



**Lone Star College System
Workforce/Continuing Education
2011- 2012 Part-Time Instructor Salary Schedule**

SALARY SCHEDULE FOR WORKFORCE AND PERSONAL ENRICHMENT INSTRUCTOR PAY

Instructor must meet minimum academic/experience requirements as required for state reimbursement or licensing regulations. System Office HR/Compensation will approve Statement of Qualification (SOQ). SOQs will use the following standards:

Years of Experience	Rate Per Contact Hour
0 - 5 years	\$31.20
6+ years	\$37.80
Exceptions to Workforce	
ESL & Languages (workforce only)	\$31.20
MUAP	\$37.80
Law Enforcement, Welding, Machining, Mechatronics, Pharmacy Tech,	\$41.50
MCSA/MCSE, Cisco, AWS, NIMS, MSSC Industry Certifications	\$50.00
Personal Enrichment	
Other Adult Education, ALL, ESL & Languages (Personal Enrichment)	\$26.00

*Note: Corporate Training has its own rate schedule

EXPERIENCE/CREDIT RATIOS:

CE Teaching Experience	1:1 (based on number of contact hours 640 hours = 1 year)
FT Related Work Experience	1:1
PT Related Work Experience	2:1
FT Teaching/Training Experience	1:1 (other than CE)
PT Teaching/Training Experience	2:1 (other than CE)

ADDITIONAL INSTRUCTOR INFORMATION

Pay Rates:

- Pay determined by experience grid and is approved by System Office/HR Compensation.
- Employee records must reflect approved hourly rate of pay.
- Statements of Qualifications (SOQs) should be completed at campus and faxed to System Office/HR Compensation for approval.
- Specialized areas may pay at higher, board approved rates as noted on salary schedule.

- CE linked (with credit) course instructor salary is the responsibility of the academic division.
- Distance learning and independent studies will be paid according to Board approved payment calculations/rates used for adjunct faculty.
- When a distance learning course fails to meet the minimum number of students required, payment will be based upon the following schedule:

Contact Hours	Hours of Pay per Student
1 – 15 hours	1
16 – 31 hours	2
32 – 47 hours	3
48+ hours	4

Pay Method:

- Instructors are paid by stipend and MOA must be on record.
- Pay is calculated by multiplying contact hours by CE instructor rate (10 contact hours x \$37.80 = \$378.00).
- Full-time employees teaching must also have a MOA signed by their supervisor on file.
- Non-exempt A and B level staff will not be allowed to teach CE courses in Lone Star College System. Staff at a C level and higher may teach after 5pm during the week and on weekends.

Benefit Eligibility:

- Part-time CE instructors are not eligible for benefits.

FULL-TIME FACULTY

- Full-time credit faculty teaching standalone CE courses will be paid the CE part-time board approved instructor pay rate.
- CE courses will be calculated in overloads. Instructional Dean and Vice President of Instruction must approve all overloads.
- Full-time employees teaching must also have a MOA signed by their supervisor on file.

NON-TRADITIONAL COURSES

- Cooperative Work Experience and Internships - Paid for five (5) hours per student supervised, per semester, plus their hourly rate for any lecture/seminar portion of course.
- Teacher Certification Intern Supervisors - Paid for six (6) hours per intern supervised.
- Teacher Certification Clinical Supervisors (student teaching) – Paid for 8 hours/clinical teacher supervised
- Phlebotomy Intern Supervisors - Paid for 6 hours per student supervised
- Independent Study - Paid for four (4) hours per student supervised, per full semester.

CE SEMINARS

Honorarium for seminars - \$100 minimum