2020
2021

# PAY PLAN

SOUTH TEXAS COLLEGE

FISCAL YEAR

## 2020/2021

SERVING HIDALGO COUNTY & STARR COUNTY, TEXAS

**7/28/2020**

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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

***Vision Statement***

*South Texas College will be a global model in educational innovation serving as a catalyst to drive regional prosperity, economic development, and the social mobility of those we serve.*

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

## 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.

# notice of NON-DISCRIMINATION

**South Texas College** is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does 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. This statement extends to individuals seeking employment with and admission to the College.

*The following person has been designated to handle inquiries regarding this non-discrimination statement:*

**Laura Requena, MBA, MPAcc, PHR, SHRM-CP**
***Interim Director of Human Resources***
2501 W. Pecan Blvd.
McAllen, Texas 78501
Office: 956-872-3646
Email: HR_Administrators@southtexascollege.edu

*The following individuals have been designated to handle inquiries regarding disability:*

**Employee(s)**

**Laura Requena, MBA, MPAcc, PHR, SHRM-CP**
***Interim Director of Human Resources, Title IX Deputy Coordinator, and 504 Coordinator***
2501 W. Pecan Blvd.
McAllen, Texas 78501
Office: 956-872-3646
Email: HR_Administrators@southtexascollege.edu

**Student(s)**

**Santa E. Peña, M.Ed., LPC-S**
***Director of Counseling, Title IX Deputy Coordinator, and 504 Coordinator***
3201 W. Pecan Blvd.
McAllen, Texas 78501
Office: 956-872-2140
Email: santaep@southtexascollege.edu

## Title IX Statement

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX), “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex- based harassment and/or sexual violence.

*The following person has been designated to handle inquiries regarding sexual harassment and sexual violence:*

**Mary G. Elizondo, CPA, MBA, CFE, CGMA**
***Vice President for Finance and Administrative Services and Title IX Coordinator***
3201 W. Pecan Blvd.
McAllen, Texas 78501
956-872-3558
Email: TitleIX@southtexascollege.edu

SOUTH TEXAS COLLEGE

**Resources, questions, or requests for information regarding Title IX, including complaints of gender based sexual harassment, sexual assault, sexual violence, or other sexual misconduct should be directed to the Title IX Coordinator or Title IX Deputy Coordinators as listed at the Title IX webpage: https://www.southtexascollege.edu/about/notices/title-ix.html**

**You may refer to Policy 4216 Harassment, Discrimination, and Sexual Misconduct at https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.**

# PERSONNEL APPOINTMENTS

**Mission Statement**

*South Texas College is a public institution of higher education that provides educational opportunities through excellence in teaching and learning, workforce development, cultural enrichment, community service, and regional and global collaborations.*

## 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 a 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 RECRUITING, 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 RECRUITING, 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.

# NON-FACULTY PAY PLAN
# FY 2020-2021

## NON-FACULTY PAY PLAN

South Texas College is committed to maintaining a Non-Faculty Pay Plan that is competitive with peer institutions within the state, as well as the local labor market. The employee Non-Faculty Pay Plan provides the salary structure for Non-Faculty employees and grades position according to level of responsibility. Positions are placed in job classifications that best depict the nature of the work performed. Each job classification has a corresponding salary group assignment that determines the minimum salary rate for each position.

## PLAN OBJECTIVES

The objectives of South Texas College Non-Faculty Pay Plan are to:

- Establish pay relationships between jobs that are fair and equitable when compared to other jobs in the College (internal equity);
- Provide salary levels that are competitive and/or comparable with peer colleges and the local labor market (compensation surveys).
- Accommodate new jobs and changes in existing jobs, and
- Establish clearly defined policies, procedures, and guidelines for salary planning, salary budgeting and administration and ensure a clear understanding among all employees of the College about how the compensation program works.

The South Texas College FY2020-2021 Pay Plan and administrative procedures and guidelines establishes a compensation methodology based on an analysis of the job-related duties of a position, review of pay grade, and includes key factors such as education, experience, management and supervision, complexity of role and responsibilities, and fiscal responsibility.

## GENERAL GUIDELINES

To apply a fair and consistent methodology salary placement based on the educational requirements, work experience, internal equity and in accordance with South Texas College's Pay Plan.

Individual employee compensation is established within the minimum and maximum of the appropriate salary range.

# NON-FACULTY PAY PLAN
# FY 2020-2021

Employee salaries advance through the established pay range based upon the annual salary increases approved by the Board of Trustees. A salary increase is considered each year by the Board of Trustees, but is not guaranteed. Any board approved salary increase granted is effective with the beginning of the new fiscal year (September 1).

## REVIEW OF PAY EQUITY AND MARKET COMPARISON

The Office of Human Resources' compensation team is committed to ensuring fair and equitable compensation practices and maintaining competitive salaries. A review of pay equity and market comparison will be conducted on a scheduled basis to identify pay inequities. The goal of this review is to assist managers, during the budget cycle, in determining if pay adjustments are necessary to address unjustified gaps in pay or issues relating to misalignment with market-based compensation levels (especially for areas in which compensation levels are changing), salary compression, or salary inversion for similarly situated employees, or gaps that may impact recruitment or retention.

Salary ranges and pay grades will generally be reviewed every biennium to ensure they are consistent and/or comparable with market. Any increase in salary ranges of pay grades will be reviewed by Executive Cabinet, based on budgetary constraints, and subject to board approval.

## PURPOSE AND AUTHORITY

The Office of Human Resources is responsible for administering the Non-Faculty Pay Plan to include the following:

- Develop and implement procedures and guidelines as necessary to administer the plan.
- Maintain and update the position job classification as necessary to meet the needs of the College.
- Revise and update job descriptions as necessary to reflect appropriate minimum qualifications related to education and experience, and appropriate skill sets with regard to knowledge, skills and abilities for the job classification.
- Conduct salary surveys and other studies as appropriate to insure classified salaries are competitive with external markets, both private and public sector.
- Revise and update the plan policies and procedures as necessary to improve the administration and operation of the Non-Faculty Pay Plan.
- Assist departments in complying with South Texas College Pay Plan policies and procedures.

# NON-FACULTY PAY PLAN
# FY 2020-2021

The Office of Human Resources collects job information, retains job descriptions, evaluates jobs for the appropriate classification, and recommends salary compensation and pay grade. The Director of Human Resources makes the final decision regarding job descriptions and salary grades; the College President makes the final decision regarding personnel appointments.

## JOB CLASSIFICATION

### NEW POSITIONS

New positions must have a written job description and must be classified in the pay plan (Non-Faculty Employee Pay Grades) prior to opening and posting a position. The Office of Human Resources will establish the salary range classification of new positions based on (1) job qualifications and required skills; (2) job duties and responsibilities defined by the college; (3) market value for the job; and (4) FLSA Guidelines

To request a copy of a job description, contact HR_Administrators@southtexascollege.edu

### RECLASSIFICATIONS

The Office of Human Resources follows the College's annual staffing plan review to consider requests for reclassification of positions:

- a department or division is being reorganized and the duties of the positions are increased or shifted;
- there will be or has been a significant and sustained change(s) to the position;
- when the college is unable to recruit qualified applicants for the position because of its current classification.

Pay Grade reviews resulting from a job reclassification are conducted in accordance with the guidelines herein for salary adjustments, lateral job changes or movement to a lower salary range, as appropriate.

In 2014, Evergreen Solutions consultants conducted a comprehensive market salary survey for South Texas College which included 38 market peers and 50 job classifications. Of the market peers contacted, 15 provided responses and aggregately, market relevant matches were made for all 50 positions.

Key Factors or Considerations for requests for consideration of reclassifications:

- Increased duties:
  An employee has taken on additional permanent responsibility that increased the scope of their current position, requiring a reconsideration of job description for appropriate title/grade.

- Complexity of role and responsibilities:
  A position has undertaken significant responsibilities such as required knowledge of federal and state laws and its impact to the institution; development of institution-wide procedures and policies; significant collaboration with legal counsel and/or direct responsibility for decision making which impacts executive level administration

- Equity:
  Ensuring that similarly situated employees that have equivalent responsibilities with equivalent degree of knowledge, skills, experience, productivity and seniority are compensated at a comparable rate.

- Restructuring:
  A reorganization of a college department or unit with a view to achieving greater efficiency or to adapt to changing needs. Appropriate justification includes a written plan of the reorganization.

# NON-FACULTY PAY PLAN
# FY 2020-2021

## EXEMPTION STATUS

All positions are classified as exempt or non-exempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA) under the US Department of Labor. In order to be exempt, the employee's primary duties must fall under one of the exemptions, as defined by federal regulations, and the employee must be compensated on a salary basis. Employees who do not meet the legal requirements for exemption are classified as non-exempt. See the United States Department of Labor website for additional FLSA information (http://www.dol.gov/whd/flsa/). All FLSA reviews are assessed and determined by the Director of Human Resources following the duties test of each exemption status.

Non-exempt employees shall be compensated on a salary basis for all hours worked each week and shall be compensated for overtime in accordance with federal regulations and the College's compensation plan. Non-exempt employees must record *all time worked* in the college's timekeeping system.

Non-exempt employees shall not work beyond their scheduled work hours unless authorized in writing, in advance, by the appropriate supervisor. Non-exempt employees shall be compensated through compensatory time off or direct pay for the additional hours worked beyond 40 in a workweek, at a rate of time and one-half the employee's normal pay rate. Employees may not earn and take compensatory time within the same workweek. Adjusted schedules shall be documented by the employee and approved in advance by the appropriate supervisor.
https://admin.southtexascollege.edu/president/policies/pdf/4000/4520.pdf

## BOARD APPROVED SALARY PAY 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 (effective September 1).

# NON-FACULTY PAY PLAN
# FY 2020-2021

## COMPENSATION METHODOLOGY

Work-related experience:

- Compensation setting is based solely on work related experience listed on employment history of the submitted application
- Relevant work experience compared against the job description and accounted for at 1:1 ratio; partial credit may be applied for relevant duties
- Part-time work experience is accounted for 2:1 ratio
- Internships and Voluntary work are not accounted as credits towards salary placement.

| Work Experience Credit Methodology | |
|---|---|
| Time | Equates |
| 5 Months | .25 Year |
| 6 Months – 8 Months | .50 Year |
| 9 Months – 11 Months | .75 Year |
| 12 Months | 1 Year |

## INTERNAL EQUITY

Internal equity is an assessment that attempts to identify and address inequities in compensation between employees who are considered similarly situated and are performing similarly. Internal equity does not attempt to make pay exactly the same for employees simply because they are in the same job title, but rather considers the similarities and dissimilarities in experience, education, skills, abilities and record of job performance, and aligns the pay fairly and equitably based on those factors.

## MOVEMENT TO A LOWER SALARY RANGE

A voluntary demotion occurs when an existing employee applies for and is competitively selected as the most qualified candidate for an existing vacant position within a pay grade lower than their current job. Because the employee voluntarily applied for and accepted a lower graded job, the employee will not receive an increase in salary. If the employee's current salary aligns with the internal equity of the new pay grade, the employee's salary will not be impacted. If the employee's current salary does not align with the internal equity of the new pay grade, the employee's salary may be frozen, up to a maximum of five years, and the employee may not be eligible to receive additional pay increases until parity is reached.

## LATERAL JOB CHANGE

While taking a different position may prepare an employee for career advancement by enabling them to broaden their skills, not all job changes will result in an increase in salary. A lateral transfer occurs when an existing employee is competitively (position was posted) selected as the most qualified candidate for an existing vacant position within the same pay grade of their current job.

For a competitive (posted and selected) lateral job change, a salary increase may be considered only if duties of the new position are substantially different and in review of internal equity of similar situated positions within grade. If an increase is approved the increase amount shall not exceed 3%. Any exception to this guideline will require additional justification, an internal equity review, and approval of the appropriate vice president.

## ADJUSTING PAY-RANGE STRUCTURES

The Office of Human Resources will review the compensation plan every two years; adjustments may be recommended as needed to maintain pay range alignment with external job markets.

## REINSTATEMENT AFTER BREAK-IN-SERVICE

A non-faculty employee who is rehired following a break-in-service that is less than 30 days shall be reinstated at the same salary previously paid if hired for the same position. If rehired for a different position or rehired following a break-in-service greater than 30 days, the employee's salary is calculated according to procedures for new hires.

## SPECIAL ASSIGNMENTS AND INTERIM STIPENDS

SPECIAL ASSIGNMENTS

Compensation in excess of base salary is a temporary adjustment of total compensation, ex. Interim stipend or special assignment, which must be specified and approved in writing prior to work commencing 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 (for Special Assignments not already identified in the South Texas College Pay Plan). **Special Assignments are not allowed for part-time staff, classified staff, or professional support non-exempt staff.**

INTERIM STIPENDS

An interim stipend may be approved for an employee who is assigned different duties on an interim (or acting) basis, or because of the need for additional assignments associated with a special time-limited project, in the same (or higher) position.

An interim stipend is a management-initiated practice paid at the discretion of the College President. The effective dates for beginning and ending temporary interim stipends are also at the college's discretion. The appropriate Vice President may recommend this temporary salary adjustment, with appropriate review by Human Resources for equity, with final approval by the President.

An interim stipend is discontinued when the employee no longer performs the additional assignment(s) or position has been filled.

The amount of the temporary interim stipend shall not be the basis for calculating vacation settlements if the employee ends full-time employment with the college. Annual salary pay increase received during a temporary assignment shall not be based on the base salary including the interim stipend; salary increase is only calculated on annualized base pay.

## 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 |

Educational supplements for eligible full-time non-faculty employees 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 added to the annual base salary for eligible employees who have obtained a higher degree than the minimum required for the position. There is no board approved provision for additional compensation for licenses/certifications.

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 2020-2021 NON-FACULTY 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 - C | $35,568.00 | $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, 1 year of directly related experience will equate to a 1-year certificate; 2 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.

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

# GRANT FUNDED EMPLOYEES PAY PLAN
# FY 2020-2021

## 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, Workforce Training and Economic Development (or assigned designee).

# DIRECT WAGE EMPLOYEES PAY PLAN
# FY 2020-2021

A direct wage employment position is a temporary, hourly, and part-time assignment. Direct wage employees are employed on an as needed, non-contractual, at-will basis with no expectation of continued employment and are contingent on availability of funds.

## 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 $9.00 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 PAY PLAN
# FY 2020-2021

## WORKSTUDY AND VALLEY SCHOLAR PROGRAMS

Students hired through the Financial Aid Workstudy program are paid a wage of $9.00 per hour. Students hired under Valley Scholar Program are paid a wage of $9.00 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.

# CENTERS FOR LEARNING EXCELLENCE (CLE)PAY PLAN FY 2020-2021

## STUDENT LEARNING ASSISTANT

| Awarded Degree (Base Pay) | Base Pay rate per hour | Certification | Pay with CRLA Certification |
|---|---|---|---|
| HS Diploma/GED | $9.00 | | |
| | | CRLA I | $9.25 |
| | | CRLA II | $9.50 |
| | | CRLA III | $10.00 |
| College Certificate | $9.25 | | |
| | | 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 |
| Doctorate | $11.00 | | |
| | | CRLA I | $11.50 |
| | | CRLA II | $12.00 |
| | | CRLA III | $12.50 |

# CENTERS FOR LEARNING EXCELLENCE (CLE)PAY PLAN FY 2020-2021

## SUPPLEMENTAL INSTRUCTION LEADER

| Awarded Degree (Base Pay) | Base Pay rate per hour | Certification | Pay with CRLA Certification |
|---|---|---|---|
| HS Diploma/GED | $9.25 | | |
| | | 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 |
| Doctorate | $11.50 | | |
| | | CRLA I | $12.00 |
| | | CRLA II | $12.50 |
| | | CRLA III | $13.00 |

# CENTERS FOR LEARNING EXCELLENCE (CLE)PAY PLAN FY 2020-2021

**Center for Learning Excellence (CLE) DW Staff (Non-SLA) Pay Plan FY 2020-2021**
**Customer Service Clerks and Testing Technicians**

| Awarded Degree | Pay rate per hour |
|---|---|
| HS Diploma/GED | $9.00 |
| College Certificate | $9.25 |
| Associates | $9.50 |
| Bachelors | $9.75 |
| Masters | $10.00 |
| Doctorate | $10.50 |

**Center for Learning Excellence (CLE) Part-time Learning Excellence Specialist FY 2020-2021**

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

**Center for Learning Excellence (CLE) Part-time Academic Coach FY 2020-2021**

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

# FACULTY COMPENSATION
# PURPOSE AND FACULTY CATEGORIES
# FY 2020-2021

## 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.

## FACULTY CATEGORIES

**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.

**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.

**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.

***Core Values***

*Student Success: We are committed to the personal, academic and career goals of each student.*

Refer to the Comparison Chart (page 32) 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.

