



**COLLIN
COLLEGE**

Human Resources

**FACULTY LOAD
COMPENSATION GUIDELINES**

Faculty Load Compensation Guidelines

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PURPOSE OF FACULTY LOAD

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

Faculty Load and Compensation (FLAC) is a delivered Ellucian Banner module that merges information from the Banner Human Resources module and Banner Student module used to create payments to faculty and staff responsible for instructional and non-instructional assignments, 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.

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 since this field “drives” most of the CBM-008 report and errors can result in possible funding losses.

FACULTY PAY DATES /TERM AND CENSUS DATES

Terms and Census Dates

Term	Term Code	Census Date
Fall	202010	September 9, 2019
Wintermester	202015	December 17, 2019
Spring	202020	February 3, 2020
Maymester	202030	May 19, 2020
Summer I	202030	June 11, 2020
Summer III	202030	June 16, 2020
Summer II	202030	July 16, 2020

Payment Start and End Dates

Course Type	Reference Date	Condition	Day	Calculated Date
Instructional	Part of Term Start Date	Less than or Equal	15 th	First Day of Part of Term Start Month
		Greater than	15 th	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

Full-time faculty members generally teach between 15-18 workload units each regular 16-week semester as part of their regular load. Any exceptions require approval prior to placement on the faculty load report.



Full-time, 16-week assignment must post and observe a minimum of **six (6)** office hours per week for purposes of academic advising and student consultation.

Temporary Full-time Faculty

The salary for temporary full-time faculty contracted to work one full semester will receive a prorated salary based on the full-time annualized salary prorated by the number of actual contract days to be worked.

Temporary full-time faculty will not receive benefits and service credit for the first semester. Contract dates must be continuous to earn service credit if hired into a permanent full-time faculty position.

Effective as of fall 2016 only one (1) year of temporary full-time service, immediately preceding the start of a full-time contract, will be counted toward college service credit.

NOTE: Assistants to the deans must add the assignments to FLAC with \$0 because the faculty salary is added to Payroll via the Request for Personnel (RFP) form.

Embedded Faculty

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

As with all college faculty, embedded faculty must have a master's degree from a regionally accredited institution, indicating a major and/or 18 graduate hours in the discipline. All faculty must be credentialed and official transcripts submitted. A direct deposit form must also be completed upon hire.

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 work day, the college will pay the high school. If the class is taught outside of the normal high school work day, the college will directly pay the faculty member. This payment includes the stipend for dual credit courses.

Embedded faculty will work with associate deans/directors, the dual credit department, and their high school regarding class schedules.

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

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. Miles traveled to teach dual credit sections are not eligible for local travel reimbursement.

Dual Credit Stipend Chart

On-Site Stipend: \$200 per course

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

- Online / Web-based
- Allen Center
- Embedded High School Faculty
- Frisco Campus
- McKinney Campus
- Plano 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
- Celina High School
- Community High School
- Farmersville High School
- Heritage Christian Academy
- Rockwall BCCA
- Rockwall High School
- Rockwall Health
- Wylie East High School

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 limited to **25** students per class section; and 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 census date. The rate schedule follows:

Number of Students	Compensation
1-14	\$275.70 per student (<i>capped at the equivalent rate for one full section</i>)
15-25	Equals one section
26-34	Equals one section + \$275.70 per student over 25
35-50	Equals two sections

Distance learning course exception path:



If the number of Internet 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-student" basis is considered extra-service.*

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

“Per head” Courses

Courses approved to run at less than the required enrollment minimum are paid at the “per head” rate. The “per head” rate is calculated based on the number of students x 1/10th of the **adjunct faculty rate** for a full class. (Reference the [Adjunct Faculty and Extra-Service Compensation Chart](#))

For example, an English class with four students that the dean and VP/Provost approve to offer with limited enrollment, would be paid at 1/10th of \$2,757 (\$275.70) for each of the four (4) students, for a total of \$1,102.80 instead of the full \$2,757. Likewise, for a French class (3 lecture/2 lab hours) with four (4) students enrolled that would normally pay \$4,227.40, the faculty member would be paid \$422.74 per student for a total of \$1,690.96 for the four students.

