



Human Resources

**FACULTY LOAD
COMPENSATION GUIDELINES**

2024-2025

Faculty Load Compensation Guidelines

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PURPOSE OF FACULTY LOAD

Faculty Load and Compensation (FLAC) is a tool used to pay faculty and instructional staff accurately and report data to the Texas Higher Education Coordinating Board. In addition, it is used to monitor and ensure Collin College (the “District”) policies on pay and contact hour requirements are accurately implemented.

The faculty load report tracks teaching (credit courses) and non-teaching assignments of full-time, adjunct faculty, and continuing education instructors throughout the District.

State Reporting

The state report (The Texas Higher Education Coordinating Board CBM-008 Report) is a listing of all credit courses taught at Collin College, the instructor(s) of record, the type of assignment, the dollar amount they received, as well as a variety of demographic characteristics. The assistants to the deans and administrative assistants play important roles in ensuring the accuracy of the CBM-008 report.

FACULTY PAY DATES

Payment Start and End Dates

Course Type	Reference Date	Condition	Day	Calculated Date
Instructional	Academic Period Start Date	Less than or Equal	15th	First Day of Academic Period Start Month
		Greater than	15th	First Day of Next Month
Non-Instructional	Academic Period End Date		Any	Last Day of Academic Period End Month
	Payment Start Date			First Day of Payment Start Month
	Payment End Date			Last Day of Payment End Month

Courses with a start date beginning after the 15th of the month will not be paid until the following month. Payroll direct deposit dates are generally the day before the last workday of each month. Visit the [Administrative Services Payroll](#) page inside CougarWeb for a listing of specific direct deposit dates for the current academic year.

FULL-TIME FACULTY CONTRACT TYPES

Academic/Workforce (170 Workdays) 9-Month Contracts

Reporting Structure	Reports to Associate Dean or Director.	
Hiring	National search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee.	
Faculty Credentials Inventory	Required	
Work Days	170 Contracted Work Days (August-May)	
Base Load	15-18 load value each regular 16-week semester	
Extra Service Assignments/Overloads	See the Overload, Extra Service, and Summer Assignments section for details and maximum overload assignments.	
Private Office Assigned	May be semi private depending on space.	
Eligible for Dual Credit Stipend	Yes, eligible for base levels depending on assignment.	
Work Location	District with an assigned primary campus	
Office Hours	Fall and Spring Semesters: Six hours per week required for academic advising and student consultation. Wintermester, Maymester, and Summer Office Hours: One hour per week for each course section taught.	
Professional Development	Expected to remain current and competent in their discipline. Professional development is a component of the multi-year evaluation process.	
Council on Excellence (CoE) Funds for Professional Development	Yes, may apply for CoE travel funds.	
College Service	Required	
New Faculty Orientation New Faculty Academy	Required	
Faculty Council Representation	Yes	
Annual Appraisal	Yes, to include student evaluations and classroom visits, 30, 60, and 90-day review period for external hires, goal setting, etc.	
Peer Review	Yes, through the multi-year evaluation process conducted by CoE with consideration for the remote nature of the work and unique opportunities for service.	
Multi-year Contract	Yes, eligible for multi-year contract after first three (3) one-year contracts.	
Leave	Personal Days	3 Days
	Sick Leave	12 Days (Accrued at 8 hours per month)
	Paid Holidays	No
	Vacation	No
Technology Requirements	An internet connection of at least 50 Mbps is required for the faculty's working location. Collin will provide faculty with a computer with appropriate software, webcam, and speakers needed for online instruction.	
Working Environment	Faculty are expected to maintain a noise-free, professional environment to limit distractions and disruptions, consistent with a professional office environment. Approved virtual backgrounds may be used to help establish a professional image.	
Additional Functions	None	

Academic iCollin Professor (170 Workdays) 9-Month Contracts

Reporting Structure	Reports to Associate Dean or Director.	
Hiring	Internal search for Collin faculty meeting established qualifications for transfer to iCollin. External searches include national search process with full search committee, review of transcripts, interviews, demonstration of content created for online courses, etc. as established by the search committee. Candidate must meet established expectations for iCollin faculty.	
Faculty Credentials Inventory	Required	
Work Days	170 Contracted Work Days (August-May)	
Base Load	15-18 load value each regular 16-week semester	
Extra Service Assignments/Overloads	See the Overload, Extra Service, and Summer Assignments section for details and maximum overload assignments.	
Eligible for Dual Credit Stipend	Yes, eligible for base levels depending on assignment.	
Private Office Assigned	Faculty may work exclusively from a home office or remote location. iCollin faculty planning to be on campus should contact their associate dean/director about common/shared office spaces at specific campuses.	
Office Hours	Six (6) hours of virtual office hours per week required (fall and spring semesters) for academic advising and student consultation. Wintermester, Maymester, and Summer office hours: One hour per week per course section taught.	
Professional Development	Expected to remain current and competent in their discipline. Professional development is a component of the multi-year evaluation process.	
Council on Excellence (CoE) Funds for Professional Development	Yes, may apply for CoE travel funds.	
College Service	Required, but can be done via virtual attendance at meetings and may be defined to include student recruitment opportunities and other activities that may be done remotely.	
New Faculty Orientation New Faculty Academy	Faculty are expected to attend the fall All College Day, Discipline and Division meetings in-person. Faculty are required to attend other meetings in-person as determined by associate dean/director, dean, or campus provost during long semesters. Travel expenses will be reimbursable up to a pre-determined cap based on institutional policy on such travel.	
Faculty Council Representation	Yes, details to be determined.	
Annual Appraisal	Yes, to include student evaluations and online course visits, 30, 60, 90-day review period for external hires, goal setting, etc.	
Peer Review	Yes, through the multi-year evaluation process conducted by CoE with consideration for the remote nature of the work and unique opportunities for service.	
Multi-year Contract	Yes, eligible for multi-year contract after first three (3) one-year contracts.	
Leave	Personal Days	3 Days
	Sick Leave	12 Days (Accrued at 8 hours per month)
	Paid Holidays	No
	Vacation	No
Technology Requirements	An internet connection of at least 50 Mbps is required for the faculty's working location. Collin will provide faculty with a computer with appropriate software, webcam, and speakers needed for online instruction.	
Working Environment	Faculty are expected to maintain a noise-free, professional environment to limit distractions and disruptions, consistent with a professional office environment. Approved virtual backgrounds may be used to help establish a professional image.	

