

**2022-2023 TRINITY VALLEY COMMUNITY COLLEGE
Instructional Overload/Part-Time Pay Schedule**

Academic and Workforce Credit Lecture Courses

3-HOUR lecture rate (face-to-face, online, HYD, HYC)	48 contact hours	\$1750
3-HOUR per-student lecture rate	48 contact hours	\$146
2-HOUR lecture rate (face-to-face, online, HYD, HYC)	32 contact hours	\$1168
2-HOUR per-student lecture rate	32 contact hours	\$98
4-HOUR lecture rate (face-to-face, online, HYD, HYC)	64 contact hours	\$2336
4-HOUR per-student lecture rate	64 contact hours	\$195
1-HOUR lecture rate (face-to-face, online, HYD, HYC)	16 contact hours	\$584
1-HOUR per-student lecture rate	16 contact hours	\$49
Coop/Internship		\$186 per student

NOTE: Learning Framework Courses should be paid using accounts for the respective campuses.

Academic and Workforce Credit Lab Courses

Science lab rate (face-to-face, online, HYD, HYC)	\$1750
Science per student lab rate (face-to-face, online, HYD, HYC)	\$146
Non-science lab rate (face-to-face, online, HYD, HYC)	\$875
Non-science per student lab rate (face-to-face, online, HYD, HYC)	\$73
1-HOUR non-science lab rate (face-to-face, online, HYD, HYC)	\$292
1-HOUR non-science per-student lab rate (face-to-face, online, HYD, HYC)	\$25
2-HOUR non-science lab rate (face-to-face, online, HYD, HYC)	\$584
2-HOUR non-science lab per student rate (face-to-face, online, HYD, HYC)	\$49
4-HOUR non-science lab rate (face-to-face, online, HYD, HYC)	\$1168
4-HOUR non-science lab per student rate (face-to-face, online, HYD, HYC)	\$98

Academic, Credit, and Continuing Education Lecture/Lab Combination Course

MDCA 1317 4-HOUR (lecture + lab rate)	\$2625
NURA 1401 5-HOUR (lecture + lab rate)	\$2628
Theatre Practicum 6-HOUR (DRAM 1120, 1121, 2120, 2121) (two times lecture rate)	\$3500
Welding 5-HOUR lecture rates	\$3500
Welding 5-HOUR lab rates	\$1750
WLDG 1421, WLDG 1435 lecture rates	\$3500
WLDG 1421, WLDG 1435 lab rates	\$1750

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Workforce and Continuing Education Credit Courses (Special Assignment Agreements)

The rates included in the chart below are approved for use by credit and non-credit courses including Medical/Nursing Assistant, Emergency Medical Technician (EMT), Vocational Nursing (VN) and Associate Degree Nursing (ADN) clinical skills. Compensation is recorded on a teaching agreement provided by the Dean of Continuing Education or the HSC Provost.

EMT skills	\$23 per hour (time log)
VN and Medical/Nursing Assistant clinical excluding NURA 1160	\$35 per hour (time log)
NURA 1160 Clinical-Nursing Assist/Aide & Patient Care Assist/Aide non-credit	\$3040
NURA 1401 5-HOUR (lecture + lab rate)	\$2628
ADN clinical/skills	\$46 per hour (time log)
ADN team leader	\$1750 per semester
National Registry of EMT (NREMB) paramedic skills	\$159.00 per test day for instructor; \$53.00 per test day for patient
PHRA lab set-up/coordination by pharmacy tech director	\$30 per hour

Continuing Education Non-Credit Courses (Teaching Agreements)

Basic Life Support/CPR	\$33 per student
Non-credit workforce training	\$25.75 per hour (time log)
Beginning Computers/Windows (tutoring)	\$113/student
Drug Violation and Awareness Class (TVCC students)	\$51.50 per student
Emergency Care Attendant (minimum of 20 student enrollment)	\$1550 per course
Medication Administration (certified medication aide)	\$36 per hour (time log)
Medication Aide update class - <i>6 times per year class guaranteed to make for student employment recertification; instructor paid for no fewer than 10 students</i>	\$33 per student
Clinical non-credit Medical/Nursing Assistant courses	\$33 per hour (time log)
Introduction to Microsoft Word	\$103 per student
Nursing Math (online)	\$12.50 per student
Nursing Math (face-to-face) taught outside of work hours	\$12.50 per student
Classroom/lab non-Credit Medical/Nursing Assistant Courses pay the same as the corresponding credit courses.	
Non-reoccurring non-credit courses vary in length, student outcomes, instructor requirements, student requirements, instructional locations, needed types of resources, types of instructional space, etc. Instructor pay for non-reoccurring non-credit courses is negotiated and an explanation of that process is attached to the non-credit teaching agreement.	

