

Adjunct Presentation to the Lone Star College Board
American Federation of Teachers
October 4th, 2018

Good Evening, Members of the Board,

My name is Earl Brewer, and I am a member of the American Federation of Teachers at Lone Star College. While we would have preferred an adjunct stand before you tonight, due to fear of how presenting before the Board might affect his, or her career, and due to scheduling issues, we could not find anyone available for this evening.

I would like to talk to you about the practices that affect the lives and well-being of every adjunct at Lone Star College. The practices that are of concern tonight are the ones affecting how adjuncts are paid.

One example of these practices is that adjuncts are not promptly paid at the beginning of every semester. Unlike full time faculty, some adjuncts have not been fully paid for services rendered. Why must adjuncts wait almost a month after the start of every semester to receive their first paycheck? Waiting so long for that first paycheck puts many adjuncts behind on paying their bills.

Another example of unfair treatment of adjunct faculty is that only full-time faculty are paid for their office hours and preparation time. Is it fair that adjuncts teach sixty percent of the classes at this college but receive the least amount of money for their dedication and hard work to our students and the community? This is unequal pay for equal work. This current situation is the primary root of resentment and low morale among adjuncts at our college. In fact, we have learned that some adjunct faculty are eligible for SNAP and **MUST** rely on it to buy food. To be clear, we have professionals who have multiple university degrees, doing their best to teach our

students, but these professionals must rely on state benefits because of the college's low remuneration. In the September-October 2018 issue of *The Advocate*, John Burghduff points out in his article, "Money Matters-Analyzing the Salary Increase," Buc-ees is more financially attractive to an academic professional than Lone Star College (page 7).

In addition to these two examples of unfair practices, we have a third one that needs to be addressed. Adjunct faculty are never paid according to their academic credentials. Currently, an adjunct instructor with a master's degree is paid the same hourly rate as an instructor with a doctoral degree.

Lone Star College cannot afford to continue to treat adjunct faculty differently from full-time faculty. To retain academically qualified adjunct faculty, there must be a change. We believe that every adjunct deserves fair treatment and equal pay for equal work. In the attached addendum, we include adjunct pay scale tables from Blinn and Austin Community Colleges. We would like LSC to consider following this model as we did in the 1990's.

2.19.6 PART-TIME FACULTY PAY SCALE

Faculty members teaching less than a full (basic) teaching load shall be paid at the rates approved by the Board. See Board Policy [DEA \(Local\)](#). Part-time faculty salary rates are as follows:

| | Pay Per One Hour Course | Pay Per Three Hour Course | Pay Per Three Hour with Lab Course | Pay Per Four Hour Course |
|--------------------|-------------------------|---------------------------|------------------------------------|--------------------------|
| Kinesiology (PHED) | \$1,550.00 | | | |
| Bachelor's Degree | \$800.00 | \$1,975.00 | \$2,250.00 | \$2,700.00 |
| Master's Degree | 800.00 | 2,250.00 | 2,700.00 | 3,250.00 |
| Doctor's Degree | 800.00 | 2,350.00 | 2,800.00 | 3,350.00 |

(Blinn College, 2018-2019, Accessed 10-01-2018)

What is the solution to unfair financial treatment to adjuncts? We would like to bring some of them to your attention. This past summer, several of our professional colleagues and fellow AFT Union members spent many weeks researching the treatment of adjunct faculty at other community colleges in Texas. We discovered that Alamo, Austin, and Blinn have recognized that adjunct faculty deserve equal pay for equal work. These community colleges have adopted practices that pay adjuncts in ways that recognize their academic credentials. The adjunct faculty get compensated according to a tiered pay scale, and we have included it as an addendum for your review.

Therefore, we would like to propose the following recommendations to address the issues of how adjuncts should receive equal pay for equal work:

1. Adjunct faculty must be fully paid for their services promptly at the beginning of each semester.
2. Adjunct faculty must be paid for a minimum of one hour per week for each assigned class to hold office hours, correct assignments, and prepare for class lectures, just like full-time faculty.
3. Adjunct faculty must be paid according to a tiered-pay scale that recognizes academic credentials.

We believe that Lone Star College should adopt practices that reflect our proposed recommendations. We are here tonight to ask you to support a tiered pay scale that would recognize the credentials of adjuncts at Lone Star College. We also recommend that the new policy include a paid hour of preparation time per week for every course the adjunct instructor

teaches. This would recognize academically qualified adjunct faculty who have devoted their service to Lone Star College. Only then will adjunct faculty be treated fairly.

Furthermore, Lone Star College should also consider tutoring opportunities for adjunct faculty. Lone Star College fails to provide opportunities when adjuncts are not allowed to hold part-time staff positions, such as tutoring, to supplement their income. Houston Community College allows adjunct faculty to work eight hours of tutoring if carrying two classes, five hours if carrying three classes, and no hours if carrying a full load of four classes. Lone Star College needs to do the same. The U.S. Department of Labor explains how this can be done. This is stated in the addendum for your review.

Therefore, adjunct faculty would greatly appreciate your support. Thank you.

Adjunct Presentation to the Lone Star College Board
American Federation of Teachers
Addendum
October 4th, 2018

Tutoring exempt status:

U.S. Department of Labor, Wage and Hour Division, FLSA Fact Sheet 17D
Exemption for Professional Employees Under the Fair Labor Standards Act (FLSA), Page 3

Adjunct Pay Scales:

Blinn Faculty Salary Schedules & Guidelines. Accessed 10-1-2018.

Austin Community College. FY18 Adjunct LEH Rate Placement Scale. 08/04/2017.

Austin Community College. FY19 Adjunct Faculty Rates.
LEH (Lecture Equivalent Hour)

Alamo Colleges District. Spring 2018 Pay Fact Sheet Adjunct Faculty

Media

Burghdoff. "Money Matters-Analyzing the Salary Increase." 7. The Advocate, September – October 2018.

