



PIKES PEAK STATE COLLEGE

FACULTY LOAD AND COMPENSATION (FLAC) HANDBOOK

Fall 2024-Summer 2025

Effective Terms: Fall 2024, Spring 2025, Summer 2025

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PURPOSE OF GUIDELINES AND DISCLOSURES

The purpose of these guidelines is to provide instructional divisions, faculty, instructors, and other offices at Pikes Peak State College with information on faculty load and compensation procedures. The VPIS of Pikes Peak State College reserves the right to modify the policies, procedures, requirements, and contents of this document at any time. Any deviations from the published pay rates or course contact hours, as outlined in this document or the published catalog, require prior approval from the VPIS.

DISCIPLINE SPECIFIC LOAD REQUIREMENTS

Each discipline has a workload contact hour requirement for full-time faculty

Discipline	Load	Discipline	Load	Discipline	Load	Discipline	Load
ACC	15	CWB	15	HIS	15	OSH	15
ACT	18	DAN	18	HOS	15	OUT	18
AEC	18	DEA	18	HPR	18	PAR	15
AGY	17	DIT	18	HUM	15	PED	18
ANT	15	DPM	18	HVA	18	PHI	15
ARA	15	DRV	18	HWE	18	PHO	18
ART	15	ECE	15	IHP	18	PHT	18
ART Studio	18	ECO	15	IMM	18	PHY	17
ASE	18	EDU	15	IND	18	PLU	18
ASL	15	EGG	18	IPP	15	PSC	15
AST	17	EGT	18	ITA	15	PSM	18
AUT	18	EIC	18	JOU	18	PSY	15
BIO	17	ELT	18	JPN	15	PTA	18
BSN	18	EMP	15	LEA	18	REC	18
BTE	15	EMS	18	LIT	15	RTE	18
BUS	15	ENG	15	MAC	18	RTV	18
CAD	18	ENP	15	MAN	15	RUS	15
CAR	18	ENV	17	MAP	18	SCI	17
CHE	17	ESA	15	MAR	15	SOC	15
CHI	15	ESL	15	MAT	15	SPA	15
CIS	15	ETH	15	MET	17	STE	18
CNG	15	FIN	15	MGD	18	SWK	15
COM	15	FRE	15	MOT	18	THE	15
CON	18	FST	15	MTE	18	VET	18
CRJ	15	FSW	18	MUS	18	WEL	18
CSC	16	GEO	15	NRE	18	WQM	18
CSL	15	GER	15	NUA	18	WST	15
CUA	18	GEY	17	NUR	18	ZOO	18

OFFICIAL SOURCE DOCUMENTS FOR FLAC

When submitting documentation to the FLAC Team, ensure it is complete and accurate to expedite the contracting process. Incomplete submissions or errors will be returned to the divisions for verification/modification, potentially causing payment delays.

- Include the complete eight-digit S-number (must match the legal name).
- Use legal first and last names as they appear in Banner; avoid nicknames or preferred names. For example, "Sam Williams" could refer to "Samuel" or "Samantha", and they may have similar S-numbers.
- Ensure CRNs and class information match.
- The Pay Request Form Details:
 - For classes: Specify subject, course, section, (e.g., NUA 1001-N10). Classes with missing section numbers will be returned for correction.
 - For assignments: Provide assignment title. Include details in "Division Notes".

Duty	Form	Location
Faculty Load/Overload	Workload Approval Form	Adobe Sign
Faculty Workload Deviation	Alternate Teaching Memorandum of Understanding (MOU)	Human Resources
Department Chair	DCHR Calculator under review	
Project Pays	<ul style="list-style-type: none"> • Workload Approval Form • Special Project Request Form 	Adobe Sign
Instructor Course Assignments	<ul style="list-style-type: none"> • Schedule Extractions • Class Build Request • Class Change Request • Class Cancellation Request • Instructor Assignment Request 	<ul style="list-style-type: none"> • COGNOS Report • Adobe Sign
Faculty Instructors Over 21 Credits	Request to Teach Over 21 Credits	Adobe Sign
Inconvenience Fee	Pay Request Form Excel Spreadsheet	SharePoint Faculty Management
Grant Work	Special Project Form	Adobe Sign
BW/ MN Pay Request Form	Pay Request Excel Spreadsheet	<ul style="list-style-type: none"> • SharePoint Faculty Management • D2L
Substitute Pay/Take Pay	Pay Request Form Excel Spreadsheet	SharePoint Faculty Management
Low Enrollment	Low Enrollment Approval Form	Adobe Sign
Stipends/Mandatory Training	HR email to Division Pay Request Excel Spreadsheet	<ul style="list-style-type: none"> • SharePoint Faculty Management • D2L
Additional Enrollment (ADEN) Courses Double Lecture Science Classes	ADEN Double Lecture Form	Adobe Sign

MAXIMUM CREDIT LIMIT FOR FACULTY AND INSTRUCTORS

To preserve the quality of education, system-wide credit assignments **should not exceed 21-credit** hours per semester. In extenuating circumstances, the dean, VPIS and college president must approve an assignment in the access 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 more than 21-credit hours to the CCCS president on a semester basis.

The Colorado Community College System recognizes the hard work of our employees and offers matching tier pay across all colleges regardless of which sister college the employee engaged in professional development.

A more detailed breakdown of workload can be found under <https://www.cccs.edu/policies-and-procedures/board-policies/bp-3-80-faculty-and-instructor-workload/>.

Division must submit Request to Teach Over 21 Credits Form (Adobe Sign) to VPIS for approval. IS will not contract Over 21 without an approved form.

FACULTY

Faculty salaries are determined at time of hire. Faculty base/regular loads are determined by their discipline. Base/Regular load classes and/or assignments are paid from salary. Salaries are paid via an annual contract with Human Resources (HR). Classes taught or assignments completed that are over the annual discipline base/regular load requirements are paid at overload rates. These rates are determined at the beginning of each fiscal year. New pay rates are effective beginning with the Fall term. A more detailed breakdown of workload can be found under Educational Procedure (EP) 185 Faculty Workload.

Faculty base/regular load is assigned by contact hours. Schedule types are assigned to courses in the PPSC Catalog and follow the Common Course Numbering System (CCNS) guidelines. Each schedule type denotes a specific credit hour to contact hour ratio (workload). Funding Organization Approver (FOAP), LOAD, and HR are included in the approval process.

Faculty base/regular load approval path:



Faculty overload approval path:



WORKLOAD APPROVAL FORM (WAF)

- 1) Division completes a Workload Approval Form (WAF) to ensure faculty meet the division specific load requirements.
- 2) Dean submits WAF no later than **Wednesday prior to the start of the semester**. WAF is automatically routed to Instructional Support (IS) for review.
- 3) If Over 21+, Dean submits Request to Teach Over 21 Credits form to VPIS for approval.
- 4) IS reviews WAF and processes or declines. IS will not contract Over 21 without VPIS approval

All declined WAFs must be corrected and resubmitted by the division.

OVERLOAD

Faculty cannot expect to receive an overload. Overloads should not interfere with the quality of instruction or the performance of other contractual duties such as course revisions, office hours, committee work, departmental obligations, and professional development. Non-classroom instruction such as an independent study class will be negotiated so as not to compromise regular duties. Overload compensation is paid upon fulfillment of department regular base load specific requirements. All overload, extra-service, and summer assignments are contingent upon the needs of the division and are subject to approval by the appropriate associate dean, dean, and VPIS.

The faculty pay for courses, New Faculty Academy, and department chair overloads is based on the annual faculty tiered pay rate. The faculty tiered rate is not tied to the instructor tiered pay rate. Changes to the faculty tiered pay rate may change independently in any year. Deans and Associate Deans, when teaching, are paid at the faculty tiered rate.

Note: Retiring instructional deans, associate deans, and faculty will retain the faculty tiered rate for any future course-based assignments.

Examples of Instructional and Department Chair Overload Assignments (Tiered pay)	
Course Instruction	Faculty assignment to a course
Department Chair Duties	Regular or overload hours following PPSC Department Chair formulas
Fire Academy	Hourly subject matter experts
Police Academy	Hourly subject matter experts
Overload Split from CRN	Used when regular load hours must be met with a portion of the course hours. The remaining hours are then paid as an overload assignment.
Additional Enrollment	Used for double-lecture courses
New Faculty Academy	Regular or overload hours for attendance at NFA
Assignments included in Faculty Contract. No Additional Compensation	
Advising	<ul style="list-style-type: none"> No extra pay. Part of faculty assignment. Hourly pay during off-semester assignment(s).
Committees	<ul style="list-style-type: none"> No extra pay. Part of faculty assignment. Hourly pay for off-semester assignment(s).
Class preparation	No extra pay. Part of faculty assignment.
Clinical preparation	No extra pay. Part of faculty assignment.
Department Meetings	<ul style="list-style-type: none"> No extra pay. Part of faculty assignment. Hourly pay for off-semester meeting(s).
Hybrid Curriculum Development	No extra pay. Part of faculty assignment.
Other Meetings	<ul style="list-style-type: none"> No extra pay. Part of faculty assignment. Hourly pay for off-semester meeting(s).
Professional Development	No extra pay. Part of faculty assignment.
Scheduling	No extra pay. Part of faculty assignment.
Search and Screen Committee	<ul style="list-style-type: none"> No extra pay. Part of faculty assignment. Hourly pay for off-semester assignment(s).
Traditional Curriculum Development	No extra pay. Part of faculty assignment.
Tutoring	<ul style="list-style-type: none"> No extra pay. Part of faculty assignment. Hourly pay for off-semester assignment(s).
Workshops	<ul style="list-style-type: none"> No extra pay. Part of faculty assignment. Hourly pay for off-semester assignment(s).

OVERLOAD AT A GLANCE

- Overload involves compensation for scheduled duties beyond those required by the normal workload.
- Overload compensation for teaching will occur according to established payment dates and will not occur prior to a class start date.
- When overload activities are assigned, hours are noted for entry into the faculty management systems as additions to the instructor's regular schedule. Non-Instructional hours will be negotiated as to not compromise regular or instructional overload duties.
- Release time from teaching may be granted for certain activities such as department chair, advising, and other major projects approved by the VPIS.
- Overload compensation will be awarded for time beyond the 166-day faculty contract (typically Fall and Spring) based on Instructional Calendar at Instructional Services, Dean and VPIS approval is required when exceeding 21+ credit hours.

- Non-instructional pay is not tier based. In most cases, non-instructional assignments are single meetings or short-term obligations that are paid at the non-instructional pay rate and do not count towards faculty load.

LOAD SEQUENCING

Faculty are contractually obligated to fulfill a base load as determined by the discipline specific requirements and faculty job descriptions. These assignments are contracted during initial contracting for the semester.

As regular/base loads are determined, all effort should be made to prioritize teaching assignments. Faculty may request that department chair assignments are included in base load.

1. All courses starting the first week of the semester (AVP, F15, BI1, TR1, WKC)
2. New Faculty Academy (NFA)
3. Full semester department chair duties (F15)
4. Special project assignments that begin the first week of the semester (F15, BI1, TR1) *Must be preapproved by VPIS*
5. Per Student courses starting the first week of the semester (AVP, F15, BI1, TR1, WKC) *If required to meet load*
6. All courses that **do not** start the first week of the semester (BI2, LAT, TR2)

Note: If the faculty is not teaching a full base load, release time may be offered for additional duties. Contracts are input 1:1 for contact hours but faculty are required to work double-office hours with no additional pay. **If a full teaching load combined with NFA results in overload, split a teaching course, as NFA must always count towards the load.**

Example One: Faculty has a regular base load of 15 hours (225 contact hours). This faculty member does not have any overload contracts. Contracting for GEO 1005 courses and the department chair duties will be entered by the FLAC team at the beginning of the semester and begin paying immediately.

