

Procedure IV.4001.A.c, Faculty Formula Pay

Associated Policy

Policy IV.4001.A, Compensation

Procedure

Formula pay for summer and mini semesters is set at the Board approved salary or rate listed on the annual salary or rate schedule. No more than six (6) courses may be taught at the formula rate during the fiscal year. Terms eligible for formula pay for nine month faculty are winter mini, spring mini and both summer semesters. Terms eligible for formula pay for 10.5 month faculty are the winter mini, spring mini and one session in the summer. Faculty issued a 12 month contract, without vacation leave accrual, are eligible for formula pay for the winter and spring minis only. Faculty issued a 12 month contract, with vacation leave accrual, are not eligible for formula pay.

The College may assign eligible faculty a maximum of one 3-week class in each of the winter and spring mini semesters, and four classes in the summer. The parts of term are noted in the Academic Calendar, and may vary at the discretion of the College. The maximum number of summer classes must be one of the following combinations:

- two 5A and two 5B
- one 5A and three 5B
- three 5A and one 5B
- one 5A and two 5B and one full summer term
- two 5A and one 5B and one full summer term
- three 5A or three 5B and one full summer term
- one 5A, one 5B and two full summer terms
- two 5A or two 5B, and two full summer terms
- one 5A or one 5B, and three full summer terms
- four 5A or four 5B
- four full summer terms

These combinations will be eligible for the formula pay rate posted in the Board approved salary or rate schedule. Additional mini-semester or summer classes will be paid at the normal overload rate.

While receiving formula pay, faculty are expected to develop and post a schedule of office hours that meets the needs of their students, and to be available for College service work. Only the Deputy Chancellor & President or designee, may approve a faculty member to receive non-teaching pay and formula pay during the same semester or part of term. The approval must be granted in writing. Assignments or special projects outside of the contract period will be paid in accordance with the Board approved salary or rate schedule. The actual hours shall be submitted on the monthly payroll with the payroll coversheet for the department. Salaries paid to faculty performing non-teaching duties will comply with the College pay cycles, e.g., June payment includes only wages earned until the June payroll deadline.

Substitute pay will be paid at the part-time faculty instructional rate as approved by the Board of Trustees.

Full-time Temporary Faculty are not eligible for formula pay, as referenced in the Temporary Full-Time Faculty Positions Definition and Hiring Guidelines. This document is located on the Human Resources page of the College website.

Definitions

Course: A course is counted as a course without respect to credit hours, e.g., PE, Art, Automotive, and Physics courses count as one course whether credit hours are 2, 3, 4 or 5.

Formula Pay: Formula pay is the incentivized rate of pay for regular full-time faculty teaching classes during the winter and spring mini semesters or off contract during the summer.

Normal Overload Rate: Normal overload rate is the current part time faculty instructional rate as posted on the Board approved salary or rate schedule.

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Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources
