



FACULTY LOAD AND COMPENSATION (FLAC) HANDBOOK

Effective Terms: Fall 2025, Spring 2026, Summer 2026

Reviewed and approved by:


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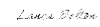
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PURPOSE OF GUIDELINES AND DISCLOSURES

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.

The entire contents of this document are applicable in addition to any division-specific requirements. Any deviation from the policies outlined herein, including but not limited to faculty workload or compensation, must receive written approval from the Vice President of Instructional Services (VPIS) prior to implementation.

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	15		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, which 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, specific subject, course, section, (e.g., NUA 1001-N10); classes with missing section numbers will be returned for correction. For assignments, provide assignment title and 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
Project Pays	Workload Approval Form Special Project Request Form	Adobe Sign
Instructor Course Assignments	Schedule Extractions Class Build Request Class Change Request Class Cancelation Request Instructor Assignment Request Career Start Instructor Assignment Request	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	SharePoint Faculty Management D2L
Substitute Pay/Take Pay	Pay Request Form Excel Spreadsheet	SharePoint Faculty Management
Low Enrollment	Low Enrollment Approval Form	Adobe Sign

MAXIMUM CREDIT LIMIT FOR FACULTY AND INSTRUCTORS

Board Policy 3-80, Faculty and Instructor Workload, establishes a system wide 21 credit hour per semester maximum credit limit for Faculty and Instructors. Instructors are responsible for ensuring they comply with this policy. Failure to adhere to this policy may result in removal of current and future assignments.

In extenuating circumstances, the dean, VPIS and college president must approve a teaching assignment that exceeds 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.

CCCS recognizes the hard work of our employees and offers matching tier pay across all colleges. Division must submit Request to Teach Over 21 Credits Form (Adobe Sign) to VPIS for approval. IS will not contract Over 21 teaching credits 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).

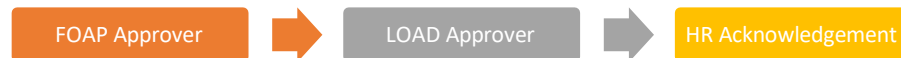
Classes taught or assignments completed that are over the annual discipline base/regular load requirements are paid at overload rates. These rates are determined at the beginning of each fiscal year. New pay rates are effective beginning with the Fall term. A more detailed breakdown of workload can be 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 workload approval path:



Faculty overload approval path:



Workload Approval Form (WAF)

Division completes a Workload Approval Form (WAF) to ensure faculty meet the discipline-specific load requirements.

Division submits WAF no later than **Wednesday prior to the start of the semester**. WAF is automatically routed to Instructional Support (IS) for review.

If Over 21+ Teaching Credits, Executive Dean submits Request to Teach Over 21 Credits form to VPIS for approval.

IS reviews WAF, sequences load, and processes the form. IS will not contract Over 21 Teaching Credits 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 the department's 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 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. Executive Deans and Associate Deans, when teaching, are paid at the faculty tiered rate.

Note: Retiring Executive 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 division methodology
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 paid as an overload assignment.
Additional Enrollment	Additional pay that applies to specific BIO, CHE, ENV, and NUR double-lecture classes. Does not apply to CO Online courses.
Assignments included in Faculty Contract. No Additional Compensation	
Advising	No extra pay. Part of faculty assignment. Hourly pay during off-semester assignment(s).
Committees	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	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	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	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	No extra pay. Part of faculty assignment. Hourly pay for off-semester assignment(s).
Workshops	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 and the discipline-specific load requirement. Overload compensation does not start until faculty has met their discipline-specific load requirement. FLAC does not pre-pay assignments. Non-Instructional hours will be negotiated as to not compromise regular or instructional overload duties.

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. VPIS approval is required when exceeding 21+ teaching 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. New Faculty Academy (NFA)
2. All courses starting the first week of the semester (AVP, F15, BI1, TR1, WKC)
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

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
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

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
EMS 1021-EM1	TR1	LLB	3	1:1.5	4.5 REG	67.5	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
EMS 1021-EM3	TR1	LLB	3	1:1.5	4.5 REG	67.5	Beginning of Semester
EMS 1022-EM1	TR2	LLB	4	1:1.5	6.0 REG	90	Beginning of Semester
EMS 1022-EM3	TR2	LLB	4	1:1.5	3.0 REG (split)	45	Beginning of Semester

**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
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

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 1012-801	BI2	2	LEC	Lecture	2	1:1	2.0 OL	30.000	BI2

16.4 total overload hours
246 total overload 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

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 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
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

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
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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) 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://cccs.sharepoint.com/sites/PPSC-CETL/SitePages/Promoting-Advancement-and-Growth-for-Educators-\(PAGE\).aspx](https://cccs.sharepoint.com/sites/PPSC-CETL/SitePages/Promoting-Advancement-and-Growth-for-Educators-(PAGE).aspx)). 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. PAGE Institute occurs during the “Celebrate CETL” event held in April of every Academic Year. Deadline to apply for participation at event is March 1st of the Academic Year.

Note: Professional Development Units (PDUs) are not grandfathered in. Instructors accrue PDUs as soon as they are enrolled 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 PAGE Institute #1
Application Deadlines	<input type="checkbox"/> Enrollment is year-round. Instructors may enroll in PAGE Institute at any time.
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 PAGE Institute #2
Application Deadlines	<input type="checkbox"/> Enrollment is year-round. Instructors may enroll in PAGE Institute at any time.
Level Tier 4	No additional pay increase. Tier 4 PAGE Institute includes a \$2,000 stipend toward a professional development opportunity.
	<ul style="list-style-type: none"> • See CETL and PAGE Institute for information regarding PAGE Tier 4
Application Deadlines	<input type="checkbox"/> Enrollment is year-round. Instructors may enroll in PAGE Institute at any time.