Academic/Workforce (260 Workdays) 12-Month Contracts

Reporting Structure	Reports to Associate Dean or Director.	
Hiring	National search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee.	
Faculty Credentials Inventory	Required	
Work Days	260 Contracted Work Days (August-August)	
Base Load	15-18 load value each regular 16-week semester; 8-10 load value over the summer. NOTE: Load value guidelines for full-time technical professors on 260-day contracts are instead based upon a 40-hour work week to include a combination of teaching and non-teaching assignments.	
Extra Service Assignments/Overloads	May teach one (1) course as an overload in the fall, spring, and summer semesters. Additional overloads must receive division and provost approval and result from a unique division need.	
Private Office Assigned	Yes. May be semi-private depending on space.	
Eligible for Dual Credit Stipend	Yes, eligible for all levels depending on assignment.	
Office Hours	Six (6) hours per week required in fall and spring semesters for academic advising and student consultation. Wintermester, Maymester, and Summer Office Hours: one hour per week for each course section taught. Academic advising and student consultation expected year-round, may include additional time spent in labs assisting students.	
Professional Development	Expected to stay current in their field and maintain appropriate industry/discipline certifications as needed.	
Council on Excellence (CoE) Funds for Professional Development	Yes, may apply for CoE travel funds and may also be eligible for college funds to support industry licensure and certification.	
College Service	Required	
New Faculty Orientation New Faculty Academy	Required	
Faculty Council Representation	Yes	
Annual Appraisal	Yes, to include student evaluations and classroom visits, 30, 60, 90-day review period for external hires, goal setting, etc.	
Peer Review	Yes	
Multi-year Contract	Yes, eligible for multi-year contract after first three (3) one-year contracts.	
Leave	Personal Days	3 Days
	Sick Leave	12 Days (Accrued at 8 hours per month)
	Paid Holidays	21 Paid Holidays
	Vacation	12-21 days based on years of service

Temporary Full-time Faculty Assignments

Reporting Structure	Reports to Associate Dean or Director.	
Hiring	National search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee.	
Hiring Salary Calculation	Education level used to calculate pay (Masters, Masters + 24, Masters + 48, Doctorate) - additional compensation up to a max of 5 years for work experience.	
Faculty Credentials Inventory	Required	
Work Days	170 contracted work days (August-May) for benefits	
Base Load	15-18 load value each regular 16-week semester.	
Extra Service Assignments/Overloads	May be assigned extra service teaching assignments depending on departmental need. Summer assignments will be paid at the adjunct faculty rate.	
Eligible for Dual Credit Stipend	Yes, eligible for all levels depending on credentials and need.	
Private Office Assigned	Assignment to a private office will be dependent on availability. May be assigned shared office space or provided with access to private shared office space.	
Office Hours	Six hours per week are required (fall and spring semesters) for academic advising and student consultation. May be in shared/collaborative office space.	
Professional Development	Expected to remain current and competent in their discipline. Encouraged to take advantage of in-house professional development opportunities to include Faculty Development Day, access to ELCs, etc. (Temp FT workforce faculty should consult the associate dean/director for discipline-specific expectations.)	
Council on Excellence (CoE) Funds for Professional Development	No, not eligible for CoE travel funds.	
College Service	Encouraged to volunteer and participate in college service with the exception of committees requiring appointment or election. College service is not required. (Temp FT faculty will not conduct class visits to evaluate adjunct faculty.)	
New Faculty Orientation New Faculty Academy	Invited to attend; not a requirement.	
Annual Appraisal	Yes, to include student evaluations and classroom visits, 30, 60, 90-day review period for external hires, and no goal setting. Yes, modified the process to include classroom visits and conferences with the Associate Dean/Director in the first 90 days. No goal setting. Student evaluations reviewed.	
Peer Review	No, this is a one-year contract and is not intended to be renewed.	
Multi-year Contract	No, a Temporary FT contract year will not be counted as a contract year if the individual is subsequently hired as a Full-time Professor.	
Leave	Personal Days	3 Days
	Sick Leave	12 Days (Accrued at 8 hours per month)
	Paid Holidays	No
	Vacation	No

NOTE: If a Temporary FT faculty participates in the faculty search process and is hired as a Full-time Professor subsequent to their Temporary FT contract, they will:

- have their salary recalculated to include education level as well as years of experience. The temporary full-time year will count as one year of service for base pay; however, they will not be eligible for the GPI increase until they complete a year of regular (non-temporary) service.
- Eligible for matching 3% savings program benefit.
- Contract status will be the first one-year contract.
- Participate in the New Faculty Orientation and New Faculty Academy.
- Have a 90-day probationary period during which they will have a class visit and meeting with the associate dean/director to set goals.

EMBEDDED FACULTY MEMBERS

Embedded faculty members are employees (typically teachers) of an independent school district (ISD) hired by Collin College as adjunct faculty to teach college courses during school hours.

Embedded faculty members must meet the credentialing standards as established in the Faculty Credentialing Manual. All faculty members must be credentialed with official transcripts submitted.

Embedded faculty members receive payment from the District or from the high school depending on when their class is held. If the class is taught during the normal high school workday, the District will pay the high school. If the class is taught outside of the normal high school workday, the District will directly pay the faculty member. This payment includes the stipend for dual credit courses.

Embedded faculty members will work with their Collin College supervisor, the dual credit department, and their high school regarding class schedules.

An embedded faculty member may be assigned a class outside the dual credit classification. A dual credit stipend will not be applied in this instance.

In Workday, embedded faculty members are coded as follows:

- Embedded Faculty – Paid by the ISD for teaching Collin College classes during normal school hours.
- Partially Embedded Faculty – Paid by the ISD for classes taught during normal school hours, AND paid through Collin College payroll for teaching classes outside of their normal high school workday.

Leave for embedded faculty members is paid by the ISD if the absences occur during their embedded course assignments. Collin secures and pays for the embedded substitute that has been credentialed by the college.

