SOUTH TEXAS COLLEGE

# SOUTH TEXAS COLLEGE

# PAY PLAN

## FISCAL YEAR 2018-2019

06-20-2018

SERVING HIDALGO COUNTY AND STARR COUNTY, TEXAS

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The Pay Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed on the Pay Plan.

While this Pay Plan was prepared on the basis of the best information available at the time, South Texas College reserves the right to change any information without notice or obligation as approved by appropriate administration at South Texas College in alignment with the General Appropriations Act of the Texas Legislature, other applicable revenue sources, and policies as established by the Board of Trustees for South Texas College.

# INTRODUCTION

The Office of Human Resources annually publishes the Board-Approved Pay Plan for the College's faculty and staff.

***Vision Statement***

*South Texas College is a world-class institution advancing regional prosperity through education for a better quality of life in our community.*

## OBJECTIVES

The Pay Plan is designed to meet the following objectives:

- Comply with State and Federal compensation regulations
- Ensure compensation consistency
- Enhance the ability to attract and retain qualified faculty and staff
- Provide a clear and concise reference for compensation decisions

## ACCREDITATION

South Texas College is accredited by the Southern Association of College and Schools Commission on Colleges to award the Baccalaureate and Associate degrees. Contact the Commission on College at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Texas College.

South Texas College's offerings are approved by the Texas Higher Education Coordinating Board and the Texas Education Agency.

# EQUAL EMPLOYMENT OPPORTUNITY

South Texas College is an equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College shall not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation.

As an equal opportunity employer, the College will appoint employees in full compliance with existing laws. Qualification guidelines for all positions will be published by the Office of Human Resources and shall be applied consistently and fairly to all applicants. "Qualified" is defined as having the requisite education, training, and/or skills required of the position as defined in the approved job announcement.

The College shall actively seek to increase the number of minority personnel, as defined by the U.S. Equal Employment Opportunity Commission, through recruiting and other similar activities.

# RELEVANT PERSONNEL PROCEDURES

**Purpose Statement**

*South Texas College is an innovative, public, post-secondary institution providing quality education and career pathways for the people and communities of Hidalgo and Starr counties. The College achieves student success, nurtures talent development and promotes economic vitality through collaborative and creative approaches to teaching, learning, and support services.*

## EARNINGS AND SALARY INCREASES

Full-time employees hired with the College on or before December 31 of the prior fiscal year will be eligible for applicable board-approved salary increases for the upcoming fiscal year.

Educational supplements for eligible full-time staff are effective the first of the month after official transcripts are received at the Office of Human Resources directly from the accredited institution. The educational supplement is provided once for each eligible degree(s) earned beyond the required minimum as listed on job description/pay plan.

Faculty who have earned additional college level credit or degrees since previous placement on the salary schedule should request to have their official transcripts submitted directly to the Office of Human Resources for review and eligibility of educational increase.

## PERSONNEL APPOINTMENTS

Personnel appointments are graded and compensated per the Board approved Employee Pay Plan and Staffing Plan. Employees may not earn additional compensation for work/projects for the college which requires the same skills or consists of the same responsibilities inherent in their position with the college and included in the position's job description.

Each faculty and staff member (employee) is accountable to the College for 100 percent of the duties and responsibilities associated with the employee's primary assignment. The primary obligation of College employees is the full and complete execution of all assigned duties and responsibilities.

Compensation in excess of base salary is a temporary adjustment of total compensation, ex. stipend or special assignment, **which must be specified and approved in writing <u>prior to work commencing</u>** by the appropriate administrative channels, is expressly conditioned on availability of funds, and *only* upon approval of the appropriate Vice President, the Office of Human Resources, with final approval by the President. **Special Assignments are not allowed for part-time, classified, or professional support non-exempt staff**.

# RELEVANT PERSONNEL PROCEDURES

## EXECUTIVE, ADMINISTRATIVE, OR FACULTY JOB CLASSIFICATIONS

Employees whose positions fall within the Executive, Administrative, or Full-Time Regular Faculty job classifications, with the exception of the College President, are employed on a one year or less employment contract basis with no expectation of continued employment or property rights beyond the length of appointment. The letter of appointment must be electronically or manually signed by the President and by the respective employee and returned to the Office of Human Resources by stated deadline.

## ADJUNCT, LECTURER, AND DUAL CREDIT FACULTY

Adjunct, Lecturer, and Dual Credit Faculty are employed on an as needed, non-contractual, at-will, basis with no expectation of continued employment or property rights beyond the assignment.

## GRANT FUNDED EMPLOYEES

Grant funded employees, not employed under a letter of appointment, are employed on an as needed basis for one year or less with no expectation of continued employment or property rights beyond the assignment, letter of appointment or timeline of the grant.

# GUIDELINES FOR RECRUTING, SCREENING, AND HIRING SUPPORT STAFF

## EMPLOYMENT AT WILL

All non-faculty employees whose positions fall within the full-time temporary category, including Professional/Technical Support, Classified, Direct Wage, or Workstudy job classifications are employed on a non-contractual, at-will basis with no expectation of continued employment or property rights beyond the assignment term.

No employee of the College other than the President has any authority to make oral or written representations or agreements with any employee for employment for any specified length of time or for employee benefits.

## TIME CARDS

All employees whose positions fall within the Classified, Professional Support Non-Exempt, Direct Wage or Workstudy job classifications are required to report all working hours and applicable leave via the College's timekeeping system. Exempt staff (Faculty, Administrative and Executive) are required to report applicable leave via the College's timekeeping system.

## RECRUITING

It is the policy of South Texas College to fill each vacant position with the best qualified person available without regard to race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status and to comply with all statutory requirements relating to filling such vacant positions.

The hiring department will be responsible for initiating and preparing a Staff Position and Hiring Request Form for any vacant position. The office of Human Resources will review the request form for compliance with provisions of the College's hiring process.

Once a position is approved by the appropriate management personnel, the Office of Human Resources will coordinate the placement of all advertising of such position(s).

# GUIDELINES FOR RECRUTING, SCREENING, AND HIRING SUPPORT STAFF

## SCREENING

South Texas College institutes their selection and hiring process by means of a diverse search (interviewing) committee. Search committees are approved by appropriate management and the Office of Human Resources and are required to follow the guidelines in accordance with the South Texas College Faculty and Staff Hiring Manuals and Board Policies to ensure fair and consistent hiring practices. Guidelines and procedures for the Committee should be followed to ensure that interviews are fair and consistent, and all selections are recommended without biased or discriminatory choices. The College is committed to hire the most qualified candidates, without discrimination to any applicant.

## HIRING

When a hiring decision is made for a regular full-time or part-time employee, a hiring proposal, intent to hire, or Notice of Employment (NOE) packet must be submitted through appropriate administrative channels to the Office of Human Resources.

Once the hiring is approved by the President, the Office of Human Resources will notify the supervisor of the employee's orientation and start date.

All new hires are considered to be officially employed after they have completed the required hiring documents. Each individual shall report to the Office of Human Resources, provide the necessary documents required by the Immigration Naturalization Service, present his/her social security document for the College payroll system, and complete all other new hire paperwork. When the orientation process is concluded, a Report to Work Authorization form will be given to the new employee which allows him/her to report to their respective Department and Supervisor.

## ADDITIONAL POSITIONS

Non-exempt employees of South Texas College may not be hired by South Texas College as Adjuncts. This policy applies to all non-exempt employees. Adjuncts may not be hired as non-exempt employees of the College with a start date prior to the end of their Adjunct assignment.

For additional hiring information, please refer to our South Texas College Faculty and Staff Hiring Manuals.

# FY 2018-2019 PAY PLAN EDUCATIONAL SUPPLEMENT

| Educational Supplement | |
|---|---|
| **Education** | **Supplemental Amount Above Minimum Requirement** |
| Certificate | $250.00 |
| Associate | $500.00 |
| Bachelor | $1,000.00 |
| Master | $1,000.00 |
| Doctorate | $2,000.00 |

The educational supplement is added to the annual base salary for eligible employees who have obtained a higher degree than the minimum required for the position.

For example, if an employee has a Doctorate and Master's Degree in a position that requires a Bachelor's Degree, he or she will get $3,000, $1,000 for a Master's Degree and $2,000 for a Doctorate Degree.

Official transcripts must be received at the Office of Human Resources directly from the accredited institution. After review of eligibility, education supplement is effective the first month after official transcripts are received at the Office of Human Resources.

# FY 2018-2019 STAFF PAY GRADES/PAY PLAN

| Grade | Minimum | Midpoint (Average) | Maximum | Range Spread |
|---|---|---|---|---|
| Classified - A | $18,241.00 | $25,081.38 | $31,921.75 | 75% |
| Classified - B | $19,496.00 | $26,807.00 | $34,118.00 | 75% |
| Classified - C | $21,513.00 | $29,580.38 | $37,647.75 | 75% |
| Classified - D | $21,803.00 | $29,979.13 | $38,155.25 | 75% |
| Classified - E | $23,227.00 | $31,937.13 | $40,647.25 | 75% |
| Classified - F | $25,480.00 | $35,035.00 | $44,590.00 | 75% |
| Classified - G | $26,227.00 | $36,062.13 | $45,897.25 | 75% |
| | | | | |
| Professional/Technical Non-Exempt - A | $27,000.00 | $37,125.00 | $47,250.00 | 75% |
| Professional/Technical Non-Exempt - B | $29,000.00 | $39,875.00 | $50,750.00 | 75% |
| Professional/Technical Non-Exempt - C | $35,000.00 | $48,125.00 | $61,250.00 | 75% |
| Professional/Technical Non-Exempt - D | $38,000.00 | $52,250.00 | $66,500.00 | 75% |
| Professional/Technical Non-Exempt - E | $45,000.00 | $61,875.00 | $78,750.00 | 75% |
| Professional/Technical Non-Exempt - F | $55,000.00 | $75,625.00 | $96,250.00 | 75% |
| | | | | |
| Professional/Technical Exempt - A | $28,000.00 | $38,500.00 | $49,000.00 | 75% |
| Professional/Technical Exempt - B | $30,000.00 | $41,250.00 | $52,500.00 | 75% |
| Professional/Technical Exempt - C | $36,000.00 | $49,500.00 | $63,000.00 | 75% |
| Professional/Technical Exempt - D | $39,000.00 | $53,625.00 | $68,250.00 | 75% |
| Professional/Technical Exempt - E | $45,000.00 | $61,875.00 | $78,750.00 | 75% |
| Professional/Technical Exempt - F | $55,000.00 | $75,625.00 | $96,250.00 | 75% |
| Professional/Technical Exempt - G | $60,000.00 | $82,500.00 | $105,000.00 | 75% |
| | | | | |
| Administrative - A | $50,000.00 | $68,750.00 | $87,500.00 | 75% |
| Administrative - B | $55,000.00 | $75,625.00 | $96,250.00 | 75% |
| Administrative - C | $63,000.00 | $86,625.00 | $110,250.00 | 75% |
| Administrative - D | $73,000.00 | $100,375.00 | $127,750.00 | 75% |
| Administrative - E | $80,000.00 | $110,000.00 | $140,000.00 | 75% |
| | | | | |
| Executive - A | $85,000.00 | $106,250.00 | $127,500.00 | 50% |
| Executive - B | $92,500.00 | $115,625.00 | $138,750.00 | 50% |
| Executive - C | $100,000.00 | $125,000.00 | $150,000.00 | 50% |
| Executive - D | $107,500.00 | $134,375.00 | $161,250.00 | 50% |

The pay grades for Classified, Professional/Technical Non-Exempt and Exempt and Administrative have a uniform pay range spread of 75%; and the Executive grades have a uniform pay range spread of 50%.

For classified positions, 8 years of directly related experience will equate to a 1-year certificate; 16 years of directly related experience will equate to an Associate's degree. This provision will only apply to applicants for new positions and with approval of the President. (Board highlights June 12, 1997 meeting).

Compensation, for other than new hires, may exceed max in range or step due to employee's longevity and eligibility for applicable salary increase.

# CLASSIFIED
# SALARY PLAN
# FY 2018-2019

| Grade A | | |
|---|---|---|
| MIN - $18,241.00 | MID - $25,081.38 | MAX - $31,921.75 |

Admissions Technician
Cook I
Custodian
Customer Service Technician
Early Childhood Educator I
Faculty Secretary
Fixed Assets and Receiving Technician
Floor Technician
General Services Technician
Human Resources Secretary
Library Technical Services Technician
Library Technician
Painter
Plumber
Program Assistant
Purchasing Technician
Records Technician
Staff Secretary

| Grade B | | |
|---|---|---|
| MIN - $19,496.00 | MID - $26,807.00 | MAX - $34,118.00 |

Cook II
Financial Aid Technician
Gallery Assistant
Human Resources Technician
Job Coach
Lab Assistant - Advanced Manufacturing Technology
Lab Assistant - Architectural and Engineering Design Technology
Lab Assistant - Automotive
Lab Assistant - Business and Technology
Lab Assistant - Computer and Advanced Technology
Lab Assistant - Computer Science
Lab Assistant - Electrician Technician
Lab Assistant - Fire Science
Lab Assistant - Heating, Ventilation, Air Conditioning and Refrigeration

# CLASSIFIED
# SALARY PLAN
# FY 2018-2019

| Grade B (con't) | | |
|---|---|---|
| MIN - $19,496.00 | MID - $26,807.00 | MAX - $34,118.00 |

Lab Assistant - Information Technology Program
Lab Assistant - Nursing and Allied Health
Lab Assistant - Office Administration
Lab Assistant - Welding
Secretary

| Grade C | | |
|---|---|---|
| MIN - $21,513.00 | MID - $29,580.38 | MAX - $37,647.75 |

Advisor Assistant
Carpenter
Cashier
Compliance Assistant
Educational Technologies Assistant I
General Services Assistant
Human Resources Assistant
Lead Cook
Lead Custodian
Purchasing Assistant
Student Learning Assistant
Testing Technician

| Grade D | | |
|---|---|---|
| MIN - $21,803.00 | MID - $29,979.13 | MAX - $38,155.25 |

Cashier II
Developmental Lab Technician
Facilities Planning and Construction Project Technician
Security Guard
Space Management Technician
Speech Lab Technician

| Grade E | | |
|---|---|---|
| MIN - $23,227.00 | MID - $31,937.13 | MAX - $40,647.25 |

Bus Driver
Cashier III
Educational Technologies Assistant II

# CLASSIFIED
# SALARY PLAN
# FY 2018-2019

| Grade E (con't) | | |
|---|---|---|
| MIN - $23,227.00 | MID - $31,937.13 | MAX - $40,647.25 |

Facilities Planning and Construction Accounts Assistant
Food Services Accounts Assistant
Library Automated Systems and Applications Technician
Maintenance Assistant
Open Lab Technician

| Grade F | | |
|---|---|---|
| MIN - $25,480.00 | MID - $35,035.00 | MAX - $44,590.00 |

Administrative Assistant
Educational Technologies Assistant III
Energy Technician
Fixed Assets and Receiving Assistant
Fixed Assets Assistant
Locksmith
Maintenance Technician
Risk Management Assistant
Scheduling Technician
Student Success Assistant
Warehouse Technician

| Grade G | | |
|---|---|---|
| MIN - $26,227.00 | MID - $36,062.13 | MAX - $45,897.25 |

Accountability Assistant
Accounting Assistant
Community Relations Assistant
Compliance Technician
Electrician
Payroll Assistant - Business Office
Payroll Assistant - Human Resources

# PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN FY 2018-2019

| Grade A | | |
|---|---|---|
| MIN - $27,000.00 | MID - $37,125.00 | MAX - $47,250.00 |

Advising Specialist
Graphic Designer I
Lab Assistant II - Computer Science
Police Dispatcher
Senior Administrative Assistant
Social Media Specialist
Student Services Specialist I

| Grade B | | |
|---|---|---|
| MIN - $29,000.00 | MID - $39,875.00 | MAX - $50,750.00 |

Academies Specialist
Accountability, Risk, and Compliance Support Specialist
Accounting Specialist
Admissions Specialist
Advisor
Americans with Disabilities Act Instructional Technology Specialist
Applications Specialist
Art Gallery Associate
Assistant Childcare Center Manager
Benefits Specialist
Biomedical Simulation Specialist
Career and Placement Specialist
Cashier Customer Service Specialist
Client Services Specialist
Clinical Affairs Specialist
Collection Specialist
College Connection Specialist/Recruiter
Computer Inventory Specialist
Computer Services Specialist
Contract Specialist
Coordinator of Kinesiology Instructional Facilities
Course Development Specialist
Curriculum Specialist

# PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN FY 2018-2019

| Grade B – (cont'd) | | |
|---|---|---|
| MIN - $29,000.00 | MID - $39,875.00 | MAX - $50,750.00 |

Distribution Services Specialist
Document Management Services
Dual Credit Program Specialist
Dual Credit Records and Registration Specialist
Dual Credit Workforce Program Specialist
Dual2Degree Specialist
Early Childhood Educator II
Early College High School Specialist
Energy Management Specialist
Facilities Planning and Construction Space Management Specialist
Finance and Administrative Services Business Systems Specialist
Finance and Administrative Services Support Specialist
Financial Aid Specialist
Fixed Assets Specialist
Grant and Contracts Compliance-Specialist
Graphic Designer II
Graphics and Multimedia Specialist
Healthcare Asset Maintenance Specialist
Help Desk Specialist
Hispanic Serving Institution Grant Specialist
Human Resources Payroll Specialist
Human Resources Specialist - Employee Relations
Human Resources Staffing Specialist
Human Resources Support Specialist
Human Resources Systems Specialist
Lab Assistant III - Computer Science
Lab Specialist - Open Lab
Lab Specialist II - Biology
Lab Specialist II - Chemistry
Lab Specialist II - Engineering
Lab Specialist II - Nursing and Allied Health
Lab Specialist II - Physics
Learning Excellence Specialist
Learning Outcomes Specialist
Library Specialist
Library Technical Services Specialist
Licensed Lab Assistant - Emergency Medical Technology

# PROFESSIONAL/TECHNICAL NON-EXEMPT
# SALARY PLAN
# FY 2018-2019

| Grade B – (cont'd) | | |
|---|---|---|
| MIN - $29,000.00 | MID - $39,875.00 | MAX - $50,750.00 |

Licensed Lab Assistant - Associate Degree Nursing
Marketing Specialist
Multimedia Designer
Network Services Specialist
Nursing Program Specialist
Ombudsperson
Payroll Specialist
Photographer
Professional Development Specialist
Public Relations Specialist
Purchasing Specialist
Records and Registration Specialist
Recruiting Specialist
Registered Lab Assistant - Pharmacy
Residency Specialist
Safety Support Specialist
Security Guard Specialist
Security Support Specialist
Special Programs Specialist
Staff Audit Specialist
Student Completion Specialist
Student Conduct Specialist
Student Services Specialist II
Survey Research Facilitator
Systems Specialist
Technical Facilities Specialist
Technology Specialist
Testing Specialist
Valley Scholars Specialist
Veterans Affairs Certifying Official
Videographer

# PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN FY 2018-2019

| Grade C | | |
|---|---|---|
| MIN - $35,000.00 | MID - $48,125.00 | MAX - $61,250.00 |

Applications Analyst I
Compliance Coordinator
Construction Supervisor
Coordinator for Fixed Assets and Distribution
Coordinator of College Connections
Coordinator of Community Relations
Coordinator of Compliance
Coordinator of Emergency Preparedness and Training
Coordinator of Enrollment Services
Coordinator of Enrollment Marketing Services
Coordinator of Facilities, Planning and Construction Accounts
Coordinator of Public Relations
Coordinator of Student Rights and Responsibilities
Coordinator of Theater Support Services
Coordinator of Veteran Recruitment and Engagement
Copy Writer
Custodial Logistics Supervisor
Custodial Supervisor
Events Manager
Distance Learning Technologies Specialist
Educational Technologies Biomedical Specialist
Educational Technologies Specialist
Electrician Supervisor II
Executive Administrative Assistant
Finance and Administrative Services Reporting Coordinator
Grants and Contracts Compliance Specialist
Healthcare Simulation Specialist
Heating Ventilation and Air Conditioning Supervisor II
Human Resources Faculty Staffing Specialist/Evaluator
Human Resources Payroll/Position Control Specialist
Human Resources Staffing Support Specialist
Institutional Effectiveness Specialist
Lab Coordinator
Lab Supervisor
Library Systems and Applications Specialist
Locksmith Supervisor II
Network Services Analyst I

# PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN FY 2018-2019

| Grade C – (cont'd) | | |
|---|---|---|
| MIN - $35,000.00 | MID - $48,125.00 | MAX - $61,250.00 |

Open Labs Analyst
Operations Support Coordinator
Plumbing Supervisor II
Police Compliance Coordinator
Police Officer
Project Training Specialist
Reporting Analyst - Institutional Effectiveness and Assessment
Reporting Analyst I
Science Lab Coordinator
Senior Library Technical Services Specialist
Simulation Lab Specialist
Simulation Network Specialist
Student Activities Specialist
Student Success Seminar Specialist
Student Success Specialist
Systems Analyst I
Technology Generalist Analyst
Transcript/Graduation Analyst
Video Production Coordinator
Web Design Specialist
Web Specialist

| Grade D | | |
|---|---|---|
| MIN - $38,000.00 | MID - $52,250.00 | MAX - $66,500.00 |

Accountant
Computer Services Analyst I
Coordinator of Special Events
Data Management Coordinator
Dispatch Supervisor
Reporting Analyst II

| Grade E | | |
|---|---|---|
| MIN - $45,000.00 | MID - $61,875.00 | MAX - $78,750.00 |

Administrative Specialist for Board Relations
Applications Analyst II
Computer Services Analyst II

# PROFESSIONAL/TECHNICAL NON-EXEMPT
# SALARY PLAN
# FY 2018-2019

| Grade E (con't) | | |
|---|---|---|
| MIN - $45,000.00 | MID - $61,875.00 | MAX - $78,750.00 |

Executive Assistant to the President
Facilities Operations and Maintenance Administrative Coordinator
Network Services Analyst II
Systems Analyst II

| Grade F | | |
|---|---|---|
| MIN - $55,000.00 | MID - $75,625.00 | MAX - $96,250.00 |

Digital Services Developer
Police Sergeant

# PROFESSIONAL/TECHNICAL EXEMPT
# SALARY PLAN
# FY 2018-2019

| Grade A | | |
|---|---|---|
| MIN - $27,000.00 | MID - $37,125.00 | MAX - $47,250.00 |

Food Services Manager/Cook

| Grade B | | |
|---|---|---|
| MIN - $30,000.00 | MID - $41,250.00 | MAX - $52,500.00 |

Buyer
Chief Photographer
Continuing Education Trainer
Coordinator of Scholarships

| Grade C | | |
|---|---|---|
| MIN - $36,000.00 | MID - $49,500.00 | MAX - $63,000.00 |

Academic Coach
American Sign Language Interpreter
Childcare Services Developer
Coordinator for Continuing Education
Coordinator of Career Services
Coordinator of Employer Services
Coordinator of Federal Programs
Coordinator of Records
Coordinator of Special Advising
Coordinator of State and Third Party Programs
Coordinator of Student Financial Services
Coordinator of Veteran Enrollment Services
Counselor
Digital Signage/Classroom Technology Training Specialist
Distance Learning Assistive Technologies Specialist
Educational Technologies Managed Services Specialist
Institutional Effectiveness Analyst
Interpreter
Librarian I - Public Services
Program Developer and Coordinator
Project Management Analyst
Specification Writer
Technical Buyer

# PROFESSIONAL/TECHNICAL EXEMPT
# SALARY PLAN
# FY 2018-2019

| Grade D | | |
|---|---|---|
| MIN - $39,000.00 | MID - $53,625.00 | MAX - $68,250.00 |

Client Services Analyst I
Coordinator of Academies and High School Projects
Coordinator of Advisement
Coordinator of Campus Center for Learning Excellence
Coordinator of Distance Learning Technologies
Coordinator of Early College High Schools
Coordinator of Enrollment Services for Dual Credit
Coordinator of Educational Technologies Projects
Coordinator of Faculty Advising
Coordinator of Staffing and Recruiting
Coordinator of Student Activities and First Year Experience
Coordinator of Student Activities for Events
Coordinator of Student Activities and Wellness
Curriculum and Scheduling Coordinator
Institutional Research Analyst
Learning Support Systems and Applications Analyst
Librarian II - Academic Outreach
Librarian II - Campus Librarian
Librarian II - Programming
Licensed Counselor
Nursing Lab Clinical Coordinator
Training Specialist III

| Grade E | | |
|---|---|---|
| MIN - $45,000.00 | MID - $61,875.00 | MAX - $78,750.00 |

Accounting Group Supervisor
Audio Visual Systems Designer
Business Analyst
Marketing Manager
Business System Analyst
Campus Facility Manager
Child Development Center Manager
Client Services Analyst II
Construction Buyer

# PROFESSIONAL/TECHNICAL EXEMPT
# SALARY PLAN
# FY 2018-2019

| Grade E – (cont'd) | | |
|---|---|---|
| MIN - $45,000.00 | MID - $61,875.00 | MAX - $78,750.00 |

Continuing Education Operations Manager
Contracts Manager
Coordinator of Student Disability Services
Coordinator of Testing Services
Creative Services Manager
Curriculum and Student Learning Manager
Custodial Manager
Database Analyst
Development Officer - Foundation/Corporate Outreach
Distance Learning Instructional Facilitator
Distance Learning Media Manager
Dual Credit Planning and Scheduling Manager
Environmental Health and Safety Management
Financial Analyst
Grant Development Officer
Information Security Analyst
Instructional Designer
Learning Support Manager
Librarian III - Automated Systems and Applications
Librarian III - Collection Management and Acquisitions
Librarian III – Outreach and Instruction
Librarian III - Reference & Circulation
Maintenance Manager
Open Labs Logistics Manager
Operations Contract Support Manager
Operations Energy Manager
Operations Inventory Procurement Manager
Program Developer and Manager
Project Director - Texas Regional STEM Degree Accelerator Grant
Project Manager - Academic Affairs
Project Manager - Continuing and Professional Education
Project Manager - Educational Technologies
Project Manager - Finance and Administrative Services

# PROFESSIONAL/TECHNICAL EXEMPT
# SALARY PLAN
# FY 2018-2019

| Grade E – (cont'd) | | |
|---|---|---|
| MIN - $45,000.00 | MID - $61,875.00 | MAX - $78,750.00 |

Project Manager - Information Technology
Project Manager - Institutional Research, Effectiveness and Strategic Planning
Project Manager - Math, Science and Bachelor Programs
Project Manager - Nursing and Allied Health
Project Manager - Office of Strategic Initiatives
Project Manager - Student Affairs and Enrollment Management
Qualitative Researcher
Quantitative Researcher
School District Partnership Relations Manager
Senior Buyer
Simulation Coordinator
Student Services Training Manager
Supplemental Instruction Manager
Training Manager
Workforce Contract Manager

| Grade F | | |
|---|---|---|
| MIN - $55,000.00 | MID - $75,625.00 | MAX - $96,250.00 |

Accountability and Compliance Manager
Accounting Group Manager
Applications Analyst III
Benefits and Payroll Manager
Client Services Analyst III
Computer Services Analyst III
Digital Services Manager
Facilities Planning and Construction Project Manager
Grant Systems, Management and Compliance Officer I
Instructional Coach - Hispanic Serving Institution
Instructional Coach - Professional and Organizational Development
Network Services Analyst III
Professional Development Manager
Project Director - Hispanic Serving Institution
Receiving and Distribution Manager
Safety and Security Manager
Senior Coordinator of Counseling

# PROFESSIONAL/TECHNICAL EXEMPT
# SALARY PLAN
# FY 2018-2019

| Grade F – (cont'd) | | |
|---|---|---|
| MIN - $55,000.00 | MID - $75,625.00 | MAX - $96,250.00 |

Staffing and Compensation Manager
Systems Analyst III
Systems Development Engineer
Training and Development Manager
Transportation Services Manager

| Grade G | | |
|---|---|---|
| MIN - $60,000.00 | MID - $82,500.00 | MAX - $105,000.00 |

Academic Excellence Programs Officer
Academic Grants and Projects Officer
Application Development Manager
Budget Manager
Database Analyst III
Grant Management and Compliance Officer II/Perkins Principal Investigator
Information Technology Risk and Security Manager
Institutional Equity Manager
Police Lieutenant
Risk Manager
Senior Facilities Planning and Construction Project Manager
Service Delivery Manager
Service Transition Manager
Software Development Architect
Systems and Networking Manager

# ADMINISTRATIVE SALARY PLAN FY 2018-2019

| Grade A | | |
|---|---|---|
| MIN - $50,000.00 | MID - $68,750.00 | MAX - $87,500.00 |

Assistant Director of Custodial Support Services
Assistant Director of Facilities Maintenance Services
Assistant Director of Facilities Planning and Construction
Assistant Director of Human Resources
Assistant Director of Public Relations and Marketing

| Grade B | | |
|---|---|---|
| MIN - $55,000.00 | MID - $75,625.00 | MAX - $96,250.00 |

Associate Comptroller
Associate Director of Purchasing
Campus Administrator - Mid Valley
Campus Administrator - Starr County
Director of Academic Assessment
Director of Academies and High School Projects
Director of Career and Employer Services
Director of Centers for Learning Excellence
Director of College and Career Preparation
Director of College Connections and Admissions for Traditional Students
Director of Comprehensive Advisement and Mentoring Services
Director of Early College High Schools
Director of Educational Technologies
Director of Enrollment Services for Dual Credit
Director of Food Services
Director of Fundraising and Foundation
Director of Learning Commons and Open Labs
Director of Professional and Workforce Education
Director of Student Accounts and Bursar
Director of Student Activities and Wellness
Director of Student Financial Services
Director of Student Records and Registrar
Director of Student Rights and Responsibilities
Director of Testing Services
Director of University Relations, Transfer and Articulation Center

# ADMINISTRATIVE SALARY PLAN FY 2018-2019

| Grade C | | |
|---|---|---|
| MIN - $63,000.00 | MID - $86,625.00 | MAX - $110,250.00 |

Administrator of Dual Credit Instructional Pathways
Associate Dean of Community Engagement and Workforce Development
Associate Dean of Curriculum and Student Learning
Associate Dean of Industry Training and Economic Development
Associate Dean of Library Services
Associate Dean of Professional and Organizational Development
Associate Dean of Student Financial Services, Testing and Veterans Affairs
Associate Dean of Student Rights and Responsibilities and Title IX Student Support Services
Director of Accountability, Risk, and Compliance
Director of Counseling
Director of Grant Development, Management, and Compliance
Director of Institutional Effectiveness, Assessment and Accreditation
Director of Public Relations and Marketing
Director of Purchasing
Employee Relations Officer

| Grade D | | |
|---|---|---|
| MIN - $73,000.00 | MID - $100,375.00 | MAX - $127,750.00 |

Assistant Chief Information Officer for Infrastructure
Assistant Chief Information Officer for Software Development
Dean of Institutional Research, Effectiveness and Strategic Planning
Chief Information Security Officer
Dean of Continuing, Professional, and Workforce Education
Dean of Distance Learning
Dean of Enrollment Services
Dean of Library and Learning Support Services
Dean of School District Programs and Partnerships
Dean of Student Affairs
Director of Facilities Operations and Maintenance
Director of Facilities Planning and Construction
Director of Human Resources
Director of Research and Analytical Services

# ADMINISTRATIVE SALARY PLAN FY 2018-2019

| Grade E | | |
|---|---|---|
| MIN - $80,000.00 | MID - $110,000 .00 | MAX - $140,000.00 |

Assistant Vice President for Academic Advancement
Assistant Vice President for Strategic Initiatives
Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence
Chief Information Officer
Comptroller
Dean for Business, Public Safety and Technology
Dean for Liberal Arts and Social Sciences
Dean for Math, Science and Bachelor Programs
Dean for Nursing and Allied Health
Institutional Equity Officer
Internal Auditor

# EXECUTIVE
# SALARY PLAN
# FY 2018-2019

| Grade A | | |
|---|---|---|
| MIN - $85,000.00 | MID - $106,250.00 | MAX - $127,500.00 |

Executive Officer for External Relations
Special Assistant to the President

| Grade B | | |
|---|---|---|
| MIN - $92,500.00 | MID - $115,625.00 | MAX - $138,750.00 |

Executive Officer for Workforce Development and External Affairs

| Grade C | | |
|---|---|---|
| MIN - $100,000.00 | MID - $125,000.00 | MAX - $150,000.00 |

Vice President for Academic Affairs
Vice President for Finance and Administrative Services
Vice President for Information Services, Planning, Performance and Strategic Initiatives
Vice President for Institutional Advancement
Vice President for Student Affairs and Enrollment Management

| Grade D | | |
|---|---|---|
| MIN - $107,500.00 | MID - $134,375.00 | MAX - $161,250.00 |

Executive Vice President for Student Success

# GRANT FUNDED EMPLOYEES SALARY PLAN
# FY 2018-2019

## GRANT FUNDED

Grant-funded employees are employed on an as needed basis for one year or less with no expectation of continued employment or property rights beyond the letter of appointment or timeline of the grant. These employees are required to meet the same educational and experience requirements as employees hired for a regular South Texas College position. The salaries and benefits for grant funded positions will be consistent with those in the regular staff salary/pay plans and are established by the Director of Human Resources to maintain this consistency.

