PAY PLAN

FISCAL YEAR

2021 2022

SOUTH TEXAS COLLEGE

SERVING HIDALGO COUNTY & STARR COUNTY, TEXAS

7/27/2021

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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 College.

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

Laura Requena, MBA, MPAcc, PHR, SHRM-CP
Director of Human Resources
2501 W. Pecan Blvd.
McAllen, Texas 78501
Office: 956-872-3637
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
Director of Human Resources, Title IX Deputy Coordinator, and 504 Coordinator
2501 W. Pecan Blvd.
McAllen, Texas 78501
Office: 956-872-3637
Email: HR_Administrators@southtexascollege.edu

Student(s):

Celinda E. Salinas
Director of Career & Employer Services
3201 W. Pecan Blvd.
McAllen, Texas 78501
Office: 956-872-6319
Email: csali197@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 a sexual harassment or sexual violence:

Mary G. Elizondo, MBA, CPA, CFE, CGMA
Vice President for Finance and Administrative Services and Title IX Coordinator
3201 W. Pecan Blvd., X 224
McAllen, Texas 78501
956-872-3558
Email: TitleIX@southtexascollege.edu

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.pdf

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 2021-2022

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 FY 2021-2022 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 2021-2022

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 2021-2022

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 2021-2022

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 2021-2022

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 2021-2022 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 years 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.

NON-FACULTY GRANT FUNDED EMPLOYEES PAY PLAN FY 2021-2022

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 2021-2022

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 2021-2022

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 2021-2022

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 2021-2022

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 2021-2022

Center for Learning Excellence (CLE) DW Staff (Non-SLA) Pay Plan FY 2021-2022 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 2021-2022

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

Center for Learning Excellence (CLE) Part-time Academic Coach FY 2021-2022

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

FACULTY PAY PLAN
FY 2021-2022

FACULTY PAY PLAN

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. Refer to the Comparison Chart (page 32) amongst Full-Time Regular Faculty, Lecturer, and Adjunct Faculty positions.

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.

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.

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.

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.

FACULTY TERMINOLOGY
FY 2021-2022

ACADEMIC INSTRUCTIONAL SEMESTERS/TERMS: The actual days during which long semesters and/or minimesters are in session as listed on the Academic Calendar.

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

ACADEMIC YEAR: 166 work days for Full-Time Regular Faculty (Fall= 83 / Spring= 83).

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.

COMPENSATION

- **Contact Hour**
  - Each course has a specific number of contact hours, and these contact hours can either be Lecture, Lab, Clinical, or a combination.
- **Lecture Hour Equivalent:** The College distinguishes three (3) types of lecture hour equivalents (LHEs): Lecture, Lab, and Clinical. The course descriptions in the college catalog are used to determine the lecture hours and the lab hours for each course.

  - One lecture hour equals 1 Lecture Hour Equivalent (LHE)
  - One laboratory (lab) hour equals 0.67 LHE.
  - One clinical (lab) hour equals 0.80 LHE (Simulation hours are considered as clinical hours).

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:

- 15 LHEs of classroom instruction and associated course preparation (approximately 30 hours combined)
- 5 office hours
- 5 college/department service hours

Faculty duties and responsibilities for teaching a course will include preparation prior to the beginning of the instructional term (e.g. syllabus development, LMS shell setup, clinical checklists, etc.) and submission of concluding documentation after the instructional term ends (e.g. JagPride, clinical agency evaluation forms, etc.).

COURSE LHEs: The state funds the College according to student Contact Hours. That is, the total amount of time that a student is in the course. Unless otherwise specified as an exception in the Pay Plan, the Lecture Hour Equivalents (LHEs) for a course are calculated and used during the calculation of a faculty member's contractual load, overload, and/or adjunct pay.

The total number of hours the College is allowed to pay for the teaching of one section of one course is determined by the Contact Hour / LHE calculation. This total LHEs can be assigned to one faculty member of split among multiple faculty members proportionally according to the number of contact hours each faculty is assigned to teach.

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.

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 03, 2021 to be effective for the Fall 2021 semester, by March 04, 2022 to be effective for the Spring 2022 semester, by May 27, 2022 to be effective for the Summer I and Summer III semesters, and July 05, 2022 to be effective for the Summer II semester.

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.

INSTRUCTIONAL CONTINUITY- FACULTY READINESS: 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.

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.

PRO-RATED PAY: Courses with enrollment of less than the minimum number of students needed for a course to make on the first class day are subject to pro-rated LHEs, regardless of instructional medium.

TEACHING LOAD:

- **Full-Time Regular Faculty and Lecturers**
  - 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.

- **Adjunct Faculty**
  - Expected to teach no more than 10 Lecture Hour Equivalents (LHE's) per semester and have one (1) hour of posted office time per course per week.

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 the day after census day.

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

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

COMPARISON CHART BY FACULTY CATEGORY
FY 2021-2022

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 Hired through Notice of Employment	No Hired through Notice of Employment
Renewal	Yes Notice on or before February 15 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 Office Hours: 5 hours per week Service Hours: 5 hours per week (Department, Division, and College service)	Teaching Load: Min. 15 LHE's Office Hours: 5 hours per week Service Hours: 5 hours per week (Department, Division, and College service based on Chair Recommendation)	Teaching Load: Max 10 LHE's 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 To be vacated at the end of the assignment	No Access to Adjunct Workspace
Professional Development	**Required:** College-Wide Professional Development Instructional Continuity Certification HR Mandated Trainings	**Required:** College-Wide Professional Development Instructional Continuity Certification HR Mandated Trainings **Optional but Recommended:** Academies	**Required:** Adjunct Professional Development DELTA Academy: To be completed within first year of employment Instructional Continuity Certification HR Mandated Trainings
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 Attend one ceremony (Fall or Spring) per Academic Year	Optional – Not Required	No

FACULTY COMPENSATION
SALARY PLACEMENTS FOR NEW FACULTY
FY 2021-2022

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.

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 2021-2022

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 accredited institution must be received by September 03, 2021 to be effective for the Fall 2021 semester, by March 04, 2022 to be effective for the Spring 2022 semester, by May 27, 2022 to be effective for the Summer I and Summer III semesters, and July 05, 2022 to be effective for the Summer II 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		$51,214	$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
RELATIONSHIP BETWEEN CONTACT HOURS AND LHEs
FY 2021-2022

For courses where compensation is not based on individual student enrollment, Lecture Hour Equivalent (LHE) calculations for courses are based on the number and type of Contact Hours, regardless of session length.

The College distinguishes three types of contact hours: Lecture, Lab, and Clinical.

- Lecture-based Contact Hours are 1 to 1 (i.e. 1 Lecture Hour equals 1 Lecture Hour Equivalent)
- Lab-based Contact Hours are 1 to .67 (i.e. 1 Lab Hour Equals .67 Lecture Hour Equivalent)
- Clinical-based Contact Hours are 1 to .80 (i.e. 1 Clinical Hour Equals .80 Lecture Hour Equivalent)*

To calculate the total LHE for a course, the number and type of hours are multiplied by the modifying ratio listed above and, in case of courses with different types of contact hours, the subtotals are added together. Refer to table below for examples.

Lecture Hour Equivalent (LHE) Calculation Table					
Course	**Title**	**Lecture**	**Lab**	**Other (Clinical)**	**Total LHEs**
GOVT2305	Federal Government	3	0	0	
	Modifier Ratio	1	0.67	0.8	
		3	**0**	**0**	**3**
BIOL2401	Anatomy & Physiology I	3	3	0	
	Modifier Ratio	1	0.67	0.8	
		3	**2.01**	**0**	**5.01**
INRW0304	Int. Reading & Writing	3	1	0	
	Modifier Ratio	1	0.67	0.8	
		3	**0.67**	**0**	**3.67**
RNSG2163	Clinical IV	0	0	4	
	Modifier Ratio	1	0.67	0.8	
		0	**0**	**3.2**	**3.2**

The number of Contact Hours the student experiences is calculated by simply taking the total of the type of hours and multiply it by 16 (regardless of session length). Refer to table below for examples.

Contact Hours Calculation Table					
Course	**Title**	**Lecture**	**Lab**	**Other (Clinical)**	**Total Contact Hours**
GOVT2305	Federal Government	3	0	0	
	Calculation Constant	16	16	16	
		48	**0**	**0**	**48**
BIOL2401	Anatomy & Physiology I	3	3	0	
	Calculation Constant	16	16	16	
		48	**48**	**0**	**96**
INRW0304	Int. Reading & Writing	3	1	0	
	Calculation Constant	16	16	16	
		48	**16**	**0**	**64**
RNSG2163	Clinical IV	0	0	4	
	Calculation Constant	16	16	16	
		0	**0**	**64**	**64**

As per common use, all courses are listed in the course catalog with the number of lecture, lab, and other (clinical) contact hours that would be offered during one week of a 16 week semester. If a section is offered during a compressed session (i.e. minimester), the overall number of contact hours remains the same, as do the LHEs. However, to meet contact hours, the total number of contact hours would need to be divided by the session length to arrive at the appropriate number of contact hours per week.

**Clinical hours can be offered both as external experiences and also as on-campus simulations.*

FACULTY COMPENSATION
UNDERLOADS
FY 2021-2022

Standard Teaching Assignment: Faculty are expected to teach a minimum of 15 Lecture Hour Equivalents (LHE's) per semester. The baseload is comprised of teaching courses during the long semester and minimester sessions. Teaching loads of less than 15 lecture hour equivalents per semester (Fall or Spring semester) must be reported by the Department Chair to the Dean, Vice President for Academic Affairs, and the Office of Human Resources.

Fall Semester Reporting:

1. Faculty who do not meet the baseload **by Census Day of the long semester** (16 weeks) have the opportunity to make up the remaining LHEs during the same semester by teaching minimester sessions.

   Review and Approval: The Department Chair is responsible for reporting Faculty underloads to the Dean and Vice President for Academic Affairs through a memo that outlines the assigned courses which should complete the baseload.

2. Faculty who still do not meet the baseload **by Census Day of the last minimester session** must make up the difference during the Spring semester of the same academic year.

   Review and Approval: The Dean is responsible for officially reporting Faculty underloads to the Vice President for Academic Affairs and the Office of Human Resources through a justification memo requesting approval to end the semester with an underload to be completed during the Spring semester.

Spring Semester Reporting:

1. Faculty who do not meet the baseload **by Census Day of the long semester** (16 weeks) have the opportunity to make up the remaining LHEs during the same semester by teaching minimester sessions.

   Review and Approval: The Department Chair is responsible for reporting Faculty underloads to the Dean and Vice President for Academic Affairs through a memo that outlines the assigned courses which should complete the baseload.

2. Faculty who still do not meet the baseload **by Census Day of the last minimester session, or who do not make up the difference during the Spring semester,** will have their annual pay proportionately reduced by the amount of the underload.

   Review and Approval: The Dean is responsible for officially reporting Faculty underloads to the Vice President for Academic Affairs and the Office of Human Resources through a justification memo indicating that the baseload was not met and request that the annual pay be proportionately reduced by the amount of the underload.

Exceptions: To fulfill the difference of the underload during the Spring semester, Non-Teaching Assignments listed in the FY2021-2022 Pay Plan should be requested no later than the first Monday in April. All Non-Teaching Assignment requests are submitted by the Dean through a justification memo and are subject to review and pre-approval by the Vice President for Academic Affairs and the Office of Human Resources.

FACULTY COMPENSATION
FALL/SPRING TEACHING: ADJUNCT AND OVERLOAD
FY 2021-2022

OVERLOAD PAY RATES

Standard Teaching Assignment: Full-Time Regular Faculty and Lecturers are paid at the Adjunct rate for all LHE's beyond 15 per semester or 30 per academic year. Upon approval by the Department 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 2021-2022 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.