NOTE: The “per head” rate is capped at the equivalent rate for a full section.

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 less than 41 students.

Face-to-face courses capped at less than 41 are not eligible for LGI. Online courses are NOT eligible for LGI compensation. The LGI does not apply until the student enrollment is 41. 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, not on expected enrollment prior to the beginning of the semester. 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

Individual class meetings with more than 70 students per instructor are viewed as inconsistent with the Collin College experience.

If a faculty member teaches a section for 30% of load as part of their regular load, the additional 10% of load (1/2 section or 1.5 workload units) shall be compensated as overload pay at the adjunct faculty rate using (effectively) the same procedure that is used to pay faculty members for more than 25 students in an online class.

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 on a "per head" basis at \$275.70 per student per semester as shown on the table below. All co-operative assignments are paid out upon completion of the course and at the end of the semester.

Number of CWE Students	Compensation
1-14	\$275.70 per student (<i>capped at the equivalent rate for one full section</i>)
15-20	Equals one section plus rate per student over 15
21-29	Equals two sections

CWE exception path:



Course Development

Faculty members do not generally receive extra-service course development compensation to develop face-to-face courses or to update existing online or face-to-face courses. However, these types of course development may be considered college service if the course development is requested by the dean due to division needs.

Compensation for distance learning and template development is generally paid in one lump sum upon completion of the pre-approved deliverables.

Type of Course Development	Compensation	FY2019 Rate
Distance learning	Associate faculty/extra-service rate equivalent to one 3 lecture hour course	\$2,757.40
Template development	Associate faculty/extra service rate equivalent to one 2 lecture hour course	\$1,838.00

Special project course development outside of these guidelines must be approved by the associate dean/dean, vice president/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/dean each month.

EXTRA-SERVICE (OVERLOAD) AND SUMMER ASSIGNMENTS

In general, Associate Deans, Directors and Deans work with full-time faculty on a fair and equitable rotation for 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
- Faculty assignments history
- Balance of formula pay among faculty in a department

All extra service assignments are contingent upon the needs of the division and are subject to approval by the appropriate Associate Dean, Dean and campus Vice President/Provost.

Extra-Service (Overload) and Summer Assignment Eligibility Guidelines

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

- Faculty who receive a level 2 disciplinary action may not be scheduled to teach extra service or summer 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 extra service or summer 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 extra service 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 are eligible to teach extra service in accordance with faculty load guidelines.

Non-teaching Extra-Service Assignments and Payment Structure

Upon 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 Vice President/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 vice president, with approval by the president.

Maximum Extra-Service Assignment Guidelines

The maximum extra-service assignment – *whether a teaching and/or non-teaching assignment* – for full-time employees is the equivalent of **seven (7)** workload units.

- Continuing Education courses and "per head" extra-service assignments (that total less than ten students) are not included in the maximum extra-service assignment.

- **Discipline Leads** are not eligible for teaching extra-service assignments, *except* in the summer. Exceptions must be approved by the VP/Provost.
- Extra-service assignments for **full-time staff** must be accomplished **outside** the employee's regular schedule (generally **outside** 8 a.m. to 5 p.m., Monday through Friday), unless the appropriate dean approves a daytime overload or an adjusted schedule.
- 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 or any other extra service assignments. All rates will be prorated for the specified semester.

Compensation for full-time employees teaching credit classes on an extra-service basis is \$919 per lecture/recitation and \$735.20 per lab/clinical contact hour. For example, a typical History class meets three hours per week for a normal 16-week semester. The extra-service pay for that course would be $\$919 \times 3 = \$2,757$. If there was one lab hour per week in addition to the lecture, the compensation for the semester would include an addition \$735.20, for a total of $\$2,757 + \$735.20 = \$3,492.20$.

For the purposes of calculating the maximum extra-service, the number of students taught on a "per head" basis should be totaled and every 15 students considered as the equivalent of a full course. If there are differences in the workload units between the sections taught on a "per head" basis, the highest lecture/lab (workload units) will be used as the basis for the calculation toward the load limit. If the per head rate for a course with fewer than 15 students equals more than one full section, the instructor will be paid the rate for one section.