## CONTINUING EDUCATION TRAINER

Continuing Education Trainer employees are employed on an as needed basis for the length of the course with no expectation of continued employment or property rights beyond the assignment. These employees are required to meet the same educational and experience requirements as employees hired for a regular South Texas College position. The salaries for Continuing Education Trainer positions will be consistent with those in the *Pay Rate Guidelines for Trainers* approved by the Director of Human Resources and the Dean of Continuing Education.

# DIRECT WAGE EMPLOYEES SALARY PLAN
# FY 2018-2019

**All temporary hiring shall be an exemption, not the normal procedure.**

## DIRECT WAGE EMPLOYEES

Employees (part-time staff) shall meet the minimum educational and experience requirements as listed in job announcement/vacant position or full-time title position request. Minimum wage is $8.00 per hour. Hourly rate above minimum wage should commensurate with education, experience and internal equity.

## DIRECT WAGE EMPLOYEE HOURLY LIMITS

- *14 hours per week**
- *10-19 hours per week ***
- *20-29 hours per week ****

**Positions that do not have a full-time title equivalent/duties should not exceed 14 hours per week, (ex. Clerk, Note Taker, Mentor)*

***To comply with Teacher Retirement System (TRS), in order for a direct wage employee to work up to 19 hours per week, the position title and duties must be equivalent to that of an established full-time position.*

****Must have an approved memorandum signed by the financial manager with justification attached to the Direct Wage Notice of Employment.*

Limit of 12 weeks with maximum hours of 29 per week with no extensions of assignment.

## SIGN LANGUAGE INTERPRETERS

| | |
|---|---|
| Certified ASL Interpreter | $22.00 per hour |
| Non-Certified ASL Interpreter | $18.00 per hour |

Sign language interpreters that are not certified are interviewed and given two skills tests by South Texas College certified sign language interpreters to ensure pre-requisites are met.

# DIRECT WAGE EMPLOYEES SALARY PLAN
# FY 2018-2019

## WORKSTUDY AND VALLEY SCHOLAR PROGRAMS

Students hired through the Financial Aid Workstudy program are paid a wage of $8.00 per hour. Students hired under Valley Scholar Program are paid a wage of $8.00 per hour.

## AFFORDABLE CARE ACT

As per Affordable Care Act regulations, any employee working more than 30 hours per week (130 hours per month) for 4.5 months will be considered full-time benefit eligible. Maximum number of hours requested for a part-time non-benefit eligible position will be 29 hours per week for a period of no more than 12 weeks without triggering benefit eligibility requirements. If an employee continues an assignment of more than 29 hours per week for more than 12 weeks the hiring department will be liable for accrued benefit requirements.

# CENTERS FOR LEARNING EXCELLENCE (CLE)
# STUDENT LEARNING ASSISTANT SALARY PLAN
# FY 2018-2019

## STUDENT LEARNING ASSISTANT

| Awarded Degree (Base Pay) | Base Pay rate per hour | Certification | Pay with CRLA Certification |
|---|---|---|---|
| **HS Diploma/GED** | **$8.50** | | |
| | | CRLA I | $9.00 |
| | | CRLA II | $9.50 |
| | | CRLA III | $10.00 |
| **College Certificate** | **$9.00** | | |
| | | CRLA I | $9.50 |
| | | CRLA II | $10.00 |
| | | CRLA III | $10.50 |
| **Associates** | **$9.50** | | |
| | | CRLA I | $10.00 |
| | | CRLA II | $10.50 |
| | | CRLA III | $11.00 |
| **Bachelors** | **$10.00** | | |
| | | CRLA I | $10.50 |
| | | CRLA II | $11.00 |
| | | CRLA III | $11.50 |
| **Masters** | **$10.50** | | |
| | | CRLA I | $11.00 |
| | | CRLA II | $11.50 |
| | | CRLA III | $12.00 |
| **Doctoral Degree** | **$11.00** | | |
| | | CRLA I | $11.50 |
| | | CRLA II | $12.00 |
| | | CRLA III | $12.50 |

# CENTERS FOR LEARNING EXCELLENCE (CLE) SUPPLEMENTAL INSTRUCTION LEADER SALARY PLAN FY 2018-2019

## SUPPLEMENTAL INSTRUCTION LEADER

| Awarded Degree (Base Pay) | Base Pay rate per hour | Certification | Pay with CRLA Certification |
|---|---|---|---|
| **HS Diploma/GED** | **$9.00** | | |
| | | CRLA I | $9.50 |
| | | CRLA II | $10.00 |
| | | CRLA III | $10.50 |
| **College Certificate** | **$9.50** | | |
| | | CRLA I | $10.00 |
| | | CRLA II | $10.50 |
| | | CRLA III | $11.00 |
| **Associates** | **$10.00** | | |
| | | CRLA I | $10.50 |
| | | CRLA II | $11.00 |
| | | CRLA III | $11.50 |
| **Bachelors** | **$10.50** | | |
| | | CRLA I | $11.00 |
| | | CRLA II | $11.50 |
| | | CRLA III | $12.00 |
| **Masters** | **$11.00** | | |
| | | CRLA I | $11.50 |
| | | CRLA II | $12.00 |
| | | CRLA III | $12.50 |
| **Doctoral Degree** | **$11.50** | | |
| | | CRLA I | $12.00 |
| | | CRLA II | $12.50 |
| | | CRLA III | $13.00 |

# CENTERS FOR LEARNING EXCELLENCE (CLE)
# FY 2018-2019

### Center for Learning Excellence (CLE) DW Staff (Non-SLA) Salary Plan FY 2018-2019
### Customer Service Clerks and Testing Technicians

| Awarded Degree | Pay rate per hour |
|---|---|
| HS Diploma/GED | $8.10 |
| College Certificate | $8.50 |
| Associates | $9.00 |
| Bachelors | $9.50 |
| Masters | $10.00 |
| Doctoral | $10.50 |

### Center for Learning Excellence (CLE) Part-time Learning Excellence Specialist FY 2018-2019

| Degree | Pay rate per hour |
|---|---|
| Bachelors | $13.00 |
| Masters | $14.00 |
| Doctoral | $15.00 |

### Center for Learning Excellence (CLE) Part-time Academic Coach FY 2018-2019

| Degree | Pay rate per hour |
|---|---|
| Bachelors | $17.50 |
| Masters | $18.50 |
| Doctoral | $19.50 |

# PURPOSE AND TERMINOLOGY
# FACULTY SALARY PLAN
# FY 2018-2019

## Purpose

The purpose of the faculty salary plan is to offer competitive salaries to faculty, as well as to reward attaining advanced degrees and to reward years of service.

The main factors in the salary plan are education and experience. LEVELS are determined by education. STEPS are determined by the years of experience in higher education or equivalent public education or field related technical work experience.

Following initial placement on the salary plan, faculty members may advance within the salary schedule by meeting stated incremental requirements for education and experience.

## Terminology

**FACULTY**: Personnel whose primary responsibility is teaching, with additional responsibility for curriculum development, advisement, committee work and other associated activities as determined by the Division of Academic Affairs.

**FULL-TIME REGULAR FACULTY**: Full-Time Regular Faculty are employees of the college whose primary responsibility is teaching, with additional responsibility for curriculum development, advisement, committee work, and other associated activities. Full time regular faculty are employees of the College whose position is included in the Staffing Plan adopted by the Board of Trustees in conjunction with the College's fiscal year budget.

Full-Time Regular Faculty are expected to teach a minimum of 30 Lecture Hour Equivalents (LHE's) per academic year (Fall and Spring semesters).

Full-Time Regular Faculty must maintain a minimum of 5 regularly scheduled and posted office hours for students per instructional week.

Full-Time Regular Faculty must be available for an additional 5 hours for arranged student conferences, advising, division or department meetings, and committee work and/or departmental responsibilities per instructional week. Additional time will be dedicated to curriculum development

# PURPOSE AND TERMINOLOGY FACULTY SALARY PLAN FY 2018-2019

***Core Values***

*Student Success: We promote student success and completion through the implementation of diverse strategies and initiatives.*

**LECTURER**: Faculty members, not on the board-approved staffing plan, employed on as needed, non-contractual, at will basis with no expectation of continued employment or property rights beyond the assignment. Lecturer faculty are expected to teach a minimum of 15 `Lecture Hour Equivalents (LHE's) per semester and maintain a minimum of 5 regularly scheduled and posted office hours for students per instructional week and an additional 5 hours for departmental responsibilities per instructional week. Lecturers may be required to teach at any of the College's campuses or teaching sites during time periods that fall outside 8:00 a.m. to 5:00 p.m., and/or dual credit courses at high schools throughout the College's service area.

The Lecturer member must meet the minimum requirements for a faculty position in a specific discipline and fulfill the duties and responsibilities associated with a Faculty position, which includes participating in performance review and adhering to the College values, thereby demonstrating the academic responsibility and professionalism expected of all South Texas College faculty members. To promote the success of this temporary relationship, Lecturers will have an opportunity to participate in the TLA (Teaching and Learning Academy) and other in-house professional training opportunities.

Furthermore, Lecturers may:

- Apply for any permanent faculty positions, including the position he/she filled on a temporary basis
- Be eligible to teach overloads
- Serve on committees not requiring voting

Refer to the Comparison Chart (page 39) amongst Full-Time Regular Faculty, Lecturer, and Adjunct Faculty positions. The distinctions between the three positions relates to salary, title, duties, committee work, faculty classification, letter of appointment, renewal limits, evaluation, office, professional development, travel, eligibility for awards, and board approvals.

# PURPOSE AND TERMINOLOGY
# FACULTY SALARY PLAN
# FY 2018-2019

| Criteria | Full-Time Regular Faculty | Lecturer Faculty Assignment | Adjunct Faculty |
|---|---|---|---|
| Title | Instructor / Assistant Professor / Associate Professor / Professor | Lecturer | Adjunct |
| Hiring Procedures | Conducted through Faculty Search Committee | Faculty Search Committee OR Emergency Hire Procedures | As per HR hiring manual |
| Salary | Compensated based on academic attainment level and prior work and/or teaching experience following board approved salary plan tables and compensation guidelines | Compensated based on academic attainment level and prior work and/or teaching experience following board approved salary plan tables and | Based on LHE's per course |
| Board Approved Staffing Plan | Yes | No | No |
| Employment Period | 9 month contract | 1 or 2 semesters | 1 semester |
| Appointment Letter | Yes | No<br>Hired through Notice of Employment | No<br>Hired through Notice of Employment |
| Renewal | Yes<br>Notice on or before February 15<br>April for new Faculty | Based on enrollment needs | Based on enrollment needs |
| Employer Benefits | Full –TRS/ORP/ERS | Full-TRS/ORP/ERS if more than 4.5 months | No |
| Duties | Teaching Load: Min. 15 LHE's<br>Office Hours: 5 hours per week<br>Service Hours: 5 hours per week (Department, Division, and College service ) | Teaching Load: Min. 15 LHE's<br>Office Hours: 5 hours per week<br>Service Hours: 5 hours per week (Department, Division, and College service based on Chair Recommendation ) | Teaching Load: Max 9 LHE's<br>Office Hour: One hour per course per week |
| Committees | College, Division, and Department Committees where faculty representation is requested and needed | Non-voting committees only | None required |
| Academic Classification | Yes | No | No |
| Evaluation | Full Time Regular Faculty Evaluation Plan | Lecturer/Adjunct/Dual Credit Faculty Evaluation Plan | Lecturer/Adjunct/Dual Credit Faculty Evaluation Plan |
| Designated Office | Yes | Yes<br>To be vacated at the end of the assignment | No<br>Access to Adjunct Workspace |
| Professional Development | Yes | College-Wide Professional Development - Required<br>Academies - Optional but Recommended | Adjunct Professional Development |
| Professional Development Out of State Travel | Yes | No | No |
| Eligibility for Awards | Awards for Full Time Regular Faculty | Awards for Lecturer/Adjunct/ Dual Credit Faculty | Awards for Lecturer/Adjunct/ Dual Credit Faculty |

# PURPOSE AND TERMINOLOGY
# FACULTY SALARY PLAN
# FY 2018-2019

**ADJUNCT FACULTY**: Faculty members, not on the board-approved staffing plan, employed on a part-time basis with no benefits, and limited to teaching no more than ten lecture hour equivalents per semester. Adjunct Faculty are expected to maintain a minimum of one office hour per week per course plus additional preparation time.

Adjunct Faculty are also required to attend orientation/professional development prior to the beginning of the term. Adjunct Faculty are not required to serve on committees or to develop curriculum. There shall be no expectation of continued employment or property rights beyond the semester appointment.

**DUAL CREDIT FACULTY**: Faculty, not on the board-approved staffing plan, actively employed with a local school district, who have been approved by the college, to teach approved college courses.

**LECTURE HOUR EQUIVALENT**:

- One lecture hour equals 1 Lecture Hour Equivalent (LHE)
- One laboratory (lab) hour equals 0.67 LHE. The course descriptions in the college catalog are used to determine the lecture hours and the lab hours for each course.
- One clinical (lab) hour equals 0.80 LHE

**SALARY PAYMENT**: Effective with academic years commencing after January 1, 2008, the Internal Revenue Service (IRS) implemented Code §409A which allows faculty an irrevocable choice to have their salary paid out over a nine- or twelve-month period. Such elections must be in writing, completed prior to the beginning of the academic year, and cannot be changed after the commencement of the academic year.

After a faculty member has exercised this election, <u>all salary or future academic years will be paid in the same manner</u> unless a new authorization electing to receive pay over a different pay option is submitted to the Office of Human Resources <u>prior</u> to the commencement of the ensuing academic year. If election is not submitted in accordance with the IRS regulation, faculty members will be placed on a 9-month pay schedule.

# PURPOSE AND TERMINOLOGY
# FACULTY SALARY PLAN
# FY 2018-2019

***Core Values***

*Opportunity: We value providing access and opportunities to students to meet the needs of our communities.*

**OVERLOAD PAY**: Compensation for Full-Time Regular and Lecturer Faculty is paid at the Adjunct rate for all LHE's beyond 15 per semester or 30 per academic year. Upon approval by the Chair, Full-Time Regular Faculty may accept an overload up to six (6) LHE's each Fall and Spring semester for additional compensation. Any overload over six (6) LHE's require the Dean's approval. The Vice President for Academic Affairs must approve any overload over eleven (11). Since this is extra work for extra pay, Full-Time Regular Faculty members are expected to perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the overload.

**UNDERLOAD**: Teaching load of less than 15 lecture hour equivalents per semester (Fall and Spring semesters). Full-Time Regular Faculty with an underload in the Fall semester must make up the difference during the Spring semester of the same academic year. Full- time regular faculty who do not make up the difference during the Spring semester or who have an underload during the Spring semester will have their annual pay proportionately reduced by the amount of the underload.

**ACADEMIC YEAR**: 166 work days for Full-Time Regular Faculty

**ACADEMIC WORK WEEK**: The equivalent of 40 hours per week.

**BASE PAY**: Full-Time Regular Faculty base pay is stated on the faculty salary plan and is dependent on education and teaching experience. The faculty salary plan is evaluated at the discretion of the President, and recommendations for changes are made to the Board of Trustees pending approval of the annual budget. Recommended salary increases are contingent upon adequate funding. Salaries, other than those stated on the salary schedule, require approval of the Vice President for Academic Affairs and the President.

