SOUTH TEXAS COLLEGE

SOUTH TEXAS COLLEGE PAY PLAN

FISCAL YEAR 2016 - 2017

SERVING HIDALGO COUNTY AND STARR COUNTY, TEXAS

Printed: June 8, 2016

June 14, 2016 Committee

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INTRODUCTION

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 Colleges and Schools Commission on Colleges to award the Baccalaureate and Associate degrees. Contact the Commission on Colleges 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 education and equal employment opportunity/affirmative action employer. As an 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 policy extends to individuals seeking employment with and admission to the College.

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

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

RELEVANT PERSONNEL PROCEDURES

EARNINGS AND SALARY INCREASES

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

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

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

EXECUTIVE, ADMINISTRATIVE, OR FACULTY JOB CLASSIFICATIONS

Employees whose positions fall within the Executive, Administrative, or Faculty job classifications, with the exception of the College President, are employed on a one (1) 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 FACULTY

Adjunct faculty are employed on an as needed basis for a semester with no expectation of continued employment or property rights beyond the semester assignment.

TEMPORARY FULL-TIME AND DUAL ENROLLMENT

Temporary full-time and dual enrollment faculty are employed on an as needed basis for a semester or one (1) year with no expectation of continued employment or property rights beyond the assignment. A temporary employee is an employee whose position is not included in the Staffing Plan but is otherwise provided for in the budget or with grant provisions.

GRANT FUNDED EMPLOYEES

Grant funded employees are employed on an as needed basis for a one (1) year or less with no expectation of continued employment or property rights beyond the assignment, letter of appointment or timeline of the grant.

EMPLOYMENT AT WILL

All employees whose positions fall within the Professional/Technical Support, Classified, Direct Wage or Student job classifications are employed on a non-contractual, at-will basis. 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.

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 Personnel Requisition/Staff Position Request Form for any vacant position. The Office of Human Resources will review the requisition/position 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).

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 Hiring Manual and Board Policies to ensure fair and consistent hiring practices.
(South Texas College Hiring Manual can be viewed on the Office of Human Resources website.)

SCREENING (Refer to South Texas College Hiring Manual)

South Texas College institutes their selection and hiring process by means of a search (interviewing) committee. 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.

GUIDELINES FOR RECRUITING, SCREENING, AND HIRING SUPPORT STAFF

HIRING

When a hiring decision is made for a regular full-time or part-time employee, a hiring proposal 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, an Authorization to Work 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 adjunct faculty. This policy applies to all non-exempt employees which includes: full-time, part-time, regular, temporary and part-time temporary employees. Adjunct faculty 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 view our website at:
http://hr.southtexascollege.edu/forms/general/general_hiring_manual.pdf

FY 2016-2017 PAY PLAN EDUCATIONAL SUPPLEMENT

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

The educational supplement is added to the annual base salary for eligible employees who have obtained a higher degree than the minimum required for the position. Educational supplement is applied once and is effective the first of the month after official transcripts are received at the Office of Human Resources.

For example, if an employee has a Doctorate and Master's Degree in a position that requires a Bachelor's Degree, employee would get an educational supplement of $3,000: $1,000 for the Master's Degree and $2,000 for the Doctorate Degree.

FY 2016-2017 PAY GRADES

Classified, Professional/Technical Pay Grades				
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%

FY 2016-2017 PAY GRADES

Administrative, Executive Pay Grades				
Grade	Minimum	Midpoint (Average)	Maximum	Range Spread
Administrative - A	$50,000.00	$68,750.00	$87,500.00	75%
Administrative - B	$55,000.00	$75,625.00	$96,250.00	75%
Administrative - C	$63,000.00	$86,625.00	$110,250.00	75%
Administrative - D	$73,000.00	$100,375.00	$127,750.00	75%
Administrative - E	$80,000.00	$110,000.00	$140,000.00	75%
Executive - A	$85,000.00	$106,250.00	$127,500.00	50%
Executive - B	$92,500.00	$115,625.00	$138,750.00	50%
Executive - C	$100,000.00	$125,000.00	$150,000.00	50%
Executive - D	$107,500.00	$134,375.00	$161,250.00	50%

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

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

CLASSIFIED SALARY PLAN
FY 2016- 2017

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

Admissions Technician
Cook
Custodian
Customer Service Technician
Early Childhood Educator I
Faculty Secretary
Fixed Assets and Receiving Technician
Floor 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
Theater Support Services Technician

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

ADA Secretary
Cook II
Financial Aid Technician
Job Coach
Gallery Assistant
Lab Assistant - Advanced Manufacturing Technology
Lab Assistant - Architectural and Engineering Design Technology
Lab Assistant - Associate Degree Nursing
Lab Assistant - Automotive
Lab Assistant - Biology
Lab Assistant - Business and Technology
Lab Assistant - Computer and Advanced Technology
Lab Assistant - Computer Science
Lab Assistant - Culinary Arts
Lab Assistant - ELTR
Lab Assistant - Heating, Ventilation, Air Conditioning and Refrigeration
Lab Assistant - Information Technology Program
Lab Assistant - Mid Valley
Lab Assistant - Nursing and Allied Health
Lab Assistant - Office Administration

CLASSIFIED SALARY PLAN
FY 2016-2017

Grade B – (cont'd)

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

Lab Assistant - Welding
Lab Assistant I - Computer Science
Secretary
Wellness Aide

Grade C

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

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

Grade D

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

Cashier II
Developmental Lab Technician
Security Guard
Space Management Technician

Grade E

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

Bus Driver
Cashier III
Facilities Planning and Construction Accounts Assistant
Instructional Technologies Assistant II
Learning Excellence Lab Technician
Library Automated Systems and Applications Technician
Maintenance Assistant
Open Lab Technician

CLASSIFIED SALARY PLAN
FY 2016-2017

Grade E– (cont'd)		
MIN - $23,227.00	MID - $31,937.13	MAX - $40,647.25

Warehouse Technician

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

Administrative Assistant
Energy Technician
Fixed Assets and Receiving Assistant
Fixed Assets Assistant
Maintenance Technician
Scheduling Technician
Student Success Assistant

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

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

PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN
FY 2016-2017

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

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

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

Academies Specialist
Accountability, Risk, and Compliance Support Specialist
Accounting Specialist
Accounts Payable Specialist
Admissions Specialist
Advisor
Applications Analyst I
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
Certified Lab Assistant
Chief Photographer
Client Services Specialist
Clinical Affairs Specialist
Collection Specialist
College Connection Specialist/Recruiter
Community Engagement and Workforce Education Specialist
Computer Services Specialist
Contract Specialist
Coordinator of Kinesiology Instructional Facilities

PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN
FY 2016-2017

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

Course Development Specialist
Curriculum Specialist
Data Specialist
Distribution Services Specialist
Document Management Services
Dual Credit Records and Registration Specialist
Dual Credit Success 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
Facilities Planning and Construction Space Management Specialist
Finance and Administrative Services Support Specialist
Financial Aid Specialist
Financial Aid Specialist for Veterans
Financial Aid Outreach Specialist
Fixed Assets Specialist
Grants and Contracts Compliance Specialist
Graphic Designer II
Graphics and Multimedia Specialist
Help Desk Specialist
Human Resources Payroll Specialist
Human Resources Staffing Specialist
Human Resources Specialist (Employee Relations)
Human Resources Specialist
Informational Writer
Lab Assistant III - Computer Science
Lab Specialist - Open Lab
Lab Specialist II - Engineering
Lab Specialist II - Biology
Lab Specialist II - Chemistry
Lab Specialist II - Physics
Learning Excellence Specialist
Learning Outcomes Specialist
Library Specialist

PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN
FY 2016-2017

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

Library Technical Services Specialist
Licensed Lab Assistant - EMT
Multimedia Designer
Network Services Specialist
Nursing Program Specialist
Ombudsperson
Project Specialist
Professional Development Specialist
Public Relations Specialist
Purchasing Specialist
Records and Registration Specialist
Residency Specialist
Security Guard Specialist
Security Support Specialist
Special Programs Specialist
Student Conduct Specialist
Student Development Specialist
Student Resource Specialist
Student Services Specialist II
Survey Research Facilitator
Systems Specialist
Technical Facilities Specialist
Technology Inventory Specialist
Technology Specialist
Testing Specialist
Videographer
Web Application Specialist
Workforce Completion Specialist

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

Construction Supervisor
Coordinator of College Connections and Admissions
Coordinator of Compliance
Coordinator of Community Relations
Coordinator of Public Relations
Coordinator of Student Rights and Responsibilities

PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN
FY 2016-2017

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

Coordinator of Theater Support Services
Coordinator of Veteran Recruitment and Engagement
Copy Writer
Custodial Logistics Supervisor
Custodial Supervisor
Distance Education Technologies Specialist
Electrician Supervisor II
Executive Administrative Assistant
Finance and Administrative Services Reporting Coordinator
Human Resources Faculty Staffing Specialist/Evaluator
Heating Ventilation and Air Conditioning Supervisor II
Instructional Technologies Specialist
Institutional Effectiveness Specialist
Lab Supervisor
Lead Custodian III
Lead Resource Specialist
Library Systems and Applications Specialist
Locksmith Supervisor II
Network Services Analyst I
Operations Support Coordinator
Plumbing Supervisor II
Police Compliance Coordinator
Police Officer
Professional Development Trainer
Project Management Analyst I
Project Training Specialist
Reporting Analyst - Institutional Effectiveness and Assessment
Reporting Analyst I
Science Lab Coordinator
Senior Library Technical Services Specialist
Simulation Lab Specialist
Student Activities Specialist
Student Success Seminar Specialist
Student Success Specialist
Systems Analyst I
Technology Generalist Analyst
Transcript/Graduation Analyst
Web Application Programmer
Web Design Specialist
Web Focus Analyst
Web Specialist

PROFESSIONAL/TECHNICAL NON-EXEMPT SALARY PLAN
FY 2016-2017

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

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

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

Applications Analyst II
Computer Services Analyst II
Interim Training Manager
Network Services Analyst II
Security Supervisor
Systems Analyst II

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

Police Sergeant

PROFESSIONAL/TECHNICAL EXEMPT SALARY PLAN
FY 2016-2017

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

Food Services Manager/Cook

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

Buyer
Continuing Education Trainer
Coordinator of Scholarships

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

ADA Counselor
Academic Coach
American Sign Language Interpreter
Childcare Services Developer
Centers for Learning Excellence Manager
Compliance Coordinator
Coordinator for Continuing Education
Coordinator for CTE - Early College High Schools
Coordinator of Career Services
Coordinator of Distance Education Technologies
Coordinator of Employer Services
Coordinator of Federal Programs
Coordinator of Financial Aid
Coordinator of Open Labs
Coordinator of Records
Coordinator of Special Advising
Coordinator of State and Third Party Programs
Coordinator of Student Financial Services
Coordinator of Veteran Enrollment Services
Counselor
Counselor (Veterans Support)
Distance Learning Assistive Technologies Specialist
Institutional Effectiveness Analyst
Instructional Technologies Managed Services Specialist
Interpreter
Lab Manager
Librarian I
Program Developer and Coordinator

PROFESSIONAL/TECHNICAL EXEMPT SALARY PLAN
FY 2016-2017

Grade C – (cont'd)		
MIN - $36,000.00	MID - $49,500.00	MAX - $63,000.00

Project Coordinator
Project Management Analyst II
Specifications Writer
Technical Buyer

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

ADA Licensed Counselor
Childcare Center Manager
Coordinator of Advisement
Coordinator of CLE Technologies
Coordinator of Dual Enrollment
Coordinator of Early College High Schools
Coordinator of Faculty Advising
Coordinator of Academies and High School Projects
Coordinator of Learning Support
Coordinator of Student Activities and First Year Experience
Coordinator of Student Activities and Wellness
Coordinator of Student Activities for Events
Coordinator of Supplemental Instruction
Curriculum and Scheduling Coordinator
Institutional Research Analyst
Instructional Coach - Professional and Organizational Development
Librarian II
Licensed Counselor
Nursing Lab Clinical Coordinator
Training Specialist III

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

Accounting Group Supervisor
Business Systems Analyst
Campus Facility Manager
Client Services Analyst
Continuing Education Operations Officer
Contracts Manager
Coordinator of Student Disability Services
Coordinator of Testing Services

PROFESSIONAL/TECHNICAL EXEMPT SALARY PLAN
FY 2016-2017

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

Coordinator of Valley Scholars Program
Creative Services Manager
Custodial Manager
Distance Learning Media Manager
Dual Enrollment Planning and Scheduling Manager
Facilities Operations and Maintenance Administrative Coordinator
Financial Analyst
Grant Development Officer
Grants and Contracts Compliance Manager
Information Security Analyst
Instructional Designer
Librarian III
Maintenance Manager
Operations Contract Support Manager
Operations Energy Manager
Operations Inventory Procurement Manager
Project Director - HSI Grant
Program Developer and Manager
Program Director
Program Director - Texas Regional STEM Degree Accelerator Grant
Project Manager - Academic Affairs
Project Manager - Accountability
Project Manager - Finance and Administrative Services
Project Manager - Information Services and Planning
Project Manager - Nursing and Allied Health
Project Manager - Office of Strategic Initiatives
Project Manager - Technology Resources
Project Manager - VPAA
Qualitative Researcher
Quantitative Researcher
Senior Buyer
Simulation Coordinator
Student Services Training Manager
Training Manager
Workforce Contract Manager

PROFESSIONAL/TECHNICAL EXEMPT SALARY PLAN
FY 2016-2017

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

Benefits and Payroll Manager
Accounting Group Manager
Applications Analyst III
Digital Services Manager
Distance Learning Manager
Facilities Planning and Construction Project Manager
Receiving and Distribution Manager
Staffing and Compensation Manager
Senior Coordinator of Counseling
Systems Analyst III
University Relations and Articulation Center Officer

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

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

ADMINISTRATIVE SALARY PLAN
FY 2016-2017

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

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

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

Associate Comptroller
Associate Director of Purchasing
Campus Administrator of Mid Valley Campus
Campus Administrator of Starr County Campus
Director of Academies and High School Projects
Director of Advisement for Dual Enrollment
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 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 Institutional Effectiveness and Assessment
Director of Instructional Technologies
Director of Learning Commons and Open Labs
Director of Library Public Services
Director of Library Technical Services
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

ADMINISTRATIVE SALARY PLAN
FY 2016-2017

Grade C

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

Administrator for High School Programs and Services
Associate Dean of Community Engagement and Workforce Development
Associate Dean of Curriculum and Student Learning
Associate Dean of Industry Training and Economic Development
Associate Dean of Professional and Organizational Development
Associate Dean of Student Financial Services, Testing and Veterans Affairs
Director of Accountability, Risk, and Compliance
Director of Counseling
Director of Fundraising
Director of Grant Development, Management, and Compliance
Director of Public Relations and Marketing
Director of Purchasing
Employee Relations Officer

Grade D

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

Assistant Chief Information Officer for Infrastructure
Assistant Chief Information Officer for Software Development
Associate Dean of Institutional Research and Effectiveness
Chief Information Security Officer
Dean of Continuing, Professional, and Workforce Education
Dean of Distance Learning
Dean of Enrollment Services
Dean of Library and Learning Support Services
Dean of 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 - $80,000.00 MID - $110,000 .00 MAX - $140,000.00

Assistant to the President for Public School Relations and Partnerships
Assistant Vice President for Academic Advancement
Assistant Vice President for Strategic Initiatives
Chief Information Officer
Chief of Police and Director of Safety and Security
Comptroller

ADMINISTRATIVE SALARY PLAN
FY 2016-2017

Grade E – (cont'd)		
MIN - $80,000.00	MID - $110,000.00	MAX - $140,000.00

Dean for Business and Technology
Dean for Liberal Arts and Social Sciences
Dean for Math, Science and Bachelor Programs
Dean for Nursing and Allied Health
Internal Auditor

EXECUTIVE SALARY PLAN
FY 2016-2017

Grade A

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

Special Assistant to the President

Grade B

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

Executive Officer for Workforce Development and External Affairs

Grade C

MIN - $100,000.00	MID - $125,000.00	MAX - $150,000.00

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

Grade D

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

Executive Vice President for Student Success

GRANT FUNDED EMPLOYEES SALARY PLAN
FY 2016-2017

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.