Fact Sheet #17D: Exemption for Professional Employees Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information on the exemption from [minimum wage](#) and [overtime pay](#) provided by Section 13(a)(1) of the Fair Labor Standards Act as defined by Regulations, [29 CFR Part 541](#).

The [FLSA](#) requires that most employees in the United States be paid at least the [federal minimum wage](#) for all hours worked and [overtime pay](#) at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both [minimum wage](#) and [overtime pay](#) for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

The specific requirements for exemption as a bona fide professional employee are summarized below. There are two general types of exempt professional employees: learned professionals and creative professionals.

See other fact sheets in this series for more information on the exemptions for [executive](#), [administrative](#), [computer](#) and [outside sales](#) employees, and for more information on the [salary basis](#) requirement.

Learned Professional Exemption

To qualify for the learned professional employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

Primary Duty

"Primary duty" means the principal, main, major or most important duty that the employee performs. Determination of an employee's primary duty must be based on all the facts in a particular case, with the major emphasis on the character of the employee's job as a whole.

Work Requiring Advanced Knowledge

“Work requiring advanced knowledge” means work which is predominantly intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment. Professional work is therefore distinguished from work involving routine mental, manual, mechanical or physical work. A professional employee generally uses the advanced knowledge to analyze, interpret or make deductions from varying facts or circumstances. Advanced knowledge cannot be attained at the high school level.

Field of Science or Learning

Fields of science or learning include law, medicine, theology, accounting, actuarial computation, engineering, architecture, teaching, various types of physical, chemical and biological sciences, pharmacy and other occupations that have a recognized professional status and are distinguishable from the mechanical arts or skilled trades where the knowledge could be of a fairly advanced type, but is not in a field of science or learning.

Customarily Acquired by a Prolonged Course of Specialized Intellectual Instruction

The learned professional exemption is restricted to professions where specialized academic training is a standard prerequisite for entrance into the profession. The best evidence of meeting this requirement is having the appropriate academic degree. However, the word “customarily” means the exemption may be available to employees in such professions who have substantially the same knowledge level and perform substantially the same work as the degreed employees, but who attained the advanced knowledge through a combination of work experience and intellectual instruction. This exemption does not apply to occupations in which most employees acquire their skill by experience rather than by advanced specialized intellectual instruction.

Creative Professional Exemption

To qualify for the **creative professional** employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee’s primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

Invention, Imagination, Originality or Talent

This requirement distinguishes the creative professions from work that primarily depends on intelligence, diligence and accuracy. Exemption as a creative professional depends on the extent of the invention, imagination, originality or talent exercised by the employee. Whether the exemption applies, therefore, must be determined on a case-by-case basis. The requirements are generally met by actors, musicians, composers, soloists, certain painters, writers, cartoonists, essayists, novelists, and others as set forth in the regulations. Journalists may satisfy the duties requirements for the creative professional exemption if their primary duty is work requiring invention, imagination, originality or talent. Journalists are not exempt creative professionals if they only collect, organize and record information that is routine or already public, or if they do not contribute a unique interpretation or analysis to a news product.

Recognized Field of Artistic or Creative Endeavor

This includes such fields as, for example, music, writing, acting and the graphic arts.

Teachers

Teachers are exempt if their primary duty is teaching, tutoring, instructing or lecturing in the activity of imparting knowledge, and if they are employed and engaged in this activity as a teacher in an educational establishment. Exempt teachers include, but are not limited to, regular academic teachers; kindergarten or nursery school teachers; teachers of gifted or disabled children; teachers of skilled and semi-skilled trades and occupations; teachers engaged in automobile driving instruction; aircraft flight instructors; home economics teachers; and vocal or instrument music teachers. The salary and salary basis requirements do not apply to bona fide teachers. Having a primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge includes, by its very nature, exercising discretion and judgment.

Practice of Law or Medicine

An employee holding a valid license or certificate permitting the practice of law or medicine is exempt if the employee is actually engaged in such a practice. An employee who holds the requisite academic degree for the general practice of medicine is also exempt if he or she is engaged in an internship or resident program for the profession. The salary and salary basis requirements do not apply to bona fide practitioners of law or medicine.

Highly Compensated Employees

Highly compensated employees performing office or non-manual work and paid total annual compensation of \$100,000 or more (which must include at least \$455 per week paid on a salary or fee basis) are exempt from the FLSA if they customarily and regularly perform at least one of the duties of an exempt executive, administrative or professional employee identified in the standard tests for exemption.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

When the state laws differ from the federal FLSA, an employer must comply with the standard most protective to employees. Links to your state labor department can be found at www.dol.gov/whd/contacts/state_of.htm.

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)

2.19 FACULTY SALARY SCHEDULES AND GUIDELINES

2.19.1 FULL-TIME FACULTY PAY SCALE (9-MONTH)

| Degree | Details | Base |
|-------------------|--|----------|
| Bachelor's Degree | In the applicable Designated Teaching Discipline/Content Area | \$35,000 |
| Master's Degree | In the applicable Designated Teaching Discipline/ Content Area | \$40,000 |
| | OR | |
| Master's Degree | In any accredited area, plus 18 hours in the applicable Designated Teaching Discipline/Content Area | |
| Degree | With Additional Hours | Base |
| Master's Degree | Plus, 12 hours in the applicable Designated Teaching Discipline/Content Area | \$41,200 |
| Master's Degree | Plus, 24 hours in the applicable Designated Teaching Discipline/Content Area | \$42,400 |
| Master's Degree | Plus, 36 hours in the applicable Designated Teaching Discipline/Content Area | \$43,600 |
| Doctor's Degree | In the applicable Designated Teaching Discipline/Content Area | \$45,400 |

*Degrees and Hours shown above *must be in the designated teaching discipline/content area* and approved by the Vice President of Instruction and the District President. If a faculty member chooses to pursue credentialing in a second teaching field, 18 graduate credit hours must be earned in the content area of that discipline. See also Board Policy [DEA \(Local\)](#).