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Adult Education Non-Credit Courses (Teaching Agreements)

Instructors with bachelor's degree	\$17.60 per hour
Instructors with master's degree or higher	\$19.80 per hour
Instructor aides (assist with departmental functions) with high school diploma/GED	\$10.50 per hour (non-faculty time sheet)

Non-Traditional Contact Hour Courses Not Included in Above Charts

Courses that are not identified on the charts listed above but fall outside of the traditional 48, 64, or 96 contact hour format will be compensated at a prorated rate using 1 credit hour intervals in order to adjust for the contact hour differences. The vice president of instruction will utilize the current college catalog course descriptions to determine the appropriate contact hours that the course meets and corresponding compensation at the adjusted prorated rate.

Multi-Modality Class Considerations and Texas Department of Criminal Justice (TDCJ) Courses

Rather than paying out an additional amount per each section this is being rewritten to include a flat fee that takes the extra amount already into the payment.

1. Instructors who teach a course with multiple modalities will be paid \$2650 per course deemed. Instructors will receive no additional compensation outside of the base pay rate.
 - The maximum number of students in the combined course is 20 for DECO, ENGL, SPCH, and EDUC.
 - The maximum number of students in the combined course is 30 for all other courses.
 - If the combined course enrollment does not meet the minimum enrollment, then the instructor will be paid at a rate of \$221 per student.
 - If the combined course enrollment exceeds the maximum number of students, the instructor will be compensated at a rate of \$221 per additional student. Note: VPI approval is required for exceeding the maximum enrollment.
 - Instructors must meet the requirements to teach in the multiple modality format (Hyflex) and must meet the scheduling needs of the students to offer the course.
2. For instructors that teach on-site at TDCJ, instructors will receive compensation of \$2650 per class deemed made. No additional travel stipend will be included.
3. Instructors who teach a class to multiple campuses via zoom will be paid \$2050 per combined course deemed made. No additional compensation will be paid outside of the base rate.
 - The maximum number of students is the same as in #1 above.
 - If the combined course enrollment for classes taught via zoom does not meet the minimum enrollment, the instructor will be paid at a rate of \$171 per student.
4. Instructors teaching TDCJ classes via zoom or ITV will receive a base pay of \$2050 if they teach to one site to a made class. (\$171 per head)

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- Instructors teaching TDCJ classes via zoom to multiple sites will receive a base pay of \$2400 if the combined enrollment reaches the minimum number to make a class, otherwise, they will be paid per head (\$200 per head).

Enrollment Considerations

A minimum enrollment of 12 students is required to pay the full amount of the overload for all courses, except under special circumstances pre-approved by the vice president of instruction.

1. Upper-level math (MATH 2320, MATH 24xx) requires a minimum enrollment of 6 students. With 6 students, faculty are paid the full rate. Less than 6 students, faculty members are paid the per head rate outlined for the semester credit hour being taught.
2. Upper-level chemistry and physics courses (CHEM 24xx, PHYS 24xx) require a minimum enrollment of 6 students. With 6 students, faculty are paid the full rate. Less than 6 students, faculty member is paid the per head rate outlined for the semester credit hour lecture and lab being taught (see above).
3. New programs and courses will be made at 6 for the first two years of the program or course offering.
4. Staging/Costuming/Design theatre courses (non-core) will be compensated according to the following schedule:

Enrollment	Studio Art/Staging/Costuming/Design department specific courses
Less than 3 students	Per student rate of \$218.75 ((lecture + lab)/12 students)
3-6 students	Lecture rate only
Greater than 6 students	Lecture + lab rate

5. Ear training and piano courses will be compensated according to the following schedule:

Section enrollment	Rate of compensation
<u>Less than 8 students enrolled in MUSI 1181, MUSI 1182, MUSI 1116, MUSI 1117, MUSI 1311, or MUSI 1312</u>	Per student rate of \$146 (lecture rate/12 students)
<u>8 students or more enrolled in MUSI 1181, MUSI 1182, MUSI 1116, MUSI 1117, MUSI 1311, or MUSI 1312</u>	Lecture rate
<u>Less than 6 students enrolled in MUSI 2311, MUSI 2312, MUSI 2116, MUSI 2117, MUSI 2181, or MUSI 2182</u>	Per student rate of \$146 (lecture rate/12 students)
<u>6 students or more enrolled in MUSI 2311, MUSI 2312, MUSI 2116, MUSI 2117, MUSI 2181, or MUSI 2182</u>	Lecture rate