DIRECT WAGE EMPLOYEES PAY PLAN
FY 2016-2017

Workstudy Program and Valley Scholar Programs
Students hired through the Financial Aid Workstudy program are paid a wage of $7.75 per hour; students hired under Valley Scholar program, are paid a wage of $7.50 per hour.

All other Direct Wage Employees
Employees (other than workstudy/valley scholars) hired as temporary direct wage (hourly) employees shall meet the minimum educational and experience requirements as listed in job announcement/vacant position. Minimum wage is $7.50/hour. Hourly rate commensurate with education/experience.

Direct Wage Hourly Limits
Part-Time Direct Wage- *10-19 hours per week*.
Full-Time Direct Wage- *20-29 hours per week*.
Must have approved memo of justification attached to NOE
Limit of 12 weeks with maximum hours of 29 per week with no extensions of assignment.

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

DIRECT WAGE SALARY PLAN
FY 2016-2017

Grade A		
MIN - $7.50	MID - $9.00	MAX - $10.50

Clerk
Customer Service Clerk
Data Technician
Help Desk Operator
Help Desk Technician
Instructional Technologies Clerk
Kitchen Aide
Library Art Gallery Technician
Library Clerk
Note Taker
Open Lab Customer Service Clerk
PASS Technician
Student Mentor
Tech Support Staff

Grade B		
MIN - $8.50	MID - $12.25	MAX - $16.00

Admissions Technician
Cook
Customer Service Technician
Early Childhood Educator I
Human Resources Technician
Records Technician
Secretary
Purchasing Technician

Grade C		
MIN - $9.00	MID - $12.75	MAX - $16.50

Accounting Assistant
Financial Aid Technician
Human Resources Assistant
Program Assistant
Student Services Assistant
Wellness Aide

DIRECT WAGE SALARY PLAN
FY 2016-2017

Grade D		
MIN - $10.00	MID - $13.00	MAX - $16.00

Art Model
Cashier
Computer Technician
Lab Assistant
Lab Specialist
Human Resources Specialist
Learning Excellence Specialist
Security Guard
Student Mentor
Photographer
Student Success Specialist
Support Service Specialist
Technical Support Specialist
Testing Technician
Valley Scholars

Grade E		
MIN - $12.00	MID - $22.50	MAX - $33.00

Certified Lab Assistant
Continuing Education Coordinator
Counselor
Librarian
Licensed Lab Assistant
Training Specialist III
Videographer

DIRECT WAGE SALARY PLAN
FY 2016-2017

SIGN LANGUAGE INTERPRETERS

Certified ASL Interpreter	$22.00/hr
Non-Certified ASL Interpreter	$18.00/hr

*Sign language interpreters that are not certified are interviewed and given two skills tests by STC's certified sign language interpreters to ensure prerequisites are met.

CENTER FOR LEARNING EXCELLENCE (CLE)
STUDENT LEARNING ASSISTANT SALARY PLAN
FY 2016-2017

Employee Starting Pay Rate	Degree	Increase per hour	Certification	Increase per hour	Pay rate per hour	SI Leader Specialization
$8.10						$8.50
	Associates				**$8.50**	$9.00
	Associates +		CRLA I	$0.50	$9.00	$9.50
	Associates +		CRLA II	$0.50	$9.50	$10.00
	Associates +		CRLA III	$0.50	$10.00	$10.50
	Associates +		Adv. Trng	$0.50	$10.50	$11.00
	Bachelors				**$9.00**	$9.50
	Bachelors +		CRLA I	$0.50	$9.50	$10.00
	Bachelors +		CRLA II	$0.50	$10.00	$10.50
	Bachelors +		CRLA III	$0.50	$10.50	$11.00
	Bachelors +		Adv. Trng.	$0.50	$11.00	$11.50
	Masters				**$10.00**	$10.50
	Masters +		CRLA I	$0.50	$10.50	$11.00
	Masters +		CRLA II	$0.50	$11.00	$11.50
	Masters +		CRLA III	$0.50	$11.50	$12.00
	Masters +		Adv. Trng.	$0.50	$12.00	$12.50
	Terminal Degree				**$11.00**	$11.50
	PhD or other +		CRLA I	$0.50	$11.50	$12.00
	PhD or other +		CRLA II	$0.50	$12.00	$12.50
	PhD or other +		CRLA III	$0.50	$12.50	$13.00
	PhD or other +		Adv. Trng.	$0.50	$13.00	$13.50

Note:

- All Pay rates effective for new employees as of Spring 2014
- First advancement beyond minimum starting rate will be rounded to the closest $0.50 (half-dollar)
- Special Assignment duties may be eligible for $0.50 pay increase upon CLE Director approval
- Employees maintained on previous pay scale (grandfathered) will continue to be paid according to that scale until position change or termination lasting one full semester (non-summer term)
- SI Leader Specialization requires preparation of lesson plans, additional materials, office hours, meetings with faculty, and duties beyond those of a CLE tutor

CENTER FOR LEARNING EXCELLENCE (CLE)
DIRECT WAGE STAFF (NON-SLA) SALARY PLAN
FY 2016-2017

CLE P-T Staff (Non-SLA)	Degree	Designation	Increase per hour	Pay rate per hour
	*Non-SLA positions include Lab Assistant and Testing Technician			$8.10
Certification Advancement				
	*Certification or training advancement will be granted upon completion of all program requirements	Level I	+ $0.50	$8.50
		Level II	+ $0.50	$9.00
		Level III	+ $0.50	$9.50
		Adv. Level	+ $0.50	$10.00
with Educational Credential				**$9.00**
	*Educational credential is recognized as Bachelor's degree or higher	Level I	+ $0.50	$9.50
		Level II	+ $0.50	$10.00
		Level III	+ $0.50	$10.50
		Adv. Trng.	+ $0.50	$11.00

Notes:

- New employees as of Fall 2015 will not be eligible for certification advancement. They will be compensated for educational credentials

<u>Grandfathered Employees (those hired on or before Summer 2015)</u>

- Employees maintained on (grandfathered) pay scale will continue to be paid according to this scale until position change or termination lasting one full semester (non-summer term)
- First advancement beyond minimum starting rate will be rounded to the closest $0.50 (half-dollar)
- Special Assignment duties may be eligible for $0.50 pay increase upon CLE Director approval

CENTER FOR LEARNING EXCELLENCE (CLE)
DIRECT WAGE LEARNING EXCELLENCE SPECIALIST SALARY PLAN
FY 2016-2017

Employee Starting Pay Rate	Degree	Pay rate per hour
	*Associates	$11.00
	Bachelors	$12.50
	Masters	$14.00
	Terminal Degree (PhD or other)	$14.00

*For specialists in programs with Associates as terminal degree, such as those at Technology and Nursing and Allied Health campuses

PURPOSE AND TERMINIOLOGY - FACULTY SALARY PLAN
FY 2016-2017

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.

FACULTY SALARY PLAN
FY 2016-2017

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.

