Faculty Salary Schedule and Selected Personnel Policies

Full-Time Faculty Pay Scale (Nine-Month Contract)

<table>
<thead>
<tr>
<th>Degree</th>
<th>Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree</td>
<td>$35,000</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>40,000</td>
</tr>
<tr>
<td>Master’s Degree plus 12 hours*</td>
<td>41,200</td>
</tr>
<tr>
<td>Master’s Degree plus 24 hours*</td>
<td>42,400</td>
</tr>
<tr>
<td>Master’s Degree plus 36 hours*</td>
<td>43,600</td>
</tr>
<tr>
<td>Doctor’s Degree</td>
<td>45,400</td>
</tr>
</tbody>
</table>

*Degrees and Hours above must be in the teaching field and approved by the Vice President of Instruction and the District President of the College. Furthermore, 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.

Full-Time Faculty Pay Scale (Nine-Month Contract) for Department Heads and Coordinators

Option A:
- Stipend AND Release: $2,200 Per semester and One course load release per semester

Option B:
- Re却les: Two course load release per semester (no stipend)

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.

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.

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 (ILU’s). Overload pay for full-time faculty is paid at $733.33 per ILU over 15. The chart below indicates how credit hours convert to instructional load units (ILU’s).
# 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.

# Teaching Experience Increment for Full-Time Faculty

Teaching experience in a full-time faculty status at Blinn College will be credited at $400.00 per year. Teaching experience increments are granted only at the beginning of the fall semester. These increment levels are effective for experience earned during the school year 1999-2000 and thereafter.

# Part-Time Faculty Pay Scale

Part-time faculty members will be paid at the rates shown below:

<table>
<thead>
<tr>
<th>Kinesiology (PHED)</th>
<th>Pay Per One Hour Course</th>
<th>Pay Per Three Hour Course</th>
<th>Pay Per Three Hour with Lab Course</th>
<th>Pay Per Four Hour Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,500.00</td>
<td>$1,925.00</td>
<td>$2,200.00</td>
<td>$2,650.00</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>750.00</td>
<td>$1,925.00</td>
<td>$2,200.00</td>
<td>$2,650.00</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>750.00</td>
<td>2,200.00</td>
<td>2,650.00</td>
<td>3,200.00</td>
</tr>
<tr>
<td>Doctor’s Degree</td>
<td>750.00</td>
<td>2,300.00</td>
<td>2,750.00</td>
<td>3,300.00</td>
</tr>
</tbody>
</table>

# Teaching Load for Part-Time Faculty, Per Semester

For the Affordable Care Act (ACA) – employees who are regularly scheduled for 30 or more hours per week are considered full-time. In addition, employees who are not regularly scheduled for 30 or more hours per week, such as temporary employees, are considered full-time for any calendar month in which they actually work 130 hours or more. Note that:

- All hours worked or paid are considered when determining an employee’s 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. The formulas for TRS benefits and ACA benefits are in the examples below.

- **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”.**

- [http://www.blinn.edu/academic_affairs/index.html](http://www.blinn.edu/academic_affairs/index.html)

**Mini-mester – Part-time faculty cannot teach during the winter or May mini-mester.**

**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. [http://www.blinn.edu/academic_affairs/aca.html](http://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.

**Substitute Teaching Pay Schedule**

Substitute teaching will be paid at the following rates:

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 Minute Lecture Class</td>
<td>$20.00</td>
</tr>
<tr>
<td>50 Minute Lab Class</td>
<td>$10.00</td>
</tr>
<tr>
<td>115 Minute Lecture Class</td>
<td>$46.00</td>
</tr>
<tr>
<td>115 Minute Lab Class</td>
<td>$23.00</td>
</tr>
</tbody>
</table>

**Professional Development**

Full-time teaching faculty must complete at least two professional development activities in a two year academic cycle. One of the activities MUST be a Professional Activity so that the faculty member participates in some enterprise focused toward academic or scholarly improvement. The following lists present approved Professional and Service Activities.

**Professional Activities**

1. Conference/seminar presentation or attendance
2. Completing job related continuing education
3. Publication of scholarly work
4. Holding an office in a national, regional, or district professional organization
Service Activities

1. Officer of the Faculty Senate
2. Officer of the Council of Division Chairs
3. Officer of the Blinn College Professional Association
4. Appointment to standing or ad hoc committees
5. Sponsor of institutionally recognized student organizations
6. Arts shows (not job related)
7. Theater productions (not job related)
8. Participant in a formal program of mentoring an honors program student in an approved honors project.

Documentation of participation in any of the above must be filed with the appropriate Instructional Dean or designee. An on-line form for reporting involvement in any of the above activities is found under “Employee Information” on the college web site.

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 teaching in an academic or technical program. Both the Vice President of Instruction and the college’s District President must approve requests (in advance) to take graduate courses for salary adjustments. The 12, 24, or 36 hours earned, and noted at the beginning of this document, can include up to six graduate hours from courses that are either pedagogy or closely related to their teaching discipline. Requests are to be sent to the Vice President of Instruction.

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’s 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.

A review of the professional development activities of each faculty member will be included in the faculty evaluation process to insure the continued professional growth of the faculty.

Contract Renewals

Policies and procedures governing faculty contract renewal dates and notifications relative to renewal or non-renewal are governed by Board Policies DDA (Local and Exhibit), DMAA (Local), and DMAB (Local), et al. Board policies may be viewed on the college’s web site.

Leave information is available in the Board Policy Manual, the Administrative Procedure Manual and the Faculty Handbook. Please refer to these documents for complete texts.