

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 contracts 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 contracts 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@cccdd.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 2009-2010

Fall –

- Wednesday, September 9, 2009: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Thursday, September 10, 2009: Signed Faculty Load Reports due to HR by 5:00 p.m.

Wintermester –

- Monday, January 4, 2010: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Friday, January 8, 2010: Signed Faculty Load Reports due to HR by 5:00 p.m.

Spring –

- Wednesday, February 4, 2010: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Thursday, February 5, 2010: Signed Faculty Load Reports due to HR by 5:00 p.m.

Maymester –

- Thursday, May 20, 2010: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Friday, May 21, 2010: Signed Faculty Load Reports due to HR by 5:00 p.m.

Summer I & III –

- Monday, June 15, 2010: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Tuesday, June 16, 2010: Signed Faculty Load Reports due to HR by 5:00 p.m.

Summer II –

- Friday, July 16, 2010: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Monday, July 19, 2010: 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 11, 2009
October 12, 2009
November 9, 2009
December 1, 2009
January 11, 2010
February 9, 2010

March 12, 2010
April 13, 2010
May 1, 2010 (*for the May faculty payroll*)
June 14, 2010
July 13, 2010
August 13, 2010

Census Dates:

Fall – Monday, September 8, 2009
Wintermester – Tuesday, December 15, 2009
Spring – Monday, February 1, 2010
Maymester – Tuesday, May 18, 2010
Summer I – Thursday, June 10, 2010
Summer III – Wednesday, June 16, 2010
Summer II – Thursday, July 15, 2010

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, also known as the “purple form,” must always be completed and forwarded to Human Resources, CPC for processing. Please also notify the payroll staff via e-mail at payroll@ccc.edu.

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. However, in the fall and spring semesters, if the changes occur after the faculty load report has been approved and finalized, please **DO NOT MAKE CHANGES TO FACULTY LOAD** since the “purple form” will ensure correct salary calculations. If you need to make a change on the faculty load system after faculty load has been finalized, **PLEASE WAIT** until the state report (CBM-008) has been finalized. HR will notify you when the state report has been finalized.

In the summer, there is no state report, so as long as the purple form is completed and processed, changes can be made to the faculty load system.

The state report (The Texas Higher Education Coordinating Board CBM-008 Report) is a listing of all faculty members who teach classes at Collin College, their percent of load, the type of assignment, the dollar amount they received, as well as a variety of demographic characteristics. The assistant to the deans/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. 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



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, which also equates to approximately \$4,585 (\$675 per instructional units x 7). Continuing Education courses are not "counted" toward the maximum extra-service assignments.

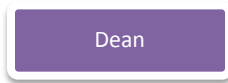
For the purposes of calculating the maximum extra-service, the number of students taught on a "per head" basis should be totaled and every ten students considered as the equivalent of a full course. If there are differences in the instructional units between the sections taught on a "per head" basis,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

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.

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 \$675 per weekly lecture/recitation and \$540 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 $\$675 \times 3 = \$2,025$. If there was one lab hour per week in addition to the lecture, the compensation for the semester would include an addition \$540, for a total of $\$2,025 + 540 = \$2,565$.

d. 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

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**. Foreign language and other faculty members, in which each class is **5 contact hours**, would continue to request an exception on load to qualify for the 14% but with the requirement for a special project to balance the workload. Responsibilities of a formula pay assignment may include teaching, academic advising, registration, curriculum development, administrative functions and special projects.

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/task force, 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/task force, 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 (\$675 lecture/ \$540 lab). *Office hours are not required of full-time faculty teaching at the associate faculty pay rate.*

Distance Learning

Faculty who teach distance learning classes as part of their summer load are allowed to teach **one** class at **7%**, with all other distance learning classes compensated at the associate faculty rate.