2.19.2 FULL-TIME FACULTY CONTRACTS AND ADDENDUMS

Effective for Fall of 2016, each full-time (FT) faculty member will receive an addendum specific to their contract that outlines: Academic Year start and stop dates, the Academic Holidays, Leave and Paid Time Off, and additional optional teaching opportunities for the shortened minimesters. The duty and leave information provided in the addendum is intended to serve as a reference guide for important dates and obligations. In general, FT faculty are provided with 16 hours of Personal Leave per academic year, which does not accrue year-to-year. In addition, 8 hours of Sick Leave per full-time month, which will accrued year-to-year up to a maximum of 600 hours or 75 days. FT faculty are also compensated for Jury Duty assignments with appropriate submission of absence report and jury/court documentation. FT 9-month faculty, department heads or coordinators may teach either Winter-Mini, May-Mini, and/or Summer Semesters for additional pay

10th Month Assignments and optional teaching components: The 10th month duty assignment includes an increase in pay for the assigned 4-week session. 10-month department heads, may choose to teach the Winter or May Minimesters for additional pay, only if it does not interfere with their 10th Month assigned administrative duty. 10th Month Administrative Duty is scheduled by the instructional dean according to divisional need.

DEPARTMENT HEADS & COORDINATORS (9 MONTH AND 10 MONTH)

Department Heads

9 and 10 Month - \$3,000 per long semester (Fall and Spring) with releases of 6 ILUs per long semester.

Coordinators

9 Month - \$3,000 per long semester (Fall and Spring) with release of 3 ILUs per long semester.

Please note, releases are ALWAYS defined in terms of ILUs - NOT in terms of course releases. So for example, a Department Head has 6 ILUs as their release(s). Coordinators have 3 ILUs as their release(s). In some examples in the past, this was stated as "2 course releases" or "1 course release", which is incorrect. Course releases are always stated in terms of ILUs.

2.19.3 COMPENSATION FOR TEACHING EXPERIENCE AND ADDITIONAL EDUCATION

Approved teaching experience at accredited colleges and schools other than Blinn College will be credited at \$100.00 per year for full-time high school experience (with a limit of 5 years) and \$300.00 per year for full time college experience. Teaching experience in a full time status at Blinn College will be credited at \$400 per year. Part time teaching experience will be remunerated to faculty, for pay scale purposes, at half the full time rate.

Faculty are also encouraged to earn additional graduate hours in their respective teaching field(s). The **Faculty Salary Schedule** provides information regarding the salary increment increases based upon additional graduate study beyond the base content specific degree for full time faculty. Both the Vice President of Instruction and the District President must approve requests (in advance) to take graduate courses for salary adjustments. The additional 12, 24, or 36 graduate hours earned, can include up to 6 graduate hours in pedagogy or in courses closely related to the teaching discipline. Requests are to be sent to the Vice President of Instruction.

Salary increases for degrees or additional hours earned in the past academic year in your teaching field are granted *only at the beginning of the fall semester*. Official transcripts documenting this information must be on file with the Academic Affairs office prior to the start of the fall semester. All salary increments and other increases of any kind are subject to the availability of funds and approval by the Board of Trustees. This salary schedule does not constitute a promise of any salary increase or continued employment not specifically provided for in the employee's contract.

Full-time faculty teaching in a technical program where graduate study is not appropriate may earn the equivalent of graduate hours by enrolling in specialized continuing education courses which have been pre-approved by the appropriate dean, Vice President of Instruction, and the College District President. The experience must relate directly to the faculty member's program and must directly enhance the certificate or degree program offered at Blinn College.

Participation in these pre-approved activities will equate to formal graduate coursework based on actual attendance hours, i.e., 15 contact hours will equal one credit hour. If the college pays for the training costs, including tuition and travel, then the experience will not be eligible for salary enhancement.

2.19.4 TEACHING LOAD FOR FULL-TIME FACULTY, PER SEMESTER

The standard teaching load for full-time faculty employed on an academic year contract basis is 30 instructional load units (ILUs). Overload pay for full-time faculty is paid at **\$750.00 per ILU over 15**. The established overload pay rate is the same for all faculty, regardless of educational attainment (bachelors, masters, or doctorate). Faculty members who teach a course with a minimum enrollment of 65 students and a maximum enrollment of 80 students will have their semester teaching load reflect two courses. During the fall and spring terms, FT faculty **will teach no more than three Internet sections as part of their course load**. Faculty teaching four-hour courses will teach no more than two Internet sections each semester. However, the College is currently conducting a pilot for fully online faculty. Pilot participants are exempt from the maximum internet course loads. If specific needs arise, the Vice President of Instruction or their designee, is allowed to make exceptions on a temporary basis.

ILUs for All Divisions Other Than Health Science

| Semester Credit Hours | Weekly Lec Hrs (1:1) | Weekly Lab Hrs (.67:1) | ILUs |
|-----------------------|----------------------|------------------------|------|
| 1 | 0 | 3 | 2.01 |
| 1 | 0 | 4 | 2.68 |
| 2 | 1 | 2 | 2.34 |
| 2 | 2 | 0 | 2.00 |
| 2 | 2 | 1 | 2.67 |
| 3 | 2 | 2 | 3.34 |
| 3 | 2 | 3 | 4.01 |
| 3 | 2 | 4 | 4.68 |
| 3 | 3 | 0 | 3.00 |
| 3 | 3 | 1 | 3.67 |
| 4 | 2 | 5 | 5.35 |
| 4 | 3 | 2 | 4.34 |
| 4 | 3 | 3 | 5.01 |
| 4 | 4 | 0 | 4.00 |
| 4 | 4 | 1 | 4.67 |

