Tracking Faculty Workload
2015 - 2016

(rev. 7/20/2015)
http://www.hccs.edu; click on Information for Faculty
Click on Academic Affairs (Intranet)

Log in to myHCC using your AD User and Password
Once you are in myHCC by clicking on Academic Affairs (Intranet), this will take you to the Division of Instruction page. Then click on Faculty Guidelines – Faculty and Administrative Support
Then, scroll down to click on Guidelines - Workload
HCC Faculty Workload Tracking
Processes and Procedures

Faculty Workload Guidelines

Faculty Workload Guidelines (2011 edition)
Clarified Summer Semester Guidelines
Tracking Faculty Workload Powerpoint (SCH faculty only)
Mini Session Guidelines

CEU and NCR Faculty Workload Formulas (TBA)

Formulas and Calculation Tools

HCC courses and workload values
Coleman Practicum and Clinical calculations
Sample Faculty Load Calculators (see PT and FT tabs)

Peoplesoft Processes

Changing an Instructor Assignment Class (from PT to FT)
Adding a New Department/Discipline to an Instructor
Combining Class Sections
Assigning an Instructor to a Class
When you have more than one meeting pattern
When you have more than one instructor (i.e. shared loads)
When class enrollment exceeds the normal limit (i.e. assigning more than 100% load to a faculty)
Exceeding FT Limits
Recent Federal and/or State Actions Impacting Faculty Workload Formulas

Summary Impact: Forces from two different directions are impacting how colleges calculate adjunct faculty workload. Both the Texas Teacher Retirement System (TRS) and the Affordable Care Act (as interpreted by the Internal Revenue Service) are pressing a clearer line between which faculty are part time and which are full time. The clearer definition of adjunct faculty workload from the TRS changes the HCC formula in the following two ways:

• Lecture and lab contact hours should be treated the same (i.e. full instructional credit given for each), whereas HCC formerly gave 1 full equated hour credit for 1 lecture hour and 0.75 equated hour credit for 1 lab hour.
• Prep time should be considered at least 1 full prep hour for every instructional hour (whether lecture or lab), whereas HCC formerly gave 0.87 prep hour for each instructional hour.

Effective fall 2013, the TRS rules became law. However, due to the lateness of the notice from TRS, HCC did not change its faculty workload formulas until Spring 2014.
New Workload Formula
Based on Workload Contact Hours

1 lecture hour = 1 contact hour (CH)
1 lab hour = 1 contact hour (CH)

Compensation Formula
Based on Workload Contact Hours

$636.67 per workload contact hour
## Impact of the New TRS Rules:
### A Comparison of Workload and Compensation Formulas

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Course Contact Hours</th>
<th>Lecture</th>
<th>Lab</th>
<th>Contact Hours</th>
<th>PT Limit</th>
<th>FTE %</th>
<th>Course Type</th>
<th>PT Pay</th>
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</tbody>
</table>

**Note:** HCC Board approved the compensation formula, $636.67 per workload contact hour.
## Impact of the New TRS Rules: A Comparison of Workload and Compensation Formulas

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Contact Hours</th>
<th>Lecture</th>
<th>Lab</th>
<th>Contact Hours</th>
<th>PT Limit</th>
<th>FTE %</th>
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<td>9.75 CH</td>
<td>40.00%</td>
<td>regular</td>
<td>$5,093</td>
</tr>
</tbody>
</table>

**Note:** HCC Board approved the compensation formula, $636.67 per workload contact hour.
Faculty Workload Guidelines

- Full time Faculty
  - Instructional Faculty
    - Teaching/Learning Support 75.0% 30.0
    - Advising 7.5% 3.0
    - Professional Development 10.0% 4.0
    - Institutional/Community Service 7.5% 3.0
  100% 40.0
Faculty Workload Guidelines

- Full time Faculty
  - Librarian Faculty
    - Teaching/Learning Support 75.0% 30.0
    - Advising 7.5% 3.0
    - Professional Development 10.0% 4.0
    - Institutional/Community Service 7.5% 3.0

  100% 40.0
# Faculty Workload Guidelines

## Full Time Limits

<table>
<thead>
<tr>
<th>Weekly</th>
<th>% FT Load</th>
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<tr>
<td>FT workload</td>
<td>40 hours</td>
</tr>
<tr>
<td>12 CH overload</td>
<td>24 hours</td>
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</table>

Total FT Limit: 160.0%

## Other FT Limits

- Max 60% Teaching Distance Ed courses
- Max 60% Teaching Coop-type courses
- Max 60% Teaching Music lessons
Faculty Workload Guidelines

• Part Time Limits
  – 9.75 CH per term  19.5 hours  49.0%
  (Note: CH = contact hours)

Total PT Limit  49.0%

• Approximately equivalent to:
  – 3 lecture (3 lec, 0 lab) courses  = 18 weekly hours (45%)
  – 1 CTE (2 lec, 3 lab) courses  = 10 weekly hours (25%)
  – 1 studio arts (2 lec, 4 lab) courses= 12 weekly hours (30%)
  – 1 science (3 lec, 3 lab) courses  = 12 weekly hours (30%)
TRS Impacts to HCC Continued...