COURSE	Part of Term	Schedule type	Credit Hours for Course	Credit Hour to Load/Contact Hour Ratio	Regular Load (REG)/Overload (OL)	Contact Hours for Course	FLAC Enters Contract Assignment
GEO 1005-127	F15	LEC	3	1:1	3 REG	45	Beginning of Semester
GEO 1005-1N1	F15	LEC	3	1:1	3 REG	45	Beginning of Semester
GEO 1005-125	F15	LEC	3	1:1	3 REG	45	Beginning of Semester
GEO 1005-1N2	F15	LEC	3	1:1	3 REG	45	Beginning of Semester
Department Chair	Full Term		3	1:1	3 REG	45	Beginning of Semester
15 total load hours						225 total contact hours	

Example Two: Faculty has a regular base load of 18 hours (270 contact hours). Regular base load contracts will be entered by the FLAC team at the beginning of the semester, this will include department chair duties and the BI2 split course of 0.5 load (7.5 contact) hours/4.0 overload (60 contact) hours. All contracts will be locked in BI2 once the load is fulfilled; the overload portion will begin paying in BI2.

COURSE	Part of Term	Schedule type	Credit Hours for Course	Credit Hour to Load/Contact Hour Ratio	Regular Load (REG)/Overload (OL)	Contact Hours for Course	FLAC Enters Contract Assignment
MAC 1011-101	F15	LLB	3	1:1.5	4.5 REG	67.5	Beginning of Semester
MAC 2052-021	WKC	LLB	3	1:1.5	4.5 REG	67.5	Beginning of Semester
Department Chair	Full Term		4	1:1	4.0 REG	60	Beginning of Semester
MAC 2040-211	BI1	LLB	3	1:1.5	4.5 REG	67.5	Beginning of Semester
MAC 2041-231	BI2	LLB	3	1:1.5	.05 REG (split)	7.5	Beginning of Semester

COURSE	Part of Term	Schedule type	Credit Hours for Course	Credit Hour to Load/Contact Hour Ratio	Regular Load (REG)/Overload (OL)	Contact Hours for Course	FLAC Enters Contract Assignment
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18 total load hours
270 total contact hours

MAC 2041-231	BI2	LLB	3	1:1.5	4.0 OL (split)	60	BI2
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4 total overload hours
60 total overload contact hours

Example Three: Faculty has a regular base load of 18 hours (270 contact hours). Regular base load contracts will be entered by the FLAC team at the beginning of the semester, this will include the split TR2 course of 3 load (45 contact) hours for load/ 3 overload (45 contact) hours. All contracts will be locked in TR2 once the load is fulfilled; the overload portion will begin paying in TR2.

COURSE	Part of Term	Schedule type	Credit Hours for Course	Credit Hour to Load/Contact Hour Ratio	Regular Load (REG)/Overload (OL)	Contact Hours for Course	FLAC Enters Contract Assignment
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EMS 1021-EM1	TR1	LLB	3	1:1.5	4.5 REG	67.5	Beginning of Semester
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EMS 1021-EM3	TR1	LLB	3	1:1.5	4.5 REG	67.5	Beginning of Semester
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EMS 1022-EM1	TR2	LLB	4	1:1.5	6.0 REG	90	Beginning of Semester
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EMS 1022-EM3	TR2	LLB	4	1:1.5	3.0 REG (split)	45	Beginning of Semester
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18 total load hours
270 total contact hours

EMS 1022-EM3	TR2	LLB	4	1:1.5	3.0 OL (split)	45	TR2
EMS 1070-EM1	BI2	CLI	1	1:2	2.0 OL	30	BI2

5 total overload hours
75 total overload contact hours

Example Four: Faculty has a regular base load of 18 hours (270 contact hours). Contracting for the NUR courses with LEAD and the Retention Coordinator will be entered and locked by the FLAC team at the beginning of the semester and begin paying immediately. The BI2 NUR 1012-801 course will begin paying in BI2.

COURSE	Part of Term	Credit Hours for Course	Schedule type	Schedule Type	Credit Hours for Schedule Type	Credit Hour to Load / Contact Hour Ratio	Regular Load (REG) / Overload (OL)	Contact Hours for Schedule Type	FLAC Enters Contract Assignment
NUR 1006-81A	BI1	7	LLC	Lecture	3.4	1:1	3.4 REG	51.000	Beginning of Semester
NUR 1006-81A	BI1	7	LLC	Lab	0.3	1:3	0.9 REG	13.500	Beginning of Semester
NUR 1006-81A	BI1	7	LLC	Clinical (Lead)	3.3	1:3	9.9 REG	148.500	Beginning of Semester

COURSE	Part of Term	Credit Hours for Course	Schedule type	Schedule Type	Credit Hours for Schedule Type	Credit Hour to Load / Contact Hour Ratio	Regular Load (REG) / Overload (OL)	Contact Hours for Schedule Type	FLAC Enters Contract Assignment
NUR 1006-82A	BI1	7	LLC	Lecture	3.4	1:1	3.4 REG	51.000	Beginning of Semester
NUR 1006-82A	BI1	7	LLC	Lab	0.3	1:3	0.4 REG (Split)	6.000	Beginning of Semester

18 total load hours 270 total contact hours

NUR 1006-82A	BI1	7	LLC	Lab	0.3	1:3	0.5 OL (Split)	7.500	Beginning of Semester
NUR 1006-82A	BI1	7	LLC	Clinical (Lead)	3.3	1:3	9.9 OL	148.500	Beginning of Semester
Retention Coordinator	Full Term	4				1:1	4.0 OL	60.000	Beginning of Semester
NUR 1012-801	BI2	2	LEC	Lecture	2	1:1	2.0 OL	30.000	BI2

16.4 total overload hours 246 total contact hours

Example Five: Faculty has a regular base load of 18 hours (270 contact hours). Contracting for the NUR courses will be entered by the FLAC team at the beginning of the semester and begin paying immediately. All contracts will be locked in BI2 once the load is fulfilled; the overload portion will begin paying in BI2.

COURSE	Part of Term	Credit Hours for Course	Schedule type	Schedule Type	Credit Hours for Schedule Type	Credit Hour to Load / Contact Hour Ratio	Regular Load (REG) / Overload (OL)	Contact Hours for Schedule Type	FLAC Enters Contract Assignment
NUR 2006-81A	BI1	6.5	LLC	Lecture	3	1:1	3.0 REG	45.000	Beginning of Semester
NUR 2006-81A	BI1	6.5	LLC	Lab	0.5	1:3	1.5 REG	22.500	Beginning of Semester
NUR 2011-81A	BI1	4	LCL	Lecture	2.7	1:1	2.7 REG	40.500	Beginning of Semester
NUR 2016 -81A	BI1	5	LCL	Lecture	2.3	1:1	2.3 REG	34.500	Beginning of Semester
NUR 3006-81A	BI1	3	LEC	Lecture	3	1:1	3.0 REG	45.000	Beginning of Semester

COURSE	Part of Term	Credit Hours for Course	Schedule type	Schedule Type	Credit Hours for Schedule Type	Credit Hour to Load / Contact Hour Ratio	Regular Load (REG) / Overload (OL)	Contact Hours for Schedule Type	FLAC Enters Contract Assignment
NUR 2006-82A	BI2	6.5	LLC	Lecture	3	1:1	3.0 REG	45.000	Beginning of Semester
NUR 2006-82A	BI2	6.5	LLC	Lab	0.5	1:1.5	1.5 REG	22.500	Beginning of Semester
NUR 3007-81A	BI2	3	LEC	Lecture	3	1:1	1.0 REG (Split)	15.000	Beginning of Semester

18 total load hours **270 total contact hours**

NUR 3007-81A	BI2	3	LEC	Lecture	3	1:1	2 OL (Split)	30.000	BI2
NUR 2006-81A	BI1	6.5	LLC	ADEN			0.293 OL	4.400	BI2

2.293 total overload hours **34.400 total overload contact hours**

DEVIATION FROM FACULTY LOAD STATUS

All faculty: full- and part-time regular, and full- and part-time limited, must fulfill their contractual obligation towards yearly contact hours/loads. A normal contract is for 9 months, with a contact hour load split evenly over the Fall and Spring semesters. Faculty who wish to deviate from the normal 9-month contract are required to obtain dean, VPIS, and VPAS approval through completion of an Alternate Teaching Memo of Understanding (MOU). The memo must be prepared each Summer and summarize the requested load for the academic year in this order: Summer, Fall, Spring. A copy of the fully approved memo must be submitted to FLACTeam@PikesPeak.edu. Contact Human Resources (HR) for a current MOU template.

PART-TIME INSTRUCTORS

Part-time Instructor Work Hours

PPSC instructors do not have an annual contract load. Instructors may teach up to twenty-one (21) credit hours. VPIS approval prior to the start of the semester is required for an instructor who is asked or requests to teach over twenty-one (21) credit hours system-wide. System-wide is defined as the total combined credits taught throughout the community college system. The College President must report this information to the System Chancellor every semester.

Part-time instructor approval path:



PROMOTING ADVANCEMENT AND GROWTH FOR EDUCATORS (PAGE) MAY INSTITUTE

Promoting Advancement and Growth for Educators (PAGE) May Institute supports the professional development of instructors at Pikes Peak State College (PPSC) through the completion of professional and pedagogical training. All instructors begin as tier level Instructor 1. Instructors can then progress through two additional levels for additional compensation: Level 2 and Level 3. Participation in the PAGE program is voluntary. If interested, visit CETL Programs (<https://www.pikespeak.edu/academics/CETL/cetl-programs.php>). Attaining higher tiers does not constitute an agreement for continued employment or preference in selection for open full-time professor positions. Tiered pay only applies to compensation attached to a course registration number (CRN). APT staff who teach overloads are eligible to participate in the PAGE program.

Professional Development that is compensated cannot be used as PAGE training units. Instructors may choose whether they want compensation or want to apply the training towards the PAGE program.	
Level Tier 1 (default)	
Requirements for Advancement	None. All Instructors begin at level 1.
Level Tier 2	
Requirements for Advancement	<ul style="list-style-type: none"> • 4 semesters of teaching* • 16 units of professional development • "Meet Expectations" on last evaluation • Successful completion of May Institute #1
Application Deadlines	<ul style="list-style-type: none"> • PAGE Intent Form due Drop Date (9/13/22 & 2/2/23) • May Institute Intent Form due May 1
Level Tier 3	
Requirements for Advancement	<ul style="list-style-type: none"> • 2 semesters of teaching at Tier 2 - Silver • 16 units of professional development • "Meet Expectations" on last evaluation • Successful completion of May Institute #2
Application Deadlines	<ul style="list-style-type: none"> • May Institute Intent Form due May 1

AFFORDABLE CARE ACT (ACA)

Affordable Care Act (ACA) hours include all hours worked, including those worked for Work Force Development (WFD).

Does your instructor assignment count towards BP 3-80, PPSC policies, and ACA hours?						
	Courses	Department Chair	Project**	Substitute	Meetings	Committees
21+ credits	Yes	Yes	Yes	No	No	Hourly/No; Project MOU/Yes
PPSC 80%	Yes	Yes	Yes	No	No	Hourly/No; Project MOU/Yes
ACA	Yes (2.25) *	Yes	Yes	Yes	Yes	Yes

* For purposes of the ACA, 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.

**Project is any assignment for which an instructor is contracted to complete a task for a predetermined amount of contact/credit hours. Any non-department chair assignment must be approved by the dean (and depending on the assignment, the VPIS) prior to commencement of duties.

TIERED PAY

Tier rates for part-time instructors are based on the annual instructor advancement tiered rate. Faculty will be paid the faculty rate regardless of tier earned at PPSC or another college.