ILUs for Visual and Performing Arts and Kinesiology Division

| VPAK Division ILUs | Semester Credit Hours | Weekly Lec Hrs (1:1) | Weekly Lab Hrs (.66:1) | ILUs |
|------------------------------------|-----------------------|----------------------|------------------------|------|
| ARCH/ARTS | 4 | 2 | 4 | 4 |
| MUAP 11XX & 21XX (.33) per student | 1 | 0 | 1 | 0.33 |
| MUAP 12XX & 22XX (.66) per student | 2 | 0 | 1 | 0.66 |
| MUEN 2125 Concert Band | 1 | 0 | 4 | 4 |
| MUEN 2142 Concert Choir | 1 | 0 | 3 | 4 |
| MUSI 1181 & 2181 | 1 | 0 | 2 | 1.34 |
| PHED 11XX Activity Classes | 1 | 0 | 3 | 2.25 |
| PHED 1164 *exception for lab (1:1) | 1 | 0 | 3* | 3 |
| DRAM 1120-1121 | 1 | 0 | 4 | 4 |
| All others Lec 1:1, Lab 1:1 | | | | |

ILUs for Health Science Division (only)

| Group A: All Health Science Programs | | | |
|---|-------------------------|-------------------------|-------|
| SCH | Weekly Lec Hrs (1:1) | Weekly Lab Hrs (1:1) | ILU's |
| 1 | 1 | 0 | 1.00 |
| 1 | 1 | 1 | 2.00 |
| 1 | 0 | 2 | 2.00 |
| 1 | 0 | 3 | 3.00 |
| 1 | 0 | 4 | 4.00 |
| 2 | 2 | 0 | 2.00 |
| 2 | 2 | 1 | 3.00 |
| 2 | 1 | 2 | 3.00 |
| 2 | 1 | 3 | 4.00 |
| 2 | 1 | 4 | 5.00 |
| 3 | 3 | 0 | 3.00 |
| 3 | 3 | 1 | 4.00 |
| 3 | 2 | 2 | 4.00 |
| 3 | 2 | 3 | 5.00 |
| 3 | 2 | 4 | 6.00 |
| 3 | 1 | 7 | 8.00 |
| 4 | 4 | 0 | 4.00 |
| 4 | 4 | 1 | 5.00 |
| 4 | 3 | 2 | 5.00 |
| 4 | 3 | 3 | 6.00 |
| 4 | 3 | 4 | 7.00 |
| 4 | 2 | 5 | 7.00 |
| 4 | 2 | 6 | 8.00 |
| 4 | 2 | 8 | 10.00 |
| 5 | 4 | 3 | 7.00 |
| 5 | 4 | 4 | 8.00 |
| 5 | 3 | 6 | 9.00 |
| 5 | 3 | 7 | 10.00 |
| 5 | 2 | 9 | 11.00 |

| Group B: Health Sciences Programs - ADN, DH, & VOCN | | | |
|--|---------------------|-------------------------|-------|
| SCH | Type | Weekly Ext Hrs (1:1) | ILU's |
| 1 | Clinical/Internship | 3 | 3.00 |
| 1 | Clinical/Internship | 4 | 4.00 |
| 2 | Clinical/Internship | 6 | 6.00 |
| 2 | Clinical/Internship | 8 | 8.00 |
| 2 | Clinical/Internship | 12 | 12.00 |
| 3 | Clinical/Internship | 15 | 15.00 |
| 3 | Clinical/Internship | 18 | 18.00 |
| 4 | Clinical/Internship | 16 | 16.00 |
| 5 | Clinical/Internship | 25 | 25.00 |
| 6 | Clinical/Internship | 30 | 30.00 |

| Group C: Health Sciences Programs - EMS, HIT, PTA, Rad Tech, Surg Tech, TM (ANS Division), & Vet Tech | | | |
|--|---------------------|----------------------------|-------|
| SCH | Type | Weekly Ext Hrs (1:0.67) | ILU's |
| 2 | Clinical/Internship | 8 | 5.36 |
| 2 | Clinical/Internship | 10 | 6.70 |
| 2 | Clinical/Internship | 12 | 8.04 |
| 2 | Practicum | 16 | 10.72 |
| 3 | Clinical/Internship | 12 | 8.04 |
| 3 | Clinical/Internship | 15 | 10.05 |
| 3 | Practicum | 21 | 14.07 |
| 3 | Practicum | 24 | 16.08 |
| 4 | Clinical/Internship | 12 | 8.04 |
| 4 | Clinical/Internship | 16 | 10.72 |

2.19.5 CONTRACTS LONGER THAN NINE MONTHS FOR FULL-TIME FACULTY

Salaries for faculty members employed on contracts longer than 9 months in length will be set by the Board and will receive increases only as approved by the Board. See also [FH 2.19.2](#).

2.19.6 PART-TIME FACULTY PAY SCALE

Faculty members teaching less than a full (basic) teaching load shall be paid at the rates approved by the Board. See Board Policy [DEA \(Local\)](#). Part-time faculty salary rates are as follows:

| | Pay Per One Hour Course | Pay Per Three Hour Course | Pay Per Three Hour with Lab Course | Pay Per Four Hour Course |
|--------------------|-------------------------|---------------------------|------------------------------------|--------------------------|
| Kinesiology (PHED) | \$1,550.00 | | | |
| Bachelor's Degree | \$800.00 | \$1,975.00 | \$2,250.00 | \$2,700.00 |
| Master's Degree | 800.00 | 2,250.00 | 2,700.00 | 3,250.00 |
| Doctor's Degree | 800.00 | 2,350.00 | 2,800.00 | 3,350.00 |

2.19.7 TEACHING LOAD FOR PART-TIME FACULTY, PER SEMESTER

For the Affordable Care Act (ACA) – faculty who are regularly scheduled for 30 or more hours per week are considered full-time.

