COMPENSATION HANDBOOK

FACULTY and INSTRUCTORS
(Section 1)

HOURLY
(Section 2)

Effective August 22, 2015
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INTRODUCTION

This is the Compensation Handbook for the 2015-2016 academic and fiscal year. Additional handbooks are available in the Human Resources Office or via the FRCC intranet. The Handbook is reviewed on an annual basis. Instructional Deans’ Council in collaboration with the Human Resources Office will review the Faculty/Instructor section. As the need arises and where practical, wage surveys will be conducted among community colleges and other relevant sources to determine prevailing rates and pay competitiveness.

All employees, as defined in Board Policy 3-10 (Appendix A-1), paid by FRCC regardless of funding must be paid within the guidelines set forth in the Compensation Handbook. Any questions, concerns, deviations and inconsistencies in compensation that would differ from this handbook should be brought to the attention of the Human Resources Office. While every attempt is made to ensure the accuracy of the information in this handbook errors can, and may, occur.

Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract of employment or to guarantee employment for any term or to promise that any specific procedures must be followed by FRCC. FRCC reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, benefits, and other general information in this Handbook.
PART 1 - FACULTY

Hiring Matrix AY 2015-16

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Years of Teaching Experience</th>
<th>MA/MS or equivalent* for entry into the discipline</th>
<th>MA+15</th>
<th>MA+30</th>
<th>MA+45</th>
<th>MFA/MLA</th>
<th>DOC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>MA/MS or equivalent* for entry into the discipline</td>
<td>48,547</td>
<td>49,664</td>
<td>50,778</td>
<td>51,897</td>
<td>53,010</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>MA/MS or equivalent* for entry into the discipline</td>
<td>49,676</td>
<td>50,793</td>
<td>51,908</td>
<td>53,025</td>
<td>54,140</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>MA/MS or equivalent* for entry into the discipline</td>
<td>50,793</td>
<td>51,908</td>
<td>53,025</td>
<td>54,140</td>
<td>55,260</td>
</tr>
</tbody>
</table>

*The following is the equivalency for CTE to the education level 1:

- AA/AS + 6,000 hours occupational experience
- BA/BS + 4,000 hours occupational experience
- MA/MS + 2,000 hours occupational experience
- Completion of apprenticeship may substitute for paid occupational experience

Note:

- Degree must be in related field
- A new salary placement will be completed each year for limited faculty who are being reassigned or moving to regular status.
- Advanced degrees earned after initial placement will be compensated per the following procedure:
  - Faculty working on an advanced degree will include the attainment of the degree in their evaluation plan.
  - Payment for the completion of the advanced degree will be included as a base salary increase beginning the following fiscal year.
  - The amount of the base salary increase will be the difference between initial placement and the advanced degree in the current salary placement matrix.
Faculty Workloads

As per State Board Policy BP 3-80 (appendix A-2), full-time faculty will have a minimum of a 40-hour work week in keeping with the requirement for all state employees. This includes an expectation that faculty perform all professional duties assigned by the college, including but not limited to, meeting all classes, meeting all office hours, serving on college or System committees, and engaging in professional development activities. These professional duties may be performed either on or off campus.

The Instructional Dean will assign the teaching workload for non-provisional, provisional and limited faculty members in consultation with the Chair of the department and the campus Vice President. The normal workload for department chairs, leads, and program directors may vary based on the amount of reassignment time approved. A faculty member will have a workload of classes appropriate to the discipline, e.g. three 5-credit hour courses, four 4-credit hour courses, five 3-credit hour courses, or some combination of credit hours and/or contact hours which meet the general guidelines listed below.

In addition to the instructional assignments, faculty members are required to participate in activities as defined in the faculty job description (Appendix A-3) and the Faculty Evaluation Plan and will include:

- Professional Development
- Department Service
- College/Community Service

Institutional involvement activities are determined annually in consultation with the Chair and Dean.

Routine changes to curriculum, advising students, student clubs and student organizations are considered to be part of a full-time faculty member's standard contractual service and do not warrant additional remuneration, except as directed by this Handbook or by specific authorization of vice president, Cabinet, or President.

Committee service is considered to be part of a full-time faculty member's standard contractual service and does not warrant additional remuneration, except as directed by this Handbook or by specific authorization of vice president, Cabinet, or President.

Consistent with HR guidelines, work assignments will normally be compensated during the semester the work is performed.
<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Normal Workload (Fall and Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty who teach all lecture format courses that have a 1:1 credit hour to contact hour ratio or fewer than 4 total credits of pure LLB, LAB or CLI (clinical).</td>
<td>15 credit hours</td>
</tr>
<tr>
<td>Music/Art faculty who teach courses with a 1:2 or 1:2.5 credit hour to contact hour ratio.*</td>
<td>9 credit hours</td>
</tr>
<tr>
<td>Science Faculty who teach at least two courses with lecture and lab combination.*</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>PED and all other faculty who teach a total of at least 4 credits that are pure LLB, LAB or CLI (clinical). The credit count comes from the Master Curriculum File for the lab, LLB, or clinical portion.</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>NUA, DEA and NUR faculty who teach all lecture/lab (LLB) courses or who teach a combination of lecture/lab, clinical and skills labs.*</td>
<td>270 semester contact hours (18 weekly contact hours for field in FLAC)</td>
</tr>
<tr>
<td>College Now Career Pathways faculty (Larimer Campus)</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>Faculty who teach in programs that differ from the formats listed above will have loads established by the Instructional Dean, consistent with the general guidelines above. Normal Workload is determined by reassignment and credits and type of courses taught.*</td>
<td>To be determined in collaboration with the Instructional Deans’ Council</td>
</tr>
</tbody>
</table>

*Faculty whose load includes classroom teaching and staffing an instructional lab that provides assistance to students, (e.g., math and writing lab, science help center, fitness center) may not have more than three credits of their normal workload from this assignment. Twenty-five lab contact hours equals one credit hour of lecture.

**Faculty Reassignment**

This document uses “reassignment from teaching load” in place of “release time” for non-teaching assignments that are integral parts of some faculty member’s job duties and are critical to the college’s effective functioning, including administrative reassignment and project work. Definitions for various types of reassignment time are included in the glossary.

All reassignment must be in writing and pre-approved by the chair and instructional dean. See Appendix B for guidelines and reassignment time allocations for department chairs and CTE program director/lead (including Nursing). See Appendix C for guidelines and reassignment time allocations for curriculum/course development.

As reviewed and approved annually, faculty elected to or selected for the following activities shall be granted a standard (mandated) reassignment at all college campuses:

**Faculty Senate President**
Fall semester: Three credits of reassignment
Spring semester: Three credits of reassignment

**Faculty Senate President Elect**
Spring semester: One credit of reassignment

**State Faculty Advisory Committee**
Fall Semester: Three credits of reassignment
Spring Semester: Three credits of reassignment

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Table 1:2

Revised 8/4/15
Instructor Matrix corrected 9/4
Phi Theta Kappa Faculty Advisor
Fall semester: Three credits of reassignment
Spring semester: Three credits of reassignment

Student Learning Committee
See Student Learning Committee section

Curriculum Committee Chair(s)
Fall semester: Three credits of reassignment
Spring semester: Three credits of reassignment

Load Sequencing
In order to determine which assignments are part of a faculty member’s normal workload and which assignments are paid as overload, FRCC has developed the following load sequencing protocols. For faculty whose normal workload is shared between more than one org (e.g. multiple disciplines, multiple campuses, or both on-campus and online), the load sequencing applies within each org for the percentage of workload set aside for that org in the staffing pattern. Courses should only be split on the load form for sequencing purposes if a portion falls into overload.

Faculty who teach all lecture format courses that have a 1:1 credit hour to contact hour ratio.
  Reassignment Administrative Duties
  Courses
  Reassignment Non-Teaching
  Paid per student courses
  Non-credit/Other

Faculty who teach all lecture format courses that have a 1:1 credit hour to contact hour ratio and who also have a 1:1.66 lab.
  Reassignment Administrative Duties
  Courses
  Up to 3 credit hours only of an approved Instructional lab
  Reassignment Non-Teaching
  Instructional lab hours over 3 credits (must be overload)
  Paid per student courses
  Non-credit/Other

Music/Art Faculty who teach courses with a 1:2 or 1:2.5 credit hour to contact hour ratio.
  Reassignment Administrative Duties
  Courses with 1:2 STU credits
  Lecture courses
  Reassignment Non-Teaching
  Paid per student courses
  Non-credit/Other
Science Faculty who teach at least two courses with lecture and lab combination, and other Faculty who teach at least 4 credits that are pure LLB, LAB or CLI (clinical), and NUR-Faculty who teach all lecture/lab (LLB) courses that have a 1:1.5 credit hour to contact hour ratio or who teach a combination of lecture/lab, clinical and skills labs.

Reassignment Administrative Duties
LLB courses
Lecture courses
LAB courses (put in courses with a 1:3 ratio last)
Secondary Instructor Hours
Clinical

Reassignment Non-Teaching Duties
Paid per student courses
Non-credit/Other
Faculty Overload and Summer Pay Matrix

Job Duties: Faculty may teach overload in addition to regular workload. Overload assignments should be limited so as not to erode the professionalism of the faculty member. An overload assignment must be in writing and approved by the Vice President who is the college president’s designee. Overload shall not exceed the lesser of 2 courses or 8 credit hours per semester (see appendixes A-3 and A-4). Faculty may only exceed this limit in emergencies and may not do so on a regular basis. The system-wide (FRCC, CCC Online and other CCCS colleges) credit load should not exceed 21 credit hours per semester. Workload for summer semester should not exceed 80% of the faculty member’s normal semester workload. Faculty may be compensated for other pre-approved activities as outlines in Appendix A-8.

Account Code: 660020 Substitutes  
660070 Overload Teaching  
660080 Overload Non-teaching

<table>
<thead>
<tr>
<th>Categories:</th>
<th>Schedule Type</th>
<th>Credit: Contact Ratio:</th>
<th>Semester Contact Hours:</th>
<th>Rate per credit hour - Appendix A-7 Pay Increases</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Step 1</td>
</tr>
<tr>
<td>Field</td>
<td>FLD</td>
<td>1:2.5</td>
<td>37.5</td>
<td>$958</td>
</tr>
<tr>
<td>Lecture</td>
<td>LEC</td>
<td>1:1</td>
<td>15</td>
<td>$760</td>
</tr>
<tr>
<td>Lecture/Lab</td>
<td>LLB</td>
<td>1:1.5</td>
<td>22.5</td>
<td>$828</td>
</tr>
<tr>
<td>Music Ensemble (MUS 151,152, 153, 154, 251, 252, 253, 254)</td>
<td>SMU</td>
<td>1:2.5</td>
<td>37.5</td>
<td>$958</td>
</tr>
<tr>
<td>Science Lab</td>
<td>LAB</td>
<td>1:2</td>
<td>30</td>
<td>$901</td>
</tr>
<tr>
<td>Science Lab</td>
<td>LAB</td>
<td>1:3</td>
<td>45</td>
<td>$1,074</td>
</tr>
<tr>
<td>Studio (Art, Physical Education, Music, Health &amp; Wellness courses)</td>
<td>PED SMU STU</td>
<td>1:2</td>
<td>30</td>
<td>$1,074</td>
</tr>
<tr>
<td>Instructional Labs (Math, Fitness, Psychology, Science, Writing or other approved instructional lab)</td>
<td>ILAB</td>
<td>N/A</td>
<td>Overload &amp; summer pay is hourly.</td>
<td>$30 per clock hour</td>
</tr>
<tr>
<td>Substitute: the amount deducted from a faculty teaching overload (per BP 3-60) or during summer is equal to the amount paid to the substitute.</td>
<td>SUBS</td>
<td></td>
<td></td>
<td>$30 per clock hour</td>
</tr>
<tr>
<td>*Faculty Non-Teaching Overloads (outside of the normal Faculty Job Description-Appendix A-3) &amp; Other Pre-Approved Off-Contract Assignments</td>
<td>See Type Codes and Pay Rates in Appendix A-8.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Reassignment* time assignments will be converted to credit hours at the ratio of 2 hours of work per week for a 15 week term (30 hours total) equals one credit hour of workload.

| Table 1:3 |

Revised 8/4/15  
Instructor Matrix corrected 9/4
Faculty will be paid for required training and professional development that has been pre-approved by the home ORG department chair or instructional dean outside of the normal contract period. Faculty who attend outside training and professional development activities at their discretion, including professional conferences that occur outside of fall or spring semesters, are not paid for those activities. Required training is defined as activities needed for accreditation or other major program requirements and requested by the Dean, Vice President or Cabinet. Professional development required to maintain professional certifications or to stay current in the field are not considered required by the college and faculty will not be paid to attend even if the college agrees to pay the registration fee for the training.
**PART 2 - INSTRUCTORS**

**Instructor and Summer Faculty Load Limits**

These load limits apply to Instructors and to *Faculty* who are teaching over the summer.