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	FY 25-26 Pay Rate
Tier 1	\$79.28
Tier 2	\$83.35
Tier 3	\$87.15
Faculty Rate	\$83.35

Pay Requests

FLAC will process pay without a separate pay request for the following items:

- Assignments from approved WAFs
- TCHG assignments listed in Banner
- Pay requests from SPFs with "no pay request needed" selected.

All other pay requests must be submitted by the division on a pay request form submitted to D2L.

All pay cycles have a corresponding division submission due date based on the CCCS Pay Cycles. Both biweekly pay (BW) and monthly pay (MN) have corresponding deadlines for submitting pay requests. It is the division's responsibility to submit pay requests by the deadline for the given pay cycle. FLAC will process all late pay requests with the following pay cycle. **All pay requests for the semester must be submitted by the deadline for the final pay cycle of the semester.**

Take Pays

Take pays are required whenever an employee misses hours they are contracted to work. Take pays are only required for instructors and faculty overload assignments. Take pays are not applied to load contracts for faculty. Take pays must be submitted on pay requests by the appropriate pay cycle deadline.

For example, an instructor is contracted to teach a class on Tuesday from 3 pm to 5 pm. If that instructor misses class, they will need a substitute. The substitute will be paid for the two hours of teaching they covered. The original instructor must have a take pay for the exact amount the substitute was paid. If the division submits the substitute contract and the take pay by the pay cycle deadline, the substitute will be paid, and the original instructor will have their pay deducted, according to the pay request.

See “Leave, Substitute Pay, and Take Pay Deadlines” section for more information.

Stop Pays

Stop pays are reserved for when an instructor is unable to complete the work on their assigned contracts and their pay on that contract must stop. The division must notify FLAC at flacteam@pikespeak.edu and HR as soon as they are aware of the need for a stop pay.

To process a stop pay, FLAC calculates the percentage of the total work completed by the original instructor to adjust the original contract before building new contracts to pay the new instructor the remainder of the original contract. See “FMLA/SUBSTITUTE PAY/ SICK LEAVE” section for more information.

Chop Pays

Chop Pays are reserved for extenuating circumstances and the amount requested must meet the required HRS/Payroll percentage of pay. The division must notify FLAC via email to flacteam@pikespeak.edu to initiate the process. VPI and VPHR approval is required.

FY 25-26 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)	\$79.28	\$83.35	\$87.15	\$83.35
ADEN	Additional Enrollment	\$79.28	\$83.35	\$87.15	\$83.35
ADVS	Advising (Non-Student Club)	\$35.00	\$35.00	\$35.00	\$35.00
AVPC	AVP (Career Start)	\$79.28	\$83.35	\$87.15	\$83.35
CEDU	Continuing Ed/Workforce Dev	\$35.00	\$35.00	\$35.00	\$35.00
CLNC	Clinical	\$79.28	\$83.35	\$87.15	\$83.35
COAH	Coaching (Athletic)	\$50.00	\$50.00	\$50.00	\$50.00
COM M	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	\$79.28	\$83.35	\$87.15	\$83.35
DIR	CETL Dir & Coord	\$50.00	\$50.00	\$50.00	\$50.00
FACD	Fire Science Academy	\$79.28	\$83.35	\$87.15	\$83.35
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
LABI	Lab Instruction	\$35.00	\$35.00	\$35.00	\$35.00
LCOM	Learning Community	\$79.28	\$83.35	\$87.15	\$83.35
LEAD	Lead Instructor	\$35.00	\$35.00	\$35.00	\$35.00
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	\$79.28	\$83.35	\$87.15	\$83.35
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	\$79.28	\$83.35	\$87.15	\$83.35
PDVP	Professional Development (NFIO)	\$35.00	\$35.00	\$35.00	\$35.00
PRCT	Practicum	\$79.28	\$83.35	\$87.15	\$83.35
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	\$79.28	\$83.35	\$87.15	\$83.35
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	\$79.28	\$83.35	\$87.15	\$83.35
SVCL	Service Learning - Non-Teaching	\$200.00/\$400 Varies	\$200.00/\$400 Varies	\$200.00/\$400 Varies	\$200.00/\$400 Varies
TCHG	Teaching - Other	\$79.28	\$83.35	\$87.15	\$83.35
TUTR	MAT SAI Tutoring Program Only	\$79.28	\$79.28	\$79.28	\$79.28
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.

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 • Student Club Advisors (non PTK and PBL) • Test Proctor • Tutor • Workshops
\$50.00	<ul style="list-style-type: none"> • CETL Directors, Coordinators and Champions • Coaching (Assessment/Athletic) • (removed) Faculty Senate Officers • HIPs (Higher Impact Educational Practices) • Mental Health/First Aid Instruction • Music Juries • Student Club Advisors (PTK and PBL only)
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)

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.**

- **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.**

Note: Health Sciences Special Project Requests must also be approved by the Director of Nursing Education Practices (DNEP).

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 Vice President of Administrative Services (VPAS) or designee signature. 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.

SPF Requirements

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

An SPF is **not required** for load/overload when the assignment is:

- A teaching assignment
- Clearly defined in the FLAC Guidelines
- 45 hours or less
- Requesting the pay rate published in the FLAC Guidelines
- Department Chair
- New Faculty Academy
- A permanent position that is fully funded by the Perkins Grant

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.

FACULTY SENATE

- Officer work is included as either regular load (release hours) or as overload in accordance with load sequencing.
- Release hours for senate officers that are part of regular load are included in the faculty salary. In light of a President, VPIS and Faculty Senators negotiation in January 2025, overload hours will be paid at the faculty rate starting in fall 2025.
- Senate president is allowed 6 credit hours of release or overload per semester in fall and spring and 3 hours of overload during the summer semester.
- Senate vice president and secretary are allowed 3 hours of release or overload for fall and spring semester and no overload during the summer semester (Senate President may opt to split or donate their release hours with other officers).

Senate Officer Home Division Role

- Senator's home division submits a workload approval form (WAF) and selects Faculty Senate (FACS) for the assignment type.
- Officers' duties are a non-instructional assignment which also requires a Special Project Request (SPF) form to be submitted.
 - Exec Dean identifies the contact hours.
 - If the assignment is part of load, use Faculty member discipline home ORG and enter \$0.00 in Hourly Pay.
 - If the assignment is overload, use Faculty Senate Organizational Code (ORG)114502 and enter the \$ amount for Faculty Tier rate in Hourly Pay.
 - Any pay deviation from the established Faculty tier rate must be approved/signed by VPIS prior to the assignment start date.
- Faculty's home division is responsible for tracking Officer's release and submitting the SPF assignment for pay. Instructional Support/FLAC cannot pay faculty for an assignment they are unaware of and/or missing all required documentation for processing.

HIGH SCHOOL PROGRAMS (HSP)

Career Start

Career Start (CS) instructor and faculty course compensation is funded through the instructional division. The instructional division is responsible for submitting all sub pays. Compensation will be based on contact time with students, rather than course assignments or semester terms, such as bi-semester terms.

Faculty will submit a Workload Approval Form (WAF) no later than the Wednesday prior to the start of the semester during Professional Development Week (PDW).

Instructors will submit the Career Start Instructor Assignment Form no later than the Wednesday prior to the start of the semester during Professional Development Week (PDW).

Career Start courses will use 7XX section numbers and AVP parts of term. Career Start courses within the TPS division will use PPSC section numbers and parts of term.

Instructor Compensation

Each instructor will be compensated for 225 contact hours (equivalent to 15 credit hours) regardless of the courses and modalities they teach, provided they teach Career Start five days per week (9:00 – 11:40 am).

This allocation is based simply on the contact time with the students.

- a. 4 days – 180 contact hours (equivalent to 12 credit hours)
- b. 3 days – 135 contact hours (equivalent to 9 credit hours)
- c. 2 days – 90 contact hours (equivalent to 6 credit hours)
- d. 1 day – 45 contact hours (equivalent to 3 credit hours)

Career Start contact time per semester equals 222 hours. This does not include activities such as parent-teacher night, which is an example of an event that could be used to fulfill the remaining 3 hours to reach a total of 225 hours. High School programs will submit a Pay Request for additional pay for any Career Start meetings.

Faculty Compensation

Faculty who teach Career Start will be allocated up to 225 contact hours per semester (equivalent to 15 credit hours), regardless of the Career Start courses and modalities they teach, provided they teach Career Start five days a week.

Load allocation is based simply on the contact time with the students.

- a. 4 days – 180 contact hours (equivalent to 12 credit hours)
- b. 3 days – 135 contact hours (equivalent to 9 credit hours)
- c. 2 days – 90 contact hours (equivalent to 6 credit hours)
- d. 1 day – 45 contact hours (equivalent to 3 credit hours)

If a faculty member has a load of 270 contact hours (18 credits), they are still compensated for only 225 contact hours (15 credits), provided they teach five days a week in Career Start.

Faculty are not compensated for Career Start meetings or parent-teacher meetings, as faculty work 40 hours per week as part of EP 185 Faculty Workload.

Faculty who teach Career Start will follow the same faculty workload considerations (EP 185) as non-Career Start faculty, which include extra duty days, advising, and office hours.

Campus Pathways

Classes held at area high schools use 7xx section numbers and HSP parts of term. 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 providing a qualified instructor to teach a Campus Pathways class, HSP will complete the Bi-Weekly Pay Request and upload it to MyCourses drop box. If PPSC is paying for a Campus Pathways course taught by faculty, the faculty member's academic division will request pay via 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 taught by school district faculty who are compensated by their school district as part of their teaching load. If this is the case, FLAC does not process a teaching contract. If the same instructor is teaching a PPSC class on a PPSC campus, then the course should count toward that instructor's load and a teaching contract should be processed.

PAY FORMULAS

NOTE: Faculty Load and Compensation (FLAC) pay all contracts based on the contact hours and course schedule types as written in the 2025-2026 Pikes Peak State College (PPSC) Catalog and the guidelines set forth in this document. Contracts may not exceed published catalog contact hours with the exception of Career Start. Any deviation from this document requires approval from the Vice President of Instructional Services (VPIS).

Linked, Cross-List and Stacked 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.

SPECIAL COURSE CIRCUMSTANCES

Linked Courses

Linked courses are defined as courses where students are required to register for all linked courses at the same time. Each unique CRN is contracted individually for linked courses. However, students must register for both CRNs simultaneously. Divisions must indicate course linkages on the Division Schedule Review document or submitted via a “Class Change Request”.

Cross-List Courses

Cross-list courses are defined as more than one different course taught during the same time block by the same instructor in the same room. Compensation for cross-list courses is equal to 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.

Stacked and Double Lecture Courses

Stacked courses are defined as more than one section of the same course taught during the same time block by the same instructor in the same room. Compensation for the main course is contracted at the appropriate tiered rate or can be part of a regular faculty load. The other stacked courses will be contracted at 0.00 contact hours to indicate the stack.

Double Lectures in all science courses (regardless of discipline) and Nursing (NUR) are eligible for additional enrollment (ADEN) pay. If a double lecture includes lab sections, those lab sections are contracted separately and are not eligible for ADEN pay. Colorado Online courses

are not eligible for ADEN pay. Please refer to the section on 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 contract hours). The max enrollment for each CRN's lecture is 25 students and the combined lecture enrollment is 50 students.