Compensation for Wintermester/Maymester

Full-time faculty members may teach a maximum of **3-4 contact hours** paid at the adjunct faculty rate.

Formula Pay for Summer Extra-Service Assignments

Regular full-time faculty members who teach during the summer do so on an extra-service basis. 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 vice president/provost.

Eligibility for formula pay for any summer term

Responsibilities of a formula pay assignment may include teaching, academic advising, registration, curriculum development, administrative functions and special projects.

A full-time faculty member must:

- Have a signed "Agreement for Summer Teaching Assignments With Formula Pay" form on file with human resources **AND**
- Be in a regular full-time contract status at Collin College for the entire academic year preceding the summer session **AND**
- Be in a regular full-time contract status (or full-time staff employment status) at Collin College for the academic year following the summer **OR**
- Submit a written resignation letter by the March 2nd deadline identified in the faculty contract in order to be considered for summer formula pay assignments.

Staff, part-time (adjunct) and full-time temporary faculty are not eligible for formula pay. Full-time faculty **on 12 month contracts** are not eligible for formula pay as summer teaching is a requirement of their 12 month contract.

Maximum Load Options per Summer Term

Full-time faculty members, who accept a summer session formula pay assignment at 7% of their annualized salary, teach between **3-4 contact hours**. To qualify for 14% of salary formula pay, a full-time faculty member must teach between **6-8 contact hours**.

In every case, the maximum allowable compensation is 14% formula pay for eight (8) contact hours plus overload pay at the adjunct faculty rate for seven (7) contact hours. If a faculty member wished to teach fewer sections, then the structure of the load could be derived by modifying one of the options (A, B, or C) outlined below.

Option A:	Summer I	June/July	6-8 contact hours
	Summer II	July/August	6-8 contact hours
Option B:	Summer I	June/July	6-8 contact hours
	Summer III	June/July/August	6-8 contact hours
Option C:	Summer II	July/August	6-8 contact hours
	Summer III	June/July/August	6-8 contact hours
Option D:	Summer III	June/July/August	12-16 contact hours
Option E:	Summer I	June/July	3-4 contact hours
	Summer II	July/August	3-4 contact hours
	Summer III	June/July/August	6-8 contact hours

Full-time faculty members teaching foreign language and other courses, in which each class is 5 contact hours, will be limited to teaching a maximum of three 5-hour courses over the course of the entire summer. The following maximum load options are available:

Option 1:

Summer I - Two courses at 10 contact hours (requiring an exception from the VP/Provost); 8 contact hours at 14% formula pay and an overload of two contact hours at adjunct faculty rate, and

Summer II - One course at 5 contact hours paid entirely at adjunct faculty rate.

Option 1 Example:

Course	Term	Lecture Hours	Lab Hours	Formula Pay	Adjunct Faculty Pay	Annual Salary
Course 1	Sum I	3	2	\$4,200 (7% for 4 hrs)	\$735.20 (1 lab hr)	\$60,000
Course 2	Sum I	3	2	\$4,200 (7% for 4 hrs)	\$735.20 (1 lab hr)	\$60,000
Course 3	Sum II	3	2	n/a	\$2,757 (3 lec hrs) / \$1,470.40 (2 lab hrs)	\$60,000

Option 2:

Summer I - One course at 5 contact hours; 4 contact hours at 7% formula pay and an overload of one contact hour at adjunct faculty rate, and

Summer II - two courses at 10 contact hours (requiring an exception from the VP/Provost); 4 contact hours at 7% formula pay and an overload of 6 contact hours.