# FACULTY TERMINOLOGY AND COMPENSATION FY 2020-2021

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

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

**CONDITIONS OF EMPLOYMENT**: As per Board Policy 3800, Full-Time Regular Faculty may be required to teach at any of the College's campuses or teaching sites during time periods that fall outside 8:00 am to 5:00 pm, and/or dual credit courses at high schools throughout the College's service area. In addition, Full-Time Regular Faculty are expected to work an equivalent of 40 hours per week that includes:

- Teaching a minimum of 30 Lecture Hour Equivalents (LHE's) per academic year (Fall and Spring semesters).
- Maintaining a minimum of 5 regularly scheduled and posted office hours for students per instructional week.
- 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.

**TEACHING LOAD**: As per Board Policy 3800 Full-Time 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.

**INSTRUCTIONAL CONTINUITY:** As per Board Policy 3111, the Office of the Vice President is authorized to establish an Instructional Continuity Plan that provides the necessary guidelines to support instructional continuity in the event of a natural disaster, pandemic, or other adverse event that affects instruction. This plan requires the use of the College's Learning Management System (LMS) and facilitates college-wide coordination to maintain ongoing instructional activities.

**FACULTY READINESS FOR INSTRUCTIONAL CONTINUITY:** As per Board Policy 4411, all Full Time Faculty, Lecturers, Adjunct Faculty, and Dual Credit Faculty teaching courses at or on behalf of South Texas College must complete the College's Instructional Continuity training. This training is developed in collaboration with the Office of the Vice President for Academic Affairs and the other divisions at no cost to the faculty, and is updated as necessary. All Faculty are required to update their certification as needed to ensure their preparedness under the Instructional Continuity Plan.

## COMPENSATION TERMINOLOGY

**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.

**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

***Core Values***

*Excellence: We are committed to excellence and innovation in teaching, learning, and services.*

**OVERLOAD PAY**: As per Board Policy 3800, teaching load of above 15 LHEs 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**: As per Board Policy 3800, 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. The Division Dean is responsible for reporting underloads to the Vice President for Academic Affairs and the Office of Human Resources in a timely manner.

**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, all salary or future academic years will be paid in the same manner unless a new authorization electing to receive pay over a different pay option is submitted to the Office of Human Resources prior 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.

***Core Values***

*Opportunity: We are committed to providing access and support for students to achieve their academic and career goals.*

**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 (refer to pg. 35).

# FACULTY COMPENSATION
# COMPARISON CHART BY FACULTY CATEGORY
# FY 2020-2021

| COMPARISON CHART BY FACULTY CATEGORY | | | |
|---|---|---|---|
| **Criteria** | **Full-Time Regular Faculty** | **Lecturer Faculty** | **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 | Compensated based on academic attainment level and prior work and/or teaching experience following board approved salary plan tables and compensation guidelines | 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 10 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** | Eligible | Ineligible | Ineligible |
| **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** | **Required:**<br>College-Wide Professional Development<br>Instructional Continuity Certification | **Required:**<br>College-Wide Professional Development<br>Instructional Continuity Certification<br><br>**Optional but Recommended:**<br>Academies | **Required:**<br>Adjunct Professional Development<br>DELTA Academy: To be completed within first year of employment<br>Instructional Continuity Certification |
| **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 |
| **Commencement** | Yes<br>Attend one ceremony (Fall or Spring) per Academic Year | Optional – Not Required | No |

# FACULTY COMPENSATION
# SALARY PLACEMENTS FOR NEW FACULTY
# FY 2020-2021

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.

**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.

| Step | Associate | Assoc + 30 | Bachelor | Bach + 18 | Master | Master + 30 | Doctorate | Step |
|---|---|---|---|---|---|---|---|---|
| 0 | $39,111 | $39,609 | $40,106 | $41,533 | $43,192 | $45,714 | $48,438 | 0 |
| 1 | $40,089 | $40,599 | $41,109 | $42,572 | $44,272 | $46,857 | $49,649 | 1 |
| 2 | $41,091 | $41,614 | $42,137 | $43,636 | $45,379 | $48,029 | $50,890 | 2 |
| 3 | $42,118 | $42,655 | $43,190 | $44,727 | $46,513 | $49,230 | $52,163 | 3 |
| 4 | $43,171 | $43,721 | $44,270 | $45,845 | $47,676 | $50,460 | $53,467 | 4 |
| 5 | $44,250 | $44,814 | $45,377 | $46,991 | $48,868 | $51,722 | $54,803 | 5 |
| 6 | $45,356 | $45,934 | $46,511 | $48,166 | $50,089 | $53,015 | $56,174 | 6 |
| 7 | $46,490 | $47,083 | $47,674 | $49,370 | $51,342 | $54,340 | $57,578 | 7 |
| 8 | $47,653 | $48,260 | $48,866 | $50,604 | $52,625 | $55,699 | $59,017 | 8 |

# FACULTY COMPENSATION
# SALARY PLACEMENTS FOR NEW FACULTY
# FY 2020-2021

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 for levels I – IV in the prior fiscal year will be placed into the next step (shaded area) at current salary and remain at that level. Faculty who have reached the maximum step for levels V – VII will remain at maximum step 30. 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 04, 2020 to be effective for the Fall 2020 semester, or by March 05, 2020 to be effective for the Spring 2020 semester. 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.

5. Adjunct (part-time) teaching experience is equated on a 2-to-1 ratio.

**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.

| | 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 | $39,111 | $39,609 | $40,106 | $41,533 | $43,192 | $45,714 | $48,438 | 0 |
| 1 | $40,089 | $40,599 | $41,109 | $42,572 | $44,272 | $46,857 | $49,649 | 1 |
| 2 | $41,091 | $41,614 | $42,137 | $43,636 | $45,379 | $48,029 | $50,890 | 2 |
| 3 | $42,118 | $42,655 | $43,190 | $44,727 | $46,513 | $49,230 | $52,163 | 3 |
| 4 | $43,171 | $43,721 | $44,270 | $45,845 | $47,676 | $50,460 | $53,467 | 4 |
| 5 | $44,250 | $44,814 | $45,377 | $46,991 | $48,868 | $51,722 | $54,803 | 5 |
| 6 | $45,356 | $45,934 | $46,511 | $48,166 | $50,089 | $53,015 | $56,174 | 6 |
| 7 | $46,490 | $47,083 | $47,674 | $49,370 | $51,342 | $54,340 | $57,578 | 7 |
| 8 | $47,653 | $48,260 | $48,866 | $50,604 | $52,625 | $55,699 | $59,017 | 8 |
| 9 | $48,606 | $49,225 | $49,843 | $51,616 | $53,678 | $56,813 | $60,198 | 9 |
| 10 | $49,578 | $50,209 | $50,840 | $52,649 | $54,751 | $57,949 | $61,402 | 10 |
| 11 | $51,130 | $51,214 | $51,857 | $53,702 | $55,846 | $59,108 | $62,630 | 11 |
| 12 | | $52,238 | $52,894 | $54,776 | $56,963 | $60,290 | $63,882 | 12 |
| 13 | | $53,283 | $53,952 | $55,871 | $58,103 | $61,496 | $65,160 | 13 |
| 14 | | $54,348 | $55,031 | $56,989 | $59,265 | $62,726 | $66,463 | 14 |
| 15 | | $55,163 | $55,856 | $57,844 | $60,154 | $63,667 | $67,460 | 15 |
| 16 | | | $56,694 | $58,711 | $61,056 | $64,622 | $68,472 | 16 |
| 17 | | | $57,544 | $59,592 | $61,972 | $65,591 | $69,499 | 17 |
| 18 | | | $58,407 | $60,486 | $62,901 | $66,575 | $70,542 | 18 |
| 19 | | | $59,284 | $61,393 | $63,845 | $67,573 | $71,600 | 19 |
| 20 | | | $60,173 | $62,314 | $64,802 | $68,587 | $72,674 | 20 |
| 21 | | | | | $65,775 | $69,616 | $73,764 | 21 |
| 22 | | | | | $66,761 | $70,660 | $74,870 | 22 |
| 23 | | | | | $67,763 | $71,720 | $75,993 | 23 |
| 24 | | | | | $68,779 | $72,796 | $77,133 | 24 |
| 25 | | | | | $69,811 | $73,888 | $78,290 | 25 |
| 26 | | | | | $70,509 | $74,627 | $79,073 | 26 |
| 27 | | | | | $71,214 | $75,373 | $79,864 | 27 |
| 28 | | | | | $71,926 | $76,127 | $80,662 | 28 |
| 29 | | | | | $72,645 | $76,888 | $81,469 | 29 |
| 30 | | | | | $73,372 | $77,657 | $82,284 | 30 |

# FACULTY COMPENSATION
# NURSING AND ALLIED HEALTH STIPENDS
# FY 2020-2021

## STIPENDS - NURSING & ALLIED HEALTH

The Educational, Certification, and Professional Stipends related to the Nursing & Allied Health Division are listed and budgeted in the College Staffing Plan.

**Educational Stipend:** Nursing and Allied Health Faculty will receive an educational stipend based on his/her educational degree when entering any of the following programs:

- Bachelors of Nursing
- Associate Degree Nursing
- Diagnostic Medical Sonography
- Occupational Therapy Assistant
- Patient Care Assistant
- Pharmacy Technology
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Therapy
- Vocational Nursing

Faculty are ineligible to receive the educational stipend if they are hired within another NAH department (or another academic division) that does not require specific certification and/or professional experience necessary to instruction.

To qualify for the educational stipend, the degree earned must be directly related to the teaching discipline or credential requirement(s) for the field.

- Bachelor's degree - $3,000*
- Master's degree - $8,000*
- Doctorate degree - $13,000*

*Any update regarding educational degree within the fiscal year will be applicable for the next fiscal year. Appropriation of educational stipends is contingent upon availability of funds for the current fiscal year.

The table below lists the NAH credentialed degrees and majors.

| NAH CREDENTIALED DEGREES & MAJORS | |
|---|---|
| **Degree** | **Majors Related to Teaching Discipline** |
| **Bachelor's Degree** | • Bachelor of Applied Technology<br>o Computer & Information Technology*<br>o Health Services Technology**<br>o Medical and Health Services Management*<br>o Technology Management*<br>• Bachelor of Applied Science<br>o Organizational Leadership*<br>• Bachelor of Science<br>o Nursing |
| **Master's Degree** | • Master of Arts<br>o Communication**<br>o Educational Leadership and Administration**<br>o Nursing<br>o Teaching**<br>• Master of Education<br>o Adult Education**<br>o Educational Leadership**<br>o Educational Technology**<br>o Learning and Teaching**<br>• Master of Physical Therapy<br>o Physical Therapy<br>• Master of Nursing<br>o Psychiatric Nursing<br>• Master of Science<br>o Health Science**<br>o Instructional Technology**<br>o Nursing<br>o Nursing Administration**<br>o Nursing Education**<br>o Perinatal Nursing<br>o Physical Therapy<br>• Master of Science in Nursing<br>o Emergency Practitioner**<br>o Family Nurse Practitioner<br>o Neonatal Practitioner**<br>o Nurse Practitioner- Family<br>o Nursing<br>o Nursing Administration**<br>o Nursing Education**<br>o Nursing Health Care Education**<br>o Pediatric Practitioner**<br>o Perinatal Nurse Practitioner<br>o Prenatal/Nurse Practitioner |
| **Doctorate Degree** | • Doctorate of Nursing Practice<br>o Educational Leadership**<br>o Nursing<br>o Nursing Practice<br>• Doctorate of Occupational Therapy<br>o Occupational Therapy- Education<br>• Doctorate of Pharmacy<br>o Pharmacy<br>• Doctorate of Philosophy<br>o Education**<br>o Educational Management**<br>o Educational Technology**<br>o Nursing |

*Diagnostic Sonography, Patient Care, Radiologic Technology, Radiology, and Respiratory Therapy offer terminal degrees. Faculty teaching in these disciplines who earn a higher degree, and whose coursework is related to Nursing and/or Allied Health, are eligible to receive the educational stipend.

**Requires transcript review of coursework. The coursework must be 50% or more related to Nursing and/or Allied Health.

**Certification and Professional Stipends:** Nursing and Allied Health Faculty who teach in any of the following programs listed below and have attained additional certification and/or professional experience that are necessary to instruction are eligible to receive a salary stipend as outlined below. Faculty are ineligible to receive the salary stipend if they are hired within another NAH department that does not require specific certification and/or professional experience necessary to instruction.

***Core Values***

*Community: We are committed to equitable results through inclusion, diversity, collaboration, and engagement.*

**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*

Occupational Therapy Assistant/Physical Therapy Faculty with:

- Three years to five years of Fieldwork Experience = $5,000*
- Six years and above of Fieldwork Experience = $10,000*

*Appropriation of certification and professional stipends is contingent upon availability of funds for the current fiscal year.

**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 COMPENSATION
# ADJUNCT AND OVERLOAD PAY RATES
# FY 2020-2021

## RATES PER LECTURE HOUR EQUIVALENT (LHE)

**FY 2020-2021 Adjunct/Overload LHE Rate**

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

## 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.

**Adjunct Faculty** will be paid according to the FY 2020-2021 Adjunct/Overload LHE Rate. Adjunct Faculty are limited to ten (10) LHE's per semester (refer to Board Policy 3809). 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) LHEs. 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 - 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 04, 2020 to be effective for the Fall 2020 semester, by March 5 2021 to be effective for the Spring 2021 semester.

# FACULTY COMPENSATION
# FACULTY SUMMER PAY RATES
# FY2020-2021

**FY2020-2021 Adjunct/Overload LHE Rate**

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

**Full-Time Faculty Summer Teaching Assignment**
Compensation for Full-Time Regular Faculty during the summer terms will follow the same pay plan as for Overload and Adjunct assignments.

**Review and Approval:** All teaching loads in excess of 15 LHE's during Summer I, Summer II, or Summer III sessions combined, requires a justification memo to 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, requires a justification memo to 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.

| Full-Time Regular Faculty - Summer Teaching Assignments | | | |
|---|---|---|---|
| Summer I or Summer II | Summer III Only | Combined Summer Sessions Summer I, II,III | Approval Process |
| LHEs | LHEs | LHEs | |
| Up to 9 | Up to 9 | Up to 9 | Chair Only |
| 9.01 – 12 | 9.01 - 12 | 9.01 - 12 | Chair and Division Dean |
| 12.01 and over | 12.01 and over | 12.01 and over | Chair, Division Dean, and VPAA |
| | | Pre-Approval Required | |
| | | 15 and over Emergencies Only | Chair, Division Dean, and VPAA Justification Memo Required |

## Adjunct Faculty Summer Teaching Assignment

***Core Values***

*Integrity: We are committed to being respectful, professional, honest, accountable, and transparent.*

During the summer, Adjunct Faculty may teach up to 10 LHEs. This total includes all courses taught during Summer Session I, II, and III (Refer to Board Policy 3809).

Adjunct teaching loads in excess of two (2) courses* (up to 10 LHEs) during the combined Summer Sessions (I, II, III) must be approved by the Dean and the Vice President for Academic Affairs.