6. For all other coursework and based upon enrollment, the following overload compensation will be awarded:

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Enrollment	All lectures <u>except</u> ENGL, DECO, SPCH, and Learning Framework
Up to 12 students	\$146/student
12 – 30 students	\$1750
31 – 42 students	\$1750 + \$146/student above 31
43 – 60 students	\$3500 (2 sections)
61 – 72 students	\$3500 + \$146/student above 70
73 – 900 students	\$5250 (3 sections)
Enrollment	ENGL, DECO, SPCH, Learning Framework
Up to 12 students	\$146/student
12 – 20 students	\$1750
21 – 32 students	\$1750 + \$146/student above 25
33 – 40 students	\$3500 (2 sections)
41– 52 students	\$3500 + \$146/student above 50
53 – 60 students	\$5250 (3 sections)

Additional non-teaching duties

Job/Duty	Compensation	Compensation Schedule
Division chair (10.5-month contract)	2 course release	fall, spring
Campus Department Lead	1 course release	Fall, spring
QEP director (P/T)	2 course release fall and spring/1 course release summer 12-week	fall, spring, summer
PTK coordinator (9-month contract)	2 course release fall, spring/1 course release summer 12-week	fall, spring, summer
Terrell PTK sponsor/activities director	1 course release	Fall and spring semesters in which induction ceremony and at least one service project are conducted
Ranch manager (12-month contract)	1 course release	fall, spring
Rodeo/Show coach (12-month contract)	1 course release	fall, spring
Canvas Cardinal – 1 academic and 1 workforce faculty member who is selected to research and integrate technology into courses using strategies NOT already in place with their existing courses.	\$500.00 stipend	fall, spring

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HSC Faculty Mentor

Health Science Center faculty mentors are used to assist new nursing faculty with the instructional and non-instructional tasks of nursing faculty. This mentor relationship lasts for one semester. Total compensation is payable in one monthly installment during the last month of the semester in which they are serving as a resource. Compensation is determined as follows:

1. Mentor rate - \$53 per mentee

Inter-Campus Teaching

In accordance with TVCC business office regulations, inter-campus teaching requiring instructional travel will comply with the conditions outlined below.

Instructional Travel: Use of a school vehicle is required unless one is not available. Faculty who travel for semester-long instructional purposes should request a school vehicle before each semester begins or immediately thereafter using the process of completing the transportation request form and sending it to your immediate supervisor for approval.

If the vehicle request is denied due to unavailability, the denied [Vehicle Request Form](#) or similar written documentation must be attached to the travel report for personal vehicle mileage to be reimbursed at 62.5 cents per mile.

The semester special assignment agreement for faculty who are assigned inter-campus travel will be prepared according to the following parameters:

1. Instructors are expected to use a TVCC vehicle for inter-campus teaching travel and **will not** be reimbursed for use of their personal vehicle unless a vehicle request form (VRF) is submitted to the director of transportation and use of a TVCC vehicle is denied due to unavailability; Attach denied VRF to travel report for mileage reimbursement at the end of the month/semester.
2. The \$250 travel time MISC stipend (further described below) will be used to compensate an instructor for their travel time to an off-campus assignment and is paid for the first course taught away from their home campus*, regardless of whether the instruction is part of their load. Subsequent travel time stipends will be awarded for courses separated by more than three hours, as calculated from the end of one course to the beginning of the next course. Instructors who travel 4 or more days per week to teach the SAME course at an inter-campus site will be awarded 2 distinct \$250 travel stipends.
3. All TDCJ teaching assignments are compensated a \$300 stipend, as reflected in the above section entitled, "Texas Department of Criminal Justice (TDCJ) Courses"; Instructors physically traveling to a TDCJ unit will be also compensated the \$250 travel stipend for their travel time to their off-campus assignment.
4. This MISC compensation is included in the special assignment agreement and is charged to the campus in which the instructor is assigned to teach.

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**Base campus is identified by at least one of the following, as it applies to the instructor who teaches their primary load on multiple campuses: physical office location, if applicable, and/or primary location of teaching assignment in which the highest percentage of course load (excluding overloads) is taught. If an instructor's base campus changes or is re-assigned, approval with the VP of instruction or appropriate designee is required.*

Travel Time Stipends (MISC)

Adjunct Instructors

1. Adjunct instructors are compensated \$250 MISC stipend course for travel time when the instructor is traveling 20 or more miles (as calculated from their residence to instructional site) to teach assigned course.
2. When teaching more than one course, the \$250 stipend is paid for only one course unless the courses are separated by more than 3 hours.
3. The MISC compensation is included in the special assignment agreement and is charged to the campus in which the instructor is assigned to teach.

