



Texas Community College Teachers Association

**SURVEY OF FACULTY SALARIES AND BENEFITS — 2011-12
Texas Public Community Colleges**

IMPORTANT! COMPLETED FORM IS DUE BY NOVEMBER 4, 2011.

PLEASE READ CAREFULLY:

This year, we are providing colleges with a way to include information about benefits beyond the data gathered in previous surveys. The information requested below will be reported in the online version of the survey.

1. Please indicate supplemental benefits available to full-time faculty members at your institution in the following areas.

- Release time (Please explain: _____

- Sabbatical - available after _____ years of employment for a maximum of _____ semesters
- Other (Please explain:) Sick leave pool: Maximum of 360 hours may be awarded for employees who are eligible each 12 month period.

2. Please indicate Employee Assistance Programs (EAP) available to full-time instructors on your full-time faculty. Indicate items which apply to your institution.

- Financial education and services
- Outreach, assessment, and referral services for alcohol or chemical dependency
- Work/Life coaching - "fitness for duty consultations"
- Training and development workshops
- Conflict resolution/management
- Legal advice and analysis
- Wellness services (fitness coaches, nutritionist, smoking cessation, stress management, etc.)
- Other EAP benefits:
Free membership to campus fitness center for employees and spouse.

3. Other significant employee benefits:

- Paid insurance benefits for spouses and/or dependents
- On-site childcare available at a discounted rate
- Other (Please explain: _____
Distance learning pay; see attached policy
Cell phone stipends for eligible employees

COLLEGE: Howard College

INFORMATION PROVIDED BY: Rhonda Kernick E-Mail Address: rkernick@howardcollege.edu

TELEPHONE: Area Code (432), 264-5100 FAX: Area Code (432), 264-5026

PLEASE RETURN COMPLETED FORM TO:
Texas Community College Teachers Association
5113 Southwest Parkway, Suite 185 — Austin, Texas 78735
Telephone Toll Free: 1-800-288-6850, Extension 12 (in Austin, 328-2044) — Fax: Area Code 512-328-1086
E-Mail: chawkins@tccta.org

EMPLOYEE HANDBOOK

TYPE: Relationship of Faculty to College

ADOPTION DATE: March 28, 2011
Revised

TITLE: Faculty Teaching Load/Summer Pay

EFFECTIVE DATE: Immediately

POLICY NUMBER: 6.6

PAGE NUMBER: 1 of 2

FACULTY TEACHING LOAD

I. Teaching Load for Instructors

- A. The basic load for an instructor is fifteen equated credit hours and 80 equated students (20 equated students at SWCID), three preparations, ten preparation hours per week, five office hours per week, for a total of thirty hours per week.
- B. No faculty member will receive less than their base contracted salary.
- C. The maximum load permitted for instructors will be 21 equated credit hours and/or 225 equated students (56 equated students at SWCID). Any load that exceeds this maximum must be approved by the appropriate instructional administrator and must meet an unusual contingency.
- D. To Be Arranged Courses (TBA): TBA classes may be taught by full-time faculty under special circumstances and with approval from the appropriate instructional administrator. A form (see appendix) stating the name of the course and the reason for the special arrangement must be completed by the instructor and signed by the appropriate instructional administrator. The instructor must attach a copy of this form to the grade book that is turned in to the Registrar at the end of the semester. Any TBA course taught will be a part of the 21-hour maximum load.
- E. When two or more courses are taught in the same time period, preparation and load credit will be given for only one class.
- F. The division directors will submit a load list prior to the beginning of each semester for every instructor in their divisions.
- G. The load policy has no bearing on whether the college has a program or not. The Board of Trustees makes that determination. Music, art, drama, and athletics are programs the college desires to have to promote a comprehensive community college atmosphere.
- H. All faculty members will be subject to assignment of additional professional duties. Duties considered to be normal concomitant faculty assignments include academic counseling of students, aiding in registration, accepting late afternoon and/or extended day class assignments, teaching out-of-district classes, teaching distance learning classes, serving on committees, and sponsoring student organizations. Each full-time member of the faculty will be required to perform such extra duties as may be assigned without additional remuneration.

