



# 2013-2014 FACULTY LOAD GUIDELINES

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**Collin County Community College District**  
**FACULTY LOAD GUIDELINES**

## **I. PURPOSE OF FACULTY LOAD**

The faculty load report is a method of tracking teaching (credit courses) and non-teaching assignments of full-time and associate faculty throughout the college. It is also a uniform database used to generate faculty contracts, to create payroll assignments and to pay faculty accurately, and to report data to the Texas Higher Education Coordinating Board. In addition, it is a tool to monitor and ensure college policies on pay and workload are accurately implemented.

## **II. FACULTY CONTRACTS**

Extra-service and associate faculty assignments generated from the faculty load system are requested by Human Resources each semester following the faculty load due date. They are then generated by Computer Operations staff and distributed to the faculty members through GroupWise email. Questions regarding the extra-service and associate faculty assignments may be directed to Kari Kimbrough in Human Resources at (972) 599-3160.

“Special” and “Per Head” assignments are coded as an “**SF**”, “**SP**”, “**OH**” or “**PH**” and are used for assignments that do not fall within the long semester census date. These are paid from a flex faculty load (described in a later section). For new assignments (other than those with a published pay rate such as tutor, accompanist, skills instructor, etc.), the compensation must be approved by Human Resources prior to discussion with the employee and in advance of the contract being submitted.

The SF, SP, OH, and PH class lists run each month for assignments when the process flag is set to “Y” by the Assistants to the Deans. Employees may be added to the faculty load for payment after September and February by using the SF, SP, OH and/or PH and setting the process flag to “Y” and emailing the Payroll Office and HR that this has been done.

Teaching and non-teaching assignments of faculty that are not on the primary faculty load report each term must be submitted for review/approval by the Vice President prior to processing. The campus Vice President/Provost’s approval is forwarded to the Payroll Office at [payroll@collin.edu](mailto:payroll@collin.edu). When the Payroll Office has received and processed this “special” assignment, the approval documentation is stored in a shared GroupWise folder that the Assistants to the Deans, Payroll and Human Resources can all view.

Full-time contracts are prepared by Human Resources and are generally issued in the spring semester, following completion of the approval processes.

### III. FACULTY LOAD DATA ENTRY DUE DATES

#### Faculty Load Due Dates for —2013-2014

##### **Fall –**

- Thursday, September 12, 2013: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Friday, September 13, 2013: Signed Faculty Load Reports due to HR by 5:00 p.m.

##### **Spring –**

- Thursday, February 6, 2014: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Friday, February 7, 2014: Signed Faculty Load Reports due to HR by 5:00 p.m.

##### **Maymester –**

- Wednesday, May 14, 2014: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Thursday, May 15, 2014: Signed Faculty Load Reports due to HR by 5:00 p.m.

##### **Summer I & III –**

- Friday, June 13, 2014: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Monday, June 16, 2014: Signed Faculty Load Reports due to HR by 5:00 p.m.

##### **Summer II –**

- Thursday, July 17, 2014: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Friday, July 18, 2014: Signed Faculty Load Reports due to HR by 5:00 p.m.

**“Flex”** - Due dates for flipping the process flags to “Y” for classes that are not 16-week classes with the normal census date:

September 13, 2013	March 17, 2014
October 15, 2013	April 15, 2014
November 12, 2013	May 9, 2014 ( <i>for the May faculty payroll</i> )
December 9, 2013	May 15, 2014
January 15, 2014	June 13, 2014
February 14, 2014	July 15, 2014
	August 15, 2014

##### **Census Dates:**

Fall – Monday, September 9, 2013	Summer I – Thursday, June 12, 2014
Spring – Monday, February 3, 2014	Summer III – Wednesday, June 18, 2014
Maymester – Tuesday, May 20, 2014	Summer II – Thursday, July 17, 2014

## IV. HOW TO PROCESS FACULTY LOAD REPORT CHANGES

After the semester begins, when there is a change in the faculty member assigned to a particular class, the Mid-Term Course Reassignment/Termination Worksheet Form must always be completed and forwarded to Human Resources, Collin Higher Education Center (CHEC) for processing. Please also notify the payroll staff via e-mail at [payroll@collin.edu](mailto:payroll@collin.edu).

After the faculty load is due to Human Resources, you may make changes in the faculty load system, however, any changes after that date MUST also be sent in writing to both Human Resources and Payroll in order to be processed and updated appropriately for the state report. If the change/correction occurs prior to the faculty load report's final sign-off, in addition to the purple form, you need to also change the instructor ID on faculty load system for the course.

The state report (The Texas Higher Education Coordinating Board CBM-008 Report) is a listing of all credit courses taught at Collin College, the instructor(s) of record, their percent of load, the type of assignment, the dollar amount they received, as well as a variety of demographic characteristics. The assistants to the deans and administrative assistants play a major role in the accuracy of the CBM-008 report by assigning the correct assignment code since this field "drives" most of the CBM-008 report and errors can result in possible funding losses.

Note: The assignment codes are included in the Glossary.

## V. FULL-TIME FACULTY: LOAD AND COMPENSATION GUIDELINES

Full-time faculty members generally teach between 15-18 instructional units each regular 16-week semester as part of their regular load. Any exceptions require approval, prior to placement on the faculty load report.

**Full-time**, 16-week assignment must post and observe a minimum of **six** office hours per week for purposes of academic advising and student consultation.

### Full-time faculty load exception path



### Extra Service and Summer Assignment Guidelines

In general, Academic Deans and Chairs work with full-time faculty on a fair and equitable rotation for extra service and summer assignments. Consideration of the following will be utilized as needed:

- Service to the college
- Demonstrated success in student learning outcomes and student retention
- Faculty assignments history

- Balance of formula pay among faculty in a department

Faculty who have received a formal disciplinary action or faculty on Work Improvement Plan (WIP) will not be allowed to teach extra-service or summer assignments.

**a. Non-teaching extra-service assignments**

Upon development of non-teaching extra-service assignments, the dean works closely with Human Resources to establish rates of pay and/or reassignment time. The appropriate dean must secure approval for reassignment time and pay exceptions from the appropriate Vice President/Provost. Reassignment time may also be approved by the dean for non-teaching assignments funded through other sources outside of the division.