**Review and Approval:** The Chair is required to submit a memorandum to the Division Dean and the Vice President for Academic Affairs, requesting approval for those Faculty who have teaching loads that exceed two courses (up to 10 LHEs) prior to the teaching assignment.

| Adjunct Faculty - Summer Teaching Assignments<br>Lecturers become Adjuncts in the Summer | | |
|---|---|---|
| **Summer Session** | **LHEs Allowed** | **Approvals** |
| Summer I, II, III | May teach up to 10 LHEs combined (I, II, III) | Chair and Division Dean |
| | **Pre-Approval Required** | |
| Summer I, II, III | Excess of two courses combined (I, II, III) | Chair, Division Dean, and VPAA Justification Memo Required |

*Refers to a standard 3-LHE course.

# FACULTY COMPENSATION
# NURSING AND ALLIED HEALTH SUMMER EXTENSIONS
# FY 2020-2021

Nursing and Allied faculty are hired with 9-month contracts with required teaching load of 15 LHEs per Fall and Spring semester (16 weeks). Since some programs run year-round, faculty are given extensions to assure courses are covered during the summer months with required teaching loads. The salary for summer extensions are Board approved through the Staffing Plan (Refer to Board Policy 4100).

Faculty with summer extensions are expected to work as per the table below. All LHE's above the required load will be considered overload. In cases where an extension is not on the Staffing Plan, and is necessary, then funding for the extension will be compensated through the division instructional pools. The NOE and justification memo is required and the dollar amount will be calculated by Human Resources.

| Summer Extension for NAH Minimester Sessions | | | Required Load |
|---|---|---|---|
| **Months** | **Weeks** | **Days** | **LHE** |
| 1 month | 4 - 5 weeks | NAH Minimester Sessions | 4 LHEs |
| 1.5 months | 6 weeks | NAH Minimester Sessions | 6 LHEs |
| 2 months | 8 - 9 weeks | NAH Minimester Sessions | 8 LHEs |
| 3 months* | 12 weeks | June 1 – August 31 | 40-hour work week |

*Based on accreditation requirements from the Texas Board of Nursing, the following three (3) programs require that the program chair is assigned with a 3-month extension to be available year-round to maintain accreditation and licensure requirements.

- Bachelor of Science in Nursing
- Associate Degree Nursing
- Vocational Nursing

The Office of Human Resources classifies the three (3) program chairs as faculty with 12-month contracts and they earn vacation days similar to full-time staff and are expected to work 40-hours per week during the year.

# FACULTY COMPENSATION
# SPECIAL ASSIGNMENTS NON-TEACHING
# FY 2020-2021

**Special Assignments Non-Teaching must be 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.**

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. 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.

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,** Faculty are invited to support these activities by accepting a non-teaching special assignment, which they fulfill in addition to their required teaching load and faculty responsibilities.

**Review and Approval:** The request is reviewed and approved by the immediate Supervisor, Division Dean, the Vice President for Academic Affairs and the Executive Vice President. Special assignments requested at the Vice President level is submitted to the Executive Vice President for review and approval. The Office of Human Resources reviews and approves all requests prior to assignment start date.

**Compensation for Non-Teaching Assignments:** The compensation for the special assignment depends on the extent of time and effort required for the assignment and can be compensated by one of the following:

- Stipends
- Overload Pay / LHE-based
- Course Release

# SPECIAL ASSIGNMENTS: NON-TEACHING

***Must be submitted for approval prior to assignment start date.***

## METHOD OF COMPENSATION

### OVERLOAD PAY / LHE-BASED

Full-Teaching Load (15 LHEs) plus Non-Teaching Work

**Reference Examples**

Non-Teaching Assignments - Pay Plan
Assistant Chair
Dual Credit Faculty Coordinator
Program Coordinator

**Occurrence**

Fall, Spring, and Summer

**Required Documents**

NOE Required
Justification Memo with Duties
Argos 1F5 Teaching Schedule
Weekly Schedule based on Calculation of Required Clock Hours

### STIPEND

Flat Rate or Fixed Amount

**Reference Examples**

Staffing Plan - Chair Stipends
Assistant Dean Stipends

**Occurrence**

Fall, Spring, and Summer

**Required Documents: FA/SP**

NOE Required
Justification Memo with Duties
Argos 1F5 Teaching Schedule
Weekly Schedule based on Calculation of Required Clock Hours

**Required Documents: SU**

NOE for each semester
Justification Memo with Duties

### COURSE RELEASE

Released from Teaching Full Load
Ranges from 1 - 5 courses

**Reference Example**

Interim Assignments
Assistant Deans
Chairs

**Occurrence**

Fall and Spring

**Required Documents**

NOE Not Required
Justification Memo
Argos 1F5 Teaching Schedule
Weekly Schedule

## Comparison: Non-Teaching Assignments

The table below shows the comparison between the two methods of Non-Teaching Faculty Assignments.

| COMPARISON CHART FOR NON-TEACHING ASSIGNMENTS | | |
|---|---|---|
| **Criteria** | **Course Release** | **Overload Pay Based on LHEs** |
| Compensation and Expectation | • Released from teaching load. Number of course release (1 to 5 courses) depending on the extent of the assignment.<br>• Perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the special assignment. | • Compensated based on LHEs. Number of LHEs depends on the deliverables and duties (overload pay).<br>• Perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the special assignment |
| Timeline and Approval | • Request should be submitted several weeks prior to assignment start date, so that proper approval is secured.<br>• Request must be submitted to immediate supervisor, Division Dean, VPAA, and HR for review and approval.<br>New Special assignments not listed in the Pay Plan is submitted to the VPAA, HR, and the President for review and approval. | |
| Required Documentation | • NOE (Notice of Employment) is not required.<br>• Justification memo detailing specific duties and responsibilities, timeline, and deliverables to fulfill the assignment. | • NOE (Notice of Employment) is required.<br>• Justification memo detailing specific duties and responsibilities, timeline, and deliverables to fulfill the assignment. |
| Assignment Hours/ Clock Hours | • Required clock hours based on number of course release.<br>• Calculation of clock hours based on the Calculation of Required Clock Hours for Course Release Chart.<br>• Weekly assignment hours must be published to the person supervising the non-teaching assignment. The weekly schedule indicates the required administrative hours for the non-teaching responsibilities of their assignment. | • Required clock hours based on number of LHEs.<br>• Calculation of clock hours based on the on the Calculation of Required Clock hours based on Overload Pay Chart.<br>• Weekly assignment hours must be published to the person supervising the non-teaching assignment. The weekly schedule indicates the required administrative hours for the non-teaching responsibilities of their assignment. |

**Compensation: Non-Teaching Assignment Based on Course Release**

- **Description:** Faculty is released from teaching their full load. Depending on the extent of the assignment, faculty may be released from teaching 1 to 5 courses based on a 3 LHE course.

- **Review and Approval:** The request for a Course Release is submitted through a justification memo, which describes the activities that need to be completed. This memo is routed to the Office of the Vice President for Academic Affairs, the Executive Vice President, and the Office of Human Resources for approval. An NOE (Notice of Employment) is not required. The course release assignment for faculty is compensated through their base pay. The faculty 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.

**Calculation of Required Clock Hours Based on Course Release for a 40-hour Work Week**

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

**Compensation: Non-Teaching Assignment Based on Overload Pay**

- **Description:** Faculty are required to fulfill their full load of teaching and in addition, may accept to do additional non-teaching work as a special assignment. Since this is extra work for extra pay, 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.

- **Review and Approval:** The request for the non-teaching assignment listed in the FY2020-2021 Pay Plan 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 to fulfill the assignment. An NOE is created based on overload pay and the LHE is determined based on the extent of the activity. 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 Executive Vice President for review and approval. The Office of Human Resources reviews and approves all requests prior to assignment start date. New or existing special assignments not listed in the pay plan requires the following approvals: Executive Vice President, President, and Human Resources.

**Guidelines for Calculating Clock Hours for Non-Teaching Assignments Based on Overload Pay Rate is presented in the table below. Additional weeks (full table) can be found in Appendix A.**

**Calculation of Required Clock Hours**

| Base Information | | | | Clock Hours Based on # of Weeks | | | | |
|---|---|---|---|---|---|---|---|---|
| LHE | Actual Hours | Rounded Hours | Total Hours-16 weeks | 16 | 8 | 6 | 5 | 4 |
| 6 | 7.98 | 8.00 | 128 | 8.00 | 16.00 | 21.25 | 25.50 | 32.00 |
| 5 | 6.65 | 6.75 | 108 | 6.75 | 13.50 | 18.00 | 21.50 | 27.00 |
| 4 | 5.32 | 5.25 | 84 | 5.25 | 10.50 | 14.00 | 16.75 | 21.00 |
| 3 | 3.99 | 4.00 | 64 | 4.00 | 8.00 | 10.75 | 12.75 | 16.00 |
| 2 | 2.66 | 2.75 | 44 | 2.75 | 5.50 | 7.25 | 8.75 | 11.00 |
| 1 | 1.33 | 1.25 | 20 | 1.25 | 2.50 | 3.25 | 4.00 | 5.00 |

* Each LHE averages to 1.33 clock hours. Rounded up or down to the nearest quarter.
.25 = 15 minutes .50 = 30 minutes .75 = 45 minutes

- **Formula to Establish the Non-Teaching Required Clock Hours**

  The formula used to establish the clock hour for non-teaching assignment was based on a faculty who teaches a class (3 LHEs) and is paid at the adjunct/overload rate. Below is an example of estimated hours that Faculty devote to teach such course.

| | | |
|---|---|---|
| Monday | 6:30 – 7:50 (class time) | 1 hour 20 minutes |
| Wednesday | 6:30 – 7:50 (class time) | 1 hour 20 minutes |
| Wednesday | 5:30 – 6:30 (office hour) | 1 hour |
| Weekly preparation/meetings/students | | 20 minutes |

Based on this formula, a 3 LHE non-teaching assignment will equal to 4 actual clock hours.

**Below is the formula used to calculate the Required Clock Hours for different assignment weeks.**

**FORMULA**

**Base Information**

| # of LHEs | = | Total Hours Required for a 16 week Assignment | ÷ | Number of Weeks for the Assignment | = | Total Clock Hours per Week Based on Assignment Period |
|---|---|---|---|---|---|---|

**EXAMPLE: 2 LHEs for 12 week assignment**

| **2** | **=** | **44** | **÷** | **12** | **=** | **3.66 = 4** |
|---|---|---|---|---|---|---|
| # of LHEs | = | Total Hours Required for a 16 week Assignment | ÷ | Number of Weeks for the Assignment | = | Total Clock Hours per Week Based on Assignment Period |

## EXAMPLES OF NON-TEACHING ASSIGNMENTS

The list below provides examples of non-teaching assignments categorized by focus areas. Special assignments may be created based on College needs not listed with approval of the Executive Vice President, President, and Human Resources.

| EXAMPLES OF NON-TEACHING ASSIGNMENTS | | |
|---|---|---|
| **Focus Area** | **Special Assignment Title** | **Compensation Based on Estimated LHE*** |
| **Office of the Vice President for Academic Affairs** | • Higher Education Center Coordinator | 3 |
| | • Special Projects and Initiatives | DA** |
| | • Special Assistant- Office of VPAA (LHE and Course Release) | DA** |
| | • Meta-Major Facilitator | 3 |
| | | |
| **Program-Related Activities** | • Coordinator for Center for Mexican American Studies | 6 |
| | • Conversion of Applied F2F Courses to Online Courses | 1 – 2 |
| | • Conversion of Traditional Courses to Competency-Based Courses | DA** |
| | • Co-Requisite Coordinator | DA** |
| | • Creation of Departmental Master Courses with Open Educational Resources<br>o To develop Open Educational Resources (OER)-Based Courses in targeted disciplines. The LHEs will be distributed as follows: One faculty member would be assigned as lead (2 LHEs) to ensure all special assignment responsibilities are completed in a timely manner in collaboration with the Distance Learning Department. Two additional faculty members participating in the assignment will receive 1LHE each for completing their portion of the assignment.<br>o Compensation will occur at the end of the assignment and if all required activities has been completed. | 4 |
| | • Creation of Individual Courses using Open Educational Resources (non-Departmental Master Courses)<br>o To develop Open Educational Resources (OER)-Based Course. One (1) LHE will be distributed to one faculty member. The faculty member would be responsible to complete a course creation/conversion to OER in collaboration with the Distance Learning Department. The OER Course could be used for traditional F2F and online/hybrid.<br>o Compensation will occur at the end of the assignment and if all required activities has been completed. | 1 |
| | • Credit to Non-Credit Program Development | DA** |
| | • Exam Soft Coordinator | 3 |
| | • New Program Development | 1 – 3 |
| | • Program Accreditation or Reaccreditation | 3 – 4 |
| | • QEP Coordinator | DA** |
| | • Science Olympiad Coordinator | 4 |
| | • Study Abroad Coordinator | 4 |
| | • Summer Camps – Activities | 1 – 2 |
| | • Theater Support Production | 1-3 |
| | • VITA Program Coordinator | 3 |
| | | |
| **Professional Development** | • Online DELTA Course Facilitator | 3 |
| | • Teaching and Learning Academy Facilitator | 3 |

| Focus Area | Special Assignment Title *Cont'd* | Compensation Based on Estimated LHE* |
|---|---|---|
| **Nursing and Allied Health Division** | • Associate Degree Nursing Program<br>Based on the Texas Board of Nursing recommendation, the following Special Assignments have been created to support the Nursing Program enrollment: | |
| | o ADN Preceptor Coordinator<br>Responsible for planning, coordinating, facilitation, administration, and monitor activities on behalf of the academic program and in coordination | 4 |
| | o Clinical Coordinator<br>Responsible for submission of clinical rosters to clinical agencies, preparation of clinical calendar; scheduling of math exams; preparation of clinical syllabus; ensures all clinical requirements are aligned and consistent among levels; organizes clinical orientation; ensures clinical site | 1 |
| | o Concept Coordinator<br>Responsible for initiation of course calendar, collaboration with the team to ensure concepts are aligned, conducts peer review examinations, designs and remediation strategies towards a plan of action for student's success, | 1 |
| | o Faculty Mentor Coordinator<br>Responsible for provision of information, support, and faculty development for newly hired academic nurse educators and introduces relevant processes, guidelines, and resources within the department and the | 1 |
| | o Skills Coordinator<br>Responsible for initiation of skills course calendar, preparation of skills calendar schedule, collaboration with the team to ensure nursing skills concepts are aligned, conducts peer review of psychomotor nursing procedural skills and develops remediation strategies towards plan of action | 1 |
| | • OTA Fieldwork Coordinator<br>o 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. | 4 |
| | • Patient Care Assistant Program<br>o Regional Test Site Coordinator for National Association of Credential Evaluation Services (NACES). | 4 |
| | • Pharmacy Technology Clinical Education Director<br>o Responsible for administration, planning, development, and evaluation of general effectiveness of clinical sets, preceptors and experiences for students enrolled in the Pharmacy Technology program according to | 4 |
| | • PTA Academic Coordinator of Clinical Education Director (ACCE)<br>o Responsible for planning, coordinating, continuous review, facilitation, administration, and monitoring activities on behalf of the academic program and in coordination with academic 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 | 4 |
| | • Respiratory Therapy Clinical Education Director<br>o Responsible for organization, administration, continuous review, planning, development, and general effectiveness of clinical experiences for students enrolled in the respiratory care program. | 4 |
| | • VN Clinical Program Coordinator<br>o Responsible for planning, coordinating, continuous review, facilitation, administration, and monitoring activities on behalf of the academic program and in coordination with academic clinical faculty. In addition, the VN Clinical Program Coordinator is responsible for the ongoing development of clinical education faculty and the program's compliance with BON accreditation requirements related to clinical education. | 4 |

*The number of LHEs listed for each Special Assignment is the recommended LHE amount. Based on the expected duties and responsibilities for the assignment, the number of LHEs may change.

**DA- Depends on Assignment for that semester.

# FACULTY COMPENSATION
# GRANT FUNDED NON-TEACHING ASSIGNMENTS
# FY 2020-2021

## GRANT FUNDED NON-TEACHING ASSIGNMENTS

Many grants at South Texas College include specific activities and professional development/trainings as part of the grant requirement and may utilize Faculty to fulfil specific activities of a grant.