II. Overload Calculation Policy

- A. The compensation policy for the basic load is set by faculty schedule. The compensation policy for overload takes into account the number of students, equated credit hours, off-campus semester hours, and number of preparations.
- B. An overload in any of the formula component will not guarantee an overload overall. Any deficiencies must first be made up within the overload formula, after which the surplus will determine the overload.
- C. The formula for compensation above the basic load allows an increment of \$10 per equated student, \$250 per equated credit hours, \$100 per preparation, and any additional compensation received from teaching distance learning courses and /or traveling to off-campus locations as described below.
- D. Number of Students: The basic load for H.C. is 80 equated students and 20 equated students at SWCID. When equating students for load, lecture and lab students are treated equal. One student in a three-hour class is equated to 1.0; one student in a two-hour class is equated to .66; and one student in a one-hour class is equal to .33. Five students in a practicum internship or co-op is equated to 1.0 and 1.25 at SWCID. An increment (or decrement) of \$10 per student will be assessed for each student above (or below) 80 students.
- E. Number of Hours: 15 equated credit hours is considered a basic load. Credit hours are equated according to Attachment A. An increment (or decrement) of \$250 per equated credit hour will be assessed for each hour above (or below) 15 hours.
- F. Number of Preparations: An instructor will be given one credit for each lecture preparation. An increment of \$100 will be assessed for each preparation above three preparations.
- G. Travel Between College Campuses: If an instructor is required to travel between Howard College/SWCID campuses, the instructor will be reimbursed for mileage. A mileage log must be maintained and a reimbursement report must be submitted monthly.
- H. Classes Taught at Locations Other Than Assigned Campus: If an instructor is required to leave the Howard College/SWCID campus to teach at another facility, such as a high school or prison, then the instructor will receive \$300 per site. The instructor will be reimbursed for mileage if the off-campus site is outside the city limits of the instructor's home campus.
- I. TBA Courses: Instructors teaching students by arrangement will be compensated \$100 for each student for their first seven TBA students. Eight TBA students and above will be considered a regular class and will be counted as such in the pay calculation.

EMPLOYEE HANDBOOK

TYPE: Relationship of Faculty to College	ADOPTION DATE: March 28, 2011 Revised
TITLE: Faculty Teaching Load/Summer Pay	EFFECTIVE DATE: Immediately
POLICY NUMBER: 6.6	PAGE NUMBER: 2 of 2

- J. **Distance Learning Pay:** In addition to the regular salary, a faculty member will receive additional pay for teaching online/Internet courses and courses taught via interactive television. Pay will be based on the following:

INTERNET COURSES

- Course development stipend \$ 1,000 (one-time stipend received the first-time course is developed and taught)
 \$ 500 (one time stipend for developing/and teaching a course using published material and/or course developed by another instructor)
 \$ 500 (each time course is taught after initial development)

INTERACTIVE TELEVISION

- Course preparation stipend \$ 300 for each off campus site (Three off-campus sites is the maximum number of sites for which a faculty member will receive additional compensation unless the college asks the faculty to take additional sites. If the college asks the faculty to add additional sites above three, the faculty member will receive \$300 per site.)

TELECOURSE \$ 300

This section does not apply to community education or some continuing education courses.

- K. Compensation for work above the basic load for full-time faculty will be paid in three equal payments the first of October, November, December for the fall semester; and March, April and May for the spring semester.

III. Load Calculation Factors

Classes vary in instructional composition, creating varying load calculations. The following principles apply to equating credit hours:

- A. **Lecture Class:** One-hour lecture equals one credit hour.
- B. **Structured Laboratory Class:** Two hours lab equals one credit hour.
1. Labs are (1) scheduled at a specific time; (2) taught and set-up by an instructor; (3) structured with specific assignments and projects to be completed each period; and (4) a continuation of the lecture.
 2. Extensive one-on-one instructions or tutoring is required.
 3. Lectures or demonstrations to the class are common.
- C. **Supervised Laboratory Class:** Three hours lab equals one credit hour.
1. Labs may or may not be scheduled at specific times.
 2. Instructor and/or lab assistant is present.
 3. Instructor's duties generally consist of answering questions with some lecture or demonstration. Students may move at their own pace working on their own projects or class work.
 4. Basically, the lab is a means to provide the student the wherewithal to complete assignments and to give tutorial assistance where needed.
- D. **Monitored/Open Laboratory Class:** Not a part of faculty load.
1. Lab time is arranged by students at their convenience.
 2. Instructors are not present in the lab. Lab assistants may be present.
 3. Instructor's duties are generally to grade assignments, verify student lab time, and schedule times for lab to be open.
- E. **VT Class:** A full-load for a vocational/technical instructor at a Prison Site is 40 clock hours.
- F. A practicum internship, co-op, and/or EMT clinical of five students equates to one credit hour.
- G. Instructional contracts in specialized areas (such as dental hygiene, cosmetology, nursing, and emergency medical technology) may reflect different loads related to the unique discipline and accreditation requirements.
- H. **Private Instruction:** Is based on a per-hour rate.

SUMMER SCHOOL PAY:

Summer school course assignments for full-time instructors will be paid according to the following schedule:

CREDENTIALS

- | | |
|------------------|---------------------------|
| Associate Degree | \$ 40.00 per contact hour |
| Bachelor Degree | \$ 45.00 per contact hour |
| Master Degree | \$ 50.00 per contact hour |
| Doctoral Degree | \$ 55.00 per contact hour |

12 students is considered a full-load for a summer term course. An instructor will be paid an increment of \$10 per student above 12 (per course). If a course has fewer than 8 students, the decision to cancel a class will be at the discretion of the appropriate instructional administrator. Pay for a course with less than 12 students will be prorated accordingly. Pay for summer terms will be in one payment on the first of the month following the start of each term. Faculty are expected to maintain one office hour per day.