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STC
South Texas College

EMPLOYEE PAY PLANS

FOR FISCAL YEAR 2014 - 2015

South Texas College

EMPLOYEE PAY PLANS
For Fiscal Year 2014-2015
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2014 - 2015 PAY PLAN

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

The educational supplement is added to the annual base salary for eligible employees who have obtained a higher degree than the minimum required for the position.
For example, if an employee has a Doctorate Degree in a position that requires a Bachelor Degree, he or she would get $3,000 per year,$1,000 for a Master's Degree and $2,000 for a Doctorate Degree.

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

In FY2014-2015 the number of pay levels for classified personnel were compressed from twelve grades to seven ranges (A-G).
The number of Professional/Technical Support Non-Exempt and Exempt and Administrative grades remained the same.

The number of pay grades for Executive levels increased by one for FY2014-2015 (A-D).

The pay grades for Classfied, Professiona/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%.

South Texas College

CLASSIFIED SALARY PLAN
2014-2015

Grade A

MIN - $18,241 **MID - $25,081** **MAX - $47,250**

Admissions Technician
Cook
Custodian
Customer Service Technician
Early Childhood Educator I
Faculty Secretary
Fixed Assets and Receiving Technician
General Services Technician
Learning Outcomes Technician
Library Public Services Technician
Library Technical Services Technician
Library Technician
Painter
Plumber
Purchasing Technician
Records Technician
Staff Secretary

Grade B

MIN - $19,496 **MID - $26,807** **MAX - $34,118**

ADA Secretary
Cook II
Financial Aid Technician
Gallery Assistant
Lab Assistant - Automotive
Lab Assistant - BCS
Lab Assistant - Biology
Lab Assistant - CADD
Lab Assistant - Computer Science
Lab Assistant - Culinary Arts
Lab Assistant - ELTR
Lab Assistant - HVACR
Lab Assistant - NAH

South Texas College

CLASSIFIED SALARY PLAN
2014-2015

Grade B (cont'd)

MIN - $19,496 **MID - $26,807** **MAX - $34,118**

Lab Assistant - PMT
Lab Assistant - Welding
Secretary

Grade C

MIN - $21,513 **MID - $29,580** **MAX - $37,648**

Carpenter
Cashier
Compliance Assistant
General Services Assistant
Human Resources Assistant
Instructional Technologies Technician
Lead Cook
Lead Custodian
Purchasing Assistant
Student Learning Assistant
Testing Technician
Valley Scholars Assistant

Grade D

MIN - $21,803 **MID - $29,979** **MAX - $38,155**

Cashier II
Developmental Lab Technician
Security Guard

Grade E

MIN - $23,227 **MID - $31,937** **MAX - $40,645**

Bus Driver
Cashier III
Facilities Planning and Construction Accounts Assistant
Instructional Technologies Assistant II

South Texas College

CLASSIFIED SALARY PLAN
2014-2015

Grade E (cont'd)

MIN - $23,227 **MID - $31,937** **MAX - $40,645**

Learning Excellence Lab Technician
Maintenance Assistant
Open Lab Technician

Grade F

MIN - $25,480 **MID - $35,035** **MAX - $44,590**

Administrative Assistant
Fixed Assets and Receiving Assistant
Fixed Assets Assistant
Lead Custodian III
Maintenance Technician
Scheduling Technician

Grade G

MIN - $26,227 **MID - $36,062** **MAX - $45,897**

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

South Texas College

PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN
2014-2015

Grade A

MIN - $27,000 **MID - $37,125** **MAX - $47,250**

Advising Specialist
Child Development Center Teacher
Graphic Designer I
Lab Assistant II - Computer Science
Lab Specialist I - Biology
Lab Specialist I - Chemistry
Lab Specialist I - Physics
Dispatcher - Police
Dispatcher - Security
Senior Administrative Assistant
Student Services Specialist I

Grade B

MIN - $29,000 **MID - $39,875** **MAX - $50,750**

Academies Specialist
Accounting Specialist
Admissions Specialist
Advisor
Applications Specialist
Art Gallery Associate
Assistant Childcare Center Manager
Benefits Specialist
Biomedical Instructional Technologies Specialist
Career and Placement Specialist
Career Pathways Specialist
Cashier Customer Service Specialist
Client Services Specialist
Clinical Affairs Specialist
Collection Specialist
College Connection Specialist/Recruiter
Community Engagement and Workforce Education Specialist
Computer Services Specialist
Contract Specialist