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 PAY (ADEN)

Compensation for all stacked science courses in the SEM Division (regardless of discipline) and Nursing (NUR) 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:

Cours e	Max Enroll ment	Actual Enroll ment	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 RAT E	\$3090.05

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

$$60 \times \$80.47 = \$4828.20 / 25 = \$193.128 \times 16 = \$3090.048 \text{ ADEN}$$

Breakdown of calculation:

- Contact hours for lecture: 60
- Instructional tiered pay rate: \$80.47 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 = $60 \times \$80.47$. Total pay for class = \$4828.20

Calculate the per student rate:

Per student rate = Total pay for class / Defined maximum enrollment. Per student rate = $\$4828.20 / 25$. Per student rate = \$193.128

Calculate the total additional pay:

- Total additional pay = Per student rate
- Additional enrollments that will receive pay
- Total additional pay = $\$193.128 \times 16$
- Total additional pay = \$3090.048

ADEN calculation:

- Total pay for the class with 60 contact hours at \$80.47 per hour is \$4828.20.
- The per student rate, based on a defined maximum enrollment of 25, is \$193.128.
- With 16 additional enrollments receiving pay, the total additional pay amounts to \$3090.048.

Total additional pay calculated is approximately \$3090.05.

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.

Employees classified as Faculty, Administrative, Professional-Technical, or Classified are not eligible, even when the course is being taught as an overload or during a break between contracts, such as summer terms.

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) \$80.47 hourly tiered rate = \$543.17 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

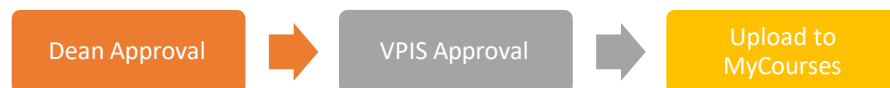
The PPSC department chair compensation is calculated annually by each executive dean and/or associate dean. The Department Chair compensation model provides executive deans with an annual budget based on division needs. Deans are tasked with determining compensation for each chair which may be based on department variables, including instructor Full Time Effort (FTE), provided by the Institutional Effectiveness (IE) department. Deans must submit their methodology for determining compensation to the FLAC office for auditing purposes.

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.

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. This is not applicable for exempt student ratio accreditation required courses.

The Vice President for Instructional Services may make exceptions to the required enrollment of 15 students in extenuating circumstances. A request for an exception to run a low enrolled class must be received and approved by the VPIS no later than 1 week prior to the start of class.

Courses that are approved to run at enrollment less than 15 (i.e. ESL courses) are considered low enrolled if less than 75% of approved enrollment is met (i.e. Approved enrollment 12 students /less than 9 students enrolled).

Approval by the VPIS is required if less than 75% of approved enrollment is met. A request for an exception to run a low enrolled class must be received and approved by the VPIS no later than 1 week prior to the start of class.

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.

Detailed justification or reason is required. Additional information may be required.

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.

Learning Communities

Learning Communities are 2 linked courses taught by 2 faculty members teaching courses in the discipline for which they have been hired to teach. The integrated content of the courses is proposed, outlined, and approved/added to the class schedule in 3 phases.

Phase 1: The Learning Community Proposal

- Faculty are not monetarily compensated for this phase of the process.

Phase 2: The Learning Community Outline

- Faculty are each compensated at the approved rate for this phase of the process
Appendix C: Approved FLAC Pay Matrix

Phase 3: Addition of the Learning Community to the Course Schedule

- If approved in Phase 2, the Learning Community may be offered as linked courses in a subsequent semester.
- Faculty will be compensated at an additional 1.5 regular credit/contact hour compensation for teaching a learning community. Both assigned faculty members must be present for instruction in both classes.
- If linked Learning Community courses are separated (both faculty are not present for instruction in both classes) faculty will be compensated at per regular credit/contact hour guidelines, not at 1.5 compensation.

Repeating the Learning Community

- Faculty will be compensated as shown in Phase 3 above, for teaching a learning community each time the linked courses are offered for enrollment and ‘run’ during the designated semester.

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.

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 executive dean 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 Associate Vice President for Instructional Services [or proxy] and the employee's executive dean or direct supervisor, 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 form is provided by HRS and must be signed and approved by the Associate Vice President for Instructional Services [or proxy] and their executive dean or direct supervisor. The completed form is returned to HRS where the information is added to the electronic timesheet system.

CCCS Memorandum OF UNDERSTANDING (MOU)

Compensation for required mandatory trainings under the CCCS MOU will be submitted by HRS via email to FLACTeam@pikespeak.edu. The following information is required for the purpose of processing payments :

- S#
- Last Name, First Name
- Assignment Title
- Start Date
- End Date
- Contact Hours
- Pay Rate
- Funding ORG Code
- Total Pay

SUPPLEMENTAL ACADEMIC INSTRUCTION IN MATH

Note: This is not applicable for the Supplemental Academic Instruction (SAI) schedule type.

Faculty and Instructors with prior experience teaching developmental math may be eligible for an opportunity to provide support to students requiring supplemental academic instruction in the Learning Commons at CC and RR. The process for payment is as follows:

Faculty Compensation

Release

- Faculty may receive 1–3 credit hours of release time per semester.
- The division will enter the release on the Workload Approval Form using the TUTOR Assignment Type Code.

Overload Assignment

- Pay Rate: \$79.28 for 1-3 credit hours per semester.
- The division submits a Special Project Request Form using TUTOR Assignment Type Code.
 - Select: “Pay throughout assignment period. No further Pay Request spreadsheet required.”

Open Entry Math Course Pilot

This course will be offered to one full-time faculty member.

- 3 credit hours of release time entered on the Workload Approval Form using the TUTOR Assignment Type Code.
- If overload, follow the Overload Assignment instructions above.