FLAC: Faculty workload processed through the FLAC Module in Banner will be uploaded electronically for compensation and will follow the summer Standard Teaching Assignment. The Contract Type and Position Number used to identify the Faculty Type for the respective summer session can be found in Appendix D.

Records not locked and/or not acknowledged according to the Lock Records and Faculty Acknowledgement due dates will have the Contract Type, Position Number, and Suffix removed from SIASSGN. The Program/Department will create the NOE for the teaching assignment and provide a justification memo requesting the change in compensation method.

FY2021-2022 Adjunct/Overload LHE Rate		
Degree	**Adjunct**	**FT Regular**
Associate	$575	$575
Bachelor	$625	$625
Master	$750	$750
Doctorate	$850	$850

FACULTY COMPENSATION
SUMMER TEACHING: FULL-TIME REGULAR FACULTY
FY 2021-2022

FULL-TIME REGULAR FACULTY (BOARD-APPROVED POSITION IN THE STAFFING PLAN)

FY2021-2022 Adjunct/Overload LHE Rate		
Degree	**Adjunct**	**FT Regular**
Associate	$575	$575
Bachelor	$625	$625
Master	$750	$750
Doctorate	$850	$850

Faculty Summer Compensation Method		
Faculty Type	**Compensation Method**	**Exceptions**
Full-Time Regular Faculty	Overload NOE / FLAC	○ Faculty Load and Compensation (FLAC) – If Faculty record(s) is not locked and not acknowledged, then the record reverts to paper-based NOE.
Lecturer (Transitioning to Adjunct Status)	Adjunct NOE / FLAC	
Adjunct	Adjunct NOE / FLAC	
Dual Credit	FLAC	

Standard Teaching Assignment: During the summer, Full-Time Regular Faculty may teach up to 12 LHEs in an individual summer session or 15 LHEs in combined summer sessions. Compensation will follow the pay scale according to the Adjunct/Overload LHE Rate.

FLAC: Faculty workload processed through the FLAC Module in Banner will be uploaded electronically for compensation and will follow the summer Standard Teaching Assignment. The Contract Type and Position Number used to identify the Faculty Type for the respective summer session can be found in Appendix D.

Records not locked and/or not acknowledged according to the Lock Records and Faculty Acknowledgement due dates will have the Contract Type, Position Number, and Suffix removed from SIASSGN. The Program/Department will create the Overload NOE for the teaching assignment and provide a justification memo requesting the change in compensation method.

Exception: Teaching loads in excess of 12 LHE's during any summer session (S1, S2, S3) or over 15 LHE's during the combined Summer Sessions must be pre-approved by the Dean and the Vice President for Academic Affairs before the first class day. Loads of this magnitude during Summer S1, S2, or S3 will only be approved if no other reasonable alternatives are available.

Review and Pre-Approval: The Department Chair is required to submit a justification memo to the Division Dean and the Vice President for Academic Affairs, requesting pre-approval for Full-Time Regular Faculty who exceed the standard summer teaching loads.

Full-Time Regular Faculty - Summer Teaching Assignments		
Individual Summer Sessions S1, S2, or S3 (Includes minimesters)	**Approval Required**	**Combined Summer Sessions S1, S2, and S3 (Includes minimesters)**
Up to 9 LHEs	Chair Only	Up to 9 LHEs
9.01 - 12 LHEs	Chair and Division Dean	9.01 - 12 LHEs
Up to 12 LHEs	Chair, Division Dean, and VPAA	12.01 – 15.00 LHEs
Pre-Approval Required		
12.01 LHEs and over Emergencies Only	Chair, Division Dean, and VPAA Justification Memo Required	15.01 LHEs and over Emergencies Only

FACULTY COMPENSATION
SUMMER TEACHING: ADJUNCT FACULTY
FY 2021-2022

Adjunct Faculty Summer Teaching Assignment (includes Lecturers Transitioning to Adjunct)

Prior to Summer Teaching Assignment: Department Chairs who assign summer teaching assignments to Adjunct Faculty (includes Lecturers transitioning to Adjunct), during any summer session (S1, S2, S3), must complete either the Intent to Rehire form or complete an Intent to Hire packet *before* assignment begins.

Intent to Rehire Form (S1/S3 or S2)

- Faculty who return to the same discipline within one year
- Faculty is hired one semester and is intended for rehire the following semester
- Faculty who have not taught at the College in the past 6 months. HR will notify faculty to update personnel documents.

Intent to Hire Packet (S1/S3 or S2)

- Faculty has not taught at the College within one year
- HR clearance required *before* assignment begins

Standard Teaching Assignment: During the summer, Adjunct Faculty may teach no more than 10 LHEs. These maximums include all courses taught during the combined Summer Session S1/S3 and S2 (Refer to Board Policy 3809).

FLAC: Faculty workload processed through the FLAC Module in Banner will be uploaded electronically for compensation and will follow the summer Standard Teaching Assignment. The Contract Type and Position Number used to identify the Faculty Type for the respective summer session can be found in Appendix D.

Records not locked <u>and/or</u> not acknowledged according to the Lock Records and Faculty Acknowledgement due dates will have the Contract Type, Position Number, and Suffix removed from SIASSGN. The Program/Department will create the Adjunct NOE for the teaching assignment and provide a justification memo requesting the change in compensation method.

Exception: Adjunct teaching loads in excess of 10 LHEs during the combined Summer Sessions (S1/S3 and S2) must be pre-approved by the Dean and the Vice President for Academic Affairs before the first class day.

Review and Pre-Approval: The Department Chair is required to submit a justification memo to the Division Dean and the Vice President for Academic Affairs, requesting pre-approval for those Faculty who exceed the standard summer teaching loads.

Adjunct Faculty - Summer Teaching Assignments *Lecturers become Adjuncts in the Summer*		
Combined Summer Sessions	**LHEs Allowed**	**Approvals**
S1, S2, or S3 **(Includes minimesters)**	May teach up to 10 LHEs combined	Chair and Division Dean
Combined Summer Sessions	**Pre-Approval Required**	
S1, S2, or S3 **(Includes minimesters)**	Excess of 10 LHEs	Chair, Division Dean, and VPAA Justification Memo Required

*Refers to a standard 3-LHE course.

FACULTY COMPENSATION
NURSING AND ALLIED HEALTH SUMMER EXTENSIONS
FY 2021-2022

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).

Standard Assignment: NAH Faculty with a summer term contractual agreement are expected to work as per the table below. All LHE's exceeding the accepted summer load will be compensated in accordance to the Adjunct/Overload LHE Rate scale.

Exceptions: In cases where an extension is not on the Staffing Plan, and is necessary, funding for the extension will be compensated through the division Faculty Extension pool. The NOE and justification memo is submitted to the Vice President for Academic Affairs. The dollar amount for this extension will be calculated by the Office of Human Resources.

In situations where the contractual agreement cannot be fulfilled during the summer session(s), this should be reported on a justification memo to the Dean, the Vice President for Academic Affairs, and Human Resources prior to the first class day. The faculty will fulfil the requirement through non-teaching assignments that will require specific administrative hours.

Summer Extension for NAH Minimester Sessions			Required Load	Administrative Hours Per Week
Months	**Weeks**	**Days**	**LHE**	**Equivalent to Required LHEs**
1 month	4 - 5 weeks	NAH Minimester Sessions	4 LHEs	15 hours per week
1.5 months	6 weeks	NAH Minimester Sessions	6 LHEs	20 hours per week
2 months	8 - 9 weeks	NAH Minimester Sessions	8 LHEs	30 hours per week
3 months*	12 weeks	June 1 – August 31	40-hour work week	40 hours per week

*Based on accreditation requirements from the Texas Board of Nursing, the following three (3) programs require that the Department 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) Department Chairs as faculty with 12-month contracts and they earn vacation days equivalent to full-time staff and are expected to work 40-hours per week during the year.

FACULTY COMPENSATION
SPECIAL ASSIGNMENTS NON-TEACHING
FY 2021-2022

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:
Special Assignments requested at the division level will be reviewed and approved by the immediate Supervisor, Division Dean, and the Vice President for Academic Affairs.

Special assignments requested at the Vice President level is submitted to the President for review and approval. The Office of Human Resources reviews and approves all requests prior to assignment start date.

Compensation 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

NON-TEACHING ASSIGNMENTS

Must be submitted for approval prior to assignment start date.

METHOD OF COMPENSATION

SPECIAL ASSIGNMENTS
LHE-Based
(Adjunct/Overload LHE Rate)

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

Required Documents: SU
NOE for each semester
Justification Memo with Duites

STIPEND
Flat Rate or Fixed Amount

Reference Examples
Staffing Plan - Chair Stipends
NAH Stipends: Educational, Professional, and Certification
Large Class Adjustments

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 Examples
Interim Assignments
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. ○ 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). ○ 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. ○ Request must be submitted by the immediate supervisor to the Division Dean, and VPAA for review and approval. 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. ○ Justification memo detailing specific duties and responsibilities, timeline, and deliverables to fulfill the assignment.	○ NOE (Notice of Employment) is required. ○ 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. ○ Calculation of clock hours based on the Calculation of Required Clock Hours for Course Release Chart. ○ 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. ○ Calculation of clock hours based on the on the Calculation of Required Clock hours based on Overload Pay Chart. ○ 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 by the immediate supervisor. This memo is routed to the Dean and the Office of the Vice President for Academic Affairs for review and 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 FY2021-2022 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.

  Existing special assignments requested at the Vice President level is submitted to the President for review and approval. The Office of Human Resources reviews and approves all requests prior to assignment start date. New special assignments not listed in the pay plan requires the following approvals: 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 Vice President for Academic Affairs, 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	○ Center for Mexican American Studies (CMAS) Coordinator	3
	○ 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-Lecture ○ To develop Open Educational Resources (OER)-Based Courses (Lecture Component) 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. ○ Compensation will occur at the end of the assignment and if all required activities has been completed.	4
	○ Creation of Departmental Master Courses with Open Educational Resources-Laboratory Component ○ To develop Open Educational Resources (OER)-Based Courses (Laboratory Component) in targeted disciplines. The LHEs will be distributed as follows: Two faculty members participating in the assignment will receive 1 LHE each for completing their portion of the assignment. ○ Compensation will occur at the end of the assignment and if all required activities has been completed.	2
	○ Creation of Individual Courses using Open Educational Resources (non-Departmental Master Courses) ○ 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. ○ 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
	○ Ambassadors Cross Training Academy Facilitator	3