South Texas College

PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN
2014-2015

Grade B - (cont'd)

MIN - $29,000 **MID - $39,875** **MAX - $50,750**

Coordinator of Scholarships
Course Development Specialist
Curriculum Specialist
Distance Education Media Technician
Distance Education Technologies Specialist
Distribution Services Specialist
Document Management Services
Dual Credit Records and Registration Specialist
Dual Credit Testing Specialist
Dual Enrollment Program Specialist
Dual Enrollment Workforce Programs Specialist
Dual2Degree Specialist
Early Childhood Educator II
Early College High School Specialist
Energy Management Specialist
Facilities Planning and Construction Accounts Specialist
Finance and Administrative Services Support Specialist
Financial Aid Specialist
Fixed Assets Specialist
Grants and Contracts Compliance Specialist
Graphic Designer II
Help Desk Specialist
Human Resources Payroll Specialist
Human Resources Staffing Specialist
Human Resources Specialist
Informational Writer
Lab Assistant III - Computer Science
Lab Specialist II - Open Lab
Lab Specialist II - Biology
Lab Specialist II - Chemistry
Lab Specialist II - Physics
Learning Outcomes Specialist
Library Specialist
Library Technical Services Specialist
Licensed Lab Assistant - EMT

South Texas College

PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN
2014-2015

Grade B - (cont'd)

MIN - $29,000 **MID - $39,875** **MAX - $50,750**

Locksmith Supervisor
Marketing Specialist
Network Services Specialist
Nursing Program Specialist
Ombudsperson
Public Relations Specialist
Records & Registration Specialist
Residency Specialist
Security Guard Specialist
Security Support Specialist
Special Programs Specialist
Student Conduct Specialist/Ombudsperson
Student Development Specialist
Student Resource Specialist
Student Services Specialist II
Survey Research Facilitator
Systems Specialist
Technology Inventory Specialist
Technology Specialist
Testing Specialist
Videographer
Web Application Specialist
Web Specialist
Workforce Completion Specialist

Grade C

MIN - $35,000 **MID - $48,125** **MAX - $61,250**

Applications Analyst I
Centers for Learning Excellence Manager
Coordinator of College Connections and Admissions
Coordinator of Compliance
Coordinator of Events
Coordinator of Judicial Affairs/Ombudsperson
Coordinator of Public Relations

South Texas College

PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN
2014-2015

Grade C - (cont'd)

MIN - $35,000 **MID - $48,125** **MAX - $61,250**

Coordinator of Theater Support Services
Coordinator of Veteran Recruitment and Engagement
Electrician Supervisor
Executive Administrative Assistant
Finance and Administrative Services Reporting Coordinator
Human Resources Faculty Staffing Specialist/Evaluator
Heating Ventilation and Air Conditioning Supervisor
Instructional Technologies Specialist
Lab Manager
Lab Supervisor
Lead Resource Specialist
Library Systems and Applications Specialist
Network Services Analyst I
Plumbing Supervisor
Police Compliance Coordinator
Police Officer
Professional Development Designer
Professional Development Trainer
Reporting Analyst - Institutional Effectiveness and Assessment
Reporting Analyst I
Senior Library Technical Services Specialist
Simulation Lab Specialist
Student Activities Specialist
Student Success Specialist
Transcript/Graduation Analyst
Web Coordinator
Web Design Specialist

Grade D

MIN - $38,000 **MID - $52,250** **MAX - $66,500**

Accountant
Administrative Specialist for Board Relations
Data Management Coordinator
Executive Assistant to the President
Reporting Analyst II

South Texas College

PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN
2014-2015

Grade E

MIN - $45,000	MID - $61,875	MAX - $78,750

Accounting Group Supervisor
Network Services Analyst II
Project Management - Academic Affairs
Security Supervisor