Depending on the requirements and specific activities outlined in the grant, assigned Faculty may be compensated through a stipend, using LHEs, or a flat rate. Such cases are considered non-teaching assignments. Grant funded non-teaching assignments follow procedures as outlined by the Grant Development, Management and Compliance Department.

**Compensation for specific activities and responsibilities assigned to fulfil grant requirement.**

A faculty member assigned to specific grant activities and responsibilities will be compensated by a stipend. The Guidelines for Calculating Clock Hours for Special Assignments Based on Overload Pay Rate will used to determine the number of hours and LHEs.

**Compensation for professional development/training activities.**

A faculty member receiving a special assignment where the activity is mainly professional development and/or passive activity (e.g. not creating curriculum or using his or her knowledge and skills towards the completion of a project), will be compensated a flat rate based on a $750 per LHE rate regardless of educational level.

$750x3= 2,250/60= $37.50 (since this is non-teaching activity, 60 clock hours for a 3 LHE non-teaching assignment hours are used to calculate the pay rate).

- For example, faculty required to participate to attend 4 one-hour session (4 hours total) will receive a stipend of 4 x $37.50= 150. To receive compensation, commitment will be based on grant requirements.

# FACULTY COMPENSATION
# CHAIRS- FALL/SPRING SEMESTERS
# FY 2020-2021

The Chair is a Full-Time Regular Faculty member who is appointed by the Vice President for Academic Affairs, upon the recommendation of the appropriate Division Dean each August for the subsequent academic year (refer to Board Policy 3804). Prior to acceptance of assignment, the employee must disclose to appropriate Dean, Vice President, and Human Resources whether relationships exist (per Policy 4211 Nepotism), which may present a conflict of interest.

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 (refer to Board Policy 3800) 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

Chairs receive **monthly stipends** and **course release** as compensation for performing their program and departmental responsibilities.
**Details published in the Faculty Handbook*

**Chair Stipend:** 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 respond to students, faculty, and administrators' questions and concerns.

- Chairs will require advanced approval from the Dean and the Vice-President for Academic Affairs for teaching Overload in excess of 6 LHE's during Fall and Spring semester
- Chairs will be required to submit documentation regarding administrative hours to the respective Dean
- Chairs will receive a $400 per month stipend during the Fall and Spring semesters (Sept., Oct., Nov., Dec. = 4 months and Jan., Feb. Mar., Apr., May = 5 months)

**Course Release**: 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 Program/Department Chairs. 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).

| Academic Chair | | | | |
|---|---|---|---|---|
| **Number of Sections** | **Course Release Percentage** | **Release Time Based on LHE** | **Courses Equal to Release Time** | **Administrative Hours Per Week** |
| 1 - 40 | 40% | 6 LHE's | 2 Courses | 16 |
| 41 - 80 | 60% | 9 LHE's | 3 Courses | 24 |
| 81 - 120 | 80% | 12 LHE's | 4 Courses | 32 |
| 121 - 159 | 80% Plus One Assistant Chair | 12 LHE's | 4 Courses | 32 |
| 160 - 200 | 80% Plus Two Assistant Chairs | 12 LHE's | 4 Courses | 32 |
| 201 - 240 | 80% Plus Three Assistant Chairs | 12 LHE's | 4 Courses | 32 |
| • Departments with more than 240+ sections will qualify for one (1) additional Assistant Chair<br>• Department/Program with a large number of Dual Credit Faculty qualify for one (1) Dual Credit Faculty Coordinator | | | | |

Note 1) Each Academic Chair will be required to teach a minimum of one (1) 3 LHE course each Fall and Spring semester.

**Exceptions:** In addition to the regular chair release time, the Drama Department chair will receive one (1) additional course release since the chair is directing a number of plays during the semester.

Academic departments that have acquired Developmental departments qualify for one (1) Developmental Course Coordinator. This coordinator is a Full-Time Faculty who is assigned to assist the Academic Chair with activities directly related to developmental courses.

| Developmental Course Coordinator | | | |
|---|---|---|---|
| **Number of Sections** | **Course Release Percentage** | **Release Time Based on LHE** | **Administrative Hours Per Week** |
| 1 - 40 | 20% | 3 LHE's | 8 |
| 41 - over | 40% | 6 LHE's | 16 |

| Workforce Chair | | | | |
|---|---|---|---|---|
| **Number of Sections** | **Course Release Percentage** | **Release Time Based on LHE** | **Courses Equal to Release Time** | **Administrative Hours Per Week** |
| 1 - 20 | 40% | 6 LHE's | 2 Courses | 16 |
| 21 - 40 | 60% | 9 LHE's | 3 Courses | 24 |
| 41 - 79 | 80% Plus One Assistant Chair | 12 LHE's | 4 Courses | 32 |
| 80 - 120 | 80% Plus Two Assistant Chairs | 12 LHE's | 4 Courses | 32 |
| 121 - 160 | 80% Plus Three Assistant Chairs | 12 LHE's | 4 Courses | 32 |

- Programs with more than 160+ sections will qualify for one (1) additional Assistant Chair
- Department/Program with a large number of Dual Credit Faculty qualify for one (1) Dual Credit Faculty Coordinator

* **TEACHING LOAD**: As per Board Policy 3800, Full-Time 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.

Note 1) Each Workforce Chair will be required to teach a minimum of one (1) 3 LHE course

**Exceptions:**

*Based on accreditation requirements from the Texas Board of Nursing, the following three (3) programs require that the program chair is assigned a full course release during Fall and Spring to maintain accreditation and licensure requirements.

- Bachelor of Science in Nursing
- Associate Degree Nursing
- Vocational Nursing

The Office of Human Resources classifies the three (3) program chairs as faculty with 12-month contracts and they earn vacation days similar to full time staff and are expected to work 40-hours per week during the year.

# FACULTY COMPENSATION
# CHAIRS- SUMMER SESSIONS
# FY 2020-2021

**Compensation**: Summer months are structured differently as Chairs work off-contract and their compensation and administrative hours are based on the number of sections offered during the summer sessions. Prior to acceptance of assignment, the employee must disclose to appropriate Dean, Vice President, and Human Resources whether relationships exist (per Policy 4211 Nepotism), which may present a conflict of interest.

| Academic 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 |

| Workforce 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 |

**Note:** These guidelines apply to chairs with 9-month contracts.

1. Dean will submit the recommended Notice of Employment Forms to the Vice-President for Academic Affairs for review and approval
2. Chairs will be required to submit documentation regarding administrative hours to the respective Dean
3. Chairs compensated on the $600 per summer session will not be required to submit documentation on administrative hours
4. 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
5. NAH Chairs with a 12-month contract receive $600 ($200 per month) for the combined summer session (I, II, III)
6. Child Development Chair will provide oversight and will receive a $600 stipend to oversee the Child Development Center during Summer I session and requires Administrative Hours

# FACULTY COMPENSATION
# ASSISTANT CHAIRS AND PROGRAM COORDINATORS
# FY 2020-2021

**Assistant Chair**

An **Assistant Chair** is recommended by the Chair and is approved by the Division Dean. The Assistant Chair assignment is for one semester. Duties and Responsibilities of the Assistant Chairs are published in the Faculty Handbook. Prior to acceptance of assignment, the employee must disclose to appropriate Dean, Vice President, and Human Resources whether relationships exist (per Policy 4211 Nepotism), which may present a conflict of interest.

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 Faculty for each major in a degree program. The compensation for Program Coordinators will be determined as a special assignment with a justification memo that details the list of responsibilities and the compensation and required clock-hours.

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

| Program Coordinators | | |
|---|---|---|
| **Division** | **Programs/Disciplines** | **LHEs** |
| **Business, Public Safety and Technology** | Advanced Building Technology Program | |
| | o Heating Ventilation and Air Conditioning (HVAC) | 4 |
| | o Construction Supervision | 3 |
| | o Electrician Assistant | 3 |
| **Liberal Arts** | Interdisciplinary Studies- Associate of Arts | 3 |
| | Interpreter Training Program (ITP)- Cohort Coordinators | 3 |
| | Philosophy | 3 |
| **Math, Science, Information Technology and Bachelor Programs** | Computer and Advanced Technologies | *3* |
| | Engineering | 4 |
| | Interdisciplinary Studies- Associate of Science | 3 |

# FACULTY COMPENSATION
# DUAL CREDIT FACULTY
# FY 2020-2021

**College Faculty Teaching Dual Credit Courses**

**Description:** 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

**Departments/Programs with Large Number of Dual Credit Faculty**

Departments/Programs with a large number of Dual Credit Faculty qualify for one (1) Dual Credit Faculty Coordinator. This coordinator is a Full-Time Faculty who is assigned to assist the chair that has a large number of Dual Credit Faculty. The coordinator assists in overseeing dual credit courses taught at the high schools sites.

**Compensation:** The table below indicates the compensation for Dual Credit Faculty Coordinators based on the number of Dual Credit Faculty within large departments. The number of LHEs will differ based on the number of Dual Credit Faculty. If needed, the department chair can assign two (2) Faculty to assist and can split the number of LHEs amongst the two (2) Faculty.

| Compensation for Dual Credit Faculty Coordinator | | | |
|---|---|---|---|
| **Number of Dual Credit Faculty** | **LHEs** | **Administrative Hours per week (16 weeks)** | **Total Clock Hours for the Semester** |
| 15 - 24 | 2 | 3 | 48 |
| 25 - 50 | 3 | 4 | 64 |
| 51 - 79 | 4 | 5 | 80 |
| 80+ | 5 | 7 | 108 |

The department chair and the coordinator work collaboratively to develop a teaching schedule that allows for the coordinator to visit high school partners during the day. The duties and responsibilities are outlined below.

- Develop a schedule for the observation of Dual Credit Faculty by departmental faculty.
- Review course syllabi and STC expectations with Dual Credit Faculty.
- Review and collect samples of Dual Credit Faculty graded student work.
- Assist department chair in addressing and resolving issues in collaboration with the Dean for Dual Credit Programs and School District Partnerships.
- Schedule professional development trainings for Dual Credit Faculty and upload necessary documentation onto the OPOD tracking system.
- Conduct initial Dual Credit Faculty summative evaluations and reviews evaluations with Dual Credit Faculty
- Review Dual Credit faculty evaluations with department chair.
- Serve as Liaison between the department and the Dual Credit Program
- Tracks submission of required documentation from Dual Credit Faculty.
- Assist Chair with submitting required documentation for Dual Credit Program accreditation requirements.

**K-12 Instructors Teaching Dual Credit Courses**

**Dual Credit Faculty (DCF)**: 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. DCFs are full-time employees of their School District and are contractually obligated and compensated to teach an assigned number of classes during the day by their School District). The number of classes that are offered for Dual Credit is determined by the number of qualifying students, and the number of contact hours required by each College course, which may vary from high school to high school.

**Stipend:** DCF are paid a stipend of $350 per section, per semester, regardless of the scheduled time of each Dual Credit section. When the total number of students in a dual section is less than 5 students, the DCF will be paid a stipend of $70 per student (flat amount and is not prorated). Schools are encouraged to combine similar sections as much as possible. Payment is only issued upon the successful completion of the semester on the last business day of the month following the end of the semester or term.

The stipend is to compensate the DCF for the additional activities required to comply with College requirements which include, but not limited to:

- Develop and submit a syllabus and course outline that complies with the departmental requirement for each dual course
- Verify the class roster for each course
- Cooperate with classroom observations by chair or designee
- Attend STC staff development session and scheduled department meetings.
- Submit students' grades at the end of the term
- Report through JagPRIDE the Program and Course Learning Outcomes at the end of each semester
- Provide end-of-course documentation and reporting as required by the department
- Submit the one-page CV before the first semester of teaching and updates only thereafter

# FACULTY COMPENSATION
# ASSISTANT DEANS
# FY 2020-2021

**FY 2020-2021: Special assignments for Assistant Dean will not be allowed this fiscal year. A comprehensive review of responsibilities of this particular special assignment will be conducted to ensure that this special assignment aligns with Texas Pathway initiatives/activities.**

An **Assistant Dean** for Program Development and Student Success is appointed by the Vice-President for Academic Affairs upon the recommendation of the Dean to assist with specific programs/disciplines. Prior to acceptance of assignment, the employee must disclose to appropriate Dean, Vice President, and Human Resources whether relationships exist (per Policy 4211 Nepotism), which may present a conflict of interest.

*Details published in the Faculty Handbook.

| 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:**

- Course 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 (9-month contract: $500 x 9 months= $4,500).
  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 (up to 10 LHE's) during Fall and Spring semester and combined summer sessions

**Note:** Assistant Deans who serve in this role and as a chair for the department, during Fall and Spring semesters, qualify for an additional course release, up to 80%, and will be compensated based on Assistant Dean stipend and are not eligible to receive the chair stipend during these terms. During the summer sessions, the Assistant Dean who continues to perform chair duties will be compensated based on Summer Chair stipend and must provide the additional Administrative Hours.

# FACULTY COMPENSATION
# FACULTY LEADERSHIP ROLES
# FY 2020-2021

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 for a two-year term. 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

# FACULTY COMPENSATION
# EXTERNAL LEARNING EXPERIENCE/CAPSTONES
# FY 2020-2021

**Compensation for External Learning Experiences/Capstones**
**(Practicums, Internships, Co-Ops, and Clinicals)**

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 Academic and Workforce Programs will be based on enrollment in the course according to the table below:

| ACADEMIC AND WORKFORCE PROGRAMS<br>EXTERNAL LEARNING EXPERIENCES | |
|---|---|
| **Faculty Load** | **Student Enrollment and Weekly Conferences** |
| Load for faculty supervising external learning experiences in the Business, Public Safety and Technology Division, Bachelor Programs, Child Development Programs and the Sign Language Interpreter programs. | |
| ½ LHE | 1 – 2 Students and Weekly Conferences |
| 1 LHE | 3 - 5 Students and Weekly Conferences |
| 2 LHEs | 6 - 10 Students and Weekly Conferences |
| 3 LHEs | 11 – 15 Students and Weekly Conferences |
| 4 LHEs | 16 – 20 Students and Weekly Conferences |
| 5 LHEs | 21+ Students and Weekly Conferences |
| | |
| Mileage Reimbursement | Mileage reimbursement will be available according to College procedures.<br>Mileage rate to comply with the maximum state mileage reimbursement rate. |

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.

Examples of dividing the assignment between amongst Faculty:

- 15 students to 1 faculty member for a load of 3 LHE's
- 5 students to 3 faculty members for a load of 1 LHE each
- 10 students to 1 faculty member for a load of 2 LHE's and remaining 5 students to a second faculty member for a load of 1 LHE

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

| NURSING AND ALLIED HEALTH<br>EXTERNAL LEARNING EXPERIENCES | |
|---|---|
| Faculty Load | Program |
| **LECTURE and LAB** | |
| Lecture @ 1 LHE per 1 contact hour of Lecture. | • ADN<br>• EMT<br>• HMAS<br>• MAT<br>• OTA<br>• PCA<br>• Pharmacy<br>• PTA<br>• Radiology/Sonography<br>• Respiratory<br>• VN |
| Lab @ 0.67 LHE per 1 contact hour of Lab. | • ADN<br>• EMT<br>• HMAS<br>• MAT<br>• OTA<br>• PCA<br>• Pharmacy<br>• PTA<br>• Radiology/Sonography<br>• Respiratory<br>• VN |
| **CLINICAL @ 0.80 LHE per 1 Contact Hour** | |
| Provide 100% onsite supervision of students. | • ADN<br>• EMT<br>• PCA<br>• Respiratory<br>• Sonography<br>• VN |
| Preceptor Clinical for supervision of 20-24 students and 20-24 preceptors at 5 clinical sites.<br><br>On-call 24 hours/day-7 days/week.<br><br>Must be available to students and preceptors on rotating shifts that include nights and weekends. | • ADN |
| **PRACTICUM @ 0.67 LHE per 1 Contact Hour** | |
| Provide daily on-site supervision of students between 2-3 affiliation sites/class period. | • EMT<br>• Radiology/Sonography |

:

| NURSING AND ALLIED HEALTH<br>EXTERNAL LEARNING EXPERIENCES | |
|---|---|
| Faculty Load | Program |
| **PRACTICUM @ 1 LHE per Student Enrollment**<br>Programs in the Nursing and Allied Health Division will be based on enrollment in the course according to the following guidelines: | |
| Load for faculty supervising external learning experiences in the Health and Medical Administrative Services, Pharmacy, and Medical Assistant Technology. | • ½ LHE for student enrollment of 1-2 students and weekly conferences<br>• 1 LHE for student enrollment of 3-5 students and weekly conferences<br>• 2 LHE for student enrollment of 6-10 students and weekly conferences<br>• 3 LHE for student enrollment of 11-15 students and weekly conferences<br>• 4 LHE for student enrollment of 16-20 students and weekly conferences |
| Load for faculty supervising external learning experiences in the Occupational Therapy Assistant and Physical Therapy Assistant Program. | • 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. |
| | |
| Mileage Reimbursement | • Mileage reimbursement will be available according to College procedures.<br>• Mileage rate to comply with the maximum state mileage reimbursement rate. |

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.

