FISCAL YEAR 2023 2024

SOUTH TEXAS COLLEGE

EMPLOYEE PAY PLAN

SERVING HIDALGO COUNTY & STARR COUNTY, TEXAS

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

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

INTRODUCTION

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

The Office of Human Resources incorporated the FY 2023 – 2024 college Board approved Texas Association of School Boards (TASB) compensation plan and prepared the Employee Pay Plan information to reflect the College's proposed and approved new compensation structure for FY 2023 – 2024.

Vision Statement

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

OBJECTIVES

The Employee Pay Plan is designed to meet the following objectives:

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

ACCREDITATION

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

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

EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

PERSONNEL APPOINTMENTS

Mission Statement

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

EXECUTIVE, ADMINISTRATIVE, OR FACULTY JOB CLASSIFICATIONS

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

ADJUNCT, LECTURER, AND DUAL CREDIT FACULTY

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

GRANT FUNDED EMPLOYEES

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

ADDITIONAL INFORMATION

Throughout the fiscal year, reclassifications to positions may be approved by the College President as necessary to fulfill the goals and mission of the College. Reclassifications to positions are presented to the Board of Trustees at the end of the Fall, Spring, and Summer semesters.

GUIDELINES FOR RECRUITING, SCREENING, AND HIRING SUPPORT STAFF

EMPLOYMENT AT WILL

All non-faculty employees whose positions fall within the regular full-time and temporary category, which includes Professional/Technical Exempt and Non-exempt, Classified as well as part-time regular and temporary category, (Direct Wage or Workstudy job classifications) are employed on a non-contractual, at-will basis with no expectation of continued employment or property rights beyond the assignment term.

No employee of the College other than the College 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 non-exempt employees (Classified and Professional/Technical Non-Exempt staff) are required to report all working hours and applicable leave via the College's timekeeping system. Exempt employees (Faculty, Executive, Administrative and Professional/Technical Exempt staff) are required to report applicable leave via the College's timekeeping system.

RECRUITING

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

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

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

GUIDELINES FOR RECRUITING, SCREENING, AND HIRING SUPPORT STAFF

SCREENING

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

HIRING

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

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

ADDITIONAL POSITIONS

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

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

EMPLOYEE PAY PLAN
FY 2023-2024

NON-FACULTY EMPLOYEE PAY PLAN

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

The Employee Pay Plan includes the following pay classifications:

- Faculty
- Executive Administrative Professional Exempt (EAP)
- Technology Exempt and Nonexempt (TECH)
- Administrative Tech Support Nonexempt (ATS)
- Operations Support Nonexempt (OS)

PLAN OBJECTIVES

The objectives of South Texas College Employee Pay Plan are to:

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

The South Texas College FY 2023-2024 Employee Pay Plan and administrative procedures and guidelines establishes a compensation methodology based on an analysis of the job-related duties of a position, review of pay grade, and includes key factors such as education, experience, management and supervision, complexity of role and responsibilities, and fiscal responsibility.

GENERAL GUIDELINES

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

Individual employee compensation is established within the minimum and maximum of the appropriate pay grade and degree level.

EMPLOYEE PAY PLAN
FY 2023-2024

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

REVIEW OF PAY PARITY AND MARKET COMPARISON

Pay ranges and salary schedules are reviewed and adjusted periodically. Any pay increases in salary ranges of pay grades will be reviewed by Executive Cabinet, based on budgetary constraints, and subject to board approval.

NON-FACULTY PAY PLAN FY2023 – 2024

PURPOSE AND AUTHORITY

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

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

EXEMPTION STATUS

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA) and documented on the job description. Human resources will determine the classification of each position based on a description of assigned job duties and weekly pay. In order to be exempt, the employee's primary duties must meet the requirements defined by federal regulations for the executive, administrative, professional, or computer employee exemption test or be a teacher, and the employee must meet applicable federal salary requirements. All employees who do not meet the legal requirements for exemption are classified as nonexempt.

See the United States Department of Labor website for additional FLSA information (http://www.dol.gov/general/topic/wages/). All FLSA reviews are assessed and determined by the Executive Director of Human Resources and Talent Development following the duties test of each exemption status.

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

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

Employee pay systems are designed and administered for the purpose of attracting and retaining qualified employees to achieve the goals of the College. The Office of Human Resources is responsible for the maintenance and administration employee pay systems.

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

JOB RECLASSIFICATION

A job reclassification occurs when a job classification is changed to a higher or lower pay range. Jobs may be reclassified as a result of a significant and sustained change in job duties assigned, a need to improve internal pay parity with similar jobs, or a change in competitive market rates.

Classification of New Positions

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

Job Reclassification

A job reclassification occurs when a job classification is changed to a higher or lower pay range. Jobs may be reclassified as a result of a significant and sustained change in job duties assigned, a need to improve internal pay parity with similar jobs, or a change in competitive market rates.

Procedures for Job Reclassification

Review of job reclassifications must be initiated by the cabinet-level supervisor or by Human Resources. Jobs previously submitted for review or FTEs added within the last fiscal year are not eligible for review.

Reviews will be conducted as follows:

A request for a job classification review must be submitted to the Office of Human Resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request also should include current and proposed job descriptions. The request must be approved by the cabinet-level supervisor before submitting to the Office of Human Resources.

The Office of Human Resources will review the request and obtain additional information, if needed. Additional information may be obtained from the supervisor, employee(s), and/or external job market pay data.

The Office of Human Resources will evaluate the job classification and prepare a recommendation for review by the Executive Cabinet.

Salary Adjustments for Job Reclassification

A change in job classification will result in a greater or lesser potential for long-term pay advancement. Salary adjustments cannot be made for contract employees after the beginning of the contract term unless the job responsibilities have increased. Salary changes for contract employees are prohibited during the contract term. Human Resources should evaluate the need for salary adjustment for reclassified employees and use appropriate demotion or promotion procedures.

Salary placement for an employee who is reclassified will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay parity among peer employees.

- If the job is reclassified upward due to an increase in level of responsibilities, the procedure for promotion increases may be applied;
- If the job is reclassified due to organizational changes, there may be no immediate pay increase;
- If the job is reclassified due to a change in the competitive job market for hard-to-fill positions, parity adjustments may be made at the direction of Human Resources and the President subject to contractual pay change restrictions;
- If the job is reclassified to a lower pay range based on a reduction in level of assigned responsibilities, the employee's pay may be reduced as recommended by Human Resources and the President's direction for the following school year. Refer to procedures on pay adjustments for reassignment to a lower pay grade.

BOARD APPROVED SALARY PAY INCREASES

Full-time employees hired with the College will be eligible for applicable **board-approved salary increases** for the upcoming fiscal year (effective September 1).

Salary Placement – Exempt and Nonexempt

Starting pay for a new hire in a pay range plan will be determined individually based on each person's job-related experience and qualifications, and salaries paid to peer employees in the same position with similar experience.

Pay parity. In multi-incumbent positions, starting pay for a new hire should not exceed rates being paid to other employees in the same job with similar experience and qualifications.

Midpoint limit. Starting salary may be set up to the midpoint of the pay range based on job-related prior experience and qualifications, and the salary of peer employees. With approval from Human Resources and/or President, a starting salary may exceed the midpoint of the pay range and/or peer employees for a hard-to-fill key position.

Placement credit for prior experience. Starting pay for exempt and nonexempt jobs that require prior experience may utilize the following guidelines for calculation, but will still be evaluated against pay parity and midpoint limits before a final amount is determined.

- *Percent increase*. Pay is calculated at **1.0** percent above minimum for each year of job experience directly related to job duties.
- *Placement scale*. Salary placement scales may be used to determine rates of pay for newly hired classified employees. Credit will be given for years of experience granted by Human Resources based on the College's salary placement scale for nonexempt jobs. Current employees may be paid above the placement scale. Salary placement scales are reviewed and may be adjusted on an annual basis and salary advancement is not guaranteed.

REASSIGNMENTS

Pay Adjustments for New Assignment to a Higher Pay Grade

Salary placement for an employee who is recommended to a job in a pay grade with a higher midpoint will follow the guidelines for placement of a new hire with additional adjustments made as needed to achieve pay parity among peer employees. Employees will not be paid less than a new hire with similar experience.

The base pay for promoted employees should be at least a 3 percent salary increase applied to the employee's base rate of the new assignment. Promotion increases for classified employees will be determined based on new hire guidelines, job related experience granted by Human Resources, pay parity, and placement scales.

Pay Adjustments for New Assignment to a Lower Pay Grade

A new assignment to a different job in a lower pay range is considered a demotion and a corresponding reduction in pay may result upon review by the Office of Human Resources and approved by the President or designee.

Letter of Appointment (Contract) employees. A reduction in pay as a result of a demotion will not be made during the current contract year, unless mutually agreed to by the employee and the college in writing and in consultation with a college attorney. Pay reductions for letter of appointment (contract) employees are made at the recommendation by Human Resources and direction of the President. This may follow the same guidelines as pay reductions for noncontract employees.

Noncontract employees. Subject to approval by Human Resources and/or President, a reduction in pay for a demotion will be made effective with the new assignment to a lower pay grade. The employee's base rate of pay may be calculated the same as a new hire's pay in the lower pay grade, with pay parity factored into the final determination.

Pay adjustments may also be made for a longer or shorter work year associated with the change in duty assignment. In the case of a demotion from a pay range structure to an experience-based placement scale, salary placement will be made according to years of experience.

LATERAL JOB CHANGE

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

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

ADJUSTING PAY-RANGE STRUCTURES

The Office of Human Resources will review pay structures annually and recommend adjustments as needed to maintain competitive alignment with external job markets and internal alignment of career pathways. Adjustments to pay ranges are made prior to the calculation of pay increases.

If no pay raise is approved by the Board of Trustees, no pay range adjustments will be made. Salary schedules will be adjusted only to update the years of service associated with a pay rate.

REINSTATEMENT FOLLOWING BREAK IN SERVICE

An employee who is rehired for the same position following a break-in-service that is less than 30 days shall be reinstated at the same pay rate previously held prior to the break-in-service, or according to the procedures for placement of new hires, whichever is greater.

If rehired at a different pay grade level or rehired following a break in service that is longer than 30 days, the employee's pay will be placed according to the procedures for placement of new hires.

SPECIAL ASSIGNMENTS AND INTERIM STIPENDS

SPECIAL ASSIGNMENTS

Compensation in excess of base salary is a temporary adjustment of total compensation, ex. Interim stipend or special assignment, which must be specified and approved in writing prior to work commencing by the appropriate administrative channels, is expressly conditioned on availability of funds, and only upon approval of the appropriate Vice President, the Office of Human Resources, with final approval by the President (for Special Assignments not already identified in the South Texas College Employee Pay Plan). Special Assignments are not allowed for part-time staff, classified staff, or professional support non-exempt staff but they may be approved by the College President as necessary to fulfill the goals and mission of the College.

INTERIM STIPENDS

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

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

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

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

NON-FACULTY GRANT FUNDED EMPLOYEES
EMPLOYEE PAY PLAN FY 2023-2024

GRANT FUNDED

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

CONTINUING EDUCATION TRAINER

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

DIRECT WAGE EMPLOYEES
EMPLOYEE PAY PLAN FY 2023-2024

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

DIRECT WAGE EMPLOYEES

Employees (part-time staff) shall meet the minimum educational and experience requirements as listed in job announcement/vacant position or full-time title position request. Minimum wage is $13.50 per hour. Hourly rate above minimum wage should commensurate with education, experience and internal parity.

DIRECT WAGE EMPLOYEE HOURLY LIMITS

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

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

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

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

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

SIGN LANGUAGE INTERPRETERS

Certified ASL Interpreter	$22.84 per hour
Non-Certified ASL Interpreter	$18.84 per hour

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

DIRECT WAGE EMPLOYEES
EMPLOYEE PAY PLAN FY 2023-2024

WORKSTUDY AND VALLEY SCHOLAR PROGRAMS

Students hired through the Financial Aid Workstudy program are paid a wage of $13.50 per hour. Students hired under Valley Scholar Program are paid a wage of $13.50 per hour.

AFFORDABLE CARE ACT

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

CENTERS FOR LEARNING EXCELLENCE (CLE)
EMPLOYEE PAY PLAN FY 2023-2024

STUDENT LEARNING ASSISTANT

PROPOSED $13.50/hour base scale				
HOURLY WAGE – Tutors				
	BASE	CRLA I	CRLA II	CRLA III
HS/GED	$13.50	$14.50	$15.00	$15.50
Certificate	$14.00	$15.00	$15.50	$16.00
Associate	$15.00	$16.00	$16.50	$17.00
Bachelor's	$17.00	$18.00	$18.50	$19.00
Master's +	$19.00	$20.00	$20.50	$21.00

CLE Mentors

HOURLY WAGE – CLE Mentors				
	BASE	CRLA I	CRLA II	CRLA III
HS/GED	$15.50	$16.50	$17.00	$17.50
Certificate	$16.00	$17.00	$17.50	$18.00
Associate	$17.00	$18.00	$18.50	$19.00
Bachelor's	$19.00	$20.00	$20.50	$21.00
Master's +	$21.00	$22.00	$22.50	$23.00

CENTERS FOR LEARNING EXCELLENCE (CLE)
EMPLOYEE PAY PLAN FY 2023-2024

SUPPLEMENTAL INSTRUCTION LEADER

HOURLY WAGE – SI Leaders				
	BASE	CRLA I	CRLA II	CRLA III
HS/GED	$14.50	$15.50	$16.00	$16.50
Certificate	$15.00	$16.00	$16.50	$17.00
Associate	$16.00	$17.00	$17.50	$18.00
Bachelor's	$18.00	$19.00	$19.50	$20.00
Master's +	$20.00	$21.00	$21.50	$22.00

CENTERS FOR LEARNING EXCELLENCE (CLE) EMPLOYEE PAY PLAN FY 2023-2024

Center for Learning Excellence (CLE) DW Staff (Non-SLA) Employee Pay Plan FY 2023-2024
Customer Service Clerks and Testing Technicians

HOURLY WAGE – PT CSC	
ALL	$13.50

Center for Learning Excellence (CLE) Part-time Learning Excellence Specialist FY 2023-2024

HOURLY WAGE – PT LES	
Bachelor's	$16.27
Master+	$21.00

Center for Learning Excellence (CLE) Part-time Academic Coach FY 2023-2024

HOURLY WAGE – Academic Coaches	
Bachelor's	$17.31
Master+	$22.00

FACULTY
EMPLOYEE PAY

FACULTY EMPLOYEE PAY PLAN

The distinctions between the three positions relates to salary, title, duties, committee work, faculty classification, letter of appointment, renewal limits, evaluation, office, professional development, travel, eligibility for awards, and board approvals. Refer to the Comparison Chart (page 32) amongst Full-Time Regular Faculty, Lecturer, and Adjunct Faculty positions.

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

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

LECTURER: Faculty members not on the board-approved staffing plan, employed on as needed, non-contractual, at will basis with no expectation of continued employment or property rights beyond the assignment.

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

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

FACULTY TERMINOLOGY
FY 2023-2024

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

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

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

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

COMPENSATION

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

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

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

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

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

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

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

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

ADJUNCT - LHE RATE PLACEMENT: Movement to the next educational level LHE rate may be achieved by attainment of a higher degree. Official transcripts sent directly from the accredited institution must be received by September 01, 2023 to be effective for the Fall 2023 semester, by March 01, 2024 to be effective for the Spring 2024 semester, by May 24, 2024 to be effective for the Summer I and Summer III semesters, and July 08, 2024 to be effective for the Summer II semester.

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

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

OVERLOAD PAY: As per Board Policy 3800, teaching load of above 15 LHEs is paid at the Adjunct rate for all LHE's beyond 15 per semester or 30 per academic year.

PRO-RATED PAY: Courses with enrollment of less than the minimum number of students needed for a course to make on the first-class day are subject to pro-rated LHEs, regardless of instructional medium. Any exceptions will require Division Dean and Vice President for Academic Affairs approval.

TEACHING LOAD:

- **Full-Time Regular Faculty and Lecturers**
  - Expected to teach a minimum of 15 Lecture Hour Equivalents (LHE's) per semester and maintain a minimum of 5 regularly scheduled and posted office

hours for students per instructional week and an additional 5 hours for departmental responsibilities per instructional week.

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

UNDERLOAD: As per Board Policy 3800, teaching load of less than 15 lecture hour equivalents per semester (Fall and Spring semesters).

Fall Semester: 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. All Division Deans are responsible for reporting underloads to the Vice President for Academic Affairs and the Office of Human Resources last Monday in October.

Spring Semester: 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.

