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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@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 –2011 - 2012

Fall –
- Friday, September 9, 2011: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Monday, September 12, 2011: Signed Faculty Load Reports due to HR by 5:00 p.m.

Spring –
- Wednesday, February 1, 2012: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Thursday, February 2, 2012: Signed Faculty Load Reports due to HR by 5:00 p.m.

Maymester –
- Wednesday, May 16, 2012: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Thursday, May 17, 2012: Signed Faculty Load Reports due to HR by 5:00 p.m.

Summer I & III –
- Monday, June 11, 2012: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Tuesday, June 12, 2012: Signed Faculty Load Reports due to HR by 5:00 p.m.

Summer II –
- Friday, July 13, 2012: Faculty Load payroll cut-off and Faculty Load data entry deadline is 11:00 p.m.
- Monday, July 16, 2012: 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 14, 2011
- October 14, 2011
- November 11, 2011
- November 30, 2011 (December Faculty Payroll)
- December 8, 2011
- January 13, 2012
- February 14, 2012
- March 14, 2012
- April 13, 2012
- April 30, 2012 (for the May faculty payroll)
- May 16, 2012
- June 14, 2012
- July 13, 2012
- August 13, 2012

Census Dates:
Fall – Tuesday, September 7, 2011
Spring – Monday, January 30, 2012
Maymester – Tuesday, May 15, 2012

Summer I – Thursday, June 7, 2012
Summer III – Wednesday, June 13, 2012
Summer II – Thursday, July 12, 2012
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.

After the faculty load is due to Human Resources, you may make changes on 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 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**

Dean → Campus VP/Provost

**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 are on FOSA for disciplinary action or faculty on Work Improvement Plan (WIP) will not be allowed to teach.

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 $4,865 ($695 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**

   ![Dean Button]

   **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 $695 per weekly lecture/recitation and $556 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 $695 x 3 = $2,086. If there was one lab hour per week in addition to the lecture, the compensation for the semester would include an addition $556, for a total of $2,086 + $556 = $2,642.

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 for the entire academic year preceding the summer session AND in full-time contract status (or full-time staff employment status) for the academic year following the summer. Staff and part-time faculty 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 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:** 6-8 contact hours in Summer I and 6-8 contact hours in Summer II, or
Option B: 6-8 contact hours Summer I and 6-8 contact hours in Summer III, or

Option C: 6-8 contact hours in Summer II and 6-8 contact hours in Summer III, or

Option D: 12-16 contact hours in Summer III

- Maximum load options for foreign Language and other faculty teaching five contact hour courses per summer term

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.

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.

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.

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 ($695 lecture/ $556 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 1/10th 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 $2,086 ($209) for each of the 4 students, for a total of $836 instead of the full $2,086. Likewise, for a French class (3 lecture/2 lab hours) with 4 students enrolled that would normally pay $3,199, the faculty member would be paid $320 per student for a total of $1,280 for the four students.

i. Compensation for Concurrent Enrollment/Dual Credit Courses

Full-time or part-time faculty members who teach concurrent enrollment classes receive a $478 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:

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9</td>
<td>$209 per student</td>
</tr>
<tr>
<td>10-25</td>
<td>Equals one section</td>
</tr>
<tr>
<td>26-34</td>
<td>Equals one section + $209 per student over 25</td>
</tr>
<tr>
<td>35-50</td>
<td>Equals two sections</td>
</tr>
</tbody>
</table>

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 ongoing enrollment period. As each new section is added during the semester, the faculty member is compensated on a "per head" basis at $209 per student per semester as shown on the table below.

**CWE exception path**

<table>
<thead>
<tr>
<th>Number of CWE Students</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9</td>
<td>$209 per student</td>
</tr>
<tr>
<td>10</td>
<td>Equals one section</td>
</tr>
<tr>
<td>11-20</td>
<td>Equals one section + rate per student over 10</td>
</tr>
<tr>
<td>21-29</td>
<td>Equals two sections + rate per student over 20</td>
</tr>
</tbody>
</table>

**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.)*

**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 “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: $12,623 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:

- Business (District)
- DE – Math (SCC)
- English (SCC)
- History (SCC)
- Government (SCC)

Level II: $12,623 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.