The division should contact the P-12 Partnerships Office for further instruction.

For more information about embedded faculty members, please contact Raul Martinez, Associate Vice President of P12 Partnerships, (972) 985-3725 or via email at rjmartinez@collin.edu.

FULL-TIME FACULTY LOAD VALUE

Load Value Guidelines and Load Analysis Tables

Full-time faculty members are contractually required to maintain a minimum load value of 15-18 weekly instructional units during each regular 16-week semester as part of their regular or base load. The load values for all courses, no matter the academic period in which they are built, are calculated based on a 16-week academic period. The load value for each assigned course section is added together to determine a total base load value that ranges from 15-18 weekly instructional units. For example, courses such as HIST 1301 carry a load value of three (3), or three (3) weekly instructional units per course. Therefore, five (5) sections of HIST 1301 would constitute a full load with a total load value of fifteen (15). However, the load value for some individual courses is greater than three (3), while others have a load value less than three (3). Due to this variability, the minimum or base load value for a full-time faculty member may in fact be more than fifteen (15). Load values over eighteen (18) will be paid at the full-time faculty overload rate. Associate deans and directors are expected to make load assignments that ensure a full-time faculty's minimum or base load value is within the range of 15-18 weekly instructional units. The chart below illustrates the variability in load value per course and the impact on regular or base load value requirements for full-time faculty.

NOTE: Load value requirements for full-time professors on 260-day contracts are instead based upon a 40-hour work week to include a combination of teaching and non-teaching assignments.

Load Analysis – Examples Only						
15-18 Load Value						
Example	Credit Hours	Total Contact Hours per Term	Course Load Value	Load Value Assigned to Lecture/Lab	Sections for Load	Base Load Value
ACCT 2301	3	64	4	3/1	4	16
ARTC 1305	3	96	6	2/4	3	18
ARTS (Studio)	3	96	6	2/4	3	18
AUMT 1310	3	96	6	2/4	3	18
CHEF 1305	3	48	3	3/0	5	15
CHEF 1314	3	80	5	2/3	3	15
COSC 1315	3	64	4	2/2	4	16
COSC 1437	4	64	4	4/0	4	16
CPMT 1305	3	80	5	2/3	3	15
DRAM 1351	3	80	5	2/3	3	15
ENGL 1301	3	48	3	3/0	5	15
ESLC 0305	3	64	4	2/2	4	16
GEOL 1403 (Lecture)	3	48	3	3/0	5	15
GEOL 1403 (Lab)	1	48	3	0/3	5	15
HIST 1301	3	48	3	3/0	5	15
ITNW 1358	3	80	5	2/3	3	15
ITSE 1311	3	64	4	2/2	4	16
MATH 2412	4	80	5	3/2	3	15
MATH 2413	4	96	6	3/3	3	18
MUSC 1327	3	64	4	3/1	4	16
PSTR 1306	3	80	5	2/3	3	15
RELE 1300	3	48	3	3/0	5	15
RSTO 2307	3	64	4	2/2	4	16

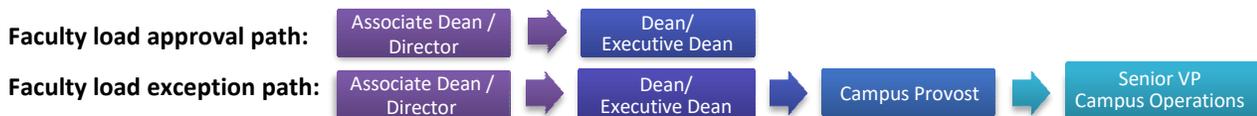
In different disciplines, especially in workforce areas, faculty loads often require a combination of courses with different load values to reach the 15-18 load value requirement.

	Credit Hours	Total Contact Hours per Term	Course Load Value	Load Value Assigned to Lecture/Lab	Sections for Load	Base Load Value
Example 1						
HITT 1305	3	48	3	3/0	2	6
HPRS 1204	2	64	4	1/3	1	4
PLAB 1323	3	80	5	2/3	1	5
				Total:	4	15
Example 2						
MATH 1314	3	48	3	3/0*	2	6
MATH 2412	4	80	5	3/2	1	5
MATH 2413	4	96	6	3/3	1	6
				Total:	4	17
Example 3						
BIOL 2402 - lecture	4	48	3	3/0	3	9
BIOL 2402 - lab	0	64	4	0/4	2	8
				Total:	5	17
Example 4						
GISC 2172	1	32	2	2/0	1	2
GISC 2250	2	48	3	1/2	1	3
GISC 1411	4	80	5	3/2	2	10
				Total:	4	15

Examples of courses with load values less than three (3) weekly instructional units per course

Usually included in some combination with courses that have load values of three (3) or more weekly instructional units (per class) to arrive at a total in the range of 15-18

Example	Credit Hours	Total Contact Hours	Load Value	Load Value Assigned to Lecture/Lab
MUAP 11XX	1	8	0.5 (per student)	0.5/0
MUAP 22XX	2	16	1 (per student)	1/0
MUSI 1192	1	32	2	1/1



Teaching Assignments and Priorities

The Associate Dean/Director, to the best of their ability, shall try to equitably assign regular teaching loads and overloads for full-time faculty, honoring consistency in the process.

Needs that may be considered by the Associate Dean/Director when assigning courses include but are not limited to:

- On-campus, face-to-face sections
- Dual Credit sections
- Online sections - when available
- Other campus face-to-face sections

Faculty may teach a portion of their regular load and overloads online after on-campus and dual credit needs are met.

Office Hours

Full-time faculty during a 16-week assignment must post and observe a minimum of **six (6)** office hours per week for purposes of academic advising and student consultation. Office hours should be held at locations/times that are conducive to supporting students in their courses and programs.

Wintermester, Maymester, and Summer office hours: One hour per week per course section taught.

Full-time professors on 260-day contracts have additional year-round requirements.

Dual Credit Courses

Full-time and part-time faculty receive a stipend for teaching dual credit sections to compensate for ISD requests above and beyond those of Collin College (i.e. numerical grades, mid-term grades, progress reports, daily attendance, etc.) and travel to off-campus and distant sites.