Instructor Compensation

- Pay rate: \$79.28 for 1–3 credit hours per semester.
- The division submits a BW Pay Request.
- Please use the TUTOR Assignment Type Code on the spreadsheet.

LEAVE, SUBSTITUTE PAY, AND TAKE PAY DEADLINES

FMLA

In accordance with the Family and Medical Leave Act (FMLA) and Board Policy 3-60b, faculty and instructors shall use sick leave for FMLA before being eligible for unpaid leave. The division and/or employee is responsible for contacting HRS for eligibility requirements and FMLA guidelines.

FAMLI

In accordance with the Colorado Family and Medical Leave Insurance (FAMLI) program and Board Policy 3-60b, faculty and instructors may elect to not use sick leave to supplement missed time when receiving benefits through the FAMLI program. The division and/or employee is responsible for contacting HRS for eligibility requirements and FAMILY guidelines.

Paid leave and FAMILY leave, where applicable, used by the employee will run concurrently with FMLA leave.

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.

Take Pay Deadlines

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. Take Pays are due **two payroll cycles** before the end of the term for instructors (if the last cycle is BW53, then Take Pays are due BW52). If a take pay is required after the deadline, please submit the take pay to FLAC as soon as you are aware of the instructor's absence. You can then process the substitute pay separately.

In the Event of Insufficient Funds: If an instructor is not contracted to return and no funds are available to cover their Take Pay, the instructor may be required to reimburse the school for the amount owed. In rare cases, if the debt remains unpaid, the matter may be referred to 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.

Take Pay Formula

45 total hours divided by 30 class periods = 1.5 hours per 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

Per Board Policy 3-60b, sick leave is for the purpose of providing protection of income to employees for absence from duty that is required for recovery from health issues; due to injury to the employee; or other mental or physical health related reasons, including diagnostic and preventative examinations, treatment, and recovery.

- 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 [reasons supported in Board Policy 3-60b](#). 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.
 - **Note:** You **do not** need to request a deduction if sick leave was submitted.
- Associate Deans/Executive 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

Errors in Pay for Faculty and Instructors

Errors in pay may occur for faculty or instructors; faculty and instructors should monitor and check the FLAC portal. It is the responsibility of faculty or instructors to notify their division administration 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.

For information about your division's current FLAC/instructional support representative, please contact FLACteam@pikespeak.edu.

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.

FOAP Approver (Position at the Level of the Associate Dean)	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.	Contracts are submitted by FLAC for review and approval by the division 14 days prior to pay day for each pay cycle. FOAP approvers are required to approve all contracts within 4 days of contract submission.
Load Approver (Position at the Level of the Executive Dean)	The person delegated to approve the workload of the Faculty or Instructor, usually the Executive Dean or the 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	Contracts are submitted by FLAC for review and approval by the division 14 days prior to pay day for each pay cycle. Load approvers are required to approve all contracts within 4 days of contract submission.

An individual **cannot** be listed as the FOAP and Load Approver for the same contract.

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 at all times. Proxies assigned as both FOAP and LOAD, or multiple proxies assigned to one Organization Code (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.

FOAP and Load Approvers are responsible for ensuring that a proxy is always established to ensure contracts can be approved at any point during the semester. Proxies are not time-bound and can be established for entire semesters if necessary. Proxies must be at the same level in the organization or higher than the position listed under FOAP and Load Approver.

Failure to set up a proxy will result in pay delays for the approver's instructors and faculty and may cause other payroll issues. FLAC cannot always predict when contract approvals may be necessary, as unpredictable issues with FLAC, payroll, HR, or the Central Office may require approvals outside of the typical approval windows.

Approvers should expect to approve contracts (or have a proxy do so) during all semesters and during the May and August intersession periods.

HEALTH SCIENCES

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

- ADN Program Support Specialist
- NUA/ BSN / PN Program Support Specialist
- 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.

Contract Approvers

- Fund, Organization, Account, Program (FOAP) – Associate Dean of Allied Health and Director of Nursing
- LOAD – Executive Dean of Health Sciences

Accreditation Links

[Code of Colorado Regulations \(state.us\)](https://www.state.us)

<https://www.acenursing.org/>

<https://www.aacnnursing.org/CCNE>

<https://dpo.colorado.gov/Nursing>

<https://arcstsa.org/>

<https://www.caahep.org/>

<https://myhspa.org/>

[Commission on Dental Accreditation \(CODA\).](#)

[2024-capte-pta-standards-required-elements.pdf](#)

Health Sciences Pay Matrix

Assignment Description	Required Fill	Credit Hours	Contact Hours	Pay Rate	Source Document	Banner NIST Code
Simulation D2L Training - Professional Development	N/A	N/A	N/A	\$35.00	Pay Request Form – Excel Spreadsheet	PDVP
Simulation Management, Assessment, and Development	N/A	N/A	N/A	Tier Rate	Workload Approval Form	ACRT
Simulation SIM Scenario Development & Review	N/A	N/A	N/A	\$35.00	Workload Approval Form	CURD
Dental Center Instructional Clinical Support	N/A	N/A	N/A	Tier Rate	Workload Approval Form	ACRT
Clinical Coordinator - Allied Health	N/A	N/A	N/A	Tier Rate	Workload Approval Form	CORD
Department Chair (Option 1: Full Stipend applied towards Overload)	N/A	N/A	N/A	Stipend per Division Calculation	Pay Request Form – Excel Spreadsheet	DCHR
Department Chair (Option 2: Release Time applied towards Load +	N/A	N/A	N/A	Base Pay	Workload Approval Form and Pay	DCHR