- All hours worked or paid are considered when determining hours in a week or month.
- Federal regulations require a reasonable calculation, and they find as reasonable crediting 2.25 hours of work per instructional hour and an additional one-half (½) hour for each hour of required, non-instructional work, like office hours. Moreover, full-time equivalency or instructional load calculations, become a part of this equation as well.
- The tracking of information to determine if a faculty member is full-time versus part-time is vitally important, since a College district faces a penalty for any month that it does not offer insurance to at least 95% of its employees who meet the ACA definition of full-time for that month. For this reason, columns have been added to the Discoverer Report to calculate Teacher Retirement System (TRS) and ACA hours. A template has been created to assist at the following link: http://www.blinn.edu/academic_affairs/aca.html

Therefore, in summary part-time faculty cannot work more than 29 hours per week, including their teaching load and any additional required assignments. A weekly calculator and examples of possible work week scenarios is maintained on the Academic Affairs website, using the sidebar link entitled “ACA and Faculty”.

- For more information see: www.blinn.edu/academic_affairs/index.html

Minimester – Part-time faculty cannot teach during the Winter or May minimester. Due to ACA definitions for full and part time, part-time faculty and instructors are not eligible to teach during any minimester.

2.19.8 SUMMER TERM PAY SCHEDULE – PART-TIME AND FULL-TIME FACULTY

Part-time: The instructional pay for the summer term(s) for part-time faculty will be paid the “Part-Time Faculty Pay Scale.” The Pay Scale is based on Semester Credit Hours taught, regardless of the length of the course. Refer to the Academic Affairs webpage for the tables showing what courses can be taught by part time faculty. www.blinn.edu/academic_affairs/aca.html

Full-time: A faculty member teaching summer courses should not teach more than five courses over a ten-week period (including the 10-week summer session) with this proviso: an instructor teaching only Internet courses during the summer session may teach a total of four (4) Internet courses. For all other summer session teaching scenarios, the normal teaching load would be as follows: two courses summer I, two courses summer II, and one ten-week course (which may include an Internet course). A faculty member wishing to deviate from this normal summer teaching load, or who wishes to teach an additional course, must have the approval of the respective instructional dean or vice president.

2.19.9 SUBSTITUTE TEACHING PAY SCHEDULE

Substitute teaching will be paid with the submission of both the [Faculty Leave Report](#) (completed for the Instructor of Record) and the [Substitute Pay Request](#) (for each substitute used during a given absence) Sub Pay Rates are in the chart that follows:

| | |
|---|--|
| \$10.00 per 50 minute lab period | \$44.00 per 110 minute lecture period |
| \$20.00 per 50 minute lecture period | \$46.00 per 115 minute lecture period |
| \$28.00 per 70 minute lecture period | \$23.00 per 115 minute lab period |
| \$30.00 per 75 minute lecture period | \$80.00 per 200 minute Minimester class |
| \$15.00 per 75 minute lab period | \$55.00 <i>for studio, practicum & ensembles in VPAK only</i> |

Instructors should complete both forms and submit them for approval of the instructional dean or designee. Approved forms are sent for final approval to the vice president of instruction who will route the forms to the Human Resources – Payroll office.

FY19 Adjunct Faculty Rates

Beginning in FY19, new hire adjunct faculty are assigned a lecture equivalent hour (LEH) rate upon hire based on their highest degree in the teaching discipline or in education.

| Degree | LEH Rate |
|---------------------------|----------|
| Master's degree and below | \$1,115 |
| Ph.D. | \$1,194 |

LEH Rate Calculation

The LEH rate is the amount to be paid per LEH for the semester. To determine how much an adjunct will receive for teaching a course, multiply the number of LEH taught by the LEH Rate. For example, if a course is three LEH, and the LEH rate is \$1,115, multiply three times \$1,115 ($3 \times \$1,115 = \$3,345$). An adjunct would get paid \$3,345 for teaching the three LEH course.



Compensation for Spring 2018:

The Alamo Colleges Board of Trustees approved salary adjustments for faculty effective January 1, 2018. Adjunct faculty will receive pay based on the adjunct pay schedule below: Spring 2018 Parts of Term.

When do I receive my pay?

Adjunct faculty will receive pay based on the adjunct pay schedule. The instructional/non-instructional workload units will be paid in the part of term or open learning dates set forth during the semester.

Spring 2018 Parts of Term

| Part of Term | Term Description | Term Start Date | Term End Date | Suffix | 1st pay date | Last pay date | # pays | Final Due Date for Assignment Changes to SWAASGN |
|--------------|-------------------------------|-----------------|---------------|--------|--------------|---------------|--------|--|
| 1 | Full Term | 1/16/2018 | 5/12/2018 | 17 | 2/15/2018 | 5/31/2018 | 8 | 1/26/2018 |
| S1 | SDEV 16-Week Full Term | 1/16/2018 | 5/12/2018 | 17 | | 5/31/2018 | 8 | |
| 41 | Mini Session 1st 4-Weeks | 1/16/2018 | 2/10/2018 | 41 | | 2/28/2018 | 2 | |
| F1 | 8 Weeks Flex I | 1/16/2018 | 3/10/2018 | 83 | | 3/29/2018 | 4 | |
| SF1 | SDEV 8-Weeks Flex I | 1/16/2018 | 3/10/2018 | 83 | | 3/29/2018 | 4 | |
| 14 | Start II-14 Week Session | 1/29/2018 | 5/12/2018 | 17 | | 5/31/2018 | 8 | |
| S14 | SDEV Start II 14-Week Session | 1/29/2018 | 5/12/2018 | 17 | | 5/31/2018 | 8 | |
| 42 | Mini Session 2nd 4-Weeks | 2/12/2018 | 3/10/2018 | 42 | 2/28/2018 | 3/29/2018 | 3 | 2/8/2018 |
| 12 | Last 12-Weeks | 2/12/2018 | 5/12/2018 | 22 | | 5/31/2018 | 7 | |
| 43 | Mini Session 3rd 4-Weeks | 3/19/2018 | 4/14/2018 | 43 | 4/13/2018 | 4/30/2018 | 2 | 3/23/2018 |
| F2 | 8 Weeks Flex II | 3/19/2018 | 5/12/2018 | 84 | | 5/31/2018 | 4 | |
| SF2 | SDEV 8-Weeks Flex II | 3/19/2018 | 5/12/2018 | 84 | | 5/31/2018 | 4 | |
| 44 | Mini Session 4th 4-Weeks | 4/16/2018 | 5/12/2018 | 44 | 5/15/2018 | 5/31/2018 | 2 | 4/24/2018 |