Focus Area	Special Assignment Title *Cont'd*	Compensation Based on Estimated LHE*
Business, Public Safety & Technology Division		
Welding	• Accredited Test Facility (ATF) Quality Manager Manages the systems used to regulate the systematically control testing process including materials received, visual examination of welds, welding, and test documentation for the Tech Campus Facility and associated off-site testing.	3
	• Accredited Test Facility (ATF) Test Supervisor Responsible for administering the American Welding Society welder qualification exam in accordance with the Quality Assurance Manual and Supervisor's Checklist, and any required supplements.	3
	• Accredited Test Facility (ATF) Technical Manager Responsible for managing inventory in accordance with AWS Quality Manual. Submits completed documentation to AWS Certification Department, and writes procedures and revisions to the QA Manual.	3
	• Accredited Test Facility (ATF) Representative Responsible for the effectiveness and compliance of South Texas College's ATF quality system. Ensures the quality system meets the applicable codes, specifications, and certification documentation requirements of the American Welding Society.	3
Nursing & Allied Health Division		
Associate Degree Nursing	*Based on the Texas Board of Nursing recommendation, the following Special Assignments have been created to support enrollment:*	
	• ACEN Coordinator (A.D.N.) Responsible for ensuring that the program follows all the standards and criteria of accreditation.	4
	• Academic Coach Coordinates overall activities for the program by planning and /or assisting in conceptual focused tutorials with concept coordinators. Collects, analyzes, and interprets data related to student progress to identify students' area for improvement and initiate referrals as needed.	3
	• Clinical Program Coordinator (CPC) Responsible for administration, planning, coordinating, facilitating, and monitoring of clinical placement and activities on behalf of the program and in coordination with Clinical and Skills Coordinators. Ensuring the program's compliance in requirements where clinical education is concerned with: Accreditation agencies (Board of Nursing and/or ACEN (Accreditation Commission for Education in Nursing)), clinical affiliating agencies, activities carried out in clinical, simulation, and skills (in accordance with the program Student Handbook).	4
	• Concept Coordinator (CC) Responsible for preparation of syllabi, course calendar, LMS (course Blackboard shell) for the present and incoming semester. Collaborate with the team to ensure concepts are aligned, consistent across classes and levels, and complies with the required contact hours. Conducts and coordinate boot camps, peer review of examinations, and preparation and submission of required reports, grades and evaluation.	1
	• Faculty Mentor Coordinator (FMC) 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 College; etc. Provides support and assistance in the utilization, navigation and delivery of the different resources (ATI, CoursePoint, Blackboard, JagPride, JagNet).	1
	• Lead Clinical Coordinator (LCC) Responsible for facilitating and coordinating student clearances with clinical agencies, preparation of clinical syllabi and calendars, creation and maintenance of the LMS (Blackboard shell) Clinical Course for the present and incoming semester, schedules and ensures clinicals are following the required clinical contact hours. The Lead Clinical Coordinator also ensures all clinical requirements are aligned and consistent among the clinical groups and in accordance with the affiliating agency guidelines/requirements.	1

	• Skills Coordinator Responsible for the preparation of skills syllabi; course calendars, LMS (Blackboard shell) of the Skills Course for the present and incoming semester, schedules and ensure skills are following the required laboratory contact hours. Conducts peer review of psychomotor nursing procedural skills and develops remediation strategies towards plan of action for student's success. Ensures all skills requirements are aligned and consistent among the skills groups, level and psychomotor skills are aligned with the concepts covered in the didactic classes. Facilitates the preparation of Skills Check-off Booklets and Competency Performance Evaluation (CPE).	1
Emergency Medical Technology	• Accreditation Liaison Officer (EMT) Responsible for planning, coordinating, continuous review, facilitation, administration, and monitoring activities on behalf of the academic program. In addition, the Accreditation Liaison Officer is responsible for the Ensures ongoing development of faculty and the program's compliance with accreditation requirements related to the program education.	4
Occupational Therapy Assistant	• OTA Fieldwork Coordinator 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 Technician	• Regional Test Coordinator (PCT Program) Responsible for coordination and facilitation of examination. Implements policies and procedures related to testing and ensures appropriate testing environment is maintained.	4
	• Clinical Program Coordinator (PCT) Responsible for planning, coordinating, facilitation, administration, and monitor activities of the program related to clinical.	4
Pharmacy Technology	• Clinical Education Director (Pharmacy Technology) 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 accreditation standards.	4
Physical Therapist Assistant	• PTA Academic Coordinator of Clinical Education Director (ACCE) Responsible for planning, coordinating, continuous review, facilitation, administration, and monitoring activities on behalf of the academic program and in coordination with academic clinical faculty. Ensures ongoing development of clinical education faculty and the program's compliance with CAPTE accreditation requirements related to clinical education.	4
	• CAPTE Coordinator The CAPTE Coordinator is responsible for planning, coordinating, continuous review, facilitation, administration of CAPTE accreditation standards.	4
Respiratory Therapy	• Clinical Education Director (Respiratory Therapy) Responsible for organization, administration, continuous review, planning, development, and general effectiveness of clinical experiences for students enrolled in the respiratory care program.	4
Vocational Nursing	• Evolve Specialist (VN) Coordinates overall activities for the VN Program by planning product redemption, provide training for faculty in program remediation and for students regarding use of Evolve student resources.	3
	• Academic Coach Coordinates overall activities for the program by planning and /or assisting in conceptual focused tutorials with concept coordinators. Collects, analyzes, and interprets data related to student progress to identify students' area for improvement and initiate referrals as needed.	3
	• Concept Coordinator (CC) Responsible for preparation of syllabi, course calendar, LMS (course Blackboard shell) for the present and incoming semester. Collaborate with the team to ensure concepts are aligned, consistent across classes and levels, and complies with the required contact hours. Conducts and coordinate boot camps, peer review of examinations, and preparation and submission of required reports, grades and evaluation.	1

	• Faculty Mentor Coordinator (FMC) 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 College; etc. Provides support and assistance in the utilization, navigation and delivery of the different resources (ATI, CoursePoint, Blackboard, JagPride, Jagnet).	1
	• Clinical Coordinator Lead Clinical Coordinator (LCC) Responsible for facilitating and coordinating student clearances with clinical agencies, preparation of clinical syllabi and calendars, creation and maintenance of the LMS (Blackboard shell) Clinical Course for the present and incoming semester, schedules and ensures clinicals are following the required clinical contact hours. The Lead Clinical Coordinator also ensures all clinical requirements are aligned and consistent among the clinical groups and in accordance with the affiliating agency guidelines/requirements.	1
	• Skills Coordinator Responsible for the preparation of skills syllabi; course calendars, LMS (Blackboard shell) of the Skills Course for the present and incoming semester, schedules and ensure skills are following the required laboratory contact hours. Conducts peer review of psychomotor nursing procedural skills and develops remediation strategies towards plan of action for student's success. Ensures all skills requirements are aligned and consistent among the skills groups, level and psychomotor skills are aligned with the concepts covered in the didactic classes. Facilitates the preparation of Skills Check-off Booklets and Competency Performance Evaluation (CPE).	1

*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.

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 may be compensated by a stipend. The Guidelines for Calculating Clock Hours for Special Assignments Based on Overload Pay Rate will be 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.

$750 x 3 = $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 attend 4 one-hour professional development/training activity session (4 hours total) will receive a stipend of
  4 x $37.50= $150. To receive compensation, commitment will be based on grant requirements.

COMPARISON CHART FOR DEPARTMENT CHAIR STIPEND		
Criteria	**Fall and Spring Semesters** ***Applies to chairs with 9- or 12-month contracts***	**Summer Sessions** ***Applies to chair or chair designee***
Standard Assignment	○ Full-time Regular Faculty ○ Assignment period for Fall and/or Spring semesters.	○ Full-time Regular Faculty ○ Assignment period for S1/S3 or S2 summer sessions.
Required Teaching Load	○ Required to teach a minimum one (1) course or three (3) LHEs each semester.	○ Not applicable
Compensation and Expectation	○ Based on $400 monthly stipend and course release. ○ Perform program and/or departmental responsibilities at the beginning of the semester and after the semester is officially over, submit required documentation (scheduling, NOE, etc.), and respond to students, faculty, and administrators' questions and concerns.	○ Based on number of sections offered during summer sessions (includes summer minimester sessions beginning in May). ○ Perform program and departmental responsibilities beginning of the summer session, submit required documentation (scheduling, NOE, etc.), and respond to students, faculty, and administrators' questions and concerns.
Course Release	○ Based on total number of sections combined between all supervised programs and departments.	○ Not applicable
Administrative Hours	○ Administrative Hours per week based on number of sections and course release.	○ Administrative Hours per week based on number of sections for S1/S3 and S2.
Exceptions	○ Drama Chair- receives regular release time and one (1) additional course release for directing a number of plays. ○ BSN/ADN/VN Chairs- receive full course release to maintain accreditation and licensure requirements as per Texas Board of Nursing.	○ Child Development Chair- receives $600 stipend to oversee Child Development Center during Summer I session. ○ BSN/ADN/VN Chairs- receive $600 total for combined summer sessions (S1/S3 and S2).
Required Documentation	○ Chair Stipend NOE and justification memo (outlines duties, compensation, nepotism statement, and administrative hours) submitted by Dean to VPAA for review and approval prior to first class day.	○ Chair Stipend NOE and justification memo (outlines duties, compensation, nepotism statement, and administrative hours) submitted by Dean to VPAA for review and approval on first class day.
Overload Pre-Approval	○ Excess of 6 LHEs requires advanced approval from Dean and VPAA.	○ Excess of 12 LHEs for S1/S3 and S2 summer sessions requires advanced approval from Dean and VPAA.
Required Documentation	○ Chair Overload NOE or FLAC, Course Release form, Argos 1F5, and Weekly Hours Schedule submitted by Dean to VPAA for review and approval.	○ Chair Overload NOE or FLAC, Argos 1F5, and Weekly Hours Schedule submitted by Dean to VPAA for review and approval.

FACULTY COMPENSATION
DEPARTMENT CHAIRS - FALL/SPRING SEMESTERS
FY 2021-2022

DEPARTMENT CHAIRS- FALL AND SPRING SEMESTERS

Nepotism Review: Prior to acceptance of assignment, the employee must disclose to appropriate Dean, Vice President, and Human Resources whether relationships exist (per Policy 4212 Employment and Supervisory Relationship of Relatives), which may present a conflict of interest.

Standard Assignment: The Department **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). 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 Fall and/or Spring semesters, subject to renewal upon recommendation of the appropriate Division Dean.

Compensation: Full-Time Regular Faculty are exempt college employees who are expected to work the equivalent of a 40-hour week (refer to Board Policy 3800) which include:

- 15 LHEs of classroom instruction and associated course preparation (approximately 30 hours combined)
- 5 office hours
- 5 college/department service hours

The total hours combined are equivalent to a 40-hour work week.

A weekly (40 hour) schedule for a faculty member with chair assignment duties will include the appropriate administrative hours based on their release time.

Example: A faculty member overseeing a large department with 80% release time will have a weekly schedule, which must include at least:
32 hours of administrative duties (schedule submitted to the Dean)
8 hours (that includes their teaching assignment, related preparation work, office hours, and college service)

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

Chair Stipend: Department 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 LHEs during Fall and Spring semester

    - A justification memo submitted by the Dean to the Vice-President is required
- 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: Department Chairs qualify for course release (reduction of required teaching load) to fulfill their chair responsibilities. The percentage of the course release is based on the number of sections offered. Chairs overseeing multiple programs/departments will combine the total number of sections to determine the course release. A standard course release ranges from 2 to 4 courses per semester.

Course Release for Academic Department 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 LHEs	2 Courses	16
41 - 80	60%	9 LHEs	3 Courses	24
81 - 120	80%	12 LHEs	4 Courses	32
121 - 159	80% Plus One Assistant Chair	12 LHEs	4 Courses	32
160 - 200	80% Plus Two Assistant Chairs	12 LHEs	4 Courses	32
201 - 240	80% Plus Three Assistant Chairs	12 LHEs	4 Courses	32
• Departments with more than 240+ 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				

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

Exceptions:
Department Chairs overseeing both Academic and Workforce Programs/Departments will combine the total section from both and will follow the criteria below to determine the Course Release:

- If over 50% of the combined sections are Academic, then use the Course Release Percentage from the Academic Department Chair Table
- If over 50% of the combined sections are Workforce, then use the Course Release Percentage from the Workforce Department Chair Table
- If the proportion of the combined section are exactly 50/50 between Academic and Workforce, then use the Course Release Percentage from the Academic Department Chair Table

In addition to the regular chair release time, the Drama Department Chair will receive one (1) additional course release since the chairs directs a number of plays during the semester.