# FACULTY SALARY PLANS AND RATES
# SALARY PLACEMENTS FOR NEW FACULTY
# FY 2018-2019

| Step | Associate | Assoc + 30 | Bachelor | Bach + 18 | Master | Master + 30 | Doctorate | Step |
|---|---|---|---|---|---|---|---|---|
| 0 | $38,626 | $39,118 | $39,609 | $41,019 | $42,657 | $45,148 | $47,838 | 0 |
| 1 | $39,592 | $40,096 | $40,600 | $42,044 | $43,723 | $46,277 | $49,034 | 1 |
| 2 | $40,582 | $41,099 | $41,615 | $43,095 | $44,817 | $47,434 | $50,260 | 2 |
| 3 | $41,596 | $42,126 | $42,655 | $44,173 | $45,937 | $48,620 | $51,517 | 3 |
| 4 | $42,636 | $43,179 | $43,721 | $45,277 | $47,085 | $49,835 | $52,805 | 4 |
| 5 | $43,702 | $44,259 | $44,814 | $46,409 | $48,262 | $51,081 | $54,125 | 5 |
| 6 | $44,795 | $45,365 | $45,935 | $47,569 | $49,469 | $52,358 | $55,478 | 6 |
| 7 | $45,915 | $46,499 | $47,083 | $48,759 | $50,706 | $53,667 | $56,865 | 7 |
| 8 | $47,062 | $47,662 | $48,260 | $49,978 | $51,973 | $55,009 | $58,286 | 8 |

A newly employed faculty member is placed on the faculty salary plan according to a Step and Level Formula. **A maximum of 8 steps is allowed for the initial placement of new faculty on the salary plan. This includes retired faculty with more than 30 days break in service.**

**Placement on the appropriate Step is based on the following:**

1. College/university teaching experience is equated on a 1-to-1 ratio.
2. Public school teaching experience is equated on a 2-to-1 ratio. Two years of public school teaching experience is equal to one year of college teaching experience.
3. Professional and/or practical field related work experience may be equated on a 2-to-1 ratio. Two years of professional and/or practical experience may be equal to 1 year of college teaching experience.
4. International teaching experience is equated on a 2-to-1 ratio. Two years of international school teaching experience is equal to one year of college teaching experience.
5. Adjunct (part-time) teaching experience is equated on a 2-to-1 ratio.

***Core Values***

*Excellence: We value excellence in teaching, learning, and all support services.*

**Placement on the appropriate Level will be based on the following:**

1. Upon employment faculty are placed on Levels based on educational degrees and hours earned from regionally accredited institutions of higher education.

**EDUCATIONAL INCREASES**

As degrees and hours are earned, the faculty member must have official transcripts forwarded directly from the accredited institution to the Office of Human Resources by dates indicated in their appointment letter so that payroll changes can be implemented on a timely basis.

# FACULTY SALARY PLANS AND RATES
# FACULTY SALARY PLAN BY LEVEL
# FY 2018-2019

A newly employed faculty member is placed on the faculty salary placement chart according to a Step and Level Formula. A maximum of 8 steps is allowed for the initial placement of new faculty on the schedule.

| | LEVEL I | LEVEL II | LEVEL III | LEVEL IV | LEVEL V | LEVEL VI | LEVEL VII | |
|---|---|---|---|---|---|---|---|---|
| Step | Associate | Assoc + 30 | Bachelor | Bach + 18 | Master | Master + 30 | Doctorate | Step |
| 0 | $38,626 | $39,118 | $39,609 | $41,019 | $42,657 | $45,148 | $47,838 | 0 |
| 1 | $39,592 | $40,096 | $40,600 | $42,044 | $43,723 | $46,277 | $49,034 | 1 |
| 2 | $40,582 | $41,099 | $41,615 | $43,095 | $44,817 | $47,434 | $50,260 | 2 |
| 3 | $41,596 | $42,126 | $42,655 | $44,173 | $45,937 | $48,620 | $51,517 | 3 |
| 4 | $42,636 | $43,179 | $43,721 | $45,277 | $47,085 | $49,835 | $52,805 | 4 |
| 5 | $43,702 | $44,259 | $44,814 | $46,409 | $48,262 | $51,081 | $54,125 | 5 |
| 6 | $44,795 | $45,365 | $45,935 | $47,569 | $49,469 | $52,358 | $55,478 | 6 |
| 7 | $45,915 | $46,499 | $47,083 | $48,759 | $50,706 | $53,667 | $56,865 | 7 |
| 8 | $47,062 | $47,662 | $48,260 | $49,978 | $51,973 | $55,009 | $58,286 | 8 |
| 9 | $48,004 | $48,615 | $49,225 | $50,977 | $53,013 | $56,109 | $59,452 | 9 |
| 10 | $48,964 | $49,587 | $50,210 | $51,997 | $54,073 | $57,231 | $60,641 | 10 |
| 11 | | $50,579 | $51,214 | $53,037 | $55,155 | $58,376 | $61,854 | 11 |
| 12 | | $51,591 | $52,238 | $54,097 | $56,258 | $59,543 | $63,091 | 12 |
| 13 | | $52,623 | $53,283 | $55,179 | $57,383 | $60,734 | $64,353 | 13 |
| 14 | | $53,675 | $54,349 | $56,283 | $58,531 | $61,949 | $65,640 | 14 |
| 15 | | $54,480 | $55,164 | $57,127 | $59,408 | $62,878 | $66,624 | 15 |
| 16 | | | $55,992 | $57,984 | $60,300 | $63,821 | $67,624 | 16 |
| 17 | | | $56,831 | $58,854 | $61,204 | $64,779 | $68,638 | 17 |
| 18 | | | $57,684 | $59,736 | $62,122 | $65,750 | $69,668 | 18 |
| 19 | | | $58,549 | $60,633 | $63,054 | $66,736 | $70,713 | 19 |
| 20 | | | $59,427 | $61,542 | $64,000 | $67,737 | $71,773 | 20 |
| 21 | | | | | $64,960 | $68,754 | $72,850 | 21 |
| 22 | | | | | $65,934 | $69,785 | $73,943 | 22 |
| 23 | | | | | $66,923 | $70,832 | $75,052 | 23 |
| 24 | | | | | $67,927 | $71,894 | $76,178 | 24 |
| 25 | | | | | $68,946 | $72,973 | $77,320 | 25 |
| 26 | | | | | $69,635 | $73,702 | $78,094 | 26 |
| 27 | | | | | $70,332 | $74,439 | $78,875 | 27 |
| 28 | | | | | $71,035 | $75,184 | $79,663 | 28 |
| 29 | | | | | $71,745 | $75,936 | $80,460 | 29 |
| 30 | | | | | $72,463 | $76,695 | $81,265 | 30 |

# FACULTY SALARY PLANS AND RATES
# FACULTY SALARY PLAN BY LEVEL
# FY 2018-2019

In support of, and to accomplish the College's mission and vision, faculty are highly encouraged to continue professional growth and achieve educational attainment to obtain the highest degree in their discipline. All faculty are responsible for meeting and maintaining the academic and professional credential requirements published in Board Policy 4151, Academic and Professional Credentials of Faculty.

Faculty who have earned additional college level credit or degrees since previous placement on the salary schedule should request to have their official transcripts submitted directly to the Office of Human Resources for review and eligibility of educational increase.

Placement on the faculty salary plan provides for a **maximum step of 30** based on educational level as listed below. Faculty who have reached the maximum step in prior fiscal year will be placed into the next step (shaded area) at current salary with a 2% increase for FY2018-2019 and remain at that level. Movement to the next educational level may be achieved by attainment of additional college level credit or higher degrees. Official transcripts sent directly from the issuing institution must be received by September 18,
2017 to be effective for the Fall 2017 semester, or by March 1, 2018 to be effective for the Spring 2018 semester, by June 5, 2018 for Summer I and III, and by July 10, 2018 for Summer II. An adjustment in compensation may be made based on the evaluation and review of eligibility for educational increase or movement on pay plan.

| Level | | Step |
|---|---|---|
| I | Associate degree | 10 |
| II | Associate degree + 30 | 15 |
| III | Bachelor degree | 20 |
| IV | Bachelor degree + 18 | 20 |
| V | Master | 30 |
| VI | Master + 30 | 30 |
| VII | Doctorate | 30 |

**Placement on the appropriate Step is based on the following:**

1. College/university teaching experience is equated on a 1-to-1 ratio.

2. Public school teaching experience is equated on a 2-to-1 ratio. Two years of public school teaching experience is equal to one year of college teaching experience.

3. Professional and/or practical related work experience may be equated on a 2-to-1 ratio. Two years of professional and/or practical experience may be equal to 1 year of college teaching experience.

4. International teaching experience is equated on a 2-to-1 ratio. Two years of international school teaching experience is equal to one year of college teaching experience.

**Placement on the appropriate Level will be based on the following:**

Upon employment faculty are placed on Levels based on educational degrees and hours earned from regionally accredited institutions of higher education.

**Additional Educational, Certification, and/or Professional Salary Stipend* for Nursing and Allied Health Faculty:**

Associate Degree Nursing, Vocational Nursing, Patient Care Assistant, Pharmacy Technology, Radiological Technology, Diagnostic Medical Sonography, Respiratory Therapy, Occupational Therapy, Pharmacy Technology, and Physical Therapy

**Educational Stipend**

- Bachelor's degree - $5,000
- Master's degree - $10,000
- Doctorate degree - $15,000

**Certification Stipend**

Patient Care Assistant Faculty with:

- EKG Certification - $1,000
- Phlebotomy Certification - $1,000

Diagnostic Medical Sonography Faculty with:

- Certification for Abdomen - $1,000
- Certification for Obstetrics and Gynecology - $1,000
- Certification of Vascular Technology - $1,000

**Professional Stipend**

Patient Care Assistant Faculty with:

- One Year experience in long term care – $2,500

***All stipend amounts indicated are annual amounts**

***Core Values***

*Innovation: We encourage creativity and champion innovative approaches to teaching, learning and services.*

**Criteria for faculty not having completed a minimum of an Associate Degree**

Under special circumstances, with the approval of the Vice President for Academic Affairs, faculty not having a minimum of an Associate's Degree may be employed in specific workforce programs on a full-time, but temporary basis.

Salary placement will be at the Associate Degree level, Step 0, and there will be no additional salary steps or salary increases in regard to practical experience until the Associate Degree is completed.

**Applicable to Faculty Salary Plan and Rates Only**
(Board Provision effective as of FY2013-2014)

- The Southern Association of Colleges and Schools Commission on Colleges has provided verification through the College's SACS liaison that the MFA is recognized as a terminal degree
- The Texas Higher Education Coordinating Board has confirmed that the MFA is an eligible doctoral equivalent

Faculty with a Master of Fine Arts (MFA) will be placed at the doctoral degree level.

# FACULTY SALARY PLANS AND RATES
# ADJUNCT AND OVERLOAD PAY RATES
# FY 2018-2019

## RATES PER LECTURE HOUR EQUIVALENT (LHE)

***Core Values***

*Community: We value encouraging the community in students' learning experience and in the positive transformation of our region.*

**Adjunct Faculty** are limited to ten (10) LHE's per semester. Written approval by the Dean over the respective academic division and the Vice President for Academic Affairs is required for LHE's beyond ten (10) hours. Adjunct Faculty are expected to have one (1) hour of posted office time per course per week. They are also required to attend orientation/professional development prior to the beginning of the term. Adjunct Faculty will be paid according to the FY 2018-2019 Overload/Adjunct LHE Rate chart below.

## OVERLOAD PAY RATES

**Full-Time Regular Faculty and Lecturer** are paid at the Adjunct rate for all LHE's beyond 15 per semester or 30 per academic year. Upon approval by the Chair, Full-Time Regular Faculty may accept an overload up to six (6) LHE's each Fall and Spring semester for additional compensation. The Dean must approve any overload over six (6) LHE's. The Vice President for Academic Affairs must approve any overload over eleven (11) LHE's. Since this is extra work for extra pay, faculty members are expected to perform all regular duties and responsibilities and still maintain the quality of instruction and services.

In the event of an overload assignment in excess of sixteen (16) LHE's, request for approval must be submitted through a justification memo and Action Plan to the Vice President for Academic Affairs for consideration. Loads of this magnitude will only be approved for one semester and if no other reasonable alternative is available.

**FY 2018-2019 Overload/Adjunct LHE Rate**

| Degree | LHE Rate |
|---|---|
| Associate | $575.00 |
| Bachelor | $625.00 |
| Master | $750.00 |
| Doctorate | $850.00 |

## ADJUNCT - LHE RATE PLACEMENT

Movement to the next educational level LHE rate may be achieved by attainment of a higher degree. Official transcripts sent directly from the accredited institution must be received by September 21, 2018 to be effective for the Fall 2018 semester, by March 4, 2019 to be effective for the Spring 2019 semester, by June 5, 2019 for Summer I and III, and by July 9, 2019 for Summer II. An adjustment in compensation may be made based on the evaluation and review of eligibility for movement on pay plan.

# FACULTY SALARY PLANS AND RATES
# FACULTY SUMMER PAY RATES
# FY 2018-2019

***Core Values***

*Professionalism: We demonstrate professionalism through collegiality, respect, and recognition for each other.*

Compensation for Full-Time Regular Faculty during the summer terms will follow the same pay plan as for overload and Adjunct assignments.

**Overload/Adjunct Rates per Lecture Hour Equivalent (LHE) for FY 2018-2019**

| Degree | Adjunct | FT Regular |
|---|---|---|
| Associate | $575 | $575 |
| Bachelor | $625 | $625 |
| Master | $750 | $750 |
| Doctorate | $850 | $850 |

All teaching loads in excess of 9 LHE's during Summer I, Summer II, or Summer III sessions, must be approved in advance by the Division Dean. In addition, teaching loads in excess of 12 LHE's during any summer session (I, II, III) or over 15 LHE's during the combined Summer Sessions must be approved in advance by the Division Dean and the Vice President for Academic Affairs. Loads of this magnitude during Summer I, II, or III will only be approved if no other reasonable alternatives are available.

***Core Values***

*Collaboration: We value collaboration and communication among STC employees and STC constituents.*

### Full-Time Regular Faculty Summer Teaching Assignment

| Per Summer Session Course Assignment Summer I, II, III | Combined Summer Sessions Course Assignment Summer I, II, III | Approval Process |
|---|---|---|
| Up to 9 | | Department Chair |
| Over 9 | | Pre-Approval Division Dean |
| Over 12 Only emergency situations | | Pre-Approval Division Dean and Vice President for Academic Affairs |
| | Over 15 Only emergency situations | Preapproval Division Dean and Vice President for Academic Affairs |

### Adjunct Faculty Summer Teaching Assignment

During the summer, Adjunct Faculty may teach up to a total of two courses. This total includes all courses taught during Summer Session I, II, and III.

Adjunct teaching loads in excess of two courses during the combined Summer Sessions (I, II, III) must be approved in advance by the Dean and the Vice President for Academic Affairs.

# FACULTY SALARY PLANS AND RATES
# NURSING AND ALLIED HEALTH SUMMER EXTENSION AND FACULTY LOAD
# FY 2018-2019

***Guiding Principles***

*South Texas College shares collective responsibility for student learning, student success, and regional prosperity.*

Nursing and Allied faculty are hired with 9 month contracts with required teaching load of 15 LHE per Fall and Spring semester (16 weeks). Because some programs run year round, faculty are given extensions for the summer to assure courses are covered during the summer with required teaching load of 12 LHE's for long summer session (12 weeks). The following is a breakdown of the required summer load for each extension.

Faculty with summer extensions are expected to work as per the table below. All LHE's above the required load will be considered overload.

| **Summer Extension** | | | **Required Load** |
|---|---|---|---|
| Months | Weeks | Days | LHE |
| 1 month | 4 - 5 weeks | June 1 – June 30 | 4 LHE |
| $1^{1/2}$ months | 6 weeks | College Calendar Summer I or II session | 6 LHE |
| 2 months | 8 - 9 weeks | June 1 – July 31 | 8 LHE |
| 3 months | 12 weeks | College Calendar Summer III session | 12 LHE |

# FACULTY SALARY PLANS AND RATES
# DUAL CREDIT SALARY PLAN COMPENSATION
# FY 2018-2019

***Guiding Principles***

*Students succeed through mutual engagement with the College at each stage of their educational pathways.*

**College Faculty Teaching Dual Credit Courses:**

Faculty, employed with the College, who have been assigned to teach dual credit in partnership with a participating school district.

Compensation: No extra compensation for teaching Dual Credit course(s) except a) when required to teach extra days, or b) in the case of an overload of students exceeding the class size enrollment maximum.

a. The extra day(s) are paid at a rate using the following formula:

(Base Salary ÷ 166) x (number of additional days as required by public school schedule) = amount of additional pay

b. The over the class size limit is calculated using the following formula:

(Number of students over the class limit ÷ class limit) x (number of course LHE's) x ($750 for Master's or $850 for doctorate) = amount of additional pay

**Dual Credit Faculty:**

Teachers, employed with a participating school district, who are not on the College's board approved staffing plan, and who have been approved by the College to teach approved college courses.