CAREER PROGRAM CHAIR AND ACADEMIC DEPARTMENT CHAIR: Full time faculty who are appointed by the Vice President for Academic Affairs, upon the recommendation of the appropriate Division Dean, each August for the subsequent academic year.

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</u>

will be paid in the same manner unless a new authorization electing to receive pay over a different pay option is submitted to the Office of Human Resources prior to the commencement of the ensuing academic year. If election is not submitted in accordance with the IRS regulation, faculty members will be placed on a 9-month pay schedule.

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 six (6) LHEs each fall and spring semester for additional compensation. Any overload over six (6) LHEs require the Dean's approval. The Vice President for Academic Affairs must approve any overload over eleven (11). Since this is extra work for extra pay, full-time regular faculty members are expected to perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the overload.

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

ACADEMIC YEAR: 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.

SALARY PLACEMENTS FOR NEW FACULTY
FY 2016-2017

Step	Associate	Assoc + 30	Bachelor	Bach + 18	Master	Master + 30	Doctorate	Step
0	$37,751	$38,232	$38,712	$40,089	$41,690	$44,125	$46,754	**0**
1	$38,694	$39,187	$39,679	$41,091	$42,732	$45,228	$47,923	**1**
2	$39,662	$40,167	$40,671	$42,119	$43,801	$46,359	$49,121	**2**
3	$40,653	$41,171	$41,688	$43,171	$44,896	$47,518	$50,349	**3**
4	$41,670	$42,200	$42,730	$44,251	$46,018	$48,705	$51,608	**4**
5	$42,711	$43,256	$43,799	$45,357	$47,168	$49,923	$52,898	**5**
6	$43,779	$44,337	$44,894	$46,491	$48,348	$51,171	$54,220	**6**
7	$44,874	$45,445	$46,016	$47,653	$49,556	$52,450	$55,576	**7**
8	$45,996	$46,581	$47,166	$48,845	$50,795	$53,762	$56,965	**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.

SALARY PLACEMENTS FOR NEW FACULTY
FY 2016-2017

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.

FACULTY SALARY PLAN BY LEVEL
FY 2016-2017

	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	$37,751	$38,232	$38,712	$40,089	$41,690	$44,125	$46,754	0
1	$38,694	$39,187	$39,679	$41,091	$42,732	$45,228	$47,923	1
2	$39,662	$40,167	$40,671	$42,119	$43,801	$46,359	$49,121	2
3	$40,653	$41,171	$41,688	$43,171	$44,896	$47,518	$50,349	3
4	$41,670	$42,200	$42,730	$44,251	$46,018	$48,705	$51,608	4
5	$42,711	$43,256	$43,799	$45,357	$47,168	$49,923	$52,898	5
6	$43,779	$44,337	$44,894	$46,491	$48,348	$51,171	$54,220	6
7	$44,874	$45,445	$46,016	$47,653	$49,556	$52,450	$55,576	7
8	$45,996	$46,581	$47,166	$48,845	$50,795	$53,762	$56,965	8
9	$46,915	$47,513	$48,110	$49,821	$51,811	$54,837	$58,104	9
10	$47,854	$48,463	$49,072	$50,818	$52,847	$55,934	$59,266	10
11		$49,433	$50,053	$51,834	$53,904	$57,052	$60,452	11
12		$50,421	$51,054	$52,871	$54,982	$58,193	$61,661	12
13		$51,430	$52,075	$53,928	$56,082	$59,357	$62,894	13
14		$52,458	$53,117	$55,007	$57,204	$60,544	$64,152	14
15		$53,245	$53,914	$55,832	$58,062	$61,453	$65,114	15
16			$54,722	$56,669	$58,933	$62,374	$66,091	16
17			$55,543	$57,520	$59,817	$63,310	$67,082	17
18			$56,376	$58,382	$60,714	$64,260	$68,088	18
19			$57,222	$59,258	$61,625	$65,224	$69,110	19
20			$58,080	$60,147	$62,549	$66,202	$70,146	20
21					$63,487	$67,195	$71,199	21
22					$64,440	$68,203	$72,267	22
23					$65,406	$69,226	$73,351	23
24					$66,387	$70,264	$74,451	24
25					$67,383	$71,318	$75,568	25
26					$68,057	$72,031	$76,323	26
27					$68,737	$72,752	$77,087	27
28					$69,425	$73,479	$77,857	28
29					$70,119	$74,214	$78,636	29
30					$70,820	$74,956	$79,422	30

FACULTY PAY PLAN – PLACEMENTS / STIPENDS
FY 2016-2017

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-to-1 ratio. Two years of professional and/or practical experience may be equal to 1 year of college teaching experience.

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

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

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

Additional Professional Salary Stipend* for Nursing and Allied Health Faculty:

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

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

Patient Care Assistant Faculty with:

- One Year experience in long term care – $2,500
- EKG Certification - $1,000
- Phlebotomy Certification - $1,000

Diagnostic Medical Sonography Faculty:

- Certification for Abdomen - $1000;
- Certification for Obstetrics and Gynecology - $1,000
- Certification of Vascular Technology - $1,000

*All stipend amounts indicated are annual amounts

FACULTY PAY PLAN – MAXIMUM STEPS
FY 2016-2017

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 FY2016-2017 and remain at that level. Movement to the next educational level may be achieved by attainment of additional college level credit or higher degrees. Official transcripts sent directly from the issuing institution must be received by September 16, 2016 to be effective for the Fall 2016 semester, or by January 13, 2017 to be effective for the Spring 2017 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

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.

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.

ADJUNCT AND OVERLOAD PAY RATES
FY 2016-2017

RATES PER LECTURE HOUR EQUIVALENT (LHE)

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.

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.

Degree	FY2017 LHE Rate
Associate	$575
Bachelor	$625
Master	$750
Doctorate	$850

ADJUNCT - LHE RATE PLACEMENT

Movement to the next educational level may be achieved by attainment of a higher degree. Official transcripts sent directly from the issuing institution must be received by September 16, 2016 to be effective for the Fall 2016 semester, by January 13, 2017 to be effective for the Spring 2017 semester, by June 4, 2017 for Summer I and III, and by July 10, 2017 for Summer II. An adjustment in compensation may be made based on the evaluation and review of eligibility for movement on pay plan.

SUMMER FACULTY PAY RATES
FY 2016-2017
(Reference Board Policy 3803)

Rates per Lecture Hour Equivalent (LHE) for FY 2016-2017

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

All teaching loads in excess of 9 LHE's during Summer I, Summer II, or Summer III sessions, must be approved in advance by the Dean. Teaching loads in excess of 12 LHE's 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 9		Department Chair
Over 9		Preapproval Division Dean
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.

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

NURSING AND ALLIED HEALTH
SUMMER EXTENSION AND FACULTY LOAD
FY 2016-2017

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

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

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

DUAL ENROLLMENT SALARY PLAN
COMPENSATION AND COURSE RELEASE
FY 2016-2017

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 ($750 for Master's or $850 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.

ASSISTANT DEAN
COMPENSATION AND COURSE RELEASE

FY 2016-2017

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

Compensation:

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

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

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

- Overload:
  - Assistant Dean will require Dean approval for teaching over 6 LHEs during fall and spring semester and combined summer sessions.

DIVISION PROGRAM COORDINATORS
COMPENSATION AND COURSE RELEASE
FY 2016-2017

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

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

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

DEPARTMENT / PROGRAM CHAIR

COMPENSATION AND COURSE RELEASE
FALL AND SPRING SEMESTERS
FY 2016-2017

Workforce Program Chair		
Number of Sections	**Course Release Percentage**	**Administrative Hours Per Week**
1-20	40%	16
21-40	60%	24
41-79	80% Plus One Assistant Chair	32
80- 120	80% Plus Two Assistant Chairs	32
Program with more than 160+ sections will qualify for additional Assistant Chair for each additional 40 sections.		