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

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

COMPARISON CHART BY FACULTY CATEGORY
FY 2023-2024

COMPARISON CHART BY FACULTY CATEGORY			
Criteria	**Full-Time Regular Faculty**	**Lecturer Faculty**	**Adjunct Faculty**
Title	Instructor / Assistant Professor / Associate Professor / Professor	Lecturer	Adjunct
Hiring Procedures	Conducted through Faculty Search Committee	Faculty Search Committee OR Emergency Hire Procedures	As per HR hiring manual
Salary	Compensated based on academic attainment level and prior work and/or teaching experience following board approved salary plan tables and	Compensated based on academic attainment level and prior work and/or teaching experience following board approved salary plan tables and compensation guidelines	Based on LHE's per course
Board Approved Staffing Plan	Yes	No	No
Employment Period	9-month contract	1 or 2 semesters	1 semester
Appointment Letter	Yes	No Hired through Notice of Employment	No Hired through Notice of Employment
Renewal	Yes Notice on or before February 15 April for new Faculty	Based on enrollment needs	Based on enrollment needs
Employer Benefits	Full –TRS/ORP/ERS	Full-TRS/ORP/ERS if more than 4.5 months	May be benefit eligible if exceeding 10 LHEs
Duties	Teaching Load: Min. 15 LHE's Office Hours: 5 hours per week Service Hours: 5 hours per week (Department, Division, and College service)	Teaching Load: Min. 15 LHE's Office Hours: 5 hours per week Service Hours: 5 hours per week (Department, Division, and College service based on Chair Recommendation)	Teaching Load: Max 10 LHE's Office Hour: One hour per course per week
Committees	College, Division, and Department Committees were faculty representation is requested and needed	Non-voting committees only	None required
Academic Classification	Eligible	Ineligible	Ineligible
Evaluation	Full Time Regular Faculty Evaluation Plan	Lecturer/Adjunct/Dual Credit Faculty Evaluation Plan	Lecturer/Adjunct/Dual Credit Faculty Evaluation Plan
Designated Office	Yes	Yes To be vacated at the end of the assignment	No Access to Adjunct Workspace
Professional Development	**Required:** College-Wide Professional Development Instructional Continuity Certification HR Mandated Trainings	**Required:** College-Wide Professional Development Instructional Continuity Certification HR Mandated Trainings **Optional but Recommended:** Academies	**Required:** Adjunct Professional Development DELTA Academy: To be completed within first year of employment Instructional Continuity Certification HR Mandated Trainings
Professional Development Out-of-State Travel	Yes	No	No
Eligibility for Awards	Awards for Full Time Regular Faculty	Awards for Lecturer/Adjunct/ Dual Credit Faculty	Awards for Lecturer/Adjunct/ Dual Credit Faculty
Commencement	Yes Attend one ceremony (Fall or Spring) per Academic Year	Optional – Not Required	No

FACULTY COMPENSATION
SALARY PLACEMENTS FOR NEW FACULTY
FY 2023-2024

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 faculty salary plan contains 4-degree levels: Associate, Bachelor's, Master's and Doctorate.

Salaries for faculty who are new to the college will be determined by total teaching years or related field experience and the college's salary schedule for the current fiscal year.
New hires will receive salary credit for years of service up to a maximum of 20 years.

Placement on the appropriate Step is based on the following:

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

Placement on the appropriate Level will be based on the following:
Upon employment faculty are placed on Levels based on educational degrees from regionally accredited institutions of higher education.

FACULTY COMPENSATION
SALARY PLACEMENTS FOR NEW FACULTY
FY 2023-2024

2023-2024 Faculty Salary Plan

South Texas College

Model: $49,500 starting, 4.0% GPI

Years	Associate's, Certificate, or Non-degreed	Bachelor's	Master's	Doctorate
0	44,328	46,035	49,500	56,430
1	44,928	46,733	50,250	57,285
2	45,565	47,198	50,750	57,855
3	46,384	47,849	51,450	58,653
4	47,294	48,686	52,350	59,679
5	48,204	49,523	53,250	60,705
6	49,387	50,499	54,300	61,902
7	50,206	51,336	55,200	62,928
8	51,025	52,173	56,100	63,954
9	51,844	53,103	57,100	65,094
10	52,663	54,126	58,200	66,348
11	53,482	54,870	59,000	67,260
12	54,301	55,707	59,900	68,286
13	55,120	56,544	60,800	69,312
14	55,959	57,402	61,723	70,364
15	56,997	58,277	62,663	71,436
16	58,054	59,357	63,825	72,761
17	58,863	60,184	64,714	73,774
18	59,684	61,023	65,616	74,802
19	60,518	61,875	66,532	75,846
20	61,363	62,739	67,461	76,906

FACULTY COMPENSATION
FACULTY PAY INCREASES (YEAR TO YEAR)
FY 2023-2024

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

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

Placement on the faculty salary plan provides for a **maximum step of 20** based on educational level as listed below. Movement to the next educational level may be achieved by attainment of additional college level credit or higher degrees. Official transcripts sent directly from the accredited institution must be received by September 01, 2023 to be effective for the Fall 2023 semester, by March 01, 2024 to be effective for the Spring 2024 semester, by May 24, 2024 to be effective for the Summer I and Summer III semesters, and July 08, 2024 to be effective for the Summer II semester. An adjustment in compensation may be made based on the evaluation and review of eligibility for educational increase or movement on Employee Pay 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 related work experience may be equated on a 2-to-1 ratio. Two years of professional and/or practical experience may be equal to 1 year of college teaching experience.
4. International teaching experience is equated on a 2-to-1 ratio. Two years of international school teaching experience is equal to one year of college teaching experience.
5. Adjunct (part-time) teaching experience is equated on a 2-to-1 ratio.

Placement on the appropriate Level will be based on the following:
Upon employment faculty are placed on Levels based on educational degrees from regionally accredited institutions of higher education.

FACULTY COMPENSATION
FACULTY PAY INCREASES (YEAR TO YEAR)
FY 2023-2024

Full-time faculty hired with the College on or before August 31 of the prior fiscal year will be eligible for applicable board-approved salary increases for the upcoming fiscal year (effective September 1).

Annual percentage salary increases are contingent upon adequate funding and approval by the Board of Trustees. Upon approval, all full-time faculty will receive an approved percentage increase. In addition, full-time faculty whose salaries fall below the calculated midpoint for their educational level may receive an additional adjustment to remain competitive with the market.

FACULTY COMPENSATION
RELATIONSHIP BETWEEN CONTACT HOURS AND LHEs
FY 2023-2024

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

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

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

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

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

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

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

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

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

FACULTY COMPENSATION
UNDERLOADS
FY 2023-2024

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

Fall Semester Reporting:

1. Faculty have the opportunity to meet baseload (15 LHEs) during the same semester by teaching assigned courses throughout the long semester (16 weeks) and/or minimesters.

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

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

   Review and Approval: The Dean is responsible for officially reporting Faculty underloads to the Vice President for Academic Affairs and the Office of Human Resources by Census Day of the last minimester session through a memo stating the faculty will end the semester with an underload to be completed during the Spring semester.

Spring Semester Reporting:

1. Faculty have the opportunity to meet baseload (15 LHEs) during the same semester by teaching assigned courses throughout the long semester (16 weeks) and/or minimesters.

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

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

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

Exceptions: To fulfill the difference of the underload during the Spring semester, Non-Teaching Assignments listed in the FY 2023-2024 Employee Pay Plan should be requested no later than the last Monday in March to ensure that the total clock hours per week based on the assignment period are met. All Non-Teaching Assignment requests are submitted by the Dean through a justification memo and are subject to review and pre-approval by the Vice President for Academic Affairs and the Office of Human Resources.

FACULTY COMPENSATION
FALL/SPRING TEACHING: ADJUNCT AND OVERLOAD
FY 2023-2024

OVERLOAD PAY RATES

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

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

Adjunct Faculty will be paid according to the FY 2023-2024 Adjunct LHE Rate. Adjunct Faculty are limited to ten (10) LHE's per semester (refer to Board Policy 3809). Written approval by the Dean over the respective academic division and the Vice President for Academic Affairs is required for LHE's beyond ten (10) LHEs. Adjunct Faculty are expected to have one (1) hour of posted office time per course per week. They are also required to attend orientation/professional development prior to the beginning of the term.

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

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

FY 2023-2024 Adjunct LHE Rate	
Degree	**Adjunct LHE Rate**
Associate	$575
Bachelor	$625
Master	$750
Doctorate	$850

FTR Faculty/Lecturer - Overload Approvals				
	Chair	**Dean**	**VPAA**	**Justification Memo with Action Plan** ***Pre-approval required***
Up to 11.00 LHEs	√	√	X	X
11.01-16.00 LHEs	√	√	√	X
Over 16.01 LHEs	√	√	√	√

Dual Credit Stipend Approvals - No Process						
	Chair	**Dean**	**Assoc. VP-DCP**	**VPAA**	**HR**	**Justification Memo/ Action Plan**
Up to 3 sections			√	X	X	X
Over 6 sections			√	X	X	X
Over 7 sections			√	X	X	X

Adjunct NOE Approvals					
	Chair	**Dean**	**VPAA**	**HR**	**Justification Memo with Action Plan** ***Pre-approval required***
Up to 10 LHEs	√	√	X	X	X
Over 10.01 LHEs	√	√	√	X	√

FACULTY COMPENSATION
SUMMER TEACHING: FULL-TIME REGULAR FACULTY
FY 2023-2024

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

FY 2023-2024 Adjunct LHE Rate	
Degree	**Adjunct LHE Rate**
Associate	$575
Bachelor	$625
Master	$750
Doctorate	$850

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

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

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

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

FACULTY COMPENSATION
SUMMER TEACHING: FULL-TIME REGULAR FACULTY
FY 2023-2024

Exception: Teaching loads in excess of 12 LHE's during any summer session (S1, S2, S3) or over 15 LHE's during the combined Summer Sessions must be pre-approved by the Dean and the Vice President for Academic Affairs before the first-class day. Loads of this magnitude during Summer S1, S2, or S3 will only be approved if no other reasonable alternatives are available. (Refer to Board Policy 3803)

During the summer, Lecturer faculty who were benefit eligible during the Spring Semester may teach up to 12 LHE's, combined Summer I, II, and III sessions. Lecturers who were not benefit eligible during the Spring Semester may teach up to a total of 10 LHE's. Any teaching assignment above these limits will require written approval from the Vice President for Academic Affairs.

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

FTR Faculty/Benefit Eligible Lecturers - Overload Approvals				
Maximum LHEs allowed during combined summer sessions (June-August) is 15 LHEs.				
Summer Sessions	**Approval Required**			
Individual / Combined S1, S2, or S3 (includes minimesters)	**Chair**	**Dean**	**VPAA**	**Justification Memo with Action Plan** ***Pre-approval required***
Individual Summer Session - Up to 12 LHEs	√	√	X	X
Individual Summer I, or II, or III - 12.01-15 LHEs (Emergencies Only)	√	√	√	X
Total Combined I, & II, & III - Over 15.01 LHEs (Emergencies Only)	√	√	√	√

FACULTY COMPENSATION
SUMMER TEACHING: FULL-TIME REGULAR FACULTY
FY 2023-2024

Adjunct NOE Approvals					
	Chair	**Dean**	**VPAA**	**HR**	**Justification Memo/ Action Plan** ***Pre-approval required***
Up to 10 LHEs	√	√	X	X	X
Over 10.01 LHEs	√	√	√	X	√

Dual Credit Stipend Approvals - No Process						
	Chair	**Dean**	**Assoc. VP-DCP**	**VP AA**	**HR**	**Justification Memo/ Action Plan**
Up to 3 sections			√	X	X	X
Over 6 sections			√	X	X	X
Over 7 sections			√	X	X	X

FACULTY COMPENSATION
SUMMER TEACHING: ADJUNCT FACULTY
FY 2023-2024

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

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

Intent to Rehire Form (S1/S3 or S2)

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

Intent to Hire Packet (S1/S3 or S2)

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

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

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

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

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

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

FACULTY COMPENSATION
SUMMER TEACHING: ADJUNCT FACULTY
FY 2023-2024

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

*Refers to a standard 3-LHE course.

FACULTY COMPENSATION
NURSING AND ALLIED HEALTH SUMMER EXTENSIONS
FY 2023-2024

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

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

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

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

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

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

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

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

Example: Faculty needs to meet the underload of 1.66 LHEs for Summer extension.

- **3** LHE course release for 16-week semester equals 8 hours per week
- 1.66 LHE course release for 16 weeks semester equals 4.42 hours per week for total hours of 4.42 x 16 = 70 hours
  To complete 70 hours in a 6-week assignment will require 12 hours per week.

FACULTY COMPENSATION
SPECIAL ASSIGNMENTS NON-TEACHING
FY 2023-2024

Special Assignments Non-Teaching must be submitted prior to the assignment start date, with a justification memo that details the specific duties and responsibilities, along with the timeline and deliverables that Faculty needs to fulfill the assignment.

South Texas College Faculty, as part of their contract, contribute to the College's Mission through non-instructional college service hours, which include serving on committees and taskforces, conducting outreach and recruitment, serving as club advisors, and participating in special projects for their department. As part of instructional efficiency, special assignments may be used to reduce or eliminate the need of additional full-time staffing positions. Additionally, some Faculty have unique skill sets and/or experience that allows for implementation of projects in a timely manner.

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

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

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

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

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

FACULTY COMPENSATION
SPECIAL ASSIGNMENTS NON-TEACHING
FY 2023-2024

Comparison: Non-Teaching Assignments

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

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

FACULTY COMPENSATION
SPECIAL ASSIGNMENTS NON-TEACHING
FY 2023-2024

Compensation: Non-Teaching Assignment Based on Course Release

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

- **Review and Approval:** The request for a Course Release is submitted through a justification memo, which describes the activities that need to be completed by the immediate supervisor. This memo is routed to the Dean and the Office of the Vice President for Academic Affairs for review and approval. An NOE (Notice of Employment) is not required. The course release assignment for faculty is compensated through their base pay. The faculty will submit a weekly schedule (for each semester) to the person supervising the non-teaching assignment. The weekly schedule indicates the required administrative hours for the non-teaching responsibilities of their assignment.

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

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

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

Compensation: Non-Teaching Assignment Based on Overload Pay

- **Description:** Faculty are required to fulfill their full load of teaching and in addition, may accept to do additional non-teaching work as a special assignment. Since this is extra work for extra pay, Faculty members are expected to perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the overload.

FACULTY COMPENSATION
SPECIAL ASSIGNMENTS NON-TEACHING
FY 2023-2024

- **Review and Approval:** The request for the non-teaching assignment listed in the FY 2023-2024 Employee Pay Plan is submitted prior to the assignment start date, with a justification memo that details the specific duties and responsibilities, along with the timeline and deliverables to fulfill the assignment. An NOE is created based on overload pay and the LHE is determined based on the extent of the activity. The request is reviewed and approved by the immediate supervisor, Division Dean, and the Vice President for Academic Affairs.

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

  New special assignments/ compensation not listed in the Employee Pay Plan requires the following approvals: Vice President for Academic Affairs and Human Resources.

FACULTY COMPENSATION
SPECIAL ASSIGNMENTS NON-TEACHING
FY 2023-2024

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

Calculation of Required Clock Hours

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

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

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

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

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

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

FACULTY COMPENSATION
SPECIAL ASSIGNMENTS NON-TEACHING
FY 2023-2024

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

FORMULA

Base Information

Focus Area	Course Release *For Course Release requests, refer to Compensation:* *Non- Teaching Assignment Based on Course Release section*	Course Release in LHEs
Nursing & Allied Health Division		
Nursing & Allied Health Division	• NAH Compliance & Accreditation (NCA) Responsible for the monitoring the compliance of the NAH Division Strategic Plan. Review state, programmatic accreditation, and grant report to ensure the currency, accuracy, and timeliness submitted to the agency.	One Course Release (3 LHEs)
Occupational Therapy Assistant	*Based on the Accreditation Council for Occupational Therapy Education (ACOTE) Standard A.2.1. Program Director:* The program must identify an individual as the program director who is assigned to the occupational therapy educational program as a full-time core faculty member as defined by ACOTE. The director may be assigned other institutional duties that do not interfere with the management and administration of the program. The institution must document that the program director has sufficient release time to ensure that the needs of the program are being met.	One Course Release (3 LHEs)
Physical Therapist Assistant	*Based on the Commission on Accreditation in Physical Therapy Education (CAPTE) Standard 3C the following assignment will be designated as a course release to comply in a manner that recognizes and supports the academic and technical aspects of the program.* • PTA CAPTE - Academic Coordinator of Clinical Education Director (ACCE) Responsible for planning, coordinating, continuous review, facilitation, administration, and monitoring activities on behalf of the academic program and in coordination with academic clinical faculty. Ensures ongoing development of clinical education faculty and the program's compliance with CAPTE accreditation requirements related to clinical education.	One Course Release (3 LHEs))

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

EXAMPLE: 2 LHEs for 12 week assignment

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

EXAMPLES OF COURSE RELEASE ASSIGNMENTS

The list below provides examples of course release assignments categorized by focus areas. Course release assignments may be created based on College needs not listed with approval of the Vice President for Academic Affairs and Human Resources.

FACULTY COMPENSATION
SPECIAL ASSIGNMENTS NON-TEACHING
FY 2023-2024

EXAMPLES OF ON-GOING NON-TEACHING ASSIGNMENTS

The list below provides examples of on-going non-teaching assignments categorized by focus areas.

- On-going assignments listed below must be submitted for approval to the Dean and Vice President for Academic Affairs **prior** to assignment start date.
- Assignment titles not listed below are considered a ***new*** assignment and will require approval of the Dean, Vice President for Academic Affairs, and Executive Director of Human Resources and Talent Development.