Open Learning (Courses/Non-Instructional outside of Part of Term)

| | Class starts in this range: | | Class ends in this range: | | | | |
|----------------------|-----------------------------|-------------|---------------------------|-----------|-----------|-----------|-----------|
| | | | | | | | |
| Open Learning | 1/16 - 1/31 | 1/16 - 1/31 | LA | 2/15/2018 | 2/15/2018 | 1 | 1/26/2018 |
| | | 2/1 - 2/15 | 41 | | 2/28/2018 | 2 | |
| | | 2/16 - 2/28 | LB | | 3/9/2018 | 3 | |
| | | 3/1 - 3/15 | 83 | | 3/29/2018 | 4 | |
| | | 3/16 - 3/31 | LC | | 4/13/2018 | 5 | |
| | | 4/1 - 4/15 | LD | | 4/30/2018 | 6 | |
| | | 4/16 - 4/30 | LE | | 5/15/2018 | 7 | |
| | | 5/1 - 5/15 | 17 | | 5/31/2018 | 8 | |
| | 2/1 - 2/15 | 2/1 - 2/15 | LF | 2/28/2018 | 2/28/2018 | 1 | 2/8/2018 |
| | | 2/16 - 2/28 | LG | | 3/9/2018 | 2 | |
| | | 3/1 - 3/15 | 42 | | 3/29/2018 | 3 | |
| | | 3/16 - 3/31 | LH | | 4/13/2018 | 4 | |
| | | 4/1 - 4/15 | LI | | 4/30/2018 | 5 | |
| | | 4/16 - 4/30 | LJ | | 5/15/2018 | 6 | |
| | 2/16 - 2/28 | 2/16 - 2/28 | LK | 3/9/2018 | 3/9/2018 | 1 | 2/19/2018 |
| | | 3/1 - 3/15 | LL | | 3/29/2018 | 2 | |
| | | 3/16 - 3/31 | LM | | 4/13/2018 | 3 | |
| | | 4/1 - 4/15 | LN | | 4/30/2018 | 4 | |
| | | 4/16 - 4/30 | LO | | 5/15/2018 | 5 | |
| | | 5/1 - 5/15 | LP | | 5/31/2018 | 6 | |
| | 3/1 - 3/15 | 3/1 - 3/15 | LQ | 3/29/2018 | 3/29/2018 | 1 | 3/2/2018 |
| | | 3/16 - 3/31 | LR | | 4/13/2018 | 2 | |
| | | 4/1 - 4/15 | LS | | 4/30/2018 | 3 | |
| | | 4/16 - 4/30 | LT | | 5/15/2018 | 4 | |
| | | 5/1 - 5/15 | LU | | 5/31/2018 | 5 | |
| | 3/16 - 3/31 | 3/16 - 3/31 | LV | 4/13/2018 | 4/13/2018 | 1 | 3/23/2018 |
| | | 4/1 - 4/15 | 43 | | 4/30/2018 | 2 | |
| | | 4/16 - 4/30 | LW | | 5/15/2018 | 3 | |
| 5/1 - 5/15 | | 84 | 5/31/2018 | | 4 | | |
| 4/1 - 4/15 | 4/1 - 4/15 | LX | 4/30/2018 | 4/30/2018 | 1 | 4/9/2018 | |
| | 4/16 - 4/30 | LY | | 5/15/2018 | 2 | | |
| | 5/1 - 5/15 | LZ | | 5/31/2018 | 3 | | |
| 4/16 - 4/30 | 4/16 - 4/30 | L1 | 5/15/2018 | 5/15/2018 | 1 | 4/24/2018 | |
| | 5/1 - 5/15 | 44 | | 5/31/2018 | 2 | | |

Full-Time Temporary Faculty

Full-time Temporary Faculty that begin work on January 8, 2018 will be paid as indicated below for the Spring Semester.

| Full-Time Temporary Faculty | | | | |
|-----------------------------|------------|--|--------|-----------|
| Fall | | | Spring | |
| Pay # | Pay Date | | Pay # | Pay Date |
| 1 | 9/15/2017 | | 10 | 1/31/2018 |
| 2 | 9/29/2017 | | 11 | 2/15/2018 |
| 3 | 10/13/2017 | | 12 | 2/28/2018 |
| 4 | 10/31/2017 | | 13 | 3/9/2018 |
| 5 | 11/15/2017 | | 14 | 3/29/2018 |
| 6 | 11/30/2017 | | 15 | 4/13/2018 |
| 7 | 12/15/2017 | | 16 | 4/30/2018 |
| 8 | 12/19/2017 | | 17 | 5/15/2018 |
| 9 | 1/12/2018 | | 18 | 5/31/2018 |
| | | | | |

Full-Time Faculty and Faculty Interns will be paid beginning September 15, 2017 through *August 31, 2018.