Dual credit stipends are based on where the section is offered relative to the scheduling campus assigned to provide primary academic and student services. Miles traveled to teach dual credit sections are not eligible for local travel reimbursement.

Definitions:

- On-site: Sections taught on a Collin College campus or center (i.e., the Rockwall Center is an exception)
- Off-campus: Sections taught on a high school campus within 12 miles of the assigned scheduling campus.
- Distant: Sections taught on a high school campus more than 12 miles from the assigned scheduling campus.

Dual Credit Stipend Chart

On-Site Stipend: \$200 per course

Sections taught on a Collin College campus or center (does not include Rockwall)

- Online / Web-based
- Embedded High School Faculty
- Frisco Campus
- McKinney Campus
- Plano Campus
- Collegiate Academy Professors
- Dual Credit Professors
- Collin Technical Campus
- Wylie Campus
- Farmerville Campus
- Celina Campus

Off-Campus Site Stipend: \$600 per course

Sections taught on a high school campus within 12 miles of the scheduling campus

- Health Science Academy (Plano East and Williams)
- Also applies to all campuses not identified as on-site or distant locations

Distant Site Stipend: \$750 per course

Sections taught on a high school campus > than 12 miles from the scheduling campus

- Anna High School
- Blue Ridge High School
- Community High School
- Heritage Christian Academy
- Rockwall Gene Burton Center

“Per head” Courses and Compensation

Courses approved by the dean and campus provost to run at less than the required enrollment minimum of 10 are paid at the “per head” rate. The “per head” rate for full-time faculty is calculated based on the number of students x 1/10th of the **full-time faculty overload rate** for a full class. Compensation will be based upon enrollment on the first day of class or census date, whichever is higher.

For example, an English class with a load value of 3 weekly instructional units with seven students enrolled (pre-approved to run by the dean and campus provost as a low-enrollment class) would be paid at 1/10th of the full-time overload compensation for the course for each of the seven (7) students.

- The “per head” rate is capped at the equivalent rate for a full section.
- Adjunct faculty “per head” rate will be paid at 1/10th of the adjunct rate.
- If the per-head rate for a course with fewer than 10 students equals more than one full section, the instructor will be paid the rate for one section.

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 usually limited to 25 students per class section. Full-time faculty members on 9-month iCollin contracts are expected to teach 100% of regular load via distance education courses. Whereas for full-time faculty members on all other types of contracts, no more than **60%** of the regular load may be made up of distance education classes based on Online Advisory Board (OAB) course approval and faculty training certification.

Compensation is based on the number of students enrolled as of the first day of class or census date, whichever is greater. The rate schedule follows:

Number of Students	Compensation
1-9	Per-head rate applied for each student
10-25	Equals one section
26-34	Per-head rate applied for each student over one full section
35-50	Equals two sections
51-59	Per-head rate applied for each student over two full sections
60-75	Equals three sections

Distance learning course exception path:



If the number of online students is sufficient to make a whole class, it can be considered part of the full-time faculty member's load for the semester. Normally, the portion of a class paid on a "per-head" basis is considered an overload and is not typically counted in a full-time load. *For full-time faculty, please reference the Full-Time Faculty Overload Compensation Chart on the [Human Resources Compensation and Classification](#) webpage for "per head" calculations.*

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.*

Compensation for Large Group Instruction (LGI)

To be eligible for LGI compensation, a course must be taught face-to-face by one faculty member, and a single section of the course should have no fewer than 41 students. Student enrollment of 30-40 is considered regular load. The enrollment numbers are based on actual enrollment in the class as of the census date or first day of class, not on expected enrollment prior to the beginning of the semester.

- Online courses are NOT eligible for LGI compensation.
- LGI compensation does not apply until the student enrollment is 41.
- Team-taught courses are not eligible for LGI compensation.

Load Progression based on student enrollment:

Student Enrollment	Compensation
41-55	1.5 sections (adjunct)= 30% of load (full-time)
56-70	2 sections (adjunct)= 40% of load (full-time)

Co-Operative Work Experience (CWE) Courses

CWE courses have an ongoing enrollment period. As each new section is added during the semester, the faculty member is compensated per semester on a "per head" basis per student at the full-time overload faculty or adjunct faculty rate. All co-operative assignments are paid out upon completion of the course and at the end of the semester. The per-head amount is capped at the equivalent rate for one full section. CWE courses are not required on the low-enrollment exception report.

CWE approval path:



Course Development

Faculty members generally do not receive extra-service course development compensation to develop or update courses, regardless of modality. However, these types of course development may be considered college service if the course development is requested by the dean due to division or District needs. Depending on the amount of work involved, compensation for distance learning and District template development may be considered upon approval by the associate dean/director, dean, and campus provost, and is generally paid in one lump sum at the completion of the pre-approved deliverables. For faculty members assigned to a template development team, any compensation would be divided equally among all team members.

Special project course development outside of these guidelines must be approved by the associate dean/director, dean, campus provost and human resources and is generally compensated at the adjunct faculty hourly lecture rate. Work hours and deliverables for these special assignments must be tracked and submitted to the associate dean/director and dean each month.

OVERLOAD, EXTRA SERVICE, AND SUMMER ASSIGNMENTS

Before development of the course schedule, the availability of faculty members to deliver excellence in the classroom should be considered.

Faculty members accepting overload and extra service assignments are expected to maintain excellence in the classroom and participate in other aspects of the faculty role such as curriculum design and development; curriculum review and evaluation; advising students on their academic goals/pursuits; supporting co-curricular initiatives; meeting institutional, community and professional service as appropriate; and maintaining individual professional development efforts. These expectations align with the Southern Association of Colleges and Schools Commission on Colleges Principle 6.1 to ensure the District employs a sufficient number of full-time faculty members to support its mission and goals and Principle 6.2b to ensure that a sufficient number of full-time faculty members are available in each academic program to ensure program and curriculum quality, integrity, and review.

To ensure high quality instruction and engagement of faculty members in all aspects of the faculty role at Collin College, the following procedures are used for assigning overload and extra service assignments.

All overload and extra-service assignments are contingent upon the needs of the division and are subject to approval by the appropriate associate dean/director, dean, and campus provost.

