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
   - (☐) 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.
   - (☐) 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:

3. Other significant full-time employee benefits:
   - (☐) Paid insurance benefits for spouses and/or dependents
   - (☐) On-site childcare
   - (☐) 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
   - (☐) Professional Development / Training
   - (☐) Orientation session
   - (☐) 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?
   - (☐) Office hours
   - (☐) Professional Development / Training
   - (☐) Orientation session
   - (☐) Attending student activities
   - (☐) Volunteering for student activities
   - (☐) Attending commencement
   - (☐) Serving on committees

7. What percentage of an adjunct faculty member's work time is typically spent on these activities (estimate)?
   - (☐) 10%

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

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

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

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

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

COLLEGE: Victoria College

PLEASE RETURN COMPLETED FORM TO:
Carole Hawkins, TCCTA, E-Mail: chawkins@tccta.org
Telephone Toll Free: 1-800-288-6850, Extension 12 (In Austin, 328-2044) — Fax Area Code 512-328-1086
1. PLEASE READ CAREFULLY. If this question appears unclear or confusing, please call the TCCTA State Office (1-800-288-6850, ext. 12) for clarification.

   Does your school supplement its contribution to ORP participants above the basic rate? If so, for whom and by what percent? Please explain briefly.

   No

2. Please indicate benefits available to full-time instructors on your college faculty. Indicate items which apply to your institution.

   - Sick leave — 12 days per year, accumulative to 80 days (based on 9-month contract) max
   - Bereavement leave included in sick leave —
   - Personal leave included in sick leave —
   - Personal leave in addition to sick leave —
   - Professional liability insurance provided by college (instructional and counseling staff)
   - Participation in Social Security (College contributes 6.2%) (Note: This refers to FICA tax; it does NOT refer to Medicare tax.)
   - Contribution to qualified retirement/pension/annuity program in addition to state retirement program — College contributes ___% of employee's gross salary
   - Free parking for professional staff
   - Reserved or designated parking
   - Tuition waiver for: Employees only (__) Employees and dependents (___)
   - Budgeted allowance for professional travel — $ per employee per year (average)
   - Pay for accumulated sick leave upon retirement — Maximum of ___ days
   - Financial assistance for graduate study — Please describe:

   Other fringe benefits (in addition to worker's compensation, unemployment compensation, and the state-funded retirement program):

   Please explain:

   “Merit” or “Incentive” Pay Plan (in addition to salary schedule) — PLEASE ATTACH A DESCRIPTION OF THE PLAN.

3. Faculty Contracts. Please indicate the PERCENTAGE of faculty under each sort of contract:

   - A tenured contract (___)
   - A five-year "rolling" contract (___)
   - A three-year "rolling" contract (___)
   - A two-year "rolling" contract (___)
   - Other (please explain): ___

4. Compensation for summer teaching (for full-time instructors):

   - Flat payment of $ for one 3-semester-credit-hour course
   - Summer pay based on proportion of 9-month contract

5. Compensation for "overload" teaching (for full-time instructors):

   - Flat payment of $ for one 3-semester-credit-hour course
   - Overload pay based on proportion of 9-month contract

6. Compensation of Part-Time (Adjunct) Faculty:

   Please indicate compensation of part-time instructor assigned to one section in United States History.

   (To assure uniform reporting, assume the instructor holds a Master's Degree — no hours toward Doctorate — and is in his or her first year as a part-time faculty member.)

   Do part-time instructors receive any other substantial material compensation (e.g., health insurance coverage, employer contribution to retirement plan, etc.)? If so, please describe:

   Do part-time instructors receive additional compensation for advanced hours or degree? ___ Yes ___ No
   Do part-time instructors receive additional compensation for teaching experience at your college? ___ Yes ___ No

7. Please do NOT omit this item: Instructional Staff.

   Approximate percentage of classes (sections) taught by part-time or adjunct faculty: ___

   Number of full-time faculty: ___

   Number of part-time faculty: ___

COLLEGE: Victoria College

INFORMATION PROVIDED BY: Terri Kurtz

E-Mail Address: terri.kurtz@victoriacollege.edu

TELEPHONE: Area Code 361, 572-6462

FAX: Area Code 361, 582-4860

PLEASE RETURN COMPLETED FORM TO:

TCCTA, 5113 Southwest Parkway, Suite 185 — Austin, Texas 78735

Toll Free: 1-800-288-6850, Ext. 12 (in Austin, 328-2044) — Fax Area Code 512-326-1086 — E-Mail: chawkins@tccta.org
TUITION EXEMPTION (p)

Benefits eligible employees may take Victoria College credit and non-credit courses and be exempt from tuition and fees, excluding any course fees. Virtual College of Texas (VCT) classes and non-credit courses that are not eligible for state funding are not eligible for this exemption.

The unmarried children and/or stepchildren of benefits eligible employees, who are 25 years old or younger, may take Victoria College credit and non-credit courses and be exempt from tuition. Virtual College of Texas (VCT) classes and non-credit courses that are not eligible for state funding are not eligible for this exemption. The age restriction will be determined as of the first day of class. These waivers are subject to the availability of funds.