Compensation: $350 per section, per semester, on the last business day of the month following the end of the South Texas College's semester or term.

# FACULTY SPECIAL ASSIGNMENTS NON-TEACHING
# FY 2018-2019

**Faculty Special Assignment Non-Teaching, and Compensation**

South Texas College Faculty, as part of their contract, contribute to the College's Mission through non-instructional college service hours, which include serving on committees and taskforces, conducting outreach and recruitment, serving as club advisors, and participating in special projects for their department.

In situations when Faculty are asked to support the College's initiatives, projects, grants, and activities with a **specific set of duties and responsibilities, with specific timelines and deliverables,** then Faculty are invited to support these activities by accepting a non-instructional special assignment, which they fulfill in addition to their required teaching load and Faculty responsibilities.

**Special Assignment Non-Teaching:** As part of instructional efficiency, special assignments may be used to reduce or eliminate the need of additional full-time staffing positions. Additionally, some Faculty have unique skill sets and/or experience that allows for implementation of projects in a timely manner.

**Review and Approval:** The request for the assignment is submitted prior to the assignment start date, with a justification memo that details the specific duties and responsibilities, along with the timeline and deliverables that Faculty needs to fulfill the assignment. The request is reviewed and approved by the immediate supervisor, Division Dean, and the Vice President for Academic Affairs. Special assignments requested at the Vice President level is submitted to the President for review and approval. The Office of Human Resources reviews and approves all requests prior to assignment start date.

**Compensation:** The compensation for the special assignment depends on the extent of time and effort required for the assignment and can be based on the Overload Pay Rate or Course Release. The list below provides examples of special assignments categorized by focus areas. Special assignments may be created based on College needs not listed with approval of the Office of Human Resources and President.

**FOCUS AREAS FOR SPECIAL ASSIGNMENTS**

<u>Office of the Vice President for Academic Affairs</u>:

- Higher Education Center Coordinator (Pharr and La Joya)
- Special projects and initiatives

# FACULTY SPECIAL ASSIGNMENTS NON-TEACHING FY 2018-2019

Program Activities:

- Program Accreditation or Reaccreditation
- Science Olympiad Coordinator
- Honors Program Coordinator
- Study Abroad Coordinator
- VITA Program Coordinator
- New Program Development
- Learning Outcomes Taskforces:
    - Core Objective Assessment Coaches
    - Learning Outcomes Assessment Coaches
- Conversion of Traditional Courses to Competency-Based Courses
- Business, Public Safety and Technology Division Coordinator at Mid-Valley

Grant-Related Activities:

- Catch the Next Scholar (formerly known as Dream Catcher)
- HSI grant (compensated by grant):
    - Faculty Advisor Division Coordinators
    - FOCUS Academy Participants
    - Special Assignments to support Starr remote delivery courses
- Texas Affordable Bachelor (TAB) Grant Director

Professional Development:

- Faculty Spotlight:
    - Project Coordinator
    - Volume Editor
- Online DELTA Course Facilitator
- Teaching and Learning Academy Facilitator

Nursing and Allied Health Division:

- Associate Degree Nursing Program:
    - Based on the Texas Board of Nursing recommendation, the following Special Assignments have been created to support the Nursing Program enrollment:
        - Clinical Coordinator
        - Concept Coordinator
        - Faculty Mentor Coordinator
        - Skills Coordinator
- Patient Care Assistant Program:
    - Regional Test Site Coordinator for National Association of Credential Evaluation Services (NACES)

# FACULTY SPECIAL ASSIGNMENTS NON-TEACHING
# FY 2018-2019

***Guidelines for Calculating Clock Hours for Special Assignments Based on Overload Pay Rate is presented in the table below.***

*Calculation of required clock hours*

| | Base Information | | | Hours per Week Based on Assignment Period | | |
|---|---|---|---|---|---|---|
| LEC* | Clock Hours per Week | Total Hours required for 16 weeks Assignment | | Total Hours per week for 16 weeks Assignment | Total Hours per week for 8 week Assignment | Totals Hours per week for 4 week Assignment |
| **6** | 8 (6x1.33=7.98) | 128 (8x16=128) | | 8 (128/16=8) | 16 (128/8=10) | 32 (128/4=20) |
| **5** | 7 (5x1.33=6.65) | 112 (7x16=112) | | 7 (112/16=5) | 14 (112/8=10) | 28 (112/4=28) |
| **4** | 5 (4x1.33=5.32) | 80 (5x16=80) | | 5 (80/16=5) | 10 (80/8=10) | 20 (80/4=20) |
| **3** | 4 (1x1.33=3.99) | 64 (4x16=64) | | 4 (64/16=4) | 8 (64/8=8) | 16 (64/4=20) |
| **2** | 2.66 (2x1.33=2.66) | 43 (2.66x16=42.56) | | 3 (43/16=3) | 6 (43/8=5) | 11 (43/4=11) |
| **1** | 1.33 (1x1.33=1.33) | 22 (1.33x16=21.28) | | 2 (22/16=1.37) | 3 (22/8=3) | 6 (22/4=6) |

* Each 1 LHE averages to 1.33 clock hours.

# FACULTY SPECIAL ASSIGNMENTS NON-TEACHING
# FY 2018-2019

***Guidelines for Calculating Clock Hours for Special Assignments Based on Course Release is presented in the table below.***

A faculty receiving a special assignment based on a course release will submit a weekly schedule (for each semester) to the person supervising the non-teaching assignment. The weekly schedule indicates the required administrative hours for the non-teaching responsibilities of their assignment.

Policy 3800 states that Full-Time Regular Faculty are required to work an equivalent of 40-hours a week.

Calculations of release time based on a 40-hour work schedule is presented in the table below.

| Number of LHE's | Hours of Non-Teaching Duties |
|---|---|
| 3 | 8 |
| 6 | 16 |
| 9 | 24 |
| 12 | 32 |
| 15 | 40 |

# DEPARTMENT/PROGRAM CHAIR COMPENSATION AND COURSE RELEASE FALL AND SPRING SEMESTERS FY 2018-2019

Department /Program chair is a Full-Time Regular Faculty member who are appointed by the Vice President for Academic Affair, upon the recommendation of the appropriate Division Dean each August for the subsequent academic year.

The Chair serves as immediate supervisor for all departmental faculty and provides district-wide leadership for planning, development, evaluation, and improvement of instruction within the program/department to ensure student success, retention, and transfer/placement/graduation. The assignment period is for one semester or for one Academic year, subject to renewal upon recommendation of the appropriate Division Dean.

**Compensation for Department/Program Chairs:** Full-Time Regular Faculty are expected to work the equivalent of a 40 hour week which include:

- 15 hours of classroom instruction (5 courses of 3 LHE's each = 15 LHE's)
- 15 hours of course preparation
- 5 Office Hours
- 5 college/department service hours

Department/Program Chairs receive **monthly stipends** and **course release** as compensation for performing their program and departmental responsibilities.

**Details published in the Faculty Handbook*

**Course Release**: Program/Department Chairs qualify for course release (reduction of required teaching load) to fulfill their chair responsibilities. The percentage of the course release is based on the number of sections offered by the department /program. South Texas College Chairs receive a release from teaching of between 2 to 4 courses per semester based on the size of the program/department. A 40% release time equals release from teaching 2 courses (6 LHE's), 60% release equals release from teaching 3 courses (9 LHE's), and 80% release time is equal to release from teaching 4 courses (12 LHE's).

**Chair Stipend:** Department/ Program Chairs receive monthly stipends as compensation for performing their chair responsibilities before the beginning of the semester and after the semester is officially over, to submit required documentation (scheduling, NOEs, etc) and to respond to students, faculty, and administrators questions and concerns.

# DEPARTMENT/PROGRAM CHAIR COMPENSATION AND COURSE RELEASE FALL AND SPRING SEMESTERS FY 2018-2019

| Academic Department Chair | | | |
|---|---|---|---|
| **Number of Sections** | **Course Release Percentage** | **Release Time Based on LHE** | **Administrative Hours Per Week** |
| 1-40 | 40% | 6 LHE's | 16 |
| 41-80 | 60% | 9 LHE's | 24 |
| 81-120 | 80% | 12 LHE's | 32 |
| 121-159 | 80% Plus One Assistant Chair | 12 LHE's | 32 |
| 160-200 | 80% Plus two Assistant Chairs | 12 LHE's | 32 |
| 201-240 | 80% Plus Three Assistant Chairs | 12 LHE's | 32 |
| Departments with more than 240+ sections will qualify for additional Assistant Chair for each additional 80 sections. | | | |

*Note: Each Academic Department/Program Chair will be required to teach a minimum of one course each Fall and Spring semester.*

| Workforce Program Chair | | | |
|---|---|---|---|
| **Number of Sections** | **Course Release Percentage** | **Release Time Based on LHE** | **Administrative Hours Per Week** |
| 1-20 | 40% | 6 LHE's | 16 |
| 21-40 | 60% | 9 LHE's | 24 |
| 41-79 | 80% Plus One Assistant Chair | 12 LHE's | 32 |
| 80- 120 | 80% Plus Two Assistant Chairs | 12 LHE's | 32 |
| 121-160 | 80% Plus Three Assistant Chairs | 12 LHE's | 32 |
| Program with more than 160+ sections will qualify for additional Assistant Chair for each additional 80 sections. | | | |

*Note: Each Workforce Chair will be required to teach a minimum of one course each Fall and Spring semester.*

# DEPARTMENT/PROGRAM CHAIR COMPENSATION AND COURSE RELEASE FALL AND SPRING SEMESTERS FY 2018-2019

***Guiding Principles***

*South Texas College champions innovation through its willingness to transform the College's system to meet the educational and workforce needs and challenges of our region.*

- Department/Program Chairs will require Dean Approval for teaching over 6 LHE's overload during Fall and Spring semester. Overload in excess of 6 LHE's will require advanced approval from the Dean and the Vice-President for Academic Affairs
- Chairs will be required to submit documentation regarding administrative hours to the respective Dean
- Department/Program Chairs will receive a $400 per month stipend during the Fall and Spring semesters

# DEPARTMENT/PROGRAM CHAIR COMPENSATION
# SUMMER SESSIONS
# FY 2018-2019

Compensation for summer months are structured differently as Department/Program Chair work off-contract and their compensation and administrative hours are based on the number of sections offered during the summer sessions.

| Workforce Program Chairs | | |
|---|---|---|
| **Sections** | **Administrative Hours per week** | **Compensation** |
| 1-5 | 5 | $600 |
| 6-10 | 10 | $1,200 |
| 11-24 | 15 | $1,800 |
| 25+ | 20 | $2,400 |

| Academic Department/Program Chair | | |
|---|---|---|
| **Sections** | **Administrative Hours per week** | **Compensation** |
| 1-9 | 5 | $600 |
| 10-29 | 10 | $1,200 |
| 30-49 | 15 | $1,800 |
| 50+ | 20 | $2,400 |

- Dean will submit the recommended Notice of Employment Forms to the Vice-President for Academic Affairs for review and approval.
- Chairs will be required to submit documentation regarding administrative hours to the respective Dean
- Chairs compensated on the $600 per summer session will not be required to submit documentation on administrative hours
- Chairs requesting to exceed the Allowed Teaching Load (above 12 LHE's) will require advance approval by the Dean and the Vice President for Academic Affairs
- NAH Chairs with a 12-month contract receive $600 ($200 per month) for the combined summer session (I, II, III)

# ASSISTANT CHAIRS AND PROGRAM COORDINATORS COMPENSATION
# FY 2018-2019

***Guiding Principles***

*Collaboration with educational and business partners is key to student, college and community successes.*

**Assistant Chair:**

The **Assistant Chair** is appointed by the Department Chair with Dean's approval. The Assistant Chair assignment is for one semester. Duties and Responsibilities of the Assistant Chairs are published in the Faculty Handbook. The compensation for each Assistant Chairs is based on a non-teaching assignment of 3 LHE's. Large departments (over 160 sections) may select:

- To assign assistant chair responsibilities based on allowed LHE's to several Assistant Chairs with up to 3 LHE's each
- To assign assistant chair responsibilities based on allowed LHE's to fewer Assistant Chairs with up to 6 LHE's each

**Program Coordinator**:

The **Program Coordinator** is a Full-Time Regular Faculty who is assigned to assist the Program Chair of a multi-discipline department with oversight of a program/specialization/or discipline within that department to ensure that the institution assigns responsibility for program coordination, as well as for curriculum development, to an academically qualified Full-Time Regular Faculty for each major in a degree program. The compensation for each Program Coordinator will be determined as a special assignment with a justification memo that details the list of responsibilities and the compensation.

At this time Program Coordinators are assigned in the following programs/disciplines:

- Electrician Technology
- Engineering
- Heating Ventilation and Air Conditioning (HVAC)
- Interdisciplinary Studies
  - Associate of Arts
  - Associate of Science
- Interpreter Training Program (ITP) Cohort Coordinator
- Mexican American Studies
- Public Administration

# DIVISION PROGRAM COORDINATORS COMPENSATION AND COURSE RELEASE FY 2018-2019

The Division Program Coordinator is Full-Time Regular Faculty who is recommended by Division Dean and is approved by Vice President for Academic Affairs to provide assistance to the Deans in coordinating large program offerings and faculty in Mid-Valley and Starr Campus. The Coordinator will provide additional oversight over the division programs and perform administrative functions as assigned by Division Dean. The compensation for each Division Program Coordinator will be determined as a special assignment with a justification memo that details the list of responsibilities and the compensation. Division Program Coordinator submits administrative hours to the Dean for the assignment period. The assignment period is for one semester or for one Academic Year.

Depending on the division and its unique needs, the Division Program Coordinator will be assigned to one or more of the following activities that may include:

- Maintains administrative hours based on special assignment for non-teaching duties at Mid-Valley or Starr Campus
- Maintains current knowledge of the programs and the policies and procedures by which it is administered
- Assists the Dean and the department chairs by reviewing issues related to academics, behavior, attendance, etc.
- Holds regular meetings with program faculty and staff home-based at each campus
- Participates in student retention initiatives by maintaining productive communication with students. Assists in student concern resolution
- Assists Dean in College and Pro Program student recruitment by attending college talk, career in service, community outreach, etc.
- Participates in department meetings and makes recommendations for development, implementation, improvement and evaluation

***Refer to Table on page 56 for salary placement***

# ASSISTANT DEAN COMPENSATION AND COURSE RELEASE FY 2018-2019

An **Assistant Dean** for Program Development and Student Success is appointed by the Vice-President for Academic Affairs upon the recommendation of the Dean. Collaborating with Department Chairs, the Assistant Dean will promote student success and persistence initiatives in their respective areas.

| Assistant Dean | | |
|---|---|---|
| **Course Release Percentage** | **Administrative Hours** | **Compensation** |
| Fall and Spring Semester | | |
| 80% | 32 per week | $500 per month |
| Summer Session (III) | | |
| 0 | 20 per week | $1,000 per month |

**Compensation:**

- Release Time:
  a. Assistant Deans will receive 80% course release and will teach one course during Fall and Spring semester.
  b. Assistant Dean will not be required to teach during summer session.

- Stipend:
  a. Fall and Spring semesters: $500 per month.
  b. Summer Session (III): $1,000 per month.

- Administrative hours:
  a. Assistant Deans will be required to submit documentation regarding administrative hours to the respective Dean.

- Overload:
  a. Assistant Dean will require Dean approval for teaching over 2 courses (10 LHE's) during Fall and Spring semester and combined summer sessions.

**Transitional Plan:** Assistant Dean may continue serving as a chair while a new chair is being selected for the department. During the transitional period the Assistant Dean will be compensated with one additional course release and one Assistant Chair (Fall and Spring semester). During summer session the Assistant Dean who continues to perform chair duties will be compensated based on Summer Chair stipend and will provide the additional administrative hours.

# FACULTY LEADERSHIP ROLES AND COMPENSATION FY 2018-2019

The **Faculty Senate President** is nominated and elected by faculty every 2 years. This assignment is compensated by 3 LHE's per semester (Fall and Spring) for the duties and responsibilities outlined below.