EXAMPLES OF ON-GOING ASSIGNMENT TITLES		
Focus Area	**On-Going Assignment Title**	**Compensation Based on Estimated LHE***
Office of the Vice President for Academic Affairs	○ Higher Education Center Coordinator	3
	○ Special Projects and Initiatives	DA**
	○ Special Assistant- Office of VPAA (LHE and Course Release)	DA**
	○ Meta-Major Facilitator	3
Program-Related Activities	○ ADA Assistant	3 - FA 3 - SP 2 - SU
	○ Center for Mexican American Studies (CMAS) Coordinator	3
	○ Conversion of Applied F2F Courses to Online Courses	1 – 2
	○ Conversion of Traditional Courses to Competency-Based Courses	DA**
	○ Co-Requisite Coordinator ○ When two different faculty are teaching paired requisite courses, each faculty will receive 1 LHE.	2
	○ Creation of Departmental Master Courses with Open Educational Resources-Lecture ○ To develop Open Educational Resources (OER)-Based Courses (Lecture Component) in targeted disciplines. The LHEs will be distributed as follows: One faculty member would be assigned as lead (2 LHEs) to ensure all special assignment responsibilities are completed in a timely manner in collaboration with the Digital learning Department. Two additional faculty members participating in the assignment will receive 1LHE each for completing their portion of the assignment. ○ Compensation will occur at the end of the assignment and if all required activities has been completed.	4
	○ Creation of Departmental Master Courses with Open Educational Resources-Laboratory Component ○ To develop Open Educational Resources (OER)-Based Courses (Laboratory Component) in targeted disciplines. The LHEs will be distributed as follows: Two faculty members participating in the assignment will receive 1 LHE each for completing their portion of the assignment. ○ Compensation will occur at the end of the assignment and if all required activities has been completed.	2
	○ Creation of Individual Courses using Open Educational Resources (non-Departmental Master Courses) ○ To develop Open Educational Resources (OER)-Based Course. One (1)	1

	LHE will be distributed to one faculty member. The faculty member would be responsible to complete a course creation/conversion to OER in collaboration with the Digital learning Department. The OER Course could be used for traditional F2F and online/hybrid. o Compensation will occur at the end of the assignment and if all required activities has been completed.	
	o Credit to Non-Credit Program Development	DA**
	o Corequisite Instructional Assignment	3
	o Digital learning Certificate Facilitator	1
	o Exam Soft Coordinator	3
	o Faculty Advisor for Major	1
	o New Program Development	1 – 3
	o Program Accreditation or Reaccreditation	3 – 4
	o QEP Coordinator	DA**
	o Science Olympiad Coordinator	4
	o Starfish Faculty Liaison	1
	o Study Abroad Coordinator	4
	o Summer Camps – Activities	1 – 2
	o Theater Support Production	1-3
	o VITA Program Coordinator	3
Professional Development	o Online DELTA Course Facilitator	3
	o Teaching and Learning Academy Facilitator	3
	o Ambassadors Cross Training Academy Facilitator	3
Business, Public Safety & Technology Division		
BPST Division	o Compliance and Accreditation Liaison	DA**
	o Operational Site Coordinator	DA**
AEDT	o Geospatial & Surveying Technology	3
AMT	o NIMS Testing Inspector o Responsible for inspecting NIMS parts for dual credit and traditional students. Ensures the NIMS workpieces meet quality specifications per drawing requirements and responsible for properly documenting and submitting affidavits.	3
Cosmetology	o Cosmetology Operations Liaison	DA**
	o Cosmetology Compliance and Accreditation Liaison	DA**
Design & Building Technology (Construction Supervision; HVAC-R; Electrical)	o NCCER Sponsor Representative o South Texas College is a fully accredited entity approved by NCCER as having an accredited training program. As an Accredited Training Sponsor (ATS) the institution must appoint a Sponsor Representative. The Sponsor Representative is an individual appointed by the Accredited Training Sponsor to act as the primary liaison between the Sponsor and NCCER; responsible for the management and oversight of the ATS training program. This individual maintains the NCCER registry system for the institution, conducts training for instructors, keeps all NCCER records per NCCER standards, reviews registry submissions, and completes annual accreditation requirements.	4
Welding	o Accredited Test Facility (ATF) Quality Manager o Manages the systems used to regulate the systematically control testing process including materials received, visual examination of welds, welding, and test documentation for the Tech Campus Facility and associated off-site testing.	3
	o Accredited Test Facility (ATF) Test Supervisor o Responsible for administering the American Welding Society welder qualification exam in accordance with the Quality Assurance Manual and Supervisor's Checklist, and any required supplements.	3
	o Accredited Test Facility (ATF) Technical Manager o Responsible for managing inventory in accordance with AWS Quality Manual. Submits completed documentation to AWS Certification Department, and writes procedures and revisions to the QA Manual.	3

	○ Accredited Test Facility (ATF) Representative ○ Responsible for the effectiveness and compliance of South Texas College's ATF quality system. Ensures the quality system meets the applicable codes, specifications, and certification documentation requirements of the American Welding Society.	3
Nursing & Allied Health Division		
Associate Degree Nursing	*Based on the Texas Board of Nursing recommendation, the following On-Going Assignments have been created to support enrollment:*	
	○ ACEN Coordinator (A.D.N.) ○ Responsible for ensuring that the program follows all the standards and criteria of accreditation.	4
	○ Academic Coach ○ Coordinates overall activities for the program by planning and /or assisting in conceptual focused tutorials with concept coordinators. Collects, analyzes, and interprets data related to student progress to identify students' area for improvement and initiate referrals as needed.	3
	○ Clinical Program Coordinator (CPC) ○ Responsible for administration, planning, coordinating, facilitating, and monitoring of clinical placement and activities on behalf of the program and in coordination with Clinical and Skills Coordinators. Ensuring the program's compliance in requirements where clinical education is concerned with: Accreditation agencies (Board of Nursing and/or ACEN (Accreditation Commission for Education in Nursing)), clinical affiliating agencies, activities carried out in clinical, simulation, and skills (in accordance with the program Student Handbook).	4

	○ Concept Coordinator (CC) ○ Responsible for preparation of syllabi, course calendar, LMS (course Blackboard shell) for the present and incoming semester. Collaborate with the team to ensure concepts are aligned, consistent across classes and levels, and complies with the required contact hours. Conducts and coordinate boot camps, peer review of examinations, and preparation and submission of required reports, grades and evaluation.	1
	○ Faculty Mentor Coordinator (FMC) ○ Responsible for provision of information, support, and faculty development for newly hired academic nurse educators and introduces relevant processes, guidelines, and resources within the department and the College; etc. Provides support and assistance in the utilization, navigation and delivery of the different resources (ATI, CoursePoint, Blackboard, JagPride, JagNet).	1
	○ Lead Clinical Coordinator (LCC) ○ Responsible for facilitating and coordinating student clearances with clinical agencies, preparation of clinical syllabi and calendars, creation and maintenance of the LMS (Blackboard shell) Clinical Course for the present and incoming semester, schedules and ensures clinicals are following the required clinical contact hours. The Lead Clinical Coordinator also ensures all clinical requirements are aligned and consistent among the clinical groups and in accordance with the affiliating agency guidelines/requirements.	1
	○ Peer Review Exam Coordinator (PREC) ○ Responsible for the quality assessment of exams for delivery by the didactic courses within the ADN program. Collaborates with question writers on necessary revisions based on exam psychometrics to ensure that test items are clear for assessing the intended concepts. In addition to this, PREC will also verify that the exams are formatted in accordance with the NCSBN Test Blueprint and the Next Generation NCLEX standards.	4
	○ Skills Coordinator ○ Responsible for the preparation of skills syllabi; course calendars, LMS (Blackboard shell) of the Skills Course for the present and incoming semester, schedules and ensure skills are following the required laboratory contact hours. Conducts peer review of psychomotor nursing procedural skills and develops remediation strategies towards plan of action for student's success. Ensures all skills requirements are aligned and consistent among the skills groups, level and psychomotor skills are aligned with the concepts covered in the didactic classes. Facilitates the preparation of Skills Check-off Booklets and Competency Performance Evaluation (CPE).	1
	○ Software Resource Specialist ○ Coordinates overall activities for the ADN Program by planning product redemption, provide training for faculty in program remediation and for students regarding use of student resources.	3
Emergency Medical Services	○ Accreditation Liaison Officer (EMS) ○ Responsible for planning, coordinating, continuous review, facilitation, administration, and monitoring activities on behalf of the academic program. In addition, the Accreditation Liaison Officer is responsible for the ongoing development of faculty and the program's compliance with accreditation requirements related to the program education.	4
	○ Clinical Program Coordinator (EMS) Responsible for administration, planning, coordinating, facilitating, and monitoring of practicum placement and activities on behalf of the program. Ensuring the program's compliance through maintenance of documentation regarding practicum training for CAAHEP/ CoAEMSP accreditation and in accordance with the program Student Handbook.	4
Health & Medical Administrative Services	○ Clinical Program Coordinator (HMAS) ○ Responsible for administration, planning, coordinating, facilitating, and monitoring of practicum placement and activities on behalf of the program. Ensuring the program's compliance through maintenance of documentation regarding practicum training for CAHIM accreditation and in accordance with the program Student Handbook.	4
Occupational Therapy Assistant	○ OTA Fieldwork Coordinator ○ Plans, coordinates, and documents Fieldwork placements for 18-20 students for Clinicals OTHA 2160, OTHA 2366, and OTHA 2367. In addition, the Fieldwork Coordinator is responsible for the program's compliance with fieldwork education requirements.	4

Patient Care Technician	○ Regional Test Coordinator (PCT Program) ○ Responsible for coordination and facilitation of examination. Implements policies and procedures related to testing and ensures appropriate testing environment is maintained.	4
	○ Clinical Program Coordinator (PCT) ○ Responsible for planning, coordinating, facilitation, administration, and monitor activities of the program related to clinical.	4

Pharmacy Technology	○ Clinical Education Director (Pharmacy Technology) ○ Responsible for administration, planning, development, and evaluation of general effectiveness of clinical sets, preceptors and experiences for students enrolled in the Pharmacy Technology program according to accreditation standards.	4
Physical Therapist Assistant	○ CAPTE Coordinator ○ The CAPTE Coordinator is responsible for planning, coordinating, continuous review, facilitation, administration of CAPTE accreditation standards.	3 – FA 3 – SP 6 – SU S3 Session
Radiologic Technology	○ Accreditation Joint Review Committee on Education in Radiologic Technology (JRCERT) Director ○ Responsible for planning, coordinating, continuous review, facilitation, administration, and monitoring activities on behalf of the academic program in regards to accreditation. In addition, is responsible for the ongoing development of faculty and the program's compliance with accreditation requirements related to the program education. Holds current American Registry of Radiologic Technologists (ARRT) Certification and registration or equivalent in radiography.	4
	○ RADT Clinical Coordinator ○ Responsible for planning, coordinating, continuous review, facilitation, administration, and monitoring activities on behalf of the academic program and in coordination with academic clinical faculty. Ensures ongoing development of clinical education faculty and the program's compliance with the Accreditation Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation requirements related to clinical education. Holds current American Registry of Radiologic Technologists (ARRT) Certification and registration or equivalent in radiography.	4
Respiratory Therapy	○ Clinical Education Director (Respiratory Therapy) ○ Responsible for organization, administration, continuous review, planning, development, and general effectiveness of clinical experiences for students enrolled in the respiratory care program.	4
Vocational Nursing	○ Software Resource Specialist (VN) ○ Coordinates overall activities for the VN Program by planning product redemption, provide training for faculty in program remediation and for students regarding use of student resources.	3
	○ Academic Coach ○ Coordinates overall activities for the program by planning and /or assisting in conceptual focused tutorials with concept coordinators. Collects, analyzes, and interprets data related to student progress to identify students' area for improvement and initiate referrals as needed.	3
	○ Clinical Program Coordinator (CPC) ○ Responsible for administration, planning, coordinating, facilitating, and monitoring of clinical placement and orientation activities on behalf of the program and in coordination with Clinical and Skills Coordinators. Ensuring the program's compliance in requirements where clinical education is concerned with: Accreditation agencies (Board of Nursing and/or ACEN (Accreditation Commission for Education in Nursing), clinical affiliating agencies, activities carried out in clinical, simulation, and skills (in accordance with the program Student Handbook) ****Might be subject to workload being divided among 2 faculty for up to 4LHEs to not exceed the overall LHEs (VPAA approved).*	4
	○ Concept Coordinator (CC) ○ Responsible for preparation of syllabi, course calendar, LMS (course Blackboard shell) for the present and incoming semester. Collaborate with the team to ensure concepts are aligned, consistent across classes and levels, and complies with the required contact hours. Conducts and coordinate boot camps, peer review of examinations, and preparation and submission of required reports, grades and evaluation.	1
	○ Faculty Mentor Coordinator (FMC) ○ Responsible for provision of information, support, and faculty development for newly hired academic nurse educators and introduces relevant processes, guidelines, and resources within the department and the College; etc. Provides support and assistance in the utilization, navigation and delivery of the different resources (ATI, CoursePoint, Blackboard, JagPride, Jagnet).	1

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

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

**DA- Depends on Assignment for that semester.

FACULTY COMPENSATION
FACULTY GRANT FUNDED NON-TEACHING ASSIGNMENTS
FY 2023-2024

GRANT FUNDED NON-TEACHING ASSIGNMENTS

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

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

Compensation for specific activities and responsibilities assigned to fulfill grant requirement.

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

Compensation for professional development/training activities.

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

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

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

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

FACULTY COMPENSATION
DEPARTMENT CHAIRS - FALL/SPRING SEMESTERS
FY 2023-2024

DEPARTMENT CHAIRS- FALL AND SPRING SEMESTERS

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

Description: The Department **Chair** is a Full-Time Regular Faculty member who is appointed by the Vice President for Academic Affairs, upon the recommendation of the appropriate Division Dean each August for the subsequent academic year (refer to Board Policy 3804). The Chair serves as immediate supervisor for all departmental faculty and provides district-wide leadership for planning, development, evaluation, and improvement of instruction within the program/department to ensure student success, retention, and transfer/placement/graduation. The assignment period is for Fall and/or Spring semesters, subject to renewal upon recommendation of the appropriate Division Dean.

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

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

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

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

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

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

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

- Chairs will require advanced approval from the Dean and the Vice-President for Academic Affairs for teaching Overload in excess of 6 LHEs during Fall and Spring semester

    - A justification memo submitted by the Dean to the Vice-President is required
- Chairs will be required to submit documentation regarding administrative hours to the respective Dean
- Chairs will receive a $400 per month stipend during the Fall and Spring semesters (Sept., Oct., Nov., Dec. = 4 months and Jan., Feb. Mar., Apr., May = 5 months)

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

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

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

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

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

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

Course Release for Workforce Department Chair				
Number of Sections	**Course Release Percentage**	**Release Time Based on LHE**	**Courses Equal to Release Time**	**Administrative Hours Per Week**
1 - 20	40%	6 LHEs	2 Courses	16
21 - 40	60%	9 LHEs	3 Courses	24
41 - 79	80% Plus One Assistant Chair	12 LHEs	4 Courses	32
80 - 120	80% Plus Two Assistant Chairs	12 LHEs	4 Courses	32
121 - 160	80% Plus Three Assistant Chairs	12 LHEs	4 Courses	32
• Programs with more than 160+ sections will qualify for one (1) additional Assistant Chair • Department/Program with a large number of Dual Credit Faculty qualify for one (1) Dual Credit Faculty Coordinator				

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

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

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

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

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

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

DEPARTMENT CHAIRS - SUMMER SESSIONS

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

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

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

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

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

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

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

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

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

Sections offered during Summer 3 session (long summer session)

Counting of sections for Summer 1: If the Department Chair plans to perform chair duties for all 3 months of summer, then sections offered for Summer 3 session will be added to the Summer 1 in order to calculate the total compensation for Summer 1.

Counting of sections for Summer 2: If the Department Chair plans to oversee the departmental duties only for Summer 1 session, and another faculty will take care of the chair duties for Summer 2 session, then the sections offered for the Summer 3 session will be divided between the two faculty to determine compensation and required administrative hours based on sections.

Example:

- Summer 1 sections offered = 21
- Summer 2 sections offered = 16
- Summer 3 sections offered = 11*
  **Divided by half = 5.5 sections. However, since there cannot be half sections the sections will be computed as follow:*

Summer 1 Department Chair will round up the sections from 5.5 to 6. This number will be added to the Summer 1 sections to calculate their total sections for summer 1. Therefore, the Department Chair overseeing summer 1 will have the following sections: 21 +6 = 27.

Summer 2 Department Chair will round down the sections from 5.5 to 5. This number will be added the Summer 2 sections to calculate their total sections for summer 2. Therefore, the Department Chair overseeing summer 2 will have the following sections: 16 +5 = 21.

Departments that offer mixed sections (Academic and Workforce Program) will use the workforce chart to determine compensation and number of administrative hours.

FACULTY COMPENSATION
DEPARTMENT CHAIRS – 3 MONTH SUMMER EXTENSION
FY 2023-2024

THREE (3) MONTH SUMMER EXTENSION FOR VERY LARGE DEPARTMENTS

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

Description: As part of ongoing review of chair duties, responsibilities, and the type of support they need to manage departments effectively, the OVPAA developed a plan to offer 3-month extensions to chairs who oversee very large departments.