**Reminder:**

Non-teaching assignments should be entered on the NTH faculty load screen. During the long semesters (Spring/Fall), if the assignment is for an administrator or staff member, make sure to build a non-teaching assignment for the 100 percent load on 1F4 and code "RA" for "Regular Assignment (staff)".

**b. Maximum extra-service assignments**

The maximum extra-service assignment for fall and spring, whether a teaching and/or non-teaching assignment, for full-time employees is the equivalent of **7** instructional units. Continuing Education courses are not "counted" toward the maximum extra-service assignments.

For the purposes of calculating the maximum extra-service, the number of students taught on a "per head" basis should be totaled and every 15 students considered as the equivalent of a full course. If there are differences in the instructional units between the sections taught on a "per head" basis, the highest lecture/lab (instructional units) will be used as the basis for the calculation toward the load limit. If the per head rate for a course with fewer than 15 students equals more than one full section, the instructor will be paid the rate for one section.

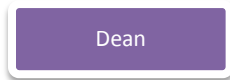
**Reminders**

Department Chairs are not eligible for teaching extra-service assignments, except in the summer. Exceptions must be approved by the VP/Provost.

Extra-service assignments for full-time faculty and staff must be accomplished **outside** the employee's regular schedule and generally **outside** 8 a.m. to 5 p.m., Monday through Friday, unless the appropriate dean approves a daytime overload or an adjusted schedule.

Adjusted schedules **MUST** be documented in the faculty load system listing the extra-service assignment hours, as well as the employee's regular 40 hour work schedule.

### Faculty load approval path



### Faculty load exception path



#### c. Compensation for extra-service assignments of full-time faculty and staff

Compensation for full-time employees teaching credit classes on an extra-service basis is \$748 per weekly lecture/recitation and \$598 per lab/clinical contact hour. For example, a typical History class meets three hours per week for a normal 16-week semester. The extra-service pay for that course would be  $\$748 \times 3 = \$2,244$ . If there was one lab hour per week in addition to the lecture, the compensation for the semester would include an addition \$598, for a total of  $\$2,244 + \$598 = \$2,842$ .

#### d. Compensation for Maymester

Full-time faculty members may teach a maximum of **3-4 contact hours** paid at the associate faculty rate.

#### e. Compensation for summer teaching assignments of full-time faculty

Full-time faculty members, who teach during the summer do so on an extra-service basis.

#### Reminder

Availability of summer assignments is contingent upon needs of the division and the college and may include a review of factors such as enrollment, availability of funds, etc., and is subject to approval by the appropriate dean and vice president/provost.

#### Formula Pay Assignments

In order to be eligible for formula pay for any summer term, a faculty member must be in full-time contract status at Collin College for the entire academic year preceding the summer session AND in full-time contract status (or full-time staff employment status) at Collin College for the academic year following the summer.

Staff, part-time faculty and full-time faculty on 12 month contracts are not eligible for formula pay.

Responsibilities of a formula pay assignment may include teaching, academic advising, registration, curriculum development, administrative functions and special projects.

- **Maximum load options for full-time faculty teaching 3-4 contact hours/6-8 contact hours per summer term**

Full-time faculty members, who accept a summer session formula pay assignment at 7% of their annualized salary, teach between **3-4 contact hours**. To qualify for 14% of salary formula pay, a full-time faculty member must teach between **6-8 contact hours**.

**Option A:**

Summer I 6-8 contact hours *and*

Summer II 6-8 contact hours, *or*

**Option B:**

Summer I 6-8 contact hours *and*

Summer III 6-8 contact hours, *or*

**Option C:**

Summer II 6-8 contact hours *and*

Summer III 6-8 contact hours, *or*

**Option D:**

Summer III 12-16 contact hours

- **Maximum load options for full-time foreign Language and other faculty teaching five contact hour courses during summer terms**

Full-time faculty members teaching foreign language and other courses, in which each class is **5 contact hours**, will be limited to teaching a maximum of three 5-hour courses over the course of the entire summer. The following maximum load options are available:

**Option A:**

**Summer I** - Two courses at 10 contact hours (requiring an exception from the VP/Provost); 8 contact hours at 14% formula pay and an overload of two contact hours at associate faculty rate, and

**Summer II** - One course at 5 contact hours paid entirely at associate faculty rate.

**Example:**

Course	Term	Lec Hrs	Lab Hrs	Formula Pay	Associate Faculty Pay	Annual Salary
Course 1	Sum I	3	2	\$4,200 (7% for 4 hrs)	\$598 (1 lab hr)	\$60,000
Course 2	Sum I	3	2	\$4,200 (7% for 4 hrs)	\$598 (1 lab hr)	\$60,000
Course 3	Sum II	3	2	n/a	\$2,244 (3 lec hrs) \$1,196 (2 lab hrs)	\$60,000

**Option B:**

**Summer I** - One course at 5 contact hours; 4 contact hours at 7% formula pay and an overload of one contact hour at associate faculty rate, and

**Summer II** - two courses at 10 contact hours (requiring an exception from the VP/Provost); 4 contact hours at 7% formula pay and an overload of 6 contact hours.

**Example:**

Course	Term	Lec Hrs	Lab Hrs	Formula Pay	Associate Faculty Pay	Annual Salary
Course 1	Sum I	3	2	\$4,200 (7% for 4 hrs)	\$598 (1 lab hr)	\$60,000
Course 2	Sum II	3	2	\$4,200 (7% for 4 hrs)	\$598 (1 lab hr)	\$60,000
Course 3	Sum II	3	2	n/a	\$2,244 (3 lec hrs \$1,196 (2 lab hrs)	\$60,000

**Option C:**

**Summer III:** Three courses at 15 contact hours; 8 contact hours at 14% formula pay and an overload of 7 contact hours at associate faculty rate.