Tier Level	Pay Rate
Tier 1	\$76.60
Tier 2	\$80.53
Tier 3	\$84.20
Faculty Rate	\$80.53

FY 2024 APPROVED FLAC PAY MATRIX

Code	Description	Instructor Tier 1	Instructor Tier 2	Instructor Tier 3	Faculty Tier
ACOA	Assessment Coach	\$50.00	\$50.00	\$50.00	\$50.00
ACRT	Accreditation Requirement (HS)	\$76.60	\$80.53	\$84.20	\$80.53
ADEN	Additional Enrollment	\$76.60	\$80.53	\$84.20	\$80.53
ADVS	Advising (Non-Student Club)	\$35.00	\$35.00	\$35.00	\$35.00
AVPC	AVP (Career Start)	\$76.60	\$80.53	\$84.20	\$80.53
CEDU	Continuing Ed/Workforce Dev	\$35.00	\$35.00	\$35.00	\$35.00
CLNC	Clinical	\$76.60	\$80.53	\$84.20	\$80.53
COAH	Coaching (Athletic)	\$50.00	\$50.00	\$50.00	\$50.00
COMM	Committee	\$35.00	\$35.00	\$35.00	\$35.00
CORD	Coordinator (Not Including CETL)	\$35.00	\$35.00	\$35.00	\$35.00
CURD	Curriculum Development	\$35.00	\$35.00	\$35.00	\$35.00
DCHR	Department Chair	\$76.60	\$80.53	\$84.20	\$80.53
DIR	CETL Dir & Coord	\$50.00	\$50.00	\$50.00	\$50.00
FACD	Fire Science Academy	\$76.60	\$80.53	\$84.20	\$80.53
FACS	Faculty Senate	\$50.00	\$50.00	\$50.00	\$50.00
FEE	Course Inconvenience Fee	10% of expected total pay for class			
GRNT	Grant Work	\$50.00	\$50.00	\$50.00	\$50.00
HIPS	High Impact Ed Programs	\$50.00	\$50.00	\$50.00	\$50.00
LCOM	Learning Community	\$76.60	\$80.53	\$84.20	\$80.53
LEAD	Lead Instructor	\$76.60	\$80.53	\$84.20	\$80.53
MEET	Meeting	\$35.00	\$35.00	\$35.00	\$35.00
MENT	Mentoring	\$35.00	\$35.00	\$35.00	\$35.00
MUSA	Music Accompanist	\$35.00	\$35.00	\$35.00	\$35.00
OCRN	Overload Split from CRN	\$76.60	\$80.53	\$84.20	\$80.53
OLAB	Open Entry Lab	\$35.00	\$35.00	\$35.00	\$35.00
OTHR	Other Service Assignment	\$35.00	\$35.00	\$35.00	\$35.00

PACD	Police Academy	\$76.60	\$80.53	\$84.20	\$80.53
PDVP	Professional Development (NFIO)	\$35.00	\$35.00	\$35.00	\$35.00
PRCT	Practicum	\$76.60	\$80.53	\$84.20	\$80.53
PROG	Program Review/Release	\$35.00	\$35.00	\$35.00	\$35.00
PTUN	Piano Tuning	\$35.00	\$35.00	\$35.00	\$35.00
RELS	Release Time	\$76.60	\$80.53	\$84.20	\$80.53
STUS	Student Club Sponsor (Non-PTK/PBL)	\$35.00	\$35.00	\$35.00	\$35.00
STUS	Student Club Sponsor (PTK/PBL)	\$50.00	\$50.00	\$50.00	\$50.00
SUBS	Substitute	\$76.60	\$80.53	\$84.20	\$80.53
SVCL	Service Learning - Non-Teaching	\$200.00/\$400 Varies	\$200.00/\$400 Varies	\$200.00/\$400 Varies	\$200.00/\$400 Varies
TCHG	Teaching – Other	\$76.60	\$80.53	\$84.20	\$80.53
WKSH	Workshop	\$35.00	\$35.00	\$35.00	\$35.00

NON-INSTRUCTIONAL PAY

Non-instructional pay is not tier-based. In most cases, non-instructional duties and assignments are single meetings or short-term projects that are paid at the non-instructional rate and do not count towards faculty base load. Occasionally, a Special Project Request Form (SPF) is required to complete a non-instructional assignment.

Non-Tiered/Non-Instructional Pay Rates	
Hourly Rate	Assignment Type
\$35.00 (Traditional Non-Instructional Assignments – Pre-Approved)	<ul style="list-style-type: none"> • Clinical Prep (Instructors only) • Committee Work • Coordinators (non-CETL) • Curriculum Development • New Faculty Instructor Orientation • Nursing LEAD • Meetings • Music Accompanists/Piano Tuners • Open Entry Lab • Professional Development (including NFIO) • Student Advising • Test Proctor • Workshops
\$50.00 (Coaching and Coordinator Duties)	<ul style="list-style-type: none"> • CETL Directors and Coordinators • Coaching (Assessment/Athletic) • Faculty Senate • HIPs (Higher Impact Educational Practices) • Mental Health/First Aid Instruction • Music Juries • Student Club Advisors (PTK and PBL)
Other Assignments Various Rates	
Flat 10%	Inconvenience Fee
\$1000.00	Learning Communities, Phase 2 (requires Special Project Form)
\$400.00	Service Learning (requires Special Project Form)
\$200.00	Secondary Service Learning (requires Special Project Form)
Varies	Workforce Development

SPECIAL PROJECT FORM (SPF)

OVERVIEW

The Special Project Form (SPF) is used to document and approve special projects and assignments, ensuring compliance with compensation policies. **This form must be prepared, approved, and routed before the start of the assignment.**

PREPARATION AND APPROVAL

- **Responsible Party:** The organization owner or project organizer prepares the SPF, except for VPIS office projects, which are handled by the employee's home division.
- **Approval Process:** SPFs must be prepared and routed for approval using Adobe Sign. FLAC will not contract hours without complete approval.
- **Required Information:** A detailed description of the assignment and/or justification for a pay deviation is mandatory. **The division must attach the required email approval from the VPIS to the SPF.**

SPECIAL PROJECTS AND GRANTS

- **Projects Initiated by:** Workforce Development, HIPs, Service Learning, CETL, and Grants require an approved SPF.
- **Pay Rates:** Pay rates for grant-funded projects may differ from PPSC rates and must be specified within the grant. All grant-funded payments require the signature of the Director of Grants Development & Compliance. It is Mandatory to select a checkbox for all grant funding SPFs.
- **Perkins Grant:** An SPF is not required if the project is for a permanent position fully funded by the Perkins Grant.

PAYROLL SCHEDULES

- **Contracting Hours:** Projects/assignments cannot span multiple semesters. A separate SPF is required for each semester.
- **Access to Schedule:** Semester payroll schedules are available in PPCC-Faculty Management>Documents>Deadlines and Pay Schedules.

SPF FORM ACCESS

- **Location:** The form can be found in the MyPikesPeak portal (my.pikespeak.edu) under the Forms tab.

WHEN AN SPF IS REQUIRED FOR LOAD AND OVERLOAD

An SPF *is required* for load or overload if one of the following statements are true:

1. Assignment is not clearly defined in this document.
2. Assignment exceeds 45 hours.
3. Assignment requests a deviation from the documented pay rates.
4. Initiated by Workforce Development (WFD), High Impact Practices (HIPs), Center for Excellence in Teaching & Learning (CETL), or Grants

EXAMPLES:

- **Example One:** Dr. Banner’s assignment involves 50 hours with a \$50/hour rate. With 45 hours as load and 5 hours as overload, an SPF is needed for both.
- **Example Two:** Dr. Spock’s 30-hour assignment at \$35/hour differs from the \$50/hour rate in the handbook, requiring an SPF.
- **Example Three:** Dr. Octavius’s 30-hour assignment to design a new process is not defined in the document, requiring an SPF.

NOTE: SPFs are required regardless of load or overload. If the assignment is part of load, enter \$0.00 in Hourly Pay. If the assignment is overload, enter pay rate in Hourly Pay.

HIGH SCHOOL PROGRAMS (HSP)

CAREER START (COURSE SECTION NUMBERS 7XX)

Faculty teaching Career Start sections are contracted like traditional faculty. However, faculty may work extra instructional hours. As determined by the faculty and their supervisor, time beyond their required contact time may be used in lieu of other faculty job requirements (i.e., advising, extra duty days). HSP will provide the additional hours in the fall of each year. Career Start (CS) faculty and instructor class compensation is funded through the instructional division. The instructional division is responsible for submitting all sub pays.

Example:

Assuming 225 contact hours for Career Start in a semester, the faculty taught 22.5 hours beyond their courses’ required contact time. The faculty and supervisor should review how the 22.5 hours may be used to meet other job requirements.

Course	Credits	Hours
ACT 122	3	67.5
ACT 144	2	45
ACT 243	2	45
ACT 244	2	45
Total Course Contact Hours		202.5
Additional Career Start Hours		22.5
Total Hours Taught		225

[EP_185FacultyWorkload.docx \(live.com\)](#)

Using the example above, here’s how this faculty’s Career Start courses and hours might factor into workload requirements.

Requirement	Hours/Semester	Career Start	Hours Remaining
CTE Teaching	270	202.5	67.5
Advising (4 hours/week)	60	2.5	57.5
Office (4 hours/week)	60	0	60
Extra Duty Days (5 alternate days/year)	40	20	20

INSTRUCTOR COMPENSATION

Part-time instructors are contracted for each Career Start sections they are teaching. Instructors who teach Career Start students beyond their course contact hours are contracted for additional payment. This is based on the instructor's hourly pay rate.

Example:

Assuming 225 contact hours for Career Start in a semester, the instructor taught 30 additional hours beyond their courses' required contact time.

Course	Credits	Hours
CUA 122	4	90
CUA 144	3	60
CUA 243	2	45
Total Course Contact Hours		195
Additional Career Start Hours		30
Total Hours Taught		225

NON-INSTRUCTIONAL COMPENSATION

Some events (e.g., staff meetings and School Nights) are coordinated and funded by CS using CS organization code 121437. CS will submit a Pay Request Form in MyCourses drop box for the additional hours.

CAMPUS PATHWAYS (COURSE SECTION NUMBERS 7XX)

Classes held at area high schools. HSP and the instructional discipline department chair discuss candidates for employment. All instructors teaching at high schools must be found qualified for teaching by the discipline department chair, complete an HR employment packet, and any applicable credentialing requirements.

If PPSC is paying for a Campus Pathways course taught by instructors, HSP needs to complete the Bi-Weekly Pay Request and upload to MyCourses drop boxes. If PPSC is paying for a Campus Pathways course taught by faculty, pay is requested by submitting a WAF.

Any changes or additions to the course must be approved by the divisions and submitted via Class Schedule Supplement Adobe form.

Most Campus Pathways courses are paid by the high school from which they teach. If the high school is paying for the course, FLAC does not process a teaching contract and it does not count towards faculty base load.

PAY FORMULAS

NOTE: Faculty Load and Compensation (FLAC) pay all contracts based on the contact hours and course schedule types as written in the 2024-2025 Pikes Peak State College (PPSC) Catalog and the guidelines set forth in this document. Contracts may not exceed published catalog contact hours. Any deviation from this document requires approval from the Vice President of Instructional Services (VPIS).

CROSS-LIST AND DOUBLE (TRIPLE) LECTURE COURSES

FLAC refers to cross-listed courses as combining 2 or more CRNs for contracting purposes only. The unique CRNs may be assigned to more than one instructor but the cross-list group is contracted treated as one class for contracting purposes. The instructors share a percentage of the responsibility of the course not to exceed the published catalog hours.

eLearning cross-list requests combine 2 or more courses into one D2L course shell. This does not affect Banner; courses will still retain individual CRNs. Instructors must enter separate grades and no-shows for each CRN.