Examples of dividing the assignment between amongst Faculty:

- 15 students to 1 faculty member for a load of 3 LHE's
- 5 students to 3 faculty members for a load of 1 LHE each
- 10 students to 1 faculty member for a load of 2 LHE's and remaining 5 students to a second faculty member for a load of 1 LHE

# FACULTY COMPENSATION
# SELECT MUSIC COURSES- MUAP/MUEN/PIANO
# FY 2020-2021

**Compensation for Applied Music Lessons (MUAP)**

Scope of responsibilities and expected duties for faculty teaching Music Applied (MUAP) lessons:

A. Faculty will be responsible for utilizing the following forms and maintaining a file for each participating student:

- Student Applied Lesson Log (tracks the progress/attendance/assignments of each student)
- Course syllabus that contains specific student learning outcomes
- End of Semester Jury Sheet

B. Faculty will be responsible for accomplishing the following activities for each supervised lesson:

- Create an individualized course of study for each student that takes into account their current knowledge and ability while charting a path forward that prepares them to successfully transfer to a four-year institution
- Provide one 50-minute lesson per week/per student for duration of semester
- Provide instruction appropriate to the student skill level
- Choose repertoire that is appropriate for each student's level and facilitates musical growth

C. Load for faculty teaching applied lessons in the Music Department (Division of Liberal Arts) will be based on total enrollment for all applied sections assigned to the individual faculty member:

- 0.67 LHE per student enrolled (each student enrollment equates to 16 Lab-based Contact Hours)

  **Example:**

| | |
|---|---|
| MUAP1209 Applied French Horn I | 2 Students |
| MUAP1229 Applied French Horn II | 1 Students |
| MUAP2209 Applied French Horn III | 1 Students |
| MUAP2229 Applied French Horn IV | 2 Students |
| **Total Applied Students** | **6 Students X 0.67 = 4.02 LHE's** |

**Compensation for Ensemble Music Courses (MUEN)**

Scope of responsibilities and expected duties for faculty teaching Music Ensemble (MUEN) courses:

A. Faculty will be responsible for utilizing the following forms and maintaining a file for each participating student:

- Progress Report detailing student activities, progress, and demonstration of competencies

B. Faculty will be responsible for accomplishing the following activities for each supervised class:

- Select repertoire appropriate to the skill level and instrumentation of ensemble membership
- Create an individualized course of study for the ensemble that takes into account their current knowledge and ability while charting a path forward that prepares them to successfully transfer to a four-year institution
- Provide individualized and group instruction appropriate to the ensemble's skill level
- Choose repertoire that is appropriate for ensemble's level and facilitates musical growth
- Organizing at least one ensemble performance for the college community

C. Load for faculty teaching music ensembles in the Music Department (Division of Liberal Arts) will be based on the Academic Course Guide Manual's ensemble size classification:

| | |
|---|---|
| Large Instrumental Ensembles | MUEN xx21 through MUEN xx30 |
| Small Instrumental Ensembles | MUEN xx31 through MUEN xx40 |
| Large Vocal Ensembles | MUEN xx41 through MUEN xx50 |
| Small Vocal Ensembles | MUEN xx51 through MUEN xx60 |

- 2 LHE's for Small Instrumental and Vocal Ensembles (Minimum Class Size 5 students)
- 2.67 LHE's for Large Instrumental and Vocal Ensembles (Minimum Class Size 10 students)

**Examples:**
MUEN1141 Choir Ensemble (Large Vocal) with 12 students = 2.67 LHE's
MUEN1132 Jazz Ensemble (Small Instrumental) with 10 students = 2 LHE's

**Pro-rated Examples:**
MUEN1121 Band Ensemble (Large Instrumental) with 8 students: LHE would be pro-rated as follows: (8 ÷ 10) X 2.67 LHE's = 2.14 LHE's
MUEN1136 Woodwind Ensemble (Small Instrumental) with 4 students: LHE would be pro-rated as follows: (4 ÷ 5) X 2 LHE's = 1.6 LHE's

**Compensation for Classroom Piano Courses**

Scope of responsibilities and expected duties for faculty teaching ensemble courses:

A. Faculty will be responsible for utilizing the following forms and maintaining a file for each participating student:

- Progress Report detailing student activities, progress, and demonstration of competencies

B. Faculty will be responsible for accomplishing the following activities for each supervised class:

- Provide two class sessions per week for duration of semester
- Monitor and document weekly individual student progress
- Provide individualized instruction appropriate to the students' skill levels
- Assign repertoire appropriate to students' skill levels

C. Load for faculty teaching classroom piano classes in the Music Department (Division of Liberal Arts):

- 2.01 LHE's for student enrollment of 10+ students (to include split section enrollment of all three levels of piano)

  **Example:**

| | |
|---|---|
| MUSI1181 Piano Class I (Split Section) | 5 Students |
| MUSI1181 Piano Class II (Split Section) | 3 Students |
| MUSI1181 Piano Class III (Split Section) | 4 Students |
| **Total Piano Students in Section** | **12 Students = 2.01 LHE's** |

  **Pro-rated Example:**

| | |
|---|---|
| MUSI1181 Piano Class I (Split Section) | 2 Students |
| MUSI1181 Piano Class II (Split Section) | 3 Students |
| MUSI1181 Piano Class III (Split Section) | 4 Students |
| **Total Piano Students in Section** | **9 Students = 1.81 LHE's** |

# FACULTY COMPENSATION
# LARGE CLASSES
# FY 2020-2021

| LARGE CLASSES<br>COMPENSATION BASED LARGE ENROLLMENT AND CENSUS DAY | |
|---|---|
| **Compensation** | **Student Enrollment** |
| **LARGE CLASSROOM–BASED CLASSES<br>(Face-to-Face and Hybrid)** | |
| **No Additional Compensation** | • 0 – 40 students |
| **Pro-rated Pay for one (1) course overload based on:**<br>o Number of students enrolled after Census Date*<br>o Faculty Teaching Schedule (1F5) in Argos<br>o Faculty's credentials - (Not to exceed the Adjunct rate for an additional course) | • 41 students and above |
| **Example:**<br>52 students in a 3 LHE course taught by a Master's degreed faculty would be compensated at:<br>12 ÷ 40 x 3 LHE's x $750 = $675.00 | |
| **LARGE LAB–BASED CLASSES<br>(Face-to-Face and Hybrid)** | |
| **No Additional Compensation** | • 0 – 36 students |
| **Pro-rated Pay for one (1) course overload based on:**<br>o Number of students enrolled after Census Date*<br>o Faculty Teaching Schedule (1F5) in Argos<br>o Faculty's credentials - (Not to exceed the Adjunct rate for an additional course) | • 37 students and above |
| **Example:**<br>42 students in a 4.68 LHE lab course taught by a Master's degreed faculty would be compensated at:<br>6 ÷ 36 x 4.68 LHE's x $750 = $585.00 | |
| **DISTANCE EDUCATION – LARGE ENROLLMENT** | |
| **No Additional Compensation** | • 0 – 28 students |
| **Pro-rated Pay for one (1) course overload based on:**<br>o Number of students enrolled after Census Date*<br>o Faculty Teaching Schedule (1F5) in Argos<br>o Faculty's credentials - (Not to exceed the Adjunct rate for an additional course) | • 29 students and above |
| **Example:**<br>31 students in a 3 LHE class taught by a Master's degreed faculty would be compensated at:<br>3 ÷ 28 x 3 LHE's x $750 = $241.07 | |

*Run Argos 1F5 report the day after Census to allow time for Census day updates to take place.

# FACULTY COMPENSATION
# SMALL CLASSES
# FY 2020-2021

| SMALL CLASSES<br>COMPENSATION BASED ON LOW ENROLLMENT AND 1ST DAY OF SEMESTER* | |
|---|---|
| **Compensation** | **Student Enrollment** |
| **REQUIRED CORE CLASSES**<br>ENGL 1301, ENGL 1302, HIST 1301, HIST 1302, HIST 2327, HIST 2328, GOVT 2305, GOVT 2306 | |
| Required Core Classes with low enrollment (fewer than 15 students) on the first class meeting date will result in pro-rated LHE'S and compensation for faculty.<br><br>*Exceptions will require Division Dean and Vice President for Academic Affairs approval.* | |
| **Pro-rated LHEs for one (1) course overload based on:**<br>o Number of students enrolled on first class meeting date | • < 15 students on first-class meeting date |
| **Example:**<br>12 students in a 3 LHE class. LHE would be pro-rated as: **(12 ÷ 15) x 3 LHE's = 2.4 LHE's** | |
| **Pro-rated Pay for one (1) course overload based on:**<br>o Pro-rated LHE's (above)<br>o Faculty's credentials - (Not to exceed the Adjunct rate for an additional course) | |
| **Example 1:**<br>12 students in a 3 LHE class taught by a Master's degreed faculty would be compensated at:<br>**2.4 LHE's x $750 = $1,800.00**<br>**Example 2:**<br>12 students in a 3 LHE class taught by a Ph.D. degreed faculty would be compensated at:<br>**2.4 LHE's x $850 = $2,040.00** | |

*First day of Semester indicates:

Long semesters (Fall and Spring)
Minimesters (Fall, Spring, and Summer)
Terms for Bachelor Programs

| SMALL CLASSES<br>COMPENSATION BASED ON LOW ENROLLMENT AND 1ST DAY OF SEMESTER* | |
|---|---|
| **Compensation** | **Student Enrollment** |
| **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 LHEs and compensation for faculty.<br><br>*Exceptions will require Division Dean and Vice President for Academic Affairs approval.* | |
| **Pro-rated LHEs for one (1) course overload based on:**<br>o Number of students enrolled on first class meeting date | • *< 12 students on first-class meeting date* |
| **Example:**<br>9 students in a 3 LHE class. LHE would be pro-rated as: **(9 ÷ 12) x 3 LHE's = 2.25 LHE's** | |
| **Pro-rated Pay for one (1) course overload based on:**<br>o Pro-rated LHE's (above)<br>o Faculty's credentials - (Not to exceed the Adjunct rate for an additional course) | |
| **Example 1:**<br>9 students in a 3 LHE class taught by a Master's degreed faculty would be compensated at:<br>**2.25 LHE's x $750 = $1,687.50**<br>**Example 2:**<br>9 students in a 3 LHE class taught by a Ph.D. degreed faculty would be compensated at:<br>**2.25 LHE's x $850 = $1,912.50** | |

*First day of Semester indicates:

Long semesters (Fall and Spring)
Minimesters (Fall, Spring, and Summer)
Terms for Bachelor Programs

# FACULTY COMPENSATION
# SUBSTITUTE PAY
# FY 2020-2021

## SUBSTITUTE PAY

Substitute pay for qualified faculty will be approved by the Division Dean and does not require Vice President approval. Calculations are based on the following two steps:

### Step 1: Determine the Hourly Rate

In accordance with Board Policy 3800, qualified substitutes will be paid by the College at the **FY2020-2021 Adjunct/Overload LHE Rate,** in accordance with their educational level.

**FY2020-2021 Adjunct/Overload LHE Rates**

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

### 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 |

**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** |

# FACULTY COMPENSATION
# NON-TRADITIONAL DELIVERY OF INSTRUCTION
# FY 2020-2021

## NON-TRADITIONAL DELIVERY OF INSTRUCTION

Guided Self-Studies (GSS) / Independent Study (IS) / Synchronous Remote Delivery Courses (Z) are educational alternatives in which traditional courses are taught in a non-traditional setting.

### Guided Self-Studies and Independent Study

Guided Self-Studies (GSS) and Independent Study (IS) are self-paced courses offered by programs to meet a unique curriculum and graduation requirement for our students.

### Synchronous Remote Delivery Courses

Section codes that include Z are designated synchronous remote delivery courses that can be offered in tandem with a face-to-face offerings. These additional course offerings allow students to register for courses that may not otherwise be offered due to low enrollment. An example of synchronous remote delivery section code is, GZ1. The G identifies the Starr Campus and the Z denotes instructional delivery method.

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

*Compensation based on Adjunct Faculty Rate.

**FY 2020-2021 Adjunct/Overload LHE Rate**

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

**Example 1**: 12 or more students in a 3 LHE class taught by a Master's degreed Faculty would be compensated at 100%: 3 LHE's x $750 = $2,250

**Example 2**: 9 students in a 3 LHE class taught by a Master's degreed Faculty would be compensated at 75%: 3 LHE's x $750 = $2,250 | $2,250 x 0.75 = $1,687.50

**Example 3**: 5 students in a 3 LHE class taught by a Master's degreed Faculty would be compensated at 50%: 3 LHE's x $750 = $2,250 | $2,250 x 0.50 = $1,125

**Example 4**: 2 students in a 3 LHE class taught by a Master's degreed Faculty would be compensated at 25%: 3 LHE's x $750 = $2,250 | $2,250 x 0.25 = $562.50

# FACULTY COMPENSATION
# IN PERSON-HYBRID ALTERNATE INSTRUCTIONAL DELIVERY
# FY 2020-2021

To meet restrictions mandated due to the COVID-19 pandemic, the College has developed strategies to deliver limited Face-to-Face instruction. The sections offered that meet the following criteria will be compensated with an additional $1,500 stipend per section (for a maximum of two sections). The total amount will paid in equal monthly payments while the alternate instructional delivery method is place. For example, monthly payments will be paid to a faculty member while the In Person-Hybrid sections is in place, but if due to additional restrictions the section has to be changed to remote delivery, the remaining stipend payment will cease.

**Criteria for additional compensation:**

- **Online Dual Credit Sections** taught by STC faculty, and requiring Face-to-Face lab portions taught at High School sites.
- **In Person-Hybrid sections** offered at STC campuses. In addition to preparing the course to be ready for online delivery, the faculty will divide the students into two cohorts and meet with each group once a week. In total, 2 Face-to-Face meeting times for each section per week.

# FACULTY COMPENSATION
# CBE COURSES- LOWER AND UPPER LEVEL
# FY 2020-2021

**Competency-based Education (CBE) Courses- Core/Lower/Upper Level**

Competency-based Education (CBE) courses allows students to demonstrate mastery of competencies at their own pace. Courses for Core, Lower Level, and Upper Level Classes (1000 - 2000 and 3000 - 4000) are offered year-round in six 7-week sessions and can be identified with a "K" in the section code (see appendix B).