**Example:**

Course	Term	Lec Hrs	Lab Hrs	Formula Pay	Associate Faculty Pay	Annual Salary
Course 1	Sum III	3	2	\$4,200 (7% for 4 hrs)	\$598 (1 lab hr)	\$60,000
Course 2	Sum III	3	2	\$4,200 (7% for 4 hrs)	\$598 (1 lab hr)	\$60,000
Course 3	Sum III	3	2	n/a	\$2,244 (3 lec hrs \$1,196 (2 lab hrs)	\$60,000

NOTE: The assistant to the dean entering the load into FLIP will need to manually adjust the lab pay for any 5 credit FM courses for these instructors.

In every case, the maximum allowable compensation is 14% formula pay for 8 contact hours plus overload pay at the associate faculty rate for 7 contact hours. If a faculty member wished to teach fewer sections, then the structure of the load could be derived by modifying one of the options (A, B, or C) outlined above.

**f. Office Hours and Committee/Other College Services****SUMMER I and II:**

**Full-time**, five-week assignment includes teaching a minimum of **six** contact hours and a minimum of **four** office hours per week, plus **two** hours committee/other college services, at **14%** of annualized salary.



**Half-time**, five-week assignment includes teaching a minimum of **three** contact hours and a minimum of **two** office hours per week, plus **one** hour committee/other college services, at **7%** of annualized salary.

**SUMMER III:**

**Full-time**, ten-week assignment includes teaching a minimum of **six** contact hours and a minimum of **two** office hours per week, plus **one** hour of committee/other college services, at **14%** of annualized salary.

**Half-time**, ten-week assignment includes teaching a minimum of **three** contact hours and a minimum of **one** office hour per week, plus **one** hour committee/other college services, at **7%** of annualized salary.

**Reminder**

Full-time faculty who teach one summer session at formula pay may teach the second summer session at the associate faculty pay rate (\$719 lecture/ \$575 lab). **Office hours are not required of full-time faculty teaching at the associate faculty pay rate.**

**g. Distance Learning**

Faculty may teach up to two distance education courses during the summer for formula pay (14%) contingent upon the percent of online sections taught by full-time faculty in Summer II being comparable to the percent of online sections taught by full-time faculty in Summer I.

Faculty who teach distance learning classes as part of their summer load are allowed to teach **two** classes at **14%**, with all other distance learning classes compensated at the associate faculty rate.

Upon project completion, Summer employment that involves only non-teaching assignments, will be compensated on an **hourly** basis, or on a **contract** basis. The appropriate dean recommends the rates for these assignments to the appropriate vice president, with approval by the president.

**h. "Per head" Compensation**

The "per head" rate of pay is equal to 1/10<sup>th</sup> of the **associate faculty rate** for a full class. For example, an English class with four students that the dean and VP/Provost approve to offer with limited enrollment, would be paid at 1/10<sup>th</sup> of \$2,244 (\$224) for each of the 4 students, for a total of \$896 instead of the full \$2,244. Likewise, for a French class (3 lecture/2 lab hours) with 4 students enrolled that would normally pay \$3,440, the faculty member would be paid \$344 per student for a total of \$1,376 for the four students. The per head rate is capped at the equivalent rate for a full section.

**i. Compensation for Concurrent Enrollment/Dual Credit Courses**

Full-time or part-time faculty members who teach concurrent enrollment classes receive a **\$515 stipend per section**. The stipend compensates for the additional duties required of faculty teaching concurrent enrollment sections. Full-time faculty members who teach concurrent enrollment classes as a part of their load are also eligible for mileage reimbursement. If full-time faculty members teach a dual credit and an extra-service course, the dual credit is considered the extra-service.

**j. Compensation for Distance Learning Courses**

Compensation related to teaching a distance learning course is calculated on the number of students enrolled (rather than number of class sections offered or campuses involved). Enrollment is limited to **25** students per class section; and no more than **60%** of the regular load may be made up of distance education classes based on OAB course approval and faculty training certification.

Compensation is based on the number of students enrolled as of the census date. The rate schedule follows:

<b>Number of Students</b>	<b>Compensation</b>
1-14	\$224 per student <i>(capped at the equivalent rate for one full section)</i>
15-25	Equals one section
26-34	Equals one section + \$224 per student over 25
35-50	Equals two sections

*NOTE: This chart is under review for possible changes. Please work with your dean to determine appropriate section size until the new per head procedures are finalized.*

If the number of Internet students is sufficient to make a whole class, it can be considered a part of the full-time faculty member's load for the semester. Normally, the portion of a class paid on a "per-student" basis is considered extra-service.

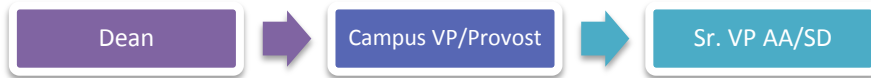
**Reminder**

When the "per head" portion of a class is greater than one section, [Example: class contains 30 students] the professor will be paid for one section (25 students) that should be coded either "RG" or "OV" for full-time or "PT" for associate faculty and the remaining 5 students are "per head" pay – coded "OH" or "PH" on faculty load. *(See glossary for definitions of the assignment codes.)*

Online faculty will post and observe live online office hours as part of the required six office hours per week in relationship to the percent of load that is online. For example:

20% of load = @ 1 hour online  
 40% of load = @ 2 -2.5 hours online  
 60% of load = @ 3.5 – 4 hours online

**Distance learning course exception path**



**k. Compensation for Co-operative Work Experience (CWE) Courses**

CWE has an on ongoing enrollment period. As each new section is added during the semester, the faculty member is compensated on a "per head" basis at \$224 per student per semester as shown on the table below.

**CWE exception path**



Number of CWE Students	Compensation
1-14	\$224 per student <i>(capped at the equivalent rate for one full section)</i>
15-20	Equals one section plus rate per student over 15
21-29	Equals two sections

*NOTE: This chart is under review for possible changes. Please work with your dean to determine appropriate section size until the new per head procedures are finalized.*

**Reminder**

When the “per head” portion of a class is greater than one section, [Example: class contains 12 students] the professor will be paid for one section that should be coded either “RG” or “OV” for full-time or “PT” for associate faculty and the remaining 2 students are “per head” pay – coded “OH” or “PH” on faculty load. *(See glossary for definitions of the assignment codes.)*

## VI. DEPARTMENT CHAIR GUIDELINES

The academic chair position is generally a three-year, extra-service appointment. The contract includes the normal faculty calendar of workdays in a nine-month academic year, plus required on-campus days, including those listed below. Changes to any of these dates must be documented and approved in writing by the appropriate dean and forwarded to Human Resources.