Procedures:

- Each year the Office of the Vice President for Academic Affairs will identify the list of chairs with very large departments.
- Chairs who decide not to proceed with the summer extension option may continue with the current summer compensation.
- The faculty who will serve as chair for the department will receive their regular 9-month contract for teaching.
- The faculty will receive the special assignment for chair responsibilities for Fall and Spring semesters based on course release and chair stipend.
- The faculty will receive a special assignment memo in September (copied to HR) regarding the summer option that includes:
  - Faculty will receive a 3-month extension for Summer (June 1 to August 31)
  - Faculty who serves as chair in the summer months will work the regular hours of the College 8 a.m. to 5 p.m.
  - Faculty will have up to 2 weeks of vacation during the summer months that is agreed upon with the Division Dean

Compensation

- During the month of May, the OVPAA will initiate the NOE for the summer extension for the months of June, July, and August and submit it to HR for processing.
- Total pay for the summer will be calculated by taking the faculty base salary for the nine (9) months and dividing it by 9 to get to monthly salary, then multiplying by 3 to get the full compensation for Summer. There will be no additional chair stipend ($400 per month) for the summer months.

Below are the 10 very large departments that are recommended for a 3-month summer extension for FY 2023-2024.

Chairs with Very Large Departments		
Division	**Type**	**Department**
BPST	Workforce & Academic	Business Administration (Academics), Business Administration (Careers), Economics, Accounting
BPST	Workforce	Welding
LA	Academic	Visual Arts
LA	Academic	History, Philosophy, Interdisciplinary Studies
LA	Academic	Humanities, Sign Language Interpreter, Spanish (World)
LA	Academic	English (Dev Reading, Dev English)
MS	Academic	Biology
MSITB	Academic	Mathematics
MSITB	Workforce	Information Technology, Computer and Advanced Technologies
SBS	Academic	Political Science

FACULTY COMPENSATION
DEPARTMENT CHAIRS - TRANSITION
FY 2023-2024

DEPARTMENT CHAIRS - TRANSITION

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

Description: The Department Chair is a Full-Time Regular Faculty member who is appointed by the Vice President for Academic Affairs, upon the recommendation of the appropriate Division Dean each August for the subsequent academic year (refer to Board Policy 3804).

There are circumstances when a current department chair may not be appointed for the following academic year including:

- Chair decision not to continue with Department Chair responsibilities
- Chair Assignment cycle review process. A search is conducted for departments with a chair that has served over three (3) years.
- Division Dean's option to recommend a new chair for the new academic year, based on their review of a chair's performance or faculty evaluation of the chair.

Chair Transition: Chair transition usually takes place during summer in preparation for next academic year. As part of division tradition, the current chair who is stepping down provides training to the new incoming chair who will begin their assignment beginning of Fall semester. Most chairs do this as part of their administrative duties and as part of "other assigned duties" listed as one of the chair responsibilities. In some cases, when a current chair cannot provide support to the new incoming chair, the Dean will assign another veteran chair to become a mentor for the new chair.

Chair Absence: There are circumstances when a Department Chair needs to be absent and cannot fulfil the duties of the Department Chair. If the Dean expects the chair to return and assume their chair responsibilities after an approved absence, then the Dean will assign another faculty to be point-of-contact for the department to take care of the urgent needs of the department until the chair returns.

FACULTY COMPENSATION
ASSISTANT DEPARTMENT CHAIRS
FY 2023-2024

ASSISTANT DEPARTMENT CHAIR

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

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

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

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

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

FACULTY COMPENSATION
COURSE COORDINATORS
FY 2023-2024

PROGRAM COORDINATOR

Description: The **Program Coordinator** is assigned to assist the Department Chair of a multi-discipline department, during the Fall and Spring semesters, with oversight of a program/specialization/or discipline within that department to ensure that the institution assigns responsibility for program coordination, as well as for curriculum development, to an academically qualified Full-Time Faculty for each major in a degree program.

Program Coordinator responsibilities may include:

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

Compensation: The compensation for Program Coordinators will be determined as a special assignment via an NOE and a justification memo that details the list of responsibilities and the compensation and required clock-hours.

Program Coordinators		
Division	**Programs/Disciplines**	**LHEs**
Business, Public Safety and Technology	Cosmetology	4
	Design & Building Technology ○ Heating Ventilation and Air Conditioning (HVAC) ○ Construction Supervision ○ Electrical Assistant	 4 4 4
	Surveying & Geospatial Technology	4
	Welding – AWS (LHE and One Course Release)	3
Liberal Arts	Interdisciplinary Studies- Associate of Arts	3
	Interpreter Training Program (ITP)- Cohort Coordinators	3
	Philosophy	3
Math, Science, Information Technology and Bachelor Programs	Computer and Advanced Technologies	*3*
	Engineering	4
	Interdisciplinary Studies- Associate of Science	3
Nursing & Allied Health	Medical Assistant Technology ○ Program Coordination ○ Managing Clinical Sites (LHE and One Course Release)	3
	Health Medical and Information ○ Program Coordination ○ Overseeing Program Accreditation (LHE and One Course release)	3

minimester sections and the regular semester sections.

Example: Combine minimesters beginning in August with the number of sections offered for the regular term.

**For reporting Course Release(s), refer to Compensation section above.*

FACULTY COMPENSATION
COURSE COORDINATORS
FY 2023-2024

COURSE COORDINATORS

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

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

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

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

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

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

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

STIPENDS - NURSING & ALLIED HEALTH

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

Educational Stipend: Only Nursing and Allied Health Full-Time Regular Faculty and Lecturers will receive an educational stipend based on his/her educational degree when entering any of the following programs:

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

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

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

- Bachelor's degree $3,000* ($1,500 for Fall / $1,500 for Spring)
- Master's degree $8,000* ($4,000 for Fall / $4,000 for Spring)
- Doctorate degree $13,000* ($6,500 for Fall / $6,500 for Spring)

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

The table below lists the NAH credentialed degrees and majors.

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

*Diagnostic Sonography, Patient Care, Radiologic Technology, Radiology, and Respiratory Therapy offer terminal degrees. Faculty teaching in these disciplines who earn a higher degree, and whose coursework is related to Nursing and/or Allied Health, are eligible to receive the educational stipend.
**Requires transcript review of coursework. The coursework must be 50% or more related to Nursing and/or Allied Health.

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

Certification Stipend

Patient Care Technician and Medical Assistant Technology Faculty with:

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

Diagnostic Medical Sonography Faculty with:

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

Emergency Medical Service

- NAEMSE Level I Instructor - $1,000.00*

Professional Stipend

Patient Care Technician Faculty with:

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

Emergency Medical Services Faculty with:

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

Occupational Therapy Assistant/Physical Therapy Faculty with:

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

STIPENDS - COSMETOLOGY

- Three years to five years of Fieldwork Experience = $2,000*
- Six years and above of Fieldwork Experience = $4,000*

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

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

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

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

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

- The Southern Association of Colleges and Schools Commission on Colleges has provided verification through the College's SACS liaison that the Master of Fine Arts (MFA) is recognized as a terminal degree.
- The Texas Higher Education Coordinating Board has confirmed that the MFA is an eligible doctoral equivalent.
- Faculty with a MFA will be placed at the doctoral degree level.

FACULTY COMPENSATION
DUAL CREDIT FACULTY
FY 2023-2024

College Faculty Teaching Dual Credit Courses

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

Compensation: Should a Dual Credit assignment be reassigned to another Faculty or terminated, the remaining stipend payment(s) would also cease. No extra compensation for teaching Dual Credit course(s) except a) when required to teach extra days, or b) in the case of an overload of students exceeding the class size enrollment maximum.

a. The extra day(s) are paid at a rate using the following formula:
(Base Salary ÷ 166) x (number of additional days as required by public school schedule) = amount of additional pay

b. The over the class size limit is calculated using the following formula:
(Number of students over the class limit ÷ class limit) x (number of course LHEs) x ($750 for Master's or $850 for doctorate) = amount of additional pay

Departments with Large Number of Dual Credit Faculty

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

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

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

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

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

K-12 Instructors Teaching Dual Credit Courses

Dual Credit Faculty (DCF): Teachers, employed with a participating school district, who are not on the College's board approved staffing plan, and who have been approved by the College to teach approved college courses. DCFs are full-time employees of their School District and are contractually obligated and compensated to teach an assigned number of classes during the day by their School District). The number of classes that are offered for Dual Credit is determined by the number of qualifying students, and the number of contact hours required by each College course, which may vary from high school to high school.

Stipend: DCF are paid a stipend of $500 per section, per semester, regardless of the scheduled time of each Dual Credit section. DCF are limited to teaching six (6) dual credit courses during each Fall and Spring semester and two (2) dual credit courses during each Summer session. Stipend payment(s) for Dual Credit courses will be equally divided according to the semester/session length and paid monthly, as per STC Human Resources' payroll system. Should a Dual Credit assignment be reassigned to another Faculty or terminated, the remaining stipend payment(s) would also cease.

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

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

FACULTY COMPENSATION
FACULTY LEADERSHIP ROLES
FY 2023-2024

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

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

The **Council of Chairs President** is nominated and elected by Department Chairs for a two-year term. This assignment is compensated by 2 LHEs per semester (Fall and Spring) for the duties and responsibilities outlined below.

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

FACULTY COMPENSATION
EXTERNAL LEARNING EXPERIENCE/CAPSTONES
FY 2023-2024

COMPENSATION FOR EXTERNAL LEARNING EXPERIENCES/CAPSTONES (PRACTICUMS, INTERNSHIPS, CO-OPS, AND CLINICALS)

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

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

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

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

C. Load for faculty supervising external learning experiences in the Academic and Workforce Programs will be based on per student enrollment in the course according to the table below:

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

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

Examples of dividing the assignment between amongst Faculty:

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

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

NURSING AND ALLIED HEALTH EXTERNAL LEARNING EXPERIENCES	
Faculty Load	**Program**
LECTURE and LAB	
Lecture @ 1 LHE per 1 contact hour of Lecture.	○ ADN ○ EMS ○ HAS ○ OTA ○ PCT ○ Pharmacy ○ PTA ○ Radiology/Sonography ○ Respiratory ○ VN
Lab @ 0.67 LHE per 1 contact hour of Lab.	○ ADN ○ EMS ○ HAS ○ OTA ○ PCT ○ Pharmacy ○ PTA ○ Radiology/Sonography ○ Respiratory ○ VN
CLINICAL @ 0.80 LHE per 1 Contact Hour	
Provide 100% onsite supervision of students.	○ ADN ○ EMS ○ PCA ○ Respiratory ○ Sonography ○ VN
Faculty conducting simulation in combination with clinical rotations will be paid proportionately to the number of contact hours for which they are responsible, not exceed the total approved LHEs for the course. Preceptor Clinical for supervision of 20-24 students and 20-24 preceptors at 5 clinical sites. On-call 24 hours/day-7 days/week. Must be available to students and preceptors on rotating shifts that include nights and weekends.	○ ADN

PRACTICUM Calculated at 0.67 LHE per Contact Hour Programs in the Nursing and Allied Health Division will be based on enrollment in the course according to the following guidelines:					
Min Enrl	**Course**	**Course Title**	**Contact Hours for Practicum**	**Total LHE Pay per Section**	
6	EMSP 1166	Basic Practicum	7	4.69	○ Emergency Medical Services – Provide daily on-site supervision of students between 2-3 affiliation site/class period
6	EMSP 1167	EMS EMTI Practicum	7	4.69	
6	EMSP 2166	Capstone: Paramedic Practicum	10	6.70	
5	DMSO 1166	Practicum I	7	4.69	○ Radiology/Sonography – Provide daily on-site supervision of students between 2-3 affiliation site/class period
5	DMSO 1167	Practicum II	7	4.69	
5	DMSO 2366	Practicum III	21	14.07	
5	DMSO 2367	Practicum IV	21	14.07	
5	RADR 1267	Practicum II	14	9.38	
5	RADR 1360**	Clinical	18	12.06	
5	RADR 1266	Practicum I	19	12.73	
5	RADR 2166	Capstone: Practicum V	7	4.69	
5	RADR 2266	Practicum III	19	12.73	
5	RADR 2267	Practicum IV	19	12.73	

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

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

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

FACULTY COMPENSATION
SELECT COURSES
FY 2023-2024

COMPENSATION FOR APPLIED DANCE STUDIO CLASSES (DANC)

Scope of responsibilities and expected duties for faculty teaching Dance Studio classes (DANC):

A. Faculty will be responsible for tracking student's progress detailing student activities, technique, and demonstration of competencies.

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

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

C. Load for faculty teaching classroom dance classes in the Theatre & Dance Department (Division of Liberal Arts):

- 2.01 LHE's for student enrollment of 5+ students for:
    - DANC 1128 – Ballroom and Social Dance

- 3.01 LHE's for student enrollment of 5+ students:
    - DANC 1245 – Beginning Modern
    - DANC 2245 – Intermediate Modern
    - DANC 1201 – Dance Composition – Improvisation

- 3.34 LHE's for student enrollment of 5+ students:
    - DANC 1301 – Dance Composition - Choreography

- 3.01 LHE's for student enrollment of 5+ students (to include split section enrollment of both levels of dance)
    - DANC 1241 – Beginning Ballet
    - DANC 2241 – Intermediate Ballet
    - DANC 1247 – Beginning Jazz
    - DANC 2247 – Intermediate Jazz

- DANC 1151 – Freshman Dance Performance

DANC 2151 – Sophomore Dance Performance

Example:
DANC 1241 – Beginning Ballet (Split Section) 2 Students
DANC 2241 – Intermediate Ballet (Split Section) 3 Students
Total Ballet Students in Section 5 Students = 3.01 LHE's

Pro-rated Example:
DANC 1247 – Beginning Jazz (Split Section) 2 Students
DANC 2151 – Intermediate Jazz (Split Section) 2 Students
Total Jazz Students in Section 4 Students = need calculation

DANCE STUDIO COURSES CONSIDERED FOR APPROVED CAP

Discipline	**Approved Cap**	**Allow to enroll up to**
DANC 1241 – Beginning Ballet	5	12
DANC 2241 – Intermediate Ballet	5	12
DANC 1245 – Beginning Modern	5	12
DANC 2245 – Intermediate Modern	5	12
DANC 1247 – Beginning Jazz	5	12
DANC 2247 – Intermediate Jazz	5	12
DANC 1201 – Dance Composition – Improvisation	5	12
DANC 1301 – Dance Composition – Choreography	5	12
DANC 1151 – Freshman Dance Performance	5	12
DANC 2151 – Sophomore Dance Performance	5	12
DANC 1128 – Ballroom and Social Dance	5	12

COMPENSATION FOR APPLIED MUSIC LESSONS (MUAP)

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

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

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

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

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

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

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

Example:

MUAP1209 Applied French Horn I	2 Students
MUAP1229 Applied French Horn II	1 Students
MUAP2209 Applied French Horn III	1 Students
MUAP2229 Applied French Horn IV	2 Students
Total Applied Students	**6 Students X 0.67 = 4.02 LHEs**

COMPENSATION FOR ENSEMBLE MUSIC COURSES (MUEN)

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

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

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

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

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

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

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

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

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

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

COMPENSATION FOR CLASSROOM PIANO COURSES

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

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

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

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

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

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

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

Example:

MUSI1181 Piano Class I (Split Section)	5 Students
MUSI1181 Piano Class II (Split Section)	3 Students
MUSI1181 Piano Class III (Split Section)	4 Students
Total Piano Students in Section	**12 Students = 2.01 LHEs**

Pro-rated Example:

MUSI1181 Piano Class I (Split Section)	2 Students
MUSI1181 Piano Class II (Split Section)	3 Students
MUSI1181 Piano Class III (Split Section)	4 Students
Total Piano Students in Section	**9 Students = 1.81 LHEs**

Adjusting NAH Courses Laboratory Pay (Vocational Nursing)

As per Texas Board of Nursing guidelines, the laboratory portion of VNSG1323 and VNSG2331 should have a faculty to student ratio of no more than 1:10. The Lecture portion, however, can have a ratio of 1:20.

Therefore, to maximize the number of students that can be taught in a cohort, the lecture portions of each of these two courses may be taught together by one faculty member.

Compensation: The lecture portions of two sections may be treated as one section of 20 students for compensation purposes. Meanwhile, the laboratory portions are taught by two different faculty, and each would be compensated for the full portion of the laboratory LHEs when they teach 100% of the lab contact hours.

Compensation for the lecture portion would be as follows:

Sections Taught (10 students each)	LHEs Pay
1-2	2
3	3

In compliance with other Employee Pay Plan guidelines, compensation of a single section will not exceed the maximum LHEs for one section.

Example:

Lecture		
VNSG2331**A01** (Lec Portion)	Faculty A	Compensated with 2 LHEs
VNSG2331**A02** (Lec Portion)		
Lab		
VNSG2331**A01** (Lab Portion)	Faculty B	Compensated with 2.68 LHEs
VNSG2331**A02** (Lab Portion)	Faculty C	Compensated with 2.68 LHEs

FACULTY COMPENSATION
LARGE CLASSES
FY 2023-2024

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

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

FACULTY COMPENSATION
SMALL CLASSES
FY 2023-2024

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

*First day of Semester indicates:

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

SMALL CLASSES COMPENSATION BASED ON LOW ENROLLMENT AND 1ST DAY OF SEMESTER*	
Compensation	**Student Enrollment**
FIELD OF STUDY, ELECTIVE CORE CLASSES, FRESHMEN/SOPHOMORE (NON-CORE), AND LAB-BASED CLASSES HIST 2327, HIST 2328, HIST 2381, and HIST 2382 Classes with low enrollment (fewer than 12 students) on the first day of semester, regardless of instructional medium, will result in pro-rated LHEs and compensation for faculty. *Exceptions will require Division Dean and Vice President for Academic Affairs approval.*	
Pro-rated LHEs for one (1) course overload based on: ○ Number of students enrolled on first day of semester	○ < 12 students on first day of semester
Example: 9 students in a 3 LHE class. LHE would be pro-rated as: **(9 ÷ 12) x 3 LHEs = 2.25 LHEs**	
Pro-rated Pay for one (1) course overload based on: ○ Pro-rated LHEs (above) ○ Faculty's credentials - (Not to exceed the Adjunct rate for an additional course)	
Example 1: 9 students in a 3 LHE class taught by a Master's degreed faculty would be compensated at: **2.25 LHEs x $750 = $1,687.50** **Example 2:** 9 students in a 3 LHE class taught by a Ph.D. degreed faculty would be compensated at: **2.25 LHEs x $850 = $1,912.50**	

*First day of Semester indicates:

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

FACULTY COMPENSATION
SUBSTITUTE PAY
FY 2023-2024

SUBSTITUTE PAY

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

Step 1: Determine the Hourly Rate
In accordance with Board Policy 3800, qualified substitutes will be paid by the College at the **FY2023-2024 Adjunct/Overload LHE Rate,** in accordance with their educational level.

FY 2023-2024 Adjunct LHE Rate	
Degree	**Adjunct LHE Rate**
Associate	$575
Bachelor	$625
Master	$750
Doctorate	$850

Step 2: Determine the Total Amount to be Paid
To determine the amount to be paid for a substitute, the following formula should be used:

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

Examples:
A Master's degree faculty member substituting for a Developmental English course would be paid as follows, assuming 2 of 31 classes substituted; a 3.67 LHE course; and an Adjunct pay rate of $750.

2 / 31=.06451613	**X**	**3.67**=.23	**X**	**$750**	= $**177.58**

FACULTY COMPENSATION
NON-TRADITIONAL DELIVERY OF INSTRUCTION
FY 2023-2024

NON-TRADITIONAL DELIVERY OF INSTRUCTION

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

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

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

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

*Compensation based on Adjunct Faculty Rate.

FY 2023-2024 Adjunct LHE Rate	
Degree	**Adjunct LHE Rate**
Associate	$575
Bachelor	$625
Master	$750
Doctorate	$850

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

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

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

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

FACULTY COMPENSATION
IN PERSON-HYBRID ALTERNATE INSTRUCTIONAL DELIVERY
FY 2023-2024

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

Criteria for additional compensation:

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

FACULTY COMPENSATION
CBE COURSES- LOWER AND UPPER LEVEL
FY 2023-2024

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

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

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

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

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

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

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

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

Compensation for Upper Level (Bachelor) Courses (3000 – 4000) – 1st Class Day
Bachelor courses with enrollment of less than **10 students** in the first-class meeting date, will result in pro-rated LHEs and compensation for faculty.

The Bachelor Programs department generates the NOE. The Inter-departmental Faculty Assignment Form is required if the faculty's primary department is not Bachelor Programs (ex: Philosophy instructor teaching ORGL course). The Bachelor Programs Department Chair initiates the Inter-departmental form and submits it to the faculty's primary Department Chair to determine if the course will be used toward faculty load or as an overload course and returns the signed form to the initiating department.

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

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

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

FACULTY COMPENSATION
CBE COURSES - LARGE CLASS ENROLLMENT
FY 2023-2024

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

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

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

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

*See Requirements for Adjusting CBE Compensation Model
**Use Worksheet Template for consistent decimal rounding
***Use a regular NOE for large class stipends

PROCEDURES: NEW STUDENT ENROLLMENT AND ADJUSTMENTS

New Student Enrollment Procedures

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

CBE Calendar – FALL 2023 Semester					
Session	**Classes Begin**	**Census Date**	**Last Day to Add Students**	**Review Small and Large Enrollment**	**Classes End**
K1	August 28	September 1	**September 18**	September 19	October 13
K2	October 23	October 27	**November 13**	November 14	December 8
	New students may be added from week 1 up to the fourth (4th) Monday in each session. Faculty receive notification of additional students from: Academic Coach/SSS and Admissions (automated email).			Process adjustment to compensation using the A or B Model	

CBE Calendar - SPRING 2024 Semester					
Session	**Classes Begin**	**Census Date**	**Last Day to Add Students**	**Review Small and Large Enrollment**	**Classes End**
K1	Refer to dates published on the Spring 2024 Academic Calendar for dates related to: Classes Begin, Census Date and Classes End				
K2	Refer to dates published on the Spring 2024 Academic Calendar for dates related to: Classes Begin, Census Date and Classes End				
	New students may be added from week 1 up to the fourth (4th) Monday in each session. Faculty receive notification of additional students from: Academic Coach/SSS and Admissions (automated email).			Process adjustment to compensation using the A or B Model	

CBE Calendar – SUMMER 2024 SEMSETER					
Session	**Classes Begin**	**Census Date**	**Last Day to Add Students**	**Review Small and Large Enrollment**	**Classes End**
K1	Refer to dates published on the Summer 2024 Academic Calendar for dates related to: Classes Begin, Census Date and Classes End				
K2	Refer to dates published on the Summer 2024 Academic Calendar for dates related to: Classes Begin, Census Date and Classes End				
	New students may be added from week 1 up to the fourth (4th) Monday in each session. Faculty receive notification of additional students from: Academic Coach/SSS and Admissions (automated email).			Process adjustment to compensation using the A or B Model.	

FACULTY COMPENSATION
CBE COURSES - ADJUSTING CBE INCREASES
FY 2023-2024

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

A. CBE Assignments Processed on Paper NOE

1. Department owning the course is responsible for revising the NOE and compensation.
2. Run the Academic Affairs Division 1F5 Argos report to verify increased enrollment and justify additional compensation.
3. The LHE and compensation amounts are revised in red (strikethrough) on a copy of the original NOE.
4. Attach the Academic Affairs Division 1F5 Argos report and the CBE Calculation Spreadsheet for the increased LHEs to the revised NOE.
5. Financial Manager will initial changes on NOE. Keep a copy of the documentation for your records.
6. Route NOE to Division Dean and Vice President for Academic Affairs for approval.
7. NOE submitted to the Office of Human Resources for compensation processing. End of the compensation process.

Example:

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

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

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

- Revised NOE: (9/10) x 3 LHEs = 2.7 LHEs x $850 = $2,295
- New NOE is the difference between first and fourth week
  2.7 LHEs – 1.2 LHEs = 1.5 LHEs x $850 = $1,275

B. CBE Assignments Processed through FLAC

1. Department owning the course is responsible for creating a new NOE* and compensation.
   - Full-time Faculty - use an Overload NOE
   - Adjunct Faculty - use an Adjunct NOE
2. Run the Academic Affairs Division 1F5 Argos report to verify increased enrollment and justify additional compensation.
3. Only the difference in LHEs will be compensated.
4. Attach the Academic Affairs Division 1F5 Argos report and the CBE Calculation Spreadsheet for the increased LHEs to the NOE.
5. Write “FLAC- Additional Compensation” and the Faculty’s position and suffix number on top of NOE. This notifies HR Payroll of adjustment to the FLAC record. Keep a copy of the documentation for your records.
6. Route NOE to Division Dean and Vice President for Academic Affairs for approval.
7. NOE submitted to the Office of Human Resources for compensation processing. End of the compensation process.

Example:

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

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

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

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

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

C. CBE Assignments Processed through FLAC (Summer records not locked

1. Department owning the course is responsible for the revised compensation.
2. Run the Academic Affairs Division 1F5 Argos report to verify increased enrollment and justify additional compensation.
3. Only the difference in LHEs will be compensated.

Example:

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

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

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

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

*If the record(s) has not been locked, adjustments must be made in Banner under SIAASGN and no paperwork is needed.

Appendix A: CLOCK HOURS BASED ON # OF WEEKS

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

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

Appendix B: COMPETENCY-BASED EDUCATION (CBE) COURSES: CORE/LOWER LEVEL AND UPPER LEVEL

COMPETENCY-BASED EDUCATION (CBE) COURSES CORE/LOWER LEVEL and UPPER LEVEL				
Core/Lower Level ○ Owned by the Department (varies) ○ Department Process NOE and Pays for Course			**Upper Level** ○ Owned by the Bachelor Program (varies) ○ Bachelor Program Process NOE and Pays for Course	
BPST			**BASOL**	
ACCT	Prin. of Financial Acct -CBE	ACCT2401.KV1	Issues Organization Leadership	ORGL3311.KV1
BMGT	Supervision - CBE	BMGT1301.KV1	Behavior/Ethics/Leadership I	ORGL3322.KV1
BUSG	Principle of Finance- CBE	BUSG1303.KV1	Data Driven Decision-Making I	ORGL3321.KV1
BUSG	Small Bus Mgmt/Entrepr - CBE	BUSG2309.KV1	Behavior/Ethics/Leadership II	ORGL3332.KV1
BUSI	Business Principles -CBE	BUSI1301.KV1	Data Driven Decision-Making II	ORGL3331.KV1
BUSI	Business Law -CBE	BUSI2301.KV1	Management Theory I	ORGL4341.KV1
CNBT	Basic Construction Safety	CNBT1210		
CNBT	Field Engineering	CNBT1315		
CNBT	Building Codes and Inspections	CNBT1342		
CNBT	Mechanical, Electrical & Plumbing Systems in Construction I	CNBT1402		
CNBT	Construction Materials and Methods I	CNBT1411		
CNBT	Residential and Light Commercial Construction Drawings	CNBT1411		
CNBT	Construction Tools and Techniques	CNBT1418		
CNBT	Construction Estimating I	CNBT1446		
CNBT	Green Building	CNBT2317		
CNBT	Project Scheduling	CNBT1459		
CNBT	Construction Management II	CNBT2344		
CNBT	Construction Management I	CNBT2442		
ECON	Principle of Econ. I-MACRO-CBE	ECON2301.KV1	Organizational Change	ORGL4342.KV1
ECON	Principle of Econ. II-MACRO-CBE	ECON2302.KV1	Management Theory II	ORGL4351.KV1
ELMT	Solar Fundamentals	ELPT1411		
ELPT	National Electrical Code I	ELPT1325		

ELPT	Industrial Wiring	ELPT1357		
ELPT	Basic Electrical Theory	ELPT1411		
ELPT	Fundamentals of Electricity I	ELPT1419		
ELPT	Fundamentals of Electricity II	ELPT1420		
ELPT	Residential Wiring	ELPT1429		
ELPT	Commercial Wiring	ELPT1445		
ELPT	Programmable Logic Controllers I	ELPT2319		
ELPT	National electrical Code II	ELPT2325		
ELPT	Electrical Planning and Estimating	ELPT2437		
HART	Basic Electricity for HVAC	HART1401		
HART	Refrigeration Principles	HART1407		
HART	HVAC Shop Practices and Tools	HART1410		
HART	Gas and Electrical Heating	HART1445		
HART	Advanced Electricity for HVAC	HART2431		
HART	Advanced Air Conditioning Controls	HART2434		
HART	Capstone: Air Conditioning Installation and Startup	HART2438		
HART	Commercial Air Conditioning	HART2441		
HART	Commercial Refrigeration	HART2442		
HART	Residential Air Conditioning Systems Design	HART2445		
HRPO	Human Resources Mgmt - CBE	HRPO2301.KV1	**CITP**	
HRPO	Organizational Behavior - CBE	HRPO2307.KV2	Survey of Programming Lang.	CITP3310.V60
WIND	Wind Power Delivery System	WIND2359		
MSB			Advanced Network Security	CITP4330.V60
MATH	Contemporary Mathematic CBE	MATH1332.KV1	Capstone: Computer & Info Tech	CITP4301.V60

MATH	Elementary Statis Methods CBE	MATH1442.KV1	Special Topics Course-CIT	CITP4340.V60
PHYS	Physical Science I - CBE	PHYS1415.KV1	Advanced Computer Programming	CITP4350.V60
PHYS	Physical Science Ii - CBE	PHYS1417.KV1	System Analysis & Design - CBE	CITP3305.KV1
LA			Survey of Programming Lang - CBE	CITP3310.KV1
ARTS	Art Appreciation- CBE	ARTS1301.KV1	Cyber Law & Digital Forensics	CITP4346.V60
ENGL	Composition I - CBE	ENGL1301.KV1	Fundamentals of Info. Secu-CBE	CITP3312.KV1
ENGL	Composition II - Rhetoric-CBE	ENGL1302.KV2	Principle of Cybersecurity-CBE	CITP4347.KV1
PHIL	Introduction to Ethics - CBE	PHIL2306.KV2	Internet/Intranet Server Integ	CITP3306.V60
HIST	United States History I- CBE	HIST1301.KV1	**MHSM**	
HIST	United States History II- CBE	HIST1302.KV1	Principles of Health Care Mgmt	MHSM3300.KV1
SPAN	Beg Spanish I- Non Span Sp-CBE	SPAN1411.KV1	U.S. Health Care Delivery	MHSM3302.KV1
SPAN	Beg Spanish II- Non Span Sp-CBE	SPAN1412.KV1	Statistics for Hlth Care Mngrs	MHSM3303.KV1

SPCH	Intro. to Spch Comm- CBE	SPCH1311.KV1	Legal Issues in Health Care	MHSM3310.KV1
SPCH	Bus & Prof. Communication-CBE	SPCH1312.KV1	Financial Mgt for Hlth Care Mgr	MHSM3335.KV1
NAH			Health Care Info Tech - CBE	MHSM3411.KV1
HITT	Healthcare Stats	HITT1255	Risk Management for Hlth Prof	MHSM4304.KV1
HITT	Medical Terminology	HITT1305	HR in Health Care Management	MHSM4310.KV1
MCDA	Medical Insurance	MCDA1343	Ethics for Health Care Prof	MHSM4348.KV1
POFM	Intermediate Medical Coding	POFM2310	Public & Comm Health Mgmt	MHSM4351.KV1
SBS			Project Mgmt. for Healthcare	MHSM4352.KV1
CRIJ	Intro. to Criminal Justice-CBE	CRIJ1301.KV1	**TMGT**	
GOVT	Federal Government - CBE	GOVT2305.KV1	Business & Econ. Statistics	TMGT3302.KV0
GOVT	Texas Government -CBE	GOVT2306.KV1	Organizational Theory & Pract.	TMGT3305.KV0
SOCI	Introductory Sociology -CBE	SOCI1301.KV1	Decision Making - CBE	TMGT3310.KV1
			Tech in Enterprise Mgmt - CBE	TMGT3311.KV1
			Management and Law	TMGT3336.KV0
			Accounting for Managers	TMGT3338.KV0
			Safety & Risk Management - CBE	TMGT4304.KV1
			Resource Management	TMGT4312.KV0
			Organizational Design Seminar	TMGT4320.KV0
			Purchasing and Supply Manage.	TMGT4341.KV0
			Supply Chain Security - CBE	TMGT4342.KV1
			International Business Seminar	TMGT4353.KV10

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

NURSING AND ALLIED HEALTH
LHE AND MINIMUM ENROLLMENT TABLE

BACHELOR OF SCIENCE IN NURSING

LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours 1	Lab Hours 0.67	OTH Hrs Clinical 100% Supervision 0.80	OTH Hrs Practicum 0.67	Total LHE Pay per Section	Contact Hours
10	NURS 3102	Population Focused Community Health Care – Clinical*	1			4		3.20	64
10	NURS 3108	Leadership and Management in Professional Nursing – Clinical*	1			4		3.20	64
8	NURS 3301	Nursing Capstone – Capstone*	3				5	3.35	80
10	NURS 3302	Contemporary Issues in Nursing and Healthcare	3	3				3.00	48
10	NURS 3304	Holistic Assessment Across the Lifespan	3	2	2			3.34	64
10	NURS 3310	Evidence-Based Nursing Practice and Research	3	2	2			3.34	64
10	NURS 3312	Nursing Informatics	3	2	2			3.34	64
10	NURS 3320	Public and Global Health Policy	3	3				3.00	48
10	NURS 3370	Professional Development and Inter-professional Collaboration	3	3				3.00	48
10	NURS 3401	Population Focused Community Health Care	4	4				4.00	64
10	NURS 3408	Leadership and Management in Professional Nursing	4	4				4.00	64
								Total Contact Hours	**672**

**May be conducted as simulation.*

COLLEGE SUCCESS HEALTH CARE

LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours 1	Lab Hours 0.67	OTH Hrs Clinical 100% Supervision 0.80	OTH Hrs Practicum 0.67	Total LHE Pay per Section	Contact Hours
12	CSFH 0101	College Success for Healthcare	3	3				3.00	48
								Total Contact Hours	**48**

DIAGNOSTIC IMAGING

LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section	Contact Hours
				1	0.67	0.80	0.67		
5	DMSO 1166	Practicum I*	1				7	4.69	112
5	DMSO 1167	Practicum II*	1				7	4.69	112
5	DMSO 1210	Introduction to Sonography	2	2				2.00	32
5	DMSO 1302	Basic Ultrasound Physics	3	3	1			3.67	64
5	DMSO 1342	Intermediate Ultrasound Physics	3	3	1			3.67	64
5	DMSO 1441	Abdominopelvic Sonography	4	4	1			4.67	8
5	DMSO 1460	Clinical*	4			15		12.00	240
5	DMSO 2230	Capstone: Advanced Ultrasound and Review	2	2	1			2.67	48
5	DMSO 2342	Sonography of High Risk Obstetrics	3	3	1			3.67	64
5	DMSO 2351	Doppler Physics	3	3				3.00	48
5	DMSO 2353	Sonography of Superficial Structures	3	3				3.00	48
5	DMSO 2366	Practicum III*	3				21	14.07	336
5	DMSO 2367	Practicum IV*	3				21	14.07	336
5	DMSO 2405	Sonography of Obstetrics/Gynecology	4	4	1			4.67	80
5	DMSO 2441	Sonography of Abdominopelvic Pathology	4	4	1			4.67	80
								Total DMSO Contact Hours	**1,744**
5	RADR 1313	Principles of Radiographic Imaging I	3	2	3			4.01	80
5	RADR 1267	Practicum II*	2				14	9.38	224
5	RADR 1309	Introduction to Radiography and Patient Care	3	3				3.00	48
5	RADR 1411	Basic Radiographic Procedures	4	3	2		18	4.34	80
5	RADR 1360	Clinical*	3				19	12.06	288
5	RADR 1266	Practicum I*	2					12.73	304
5	RADR 2217	Radiographic Pathology	2	2			7	2.00	32
5	RADR 2166	Capstone: Practicum V*	1					4.69	112
5	RADR 2305	Principles of Radiographic Imaging II	3	2	3			4.01	80
5	RADR 2313	Radiation Biology & Protection	3	3				3.00	48
5	RADR 2335	Capstone: Radiologic Technology Seminar	3	2	3			4.01	80
5	RADR 2401	Intermediate Radiographic Procedures	4	3	2			4.34	80
5	RADR 2309	Radiographic Imaging Equipment	3	2	3			4.01	80
5	RADR 2266	Practicum III*	2				19	12.73	304
5	RADR 2267	Practicum IV*	2				19	12.73	304
5	RADR 2331	Advanced Radiographic Procedures	3	2	3			4.01	80
								Total RADR Contact Hours	**2,224**
								Grand Total Contact Hours	**3,968**

**May be conducted as simulation*

EMERGENCY MEDICAL SERVICES
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section	Contact Hours
				1	0.67	0.80	0.67		
6	EMSP 1160	Basic Clinical*	1			6		4.80	96
6	EMSP 1161	EMT-Advanced Hospital Clinical*	1			6		4.80	96
6	EMSP 1166	Basic Practicum*	1				7	4.69	112
6	EMSP 1167	EMS EMT-Advanced Practicum*	1				7	4.69	112
6	EMSP 1208	Emergency Vehicle Operations	2	1	2			2.34	48
6	EMSP 1338	Introduction to Advanced Practice	3	2	4			4.68	96
6	EMSP 1355	Trauma Management	3	2	2			3.34	64
6	EMSP 1356	Patient Assessment & Airway Management	3	2	4			4.68	96
6	EMSP 1371	EMS Documentation	3	3				3.00	48
6	EMSP 1472	Emergent Issues in EMS	4	3	2			4.34	80
6	EMSP 1501	Emergency Medical Technician	5	4	4			6.68	128
6	EMSP 2160	Paramedic Clinical I*	1			6		4.80	96
6	EMSP 2161	Paramedic Clinical II*	1			6		4.80	96
6	EMSP 2166	Capstone: Paramedic Practicum	1				10	6.70	160
6	EMSP 2205	EMS Operations	2	1	4			3.68	80
6	EMSP 2330	Special Populations	3	2	4			4.68	96
6	EMSP 2434	Medical Emergencies	4	3	4			5.68	112
6	EMSP 2444	Cardiology	4	3	4			5.68	112
								Total Contact Hours	**1,728**

**May be conducted as simulation.*

HEALTH INFORMATION TECHNOLOGY
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section	Contact Hours
				1	0.67	0.80	0.67		
12	POFM 1317	Medical Administrative Support	3	2	4			4.68	96
*	HITT 1166	Coding Practicum	1					0.00	160
*	HITT 1167	Capstone: Practicum	1					0.00	160
12	HITT 1211	Health Information Systems	2	1	4			3.68	80
12	HITT 1253	Legal & Ethical Aspects of Health Information	2	2				2.00	32
12	HITT 1255	Health Care Statistics	2	1	2			2.34	48
12	HITT 1301	Health Data Content & Structure	3	2	2			3.34	64
12	HITT 1305	Medical Terminology	3	3				3.00	48
10	HITT 1341	Coding & Classification Systems	3	2	2			3.34	64
12	HITT 1345	Health Care Delivery Systems	3	2	2			3.34	64
12	HITT 1349	Pharmacology	3	3				3.00	48
*	HITT 2166	Practicum I	1					0.00	160
*	HITT 2167	Capstone: Practicum II	1					0.00	160
12	HITT 2231	Advanced Medical Terminology	2	2				2.00	32
10	HITT 2335	Coding & Reimbursement Methodologies	3	2	2			3.34	64
12	HITT 2339	Health Information Organization and Supervision	3	3				3.00	48
12	HITT 2343	Quality Assessment and Performance Improvement	3	3				3.00	48
10	HITT 2371	Current Procedural Terminology Coding CPT-4	3	2	2			3.34	64
10	HITT 2372	Advanced CPT Coding-CPT-4	3	2	2			3.34	64
12	HPRS 2301	Pathophysiology	3	3				3.00	48
								Total Contact Hours	**1,552**

MEDICAL ASSISTANT TECHNOLOGY
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section	Contact Hours
				1	0.67	0.80	0.67		
*	MDCA 1166	Practicum I	1					0.00	144
*	MDCA 1167	Practicum II	1					0.00	128
10	MDCA 1205	Medical Law & Ethics	2	2				2.00	32
*	MDCA 1154	Medical Assisting Credentialing Exam Review	1	1				1.00	16
8	MDCA 1317	Procedures in a Clinical Setting	3	2	3			4.01	80
8	POFM 1400	Basic Medical Coding	4	2	4			4.68	96
8	POFM 2310	Intermediate Medical Coding	3	2	4			4.68	96
8	MDCA 1321	Administrative Procedures	3	2	2			3.34	64
10	MDCA 1302	Human Disease/Pathophysiology	3	3				3.00	48
8	ECRD 1111	Electrocardiography	1	1	1			1.67	32
8	MDCA 1343	Medical Insurance	3	2	2			3.34	64
8	MDCA 1348	Pharmacology & Administration of Medications	3	2	4			4.68	96
8	MDCA 1352	Medical Assistant Laboratory Procedures	3	2	4			4.68	96
8	PLAB 1223	Phlebotomy	2	1	3			3.01	64
8	MDCA 1309	Anatomy & Physiology for Medical Assistants	3	2	4			4.68	96
*	MDCA 2266	Capstone: Practicum III	2					0.00	256
								Total Contact Hours	**1,408**

NURSING
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section	Contact Hours
				1	0.67	0.80	0.67		
8	RNSG 1140	Professional Nursing Skills for Articulating Students	1		4			2.68	64
8	RNSG 1144	Nursing Skills II	1		3			2.01	48
8	RNSG 1162	Transition Clinical*	1			4		3.20	64
8	RNSG 1205	Nursing Skills I	2	1	4			3.68	80
15	RNSG 1209	Introduction to Nursing	2	2				2.00	32
8	RNSG 1262	Clinical I*	2			8		6.40	128
12	RNSG 1301	Pharmacology	3	3				3.00	48
15	RNSG 1341	Common Concepts of Adult Health	3	3				3.00	48
15	RNSG 1343	Complex Concepts of Adult Health	3	3				3.00	48
15	RNSG 1412	Nursing Care of the Childbearing and Childrearing	4	4				4.00	64
15	RNSG 1417	Concepts of Professional Nursing Practice I for Articulating Students	4	4	1			4.67	80
15	RNSG 1513	Foundations for Nursing Practice	5	5				5.00	80
8	RNSG 2161	Clinical - Medical/Surgical*	1			6		4.80	96
8	RNSG 2162	Clinical - Mental Health*	1			6		4.80	96
8	RNSG 2163	Clinical IV*	1			4		3.20	64
12	RNSG 2213	Mental Health Nursing	2	2	1			2.67	48
12	RNSG 2221	Professional Nursing: Leadership and Management	2	2				2.00	32
8	RNSG 2260	Clinical - Pediatrics/Maternal/Infant*	2			8		6.40	128
8	RNSG 2331	Advanced Concepts of Adult Health	3	3	1			3.67	64
8	RNSG 2361	Clinical - Complex Medical Surgical*	3			9		7.20	144
8	RNSG 2363	Clinical V*	3			10		8.00	160
								Total Contact Hours	**1,616**

**May be conducted as simulation.*

OCCUPATIONAL THERAPY ASSISTANT

LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours 1	Lab Hours 0.67	OTH Hrs Clinical 100% Supervision 0.80	OTH Hrs Practicum 0.67	Total LHE Pay per Section	Contact Hours
10	OTHA 1253	Occupational Performance for Elders	2	1	4			3.68	80
10	OTHA 1305	Principles of Occupational Therapy	3	2	4			4.68	96
6	OTHA 1341	Occupational Performance from Birth to Adolescence	3	2	4			4.68	96
6	OTHA 1349	Occupational Performance of Adulthood	3	2	4			4.68	96
6	OTHA 1409	Human Structure and Function in Occupational Therapy	4	3	3			5.01	96
10	OTHA 1415	Therapeutic Use of Occupations or Activities I	4	3	4			5.68	112
6	OTHA 1419	Therapeutic Interventions I	4	2	4			4.68	96
10	OTHA 2160	Clinical - Occupational Therapy Assistant	1			3		2.40	48
10	OTHA 2201	Pathophysiology in Occupational Therapy	2	1	3			3.01	64
10	OTHA 2209	Mental Health in Occupational Therapy	2	1	4			3.68	80
10	OTHA 2330	Workplace Skills for the OTA	3	2	2			3.34	64
10	OTHA 2335	Health Care Management in Occupational Therapy	3	2	2			3.34	64
*	OTHA 2366	CAPSTONE: Practicum-OTA (A)	3					0.00	336
*	OTHA 2367	CAPSTONE: Practicum-OTA (B)	3					0.00	336
6	OTHA 2405	Therapeutic Interventions II	4	2	4			4.68	96
								Total Contact Hours	**1,760**

PATIENT CARE TECHNICIAN

LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours 1	Lab Hours 0.67	OTH Hrs Clinical 100% Supervision 0.80	OTH Hrs Practicum 0.67	Total LHE Pay per Section	Contact Hours
5	NURA 1160	Clinical I*	1			6		4.80	96
5	NURA 1401	Nurse Aide for Health Care	4	3	4			5.68	112
5	NURA 1407	Body Systems	4	3	2			4.34	80
5	NUPC 1320	Patient Care Technician/Assistant	3	2	2			3.34	64
5	PLAB1323	Phlebotomy	3	2	2			3.34	64
5	ECRD 1211	Electrocardiography	2	2	1			2.67	48
5	NUPC 1360	Capstone: Clinical II*	3			14		11.20	224
								Total Contact Hours	**688**

**May be conducted as simulation.*

PHARMACY TECHNOLOGY
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section	Contact Hours
				1	0.67	0.80	0.67		
*	PHRA 1166	Practicum II: Advanced Level Practice	1					0.00	160
*	PHRA 1143	Pharmacy Technician Certification Review	1	1				1.00	16
8	PHRA 1201	Introduction to Pharmacy	2	2				2.00	32
5	PHRA 1202	Pharmacy Law	2	2				2.00	32
8	PHRA 1209	Pharmaceutical Mathematics I	2	2	1			2.67	48
5	PHRA 1215	Pharmacy Terminology	2	2				2.00	32
*	PHRA 1265	Practicum I: Entry Level Practice	2					0.00	320
5	PHRA 1304	Pharmacotherapy and Disease Process	3	3				3.00	48
5	PHRA 1305	Drug Classification	3	3				3.00	48
5	PHRA 1306	Computerized Drug Delivery Systems	3	2	4			4.68	96
5	PHRA 1347	Pharmaceutical Mathematics II	3	2	2			3.34	64
5	PHRA 1413	Community Pharmacy Practice	4	2	4			4.68	96
5	PHRA 1441	Pharmacy Drug Therapy & Treatment	4	4				4.00	64
5	PHRA 1445	Compounding Sterile Preparations	4	2	6			6.02	128
5	PHRA 1449	Institutional Pharmacy Practice	4	2	6			6.02	128
5	PHRA 1491	Advanced Pharmacy Technology Practice	4	3	2			4.34	80
								Total Contact Hours	**1,392**

PHYSICAL THERAPIST ASSISTANT
LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section	Contact Hours
				1	0.67	0.80	0.67		
*	PTHA 1266	Practicum I	2					0.00	224
10	PTHA 1321	Pathophysiology for the PTA	3	2	2			3.34	64
6	PTHA 1405	Basic Patient Care Skills	4	3	3			5.01	96
10	PTHA 1409	Introduction to Physical Therapy	4	3	2			4.34	80
6	PTHA 1413	Functional Anatomy	4	3	3			5.01	96
6	PTHA 1531	Physical Agents	5	3	6			7.02	144
10	PTHA 2201	Essentials of Data Collections	2	1	4			3.68	80
10	PTHA 2205	Neurology	2	2				2.00	32
*	PTHA 2266	Practicum II	2					0.00	240
*	PTHA 2267	Practicum III	2					0.00	240
10	PTHA 2339	CAPSTONE: Professional Issues	3	3				3.00	48
6	PTHA 2431	Management of Neurological Disorders	4	2	6			6.02	128
6	PTHA 2435	Rehabilitation Techniques	4	2	6			6.02	128
6	PTHA 2509	Therapeutic Exercise	5	3	6			7.02	144
								Total Contact Hours	**1,744**

RESPIRATORY THERAPY

LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section	Contact Hours
				1	0.67	0.80	0.67		
10	RSPT 1201	Introduction to Respiratory Care	2	2				2.00	32
10	RSPT 1137	Basic Dysrhythmia Interpretation	1	1				1.00	16
7	RSPT 1141	Respiratory Home Care/ Rehabilitation	1	1				1.00	16
5	RSPT 1260	Clinical I	2			12		9.60	192
5	RSPT 1261	Clinical II	2			12		9.60	192
7	RSPT 1325	Respiratory Care Sciences	3	2	3			4.01	80
7	RSPT 1410	Respiratory Care Procedures I	4	3	3			5.01	96
7	RSPT 1411	Respiratory Care Procedures II	4	3	3			5.01	96
7	RSPT 2139	Advanced Cardiac Life Support	1		3			2.01	48
7	RSPT 2217	Respiratory Care Pharmacology	2	2	1			2.67	48
7	RSPT 2231	Simulations in Respiratory Care	2	1	4			3.68	80
7	RSPT 2325	Pulmonary Diagnostics	3	2	2			3.34	64
10	RSPT 2310	Cardiopulmonary Disease	3	3				3.00	48
7	RSPT 2314	Mechanical Ventilation	3	2	4			4.68	96
7	RSPT 2319	Mechanical Ventilation for the Neonatal/Pediatric Patient	3	2	4			4.68	96
7	RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	3	2	4			4.68	96
5	RSPT 2362	Clinical III	3			18		14.40	288
5	RSPT 2363	Clinical IV	3			18		14.40	288
								Total Contact Hours	**1,872**

VOCATIONAL NURSING

LHE AND MINIMUM ENROLLMENT TABLE

Min Enrl	Course	Course Title	Credit Hours	Lecture Hours	Lab Hours	OTH Hrs Clinical 100% Supervision	OTH Hrs Practicum	Total LHE Pay per Section	Contact Hours
				1	0.67	0.80	0.67		
10	VNSG 1105	NCLEX-PN Review	1	1				1.00	16
6	VNSG 1160	Clinical I – A*	1			6		4.80	96
6	VNSG 1161	Clinical I – B*	1			6		4.80	96
6	VNSG 1162	Clinical II – A*	1			6		4.80	96
10	VNSG 1230	Maternal-Neonatal Nursing	2	2				2.00	32
10	VNSG 1234	Pediatrics	2	2				2.00	32
6	VNSG 1261	Clinical II – B*	2			12		9.60	192
10	VNSG 1304	Foundations for Nursing	3	3				3.00	48
10	VNSG 1323	Basic Nursing Skills	3	2				2.00	32
6	VNSG 1323	Basic Nursing Skills Lab			4			2.68	64
10	VNSG 1327	Essentials of Medication Administration	3	3	1			3.67	64
6	VNSG1362	Clinical III*	3			18		14.40	288
10	VNSG 1420	Anatomy and Physiology for Allied Health	4	4				4.00	64
10	VNSG 1500	Nursing in Health & Illness I	5	5	1			5.67	96
10	VNSG 1509	Nursing in Health & Illness II	5	5	1			5.67	96
10	VNSG 2331	Advanced Nursing Skills	3	2				2.00	32
6	VNSG 2331	Advanced Nursing Skills Lab			4			2.68	64
10	VNSG 2510	Nursing in Health & Illness III	5	5	1			5.67	96
10	HPRS 1106	Essentials of Medical Terminology	1	1				1.00	16
								Total Contact Hours	**1,520**

**May be conducted as simulation.*

Appendix D: FLAC CONTRACT TYPES AND POSITION NUMBERS

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

FLAC CONTRACT TYPES AND POSITION NUMBERS
Summer Sessions

Summer Sessions (S1, S2, S3)

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

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

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

OPERATIONS SUPPORT
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
1	Hourly	$13.50	$16.75	$20.00
	260 Days	$28,080	$34,840	$41,600