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

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

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 over 6 LHEs overload during Fall and Spring semester. Overload in excess of 6 LHEs, will require advance approval from the Dean and the Vice President for Academic Affairs.
- 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.

SUMMER COMPENSATION GUIDELINES
FOR DEPARTMENT / PROGRAM CHAIR
FY 2016-2017

SUMMER I AND III OR SUMMER II

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.

ASSISTANT CHAIRS AND PROGRAM COORDINATORS
FY 2016-2017

Assistant Chairs:

The Assistant Chair is appointed by the Department Chair with Dean's approval. The Assistant Chair assignment is for one semester. Duties and Responsibilities of the Assistant Chairs are published in the Faculty Handbook. The compensation for each Assistant Chairs is based on a non-teaching assignment of 3 LHEs.

Program Coordinator:

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

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

- Interdisciplinary Studies (Associate of Arts)
- Mexican American Studies
- Engineering
- Heating Ventilation and Air Conditioning (HVAC)
- Electrician Technology

COMPENSATION FOR EXTERNAL LEARNING EXPERIENCES/ CAPSTONES (PRACTICUMS – INTERNSHIPS – CO OPS – CLINICALS) FY 2016-2017

Compensation for External Learning Experiences/Capstones

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

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

- External Experience Agreement Form (Site Agreement) for use with external agencies / industries / businesses.
- Student Learning Plan detailing intended student learning outcomes.
- Contact Report form, documentation of conferences and phone / email correspondence.
- Agency Supervisor's Evaluation of Student Performance.
- Student's Performance Self Evaluation.
- Faculty Summary Conference on Overall Student's Performance Evaluation
- Student's Evaluation of affiliation site.
- Daily Log form.

B. Faculty will be responsible for accomplishing the following activities for each practicum / internship / coop / or clinical supervised:

- Identify students and place them in an appropriate external agency / industry / business setting
- Monitor student completion of Student Learning Plan objectives using the individual NAH program's form returned to the instructor on regular basis (timeframe determined by program) by each student and the in-term performance evaluations and action plan developed in consultation with agency supervisor and student.
- Conduct a minimum of two documented contacts with the agency / industry / business, with at least one visit per practicum period per site, using the individual NAH program's form to:
  - 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 a 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.

COMPENSATION FOR EXTERNAL LEARNING EXPERIENCES / CAPSTONES (PRACTICUMS – INTERNSHIPS – CO OPS – CLINICALS) FY 2016-2017

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

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

COMPENSATION FOR EXTERNAL LEARNING EXPERIENCES / CAPSTONES (PRACTICUMS – INTERNSHIPS – CO OPS – CLINICALS) FY 2016-2017

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

COMPENSATION FOR EXTERNAL LEARNING EXPERIENCES / CAPSTONES (PRACTICUMS – INTERNSHIPS – CO OPS – CLINICALS) FY 2016-2017

Pharmacy Technology Clinical Education Director – 4 LHE's

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

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

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

Respiratory Therapy Clinical Education Director – 4 LHE's

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

COMPENSATION FOR LARGE AND SMALL CLASSES BACHELOR PROGRAMS, SUBSTITUTE PAY, AND GUIDED SELF STUDIES FY 2016-2017

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 degreed faculty would be compensated at 12 ÷ 40 x 3 LHEs x $750 = $675.00

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

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

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

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

4. Compensation for Low Enrollment in Required Core Classes:

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

LHEs will be pro-rated as follows:

- Pro-rated LHEs for a one course overload based on the number of students enrolled on first class meeting date.

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

  Compensation will be pro-rated as follows:

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

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

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

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

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

LHEs will be pro-rated as follows:

- Pro-rated LHEs for a one course overload based on the number of students enrolled on first class meeting date.

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

  Compensation will be pro-rated as follows:

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

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

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

BACHELOR PROGRAM

1. Low Enrollment in Junior and Senior Level Classes:

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

LHEs will be pro-rated as follows:

- Pro-rated LHEs for a one course overload based on the number of students enrolled on first class meeting date.

  Example: 6 students in a 3 LHE class: LHE would be pro-rated as follows: (6÷ 8) x 3 LHEs = 2.25 LHE's.

COMPENSATION FOR LARGE AND SMALL CLASSES BACHELOR PROGRAMS, SUBSTITUTE PAY, AND GUIDED SELF STUDIES FY 2016-2017

Compensation will be adjusted as follows:

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

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

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

Number of Students		Compensation*
01 – 05	–	1 LHE
06 – 10	–	2 LHE
11 – 15	–	3 LHE
16 – 25	–	4 LHE

*** Compensation based on Adjunct Faculty Rate**

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

COMPENSATION FOR LARGE AND SMALL CLASSES BACHELOR PROGRAMS, SUBSTITUTE PAY, AND GUIDED SELF STUDIES FY 2016-2017

SUBSTITUTE PAY

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

Step 1: Determine the Hourly Rate

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

Step 2: Determine the Total Amount to be Paid

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

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

Degree	Adjunct LHE Rate
Certificate	$360
Associate	$575
Bachelor	$625
Master	$750
Doctorate	$850

COMPENSATION FOR LARGE AND SMALL CLASSES BACHELOR PROGRAMS, SUBSTITUTE PAY, AND GUIDED SELF STUDIES FY 2016-2017

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**

COMPENSATION FOR LARGE AND SMALL CLASSES BACHELOR PROGRAMS, SUBSTITUTE PAY, AND GUIDED SELF STUDIES / INDEPENDENT STUDY
FY 2016-2017

GUIDED SELF STUDIES / INDEPENDENT STUDY

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

Number of Students	*Compensation
01 – 03	25%
04 – 06	50%
07 – 11	75%
12 – 15	100%

* Compensation based on Adjunct Faculty Rate.

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Academic Coach	Professional/Technical Exempt - C
Academic Grants and Projects Officer	Professional/Technical Exempt - G
Academies Specialist	Professional/Technical Non-Exempt - B
Accountability Assistant	Classified - G
Accountability, Risk, and Compliance Support Specialist	Professional/Technical Non-Exempt - B
Accountant	Professional/Technical Non-Exempt - D
Accounting Assistant	Classified - G
Accounting Group Manager	Professional/Technical Exempt - F
Accounting Group Supervisor	Professional/Technical Exempt - E
Accounting Specialist	Professional/Technical Non-Exempt - B
Accounts Payable Specialist	Professional/Technical Non-Exempt - B
ADA Licensed Counselor	Professional/Technical Exempt - D
ADA Secretary	Classified - B
Administrative Assistant	Classified - F
Administrative Specialist for Board Relations	Professional/Technical Non-Exempt - D
Administrator for High School Programs and Services	Administrative - C
Admissions Specialist	Professional/Technical Non-Exempt - B
Admissions Technician	Classified - A
Advising Specialist	Professional/Technical Non-Exempt - A
Advisor	Professional/Technical Non-Exempt - B
Application Development Manager	Professional/Technical Exempt - G

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Applications Analyst I	Professional/Technical Non-Exempt - B
Applications Analyst II	Professional/Technical Non-Exempt - E
Applications Analyst III	Professional/Technical Exempt - F
Applications Specialist	Professional/Technical Non-Exempt - B
Art Gallery Associate	Professional/Technical Non-Exempt - B
ASL Interpreter	Professional/Technical Exempt - C
Assistant Chief Information Officer for Infrastructure	Administrative - D
Assistant Chief Information Officer for Software Development	Administrative - D
Assistant Childcare Center Manager	Professional/Technical Non-Exempt - B
Assistant Director of Human Resources	Administrative - A
Assistant Director of Facilities Operations and Maintenance	Administrative - A
Assistant Director of Facilities Planning and Construction	Administrative - A
Assistant Director of Public Relations and Marketing	Administrative - A
Assistant to the President for Public School Relations and Partnerships	Administrative - E
Assistant Vice President for Strategic Initiatives	Administrative - E
Assistant Vice President for Academic Advancement	Administrative - E
Associate Comptroller	Administrative - B
Associate Dean of Community Engagement and Workforce Development	Administrative - C
Associate Dean of Curriculum and Student Learning	Administrative - C
Associate Dean of Industry Training and Economic Development	Administrative - C
Associate Dean of Institutional Research and Effectiveness	Administrative - D