• Can adjunct faculty work for more than one TRS employer?
  ▪ Yes

  ▪ At the beginning of each semester Human Resources will send out a request to all part-time employees (including adjuncts) to self identify

  ▪ Adjunct faculty who work for more than one TRS employer will be enrolled in TRS and employer/employee contributions will be made

    • HCC is only responsible for employer contributions based on the salary HCC is paying adjuncts (not combined salaries of all employers)
Can PT Faculty Go Over Limits?
The Affordable Care Act

• If HCC stays under the amount of hours required for Texas Teacher Retirement System eligibility, then Affordable Care Act liability is minimal

Employer Provisions of the Affordable Care Act:

– Employer penalties become effective January 1, 2015

– Requires employers to provide health insurance to employees who work 30 or more hours per week for 90 or more days in a year
Affordable Care Act Continued...

- For Affordable Care Act purposes 1 instructional contact hour = 2.25 workload hours
- Therefore, the maximum PT load allowed once per academic year will be 13 contact hours per semester \((13 \text{ CH} \times 2.25 = 29.25 \text{ weekly work hours})\)
- If health insurance is not provided for those working 30 or more hours per week for 90 or more days in a year, a $3,000 per year per employee penalty can occur
Can PT Faculty Go Over Limits?

*Effective Summer 2014*

PT Faculty Limit = 9.75 Contact Hours per Semester

Conditions for Exceeding PT Workload Limits
• Can exceed limits once per academic year
• Up to a maximum of 13 Contact Hours per semester
• Must have a very good rationale for exceeding PT limits

Anything beyond 13 contact hours per semester will require a Temp FT position
Allowable Semester Term Options for Exceeding Part-Time Faculty Limits Without Incurring TRS Benefits

- **Within an academic year**
  - Fall: Overlimit
  - Spring: Within limit
  - Summer: Within limit
  - Following Fall: Overlimit

- **Between academic years**
  - Fall: Within limit
  - Spring: Overlimit
  - Summer: Within limit
  - Following Fall: Overlimit

- Fall: Within limit
  - Spring: Within limit
  - Summer: Overlimit
  - Following Fall: Within limit

**Notes:**
1. Can go overlimit in one semester per academic year (within year rule).
2. Cannot go overlimit in consecutive semesters between academic years (between year rule).
Two Ways to Impact Faculty Load:

1. Course-Based Assignments

- Converting Courses to Weekly Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec</th>
<th>Lab</th>
<th>Contact</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1406</td>
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<td>3</td>
<td>6</td>
<td>12</td>
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<tr>
<td>ENGL 0310</td>
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<td>4</td>
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<td>HIST 1301</td>
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<td>3</td>
<td>6</td>
<td>12</td>
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<td>6</td>
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<td>POFI 1301</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>10</td>
</tr>
</tbody>
</table>

Note: Workload Values are automatically calculated when scheduling faculty.
Here is how it works:
Assign Your Faculty to a Class Section
Choose Assignment Type for Faculty

Click on Workload Tab
Choose appropriate Assignment Type
Auto-calculates Load Hours
Auto-calculates FTE%
Assignment Types Allow Us to Track Faculty Limits
## Course-Based Assignment Types

<table>
<thead>
<tr>
<th>Assignment Types</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>Regular teaching assignment within FT load</td>
</tr>
<tr>
<td>Overload</td>
<td>Course overload beyond FT load</td>
</tr>
<tr>
<td>DE</td>
<td>Max 60% Teaching Distance Ed courses</td>
</tr>
<tr>
<td>Coop</td>
<td>Max 60% Teaching Coop-type courses</td>
</tr>
<tr>
<td>MUAP</td>
<td>Max 60% Teaching Music lessons</td>
</tr>
<tr>
<td>Mini</td>
<td>Use when Mini Session assignment is beyond regular teaching load; use Teaching or Overload when Mini Session assignment is part of regular term load</td>
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</table>
Two Ways to Impact Faculty Load:

2. Non Course-Based and Alternative Assignments

- Converting Assignments to Weekly Hours

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Weekly Hours</th>
<th>% FT Load</th>
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<tbody>
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<tr>
<td>HCC Committee</td>
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<td>Level 2 Chair</td>
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<tr>
<td>Advising</td>
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<td>8.33%</td>
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</table>

Note: Non Course-Based and Alternative Assignment Values are manually entered and then automatically calculated when assignment is made.
Non-Course Based and Alternative Assignments Are Entered Through Term Workload Page
Non-Course Based and Alternative Assignments Are Entered Through Term Workload Page

- Enter Description of Assignment
- Choose appropriate Assignment Type
- Enter weekly hours (over a 16 week term)
- Auto-calculates FTE%

Total Term FTE %
Non Course-Based & Alternative Assignment Types

<table>
<thead>
<tr>
<th>Assignment Types</th>
<th>Description</th>
</tr>
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<tbody>
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<td>Advising</td>
<td>Faculty Advising</td>
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<td>Chair</td>
<td>Associate, Department, Division Chairs</td>
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<tr>
<td>Curr Dev</td>
<td>Curriculum Development</td>
</tr>
<tr>
<td>Grant</td>
<td>Grant Development or Administration</td>
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<tr>
<td>Mentor</td>
<td>Faculty Mentor for Student Organization</td>
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<td>Prof Dev</td>
<td>Professional Development</td>
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<td>Release</td>
<td>Used when no other Assignment Type applies</td>
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<td>Service</td>
<td>Institutional or Community Service</td>
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<tr>
<td>Tutor</td>
<td>Faculty Tutor</td>
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