In general, associate deans, directors and deans work with full-time faculty on a fair and equitable rotation for overload and extra-service assignments.

Consideration of the following will be utilized as needed:

- Demonstrated record of service to the District.
- Demonstrated success in student learning outcomes and student retention.
- Student surveys of instruction.
- Historical faculty assignments.
- Distribution of overload or extra-service assignments among faculty in a department.

Eligibility Guidelines

In general, full-time faculty are eligible for overload and extra-service assignments, with the following exception:

- Faculty who receive a level 2 disciplinary action will not be scheduled to teach overload or receive extra-service assignments for 12 months from the date of the disciplinary action.
 - Example: If a faculty member receives a level 2 disciplinary action in October, he/she may not teach overloads or receive extra-service assignments during the following spring, summer and fall.
- Faculty who receive an overall Improvement Needed (IN) rating on the annual performance evaluation may not be scheduled to teach overload or receive extra-service assignments for 12 months from the date of the performance evaluation. However, if the overall IN rating is due to a level 2 disciplinary action, the 12-month extra service restriction begins from the date of the level 2 disciplinary action.
- Faculty who receive a one-year contract in lieu of a multi-year contract or who are on a Performance Improvement Plan but have not received a level 2 disciplinary action or an overall IN performance evaluation rating may not be eligible to teach overloads or receive extra service assignments in accordance with faculty load guidelines. Exceptions must be approved by the dean and campus provost.
- New full-time faculty in their first year are not usually assigned overloads or extra service assignments during the fall and spring, although exceptions may be considered with dean and campus provost

approval. Temporary full-time faculty may be overloaded with dean and campus provost approval.

Approval Path for temporary full-time and new full-time faculty overload:



Maximum Overload Assignments

The maximum overload assignment will follow the priorities listed below, whether or not the assignment includes teaching.

Schedule assignments are made by associate deans and directors in coordination with faculty. At the beginning of the scheduling process, FT faculty will be asked to submit Priority 1 assignment requests and indicate their interest in receiving Priority 2 overload and Priority 3 overload with exception assignments.

FT faculty assignments for long (Fall, Spring) semesters will be based on the following priority schedule. Priority 1 and 2 assignments take place first, followed by section assignments for full-time staff required to teach, professor emeriti, and adjunct faculty. Priority 3 assignments for full-time faculty take place next.

See the Guidelines and Priority Assignment Order for Staff and Administrators document for a full list of assignment order.

Priority 1 – Assignment of basic contractual load (Load value of 15-18 weekly instructional units).

Assignments beyond Priority 1:

To ensure that high quality instruction and engagement of faculty and students is maintained, and to ensure awareness of staffing needs, the following should occur for assignments beyond Priority 1.

- Faculty teaching overloads and their associate dean/director will collaboratively discuss the impact of the overloads on the faculty member’s well-being and their ability to maintain the standards of excellence expected at Collin College.
- Overloads and Overloads with Exception will be assigned to interested faculty by the “home” campus associate dean or director. Faculty are eligible for Priority 2 and 3 overloads at their “home” campus and at all other Collin campuses and instructional sites based on availability and eligibility. Approval is dependent on the following:
 - The needs of their department/discipline and/or the District;
 - The faculty member’s willingness to teach an additional load;
 - All eligible faculty in the discipline having equal opportunities in requesting overload classes; and
 - The faculty member’s history of excellence in the areas of teaching, professional development, and college service.

Priority 2 – Assignment of up to 9 additional instructional units above a faculty member’s minimum base load value as overload (OV). The senior vice president of campus operations will be notified of faculty with total load values of 27 and above.

Approval Path for Priority 2 (OV):



Priority 3 – Assignment of overloads beyond Priority 2 are defined as “overloads with exception” (OVX). An OVX must be approved by the faculty member’s dean in consultation with the campus provost before it is assigned. Typically, OVX assignments will only be offered to faculty on a multi-year contract. Assignments of total load values above 29 must be approved by the senior vice president of campus operations and should only be granted in exceptional circumstances (for example: when no other qualified faculty are willing or available to teach a needed section).

Approval Path for Priority 3 (OVX):

For total load value assignments up to 29:



For total load value assignments above 29:



Extra-service assignments for **full-time staff** are generally accomplished outside the employee’s approved schedule although exceptions may be administratively approved. Extra-service class assignments for staff will follow the priority ordering established in the [Standard Operating Procedure for Priority Order of Teaching Loads and Overloads - Faculty, Staff, and Administrators](#).

Adjusted schedules must be documented in the faculty load system listing the extra-service assignment hours and the employee’s regular 40-hour work schedule.

Faculty on Family Medical Leave (FML) may not be paid for discipline lead, overload, cooperative education supervision, per-head teaching, or any other extra-service assignments. All rates will be prorated for the specified semester.

Continuing Education courses and "per head" overload assignments (that total less than ten students in a course) are not included in the maximum overload assignment.

Non-Teaching Extra-Service Assignments

Upon the 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 campus provost. Reassignment time may also be approved by the dean for non-teaching assignments funded through other sources outside of the division. Nonteaching extra-service assignments are contingent upon needs of the division and the District and may include a review of factors such as enrollment, availability of funds, etc. Additionally, it is subject to approval by the appropriate dean and campus provost. 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 campus provost, with approval by the senior vice president of campus operations and the District president. The adjunct faculty rate table is typically used to establish the rate of pay for all non-teaching assignments. Exceptions must be approved by the appropriate campus provost, with approval by the senior vice president of campus operations and the District president.

The required forms for extra service and non-teaching activities can be accessed on the [HR Forms](#) webpage.

Wintermester, Maymester, and Summer Teaching Assignments

- Full-time faculty members who teach on an extra-service basis during Wintermester, Maymester, and Summer will be paid at the overload rate. These assignments are non-overlapping with fall and spring, and therefore do not count toward fall or spring load maximums for full-time faculty on 170-day contracts.
- Typically, full-time faculty members may teach a maximum of one section paid at the full-time faculty overload rate for the Wintermester and/or Maymester sessions.
- Full-time faculty are expected to be available to students throughout the duration of their teaching assignments and are expected to establish office hours to maximize student success. Please see the “Office Hours” section of this document for additional information.
- In order to be considered for summer assignments at the overload rate, full-time faculty must be in regular full-time contract status for the entire academic year preceding the summer session, as well as in full-time contract status for the following academic year. As an exception, faculty members not intending to return in the following academic year must submit a written letter of resignation by the March 2nd deadline identified in the faculty contract in order to be considered for summer teaching assignments.
- Extra-service teaching assignments are contingent upon available classes and enrollment.