Stipend applied towards Overload)					Request Form – Excel Spreadsheet	
Department/Division Meeting	N/A	N/A	N/A	\$35.00	Pay Request Form – Excel Spreadsheet	MEET
New Faculty Academy	N/A	N/A	N/A	Tier Rate	Workload Approval Form	PDVP
New Instructor Orientation	N/A	N/A	N/A	\$35.00	Pay Request Form – Excel Spreadsheet	PDVP
Training/Site Orientation/Professional Development	N/A	N/A	N/A	\$35.00	Pay Request Form – Excel Spreadsheet	PDVP
Stipends	N/A	N/A	N/A	Varies	HR email to Division; Pay Request Excel Spreadsheet	PDVP

Mandatory Training	N/A	N/A	N/A	\$35.00	HR email to Division; Pay Request Excel Spreadsheet	PDVP
Testing Procter	N/A	N/A	N/A	No Additional Compensation	Exam Soft	
Tutoring	N/A	N/A	N/A	\$35.00	Pay Request Form – Excel Spreadsheet	TUTR
Dental Hygiene						
Clinicals – Instructor Only	N/A	N/A	Varies	Tier Rate paid per contact hour	Paid at start of Part of Term based on assignment. No additional submission required.	CLNC
Clinicals – Faculty	N/A	N/A	Varies	Tier Rate paid per contact hour	Workload Approval Form	CLNC

Nursing Assistant						
Nursing Assistant (NUA) High School Programs	1 FT Faculty	6 credits	90 hours	Tier Rate	Workload Approval Form	CORD
Nursing Assistant (NUA) Programs Coordination and State Board of Nursing Liaison	1.5 FT Faculty	13.5 credits	202.5 hours	Tier Rate	Workload Approval Form	CORD
Clinical Prep - Instructor Only (No Extra Pay. Part of Faculty Assignment)	N/A	N/A	Up to 20 hours	\$35.00	Electronic Timecard	
Clinicals - Instructor Only	N/A	N/A		Tier Rate	Electronic Timecard	
Clinicals - Faculty	N/A	N/A	Varies	Tier Rate paid per contact hour	Workload Approval Form	CLNC
ADN and PN Nursing						
ADN Nursing (NUR) Program Coordination/Support	1 FT Faculty	9 credits	135 hours	Tier Rate	Workload Approval Form	CORD
PN Nursing Program Coordination/Support	1 FT Faculty	9 credits	135 hours	Tier Rate	Workload Approval Form	CORD
Additional Enrollment for Double	N/A	N/A	Varies	Paid per Student	ADEN Request Form	ADEN

Lecture/Cross list NUR Course						
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)	N/A	N/A	15 hours/se ction	Tier Rate	Workload Approval Form	ARCT
ADN Lab Lead for NUR 1009 ONLY (if Overload)	N/A	N/A	15 hours/se ction	\$35.00	Pay Request Excel Spreadshe et	LEAD
Internship	N/A	N/A	N/A	Paid per Student	Workload Approval Form	TCHG
Clinical Prep - Instructor Only (No Extra Pay. Part of Faculty Assignment)	N/A	N/A	N/A	\$35.00	Electronic Timecard	
Clinicals and Practicums- Instructor Only	N/A	N/A	N/A	Tier Rate	Electronic Timecard	
Clinicals and Practicums - Faculty	N/A	N/A	Varies	Tier Rate paid per contact hour	Workload Approval Form	CLNC/ PRCT
Nursing Lead/Leadership	N/A	N/A	N/A	No Additional		

				Compensation		
Open Lab	N/A	N/A	Varies	\$35.00	Pay Request Excel Spreadsheet	OLAB
Open Lab <i>**proposal submitted for VPIS approval**</i>	N/A	Up to 3 credits	Up to 45 hours	Base Pay	Workload Approval Form	OLAB
Clinical Lead	N/A	N/A	20 hours	\$35.00	Pay Request Excel Spreadsheet	LEAD
RN to BSN Nursing						
CCNE Data Collection and Reporting - Instructor Only BSN LEAD (No Extra Pay. Part of Faculty Assignment)	N/A	N/A	10 hours per CRN	\$35.00	Pay Request Excel Spreadsheet	LEAD
Clinical Lead	N/A	N/A	20 hours	\$35.00	Pay Request Excel Spreadsheet	LEAD
Dual Enrollment/RN to BSN Coordinator	1 FT Faculty	9 credits	135 hours	Tier Rate	Workload Approval Form	CORD

Clinicals and Practicums - Faculty	N/A	N/A	Varies	Tier Rate paid per contact hour	Workload Approval Form	CLNC/ PRCT

The Health Sciences Division does not use the Contact Hours Timetable. All programs within the Health Sciences Division must operate using **Standard Clock Hours** to ensure compliance with accreditation and regulatory requirements.

Health Sciences may use cross listed identifiers for stacked courses to ensure compliance with accreditation requirements and contracting accuracy. HS Stacked Classes that use cross-list codes should have their enrollment controlled at the CRN level, and combined total within the cross-list SSAXLST screen.

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 Load and Compensation (FLAC) pays all contracts based on the contact hours and course schedule type as outlined in the 2025-2026 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.

Health Sciences Disciplines and ORG Codes

Title	Description	ORG	Title	Description	ORG
DEA	Dental Assisting	111280	NUR (ADN/PN)	Nursing: 1000 & 2000 level courses	111705
DEH	Dental Hygiene	111285	NUR (BSN)	Nursing: 3000 & 4000 level courses	111706
EMS	Emergency Medical Services	111370	NUR (PN)	Practical Nurse: 1000 level courses	112432
HPR	Health Professionals (CPR)	111530	PHT	Pharmacy Technician -- <i>Teachout</i>	111760

MAP	Medical Assistant Professional	111627	PTA	Physical Therapy Assistant	111800
MOT	Medical Office Technology	111665	RTE	Radiology Technician	111835
NUA	Nursing Assistant	111700	SPI	Sterile Processing Instrumentation	111871
STE	Surgical Technology	111880			

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

DEPARTMENT CHAIR CALCULATIONS

Overview

Department Chairs and Co-Chairs receive compensation based on their assigned FTE (Full-Time Equivalent) percentages. This compensation is designed to reflect the time commitment and responsibilities associated with the role. Chairs may allocate their credit hour equivalent across academic terms, as appropriate to the department's workload.