| Faculty Interns | | | | | | | |
|-----------------|------------|--|--------|-----------|--|--------|-----------|
| Fall | | | Spring | | | Summer | |
| Pay # | Pay Date | | Pay # | Pay Date | | Pay # | Pay Date |
| 1 | 9/15/2017 | | 10 | 1/31/2018 | | 19 | 6/14/2018 |
| 2 | 9/29/2017 | | 11 | 2/15/2018 | | 20 | 6/28/2018 |
| 3 | 10/13/2017 | | 12 | 2/28/2018 | | 21 | 7/12/2018 |
| 4 | 10/31/2017 | | 13 | 3/9/2018 | | 22 | 7/31/2018 |
| 5 | 11/15/2017 | | 14 | 3/29/2018 | | 23 | 8/15/2018 |
| 6 | 11/30/2017 | | 15 | 4/13/2018 | | 24 | 8/31/2018 |
| 7 | 12/15/2017 | | 16 | 4/30/2018 | | | |
| 8 | 12/19/2017 | | 17 | 5/15/2018 | | | |
| 9 | 1/12/2018 | | 18 | 5/31/2018 | | | |

* Payment will be made to you in installments distributed over a 12 month period, unless employment began after the start of the Academic Year. Then payment is based on the Semester pay dates as listed above and will not be deferred over 12 months. Starting the next Academic Year, you will be placed on the 12 month deferred payout.

What is my Salary?

Adjunct salary amounts are derived from the total number of workload units from all instructional or non-instructional assignments. The total workload units are then paid at a specified class level of (BA-PhD). The class level is the rate in which the adjunct faculty is approved upon being hired.

Adjunct Faculty

Adjunct Loads and Pay Ranges

Effective 1-1-2018*

| Workload Units | BA | MA | MA12 | MA24 | MA36 | MA48 | PHD |
|----------------|------------|------------|------------|------------|------------|------------|------------|
| 1 | \$772.86 | \$830.49 | \$856.26 | \$881.32 | \$908.17 | \$933.94 | \$958.64 |
| 1.667 | \$1,288.35 | \$1,384.43 | \$1,427.39 | \$1,469.16 | \$1,513.91 | \$1,556.89 | \$1,598.05 |
| 2 | \$1,545.71 | \$1,660.98 | \$1,712.53 | \$1,762.64 | \$1,816.34 | \$1,867.89 | \$1,917.28 |
| 2.333 | \$1,803.06 | \$1,937.53 | \$1,997.66 | \$2,056.13 | \$2,118.75 | \$2,178.89 | \$2,236.51 |
| 2.667 | \$2,061.21 | \$2,214.91 | \$2,283.66 | \$2,350.48 | \$2,422.08 | \$2,490.82 | \$2,556.71 |
| 3 | \$2,318.57 | \$2,491.47 | \$2,568.79 | \$2,643.96 | \$2,724.50 | \$2,801.83 | \$2,875.92 |
| 3.333 | \$2,575.93 | \$2,768.01 | \$2,853.93 | \$2,937.45 | \$3,026.92 | \$3,112.83 | \$3,195.15 |
| 3.667 | \$2,834.07 | \$3,045.40 | \$3,139.92 | \$3,231.81 | \$3,330.26 | \$3,424.77 | \$3,515.35 |
| 4 | \$3,091.43 | \$3,321.96 | \$3,425.06 | \$3,525.27 | \$3,632.67 | \$3,735.76 | \$3,834.57 |
| 4.333 | \$3,348.78 | \$3,598.51 | \$3,710.19 | \$3,818.76 | \$3,935.10 | \$4,046.77 | \$4,153.80 |
| 4.667 | \$3,606.91 | \$3,875.89 | \$3,996.18 | \$4,113.12 | \$4,238.42 | \$4,358.70 | \$4,473.99 |
| 5 | \$3,864.28 | \$4,152.45 | \$4,281.32 | \$4,406.60 | \$4,540.85 | \$4,669.71 | \$4,793.20 |
| 5.333 | \$4,121.64 | \$4,428.99 | \$4,566.44 | \$4,700.09 | \$4,843.27 | \$4,980.72 | \$5,112.43 |
| 5.667 | \$4,379.78 | \$4,706.38 | \$4,852.45 | \$4,994.44 | \$5,146.58 | \$5,292.65 | \$5,432.63 |
| 6 | \$4,637.13 | \$4,982.93 | \$5,137.58 | \$5,287.92 | \$5,449.01 | \$5,603.66 | \$5,751.85 |
| 6.333 | \$4,894.49 | \$5,259.49 | \$5,422.71 | \$5,581.41 | \$5,751.42 | \$5,914.65 | \$6,071.08 |
| 6.667 | \$5,152.63 | \$5,536.87 | \$5,708.71 | \$5,875.76 | \$6,054.76 | \$6,226.60 | \$6,391.27 |
| 7 | \$5,410.00 | \$5,813.42 | \$5,993.85 | \$6,169.25 | \$6,357.18 | \$6,537.59 | \$6,710.49 |
| 7.333 | \$5,667.35 | \$6,089.98 | \$6,278.97 | \$6,462.72 | \$6,659.60 | \$6,848.60 | \$7,029.72 |
| 7.667 | \$5,925.49 | \$6,367.36 | \$6,564.98 | \$6,757.08 | \$6,962.93 | \$7,160.53 | \$7,349.92 |
| 8 | \$6,182.84 | \$6,643.91 | \$6,850.11 | \$7,050.57 | \$7,265.35 | \$7,471.54 | \$7,669.14 |

Full-Time Temporary Faculty

Below is the **Full-time Temporary Faculty** rate table. Full-time temporary faculty may only work per Fall or Spring Semester.

| Level | Class | | | | | | |
|-------|-------------|-------------|----------------|---------------|--------------|---------------|-------------|
| | I BA | II MA | III MA + 12 | IV MA + 24 | V MA + 36 | VI MA + 48 | VII PhD |
| A | \$18,450.81 | \$20,403.18 | \$20,973.43 | \$21,553.33 | \$22,133.25 | \$22,703.49 | \$23,853.65 |

Note: Above rates are for full-time temporary faculty beginning the week faculty return to campus and working 15 workload units. Rates may be adjusted if these conditions are not met.