Grade F

MIN - $55,000	MID - $75,625	MAX - $96,250

Police Sergeant

South Texas College

PROFESSIONAL/TECHNICAL EXEMPT SALARY PLAN
2014-2015

Grade A

MIN - $27,000 **MID - $37,125** **MAX - $47,250**

Food Services Manager/Cook

Grade B

MIN - $30,000 **MID - $41,250** **MAX - $52,500**

Accountability Analyst
Buyer
Continuing Education Trainer
Technical Buyer

Grade C

MIN - $36,000 **MID - $49,500** **MAX - $63,000**

American Sign Language Interpreter
Childcare Services Developer
Coordinator for Continuing Education
Coordinator for CTE - Early College High Schools
Coordinator for High School Programs
Coordinator for Human Resources
Coordinator for Professional and Organizational Development
Coordinator of Career Services
Coordinator of Distance Education Technologies
Coordinator of Employer Services
Coordinator of Financial Aid
Coordinator of Publications
Coordinator of Records
Coordinator of Retention and Transfer Services
Coordinator of State and Third Party Programs
Coordinator of Student Financial Services
Coordinator of Veteran Enrollment Services
Institutional Effectiveness Analyst
Institutional Effectiveness Specialist
Instructional Technologies Managed Services Specialist

South Texas College

PROFESSIONAL/TECHNICAL EXEMPT SALARY PLAN
2014-2015

Grade C - (cont'd)

MIN - $36,000 **MID - $49,500** **MAX - $63,000**

Interpreter
Librarian I
Program Developer and Coordinator
Project Coordinator
Project Management Analyst II
Project Training Specialist
Systems Analyst I
Systems Analyst I - Finance and Administrative Services

Grade D

MIN - $39,000 **MID - $53,625** **MAX - $68,250**

ADA Counselor
Childcare Center Manager
Computer Services Analyst I
Coordinator of Advisement
Coordinator of CLE Technologies
Coordinator of Dual Enrollment
Coordinator of Early College High Schools
Coordinator of Learning Support
Coordinator of Student Activities and First Year Experience
Coordinator of Student Activities and Wellness
Coordinator of Supplemental Instruction
Counselor
Institutional Research Analyst
Instructional Designer
Librarian II
Nursing Lab Clinical Coordinator
Training Specialist III

South Texas College

PROFESSIONAL/TECHNICAL EXEMPT SALARY PLAN
2014-2015

Grade E

MIN - $45,000 **MID - $61,875** **MAX - $78,750**

Applications Analyst II
Client Services Analyst
Computer Services Analyst II
Continuing Education Operations Officer
Coordinator of ADA Services
Coordinator of Valley Scholars Program
Custodial Manager
Dual Enrollment Planning & Scheduling Manager
Facilities Planning and Construction Project Manager
Grant Development Officer
Grants and Contracts Compliance Manager
Information Security Analyst
Internal Auditor
Librarian III
Maintenance Manager
Operations Contract Manager
Operations Energy Manager
Operations Procurement Manager
Program Developer and Manager
Program Manager
Project Manager - Academic Affairs
Project Manager - Accountability
Project Manager - Finance and Administrative Services
Project Manager - Information Services and Planning
Project Manager - Institutional Effectiveness and Assessment
Project Manager - Office of Strategic Iniatives
Qualitative Researcher
Quantitative Researcher
Receiving and Distribution Supervisor
Senior Buyer
Student Services Training Manager
Systems Analyst II
Systems Analyst II - Finance and Administrative Services
Testing Officer
Training Manager
Workforce Contract Manager

South Texas College

PROFESSIONAL/TECHNICAL EXEMPT SALARY PLAN
2014-2015

Grade F

MIN - $55,000 **MID - $75,625** **MAX - $96,250**

Accounting Group Manager
Applications Analyst III
Benefits and Payroll Manager
Facilities Planning and Construction Project Manager
Police Lieutenant
Senior Coordinator of Counseling
Systems Analyst III

Grade G

MIN - $60,000 **MID - $82,500** **MAX - $105,000**

Academic Grants and Projects Officer
Application Development Manager
Database Analyst III
Database and Systems Manager
Grants and Contracts Compliance Officer
IT Risk and Security Manager
Risk Manager
Senior Planning and Construction Project Manager
Technology and Client Services Manager

South Texas College

ADMINISTRATIVE SALARY PLAN
2014-2015

Grade A

MIN - $50,000 **MID - $68,750** **MAX - $87,500**

Assistant Director of Facilities Operations and Maintenance
Assistant Director of Human Resources
Assistant Director of Public Relations and Marketing