- Serve as the President for Faculty Senate
- Organize annual retreat for senators in the beginning of the Academic Year
- Hold monthly Faculty Senate meetings
- Develop agendas, minutes, and follow up with issues
- Participate in College-wide committees, Planning and Development Council, and Academic Council
- Recruit faculty for Academic Affairs taskforces and for College-wide Committees
- Facilitates Executive Committee meetings with the Vice President for Academic Affairs
- Bring issues forward for college-level discussions

The **Council of Chairs President** is nominated and elected by Department/Program Chairs. This assignment is compensated by 2 LHE's per semester (Fall and Spring) for the duties and responsibilities outlined below.

- Serve as the President for Council of Chairs
- Hold monthly Council of Chairs Meetings
- Bring issues forward for college-level discussions
- Bring forward chair issues to Academic Council and college-level discussion
- Represents chairs in College-wide committees and taskforces
- Point-of-contact to recruit faculty for Academic Affairs taskforces and for College-wide Committees
- Work closely with Professional Development Office to update the Chair Reference Booklet for the upcoming Academic Year
- Facilitate review of Academic and College-wide issues by chairs and submits for follow-up with the Council of Chairs members

# COMPENSATION FOR EXTERNAL LEARNING EXPERIENCE/CAPSTONES (PRACTICUMS – INTERNSHIPS – CO-OPS – CLINICAL) FY 2018-2019

**Compensation for External Learning Experiences/Capstones**

Scope of responsibilities and expected duties for faculty supervising external learning experiences:

A. Faculty will be responsible for utilizing the following forms and maintaining a file for each participating student:
   - External Experience Agreement Form (Site Agreement) for use with external agencies / industries / businesses
   - Student Learning Plan detailing intended student learning outcomes
   - Contact Report form, documentation of conferences and phone / email correspondence
   - Agency Supervisor's Evaluation of Student Performance
   - Student's Performance Self Evaluation
   - Faculty Summary Conference on Overall Student's Performance Evaluation
   - Student's Evaluation of affiliation site
   - Daily Log form

B. Faculty will be responsible for accomplishing the following activities for each practicum / internship / coop / or clinical supervised:
   - Identify students and place them in an appropriate external agency / industry / business setting
   - Monitor student completion of Student Learning Plan objectives using the individual NAH program's form returned to the instructor on regular basis (timeframe determined by program) by each student and the in-term performance evaluations and action plan developed in consultation with agency supervisor and student
   - Conduct a minimum of two documented contacts with the agency / industry / business, with at least one visit per practicum period per site, using the individual NAH program's form to:
     a. Monitor student performance
     b. Monitor employer and student satisfaction
     c. Monitor compliance with practicum / internship / coop / clinical guidelines by student and employer
     d. Collect completed agency supervisor and student evaluation forms

- Maintain appropriate documentation / files of student activities, progress, and demonstration of competencies
- Assess student performance on the external learning experience and assign grades

C. Load for faculty supervising external learning experiences in the Business and Technology Division, Bachelor Programs, and the Child Development Programs and Sign Language Interpreter programs in the Liberal Arts and Social Science Division will be based on enrollment in the course according to the following guidelines:

- ½ LHE for student enrollment of 1-2 students and weekly conferences
- 1 LHE for student enrollment of 3-5 students and weekly conferences
- 2 LHE's for student enrollment of 6-10 students and weekly conferences
- 3 LHE's for student enrollment of 11-15 students and weekly conferences
- 4 LHE's for student enrollment of 16-20 students and weekly conferences
- 5 LHE's for enrollment of 21 or more students and weekly conferences
- Assignment of faculty load for external learning experiences will be made in a manner that will not increase the college's cost for the total number of students registered for the course, (i.e. 15 students warrants a total compensation of 3 LHE's. The assignment may be for 1 faculty member or divided equally among as many as 3 faculty members, such as 15 students to one faculty member for a load of 3 LHE's, 5 each to 3 faculty members for a load of 1 LHE each, or 10 to one faculty member for a load of 2 LHE's and 5 to a second faculty member for a load of 1 LHE
- Mileage reimbursement for all visits to the job sites will be at the college approved mileage reimbursement rate

# COMPENSATION FOR EXTERNAL LEARNING EXPERIENCE/CAPSTONES (PRACTICUMS – INTERNSHIPS – CO-OPS – CLINICAL) FY 2018-2019

D. Load for faculty supervising external learning experiences in Nursing/Allied Health programs will be based as follows:

| Program | Lecture @ 1 LHE per 1 contact hour of lecture | Lab @ 0.67 LHE per 1 contact hour of Lab | Clinical @ 0.80 LHE per 1 contact hour of Clinical providing 100% onsite supervision of students | Clinical @ 0.80 LHE per 1 contact hour for Preceptor Clinical for supervision of 20-24 students and 20-24 preceptors at 5 clinical sites; on-call 24 hours/day-7 days/week. Must be available to students and preceptors on rotating shifts that include nights and weekends | Practicum @ 0.67 per 1 contact hour providing daily on-site supervision of students between 2-3 affiliation sites/class period |
|---|---|---|---|---|---|
| ADN | X | X | X | X | n/a |
| EMT | X | X | X | n/a | X |
| HMAS | X | X | n/a | n/a | * |
| MAT | X | X | n/a | n/a | * |
| OTA | X | X | n/a | n/a | n/a |
| PCA | X | X | X | n/a | n/a |
| Pharmacy | X | X | n/a | n/a | * |
| PTA | X | X | n/a | n/a | n/a |
| Radiology/Sonography | X | X | n/a | n/a | X |
| Respiratory | X | X | X | n/a | X |
| VN | X | X | X | n/a | n/a |

*Load for faculty supervising external learning experiences in the Health and Medical Administrative Services, Pharmacy, and Medical Assistant Technology

# COMPENSATION FOR EXTERNAL LEARNING EXPERIENCE/CAPSTONES (PRACTICUMS – INTERNSHIPS – CO-OPS – CLINICAL) FY 2018-2019

Programs in the Nursing and Allied Health Division will be based on enrollment in the course according to the following guidelines:

- ½ LHE for student enrollment of 1-2 students and weekly conferences
- 1LHE for student enrollment of 3-5 students and weekly conferences
- 2 LHE for student enrollment of 6-10 students and weekly conferences
- 3 LHE for student enrollment of 11-15 students and weekly conferences
- 4 LHE for student enrollment of 16-20 students and weekly conferences
- 6 LHE per 16 OTA/PTA practicum students in individual affiliation sites; must visit student on site during semester, have weekly direct conference with each student, and maintain documentation according to accreditation standards
- Assignment of faculty load for external learning experiences will be made in a manner that will not increase the College's cost for the total number of students registered for the course, (i.e., 15 students warrants total compensation of 3 LHE's.) The assignment may be for 1 faculty member or divided equally among as many as 3 faculty members, such as 15 students to one faculty member for a load of 3 LHE's, 5 each to 3 faculty members for a load of 1 LHE each, or 10 to one faculty member for a load of 2 LHE's and 5 to a second faculty member for a load of 1 LHE
- Mileage reimbursement for all visits to the job sites will be at the College approved mileage reimbursement rate

**ADN Preceptor Coordinator – 4 LHE's**

- Responsible for planning, coordinating, facilitation, administration, and monitor activities on behalf of the academic program and in coordination with clinical preceptors

**OTA Fieldwork Coordinator – 4 LHE's**

Plans, coordinates, and documents Fieldwork placements for approximately 18-20 students for OTHA-2160 Clinical (20 placements), OTHA 2366 (20 placements) and OTHA 2367 (20 placements). In addition, the Fieldwork Coordinator is responsible for the program's compliance with fieldwork education requirements.

# COMPENSATION FOR EXTERNAL LEARNING EXPERIENCE/CAPSTONES (PRACTICUMS – INTERNSHIPS – CO-OPS – CLINICAL) FY 2018-2019

**Pharmacy Technology Clinical Education Director – 4 LHE's**

- Responsible for administration, planning, development, and evaluation of general effectiveness of clinical sites, preceptors and experiences for students enrolled in the pharmacy technology program according to accreditation standards

**PTA Academic Coordinator of Clinical Education Director (ACCE) – 4 LHE's**

- Responsible for planning, coordinating, continuous review, facilitation, administration, and monitoring activities on behalf of the academic program and in coordination with academic and clinical faculty. In addition, the ACCE is responsible for the ongoing development of clinical education faculty and the program's compliance with CAPTE accreditation requirements related to clinical education

**Respiratory Therapy Clinical Education Director – 4 LHE's**

- Responsible for organization, administration, continuous review, planning, development, and general effectiveness of clinical experiences for students enrolled in the respiratory care program

# COMPENSATION FOR LARGE AND SMALL CLASSES FY 2018-2019

## COMPENSATION FOR LARGE AND SMALL CLASSES

1. **Compensation for faculty who teach large classroom-based classes:**
   - 0 – 40 students — No additional compensation
   - 41 students and above — Pro-rated pay for a one course overload based upon the number of students enrolled on census date and the faculty member's credentials. (Not to exceed the Adjunct rate for an additional course)
     Example: 52 students in a 3 LHE's course taught by a Master's degreed faculty would be compensated at 12 ÷ 40 x 3 LHE's x $750 = $675.00

2. **Compensation for faculty who teach large lab-based classes:**
   - 0 – 36 students — No additional compensation
   - 37 students and above — Pro-rated pay for a one course overload based upon the number of students enrolled on census date and the faculty member's credentials.
     Example: 42 students in a 4.68 LHE lab course taught by a Master's degreed faculty would be compensated at 6 ÷ 36 x 4.68 LHE's x $750 = $585.00

3. **Distance Education – Large Enrollment classes:**
   - 0 – 28 students — No additional compensation
   - 29 students and above — Pro-rated pay for a one course overload based upon the number of students enrolled on census date and the faculty member's credentials. (Not to exceed the Adjunct rate for an additional course)
     Example: 31 students in a 3 LHE's class taught by a Master's degreed faculty would be compensated at 3 ÷ 28 x 3 LHE's x $750 = $241.07

# COMPENSATION FOR LARGE AND SMALL CLASSES FY 2018-2019

**4. Compensation for Low Enrollment in Required Core Classes:**

Required Core Curriculum classes (ENGL 1301, ENGL 1302, HIST 1301, HIST 1302, HIST 2327, HIST 2328, GOVT 2305, GOVT 2306) with low enrollment (fewer than 15 students on the first class meeting date) will result in pro-rated LHE'S and compensation for faculty. Exceptions will require Division Dean and Vice President for Academic Affairs approval. These courses will not be a part of the faculty member's 15 LHE's required load.

**LHE's will be pro-rated as follows:**

- Pro-rated LHE's for a one course overload based on the number of students enrolled on first class meeting date

  Example: 12 students in a 3 LHE class: LHE would be pro-rated as follows: (12 ÷ 15) x 3 LHE's = 2.4 LHE's

  Compensation will be pro-rated as follows:

- Pro-rated pay for a one course overload based on the pro-rated LHE's and the faculty member's credentials

  Example 1: 12 students in a 3 LHE class taught by a Master's degreed faculty would be compensated at 2.4 LHE's x $750 = $1,800.00

  Example 2: 12 students in a 3 LHE class taught by a Ph.D.'s degreed faculty would be compensated at 2.4 LHE's x $850 = $2,040.00

**5. Compensation for Low Enrollment in Developmental, Field of Study, Elective Core Classes, Freshmen/Sophomore (Non-Core), and Lab-Based Classes:**

Classes with low enrollment (fewer than 12 students on the first class meeting date), regardless of instructional medium, will result in pro-rated LHE's and compensation for faculty. Exceptions will require Division Dean and Vice President for Academic Affairs approval. These courses will not be a part of the faculty member's 15 LHE's required load.

# COMPENSATION FOR LARGE AND SMALL CLASSES FY 2018-2019

**LHE's will be pro-rated as follows:**

- Pro-rated LHE's for a one course overload based on the number of students enrolled on first class meeting date

  Example: 9 students in a 3 LHE class: LHE would be pro-rated as follows: (9÷ 12) x 3 LHE's = 2.25 LHE's.

  Compensation will be pro-rated as follows:

- Pro-rated pay for a one course overload is based on the pro-rated LHE's and the faculty member's credentials

  Example 1: 9 students in a 3 LHE class taught by a Master's degreed faculty would be compensated at 2.25 LHE's x $750 = $1,687.50)

  Example 2: 9 students in a 3 LHE class taught by a Ph.D. faculty would be compensated at 2.25 LHE's x $850 = $1,912.50)

**BACHELOR PROGRAM**

**1. Low Enrollment in Junior and Senior Level Classes:**

Classes with low enrollment (fewer than 8 students on the first class meeting date), regardless of instructional medium, will result in pro-rated LHE's and compensation for faculty. Exceptions will require Division Dean and Vice President for Academic Affairs approval. These courses will not be a part of the faculty member's 15 LHE's required load.

**LHE's will be pro-rated as follows:**

- Pro-rated LHE's for a one course overload based on the number of students enrolled on first class meeting date
  *Example:* 6 students in a 3 LHE class: LHE would be pro-rated as follows: (6÷ 8) x 3 LHE's = 2.25 LHE's

**Compensation will be adjusted as follows:**

- Pro-rated pay for a one course overload is based on the pro-rated LHE's and the faculty member's credentials

*Example:* 6 students in a 3 LHE class taught by a Doctorate degreed faculty would be compensated at 2.25 LHE's x $850 = $1,912.50)

**2. Competency Based (CB) Freshman and Sophomore Classes:**

| Number of Students | Compensation* |
|---|---|
| 1 – 5 | 1 LHE |
| 6 – 10 | 2 LHE |
| 11 – 15 | 3 LHE |
| 16 – 25 | 4 LHE |

*** Compensation based on Adjunct Faculty Rate**

Duties and responsibilities of faculty assigned to Bachelor of Applied Science in Organizational Leadership (BAS-OL) courses are listed in the Faculty Handbook.

# COMPENSATION FOR LARGE AND SMALL CLASSES FY 2018-2019

## SUBSTITUTE PAY

Substitute pay for qualified faculty will be calculated based on the following two steps.

**Step 1: Determine the Hourly Rate**

In accordance with policy, qualified substitutes will be paid by the College at the **Adjunct Rates per Lecture Hour Equivalent,** in accordance with their educational level. Below are the Adjunct LHE Rates as per the Faculty Pay Plan:

**Step 2: Determine the Total Amount to be Paid**

To determine the amount to be paid for a substitute, the following formula should be used:

| | | | | | |
|---|---|---|---|---|---|
| Number of classes substituted / Total semester class meetings (minus finals week) | **X** | Total LHE's assigned to the course | **X** | Adjunct LHE rate based upon credentials | Pay Amount |

| Degree | Adjunct LHE Rate |
|---|---|
| Associate | $575 |
| Bachelor | $625 |
| Master | $750 |
| Doctorate | $850 |

# COMPENSATION FOR LARGE AND SMALL CLASSES FY 2018-2019

**Examples:**

A Master's degree faculty member substituting for a Developmental English course would be paid as follows, assuming 2 of 30 classes substituted; a 3.67 LHE course; and an Adjunct pay rate of $750.

| | | | | | |
|---|---|---|---|---|---|
| **2 / 30**=.06666667 | **X** | **3.67**=.24 | **X** | **$750** | = $**183.50** |

A doctorate degree faculty member substituting for an Academic English course would be paid as follows, assuming 4 of 30 classes substituted; a 3.00 LHE course; and an Adjunct pay rate of $850.

| | | | | | |
|---|---|---|---|---|---|
| **4 / 30**=.1333333 | **X** | **3.00**=.40 | **X** | **$850** | = $**340** |

## GUIDED SELF STUDIES / INDEPENDENT STUDY

Guided Self-Studies (GSS) / Independent Study (IS) are educational alternatives in which traditional courses are taught in a non-traditional setting. These are self-paced courses offered by programs to meet a unique curriculum and graduation requirement for our students.

| Number of Students | *Compensation |
|---|---|
| 1 – 3 | 25% |
| 4 – 6 | 50% |
| 7 – 11 | 75% |
| 12 – 15 | 100% |

* Compensation based on Adjunct Faculty Rate.

# COMPENSATION FOR LARGE AND SMALL CLASSES FY 2018-2019

## HONORS PROGRAM

Faculty teaching a traditional course may be asked to teach a small section of an Honors course paired with a regular course.

