



WCJC Title: **Salary Schedule and Workload for Part-Time
Credit Faculty**

Section D: **Personnel**

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BASED ON BOARD OF TRUSTEES POLICY

Policy Title: **Compensation and Benefits**

Policy: **DEA**

Subtitle: **Salaries and Wages**

Date Adopted: **8-01-20**

Purpose

Establishes salary schedule for all part-time credit faculty.

Procedure

1. Part-time faculty are hired to teach specific courses on a per-term basis with no guarantee or promise of continued teaching assignments or further employment with the College and who are employed and compensated on a per-course or per-semester hour basis.
2. The part-time faculty salary scale is derived from a comparison with part-time faculty salaries at other Gulf Coast community colleges. Specifically, the cohort of colleges used for comparison consists of the following eight institutions: Alvin Community College, Brazosport College, College of the Mainland, Galveston College, Houston Community College, Lee College, Lone Star Community College, and San Jacinto Junior College.
3. At least once every three years, the Dean of Human Resources (Dean) collects comparative data on community college part-time faculty salaries in the Gulf Coast region. The Dean and Vice President of Instruction (VPI) review these salary schedules and develop recommendations. The VPI reports findings and recommendations to the President and Executive Cabinet.
4. The salary scale for part-time faculty shall be approved by the President and presented to the Board of Trustees (Board) for approval prior to implementation.
5. The workload and compensation for part-time faculty is calculated on an equated pay hour (EPH) or clock-hour basis, as determined by the VPI.
6. Table 1 shows the pay rate per faculty assignment of course type.

Table 1: Salary Scale for Part-Time Credit Faculty

Assignment	Pay Rate
PER COURSE	
Lecture only	\$700 per credit hour
Combined lecture/lab (except science labs)	\$700 per lecture hour & \$350 per lab hour
Science labs	\$420 per lab hour (0.6 EPH per lab hour)
PHED activity courses	\$1400 (2 EPH)
PER HOUR	
Lab only (except science lab)	\$700 per EPH
Clinic	\$25 Licensed Vocational Nurse (LVN) \$35 Registered Nurse (RN) or Dental Hygiene per contact hour
Private music lessons (applied, MUAP)	\$700 per student
Music sight singing/ear training	\$1400 per course (2 EPH)

7. In clinical settings where a supervisor must have a master's degree, the pay rate is \$35 per contact hour. In clinical settings where a supervisor is not required to have a master's degree, the pay rate is \$25 per contact hour. In other vocational instructional settings, the pay rate may depend upon workforce demand and range from \$25-32 per hour, as approved by the VPI.
8. After completion of each registration period, division chairs review part-time faculty assignments, compute salaries, and forward the salary lists to the VPI, who verifies the accuracy of the list.
9. The VPI forwards the list to the Dean for payroll verification and to the President for approval and possible inclusion on the agenda for the next meeting of the Board. The VPI, or designee, also prepares working agreements that are sent to part-time faculty and retained in the division office.
10. Part-time faculty may not be assigned teaching or other duties that exceed 19 clock hours per week. Under special circumstances, the VPI may approve assigned teaching or other duties up to 29.5 clock hours per week. Part-time faculty paid by Equated Pay Hour may not teach more than nine (9) SCH per fall or spring term, unless approved by the VPI for special circumstances.
11. Responsibilities for part-time instructors include preparing course materials, grading and maintaining student records, meeting and dismissing class on time, and holding office hours before or after class to assist students with course content.

Date Prepared: 5-13-21 Lac

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