- 5 days in August before faculty return for the fall semester
- 5 days in May before the summer semester
- 5 days during the summer semesters

An academic chair may elect to teach in the summer, but may not teach other extra-service assignments (including “Maymester”), with the exception of a limited number of students taught on a “per head” basis, as approved by the appropriate dean.

### ➤ Department Chair Structure

**Level I:** \$13,588 stipend plus four (4) classroom reassignments annually. Chairs in this level have the option of “selling” and/or “buying” one course reassignment at associate faculty pay annually, with approval by the appropriate dean and vice president/provost.

Chairs included in this level are:

- DE MATH (DIST)
- MATH (SCC)
- HIST, ANTH, GEOG (SCC)
- BIOL, ENVR, GEOL (PRC)
- GOVT, HIST, SOCI, PSYC (PRC)
- BIOL, CHEM, MATH, PHYS (CPC)
- BIOL (SCC)
- HIST, POLS, PSYC, SOCI, ENVR, GEOL (CPC)
- ARTS (DIST)

**Level II:** \$13,588 stipend plus three (3) classroom reassignments annually. Chairs in this level have the option of “selling” and/or “buying” one course reassignment at associate faculty pay annually, with approval by the appropriate dean and vice president/provost. Chairs included in this level are:

- PHED (DIST)
- CHEM, MATH, PHYS (PRC)
- ENGL (SCC)
- ENGL (SCC)
- GOVT (SCC)
- ECON (DIST)
- ENGL, FNLG (PRC)
- ENGL (CPC)
- CHED (DIST), SPCH (SCC)
- ACCT, MGMT (DIST)
- PSYC, SOCI (SCC)
- CADD, CONV, ELCT, ENGR, INTD, NETW (DIST)
- CMUS, MUSI (DIST)
- AGDT, PHOT (DIST)
- COMS (DIST)
- CHEM, PHYS (SCC)
- COSU, DEVR (DIST)
- HUMA, FRNL, PHIL, SPCH (CPC)
- BUSI, LGLA (DIST)
- HUMA, PHIL (SCC)
- DANC (DIST)

**Level III:** \$12,043 stipend plus one (1) course reassignment annually. Chairs in this level have the option of “selling” and/or “buying” one course reassignment at associate faculty pay annually, with approval by the appropriate dean and vice president/provost. Chairs included in this level are:

- HUMA, PHIL, SPCH (PRC)
- BIOT, ENVR, GEOL (SCC)
- FRNL, AMSL (SCC)
- DE VW, ESL (DIST)
- CULA, HSPM (DIST)
- DRAM (DIST)
- CRIJ (DIST)
- OST, RELE (DIST, Includes CE)

**Chair I** is eligible for a \$13,588 stipend plus four course reassignments annually including an option to “sell” and/or “buy” one course reassignment annually.

- a) No reassignment is bought or sold - Annualized stipend is \$13,588 or \$1,132.33 over twelve months with four reassignments.
- b) One reassignment is sold - If one reassignment is “sold”, the value of the stipend increases by \$2,244 (the current value of one reassignment). As such, the annualized stipend would be \$15,832 (\$13,588 + \$2,244) or \$1,319.33 over twelve months with three reassignments.
- c) If one reassignment is “purchased”, the value of the stipend decreases by \$2,244 (the current value of one reassignment). As such, the annualized stipend would be \$11,344 (\$13,588 - \$2,244) or \$945.33 over twelve months with five reassignments.

**Chair II** is eligible for a \$13,588 stipend plus three course reassignments annually including an option to “sell” and/or “buy” one course reassignment annually.

- a) No reassignment is bought or sold - Annualized stipend is \$13,588 or \$1,132.33 over twelve months with three reassignments.
- b) If one reassignment is “sold”, the value of the stipend increases by \$2,244 (the current value of one reassignment). As such, the annualized stipend would be \$15,832 (\$13,588 + \$2,244) or \$1,319.33 over twelve months with two reassignments.
- c) If one reassignment is “purchased”, the value of the stipend decreases by \$2,244 (the current value of one reassignment). As such, the annualized stipend would be \$11,344 (\$13,588 - \$2,244) or \$945.33 over twelve months with four reassignments.

**Chair III** is eligible for an \$12,043 stipend plus one course reassignment annually including an option to “sell” and/or “buy” one course reassignment annually.

- a) No reassignment is bought or sold - Annualized stipend is \$12,043 or \$1003.58 over twelve months with one reassignment.
- b) If one reassignment is “sold”, the value of the stipend increases by \$2,244 (the current value of one reassignment). As such, the annualized stipend would be \$14,287 (\$12,043 + \$2,244) or \$1,190.58 over twelve months with no reassignments.
- c) If one release is “purchased”, the value of the stipend decreases by \$2,244 (the current value of one release). As such, the annualized stipend would be \$9,799 (\$12,043 - \$2, 244) or \$816.58 over twelve months with two releases.