Note: CO Online courses are not cross-listed.

eLearning cross-list requests must be submitted by the department chair, associate dean, or executive dean for approval purposes three weeks before the course begins through the [JIRA Help Center](#). For additional information, contact eLearning@PikesPeak.edu.

LINKED COURSES

Courses that are students are required to register for as same time. Each unique CRN is contracted individually.

CROSS-LIST COURSES

Cross-list courses are defined as more than one course taught during the **same time block** by the **same instructor** in the **same room**. Compensation for cross-list courses is equal to the compensation for the class with the highest number of contact hours at the appropriate tiered rate or can be part of a faculty's regular base load. Only the class with the highest number of contact hours in the cross-list will count towards load or overload.

Example One: Art Studio courses are commonly cross-list with courses at varying levels of the **same topic**. Ceramics I, II, III, and IV share the **same room** at the **same time** with the **same faculty member**. The courses are built and cross-list to tally the total max enrollment. For example, the total number of students who can physically be in the ceramics studio during a class session is twelve (12). The cross-list courses are set up so when the sum of all enrollments reaches twelve (12), students are no longer allowed to enroll in any of the cross-list ceramics courses. This is treated as one class for pay, load, and/or overload calculations.

Note: Cross-listed classes with zero enrollment do not have to be cancelled. The enrollment for these classes is based on the cross-list group total enrollment for all its classes, not on individual classes within the group. Either all classes in the group are cancelled or none canceled.

DOUBLE (TRIPLE) LECTURE COURSES

Double/Triple lecture courses are defined as more than one lecture section of the **same course** taught during the **same time block** by the **same instructor** in the **same room**. These courses will be shown as cross-listed. Compensation for the main course is contracted at the appropriate tiered rate or can be part of a regular faculty load. Additional courses will be contracted at 0.00 contact hours. The combined lectures are eligible for additional enrollment (ADEN) pay.

Example Three: BIO 1111-101 and BIO 1111-102 lectures meet at the **same time**. The courses consist of a 4-credit lecture (60 contact hours) and a 1-credit lab (15 contact hours). The max enrollment for each CRN's lecture is 25 students and the combined lecture enrollment is 50 students.

Note: Labs will pay individual contract for each CRN.

OPEN LEARNING COURSES

Courses that do not fit into the traditional parts of terms. To request a special part of term is built, contact the PPSCFLACTeam@pikespeak.edu.

PROCESS EXCEPTION FOR CPR COURSES

The standard process for cross-listed and double/triple lecture courses does not apply to CPR courses (HWE 1005 and HPR 1011). These CPR courses are classified as Open Learning Hybrid Courses. While cross-listed, they do not meet simultaneously but share the same room for the practical component. Compensation is handled with a single contract for the practical portion, irrespective of the number of CRNs. It is typical for one CRN to be canceled due to low enrollment, but the remaining CRNs will proceed as scheduled and be compensated according to the established contract.

EXCEPTION DETAILS

1. Course Structure:

- CPR courses (HWE 1005 and HPR 1011) are categorized as Open Learning Hybrid Courses.

- Although these courses are cross-listed, they do not meet during the same time block but share the same room for the practical component.
- CPR courses will have one contract for the entire practical portion of the course, despite potentially having separate CRNs.

2. Compensation and Contract:

- Compensation for CPR courses will be handled as a single contract for the practical portion, regardless of the number of CRNs.
- This is an exception to the general rule where each cross-listed course is typically compensated separately or included as part of the faculty's regular base load.
- It is common for one CRN of CPR courses to be canceled due to low enrollment.
- The remaining CRNs will continue as scheduled and will be compensated according to the established contract for the practical component.

3. Enrollment and Scheduling:

- The maximum enrollment for CPR courses is set to accommodate the room capacity for the practical portion.
- Students will be enrolled based on the room's capacity and practical needs, and no additional enrollment adjustments will be made outside of this capacity

ADDITIONAL ENROLLMENT (ADEN)

Compensation for Double Lecture Science Courses (BIO, CHE, ENV, and NUR) classes may be greater than the normal compensation for one class when the additional enrollment exceeds 15% of the defined maximum enrollment (25) at census. The division prepares the Additional Enrollment Form on Adobe Sign to notify FLAC Team of eligible courses. Compensation is calculated using the per student formula at the faculty tier rate. The FLAC code used is ADEN.

Note: Additional enrollment does not apply to PPSC online/CO Online courses or towards faculty load.

CALCULATION FORMULA:

Contact hours for lecture (x) instructional tiered pay rate = total pay for class / defined maximum enrollment (25 students) = per student rate (x) additional enrollments that will receive pay = total additional pay

Use mathematical rounding rules.

Note: There is a 15% exemption that is not eligible for additional enrollment pay.

Example of a Class:

Course Description	Max Enrollment	Actual Enrollment	Schedule type	Main/Con	REG/INST	PT	Load Hrs.	Contact Hrs.	Pay Rate	Total Pay
BIO 1111-101	25	23	Lecture	Main	REG	F15	4	60		
BIO 1111-101	25	23	Lab		REG	F15	2	30		
BIO 1111-102	25	22	Lecture	Con	REG	F15	0	0		
BIO 1111-102	25	22	Lab		REG	F15	2	30		
BIO 1111-101/BIO 1111-102	50	45	Lecture		INST	F15	0	0	FLAT RATE	\$3090.05

FORMULAS:

15% Exemption

Defined maximum enrollment (x) 15% (0.15) = number of additional enrollments that will not receive pay

$$25 \times 15\% = 4$$

Of Additional Enrollments

Sum of total students enrolled in each lecture class – defined maximum enrollment (25 students) = number of additional enrollments,

$$(23+22) - 25 = 20$$

Of Additional Enrollments That Will Receive Pay

Number of additional enrollments – 15% exemption = number of additional enrollments that will receive pay

$$20 - 4 = 16$$

Total Additional Pay

Contact hours for lecture (x) instructional tiered pay rate = total pay for class / defined maximum enrollment (25 students) = per student rate (x) additional enrollments that will receive pay = total additional pay

$$60 \times \$80.53 = \$4831.80 / 25 = \$193.272 \times 16 = \$3092.352 \text{ ADEN}$$

BREAKDOWN OF CALCULATION:

- Contact hours for lecture: 60
- Instructional tiered pay rate: \$80.53 per contact hour
- Defined maximum enrollment: 25
- Additional enrollments that will receive pay: 16

Calculate the total pay for the class:

- Total pay for class = Contact hours × Instructional tiered pay rate
- Total pay for class = $60 \times \$80.53$
- Total pay for class = \$4831.80

Calculate the per student rate:

- Per student rate = Total pay for class/Defined maximum enrollment
- Per student rate = $\$4831.80/25$
- Per student rate = \$193.272

Calculate the total additional pay:

- Total additional pay = Per student rate
- Additional enrollments that will receive pay
- Total additional pay = $\$193.272 \times 16$
- Total additional pay = \$3092.352

ADEN calculation:

- Total pay for the class with 60 contact hours at \$80.53 per hour is \$4831.30.
- The per student rate, based on a defined maximum enrollment of 25, is \$193.272.
- With 16 additional enrollments receiving pay, the total additional pay amounts to \$3092.352.

Total additional pay calculated is approximately \$3092.352.

INCONVENIENCE FEE

Any PPSC initiated change made to an instructor's schedule within the 14-day window before the start of a part of term requires payment of a 10% inconvenience fee. An instructor cannot waive or forfeit the fee. Inconvenience fees are paid to part-time instructors only. The divisions are responsible for requesting inconvenience fees for contracting by submitting a pay request form to MyCourses. The FLAC code used is FEE.

Fees Not Paid:

- An instructor-initiated course change.
- Any medical issue that requires an instructor to self-remove from a class.
- Instructors remove themselves from a course for any reason that is not initiated by PPSC.
- Classroom change.
- Campus changes for the same course.
- Course time change.
- Continuing education courses, non-credit courses, or concurrent enrollment courses.

Note: Cross-list cancellations will only result in **one** fee payment.

<https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-10-employment-practices-for-instructors/>

“PER STUDENT” COURSES

“Per student” courses include internships, clinicals, practicums, work experience, and field activities.

These courses are paid based on the schedule type. The “per student” rate is calculated using the formula of 1.5 (x) the number of students (x) the number of schedule type credit hours (x) the **hourly tiered rate** of the **full-time faculty or part-time instructor**. Compensation will be based upon enrollment *after* the census date.

For example, NUR 4009 has 6 students with a lecture schedule type of 2.75 credit hours (41.25 contact hours) and practicum schedule type of .75 credit hours (22.5 contact hours).

- The lecture schedule type would pay at 100% of the workload assigned.
- The practicum schedule type would pay based off the calculated formula *after* census.
- **1.5 (x) 6 students (x) .75 Practicum schedule type credit hours(x) \$80.53 hourly tiered rate = \$543.57 total pay**

CURRICULUM DEVELOPMENT

CLASSROOM-BASED AND HYBRID CURRICULUM DEVELOPMENT

Classroom-based and hybrid curriculum development may be assigned to faculty as base/regular load or overload. If faculty have sufficient courses to meet their base/regular load, curriculum development duties are considered overload and paid at the non-instructional rate.

Instructors hired for curriculum development assignments are paid at the non-instructional hourly rate. Compensation occurs after project completion and requires a pay request form to be uploaded to MyCourses. All work must be submitted within the tax and fiscal year in which the project began for tax and budgeting purposes.

ONLINE CURRICULUM DEVELOPMENT

Online curriculum development is managed by the eLearning division. Faculty or instructors must complete an agreement with eLearning that outlines hours, duties, and deliverables. They are responsible for tracking their hours.

Total hours worked must be submitted to the instructional division upon project completion and require a pay request form to be uploaded to MyCourses. Online curriculum development is compensated at the non-instructional rate. All work must be submitted within the tax and fiscal year in which the project began for tax and budgeting purposes.

SPECIALIZED CO-REQUISITE CURRICULUM DEVELOPMENT

Specialized co-requisite course development may be assigned to faculty as base/regular load or overload. If the faculty has sufficient courses to meet base/regular load the assignment is considered overload and paid at the non-instructional rate.

DEPARTMENT CHAIR RESPONSIBILITIES

A PPSC department chair calculator workbook is completed annually by each instructional dean and/or associate dean. Department Chair formulas are based on department variables, including instructor Full Time Effort (FTE), provided by the Institutional Effectiveness (IE) department. The department chair calculator spreadsheet with the formula used will be uploaded to the summer drop box in MyCourses for auditing purposes at the end of the Spring semester. Department Chair assignments are uploaded to a WAF for faculty during the fall and spring or a Monthly Pay Request during the summer. Upload a Bi-Weekly Pay Request for all instructors. Pay Requests are uploaded to MyCourses at the beginning of every semester for the upcoming academic year.

Note: New Chair Calculator is under review

DEPARTMENT CHAIR SUBMISSION FLOW

At the end of each Spring the divisions request their FTE from the Institutional Effectiveness (IE) department to calculate department chair hours for the upcoming academic year.

Department Chair approval path:



NOTIFICATION OF TEACHING ASSIGNMENT

Department Chairs are responsible for notifying instructors of their teaching assignment(s) for each semester. Division leadership is responsible for notification of all reassignments. Assignment notifications should occur as soon as possible but no less than 14 days prior to the start of the semester. Special circumstances such as: hiring, HR paperwork needs, and other instructor teaching assignment changes may occur during the 14-day window prior to the course start date. In such cases, instructors may be assigned within 14 days prior to the start of the semester.

NOTIFICATION OF REASSIGNMENT

On occasion, a faculty's regular base load course may be cancelled due to low enrollment. In this instance, the faculty may need to take a course from an instructor to meet base load requirements. Division leadership is responsible for notification of all reassignments.