Full-time Instructors

Full-time instructors are compensated with a \$250 MISC travel time stipend under the following conditions:

1. The instructor is traveling 20 or more miles (as calculated from their residence to the instructional site) to teach the course during a summer semester.
2. During any semester,
 - a. Non-TDCJ instruction: The instructor is traveling 20 or more miles (as calculated from their **base campus** (defined above) to the instructional site) to teach the non-TDCJ course as part of their load or as an overload; Instructors are expected to use a TVCC vehicle for this travel and **will not** be reimbursed for use of their personal vehicle unless a vehicle request form (VRF) is submitted to the director of transportation and use of a TVCC vehicle is denied due to unavailability; Attach denied VRF to travel report for mileage reimbursement at the end of the month/semester.
 - b. TDCJ instruction: The instructor who is **traveling to** a TDCJ unit to teach the course as part of their load or as an overload during any semester; Instructors are expected to use a TVCC vehicle for this travel and **will not** be reimbursed for use of their personal vehicle unless a vehicle request form (VRF) is submitted to the director of transportation and use of a TVCC vehicle is denied due to unavailability; Attach denied VRF to travel report for mileage reimbursement at the end of the month/semester.
3. The MISC compensation is included in the special assignment agreement and is charged to the campus in which the instructor is assigned to teach.
4. Please note that TDCJ travel is built into the TDCJ course stipend and will not be added extra.

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Determining Teaching Loads

A full-time instructor's instructional load is determined for all disciplines as a combination of the equivalent of 5- three semester credit hour lecture sections except in the following circumstances:

1. Any combination of 6 lecture and/or lab sections is required for instructors in the science, art drawing/design (excludes art lecture), or foreign language, and horticulture disciplines. **Labs are paid at a full lecture rate in these disciplines. *If an instructor's load is divided between science/art drawing/design/foreign language AND another discipline that requires a combination of 5 courses to make a load, the instructor will be required to fulfill the 5-course load limit with labs paid at ½ the lecture rate.***
2. Lecture and/or lab enrollments may be combined and counted as one course in computing loads when minimum enrollment numbers are not met.
3. A teaching load for **music** classes is determined by the function of the MUSI faculty member.
 - Band director(s) and instructors with MUAP coursework as their primary load are expected to fulfill 24 semester hours.
 - Choir director(s) and instructors with MUAP as their secondary load are expected to fulfill 18 semester hours.
 - Instructors without MUAP instruction are expected to fulfill 15 semester hours.

Hourly determinations applied for MUSI assignments are as follows:

- a) Cardinal regiment band director = 20 semester hours
 - i) Minimum of 12 students enrolled
 - b) Cardinal singers' director = 5 semester hours
 - i) Minimum of 12 students enrolled
 - c) Chamber singers' director = 5 semester hours
 - i) Minimum of 12 students enrolled
 - d) Encore director = 5 semester hours (for director and accompanist)
 - i) Minimum of 8 vocal students enrolled (does not include any instrumentalists)
 - e) Recital attendance = 3 semester hours (for director and accompanist)
 - f) Music lecture courses = 3 semester hours
 - g) Choir accompanist = 5 semester hours (for accompaniment of recitals, juries, concerts)
 - h) Applied music lessons (MUAP courses) = ½ hour per student enrolled in 1 hour course and 1 hour per student enrolled in 2-hour course
 - i) MUAP Compensation is \$584 (\$1750/3) per **semester hour** in excess of assigned hours
4. A teaching load for **kinesiology (KINE)** classes is determined by the coaching position with the following requirements for semester loads:
 - a) Athletic Director/Head Coach = as needed, determined by athletic director and KINE division chair
 - b) Assistant Athletic Director/Head Coach = 3 semester credit hours per semester or 6 semester credit hours per year
 - c) Division Chair/Assistant Basketball Coach = 3 to 4 semester credit hours per semester or 6 to 8 semester credit hours per year

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- d) Head Coach = 3 to 4 semester credit hours per semester or 6 to 8 semester credit hours per year
 - e) Full Assistant Coach = 4 semester credit hours per semester or 8 semester credit hours per year
 - f) Full-time Trainer = Four semester credit hours per semester. Eight semester credit hours per year
 - g) Cheer Coach = 6 semester credit hours per semester or 12 semester credit hours per year
 - h) Recruiting Coordinator = non-teaching responsibilities to include but not limited to recruiting and athlete academic liaison
5. A teaching load for credit continuing education instructors is determined as follows:
- a) A teaching load is 15 semester hours (or 5 courses) of medical classes in Medical/Nursing Assistant.
 - b) Calculations for labs are separated from classroom instruction for load and overload pay purposes.
 - c) Director for the Texas Department of Aging and Disability Services Nurse Aide Certification = 3 semester credit hours.
 - d) Director of ISD Phlebotomy Training = 3 semester credit hours.