Grade B

MIN - $55,000 **MID - $75,265** **MAX - $96,250**

Associate Comptroller
Associate Director of Purchasing
Campus Administrator of Mid Valley Campus
Campus Administrator of Starr County Campus
Director of Accountability Services
Director of Career and Employer Services
Director of Centers for Learning Excellence
Director of College Connections and Admissions for Dual Enrollment
Director of College Connections and Admissions for Traditional Students
Director of Comprehensive Advisement and Mentoring Services
Director of Degree and Certificate Completion
Director of Early College High Schools
Director of Food Services
Director of Fundraising and Legislative Affairs
Director of Grant Development and Management
Director of Information Commons and Open Labs
Director of Institutional Effectiveness and Assessment
Director of Instructional Technologies
Director of Judicial Affairs
Director of Library Public Services
Director of Library Technical Services
Director of Student Accounts and Bursar
Director of Student Activities and Wellness
Director of Student Financial Services
Director of Testing Services

South Texas College

ADMINISTRATIVE SALARY PLAN
2014-2015

Grade C

MIN - $63,000 **MID - $86,625** **MAX - $110,250**

Administrator for High School Programs and Services
Associate Dean of Community Engagement and Workforce Development
Associate Dean of Continuing, Professional and Workforce Education
Associate Dean of Curriculum and Student Learning
Associate Dean of Industry Training and Economic Development
Associate Dean of Institutional Research and Effectiveness
Associate Dean of Professional and Organizational Development
Associate Dean of Student Financial Services, Testing and Veterans Affairs
Director of Academies and High School Projects
Director of Counseling
Director of Fundraising
Director of Public Relations and Marketing
Director of Purchasing
Employee Relations Officer

Grade D

MIN - $73,000 **MID - $100,375** **MAX - $127,750**

Assistant Chief Information Officer for Application, Development, and Web
Assistant Chief Information Officer for Infrastructure
Chief Information Security Officer
Dean of Distance Learning
Dean of Enrollment Services and Registrar
Dean of Library Services and Instructional Technologies
Dean of Student Affairs
Director of Facilities Operations and Maintenance
Director of Facilities Planning and Construction
Director of Human Resources
Director of Research and Analytical Services

Grade E

MIN - $80,000 **MID - $110,000** **MAX - $140,000**

Assistant to the President for Public School Relations and Partnerships

South Texas College

ADMINISTRATIVE SALARY PLAN

2014-2015

Grade E - (cont'd)

MIN - $80,000 **MID - $110,000** **MAX - $140,000**

Assistant to the Vice President for Academic Advancement
Assistant to the Vice President for Strategic Initiatives
Chief Information Officer
Chief of Police and Director of Safety and Security
Comptroller
Dean for Business and Technology
Dean for Liberal Arts
Dean for Math, Science and Bachelor Programs
Dean for Nursing and Allied Health
Dean for Social and Behavioral Sciences

South Texas College

EXECUTIVE SALARY PLAN
2014-2015

Grade A

MIN - $85,000 **MID - $106,250** **MAX - $127,500**

Special Assistant to the President

Grade B

MIN - $92,500 **MID - $115,625** **MAX - $138,750**

Executive Officer for Workforce Development and External Affairs

Grade C

MIN - $100,000 **MID - $125,000** **MAX - $150,000**

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

Grade D

MIN - $107,500 **MID - $134,375** **MAX - $161,250**

Executive Vice President for Student Success

South Texas College
Grant Funded Employees Salary Plan
FY 2014 - 2015

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.

Workstudy Program and Student Workers:

Students hired through the Financial Aid Workstudy program or hired as student workers, are paid a minimum wage of $7.50 per hour.

All other Direct Wage Employees:

Employees (other than students) hired as temporary direct wage (hourly) employees shall meet the same educational and experience requirements as full-time regular staff. The hourly rate may be comparable to those of the regular staff and will be approved by the Director of Human Resources.

SOUTH TEXAS COLLEGE
FACULTY SALARY PLAN
FISCAL YEAR 2014-2015

PURPOSE

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

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

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

TERMINOLOGY

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

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

Full-time regular faculty are expected to teach a minimum of 30 Lecture Hour Equivalents (LHEs) per academic year (fall and spring semesters).

Full-time regular faculty must maintain a minimum of 5 regularly scheduled and posted office hours for students per instructional week.

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

FULL-TIME TEMPORARY FACULTY: Faculty members, not on the board-approved staffing plan, with a teaching load of 15 semester lecture hour equivalents during a fall or spring semester. Full-time temporary faculty are expected to maintain a minimum of ten office hours for students, committee activities and/or designated departmental responsibilities per week.