NOTIFICATION OF COURSE CANCELLATIONS

Eighteen (18) days prior to the course start date, the dean and associated dean identify courses that may be considered for cancellation. The dean and associate dean will determine course cancellations prior to the 14-day window preceding the semester or part-of-term start date. The dean and associate dean will contact the department chair with suggestions, e.g., moving to a late start or BI2 class, cancelling the course, offering the course online, or offering as an independent study. The department chair should have 2 days to respond. A Class Cancellation Form must be sent to FLACTeam@PikesPeak.edu as soon as possible. Divisions are responsible for saving copies of instructor email cancellation notifications.

<https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-10-employment-practices-for-instructors/>

MISCELLANEOUS COURSE CATEGORIES

LOW ENROLLMENT COURSES

Growth Model Scheduling – mimics operating in a growth environment. Courses require a minimum of fifteen (15) students in each class with a raised cap of twenty-five (25) students. **Any deviation requires VPIS approval for the course to run with low enrollment submitted via Adobe Sign.**

Not applicable for exempt student ratio accreditation required courses

Courses that are required for a student to graduate at the end of the semester, but do not meet enrollment requirements should be cancelled and offered to the student as an Independent Study.

INDEPENDENT STUDY COURSES

Courses for individual or small numbers of students may be offered upon special approval of the division dean. Instruction is delivered to the student(s) on an individual basis. Such courses are not considered part of the faculty base load. Compensation will be at the **rate of \$250 per student per class based** on the census enrollment results. The total compensation for all independent studies offered by one instructor during one semester for one course shall not exceed the compensation for one class of the same course. These courses are paid throughout the semester following census date.

STUDY ABROAD (SA) COURSES

Study Abroad (SA) opportunities are offered annually at the end of the Spring semester. Students work with participating faculty and can choose between available destinations and discipline focuses. SA courses are considered part of the Spring semester. A MyCourses shell will be built for each destination, where the trip agenda, passport process, travel expectations, understanding of Title IX and other information will be posted for faculty to educate and stay connected with SA students. Grades will not be posted to the MyCourses SA shell.

Each student will register for a one-credit SA independent study course. SA contracts for faculty pay as an independent study (IS) course after census based on \$250 per student per class pay rate.

Example One, 4 faculty members are traveling with students to Italy, but each faculty teaches a different discipline. Students meet with the faculty teaching the discipline they wish to study while abroad, subjects like but not limited to Photography, Anthropology, and Communication. Students are registered for the appropriate independent study course. Faculty are compensated at the current independent study after census per student pay rate.

Faculty Member	Travel Focus	# Of Students Registered	Faculty Pay
1	Communication	5	5 (x) current IS pay rate
2	Anthropology	7	7 (x) current IS pay rate
3	Photography	6	6 (x) current IS pay rate
4	Political Science	8	8 (x) current IS pay rate

Parking, mileage, per diem meals, and travel insurance for SA faculty will be the responsibility of HIPs. Room upgrades are paid by individual SA faculty.

PRIVATE MUSIC COURSES

Private music courses are paid based on contact hours. The assignment is contracted 2 days after the census date for each part of term.

- 1-credit class = 7.5 total contact hours
- 2-credit class = 15 total contact hours

UCCS DEVELOPMENTAL EDUCATION COURSES

PPSC offers stand-alone MAT 0300, Algebraic Literacy, courses at UCCS. MAT 0300 is the equivalent of our previous MAT 090 course. PPSC assigns one course lead for each term MAT 0300 is taught by PPSC educators at UCCS. The course lead receives an additional 1-credit/15-contact hours of release or overload, regardless of the number of MAT 0300 classes offered.

MAT 0300 instructors teaching at UCCS receive the standard credits and contact hours for the class. They also receive an additional 1-credit/15-contact hours of compensation for each class taught. The FLAC Team will contract classes with the standard 4-credit/4-load/60-contact hours. The extra compensation is contracted as a non-instructional assignment using the "TCHG" NIST code, with 1-load and 15-contact hours paid at the tiered pay rate.

UCCS will reimburse PPSC for MAT 0300 courses under the conditions of the UCCS/PPSC contract/MOU maintained by the SEM division office.

LEARNING COMMONS

Learning Commons (LC) tutors are paid hourly rates (rates may differ). Faculty and instructors may also work for the LC. All hours, to include LC hours, count towards ACA hours. CCCS HR conducts an annual review of ACA hours. Employees considering work with the LC must coordinate with their direct supervisor to ensure that no conflict of commitment exists. Employees

complete an approved Temporary Agreement form with HR. The form includes dates, hours and wage details. It must be signed by the Associate Vice President for Academic Resources and the division Executive Dean or direct supervisor before any work can begin. The completed form is returned to HR for entry into the electronic timesheet system.

SERVICE LEARNING

Faculty who wishes to teach a service learning (SL) course must attend a PPSC Service-Learning Seminar. In special cases, HIPs and the dean may approve individual training. Faculty or instructor then applies for a SL Grant through the PPSC Service-Learning website for the first SL course, and a Secondary SL Grant for developing subsequent courses. Each are one-time payments.

Once a class is approved, the faculty or instructor may conduct the course in future semesters without reapplying. An SPF must be initiated by HIPs and approved by the dean.

Note: The HIPs department is responsible for completing SPFs for payment through FLAC.

CETL/HIPS/WFD

Used for faculty and instructors who are currently PPSC employees.

An SPF is required when a current faculty or instructor works for CETL, HIPs, WFD, or any assignment not directly associated with the instructional division(s).

The SPF is completed by the area requesting the faculty or instructor for the assignment.

In all cases, the form is signed by the person receiving pay, the funding org owner, and the dean of the faculty/instructor's home area. Deans must be included as they are the overall supervisor and must manage the total workload hours of each faculty/instructor.

Note: HIPs, WFD, and/or CETL is responsible for completing SPFs for payment through FLAC.

WORKFORCE DEVELOPMENT

Workforce Development (WFD) courses can be either credit or non-credit courses offered on an open enrollment basis to the community or on a contract basis to the employees or clients of local organizations or companies. WFD instructors, titled "Facilitators," are required to have education, training, and experience that equal or exceed CTE credentialing requirements, however, actual CTE credentials are not required. Facilitators' hourly pay rates differ depending on the assignment.

Faculty, instructors, and APT employees may also work for WFD. All hours, to include WFD hours, count toward the ACA hours reviewed by CCCS HR annually.

An employee considering work with WFD must coordinate with their direct supervisor and division leadership to ensure no conflict of commitment exists for the assignment.

WFD will complete an SPF for all faculty, instructors, and exempt APT employees seeking employment. The form will define scope of work, dates, hours, and wage. This form must be reviewed and signed by the Dean or direct supervisor of the PPSC employee, and the VPIS before any work can begin.

Both an SPF and a Temporary Agreement form must be approved prior to an employee being hired or beginning any assignment for WFD. The Temporary Agreement must be signed and approved by the Associate Vice President (AVP) of Strategic Partnerships [or proxy] and their dean or direct supervisor.

WFD completes a Temporary Agreement form, located in HR, for any instructors considering working for WFD. The form includes dates and encumbers hours and wage. The form must be signed by the AVP of Strategic Partnerships [or proxy] and the dean or direct supervisor before any work can begin. The completed form is returned to HR where the information is added to the electronic timesheet system.

FMLA/SUBSTITUTE PAY/TAKE PAY/SICK LEAVE

Submit all substitute contracts and take pays as soon as they're completed. Delays in submissions can hold up instructor payments, and delays with take pays may lead to funding issues, potentially resulting in instructors owing money or facing collections.

Before submitting a Take Pay request, please verify that leave has been submitted or that there are hours available.

APT and faculty are eligible for leave, as outlined in the policy available here: <https://cccs.edu/about/governance/policies-procedures/sp-3-60b-employee-leave/>. Part-Time (adjunct) Instructors are eligible to receive a bucket of 22.5 hours of sick leave each Fall and Spring and 9 hours in the Summer, with a maximum accrual of 48 hours.

To verify leave submissions, contact HRS@PikesPeak.edu.

FMLA

Based on employee classification, all paid leave needs to be exhausted before being placed on un-paid leave. The division is responsible to contact HR for verification of eligibility.

SUBSTITUTE PAY

A pay request form should consist of two (2) requests (SUBS and TKPY):

- To pay the substitute instructor assigned (SUBS)
- To deduct pay from the original instructor (if sick leave was not submitted). (TKPY)

Substitutes (SUBS) are paid at their tiered rate. Hours per day are determined by dividing the total hours for the class by the number of class meeting times for the semester. This does not affect load. Benefit eligible employees may use their sick leave for overload courses missed due to illness.

Formula: Total Contact Hours [Defined in the Catalog]/# of Class Meetings = Hours per Day Formula

Example One: Faculty teaches ENG 1021 on Mondays and Wednesdays during Fall. ENG 1021 meets a total of forty-five (45) contact hours over 15 weeks, twice a week for a total of thirty (30) class periods. There are no holidays that affect meeting times.

Formula: 45 total hours divided by 30 class periods = 1.5 hours per pay

TAKE PAY

Take Pay (TKPY) will be deducted by 1.5 hours at their tiered rate (if sick leave was not submitted). Substitute (SUBS) will be paid 1.5 hours at their tiered rate.

Note: Career Start courses paid by PPSC are automatically paid **3 hours** for each day missed. Divisions are responsible for submitting substitute pay for Career Start.

SICK LEAVE

Faculty Sick Leave is for the purpose of providing protection of income to eligible employees to address their physical or mental wellbeing.

If the original instructor is faculty and the deduction would be for a class that is included in the regular load, no pay is deducted. Faculty should then submit leave. Benefit eligible employees may use their sick leave for overload courses missed due to illness. Sick leave provisions **do not** restrict benefit-eligible faculty from using sick leave for overload appointments beginning July 1, 2021.

Sick leave will be charged on an hour-for-hour basis. It is the responsibility of the supervisor to determine the amount of leave to be charged and to arrange to cover the duties of an employee who is on sick leave, including arrangements for substitute instructors, temporary office help, and/or temporary reassignment of duties.

Faculty must submit sick leave for all scheduled, regular load hours for missed workday(s) to include class hours and all other scheduled non-teaching duties (e.g., office hours, student office hours, etc.).

- Missed courses in overload assignments are deducted at the set sub rate.
- Any faculty or instructor who substitutes for a faculty member will be paid at their current tiered pay rate.
- Divisions are required to upload a Monthly Pay Request for the deduction(s) to the MyCourses drop boxes. You **do not** need to request a deduction if sick leave was submitted.

Deans have the responsibility to monitor and provide follow-up reporting of sick leave use for all employees under their supervision, monitor the appropriate contract adjustments for overload courses missed, and ensure submission of substitute pay requests.

HELPFUL FLAC TIPS

Faculty/Instructor

Faculty or instructors need to notify their instructional division rep immediately if they discover errors in pay (missed pays, overpays, or underpays). The division will research the error, and if valid, notify FLACTeam@PikesPeak.edu. Errors will be addressed upon receipt.

Instructional Support Reps:

AHSS	BTPS	HS	SEM	TPS
Pam Stratton	Priscilla Finley	Vicki Pemberton	VACANT	Connie Robinson

FLAC WORKFLOW

FLAC Workflow is the Banner assignment approval routing process. Assignments submitted for pay are entered into the SIAASGN screen in Internet Native Banner's (INB) and then locked for routing in Self Service Banner (SSB). Once locked, the assignment appears in the Portal Workflow Worklist for both the Organizational Code [Org] Approver (FOAP) and the Load Approver.