Course Release for Workforce Department 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 LHEs	2 Courses	16
21 - 40	60%	9 LHEs	3 Courses	24
41 - 79	80% Plus One Assistant Chair	12 LHEs	4 Courses	32
80 - 120	80% Plus Two Assistant Chairs	12 LHEs	4 Courses	32
121 - 160	80% Plus Three Assistant Chairs	12 LHEs	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				

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

Exceptions:
Department Chairs overseeing both Academic and Workforce Programs/Departments will combine the total section from both and will follow the criteria below to determine the Course Release:

- If over 50% of the combined sections are Academic, then use the Course Release Percentage from the Academic Department Chair Table
- If over 50% of the combined sections are Workforce, then use the Course Release Percentage from the Workforce Department Chair Table
- If the proportion of the combined section are exactly 50/50 between Academic and Workforce, then use the Course Release Percentage from the Workforce Department Chair Table

*Based on accreditation requirements from the Texas Board of Nursing, the following three (3) programs require that the Department 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) Department 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.

DEPARTMENT CHAIRS - SUMMER SESSIONS

Nepotism Review: Prior to acceptance of assignment, the employee must disclose to appropriate Dean, Vice President, and Human Resources whether relationships exist (per Policy 4212 Employment and Supervisory Relationship of Relatives), which may present a conflict of interest.

Standard Assignment: Department Chair duties and responsibilities are assigned from September 1 to August 31. However, summer months are structured differently as Chairs work off-contract. Chairs assigned to a department during the summer sessions will need to be available before the summer session begins and after the session ends to respond to questions and address issues related to the department and students.

Stipend Compensation: The Department Chair Stipend NOE is based on combining the total number of sections offered during minimester(s) and summer sessions starting prior to the respective summer session. Sections starting after the first class day of the summer session will be combined with the number of sections offered in the subsequent summer session.

> **Example 1:** Minimesters beginning in May will be combined with the sections offered during S1 and S3 summer sessions.
>
> **Example 2:** Minimesters beginning after the S1/S3 first class day will be combined with the sections offered during S2 summer session.

Overload Compensation: The Department Chair Overload NOE is based on the teaching load. Chairs requesting to exceed the allowed teaching load (above 12 LHEs) will require advance approval by the Dean and the Vice President for Academic Affairs.

Exceptions: In cases where a Department Chair is unable to fulfill the duties and responsibilities during the summer session, the chair may request that the Dean reassign the chair duties and responsibilities for a specified period of time to a chair designee. Requests of up two (2) weeks can be agreed upon with the Division Dean without reduction in chair stipend. If the request is for more than two (2) weeks, then the Dean will assign the duties to another faculty member for that time period, and this will reduce the chair stipend accordingly.

> Department Chair for Child Development will receive a $600 stipend to oversee the Child Development Center during S1 session.
>
> Nursing Department Chairs (BSN, ADN, and VN) with a 12-month contract will receive $600 ($200 per month) for the combined summer sessions (S1/S3 and S2).

Review and Approval: All Department Chairs required to submit documentation regarding administrative hours to the respective Dean. The Dean will submit the recommended Notice of Employment and justification memo to the Vice-President for Academic Affairs for review and approval on the first class day.

Academic Department Chair Summer Sessions S3/S1 and S2		
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 Department Chair Summer Sessions S3/S1 or S2		
Sections	**Administrative Hours per week**	**Compensation**
1 - 5	5	$600
6 - 10	10	$1,200
11 - 24	15	$1,800
25+	20	$2,400

FACULTY COMPENSATION
ASSISTANT DEPARTMENT CHAIRS
FY 2021-2022

ASSISTANT DEPARTMENT CHAIR

Nepotism Review: Prior to acceptance of assignment, the employee must disclose to appropriate Dean, Vice President, and Human Resources whether relationships exist (per Policy 4212 Employment and Supervisory Relationship of Relatives), which may present a conflict of interest.

Standard Assignment: The **Assistant Department Chair** assignment is for one semester and is based on the number of sections offered by the Program/Department Chairs. Duties and Responsibilities of the Assistant Chairs are published in the Faculty Handbook.

Compensation: The compensation for each Assistant Department Chair is based on a non-teaching assignment of 3 LHEs. Large departments (over 160 sections) may select:

- To assign assistant chair responsibilities based on allowed LHEs to several assistant chairs with up to 3 LHEs each
- To assign assistant chair responsibilities based on allowed LHEs to fewer assistant chairs with up to 6 LHEs each

Review and Approval: An Assistant Department Chair is recommended by the Department Chair and is approved by the Division Dean. The NOE and justification memo is submitted by the Chair to the Dean and Vice President for Academic Affairs for review and approval.

FACULTY COMPENSATION
PROGRAM COORDINATORS
FY 2021-2022

PROGRAM COORDINATOR

Standard Assignment: The **Program Coordinator** is assigned to assist the Department Chair of a multi-discipline department, during the Fall and Spring semesters, 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.

Program Coordinator responsibilities may include:

- Performing curriculum related items (curriculum maps, CLOs and PLOs assessment and analysis
- Scheduling course and lab assignments
- Coordinating Advisory Committee meeting to update/revise curriculum
- Assisting the chair with the IE Plan and Budget for the program
- Coordinating club events with advisors
- Assisting the chair with the evaluations of Adjunct and Dual Enrollment faculty
- Assisting the chair with program accreditation activities
- Assisting with other program related activities

Compensation: 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.

Program Coordinators		
Division	**Programs/Disciplines**	**LHEs**
Business, Public Safety and Technology	Design Building Technology ○ Heating Ventilation and Air Conditioning (HVAC) ○ Construction Supervision ○ Electrician Assistant Welding – AWS (LHE and One Course Release)	 4 3 3 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
Nursing & Allied Health	Medical Assistant Technology ○ Program Coordination ○ Managing Clinical Sites (LHE and One Course Release)	3
	Health Medical and Information ○ Program Coordination ○ Overseeing Program Accreditation (LHE and One Course release)	3

FACULTY COMPENSATION
COURSE COORDINATORS
FY 2021-2022

COURSE COORDINATORS

Standard Assignment: The **Course Coordinator** is assigned to assist with activities directly related to courses listed below:

- College Success for Healthcare
- Developmental English
- Developmental Reading
- Developmental Math

Departments qualify for one (1) Course Coordinator during each Fall, Spring, and if needed for Summer Sessions (S1/S3 or S2).

Compensation: Course Coordinators will be compensated based on the number of sections as listed in the chart below.

Review and Approval: The Stipend NOE, justification memo, and administrative hours is submitted prior to the assignment start date by the Department Chair to the Division Dean and Vice President for Academic Affairs for review and approval.

Course Coordinator Fall and Spring Semesters			
Number of Sections	**Course Release Percentage**	**Release Time Based on LHEs**	**Administrative Hours Per Week**
1 - 40	20%	3 LHEs	8
41 - over	40%	6 LHEs	15
The course release will be determined based on the total number of minimester sections and the regular semester sections. **Example:** Combine minimesters beginning in August with the number of sections offered for the regular term.			

Course Coordinator Summer Sessions (S3/S1 or S2)		
Number of Sections	**Administrative Hours Per Week**	**Compensation**
1 – 20	8	$600
21 – over	15	$1,200
Combine minimesters beginning in May with the number of sections offered for summer session S1/S3.		

FACULTY COMPENSATION
NURSING AND ALLIED HEALTH STIPENDS
FY 2021-2022

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	**Major Related to Teaching Discipline**

Bachelor's Degree	• Bachelor of Applied Technology
	  ○ Computer & Information Technology*
	  ○ Health Services Technology**
	  ○ Medical and Health Services Management*
	  ○ Technology Management*
	• Bachelor of Applied Science
	  ○ Organizational Leadership*
	• Bachelor of Science
	  ○ Nursing

Master's Degree	• Master of Arts
	  ○ Communication**
	  ○ Educational Leadership and Administration**
	  ○ Nursing
	  ○ Teaching**
	• Master of Education
	  ○ Adult Education**
	  ○ Educational Leadership**
	  ○ Educational Technology**
	  ○ Learning and Teaching**
	• Master of Physical Therapy
	  ○ Physical Therapy
	• Master of Nursing
	  ○ Psychiatric Nursing
	• Master of Science
	  ○ Health Science**
	  ○ Instructional Technology**
	  ○ Nursing
	  ○ Nursing Administration**
	  ○ Nursing Education**
	  ○ Perinatal Nursing
	  ○ Physical Therapy
	• Master of Science in Nursing
	  ○ Emergency Practitioner**
	  ○ Family Nurse Practitioner
	  ○ Neonatal Practitioner**
	  ○ Nurse Practitioner- Family
	  ○ Nursing
	  ○ Nursing Administration**
	  ○ Nursing Education**
	  ○ Nursing Health Care Education**
	  ○ Pediatric Practitioner**
	  ○ Perinatal Nurse Practitioner
	  ○ Prenatal/Nurse Practitioner

Doctorate Degree	• Doctorate of Nursing Practice
	  ○ Educational Leadership**
	  ○ Nursing
	  ○ Nursing Practice
	• Doctorate of Occupational Therapy
	  ○ Occupational Therapy- Education
	• Doctorate of Pharmacy
	  ○ Pharmacy
	• Doctorate of Philosophy
	  ○ Education**
	  ○ Educational Management**
	  ○ Educational Technology**
	  ○ 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.

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
DUAL CREDIT FACULTY
FY 2021-2022

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 LHEs) x ($750 for Master's or $850 for doctorate) = amount of additional pay

Departments with Large Number of Dual Credit Faculty

Departments 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 Department 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 Department 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 Department 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
FACULTY LEADERSHIP ROLES
FY 2021-2022

The **Faculty Senate President** is nominated and elected by faculty every 2 years. This assignment is compensated by 3 LHEs 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 Chairs for a two-year term. This assignment is compensated by 2 LHEs 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 2021-2022

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 per student enrollment in the course according to the table below:

ACADEMIC AND WORKFORCE PROGRAMS EXTERNAL LEARNING EXPERIENCES	
Faculty Load	**Per 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, *Personal Trainer program, Social Work programs,* and the Sign Language Interpreter programs.	
½ LHE	1 – 2 Students
1 LHE	3 - 5 Students
2 LHEs	6 - 10 Students
3 LHEs	11 – 15 Students
4 LHEs	16 – 20 Students
5 LHEs	21+ Students
Mileage Reimbursement	Mileage reimbursement will be available according to College procedures. 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 EXTERNAL LEARNING EXPERIENCES	
Faculty Load	**Program**
LECTURE and LAB	
Lecture @ 1 LHE per 1 contact hour of Lecture.	○ ADN ○ EMT ○ HAS ○ OTA ○ PCT ○ Pharmacy ○ PTA ○ Radiology/Sonography ○ Respiratory ○ VN
Lab @ 0.67 LHE per 1 contact hour of Lab.	○ ADN ○ EMT ○ HAS ○ OTA ○ PCT ○ Pharmacy ○ PTA ○ Radiology/Sonography ○ Respiratory ○ VN
CLINICAL @ 0.80 LHE per 1 Contact Hour	
Provide 100% onsite supervision of students.	○ ADN ○ EMT ○ PCA ○ Respiratory ○ Sonography ○ VN
Faculty conducting simulation in combination with clinical rotations will be paid proportionately to the number of contact hours for which they are responsible, not exceed the total approved LHEs for the course. Preceptor Clinical for supervision of 20-24 students and 20-24 preceptors at 5 clinical sites. On-call 24 hours/day-7 days/week. Must be available to students and preceptors on rotating shifts that include nights and weekends.	○ ADN

PRACTICUM Calculated at 0.67 LHE per Contact Hour Programs in the Nursing and Allied Health Division will be based on enrollment in the course according to the following guidelines:					
Min Enrl	**Course**	**Course Title**	**Contact Hours for Practicum**	**Total LHE Pay per Section**	
6	EMSP 1166	Basic Practicum	7	4.69	○ Emergency Medical Technology – Provide daily on-site supervision of students between 2-3 affiliation site/class period
6	EMSP 1167	EMS EMTI Practicum	7	4.69	
6	EMSP 2166	Capstone: Paramedic Practicum	10	6.70	
5	DMSO 1166	Practicum I	7	4.69	○ Radiology/Sonography – Provide daily on-site supervision of students between 2-3 affiliation site/class period
5	DMSO 1167	Practicum II	7	4.69	
5	DMSO 2366	Practicum III	21	14.07	
5	DMSO 2367	Practicum IV	21	14.07	
5	RADR 1267	Practicum II	14	9.38	
7	RADR 1360**	Clinical	18	12.06	
7	RADR 1366	Practicum I	19	12.73	
7	RADR 2166	Capstone: Practicum V	7	4.69	
5	RADR 2366	Practicum III	19	12.73	
5	RADR 2367	Practicum IV	19	12.73	

* If enrollment is below the Minimum Enrollment as listed for full pay, the section should be prorated according to the number of students in the section.
**RADR1360 is paid at 0.67, as course supervision is more closely aligned with the requirements of practicum courses than clinical-based courses.