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

e. Maximum Load - Summer

6-8 contact hours in Summer I and 6-8 contact hours in Summer II, **or** 6-8 contact hours Summer I and 6-8 contact hours in Summer III, **or**
6-8 contact hours in Summer II and 6-8 contact hours in Summer III, **or**
12-16 contact hours in Summer III

Wintermester: 3-4 contact hours (paid at associate faculty rate)

Maymester: 3-4 contact hours (paid at associate faculty rate)

f. "Per head" Compensation

The "per head" rate of pay is equal to 1/10th 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 1/10th of \$2,025 (\$203) for each of the 4 students, for a total of \$810 instead of the full \$2,025. Likewise, for a French class (3 lecture/2 lab hours) with 4 students enrolled that would normally pay \$3,105, the faculty member would be paid \$311 per student for a total of \$1,244 for the four students.

g. Compensation for Concurrent Enrollment/Dual Credit Courses

Full-time or part-time faculty members who teach concurrent enrollment classes receive a **\$464 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 teach a dual credit and extra-service, the dual credit is considered the extra-service.

h. 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 **40%** of the regular load may be made up of Internet classes.

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

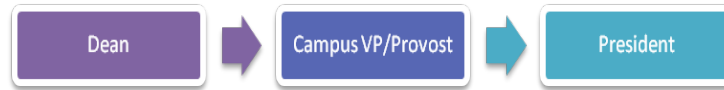
Number of Students	Compensation
1-9	\$203 per student
10-25	Equals one section
26-34	Equals one section + \$203 per student over 25
35-50	Equals two sections

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.)*

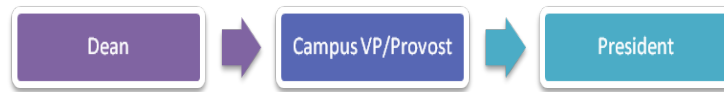
Distance Learning course exception path



i. 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 \$203 per student per semester as shown on the table below.

CWE exception path



Number of CWE Students	Compensation
1-9	\$203 per student
10	Equals one section
11-20	Equals one section + rate per student over 10
21-29	Equals two sections + rate per student over 20

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 (10 students) 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.)*

Faculty Load Assignment Types	
Codes for Full-time Faculty	Codes for Associate Faculty
RG – regular teaching	PT – regular teaching (used only for courses with the standard 16-week census date)
OV – 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)	SP – 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.
OH –extra-service assignments paid on a "per head" basis	PH – teaching assignments paid on a "per head" basis
SF – 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.	H1 – hourly assignments
BK – course banking	
BW – course banking withdrawal	
FM – summer teaching assignments at formula pay	

Assignment Codes

AC	Athletic Coach Reassignment
AP	Athletic Coach Pay
AR	Administrative Reassignment
AS	Administrative Stipend
BK	Banking a Course (teaching an overload 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

VI. DEPARTMENT CHAIR GUIDELINES

The academic chair position is 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.

- one week in August before faculty return for the fall semester,
- one week in January before the spring semester,
- one week in May before the summer semester, and
- one week during the summer semesters.

An academic chair may elect to teach in the summer, but may not teach other extra-service assignments (including “Wintermester” and “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:** \$12,255 stipend plus four (4) classroom reassignments (releases) annually. Chairs in this level have the option of “selling” and/or “buying” one course reassignment (release) at associate faculty pay annually, with approval by the Dean and Vice President/ Provost.
- Level II:** \$12,255 stipend plus three (3) classroom reassignments (releases) annually. Chairs in this level have the option of “selling” and/or “buying” one course reassignment (release) at associate faculty pay annually, with approval by the Dean and Vice President/Provost.
- Level III:** \$10,862 stipend plus one (1) classroom reassignment/release annually. Chairs in this level have the option of “selling” and/or “buying” one course reassignment (release) at associate faculty pay annually, with approval by the Dean and Vice President/Provost.

Chair I is eligible for a \$12,255 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 \$12,255 or \$1,021.25 over twelve months with four reassignments.
- b) One reassignment is sold - If one reassignment is “sold”, the value of the stipend increases by \$2,025 (the current value of one reassignment). As such, the annualized stipend would be \$14,280 (\$12,255 + \$2,025) or \$1,155.75 over twelve months with three reassignments.