## Assignment Codes

AC	Athletic Coach Reassignment
AP	Athletic Coach Pay
AR	Administrative Reassignment
AS	Administrative Stipend
BK	Banking a Course (teaching an extra service assignment at no pay)
BW	Withdrawing a Course (taking time off at full pay)
CC	Clinical Coordinator Reassignment
CP	Chair Pay
CR	Chair Reassignment
DC	Dual Credit
DR	Course Development Reassignment
DS	Course Development Stipend
FR	Fitness Center Reassignment
PR	Performance Reassignment
PS	Part-time Non-teaching Project Stipend
RA	Regular Assignment (Staff)
SB	Sabbatical Reassignment
TS	Task Force/Committee Stipend

Faculty Load Assignment Types	
Codes for Full-time Faculty	Codes for Part-Time Associate Faculty
<b>RG</b> – regular teaching	<b>PT</b> – regular teaching (used only for courses with the standard 16-week census date)
<b>OV</b> – teaching extra-service assignments (used only for courses with the standard 16-week census date and summer assignments paid at the associate faculty pay rate)	<b>SP</b> – teaching assignments with special pay rates. Also used to code classes that do not fall within the current semester's census date and are paid from flex faculty loads.
<b>OH</b> –extra-service assignments paid on a "per head" basis	<b>PH</b> – teaching assignments paid on a "per head" basis
<b>SF</b> – teaching assignments with special pay rates. Also used to code extra-service classes that do not fall within the current semester's census date and are paid from flex faculty loads.	<b>H1</b> – hourly assignments
<b>BK</b> – course banking	
<b>BW</b> – course banking withdrawal	
<b>FM</b> – summer teaching assignments at formula pay	

## VII. COURSE BANKING GUIDELINES

Faculty members are no longer able to bank extra-service courses; however, faculty members who have participated in the course banking program and have courses that are currently banked are still eligible for withdrawal of their previously banked courses in accordance with the guidelines below.

*Note: All references to “courses” below reflect typical three-hour courses (48 contact hours per course). For courses that are greater than 48 contact hours, a proportional adjustment shall be applied.*

### a. Withdrawal Limitations

#### ***Full Semester Withdrawal***

A request for a full semester of course banking withdrawal must be submitted to the appropriate dean **at least** nine (9) months in advance of the beginning of the requested leave. A full semester of course banking withdrawal is limited to once per plan participant within a six-year period, and is generally limited to one (1) per semester per academic division. Divisions with forty (40) or more full-time faculty may have two (2) plan participants on a full semester of course withdrawals in any given semester, but not within the same discipline. Additionally, a faculty member may not combine a full semester of course banking withdrawal with a sabbatical leave in any six-year period.

#### ***Partial Semester Withdrawal***

A request for a partial semester withdrawal must be submitted to the appropriate dean no more than two (2) months in advance. A partial semester withdrawal of one (1) to three (3) courses (*generally up to a 60% load*) is limited to once per participant within a three-year period. Partial withdrawal is limited to three (3) per division per semester. Additionally, a partial withdrawal of more than two (2) courses per semester (more than a 40% load) shall not be combined with a sabbatical leave or a full semester withdrawal in any six-year period.

### b. Plan Limitations

**Banked courses** are applied to requests for banking leave in order from oldest to newest.

### c. Procedures

1. Records of course banking balances are maintained in the appropriate academic division offices. The division dean forwards all approved and denied requests for full and partial course banking leaves to the Human Resources Office for inclusion in the faculty member’s personnel file with a copy of approved requests to the Payroll Office. **A copy of the division’s tracking records related to the faculty request for course banking withdrawal must accompany the forms when submitted to Human Resources.** The Application for Course Banking Leave form is available from each academic division dean’s office.
2. Each semester, approved course banking withdrawal requests are reflected on the Faculty Load Report for the appropriate term.



3. During a period of course banking leave, the participating faculty member receives full pay and benefits with no loss of longevity status for benefits purposes.
4. Courses that were banked under this program were considered as deferred compensation at the extra-service rate in effect at the time the course(s) were banked.
5. Banked leave may not be taken in conjunction with other types of leave or reduced load.
6. Other institutional service is optional on the part of the faculty member, during course banking leave of 100%.
7. While on banked leave of 40% or more, the faculty member may not receive extra-service contracts.
8. All load reductions and leaves earned through this program shall be covered by associate faculty or full-time faculty extra-service assignments and paid at the associate faculty pay rate.
9. Participation in the program does not change the maximum number of contact hours which a faculty member may carry in a given semester.
10. Faculty members choosing to discontinue participation in the course banking program will be paid in full in January of the next calendar year after submitting written notification to the Dean and Director of Human Resources and Organizational Development of the election to discontinue participation in the program.
11. In the event of termination of employment, failing to meet eligibility requirements, or becoming disabled, payment for course(s) banked will be made within ten (10) days of the effective date of the event or receipt of the employee's request by the Director of Human Resources and Organizational Development, whichever is later.
12. Upon termination of participation in the program, payment for course(s) banked will be made at the extra-service rate in effect at the time the course(s) were banked. In the case of death of the participant in the course banking program, payment will be made to the estate of the participant.
13. Any payment of deferred compensation will under no circumstances include interest.

## VIII. ASSOCIATE FACULTY: LOAD AND COMPENSATION GUIDELINES

Part-time associate faculty members are normally limited to **nine (9) contact hours** per semester. All assignments over nine contact hours are considered a temporary exception and require pre-approval from the Dean and appropriate VP/Provost. Associate faculty members assigned to teach more than the normal load on a temporary basis of one semester or less are paid at the associate faculty rate. **\*\* In order for associate faculty to maintain part-time employment status, exceptions to the nine contact hour limit may only be approved a maximum of one semester per academic year and may not be approved two consecutive terms, even if the consecutive terms cross two academic years, such as summer and fall.\*\***

### Associate faculty load exception path



## 2013 - 2014 Associate Faculty and Extra-Service Compensation Chart

(Based on weekly contact hours)

LECTURE/ LAB	UNITS	SEMESTER PAY RATE	PER HEAD RATE	LECTURE/ LAB	UNITS	SEMESTER PAY RATE	PER HEAD RATE
0/1	.8	\$598	\$60	3/0	3.0	\$2,244	\$224
0/2	1.6	\$1,196	\$120	3/1	3.8	\$2,841	\$284
0/3	2.4	\$1,794	\$179	3/2	4.6	\$3,439	\$344
				3/3	5.4	\$4,037	\$404
1/0	1.0	\$748	\$75				
1/1	1.8	\$1,346	\$135	4/0	4.0	\$2,991	\$299
1/2	2.6	\$1,943	\$194	4/1	4.8	\$2,549	\$255
1/3	3.4	\$2,542	\$254	4/2	5.6	\$4,187	\$419
				4/3	6.4	\$4,785	\$479
2/0	2.0	\$1,496	\$150				
2/1	2.8	\$2,094	\$209	<b>SUBSTITUTE PAY:</b>		<b>\$46.74</b>	<b>\$37.38</b>
2/2	3.6	\$2,692	\$269			<b>Lecture</b>	<b>Lab</b>
2/3	4.4	\$3,290	\$329			<b>contact hr</b>	<b>contact hr</b>
2/4	5.2	\$3,888	\$389				