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Workload</th>
<th>Overload Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic and other instructors who teach all lecture format courses or fewer than 4 total credits of pure LLB, LAB or CLI (clinical).</td>
<td>Maximum 80% of a full time faculty load per semester.</td>
<td>Instructors are normally limited to teaching 80% of the load of a full time faculty member in the Instructor’s discipline. Instructors may teach up to a full time faculty load on an emergency basis with the approval of the department chair, dean and VP. Requests for overloads greater than a full time faculty load must be approved by the president or designee and can only be approved on an emergency basis or in extenuating circumstances. Overloads greater than a full time faculty load will not be approved on an ongoing basis.**</td>
</tr>
<tr>
<td>P.E. Instructors who teach at least two courses with lecture and lab combination</td>
<td>12 credit hours*</td>
<td></td>
</tr>
<tr>
<td>Music/Art Instructors who teach courses with a 1:2 or 1:2.5 credit hour to contact hour ratio</td>
<td>7 credit hours*</td>
<td></td>
</tr>
<tr>
<td>Science Instructors who teach at least two courses with lecture and lab combination</td>
<td>10 credit hours</td>
<td></td>
</tr>
<tr>
<td>Instructors who teach a total of at least 4 credits that are pure LLB, LAB or CLI (clinical). The credit count comes from the Master Curriculum File for the lab, LLB, or clinical portion</td>
<td>10 credit hours</td>
<td></td>
</tr>
<tr>
<td>NUA, DEA and NUR instructors who teach lecture/lab (LLB) courses or who teach a combination of lecture/lab, clinical and skills labs</td>
<td>216 semester contact hours (14.4 weekly contact hours for field in FLAC)</td>
<td>The system-wide (FRCC, CCC Online and other CCCS colleges) credit load should not exceed 21 credit hours per semester.</td>
</tr>
<tr>
<td>Instructors who teach clinical only</td>
<td>300 hours</td>
<td></td>
</tr>
</tbody>
</table>

*May work no more than 5.5 additional hours per week in an academic lab.

**A Faculty and Instructor Overload Exception Form (Appendix A-5) must be submitted and on file. The form can be found on the Intranet under Instruction and Instructional Forms.
**Instructor Pay Matrix**

**Job Duties:** Per the Instructor Job Description (Appendix A-5), instructors are expected to develop and teach courses. Instructors may also be compensated for other pre-approved activities as outlined in Appendix A-8.

**Account Code:**
- 660010 Teaching
- 660020 Substitutes
- 660030 Non-teaching

<table>
<thead>
<tr>
<th>Categories:</th>
<th>Schedule Type</th>
<th>Credit: Contact Ratio</th>
<th>Semester Contact Hours</th>
<th>Rate per credit hour - Appendix A-7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>FLD*</td>
<td>1:2.5</td>
<td>37.5</td>
<td>Step 1: $958</td>
</tr>
<tr>
<td>Lecture</td>
<td>LEC*</td>
<td>1:1</td>
<td>15</td>
<td>$760</td>
</tr>
<tr>
<td>Lecture/Lab</td>
<td>LLB*</td>
<td>1:1.5</td>
<td>22.5</td>
<td>$828</td>
</tr>
<tr>
<td>Music Ensemble (MUS 151,152, 153, 154, 251, 252, 253, 254)</td>
<td>SMU*</td>
<td>1:2.5</td>
<td>37.5</td>
<td>$958</td>
</tr>
<tr>
<td>Science Lab</td>
<td>LAB*</td>
<td>1:2</td>
<td>30</td>
<td>$901</td>
</tr>
<tr>
<td>Science Lab</td>
<td>LAB*</td>
<td>1:3</td>
<td>45</td>
<td>$1,074</td>
</tr>
<tr>
<td>Studio (Art, Physical Education, Music, Health &amp; Wellness courses)</td>
<td>PED, SMU &amp; STU*</td>
<td>1:2</td>
<td>30</td>
<td>$1,074</td>
</tr>
<tr>
<td>Instructional Labs (Math, Fitness, Psychology, Science, Writing or other authorized instructional lab)</td>
<td>ILAB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substitute: the amount deducted from the faculty is equal to the amount paid to the substitute</td>
<td>SUBS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Development and Other Pre-Approved Activities**</td>
<td></td>
<td></td>
<td></td>
<td>See Appendix A-8</td>
</tr>
</tbody>
</table>

*These codes come from the course curriculum content guide, which are then put into Banner on the meeting time form when the course schedule is built. It is important that the meeting time form is correct in order for compensation to calculate properly.

** Instructors are encouraged to take advantage of professional development opportunities that pertain to improving teaching/learning. In order to qualify for payment, all instructor professional development must be pre-approved by the instructor’s home ORG department chair or Instructional Dean prior to attendance. Instructional coaching will be the only professional development opportunity that DOES NOT require pre-approval. Compensation will be paid out of the discipline’s FOAP unless otherwise noted and agreed by the org owner. Instructors who attend outside training and professional development activities at their discretion are not paid for those activities.
Special Duties and Compensation
Note: project work will be paid at the original approved contract rate even if some project work falls between terms or during the summer. Intent to work forms (Appendix D) will be attached to the Contract Request form or the Load Form unless otherwise noted by Dean. Projects not completed by the agreed upon date will be re-negotiated.

Awards and Special Projects
Awards and special projects (such as Presidents Awards, Innovation Awards, Student Learning Committee Project Awards, Teaching with Technology Project Awards) that are not part of regular workload will be paid at set intervals during the term as agreed upon by the faculty or instructor and department chair. Incremental pay for time worked and product generated. Amount of pay determined at time of approval, pre-approval is required. Internally funded awards and special projects will be paid at the pre-approved rate.

Type Code: OTHR
Pay Rate: To be determined per Intent to Work Agreement
Account Code: 660030 Non-teaching (Instructors)
660080 Overload Non-teaching (Faculty)

Chair Stipend
Job Duties: Per the Chair Job Description
Type Code: N/A (included in staffing pattern)
Pay Rate: $5,000 per academic year; $2,500 per semester (excluding summer)

Clinical: DEA/NUA
Job Duties: Provide professional supervision for students working at clinical sites. Prepare for clinicals by meeting with other faculty and agencies, prepare individualized teaching approaches, and evaluate students.
Type Code: CLNC
Pay Rate: Compensation is calculated on the following matrix. Please note the rate will be paid at the compensation level according to the relevant degree that is officially on file in the Human Resources’ personnel file.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Compensation Level</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPN (NUA only)</td>
<td>1</td>
<td>$41 per hour</td>
</tr>
<tr>
<td>Associate’s Degree</td>
<td>1</td>
<td>$41 per hour</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>2</td>
<td>$43 per hour</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>3</td>
<td>$46 per hour</td>
</tr>
<tr>
<td>Doctorate Degree</td>
<td>4</td>
<td>$48 per hour</td>
</tr>
</tbody>
</table>

Account Code: 660010 Teaching (Instructors)
660070 Overload Teaching (Faculty)
Clinical and Clinical Skills/Practice Lab for NUR

**Job Duties:** Provide professional supervision for students learning at clinical sites and in clinical practice labs. Clinical supervision involves site-based professional supervision.

**Type Code:** CLNC

**Pay Rate:** Compensation is calculated on the following matrix. Please note the rate will be paid at the compensation level according to the degree that is officially on file in the Human Resources’ personnel file.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Compensation Level</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree</td>
<td>1</td>
<td>$41 per hour</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>2</td>
<td>$43 per hour</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>3</td>
<td>$46 per hour</td>
</tr>
<tr>
<td>Doctorate Degree</td>
<td>4</td>
<td>$48 per hour</td>
</tr>
</tbody>
</table>

Table 2:5

**Account Code:** 660010 Teaching (Instructors)  
660070 Overload Teaching (Faculty)

**Concurrent Courses i.e. Stacked Courses and Cross Listed Courses**

*Concurrent courses* are defined as two or more sections of different courses that are offered at the same dates, same times, and same location by the same faculty/instructor. Load and compensation will be calculated using the highest number of credits for a single course.

**Co-operative Education/Internship/Practicum**

*Faculty* are normally paid for Co-operative Education and Internships as part of program director or lead faculty reassignment time or other per credit reassignment. In some cases, with dean’s approval, the rate below may be used to pay faculty when co-op or internship duties are not part of reassignment time or load and may be paid at the end of the term.

**Job Duties:** Site Placements, Visits, Counseling, Individualized Student Instruction, and Clinical Placements. Place students in cooperative work settings, meet with students and supervisor, assign grade for courses, and work with students and preceptors on site.

**Type Code:** INTR / PRCT

**Pay Rate:** $30 per hour

**Account Code:** 660010 Teaching (Instructors)  
660070 Overload Teaching (Faculty)

**Dentist**

**Job Duties:** Provide dentistry in FRCC Dental Clinic and oversight of dental assisting students.

**Type Code:** TCHG

**Pay Rate:** $50 per hour

**Account Code:** 660010 Teaching (Instructors)  
660070 Overload Teaching (Faculty)
**Directed Study, Independent Study & Courses Paid on a Per Student Basis**

**Job Duties:** Faculty/instructor teaching independent study or low enrolled courses.

**Type Code:** Per course

**Pay Rate:** Total Base Tuition minus COF Stipend per student times the number of students until such a time that compensation based on this method is equal to or less than the regular course compensation rate, (independent study compensation will not exceed regular course compensation rate). Online courses will use the campus tuition rate in determining pay. Directed or Independent study courses may be assigned as part of a faculty member’s load with department chair and dean approval. Directed and Independent study, and courses paid on a per student basis will be calculated with headcount after census date of the specific course.

**Account Code:**
- 660010 Teaching (Instructors)
- 660070 Overload Teaching (Faculty)

**Guest Lecture**

The Guest Lecture category is for employees of FRCC who bring their unique expertise to the campus outside of their normal job duties and outside of normal work hours; this assignment compensation is done in FLAC and requires prior dean-level approval. Note: non-employees are paid through a separate process managed by Accounts Payable.

**Job Duties:** Presentation by an individual

**Type Code:** GSTL

**Pay Rate:** To be determined by dean of instruction commensurate with expertise of guest.

**Account Code:**
- 660030 Non-Teaching (Instructors)
- 660080 Overload Non-Teaching (Faculty)

**Incremental Pay (Teaching at High School Location)**

Faculty and instructors who teach courses of at least 3 credits at the high school for the entire semester may receive incremental pay. **Note: Incremental pay will not count as workload.**

**Type Code:** Per course

**Pay Rate:** In addition to the usual compensation for teaching, one tiered credit hour at the lecture rate.

**Learning Communities Reassignment**

**Development: All Models**

**Job Duties:** Intensive classroom observation, course designing, and integration of assignments, objectives, and syllabi.

**Reassignment:** Up to three credit reassignment for 1 semester to develop curriculum, linkages between courses and teachers, and with approval, implement a new learning community or a learning community with new instructors.

**Type Code:** CURD

**Pay Rate:** Per tiered credit hour

**Account Code:**
- 660030 Non-teaching (Instructors)
- 660080 Overload Non-teaching (Faculty)
Teaching: Integrated Model (two faculty/instructors)

Job Duties: A two-course block (assumes a minimum of a three credit hour course) where both faculty/instructor are in attendance in both courses for the entire semester. Additional preparation meetings, co-grading and integrated assignments

Reassignment: Two credit hour reassignment for each faculty/instructor.

Type Code: LCOM

Pay Rate: Per tiered credit hour plus usual compensation for teaching.

Account Code: 660010 Teaching (Instructors)
660070 Overload Teaching (Faculty)

Teaching: Linked Model (two faculty/instructors)

Job Duties: A two-course block (assumes a minimum of a three credit hour course) where both faculty/instructor are in attendance in both courses 8 – 10 times during the semester. Additional preparation meetings, co-grading and integrated assignments.

Reassignment: One credit hour reassignment for each faculty/instructor.

Type Code: LCOM

Pay Rate: Per tiered credit hour plus usual compensation for teaching.

Account Code: 660010 Teaching (Instructors)
660070 Overload Teaching (Faculty)

Teaching: Linked Model (one faculty/instructor)

Reassignment: Usual compensation for teaching (no additional reassignment).

Online Compensation

Online Certification (Required to teach online courses at FRCC)
Participation in Online Instructor Certification includes development and application of skills and knowledge needed to teach online courses. Instructor’s load and faculty overload will be paid upon successful completion of the certification. Applicants must be pre-approved for participation by their Campus Chair and the Online Chair for their discipline area.

Type Code: PDVP

Pay Rate: $520 Flat Rate ($26 per hour for 20 hours of participation)

Account Code: 660030 Non-teaching (Instructors)
660080 Overload Non-Teaching (Faculty)

Online Leads
Reassigned Workload for online leads during the regular contract period = 0.5 credits base + (0.1 credits X # of OL sections supervised, but not taught by, the lead) per semester. Hours during the summer term must be pre-approved by the online chair and dean of online learning.

Online Learning Stipend

Job Duties: Teaching stipend for over-enrolled online courses:

Type Code: OTHR

Pay Rate: $25 per student per credit hour for course size exceeding 25 students after census (up to 9 additional students). Example: instructor of a three credit hour class with 27 students at census would receive a stipend of $150 (= 2 students x 3 credits x $25). Stipend for Online Learning courses will be calculated with headcount after census date of the specific course.