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Associate Dean of Professional and Organizational Development	Administrative - C
Associate Dean of Student Financial Services, Testing and Veterans Affairs	Administrative - C
Associate Director of Purchasing	Administrative - B
Benefits and Payroll Manager	Professional/Technical Exempt - F
Benefits Specialist	Professional/Technical Non-Exempt - B
Biomedical Instructional Technologies Specialist	Professional/Technical Non-Exempt - B
Bus Driver	Classified - E
Business Systems Analyst	Professional/Technical Exempt - E
Buyer	Professional/Technical Exempt - B
Campus Administrator of Starr County Campus	Administrative - B
Campus Administrator of Mid Valley Campus	Administrative - B
Campus Facility Manager	Professional/Technical Exempt - E
Career and Placement Specialist	Professional/Technical Non-Exempt - B
Career Pathways Specialist	Professional/Technical Non-Exempt - B
Carpenter	Classified - C
Cashier	Classified - C
Cashier Customer Service Specialist	Professional/Technical Non-Exempt - B
Cashier II	Classified - D
Cashier III	Classified - E
Centers for Learning Excellence Manager	Professional/Technical Exempt - C
Certified Lab Assistant	Professional/Technical Non-Exempt - B

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Chief Information Security Officer	Administrative - D
Chief Information Officer	Administrative - E
Chief of Police and Director of Safety and Security	Administrative - E
Chief Photographer	Professional/Technical Non-Exempt - B
Child Development Center Teacher	Professional/Technical Non-Exempt - A
Childcare Center Manager	Professional/Technical Exempt - D
Childcare Services Developer	Professional/Technical Exempt - C
Client Services Analyst	Professional/Technical Exempt - E
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
College President	Executive - C
Community Engagement and Workforce Education Specialist	Professional/Technical Non-Exempt - B
Compliance Assistant	Classified - C
Compliance Coordinator	Professional/Technical Exempt - C
Compliance Manager	Professional/Technical Exempt - G
Compliance Technician	Classified - G
Comptroller	Administrative - E
Computer Services Analyst I	Professional/Technical Non-Exempt - D
Computer Services Analyst II	Professional/Technical Non-Exempt - E

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Computer Services Specialist	Professional/Technical Non-Exempt - B
Community Relations Assistant	Classified - G
Continuing Education Trainer	Professional/Technical Exempt - B
Continuing Education Operations Officer	Professional/Technical Exempt - E
Construction Supervisor	Professional/Technical Non-Exempt - C
Contract Specialist	Professional/Technical Non-Exempt - B
Contracts Manager	Professional/Technical Exempt - E
Cook	Classified - A
Cook II	Classified - B
Coordinator of Academies and High School Projects	Professional/Technical Exempt - D
Coordinator of Advisement	Professional/Technical Exempt - D
Coordinator of Career Services	Professional/Technical Exempt - C
Coordinator of CLE Technologies	Professional/Technical Exempt - D
Coordinator for CTE-Early College High Schools	Professional/Technical Exempt - C
Coordinator of College Connections and Admissions	Professional/Technical Non-Exempt - C
Coordinator of Compliance	Professional/Technical Non-Exempt - C
Coordinator of Distance Ed Technologies	Professional/Technical Exempt - C
Coordinator of Dual Enrollment	Professional/Technical Exempt - D
Coordinator of Early College High Schools	Professional/Technical Exempt - D
Coordinator of Employer Services	Professional/Technical Exempt - C
Coordinator of Community Relations	Professional/Technical Non-Exempt - C

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Coordinator of Faculty Advising	Professional/Technical Exempt - D
Coordinator of Federal Programs	Professional/Technical Exempt - C
Coordinator of Kinesiology Instructional Facilities	Professional/Technical Non-Exempt - B
Coordinator of Learning Support	Professional/Technical Exempt - D
Coordinator of Open Labs	Professional/Technical Exempt - C
Coordinator of Public Relations	Professional/Technical Non-Exempt - C
Coordinator of Records	Professional/Technical Exempt - C
Coordinator of Special Advising	Professional/Technical Exempt - C
Coordinator of Scholarships	Professional/Technical Exempt - B
Coordinator of State and Third Party Programs	Professional/Technical Exempt - C
Coordinator of Student Activities and First Year Experience	Professional/Technical Exempt - D
Coordinator of Student Activities and Wellness	Professional/Technical Exempt - D
Coordinator of Student Activities for Events	Professional/Technical Exempt - D
Coordinator of Student Disability Services	Professional/Technical Exempt - E
Coordinator of Student Financial Services	Professional/Technical Exempt - C
Coordinator of Student Rights and Responsibilities	Professional/Technical Non-Exempt - C
Coordinator of Supplemental Instruction	Professional/Technical Exempt - D
Coordinator of Testing Services	Professional/Technical Exempt - E
Coordinator of Theater Support Services	Professional/Technical Non-Exempt - C
Coordinator of Valley Scholars Program	Professional/Technical Exempt - E
Coordinator of Veteran Enrollment Services	Professional/Technical Exempt - C
Coordinator of Veteran Recruitment and Engagement	Professional/Technical Non-Exempt - C

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Coordinator of Wellness Center	Professional/Technical Non-Exempt - B
Coordinator for Continuing Education	Professional/Technical Exempt - C
Copy Writer	Professional/Technical Non-Exempt - C
Counselor	Professional/Technical Exempt - C
Counselor (Veterans Support)	Professional/Technical Exempt - C
Course Development Specialist	Professional/Technical Non-Exempt - B
Creative Services Manager	Professional/Technical Exempt - E
Curriculum and Scheduling Coordinator	Professional/Technical Exempt - D
Curriculum Specialist	Professional/Technical Non-Exempt - B
Custodial Manager	Professional/Technical Exempt - E
Custodial Logistics Supervisor	Professional/Technical Non-Exempt - C
Custodial Supervisor	Professional/Technical Non-Exempt - C
Custodian	Classified - A
Customer Service Technician	Classified - A
Data Management Coordinator	Professional/Technical Non-Exempt - D
Data Specialist	Professional/Technical Non-Exempt - B
Database Analyst III	Professional/Technical Exempt - G
Database and Systems Manager	Professional/Technical Exempt - G
Dean for Business and Technology	Administrative - E
Dean for Liberal Arts and Social Sciences	Administrative - E
Dean for Math, Science and Bachelor Programs	Administrative - E
Dean for Nursing and Allied Health	Administrative - E

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Dean of Continuing, Professional, and Workforce Education	Administrative - D
Dean of Distance Learning	Administrative - D
Dean of Enrollment Services	Administrative - D
Dean of Library and Learning Support Services	Administrative - D
Dean of Student Affairs	Administrative - D
Developmental Lab Technician	Classified - D
Digital Services Manager	Professional/Technical Exempt - F
Director of Academies and High School Projects	Administrative - B
Director of Accountability, Risk, and Compliance	Administrative - C
Director of Advisement for Dual Enrollment	Administrative - B
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 Dual Enrollment	Administrative - B
Director of College Connections and Admissions for Traditional Students	Administrative - B
Director of Comprehensive Advisement and Mentoring Services	Administrative - B
Director of Counseling	Administrative - C
Director of Early College High Schools	Administrative - B
Director of Facilities Operations and Maintenance	Administrative - D
Director of Facilities Planning and Construction	Administrative - D
Director of Food Services	Administrative - B