NURSING STIPEND

- All full-time nursing faculty will receive a flat stipend of \$9,000 to be paid out equally over the course of their contract period (September – May).
- Full-time nursing faculty assigned overloads will be compensated at the established overload rate of 1.35 times the adjunct faculty rate.
- Adjunct faculty are not eligible to receive nursing stipends.

DISCIPLINE LEAD

Discipline Lead Compensation

- Academic Discipline Leads will be compensated a total of \$3,000.
 - For Academic Discipline Leads who oversee a Field of Study or service unit, which requires program review, the compensation will be a total of \$3,500.
- Workforce and Academic/Workforce Discipline Leads will be compensated a total of \$3,500.

Discipline lead responsibilities extend throughout an entire academic year; therefore, compensation will be disbursed over a 12-month period (i.e., typically September – August).

Discipline Lead Job Duties

The purpose of the discipline lead is to provide District-wide representation for discipline/program coordination, curriculum development and assessment, accreditation compliance, and program review.

Essential Duties and Responsibilities

- Work in conjunction with the District discipline dean and supervisor to plan and assess the discipline/program outcomes, curriculum, and establish continuous improvement plans.
- Ensure compliance and provide documentation in support of THECB, SACSCOC, and other external accreditation requirements.
- Lead program reviews, if applicable.
 - While program reviews occur every five years, discipline leads have program assessment responsibilities each academic year, including the coordination and data collection of the CIP.
 - Coordinate, collect, and submit all appropriate documentation and records related to program review in a timely and efficient manner.
- Disseminate information about the discipline/program to stakeholders, including to the District faculty, the District discipline dean and appropriate directors and/or associate deans as needed (i.e., COAT assessment information).
- Serve as the District-wide lead for changes or modifications to discipline/program curriculum.
 - Present changes/modifications to advisory boards (if applicable) and prepare paperwork and presentations for the Curriculum Advisory Board in cooperation with the District discipline dean.
- Schedule annual District-wide discipline meetings to:
 - Discuss information or changes relevant to the discipline.
 - Review student learning outcome data and learning outcome statements.
 - Develop continuous improvement plans based on outcomes data.
- Facilitate the taking of minutes at all department meetings and submit minutes from semester discipline meetings to Academic Services and the District discipline dean within two weeks following the meetings.
 - If multiple meetings are held throughout the semester, only minutes from the discipline meeting at the beginning of the semester are required.
- Analyze data and create program improvement plan proposals with the discipline faculty.
- Coordinate textbook discussion and selection for discipline, where appropriate, and communicate to all faculty.
 - Communicate textbook information for adjunct faculty orders and submit in the required format to the appropriate director and/or associate dean(s) and District discipline dean by October 1st for the spring term and March 1st for summer and fall academic periods.
- Assist with verifying faculty credentials for the discipline, when needed.
- Assist with faculty hiring per the District's hiring process.
- Organize program advisory committees and adhere to Advisory Committee Handbook guidelines for

workforce programs.

- Assist in the recruitment of new advisory committee members.
- Work with the advisory committee chair to formulate meeting agendas and collect and archive signed/approved advisory committee meeting minutes.
- Assist with program recruitment and marketing efforts (transfer and workforce).
- Assist with or coordinate the district template development for online courses and Online Advisory Board (OAB) approval.
- Assist with or coordinate the development and implementation of Prior Learning Assessments.

Qualifications

- Collin College faculty, in good standing, qualified to teach in a related program/area of emphasis.
- Must have an understanding of program level assessment distinct from course grading.
- Must agree to a minimum of a three-year commitment.

Discipline Lead Selection Process

- Discipline Faculty member submits their interest in serving as Discipline Lead with a one-page (maximum) nomination form to the District Discipline Dean by the 1st week of September.
 - The nomination form should include a statement of interest, years teaching at Collin College, and professional development, college service and student support activities.
- District Discipline Dean will submit the nomination forms by mid-October to Discipline Faculty to review and identify the top three nominees.
- Discipline Faculty will send recommendations to the District Discipline Dean by first week in November.
- District Discipline Dean will select the Discipline Lead in collaboration with the other campus deans over the discipline.
 - Criteria for selection will include excellence in teaching at Collin College, professional development in the discipline, service to the District, including serving in leadership roles, demonstration of core values, and engagement in student support activities.
- The District Discipline Dean communicates the selected Discipline Lead to the Discipline Faculty and the other Deans over the discipline by the end of the fall semester.
- Incoming Discipline Lead shadows the outgoing Discipline Lead during the Spring academic period and also participates in Discipline Lead Training provided by the District during the Spring/Summer academic periods.

PART-TIME (ADJUNCT) FACULTY

Adjunct Faculty Work Hours

Part-time adjunct faculty members are limited to load values of **twelve (12) instructional units or less per week**. Due to the part-time employment status, an overload that results in an adjunct faculty member exceeding the twelve (12) instructional units is not permitted. Adjunct faculty members are paid at the adjunct faculty rate.

Adjuncts teaching the twelve (12) instructional units are automatically TRS eligible at the beginning of that semester and will be moved from the FICA Replacement Plan (Metlife) into the TRS Retirement Plan.

For questions on Employment Eligibility for TRS Membership, visit the TRS website under the [Other Employment Eligibility for TRS](#).

https://www.trs.texas.gov/Pages/re_employment_eligibility.aspx

Resources for calculating a year of service for an adjunct faculty member are provided on the District payroll intranet site under [Retirement/TRS Information](#). For calculation purposes, web classes default to a non-standard work week of M_W_F.

<https://cougarweb.collin.edu/pages/administrative-services-payroll>

Adjunct Faculty Maximum Work Hours

When determining the maximum teaching load for part-time adjunct faculty, TRS requires that load values be converted into equivalent weekly clock hours. For the purposes of determining equivalent clock hours, each lecture or lab load value (or weekly instructional units) is considered equivalent to two TRS clock hours.