Account Code: 660010 Teaching (Instructors)
660070 Overload teaching (Faculty)
Overnight Field Trip Assistant
Job Duties: To be determined at the time of the field trip.
Type Code: FLDT
Pay Rate: $109 for each overnight assisting on a field trip
Account Code: 660030 Non-teaching (Instructors)
              660080 Overload Non-teaching (Faculty)

Private Instruction
Job Duties: Faculty/instructor teaching private instruction to a student. For full-time faculty, 
private instruction will only be overload.
Type Code: PRI
Pay Rate: $328 per student per credit hour
Account Code: 660010 Teaching (Instructors)
              660070 Overload Teaching (Faculty)

Secondary Instructor (Allied Health: EMS)
Job Duties: Acts primarily in three aspects of EMS education; as an instructor in small group skill sessions (student to instructor ratio in these activities does not exceed 6:1), demonstrating skills and coaching student skills performance; as an evaluator of competency in informal skills check-off and in formal skills evaluation sessions and as a documenter of student skills proficiencies; may also present individual topic cognitive instruction however they must not be utilized to present the majority of a course of study.
Qualifications: Completion of the EMS Instructor Course preferred. Have a minimum of one (1) year of recent or current experience in clinical emergency medicine: pre-hospital care experience is strongly recommended.
Type Code: SECD
Pay Rate: $26 per hour
Account Code: 660010 Teaching (Instructors)
              660070 Overload Teaching (Faculty)

Secondary Instructor (Allied Health: NUA)
Job Duties: Acts primarily in three aspects of NUA education: as an instructor in small group skill sessions (student to instructor ratio in these activities does not exceed 10:1 ratio), demonstrating skills and coaching student skills performance; as an evaluator of competency in informal skills check-off and in formal skills evaluation sessions and as documenter of student skills proficiencies; may in some cases present individual topic cognitive instruction related to skills theory.
Qualifications: As indicated in General Authority C.R.S 12-38.1-103(3)) Instructors from ancillary disciplines shall: Have a minimum of one (1) year of current experience in their field. Where applicable, be licensed, registered or certified in good standing in their field. In addition: A post-secondary vocational credential is not required for a Nurse Aide Secondary Instructor.
Type Code: SECD
Pay Rate: $26 per hour
Account Code: 660010 Teaching (Instructors)
              660070 Overload Teaching (Faculty)
Secondary Instructor (Allied Health: PHT)

Job Duties: Acts primarily in three aspects of pharmacy technician education; as an instructor in small group skill sessions (student to instructor ratio in these activities does not exceed 8:1), demonstrating skills and coaching student skills performance; as an evaluator of competency in informal skills check-off and in formal skills evaluation sessions and as a documenter of student skills proficiencies; may also present individual topic cognitive instruction however they must not be utilized to present the majority of a course of study.

Qualifications: National PTCB Certificate, Have a minimum of one (1) year of recent or current experience in clinical institutional pharmacy or clinical community pharmacy.

Type Code: SECD
Pay Rate: $26 per hour
Account Code: 660010 Teaching (Instructors)
660070 Overload Teaching (Faculty)

Secondary Instructor (General)

Job Duties: Acts primarily as an instructor in small group skill sessions, demonstrating skills and coaching student skills performance; as an evaluator of competency in informal skills check-off and in formal skills evaluation sessions and as a documenter of student skills proficiencies; may also present individual topic cognitive instruction however they must not be utilized to present the majority of a course of study.

Qualifications: Meets the same qualifications required of all the faculty/instructors assigned to teach the course.

Type Code: SECD
Pay Rate: $26 per hour
Account Code: 660010 Teaching (Instructors)
660070 Overload Teaching (Faculty)

Student Learning Committee

- All credits listed below will be compensated by reassigned time or at the lecture rate:
  - Assessment Specialists – 6 credits per semester for Fall 2014; thereafter 6 credits per semester for LC and WC, 4 credits per semester for BCC and Online Learning
  - One Assessment Specialist will be paid an additional 3 credits per semester to serve as liaison to Student Services for assessment.
  - One Assessment Specialist will be paid an additional 3 credits per semester to serve as liaison to CTE for assessment
  - CTE representatives – 2 credits per semester
  - Outcome Mentors – 2 credits per outcome per semester
  - Outcome Mentor Leads – one additional credit per semester (beyond the 2 credits for serving as an Outcome Mentor)

Type Code: OTHR
Pay Rate: Per credit
Account Code: 660030 Non-teaching (Instructors)
660080 Overload Non-Teaching (Faculty)
Supplemental Instruction

Job Duties: Additional instruction, skills, and education provided by qualified instructional personnel to students in programs in order to enhance success and completion. Supplemental instruction is structured and directly linked to a specific curriculum or disciplinary cohort and may be offered in the classroom or in a separate venue. Supplemental instruction is offered in specific disciplines according to plans formulated by Chairs and Deans.

Qualifications: Meets the same qualifications required of all the faculty/instructors assigned to teach in the discipline.

Type Code: TCHG
Pay Rate: $26 per hour
Account Code: 660010 Teaching (Instructors)
660070 Overload Teaching (Faculty)

Writing Across the Curriculum

Job Duties: Participation in Writing Across the Curriculum includes professional development, curriculum development and Writing Center activities. Faculty may be paid three credit hours as part of load. Instructor load and faculty overload will be paid for a maximum of 90 hours over the course of the academic year. Hours will be paid at the end of each semester. Applicants must be pre-approved for participation by their Chair.

Type Code: OTHR
Pay Rate: $26 per hour (3 credits as part of load for FT Faculty)
Account Code: 660030 Non-teaching (Instructors)
660080 Overload Non-Teaching (Faculty)
### Job Duties:
Instructors prepare for and teach classes. Assigned pay level within the range will be determined using a combination of the following criteria: the length of time the instructor has taught in the FRCC program; presence of quality of course materials on file; liability, equipment, coordination factors which require special attention by trainer/instructor; uniqueness of the subject area; pay scale for work in the field; prominence of trainer; contracting and/or delivery circumstances.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Type Code</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Development</td>
<td>NONC</td>
<td>$18 - $50 per hour*</td>
</tr>
<tr>
<td>Curriculum Development Customized Training</td>
<td>NONC</td>
<td>$18 - $100 per hour*</td>
</tr>
<tr>
<td>Customized Training Teaching</td>
<td>NONC</td>
<td>$17 - $100 per hour</td>
</tr>
<tr>
<td>Customized Training Team Teaching</td>
<td>NONC</td>
<td>$17 - $80 per hour</td>
</tr>
<tr>
<td>Independent Study</td>
<td>NONC</td>
<td>$15 - $45 per hour/ per person rates also possible, determined by program director</td>
</tr>
<tr>
<td>Instructional Design</td>
<td>NONC</td>
<td>$18 - $50 per hour*</td>
</tr>
<tr>
<td>Instructional Design Customized Training</td>
<td>NONC</td>
<td>$18 - $100 per hour*</td>
</tr>
<tr>
<td>Lab</td>
<td>NONC</td>
<td>$15 - $50 per hour/ per person rates also possible, determined by program director</td>
</tr>
<tr>
<td>Meetings</td>
<td>NONC</td>
<td>$10 - $25 per hour</td>
</tr>
<tr>
<td>On-Campus Teaching (i.e., ESL &amp; GED)</td>
<td>NONC</td>
<td>$17 - $50 per hour*</td>
</tr>
<tr>
<td>Orientations</td>
<td>NONC</td>
<td>$10 - $25 per hour</td>
</tr>
<tr>
<td>Professional Development</td>
<td>NONC</td>
<td>$22 per hour (instructors and faculty) Current hourly rate for pro-tech employees</td>
</tr>
<tr>
<td>Substitute</td>
<td>NONC</td>
<td>Variable rate, check with program director.</td>
</tr>
<tr>
<td>Tutoring</td>
<td>NONC</td>
<td>$15 - $50 per hour/ per person rates also possible, determined by program director</td>
</tr>
</tbody>
</table>

*Employees of the college are not eligible for Personal Services Agreements.

**Account Code:**
- 660010 Teaching (Instructors)
- 660020 Substitute (Instructors and Faculty)
- 660030 Non-teaching (Instructors)
- 660070 Overload Teaching (Faculty)
- 660080 Overload Non-teaching (Faculty)
TEACHING ASSIGNMENTS

Administrative, professional/technical (APT) or classified staff may be given a teaching assignment over and above their normal full-time assignment. Assignment should not exceed 6 credit hours in any one semester. At the discretion of the Instructional Dean or Campus Vice President, staff may be given an overload teaching assignment only when it has been determined that a faculty member is not available to teach the course.

Overload teaching assignments for staff must be in writing and shall be subject to the approval of the immediate supervisor and the appropriate Instructional Dean and Campus Vice President.

Additional pay will not be provided for a teaching assignment which occurs during the normal work schedule of an APT employee unless the supervisor has approved taking annual leave or adjusting his/her work schedule. Classified employees may not be given an overload teaching assignment during the course of their normal work schedule.

Additional pay will be provided for an overload teaching assignment which occurs outside the normal work schedule of the administrator or classified employee. The rate of additional pay shall be established based upon the instructor salary schedule.
Employees in these positions will submit their time bi-weekly, electronically through EWolf per Organizational Guideline HR 2-5 (Appendix A-9). Failure to accurately report time may result in delay of pay and may be in violation of state and federal payroll laws. **Work hours for all non-instructor hourly work (including multiple position assignments system-wide) are limited to a MAXIMUM of 28 hours per week.** If the employee qualifies for student hourly (see Student Hourly classification), the hours are limited to 20 hours per week.

A new Hourly Appointment Form (available on the Intranet) must be prepared for any updates or changes (for example, continuing assignment, additional education attained, new rate of pay, change of FOAP, etc.)

**Administrator/Professional-Technical**

**Job Duties:** Coordinate program, short-term administrative duties of a specialized nature. This does not include administrative assistant or clerical work. *Positions include Counselor, Librarian and Professional Tester.*

**Account Code:**
- 610050 Ongoing
- 610090 Temporary

**Pay Rate:** Determined by Human Resources once a job description is received for newly created positions.

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisor</td>
<td>$17.53</td>
</tr>
<tr>
<td>Counselor</td>
<td>$18.77</td>
</tr>
<tr>
<td>Librarian</td>
<td>$18.23</td>
</tr>
<tr>
<td>Professional Tester</td>
<td>$16.03</td>
</tr>
</tbody>
</table>

**Instructor Aide**

**Job Duties:** Provides support to instructor/faculty in a class setting to include: record details of attendance or activities; provide rules and regulations; monitor activities to ensure adherence to rules and safety procedures; set up, take down and clean equipment; and provide extra support with the handling of animals. This position is not responsible for the grading or evaluating of students.

**Qualification:** Satisfactory completion of the course for which assistance is being provided.

**Account Code:**
- 690010 (Student Hourly)
- 660050 (Non-student)

**Pay Rate:** $11.41 per hour
**Interpreter**

**Job Duties:** Provide sign language interpretation for deaf students and employees.

**Account Code:**
- 610050 Ongoing
- 610090 Temporary

**Pay Rate:** Compensation is calculated on the following matrix. The rate will be paid according to what is officially on file in the Human Resource office.

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>0-2 yrs</th>
<th>3 yrs</th>
<th>4 yrs</th>
<th>5 yrs</th>
<th>6 yrs</th>
<th>7 yrs</th>
<th>8+ yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA/AS in Interpreter Prep</td>
<td>$16.67</td>
<td>$17.78</td>
<td>$18.89</td>
<td>$20.00</td>
<td>$21.11</td>
<td>$22.22</td>
<td>$23.33</td>
</tr>
<tr>
<td>Bachelor's degree with 60 credit hours in Interpreter related course work or A:EI Certification</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$21.11</td>
<td>$22.22</td>
<td>$23.33</td>
<td>$24.44</td>
<td>$25.55</td>
<td>$26.66</td>
<td>$27.78</td>
</tr>
<tr>
<td>One certification: CI, CT, Ed:K-12 or NIC (no specific degree required)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$24.44</td>
<td>$25.55</td>
<td>$26.66</td>
<td>$27.78</td>
<td>$28.89</td>
<td>$30.00</td>
<td>$31.11</td>
</tr>
<tr>
<td>Two or more certifications: I, CT, OTC, NIC, SC:L, Ed:K-12 (no specific degree required)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$27.78</td>
<td>$28.89</td>
<td>$30.00</td>
<td>$31.11</td>
<td>$32.22</td>
<td>$33.33</td>
<td>$34.44</td>
</tr>
</tbody>
</table>

**Model**

**Job Duties:** Pose for students in art class (note: current students, faculty and staff of FRCC are not eligible for employment in this position).

**Account Code:** 660050

**Pay Rate:** $17.02 per hour

**Note Taker**

**Job Duties:** A student in class who provides notes to a student with disabilities.

**Account Code:** 690010

**Pay Rate:** $1 per class hour for a maximum of $100 per semester. May be paid through Hourly Appointment Form (if student is already employed) or Honorarium (see your accounts payable staff).