Outlined below are the following CBE courses that will result in pro-rated LHEs and compensation for faculty based on the first class meeting date:

- **Core and Lower Level Courses (1000 – 2000)**
- **Upper Level Bachelor Courses (3000 – 4000)**

**Compensation for Core and Lower Level Courses (1000 – 2000) - 1ST Class Day**
Courses with enrollment of less than **12 students** on the first class meeting date, will result in pro-rated LHEs and compensation for faculty. Department owning the course generates the NOE and is responsible for compensation. The Inter-Departmental Faculty Assignment Form is <u>not required</u> since the course belongs to the department.

| Number of Students | Compensation |
|---|---|
| 1 – 3 | 1 LHE |
| 4 – 11 | Prorated based on number of students |

Example: 6 students in a 3 LHE class (ENGL1301), Faculty with Master Degree:
- LHE prorated as follows: (6/12) x 3 LHEs = 1.5 LHEs
- Faculty with Master Degree $750 per LHE
- Compensation: 1.5 LHE x $750 = $1,125

Example: 6 students in a 5.01 LHE class (PHYS1401), Faculty with Master Degree:
- LHE prorated as follows: (6/12) x 5.01 LHEs = 2.51 LHEs
- Faculty with Mater Degree $750 per LHE
- Compensation: 2.51 LHE x $750 = $1,882.50

**Compensation for Upper Level (Bachelor) Courses (3000 – 4000) – 1st Class Day**
Bachelor courses with enrollment of less than **10 students** in the first class meeting date, will result in pro-rated LHEs and compensation for faculty. The Bachelor Programs department generates the NOE. The Inter-Departmental Faculty Assignment Form is required if the faculty's primary department is not Bachelor Programs (ex: Philosophy instructor teaching ORGL course). The Bachelor Program department chair confirms if the course will be used toward faculty load or as an overload course and returns the signed form to the initiating department.

| Number of Students | Compensation |
|---|---|
| 1 – 3 | 1 LHE |
| 4 – 9 | Prorated based on number of students |

Example: 6 students in a 3 LHE class, Faculty with Doctorate Degree:

- LHE would be pro-rated as follows: (6/10) x 3 LHEs= 1.8 LHEs
- Faculty with Doctoral Degree $850 per LHE
- Compensation: 1.8 LHE x $850 = $1,530

# FACULTY COMPENSATION
# CBE COURSES- LARGE CLASS ENROLLMENT
# FY 2020-2021

**CBE Large Class Enrollment**
Competency-based Education (CBE) courses with new students added from week 1 up to the fourth (4th) Monday in each session, will result in additional compensation* for faculty and will be calculated based on the chart below.

| Number of Students | Compensation* |
|---|---|
| 0 – 28 | No Additional Compensation |
| 29 – Above | Prorated based on number of students |

Example: 31 students in a 3 LHE (MSHM 4351), Faculty with Master Degree:

- LHE prorated as follows: (3/28) x 3 LHEs
- Faculty with Master Degree $750 per LHE
- Compensation: 0.32 x $750 = $240.00**

*See Requirements for Adjusting CBE Compensation Model
**Use Worksheet Template for consistent decimal rounding

## PROCEDURES: NEW STUDENT ENROLLMENT AND ADJUSTMENTS

### New Student Enrollment Procedures

CBE courses are designed to allow students to enroll up to the fourth (4th) Monday in each session. The calendars below provide a breakdown of the CBE activities for each semester.

| CBE Calendar - FALL 2020 Semester | | | | | |
|---|---|---|---|---|---|
| **Session** | **Classes Begin** | **Census Date** | **Last Day to Add Students** | **Review Small and Large Enrollment** | **Classes End** |
| K1 | August 24 | August 28 | **September 14** | September 15 | October 9 |
| K2 | October 19 | October 23 | **November 9** | November 10 | December 4 |
| | New students may be added from week 1 up to the fourth (4th) Monday in each session.<br>Faculty receive notification of additional students from: Academic Coach/SSS and Admissions (automated email). | | | Process adjustment to compensation using A or B Model | |

| CBE Calendar - SPRING 2021 Semester | | | | | |
|---|---|---|---|---|---|
| **Session** | **Classes Begin** | **Census Date** | **Last Day to Add Students** | **Review Small and Large Enrollment** | **Classes End** |
| K1 | January 19 | January 25 | **February 8** | February 9 | March 5 |
| K2 | March 15 | March 19 | **April 5** | April 6 | April 30 |
| | New students may be added from week 1 up to the fourth (4th) Monday in each session.<br>Faculty receive notification of additional students from: Academic Coach/SSS and Admissions (automated email). | | | Process adjustment to compensation using A or B Model | |

| CBE Calendar - SUMMER 2021 Semester | | | | | |
|---|---|---|---|---|---|
| **Session** | **Classes Begin** | **Census Date** | **Last Day to Add Students** | **Review Small and Large Enrollment** | **Classes End** |
| K1 | May 10 | May 14 | **May 31** | June 1 | June 25 |
| K2 | July 5 | July 8 | **July 26** | July 27 | August 20 |
| | New students may be added from week 1 up to the fourth (4th) Monday in each session.<br>Faculty receive notification of additional students from: Academic Coach/SSS and Admissions (automated email). | | | Process adjustment to compensation using A or B Model | |

**Procedures for Adjusting CBE Compensation Model**

The models below should only be used for compensating faculty **after** week 4 enrollment review based on the CBE Calendar.

## A. CBE Assignments Processed on Paper NOE

1. Department owning the course is responsible for revising the NOE and compensation.
2. Run the 1F5 Argos report to verify increased enrollment and justify additional compensation.
3. The LHE and compensation amounts are revised in red (strikethrough) on copy of original NOE.
4. Attach 1F5 Argos report to the revised NOE.
5. Financial Manager will initial changes on NOE. Keep copy of documentation for your records.
6. NOE submitted to HR for compensation processing. End of compensation process.

Example:

First class day: 4 students enrolled, Faculty with Doctorate Degree:

- Copy of original NOE: (4/10) x 3 LHEs = 1.2 LHEs x $850 = $1,020**

Fourth Week (Monday): 5 additional students enroll. Run Argos 1F5 report (Tuesday)

- Revised NOE: (9/10) x 3 LHEs = 2.7 LHEs x $850 = $2,295

## B. CBE Assignments Processed through FLAC

1. Department owning the course is responsible for creating a new NOE* and compensation.
   - Full-time Faculty - use an Overload NOE
   - Adjunct Faculty - use an Adjunct NOE
2. Run the 1F5 report to verify increased enrollment and justify additional compensation.
3. Only the difference in LHEs will be compensated.
4. Attach 1F5 report to the NOE.
5. Write "FLAC- Additional Compensation" and the Faculty's position and suffix number on top of NOE. This notifies HR Payroll of adjustment to FLAC record. Keep copy of documentation for your records.
6. Route NOE accordingly for approvals.
7. NOE submitted to HR for compensation processing. End of compensation process.

Example:

First class day: 4 students enrolled, Faculty with Doctorate Degree:

- FLAC Record: (4/10) x 3 LHEs = 1.2 LHEs x $850 = $1,020

Fourth Week (Monday): 5 additional students enroll. Run Argos 1F5 report (Tuesday)

- Calculation: (9/10) x 3 LHEs = 2.7 LHEs x $850 = $2,295
  - $2,295 - $1,020 = $1,275 or 2.7 LHEs – 1.2 LHEs = 1.5 LHEs
- New NOE: 1.5 x $850 = $1,275

*Adjustment(s) must be made on a new paper NOE since the record has been locked and cannot be adjusted.

# FACULTY APPENDIX
# FY 2020-2021

## Appendix A: CLOCK HOURS BASED ON # OF WEEKS

| Base Information | | | | Clock Hours Based on # of Weeks | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| LHE | Actual HRS | Rounded HRS | Total Hrs-16 weeks | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| 6 | 7.98 | 8.00 | 128 | 8.00 | 8.50 | 9.25 | 9.75 | 10.75 | 11.75 | 12.75 | 14.25 | 16.00 | 18.25 | 21.25 | 25.50 | 32.00 | 42.75 | 64.00 | 128.00 |
| 5 | 6.65 | 6.75 | 108 | 6.75 | 7.25 | 7.75 | 8.25 | 9.00 | 9.75 | 10.75 | 12.00 | 13.50 | 15.50 | 18.00 | 21.50 | 27.00 | 36.00 | 54.00 | 108.00 |
| 4 | 5.32 | 5.25 | 84 | 5.25 | 5.50 | 6.00 | 6.50 | 7.00 | 7.75 | 8.50 | 9.25 | 10.50 | 12.00 | 14.00 | 16.75 | 21.00 | 28.00 | 42.00 | 84.00 |
| 3 | 3.99 | 4.00 | 64 | 4.00 | 4.25 | 4.50 | 5.00 | 5.25 | 5.75 | 6.50 | 7.00 | 8.00 | 9.25 | 10.75 | 12.75 | 16.00 | 21.25 | 32.00 | 64.00 |
| 2 | 2.66 | 2.75 | 44 | 2.75 | 3.00 | 3.25 | 3.50 | 3.75 | 4.00 | 4.50 | 5.00 | 5.50 | 6.25 | 7.25 | 8.75 | 11.00 | 14.75 | 22.00 | 44.00 |
| 1 | 1.33 | 1.25 | 20 | 1.25 | 1.25 | 1.50 | 1.50 | 1.75 | 1.75 | 2.00 | 2.25 | 2.50 | 2.75 | 3.25 | 4.00 | 5.00 | 6.75 | 10.00 | 20.00 |

* Each LHE averages to 1.33 clock hours. Rounded up or down to the nearest quarter. .25 = 15 minutes .50 = 30 minutes .75 = 45 minutes

## Appendix B: COMPETENCY-BASED EDUCATION (CBE) COURSES

| COMPETENCY-BASED EDUCATION (CBE) COURSES<br>CORE/LOWER LEVEL and UPPER LEVEL | | | | |
|---|---|---|---|---|
| **Core/Lower Level**<br>o Owned by the Department (varies)<br>o Department Process NOE and Pays for Course | | | **Upper Level**<br>o Owned by the Bachelor Program (varies)<br>o Bachelor Program Process NOE and Pays for Course | |
| **BPST** | | | **BASOL** | |
| ACCT | Prin. of Financial Acct -CBE | ACCT2401.KV1 | Issues Organization Leadership | ORGL3311.KV1 |
| BMGT | Supervision - CBE | BMGT1301.KV1 | Behavior/Ethics/Leadership I | ORGL3322.KV1 |
| BUSG | Principle of Finance- CBE | BUSG1303.KV1 | Data Driven Decision-Making I | ORGL3321.KV1 |
| BUSG | Small Bus Mgmt/Entrepr - CBE | BUSG2309.KV1 | Behavior/Ethics/Leadership II | ORGL3332.KV1 |
| BUSI | Business Principles -CBE | BUSI1301.KV1 | Data Driven Decision-Making II | ORGL3331.KV1 |
| BUSI | Business Law -CBE | BUSI2301.KV1 | Management Theory I | ORGL4341.KV1 |
| ECON | Principle of Econ. I-MACRO-CBE | ECON2301.KV1 | Organizational Change | ORGL4342.KV1 |
| ECON | Principle of Econ. II-MACRO-CBE | ECON2302.KV1 | Management Theory II | ORGL4351.KV1 |
| HRPO | Human Resources Mgmt - CBE | HRPO2301.KV1 | **CITP** | |
| HRPO | Organizational Behavior - CBE | HRPO2307.KV2 | Survey of Programming Lang. | CITP3310.V60 |
| **MSB** | | | Advanced Network Security | CITP4330.V60 |
| MATH | Contemporary Mathematic CBE | MATH1332.KV1 | Capstone: Computer & Info Tech | CITP4301.V60 |
| MATH | Elementary Statis Methods CBE | MATH1442.KV1 | Special Topics Course-CIT | CITP4340.V60 |
| PHYS | Physical Science I - CBE | PHYS1415.KV1 | Advanced Computer Programming | CITP4350.V60 |
| PHYS | Physical Science Ii - CBE | PHYS1417.KV1 | System Analysis & Design - CBE | CITP3305.KV1 |
| **LA** | | | Survey of Programming Lang - CBE | CITP3310.KV1 |
| ARTS | Art Appreciation- CBE | ARTS1301.KV1 | Cyber Law & Digital Forensics | CITP4346.V60 |
| ENGL | Composition I - CBE | ENGL1301.KV1 | Fundamentals of Info. Secu-CBE | CITP3312.KV1 |
| ENGL | Composition II - Rhetoric-CBE | ENGL1302.KV2 | Principle of Cybersecurity-CBE | CITP4347.KV1 |
| PHIL | Introduction to Ethics - CBE | PHIL2306.KV2 | Internet/Intranet Server Integ | CITP3306.V60 |
| HIST | United States History I- CBE | HIST1301.KV1 | **MHSM** | |
| HIST | United States History II- CBE | HIST1302.KV1 | Principles of Health Care Mgmt | MHSM3300.KV1 |

| | | |
|---|---|---|
| SPAN | Beg Spanish I- Non Span Sp-CBE | SPAN1411.KV1 |
| SPAN | Beg Spanish II- Non Span Sp-CBE | SPAN1412.KV1 |
| SPCH | Intro. to Spch Comm- CBE | SPCH1311.KV1 |
| SPCH | Bus & Prof. Communication-CBE | SPCH1312.KV1 |
| **NAH** | | |
| HITT | Healthcare Stats | HITT1255 |
| HITT | Medical Terminology | HITT1305 |
| MCDA | Medical Insurance | MCDA1343 |
| POFM | Intermediate Medical Coding | POFM2310 |
| **SBS** | | |
| CRIJ | Intro. to Criminal Justice-CBE | CRIJ1301.KV1 |
| GOVT | Federal Government - CBE | GOVT2305.KV1 |
| GOVT | Texas Government -CBE | GOVT2306.KV1 |
| SOCI | Introductory Sociology -CBE | SOCI1301.KV1 |

| | |
|---|---|
| U.S. Health Care Delivery | MHSM3302.KV1 |
| Statistics for Hlth Care Mngrs | MHSM3303.KV1 |
| Legal Issues in Health Care | MHSM3310.KV1 |
| Financial Mgt for Hlth Care Mgr | MHSM3335.KV1 |
| Health Care Info Tech - CBE | MHSM3411.KV1 |
| Risk Management for Hlth Prof | MHSM4304.KV1 |
| HR in Health Care Management | MHSM4310.KV1 |
| Ethics for Health Care Prof | MHSM4348.KV1 |
| Public & Comm Health Mgmt | MHSM4351.KV1 |
| Project Mgmt. for Healthcare | MHSM4352.KV1 |
| **TMGT** | |
| Business & Econ. Statistics | TMGT3302.KV0 |
| Organizational Theory & Pract. | TMGT3305.KV0 |
| Decision Making - CBE | TMGT3310.KV1 |
| Tech in Enterprise Mgmt - CBE | TMGT3311.KV1 |
| Management and Law | TMGT3336.KV0 |
| Accounting for Managers | TMGT3338.KV0 |
| Safety & Risk Management - CBE | TMGT4304.KV1 |
| Resource Management | TMGT4312.KV0 |
| Organizational Design Seminar | TMGT4320.KV0 |
| Purchasing and Supply Manage. | TMGT4341.KV0 |
| Supply Chain Security - CBE | TMGT4342.KV1 |
| International Business Seminar | TMGT4353.KV10 |

# CLASSIFIED
# PAY PLAN
# FY2020-2021

| Classified A<br>Min - $18,241.00 Mid - $25,081.38 Max - $31,921.75 |
|---|
| **Position Title** |
| Admissions Technician |
| Cook I |
| Custodian |
| Customer Service Technician |
| Early Childhood Educator I |
| Faculty Secretary |
| Fixed Assets and Receiving Technician |
| Floor Technician |
| General Services Technician |
| Library Technical Services Technician |
| Library Technician |
| Painter |
| Plumber |
| Program Assistant |
| Purchasing Technician |
| Records Technician |
| Staff Secretary |
| Theater Support Services Technician |
| Warehouse Assistant |

# CLASSIFIED
# PAY PLAN
# FY2020-2021

| Classified B<br>Min - $19,496.00 Mid - $26,807.00 Max - $34,118.00 |
|---|
| **Position Title** |
| Cook II |
| Financial Aid Technician |
| Gallery Assistant |
| 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 - Culinary Arts |
| Lab Assistant - Electrician Assistant |
| Lab Assistant - Fire Science |
| Lab Assistant - Heating, Ventilation, Air Conditioning and Refrigeration |
| Lab Assistant - Nursing and Allied Health |
| Lab Assistant - Office Administration |
| Lab Assistant - Welding |
| Secretary |