Additional time will be dedicated to curriculum development. Employment is based on institutional need and there shall be no expectation of continued employment or property rights beyond the semester appointment.

ADJUNCT FACULTY: Faculty members, not on the board-approved staffing plan, employed on a part-time basis with no benefits, and limited to teaching no more than ten lecture hour equivalents per semester.

Adjunct faculty are expected to maintain a minimum of one office hour per week per course plus additional preparation time.

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

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

LECTURE HOUR EQUIVALENT: defined as follows:

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

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 for 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.

OVERLOAD PAY: compensation for full-time regular faculty is paid at the adjunct rate for all LHEs beyond 15 per semester or 30 per academic year. Upon approval by the Chair, full-time regular faculty may accept an overload up to five (5) LHEs each fall and spring semester for additional compensation. Any overload over five (5) LHEs require the Dean's approval. The Vice President for Academic Affairs must approve any overload over 10 LHEs. Since this is extra work for extra pay, full-time regular faculty members are expected to perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the overload.

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

ACADEMIC YEAR: defined as 166 work days for full-time faculty

ACADEMIC WORK WEEK: defined as the equivalent of 40 hours per week.

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

South Texas College

South Texas College
Salary Placement for New Faculty
FY 2014-2015

Step	Associate	Assoc + 30	Bachelor	Bach + 18	Master	Master + 30	Doctorate	Step
0	$36,804	$37,272	$37,740	$39,083	$40,644	$43,018	$45,581	0
1	$37,724	$38,204	$38,684	$40,060	$41,660	$44,093	$46,720	1
2	$38,667	$39,159	$39,651	$41,062	$42,702	$45,195	$47,888	2
3	$39,633	$40,138	$40,642	$42,088	$43,769	$46,325	$49,086	3
4	$40,624	$41,142	$41,658	$43,141	$44,863	$47,483	$50,313	4
5	$41,640	$42,170	$42,700	$44,219	$45,985	$48,671	$51,570	5
6	$42,681	$43,224	$43,767	$45,324	$47,135	$49,887	$52,860	6
7	$43,748	$44,305	$44,861	$46,458	$48,313	$51,135	$54,181	7
8	$44,841	$45,413	$45,983	$47,619	$49,521	$52,413	$55,536	8

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

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:

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

Special stipends will require the approval of the Vice President for Academic Affairs and the President.

Educational Increases

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

South Texas College

Faculty Salary Plan

FY 2014-2015

	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	$36,804	$37,272	$37,740	$39,083	$40,644	$43,018	$45,581	0
1	$37,724	$38,204	$38,684	$40,060	$41,660	$44,093	$46,720	1
2	$38,667	$39,159	$39,651	$41,062	$42,702	$45,195	$47,888	2
3	$39,633	$40,138	$40,642	$42,088	$43,769	$46,325	$49,086	3
4	$40,624	$41,142	$41,658	$43,141	$44,863	$47,483	$50,313	4
5	$41,640	$42,170	$42,700	$44,219	$45,985	$48,671	$51,570	5
6	$42,681	$43,224	$43,767	$45,324	$47,135	$49,887	$52,860	6
7	$43,748	$44,305	$44,861	$46,458	$48,313	$51,135	$54,181	7
8	$44,841	$45,413	$45,983	$47,619	$49,521	$52,413	$55,536	8
9	$45,738	$46,321	$46,903	$48,571	$50,511	$53,461	$56,647	9
10	$46,653	$47,247	$47,841	$49,543	$51,521	$54,530	$57,779	10
11		$48,192	$48,797	$50,534	$52,552	$55,621	$58,935	11
12		$49,156	$49,773	$51,544	$53,603	$56,733	$60,114	12
13		$50,139	$50,769	$52,575	$54,675	$57,868	$61,316	13
14		$51,142	$51,784	$53,627	$55,768	$59,025	$62,542	14
15		$51,909	$52,561	$54,431	$56,605	$59,911	$63,480	15
16			$53,349	$55,248	$57,454	$60,809	$64,433	16
17			$54,150	$56,076	$58,316	$61,722	$65,399	17
18			$54,962	$56,918	$59,191	$62,647	$66,380	18
19			$55,786	$57,771	$60,078	$63,587	$67,376	19
20			$56,623	$58,638	$60,980	$64,541	$68,386	20
21					$61,894	$65,509	$69,412	21
22					$62,823	$66,492	$70,453	22
23					$63,765	$67,489	$71,510	23
24					$64,722	$68,501	$72,583	24
25					$65,692	$69,529	$73,672	25
26					$66,349	$70,224	$74,408	26
27					$67,012	$70,926	$75,152	27
28					$67,683	$71,636	$75,904	28
29					$68,359	$72,352	$76,663	29
30					$69,043	$73,075	$77,429	30