**Staff Accompanist**

**Job Duties:** Piano accompaniment for voice classes, choir, studio master classes, recitals, etc.

**Account Code:** 660050

**Pay Rate:** $20.08 per hour

**Student Hourly**

**Job Duties:** Perform a variety of work activities related to clerical, administrative, technical and general academic and instructional related duties. Must be enrolled and attending at least (6) six credit hours at Front Range Community College during the current semester to be eligible. Permitted to work a maximum of 20 hours per week at Front Range Community College during the time classes are in session and up to 28 hours per week during breaks and summer months. Supervisors must notify Human Resources when a student’s credit hours drop below (6) credit hours, because of class cancellations, dropped classes, etc. Student employees must be paid on an hourly basis whenever a department employer/employee relationship exists. Student employees will be paid once every two weeks.
Step 1 = In training
Step 2 = Works satisfactorily with supervision
Step 3 = Consistently exceeds expectations: works independently

**Account Code:** 690010 Student Hourly

**Pay Rate:**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Hourly - Skilled / Unskilled</td>
<td></td>
</tr>
<tr>
<td>Employee performs a variety of tasks. Duties vary according to department needs</td>
<td>Step 1</td>
</tr>
<tr>
<td></td>
<td>Step 2</td>
</tr>
<tr>
<td></td>
<td>Step 3</td>
</tr>
<tr>
<td>Student Lead Worker</td>
<td></td>
</tr>
<tr>
<td>Student must be responsible for the supervision/oversight or direction of others (two or more students).</td>
<td>Step 1</td>
</tr>
<tr>
<td></td>
<td>Step 2</td>
</tr>
<tr>
<td></td>
<td>Step 3</td>
</tr>
</tbody>
</table>

Note: Student hourly positions are available for eligible students to enable them to defray tuition, books and fees associated with the pursuit of higher education. Thus, student hourly positions are reserved for students enrolled and attending credit classes of six (6) or more credit hours. Students will not be recognized as a student hourly employee, nor be eligible for student hourly status, during the fall and spring semesters until the student is actually enrolled in class and has started the first day of class. During summer months, a student hourly can work without taking any classes as long as that student was enrolled with at least six (6) credit hours in proceeding spring term and enrolled for at least six (6) credit hours in upcoming fall term. We are aware that students may not be registered for the fall semester before they start working during that summer semester, however we will accept their assurance “on good-faith” that they will register for classes.

If not enrolled in six credits during the summer semester, student employees are required to participate in the TIAA-CREF student retirement program and will be subject to the payment of Medicare taxes.

**Study Group Facilitator**

**Job Duties:** Using former BIO 201 students to facilitate small study groups of currently enrolled BIO 201 students. Develop learning activities to share with each other associated with some of the hard material from BIO 201. Benefits are experience tutoring students, fine tuning learning strategies and cementing the knowledge they gained from BIO 201.

**Account Code:** 610050 Ongoing
610090 Temporary

Compensation is calculated on the following matrix. The rate will be paid according to what is officially on file in Human Resources’ personnel file.

**Group Study Facilitator 2+ students (total rate per hour)**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Degree or Current Student</td>
<td>$11.41</td>
</tr>
<tr>
<td>Current Student with applicable Certificate</td>
<td>$20.50</td>
</tr>
<tr>
<td>With applicable AA/AS</td>
<td>22.78</td>
</tr>
<tr>
<td>With applicable BA/BS</td>
<td>$25.05</td>
</tr>
</tbody>
</table>
Teaching Assistant

Job Duties: Provides independent support to instructor of record by developing and demonstrating laboratory processes; provides direct training on program specific processes/techniques. Monitors students in the classroom/laboratory, assists with developing and administering examinations, grades papers, and provides input to instructor of record regarding student performance. Assists with the coordination and delivery of classroom instruction. Provides program area support.

Qualifications:
- Some positions may require specific certification in a program area (e.g. Certified Veterinary Technician) and/or Vocational Credentials; and
- Associate’s or Bachelor’s degree in the related program area (e.g. Associate’s Degree in Automotive Technology); and
- A minimum of one (1) year experience in program specific area.

Minimum requirements for education and experience shall be determined by the hiring department.

Account Code: 660050
Pay Rate:
- Associate’s Degree - $14.39- per hour
- Related Vocational Credential - min: $14.39 max: $17.93 (based on experience)
- Bachelor’s Degree - $17.93 per hour

Temporary Classified

Job Duties: For newly created positions, a job description must be forwarded to the Office of Human Resources to determine classification title, rate of pay, and to ensure the candidate meets minimum qualifications. Temporary classified appointments cannot exceed 9 months (consecutive or intermittent) in a 12-month period. The nine-month limitation is inclusive of all temporary appointments and departments. Please be aware, that anytime (even if it is only a day) worked in a month, counts as a full month when the appointment is on an intermittent basis.

Account Code: 680080
Form to Use: Hourly Appointment Form
Pay Rate: Rate of pay is determined by Human Resources once a job description is received for newly created positions. Pay rates shall comply with the State Classified Compensation Plan.

Test Proctor

Job Duties: Monitors/proctors instructor make-up and Online Learning exams, assessment testing, monitors/proctors national exams, and filing procedures.

Account Code: 610050 (Ongoing)
- 610090 (Temporary)
Form to Use: Hourly Appointment Form
Pay rate: $11.36 per hour

Tutor

Job Duties: Provide individualized instruction for students having difficulty with their classes.

Account Code: 610050 Ongoing
- 610090 Temporary
Pay Rate: Compensation is calculated on the following matrix. Please note the rate will be paid according to what is officially on file in Human Resources’ personnel file.
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Start</th>
<th>3-5 Years Experience</th>
<th>6-7 Years Experience</th>
<th>8+ Years Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Degree**</td>
<td>$8.25</td>
<td>$8.69</td>
<td>$9.19</td>
<td>$9.80</td>
</tr>
<tr>
<td>Certificate, AA/AS Degree, or Equivalent**</td>
<td>$9.90</td>
<td>$10.40</td>
<td>$10.96</td>
<td>$11.56</td>
</tr>
<tr>
<td>BA/BS Degree or Equivalent**</td>
<td>$12.12</td>
<td>$12.73</td>
<td>$13.23</td>
<td>$13.84</td>
</tr>
<tr>
<td>MA/MS Degree or Above**</td>
<td>$14.49</td>
<td>$15.00</td>
<td>$15.60</td>
<td>$16.16</td>
</tr>
</tbody>
</table>

**Education must be related to the area in which they are tutoring for placement.

**Tutor-American Sign Language**

**Job Duties:** Provide individualized instruction, using American Sign Language, for ASL students having difficulty with their classes.

**Account Code:** 610050 Ongoing
610090 Temporary

**Pay Rate:** Compensation is calculated on the following matrix reflecting years of tutoring experience. Please note the rate will be paid according to what is officially on file in Human Resources’ personnel file.

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>0-2 yrs</th>
<th>3 yrs</th>
<th>4 yrs</th>
<th>5 yrs</th>
<th>6 yrs</th>
<th>7 yrs</th>
<th>8+ yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native users of ASL</td>
<td>$16.67</td>
<td>$17.78</td>
<td>$18.89</td>
<td>$20.00</td>
<td>$21.11</td>
<td>$22.22</td>
<td>$23.33</td>
</tr>
</tbody>
</table>

**Tutor-Nursing**

**Job Duties:** Tutor-nursing are working one: one or with small groups of students who are working toward graduation in a highly specialized field. Tutor-nursing are trained and licensed in the field and are significantly compensated in employment outside the tutoring situation.

**Account Code:** 610050 Ongoing
610090 Temporary

**Pay Rate:** Compensation is calculated on the following matrix. The rate will be paid according to what is officially on file in Human Resources’ personnel file.

**Individualized Tutoring:**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>0-2 yrs</th>
<th>3 yrs</th>
<th>4 yrs</th>
<th>5 yrs</th>
<th>6 yrs</th>
<th>7 yrs</th>
<th>8+ yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Degree – Current Student Student Hourly Rates</td>
<td>Step 1</td>
<td>$8.25</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Step 2</td>
<td>$8.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Step 3</td>
<td>$9.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LPN/Certificate with licensure</td>
<td>$15.96</td>
<td>$17.12</td>
<td>$18.18</td>
<td>$19.34</td>
<td>$20.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RN/ Associates Degree w/licensure</td>
<td>$20.50</td>
<td>$21.61</td>
<td>$22.78</td>
<td>$24.14</td>
<td>$25.05</td>
<td>$26.21</td>
<td>$27.27</td>
</tr>
<tr>
<td>BS with licensure</td>
<td>$22.78</td>
<td>$23.89</td>
<td>$25.05</td>
<td>$26.21</td>
<td>$27.27</td>
<td>$28.48</td>
<td>$29.59</td>
</tr>
</tbody>
</table>

**Group Tutoring: 3+ students (total rate per hour):**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>0-2 yrs</th>
<th>3 -4 yrs</th>
<th>5-6 yrs</th>
<th>7 +yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Degree – or Current Student</td>
<td>$11.41</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>LPN/certificate with licensure</td>
<td>$20.50</td>
<td>$21.61</td>
<td>$22.73</td>
<td>$23.89</td>
</tr>
<tr>
<td>RN/Associates Degree with licensure</td>
<td>$22.78</td>
<td>$25.05</td>
<td>$27.32</td>
<td>$29.59</td>
</tr>
</tbody>
</table>
APPENDIX
A-1: BP 3.10 Administration of Personnel

STATE BOARD FOR COMMUNITY COLLEGE AND OCCUPATIONAL EDUCATION
ADMINISTRATION OF PERSONNEL

BP 3-10

APPROVED: February 14, 1991
EFFECTIVE: February 14, 1991
REVISED: December 8, 1994
REREPAIRED: December 14, 1995
REPEALED: September 14, 2000
READOPTED: August 25, 2001
REVISED: June 7, 2002
REVISED: December 10, 2014
REFERENCES: Colorado Constitution, Sec. 13, Art.XII; C.R.S. 24-50-135; C.R.S.
23-60-104(4)

Richard E. Martinez Jr., Chair

Policy Statement
The purpose of this policy is to define the various types of employees that are employed within
the Colorado Community College System (System).

Scope
This policy applies to all employees of the Community Colleges within the System and its
System office.

Classified Employees
Classified employees are those who fill permanent (full-time or part-time) or temporary positions
within the Colorado State Personnel System, as defined by the State of Colorado Department of
Personnel Board Rules and Personnel Director's Administrative Procedures. The hiring
authority for classified employees is the System or College President or his/her designee.

These employees are subject to the rules of the State Personnel System. The Board may
establish policies and the System President may establish procedures for classified employees,
which are not in conflict with Department of Personnel Board Rules and Personnel Director's
Administrative Procedures. Temporary classified positions shall not work more than 28 hours in
a work week.

Non-Classified Employees
Non-classified employees are those who fill positions which are exempt from the State
Personnel System, pursuant to C.R.S. 24-50-135(1). Non-classified positions shall be assigned
by the System or College President, or his/her designee, to one of the following categories:

Presidents
Presidents include the System President and the College Presidents within the System. The
employment of Presidents is subject to the terms and conditions of their contracts and to BP 3-
15, Conditions of Employment for College Presidents, and BP 3-16, "Conditions of Employment
for System President".
Faculty
Faculty employees are those whose assignments are comprised of at least one-half of duties as a teacher, which may include but not be limited to, program coordination/development and related activities. Counselors and librarians holding faculty contracts prior to July 1, 1995 may also be treated as faculty. Faculty members shall be assigned status according to one of the following:

1. Regular Faculty
   Regular faculty may be full-time or part-time and are contracted on a provisional or non-provisional basis for at least one-half of a full-time equivalent workload. Regular faculty positions are funded entirely by funds appropriated to the Board by the General Assembly and allocated by the Board to a College, and/or funds received from a school district for purposes of providing secondary vocational education (state funds). Faculty members who were hired to fill provisional or non-provisional positions funded by state funds and who are assigned involuntarily or temporarily to a position funded in whole or in part by non-state funds shall retain their status as regular faculty members. Regular faculty members have rights as defined in BP 3-20, Due Process for Faculty.

2. Limited Faculty
   Limited faculty may be full-time or part-time and hold contracts that are expressly limited so as to carry no expectancy of continued employment beyond the term of the contract, as determined by the College President. Limited faculty employment in state-funded positions shall not extend beyond three years. Limited faculty employment may be extended beyond three years only if the position is funded from other than State funds. State funds are defined in BP 3-20. Limited faculty are subject to the terms of their contract.

Instructor:
Those hired to teach on a temporary as needed basis at an hourly rate within a range established by the Board. Any such appointment shall be for less than one academic year. Successive appointments may be made on an unlimited basis. Instructors are subject to the terms of their appointment and have no benefits except those provided by law. College presidents shall establish employment standards for instructors, including but not limited to, workload, hiring procedures, performance evaluation, personnel records and other related issues, consistent with system guidelines.

Administrators, Professional and Technical Staff
Administrators, professional and technical staff are those employees whose duties are comprised of more than 50% administrative, supervisory, professional and/or technical duties performed by positions that have been exempted from the State Personnel System. This includes those College and System administrators hired on or after December 8, 1985, except the President. Administrators, professional and technical staff are at-will and subject to the terms of their letters of appointment. These staff shall have status according to one of the following:

1. Regular Staff
   Those employees hired full-time or part-time with a regular schedule, including those hired to fill interim appointments.

