**PLEASE READ CAREFULLY:**
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
   - ____(x) Other (Please explain: ________________________________________________________________________ )

2. Please indicate Employee Assistance Programs (EAP) available to full-time instructors on your full-time faculty. Indicate items which apply to your institution.
   - ____(x) Financial education and services
   - ____(x) Outreach, assessment, and referral services for alcohol or chemical dependency
   - ____(x) Work/Life coaching - “fitness for duty consultations”
   - ____(x) Training and development workshops
   - ____(x) Conflict resolution/management
   - ____(x) Legal advice and analysis
   - ____(x) Wellness services (fitness coaches, nutritionist, smoking cessation, stress management, etc.) (available thru ERS)
   - ____(x) Other EAP benefits: ____________________________

3. Other significant full-time employee benefits:
   - ____(__) Paid insurance benefits for spouses and/or dependents
   - ____(x) On-site childcare (available at a discounted rate)
   - ____(__) Other (Please explain: ____________________________ )

4. In light of ACA/TRS changes what are the maximum hours adjunct faculty can work? ______

5. What responsibilities are **required** at your colleges for adjunct instructors beyond teaching?
   - ____(__) Office hours
   - ____(x) Professional Development / Training
   - ____(x) Orientation session
   - ____(x) Attending student activities
   - ____(__) Volunteering for student activities
   - ____(__) Attending commencement
   - ____(__) Serving on committees

6. What responsibilities are **allowed** at your colleges for adjunct instructors beyond teaching?
   - ____(x) Office hours
   - ____(x) Professional Development / Training
   - ____(x) Orientation session
   - ____(x) Attending student activities
   - ____(x) Attending student activities
   - ____(x) Attending student activities
   - ____(x) Attending student activities

7. What percentage of an adjunct faculty member’s work time is typically spent on these activities (estimate)? ______

8. Are adjunct faculty allowed to join the full-time faculty organization?
   - ____(x) Yes
   - ____(__) No
   - ____(__) Not sure

9. What professional development does the college provide to adjunct faculty?
   - ____(x) On-campus programs
   - ____(x) Online programs
   - ____(x) Support for travel to attend conferences
   - ____(x) Support for attend conferences that are local
   - (when required by the program)

10. Does your college have an adjunct academy?
    - ____(__) Yes (Please describe what it includes)
    - ____(x) No
    - ____(__) Not sure

11. Are all adjunct faculty eligible for additional benefits, beyond a per-course stipend?
    - ____(x) Yes (Please describe what it includes)
    - ____(x) No
    - ____(__) Not sure

12. Are some adjunct faculty eligible for additional benefits or considerations after they have worked at the college for a period of time?
    - ____(x) Yes (Please describe what it includes)
    - ____(__) No
    - ____(__) Not sure

   **Health insurance and retirement based on ERS and ACA eligibility rules.**

13. What requirements must adjunct faculty fulfill to receive the additional benefits from question #12?
    - ________________________________________________________________________

**COLLEGE: ** Howard College
FACULTY TEACHING LOAD AND PAY/Fall and Spring

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 for a regular 16 week term. Deans and Division/Program Chairs/Co-Chairs are required to work a minimum of thirty-five/hours/week (see Policy 5.2 for more information).
   B. No faculty member will receive less than their base contracted salary unless they have leave without pay.
   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 and should be temporary per semester basis.
   D. Ten students is considered a minimum number for a course to make except in special circumstances. (At SWCID it will be based on student need.) The seating availability of a classroom chosen, safety concerns or program requirements to meet the needs of a particular course generally determine the student enrollment for a course. In some instances, the student number available for enrollment will decrease or increase as determined by the site-based instructional dean in discussion with the instructor and approved by the site Administrative Dean of Instruction and Student Services. A maximum enrollment of 35 students will be used for online classes. Due to dual credit site enrollments, attrition or faculty underload, an unusual contingency of a minimum number of students above 35 will be considered by the site based instructional dean in discussion with the instructor and approved by the site Administrative Dean of Instruction and Student Services.
   E. 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. Any TBA course taught will be a part of the 21-hour maximum load.
   F. When two or more courses are taught in the same time period, preparation and load credit will be given for only one class.
   G. The instructional deans for each site will submit a load list prior to the beginning of each semester for every instructor in their divisions to the site Administrative Dean of Instruction and Student Services. Upon completion, the information will be forwarded to the Vice President for Academic and Student Affairs.
   H. 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.
   I. Faculty schedules must be approved by instructional administrators. Efforts will be made to meet faculty schedule requests. Course location, mode, date/time, and length may be adjusted to meet student and/or college needs. Faculty members may be assigned to teach late afternoon, evening, weekend, and/or eLearning courses. Consistent schedules are not guaranteed.
   J. 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, 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-site 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 for traveling to off-site locations as described below.
   D. Number of Students: The basic load for HC 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 equaled to .33. Five students in a practicum internship or co-op is equaled to 1.0 and 1.25 at SWCID. An increment (or decrement) of $10 per student will be utilized 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 Section III. An increment (or decrement) of $250 per equated credit hour will be utilized 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 utilized for each preparation above three preparations.
   G. Travel between College Sites: If an instructor is required to travel between Howard College/SWCID sites, 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 Site: If an instructor is required to leave the Howard College/SWCID site 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-site site is outside the city limits of the instructor's home site. A mileage log must be maintained and a reimbursement report must be submitted monthly.
   I. TBA Courses: Instructors teaching students by arrangement will be compensated $100 for each student for their first nine TBA students. (At SWCID it will be based on student need.) Ten TBA students and above will be considered a regular class and will be counted as such in the pay calculation.
   J. Compensation for work above the basic load for full-time faculty will be paid in three equal payments the first banking day of October, November, and 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 are 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. Workforce Training Class: A full-load for a workforce training instructor at a Frison 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.