FACULTY PAY PLAN – MAXIMUM STEPS

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

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-to1 ratio. Two years of professional and/or practical experience may be equal to 1 year of college teaching experience.
4. International teaching experience is equated on a 2-to-1 ratio. Two years of international school teaching experience is equal to one year of college teaching experience.

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

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

Additional Professional Salary Stipend for Nursing and Allied Health Faculty:

Associate Degree Nursing, Licensed Vocational Nursing, Patient Care Assistant, Pharmacy Technology, Radiological Technology, Respiratory Therapy

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

Placement on the faculty salary plan provides for a maximum step based on educational level as listed below. Faculty who have reached the maximum step in prior fiscal year will be placed into the next step (shaded area) at current salary with a 2% increase for FY2014-2015 and remain at that level. Movement to the next educational level may be achieved by attainment of additional college level credit or higher degrees. Official transcripts must be received at Human Resources for evaluation and review for movement on pay plan and appropriate educational increase.

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

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

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.

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

South Texas College

Adjunct & Overload
Pay Rates

Rates per Lecture Hour Equivalent (LHE) for FY 2014-2015

Adjunct faculty are limited to ten (10) LHE's per semester. Written approval by the Dean over the respective academic division and the Vice President for Academic Affairs is required for LHEs beyond ten (10) hours. Adjunct faculty are expected to have one (1) hour of posted office time per course per week. They are also required to attend orientation/professional development prior to the beginning of the term. Adjunct faculty will be paid according to the following rates:

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

Degree	LHE Rate
Associate	$480
Bachelor	$525
Master	$650
Doctorate	$750

South Texas College

Summer Faculty
Pay Rates
2014-2015

(Reference Board Policy 3803)

Rates per Lecture Hour Equivalent (LHE) for FY 2014 - 2015

Degree	Adjunct	FT Regular
Associate	$480	$575
Bachelor	$525	$625
Master	$650	$675
Doctorate	$750	$750

Full-time regular faculty will be compensated for the first twelve (12) Lecture Hour Equivalents (LHE's) of instruction during the summer at FT Regular rates. All LHE's in excess of twelve (12) will be paid at adjunct rates. All teaching loads in excess of 9 LHE's during Summer I, Summer II, or Summer III sessions, must be approved in advance by the Dean and the Vice President for Academic Affairs. In addition, teaching loads in excess of 15 LHE's during the combined Summer Sessions (I, II, III) must be approved in advance by the Dean and the Vice President for Academic Affairs. Loads of this magnitude during Summer I, II, or III will only be approved if no other reasonable alternatives are available.

Full Time Faculty Summer Teaching Assignment		
Per Summer Session Course Assignment Summer I, II, III	**Combined Summer Sessions Course Assignment Summer I, II, III**	**Approval Process**
Up to 6		Department Chair
Up to 9		Department Chair
Over 9		Preapproval Division Dean and Vice President
Over 12 Only emergency situations		Preapproval Division Dean and Vice President for Academic Affairs
	Over 15 Only emergency situations	Preapproval Division Dean and Vice President for Academic Affairs
Adjunct Faculty Summer Teaching Assignment		
During the summer, adjunct faculty may teach up to a total of two courses. This total includes all courses taught during Summer Session I, II, and III.		