- AGDT/PHOT (District)
- Arts (District)
- Biology (SCC)
- BITC-ENVR-GEOL (SCC)
- Chemistry/Physics (SCC)
- Communication and Humanities (CPC)
- Communication and Humanities (PRC)
- COSC/ITSE (District)
- HPED (District)
- Humanities/Philosophy (SCC)
- Math (SCC)
- Math and Natural Sciences (CPC)
- Math and Natural Sciences (PRC)
- Music (District)
- OST/MED+CIS/EBM (District)
- DE-Reading/Study Skills (District)
- Sociology/Psychology (SCC)
- Social Science/Behavioral Science (CPC)
- Social Science/Behavioral Science (PRC)
- Writing/ESL (District)

Level III: $11,188 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.

- ASL/IPPD (District)
- Dance (District)
- DE-Math (CPC, PRC, RW)*
- Drama (District)
- Foreign Language (District)
- Hospitality/Culinary Arts (District)
- Management/Marketing (District)
- Real Estate (District)
- Speech (SCC)
- TECA/CDEC/EDU (District)

*Currently all Math-DE is combined as a Level I Chair

**Chair I** is eligible for a $12,623 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 $12,623 or $1,051.92 over twelve months with four reassignments.

b) One reassignment is sold - If one reassignment is “sold”, the value of the stipend increases by $2,085 (the current value of one reassignment). As such, the annualized stipend would be $14,708 ($12,623 + $2,085) or $1,225.66 over twelve months with three reassignments.

c) If one reassignment is “purchased”, the value of the stipend decreases by $2,085 (the current value of one reassignment). As such, the annualized stipend would be $10,538 ($12,623 - $2,085) or $878.17 over twelve months with five reassignments.

**Chair II** is eligible for a $12,623 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 $12,623 or $1,051.92 over twelve months with three reassignments.

b) If one reassignment is “sold”, the value of the stipend increases by $2,085 (the current value of one reassignment). As such, the annualized stipend would be $14,708 ($12,623 + $2,085) or $1,225.67 over twelve months with two reassignments.

c) If one reassignment is “purchased”, the value of the stipend decreases by $2,085 (the current value of one reassignment). As such, the annualized stipend would be $10,538 ($12,623 - $2,085) or $878.17 over twelve months with four reassignments.
Chair III is eligible for an $11,188 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 $11,188 or $932.33 over twelve months with one reassignment.

b) If one reassignment is “sold”, the value of the stipend increases by $2,085 (the current value of one reassignment). As such, the annualized stipend would be $13,273 ($11,188 + $2,085) or $1,106.08 over twelve months with no reassignments.

c) If one release is “purchased”, the value of the stipend decreases by $2,085 (the current value of one release). As such, the annualized stipend would be $9,103 ($11,188 - $2,085) or $758.58 over twelve months with two releases.
### Faculty Load Assignment Types

<table>
<thead>
<tr>
<th>Codes for Full-time Faculty</th>
<th>Codes for Associate Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>RG – regular teaching</td>
<td>PT – regular teaching (used only for courses with the standard 16-week census date)</td>
</tr>
<tr>
<td>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)</td>
<td>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.</td>
</tr>
<tr>
<td>OH – extra-service assignments paid on a &quot;per head&quot; basis</td>
<td>PH – teaching assignments paid on a &quot;per head&quot; basis</td>
</tr>
<tr>
<td>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.</td>
<td>H1 – hourly assignments</td>
</tr>
<tr>
<td>BK – course banking</td>
<td></td>
</tr>
<tr>
<td>BW – course banking withdrawal</td>
<td></td>
</tr>
<tr>
<td>FM – summer teaching assignments at formula pay</td>
<td></td>
</tr>
</tbody>
</table>

### Assignment Codes

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

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. 2011 - 2012 Associate Faculty and Extra-Service Compensation Chart

(Based on weekly contact hours)