2. Seasonal Staff
   Those employees hired to work during seasonal periods and whose positions are scheduled to end when the seasonal program ends. Seasonal status must be approved through established State regulations.
3. Hourly Staff
Those employees hired on an irregular (non-traditional) schedule. These appointments may include, but are not limited to, advisors, tutors, and course developers. Hourly staff shall not work more than 28 hours in a workweek.

4. Temporary Staff
Those employees hired to work on a temporary basis to fill a temporary need. Temporary appointments shall not exceed 12 months, except as approved by the System or College President. Temporary staff shall not work more than 28 hours in a workweek, except those working as a PERA retiree.

Administrators Hired Prior to December 8, 1985
Those College employees who held a regular administrator position as defined by their contract and BP 3-23, Due Process for Administrators Hired Prior to Dec. 8, 1985, and who have been continuously employed with the System since that date.

Students
Students are those who work within the System while they are enrolled in at least 6 credit hours. Student employees are subject to the rules of the funding source for the position they hold and employment records are subject to the Family Educational Rights and Privacy Act (FERPA). Student employees are limited to working no more than 20 hours a week when classes are in session. Student employees may work up to 28 hours a week, during academic breaks or breaks between terms at the discretion of the college. Student employees may include:

1. Student Hourly
   Student hourly employees must be enrolled and regularly attending classes, taking no more than one term off from classes.

2. Work Study
   Work study employees are subject to the terms and conditions of Financial Aid.

1 FICA regulations provide that an employee whose services are incident to and for the purpose of pursuing a course of study has the status of a student. If an employee is a full-time employee then the employee’s services are not incident to and for the purpose of pursuing a course of study.

Volunteers
Volunteers are those individuals who volunteer their time without expectation of payment or permanent employment. Volunteers are subject to the terms of their assignment. Per the Fair Labor Standards Act, current non-exempt employees may not waive their right to compensation by volunteering their time.

Procedures
The System President shall promulgate such procedures as may be needed to implement this policy.
Policy Statement
Faculty and instructors are responsible for providing quality education for all who attend the college. It is the intent of the Board to establish a fair and equitable workload policy to be administered at the college level.

Scope
This policy applies to regular faculty and instructors employed by state system community colleges.

Definitions
For purposes of this policy, faculty shall have the same meaning as set forth in BP 3-10 and shall include regular faculty and limited contract faculty.

For purposes of this policy, instructor shall have the same meaning as set forth in BP 3-10 and shall include those employees hired to teach on a temporary as needed basis.

Components of Faculty Workload
Basic components of faculty workload include class instruction, class-related work, and other professional duties, which may include, but are not limited to, advising students, serving on institution-wide committees and statewide task forces; student recruitment; sponsorship of student activities; job placement and community outreach services; participating in professional organizations which enhance the educational mission of the college; and developing innovative approaches to learning.
Faculty Assignments
The assignment of class hours, office hours, and other professional duties to individual faculty members shall occur at the college level.

The supervisor shall establish equitable workloads to the extent possible among faculty members after taking into account all activities assigned to faculty and the inherent characteristics of the discipline to which the faculty member is assigned.

These considerations shall include, but are not limited to, number of classes, class hours, class size, number of preparations, delivery mode, centrality to role and mission, committee work, sponsorship of student activities, need for student advising, need for student recruitment, job placement, and community outreach services, as well as resource generation.

Faculty Standard Load
Full-time faculty will have a minimum of a 40-hour work week in keeping with the requirement for all state employees. This includes an expectation that faculty perform all professional duties assigned by the college, including but not limited to, meeting all classes, meeting all office hours, serving on college or System committees, and engaging in professional development activities. These professional duties may be performed either on or off campus.

Faculty Overload
Overload assignments should be limited so as not to erode the professionalism of the faculty member. An overload for a regular faculty member is defined as a duty assignment (such as a discrete course) in addition to the faculty member's academic year teaching load. An overload assignment must be in writing and approved by the college president, or his/her designee, which cannot be below the Vice President or Provost level.

Faculty Appeal Process
Each college shall establish a review process to address faculty objections to the assigned workload. The final arbiter will be the college president.

Instructor Workload and Hours
Basic components of instructor workload are class instruction and class-related work. For purposes of the Affordable Care Act, instructor weekly work hours shall be measured by crediting the instructor with a total of 2.25 hours of service per week (representing a combination of teaching or classroom time and time performing related tasks such as class preparation and grading of examinations or papers) for each hour of teaching or classroom time. In addition, an instructor will be credited with one hour of service per week for each additional hour the instructor spends performing other duties he or she is required to perform (such as required office hours or required attendance at faculty meetings).

Maximum Credit Limit for Faculty and Instructors
In order to preserve the quality of education, system-wide credit assignments should not exceed 21 credit hours per semester. In extenuating circumstances, the college president may approve an assignment in excess of the 21 credit hour limit for a faculty member or instructor teaching at a single System college. For faculty members and instructors teaching at multiple System colleges, an exception to the 21 credit hour limit requires each college...
president's approval. College presidents shall report their approval of credit assignments in excess of 21 credit hours to the CCCS president on a semester basis.

Individual colleges have discretion to adhere to college-specific credit limits below 21 credit hours for college-specific academic reasons.

Procedures
The System President shall promulgate such procedures as may be needed to implement this policy.
POSITION TITLE: Non-provisional, Provisional, and Limited Faculty

REPORTS TO: Instructional Dean/Department Chair/Site Director in primary teaching assignment areas.

SUPERVISES: May be assigned supervisory and evaluation responsibilities.

BASIC FUNCTIONS: Faculty create academically effective learning environments focused on student learning and success, and continuously improve instructional excellence through assessment. Faculty will demonstrate professional and collegial interaction with colleagues, staff, students, and community, and act in accordance with State Board Policy, Colorado Community College System (CCCS) President’s Policy, and Front Range Community College (FRCC) guidelines.

The categories listed below, per BP3-80, SP 3-31, and consistent with FRCC mission and values, have been identified as recognizable parts of a faculty member’s work assignment. Regular faculty will have a minimum 40-hour work week in keeping with State Board Policy requirements for state employees and will maintain a significant campus presence to respond to needs of students, department, college, and community. At a minimum, faculty will be present four days a week, 30 hours on campus or at an assigned location. This would include a minimum of one office hour per week per class for students during regular contract periods.

Both teaching and service are essential components of this job. Teaching is considered the primary responsibility of this position; however, all full-time faculty are expected to provide instructional leadership, assume an active role in college service and may be required to assume other duties as assigned. Faculty will participate in ongoing professional development to maintain and develop skills necessary for excellence in both teaching and service.

In some circumstances, a Dean of Instruction may designate a faculty member as Lead Faculty or Program Director for a discipline, a cluster of courses, or a cluster of disciplines or prefixes. Said faculty member may receive reassigned time to accomplish specific objectives or to manage specific responsibilities. Faculty should refer to the FRCC Compensation Handbook for reassignment time allocations and guidelines.

Category I – Teaching
The following are components of the job for all faculty:

a. Maintains necessary educational credentials and professional skills appropriate to the teaching assignment and consistent with FRCC/CCCS policy.

b. Creates an effective learning environment for students regardless of delivery method in accordance with department and college guidelines.

c. Teaches courses consistent with Colorado Common Course Numbering System (CCCNS) template, appropriate course content guide and catalog descriptions. Abides by CCCS policy and FRCC guidelines (such as providing a syllabus the first day of class, tracking attendance, and submitting grades by published deadlines).

d. Teaches assigned classes at the scheduled time and place and meets required contact hours.

e. Participates in assessment of student learning outcomes at the course, discipline, and college level.
f. Conducts a variety of assessments of student performance throughout the course, and
provides students with timely and effective feedback. Posts grades frequently.
g. Consistently improves course quality and design, by, for example, actively participating in
classroom assessment, curriculum development and related activities as a contributing team
member at discipline, department, campus, college, and state levels.
h. Solicits feedback and implements suggestions from students and peers. Collaborates with
colleagues for instructional improvement and ensures course and discipline integrity.
i. Expands knowledge in discipline and teaching craft on an ongoing basis.
j. Available to teach courses at times, locations, and by delivery methods as directed by
academic needs of the department. Final teaching assignments are the prerogative of the
Deans of Instruction.
k. Maintains a safe and mutually respectful instructional environment and facility. Refers issues
that may affect the learning environment promptly to the appropriate department.
l. Uses appropriate and required instructional resources and technology in an effective
manner.

Category 2 – Service
The following are components of the job for all faculty:

a. Maintains a safe and mutually respectful working environment and refers issues promptly to
the appropriate department.
b. Reviews and recommends instructional resources, such as textbooks, media, software and
equipment.
c. Participates in graduation ceremony.
d. Handles, responds to, and reports student concerns/complaints according to FRCC
guidelines.
e. Maintains and posts teaching schedule, regular meetings, and office hours per FRCC
guidelines.
f. Maintains currency in discipline and/or in program. Assists in changes, accreditation and/or
program renewal.
g. Maintains teaching credentials, industry standard credentials, and complies with accrediting
requirements.

In addition, faculty are expected to participate in the following service areas according to the
needs of their department, campus, and the college. The specific assignments and extent of this
participation will change annually, but faculty must be available for service as determined in
consultation with their supervisors.

h. Provides leadership and instructional integrity through hiring, supervision, instructional
observation, mentoring, and evaluation of instructors.
i. Participates in student advising process per FRCC guidelines. This may include reviewing
and recommending appropriate action on student transcripts, transfers, early graduation
audits, and graduation applications.
j. Meets with and updates advising office; updates and maintains advising materials.
k. Develops and participates in college marketing efforts, student recruitment, and retention
strategies for all instructional programs.
l. Assists in the preparation of class schedules and college catalog.
m. Assists with assessment of credit for prior learning.
n. Serves on college committees and/or task forces.
o. Participates in the formulation and implementation of department initiatives and budget
management.
p. Evaluates and revises course and discipline offerings/materials on an ongoing basis and
develops new curricula.
q. Collaborates with supervisor to assemble and execute a strategic plan for department
initiatives, including industry recommendations and resource management.
r. Participates in state-level issues.
s. Reports maintenance issues for classrooms and equipment to appropriate authorities.
t. Maintains inventory of equipment, tools, supplies and storage/disposal of hazardous materials required for classes, and requests appropriate equipment repair.
u. Identifies budgetary needs and priorities; recommends appropriate purchases of technology, equipment, and supplies.
v. Serves as a faculty advisor to student clubs and activities.
w. Plans and coordinates required advisory committee meetings annually per State Board Policy and accreditation requirements.
x. Facilitates, coordinates, and supervises internships and clinical experiences for students and initiates contracts with providers.
y. Serves as a liaison to industry, community, and/or academic partners. Participates in professional organizations that enhance the mission of the college.
z. Facilitates meetings and communicates with faculty and instructors on discipline/department issues and concerns.
aa. Negotiates articulations and/or escrowed credit agreements with local schools.
bb. Collects annual graduate follow-up data (i.e. VE-135).
c. Promotes professional development of peers/colleagues through in-service activities and the presentation of conference papers and/or publications, and other methodologies appropriate to the teaching field.
POSITION TITLE: Department/Online Chair

REPORTS TO: Instructional Deans

COORDINATES: Faculty and Instructors

SUPERVISES: Faculty, Instructors and others as assigned within the department

BASIC FUNCTIONS: Department chairs are faculty and as per the faculty job description should teach classes in accordance with established guidelines and policies; provide departmental leadership and supervision; and participate in advising, committee assignments, and other academic and institutional support activities. The Dean of Instruction may designate a faculty member as “Department Chair” for a cluster of programs, disciplines or prefixes. Said faculty member will receive reassignment time in order to accomplish specific objectives and to manage specific responsibilities. (See the Compensation Handbook for information regarding the chair stipend.)

Chair Specific Duties

The following are considered essential duties, but may be delegated by the Chair, in consultation with the dean. Some duties, designated by an asterisk, cannot be delegated. The chair maintains ultimate responsibility for the department.

a. *Provides leadership to maintain an academically effective department that pursues strategic goals, student learning and success, instructional excellence and assessment of instructional activities, in accordance with State Board policy, system president’s policy, and FRCC’s policies and procedures.
b. Promotes collegiality among faculty and instructors.
c. Serves as internal and external point of contact for the department.
d. *Responsible for managing and assisting in the development of the departmental budget and departmental purchases as determined by college and campus procedures.
e. Supervises the development of the course schedule.
f. Facilitates a minimum of one department meeting each semester and attends discipline meetings as appropriate.
g. *Supervises and evaluates faculty.
h. *Approves faculty annual plans and instructional / non-instructional assignments.
i. *Collaborates with on-campus or online counterpart in faculty planning and evaluations.
j. Attends chair meetings and keeps faculty and instructors in the department informed of campus / college information and plans.
k. Oversees departmental enrollment management activities.
l. Responds to student concerns and inquiries.
m. Coordinates the mentoring and observation and evaluation of instructors.
n. Screens applications, interviews, hires, schedules, mentors, supervises, observes, and evaluates instructors.
o. Facilitates screening committees for new faculty and administrative staff (if applicable to the campus).
p. Maintains significant campus presence to respond to instructional, student, department, college, and community needs. Typically, this means five days a week on campus and more than 30 hours per week during fall and spring semester college hours of operation.
q. Oversees accuracy of syllabi and posted schedule for the classes taught in the department consistent with CCCNS guidelines, appropriate course content guide and catalog description.
r. In most cases, chairs should teach a minimum of one course per semester, as approved by the dean. Each chair’s teaching load is determined on a semester basis by the dean. When necessary, deans may exempt chairs from this requirement.
Purpose: Assist FRCC in meeting its educational goals.