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Director of Fundraising	Administrative - C
Director of Fundraising and Legislative Affairs	Administrative - B
Director of Grant Development, Management, and Compliance	Administrative - C
Director of Human Resources	Administrative - D
Director of Institutional Effectiveness and Assessment	Administrative - B
Director of Instructional Technologies	Administrative - B
Director of Learning Commons and Open Labs	Administrative - B
Director of Library Public Services	Administrative - B
Director of Library Technical Services	Administrative - B
Director of Professional and Workforce Education	Administrative - B
Director of Public Relations and Marketing	Administrative - C
Director of Purchasing	Administrative - C
Director of Research and Analytical Services	Administrative - D
Director of Student Accounts and Bursar	Administrative - B
Director of Student Activities and Wellness	Administrative - B
Director of Student Financial Services	Administrative - B
Director of Student Records and Registrar	Administrative - B
Director of Student Rights and Responsibilities	Administrative - B
Director of Testing Services	Administrative - B
Distance Education Technologies Specialist	Professional/Technical Non-Exempt - C

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Distance Learning Assistive Technologies Specialist	Professional/Technical Exempt - C
Distance Learning Media Manager	Professional/Technical Exempt - E
Distance Learning Manager	Professional/Technical Exempt - F
Distribution Services Specialist	Professional/Technical Non-Exempt - B
Document Management Specialist	Professional/Technical Non-Exempt - B
Dual Credit Records and Registration Specialist	Professional/Technical Non-Exempt - B
Dual Credit Success Specialist	Professional/Technical Non-Exempt - B
Dual Enrollment Planning and Scheduling Manager	Professional/Technical Exempt - E
Dual Enrollment Workforce Programs Specialist	Professional/Technical Non-Exempt - B
Dual Enrollment Program Specialist	Professional/Technical Non-Exempt - B
Dual2Degree Specialist	Professional/Technical Non-Exempt - B
Early Childhood Educator I	Classified - A
Early Childhood Educator II	Professional/Technical Non-Exempt - B
Early College High School Specialist	Professional/Technical Non-Exempt - B
Electrician	Classified - G
Electrician Supervisor II	Professional/Technical Non-Exempt - C
Employee Relations Officer	Administrative - C
Energy Management Specialist	Professional/Technical Non-Exempt - B
Energy Technician	Classified - F
Executive Administrative Assistant	Professional/Technical Non-Exempt - C
Executive Assistant to the President	Professional/Technical Non-Exempt - D

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Executive Officer for Workforce Development and External Affairs	Executive - B
Executive Vice President for Student Success	Executive - D
Facilities Operations and Maintenance Administrative Coordinator	Professional/Technical Exempt - E
Facilities Planning and Construction Accounts Assistant	Classified - E
Facilities Planning and Construction Accounts Specialist	Professional/Technical Non-Exempt - B
Facilities Planning and Construction Project Manager	Professional/Technical Exempt - F
Facilities Planning and Construction Space Management Specialist	Professional/Technical Non-Exempt - B
Faculty Secretary	Classified - A
FAS Reporting Coordinator	Professional/Technical Non-Exempt - C
FAS Support Specialist	Professional/Technical Non-Exempt - B
Financial Aid Specialist	Professional/Technical Non-Exempt - B
Financial Aid Specialist for Veterans	Professional/Technical Non-Exempt - B
Financial Aid Outreach Specialist	Professional/Technical Non-Exempt - B
Financial Aid Technician	Classified - B
Financial Analyst	Professional/Technical Exempt - E
Fixed Assets Assistant	Classified - F
Fixed Assets and Receiving Assistant	Classified - F
Fixed Assets and Receiving Technician	Classified - A
Fixed Assets Specialist	Professional/Technical Non-Exempt - B
Floor Technician	Classified - A
Food Services Manager/Cook	Professional/Technical Exempt - A

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Gallery Assistant	Classified - B
General Services Assistant	Classified - C
General Services Technician	Classified - A
Grant Development Officer	Professional/Technical Exempt - E
Grants and Contracts Compliance Manager	Professional/Technical Exempt - E
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
Grants and Contracts Compliance Officer	Professional/Technical Exempt - G
Help Desk Specialist	Professional/Technical Non-Exempt - B
Human Resources Faculty Staffing Specialist/Evaluator	Professional/Technical Non-Exempt - C
Human Resources Payroll Specialist	Professional/Technical Non-Exempt - B
Human Resources Specialist (Employee Relations)	Professional/Technical Non-Exempt - B
Human Resources Staffing Specialist	Professional/Technical Non-Exempt - B
Human Resources Assistant	Classified - C
Human Resources Specialist	Professional/Technical Non-Exempt - B
HVAC Supervisor II	Professional/Technical Non-Exempt - C
Information Security Analyst	Professional/Technical Exempt - E
Information Technology Risk and Security Manager	Professional/Technical Exempt - G
Informational Writer	Professional/Technical Non-Exempt - B

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Institutional Effectiveness Analyst	Professional/Technical Exempt - C
Institutional Effectiveness Specialist	Professional/Technical Non-Exempt - C
Institutional Research Analyst	Professional/Technical Exempt - D
Instructional Coach- Professional and Organizational Development	Professional/Technical Exempt - D
Instructional Designer	Professional/Technical Exempt - E
Instructional Technologies Assistant I	Classified - C
Instructional Technologies Assistant II	Classified - E
Instructional Technologies Assistant III	Classified - E
Instructional Technologies Managed Services Specialist	Professional/Technical Exempt - C
Instructional Technologies Specialist	Professional/Technical Non-Exempt - C
Instructional Technologies Technician	Classified - C
Internal Auditor	Administrative - E
Interpreter	Professional/Technical Exempt - C
Job Coach	Classified - B
Lab Assistant - Advanced Manufacturing Technology	Classified - B
Lab Assistant - Architectural and Engineering Design Technology	Classified - B
Lab Assistant - Associate Degree Nursing	Classified - B
Lab Assistant - Automotive	Classified - B
Lab Assistant - Biology	Classified - B
Lab Assistant - Business and Technology	Classified - B
Lab Assistant - Computer and Advanced Technology	Classified - B

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Lab Assistant - Computer Science	Classified - B
Lab Assistant - Culinary Arts	Classified - B
Lab Assistant - ELTR	Classified - B
Lab Assistant - Heating, Ventilation, Air Conditioning and Refrigeration	Classified - B
Lab Assistant - Information Technology Program	Classified - B
Lab Assistant - Mid Valley	Classified - B
Lab Assistant - Nursing and Allied Health	Classified - B
Lab Assistant - Office Administration	Classified - B
Lab Assistant - Welding	Classified - B
Lab Assistant I - Computer Science	Classified - B
Lab Assistant II - Computer Science	Professional/Technical Non-Exempt - A
Lab Assistant III - Computer Science	Professional/Technical Non-Exempt - B
Lab Manager	Professional/Technical Exempt - C
Lab Specialist - Biology	Professional/Technical Non-Exempt - A
Lab Specialist I - Chemistry	Professional/Technical Non-Exempt - A
Lab Specialist I - Physics	Professional/Technical Non-Exempt - A
Lab Specialist II - Open Lab	Professional/Technical Non-Exempt - B
Lab Specialist II - Biology	Professional/Technical Non-Exempt - B
Lab Specialist II - Chemistry	Professional/Technical Non-Exempt - B
Lab Specialist II - Physics	Professional/Technical Non-Exempt - B
Lab Supervisor	Professional/Technical Non-Exempt - C