- Custodian
- Floor Technician

2	Hourly	$14.00	$17.50	$21.00
	260 Days	$29,120	$36,400	$43,680

- Facilities Planning & Construction Projects Technician
- Fixed Assets & Receiving Technician
- Security Guard
- Space Management Technician

3	Hourly	$15.25	$19.08	$22.91
	260 Days	$31,720	$39,686	$47,653

- Bus Driver
- Facilities Planning & Construction Accounts Assistant
- Fixed Assets & Receiving Assistant
- Fixed Assets Assistant
- Food Services Accounts Assistant
- Lead Custodian
- Maintenance Assistant
- Painter
- Warehouse Assistant

4	Hourly	$16.50	$20.61	$24.72
	260 Days	$34,320	$42,869	$51,418

- Carpenter
- Electrician - Apprentice
- Energy Technician
- Locksmith
- Maintenance Technician
- Plumber - Apprentice
- Warehouse Technician

OPERATIONS SUPPORT
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
5	Hourly	$17.65	$22.05	$26.45
	260 Days	$36,712	$45,864	$55,016

- Distribution Services Specialist
- Electrician - Journey
- Energy Management Specialist
- Energy Technician
- Facilities Planning & Construction Space Management Specialist
- Facilities Planning & Construction Accounts Specialist
- Fixed Assets Specialist
- Plumber - Journey
- Security Guard Specialist
- Security Support Specialist
- Surveillance Systems Specialist

6	Hourly	$18.87	$23.59	$28.31
	260 Days	$39,250	$49,067	$58,885

- Electrician – Master's
- Police Dispatcher

7	Hourly	$20.94	$26.18	$31.42
	260 Days	$43,555	$54,454	$65,354

- Operations Supervisor
- Custodial Logistics Supervisor
- Custodial Supervisor
- Dispatch Supervisor
- Electrician Supervisor II
- HVAC Supervisor II
- Locksmith Supervisor II
- Plumbing Supervisor II
- Police Officer

8	Hourly	$22.41	$28.01	$33.61
	260 Days	$46,613	$58,261	$69,909

- Facilities Operations & Maintenance Admin Coordinator
- Facilities Planning & Construction Coordinator
- Police Compliance Coordinator

9	Hourly	$27.22	$34.03	$40.84
	260 Days	$56,618	$70,782	$84,947

- Police Sergeant

ADMINISTRATIVE TECHNICAL SUPPORT
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
1	Hourly	$13.50	$16.00	$18.50
	240 Days	$25,920	$30,720	$35,520
	260 Days	$28,080	$33,280	$38,480

- Cashier I
- Customer Service Technician
- Early Childhood Educator I
- Financial Aid Technician
- Gallery Assistant
- Library Technical Services Technician
- Library Technician
- Marketing Technician
- Purchasing Technician
- Records Technician
- Secretary

2	Hourly	$14.00	$17.52	$21.04
	260 Days	$29,120	$36,442	$43,763

- Cashier II
- Community Relations Assistant
- Compliance Assistant
- Education Technologies Assistant I
- General Services Assistant
- Human Resources Assistant
- Lab Assistant
- Program Assistant
- Purchasing Assistant
- Student Learning Assistant
- Testing Technician
- Theater Support Service Technician

ADMINISTRATIVE TECHNICAL SUPPORT
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
3	Hourly	$15.50	$19.36	$23.22
	260 Days	$32,240	$40,269	$48,298

- Accountability/ Compliance Assistant
- Accountability/ Risk/ Records Management Assistant
- Accounting Assistant
- Administrative Assistant
- Cashier III
- Compliance Technician
- Dual Credit Scheduling & Enrollment Services Assistant
- Dual Credit Programs Assistant
- Education Technologies Assistant II
- Lab Technician Open
- Lab Technician
- Payroll Assistant – Business Office
- Scheduling Technician
- Student Services Specialist I
- Student Success Technician
- Travel Assistant

4	Hourly	$16.81	$21.01	$25.21
	240 Days	$32,275	$40,339	$48,403
	260 Days	$34,965	$43,701	$52,437

- Academic & Career Technologies Pathways Specialist
- Admissions Specialist
- Art Gallery Associate
- Career and Placement Specialist
- Cashier Customer Services Specialist
- Cashier Support Specialist
- Clinical Affairs Specialist
- College Connection Specialist/ Recruiter
- Communication Specialist
- Community Relations Specialist
- Curriculum Specialist
- Dual Credit & Compliance Specialist
- Dual Credit Academic Pathways Specialist
- Dual Credit Enrollment Specialist
- Dual Credit Records & Registration Specialist
- Dual Credit Scheduling Specialist

ADMINISTRATIVE TECHNICAL SUPPORT
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
4	Hourly	$16.81	$21.01	$25.21
	238 Days	$32,275	$40,339	$48,403
	260 Days	$34,965	$43,701	$52,437

- Student Engagement and Completion Specialist
- Early Childhood Educator II
- Education Technologies Assistant III
- Financial Aid Specialist
- Graphic Designer I
- Graphics & Multimedia Specialist
- Healthcare Equipment Inventory & Asset Maintenance Specialist
- International Student Admission Specialist & Designated School Official
- Lab Assistant II – Computer Science
- Learning Excellence Specialist
- Learning Excellence Specialist – Online Services
- Learning Outcomes Specialist
- Learning Support Systems & Applications Specialist
- Library Outreach & Instructions Specialist
- Library Specialist
- Library Technical Services Specialist
- Marketing Specialist
- Multimedia Designer
- Open Lab Specialist
- Public Relations Specialist
- Public Safety Compliance Specialist
- Records & Registration Specialist
- Recruiting Specialist
- Residency Specialist
- Senior Admin Assistant
- Social Media Specialist
- Student Engagement and Student Completion Specialist
- Student Services Specialist II
- Technology Specialist
- Testing Specialist
- Transportation Support Specialist
- Videographer

ADMINISTRATIVE TECHNICAL SUPPORT
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
5	Hourly	$19.50	$24.37	$29.24
	260 Days	$40,560	$50,690	$60,819

- Academic Advancement Support Specialist
- Academic Excellence Specialist
- Accountability/ Risk/ Records Management Support Specialist
- Accounting Specialist
- Benefits Specialist
- Biomedical Simulation Specialist
- Collection Specialist
- Compensation Specialist
- Contracts Specialist
- Copy Writer
- CTE Grant Management & Compliance Specialist/ Perkins
- Course Development Specialist
- Education Technology Specialist
- Education Technology Specialist – Biomedical & Support
- Education Technology Specialist – Audiovisual System Design
- Education Technology Specialist - ADA
- Emerging Technologies Simulation Specialist
- Environmental Health and Safety Specialist
- Environmental, Health, Safety, and Sustainability Specialist
- Executive Administrative Assistant
- Finance and Administrative Services Business Systems Specialist
- Finance and Administrative Services Support Specialist
- Grants and Contracts Compliance Specialist
- Graphic Designer II
- Healthcare Simulation Specialist
- HR Faculty Staffing Specialist/ Evaluator
- HR Payroll Specialist
- HR Payroll/ Position Control Specialist
- HR Specialist – Employee Relations
- HR Staffing Specialist
- HR Staffing Support Specialist
- HR Support Specialist
- HR Technician

ADMINISTRATIVE TECHNICAL SUPPORT
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
5	Hourly	$19.50	$24.37	$29.24
	260 Days	$40,560	$50,690	$60,819

- HRIS Document Management Specialist
- Institutional Effectiveness Specialist
- Inst'l Adv Econ Dev Ex AA
- Lab Assistant III – Computer Science
- Lab Specialist II
- Licensed Lab Specialist – Associate Degree Nursing
- Licensed Lab Specialist – Emergency Medical Tech
- Ombudsperson
- Open Labs Analyst
- Operations Support Coordinator
- Payroll Specialist
- Professional Development Specialist
- Project Support Coordinator
- Purchasing Specialist
- Records and Data Specialist
- Registered Lab Assistant – Pharmacy
- Senior Library Technical Services Specialist
- Simulation Network Specialist
- Special Programs Specialist
- Staff Audit Specialist
- Student Activities Specialist
- Student Conduct Specialist
- Survey Research Facilitator
- Technical Facilities Specialist
- Training Specialist
- Transcript/ Graduation Analyst
- Veteran Affairs Certifying Official
- Web Specialist

Pay Grade	Position Title	Minimum	Midpoint	Maximum
6	Hourly	$23.34	$29.17	$35.00
	260 Days	$48,547	$60,674	$72,800

- ASL Interpreter
- Clinical Teaching Assistant
- Coordinator – Finance & Administrative Services
- Digital Services Developer

7	Hourly	$26.23	$32.38	$38.53
	260 Days	$54,558	$67,350	$80,142

- Senior ASL Interpreter

TECHNOLOGY
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
1	Hourly	$19.00	$23.75	$28.50
	260 Days	$39,520	$49,400	$59,280

- Applications Specialist
- Client Services Specialist
- Computer Inventory Specialist
- Computer Services Specialist
- Help Desk Specialist
- Network Services Specialist
- Systems Specialist

2	Hourly	$20.42	$25.53	$30.64
	260 Days	$42,474	$53,102	$63,731

- Technology Generalist Analyst
- Web Design Specialist

3	Hourly	$23.28	$29.10	$34.92
	260 Days	$48,422	$60,528	$72,634

- Applications Analyst I
- Client Services Analyst I
- Computer Services Analyst I
- HR Reporting and Data Analyst
- HRIS Analyst
- Network Services Analyst I
- Reporting Analyst I
- Systems Analyst I

4	Hourly	$27.88	$34.85	$41.82
	260 Days	$57,990	$72,488	$86,986

- Applications Analyst II
- Client Services Analyst II
- Computer Services Analyst II
- Network Services Analyst II
- Project Management Analyst
- Reporting Analyst II
- Systems Analyst II

TECHNOLOGY
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
5		$61,508	$76,885	$92,262

- Business Analyst
- Business System Analyst
- Data Management Coordinator
- Database Analyst
- Digital Learning Operations Manager
- Information Security Analyst
- Institutional Research Analyst – SAE Division (1 person)
- Project Manager – Info Technology
- SAEM Reporting Analyst

6		$68,582	$85,727	$102,873

- Applications Analyst III
- Client Services Analyst III
- Database Analyst III
- Network Services Analyst III
- Systems Analyst III
- Systems Development Engineer

7		$74,754	$93,443	$112,131

- Application Development Manager
- IT Operations Manager
- Financial Information Systems Manager
- IT Risk and Security Manager
- Service Delivery Manager
- Software Development Architect
- Systems & Networking Manager

8		$84,098	$105,123	$126,147

- Director- Technology

EXECUTIVE ADMINISTRATIVE PROFESSIONAL
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
1		$38,016	$48,000	$57,984
•	Coordinator – Kinesiology Instructional Facilities			
2		$42,281	$53,520	$64,759

- Advisor
- Advisor – PASS Program
- Advising Specialist
- Advising Specialist – PASS Program
- Buyer
- Career and Technical Education Coach
- Chemistry Science Lab Coordinator
- Chief Photographer
- Childcare Services Developer
- Continuing Education Trainer
- Continuing Education Trainer – Truck Driving
- Coordinator – Center for Mexican American Studies
- Coordinator – College Connections
- Coordinator – Community Relations
- Coordinator – Education Technologies/ Individual Management
- Coordinator – Education Technology Projects
- Coordinator – Emergency Prep & Training
- Coordinator – Facilities/ Planning/ Construction Accounts
- Coordinator – Fixed Assets & Distribution
- Coordinator – Global Marketing Development
- Coordinator – Lab
- Coordinator – Library Art Galleries
- Coordinator – Library Projects
- Coordinator – Nursing Skills Remediation & Lab
- Coordinator – Science Lab
- Coordinator – Theater Support Services
- Coordinator – Transfer & Educational Advancement Center
- Coordinator – Video Production
- Course Development Specialist
- Guided Pathways Specialist
- Lab Coordinator – Public Safety
- Lab Supervisor
- Librarian I – Public Services
- Librarian I – Technical Services
- Open Lab Supervisor
- Program Developer & Coordinator
- Project Training Specialist
- Student Success Specialist

EXECUTIVE ADMINISTRATIVE PROFESSIONAL
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
3		$49,384	$62,511	$75,639

- Academic Coach
- Accountability & Records Management Coordinator
- Accountant
- Assistant Childcare Control Manager
- Buyer – Construction
- Buyer – Technical
- Campus Facility Manager
- Career and Technical Education Project Manager
- Communications and Public Relations Manager
- Coordinator – Academic & Career Technology Pathways
- Coordinator – Advisement
- Coordinator – Campus CLE
- Coordinator – Campus CTR
- Coordinator – Career Services
- Coordinator – Clinical Nursing Lab
- Coordinator – Compliance
- Coordinator – Curriculum & Scheduling
- Coordinator – Digital Learning
- Coordinator – Dual Credit Academic Pathways
- Coordinator – Student Engagement and Completion Services
- Coordinator – Dual Credit Transition Services
- Coordinator – Employer Services
- Coordinator – Enrollment Services
- Coordinator – Faculty Advising
- Coordinator – Federal Programs
- Coordinator – Public Safety Training
- Coordinator – Records
- Coordinator – Records Management
- Coordinator – Scholarships and Outreach
- Coordinator - Simulation
- Coordinator – Special Advising
- Coordinator – State & 3rd Party Programs
- Coordinator – Student Activities & Events
- Coordinator – Student Activities & First Year Experience
- Coordinator – Student Activities & Wellness
- Coordinator – Student Financial Services
- Coordinator – Student Rights & Responsibilities
- Coordinator – Testing Services

EXECUTIVE ADMINISTRATIVE PROFESSIONAL
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
3		$49,384	$62,511	$75,639

- Coordinator – Veteran Enrollment Services
- Coordinator – Veteran Recruitment and Engagement
- Counselor
- Custodial Manager
- Coordinator of Office of the Ombuds
- Coordinator of Student Engagement and Completion Services
- Events Manager
- Events Manager/Projects
- Institutional Effectiveness Analyst
- Institutional Research Analyst
- Learning Support Manager
- Librarian II – Academic Outreach
- Librarian II – Campus Librarian
- Librarian II – Electronic Resource Management
- Librarian II – Programming
- Manager – School District Partnership Relations
- Manager – Supplemental Instruction
- Open Labs Logistics Manager
- Project Manager – Academic Affairs
- Project Manager – Business/ Public Safety/ Technology
- Project Manager – Dual Credit Program
- Project Manager – Facilities Operations & Maintenance
- Project Manager – Finance & Administrative Services
- Project Manager – Institutional Research/ Effectiveness/ Strategic Planning
- Project Manager – Math/ Science/ Bachelor Programs
- Project Manager – Nursing & Allied Health
- Project Manager – Office of Strategic Initiatives
- Project Training Specialist II
- Resource Development Officer
- Science Lab Safety Compliance Manager
- Systems Analyst – Education Technologies AV
- Training Specialist III

EXECUTIVE ADMINISTRATIVE PROFESSIONAL
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
4		$53,335	$67,512	$81,690

- Child Development Control Manager
- Contract Support Manager – Operations
- Creative Services Manager
- Education Technology Administration Services Manager
- Education Technology Installations Manager
- Education Technology Instructional Support Manager
- Education Technology Audio Visual Systems Design Manager
- Digital Services Manager
- Financial Analyst
- Grant Development Officer
- Human Resources Talent and Learning Coach
- Employee Relations Investigator
- Instructional Coach
- Instructional Designer II
- Inventory Manager
- Librarian III – Collection Management & Acquisitions
- Librarian III – Outreach & Instruction
- Librarian III – Reference & Circulation
- Librarian III – Systems & Applications
- Licensed Counselor
- Maintenance Manager
- Marketing Manager
- Program Developer and Manager
- Qualitative Researcher
- Quantitative Researcher
- Senior Buyer
- Senior Buyer – Construction
- Training Manager

5		$60,535	$76,626	$92,718

- Accounting Group Supervisor
- Counseling Services Manager
- Digital Learning Operations Manager
- Educational Technology – Manager
- Environmental Health & Safety Manager
- Educational Technology Audio Visual Production Manager
- Facility Planning & Construction Projects Manager
- Grant System Management & Compliance Officer I
- Manager – Career & Technology Education Pass
- Manager – Parity & Access CTE

EXECUTIVE ADMINISTRATIVE PROFESSIONAL
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
5		$60,535	$76,626	$92,718

- Manager – Student Accessibility Service
- Parking & Security Services Manager
- Professional Development Manager
- Project Coordinator
- Public Safety & Transportation Services Manager
- Receiving & Distribution Manager
- Student Wellbeing Resources Manager

6		$66,891	$84,672	$102,453

- Accountability & Records Management Manager
- Accounting Group Manager
- Benefits Manager
- Board Liaison Officer
- Board Relations Officer
- Budget Manager
- Chief of Staff
- Compensation and Payroll Manager
- Global Market Development Manager
- Grant Management & Compliance Officer II/PP
- Investigator
- Title IX, 504 and Compliance Manager
- Police Lieutenant
- Risk Manager
- Senior Facilities Assistant Project Manager
- Staffing and Recruiting Manager
- Student Accounts Manager
- Talent and Learning Manager
- Workforce Contract Manager

EXECUTIVE ADMINISTRATIVE PROFESSIONAL
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
7		$75,920	$94,901	$113,881