Option 2 Example:

Course	Term	Lecture Hours	Lab Hours	Formula Pay	Adjunct Faculty Pay	Annual Salary
Course 1	Sum I	3	2	\$4,200 (7% for 4 hrs)	\$735.20 (1 lab hr)	\$60,000
Course 2	Sum II	3	2	\$4,200 (7% for 4 hrs)	\$735.20 (1 lab hr)	\$60,000
Course 3	Sum II	3	2	n/a	\$2,757 (3 lec hrs) / \$1,470.40 (2 lab hrs)	\$60,000

Option 3:

Summer III: Three courses at 15 contact hours; 8 contact hours at 14% formula pay and an overload of 7 contact hours at adjunct faculty rate.

Option 3 Example:

Course	Term	Lecture Hours	Lab Hours	Formula Pay	Adjunct Faculty Pay	Annual Salary
Course 1	Sum III	3	2	\$4,200 (7% for 4 hrs)	\$735.20 (1 lab hr)	\$60,000
Course 2	Sum III	3	2	\$4,200 (7% for 4 hrs)	\$735.20 (1 lab hr)	\$60,000
Course 3	Sum III	3	2	n/a	\$2,757 (3 lec hrs) \$1,470.40 (2 lab hrs)	\$60,000

Distance Learning Summer Courses

Faculty may teach up to two distance education courses during the summer for formula pay (14%) contingent upon the percent of online sections taught by full-time faculty in Summer II being comparable to the percent of online sections taught by full-time faculty in Summer I.

Faculty who teach distance learning classes as part of their summer load are allowed to teach **two** classes at **14%**, with all other distance learning classes compensated at the adjunct faculty rate.

Summer Office Hours and Committee/Other College Services

SUMMER I and II:

Full-time, five-week assignment includes teaching a minimum of **six** contact hours and a minimum of **four** office hours per week, plus **two** weekly committee/other college service hours, at **14%** of annualized salary.

Half-time, five-week assignment includes teaching a minimum of **three** contact hours and a minimum of **two** office hours per week, plus **one** weekly committee/other college service hour, at **7%** of annualized salary.

SUMMER III:

Full-time, ten-week assignment includes teaching a minimum of **six** contact hours and a minimum of **two** office hours per week, plus **one weekly** committee/other college service hour, at **14%** of annualized salary.

Half-time, ten-week assignment includes teaching a minimum of **three** contact hours and a minimum of **one** office hour per week, plus **one** weekly committee/other college service hour, at **7%** of annualized salary.

Reminder

Full-time faculty who teach one summer session at formula pay may teach the second summer session at the adjunct faculty pay rate (\$919 lecture/ \$735.20 lab). **Office hours are not required of full-time faculty teaching at the adjunct faculty pay rate.**

DISCIPLINE LEAD

Discipline Lead Compensation

- *Academic Discipline Leads* will be compensated a total of \$3,000. The stipend will be paid over a nine month period (September – May).
- *Workforce and Academic/Workforce Discipline Leads* will be compensated a total of \$3,500. The stipend will be paid over a nine month period (September – May).

Discipline Lead Job Duties

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

Duties:

- Work in conjunction with District Discipline Dean to plan and assess the discipline/program outcomes and establish continuous improvement plans
- Lead program reviews as necessary
- Serve as district-wide lead for changes or modifications to discipline/program curriculum
- Disseminate information about discipline/program to stakeholders
- Schedule annual district-wide discipline meetings to:
 - Discuss information or changes relevant to the discipline
 - Review student learning outcome data
 - Review student learning outcome statements
 - Develop continuous improvement plans based on outcome data
- Submit minutes from discipline meetings to Academic Services and District Discipline Dean
- Analyze data and create improvement plans
- Coordinate textbook discussion
- Coordinate data collection for program assessment
- Assist Associate Deans in verifying credentials for the discipline when needed
- Ensure compliance with THECB and accreditation requirements, if applicable
- Organize program advisory committees and serve as facilitator (workforce)
- Coordinate recruitment and marketing efforts (workforce)

Qualifications:

- Collin College Faculty qualified to teach in a related program/area of emphasis
- Faculty on a multi-year contract preferred
- Must have an understanding of program level assessment distinct from course grading
- Must agree to a minimum of a 3 year commitment

Lead Selection:

- Discipline Lead is selected by the District Discipline Dean in collaboration with the appropriate campus Dean