Compensation Structure

Chair compensation includes the following components:

Step	Formula / Description	Example
1. Calculate Total Base Stipends	Total Base Stipends = Number of Chairs × \$10,000	8 Chairs × \$10,000 = \$80,000
2. Calculate Remaining Bonus Pool	Remaining Bonus Pool = Total Budget - Total Base Stipends	\$255,000 - \$80,000 = \$175,000
Note: Base Stipend Budget subject to change annually per VPIS direction.		
3. Apply 70/30 Split to Bonus Pool	Split the Remaining Bonus Pool:	
	Even Share Total = $0.70 \times \text{Remaining Bonus Pool}$	$0.70 \times \$175,000 = \$122,500$
	FTE Share Total = $0.30 \times \text{Remaining Bonus Pool}$	$0.30 \times \$175,000 = \$52,500$
4. Calculate Each Chair's Bonus	For each chair:	

	Even Share = Even Share Total ÷ Number of Chairs	\$122,500 ÷ 8 = \$15,312.50
	FTE Share = (Chair's FTE ÷ Total FTE) × FTE Share Total	(Varies by chair)
5. Total Chair Compensation	Total = Base Stipend + Even Share + FTE Share	(Varies by chair)

Component Definitions

- **Base Stipend:** Standard amount for chair responsibilities.
- **Even Share:** Equal distribution of 70% of the bonus pool, if applicable.
- **FTE Share:** Portion based on assigned FTE percentage.
- **Total Bonus:** Combined Even Share and FTE Share; based on program-specific needs or other factors.
- **Total Chair Compensation:** Base Stipend + Total Bonus.
- **Credit Hour Equivalent:** Converts total compensation to instructional hour value for internal tracking.
 - 1 credit hour = 15 contact hours = \$1200.00

Example

Chair	Program Group	FTE Share %	Assigned FTE	Base Stipend	Even Share	FTE Share	Total Bonus	Total Chair Compensation	Credit Hour Equivalent
Sample Chair	Sample Program	.13	71.57	\$15,000.00	\$14,500.00	\$5,798.65	\$20,298.65	\$32,398.65	29.42

Allocation and Payment

Faculty may elect to have their Department Chair compensation distributed as:

- **Full Stipend:** Paid according to standard overload procedures via Pay Request Form.
- **Full Release Time:** Subject to institutional scheduling availability.
- **Combination of Release Time + Stipend:** Any remaining stipend is paid across 3 semesters (Summer semester split per fiscal year needs).

DISCIPLINE SPECIFIC INFORMATION

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).

CPR Open Learning Hybrid Course Information

- **Lecture Course Ratio:** Student ratio shall be no more than **10:1**.

The courses are cross-listed but **do not** meet at the same time. However, they share the same day, location, and instructor for the in-person component. Compensation is provided as one contract for the cross-listed group.

Note: See CPR Course Exception on page 17 & 18.

Example of a Class:

Course Description	Max Enrollment	Actual Enrollment	Cross-list Group Enrollment	Cross-list Group Identifier	Main/Con	Contact Hours	Pay Rate	Total Pay
HPR 1011-1HA	10	9	20	A1	Main	7.5	\$76.60	\$574.50
HPR 1011-1HB	10	6	20	A1	Con	0	\$76.60	\$0.00

Required SSATEX Note for CPR Courses:

HPR 1011 This is a two-day hybrid course; Day One Online, Day Two In-Person. STUDENTS WILL PURCHASE THE HEARTCODE BLS ONLINE COURSE OUT-OF-POCKET (\$37.00) through the AHA eLearning website (<https://shopcpr.heart.org/heartcode-bls>) prior to their skills day. You must complete the entire course and take the survey prior to receiving your course completion certificate and be eligible for your 3-hour skills day session.

HPR 1013 This is a two-day hybrid course; Day One Online, Day Two In-Person. STUDENTS WILL PURCHASE THE HEARTSAVER TOTAL – HEARTSAVER FIRST AID CPR AED ONLINE COURSE OUT-OF-POCKET (\$21.00) through the AHA eLearning website (<https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-online>) prior to their skills day. You must complete the entire course and take the survey prior to receiving your course completion certificate and be eligible for your 3-hour skills day session.

DEH Course Lab and Clinical Information

Lecture Course (30:1)		Combined Lecture and Lab Course (30:1)	Clinical Course (5:1)	Combined Lecture (30:1) and Clinical Course (5:1)
One CRN per Course		Must build three CRNs, cross-list to meet Lecture (30:1) and Lab (10:1) ratio requirements.	One CRN Per Course.	Must build six CRNs, cross-listed to meet Lecture (30:1) and Clinical (5:1) ratio requirements.
DEH 1001	DEH 2004	DEH 1026	DEH 1002	DEH 1004

DEH 1003	DEH 2013		DEH 1070	DEH 1035
DEH 1005	DEH 2021		DEH 1071	DEH 1050
DEH 1011	DEH 2025		DEH 2070	
DEH 1022	DEH 2042		DEH 2071	
DEH 1023	DEH 2068			
DEH 1032	DEH 2082			
DEH 1053	DEH 2085			

- DEH Clinicals are **paid per contact hour** as published in the course catalog and do not fall under the traditional “per student” category.