PRACTICUM Calculated at Per Student Enrollment Programs in the Nursing and Allied Health Division will be based on enrollment in the course according to the following guidelines:		
Faculty Load		**Program**
½ LHE	1-2 students	○ Health and Medical Administrative Services ○ Medical Assistant Technology ○ Pharmacy – Includes student weekly conferences – Mileage Reimbursement
1 LHE	3-5 students	
2 LHE	6-10 students	
3 LHE	11-15 students	
4 LHE	16-20 students	
5 LHE	21+ students	
1 LHE	1-2 students	○ Occupational Therapy Assistant ○ Physical Therapy Assistant – Includes student weekly conferences – Mileage Reimbursement
2 LHE	3-4 students	
3 LHE	5-7 students	
4 LHE	8--10 students	
5 LHE	11-16 students	
6 LHE*	16 students*	
** 6 LHE per 16 OTA/PTA practicum students in individual affiliation sites; must visit student on site during semester, have weekly direct conference with each student, and maintain documentation according to accreditation standards.*		

Assignment of faculty load for external learning experiences will be made in a manner that will not increase the College's cost for the total number of students registered for the course, (i.e., 15 students warrants total compensation of 3 LHEs.) The assignment may be for 1 faculty member or divided equally among as many as 3 faculty members.

FACULTY COMPENSATION
SELECT MUSIC COURSES - MUAP/MUEN/PIANO
FY 2021-2022

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 LHEs**

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 LHEs 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 LHEs**

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 LHEs**

FACULTY COMPENSATION
LARGE CLASSES
FY 2021-2022

LARGE CLASSES COMPENSATION BASED LARGE ENROLLMENT AND CENSUS DAY	
Compensation	**Student Enrollment**
LARGE CLASSROOM–BASED CLASSES (Face-to-Face and Hybrid)	
No Additional Compensation	○ 0 – 40 students
Pro-rated Pay for one (1) course overload based on: ○ Number of students enrolled after Census Date* ○ Faculty Teaching Schedule (1F5) in Argos ○ Faculty's credentials - (Not to exceed the Adjunct rate for an additional course)	○ 41 students and above
Example: 52 students in a 3 LHE course taught by a Master's degreed faculty would be compensated at: 12 ÷ 40 x 3 LHEs x $750 = $675.00	
LARGE LAB–BASED CLASSES (Face-to-Face and Hybrid)	
No Additional Compensation	○ 0 – 36 students
Pro-rated Pay for one (1) course overload based on: ○ Number of students enrolled after Census Date* ○ Faculty Teaching Schedule (1F5) in Argos ○ Faculty's credentials - (Not to exceed the Adjunct rate for an additional course)	○ 37 students and above
Example: 42 students in a 4.68 LHE lab course taught by a Master's degreed faculty would be compensated at: 6 ÷ 36 x 4.68 LHEs x $750 = $585.00	
DISTANCE EDUCATION – LARGE ENROLLMENT	
No Additional Compensation	○ 0 – 28 students
Pro-rated Pay for one (1) course overload based on: ○ Number of students enrolled after Census Date* ○ Faculty Teaching Schedule (1F5) in Argos ○ Faculty's credentials - (Not to exceed the Adjunct rate for an additional course)	○ 29 students and above
Example: 31 students in a 3 LHE class taught by a Master's degreed faculty would be compensated at: 3 ÷ 28 x 3 LHEs 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 2021-2022

SMALL CLASSES COMPENSATION BASED ON LOW ENROLLMENT AND 1ST DAY OF SEMESTER*	
Compensation	**Student Enrollment**
REQUIRED CORE CLASSES ENGL 1301, ENGL 1302, GOVT 2305, GOVT 2306 Required Core Classes with low enrollment (fewer than 15 students) on the first day of semester will result in pro-rated LHE'S and compensation for faculty. *Exceptions will require Division Dean and Vice President for Academic Affairs approval.*	
Pro-rated LHEs for one (1) course overload based on: ○ Number of students enrolled on first day of semester	○ < 15 students on first day of semester
Example: 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: ○ Pro-rated LHE's (above) ○ Faculty's credentials - (Not to exceed the Adjunct rate for an additional course)	
Example 1: 12 students in a 3 LHE class taught by a Master's degreed faculty would be compensated at: **2.4 LHE's x $750 = $1,800.00** **Example 2:** 12 students in a 3 LHE class taught by a Ph.D. degreed faculty would be compensated at: **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 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 HIST 2327, HIST 2328, HIST 2381, and HIST 2382 Classes with low enrollment (fewer than 12 students) on the first day of semester, regardless of instructional medium, will result in pro-rated LHEs and compensation for faculty. *Exceptions will require Division Dean and Vice President for Academic Affairs approval.*	
Pro-rated LHEs for one (1) course overload based on: ○ Number of students enrolled on first day of semester	○ < 12 students on first day of semester
Example: 9 students in a 3 LHE class. LHE would be pro-rated as: **(9 ÷ 12) x 3 LHEs = 2.25 LHEs**	
Pro-rated Pay for one (1) course overload based on: ○ Pro-rated LHEs (above) ○ Faculty's credentials - (Not to exceed the Adjunct rate for an additional course)	
Example 1: 9 students in a 3 LHE class taught by a Master's degreed faculty would be compensated at: **2.25 LHEs x $750 = $1,687.50** **Example 2:** 9 students in a 3 LHE class taught by a Ph.D. degreed faculty would be compensated at: **2.25 LHEs 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 2021-2022

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 **FY2021-2022 Adjunct/Overload LHE Rate,** in accordance with their educational level.

FY2021-2022 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 LHEs 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 2021-2022

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.

FY2021-2022 Adjunct/Overload LHE Rates		
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 LHEs 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 LHEs 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 LHEs 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 LHEs x $750 = $2,250 | $2,250 x 0.25 = $562.50

FACULTY COMPENSATION
IN PERSON-HYBRID ALTERNATE INSTRUCTIONAL DELIVERY
FY 2021-2022

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 2021-2022

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 initiates the Inter-Departmental form and submits to the faculty's primary Department Chair to determine 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 2021-2022

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
***Use a regular NOE for large class stipends

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 2021 Semester					
Session	**Classes Begin**	**Census Date**	**Last Day to Add Students**	**Review Small and Large Enrollment**	**Classes End**
K1	August 30	September 3	**September 20**	September 21	October 15
K2	October 18	October 22	**November 8**	November 9	December 3
	New students may be added from week 1 up to the fourth (4th) Monday in each session. 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 2022 Semester					
Session	**Classes Begin**	**Census Date**	**Last Day to Add Students**	**Review Small and Large Enrollment**	**Classes End**
K1	January 18	January 24	**February 7**	February 8	March 4
K2	March 21	March 25	**April 11**	April 12	May 6
	New students may be added from week 1 up to the fourth (4th) Monday in each session. 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 2022 SEMSETER					
Session	**Classes Begin**	**Census Date**	**Last Day to Add Students**	**Review Small and Large Enrollment**	**Classes End**
K1	Refer to dates published on the Summer 2022 Academic Calendar for dates related to: Classes Begin, Census Date and Classes End				
K2	Refer to dates published on the Summer 2022 Academic Calendar for dates related to: Classes Begin, Census Date and Classes End				
	New students may be added from week 1 up to the fourth (4th) Monday in each session. Faculty receive notification of additional students from: Academic Coach/SSS and Admissions (automated email).			Process adjustment to compensation using A or B Model.	

FACULTY COMPENSATION
CBE COURSES - ADJUSTING CBE INCREASES
FY 2021-2022

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 and the Calculation Spreadsheet for the increased LHEs to the revised NOE.
5. Financial Manager will initial changes on NOE. Keep copy of documentation for your records.
6. Route NOE to Division Dean and Vice President for Academic Affairs for approval.
7. NOE submitted to the Office of Human Resources 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 Argos report to verify increased enrollment and justify additional compensation.
3. Only the difference in LHEs will be compensated.
4. Attach 1F5 Argos report and the Overload Calculation Spreadsheet for the increased LHEs 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 to Division Dean and Vice President for Academic Affairs for approval.
7. NOE submitted to the Office of Human Resources 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.

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 CORE/LOWER LEVEL and UPPER LEVEL				
Core/Lower Level ○ Owned by the Department (varies) ○ Department Process NOE and Pays for Course			**Upper Level** ○ Owned by the Bachelor Program (varies) ○ 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	U.S. Health Care Delivery	MHSM3302.KV1
SPAN	Beg Spanish II- Non Span Sp-CBE	SPAN1412.KV1	Statistics for Hlth Care Mngrs	MHSM3303.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

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

Appendix C: NURSING AND ALLIED HEALTH – LHE AND MINIMUM ENROLLMENT TABLE

NURSING AND ALLIED HEALTH
LHE AND MINIMUM ENROLLMENT TABLE

BACHELOR OF SCIENCE IN NURSING
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
10	NURS 3102	Population Focused Community Health Care - Clinical	1			4		3.20
10	NURS 3108	Leadership and Management in Professional Nursing - Clinical	1			4		3.20
8	NURS 3301	Nursing Capstone - Capstone	3				5	3.35
10	NURS 3302	Contemporary Issues in Nursing and Healthcare	3	3				3.00
10	NURS 3304	Holistic Assessment Across the Lifespan	3	2	2			3.34
10	NURS 3310	Evidence-Based Nursing Practice and Research	3	2	2			3.34
10	NURS 3312	Nursing Informatics	3	2	2			3.34
10	NURS 3320	Public and Global Health Policy	3	3		0		3.00
10	NURS 3370	Professional Development and Inter-professional Collaboration	3	3				3.00
10	NURS 3401	Population Focused Community Health Care	4	4				4.00
10	NURS 3408	Leadership and Management in Professional Nursing	4	4				4.00

COLLEGE SUCCESS HEALTH CARE
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
12	CSFH 0101	College Success for Healthcare	3	3	0	0		3.00