PART-TIME (ADJUNCT) FACULTY

2019-2020 Adjunct Faculty and Extra-Service Compensation Chart

(Based on course contact hours)

LECTURE/LAB	UNITS	SEMESTER PAY RATE	PER HEAD RATE	LECTURE/LAB	UNITS	SEMESTER PAY RATE	PER HEAD RATE
0/1	0.8	\$ 735.20	\$ 73.52	3/0	3	\$ 2,757.00	\$ 275.70
0/2	1.6	\$ 1,470.40	\$ 147.04	3/1	3.8	\$ 3,492.20	\$ 349.22
0/3	2.4	\$ 2,205.60	\$ 220.56	3/2	4.6	\$ 4,227.40	\$ 422.74
1/0	1	\$ 919.00	\$ 91.90	3/3	5.4	\$ 4,962.60	\$ 496.26
1/1	1.8	\$ 1,654.20	\$ 165.42	4/0	4	\$ 3,676.00	\$ 367.60
1/2	2.6	\$ 2,389.40	\$ 238.94	4/1	4.8	\$ 4,411.20	\$ 441.12
1/3	3.4	\$ 3,124.60	\$ 312.46	4/2	5.6	\$ 5,146.40	\$ 514.64
2/0	2	\$ 1,838.00	\$ 183.80	4/3	6.4	\$ 5,881.60	\$ 588.16
2/1	2.8	\$ 2,573.20	\$ 257.32	SUBSTITUTE PAY:		\$ 57.44	\$45.95
2/2	3.6	\$ 3,308.40	\$ 330.84			Lecture	Lab
2/3	4.4	\$ 4,043.60	\$ 404.36				
2/4	5.2	\$ 4,778.80	\$ 477.88				

Course combinations not included in the above chart may be calculated by multiplying the 1 hour lecture and lab rates highlighted above, times the number of weekly course lecture/lab hours.

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 80%	July 20%		
Summer II	July 80%	August 20%		
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.

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

Courses that begin after the 15th of the month will not be paid until the following month. Absences should be reported to your supervisor as soon as possible, are unpaid and require a Leave of Absence form.

NOTE: Fall courses begin in August. Your first paycheck will not be deposited until the end of September.

Spring courses begin in January. Your first paycheck will not be deposited until the end of February.

Adjunct Faculty Work Hours

Part-time adjunct faculty members are normally limited to **nine (9) contact hours per week**. All assignments over nine contact hours are considered a temporary exception and require pre-approval from the Dean and appropriate VP/Provost. 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 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.****

Adjunct faculty load exception path



Adjunct Faculty Maximum Work Load

When determining 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 19.5 hour weekly clock hour limit, part-time adjunct faculty members are generally limited to teaching 9 weekly contact hours (18 clock hours) each long 16-week semester.

Please note, 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 chart below is designed to assist supervisors with calculating weekly clock hours by assignment and term length.

Contact Hour to Clock Hour Conversion Chart by Term Length

		Summer III		Express		Summer I/II		Weekend Maymester
		16 Week Term	10 Week Term	8 Week Term	7 Week Term	5 Week Term	4 Week Term	3 Week Term
1 Contact Hour Course (16 hours)	Weekly Contact Hours	1	1.6	2	2.29	3.2	4	5.33
	Weekly Clock Hours	2	3.2	4	4.58	6.4	8	10.7
3 Contact Hour Course (48 hours)	Weekly Contact Hours	3	4.8	6	6.9	9.6	12	16
	Weekly Clock Hours	6	9.6	12	13.8	19.2	24	32

		16 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
4 Contact Hour Course (64 hours)	Weekly Contact Hours	4	6.4	8	9.14	12.8	16	21.34
	Weekly Clock Hours	8	12.8	16	18.28	25.6	32	42.68
5 Contact Hour Course (80 hours)	Weekly Contact Hours	5	8	10	11.43	16	20	26.67
	Weekly Clock Week	10	16	20	22.86	32	40	53.34
6 Contact Hour Course (96 hours)	Weekly Contact Hours	6	9.6	12	13.71	19.2	24	32
	Weekly Clock Hours	12	19.2	24	27.43	38.4	48	64

The shaded cells above indicate part-time teaching assignments that exceed the standard maximum of 19.5 weekly 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 Vice President/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.