- c) If one reassignment is “purchased”, the value of the stipend decreases by \$2,025 (the current value of one reassignment). As such, the annualized stipend would be \$10,230 ($\$12,255 - \$2,025$) or \$852.75 over twelve months with five reassignments.

Chair II is eligible for a \$12,255 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 \$12,255 or \$1,021.25 over twelve months with three reassignments.
- b) One reassignment is sold - If one reassignment is “sold”, the value of the stipend increases by \$2,025 (the current value of one reassignment). As such, the annualized stipend would be \$14,280 ($\$12,255 + \$2,025$) or \$1,155.75 over twelve months with two reassignments.
- c) If one reassignment is “purchased”, the value of the stipend decreases by \$2,025 (the current value of one reassignment). As such, the annualized stipend would be \$10,230 ($\$12,255 - \$2,025$) or \$852.75 over twelve months with five reassignments.

Chair III is eligible for a \$10,862 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 \$10,862 or \$905.17 over twelve months with one reassignment.
- b) One reassignment is sold - If one reassignment is “sold”, the value of the stipend increases by \$2,025 (the current value of one reassignment). As such, the annualized stipend would be \$12,887 ($\$10,862 + \$2,025$) or \$1,073.92 over twelve months with no reassignments.
- c) If one release is “purchased”, the value of the stipend decreases by \$2,025 (the current value of one release). As such, the annualized stipend would be \$8,837 ($\$10,862 - \$2,025$) or \$736.42 over twelve months with two releases.

VII. COURSE BANKING GUIDELINES

Course banking was revised for Fall 2003, changing both withdrawal amounts and timelines to be similar to the college's sabbatical plan. The plan revisions are listed below in sections a, b and c, with the balance of the guidelines in sections d, e and f.

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. Banking Limitations

A maximum of one (1) course may be banked per semester with a maximum accumulation of three (3) per academic year.

b. 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.

c. Plan Limitations

Departmental Chairs are ineligible for the program.

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

d. Summary

The purpose of the Course Banking Program is to encourage and facilitate faculty professional development/renewal by providing a mechanism in which future reduced load or professional leave can be planned for and earned in advance. Eligible full-time faculty members may defer compensation from extra-service teaching assignments taught in any semester, and in exchange for foregoing compensation, such advance service will diminish the faculty member's subsequent load in agreed-upon future long semester(s). A faculty member may "bank" sufficient course(s) to earn either a reduced load assignment at full pay in a future semester(s) or a full semester of approved course banking leave. For this program, a full load is 100% of normal teaching load and one semester of banked leave equals 100% of full-time faculty load earned through extra-service.

e. Eligibility

Eligible courses are those extra-service courses paid at the associate faculty rate. Courses paid on a "per head" basis and non-teaching extra-service assignments are not eligible for the Course Banking Program.

f. Procedures

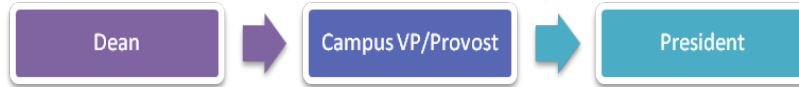
1. Records of course banking balances are maintained in the appropriate academic division offices. The division dean forwards all approved and denied requests for full and partial course banking leaves to the Human Resources Office for inclusion in the faculty member's personnel file with a copy of approved requests to the Payroll Office. **A copy of the division's tracking records related to the faculty request for banking or withdrawal must accompany the forms when submitted to Human Resources.** The Request to Bank Courses and Application for Course Banking Leave forms are available from each academic division dean's office.
2. Each semester, approved course banking and withdrawal requests are reflected on the Faculty Load Report for the appropriate term.
3. During a period of earned course banking, the participating faculty member receives full pay and benefits with no loss of longevity status for benefits purposes.
4. Courses banked under this policy are considered to be deferred compensation at the extra-service rate in effect at the time the course(s) are 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 or bank more leave.
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

Associate faculty members are normally limited to **nine** instructional units per semester. All assignments over nine instructional units require an exception memo signed by the Dean and appropriate VP/Provost. Associate faculty members assigned to teach more than the normal load on a temporary basis is paid at the associate faculty rate.