DIAGNOSTIC IMAGING
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
5	DMSO 1166	Practicum I	1				7	4.69
5	DMSO 1167	Practicum II	1				7	4.69
5	DMSO 1210	Introduction to Sonography	2	2				2.00
5	DMSO 1302	Basic Ultrasound Physics	3	3	1			3.67
5	DMSO 1342	Intermediate Ultrasound Physics	3	3	1			3.67
5	DMSO 1441	Abdominopelvic Sonography	4	4	1			4.67
5	DMSO 1460	Clinical	4			15		12.00
5	DMSO 2230	Capstone: Advanced Ultrasound and Review	2	2	1			2.67
5	DMSO 2342	Sonography of High Risk Obstetrics	3	3	1			3.67
5	DMSO 2351	Doppler Physics	3	3				3.00
5	DMSO 2353	Sonography of Superficial Structures	3	3				3.00
5	DMSO 2366	Practicum III	3				21	14.07
5	DMSO 2367	Practicum IV	3				21	14.07
5	DMSO 2405	Sonography of Obstetrics/Gynecology	4	4	1			4.67
5	DMSO 2441	Sonography of Abdominopelvic Pathology	4	4	1			4.67
7	RADR 1213	Principles of Radiographic Imaging I	2	2	2			3.34
5	RADR 1267	Practicum II	2				14	9.38
7	RADR 1309	Introduction to Radiography and Patient Care	3	3				3.00
7	RADR 1311	Basic Radiographic Procedures	3	3	2			4.34
7	RADR 1360	Clinical	3				18	12.06
7	RADR 1366	Practicum I	3				19	12.73
7	RADR 2117	Radiographic Pathology	1	2	0			2.00
7	RADR 2166	Capstone: Practicum V	1				7	4.69
7	RADR 2205	Principles of Radiographic Imaging II	2	2	3			4.01
7	RADR 2213	Radiation Biology & Protection	2	3	0			3.00
7	RADR 2235	Capstone: Radiologic Technology Seminar	2	2	3			4.01
7	RADR 2301	Intermediate Radiographic Procedures	3	3	2			4.34
7	RADR 2309	Radiographic Imaging Equipment	3	2	3			4.01
5	RADR 2366	Practicum III	3	0	0		19	12.73
5	RADR 2367	Practicum IV	3	0	0		19	12.73
7	RADR 2431	Advanced Radiographic Procedures	4	2	3			4.01

EMERGENCY MEDICAL TECHNOLOGY
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs		Total LHE Pay per Section
						Clinical 100% Supervision	Practicum	
				1	0.67	0.80	0.67	
6	EMSP 1160	Basic Clinical	1			6		4.80
6	EMSP 1161	Intermediate Hospital Clinical	1			6		4.80
6	EMSP 1166	Basic Practicum	1				7	4.69
6	EMSP 1167	EMS EMTI Practicum	1				7	4.69
6	EMSP 1208	Emergency Vehicle Operations	2	1	2			2.34
6	EMSP 1338	Introduction to Advanced Practice	3	2	4			4.68
6	EMSP 1355	Trauma Management	3	2	2			3.34
6	EMSP 1356	Patient Assessment & Airway Management	3	2	4			4.68
6	EMSP 1371	EMS Documentation	3	3				3.00
6	EMSP 1472	Emergent Issues in EMT	4	3	2			4.34
6	EMSP 1501	Emergency Medical Technician	5	4	4			6.68
6	EMSP 2160	Paramedic Clinical I	1			6		4.80
6	EMSP 2161	Paramedic Clinical II	1			6		4.80
6	EMSP 2166	Capstone: Paramedic Practicum	1				10	6.70
6	EMSP 2205	EMS Operations	2	1	4			3.68
6	EMSP 2330	Special Populations	3	2	4			4.68
6	EMSP 2434	Medical Emergencies	4	3	4			5.68
6	EMSP 2444	Cardiology	4	3	4			5.68

HEALTH INFORMATION TECHNOLOGY
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
6	EMSP 1160	Basic Clinical	1			6		4.80
12	POFM 1317	Medical Administrative Support	3	2	4			4.68
*	HITT 1166	Coding Practicum	1					0.00
*	HITT 1167	Capstone: Practicum	1					0.00
12	HITT 1211	Health Information Systems	2	1	4			3.68
12	HITT 1253	Legal & Ethical Aspects of Health Information	2	2				2.00
12	HITT 1255	Health Care Statistics	2	1	2			2.34
12	HITT 1301	Health Data Content & Structure	3	2	2			3.34
12	HITT 1305	Medical Terminology	3	3				3.00
10	HITT 1341	Coding & Classification Systems	3	2	2			3.34
12	HITT 1345	Health Care Delivery Systems	3	2	2			3.34
12	HITT 1349	Pharmacology	3	3				3.00
*	HITT 2166	Practicum I	1					0.00
*	HITT 2167	Capstone: Practicum II	1					0.00
12	HITT 2231	Advanced Medical Terminology	2	2				2.00
10	HITT 2335	Coding & Reimbursement Methodologies	3	2	2			3.34
12	HITT 2339	Health Information Organization and Supervision	3	3				3.00
12	HITT 2343	Quality Assessment and Performance Improvement	3	3				3.00
10	HITT 2371	Current Procedural Terminology Coding CPT-4	3	2	2			3.34
10	HITT 2372	Advanced CPT Coding-CPT-4	3	2	2			3.34
12	HPRS 2301	Pathophysiology	3	3				3.00

MEDICAL ASSISTANT TECHNOLOGY
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
*	MDCA 1166	Practicum I	1					0.00
*	MDCA 1167	Practicum II	1					0.00
10	MDCA 1205	Medical Law & Ethics	2	2				2.00
10	MDCA 1154	Medical Assisting Credentialing Exam Review	1	1				1.00
10	MDCA 1317	Procedures in a Clinical Setting	3	2	3			4.01
8	POFM 1400	Basic Medical Coding	4	2	2			3.34
8	POFM 2310	Intermediate Medical Coding	3	2	4			4.68
8	MDCA 1321	Administrative Procedures	3	2	2			3.34
10	MDCA 1302	Human Disease/Pathophysiology	3	3				3.00
8	ECRD 1111	Electrocardiography	1	1	1			1.67
8	MDCA 1343	Medical Insurance	3	2	2			3.34
8	MDCA 1348	Pharmacology & Administration of Medications	3	2	4			4.68
8	MDCA 1352	Medical Assistant Laboratory Procedures	3	2	4			4.68
8	PLAB 1223	Phlebotomy	2	1	3			3.01
10	MDCA 1309	Anatomy & Physiology for Medical Assistants	3	2	4			4.68
*	MDCA 2266	Capstone: Practicum III	2					0.00

NURSING
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
12	RNSG 1140	Professional Nursing Skills for Articulating Students	1		4			2.68
15	RNSG 1144	Nursing Skills II	1		3			2.01
8	RNSG 1162	Transition Clinical	1			4		3.20
15	RNSG 1205	Nursing Skills I (Open Lab)	2	1	4			3.68
15	RNSG 1209	Introduction to Nursing	2	2				2.00
8	RNSG 1262	Clinical I	2			8		6.40
15	RNSG 1301	Pharmacology	3	3				3.00
15	RNSG 1341	Common Concepts of Adult Health	3	3				3.00
15	RNSG 1343	Complex Concepts of Adult Health	3	3				3.00
15	RNSG 1412	Nursing Care of the Childbearing and Childrearing	4	4				4.00
15	RNSG 1417	Concepts of Professional Nursing Practice I for Articulating Students	4	4	1			4.67
15	RNSG 1513	Foundations for Nursing Practice	5	5				5.00
8	RNSG 2161	Clinical - Medical/Surgical	1			6		4.80
8	RNSG 2162	Clinical - Mental Health	1			6		4.80
8	RNSG 2163	Clinical IV	1			4		3.20
15	RNSG 2213	Mental Health Nursing	2	2	1			2.67
15	RNSG 2221	Professional Nursing: Leadership and Management	2	2				2.00
8	RNSG 2260	Clinical - Pediatrics/Maternal/Infant	2			8		6.40
15	RNSG 2331	Advanced Concepts of Adult Health	3	3	1			3.67
8	RNSG 2361	Clinical - Complex Medical Surgical	3			9		7.20
8	RNSG 2363	Clinical V	3			10		8.00

OCCUPATIONAL THERAPY ASSISTANT
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
10	OTHA 1253	Occupational Performance for Elders	2	1	4			3.68
10	OTHA 1305	Principles of Occupational Therapy	3	2	4			4.68
10	OTHA 1341	Occupational Performance from Birth to Adolescence	3	2	4			4.68
10	OTHA 1349	Occupational Performance of Adulthood	3	2	4			4.68
10	OTHA 1409	Human Structure and Function in Occupational Therapy	4	3	3			5.01
10	OTHA 1415	Therapeutic Use of Occupations or Activities I	4	3	4			5.68
10	OTHA 1419	Therapeutic Interventions I	4	2	4			4.68
10	OTHA 2160	Clinical - Occupational Therapy Assistant	1			3		2.40
10	OTHA 2201	Pathophysiology in Occupational Therapy	2	1	3			3.01
10	OTHA 2209	Mental Health in Occupational Therapy	2	1	4			3.68
10	OTHA 2330	Workplace Skills for the OTA	3	2	2			3.34
10	OTHA 2335	Health Care Management in Occupational Therapy	3	2	2			3.34
*	OTHA 2366	CAPSTONE: Practicum-OTA (A)	3					0.00
*	OTHA 2367	CAPSTONE: Practicum-OTA (B)	3					0.00
10	OTHA 2405	Therapeutic Interventions II	4	2	4			4.68

PATIENT CARE TECHNICIAN
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
6	NURA 1160	Clinical I	1			6		4.80
6	NURA 1401	Nurse Aide for Health Care	4	3	4			5.68
6	NURA 1407	Body Systems	4	3	2			4.34
6	NUPC 1320	Patient Care Technician/Assistant	3	2	2			3.34
6	PLAB1323	Phlebotomy	3	2	2			3.34
6	ECRD 1211	Electrocardiography	2	2	1			2.67
6	NUPC 1360	Capstone: Clinical II	3			14		11.20

PHARMACY TECHNOLOGY
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
*	PHRA 1166	Practicum II: Advanced Level Practice	1					0.00
*	PHRA 1143	Pharmacy Technician Certification Review	1	1				1.00
8	PHRA 1201	Introduction to Pharmacy	2	2				2.00
5	PHRA 1202	Pharmacy Law	2	2				2.00
8	PHRA 1209	Pharmaceutical Mathematics I	2	2	1			2.67
5	PHRA 1215	Pharmacy Terminology	2	2				2.00
*	PHRA 1265	Practicum I: Entry Level Practice	2					0.00
5	PHRA 1304	Pharmacotherapy and Disease Process	3	3				3.00
5	PHRA 1305	Drug Classification	3	3				3.00
5	PHRA 1306	Computerized Drug Delivery Systems	3	2	4			4.68
5	PHRA 1347	Pharmaceutical Mathematics II	3	2	2			3.34
5	PHRA 1413	Community Pharmacy Practice	4	2	4			4.68
5	PHRA 1441	Pharmacy Drug Therapy & Treatment	4	4				4.00
5	PHRA 1445	Compounding Sterile Preparations	4	2	6			6.02
5	PHRA 1449	Institutional Pharmacy Practice	4	2	6			6.02
5	PHRA 1491	Advanced Pharmacy Technology Practice	4	3	2			4.34

PHYSICAL THERAPY ASSISTANT
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
*	PTHA 1266	Practicum I	2					0.00
10	PTHA 1321	Pathophysiology for the PTA	3	2	2			3.34
10	PTHA 1405	Basic Patient Care Skills	4	3	3			5.01
10	PTHA 1409	Introduction to Physical Therapy	4	3	2			4.34
10	PTHA 1413	Functional Anatomy	4	3	3			5.01
10	PTHA 1531	Physical Agents	5	3	6			7.02
10	PTHA 2201	Essentials of Data Collections	2	1	4			3.68
10	PTHA 2205	Neurology	2	2				2.00
*	PTHA 2266	Practicum II	2					0.00
*	PTHA 2267	Practicum III	2					0.00
10	PTHA 2339	CAPSTONE: Professional Issues	3	3				3.00
10	PTHA 2431	Management of Neurological Disorders	4	2	6			6.02
10	PTHA 2435	Rehabilitation Techniques	4	2	6			6.02
10	PTHA 2509	Therapeutic Exercise	5	3	6			7.02