In addition to fulfilling the regular course requirements, Faculty who has a small-paired Honors sections are responsible for completing the following additional items for the Honors section:

- Develop a course syllabus that includes five (5) required Honors Program Components
- Conduct an orientation with each Honors student to explain the required components
- Follow-up with students to ensure that components are being completed in a timely manner
- Submit grades for Honors section after Honors students have completed the Honors course components

Small Honors sections are compensated based on the following criteria:

- $50.00 stipend per course with 1-5 Honors students enrolled
- $100.00 stipend per course with 6-10 Honor students enrolled
- No stipend is awarded if a course has more than 10 students. This is considered a regular Honors section.

# POSITION GRADE BY POSITION TITLE
# PAY PLAN
# FY 2018-2019

| Position Title | Position Grade |
|---|---|
| Academic Coach | Professional/Technical Exempt-C |
| Academic Excellence Programs Officer | Professional/Technical Exempt-G |
| Academic Grants and Projects Officer | Professional/Technical Exempt-G |
| Academies Specialist | Professional/Technical Non-Exempt-B |
| Accountability and Compliance Manager | Professional/Technical Exempt-F |
| Accountability Assistant | Classified-G |
| Accountability, Risk, and Compliance Support Specialist | Professional/Technical Non-Exempt-B |
| Accountant | Professional/Technical Non-Exempt-D |
| Accounting Assistant | Classified-G |
| Accounting Group Manager | Professional/Technical Exempt-F |
| Accounting Group Supervisor | Professional/Technical Exempt-E |
| Accounting Specialist | Professional/Technical Non-Exempt-B |
| Administrative Assistant | Classified-F |
| Administrative Specialist for Board Relations | Professional/Technical Non-Exempt-E |
| Administrator of Dual Credit Instructional Pathways | Administrative C |
| Admissions Specialist | Professional/Technical Non-Exempt-B |
| Admissions Technician | Classified-A |
| Advising Specialist | Professional/Technical Non-Exempt-A |
| Advisor | Professional/Technical Non-Exempt-B |
| Advisor Assistant | Classified-C |
| American Sign Language Interpreter | Professional/Technical Exempt-C |
| American with Disabilities Act Educational Technologies Specialist | Professional/Technical Non-Exempt-B |
| Application Development Manager | Professional/Technical Exempt-G |

| Position Title | Position Grade |
|---|---|
| Applications Analyst I | Professional/Technical Non-Exempt-C |
| Applications Analyst II | Professional/Technical Non-Exempt-E |
| Applications Analyst III | Professional/Technical Exempt-F |
| Applications Specialist | Professional/Technical Non-Exempt-B |
| Art Gallery Associate | Professional/Technical Non-Exempt-B |
| Assistant Chief Information Officer for Infrastructure | Administrative-D |
| Assistant Chief Information Officer for Software Development | Administrative-D |
| Assistant Childcare Center Manager | Professional/Technical Non-Exempt-B |
| Assistant Director of Custodial Support Services | Administrative-A |
| Assistant Director of Facilities Maintenance Services | Administrative-A |
| Assistant Director of Facilities Planning and Construction | Administrative-A |
| Assistant Director of Human Resources | Administrative-A |
| Assistant Director of Public Relations and Marketing | Administrative-A |
| Assistant Vice President for Academic Advancement | Administrative-E |
| Assistant Vice President for Strategic Initiatives | Administrative-E |
| Associate Comptroller | Administrative-B |
| Associate Dean of Community Engagement and Workforce Development | Administrative-C |
| Associate Dean of Curriculum and Student Learning | Administrative-C |
| Associate Dean of Industry Training and Economic Development | Administrative-C |
| Associate Dean of Library Services | Administrative-C |
| Associate Dean of Professional and Organizational Development | Administrative-C |
| Associate Dean of Student Financial Services, Testing and Veteran Affairs | Administrative-C |
| Associate Dean of Student Rights and Responsibilities and Title IX Student Support Services | Administrative-C |
| Associate Director of Purchasing | Administrative-B |
| Audio Visual Systems Designer | Professional/Technical Exempt-E |
| Benefits and Payroll Manager | Professional/Technical Exempt-F |

| Position Title | Position Grade |
|---|---|
| Benefits Specialist | Professional/Technical Non-Exempt-B |
| Biomedical Simulation Specialist | Professional/Technical Non-Exempt-B |
| Budget Manager | Professional/Technical Exempt-G |
| Bus Driver | Classified-E |
| Business Analyst | Professional/Technical Exempt-E |
| Business System Analyst | Professional/Technical Exempt-E |
| Buyer | Professional/Technical Exempt-B |
| Campus Administrator-Mid Valley | Administrative-B |
| Campus Administrator-Starr County | Administrative-B |
| Campus Facility Manager | Professional/Technical Exempt-E |
| Career and Placement Specialist | Professional/Technical Non-Exempt-B |
| Carpenter | Classified-C |
| Cashier | Classified-C |
| Cashier Customer Service Specialist | Professional/Technical Non-Exempt-B |
| Cashier II | Classified-D |
| Cashier III | Classified-E |
| Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence | Administrative-E |
| Chief Information Officer | Administrative-E |
| Chief Information Security Officer | Administrative-D |
| Chief Photographer | Professional/Technical Exempt-B |
| Child Development Center Manager | Professional/Technical Exempt-E |
| Childcare Services Developer | Professional/Technical Exempt-C |
| Client Services Analyst I | Professional/Technical Exempt-D |
| Client Services Analyst II | Professional/Technical Exempt-E |
| Client Services Analyst III | Professional/Technical Exempt-F |
| Client Services Specialist | Professional/Technical Non-Exempt-B |

| Position Title | Position Grade |
|---|---|
| Clinical Affairs Specialist | Professional/Technical Non-Exempt-B |
| Collection Specialist | Professional/Technical Non-Exempt-B |
| College Connection Specialist/Recruiter | Professional/Technical Non-Exempt-B |
| Community Relations Assistant | Classified-G |
| Compliance Assistant | Classified-C |
| Compliance Coordinator | Professional/Technical Non-Exempt-C |
| Compliance Technician | Classified-G |
| Comptroller | Administrative-E |
| Computer Inventory Specialist | Professional/Technical Non-Exempt-B |
| Computer Services Analyst I | Professional/Technical Non-Exempt-D |
| Computer Services Analyst II | Professional/Technical Non-Exempt-E |
| Computer Services Analyst III | Professional/Technical Exempt-F |
| Computer Services Specialist | Professional/Technical Non-Exempt-B |
| Construction Buyer | Professional/Technical Exempt-E |
| Construction Supervisor | Professional/Technical Non-Exempt-C |
| Continuing Education Operations Manager | Professional/Technical Exempt-E |
| Continuing Education Trainer | Professional/Technical Exempt-B |
| Contract Specialist | Professional/Technical Non-Exempt-B |
| Contracts Manager | Professional/Technical Exempt-E |
| Cook I | Classified-A |
| Cook II | Classified-B |
| Coordinator for Continuing Education | Professional/Technical Exempt-C |
| Coordinator for Fixed Assets and Distribution | Professional/Technical Non-Exempt-C |
| Coordinator of Academies and High School Projects | Professional/Technical Exempt-D |
| Coordinator of Advisement | Professional/Technical Exempt-D |
| Coordinator of Campus Center for Learning Excellence | Professional/Technical Exempt-D |
| Coordinator of Career Services | Professional/Technical Exempt-C |

| Position Title | Position Grade |
|---|---|
| Coordinator of College Connections | Professional/Technical Non-Exempt-C |
| Coordinator of Community Relations | Professional/Technical Non-Exempt-C |
| Coordinator of Compliance | Professional/Technical Non-Exempt-C |
| Coordinator of Distance Learning Technologies | Professional/Technical Exempt-D |
| Coordinator of Early College High Schools | Professional/Technical Exempt-D |
| Coordinator of Educational Technologies Projects | Professional/Technical Exempt-D |
| Coordinator of Emergency Preparedness & Training | Professional/Technical Non-Exempt-C |
| Coordinator of Employer Services | Professional/Technical Exempt-C |
| Coordinator of Enrollment Marketing Services | Professional/Technical Non-Exempt-C |
| Coordinator of Enrollment Services | Professional/Technical Non-Exempt-C |
| Coordinator of Enrollment Services for Dual Credit | Professional/Technical Exempt-D |
| Coordinator of Facilities, Planning and Construction Accounts | Professional/Technical Non-Exempt-C |
| Coordinator of Faculty Advising | Professional/Technical Exempt-D |
| Coordinator of Federal Programs | Professional/Technical Exempt-C |
| Coordinator of Kinesiology Instructional Facilities | Professional/Technical Non-Exempt-B |
| Coordinator of Public Relations | Professional/Technical Non-Exempt-C |
| Coordinator of Records | Professional/Technical Exempt-C |
| Coordinator of Scholarships | Professional/Technical Exempt-B |
| Coordinator of Special Advising | Professional/Technical Exempt-C |
| Coordinator of Special Events | Professional/Technical Non-Exempt-D |
| Coordinator of Staffing and Recruiting | Professional/Technical Exempt-D |
| Coordinator of State and Third Party Programs | Professional/Technical Exempt-C |
| Coordinator of Student Activities and First Year Experience | Professional/Technical Exempt-D |
| Coordinator of Student Activities and Wellness | Professional/Technical Exempt-D |
| Coordinator of Student Activities for Events | Professional/Technical Exempt-D |
| Coordinator of Student Disability Services | Professional/Technical Exempt-E |
| Coordinator of Student Financial Services | Professional/Technical Exempt-C |

| Position Title | Position Grade |
|---|---|
| Coordinator of Student Rights and Responsibilities | Professional/Technical Non-Exempt-C |
| Coordinator of Testing Services | Professional/Technical Exempt-E |
| Coordinator of Theater Support Services | Professional/Technical Non-Exempt-C |
| Coordinator of Veteran Enrollment Services | Professional/Technical Exempt-C |
| Coordinator of Veteran Recruitment and Engagement | Professional/Technical Non-Exempt-C |
| Copy Writer | Professional/Technical Non-Exempt-C |
| Counselor | Professional/Technical Exempt-C |
| Course Development Specialist | Professional/Technical Non-Exempt-B |
| Creative Services Manager | Professional/Technical Exempt-E |
| Curriculum and Scheduling Coordinator | Professional/Technical Exempt-D |
| Curriculum and Student Learning Manager | Professional/Technical Exempt-E |
| Curriculum Specialist | Professional/Technical Non-Exempt-B |
| Custodial Logistics Supervisor | Professional/Technical Non-Exempt-C |
| Custodial Manager | Professional/Technical Exempt-E |
| Custodial Supervisor | Professional/Technical Non-Exempt-C |
| Custodian | Classified-A |
| Customer Service Technician | Classified-A |
| Data Management Coordinator | Professional/Technical Non-Exempt-D |
| Database Analyst | Professional/Technical Exempt-E |
| Database Analyst III | Professional/Technical Exempt-G |
| Dean for Business, Public Safety and Technology | Administrative-E |
| Dean for Liberal Arts and Social Sciences | Administrative-E |
| Dean for Math, Science and Bachelor Programs | Administrative-E |
| Dean for Nursing & Allied Health | Administrative-E |
| Dean of Continuing, Professional and Workforce Education | Administrative-D |
| Dean of Distance Learning | Administrative-D |
| Dean of Enrollment Services | Administrative-D |

| Position Title | Position Grade |
|---|---|
| Dean of Institutional Research, Effectiveness and Strategic Planning | Administrative-D |
| Dean of Library and Learning Support Services | Administrative-D |
| Dean of School District Programs and Partnerships | Administrative-D |
| Dean of Student Affairs | Administrative-D |
| Development Officer - Foundation/Corporate Outreach | Professional/Technical Exempt-E |
| Developmental Lab Technician | Classified-D |
| Digital Services Developer | Professional/Technical Non-Exempt-F |
| Digital Services Manager | Professional/Technical Exempt-F |
| Digital Signage/Classroom Technology Training Specialist | Professional/Technical Exempt-C |
| Director of Academic Assessment | Administrative-B |
| Director of Academies and High School Projects | Administrative-B |
| Director of Accountability, Risk, and Compliance | Administrative-C |
| Director of Career and Employer Services | Administrative-B |
| Director of Centers for Learning Excellence | Administrative-B |
| Director of College and Career Preparation | Administrative-B |
| Director of College Connections and Admissions for Traditional Students | Administrative-B |
| Director of Comprehensive Advisement and Mentoring Services | Administrative-B |
| Director of Counseling | Administrative-C |
| Director of Early College High Schools | Administrative-B |
| Director of Educational Technologies | Administrative-B |
| Director of Enrollment Services for Dual Credit | Administrative-B |
| Director of Facilities Operations and Maintenance | Administrative-D |
| Director of Facilities, Planning and Construction | Administrative-D |
| Director of Food Services | Administrative-B |
| Director of Fundraising and Foundation | Administrative-B |
| Director of Grant Development, Management and Compliance | Administrative-C |
| Director of Human Resources | Administrative-D |

| Position Title | Position Grade |
|---|---|
| Director of Institutional Effectiveness, Assessment and Accreditation | Administrative-C |
| Director of Learning Commons and Open Labs | Administrative-B |
| Director of Professional and Workforce Education | Administrative-B |
| Director of Public Relations and Marketing | Administrative-C |
| Director of Purchasing | Administrative-C |
| Director of Research and Analytical Services | Administrative-D |
| Director of Student Accounts and Bursar | Administrative-B |
| Director of Student Activities and Wellness | Administrative-B |
| Director of Student Financial Services | Administrative-B |
| Director of Student Records and Registrar | Administrative-B |
| Director of Student Rights and Responsibilities | Administrative-B |
| Director of Testing Services | Administrative-B |
| Director of University Relations, Transfer and Articulation Center | Administrative-B |
| Dispatch Supervisor | Professional/Technical Non-Exempt-D |
| Distance Learning Instructional Facilitator | Professional/Technical Exempt-E |
| Distance Learning Assistive Technologies Specialist | Professional/Technical Exempt-C |
| Distance Learning Media Manager | Professional/Technical Exempt-E |
| Distance Learning Technologies Specialist | Professional/Technical Non-Exempt-C |
| Distribution Services Specialist | Professional/Technical Non-Exempt-B |
| Document Management Specialist | Professional/Technical Non-Exempt-B |
| Dual Credit Planning and Scheduling Manager | Professional/Technical Exempt-E |
| Dual Credit Program Specialist | Professional/Technical Non-Exempt-B |
| Dual Credit Records and Registration Specialist | Professional/Technical Non-Exempt-B |
| Dual Credit Workforce Program Specialist | Professional/Technical Non-Exempt-B |
| Dual2Degree Specialist | Professional/Technical Non-Exempt-B |
| Early Childhood Educator I | Classified-A |
| Early Childhood Educator II | Professional/Technical Non-Exempt-B |

| Position Title | Position Grade |
|---|---|
| Early College High School Specialist | Professional/Technical Non-Exempt-B |
| Educational Technologies Assistant I | Classified-C |
| Educational Technologies Assistant II | Classified-E |
| Educational Technologies Assistant III | Classified-F |
| Educational Technologies Biomedical Specialist | Professional/Technical Non-Exempt-C |
| Educational Technologies Managed Services Specialist | Professional/Technical Exempt-C |
| Educational Technologies Specialist | Professional/Technical Non-Exempt-C |
| Electrician | Classified-G |
| Electrician Supervisor II | Professional/Technical Non-Exempt-C |
| Employee Relations Officer | Administrative-C |
| Energy Management Specialist | Professional/Technical Non-Exempt-B |
| Energy Technician | Classified-F |
| Environmental Health and Safety Management | Professional/Technical Exempt-E |
| Events Manager | Professional/Technical Non-Exempt-C |
| Executive Administrative Assistant | Professional/Technical Non-Exempt-C |
| Executive Assistant to the President | Professional/Technical Non-Exempt-E |
| Executive Officer for External Relations | Executive-A |
| Executive Officer for Workforce Development and External Affairs | Executive-B |
| Executive Vice President for Student Success | Executive-D |
| Facilities Operations and Maintenance Administrative Coordinator | Professional/Technical Non-Exempt-E |
| Facilities Planning and Construction Accounts Assistant | Classified-E |
| Facilities Planning and Construction Project Manager | Professional/Technical Exempt-F |
| Facilities Planning and Construction Project Technician | Classified-D |
| Facilities Planning and Construction Space Management Specialist | Professional/Technical Non-Exempt-B |
| Faculty Secretary | Classified-A |
| Finance and Administrative Services Business Systems Specialist | Professional/Technical Non-Exempt-B |
| Finance and Administrative Services Reporting Coordinator | Professional/Technical Non-Exempt-C |