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 and retain part-time (non-benefits) status 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 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 Vice President/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 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 9 contact hours in the summer. Part-time adjunct faculty members who teach more than 9 contact hours over the summer, as an exception, are limited to 9 workload units the following fall. Exceptions may not be approved for two

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 three-hour course in Summer I and Summer II or two 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 – Additional Part-time Non-Exempt Assignments

DUAL ASSIGNMENT GUIDELINES:

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

HOW IS THE NUMBER OF HOURS THAT CAN BE WORKED BY AN ASSOCIATE FACULTY MEMBER IN ADDITIONAL PART-TIME NON-EXEMPT ASSIGNMENTS CALCULATED?

In addition to ensuring the combined assignments do not exceed the 14.5/19.5 weekly maximum hours, due to 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 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.

Supervisors and part-time employees are responsible for reviewing and adhering to the college's [Guidelines for Part-time Positions at Collin College](#). This document also provides guidelines for maximum work hours for art-time employees, as well as dual assignment guidelines for adjunct faculty with secondary part-time staff assignments (dual assignments).

HOW TO PROCESS FACULTY LOAD REPORT CHANGES

Mid-term Course Reassignment/Termination

After the semester begins, when there is a change in the faculty member assigned to a particular class, the Mid-Term Course Reassignment/Termination Worksheet Form (Purple Form) must always be completed and forwarded to Human Resources at Collin Higher Education Center (CHEC) for processing. Please also notify the payroll staff via e-mail at facultyload@collin.edu.

After the faculty load is due to Human Resources, you 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 and Payroll in order to be processed and updated appropriately for the state report. Add to FLAC as 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) / Application for Leave

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.*

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

The substitute rate for teaching faculty is the hourly equivalent of the adjunct faculty pay rate. (See Adjunct Faculty Compensation Chart and Payroll Schedule)

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

QUICK REFERENCE GLOSSARY

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.

Contact hour – A contact hour is defined as the number of class hours in lecture/recitation and lab/clinical that a class is scheduled to meet weekly.

Discipline - A discipline is defined as a subject area such as OFAD, ACCT, FISC, ENGL, etc., rather than options within a discipline.

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

Extra-service assignments (contracts) - Extra-service contracts may be developed between the dean and the teaching faculty member and/or Council on Excellence for teaching or/or various projects such as curriculum development, lab manual development, or other instructional projects, etc. Extra-service assignments are entered into FLAC.

Formula pay (summer) – pay for regular full-time faculty members during Summer I - III that is based on a percent of the faculty member’s full-time annual salary.

Percent of load equations – 1 lecture/recitation contact hour equals 6.67% of load or 20% for a three-lecture/recitation contact hour course ($6.67\% \times 3$), 1 lab or clinical hour equals 5.3% of load or 16% of load ($5.3\% \times 3$) for a three-lab/clinical contact hour course.

	Contact Hours	% Load	Workload Units
Lecture:	1	6.7%	1.0
	2	13.3%	2.0
	3	20.0%	3.0
	4	26.7%	4.0
Lab:	1	5.3%	0.8
	2	10.6%	1.6
	3	15.9%	2.4
	4	21.2%	3.2
	5	26.5%	4.0

Reassignment time –a term which 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 and vice president.

Sabbatical Leave – Faculty members are eligible to apply for a sabbatical upon completion of five years of continuous full-time service. These applications must be submitted by December 1, of the applicant’s sixth or any subsequent year of service. Six years of continuous full-time service must be completed before a sabbatical can commence.

Stipend – a term used to describe any non-hourly compensation for a non-teaching extra-service assignment or supplemental payment.

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)

Workload unit - An instructional unit relates to the percent of load and is defined as:

1 lecture/recitation hour = 1.0 workload unit

1 laboratory/clinical hour = 0.8 workload unit