# CLASSIFIED
# PAY PLAN
# FY2020-2021

| Classified C<br>Min - $21,513.00 Mid - $29,580.38 Max - $37,647.75 |
|---|
| **Position Title** |
| Advisor Assistant |
| Carpenter |
| Cashier |
| Community Relations Assistant |
| Compliance Assistant |
| Educational Technologies Assistant I |
| General Services Assistant |
| Human Resources Assistant |
| Lead Cook |
| Lead Custodian |
| Purchasing Assistant |
| Student Learning Assistant |
| Testing Technician |

| Classified D<br>Min - $21,803.00 Mid - $29,979.13 Max - $38,155.25 |
|---|
| **Position Title** |
| Cashier II |
| Developmental Lab Technician |
| Facilities Planning and Construction Project Technician |
| Security Guard |
| Space Management Technician |

# CLASSIFIED
# PAY PLAN
# FY2020-2021

| Classified E<br>Min - $23,227.00 Mid - $31,937.13 Max - $40,647.25 |
|---|
| **Position Title** |
| Bus Driver |
| Cashier III |
| Educational Technologies Assistant II |
| Facilities Planning and Construction Accounts Assistant |
| Food Services Accounts Assistant |
| Library Automated Systems and Applications Technician |
| Maintenance Assistant |
| Open Lab Technician |

| Classified F<br>Min - $25,480.00 Mid - $35,035.00 Max - $44,590.00 |
|---|
| **Position Title** |
| Administrative Assistant |
| Educational Technologies Assistant III |
| Energy Technician |
| Fixed Assets and Receiving Assistant |
| Fixed Assets Assistant |
| Locksmith |
| Maintenance Technician |
| Accountability, Risk and Compliance Assistant |
| Scheduling Technician |
| Student Success Assistant |
| Warehouse Technician |

# CLASSIFIED
# PAY PLAN
# FY2020-2021

| Classified G<br>Min - $26,227.00 Mid - $36,062.13 Max - $45,897.25 |
|---|
| **Position Title** |
| Accountability Assistant |
| Accounting Assistant |
| Compliance Technician |
| Dual Credit Programs Assistant |
| Electrician |
| Payroll Assistant - Business Office |
| Payroll Assistant - Human Resources |
| Travel Assistant |

# PROFESSIONAL/TECHNICAL NON-EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Non-Exempt A<br>Min - $27,000.00 Mid - $37,125.00 Max - $47,250.00 |
|---|
| **Position Title** |
| Advising Specialist |
| Graphic Designer I |
| Lab Assistant II - Computer Science |
| Police Dispatcher |
| Senior Administrative Assistant |
| Social Media Specialist |
| Student Services Specialist I |

# PROFESSIONAL/TECHNICAL NON-EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Non-Exempt B<br>Min - $29,000.00 Mid - $39,875.00 Max - $50,750.00 |
|---|
| **Position Title** |
| Academic Advancement Support Specialist |
| Academies Specialist |
| Accountability, Risk, and Compliance Support Specialist |
| Accounting Specialist |
| Admissions Specialist |
| Advisor |
| Applications Specialist |
| Assistant Childcare Center Manager |
| Benefits Specialist |
| Career and Placement Specialist |
| Cashier Customer Service Specialist |
| Cashier Support 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 |
| Curriculum Specialist |
| Distribution Services Specialist |
| Document Management Specialist |
| Dual Credit Pathways Specialist |
| Dual Credit Program Specialist |
| Dual Credit Records and Registration Specialist |
| Dual2Degree Career and Technical Education Specialist |
| Dual2Degree Specialist |
| Early Childhood Educator II |
| Energy Management Specialist |
| Facilities Planning and Construction Space Management Specialist |
| Finance and Administrative Services Business Systems Specialist |

# PROFESSIONAL/TECHNICAL NON-EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Non-Exempt B<br>Min - $29,000.00 Mid - $39,875.00 Max - $50,750.00 |
|---|
| **Position Title** |
| Financial Aid Specialist |
| Fixed Assets 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 - Communication Arts |
| 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 Excellence Specialist - Virtual |
| Learning Outcomes Specialist |
| Library Specialist |
| Library Technical Services Specialist |
| Licensed Lab Assistant - Emergency Medical Technology |
| Licensed Lab Assistant - Associate Degree Nursing |
| Marketing Specialist |
| Multimedia Designer |
| Network Services Specialist |
| Nursing Program Specialist |
| Ombudsperson |
| Open Lab Specialist |
| Payroll Specialist |

# PROFESSIONAL/TECHNICAL NON-EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Non-Exempt B<br>Min - $29,000.00 Mid - $39,875.00 Max - $50,750.00 |
|---|
| **Position Title** |
| Photographer |
| Professional Development Specialist |
| Public Relations Specialist |
| Purchasing Specialist |
| Records and Registration Specialist |
| Recruiting Specialist |
| Registered Lab Assistant - Pharmacy |
| Residency Specialist |
| Transportation 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 |
| Training Specialist |
| Valley Scholars Specialist |
| Veterans Affairs Certifying Official |
| Videographer |

# PROFESSIONAL/TECHNICAL NON-EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Non-Exempt C<br>Min - $35,000.00 Mid - $48,125.00 Max - $61,250.00 |
|---|
| **Position Title** |
| Accountability and Compliance Coordinator |
| Biomedical Simulation Specialist |
| Career and Technical Education Grant Management and Compliance Specialist/Perkins |
| Compensation Specialist |
| Construction Supervisor |
| Coordinator for Fixed Assets and Distribution |
| Coordinator of College Connections |
| Coordinator of Community Relations |
| Coordinator of Compliance |
| Coordinator of Educational Technologies - Inventory Management |
| Coordinator of Emergency Preparedness and Training |
| Coordinator of Enrollment Marketing Services |
| Coordinator of Enrollment Services |
| Coordinator of Facilities, Planning and Construction Accounts |
| Coordinator of Financial Literacy |
| Coordinator of Public Relations |
| Coordinator of Student Rights and Responsibilities |
| Coordinator of Theater Support Services |
| Copy Writer |
| Custodial Logistics Supervisor |
| Custodial Supervisor |
| Distance Education Technologies Specialist |
| Educational Technologies Specialist |
| Educational Technologies Specialist – Americans with Disabilities Act |
| Educational Technologies Specialist - Biomedical and Support |
| Electrician Supervisor II |
| Executive Administrative Assistant |
| Finance and Administrative Services Reporting Coordinator |
| Grants and Contracts Compliance Specialist |
| Healthcare Simulation Specialist |
| Heating, Ventilation, Air Conditioning Supervisor II |

# PROFESSIONAL/TECHNICAL NON-EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Non-Exempt C<br>Min - $35,000.00 Mid - $48,125.00 Max - $61,250.00 |
|---|
| **Position Title** |
| Human Resources Faculty Staffing Specialist/Evaluator |
| Human Resources Payroll/Position Control Specialist |
| Human Resources Staffing Support Specialist |
| Institutional Effectiveness Specialist |
| Lab Coordinator |
| Lab Supervisor |
| Learning Support Systems and Applications Specialist |
| Locksmith Supervisor II |
| Network Services Analyst I |
| Nursing Lab Clinical Coordinator |
| Open Lab Supervisor |
| Open Labs Analyst |
| Operations Support Coordinator |
| Plumbing Supervisor II |
| Police Compliance Coordinator |
| Police Officer |
| Project Coordinator |
| 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 |
| Student Success Specialist for Student Disability Services |
| Systems Analyst I |
| Technology Generalist Analyst |
| Transcript/Graduation Analyst |
| Video Production Coordinator |
| Web Design Specialist |
| Web Specialist |

# PROFESSIONAL/TECHNICAL NON-EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Non-Exempt D<br>Min - $38,000.00 Mid - $52,250.00 Max - $66,500.00 |
|---|
| **Position Title** |
| Accountant |
| Applications Analyst I |
| Client Services Analyst I |
| Computer Services Analyst I |
| Data Management Coordinator |
| Dispatch Supervisor |

| Professional/Technical Non-Exempt E<br>Min - $45,000.00 Mid - $61,875.00 Max - $78,750.00 |
|---|
| **Position Title** |
| Administrative Specialist for Board Relations |
| Applications Analyst II |
| Client Services Analyst II |
| Computer Services Analyst II |
| Executive Assistant to the President |
| Facilities Operations and Maintenance Administrative Coordinator |
| Network Services Analyst II |
| Reporting Analyst II |
| Systems Analyst II |

| Professional/Technical Non-Exempt F<br>Min - $55,000.00 Mid - $75,625.00 Max - $96,250.00 |
|---|
| **Position Title** |
| Digital Services Developer |
| Police Sergeant |

# PROFESSIONAL/TECHNICAL EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Exempt C<br>Min - $35,568.00 Mid - $49,500.00 Max - $63,000.00 |
|---|
| **Position Title** |
| Academic Coach |
| American Sign Language Interpreter |
| Buyer |
| Educational Technologies Specialist – Audiovisual System Design |
| Chief Photographer |
| Childcare Services Developer |
| Continuing Education Trainer |
| Coordinator for Continuing Education |
| Coordinator of Career Services |
| Coordinator of Employer Services |
| Coordinator of Federal Programs |
| Coordinator of Library Art Galleries |
| Coordinator of Records |
| Coordinator of Scholarships |
| Coordinator of Special Advising |
| Coordinator of State and Third Party Programs |
| Coordinator of Student Financial Services |
| Coordinator of Veteran Enrollment Services |
| Coordinator of Veteran Recruitment and Engagement |
| Counselor |
| Digital Signage/Classroom Technician Training Specialist |
| E-Learning Assistive Technologies Specialist |
| Food Services Manager/Cook |
| Institutional Effectiveness Analyst |
| Interpreter |
| Librarian I - Public Services |
| Program Developer and Coordinator |
| Project Management Analyst |
| Specifications Writer |
| Technical Buyer |

# PROFESSIONAL/TECHNICAL EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Exempt D<br>Min - $39,000.00 Mid - $53,625.00 Max - $68,250.00 |
|---|
| **Position Title** |
| Coordinator of Academies and High School Projects |
| Coordinator of Advisement |
| Coordinator of Campus Center for Learning Excellence |
| Coordinator of Distance Learning Technologies |
| Coordinator of Dual Credit Pathways |
| Coordinator of Educational Technologies Projects |
| Coordinator of Enrollment Services for Dual Credit |
| Coordinator of Faculty Advising |
| Coordinator of Student Activities and Events |
| Coordinator of Student Activities and First Year Experience |
| Coordinator of Student Activities and Wellness |
| Coordinator of Transition Services for Dual Credit |
| Curriculum and Scheduling Coordinator |
| Educational Technologies Audio Visual Systems Analyst |
| Events Manager (FAS) |
| Institutional Research Analyst |
| Learning Support Systems and Applications Analyst |
| Librarian II - Academic Outreach |
| Librarian II - Campus Librarian |
| Librarian II - Programming |
| Licensed Counselor |
| Simulation Coordinator |
| Training Specialist III |

# PROFESSIONAL/TECHNICAL EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Exempt E<br>Min - $45,000.00 Mid - $61,875.00 Max - $78,750.00 |
|---|
| **Position Title** |
| Accounting Group Supervisor |
| Audio Visual Events Manager |
| Audio Visual Systems Designer |
| Business Analyst |
| Business System Analyst |
| Campus Facility Manager |
| Child Development Center Manager |
| Construction Buyer |
| Continuing Education Operations Manager |
| Contracts Manager |
| Coordinator of Student Disability Services |
| Coordinator of Testing Services |
| Creative Services Manager |
| Custodial Manager |
| Database Analyst |
| Dual Credit Planning and Scheduling Manager |
| E-Instructional Manager |
| E-Learning Media Manager |
| Educational Technologies – Administrative Services Manager |
| Educational Technologies Installations Manager |
| Educational Technologies Operations Manager |
| Environmental Health and Safety Manager |
| Financial Analyst |
| Grant Development Officer |
| Information Security Analyst |
| Instructional Designer |
| Interim Training Manager |
| Learning Support Manager |
| Librarian III - Automated Systems and Applications |
| Librarian III - Collection Management and Acquisitions |

# PROFESSIONAL/TECHNICAL EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Exempt E<br>Min - $45,000.00 Mid - $61,875.00 Max - $78,750.00 |
|---|
| **Position Title** |
| Librarian III - Outreach and Instruction |
| Librarian III - Reference and Circulation |
| Maintenance Manager |
| Marketing Manager |
| Open Labs Logistics Manager |
| Operations Inventory Procurement Manager |
| Program Developer and Manager |
| Project Director - Hispanic Serving Institution Grant |
| Project Director - Texas Regional STEM Degree Accelerated Grant |
| Project Manager - Academic Affairs |
| Project Manager - Associate Degree Nursing (Project HEAL2) |
| Project Manager - Business, Public Safety and Technology |
| Project Manager - Continuing and Professional Education |
| Project Manager - Dual Credit Programs |
| Project Manager - Finance and Administrative Services |
| 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 |
| Resource Development Officer |
| School District Partnership Relations Manager |
| Senior Buyer |
| Student Services Training Manager |
| Supplemental Instruction Manager |
| Training Manager |
| Workforce Contract Manager |

# PROFESSIONAL/TECHNICAL EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Exempt F<br>Min - $55,000.00 Mid - $75,625.00 Max - $96,250.00 |
|---|
| **Position Title** |
| Accountability and Compliance Manager |
| Accounting Group Manager |
| Applications Analyst III |
| Benefits 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 |
| Receiving and Distribution Manager |
| Parking and Security Manager |
| Senior Coordinator of Counseling |
| Staffing and Recruiting Manager |
| Systems Analyst III |
| Systems Development Engineer |
| Talent and Learning Manager |
| Public Safety and Transportation Services Manager |

# PROFESSIONAL/TECHNICAL EXEMPT
# PAY PLAN
# FY2020-2021

| Professional/Technical Exempt G<br>Min - $60,000.00 Mid - $82,500.00 Max - $105,000.00 |
|---|
| **Position Title** |
| Academic Excellence Programs Officer |
| Academic Initiatives and Projects Officer |
| Application Development Manager |
| Budget Manager |
| Compensation and Payroll Manager |
| Computer Services Manager |
| Database Analyst III |
| Grant Management and Compliance Officer II/Perkins Principal Investigator |
| Human Resources Information Systems Manager |
| Information Technology Risk and Security Manager |
| Institutional Equity Manager |
| Police Lieutenant |
| Risk Manager |
| Senior Facilities Planning and Construction Project Manager |
| Service Delivery Manager |
| Software Development Architect |
| Systems and Networking Manager |

# ADMINISTRATIVE
# PAY PLAN
# FY2020-2021

| Administrative A<br>Min - $50,000.00 Mid - $68,750.00 Max - $87,500.00 |
|---|
| **Position Title** |
| Assistant Director of Custodial Support Services |
| Assistant Director of Educational Technologies |
| 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 |
| Associate Director of Grant Management and Compliance |

# ADMINISTRATIVE
# PAY PLAN
# FY2020-2021

| Administrative B<br>Min - $55,000.00 Mid - $75,625.00 Max - $96,250.00 |
|---|
| **Position Title** |
| Associate Comptroller |
| Associate Director of Purchasing |
| Campus Administrator - Mid Valley Campus |
| Campus Administrator - Starr County Campus |
| 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 Distance Learning |
| Director of Dual Credit Pathways |
| Director of Enrollment Services for Dual Credit |
| Director of Food Services |
| Director of Fundraising and Foundation |
| 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 |
| Finance and Administrative Services Administrative Officer |

# ADMINISTRATIVE
# PAY PLAN
# FY2020-2021

| Administrative C<br>Min - $63,000.00 Mid - $86,625.00 Max - $110,250.00 |
|---|
| **Position Title** |
| 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 Veteran Affairs |
| Director of Accountability, Risk, and Compliance |
| Director of Counseling |
| Director of Curriculum |
| Director of Educational Technologies |
| Director of Institutional Effectiveness, Assessment and Accreditation |
| Director of Learning Commons and Open Labs |
| Director of Public Relations and Marketing |
| Director of Purchasing |
| Director of Regional Center for Public Safety Excellence |
| Employee Relations Officer |