Scope: Reference legal authority.

Attachment: Refer to current Administrator and Faculty Handbook and Compensation Handbook available in Human Resources.

Definitions: Overload—An overload for a regular faculty member is defined as a duty assignment (such as discrete course) in addition to the faculty member’s academic year teaching load.

Procedure:

1. The College may, and frequently does, employ its own full-time faculty for overload teaching or non-teaching duties. All overloads are subject to Chair and Dean's approval in order to ensure that faculty can maintain academic quality with the additional load.

2. Overload assignments should be limited so as not to erode the professionalism of the faculty member. An overload assignment must be in writing and approved by the Campus Vice President who is the College President’s designee. Overload shall not exceed the lesser of 2 courses or 8 credit hours per semester. Faculty may only exceed this limit in emergencies and may not do so on a regular basis.

3. Additional administrative procedures for management, pay, and oversight of overloads are outlined in the Faculty and Administrator Handbook or the Compensation Handbook.
A-5: Instructor Job Description

FRONT RANGE COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION TITLE: Instructor

REPORTS TO: Department Chair or Lead Full-time Faculty as designated

SUPERVISES: No supervisory responsibilities associated with this position

Provides rigorous challenging, and engaging instruction based on FRCC curriculum standards and departmental policies.

Front Range Community College recognizes and appreciates the key role and contributions that instructors have in relation to student success.

COURSE CONTENT:

a. Creates an effective learning environment for students.

b. Teaches courses consistent with CCCNS template and appropriate course content guide, catalog description, at the scheduled time and place and meets required contact hours.

c. Uses appropriate resources, technology, and pedagogy in the delivery of courses.

d. Sustains consistency and course integrity through participation in college-wide and programmatic assessment of student learning.

e. Collaborates with colleagues for instructional improvement and adheres to departmental standards and policies.

CLASS MEETINGS AND SCHEDULE:

a) Submits teaching and regular meeting schedule

RECORDKEEPING:

a) Turns in official grade book (a legal, permanent record) to department at the end of each semester.

b) Submits syllabus to department by the end of the first week of class.

c) Provides each student with a syllabus that complies with FRCC/department syllabus guidelines by the end of the first week including all course requirements, course evaluation procedures, attendance requirements, make-up examination policy, and related course procedures.

d) Conducts a variety of appropriate evaluations of student performance. Returns graded assignments in a timely fashion, normally within a week.

e) Informs students of progress to date periodically and assigns and submits grades by published deadlines.

f) Maintains student attendance records (for Financial Aid purposes), including “No Shows” (students who have not shown up for class).

g) Learns and uses college software for final reporting, grades, student roster and attendance.
COMMUNICATIONS

a) Assists students with study problems and with evaluating their potential for successful achievement in the course or discipline. Makes referrals as appropriate, i.e. for tutoring.
b) Follows/adheres to FERPA guidelines and maintains confidentiality.
c) Checks college email at least twice weekly when teaching.
d) Responds quickly to e-mail requests from administration as well as students.
e) Assists in maintaining a safe and mutually respectful instructional environment in and outside the classroom. Prepares and submits incident reports to Dean of Student Services for inappropriate student behavior as defined by Student Code of Conduct.
f) Checks FRCC voice mail at least twice a week.

PROFESSIONALISM

a) Maintains necessary educational credentials, professional skills and currency appropriate to the teaching assignment and consistent with FRCC/CCCOES policy.
b) Interacts sensitively with students, staff and faculty of various cultural and socioeconomic backgrounds.
c) Promotes a positive collegiate atmosphere.
A-6: Faculty and Instructor Overload Exception Form

FACULTY AND INSTRUCTOR OVERLOAD EXCEPTION FORM

Instructor Name: ______________________________________________________

Department: ___________________________ Date: ________________

Circumstances necessitating exception and justification:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

<table>
<thead>
<tr>
<th>Classes Assigned</th>
<th>Credits/Contact Hours</th>
<th>Regular load/Overload</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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Current Term: Semester _____ Year _____

Previous Exception: Yes ___ No ___ Semester _____ Year _____

Reason for Previous Exception:

Approved ____ Denied ____ Department Chair: ____________________________

Approved ____ Denied ____ On-Campus Dean: ____________________________

Approved ____ Denied ____ Online Dean: _______________________________

Approved ____ Denied ____ Campus Vice President: _______________________

Approved ____ Denied ____
Front Range Community College Instructor Pay Increases

Front Range Community College recognizes that instructors are important to carrying out the college’s mission of providing a quality education to students. In order to reward and retain the best instructors possible, the college has a plan to allow instructors to earn pay increases for time, professional development, professionalism, and teaching effectiveness.

**STEP I** (entry level): Instructors beginning pay rates will coincide with the hiring matrix as outlined in the compensation handbook. Please contact Human Resources to determine starting pay rates.

**STEP II** (first increase): An instructor will receive a pay increase per credit hour (within budgetary constraints) once he/she meets the following time, professional development, professionalism, and teaching effectiveness criteria:

1. **Time**: Has completed four semesters (may include summers) and 18 credits of teaching experience at FRCC.

2. **Professional Development**: Professional development is a structured approach to learning that ensures competence in practice, taking in professional knowledge, skills, and practical experience. Professional development can involve any learning activity relevant to the profession, whether formal and structured or informal and self-directed. It can also be the process of obtaining and maintaining the skills, qualifications, and experience that allow an individual to make progress in his or her career as related to attaining or recertifying professional certifications or degrees. The instructor has completed at least 10 hours of professional development activities within the previous four semesters, such as:
   - Teaching with Purpose (TWP) for instructors
   - Writing Across the Curriculum (either on a campus or for online environments)
   - Online Instructor Certification
   - Substantial Student Learning Committee project (SLC)
   - Substantial Teaching with Technology project
   - 10 (5 per year) hours of other professional development. Events qualifying as professional development will be determined by departments (for example, attendance at relevant department or college meetings, retreats, workshops, or conferences; creating and presenting professional development for others; reflective practice groups; coaching; shorter D2L training sessions; attending professional conferences or seminars; or completing continuing education units, EDU, or other classes as required by department or other professional certifying body).

3. **Professionalism**: Professionalism is performing job duties and meeting department and college standards at a consistently high level. The instructor has attended new instructor orientation; completes and turns in grades on time; follows syllabus standards and turns in syllabi and schedules as requested; meets with classes as required; responds to
FRCC and D2L email; responds to chair/lead/program director direction and requests; and participates in department meetings and trainings as the department requires. In the case of online classes, consistently has courses ready to run by stated deadlines and meets course quality guidelines.

4. **Teaching Effectiveness**: Teaching effectiveness is demonstrated commitment to continuous improvement of teaching and learning. It is a requirement that the instructor be observed at least once during the first four semesters teaching for the college before they can be considered to move to the next step, preferably in the first semester that the instructor is teaching. In most cases, if a faculty member continues to be employed by the college they should be meeting this standard, but in a case where a chair/lead/director has concerns based on classroom observations, student evaluations, or other factors they may postpone an instructor’s movement to a higher step.

---

**STEP III** (second increase): An instructor will receive a pay increase per credit hour (within budgetary constraints) once he/she meets the following time, professional development, professionalism, and teaching effectiveness criteria:

1. **Time**: Has completed 8 semesters (may include summers) and 36 credits of teaching experience at FRCC.

2. **Professional Development**: The instructor has completed at least two additional substantial professional development activities during the previous four semesters, such as:
   - Teaching with Purpose (TWP) for instructors
   - Writing Across the Curriculum (either on a campus or for online environments)
   - Online Instructor Certification
   - Substantial Student Learning Committee project (SLC)
   - Substantial Teaching with Technology project
   - 10 (5 hours per year) hours of other professional development. Events qualifying as professional development will be determined by departments (for example, attendance at department or college workshops or retreats; creating and presenting professional development for others; reflective practice groups; coaching; shorter D2L training sessions; attending professional conferences or seminars; or completing continuing education units, EDU, or other classes as required by department or other professional certifying body).

3. **Professionalism**: The instructor attends ongoing instructor orientations and trainings; completes and turns in grades on time; follows syllabus standards and turns in syllabi and schedules as requested; meets with classes as required; responds to FRCC and D2L email; responds to chair/lead/program director direction and requests; and participates in department meetings and trainings as department requires. In the case of online classes, consistently has courses ready to run by stated deadlines and meets course quality guidelines.
4. Teaching Effectiveness: Demonstrated commitment to continuous improvement of teaching and learning by meeting department and college standards for teaching excellence as determined by yearly observations by chair/lead/program director, by student evaluations, and by the instructor’s documented use of classroom assessment techniques to assess student learning. It is a requirement that the instructor be observed at least once during the second four semesters teaching for the college before they can be considered to move to the next step. In most cases, if a faculty member continues to be employed by the college they should be meeting this standard, but in a case where a chair/lead/director has concerns based on classroom observations, student evaluations, or other factors they may postpone an instructor’s movement to a higher step.

Processes and Procedures

- Department chairs/program directors/leads should work closely with instructors to determine their progress in meeting the standards of professional development, professionalism, and teaching. Additionally, a classroom observation has to have occurred at least once during their first four semesters and second four semesters teaching.

- Instructors will be responsible for tracking their participation in and completion of professional development. This will be completed through a program called GreenLight. (Instruction on use is available from Human Resources.) All training records will be visible by an instructor’s supervisor. In order to inform the department chair/program director/lead instructor’s eligibility for pay advancement, these records must be kept up in a timely fashion. Instructors should maintain any documentation of completion provided by the governing body or instructor/trainer as proof of participation in that professional development activity. In the case that there is no documentation, it is up to the department chair to decide whether to accept the claimed activity or hours.

- This increased pay level will remain in place for up to a calendar three (3) year absence from teaching at FRCC. Should instructors be absent for longer than three years, they would start at the entry level rate again upon their return. Otherwise, they would return at the same place on the scale as when they left.

- Placement on a higher step does not confer any rights of priority in hiring or scheduling or confer a promise of continued employment.

- By no more than four weeks before the end of each semester, instructors who believe they are eligible for a pay increase the next semester should provide their department chairs/program directors/leads with information that documents their eligibility for the next tier. Chairs will then ensure the information is communicated to the Human Resources Coordinator on their campus regarding the level and effective semester of the increase for each qualifying instructor.
## A-8: Type Codes