Office Manager (FOAP Approver)	The person delegated to approve the org code. Usually, the Associate dean responsible for the account from which the assignment will pay.	The Funding Organizational Code Approver verifies the individual assignment verifying correctness of the Org Code, Contact Hours Worked to the Calculated Workload Hours are appropriate and the assignment is paying correctly.
Associate dean (Load Approver)	The person delegated to approve the workload of the Faculty or Instructor. Usually, the Dean or Director of the payee.	Each person hired at PPSC is assigned a home org code designating the area of the college in which they were hired to teach/employed. Employees can work in more than one area, but they can have only one home org code. The Dean or Director over the home org code for each employee is responsible for monitoring the employee, even though the employee may be teaching a different discipline, to verify the

Note: Approver must complete the function within the 'Act on Pending assignments' link. **Approvers should never use the "blue button" to approve contracts as its use will result in routing errors.**

PROXY SET UP

Approvers are required to have only one proxy set up for each assigned approval level. Proxies assigned as both FOAP and LOAD, or multiple proxies assigned to one ORG (e.g., Dean and Associate Dean assigned to FOAP), will cause errors in processing. All assignments will appear in both workflows. The person who opens the form first 'owns' the form, and the assignment will drop from the other person's queue, becoming stuck in the system.

Approvers are not permitted to approve their own assignments. Approvers are responsible for assigning a proxy for their own assignments or during their absence. A proxy is required to be at an equal or higher level (e.g., Deans should assign Deans to the workload level and Associate Deans should assign Associate Deans to the FOAP level) where possible. Setting up a proxy is crucial for contracts to route properly for payment during the absence of a FOAP or LOAD approver.

Failure to set up a proxy will result in delays in payroll processing. Email approval will be required, which increases the workload for HR and Payroll to manually enter the contracts into the system, and faculty or instructors will not be able to view their contracts in FLAC.

NURSING

The division is the primary point of contact for instructors and faculty regarding FLAC-related questions, comments, and concerns. They handle initial issue resolution and escalate unresolved matters to the FLAC Team.

HS Division Points of Contact:

- o ADN Program Support Specialist
- o Instructional Coordinator NUA & RN/BSN
- o Allied Health Program Support Specialist

For timely receipt and resolution, please send all correspondence to PPSCFLACTeam@pikespeak.edu.

ADN Nursing State Discipline Chair: Lori Rae Hamilton from TSC at lorirae.hamilton@trinidadestate.edu

ACCREDITATION LINKS

- [Code of Colorado Regulations \(state.co.us\)](http://www.acenursing.org/)
- <https://www.acenursing.org/>
- <https://www.aacnnursing.org/CCNE>
- <https://dpo.colorado.gov/Nursing>

HEALTH SCIENCES PAY MATRIX

Any deviation from this document requires approval from the Vice President of Instructional Services (VPIS).

Assignment Description	Required Fill	Credit Hours	Contact Hours	Pay Rate	Source Document	Banner NIST Code
Simulation D2L Training - Professional Development				\$35.00	Pay Request Form – Excel Spreadsheet	PDVP
Simulation Management, Assessment, and Development				Tier Rate	Workload Approval Form	ACRT
Simulation SIM Scenario Development & Review				\$35.00	Workload Approval Form	CURD
Dental Center Instructional Clinical Support				Tier Rate	Workload Approval Form	ACRT
Clinical Coordinator - Allied Health				Tier Rate	Workload Approval Form	CORD
Department Chair (Not Used for Nursing Department)					Workload Approval Form (WAF)/Department Chair Calculator	DCHR
Department/Division Meeting				\$35.00	Pay Request Form – Excel Spreadsheet	MEET
New Faculty Academy				Tier Rate	Workload Approval Form	PDVP
New Instructor Orientation				\$35.00	Pay Request Form – Excel Spreadsheet	PDVP
Training/Site Orientation/Professional Development				\$35.00	Pay Request Form – Excel Spreadsheet	PDVP

Stipends				Varies	HR email to Division; Pay Request Excel Spreadsheet	PDVP
Mandatory Training				\$35.00	HR email to Division; Pay Request Excel Spreadsheet	PDVP
Testing Procter				No Additional Compensation	Exam Soft	
Nursing Assistant						
Nursing Assistant (NUA) High School Programs Coordination	1 FT Faculty	9 credits	135 hours	Tier Rate	Workload Approval Form	CORD
Nursing Assistant (NUA) Traditional Programs Coordination	1 FT Faculty	9 credits	135 hours	Tier Rate	Workload Approval Form	CORD
Clinical Prep - Instructor Only (Faculty = Base Pay)				\$35.00	Electronic Timecard	
Clinicals - Instructor Only				Tier Rate	Electronic Timecard	
Clinicals - Faculty			Varies	Tier Rate	Workload Approval Form	CLNC
ADN Nursing						
ADN Nursing (NUR) Program Coordination/Support	1 FT Faculty	9 credits	135 hours	Tier Rate	Workload Approval Form	CORD
Additional Enrollment for Double Lecture/Cross list NUR Course			Varies	Paid per Student	ADEN Request Form	ADEN
ADN Clinical Progression Facilitator	1 FT Faculty	5 credits	75 hours	Tier Rate	Workload Approval Form	ACRT
ADN Lab Lead for NUR 1009 ONLY (eligible for LOAD)			15 hours/section	Tier Rate	Workload Approval Form	ARCT
ADN Lab Lead for NUR 1009 ONLY (Overload LOAD)			15 hours/section	\$35.00	Pay Request Excel Spreadsheet	LEAD
ADN Retention and Success Advocate	1 FT Faculty	4 credits	60 hours	Tier Rate	Workload Approval Form	ACRT
Internship				Paid per Student	Workload Approval Form	TCHG
Clinical Prep - Instructor Only (Faculty = Base Pay)				\$35.00	Electronic Timecard	
Clinicals - Instructor Only				Tier Rate	Electronic Timecard	
Clinicals - Faculty			Varies	Tier Rate	Workload Approval Form	CLNC
Nursing Lead/Leadership				No Additional Compensation		
Outcomes Assessment/Systematic Plan of Evaluation	1 FT Faculty	2 credits	30 hours	Tier Rate	Workload Approval Form	ACRT
Practicum				Paid Per Student	Workload Approval Form	PRCT

Clinical Lead			20 hours	\$35.00	Pay Request Excel Spreadsheet	LEAD
RN to BSN Nursing						
CCNE Data Collection and Reporting - Instructor Only BSN LEAD (Faculty = Base Pay)			10 hours per CRN	\$35.00	Pay Request Excel Spreadsheet	LEAD
Clinical Lead			20 hours	\$35.00	Pay Request Excel Spreadsheet	LEAD
Dual Enrollment/RN to BSN Coordinator	2 FT Faculty	9 credits each	135 hours each (270 hours total)	Tier Rate	Workload Approval Form	CORD
Practicum				Paid Per Student	Workload Approval Form	PRCT

CLINICAL INFORMATION

- **Clinical Ratio:** Associate Nursing Instructional Personnel (ANIP) student ratio shall be no more than **1:10** (Code of Colorado Regulations 14.a – page 11).
- **Clinical Prep:** At least the first sixteen hours of the required seventy-five hours shall be considered pre-clinical as defined in Section (B)(9) of Rule 1.11.
- **Clinical Simulation:** The clinical simulation component **shall not exceed** twenty-five percent of the clinical hours for each clinical course.
 - For Nursing Education Programs that have national nursing accreditation and that meet the International Nursing Association for Clinical Simulation and Learning (INACSL) standards, each Clinical Simulation **clock hour may be considered the equivalent to up to two clock hours of clinical**. See Policy 60-08.

NUR/NUA Clinicals are paid per contact hour as published in the course catalog and do not fall under the traditional “per student” category.

Practicum is paid per student using the formula in the “Per Student Course” section of index.

INSTRUCTOR CLINICAL ASSIGNMENTS

Effective 202430 PT Instructor Clinicals for NUR and NUA transitioned to electronic timecards. Instructors assigned to NUR/NUA Clinical courses should be assigned 0.00% responsibility during schedule extraction review, Class Build/Change, or Instructor Assignment Forms. Instructors must submit electronic timecards for payment upon assignment completion.

Instructors needing Access Only to MyCourses (D2L) but not being paid do not need to be assigned to course in Banner. Request access through eLearning.

FACULTY CLINICAL ASSIGNMENTS

Faculty assigned to NUR/NUA Clinical courses during schedule extraction review, Class Build/Change, Instructor Assignment Forms, or included on the Workload Approval Forms will be automatically contracted for the full hours assigned during initial contracting based on the course’s part of the term. They will be paid according to the pay schedule for the semester. No additional Pay Request is required.

NOTE: Faculty Load and Compensation (FLAC) pays all contracts based on the contact hours and course schedule type as outlined in the 2024-2025 Pikes Peak State College (PPSC) Catalog and the guidelines provided in this document. Contracts must align with published catalog contact hours. Any changes to contact hours and course schedule type must follow the CIP process. **Any deviation from this document requires approval from the Vice President of Instructional Services (VPIS).**

NURSING LEAD/LEADERSHIP RESPONSIBILITIES WITH HOURS

These duties as listed, in addition to duties previously associated with Nursing Lead Pay are part of the faculty assignment and there is **no extra pay**.

This document provides a non-exhaustive list of duties.

NURSING LEAD FOR ALL FULL-TIME FACULTY (ADN)

- Conduct nursing specialty meetings each semester. Provide leadership for team meetings with an agenda to promote student learning outcomes, follow-up items to support the nursing program, and meeting minute documentation.
 - Performance Improvement Plans (PIP) – Initiate documentation placing students on clinical contracts for poor performance by working with PIP coordinator to develop plans that specifically address student issue(s) that are not meeting expectations.
 - Accessibility accommodations- develop alternate NCLEX-style tests for nursing students with accommodations.
 - Attend monthly nursing faculty meetings. Participate in nursing department meetings as required that are specific to maintaining accreditation (curriculum development/course leveling, student learning outcomes, etc.)
 - Complete test blueprints for every test administered and track course outcomes.
 - Compile and update accreditation binders for each nursing course taught. Binders include student course evaluations, textbook evaluations, lab evaluations, information related to clinical facilities, course and instructor evaluations, student records, testing, and blueprints.
 - Proctor ATI testing at the end of each NUR course (except NUR 1012 and NUR 2016). (This test is a nursing program requirement but is not part of the course lecture or lab hours. This is a 75-minute test for NUR 1009, NUR 1006, NUR 2006 and NUR 2012, a 150-minute test for NUR 1050, and 180-minute NUR 2030.)
 - Participate in welcoming duties for each new nursing student cohort.
 - In collaboration with DNEP, interview, hire, evaluate and coordinate clinical and lab instructors.
 - In collaboration with DNEP, schedule instructors, submit instructor contracts for pay and perform annual evaluations.
 - In collaboration with DNEP, Arrange for substitute instructors.
 - Complete end of semester checklist and have final meetings with DNEP.
 - Class and Lab prep is included in the workload
-

NURSING LEAD FOR ALL FULL-TIME FACULTY (BSN)

- Conduct nursing specialty meetings each semester. Provide leadership for team meetings with an agenda to promote student learning outcomes, follow-up items to support the nursing program, and meeting minute documentation.
 - Performance Improvement Plans (PIP) – Initiate documentation placing students on clinical contracts for poor performance by working with PIP coordinator to develop plans that specifically address student issue(s) that are not meeting expectations.
 - Attend monthly nursing faculty meetings. Participate in nursing department meetings as required that are specific to maintaining accreditation (curriculum development/course leveling, student learning outcomes, etc.)
 - Complete test blueprints for every test administered and track course outcomes.
 - Compile and update accreditation binders for each nursing course taught. Binders include student course evaluations, textbook evaluations, lab evaluations, information related to clinical facilities, course and instructor evaluations, student records, testing, and blueprints.
 - In collaboration with DNEP, schedule instructors, submit instructor contracts for pay and perform annual evaluations.
 - In collaboration with DNEP, Arrange for substitute instructors.
-

COURSES WITH LAB COMPONENTS

- Develop and maintain nursing student skills checklists that meet course/program requirements and meet student-learning objectives.
- Develop and maintain nursing student skills remediation checklists for students who are not successful on their first skills lab checkoff attempt. Responsible to be actively involved with nursing students at-risk for/or failing mandatory skills lab checkoff.