| Position Title | Position Grade |
|---|---|
| Finance and Administrative Services Support Specialist | Professional/Technical Non-Exempt-B |
| Financial Aid Specialist | Professional/Technical Non-Exempt-B |
| Financial Aid Technician | Classified-B |
| Financial Analyst | Professional/Technical Exempt-E |
| Fixed Assets and Receiving Assistant | Classified-F |
| Fixed Assets and Receiving Technician | Classified-A |
| Fixed Assets Assistant | Classified-F |
| Fixed Assets Specialist | Professional/Technical Non-Exempt-B |
| Floor Technician | Classified-A |
| Food Services Accounts Assistant | Classified-E |
| Food Services Manager/Cook | Professional/Technical Exempt-A |
| Gallery Assistant | Classified-B |
| General Services Assistant | Classified-C |
| General Services Technician | Classified-A |
| Grant Development Officer | Professional/Technical Exempt-E |
| Grant Management and Compliance Officer II/Perkins Principal Investigator | Professional/Technical Exempt-G |
| Grant Systems, Management and Compliance Officer I | Professional/Technical Exempt-F |
| Grants and Contracts Compliance Specialist | Professional/Technical Non-Exempt-C |
| Graphic Designer I | Professional/Technical Non-Exempt-A |
| Graphic Designer II | Professional/Technical Non-Exempt-B |
| Graphics and Multimedia Specialist | Professional/Technical Non-Exempt-B |
| Healthcare Asset Maintenance Specialist | Professional/Technical Non-Exempt-B |
| Healthcare Simulation Specialist | Professional/Technical Non-Exempt-C |
| Heating, Ventilation, Air Conditioning Supervisor II | Professional/Technical Non-Exempt-C |
| Help Desk Specialist | Professional/Technical Non-Exempt-B |
| Hispanic Serving Institution Grant Specialist | Professional/Technical Non-Exempt-B |
| Human Resources Assistant | Classified-C |

| Position Title | Position Grade |
|---|---|
| Human Resources Faculty Staffing Specialist/Evaluator | Professional/Technical Non-Exempt-C |
| Human Resources Payroll/Position Control Specialist | Professional/Technical Non-Exempt-C |
| Human Resources Payroll Specialist | Professional/Technical Non-Exempt-B |
| Human Resources Secretary | Classified-A |
| Human Resources Specialist - Employee Relations | Professional/Technical Non-Exempt-B |
| Human Resources Staffing Specialist | Professional/Technical Non-Exempt-B |
| Human Resources Staffing Support Specialist | Professional/Technical Non-Exempt-C |
| Human Resources Support Specialist | Professional/Technical Non-Exempt-B |
| Human Resources Systems Specialist | Professional/Technical Non-Exempt-B |
| Human Resources Technician | Classified-B |
| Information Security Analyst | Professional/Technical Exempt-E |
| Information Technology Risk and Security Manager | Professional/Technical Exempt-G |
| Institutional Effectiveness Analyst | Professional/Technical Exempt-C |
| Institutional Effectiveness Specialist | Professional/Technical Non-Exempt-C |
| Institutional Equity Manager | Professional/Technical Exempt-G |
| Institutional Equity Officer | Administrative-E |
| Institutional Research Analyst | Professional/Technical Exempt-D |
| Instructional Coach - Hispanic Serving Institution | Professional/Technical Exempt-F |
| Instructional Coach - Professional and Organizational Development | Professional/Technical Exempt-F |
| Instructional Designer | Professional/Technical Exempt-E |
| Internal Auditor | Administrative-E |
| Interpreter | Professional/Technical Exempt-C |
| Job Coach | Classified-B |
| Lab Assistant - Advanced Manufacturing Technology | Classified-B |
| Lab Assistant - Architectural and Engineering Design Technology | Classified-B |
| Lab Assistant - Automotive | Classified-B |
| Lab Assistant - Business and Technology | Classified-B |

| Position Title | Position Grade |
|---|---|
| Lab Assistant - Computer and Advanced Technology | Classified-B |
| Lab Assistant - Computer Science | Classified-B |
| Lab Assistant - Electrician Technician | Classified-B |
| Lab Assistant - Fire Science | Classified-B |
| Lab Assistant - Heating, Ventilation, Air Conditioning and Refrigeration | Classified-B |
| Lab Assistant - Information Technology Program | Classified-B |
| Lab Assistant - Nursing and Allied Health | Classified-B |
| Lab Assistant - Office Administration | Classified-B |
| Lab Assistant - Welding | Classified-B |
| Lab Assistant II - Computer Science | Professional/Technical Non-Exempt-A |
| Lab Assistant III - Computer Science | Professional/Technical Non-Exempt-B |
| Lab Coordinator | Professional/Technical Non-Exempt-C |
| Lab Specialist - Open Lab | Professional/Technical Non-Exempt-B |
| Lab Specialist II - Biology | Professional/Technical Non-Exempt-B |
| Lab Specialist II - Chemistry | Professional/Technical Non-Exempt-B |
| Lab Specialist II - Engineering | Professional/Technical Non-Exempt-B |
| Lab Specialist II - Nursing and Allied Health | Professional/Technical Non-Exempt-B |
| Lab Specialist II - Physics | Professional/Technical Non-Exempt-B |
| Lab Supervisor | Professional/Technical Non-Exempt-C |
| Lead Cook | Classified-C |
| Lead Custodian | Classified-C |
| Learning Excellence Specialist | Professional/Technical Non-Exempt-B |
| Learning Outcomes Specialist | Professional/Technical Non-Exempt-B |
| Learning Support Manager | Professional/Technical Exempt-E |
| Learning Support Systems and Applications Analyst | Professional/Technical Exempt-D |
| Librarian I - Public Services | Professional/Technical Exempt-C |
| Librarian II - Academic Outreach | Professional/Technical Exempt-D |

| Position Title | Position Grade |
|---|---|
| Librarian II - Campus Librarian | Professional/Technical Exempt-D |
| Librarian II - Programming | Professional/Technical Exempt-D |
| Librarian III - Automated Systems and Applications | Professional/Technical Exempt-E |
| Librarian III - Collection Management and Acquisitions | Professional/Technical Exempt-E |
| Librarian III - Outreach and Instruction | Professional/Technical Exempt-E |
| Librarian III - Reference and Circulation | Professional/Technical Exempt-E |
| Library Automated Systems and Applications Technician | Classified-E |
| Library Specialist | Professional/Technical Non-Exempt-B |
| Library Systems and Applications Specialist | Professional/Technical Non-Exempt-C |
| Library Technical Services Specialist | Professional/Technical Non-Exempt-B |
| Library Technical Services Technician | Classified-A |
| Library Technician | Classified-A |
| Licensed Counselor | Professional/Technical Exempt-D |
| Licensed Lab Assistant-Associate Degree Nursing | Professional/Technical Non-Exempt-B |
| Licensed Lab Assistant-Emergency Medical Technology | Professional/Technical Non-Exempt-B |
| Locksmith | Classified-F |
| Locksmith Supervisor II | Professional/Technical Non-Exempt-C |
| Maintenance Assistant | Classified-E |
| Maintenance Manager | Professional/Technical Exempt-E |
| Maintenance Technician | Classified-F |
| Marketing Manager | Professional/Technical Exempt-E |
| Marketing Specialist | Professional/Technical Non-Exempt-B |
| Multimedia Designer | Professional/Technical Non-Exempt-B |
| Network Services Analyst I | Professional/Technical Non-Exempt-C |
| Network Services Analyst II | Professional/Technical Non-Exempt-E |
| Network Services Analyst III | Professional/Technical Exempt-F |
| Network Services Specialist | Professional/Technical Non-Exempt-B |

| Position Title | Position Grade |
|---|---|
| Nursing Lab Clinical Coordinator | Professional/Technical Exempt-D |
| Nursing Program Specialist | Professional/Technical Non-Exempt-B |
| Ombudsperson | Professional/Technical Non-Exempt-B |
| Open Lab Technician | Classified-E |
| Open Labs Analyst | Professional/Technical Non-Exempt-C |
| Open Labs Logistics Manager | Professional/Technical Exempt-E |
| Operations Contract Support Manager | Professional/Technical Exempt-E |
| Operations Energy Manager | Professional/Technical Exempt-E |
| Operations Inventory Procurement Manager | Professional/Technical Exempt-E |
| Operations Support Coordinator | Professional/Technical Non-Exempt-C |
| Painter | Classified-A |
| Payroll Assistant - Business Office | Classified-G |
| Payroll Assistant - Human Resources | Classified-G |
| Payroll Specialist | Professional/Technical Non-Exempt-B |
| Photographer | Professional/Technical Non-Exempt-B |
| Plumber | Classified-A |
| Plumbing Supervisor II | Professional/Technical Non-Exempt-C |
| Police Compliance Coordinator | Professional/Technical Non-Exempt-C |
| Police Dispatcher | Professional/Technical Non-Exempt-A |
| Police Lieutenant | Professional/Technical Exempt-G |
| Police Officer | Professional/Technical Non-Exempt-C |
| Police Sergeant | Professional/Technical Non-Exempt-F |
| Professional Development Manager | Professional/Technical Exempt-F |
| Professional Development Specialist | Professional/Technical Non-Exempt-B |
| Program Assistant | Classified-A |
| Program Developer and Coordinator | Professional/Technical Exempt-C |
| Program Developer and Manager | Professional/Technical Exempt-E |

| Position Title | Position Grade |
|---|---|
| Project Director - Hispanic Serving Institution Grant | Professional/Technical Exempt-F |
| Project Director - Texas Regional STEM Degree Accelerated Grant | Professional/Technical Exempt-E |
| Project Management Analyst | Professional/Technical Exempt-C |
| Project Manager - Academic Affairs | Professional/Technical Exempt-E |
| Project Manager - Continuing and Professional Education | Professional/Technical Exempt-E |
| Project Manager - Educational Technologies | Professional/Technical Exempt-E |
| Project Manager - Finance and Administrative Services | Professional/Technical Exempt-E |
| Project Manager - Information Technology | Professional/Technical Exempt-E |
| Project Manager - Institutional Research, Effectiveness and Strategic Planning | Professional/Technical Exempt-E |
| Project Manager - Math, Science and Bachelor Programs | Professional/Technical Exempt-E |
| Project Manager - Nursing and Allied Health | Professional/Technical Exempt-E |
| Project Manager - Office of Strategic Initiatives | Professional/Technical Exempt-E |
| Project Manager - Student Affairs and Enrollment Management | Professional/Technical Exempt-E |
| Project Training Specialist | Professional/Technical Non-Exempt-C |
| Public Relations Specialist | Professional/Technical Non-Exempt-B |
| Purchasing Assistant | Classified-C |
| Purchasing Specialist | Professional/Technical Non-Exempt-B |
| Purchasing Technician | Classified-A |
| Qualitative Researcher | Professional/Technical Exempt-E |
| Quantitative Researcher | Professional/Technical Exempt-E |
| Receiving and Distribution Manager | Professional/Technical Exempt-F |
| Recruiting Specialist | Professional/Technical Non-Exempt-B |
| Records and Registration Specialist | Professional/Technical Non-Exempt-B |
| Records Technician | Classified-A |
| Registered Lab Assistant - Pharmacy | Professional/Technical Non-Exempt-B |
| Reporting Analyst - Institutional Effectiveness and Assessment | Professional/Technical Non-Exempt-C |
| Reporting Analyst I | Professional/Technical Non-Exempt-C |

| Position Title | Position Grade |
|---|---|
| Reporting Analyst II | Professional/Technical Non-Exempt-D |
| Residency Specialist | Professional/Technical Non-Exempt-B |
| Risk Management Assistant | Classified-F |
| Risk Manager | Professional/Technical Exempt-G |
| Safety and Security Manager | Professional/Technical Exempt-F |
| Safety Support Specialist | Professional/Technical Non-Exempt-B |
| Scheduling Technician | Classified-F |
| School District Partnership Relations Manager | Professional/Technical Exempt-E |
| Science Lab Coordinator | Professional/Technical Non-Exempt-C |
| Secretary | Classified-B |
| Security Guard | Classified-D |
| Security Guard Specialist | Professional/Technical Non-Exempt-B |
| Security Support Specialist | Professional/Technical Non-Exempt-B |
| Senior Administrative Assistant | Professional/Technical Non-Exempt-A |
| Senior Buyer | Professional/Technical Exempt-E |
| Senior Coordinator of Counseling | Professional/Technical Exempt-F |
| Senior Facilities Planning and Construction Project Manager | Professional/Technical Exempt-G |
| Senior Library Technical Services Specialist | Professional/Technical Non-Exempt-C |
| Service Delivery Manager | Professional/Technical Exempt-G |
| Service Transition Manager | Professional/Technical Exempt-G |
| Simulation Coordinator | Professional/Technical Exempt-E |
| Simulation Lab Specialist | Professional/Technical Non-Exempt-C |
| Simulation Network Specialist | Professional/Technical Non-Exempt-C |
| Social Media Specialist | Professional/Technical Non-Exempt-A |
| Software Development Architect | Professional/Technical Exempt-G |
| Space Management Technician | Classified-D |
| Special Assistant to the President | Executive-A |

| Position Title | Position Grade |
|---|---|
| Special Programs Specialist | Professional/Technical Non-Exempt-B |
| Specifications Writer | Professional/Technical Exempt-C |
| Speech Lab Technician | Classified-D |
| Staff Audit Specialist | Professional/Technical Non-Exempt-B |
| Staff Secretary | Classified-A |
| Staffing & Compensation Manager | Professional/Technical Exempt-F |
| Student Activities Specialist | Professional/Technical Non-Exempt-C |
| Student Completion Specialist | Professional/Technical Non-Exempt-B |
| Student Conduct Specialist | Professional/Technical Non-Exempt-B |
| Student Learning Assistant | Classified-C |
| Student Services Specialist I | Professional/Technical Non-Exempt-A |
| Student Services Specialist II | Professional/Technical Non-Exempt-B |
| Student Services Training Manager | Professional/Technical Exempt-E |
| Student Success Assistant | Classified-F |
| Student Success Seminar Specialist | Professional/Technical Non-Exempt-C |
| Student Success Specialist | Professional/Technical Non-Exempt-C |
| Supplemental Instruction Manager | Professional/Technical Exempt-E |
| Survey Research Facilitator | Professional/Technical Non-Exempt-B |
| Systems Analyst I | Professional/Technical Non-Exempt-C |
| Systems Analyst II | Professional/Technical Non-Exempt-E |
| Systems Analyst III | Professional/Technical Exempt-F |
| Systems and Networking Manager | Professional/Technical Exempt-G |
| Systems Development Engineer | Professional/Technical Exempt-F |
| Systems Specialist | Professional/Technical Non-Exempt-B |
| Technical Buyer | Professional/Technical Exempt-C |
| Technical Facilities Specialist | Professional/Technical Non-Exempt-B |
| Technology Generalist Analyst | Professional/Technical Non-Exempt-C |

| Position Title | Position Grade |
|---|---|
| Technology Specialist | Professional/Technical Non-Exempt-B |
| Testing Specialist | Professional/Technical Non-Exempt-B |
| Testing Technician | Classified-C |
| Training and Development Manager | Professional/Technical Exempt-F |
| Training Manager | Professional/Technical Exempt-E |
| Training Specialist III | Professional/Technical Exempt-D |
| Transcript/Graduation Analyst | Professional/Technical Non-Exempt-C |
| Transportation Services Manager | Professional/Technical Exempt-F |
| Valley Scholars Specialist | Professional/Technical Non-Exempt-B |
| Veterans Affairs Certifying Official | Professional/Technical Non-Exempt-B |
| Vice President for Academic Affairs | Executive-C |
| Vice President for Finance and Administrative Services | Executive-C |
| Vice President for Information Services, Planning, Performance and Strategic Initiatives | Executive-C |
| Vice President for Institutional Advancement | Executive-C |
| Vice President for Student Affairs and Enrollment Management | Executive-C |
| Videographer | Professional/Technical Non-Exempt-B |
| Video Production Coordinator | Professional/Technical Non-Exempt-C |
| Warehouse Technician | Classified-F |
| Web Design Specialist | Professional/Technical Non-Exempt-C |
| Web Specialist | Professional/Technical Non-Exempt-C |
| Workforce Contract Manager | Professional/Technical Exempt-E |

SOUTH TEXAS
COLLEGE