### Associate Faculty and Extra-Service Payroll Schedule

Semester	Months and Percentages of Contract to be Paid*			
<b>Fall Semester</b>	September 25%	October 25%	November 25%	December 25%
<b>Spring Semester</b>	February 25%	March 25%	April 25%	May 25%
<b>Maymester</b>	Mid-June 100%			
<b>Summer I</b>	June 80%	July 20%		
<b>Summer II</b>	July 80%	August 20%		
<b>Summer III</b>	June 33%	July 33%	August 34%	

*\*Express courses, flex entry and special assignments may differ from the above payroll schedule.*

### 2013-2014 Associate Faculty/Extra-Service Direct Deposit Dates

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
9/30/13	2/28/14	6/13/14 (Maymester)
10/31/13	3/31/14	6/30/14
11/26/13	4/30/14	7/31/14
12/20/13	5/19/14	8/29/14

**a. Associate Faculty Maximum Load**

**Fall and Spring:**

Associate faculty are limited to 9 contact hours during each long semester.

**Maymester:**

Associate faculty are limited to 3-4 contact hours during Maymester.

**Summer I, II and III:**

Associate faculty are limited to a total of 9 total contact hours over Summer I, II and III.

Associate faculty members who are approved by the Dean and Vice President/Provost to teach more than 9 contact hours in the summer will be limited to 9 contact hours in the fall. Fall exceptions are not permitted for associate faculty who received a summer exception.

Associate faculty who have secondary staff assignments at Collin College must also adhere to the [Dual Assignment Guidelines](#) posted on the HR website.

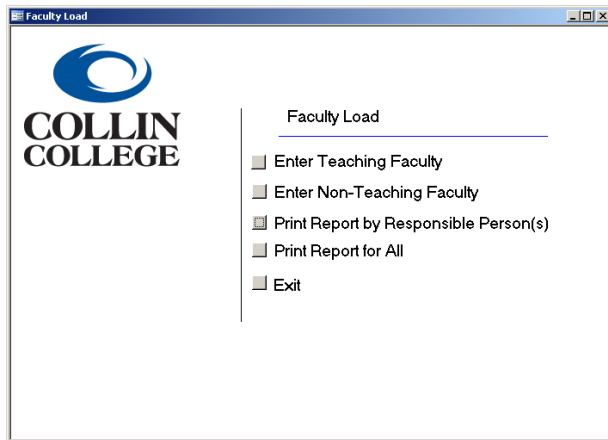
Exceptions to load guidelines for associate faculty must adhere to the [Maximum Work Hours for Part-time Employees](#).

## IX. FACULTY LOAD SYSTEM - *FLIP PROCEDURES*

Click on the FLIP desktop Icon

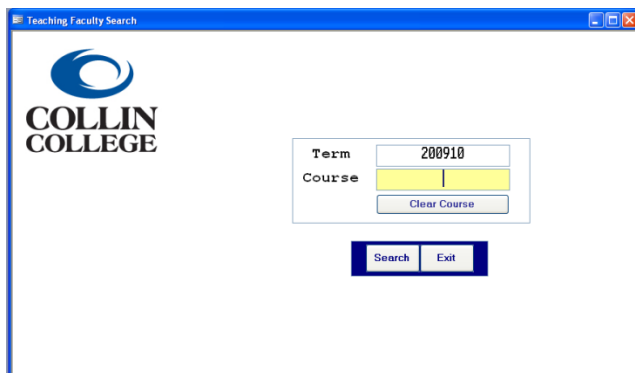


The application will load and you will see the Faculty Load menu.



### Enter Teaching Faculty

Click on **Enter Teaching Faculty** button to open the search form.



The term will default to the current term.

Enter a course without any special characters, i.e.:

HIST1301S01 or  
ENGL1300P01

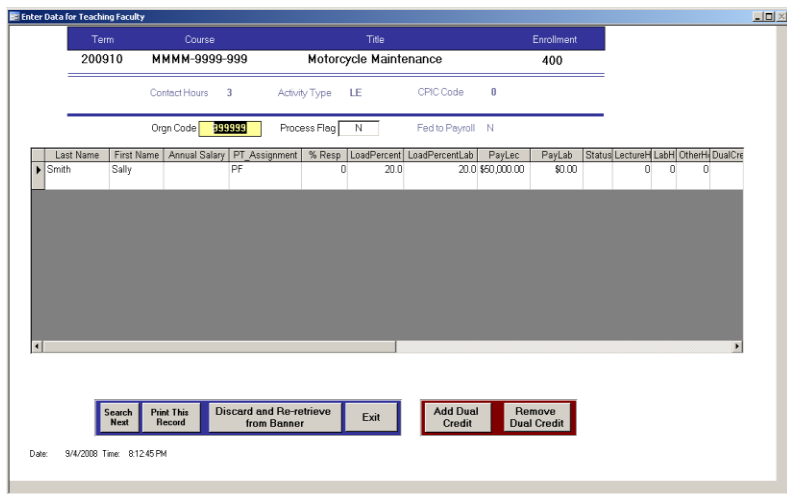
You may press the Enter key **twice** or Click on Search **twice** to begin the search.

If you are retrieving the course information for the first time you will be prompted to log in using your Banner user name and password.



If the course is found in Banner the following form opens. On this form you will enter or verify for accuracy:

- Orgn Code
- FT Assignment
- Load Percent
- Load Percent Lab
- Pay Lecture

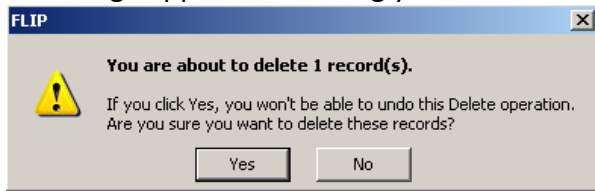


If you need to Add Dual Credit dollars click on the button.  
If you need to Remove Dual Credit dollars click on the button.

