course Type
BA	CE Rate A	\$26.78	Art
BB	CE Rate B	\$30.90	Art/Comp/Foreign Languages/Microsoft Office
BC	CE Rate C	\$35.02	Pilot/Writing/Marketing/Notary/Test Prep
BD	CE Rate D	\$38.11	Quick Books/Accounting/Admin/HR/Non-Profit/Real Estate/Small Business/GED Testing/Digital Marketing
BE	CE Rate E	\$43.26	Interior Design/Mediation/Project Management
BF	CE Rate F	\$48.41	CADD/Construction Management/Microsoft Office/Photography/Publisher/Webb/Social Media Marketing
BG	CE Rate G	\$58.71	Trades/Technology
BH	CE Rate H	\$70.04	Technology/Grant Office
BI	CE Rate I	\$80.34	Technology/Grant Office/SHRM
BJ	CE Rate J	\$91.67	Technology/Corporate College
BK	CE Rate K	\$53.56	Trades
BL	CE Rate L	\$32.96	ESL
BV	CE Rate V (Variable)	\$1.00	Technology/Corporate College
BZ	CE Per Head Rate	\$214.24	Technology/Corporate College
NP	No Payment (FLAC)		
NT	Non-Teach (FLAC)	Flat Rate based on Non-Teach Type	

CE instructors may be eligible for course development payment in certain cases. The program Director and/or Associate Director will determine the amount of work involved and make that request to the Dean or Executive Dean. The CE instructor will be required to show the deliverables for the course development by an agreed upon date.

QUICK REFERENCE GLOSSARY

1. **CBM-008 State Report** - The Texas Higher Education Coordinating Board CBM-008 Report is a listing of all credit courses taught at Collin College, the instructor(s) of record, their percent of load, the type of assignment, the dollar amount they received, as well as a variety of demographic characteristics. It is important to note that this report is compared to the CBM-004 report to match faculty assignments and classes. The CBM-008 report is completed at the end of each long semester (fall and spring) and must include all information as of census date AND any changes made after census date. Therefore, it is important to submit any course or instructor changes to Human Resources.
2. **CoE - Council on Excellence** is a group of elected full-time faculty who serve as a peer-review body for multi-year contract application process for full-time faculty. The committee also oversees the distribution of professional development and travel funds for full-time faculty, conducts the annual Outstanding Professor and Piper Professor selection processes, and oversees The University of Texas at Dallas (UTD) Scholarship Program.
3. **Contact Hour** - A contact hour represents an hour of scheduled instruction given to students and is defined as the number of class hours in lecture/recitation and lab/clinical that a class is scheduled to meet weekly.
4. **Credit Hour** - A credit hour is typically granted for satisfactory completion of one 50-minute session (contact hour) of classroom instruction per week for a semester of not less than fifteen weeks.
5. **Discipline** - A discipline is defined as a subject area such as OFAD, ACCT, FISC, ENGL, etc., rather than options within a discipline.
6. **Discipline/District Lead** - The purpose of the discipline/district lead is to provide districtwide representation for discipline/program coordination, curriculum development, and program review.
7. **Extra-service Assignments** - Extra-service agreements may be developed between the associate dean/director and the teaching faculty member for teaching and/or various projects such as curriculum development, lab manual development, or other instructional projects, etc. Extra-service assignments are entered into FLAC by the appropriate division/department.
8. **Faculty Emeritus** - The Faculty Emeritus Program honors the exceptional contributions of faculty members who have committed a significant portion of their career to Collin College and its students and provides an avenue to continue benefiting from their expertise. Emeritus Professors benefit Collin College by being available for college service, serving as ambassadors for the college within the community, mentoring new faculty members, participating in college activities and ceremonies (graduation, pinnings, etc.), or helping and inspiring students, as well as teaching on a part-time basis, when available. (Source: [Collin College website, Faculty Emeritus Program](#))
9. **FLAC - Faculty Load and Compensation Report** is used to pay faculty accurately and report data to the Texas Higher Education Coordinating Board. In addition, it is a tool to monitor and ensure college policies on pay and workload are accurately implemented.
10. **Full-time Faculty Overload Rate** - The full-time faculty overload rate is calculated at 1.35 times the adjunct faculty rate and will be applied to all overloads taught by full-time faculty throughout the year, including summer assignments.
11. **Reassignment Time** - a term that describes the time a faculty member is given in lieu of teaching one or more classes without a reduction of his or her full-time salary and requires advanced approval by

the dean, campus provost, and senior vice president.

12. **Sabbatical Leave** - Faculty members are eligible to apply for a sabbatical upon completion of five (5) years of continuous full-time service. These applications must be submitted by December 1st of the applicant's sixth or any subsequent year of service. Six (6) years of continuous full-time service must be completed before a sabbatical can commence.
13. **Stipend** - a term used to describe any non-hourly compensation for a non-teaching extra-service assignment or supplemental payment. Stipends are typically paid at the adjunct faculty rate. Exceptions must be approved by the appropriate campus provost, with approval by the senior vice president of campus operations and the district president.
14. **Substitute Rate** - the rate for teaching faculty is the hourly equivalent of the adjunct faculty pay rate. [\(See Adjunct Faculty Compensation Chart and Payroll Schedule\)](#) Full-time teaching faculty will receive the hourly equivalent of the full-time faculty overload rate.
15. **Workload Unit** - A workload unit relates to the percent of load and is defined as:

One (1) lecture/recitation hour = 1.0 workload unit
One (1) laboratory/clinical hour = 1.0 workload unit

Contact Hours	% Load	Workload Units
1	6.67%	1.0
2	13.33%	2.0
3	20.00%	3.0
4	26.70%	4.0