Special Rates of Pay

1. If any additional compensation (i.e., per head rate, "MISC") is paid for a designated course that IS part of the load – DO NOT include the course section number on the Special Assignment Agreement (SAA).
2. Instructors and staff who evaluate Learning Enhancement Annual Plans (LEAPs) are compensated at a rate of \$30 per hour for work done outside of their normal workday/week.
3. Instructors and staff who work with the office of Strategic Planning, Accreditation, and Institutional Effectiveness to assist with SACSCOC and THECB core-curriculum related duties are compensated at a rate of \$30 per hour for work done outside of their normal workday/week.
4. Instructors and staff who perform duties or services OUTSIDE of the scope/description of their full-time job must receive approval for the additional work BEFORE the project begins. With proper notice AND approval from the employee's immediate supervisor AND president and/or vice president of instruction, the instructor and/or staff member will be compensated at a rate of \$30 per hour for work done outside of their normal workday/week.
5. Drivers of performing groups to regional and national playoffs are to be paid from the P/T payroll account of the respective organization.

Temporary or Substitute Pay

Temporary or substitute compensation is prorated based upon the number of course(s) the substitute teaches. Compensation varies, as determined by the length of the semester and the number of times the course in which the substitute is teaching is offered. A substitute's compensation will be compared to the instructor's pay for the courses for which they are substituting.

Semester Length	Course offering	Compensation per class, day, or hour
6-week (summer 1, summer 2)	2 days/week	\$146 per class *(\$12.17/student/class rate)

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	4 days/week	\$73 per class *(\$6.08/student/class rate)
Cosmetology (fall, spring, summer)	4 days/week 7.5 hours/day	\$217 per day (\$25/hour x 7.5 hours) NOTE: For courses that do not meet precisely 7.5 hours/day, the substitute will be compensated at a rate of \$22/hour.
TDCJ summer (12-week)	1 day/week	\$170 per academic 3-hour course *(\$14.17/student/class rate); \$200 per vocational class (6.5 hours) *(\$16.67/student/class rate)
TDCJ cycle (vocational)	6.5 hours/day	\$227 per day (\$18.92/hour x 6.5 hours) NOTE: For courses that do not meet precisely 6.5 hours/day, the substitute will be compensated at a rate of \$15/hour.
16-week (fall, spring)	2 days per week	\$55 per class *(\$4.58/student/class rate)
	1 day per week	\$110 per class *(\$9.17/student/class rate)
*Per-student-per-course rate is calculated as the compensation per class divided by 12		
Per-student-per course rates will apply to substitute pay under the following conditions:		
<ul style="list-style-type: none"> • Student enrollment exceeds the maximum enrollment limit • Substitute for DEVL, non-course-based courses 		

Part-Time Special Events/Performances

1. Student or non-TVCC employee performance pay = \$50 per show for each musician (student or outside musician) payable after the performance; documented with special assignment agreement
2. TVCC instructor performance related (including rehearsal) duties not within the scope of TVCC's instructor's role = \$30 per hour rate. Final approval for rehearsal compensation rests with the vice president of instruction; payable after the work completed and documented with time sheet
3. Vocal instruction = \$30/hour per student taught, payable after the performance/instruction; documented with time sheet
4. Theatre director (acting director and costume/set director) = \$2625 (lecture + lab rate), payable after the performance; documented with special assignment agreement
5. U.I.L. Meet Coordinator = \$1750 (lecture rate), payable after the scheduled meet; Special instructions noted as follows: "U.I.L. meet is held on _____ (note date), but preparatory work occurred over the course of several months". Compensation is charged to budget account; documented with special assignment agreement.
6. Paramedic National Skills Testing is paid at a one-day flat rate of \$180.00. TVCC employees are paid with a special assignment agreement. Prior to processing SAA, budget adjustments and donations from the agency

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account to the part-time salary account need to be made. Non-TVCC employees are paid from the agency account.

TDCJ Testing and Proctoring Services

Proctor Description	Compensation
Off-campus	\$103 per day
On-campus	\$82.50 per day
Paper/pencil (accommodated) testing	\$103 per day
Written test (TDCJ)	\$16.50 per hour
ITV video proctor (TDCJ)	\$16.50 per hour
VGI-HVAC (TDCJ)	\$103 per day