Faculty Intern

Below is the **Faculty Intern** rate table. Faculty Interns will be teaching the fall and spring semester and will receive the pay below.

| Level | Class | | | | | | |
|-------|-------------|-------------|----------------|---------------|--------------|---------------|-------------|
| | I BA | II MA | III MA + 12 | IV MA + 24 | V MA + 36 | VI MA + 48 | VII PhD |
| A | \$36,901.63 | \$40,806.36 | \$41,946.85 | \$43,106.68 | \$44,266.49 | \$45,406.98 | \$47,707.30 |

**Actual pay may differ from posted rates due to rounding. Adjustments will not be made for these differences.*

**Rates may change during the year based on any Board approved increases.*

** Payment will be made in installments distributed over a 12 month period, unless employment began after the start of the Academic Year.*

How can I validate my workload for the Spring?

Faculty may validate contracts and verify all CRN's including the instructional and non-instructional workload/overloads through **ACES self-portal**. Contracts are locked by HR which allow for all instructors to verify contracts which include the pay, workload units, and course information. Spring 2018 faculty contracts will be available for viewing on December 8, 2017.

Where can I view my paystub?

To access your paystub, login to [ACES Self Service](#) and click on the "Employee" tab. Click on the "Web Services" link, then the "Employee" link. On the employee page, click on "Pay Information", then "Pay Stub". On the pay stub page, select the year you want to view then click on the individual link(s) that correspond to the pay stub you want to review.

Whom do I contact?

For more information:

- Visit the [Faculty Information Center](#),
- Call the HR Service Center Hotline: 210-485-0799,
- Email the HR-FLAC@alamo.edu mailbox.



2018-2019 ADJUNCT/PART-TIME INSTRUCTOR EMPLOYEE SALARY ADMINISTRATION

DEFINITION OF ADJUNCT/PART-TIME INSTRUCTOR EMPLOYEE STATUS

Adjunct: An employee who receives a limited appointment to teach no more than nine credit hours per semester not to exceed 18 credit hours in any given academic year, defined for this purpose as a nine-month period with two 4.5-month semesters.

Continuing Education (CE) Instructor: An employee who receives a limited appointment to teach specific non-credit course(s).

Corporate College (CC) Instructor: An employee who receives a limited appointment to teach specific non-credit course(s).

COMPENSATION PLAN

The part-time compensation plan consists of a general classification system with corresponding ranges of pay. All part-time employees (both instructional and non-instructional) hired by Lone Star College will be placed at the appropriate hourly rate of pay indicated on the Part-Time or Adjunct/Part-Time Instructor Salary schedule.

INCREASES

There is no provision in this plan for longevity increases; a part-time worker may be moved from the initial pay rate in only two circumstances:

- A. Revisions to the salary schedule made by the Chancellor
- B. Changing from one PT position to another position at a different rate of pay

LONE STAR COLLEGE 2018-2019
ADJUNCT/PART-TIME INSTRUCTOR CLASSIFICATION STRUCTURE

Placement on this schedule will be at the initial rate listed below:

Instructional Rates per Contact Hour

\$41.75 Standard Adjunct Rate - Includes MUAP (grade AFR)

\$45.66 Adjunct Market Rates (grade AFM):

- Associate Degree Nursing
- Corrosion Technology
- Dental Hygiene
- EMS
- Engineering
- Fire Science
- Interpreter Training/Sign Language
- Law Enforcement Academy
- Sonography (includes Vascular & Echocardiography)
- Machining
- Manufacturing
- Petroleum Data Technology
- Pharmacy Tech
- Process Technology
- Radiation Tech
- Surgical Tech
- Land Surveying
- Welding

\$54.58 ITCC - CISCO (grade AFS)

Continuing Education / Workforce per Contact Hour

\$41.75 Standard CE Adjunct (Follows Standard Adjunct Rate – grade CEA)

\$45.66 Market Industries

- Law Enforcement
- Machining
- Welding
- Engineering Technology
- Oil & Gas Drilling
- Pharmacy Tech

\$54.58 Teaching Classes for Certification in the following:

- American Welding Society (AWS)
- International Association of Drilling Contractors (IADC)
- Manufacturing Skill Standard Council (MSSC)
- Oracle National Industry Certifications
- Cisco
- Microsoft Certified Solutions Associate/Expert (MCSA/MCSE)
- National Institute for Metal Working Skills (NIMS)

\$29.34 Personal Enrichment:

- Adult Leisure Learning
- General Personal Enrichment
- Youth Courses

\$34.83 Personal Enrichment:

- Non-fundable English as a Second Language (ESL) & Languages
- Adult Education & Literacy
- GED/ABE Prep

LONE STAR COLLEGE 2018-2019
ADJUNCT/PART-TIME INSTRUCTOR CLASSIFICATION STRUCTURE

Placement on this schedule will be at the initial rate listed below:

CCI Corporate College Instructional Rates per Contact Hour (grade CCI)

\$41.75 Part-Time Corporate College Instructor

\$45.66 Technical skills training (including related courses like blueprint-reading, industrial math, etc.)

- Machining
- Mechatronics
- Mobile Data Application
- Oil & Gas Field Service Technician Training
- Welding

\$54.58

- Cisco
- Cyber Security and Certified Cloud Security Professional (CCSP)
- MSSC/Logistics (Logistics/Production Planning)
- Oracle
- Sterile Processing (SPD Technician Certification)

Standard Secondary Assignment Rates for Full-Time Faculty (paid by stipend)

| | |
|------------------|--------------------------------------|
| \$4,008 per year | Lead Faculty |
| \$4,008 per year | Coordinator/Lead |
| \$4,008 per year | Advisor/Student Organization Sponsor |
| \$8,016 per year | Department Chair |
| \$5,803 per year | Program Director |