<table>
<thead>
<tr>
<th>LECTURE/LAB UNITS</th>
<th>SEMESTER PAY RATE</th>
<th>PER HEAD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0/1 .8</td>
<td>$556</td>
<td>$56</td>
</tr>
<tr>
<td>0/2 1.6</td>
<td>$1,112</td>
<td>$111</td>
</tr>
<tr>
<td>0/3 2.4</td>
<td>$1,668</td>
<td>$167</td>
</tr>
<tr>
<td>1/0 1.0</td>
<td>$695</td>
<td>$70</td>
</tr>
<tr>
<td>1/1 1.8</td>
<td>$1,251</td>
<td>$125</td>
</tr>
<tr>
<td>1/2 2.6</td>
<td>$1,807</td>
<td>$181</td>
</tr>
<tr>
<td>1/3 3.4</td>
<td>$2,363</td>
<td>$236</td>
</tr>
<tr>
<td>2/0 2.0</td>
<td>$1,390</td>
<td>$139</td>
</tr>
<tr>
<td>2/1 2.8</td>
<td>$1,946</td>
<td>$195</td>
</tr>
<tr>
<td>2/2 3.6</td>
<td>$2,502</td>
<td>$250</td>
</tr>
<tr>
<td>2/3 4.4</td>
<td>$3,058</td>
<td>$306</td>
</tr>
<tr>
<td>2/4 5.2</td>
<td>$3,614</td>
<td>$361</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LECTURE/LAB UNITS</th>
<th>SEMESTER PAY RATE</th>
<th>PER HEAD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/0 3.0</td>
<td>$2,085</td>
<td>$209</td>
</tr>
<tr>
<td>3/1 3.8</td>
<td>$2,641</td>
<td>$264</td>
</tr>
<tr>
<td>3/2 4.6</td>
<td>$3,197</td>
<td>$320</td>
</tr>
<tr>
<td>3/3 5.4</td>
<td>$3,753</td>
<td>$375</td>
</tr>
<tr>
<td>4/0 4.0</td>
<td>$2,780</td>
<td>$278</td>
</tr>
<tr>
<td>4/1 4.8</td>
<td>$3,336</td>
<td>$334</td>
</tr>
<tr>
<td>4/2 5.6</td>
<td>$3,892</td>
<td>$389</td>
</tr>
<tr>
<td>4/3 6.4</td>
<td>$4,448</td>
<td>$445</td>
</tr>
</tbody>
</table>

SUBSTITUTE PAY: $43.44 Lecture contact hr $34.75 Lab contact hr

II. Associate Faculty and Extra-Service Payroll Schedule

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

III. Maximum Load Summer 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

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, 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:

[Image of message box with Yes and No buttons]

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:

[Image of message box showing a record not found 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.

[Image of 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:

![Form Image]

**Print Report by Responsible Person(s)**

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

![Print Report Image]

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 Maymester.

- 2011-2012 Census dates:

  Fall – Tuesday, September 7, 2011  
  Spring – Monday, January 30, 2012  
  Maymester – Tuesday, May 15, 2012  
  Summer I – Thursday, June 7, 2012  
  Summer III – Wednesday, June 13, 2012  
  Summer II – Thursday, July 12, 2012

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.......................................................... 09/14/2011
October Payroll............................................................. 10/14/2011
November Payroll......................................................... 11/11/2011
December Payroll.......................................................... 11/30/2011
January Payroll............................................................ 01/13/2012
February Payroll........................................................... 02/14/2012
March Payroll............................................................... 03/14/2012
April Payroll................................................................. 04/13/2012
May Payroll................................................................. 04/30/2012
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.

<table>
<thead>
<tr>
<th>Contact Hours</th>
<th>% Load</th>
<th>Instr. Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lecture:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>6.7%</td>
<td>1.0</td>
</tr>
<tr>
<td>2</td>
<td>13.3%</td>
<td>2.0</td>
</tr>
<tr>
<td>3</td>
<td>20.0%</td>
<td>3.0</td>
</tr>
<tr>
<td>4</td>
<td>26.7%</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Lab:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>5.3%</td>
<td>0.8</td>
</tr>
<tr>
<td>2</td>
<td>10.6%</td>
<td>1.6</td>
</tr>
<tr>
<td>3</td>
<td>15.9%</td>
<td>2.4</td>
</tr>
<tr>
<td>4</td>
<td>21.2%</td>
<td>3.2</td>
</tr>
<tr>
<td>5</td>
<td>26.5%</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**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 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 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 appropriate dean and vice president/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 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, which is $4,865 ($695 x 7). 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 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 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/for 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% x 3), 1 lab or clinical hour equals 5.3% of load or 16% of load (5.3% x 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.

**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.

**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 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.)

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**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: Part-time faculty teaching day, evening, or weekend courses and

611125  Faculty - Full-time Chair Reassignment: 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: 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
- 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