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.
   - (X) Release time (Please explain): 5 hrs given to Associate Dean
   - ( ) 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.
   - ( ) 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:

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? 9 hrs per semester recommended

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

7. What percentage of an adjunct faculty member's work time is typically spent on these activities (estimate)? 2%

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
   - ( ) Support to attend conferences that are local
   - ( ) Support for travel to attend conferences
   - (X) Online programs

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)  ( ) 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

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

COLLEGE: Western Texas 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
OVERLOAD
Normally, overload shall be considered when all criteria for the regular teaching load are met. When an overload class is allowed to make with fewer than 15 students or a proportional number based on discipline and/or lab considerations, the amount may be prorated at the rate of 6.7 percent per student. If a faculty has more than one small class section (whether overload or a portion of a faculty’s regular teaching load), the small class sections may be combined and counted as a single class load.

All faculty overload must be approved by the appropriate Division Chair or Associate Dean. Overload should only occur due to student demand and institutional needs. Faculty are not required to teach overload courses.

LOW ENROLLMENT CONSULTATION
To ensure fairness and equity in the evaluation of all instructional personnel/programs while providing for the financial solvency of the institution, normally, when the teaching load for an instructor falls below the established minimum number of credit hours and student enrollments, the individual shall receive consultation regarding enrollment levels. When the teaching load falls below the minimum credit hours and student enrollment for two consecutive semesters, the program and/or instructor shall formally be considered under review. At this time, the instructor, in consultation with, and with the approval of her or his immediate supervisor, shall determine appropriate actions to be taken to satisfy enrollment deficiencies. Failure by the instructor to make a good faith effort to appropriately compensate for the enrollment deficiencies shall be considered an act of insubordination resulting in immediate termination of the instructor’s employment and possible elimination of the program. However, when an instructor’s load is restricted as a result of the request and/or policies of the institution, the situation shall be considered an exception to the above-stated policy and shall be addressed on a case-by-case basis. The College District reserves the right to terminate any program that is not economically feasible and/or no longer in demand.

When faculty load requirements are not met, a faculty member shall be required, at the discretion of the Dean of Instructional Affairs and/or President, to perform additional duties equal in value to what is necessary to equal a full teaching load and/or teach (an) additional course(s) during the summer, SOS, Maymester, midwinter, or any other semester without additional compensation as a means of satisfying the minimum required credit hours and student enrollment.