\*\*\*\*\* IF you enter your course information in FLIP and any part of the course info is changed in Banner AND you want those changes reflected in FLIP you will need to select:

## Discard and Re-Retrieve from Banner.

A message appears informing you the record will be deleted:



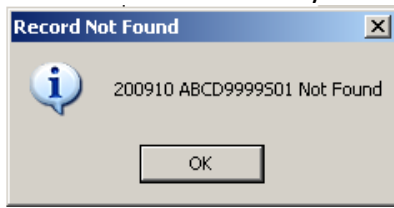
Select "Yes" to delete.

Select "No" to cancel the delete.

The search form opens if you select "Yes".

If a course has multiple instructors, you will need to Discard and Re-retrieve each instructor. The deletions begin with the first instructor and progress to subsequent instructors.

If a **course is not found** you will receive this message:



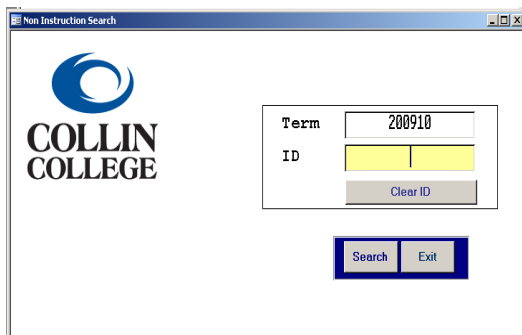
The first place to check is Banner to ensure the record does exist. If the course information is accurate on Banner, then contact the programmers.

If an instructor is not associated with this course in Banner you will receive:

Add msg

## Enter Non-Teaching Faculty

Click on **Enter Non-Teaching Faculty** button to open the search form.



The term will default to the current term.

Enter an Instructor's ID without any formatting.

If the ID is found the following form will open:

Last Name	First Name	Status	AnnualSalary	LoadPercent	AssignmentType	ActivityType	CourseTitle	Pay	Description
Smith	Sally	FT	\$55,555.00	20.0	AS	Wellness Release		\$0.00	

### Print Report by Responsible Person(s)

This report allows you to print a report based on the XXXXXX associated with the ORGN Code.

Responsible Persons  
Click on One or More

- Austin, Juhka
- Blitt, William John
- Carter, Brenda Carol
- Cook, Barbara Ann
- Cooksey, Gaye M
- Gibel, Lynda A
- Hodge, Gary B
- Marusko, Anthony E
- McWhorter-Foster, Merry Julanne
- Neal, Leo Cameron
- Parcells, Rex A

When the form opens you will see a list of people who currently have data loaded to their ORGN code. In this example if you would like to print a report for Hodge, Gary B, then highlight his name and press Preview Report.

If you would like to print a report for Hodge, Gary B and Weasenforth, Donald then highlight both names and Preview report.

The report prints in a preview mode to the screen. From there you may select:

- File
- Print

for a printed copy.  
**Print Report for All**

When this option is selected a full report will appear in Preview mode. To print a hard copy, select:

File  
Print

**X. PROCESS FOR ENTERING FLEX ENTRY CLASSES**

- Definition: Flex Entry is defined as any teaching assignment that has a census date other than the primary census date for the semester. This INCLUDES Maymester.
- 2013-2014 Census dates:

Fall – Monday, September 9, 2013  
Spring – Monday, February 3, 2014  
Maymester – Tuesday, May 20, 2014  
Summer I – Thursday, June 12, 2014  
Summer III – Wednesday, June 18, 2014  
Summer II - Thursday, July 17, 2014

**NOTE:** Non-teaching assignments DO NOT have a census date. **In the rare situation where a non-teaching assignment is not included on the primary faculty load, the non-teaching assignment should be included on the following month’s flex-entry faculty load.**

**Flex Faculty load cut-off dates:**

September Payroll.....	09/13/2013
October Payroll.....	10/15/2013
November Payroll.....	11/12/2013
December Payroll.....	12/09/2014
January Payroll.....	01/15/2014
February Payroll.....	02/14/2014
March Payroll.....	03/17/2014



April Payroll.....	04/15/2014
May Payroll.....	05/09/2014
June Payroll.....	06/13/2014
July Payroll.....	07/15/2014
August Payroll.....	08/15/2014

**XI. FACULTY LOAD CHECK LIST**

***Reminder: In finalizing the faculty load report each semester, ask the following questions to assure accuracy and compliance with Collin College faculty load policies.***

**Q. Do all full-time faculty members have 15-17 instructional units and/or 100% load?**

Full-time faculty members must always have at least 100% regular load. Their load may consist of teaching assignments, non-teaching assignments, or a combination of both. Active full-time faculty on 100% leave (sabbatical, course banking withdrawal, medical, or any other approved leave) must still be accounted for on the faculty load report by listing the applicable activity type for their 100% load and/or their percentage of approved leave time.

**Q. Are there any zero or low enrollment sections paid as a full class?**

Either cancel the class and delete the assignment, or document why an instructor will be paid with low enrollment (and document that the rate of pay is correct with approval from the appropriate dean and vice president.)

**Q. Are any "Percent of Load" showing as "0.0"?**

Most sections should have percent of loads as follows:

- 1 lecture or recitation contact hour: 6.67%
- 1 lab or clinical contact hour: 5.3%

For example, a three-lecture contact hour history course is 20% (6.67 x 3); a three-lab contact hour PHED course is 16% (5.3 x 3). Exceptions to this should be documented. Contact hours for each course should match the Coordinating Board’s approval.

	<u>Contact Hours</u>	<u>% Load</u>	<u>Instr. Units</u>
<b>Lecture:</b>	1	6.7%	1.0
	2	13.3%	2.0
	3	20.0%	3.0
	4	26.7%	4.0

<b>Lab:</b>	1	5.3%	0.8
	2	10.6%	1.6
	3	15.9%	2.4
	4	21.2%	3.2
	5	26.5%	4.0

**Q. Do the credit and contact hours for these courses match the Coordinating Board's approval?**

This information should not change from semester to semester but if changes are noticed, they should be forwarded to the appropriate vice president/provost's office for verification or correction processing.