Lab Lead (NUR 1009 only) – 15 hours per course section paid at \$35.00 if overload.

COURSES WITH CLINICAL/PRACTICUM COMPONENTS (TO INCLUDE ADN AND BSN)

- Lead makes clinical site visits (all assigned hospitals and out-rotation sites) and maintains documentation of interactions

with clinical site staff, instructors, and nursing students. A minimum of one site visit for each clinical instructor should be made each semester.

- Lead is on-call throughout clinical rotations (clinical rotation shift hours vary from 06:00 – 4:30 p.m., 06:00 a.m. -7:30 pm, 06:00 a.m. -11:30 p.m., and weekend shifts).
- Meet with Students, Instructors, and Clinical Sites as needed.

Clinical Lead – 20 hours per course section paid at \$35.00

Practicum is paid per student using the formula in the “Per Student Course” section of index.

FACULTY LEAD/LEADERSHIP NON-FTE INSTRUCTORS IN BSN

CCNE Date Collection and Reporting - 10 hours per section

NUR SPECIAL ASSIGNMENT/COORDINATOR DEFINITIONS WITH HOURS

Serve in a role with responsibilities above and beyond a Lead. This is an accreditation requirement.

Assignments will be included in the workload when possible or paid at the instructional rate if overload. No SPF required.

This document provides a non-exhaustive list of duties.

Assignment	Required Fill	Credit Hours	Contact Hours	Pay Rate
Outcome Assessments/Systematic Plan of Evaluation	1 FT Faculty	2	30	Tier Rate
ADN Clinical Progression Facilitator	1 FT Faculty	5	75	Tier Rate
ADN Retention/Success Advocate	1 FT Faculty	4	60	Tier Rate
Dual Enrollment/RN to BSN Coordinator	2 FT Faculty	9 (each)	135 (each)	Tier Rate
NUA Program Coordinator – Traditional	1 FT Faculty	9	135	Tier Rate
NUA Program Coordinator – High School	1 FT Faculty	9	135	Tier Rate
ADN Program Coordinator	1 FT Faculty	9	135	Tier Rate

(SPECIAL ASSIGNMENT POSITION) OUTCOME ASSESSMENT/SYSTEMIC PAN OF EVALUATION [SPE]

Oversee and manage the development, implementation, analysis, and reporting of student learning outcome assessments in compliance with the Accreditation Commission for Education in Nursing (ACEN). Nursing program graduate cohorts and employer satisfaction surveys, licensure examination pass rate data, cohort completion rates, job placement and continuing education data is analyzed and trended twice a year. Aggregated data is shared with the Nursing Program Advisory Committee twice a year and other communities of interest to support nursing student success. These activities also support the college’s efforts to assess student learning using data to drive curricular and budget decisions. Prepare annual Assessment reports that support PPSC with ongoing HLC requirements.

Document and Close the Loop on the Nursing Department Assessment Efforts/Prepare Nursing Department annual report to include the following:

Student Learning Outcome(s) (SLO): Describe methods and procedures used to conduct assessments.

- Explain any deviation from prior year assessment plan.
- Identify the population assessed (number and percentage of course sections and students, sampling method)
- Specify when the assessment activities took place and who participated in them (name of faculty/ instructors).

Describe assessment results: Present results in a narrative form and use tables, charts, or graphs to illustrate your narrative. Discuss how these results compare with performance targets and previous assessment results, offer explanations, identify

strengths, and needed improvements relative to each outcome.

Conclusion and next steps: Summarize the results reported, analyze and trend data of student attainment of the learning outcome(s) assessed. Describe conclusions about assessment strategy.

Self-reflection: Describe any aspect of the assessment strategy that was especially illuminating.

Supporting documentation: Include materials that illustrate assessment work.

ACEN Requirements - The Outcomes Assessment Systematic Plan of Evaluation includes:

- Specific, measurable expected levels of achievement for each end-of-program student learning outcome and each program outcome.
- Appropriate assessment method(s) for each end-of-program student learning outcome and each program outcome.
- Regular intervals for the assessment of each end-of-program student learning outcome and each program outcome.
- Sufficient data to inform program decision-making for the maintenance and improvement of each end-of-program student learning outcome and each program outcome.
- Analysis of assessment data to inform program decision-making for the maintenance and improvement of each end-of-program student learning outcome and each program outcome.
- Documentation demonstrating the use of assessment data in program decision-making for the maintenance and improvement of each end-of-program student learning outcome and each program outcome.

Outcomes Assessment/Systematic Plan of Evaluation: 1 FT faculty for 2 credits (30 hours) Accreditation Requirement.

(SPECIAL ASSIGNMENT POSITION) ADN CLINICAL PROGRESSION FACILITATOR

PPSC Nursing faculty develop written plans to address specific student actions and/or behaviors that are not meeting exceptions. This process was reviewed by CCCS legal counsel and has been approved for use in our nursing program.

The Performance Improvement Plan is the result of a systematic process to address specific student learning outcomes (SLO) based on common nursing student issues. The Clinical Progression Facilitator standardizes remediation to improve nursing student retention. Documented examples of PIP concerns include patient safety issues, tardiness to clinical, unprofessional behaviors, poor patient communications, inadequate preparation for patient care, etc. The Facilitator works with lead nursing faculty to write remediation plans that are specific, measurable, achievable, realistic, and time-oriented for each student placed on contract (PIP) each semester. The Facilitator also communicates PIP processes to faculty and instructors as needed.

Develop and maintain policy for clinical student behaviors which are not meeting satisfactory in SLOs.

- Researching literature for trends in nursing education with this issue (ongoing)
- Communicating research to faculty semiannually (annually)
- Facilitating lead and instructor faculty input regarding policy (each bi)
- Serving as a liaison between faculty and appropriate administration r/t policy (annually)
- Updating policy annually (and more often if needed) and making sure Performance Improvement Plans clearly reflect the policy.
- Monitoring that updated policy is in effect consistently throughout program in nursing program handbook and clinical instructor manual (every semester)

Maintaining record of students at risk and currently on Performance Improvement

- Updating clinical list of all students indicating at risk students (every bi)
- Maintaining list confidentiality while communicating to proper leads
- Monitoring that communication is up to date between leads and instructor's r/t PIPs (bi).

"Hands On" Involvement with each PIP student

- Reviewing and editing each PIP before student meeting to ensure consistency.
- Being present at or discussing with lead, the student PIP meeting

- Meeting with each PIP student each bimester to assess students' progress and understanding of PIP process, if not at the meeting with lead, then separately
- Communicating to faculty any issues for follow-up related to student PIP

Clinical Progression Chair also maintains the watch list and works with the Retention Coordinator. The watch list is a living document that is updated throughout all nursing students' tenure at PPSC. Students who progress slower or who have weaknesses in their overall abilities are tracked over time.

Clinical Progression Chair and Student Retention Work together to:

- Maintain the watch list collaboratively with the Performance Improvement Plan [PIP] committee.
- Approach and engage at risk students determined by test scores, faculty observation, watch lists, and PIPS.
- Create standard lab assignments based on the PIP
- Work with the PIP committee for at risk clinical students
- Retention Program Data for Students at risk and currently not satisfying SLO requirements.
- Formulating parameters and maintaining data for at risk student, PIP status, result of interventions and specific SLOs involved
- Review and evaluation of data (each semester)
- Communication of data to faculty (annually)
- Program Improvement Strategies geared to Increase Retention
- Identifying specific weakness in the system of working with at risk students (every semester)
- Determine specific program interventions (annually)
- Present interventions to faculty for feedback (annually)
- Implement interventions.

ADN Clinical Progression Facilitator: 1 FT faculty for 5 credits (75-hours) Accreditation Requirement.

(SPECIAL ASSIGNMENT) ADN RETENTION/SUCCESS ADVOCATE

- Maintain student cohort lists in collaboration with lead faculty, clinical coordinator, and the admissions committee.
- Track ACEN Standard 5 statistics as appropriate
- Prepare Retention reporting for biannual Nursing Advisory Committee
- Work collaboratively with lead faculty regarding when they give tests (dates) and what student scores are to proactively reach out to students at risk.
- Create a master calendar of all classes and when each class tests.
- Meet with any student, record meeting with a written record and track student throughout that course via email outreach.
- Develop student workshops regarding organization, studying and test-taking.
- Arrange nursing tutors, work with PPSC Nursing Student Organization and the appropriate PPSC department.
- Stay current on best practices related to student retention.
- Compile and maintain a list of resources for students to include references, study aids, scholarships, websites, etc.
- Create a post exam analysis sheet so at-risk students can fine tune their exam performance.
- Contact students for readmission, arrange for them to sign registration forms and ensure that the lead faculty and clinical coordinator have the student enrolled.
- Create and maintain a nursing book lending library.

Clinical Progression Chair and Student Retention Work together to:

- Maintain the watch list collaboratively with the Performance Improvement Plan [PIP] committee.
- Approach and engage at risk students determined by test scores, faculty observation, watch lists, and PIPS.
- Create standard lab assignments based on the PIP.
- Work with the PIP committee for at risk clinical students
- Retention Program Data for Students at risk and currently not satisfying SLO requirements.
- Formulating parameters and maintaining data for at risk student, PIP status, result of interventions and specific SLOs involved
- Review and evaluation of data (each semester)

- Communication of data to faculty (annually)
- Program Improvement Strategies geared to Increase Retention
- Identifying specific weakness in the system of working with at risk students (every semester)
- Determine specific program interventions (annually)
- Present interventions to faculty for feedback (annually)
- Implement interventions.

ADN Retention/Success Advocate: 1 FT faculty for 4 credits (60-hours) Accreditation Requirement.

DUAL ENROLLMENT/RN TO BSN COORDINATOR

- The BSN Coordinator is available evenings, weekends, and school breaks to assist students.
- Create the schedule of classes, number of sections, instructors and dates for all BSN classes running each semester. Assign subject matter experts to each course.
- Evaluate instructor performance.
- Recruiting students for Dual Enrollment/RN to BSN program.
- Works with practicing nurses to enter the RN to BSN program.
- Facilitate PPSC Nursing students' dual enrollment process.
- Primary Advisor(s) to Dual Enrolled/RN to BSN students.
- Primary point of contact for financial aid issues.
- BSN Progression and PIP student management
- Retention facilitator – track and report retention for accreditation and facilitate student success by helping them identify resources.
- All Standard 4 responsibilities (Standard 5 in ADN program), including sending student new graduate surveys and end of program surveys, aggregating data, accreditation documents such as end of course reporting compiled and reported on.
- Prepare and update data that tracks PPSC dual enrollment and RN to BSN student progression.
- Prepare Dual enrolled and RN to BSN reporting for the biannual Nursing Advisory Committee.
- Attend CCCS Nursing Director meetings for common course curriculum and standardized RN to BSN processes.
- Updates RN-BSN Application for dual enrolled students, collects and processes applications, including transcript review and academic modifications.
- Evaluates all RN-BSN working RN online applications in the Recruit system, prints, reviews transcripts, BLS, RN licenses and creates student files.
- Creates and updates RN-BSN Handbook annually and as needed.
- Creates instructor workloads and contracts for pay.
- Follows up with FLAC to ensure that instructors are paid correctly (several hours' worth of emails per semester). Manages all course cancellations and instructor changes.
- Registers students based on course progression by electronic and paper registration forms.
- Ensure that all instructors attend E-learning online boot camp, have a copy of the BSN Essentials and RN-BSN Program Student Learning Outcomes.
- Maintain RN-BSN faculty resumes.
- Create and update standardized RN-BSN Course Syllabi for instructors.
- Write the job description, create the search and screen committee and then Interview, Hire, Evaluate and Terminate RN-BSN Instructors.
- Review content of the RN-BSN website and update as needed.
- Hold information sessions for the RN-BSN program either in-person or provide a recorded/updated video online.
- Hold a Success Workshop for accepted RN-BSN students each semester either in-person or provide a recorded video online.