Dual Enrollment Salary Plan
Compensation and Course Release
FY 2014 - 2015

College Faculty Teaching Dual Enrollment courses:

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

Compensation: No extra compensation for teaching dual enrollment 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 ($650 for Master's or $750 for doctorate) = amount of additional pay

Dual Enrollment Faculty:

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

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

South Texas College

Compensation for External Learning Experiences/Capstones

(Practicums – Internships – Co-Ops – Clinicals)

Large & Small Classes, Substitute Pay, and Guided Self Studies

FY 2014 - 2015

Compensation for External Learning Experiences/Capstones

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

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

B. Faculty will be responsible for accomplishing the following activities for each practicum / internship / coop / or clinical supervised:
   - Identify students and place them in an appropriate external agency / industry / business setting.
   - Monitor student completion of Student Learning Plan objectives using the STC Practicum Daily Log returned to the instructor on a weekly basis 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 STC Practicum Contact Report form to:
     - ⇒ Monitor student performance
     - ⇒ Monitor employer and student satisfaction
     - ⇒ Monitor compliance with practicum / internship / coop / clinical guidelines by student and employer.
     - ⇒ Collect completed agency supervisor and student evaluation forms.

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

C. Load for faculty supervising external learning experiences in the Business and Technology Division, Bachelor Programs, and the Child Development Programs and Sign Language Interpreter programs in the Liberal Arts and Social Science Division will be based on enrollment in the course according to the following guidelines:
   - ½ LHE for student enrollment of 1-2 students and weekly conferences.
   - 1 LHE for student enrollment of 3-5 students and weekly conferences.
   - 2 LHEs for student enrollment of 6-10 students and weekly conferences.
   - 3 LHEs for student enrollment of 11-15 students and weekly conferences.
   - 4 LHEs for student enrollment of 16-20 students and weekly conferences.
   - 5 LHEs for enrollment of 21 or more students and weekly conferences.
   - Assignment of faculty load for external learning experiences will be made in a manner that will not increase the college's cost for the total number of students registered for the course, (i.e. 15 students warrants total compensation of 3 LHEs. The assignment may be for 1 faculty member or divided equally among as many as 3 faculty members, such as 15 students to one faculty member for a load of 3 LHEs, 5 each to 3 faculty members for a load of 1 LHE each, or 10 to one faculty member for a load of 2 LHEs and 5 to a second faculty member for a load of 1 LHE.
   - Mileage reimbursement for all visits to the job sites will be at the college approved mileage reimbursement rate.

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

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

*Load for faculty supervising external learning experiences in the Health and Medical Administrative Services, Pharmacy, and Medical Assistant Technology Programs in the Nursing and Allied Health Division will be based on enrollment in the course according to the following guidelines:

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

one faculty member for a load of 2 LHE's and 5 to a second faculty member for a load of 1 LHE.

- Mileage reimbursement for all visits to the job sites will be at the College approved mileage reimbursement rate.

ADN Preceptor Coordinator – 4LHE's

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

OTA Fieldwork Coordinator – 4 LHE's

- Plans, coordinates, and documents Fieldwork placements for approximately 18-20 students for OTHA- 1460 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.

PTA Clinical Education Director – 4 LHE's

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

Respiratory Therapy Clinical Education Director – 4 LHE's

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

Compensation for Large and Small Classes

1. **Compensation for faculty who teach large classroom-based classes:**

• 0 – 40 students	No additional compensation
• 41 students and above	Pro-rated pay for a one course overload based upon the number of students enrolled on census date and the faculty member's credentials. (Not to exceed the adjunct rate for an additional course) Example: 52 students in a 3 LHEs course taught by a Master's degree faculty would be compensated at 12 ÷ 40 x 3 LHEs x $650 = $585.00

2. **Compensation for faculty who teach large lab-based classes:**

• 0 – 36 students	No additional compensation
• 37 students and above	Pro-rated pay for a one course overload based upon the number of students enrolled on census date and the faculty member's credentials.

Example: 42 students in a 4.68 LHE lab course taught by a Master's degree faculty would be compensated at 6 ÷ 36 x 4.68 LHEs x $650 = $506.99

3. **Distance Education – Large Enrollment classes:**

• 0 – 28	No additional compensation
• 29 students and above	Pro-rated pay for a one course overload based upon the number of students enrolled on census date and the faculty member's credentials. (Not to exceed the adjunct rate for an additional course) Example: 31 students in a 3 LHE class taught by a Master's degree faculty would be compensated at 3 ÷ 28 x 3 LHEs x $650 = $216.00.

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

   Required Core Curriculum classes (ENGL 1301, ENGL 1302, HIST 1301, HIST 1302, HIST 2327, HIST 2328, GOVT 2305, GOVT 2306, COSC 1301, COSC 1336) with low enrollment (fewer than 15 students on the first class meeting date) will result in pro-rated compensation for faculty. Exceptions will require Division Dean and Vice President approval. These courses will not be a part of the faculty member's 15 LHEs required load.