Optional Group Insurance

The Victoria College will provide each benefits eligible employee with a $30 monthly allowance toward the purchase of available optional coverages.

SPORTS CENTER USE (p)

The Victoria College Sports Center is available to students, faculty, retired faculty and staff of The Victoria College and to the faculty and staff of the University of Houston/Victoria. The spouse and children of eligible Victoria College and UH-V faculty and support staff employees are also eligible to use this facility.

All users of the Sports Center must obtain an ID card from the Library with a current semester validation sticker to be admitted.

Please check with Sport Center employees for hours available for use since scheduled classes receive first priority.
Compensation for Faculty

Compensation Notification
The President of the College shall notify every faculty member of his or her salary for the following year. These conditions when accepted by a faculty member create a binding contract between the faculty member and Victoria College. Any change in professional credentials that merits an increase, including degrees completed, additional credit hours earned or continuing education credits, will be made at the beginning of the next fiscal year (September 1), regardless of when the credits are earned. Any deviation from this policy must be approved in writing by the College President.

Faculty Hiring Structure and Definition of Levels
The salary structure to hire new faculty members and the earned degree and experience levels are defined in the Faculty Hiring Salary Structure.

Hours in education may count as a related field for levels IV and V. Related disciplines will be determined by the appropriate Vice President in collaboration with the appropriate Dean.

Market Scarcity Criteria
The Human Resources Office shall submit to the College administration specific criteria that can be used to identify those instructional areas to be classified as "market scarce." (This designation may be made if any of the Market Scarcity Indicators exist.) On a periodic basis, the Human Resources Office using these criteria shall prepare for the administration a list of instructional areas classified as market scarce. The Personnel and Policy Committee of the Board of Trustees shall review this list.

Additional compensation not to exceed 10 percent of the base salary schedule may be approved by the President on an annual basis for instructors in those fields which have been identified as meeting the criteria for market scarcity. This compensation is to be reviewed periodically.
Salary Supplements
Salary supplements paid for extra responsibility will be considered separate and apart from the regular schedule and identified as such on employment forms.

Adjunct Instructors / Overload
Adjunct faculty and full-time faculty teaching overloads will be compensated $600 per instructional unit in the fall and spring semesters and $600 per instructional unit in the summer. Instructional units are determined by total student contact hours for a class with one instructional unit equal to 16 student contact hours. For example, a 3-credit hour lecture class meets a total of 48 student contact hours therefore, this class is a 3-instructional unit class and the instructor will be compensated at the rate of 3 x $600 for a total of $1800. A 4-credit hour lecture/lab class meets a total of 96 student contact hours therefore, this class is a 6-instructional unit class and the instructor will be compensated at the rate of 6 x $600 for a total of $3600. Compensation for sixteen-week courses is paid four times a semester. Summer school compensation is paid the last working day of the term. Instructors teaching eight-week classes will receive one-half of their salary at the end of the first summer session and the other one-half at the end of the eight-week session.

Substitute Instructors
Faculty who require a substitute must complete a Faculty Substitute Form and submit to the Department Secretary who will generate a timesheet that must be signed by the substitute and approved by the appropriate Dean and Vice President of Instruction. Substitute instructors will be paid on the basis of $25.00 per contact hour.

Summer Term Compensation
Summer school salaries are paid the last working day of the term. Instructors teaching eight-week classes will receive one-half of their salary at the end of the first summer session and the other one-half at the end of the eight-week session.
Faculty Professional Development
1. The College supports faculty participation in professional development with an emphasis on activities that will promote effective teaching.
2. Professional development funds, as available per division, may be used for attending meetings of general and specialized educational organization or professional associations. These funds may be used to support a variety of professional development activities that are deemed appropriate by the Dean and Vice President, Instruction.
3. Faculty who plan to attend professional development activities during any school year should make written requests to the appropriate Dean for funds and leaves from duty as early as possible.

Several factors other than the availability of funds govern the approval of faculty leaves from instructional duties. Extra-curricular activities, college sponsored programs and events and the number of faculty absences anticipated are all important in determining whether leaves can be granted.

Sabbatical
Victoria College Board of Trustees has made provision for the granting of up to one year's leave for sabbatical purposes for faculty members. The recipient receives one-half salary for the full year or full salary for half year. Victoria College requires that the recipient return to the college for two years subsequent service. In the event the recipient elects not to return to Victoria College the total amount of the stipend is repayable. This repayment provision may be waived by the President in the event the recipient should become disabled.

1. The recipient of the Sabbatical Leave award is nominated by a committee of tenured faculty that represents all segments of the faculty.
2. The nominee is recommended to the Board of Trustees by the President.
3. To be eligible for consideration by the committee, the faculty member must have acquired tenure. There must be a qualified replacement available. The recipient is required to complete nine resident semester hours during one semester of study. These hours must be in a teaching field approved by the Vice President, Instruction of Victoria College. The committee is instructed to give preference to candidates who have completed at least twelve hours above the Masters Degree in their teaching field at their own expense.

Sabbatical leaves are subject to the laws of the State of Texas and Victoria College policies and procedures.