RESPIRATORY THERAPY
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
10	RSPT 1201	Introduction to Respiratory Care	2	2				2.00
10	RSPT 1137	Basic Dysrhythmia Interpretation	1	1				1.00
7	RSPT 1141	Respiratory Home Care/ Rehabilitation	1	1				1.00
5	RSPT 1260	Clinical I	2			12		9.60
5	RSPT 1261	Clinical II	2			12		9.60
7	RSPT 1325	Respiratory Care Sciences	3	2	3			4.01
7	RSPT 1410	Respiratory Care Procedures I	4	3	3			5.01
7	RSPT 1411	Respiratory Care Procedures II	4	3	3			5.01
7	RSPT 2139	Advanced Cardiac Life Support	1		3			2.01
7	RSPT 2217	Respiratory Care Pharmacology	2	2	1			2.67
7	RSPT 2231	Simulations in Respiratory Care	2	1	4			3.68
7	RSPT 2325	Pulmonary Diagnostics	3	2	2			3.34
10	RSPT 2310	Cardiopulmonary Disease	3	3				3.00
7	RSPT 2314	Mechanical Ventilation	3	2	4			4.68
7	RSPT 2319	Mechanical Ventilation for the Neonatal/Pediatric Patient	3	2	4			4.68
7	RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	3	2	4			4.68
5	RSPT 2362	Clinical III	3			18		14.40
5	RSPT 2363	Clinical IV	3			18		14.40

VOCATIONAL NURSING
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section
				1	0.67	0.80	0.67	
15	VNSG 1105	NCLEX-PN Review	1	1				1.00
8	VNSG 1160	Clinical I - A	1			6		4.80
8	VNSG 1161	Clinical I - B	1			6		4.80
8	VNSG 1162	Clinical II - A	1			6		4.80
15	VNSG 1230	Maternal-Neonatal Nursing	2	2				2.00
15	VNSG 1234	Pediatrics	2	2				2.00
15	VNSG 1261	Clinical II - B	2			12		9.60
15	VNSG 1304	Foundations for Nursing	3	3				3.00
15	VNSG 1323	Basic Nursing Skills	3	2				2.00
15	VNSG 1323	Basic Nursing Skills Lab			4			2.68
15	VNSG 1327	Essentials of Medication Administration	3	3	1			3.67
8	VNSG1362	Clinical III	3			18		14.40
15	VNSG 1420	Anatomy and Physiology for Allied Health	4	4				4.00
15	VNSG 1500	Nursing in Health & Illness I	5	5	1			5.67
15	VNSG 1509	Nursing in Health & Illness II	5	5	1			5.67
15	VNSG 2331	Advanced Nursing Skills	3	2				2.00
15	VNSG 2331	Advanced Nursing Skills Lab			4			2.68
15	VNSG 2510	Nursing in Health & Illness III	5	5	1			5.67
15	HPRS 1106	Essentials of Medical Terminology	1	1				1.00

Appendix D: FLAC CONTRACT TYPES AND POSITION NUMBERS

FLAC CONTRACT TYPES AND POSITION NUMBERS Fall and Spring Semesters			
Regular Term (1)			
Faculty Type	**Contract Type Assigned**	**Position Numbers**	
		Fall Semester	**Spring Semester**
Full-Time Regular Faculty Lecturers ○ Includes STC Faculty Teaching Dual Credit Course(s)	90 (Baseload)	Full-Time Position No. & Suffix	Full-Time Position No. & Suffix
	OV (Overload)	670***	671***
Adjunct Faculty ○ Includes STC Faculty Teaching Dual Credit Course(s)	45	370***	371***
Dual Credit ○ Employed by a Partnering ISD and Teaching College-level Course(s)	DC	330***	331***
	PS (Pro-rated)	330***	331***
Minimesters (K, L, M, N Sessions)			
Faculty Type	**Contract Type Assigned**	**Position Numbers**	
		Fall Semester	**Spring Semester**
Full-Time Regular Faculty Lecturers ○ Includes STC Faculty Teaching Dual Credit Course(s)	90 (if part of baseload)	Full-Time Position No. & Suffix	Full-Time Position No. & Suffix
	OV	678***	678***
Adjunct Faculty ○ Includes STC Faculty Teaching Dual Credit Course(s)	45	378***	378***

FLAC CONTRACT TYPES AND POSITION NUMBERS
Summer Sessions

Summer Sessions (S1, S2, S3)

Faculty Type	Contract Type Assigned	Position Numbers		
		S1 Summer Session	S2 Summer Session	S3 Summer Session
Full-Time Regular Faculty ○ Board-Approved Position ○ Includes STC Faculty Teaching Dual Credit Course(s)	OV (Overload)	672***	673***	674***
Adjunct Faculty/Lecturers ○ Lecturers Assigned to Teach in the Summer Transitioning to Adjunct Status ○ Includes STC Faculty Teaching Dual Credit Course(s)	45	372***	373***	374***
ISD Dual Credit Teachers ○ Employed by a Partnering ISD and Teaching College-level Course(s)	DC	332***	333***	334***
	PS (Pro-rated)	332***	333***	334***

Summer Minimesters (K, L, M, N Sessions)

Faculty Type	Contract Type Assigned	Position Numbers		
		S1 Summer Session	S2 Summer Session	S3 Summer Session
Full-Time Regular Faculty ○ Board-Approved Position ○ Includes STC Faculty Teaching Dual Credit Course(s)	OV (Overload)	678***	678***	678***
Adjunct Faculty/Lecturers ○ Lecturers Assigned to Teach in the Summer Transitioning to Adjunct Status ○ Includes STC Faculty Teaching Dual Credit Course(s)	45	378***	378***	378***
ISD Dual Credit Teachers ○ Employed by a Partnering ISD and Teaching College-level Course(s)	DC	338***	338***	338***
	PS (Pro-rated)	338***	338***	338***

CLASSIFIED
PAY PLAN
FY 2021-2022

Classified A Min - $18,241.00 Mid - $25,081.38 Max - $31,921.75
Position Title
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
Marketing Technician
Painter
Plumber
Program Assistant
Purchasing Technician
Records Technician
Staff Secretary
Theater Support Services Technician
Warehouse Assistant

CLASSIFIED
PAY PLAN
FY 2021-2022

Classified B Min - $19,496.00 Mid - $26,807.00 Max - $34,118.00
Position Title
Cook II
Financial Aid Technician
Gallery Assistant
Lab Assistant - Advanced Manufacturing Technology
Lab Assistant - Architectural and Engineering Design Technology
Lab Assistant - Automotive
Lab Assistant - Business and 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 - Information Technology
Lab Assistant - Nursing and Allied Health
Lab Assistant - Office Administration
Lab Assistant - Welding
Secretary

CLASSIFIED
PAY PLAN
FY 2021-2022

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

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

CLASSIFIED
PAY PLAN
FY 2021-2022

Classified E Min - $23,227.00 Mid - $31,937.13 Max - $40,647.25
Position Title
Bus Driver
Cashier III
Community Relations Assistant
Educational Technologies Assistant II
Facilities Planning and Construction Accounts Assistant
Food Services Accounts Assistant
Maintenance Assistant
Open Lab Technician

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

CLASSIFIED
PAY PLAN
FY 2021-2022

Classified G Min - $26,227.00 Mid - $36,062.13 Max - $45,897.25
Position Title
Accountability and Compliance Assistant
Accounting Assistant
Compliance Technician
Dual Credit Programs Assistant
Electrician
Payroll Assistant - Business Office
Travel Assistant

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2021-2022

Professional/Technical Non-Exempt A 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
FY 2021-2022

Professional/Technical Non-Exempt B Min - $29,000.00 Mid - $39,875.00 Max - $50,750.00
Position Title
Academic Advancement Support Specialist
Academic Excellence Specialist
Academies and Career Technical Pathways 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 Academic Pathways Specialist
Dual Credit Records and Registration Specialist
Dual Credit Scheduling and Compliance 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
Finance and Administrative Services Support Specialist

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2021-2022

Professional/Technical Non-Exempt B Min - $29,000.00 Mid - $39,875.00 Max - $50,750.00
Position Title
Financial Aid Specialist
Fixed Assets Specialist
Grants and Contracts Compliance Specialist
Graphic Designer II
Graphics and Multimedia Specialist
Healthcare Asset Maintenance Specialist
Help Desk Specialist
Human Resources Information Systems Workflow Specialist
Human Resources Payroll Specialist
Human Resources Specialist - Employee Relations
Human Resources Staffing Specialist
Human Resources Support Specialist
Human Resources Systems Specialist
International Student Admissions Specialist and Designated School Official
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 for Online Services
Learning Outcomes Specialist
Library Specialist
Library Outreach and Instruction Specialist
Library Technical Services Specialist
Library Technical Services Specialist - Digital Resources
Licensed Lab Assistant - Emergency Medical Technology
Licensed Lab Assistant - Associate Degree Nursing
Marketing Specialist
Multimedia Designer
Network Services Specialist
Ombudsperson
Open Lab Specialist

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2021-2022

Professional/Technical Non-Exempt B Min - $29,000.00 Mid - $39,875.00 Max - $50,750.00
Position Title
Payroll Specialist
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
Veterans Affairs Certifying Official
Videographer

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2021-2022

Professional/Technical Non-Exempt C 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 Academic Excellence Programs
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 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
Emerging Technologies Simulation Specialist
Executive Administrative Assistant
Finance and Administrative Services Reporting Coordinator
Guided Pathway Specialist
Healthcare Simulation Specialist
Heating, Ventilation, Air Conditioning Supervisor II

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2021-2022

Professional/Technical Non-Exempt C 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
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 I
Science Lab Coordinator
Senior Library Technical Services Specialist
Simulation Network Specialist
Student Activities Specialist
Student Success Seminar Specialist
Student Success Specialist
Student Success Specialist for Student Disability Services
Technology Generalist Analyst
Transcript/Graduation Analyst
Video Production Coordinator
Web Design Specialist
Web Specialist

PROFESSIONAL/TECHNICAL NON-EXEMPT
PAY PLAN
FY 2021-2022

Professional/Technical Non-Exempt D 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
Facilities Planning and Construction Coordinator
Network Services Analyst I
Systems Analyst I

Professional/Technical Non-Exempt E 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
Network Services Analyst II
Reporting Analyst II
Systems Analyst II

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

PROFESSIONAL/TECHNICAL EXEMPT
PAY PLAN
FY 2021-2022

Professional/Technical Exempt C 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 Library Projects
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
Coordinator of Wellness Center
Counselor
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
FY 2021-2022

Professional/Technical Exempt D Min - $39,000.00 Mid - $53,625.00 Max - $68,250.00
Position Title
Coordinator of Academies and Career Technical Pathways
Coordinator of Advisement
Coordinator of Campus Center for Learning Excellence
Coordinator of Distance Learning Technologies
Coordinator of Dual Credit Academic 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
Institutional Research Analyst
Learning Support Systems and Applications Analyst
Librarian II - Academic Outreach
Librarian II - Campus Librarian
Librarian II - Electronic Resource Management
Librarian II - Programming
Licensed Counselor
Training Specialist III