- Administration Officer – Finance & Administration Services
- Assistant Director – Custodial Support Services
- Assistant Director – Educational Technologies
- Assistant Director – Human Resources
- Assistant Director – Facility Maintenance Services
- Assistant Director – Facility Planning & Construction
- Academic Initiatives Officer
- Academic Officer - Operations
- Contracts and Regulatory Resources Officer
- Director – Continuing Education & Workforce Development
- Director – Regional Control Public Safety Excellence
- Director – The Institute for Advanced Manufacturing
- Employee Relations Officer
- HRIS Officer
- Starfish Administrator
- Title IX, 504, and Compliance Officer

EXECUTIVE ADMINISTRATIVE PROFESSIONAL
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
8		$80,855	$101,069	$121,283

- Associate Comptroller
- Associate Dean – Library Services
- Associate Dean of Professional & Organizational Development
- Associate Director of Grant Management & Compliance
- Associate Director – Purchasing
- Director – Academic & Career Technology Pathways
- Director – Career & Employer Services
- Director – Centers for Learning Excellence
- Director – College Connections & Admissions Traditional Students
- Director – Comprehensive Advisement & Mentor Services
- Director – Counseling and Student Accessibility Services
- Director – Creative Arts
- Director – Digital Learning
- Director – Dual Credit Academic Pathways
- Director – Dual Credit Scheduling & Enrollment Manager
- Director – Food Services
- Director – Fundraising & Foundation
- Director – Global Affairs and Economic Development
- Director – Human Resources - Benefits and Compensation
- Director – Human Resources - Employee Relations and Staffing
- Director – Institutional Effectiveness, Assessment & Accreditation
- Director – Learning Commons & Open Labs
- Director – Learning Outcomes
- Director – Research & Analytical Services
- Director – Student Accounts & Bursar
- Director – Student Activities & Wellness
- Director – Student Engagement and Completion Services
- Director – Student Financial Services
- Director – Student Records & Registrar
- Director – Student Rights & Responsibilities
- Director – Testing Services
- Director – University Relations/ Transfer/ Articulation Control
- Special Assistant to the Executive Director for Resource Development, Management, and Compliance

EXECUTIVE ADMINISTRATIVE PROFESSIONAL
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
9		$87,261	$109,077	$130,892

- Assistant Chief Information Officer – Infrastructure & Software Development
- Assistant Chief Information Officer – IT Services
- Campus Administrator – Mid Valley Campus
- Campus Administrator – Starr County Campus
- Chief Information Security Officer
- Chief of Police
- Dean – Digital Learning
- Dean – Enrollment Services
- Dean – Institutional Research/ Effectiveness/ Strategic Planning
- Dean – Library & Learning Support Services
- Dean – Student Affairs
- Director – Accountability, Risk, & Records Management
- Director – Curriculum
- Director – Educational Technologies
- Director – Facilities Operations & Maintenance
- Director – Facilities Planning & Construction
- Director – Institute for Advanced Manufacturing
- Director – Institutional Advancement and Economic Development
- Director – Purchasing

10		$100,351	$125,438	$150,526

- Chief Information Officer
- Comptroller
- Dean- Business/ Public Safety/ Technology
- Dean – CE/ Workforce Training/ Eco Development
- Dean – Continuing Ed & Workforce Training
- Dean – Dual Credit Programs & School District Partnerships
- Dean – Industry Training & Economy Development
- Dean – Liberal Arts
- Dean – Math/ Science/ Information Technology/ Bachelor Programs
- Dean – Nursing & Allied Health
- Dean – Social & Behavioral Sciences
- Executive Director – Human Resources and Talent Development
- Executive Director – Public Relations & Marketing
- Executive Director – Resource Development Management & Compliance
- Internal Auditor

EXECUTIVE ADMINISTRATIVE PROFESSIONAL
FY 2023 - 2024

Pay Grade	Position Title	Minimum	Midpoint	Maximum
11		$116,918	$146,148	$175,377

- Associate Vice President – Academic Success and Advancement
- Assistant Vice President – Strategic Initiative
- Associate Vice President – Dual Credit Programs and School District Partnerships

12		$150,987	$184,131	$217,274

- Executive Vice President for Educational Programming and Student Achievement
- Vice President and Provost for Academic Affairs
- Vice President – Finance & Administration Services
- Vice President – Information Services/ Planning/ Performance/ Strategic Initiatives
- Vice President – Institutional Advancement & Economic Development
- Vice President – Student Affairs & Enrollment Management

2023-2024 Operations Support Placement Scale

South Texas College

Placement scales are used to establish a minimum rate for new hires based on job-related experience approved by the district. Current employees may be paid above this placement scale. This scale is for placement of new hires only. Future wage increases are determined annually and are not guaranteed.

Range Position	2023-2024 Job Exp	Pay Grades								
		1	2	3	4	5	6	7	8	9
Minimum	**0**	$13.50	$14.00	$15.25	$16.50	$17.95	$18.97	$21.06	$22.53	$27.36
	1	$13.66	$14.18	$15.44	$16.71	$18.16	$19.21	$21.32	$22.81	$27.70
	2	$13.82	$14.35	$15.63	$16.91	$18.37	$19.44	$21.58	$23.09	$28.04
	3	$13.98	$14.52	$15.82	$17.11	$18.58	$19.67	$21.84	$23.37	$28.38
	4	$14.14	$14.69	$16.01	$17.31	$18.79	$19.90	$22.10	$23.65	$28.72
	5	$14.30	$14.86	$16.20	$17.51	$19.00	$20.13	$22.36	$23.93	$29.06
	6	$14.46	$15.03	$16.39	$17.71	$19.21	$20.36	$22.62	$24.21	$29.40
	7	$14.62	$15.20	$16.58	$17.91	$19.42	$20.59	$22.88	$24.49	$29.74
	8	$14.78	$15.37	$16.77	$18.11	$19.63	$20.82	$23.14	$24.77	$30.08
	9	$14.94	$15.54	$16.96	$18.31	$19.84	$21.05	$23.40	$25.05	$30.42
	10	$15.10	$15.71	$17.15	$18.51	$20.05	$21.28	$23.66	$25.33	$30.76
	11	$15.26	$15.88	$17.34	$18.71	$20.26	$21.51	$23.92	$25.61	$31.10
	12	$15.42	$16.05	$17.53	$18.91	$20.47	$21.74	$24.18	$25.89	$31.44
	13	$15.58	$16.22	$17.72	$19.11	$20.68	$21.97	$24.44	$26.17	$31.78
	14	$15.74	$16.39	$17.91	$19.31	$20.89	$22.20	$24.70	$26.45	$32.12
	15	$15.90	$16.56	$18.10	$19.51	$21.10	$22.43	$24.96	$26.73	$32.46
	16	$16.06	$16.73	$18.29	$19.71	$21.31	$22.66	$25.22	$27.01	$32.80
	17	$16.22	$16.90	$18.48	$19.91	$21.52	$22.89	$25.48	$27.29	$33.14
	18	$16.38	$17.07	$18.67	$20.11	$21.73	$23.12	$25.74	$27.57	$33.48
	19	$16.54	$17.24	$18.86	$20.31	$21.94	$23.35	$26.00	$27.85	$33.82
Midpoint	**20**	$16.75	$17.50	$19.08	$20.61	$22.16	$23.71	$26.32	$28.16	$34.21

2023-2024 Administrative Technical Support Placement Scale

South Texas College

Placement scales are used to establish a minimum rate for new hires based on job-related experience approved by the district. Current employees may be paid above this placement scale. This scale is for placement of new hires only. Future wage increases are determined annually and are not guaranteed.

Range Position	2023-2024 Job Exp	Pay Grades						
		1	2	3	4	5	6	7
Minimum	**0**	$13.50	$14.00	$15.50	$16.81	$19.50	$23.34	$26.23
	1	$13.64	$14.18	$15.69	$17.02	$19.74	$23.63	$26.54
	2	$13.76	$14.35	$15.88	$17.23	$19.98	$23.92	$26.84
	3	$13.88	$14.52	$16.07	$17.44	$20.22	$24.21	$27.14
	4	$14.00	$14.69	$16.26	$17.65	$20.46	$24.50	$27.44
	5	$14.12	$14.86	$16.45	$17.86	$20.70	$24.79	$27.74
	6	$14.24	$15.03	$16.64	$18.07	$20.94	$25.08	$28.04
	7	$14.36	$15.20	$16.83	$18.28	$21.18	$25.37	$28.34
	8	$14.48	$15.37	$17.02	$18.49	$21.42	$25.66	$28.64
	9	$14.60	$15.54	$17.21	$18.70	$21.66	$25.95	$28.94
	10	$14.72	$15.71	$17.40	$18.91	$21.90	$26.24	$29.24
	11	$14.84	$15.88	$17.59	$19.12	$22.14	$26.53	$29.54
	12	$14.96	$16.05	$17.78	$19.33	$22.38	$26.82	$29.84
	13	$15.08	$16.22	$17.97	$19.54	$22.62	$27.11	$30.14
	14	$15.20	$16.39	$18.16	$19.75	$22.86	$27.40	$30.44
	15	$15.32	$16.56	$18.35	$19.96	$23.10	$27.69	$30.74
	16	$15.44	$16.73	$18.54	$20.17	$23.34	$27.98	$31.04
	17	$15.56	$16.90	$18.73	$20.38	$23.58	$28.27	$31.34
	18	$15.68	$17.07	$18.92	$20.59	$23.82	$28.56	$31.64
	19	$15.80	$17.24	$19.11	$20.80	$24.06	$28.85	$31.94
Midpoint	**20**	$16.00	$17.52	$19.36	$21.01	$24.37	$29.17	$32.38

2023-2024 Technology Placement Scale

South Texas College

Placement scales are used to establish a minimum rate for new hires based on job-related experience approved by the district. Current employees may be paid above this placement scale. This scale is for placement of new hires only. Future wage increases are determined annually and are not guaranteed.

Range Position	2023-2024 Job Exp	Pay Grades							
		1	2	3	4	5	6	7	8
Minimum	**0**	$19.00	$20.42	$23.28	$27.88	$5,125.69	$5,715.14	$6,229.50	$7,008.19
	1	$19.24	$20.68	$23.57	$28.23	$5,189.76	$5,786.58	$6,307.37	$7,095.79
	2	$19.47	$20.93	$23.86	$28.57	$5,253.83	$5,858.01	$6,385.23	$7,183.39
	3	$19.70	$21.18	$24.15	$28.91	$5,317.90	$5,929.44	$6,463.09	$7,270.99
	4	$19.93	$21.43	$24.44	$29.25	$5,381.97	$6,000.87	$6,540.95	$7,358.59
	5	$20.16	$21.68	$24.73	$29.59	$5,446.04	$6,072.30	$6,618.81	$7,446.19
	6	$20.39	$21.93	$25.02	$29.93	$5,510.11	$6,143.73	$6,696.67	$7,533.79
	7	$20.62	$22.18	$25.31	$30.27	$5,574.18	$6,215.16	$6,774.53	$7,621.39
	8	$20.85	$22.43	$25.60	$30.61	$5,638.25	$6,286.59	$6,852.39	$7,708.99
	9	$21.08	$22.68	$25.89	$30.95	$5,702.32	$6,358.02	$6,930.25	$7,796.59
	10	$21.31	$22.93	$26.18	$31.29	$5,766.39	$6,429.45	$7,008.11	$7,884.19
	11	$21.54	$23.18	$26.47	$31.63	$5,830.46	$6,500.88	$7,085.97	$7,971.79
	12	$21.77	$23.43	$26.76	$31.97	$5,894.53	$6,572.31	$7,163.83	$8,059.39
	13	$22.00	$23.68	$27.05	$32.31	$5,958.60	$6,643.74	$7,241.69	$8,146.99
	14	$22.23	$23.93	$27.34	$32.65	$6,022.67	$6,715.17	$7,319.55	$8,234.59
	15	$22.46	$24.18	$27.63	$32.99	$6,086.74	$6,786.60	$7,397.41	$8,322.19
	16	$22.69	$24.43	$27.92	$33.33	$6,150.81	$6,858.03	$7,475.27	$8,409.79
	17	$22.92	$24.68	$28.21	$33.67	$6,214.88	$6,929.46	$7,553.13	$8,497.39
	18	$23.15	$24.93	$28.50	$34.01	$6,278.95	$7,000.89	$7,630.99	$8,584.99
	19	$23.38	$25.18	$28.79	$34.35	$6,343.02	$7,072.32	$7,708.85	$8,672.59
Midpoint	**20**	$23.75	$25.53	$29.10	$34.85	$6,407.11	$7,143.93	$7,786.88	$8,760.24

2023-2024 Executive Administrative Professional Placement Scale
South Texas College

Placement scales are used to establish a minimum rate for new hires based on job-related experience approved by the district. Current employees may be paid above this placement scale. This scale is for placement of new hires only. Future wage increases are determined annually and are not guaranteed.

Range Position	2023-2024 Job Exp	Pay Grades											
		1	2	3	4	5	6	7	8	9	10	11	12
Minimum	**0**	$3,168.00	$3,523.40	$4,115.33	$4,444.56	$5,044.57	$5,574.25	$6,326.70	$6,737.94	$7,271.78	$8,362.55	$9,743.18	$12,582.28
	1	$3,209.60	$3,570.23	$4,170.03	$4,503.63	$5,111.62	$5,648.34	$6,405.78	$6,822.16	$7,362.68	$8,467.08	$9,864.97	$12,720.38
	2	$3,251.20	$3,617.06	$4,224.72	$4,562.70	$5,178.66	$5,722.42	$6,484.86	$6,906.38	$7,453.57	$8,571.61	$9,986.75	$12,858.47
	3	$3,292.80	$3,663.89	$4,279.41	$4,621.77	$5,245.70	$5,796.50	$6,563.94	$6,990.60	$7,544.46	$8,676.14	$10,108.53	$12,996.56
	4	$3,334.40	$3,710.72	$4,334.10	$4,680.84	$5,312.74	$5,870.58	$6,643.02	$7,074.82	$7,635.35	$8,780.67	$10,230.31	$13,134.65
	5	$3,376.00	$3,757.55	$4,388.79	$4,739.91	$5,379.78	$5,944.66	$6,722.10	$7,159.04	$7,726.24	$8,885.20	$10,352.09	$13,272.74
	6	$3,417.60	$3,804.38	$4,443.48	$4,798.98	$5,446.82	$6,018.74	$6,801.18	$7,243.26	$7,817.13	$8,989.73	$10,473.87	$13,410.83
	7	$3,459.20	$3,851.21	$4,498.17	$4,858.05	$5,513.86	$6,092.82	$6,880.26	$7,327.48	$7,908.02	$9,094.26	$10,595.65	$13,548.92
	8	$3,500.80	$3,898.04	$4,552.86	$4,917.12	$5,580.90	$6,166.90	$6,959.34	$7,411.70	$7,998.91	$9,198.79	$10,717.43	$13,687.01
	9	$3,542.40	$3,944.87	$4,607.55	$4,976.19	$5,647.94	$6,240.98	$7,038.42	$7,495.92	$8,089.80	$9,303.32	$10,839.21	$13,825.10
	10	$3,584.00	$3,991.70	$4,662.24	$5,035.26	$5,714.98	$6,315.06	$7,117.50	$7,580.14	$8,180.69	$9,407.85	$10,960.99	$13,963.19
	11	$3,625.60	$4,038.53	$4,716.93	$5,094.33	$5,782.02	$6,389.14	$7,196.58	$7,664.36	$8,271.58	$9,512.38	$11,082.77	$14,101.28
	12	$3,667.20	$4,085.36	$4,771.62	$5,153.40	$5,849.06	$6,463.22	$7,275.66	$7,748.58	$8,362.47	$9,616.91	$11,204.55	$14,239.37
	13	$3,708.80	$4,132.19	$4,826.31	$5,212.47	$5,916.10	$6,537.30	$7,354.74	$7,832.80	$8,453.36	$9,721.44	$11,326.33	$14,377.46
	14	$3,750.40	$4,179.02	$4,881.00	$5,271.54	$5,983.14	$6,611.38	$7,433.82	$7,917.02	$8,544.25	$9,825.97	$11,448.11	$14,515.55
	15	$3,792.00	$4,225.85	$4,935.69	$5,330.61	$6,050.18	$6,685.46	$7,512.90	$8,001.24	$8,635.14	$9,930.50	$11,569.89	$14,653.64
	16	$3,833.60	$4,272.68	$4,990.38	$5,389.68	$6,117.22	$6,759.54	$7,591.98	$8,085.46	$8,726.03	$10,035.03	$11,691.67	$14,791.73
	17	$3,875.20	$4,319.51	$5,045.07	$5,448.75	$6,184.26	$6,833.62	$7,671.06	$8,169.68	$8,816.92	$10,139.56	$11,813.45	$14,929.82
	18	$3,916.80	$4,366.34	$5,099.76	$5,507.82	$6,251.30	$6,907.70	$7,750.14	$8,253.90	$8,907.81	$10,244.09	$11,935.23	$15,067.91
	19	$3,958.40	$4,413.17	$5,154.45	$5,566.89	$6,318.34	$6,981.78	$7,829.22	$8,338.12	$8,998.70	$10,348.62	$12,057.01	$15,206.00
Midpoint	**20**	$4,000.00	$4,460.00	$5,209.28	$5,626.02	$6,385.53	$7,056.01	$7,908.38	$8,422.42	$9,089.73	$10,453.19	$12,178.97	$15,344.24

EMPLOYEE PAY PLAN

FISCAL YEAR
2023
2024

SOUTH TEXAS COLLEGE