Associate faculty load exception path



I. 2009 - 2010 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	\$540	\$54	3/0	3.0	\$2,025	\$203
0/2	1.6	\$1,080	\$108	3/1	3.8	\$2,565	\$257
0/3	2.4	\$1,620	\$162	3/2	4.6	\$3,105	\$311
				3/3	5.4	\$3,645	\$365
1/0	1.0	\$675	\$67				
1/1	1.8	\$1,215	\$122	4/0	4.0	\$2,700	\$270
1/2	2.6	\$1,755	\$176	4/1	4.8	\$3,240	\$324
1/3	3.4	\$2,295	\$230	4/2	5.6	\$3,780	\$378
				4/3	6.4	\$4,320	\$432
2/0	2.0	\$1,350	\$135				
2/1	2.8	\$1,890	\$189	SUBSTITUTE PAY:		\$42.18/Lecture contact hr.	\$33.80/Lab contact hr.
2/2	3.6	\$2,430	\$243				
2/3	4.4	\$2,970	\$297				
2/4	5.2	\$3,510	\$351				

II. Associate Faculty and Extra-Service Payroll Schedule

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

III. Maximum Load Summer, Wintermester and Maymester

- 6-8 contact hours in Summer I and 6-8 contact hours in Summer II, **or**
- 6-8 contact hours Summer I and 6-8 contact hours in Summer III, **or**
- 6-8 contact hours in Summer II and 6-8 contact hours in Summer III, **or**
- 12-16 contact hours in Summer III

Wintermester: 3-4 contact hours

Maymester: 3-4 contact hours

IX. FACULTY LOAD SYSTEM - *FLIP PROCEDURES*

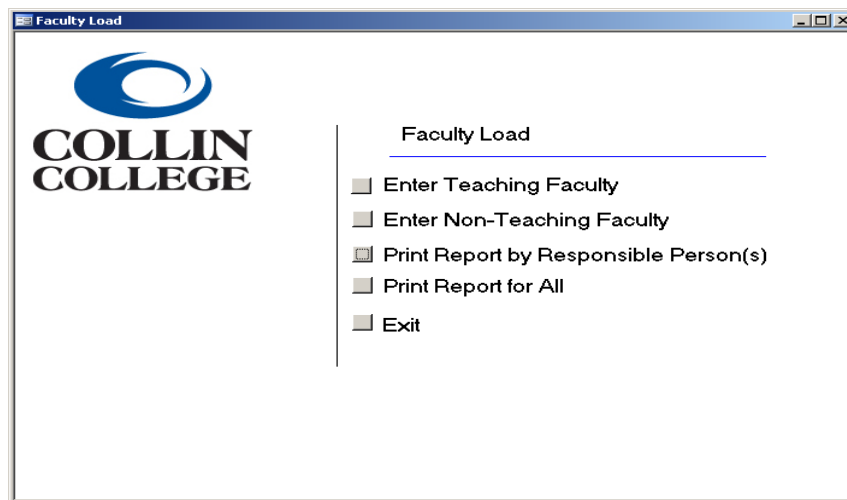
Click on the FLIP desktop Icon

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, ie:

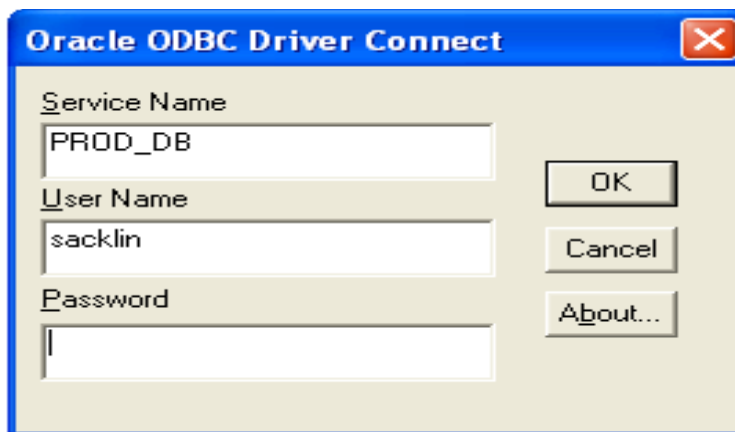
HIST1301S01 or
ENGL1300P01

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

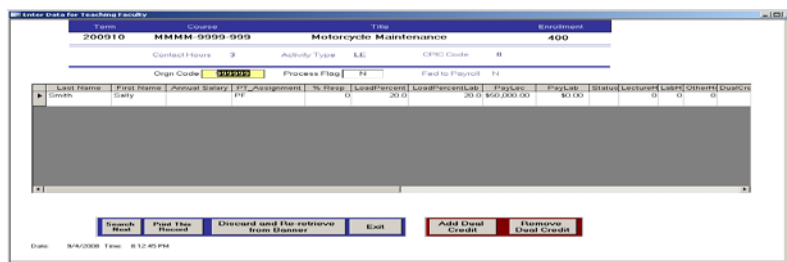


If you need to Add Dual Credit dollars click on the button.
If you need to Remove Dual Credit dollars click on the button.

***** 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:

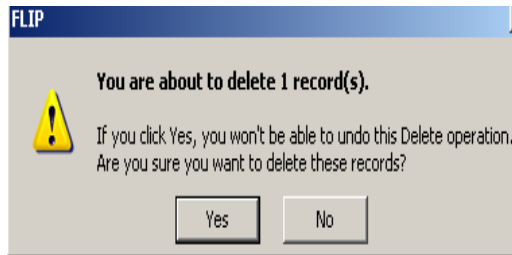


Select "Yes" to delete.
Select "No" to cancel the delete.

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:



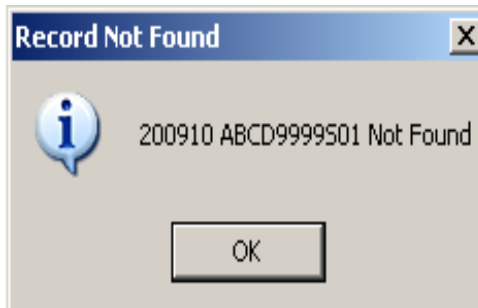
The first place to check is Banner to ensure the record does exist. If the course information is accurate on Banner, then contact the programmers.

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:

Print Report by Responsible Person(s)

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

Term	Instructor ID	Instructor Name
200910	99999999	Smith, Sally

Cost Center	999999	Process Flag	N	Fed to Payroll	N
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Last Name	First Name	Status	Annual Salary	Load Percent	Assignment Type	Activity Type	Course Title	Pay	Description
Smith	Sally	FT	\$55,555.00	20.0		AS	Wellness Release	\$0.00	

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 Austin, Juanita 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 Wintermester and Maymester.
- 2009-2010 Census dates:

Fall – Monday, September 8, 2009
Wintermester – Tuesday, December 15, 2009
Spring – Monday, February 1, 2010
Maymester – Tuesday, May 18, 2010
Summer I – Thursday, June 10, 2010
Summer III – Wednesday, June 16, 2010
Summer II – Thursday, July 15, 2010

NOTE: Non-teaching assignments DO NOT have a census date. **Note: In the rare situation where a non-teaching assignment is not included on the primary faculty load, a paper contract should be prepared and processed.**

Flex Faculty load cut-off dates:

September Payroll.....	09/11/2009
October Payroll.....	10/12/2009
November Payroll.....	11/9/2009
December Payroll.....	12/01/2009
January Payroll.....	01/11/2010
February Payroll.....	02/9/2010
March Payroll.....	03/12/2010
April Payroll.....	04/13/2010
May Payroll.....	05/01/2010
June Payroll.....	06/14/2010
July Payroll.....	07/13/2010
August Payroll.....	08/13/2010

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

Either cancel the class and delete the assignment, 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>
Lecture:	1	6.7%	1.0
	2	13.3%	2.0
	3	20.0%	3.0
	4	26.7%	4.0
Lab:	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 VP/Provost's office for verification or correction processing.