**Q. Does the org code (cost center) for the course correspond with how the Coordinating Board has the course set up?**

If a course is not set up to the correct org code, contact the Business Office to process the correction so reports and tracking are accurate.

**Q. Does the amount of time scheduled for the class match the stated contact hours?**

If not, verify the correct class meeting times or contact hours with the Dean or Registrar and correct as necessary, OR document any exceptions (i.e. OPEN labs).

***Reminder: To calculate the proper contact hours each semester, remember that in the Fall and Spring semesters, contact hours are calculated using 50 minutes per hour. However, in Summer and Maymester, contact hours are calculated using 60 minutes per hour.***

**For example: History in Fall = 16 weeks x 3 hrs per week x 50 minutes per hour = 2400 minutes.**

**History in Summer I = 5 weeks x 8 hrs per week x 60 min per hour = 2400 minutes.**

**Q. Do the contact hours for Associate Faculty equal nine (9) or less?**

All assignments for associate faculty that exceed nine (9) contact hours units require an exception memo signed by the appropriate dean and vice president/provost. Exceptions to the 9 contact hour limit may only be approved once per academic year and may never be approved two consecutive semesters, even if the consecutive semesters are in two separate academic years (such as summer and fall).

**Q. How do I ensure that new courses and org codes are properly reflected on the faculty load?**

*Ensure org code is set up on FLIP prior to entering the course.*

**Q. Are the Assignment Types appropriate for this semester's assignment for each faculty member?**

Check codes against the most recent list of assignments and make necessary changes.

**Q. Does the Extra-Service Assignment of a full-time employee exceed the maximum extra-service amount?**

The maximum extra-service assignment – *whether a teaching and/or non-teaching assignment* – for full-time employees is the equivalent of 7 instructional units. Continuing Education courses and "per head" extra-service assignments (that total less than ten students) are not included in the maximum extra-service assignment.

## **XII. QUICK REFERENCE GLOSSARY**

**CBM-008 State Report** - The Texas Higher Education Coordinating Board CBM-008 Report is a listing of all credit courses taught at Collin College, the instructor(s) of record, their percent of load, the type of assignment, the dollar amount they received, as well as a variety of demographic characteristics. It is important to note that this report is compared to the CBM-004 report to match faculty assignments and classes. The CBM-008 report is completed at the end of each long semester (Fall and Spring) and must include all information as of census date AND any changes made after census date. Therefore, it is important to submit any course or instructor changes to Human Resources.

**Contact hour** – A contact hour is defined as the number of class hours in lecture/recitation and lab/clinical that a class is scheduled to meet weekly.

**Discipline** - A discipline is defined as a subject area such as OFAD, ACCT, FISC, ENGL, etc., rather than options within a discipline.

**Department Chair** – is generally a full-time faculty member who has administrative responsibilities for one or more disciplines within an academic division.

**Distance Learning courses** – Faculty are allowed to teach no more than 60% of their overall load in distance learning classes. Any distance learning course over the 60% max requires the approval of the appropriate dean and vice president/provost.

**Extra-service contracts** - Extra-service contracts may be developed between the dean and the teaching faculty member and/or Council on Excellence for teaching or/or various projects such as curriculum development, lab manual development, or other instructional projects, etc. The actual contract is usually printed by Human Resources as a result of the Faculty Load process each semester. Flex Entry and Special contracts are exceptions and are described below.

**Formula pay (Summer)** – pay for full-time faculty members during Summer I - III that is based on a percent of full-time salary.

**Percent of load equations** – 1 lecture/recitation contact hour equals 6.67% of load or 20% for a three-lecture/recitation contact hour course ( $6.67\% \times 3$ ), 1 lab or clinical hour equals 5.3% of load or 16% of load ( $5.3\% \times 3$ ) for a three-lab/clinical contact hour course. See instructional unit definition below.

**Instructional unit** - An instructional unit relates to the percent of load and is defined as:

- 1 lecture/recitation hour = 1.0 instructional unit
- 1 laboratory/clinical hour = 0.8 instructional unit

**Mid-Term Course Reassignment Worksheet Termination (Purple Form)** – The "purple form" is used to make faculty changes after faculty load has finalized for example: faculty member decides not continue with assignment and replacement is needed, purple form is used to make revisions to faculty load, get new faculty member on payroll and document the changes for the CBM-008 report.

**Extra-Service Agreement for Non-teaching Activities of Part-time Employees** – this form is to be used to document any non-teaching professional activities being performed by part-time employees. Clerical and support assignments should be documented through a Request for Personnel form.

**Extra-Service Agreement for Non-teaching Activities of Full-time Employees** – this form is to be used to document any non-teaching professional assignments being performed by full-time exempt employees that are in addition to the regular full-time teaching, professional or administrative assignment.

**Sabbatical Leave** – Faculty members are eligible to apply for a sabbatical upon completion of five years of continuous full-time service. These applications must be submitted by December 1, of the applicant's sixth or any subsequent year of service. Six years of continuous full-time service must be completed before a sabbatical can commence.

**Stipend** – a term used to describe any non-hourly compensation for a non-teaching extra-service assignment or supplemental payment.

**Reassignment time** – a term which describes the time a faculty member is given in lieu of teaching one or more classes without a reduction of his or her full-time salary and requires advanced approval by the dean and vice president.

**Substitute rate** – the rate for teaching faculty is the hourly equivalent of the associate faculty pay rate. (See chart.)

**Leave without Pay** – when an associate faculty member is absent, *it is critical* that the leave without pay form be submitted to Human Resources with the substitute form immediately so

that the proper payroll can be processed. This is especially true in the last few weeks of the semester.

### **XIII. FACULTY LOAD FORMS**

- [Extra-Service Agreement for Non-Teaching Activities of Full-Time Employees](#)
- [Extra-Service Agreement for Non-Teaching Activities of Part-Time Employees](#)
- [Mid-Term Course Reassignment Worksheet Termination](#) (PURPLE FORM)
- [Application for Course Banking Withdrawal Form](#)