Equivalent clock hours are designed to reflect the required face-to-face (or online) instructional time, as well as the time spent for class preparation and grading. Part-time adjunct faculty members are generally limited to teaching load values of 9-12 weekly instructional units (18-24 weekly TRS clock hours) each semester.

TRS retirees are limited to teaching 92 hours and 11 days per pay period.

A minimum of 20 hours per week is required for adjunct faculty to qualify for TRS membership.

Clock hours must be calculated by week, not by semester.

Temporary Full-time Assignments

Temporary full-time faculty appointments and/or hiring may be made in extenuating circumstances. The associate dean/director will consult with their dean to provide data-driven justification for a temporary full-time position. Once the dean approves, they will seek approval from the campus provost, with final approval from SVPCO and the District president. Temporary full-time positions can be by appointment (one long semester) or by following posting and hiring procedures for a full academic year (two long semesters).

As a District guideline, one-semester Temporary Full-time appointments should be held by the faculty member for no longer than one academic semester per fiscal year. Extension requests to these guidelines are to be submitted by the associate dean/director up to and including the SVCPO and the District president for approval. Exceptions may not be approved for two (2) consecutive semesters during the same academic year, or in summer and again in fall.

Faculty serving in Temporary Full-time assignments will be returned to their adjunct faculty roles at the completion of the appointed term period.

Dual Assignments: Adjunct Faculty with Additional Part-time Non-Exempt Assignments

Adjunct faculty members with part-time staff assignments may be regularly scheduled for up to a maximum of 14.5 or 19.5 hours per week depending on the following:

- **Maximum of 14.5 hours per week** for employees with any part-time assignment(s) for which there is no full-time equivalent position
- **Maximum of 19.5 hours per week** for employees with part-time assignments for which there is a full-time equivalent position

The adjunct faculty assignment must always be the primary assignment.

EXAMPLES:

- An adjunct faculty load of one three-hour course (3 weekly instructional units) is equivalent to 6 weekly clock hours.
 - A secondary part-time staff assignment with a full-time equivalent would be limited to 13.5 hours.
 - A secondary part-time staff assignment without a full-time equivalent is not permitted.
- An adjunct faculty load of three three-hour courses (9 weekly instructional units) is equivalent to 18 weekly clock hours.
 - A secondary part-time staff assignment with a full-time equivalent would be limited to 1.5 hours.
 - A secondary part-time staff assignment without a full-time equivalent is not permitted.

Faculty Emeritus (Adjunct Faculty)

Faculty emeritus teaching as an adjunct will be compensated at the full-time faculty overload lecture/lab rates.

Staff and Administrator Teaching and Non-Teaching Extra-Service Assignments

- Compensation for full-time exempt staff and administrators teaching credit classes on an overload basis is calculated based on the adjunct faculty lecture/lab rates.
- Part-time staff (e.g., skills instructors, tutors, etc.) are not eligible for extra-service assignments.

FACULTY LOAD-RELATED FORMS - ASSIGNMENT CHANGES

Mid-term Course Reassignment Worksheet Form

After the semester begins, when there is a change in the faculty member assigned to a particular class, the *Mid-Term Course Reassignment Worksheet Form* (Purple Form) must always be completed and forwarded to Human Resources at Collin Higher Education Center (CHEC) for processing. This process is usually initiated by the assistant to the dean on behalf of the department. Please also notify the payroll staff via email at facultyload@collin.edu.

After the faculty load is due to Human Resources, the assistant to the dean may make changes in the faculty load system, however, any changes after that date MUST also be sent (using the Purple Form) to both Human Resources Data Management in order to be processed and updated appropriately for the state report. This process should be completed within the Payroll period (no later than the 15th of the month).

- **Form Link - [Mid-Term Course Reassignment Work Sheet \(Purple Form\)](#)**

Substitute Payment Form (Time-sensitive)

The Substitute Payment Form is used to set up payment for a substitute instructor. *Along with the substitute payment form, a matching leave without pay form must be submitted for the person being replaced and submitted within 72 hours of the substitution.* Typically, this process is initiated by the division administrative assistant or the assistant to the dean.

- Form Link - [Substitute Payment Form](#)
- Substitute pay is calculated based on the substitute hourly pay rate times the number of actual weekly instructional units subbed.
- Full-time teaching faculty and emeritus adjunct faculty receive the hourly equivalent of the full-time faculty overload rate.
- Adjunct faculty, full-time exempt staff, and administrators receive the hourly equivalent of the adjunct faculty rate.
- Substitute payments are calculated by rounding up to the nearest half-hour.

Clock Time (Minutes)	Half-hour Increments
00-30 minutes	.50
31-59 minutes	Next hour

- Dual Credit stipends are calculated based on the stipend amount divided by the number of class days to arrive at a daily rate.
- Substitute payments are processed by HR Compensation through Workday as One-time Payment transactions.

Application for Leave Forms / Adjunct Faculty Sick Leave

Available sick leave will be used for absences reported by the Associate Dean's office. The associate dean will work with the adjunct faculty member to complete a Leave Request Form indicating the reason for missing class time. If the reason checked is sick leave, Human Resources (HR) will deduct the appropriate amount of sick leave from the allocated hours.

- Form Link - [Application for Leave for Adjunct Faculty/PT Staff](#)

Adjunct Sick Leave Benefit

- Effective as of Fall 2020, Adjunct faculty are eligible to use sick leave to cover up to the equivalent of one week of classes per semester.
- Adjunct sick leave is not entered or tracked in Workday. Human Resources allocates and maintains adjunct sick leave balances. The amount of sick leave an adjunct allotted each semester is determined by their total load value for the semester. This amount will be on the Faculty Load report under the column AE.
- Once the sick leave balance has been used, leave without pay will be initiated for further absences.
- Sick leave does not accumulate from one semester to the next semester. The District does not pay out unused sick leave at the end of a semester.

(Reference: [Collin College Local Board Policy: DEC — Compensation and Benefits: Leaves and Absences, Sick Leave for Adjunct Faculty](#))

For updates to FLAC, please refer to the FLAC Reference Guide (maintained by LeAnne Eaton in Technology Services) for detailed data entry instructions.