FACULTY TEACHING LOAD AND PAY/MINI AND SUMMER SESSIONS

I. Teaching Load for Instructors

The maximum load for an instructor in the mini term (3 weeks) is three hours outside of the regular fall and spring semesters. The maximum load for an instructor in each regular summer term (5.5 weeks) is 8 credit hours. If maximum load must be exceeded, it must be an unusual contingency and must be approved by the appropriate instructional dean and the site Administrative Dean of Instruction and Student Services. If approval is received to exceed the maximum load, payment for the additional course will be at the same rate. Faculty are expected to maintain a minimum of four office hours per week during these shortened sessions consistent with the delivery mode. Faculty will accommodate students' reasonable requests to communicate outside scheduled office hours. Beginning with the May mini through the Summer II term, there will be no combination of unusual contingencies to exceed 19 hours without the approval of the instructional dean and the site Administrative Dean of Instruction and Student Services. The maximum teaching load throughout the summer and for faculty on a contract longer than 9.5 months is 6 hours, unless under extenuating circumstances and not to exceed 12 hours throughout the summer, and approved by the site Administrative Dean of Instruction and Student Services.

II. Pay

December mini will be paid as part of the fall load/overload using the overload calculation policy (See Faculty Teaching Load and Pay, Fall and Spring, II above). If a course has fewer than 12 students, the decision to cancel will be at the discretion of the appropriate instructional administrator, based on the needs at that site. December mini classes are not counted as part of the fall maximum 21 hour teaching load.

May mini and Summer session course assignments for full-time instructors will be paid according to the following schedule:

<table>
<thead>
<tr>
<th>CREDENTIALS</th>
<th>Amount per Contact Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>$40.00</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>$45.00</td>
</tr>
<tr>
<td>Master Degree</td>
<td>$50.00</td>
</tr>
<tr>
<td>Doctoral Degree</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

12 students is considered a full-load for a May mini and summer term course. An instructor will be paid an increment of $10 per student above 12 (per course). If a course has fewer than eight students, the decision to cancel a class will be at the discretion of the appropriate instructional administrator. Pay for a course with fewer than 12 students will be prorated accordingly:

- 1-4 students, pay will be $100/student with no online stipend
- 5-7 students, pay will be $200/student with no online stipend
- 8-12 students, pay will be $200/student with an online stipend

Low enrollment courses that cannot be cancelled due to program requirements will be paid at full rate, as approved by the appropriate site administrator.
SWCID summer courses will be offered dependent upon the revenue generated and approved on a case-by-case basis by the instructional dean and site administrator.

Pay for mini and summer terms will be on the first banking day following the start of each term accordingly:
- December mini overload pay-February 1
- May Mini-July 1
- 1st Summer Session-July 1 and August 1 (two equal payments)
- 2nd Summer Session-August 1 and September 1 (two equal payments)

**eLEARNING STIPENDS:**
In addition to the regular salary, a faculty member will receive additional pay for teaching online/internet courses, courses taught via interactive television, or as a telecourse. Pay will be based on the following:

**BLACKBOARD CONVERSION STIPEND $1,000**
Beginning in fall 2014, a one-time $1,000 stipend will be paid to the first-time a course is converted, approved by the Dean Review Committee, and taught in Blackboard format through December 2015, after which time the stipend will be eliminated.
- If online courses taught in Spring 2016 were converted and approved prior to December 2015, the stipend will be paid.
- If two or more faculty convert the same course and are using different textbooks, the $1,000 stipend is divided among all converting.
- Faculty who have converted and taught courses that have been approved by the Dean Review process prior to Fall 2014 will receive the $1,000 stipend in Fall 2014 accordingly.
- In the event a developed and approved course does not make for unforeseen reasons, the stipend will be paid.
- This stipend is paid for courses taught 100% online, not hybrid or enhanced courses.

**INTERNET COURSES Course stipend $300**
After the semester in which the initial conversion stipend is paid, a $300 per course (not section) stipend will be paid each time the course is taught.
- Beginning Fall 2014, instructors teaching an online course converted by another instructor will receive the $300 stipend each time the course (not section) is taught.
- Courses converted in January 2016 and thereafter will be paid $300 per course (not section) the first time taught.
- This stipend is paid for courses taught 100% online, not for hybrid or enhanced courses.

**INTERACTIVE TELEVISION Course preparation stipend $300**
For each off-site site (three off-site 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.