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Lead Cook	Classified - C
Lead Custodian	Classified - C
Lead Custodian III	Professional/Technical Non-Exempt - C
Lead Resource Specialist	Professional/Technical Non-Exempt - C
Learning Excellence Lab Technician	Classified - E
Learning Excellence Specialist	Professional/Technical Non-Exempt - B
Learning Outcomes Specialist	Professional/Technical Non-Exempt - B
Learning Outcomes Technician	Classified - A
Librarian I	Professional/Technical Exempt - C
Librarian II	Professional/Technical Exempt - D
Librarian III	Professional/Technical Exempt - E
Library Automated Systems and Applications Technician	Classified - E
Library Public Services Technician	Classified - A
Library Specialist	Professional/Technical Non-Exempt - B
Library Systems and Applications Specialist	Professional/Technical Non-Exempt - C
Library Technician	Classified - A
Library Technical Services Specialist	Professional/Technical Non-Exempt - B
Library Technical Services Technician	Classified - A
Licensed Lab Assistant - EMT	Professional/Technical Non-Exempt - B
Licensed Counselor	Professional/Technical Exempt - D
Locksmith Supervisor	Professional/Technical Non-Exempt - B
Maintenance Assistant	Classified - E
Maintenance Manager	Professional/Technical Exempt - E

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Maintenance Technician	Classified - F
Marketing Specialist	Professional/Technical Non-Exempt - B
Multimedia Designer	Professional/Technical Non-Exempt - B
Network Services Analyst I	Professional/Technical Non-Exempt - C
Network Services Analyst II	Professional/Technical Non-Exempt - E
Network Services Specialist	Professional/Technical Non-Exempt - B
Nursing Lab Clinical Coordinator	Professional/Technical Exempt - D
Nursing Program Specialist	Professional/Technical Non-Exempt - B
Ombudsperson	Professional/Technical Non-Exempt - B
Open Lab Technician	Classified - E
Operations Contract Support Manager	Professional/Technical Exempt - E
Operations Energy Manager	Professional/Technical Exempt - E
Operations Inventory Procurement Manager	Professional/Technical Exempt - E
Operations Support Coordinator	Professional/Technical Non-Exempt - C
Painter	Classified - A
Payroll Assistant - Business Office	Classified - G
Payroll Assistant - Human Resources	Classified - G
Placement Specialist	Professional/Technical Non-Exempt - B
Plumber	Classified - A
Plumbing Supervisor II	Professional/Technical Non-Exempt - C
Police Compliance Coordinator	Professional/Technical Non-Exempt - C

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
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 Specialist	Professional/Technical Non-Exempt - C
Professional Development Trainer	Professional/Technical Non-Exempt - C
Program Developer and Coordinator	Professional/Technical Exempt - C
Program Developer and Manager	Professional/Technical Exempt - E
Program Director	Professional/Technical Exempt - E
Project Director – HSI Grant	Professional/Technical Exempt - E
Program Director – Texas Regional STEM Degree Accelerator Grant	Professional/Technical Exempt - E
Project Coordinator	Professional/Technical Exempt - C
Project Management Analyst I	Professional/Technical Non-Exempt - C
Project Management Analyst II	Professional/Technical Exempt - C
Project Manager - Accountability	Professional/Technical Exempt - E
Project Manager - Academic Affairs	Professional/Technical Exempt - E
Project Manager - Finance and Administrative Services	Professional/Technical Exempt - E
Project Manager - Information Services and Planning	Professional/Technical Exempt - E
Project Manager - Nursing and Allied Health	Professional/Technical Exempt - E
Project Manager - Technology Resources	Professional/Technical Exempt - E

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Project Manager - Office of Strategic Initiatives	Professional/Technical Exempt - E
Project Manager - VPAA	Professional/Technical Exempt - E
Project Specialist	Professional/Technical Non-Exempt - B
Project Training Specialist	Professional/Technical Non-Exempt - C
Public Relations Specialist	Professional/Technical Non-Exempt - B
Purchasing Assistant	Classified - C
Purchasing Specialist	Professional/Technical Non-Exempt - B
Purchasing Technician	Classified - A
Qualitative Researcher	Professional/Technical Exempt - E
Quantitative Researcher	Professional/Technical Exempt - E
Receiving and Distribution Manager	Professional/Technical Exempt - F
Records and Registration Specialist	Professional/Technical Non-Exempt - B
Records Technician	Classified - A
Reporting Analyst - IEA	Professional/Technical Non-Exempt - C
Reporting Analyst I	Professional/Technical Non-Exempt - C
Reporting Analyst II	Professional/Technical Non-Exempt - D
Residency Specialist	Professional/Technical Non-Exempt - B
Risk Manager	Professional/Technical Exempt - G
Scheduling Technician	Classified - F
Science Lab Coordinator	Professional/Technical Non-Exempt - C
Secretary	Classified - B
Security Guard	Classified - D

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Security Guard Specialist	Professional/Technical Non-Exempt - B
Security Supervisor	Professional/Technical Non-Exempt - E
Security Support Specialist	Professional/Technical Non-Exempt - B
Senior Administrative Assistant	Professional/Technical Non-Exempt - A
Senior Buyer	Professional/Technical Exempt - E
Senior Coordinator of Counseling	Professional/Technical Exempt - F
Senior Facilities Planning and Construction Project Manager	Professional/Technical Exempt - G
Senior Library Technical Services Specialist	Professional/Technical Non-Exempt - C
Simulation Coordinator	Professional/Technical Exempt - E
Simulation Lab Specialist	Professional/Technical Non-Exempt - C
Social Media Specialist	Professional/Technical Non-Exempt - A
Space Management Technician	Classified - D
Special Assistant to the President	Executive - A
Special Programs Specialist	Professional/Technical Non-Exempt - B
Staff Audit Specialist	Professional/Technical Non-Exempt - B
Staff Secretary	Classified - A
Staffing and Compensation Manager	Professional/Technical Exempt - F
Student Conduct Specialist	Professional/Technical Non-Exempt - B
Student Activities Specialist	Professional/Technical Non-Exempt - C
Student Development Specialist	Professional/Technical Non-Exempt - B
Student Learning Assistant	Classified - C

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Student Resource Specialist	Professional/Technical Non-Exempt - B
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 Specialist	Professional/Technical Non-Exempt - C
Student Success Seminar Specialist	Professional/Technical Non-Exempt - C
Survey Research Facilitator	Professional/Technical Non-Exempt - B
Systems Analyst I	Professional/Technical Non-Exempt - C
Systems Analyst II	Professional/Technical Non-Exempt - E
Systems Analyst III	Professional/Technical Exempt - F
Systems Specialist	Professional/Technical Non-Exempt - B
Technical Facilities Specialist	Professional/Technical Non-Exempt - B
Technology and Client Services Manager	Professional/Technical Exempt - G
Technical Buyer	Professional/Technical Exempt - C
Technology Inventory Specialist	Professional/Technical Non-Exempt - B
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

POSITION GRADE BY POSITION TITLE
FY 2016-2017

Position Title	Position Grade
Interim Training Manager	Professional/Technical Exempt - E
Training Specialist III	Professional/Technical Exempt - D
Transcript/Graduation Analyst	Professional/Technical Non-Exempt - C
University Relations and Articulation Center Officer	Professional/Technical Exempt - D
Valley Scholars Assistant	Classified - C
Vice President for Institutional Advancement	Executive - C
Videographer	Professional/Technical Non-Exempt - B
Vice President for Academic Affairs	Executive - C
Vice President for Finance and Administrative Services	Executive - C
Vice President of Information Services, Planning, Performance and Strategic Initiatives	Executive - C
Vice President of Student Affairs and Enrollment Management	Executive - C
Warehouse Technician	Classified - E
Web Application Programmer	Professional/Technical Non-Exempt - C
Web Application Specialist	Professional/Technical Non-Exempt - B
Web Coordinator	Professional/Technical Non-Exempt - D
Web Focus Analyst	Professional/Technical Non-Exempt - C
Web Design Specialist	Professional/Technical Non-Exempt - C
Web Specialist	Professional/Technical Non-Exempt - C
Wellness Aide	Classified - B
Workforce Completion Specialist	Professional/Technical Non-Exempt - B
Workforce Contract Manager	Professional/Technical Exempt - E

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