   Compensation will be adjusted as follows:
   - Pro-rated pay for a one course overload based on the number of students enrolled on first class day and the faculty member's credentials. (Example: 12 students in a 3 LHE class taught by a Master's degree faculty would be compensated at 12 ÷ 15 x 3 LHEs x $650 = $1,560.00)

5. **Low Enrollment in Developmental, Field of Study, Elective Core Classes, Freshmen/Sophomore (Non-Core), and Lab-Based Classes:**
   Classes with low enrollment (fewer than 12 students on the first class meeting date), regardless of instructional medium, will result in pro-rated compensation for faculty. Exceptions will require Division Dean and Vice President approval. These courses will not be a part of the faculty member's 15 LHEs required load.

   Compensation will be adjusted as follows:
   - Pro-rated pay for a one course overload based on the number of students enrolled on first class day and the faculty member's credentials. (Example: 9 students in a 3 LHE class taught by a Master's degree faculty would be compensated at 9 ÷ 12 x 3 LHEs x $650 = $1,462.50)

6. **Low Enrollment in Junior and Senior Level Classes:**
   Classes with low enrollment (fewer than 8 students on the first class date) will result in pro-rated compensation for faculty. Exceptions will require Division Dean and Vice President for Academic Affairs approval. These courses will not be a part of the faculty member's 15 LHEs required load.

   Compensation will be adjusted as follows:
   - Pro-rated pay for a one course overload based on the number of students enrolled on first class day and the faculty member's credentials.
     (Example: 6 students in a 3 LHE class taught by a Doctorate degreed faculty would be compensated at 6 ÷ 8 x 3 LHEs x $750 = $1,687.50)

Substitute Pay

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

Step 1: Determine the Hourly Rate

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

Degree	Adjunct LHE Rate
Certificate	$360
Associate	$480
Bachelor	$525
Master	$650
Doctorate	$750

Step 2: Determine the Total Amount to be Paid

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

Number of classes substituted / Total semester class meetings (minus finals week)	**X**	Total LHE's assigned to the course	**X**	Adjunct LHE rate based upon credentials	= Substitute 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 $650.

2 / 30=.06666667	**X**	**3.67**=.24	**X**	**$650**	= $**156**

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 $750.

4 / 30=0.1333333	**X**	**3.00**=.40	**X**	**$750**	= $**300**

Guided Self-Studies

Guided Self-Studies (GSS) is an educational alternative in which traditional courses are taught in a non-traditional setting. Guided Self Studies are self-paced open entry/open exit courses offered by programs to meet a unique curriculum and graduation requirement for our students.

Number of Students		*Compensation of GSS course based on the compensation of a regular course
01 – 03	–	25%
04 - 06	–	50%
07 – 11	–	75%
12 – 15	–	100%

* Compensation based on Adjunct Faculty Rate.

South Texas College

Guidelines for Department/Program Chair Compensation and Course Release Fall and Spring Semesters 2014 - 2015

Number of Sections	Course Release Percentage
1-20	40%
21-40	60%
41-79	80% Plus One Assistant Chair
80+	80% Plus Two Assistant Chairs

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

Number of Sections	Course Release Percentage
1-40	40%
41-80	60%
81-120	80%
121-159	80% Plus One Assistant Chair
160+	80% Plus Two Assistant Chairs

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

- Department/Program Chairs will require Dean approval for teaching one overload
- Overloads in excess of one, will require advance approval from the Dean and the Vice President for Academic Affairs
- Chairs will be required to submit documentation regarding administrative hours to the respective Dean
- Department/Program Chairs receive a $200 per month stipend during the fall and spring semesters

South Texas College

Guidelines for Department/Program Chair
Summer Compensation
Summer I & III or Summer II
2014 - 2015

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

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

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

- Dean will submit the recommended Notice of Employment Forms to the Vice President for Academic Affairs for review and approval.
- Chairs will be required to submit documentation regarding administrative hours to the respective Dean.
- Chairs compensated on the $600 per summer session will not be required to submit documentation on administrative hours.
- Chairs requesting to exceed the Allowed Teaching Load (above 12 LHEs) will require advance approval by the Dean and the Vice President for Academic Affairs.