CONTINUING EDUCATION INSTRUCTOR RATE SCHEDULE

Continuing Education (CE) instructors provide educational instruction to students in Continuing Education non-credit courses in assigned subject/topic in accordance with course syllabus, semester schedule and the District’s mission which may include day, evening, distance education, weekend courses, online instruction, and other instructional modalities.

FY2024 Continuing Education Instructor Rate Schedule

Effective September 1, 2024

Code	Description	Rate	Course Type
BA	CE Rate A	\$26.78	Art
BB	CE Rate B	\$30.90	Art/Comp/Foreign Languages/Microsoft Office
BC	CE Rate C	\$35.02	Pilot/Writing/Marketing/Notary/Test Prep
BD	CE Rate D	\$38.11	Quick Books/Accounting/Admin/HR/Non-Profit/Real Estate/Small Business/GED Testing/Digital Marketing
BE	CE Rate E	\$43.26	Interior Design/Mediation/Project Management
BF	CE Rate F	\$48.41	CADD/Construction Management/Microsoft Office/Photography/Publisher/Webb/Social Media Marketing
BG	CE Rate G	\$58.71	Trades/Technology
BH	CE Rate H	\$70.04	Technology/Grant Office
BI	CE Rate I	\$80.34	Technology/Grant Office/SHRM
BJ	CE Rate J	\$91.67	Technology/Corporate College
BK	CE Rate K	\$53.56	Trades
BL	CE Rate L	\$32.96	ESL
BV	CE Rate V	\$1.00	Technology/Corporate College
BZ	CE Per Head Rate	\$214.24	Technology/Corporate College
NP	No Payment (FLAC)		
NT	Non-Teach (FLAC)	Flat Rate based on Non-Teach Type	

CE instructors may be eligible for course development payment in certain cases. The Program Director and/or Manager will determine the amount of work involved and consult with a Human Resources Compensation team member before making that request to the Dean or Executive Dean. The CE instructor will be required to show the deliverables for the course development by an agreed upon date.

QUICK REFERENCE GLOSSARY

1. **CBM-008 State Report** - The Texas Higher Education Coordinating Board CBM-008 Report is a listing of all credit courses taught at Collin College, the instructor(s) of record, their percent of load, the type of assignment, the dollar amount they received, as well as a variety of demographic characteristics. It is important to note that this report is compared to the CBM-004 report to match faculty assignments and classes. The CBM-008 report is completed at the end of each long semester (fall and spring) and must include all information as of census date AND any changes made after census date. Therefore, it is important to submit any course or instructor changes to Human Resources.
2. **CoE - Council on Excellence** is a group of elected full-time faculty who serve as a peer-review body for multi-year contract application process for full-time faculty. The committee also oversees the distribution of professional development and travel funds for full-time faculty, conducts the annual Outstanding Professor and Piper Professor selection processes, and oversees The University of Texas at Dallas (UTD) Scholarship Program.
3. **Contact Hour** - A contact hour typically represents an hour of scheduled instruction given to students and is defined as the number of class hours in lecture/recitation and lab/clinical that a class is scheduled to meet weekly.
4. **Credit Hour** - A credit hour is typically granted for satisfactory completion of one 50-minute session (contact hour) of classroom instruction per week for a semester of not less than fifteen weeks.
5. **Discipline** - A discipline is defined as a subject area such as OFAD, ACCT, FISC, ENGL, etc., rather than options within a discipline.
6. **Discipline/District Lead** - The purpose of the discipline/District lead is to provide District-wide representation for discipline/program coordination, curriculum development, and program review.
7. **Extra-service Assignments** - Extra-service agreements may be developed between the associate dean/director and the teaching faculty member for teaching and/or various projects such as curriculum development, lab manual development, or other instructional projects, etc. Extra-service assignments are entered into FLAC by the appropriate division/department.
8. **Faculty Emeritus** - The Faculty Emeritus Program honors the exceptional contributions of faculty members who have committed a significant portion of their career to Collin College and its students and provides an avenue to continue benefiting from their expertise. Emeritus Professors benefit Collin College by being available for college service, serving as ambassadors for the District within the community, mentoring new faculty members, participating in college activities and ceremonies (graduation, pinnings, etc.), or helping and inspiring students, as well as teaching on a part-time basis, when available. (Source: [Collin College website, Faculty Emeritus Program](#))
9. **FLAC - Faculty Load and Compensation Report (FLAC)** is used to pay faculty accurately and report data to the Texas Higher Education Coordinating Board. In addition, it is a tool to monitor and ensure the District policies on pay and contact hour requirements are accurately implemented.
10. **Full-time Faculty Overload Rate** - The full-time faculty overload rate is calculated at 1.35 times the adjunct faculty rate and will be applied to all overloads taught by full-time faculty throughout the year, including summer assignments.

11. **Load Value** - Load value is the primary factor used to calculate faculty load and compensation. Each course is assigned a load value that reflects the amount of scheduled or paid weekly instruction provided to students. A faculty member's total load value, per semester, is calculated by combining the load value for each course taught.

One (1) lecture/recitation hour of scheduled instruction per week (or weekly instructional unit) = Load value of one (1)

One (1) laboratory/clinical hour of scheduled instruction per week (or weekly instructional unit) = Load value of one (1)

12. **Reassignment Time** - a term that 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, campus provost, and senior vice president.

13. **Sabbatical Leave** - Faculty members are eligible to apply for a sabbatical upon completion of five (5) years of continuous full-time service. These applications must be submitted by the deadline of the applicant's sixth or any subsequent year of service. Six (6) years of continuous full-time service must be completed before a sabbatical can commence.

14. **Stipend** - a term used to describe any non-hourly compensation for a non-teaching extra-service assignment or supplemental payment. Stipends are typically paid at the adjunct faculty rate. Exceptions must be approved by the appropriate campus provost, with approval by the senior vice president of campus operations and the District president.

15. **Substitute Rate** - the rate for teaching faculty is the hourly equivalent of the adjunct faculty pay rate. Full-time teaching faculty will receive the hourly equivalent of the full-time faculty overload rate.