# ADMINISTRATIVE
# PAY PLAN
# FY2020-2021

| Administrative D<br>Min - $73,000.00 Mid - $100,375.00 Max - $127,750.00 |
|---|
| **Position Title** |
| Assistant Chief Information Officer for Information Technology Services |
| Assistant Chief Information Officer for Infrastructure and Software Development |
| Chief Information Security Officer |
| Dean of Continuing Education, Workforce Training, and Economic Development |
| Dean of Distance Learning |
| Dean of Enrollment Services |
| Dean of Institutional Research, Effectiveness and Strategic Planning |
| Dean of Library and Learning Support Services |
| 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 E<br>Min - $80,000.00 Mid - $110,000.00 Max - $140,000.00 |
|---|
| **Position Title** |
| Assistant to the Vice President for Strategic Initiatives |
| Assistant Vice President for Academic Advancement |
| Chief of Police |
| Chief Information Officer |
| Comptroller |
| Dean for Business, Public Safety and Technology |
| Dean for Dual Credit Programs and School District Partnerships |
| Dean for Liberal Arts |
| Dean for Math, Science, Information Technology and Bachelor Programs |
| Dean for Nursing and Allied Health |
| Dean for Social and Behavioral Sciences |
| Executive Director for Resource Development, Management, and Compliance |
| Institutional Equity Officer |
| Internal Auditor |

# EXECUTIVE
# PAY PLAN
# FY2020-2021

| Executive A<br>Min - $85,000.00 Mid - $106,250.00 Max - $127,500.00 |
|---|
| **Position Title** |
| Executive Officer for External Relations |
| Special Assistant to the President for Continuing Education |

| Executive B<br>Min - $92,500.00 Mid - $115,625.00 Max - $138,750.00 |
|---|
| Position Title |
| Executive Officer for Workforce Development and External Affairs |

| Executive C<br>Min - $100,000.00 Mid - $125,000.00 Max - $150,000.00 |
|---|
| Position Title |
| 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 |

| Executive D<br>Min - $107,500.00 Mid - $134,375.00 Max - $161,250.00 |
|---|
| Position Title |
| Executive Vice President for Educational Programs and Student Achievement |

# LIST OF POSITION TITLES
# PAY PLAN
# FY2020-2021

| Position Title | Position Grade |
|---|---|
| Academic Advancement Support Specialist | Professional/Technical Non-Exempt - B |
| Academic Coach | Professional/Technical Exempt - C |
| Academic Excellence Programs Officer | Professional/Technical Exempt - G |
| Academic Initiatives and Projects Officer | Professional/Technical Exempt - G |
| Academies Specialist | Professional/Technical Non-Exempt - B |
| Accountability and Compliance Coordinator | Professional/Technical Non-Exempt - C |
| Accountability and Compliance Manager | Professional/Technical Exempt - F |
| Accountability Assistant | Classified - G |
| Accountability, Risk and Compliance Assistant | Classified - F |
| 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 |
| 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 |
| Application Development Manager | Professional/Technical Exempt - G |
| Applications Analyst I | Professional/Technical Non-Exempt - D |
| Applications Analyst II | Professional/Technical Non-Exempt - E |
| Applications Analyst III | Professional/Technical Exempt - F |
| Applications Specialist | Professional/Technical Non-Exempt - B |
| Assistant Chief Information Officer for Information Technology Services | Administrative - D |
| Assistant Chief Information Officer for Infrastructure and Software Development | Administrative - D |
| Assistant Childcare Center Manager | Professional/Technical Non-Exempt - B |
| Assistant Director of Custodial Support Services | Administrative - A |

| Position Title | Position Grade |
|---|---|
| Assistant Director of Educational Technologies | 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 to the Vice President for Strategic Initiatives | Administrative - E |
| Assistant Vice President for Academic Advancement | Administrative - E |
| Associate Comptroller | Administrative - B |
| 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 Director of Grant Management and Compliance | Administrative - A |
| Associate Director of Purchasing | Administrative - B |
| Audio Visual Events Manager | Professional/Technical Exempt - E |
| Audio Visual Systems Designer | Professional/Technical Exempt - E |
| Benefits Manager | Professional/Technical Exempt - F |
| Benefits Specialist | Professional/Technical Non-Exempt - B |
| Biomedical Simulation Specialist | Professional/Technical Non-Exempt - C |
| 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 Campus | Administrative - B |
| Campus Administrator - Starr County Campus | Administrative - B |
| Campus Facility Manager | Professional/Technical Exempt - E |
| Career and Placement Specialist | Professional/Technical Non-Exempt - B |
| Career and Technical Education Grant Management and Compliance Specialist/Perkins | Professional/Technical Non-Exempt - C |
| Carpenter | Classified - C |
| Cashier | Classified - C |
| Cashier Customer Service Specialist | Professional/Technical Non-Exempt - B |
| Cashier II | Classified - D |
| Cashier III | Classified - E |
| Cashier Support Specialist | Professional/Technical Non-Exempt - B |
| Chief of Police | Administrative - E |

| Position Title | Position Grade |
|---|---|
| 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 Non-Exempt - D |
| Client Services Analyst II | Professional/Technical Non-Exempt - E |
| Client Services Analyst III | Professional/Technical Exempt - F |
| Client Services Specialist | Professional/Technical Non-Exempt - B |
| 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 - C |
| Compensation and Payroll Manager | Professional/Technical Exempt - G |
| Compensation Specialist | Professional/Technical Non-Exempt - C |
| Compliance Assistant | Classified - 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 Manager | Professional/Technical Exempt - G |
| 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 |

| Position Title | Position Grade |
|---|---|
| Coordinator of Career Services | Professional/Technical Exempt - C |
| 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 Dual Credit Pathways | Professional/Technical Exempt - D |
| Coordinator of Educational Technologies - Inventory Management | Professional/Technical Non-Exempt - C |
| Coordinator of Educational Technologies Projects | Professional/Technical Exempt - D |
| Coordinator of Emergency Preparedness and 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 Financial Literacy | Professional/Technical Non-Exempt - C |
| Coordinator of Library Art Galleries | 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 State and Third Party Programs | Professional/Technical Exempt - C |
| Coordinator of Student Activities and Events | Professional/Technical Exempt - D |
| 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 Disability Services | Professional/Technical Exempt - E |
| Coordinator of Student Financial Services | Professional/Technical Exempt - C |
| 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 Transition Services for Dual Credit | Professional/Technical Exempt - D |
| Coordinator of Veteran Enrollment Services | Professional/Technical Exempt - C |
| Coordinator of Veteran Recruitment and Engagement | Professional/Technical Exempt - C |
| Copy Writer | Professional/Technical Non-Exempt - C |
| Course Development Specialist | Professional/Technical Non-Exempt - B |

| Position Title | Position Grade |
|---|---|
| Counselor | Professional/Technical Exempt - C |
| Creative Services Manager | Professional/Technical Exempt - E |
| Curriculum and Scheduling Coordinator | Professional/Technical Exempt - D |
| 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 Dual Credit Programs and School District Partnerships | Administrative - E |
| Dean for Liberal Arts | Administrative - E |
| Dean for Math, Science, Information Technology and Bachelor Programs | Administrative - E |
| Dean for Nursing and Allied Health | Administrative - E |
| Dean for Social and Behavioral Sciences | Administrative - E |
| Dean of Continuing Education, Workforce Training, and Economic Development | Administrative - D |
| Dean of Distance Learning | Administrative - D |
| Dean of Enrollment Services | Administrative - D |
| Dean of Institutional Research, Effectiveness and Strategic Planning | Administrative - D |
| Dean of Library and Learning Support Services | Administrative - D |
| Dean of Student Affairs | Administrative - D |
| Developmental Lab Technician | Classified - D |
| Digital Services Developer | Professional/Technical Non-Exempt - F |
| Digital Services Manager | Professional/Technical Exempt - F |
| Digital Signage/Classroom Technician 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 |

| Position Title | Position Grade |
|---|---|
| Director of Curriculum | Administrative - C |
| Director of Distance Learning | Administrative - B |
| Director of Dual Credit Pathways | Administrative - B |
| Director of Educational Technologies | Administrative - C |
| 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 Human Resources | Administrative - D |
| Director of Institutional Effectiveness, Assessment and Accreditation | Administrative - C |
| Director of Learning Commons and Open Labs | Administrative - C |
| Director of Professional and Workforce Education | Administrative - B |
| Director of Public Relations and Marketing | Administrative - C |
| Director of Purchasing | Administrative - C |
| Director of Regional Center for Public Safety Excellence | 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 Education 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 Pathways 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 Programs Assistant | Classified - G |
| Dual Credit Records and Registration Specialist | Professional/Technical Non-Exempt - B |
| Dual2Degree Career and Technical Education Specialist | Professional/Technical Non-Exempt - B |
| Dual2Degree Specialist | Professional/Technical Non-Exempt - B |
| E-Instructional Manager | Professional/Technical Exempt - E |
| E-Learning Assistive Technologies Specialist | Professional/Technical Exempt - C |

| Position Title | Position Grade |
|---|---|
| E-Learning Media Manager | Professional/Technical Exempt - E |
| Early Childhood Educator I | Classified - A |
| Early Childhood Educator II | Professional/Technical Non-Exempt - B |
| Educational Technologies – Administrative Services Manager | Professional/Technical Exempt - E |
| Educational Technologies Audio Visual Systems Analyst | Professional/Technical Exempt - D |
| Educational Technologies Assistant I | Classified - C |
| Educational Technologies Specialist – Audiovisual System Design | Professional/Technical Exempt - C |
| Educational Technologies Assistant II | Classified - E |
| Educational Technologies Assistant III | Classified - F |
| Educational Technologies Installations Manager | Professional/Technical Exempt - E |
| Educational Technologies Operations Manager | Professional/Technical Exempt - E |
| Educational Technologies Specialist | Professional/Technical Non-Exempt - C |
| Educational Technologies Specialist – Americans with Disabilities Act | Professional/Technical Non-Exempt - C |
| Educational Technologies Specialist - Biomedical and Support | 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 Manager | Professional/Technical Exempt - E |
| Events Manager (FAS) | Professional/Technical Exempt - D |
| Executive Administrative Assistant | Professional/Technical Non-Exempt - C |
| Executive Assistant to the President | Professional/Technical Non-Exempt - E |
| Executive Director for Resource Development, Management, and Compliance | Administrative - E |
| Executive Officer for External Relations | Executive - A |
| Executive Officer for Workforce Development and External Affairs | Executive - B |
| Executive Vice President for Educational Programs and Student Achievement | 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 Space Management Specialist | Professional/Technical Non-Exempt - B |
| Facilities Planning and Construction Project Technician | Classified - D |
| Faculty Secretary | Classified - A |
| Finance and Administrative Services Administrative Officer | Administrative - B |
| Finance and Administrative Services Business Systems Specialist | Professional/Technical Non-Exempt - B |
| Finance and Administrative Services Reporting Coordinator | Professional/Technical Non-Exempt - C |
| Financial Aid Specialist | Professional/Technical Non-Exempt - B |

| Position Title | Position Grade |
|---|---|
| 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 |
| Human Resources Faculty Staffing Specialist/Evaluator | Professional/Technical Non-Exempt - C |
| Human Resources Information Systems Manager | Professional/Technical Exempt - G |
| Human Resources Payroll Specialist | Professional/Technical Non-Exempt - B |
| Human Resources Payroll/Position Control Specialist | Professional/Technical Non-Exempt - C |
| 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 |
| Information Security Analyst | Professional/Technical Exempt - E |
| Information Technology Risk and Security Manager | Professional/Technical Exempt - G |
| Institutional Effectiveness Analyst | Professional/Technical Exempt - C |

| Position Title | Position Grade |
|---|---|
| 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 |
| Interim Training Manager | 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 |
| Lab Assistant - Computer and Advanced Technology | Classified - B |
| Lab Assistant - Computer Science | Classified - B |
| Lab Assistant - Culinary Arts | Classified - B |
| Lab Assistant - Electrician Assistant | Classified - B |
| Lab Assistant - Fire Science | Classified - B |
| Lab Assistant - Heating, Ventilation, Air Conditioning and Refrigeration | 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 - Communication Arts | 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 |

| Position Title | Position Grade |
|---|---|
| Learning Excellence Specialist - Virtual | 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 |
| Learning Support Systems and Applications Specialist | Professional/Technical Non-Exempt - C |
| Librarian I - Public Services | Professional/Technical Exempt - C |
| Librarian II - Academic Outreach | Professional/Technical Exempt - D |
| 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 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 - Emergency Medical Technology | Professional/Technical Non-Exempt - B |
| Licensed Lab Assistant - Associate Degree Nursing | 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 |
| Nursing Lab Clinical Coordinator | Professional/Technical Non-Exempt - C |
| Nursing Program Specialist | Professional/Technical Non-Exempt - B |
| Ombudsperson | Professional/Technical Non-Exempt - B |
| Open Lab Specialist | Professional/Technical Non-Exempt - B |

| Position Title | Position Grade |
|---|---|
| Open Lab Supervisor | Professional/Technical Non-Exempt - C |
| 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 Inventory Procurement Manager | Professional/Technical Exempt - E |
| Operations Support Coordinator | Professional/Technical Non-Exempt - C |
| Painter | Classified - A |
| Parking and Security Manager | Professional/Technical Exempt - F |
| 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 |
| Project Coordinator | Professional/Technical Non-Exempt - C |
| Project Director - Hispanic Serving Institution Grant | Professional/Technical Exempt - E |
| 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 - Associate Degree Nursing (Project HEAL2) | Professional/Technical Exempt - E |
| Project Manager - Business, Public Safety and Technology | Professional/Technical Exempt - E |
| Project Manager - Continuing and Professional Education | Professional/Technical Exempt - E |
| Project Manager - Dual Credit Programs | 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 |

| Position Title | Position Grade |
|---|---|
| Project Manager - Math, Science, Information Technology 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 |
| Public Safety and Transportation Services Manager | Professional/Technical Exempt - F |
| 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 |
| Records and Registration Specialist | Professional/Technical Non-Exempt - B |
| Records Technician | Classified - A |
| Recruiting Specialist | Professional/Technical Non-Exempt - B |
| 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 |
| Reporting Analyst II | Professional/Technical Non-Exempt - E |
| Residency Specialist | Professional/Technical Non-Exempt - B |
| Resource Development Officer | Professional/Technical Exempt - E |
| Risk Manager | Professional/Technical Exempt - G |
| 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 |
| Simulation Coordinator | Professional/Technical Exempt - D |

| Position Title | Position Grade |
|---|---|
| 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 for Continuing Education | Executive - A |
| Special Programs Specialist | Professional/Technical Non-Exempt - B |
| Specifications Writer | Professional/Technical Exempt - C |
| Staff Audit Specialist | Professional/Technical Non-Exempt - B |
| Staff Secretary | Classified - A |
| Staffing and Recruiting 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 |
| Student Success Specialist for Student Disability Services | 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 |
| Talent and Learning Manager | Professional/Technical Exempt - F |
| Technical Buyer | Professional/Technical Exempt - C |
| Technical Facilities Specialist | Professional/Technical Non-Exempt - B |
| Technology Generalist Analyst | Professional/Technical Non-Exempt - C |
| Technology Specialist | Professional/Technical Non-Exempt - B |
| Testing Specialist | Professional/Technical Non-Exempt - B |
| Testing Technician | Classified - C |

| Position Title | Position Grade |
|---|---|
| Theater Support Services Technician | Classified - A |
| Training Manager | Professional/Technical Exempt - E |
| Training Specialist | Professional/Technical Non-Exempt - B |
| Training Specialist III | Professional/Technical Exempt - D |
| Transcript/Graduation Analyst | Professional/Technical Non-Exempt - C |
| Transportation Support Specialist | Professional/Technical Non-Exempt - B |
| Travel Assistant | Classified - G |
| 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 |
| Video Production Coordinator | Professional/Technical Non-Exempt - C |
| Videographer | Professional/Technical Non-Exempt - B |
| Warehouse Assistant | Classified - A |
| 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