Below is a list of type codes, default rates and default calculation methods for activities that have been pre-approved for compensation.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Workload Ratio (Credit: Contact)</th>
<th>Faculty on Contract</th>
<th>Faculty Off-Contract</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLNC</td>
<td>Clinical (when doing clinical at site; paid by degree)</td>
<td>See course</td>
<td>By Degree / Hour</td>
<td>By Degree / Hour</td>
<td>By Degree / Hour</td>
</tr>
<tr>
<td>COMM</td>
<td>Committee work must be pre-approved by the appropriate home ORG department chair. Not all committee work is approved for additional compensation.</td>
<td>1:2 (30) Workload – per credit</td>
<td>$35 / Hour</td>
<td>$30 / hour</td>
<td></td>
</tr>
<tr>
<td>CURD</td>
<td>Curriculum Development</td>
<td>1:2 (30) Workload – per credit Overload - $35 / contact hour</td>
<td>$35 / Hour</td>
<td>$30 / Hour</td>
<td></td>
</tr>
<tr>
<td>DCHR</td>
<td>Department Chair</td>
<td>1:2 (30) Workload – per credit</td>
<td>$35 / Hour</td>
<td>Per credit (fall and spring semester) or $35 / hour in the summer</td>
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</tr>
<tr>
<td>DIR</td>
<td>Director (Program Director duties; duties required by accreditation)</td>
<td>1:2 (30) Workload – per credit</td>
<td>$35 / Hour</td>
<td>Per credit (fall and spring semester) or $35 / hour in the summer</td>
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<tr>
<td>FEE</td>
<td>Inconvenience fee paid to instructors if course is cancelled within 14 calendar days of the start date of the course</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A 10% of pay instructor would have received for the course</td>
<td></td>
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<tr>
<td>FLDT</td>
<td>Overnight Field Trip</td>
<td>0</td>
<td>$109 / Flat rate</td>
<td>$109 / Flat rate</td>
<td>$109 / Flat rate</td>
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<tr>
<td>GRNT</td>
<td>Grant – pay for grant work must be at the same rate and within the same guidelines as regular college work as per Federal Guidelines. (AMGEN, PERKINS, MOOC, etc.)</td>
<td>Per activity To be determined per Intent to Work Agreement</td>
<td>To be determined per Intent to Work Agreement</td>
<td>To be determined per Intent to Work Agreement</td>
<td></td>
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<tr>
<td>GSTL</td>
<td>Guest Lecturer</td>
<td>0</td>
<td>Counts as service in faculty evaluation documentation</td>
<td>$50.00 / or -if higher- see Guest Lecture section</td>
<td>$50.00 / or -if higher- see Guest Lecture section</td>
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<tr>
<td>Code</td>
<td>Description</td>
<td>Ratio</td>
<td>Workload</td>
<td>Part of Workload</td>
<td>Rate</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------</td>
<td>----------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>ILAB</td>
<td>Instructional Lab (Fitness, Math, Psychology, Science, Writing or other approved academic lab)</td>
<td>N/A</td>
<td></td>
<td>Part of load—pay per credit, Overload - $30 / Contact Hour</td>
<td>$30 / Hour</td>
</tr>
<tr>
<td>INCR</td>
<td>College Now (Incremental Pay)</td>
<td>1:1.66 (25)</td>
<td></td>
<td>Lecture rate / Not part of workload</td>
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<tr>
<td>INTR</td>
<td>Internship and Co-op</td>
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<td></td>
<td>$30 / Hour</td>
<td>$30 / hour</td>
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<tr>
<td>LCOM</td>
<td>Learning Community</td>
<td>1:2 (30)</td>
<td>Workload – per credit</td>
<td>Per Credit</td>
<td>Per Credit</td>
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<tr>
<td>LEAD</td>
<td>Lead Instructor</td>
<td>1:2 (30)</td>
<td>Workload – per credit</td>
<td>$35 / Hour</td>
<td>$35 / hour</td>
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<tr>
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<td>Part of Workload</td>
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<td>$26 / hour</td>
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<tr>
<td>NONC</td>
<td>Non Credit</td>
<td>See Part 3</td>
<td>See Part 3 See Part 3</td>
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<td>$26 / Hour</td>
</tr>
<tr>
<td>OTHR</td>
<td>Other Service Assignment (ex: WAC)</td>
<td>Per Activity</td>
<td>See Special Duties &amp; Compensation (page 14)</td>
<td>See Special Duties &amp; Compensation (page 14)</td>
<td></td>
</tr>
<tr>
<td>PDVP</td>
<td>Professional Development</td>
<td>Per Activity</td>
<td>N/A</td>
<td>Part of Workload / determined by student enrollment</td>
<td>$26 / Hour*</td>
</tr>
<tr>
<td>PRCT</td>
<td>Practicum</td>
<td>N/A</td>
<td></td>
<td>Part of Workload / determined by student enrollment</td>
<td>$30 / Hour</td>
</tr>
<tr>
<td>PROG</td>
<td>Program Review (CAHIM, 2+2 Programs, Accreditation)</td>
<td>1:2 (30)</td>
<td>Workload – per credit</td>
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<td>$35 / hour</td>
</tr>
<tr>
<td>RCTG</td>
<td>Recruiting (Bus to College, New Frontier, and Career Days etc.)</td>
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<td>Workload – per credit</td>
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<td>$30 / Hour</td>
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<tr>
<td>SECD</td>
<td>Secondary Instruction</td>
<td>See Class</td>
<td>$26 / Hour</td>
<td>$26 / Hour</td>
<td>$26 / Hour</td>
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<td>STUS</td>
<td>Phi Theta Kappa Advisor</td>
<td>1:2 (30)</td>
<td>Workload – per credit</td>
<td>$35 / Hour</td>
<td>$35 / Hour</td>
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<tr>
<td>SUBS</td>
<td>Substitute for courses (Sub for academic labs and clinical will be coded to the specific lab or clinical)</td>
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<td>$30 / Hour</td>
<td>$30 / Hour</td>
<td>$30 / Hour</td>
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<tr>
<td>TCHG</td>
<td>Other Teaching Assignment</td>
<td>See Special Duties &amp; Compensation (page 14)</td>
<td>See Special Duties &amp; Compensation (page 14)</td>
<td>See Special Duties &amp; Compensation (page 14)</td>
<td></td>
</tr>
</tbody>
</table>

*Instructors/Faculty will be paid for required training and professional development that has been pre-approved by the home ORG department chair or instructional dean outside of the normal contract period. Instructors/Faculty who attend outside training and professional development activities at their discretion, including professional conferences that occur outside of fall or spring semesters, are not paid for those activities. Required training is defined as activities needed for accreditation or other major program requirements and requested by the Dean, Vice President or Cabinet. Professional development required to maintain professional certifications or to stay current in the field are not considered required by the college and instructors/faculty will not be paid to attend even if the college agrees to pay the registration fee for the training.
Contents

- Chair Reassign Time Guidelines  Page 2
- Chair Reassign Time Allocation Table  Page 3
- CTE Tier Levels  Page 4
- Tier One Allocation Table  Page 5
- Tier Two Allocation Table  Page 6
- Tier Three Allocation Table  Page 7
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- CTE Allocation Formulas  Page 10
- Nursing Workload, Course Staffing, and Reassign Time  Page 11
CHAIR REASSIGN TIME GUIDELINES

a. Departmental Chair reassign time may vary from the prescribed amount, subject to the approval of both the supervising Dean and Campus Vice President; such allocations and the rationale for such variances shall be written and available to inquiring FRCC personnel through appropriate documentation.¹

b. A Chair must teach at least one course each semester as part of workload, unless exempted by the supervising Dean and Campus Vice President. The Campus Vice Presidents shall collaborate on the reasons for such exemptions.

c. Delegated Chair Reassign Time: It is expected that a Chair and supervising Dean shall collaborate to determine amount of delegated duties and reassign time for other members of the department.

d. A Chair shall not be allotted more than 100% reassign time, unless exempted by the supervising Dean and Campus Vice President.

e. Chairs who are also Program Directors shall receive CTE Lead reassign time as herein described.

f. Instructional lab supervision is considered Admin reassign time, and allotments for instructional labs shall not be considered a part of departmental Chair allotment.

g. Chair workload shall be 15 credits.

¹ For example, Chair allotment might be adjusted because of a significant change in FTE or section count in the current year.
Directions:

- Using the prior fiscal year section count and FTE for disciplines in the department (obtained from Institutional Research), find allocation on the table below. (This determination will be made every three years.)
- Departments with section counts equal to or below 270 and FTE equal to or below 340 receive an allotment of 0.80 reassign time. For example: A program whose prior year section count was 390 and whose FTE was 860 would receive an allocation of 1.58.
- Allocation refers to proportion of load that should be allocated each semester. For example, with a workload of 15 credits, 1.58 x 15 credits = 23.7 credits reassign time.

### CHAIR REASSIGN TIME ALLOCATION TABLE

| Section Count | FTE 270 | 280 | 290 | 300 | 310 | 320 | 330 | 340 | 350 | 360 | 370 | 380 | 390 | 400 | 410 | 420 | 430 | 440 | 450 | 460 | 470 | 480 | 490 | 500 | 510 | 520 | 530 | 540 | 550 | 560 | 570 | 580 | 590 | 600 | 610 | 620 | 630 | 640 | 650 | 660 | 670 | 680 | 690 | 700 | 710 | 720 | 730 | 740 | 750 | 760 | 770 | 780 | 790 | 800 | 810 |
|---------------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 340           | 0.80   | 0.85 | 0.91 | 0.96 | 0.99 | 1.01 | 1.04 | 1.07 | 1.11 | 1.12 | 1.15 | 1.16 | 1.19 | 1.20 | 1.23 | 1.26 | 1.28 | 1.31 | 1.34 | 1.36 | 1.39 | 1.42 | 1.44 | 1.47 | 1.50 | 1.52 |
| 360           | 0.82   | 0.87 | 0.93 | 0.99 | 1.01 | 1.04 | 1.07 | 1.10 | 1.15 | 1.18 | 1.20 | 1.23 | 1.26 | 1.28 | 1.31 | 1.34 | 1.37 | 1.40 | 1.43 | 1.46 | 1.49 | 1.52 | 1.55 | 1.58 | 1.61 | 1.64 | 1.67 | 1.70 | 1.73 | 1.76 | 1.79 | 1.82 | 1.85 | 1.88 | 1.91 | 1.94 | 1.97 |
| 380           | 0.85   | 0.90 | 0.96 | 1.02 | 1.05 | 1.08 | 1.11 | 1.15 | 1.19 | 1.22 | 1.25 | 1.28 | 1.30 | 1.33 | 1.35 | 1.38 | 1.41 | 1.44 | 1.47 | 1.50 | 1.53 | 1.56 | 1.59 | 1.62 | 1.65 | 1.68 | 1.71 | 1.74 | 1.77 | 1.80 | 1.83 | 1.86 | 1.89 | 1.92 | 1.95 | 1.98 | 2.01 |
| 400           | 0.87   | 0.93 | 0.99 | 1.05 | 1.08 | 1.11 | 1.16 | 1.20 | 1.25 | 1.29 | 1.33 | 1.36 | 1.39 | 1.42 | 1.46 | 1.49 | 1.52 | 1.55 | 1.58 | 1.61 | 1.64 | 1.67 | 1.70 | 1.73 | 1.76 | 1.79 | 1.82 | 1.85 | 1.88 | 1.91 | 1.94 | 1.97 | 2.00 | 2.03 | 2.06 | 2.09 | 2.12 |
| 420           | 0.90   | 0.95 | 1.01 | 1.05 | 1.09 | 1.13 | 1.18 | 1.23 | 1.28 | 1.33 | 1.38 | 1.43 | 1.48 | 1.53 | 1.58 | 1.63 | 1.68 | 1.73 | 1.78 | 1.83 | 1.88 | 1.93 | 1.98 | 2.03 | 2.08 | 2.13 | 2.18 | 2.23 | 2.28 | 2.33 | 2.38 | 2.43 | 2.48 | 2.53 | 2.58 | 2.63 | 2.68 |

---

2 Fall, 2014, Fall 2017, Fall 2020
Revised 8/4/15
Instructor Matrix corrected 9/4
CTE TIER LEVELS

<table>
<thead>
<tr>
<th>Tier*&lt;sup&gt;a,b,c&lt;/sup&gt;</th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
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<td>AEC</td>
<td>ASE</td>
<td></td>
</tr>
<tr>
<td>BUS</td>
<td>CAD</td>
<td>EMET&lt;sup&gt;d&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>CWB</td>
<td>CIS</td>
<td>DEA</td>
<td></td>
</tr>
<tr>
<td>HWE/HPR&lt;sup&gt;i&lt;/sup&gt;</td>
<td>CNG</td>
<td>EMS</td>
<td></td>
</tr>
<tr>
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<td>HIT</td>
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</tr>
<tr>
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<td>GIS</td>
<td>HVA</td>
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</tr>
<tr>
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<td>HHP (LC)</td>
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<td></td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

i. Unless includes HPR 112/113 Phlebotomy certificate. If so, see PHLEB, tier 3

ii. Includes all HPR plus HPR 112 & 113 - Phlebotomy Certificate

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a. CTE tier levels will be reviewed during Compensation Handbook review.

b. New and changed tier levels are determined by the Instructional Deans Council, after recommendations from Deans supervising those programs. Recommendations shall be made based on conferences with appropriate Program Directors, Leads, and Chairs.

c. Consolidated programs (programs that are compounds of the disciplines above) – and campus programs that have substantial differences from other campuses - may be created by the Instructional Dean and Campus Vice President. Assignment to a tier level will follow the rationale provided herein for the assignment of tier levels. Such programs may be allotted different reassign time from that noted above; such programs will be brought to the Instructional Deans Council and will be reviewed every three years.

d. Larimer Campus – Includes ELT, MTE, PPT, ENY, & EGT
**TIER ONE ALLOCATION TABLE**

Directions:
- Using the prior fiscal year section count and FTE for disciplines in the CTE program (obtained from Institutional Research), find allocation on the table below. (This determination will be made every three years.)
- CTE programs with section counts equal to or below 50 and FTE equal to or below 50 receive an allotment of 0.17 reassign time. For example: A program whose prior year section count was 60 and whose FTE was 60 would receive an allocation of 0.25.
- Allocation refers to proportion of load that should be allocated each semester. For example, with a workload of 15 credits, 0.25 x 15 credits = 3.75 credits reassign time. With a workload of 12 credits, 0.25 x 12 = 3.00 credits reassign time.

<table>
<thead>
<tr>
<th>FTE</th>
<th>50</th>
<th>55</th>
<th>60</th>
<th>65</th>
<th>70</th>
<th>75</th>
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3 Fall, 2014, Fall 2017, Fall 2020

Revised 8/4/15

Instructor Matrix corrected 9/4
TIER TWO ALLOCATION TABLE

Directions:

- Using the prior fiscal year section count and FTE for disciplines in the CTE program (obtained from Institutional Research), find allocation on the table below. (This determination will be made every three years.)
- CTE programs with section counts equal to or below 50 and FTE equal to or below 50 receive an allotment of 0.23 reassign time. For example: A program whose prior year section count was 60 and whose FTE was 60 would receive an allocation of 0.31.
- Allocation refers to proportion of load that should be allocated each semester. For example, with a workload of 15 credits, 0.35 x 15 credits = 4.65 credits reassign time. With a workload of 12 credits, 0.35 x 12 = 3.72 credits reassign time.