Dual Enrollment/RN to BSN Coordinator: 2 FT Faculty at 9 credits each (270 hours total). Accreditation Requirement.

NUA PAY CALCULATIONS

These duties as listed are part of the faculty assignment and there is no extra pay.

All Full time NUA faculty are expected to do the following:

This document provides a non-exhaustive list of duties.

- Orient new hires to classroom and lab instruction.
- Orient new hires to clinical sites.
- Participate in Nursing information sessions as assigned by the Director of Nursing Education Programs (DNEP).
- Support the NUA Coordinator(s) by being available evenings and weekends during clinical sessions to assist students and respond to instructor issues.
- Assume responsibility for student retention and success in the classroom, lab, and clinical experiences.
- Orient/support new instructors to complete assigned Nurse Aide Reporting Graduation Spreadsheet.
- Conduct nursing assistant specialty meetings each semester. Provide leadership for team meetings with an agenda to promote student learning outcomes, follow-up items to support the nursing program, and meeting minute documentation.
- Attend/Participate in monthly nursing faculty meetings.
- In collaboration with DNEP, Arrange for substitute instructors.
- Class and lap prep is included in the workload.

NURSING ASSISTANT (NUA) COORDINATOR

The Nurse Aide Training Programs are regulated by Colorado State Board of Nursing (CSBON) Rule 1.11

The program coordinator shall:

- Hold an active unencumbered professional nursing license.
- Have at least two years of nursing experience in caring for the elderly and/or the chronically ill of any age of which at least one year must be in the provision of services in a long-term care facility.
- Have completed a course in teaching adults (e.g., Train the Trainer) or have documented experience in teaching adults or have one year experience in managing nurse aides.
- The coordinator(s) is available evenings, weekends during clinical sessions to assist students and respond to instructor issues.
- The NUA Coordinator(s) will work with the DNEP on availability to supervise and support NUA course instruction throughout the summer break. This includes responding to emails during agreed upon designated hours, providing the DNEP with flexibility to come into the nursing department for collaboration and planning meetings, and provide support the NUA program as needed.
- Work with the Instructional Coordinator to create the schedule of classes, number of sections, instructors, and dates for all NUA classes running each semester.
- Work with the Instructional Coordinator to create the schedule of classes, number of sections, instructors, and dates for all NUA classes running each semester for High School Programs (HSP) at D49 and D20.
- Additionally, collaborates with HSP for schedule of classes and number of sections to accommodate school district calendars.
- Collaborate with the Clinical Coordinator to support student clinical compliance.
- Collaborate with the Clinical Coordinator to support student clinical assignments.
- Collaborate with the Clinical Instructor to secure clinical contracts.
- Creates instructor workloads and contracts for pay.
- Evaluate instructor performance.
- Submit Nurse Aide Reporting Graduation Spreadsheet in compliance with CSBON Chapter 11, Section 4.1.
- Prepare and update data that tracks High School Program student progression.
- Prepare CTE NUA reporting.
- Attend CTE and/or CCCS Nursing Assistant meetings.
- Prepare NUA specific data and participate in PPSC Nursing Advisory Board meetings.

- Maintain current NUA requirements for the Nursing Department website and communicate any updates with the Nursing Department website administrator.
- Works annually with the Director of Nursing Education Programs (DNEP) to maintain NUA specific information current for Faculty and Student Handbooks.
- Create and update standardized NUA Course Syllabi for instructors.
- Collaborate with DNEP to recruit, hire, and support part-time instructors. to include, creating the search and screen committee, participating in interviews, and collaboration for hiring qualified applicants.

Nursing Assistant (NUA) Coordinator: 1 FT faculty 135 hours at 4.5 credits or shared between 2 FT faculty with delegation of duties as agreed upon in writing. Accreditation Requirement.

SPECIAL PROJECTS

Special projects, such as instructor training for lab instruction, video development, etc., must be agreed upon in advance in collaboration with the DNEP. Special assignment projects will only be paid with prior written approval from the DNEP and VPIS.

NOTE: Refer to Special Project Requirement section of index.

The PPSC Chair Calculator is not used in the Nursing Department Programs.

QUICK REFERENCE GLOSSARY

- 1) ACA: The Affordable Care Act (ACA) is intended to extend coverage to millions of uninsured Americans, to implement measures that will lower health care costs and improve system efficiency, and to eliminate industry practices that include rescission and denial of coverage due to preexisting conditions.
- 2) ADEN: Additional Enrollment (ADEN) pay for double lecture science courses (BIO, CHE, NUR) that exceed the maximum course enrollment .
- 3) BP: Board Policy (BP) CCCS is governed by an 11-member board called the State Board for Community Colleges and Occupational Education (SBCCOE). Nine board members are appointed by the Governor and confirmed by the State Senate. There is one board member for each U.S. congressional district, plus two at-large members. No more than five members may be from any single political party. They have staggered four-year terms. The remaining two seats on the board are held by a community college faculty member and a student representative who serve in non-voting capacities for one year each.
- 4) CCCS: The Colorado Community College System (CCCS) is made up of thirteen (13) unique colleges with over thirty-five (35) locations across the state, educating over 113,000 students every year.
- 5) CCNS: The Common Course Numbering System (CCNS) has been developed to facilitate ease of transfer for community college students from one community college to the other and from the community college to the four-year educational institutions, to improve program planning, to increase communication among all the colleges, and to facilitate articulation arrangements from high schools to the community colleges. The scope includes all courses offered for credit at the community colleges, and the structure is content specific rather than program, department, or discipline specific. The goal of the CCNS is to establish consistency in course offerings across the system. Courses with common content carry the same prefix, number, title, credits, description, competencies, and outline. These commonly described courses facilitate transfer and articulation arrangements for Colorado's secondary and community college students and ensure curriculum quality across the colleges.
- 6) CETL: The Center for Excellence in Teaching and Learning (CETL) provides leadership, support and advocacy for effective pedagogy, andragogy, and initiatives designed with a commitment to freedom of expression and the pursuit of truth in teaching and learning.
- 7) CIP: The Curriculum and Instructional Practices/Classification of Instructional Programs (CIP). The committee is comprised of faculty who serve in an advisory capacity to the Vice President of Instruction to review and update PPSC programs and certificates.
- 8) CS: Career Start (CS) provides high school students the opportunity to earn college credit.
- 9) Contact hour: A contact hour is defined as the number of class hours in lecture/recitation and lab/clinical that a class is scheduled to meet weekly.
- 10) MyCourses: is the course shell used to upload pay request forms to FLAC Team for contracting purposes. Documents are timestamped and stored for reference.
- 11) EP: Educational Procedures (EPs) are official college policies related to instruction. Developed by faculty and staff under the supervision of the Vice President of Instruction, EPs are developed, reviewed, and approved by faculty and administrators to provide process guidance and regulations for instruction at PPSC.
- 12) FLAC: Faculty Load and Compensation (FLAC) is a delivered Ellucian Banner module that merges information from the Banner Human Resources module and Banner Student module to create deliverables for full- and part-time faculty compensation to various stakeholders in the district.
- 13) FTE – Full-Time Effort (FT) A teaching assignment which requires 100% of the individual's normal and expected working time and effort.
- 14) FOAP: Fund | Organization Code | Account | Program
- 15) FOAP Approver: The funding organization code's owner. The Office Manager, usually an Associate Dean, responsible for approving contracts charged to the organization code.
- 16) HIPs: High Impact Practices (HIPs) are effective teaching strategies based on research.
- 17) HLC: The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions within its region in the United States.
- 18) IE: Institutional Effectiveness (IE) supports the college accreditation, accountability, planning, policy formulation, and assessment processes by providing accurate, timely, and actionable information to both internal and external stakeholders.

- 19) INB: Internet Native Banner (INB) is the administrative interface to Banner that allows authorized users to perform administrative duties within major functional areas including Finance, Financial Aid, General, Human Resources, and Student information. This is a closed system that allows access only to authorized users with legitimate functional duties.
- 20) Inconvenience Fee: An inconvenience fee equal to 10% of the class compensation paid when courses are removed or cancelled from an instructor's schedule for no fault of their own within 14-calendar days of the start of the part of term.
- 21) INST: An instructional assignment, as referenced in this manual, is a non-sub assignment to a specific class CRN.
- 22) Linked Course: Courses are linked when students must register for two separate and unique courses with the same cohorts. For example, learning community courses are linked. Students registering for one class must also register for the other.
- 23) LOAD: Faculty are assigned an annual contract with a contact hour load specific to their discipline. Base load assignments are the duties that fulfill the contract obligation.
- 24) NIST: Non-Instructional Assignment: A non-instructional assignment, as referenced in this manual, is any assignment not specifically attached to a CRN. Committee work, advising, meetings, etc. are examples of non-instructional assignments.
- 25) OCRN: Overload CRN (OCRN) is a pay code used when course contact hours meet the load requirement, but part of the assignment must pay in overload. OCRN designates the overload pay.
- 26) Overload (OL) Rate: The full-time faculty overload rate is based on accrued tier level and will be applied to all overloads taught by full-time faculty throughout the year, including summer assignments.
- 27) PAGE: Promoting Advancement & Growth for Educators (PAGE) supports the professional development of instructors at Pikes Peak State College through the completion of professional and pedagogical training. Participation in this program may result in an increased tier rate.
- 28) Percent of Responsibility: The amount of the course that the instructor is responsible for teaching.
- 29) Percent of Session: For pay purposes, the percent of the course session assigned to an instructor.
- 30) Portal: MyPikesPeak, is the main user interface for PPSC students and employees. Links to various information is in the Portal, to include but not limited to Self Service Banner, Internet Native Banner, Common Course Numbering, Help Desk ticket submissions, forms, registration, and grading.
- 31) PAF/PRF = Pay Request Form, the official source document used in FLAC for BW/MN contracts. An excel spreadsheet available on SharePoint and D2L
- 32) Release: A release is a project assignment that replaces a teaching assignment that would have been included in a faculty base/regular load. The faculty is released from a specified number of teaching hours to complete an assignment. No extra pay is involved. If the faculty has sufficient courses to meet regular base load, courses are assigned first, making the duty an overload. If the faculty is not teaching a full load, the duty would be release time.
- 33) SSB: Self Service Banner (SSB) is an interface that presents INB information in a user-friendly way; the format of SSB is much more "look up only." SSB has limited fields in which information can be changed. SSB contains various modules and functions for PPSC students, faculty, and staff.
- 34) SPF: Special Project Assignments (SPF) - Extra-service contracts may be developed between faculty, instructors, APT employees, their supervisors, and the VPI to participate in teaching and/or various projects such as curriculum development, lab manual development, or other instructional projects, etc. These extra-service assignments are paid through FLAC or may be included in faculty regular load.
- 35) Tiered Pay: Instructors begin as Tier 1. Tier 1 instructors can progress through two tiers of additional compensation: Tier 2 and Tier 3. The program is completely voluntary for instructors. Reaching higher tiers does not constitute an agreement for continued employment or preference in selection for open full-time professor positions. See also Promoting Advancement & Growth for Educators Program. Faculty begin at Faculty Tier. Faculty can also participate in the May Institute for advancement to the higher paying Tier 3.
- 36) WFD: Workforce Development (WFD) PPSC extends into the community by creating pathways to advance the region's workforce and facilitate business and professional development. WFD offers not-for-credit adult education and courses modeled for local businesses.