PROFESSIONAL/TECHNICAL EXEMPT
PAY PLAN
FY 2021-2022

Professional/Technical Exempt E Min - $45,000.00 Mid - $61,875.00 Max - $78,750.00
Position Title
Accounting Group Supervisor
Administrative Services Manager
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 Testing Services
Coordinator of Student Disability Services
Creative Services Manager
Custodial Manager
Database Analyst
Dual Credit Planning and Scheduling Manager
E-Instructional Manager
E-Learning Media Manager
Educational Technologies Installations Manager
Educational Technologies Instructional Support Manager
Environmental Health and Safety Manager
Events Manager (FAS)
Financial Analyst
Grant Development Officer
Information Security Analyst
Instructional Coach
Instructional Designer II
Learning Support Manager
Librarian III - Collection Management and Acquisitions

PROFESSIONAL/TECHNICAL EXEMPT
PAY PLAN
FY 2021-2022

Professional/Technical Exempt E Min - $45,000.00 Mid - $61,875.00 Max - $78,750.00
Position Title
Librarian III - Outreach and Instruction
Librarian III - Reference and Circulation
Librarian III - Systems and Applications
Maintenance Manager
Marketing Manager
Open Labs Logistics Manager
Operations Inventory Procurement Manager
Operations Manager
Program Developer and Manager
Project Manager - Academic Affairs
Project Manager - Business, Public Safety and Technology
Project Manager - Dual Credit Programs
Project Manager - Educational Technologies
Project Manager - Facilities Operations and Maintenance
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
Simulation Coordinator
Student Services Training Manager
Supplemental Instruction Manager
Training Manager
Workforce Contract Manager

PROFESSIONAL/TECHNICAL EXEMPT
PAY PLAN
FY 2021-2022

Professional/Technical Exempt F 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
Counseling Services Manager
Computer Services Analyst III
Digital Services Manager
Facilities Planning and Construction Project Manager
Grant Systems, Management and Compliance Officer I
Instructional Coach - Professional and Organizational Development
Network Services Analyst III
Professional Development Manager
Receiving and Distribution Manager
Parking and Security Services Manager
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
FY 2021-2022

Professional/Technical Exempt G 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/Title IX and 504 Coordinator
Police Lieutenant
Risk Manager
Senior Facilities Planning and Construction Project Manager
Service Delivery Manager
Software Development Architect
Systems and Networking Manager

ADMINISTRATIVE
PAY PLAN
FY 2021-2022

Administrative A 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
FY 2021-2022

Administrative B 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 Academies and Career Technical Pathways
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 Academic Pathways
Director of Enrollment Services for Dual Credit
Director of Food Services
Director of Fundraising and Foundation
Director of Learning Outcomes
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
Starfish Administrator

ADMINISTRATIVE
PAY PLAN
FY 2021-2022

Administrative C Min - $63,000.00 Mid - $86,625.00 Max - $110,250.00
Position Title
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 and Student Accessibility Services
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
FY 2021-2022

Administrative D 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 for Dual Credit Programs and School District Partnerships
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 Institutional Equity/Title IX and 504 Coordinator
Director of Research and Analytical Services

Administrative E 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 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
Internal Auditor

EXECUTIVE
PAY PLAN
FY 2021-2022

Executive A		
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		
Min - $92,500.00	Mid - $115,625.00	Max - $138,750.00
Position Title		
Executive Officer for Workforce Development and External Affairs		

Executive C		
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		
Min - $107,500.00	Mid - $134,375.00	Max - $161,250.00
Position Title		
Executive Vice President for Educational Programming and Student Achievement		

Exemptions to the current pay grades scales are limited to no position salary being set below $9.00 an hour and position salary exceeding the maximum amount due to annual salary increases approved by the Board.

LIST OF POSITION TITLES
PAY PLAN
FY 2021-2022

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 Excellence Specialist	Professional/Technical Non-Exempt - B
Academic Initiatives and Projects Officer	Professional/Technical Exempt - G
Academies and Career Technical Pathways Specialist	Professional/Technical Non-Exempt - B
Accountability and Compliance Assistant	Classified - G
Accountability and Compliance Coordinator	Professional/Technical Non-Exempt - C
Accountability and Compliance Manager	Professional/Technical Exempt - F
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 Services Manager	Professional/Technical Exempt - E
Administrative Specialist for Board Relations	Professional/Technical Non-Exempt - E
Admissions Specialist	Professional/Technical Non-Exempt - B
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 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
Chief Information Officer	Administrative - E
Chief Information Security Officer	Administrative - D
Chief Photographer	Professional/Technical Exempt - C
Child Development Center Manager	Professional/Technical Exempt - E

Position Title	Position Grade
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 - E
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
Contracts 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 Academic Excellence Programs	Professional/Technical Non-Exempt - C
Coordinator of Academies and Career Technical Pathways	Professional/Technical Exempt - D
Coordinator of Advisement	Professional/Technical Exempt - D
Coordinator of Campus Center for Learning Excellence	Professional/Technical Exempt - D
Coordinator of Career Services	Professional/Technical Exempt - C
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 Academic Pathways	Professional/Technical Exempt - D

Position Title	Position Grade
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 Library Art Galleries	Professional/Technical Exempt - C
Coordinator of Library Projects	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
Coordinator of Wellness Center	Professional/Technical Exempt - C
Copy Writer	Professional/Technical Non-Exempt - C
Course Development Specialist	Professional/Technical Non-Exempt - B
Counselor	Professional/Technical Exempt - C
Counseling Services Manager	Professional/Technical Exempt - F
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

Position Title	Position Grade
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 - D
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
Digital Services Developer	Professional/Technical Non-Exempt - F
Digital Services Manager	Professional/Technical Exempt - F
Director of Academies and Career Technical Pathways	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 and Student Accessibility Services	Administrative - C
Director of Curriculum	Administrative - C
Director of Distance Learning	Administrative - B
Director of Dual Credit Academic 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 Institutional Equity/Title IX and 504 Coordinator	Administrative - D
Director of Learning Commons and Open Labs	Administrative - C

Position Title	Position Grade
Director of Learning Outcomes	Administrative - B
Director of Professional and Workforce Education	Administrative - B
Director of Public Relations and Marketing	Administrative - C
Director of Purchasing	Administrative - C
Director of 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 Academic Pathways Specialist	Professional/Technical Non-Exempt - B
Dual Credit Planning and Scheduling Manager	Professional/Technical Exempt - E
Dual Credit Programs Assistant	Classified - G
Dual Credit Records and Registration Specialist	Professional/Technical Non-Exempt - B
Dual Credit Scheduling and Compliance 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
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 Audio Visual Systems Analyst	Professional/Technical Exempt - D
Educational Technologies Assistant I	Classified - C
Educational Technologies Assistant II	Classified - E
Educational Technologies Assistant III	Classified - F
Educational Technologies Installations Manager	Professional/Technical Exempt - E
Educational Technologies Instructional Support Manager	Professional/Technical Exempt - E
Educational Technologies Specialist	Professional/Technical Non-Exempt - C
Educational Technologies Specialist - Audiovisual System Design	Professional/Technical 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

Position Title	Position Grade
Electrician Supervisor II	Professional/Technical Non-Exempt - C
Emerging Technologies Simulation Specialist	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 - E
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 Programming and Student Achievement	Executive - D
Facilities Operations and Maintenance Administrative Coordinator	Professional/Technical Non-Exempt - D
Facilities Planning and Construction Accounts Assistant	Classified - E
Facilities Planning and Construction Coordinator	Professional/Technical Non-Exempt - D
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
Finance and Administrative Services Support Specialist	Professional/Technical Non-Exempt - B
Financial Aid Specialist	Professional/Technical Non-Exempt - B
Financial Aid Technician	Classified - B
Financial Analyst	Professional/Technical Exempt - E
Fixed Assets and Receiving Assistant	Classified - F
Fixed Assets and Receiving Technician	Classified - A
Fixed Assets Assistant	Classified - F
Fixed Assets Specialist	Professional/Technical Non-Exempt - B
Floor Technician	Classified - A
Food Services Accounts Assistant	Classified - E
Food Services Manager/Cook	Professional/Technical Exempt - C
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

Position Title	Position Grade
Grants and Contracts Compliance Specialist	Professional/Technical Non-Exempt - B
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
Guided Pathway Specialist	Professional/Technical Non-Exempt - C
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
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 Information Systems Workflow Specialist	Professional/Technical Non-Exempt - B
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
International Student Admissions Specialist and Designated School Official	Professional/Technical Non-Exempt - B
Institutional Effectiveness Analyst	Professional/Technical Exempt - C
Institutional Effectiveness Specialist	Professional/Technical Non-Exempt - C
Institutional Equity Manager/Title IX and 504 Coordinator	Professional/Technical Exempt - G
Institutional Research Analyst	Professional/Technical Exempt - D
Instructional Coach	Professional/Technical Exempt - E
Instructional Coach - Professional and Organizational Development	Professional/Technical Exempt - F
Instructional Designer II	Professional/Technical Exempt - E
Internal Auditor	Administrative - E
Interpreter	Professional/Technical Exempt - C
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 Science	Classified - B
Lab Assistant - Culinary Arts	Classified - B
Lab Assistant - Electrician Assistant	Classified - B
Lab Assistant - Fire Science	Classified - B

Position Title	Position Grade
Lab Assistant - Heating, Ventilation, Air Conditioning and Refrigeration	Classified - B
Lab Assistant - Information Technology	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
Lab Technician	Classified - D
Lead Cook	Classified - C
Lead Custodian	Classified - C
Learning Excellence Specialist	Professional/Technical Non-Exempt - B
Learning Excellence Specialist for Online Services	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 - Electronic Resource Management	Professional/Technical Exempt - D
Librarian II - Campus Librarian	Professional/Technical Exempt - D
Librarian II - Programming	Professional/Technical Exempt - D
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
Librarian III - Systems and Applications	Professional/Technical Exempt - E
Library Specialist	Professional/Technical Non-Exempt - B
Library Outreach and Instruction Specialist	Professional/Technical Non-Exempt - B
Library Technical Services Specialist	Professional/Technical Non-Exempt - B
Library Technical Services Specialist - Digital Resources	Professional/Technical Non-Exempt - B
Library Technical Services Technician	Classified - A
Library Technician	Classified - A
Licensed Counselor	Professional/Technical Exempt - D

Position Title	Position Grade
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
Marketing Technician	Classified - A
Multimedia Designer	Professional/Technical Non-Exempt - B
Network Services Analyst I	Professional/Technical Non-Exempt - D
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
Ombudsperson	Professional/Technical Non-Exempt - B
Open Lab Specialist	Professional/Technical Non-Exempt - B
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 Manager	Professional/Technical Exempt - E
Operations Support Coordinator	Professional/Technical Non-Exempt - C
Painter	Classified - A
Parking and Security Services Manager	Professional/Technical Exempt - F
Payroll Assistant - Business Office	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

Position Title	Position Grade
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 Management Analyst	Professional/Technical Exempt - C
Project Manager - Academic Affairs	Professional/Technical Exempt - E
Project Manager - Business, Public Safety and Technology	Professional/Technical Exempt - E
Project Manager - Dual Credit Programs	Professional/Technical Exempt - E
Project Manager - Educational Technologies	Professional/Technical Exempt - E
Project Manager - Finance and Administrative Services	Professional/Technical Exempt - E
Project Manager - Information Technology	Professional/Technical Exempt - E
Project Manager - Institutional Research, Effectiveness and Strategic Planning	Professional/Technical Exempt - E
Project Manager - Math, Science, 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 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

Position Title	Position Grade
Security Support Specialist	Professional/Technical Non-Exempt - B
Senior Administrative Assistant	Professional/Technical Non-Exempt - A
Senior Buyer	Professional/Technical Exempt - E
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 - E
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
Starfish Administrator	Administrative - B
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 - D
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

Position Title	Position Grade
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
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
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

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