Q. Does the 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 cost center, contact the Business Office to process the correction so reports and tracking is 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, Wintermester 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 Instructional Units for Associate Faculty equal nine (9) or less?

All assignments for associate faculty that exceed nine (9) instructional units require an exception memo signed by the Dean and the VP/Provost.

Q. How do I ensure that new courses and cost centers are properly reflected on the faculty load?

Ensure cost center 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 overload amount?

The maximum overload or extra-service assignment – *whether a teaching and/or non-teaching assignment* – for full-time employees is the equivalent of 7 instructional units, which is \$4,725 (\$675 x 7). Continuing Education courses and "per head" overloads (that total less than ten students) are not included in the maximum overload.

XII. QUICK REFERENCE GLOSSARY

CBM-008 State Report - The Texas Higher Education Coordinating Board CBM-008 Report is a listing of all faculty who teach classes at Collin College, 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. Where changes are made after the semester begins, manual corrections have to be submitted to the Coordinating Board with explanation of the changes.

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 40% of their overall load in distance learning classes. Any distance learning course over the 40% max requires the approval of the Dean and VP/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

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 and to get new faculty member on payroll.

Request to Bank Courses Form - used as a request to defer compensation from extra-service teaching assignments taught in any semester. It is understood that in exchange for foregoing compensation, the faculty member's teaching load will be reduced in agreed-upon future long semester(s) without a reduction in pay. Make sure to zero out the dollar amount on faculty load so the faculty member will not be paid for the class until they are ready to withdraw the class.

Withdrawal of Banked Courses Form – used as a request for approval to work a reduced teaching load (or to take a full semester off) as it relates to extra-service or overload courses that had been "banked" without compensation in a previous semester(s).

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

Agreement for Flex-Entry Courses and Special Teaching Assignments of Full-time Employees – is to be used for teaching assignments of full-time faculty which are not paid from the faculty load report, such as CWE (cooperative work experience) assignments.

Agreement for Flex-Entry Courses and Special Teaching Assignments of Part-time Employees – is to be used for teaching assignments of associate faculty which are not paid from the faculty load report.

Reassignment (release) time – is 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.

Account Numbers/Object Codes for Faculty and Related Assignments –

- 611110** Faculty Salaries – Full-time: Full-time faculty teaching during the fall or spring semesters.
- 611115** Faculty Salaries – Substitute (Full-time and Part-time): Faculty, paid on an hourly basis, who substitute for another faculty member.
- 611120** Faculty- Part-time and Full-time Overload: Part-time faculty teaching day, evening, or weekend courses and
- 611125** Faculty - Full-time Chair Reassignment (release): Department chair Reassignment (release), shown as part of
- 611130** Faculty - Full-time Non-teaching Extra-service: Full-time faculty engaged in course/material development or
- 611135** Faculty - Administrative Reassignment (release): Administrative Reassignment (release) time for full-time faculty
- 611140** Faculty - Part-time Non-teaching: Part-time faculty paid by special contract for material/program development
- 611145** Coaching - Extra-Pay: Coaching related to athletics paid on an extra-service contract.
- 611148** Coaching – Assistance: Full or part-time position assisting in athletic coaching.
- 611150** Faculty – Full-time Maymester/Summer: Full-time faculty teaching during Maymester and summer semesters.
- 611155** Faculty – Full-time Non-teaching Summer: Full-time faculty engaged in course/material development or other
- 611160** Faculty – Part-time Maymester/Summer: Part-time faculty teaching a credit course during a summer session.
- 611478** Advisors – Full-time: Full-time student advisors.
- 611480** Advisors – Part-time: Part-time student advisors.
- 611482** Interpreter – Full-time: Full-time position providing interpreter services to disabled students.
- 611483** Interpreter – Part-time: Part-time position providing interpreter services to disabled students.

XIII. FACULTY LOAD FORMS

- Agreement for Flex Entry Courses and Special Teaching Assignments, Full-time Employees
- Agreement for Flex Entry Courses and Special Teaching Assignments, Part-time Employees
- Request to Bank Course(s)
- Application for Course Banking Withdrawal (reduced load)
- 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)