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5 Fall, 2014, Fall 2017, Fall 2020
**CHAIR ALLOCATION FORMULA AND EXAMPLES**

The Chair allocation model utilizes a base of 0.80 plus additional reassign time calculated using a formula that averages a factor based upon the previous FY section count (section count minus 270 times 0.00268, with a minimum section count of 270) and FTE (FTE minus 340 times 0.0024, with a minimum FTE of 340). This formula is the basis for the Chair Reassign Time Allocation Table (page 9). Examples follow:

<table>
<thead>
<tr>
<th>Section Count (from prior FY): If &lt;270, enter 270</th>
<th>FTE (from prior FY): If &lt;340, enter 340</th>
</tr>
</thead>
<tbody>
<tr>
<td>For a department with 270 sections &amp; 340 FTE</td>
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</tr>
<tr>
<td>Enter appropriate values:</td>
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<tr>
<td>Minimum</td>
<td></td>
</tr>
<tr>
<td>Factor</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
</tr>
<tr>
<td>Total additional</td>
<td></td>
</tr>
<tr>
<td>Standard Base</td>
<td>0.8</td>
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<tr>
<td>Allocation</td>
<td>0.80</td>
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</tbody>
</table>

For a department with 270 sections & 340 FTE

<table>
<thead>
<tr>
<th>Section Count (from prior FY): If &lt;270, enter 270</th>
<th>FTE (from prior FY): If &lt;340, enter 340</th>
</tr>
</thead>
<tbody>
<tr>
<td>For a department with 500 sections &amp; 387 FTE</td>
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</tr>
<tr>
<td>Enter appropriate values:</td>
<td></td>
</tr>
<tr>
<td>Minimum</td>
<td></td>
</tr>
<tr>
<td>Factor</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
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<tr>
<td>Total additional</td>
<td>0.3646</td>
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<tr>
<td>Standard Base</td>
<td>0.8</td>
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<td>Allocation</td>
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## Criteria for CTE Tier Placement

<table>
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<tr>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
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<tbody>
<tr>
<td>ACC</td>
<td>AEC</td>
<td>ASE</td>
</tr>
<tr>
<td>BUS</td>
<td>CAD</td>
<td>EMET</td>
</tr>
<tr>
<td>CWB</td>
<td>CIS</td>
<td>DEA</td>
</tr>
<tr>
<td>HWI/HRI</td>
<td>CMG</td>
<td>EMS</td>
</tr>
<tr>
<td>MAN/MAR</td>
<td>ECE</td>
<td>HIT</td>
</tr>
<tr>
<td>PAR</td>
<td>GIS</td>
<td>HVA</td>
</tr>
<tr>
<td>TEL</td>
<td>HHT</td>
<td>MOT</td>
</tr>
<tr>
<td>PED</td>
<td>HHP(LC)</td>
<td>IPP</td>
</tr>
<tr>
<td>TEL</td>
<td>HHT</td>
<td>MOT</td>
</tr>
<tr>
<td>PED</td>
<td>HHP(LC)</td>
<td>IPP</td>
</tr>
</tbody>
</table>

1. Unless includes HPR 112/113/Phlebotomy certificate. If so, see PHLEB, Tier 3

### Tier 1 Standard CTE duties:
- Two advisory council meetings/year
- VE-135s
- Scheduling courses
- Hiring/evaluating adjuncts
- Industry liaison
- Advising students
- Internship placement (as part of reassign time duties)

### Tier 2 All Tier 1 responsibilities plus:
- a Significant - required - internship placement activities (as part of reassign time duties) (Typically, such internships are required part of program.)
- b Accreditation/State agency regulation-oversight
- c Maintain classroom lab and instructional equipment
- d Significant software and computer updates that are not handled by IT
- e Additional student records (over & above standard college records)
- f Significant field site research and preparation (locating, establishing MOU’s, safety planning, use agreement

### Tier 3 All Tier 1 responsibilities, some Tier 2 responsibilities (noted with lowercase letters), plus:
- A Significant clinical placement activities (as part of reassign time duties)
- B Significant pre-admission screening and advising
- C Reassign time allocations mandated by accreditation
- D Program strategic goals required - with measurable goals (assessment of measurable goals in addition to CCCS)
- E Meet contractual obligations/requirements for clinical/practicum sites
- F Mandated and significant equipment requirements

### Additional:
- MST Not yet a full program. Will place in tiers if significant growth
- MAC Not yet a full program. Will place in tiers if significant growth
CTE ALLOCATION FORMULAS

The CTE Program Director/Lead method utilizes a base of 0.17 for Tier 1, 0.23 for Tier 2, and 0.33 for Tier 3 plus additional reassign time calculated using a formula that averages a calculation based upon the previous FY section count (section count minus 50 times 0.01, with a minimum section count of 50) and FTE (FTE minus 50 times 0.005, with a minimum FTE of 50). This formula is the basis for the CTE Reassign Time Allocation Tables.
Nursing Workload, Course Staffing, and Reassign Time

A. Workload: The current method for allocating NUR workload, based in 270 contact hours, shall be continued.

B. Course Staffing: The total number of lecture, lab, and clinical hours assigned to instructors/faculty shall be consistent with times specified by the Curriculum Master File and ratios mandated by the Accreditation Commission for Education for Nursing and the Colorado State Board of Nursing. These assignments may vary from the prescribed amount, subject to the approval of both the supervising Dean and Campus Vice President; such allocations and the rationale for such variances shall be written and available to inquiring FRCC personnel through appropriate documentation.

C. Reassign Time:

- A maximum of 1.75% reassign time for each admitted nursing student shall be allocated each semester to the department.
- The Director of Nursing Education Program (DNEP) shall not be allotted more than 100% reassign time, unless exempted by the supervising Dean and Campus Vice President.
- Delegated DNEP Reassign Time: It is expected that a DNEP and supervising Dean shall collaborate to determine amount of delegated duties and reassign time for other members of the department.
- NUR Department reassign time may vary from the prescribed amount, subject to the approval of both the supervising Dean and Campus Vice President; such allocations and the rationale for such variances shall be written and available to inquiring FRCC personnel through appropriate documentation.
Course Development Compensation

Faculty and instructors may be compensated for developing content for a new FRCC course or making significant changes to an existing FRCC course. Reasons that prompt the need to update an existing course may include:

- Program renewals
- CCCNS changes
- Changes in delivery mode (face-to-face /online/hybrid)
- Changes in accreditation requirements
- Changes in teaching strategy (learning community, service learning, etc.)

Textbook changes are not typically considered significant changes, nor are the instances when an individual faculty or instructor needs to teach a course for the first time, or update their own course. In order to receive compensation, the material developed should be available to all FRCC faculty and instructors and be stored in a Master Course shell in FRCC’s learning management system (currently Desire2Learn) or the equivalent.

The amount of compensation is dependent on the amount of work involved, including the quantity and type of content to be developed, and the level of required. The following chart serves as a guide for estimating total compensation for the course, which may be assigned to one individual or divided between multiple individuals:

<table>
<thead>
<tr>
<th>Level of Collaboration</th>
<th>Examples of Content to be Developed</th>
<th>Compensation Level</th>
<th>Hours Compensated*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimal. Full-time faculty or instructor teaching own course</td>
<td>Syllabus, schedule, daily lesson plans, and assessments</td>
<td>No Additional</td>
<td>N/A</td>
</tr>
<tr>
<td>Campus-wide discipline curriculum. Collaboration required within department.</td>
<td>Syllabus, schedule, daily lesson plans, and assessments designed for use by multiple instructors.</td>
<td>Low</td>
<td>3-30 hours</td>
</tr>
<tr>
<td>Campus-wide or college-wide curriculum; requires collaboration across campuses and/or multiple departments.</td>
<td>Above plus additional instructional tools such as discussions, technology components, etc.</td>
<td>Medium</td>
<td>31-60 hours</td>
</tr>
<tr>
<td>College-wide, state-wide, and/or national curriculum or accrediting bodies. More extensive collaboration required.</td>
<td>Course is completely developed including content, activities for each lesson, lesson plans/instructor guides, and assessments.</td>
<td>High</td>
<td>61-90 hours</td>
</tr>
</tbody>
</table>

* Consistent with the Compensation Handbook, credits are allocated on a 1:2 ratio, where 30 hours equals one credit. All curriculum development performed by instructors or faculty is paid on an hourly basis. Additional factors may be considered in determining the total time to be compensated, such as the number of credit hours of the course, the amount of research required, and the presentation quality of the materials to be developed.

Compensation can exceed the maximum number of hours indicated above with justification and approval of the dean.

A proposal clearly outlining the rationale for the course development, the project deliverables, the timeframe for completion, and the amount to be compensated must be approved by the chair and dean prior to beginning any work. The agreed upon workload and expected outcomes
for each semester will be documented using an Intent to Work form (Appendix D). Intent to
Work forms will be attached to the Contract Request form or the Load Form unless otherwise
noted by Dean.
D: Intent to Work Forms

Faculty/Instructor - Internal Funding/Award

http://frccwweb01/LeadershipTeam/Presidents%20Innovation%20Fund/Intent%20to%20Work_Faculty%20Instructor_FY16.pdf

Staff - Internal Funding/Award:

http://frccwweb01/LeadershipTeam/Presidents%20Innovation%20Fund/Intent%20to%20Work_Staff_FY16.pdf

External Grants:
http://frccwweb01/GRDTeam/PublicDocuments/Final%20MASTER%20Grants%20-%20Intent%20to%20Work%20Fall%202014.docx
### Administrative Duties

Administrative duties are duties that have to do with on-going running of the department. Examples include: department chair, lead faculty, online lead faculty, program director, clinical placement coordinator.

### Concurrent/Stacked Course

Two or more sections of different courses that are offered at the same dates, same times, and same location by the same faculty/instructor.

### Contact Hour

A contact hour is defined as 60 minutes including 50 minutes of instruction and a 10 minute break, all of which must be accounted for. Contact hour requirements must be met in courses that are published in the Course Schedule, unless otherwise approved by the Instructional Dean (e.g. LDC, Math Lab, and Writing Center).

### Contract Period

Faculty work 166 work days per the academic calendar and a minimum of 40 hours per week. Spring, fall, and semester breaks (including summer) are not part of the contract period.

### Faculty

Full-time faculty member whether they are limited, provisional or regular.

### FOAP

A FOAP is a coding string whose components drive the financial statements. Every transaction must have a FOAP, which stands for Fund Organization Account Program.

The FUND represents where funding for transactions is coming from or going to. Fund types: General, Auxiliary, Restricted, Plant Agency

The ORGANIZATION (commonly referred to as the “org”) represents who will benefit from or be responsible for the flow of transactions associated with a specific area of the College. For example, curriculum orgs benefit the student and the owner of these orgs is instructional staff. Some examples of orgs: Curriculum orgs, Student Services, Student Clubs, Libraries, Bookstores, Cafes, Human Resources, Fiscal Services, Registrar, Facilities.

The ACCOUNT code indicates how and where the transactions are classified on the financial statements. Account types are assets, liabilities, expenditures, revenues transfers and fund balances.

The PROGRAM represents what higher education category best represents the transactions. There are 12 program codes: revenue, instruction, research, public service, academic support, student services, institutional support, plant operations and maintenance, plant construction, scholarships, agencies and auxiliaries.

### Instructor

Those hired to teach on a temporary as needed basis.

### Mathematical Rounding Rules

If the number you are rounding is followed by 5, 6, 7, 8, or 9, round the number up. Example: 2.6 rounded to the nearest whole number is 3.0

If the number you are rounding is followed by 0, 1, 2, 3, or 4, round the number down. Example: 2.4 rounded to the nearest whole number is 2.0

### Org Owner

The staff member responsible for managing the budgetary and fiscal aspects of an ore. The org owner’s signature authority level is the Division level (or <$10,000 level) of the org. The next highest signature level is Executive (<$50,000) which is held by a Vice President or the President of the College.
| **Overload** | An overload for a regular faculty member is defined as a duty assignment (such as a discrete course) in addition to the faculty member's academic year teaching load. |
| **Program Director** | A faculty member who serves as lead of an accredited CTE program. |
| **Reassignment** | Reassignment from a teaching load is a reduction in a faculty member’s assigned credit hour teaching load. Classifications of reassign time: |
| | a. Departmental Chair (*Chair*) and Chair-Delegated (*ChairD*) reassign time. Any “Lead” reassign time that is not related to a CTE program is considered to be delegated Chair time. |
| | b. *CTE Lead*: Reassign time for Program Directors & CTE Leads. |
| | c. *Mandate*: Mandated by Cabinet, Compensation Handbook, or vetted grants; also may be mandated by a Vice President. Examples include Student Learning Committee, Innovation Awards, all vetted grant projects, Faculty Senate President, PTK Advisor, Instructional Coach. |
| | d. *Project*: Reassign time given on a semester basis for time-limited projects. Requirements include an application that lists outcomes, as well as a follow-up report that assesses completion of project outcomes. Examples include accreditation projects, program review, curriculum review, curriculum development. |
| | e. *Admin*: Strictly defined as duties assigned to a faculty member that are recurrent; related to maintaining a facility, infrastructure, or auxiliary; not primarily instructional; and are not Lead or Chair duties. Examples: Fitness Center Coordinator, Art Studio Coordinator, PC/network lab/maintenance, Director of Visual/Performing Arts Gallery, instructional lab coordination. |
| | f. *Online*: Reassign time allocated for Online Chair or Lead. |
| | g. *High School*: Related to high school programs, College Now. |