EMS Cohort Information

The courses are linked together using *EM#* section numbers. Students must register for both simultaneously. Instructors are assigned to a section within the cohort and receive full pay for each CRN. An instructor signature is required for all EMS courses.

- EMS Clinicals are **paid per student**.

EMS 1071	EMS 1132
EMS 1125	EMS 1133
EMS 1029	EMS 1135

NUR/NUA Lab and Clinical Information

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

PT Instructors assigned to ADN Clinical courses should be assigned 0.00% responsibility during schedule extraction review, Class Build/Change, or Instructor Assignment Forms. 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 automatically be contracted for the full hours assigned during the initial contracting period based on the course’s start date of the term. They will be paid according to the pay schedule for the semester. No additional Pay Request is required.

Associate Degree in Nursing (ADN)

Lecture Course (NA)	Combined Lecture and Lab Course (10:1)	Combined Lecture, Lab (10:1, and Clinical Course (10:1)	Combined Lecture and Clinical Course (10:1)
One CRN per Course	Must build multiple cross-listed sections to meet Lecture and Lab (10:1) ratio requirements.	Must build multiple cross-listed sections to meet Lecture, Lab (10:1) and Clinical (10:1) ratio requirements.	Must build multiple cross-listed sections to meet Lecture and Clinical (10:1) ratio requirements.
NUR 1012	NUR 1068	NUR 1006	NUR 1069
NUR 2012	NUR 2001	NUR 1009	NUR 2011
		NUR 1050	NUR 2016
		NUR 1089	NUR 2030
		NUR 2002	
		NUR 2006	

Bachelor of Science in Nursing (BSN)

Lecture Course (NA)		Combined Lecture (NA) and Practicum Course (10:1)	
One CRN Per Course		One CRN per Course	
NUR 3001	NUR 3006	NUR 4009	NUR 4010
NUR 3002	NUR 3007		
NUR 3003	NUR 4008		
NUR 3004	NUR 4011		
NUR 3005			

- BSN Courses are Online- only.
- Practicums are **paid per contact hour**.

Nursing Unit Assistant (NUA)

Combined Lecture and Lab Course (7:1)	Clinical Course (10:1)
Cross-listed courses have 1 instructor assigned to Lecture and Lab (7:1) ratio requirements.	One CRN Per Course
NUA 1001	NUA 1070
	NUA 1071

Practical Nurse (PN)

Lecture Course (10:1)		Combined Lecture and Lab Course (10:1)		Clinical Course (10:1)
One CRN Per Course		One CRN Per Course		One CRN Per Course
NUR 1001		NUR 1002		NUR 1070
NUR 1004		NUR 1003		NUR 1071
NUR 1010		NUR 1005		NUR 1072
NUR 1011				NUR 1073
NUR 1013				
NUR 1014				
NUR 1016				

PTA Course Lab and Clinical Information

Combined Lecture and Lab Course (11:1)	Lecture Course (NA)	Lab Course (11:1)	Internship (per student)
One CRN per Course with a cap of 22. Two instructors assigned to meet both Lecture and Lab (11:1) ratio requirements.	One CRN per Course with a cap of 22. One instructor assigned.	One CRN per Course with a cap of 22. Two instructors assigned to meet Lab (11:1) ratio requirements.	One CRN Per Course. One instructor assigned.
PTA 1010	PTA 1015	PTA 1011	PTA 2080
PTA 1018	PTA 1024	PTA 1021	PTA 2081
PTA 1020	PTA 1031	PTA 2041	PTA 2082
PTA 1034	PTA 1041		
PTA 1040	PTA 2005		
PTA 2030	PTA 2051		
PTA 2040	PTA 2078		

- Courses with a Lab component must have two instructors assigned and each will receive full pay.

SPI Course Lab and Internship Information

Combined Lecture and Lab Course (15:1)	Lecture Course (15:1)	Internship (per student)
One CRN per Course. Must build two CRNs, and assign individual instructors to meet both Lecture and Lab (15:1) ratio requirements.	One CRN Per Course. No cap requirement but build as (15:1) for ease of accreditation.	One CRN Per Course.
SPI 1000	SPI 2079	SPI 1071
SPI 1001		

- SPI Course are linked together, and students must be registered simultaneously. An instructor signature is required for all SPI courses. Max Cap for SPI is 15.

STE Course Lab and Internship Information

Combined Lecture and Lab Course (10:1)	Lecture Course (10:1)	Internship (per student)
One CRN per Course. Must build two CRNs, and assign individual instructors to meet Lecture and Lab (10:1) ratio requirements.	One CRN Per Course. No cap requirement but build as (10:1) for ease of accreditation.	One CRN Per Course.
STE 1000	STE 2068	STE 1081
STE 1001		STE 1082
STE 1005		STE 1083
STE 1010		
STE 1015		
STE 1020		

- **STE Course Exception:** LLB Lecture/Lab Combination courses require two CRNs, each with a 10-student cap per CRN (20 per cohort). The courses are cross-listed, held at the same time and location, with sections linked together. Students must register for both simultaneously. An instructor signature is required for all STE courses.
- Instructors are assigned to a section within the cohort and receive full pay for each CRN.

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) Carnegie Hours are defined as 50 minutes of instruction per hour, typically used in academic credit hour calculations.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) CS: Career Start (CS) provides high school students the opportunity to earn college credit.
 - 10) 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.
 - 11) MyCourses: is the course shell used to upload pay request forms to FLAC Team for contracting purposes. Documents are timestamped and stored for reference.
 - 12) 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.
 - 13) 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.
 - 14) FTE – Full-Time Effort (FT) A teaching assignment which requires 100% of the individual's normal and expected working time and effort.
 - 15) FOAP: Fund | Organization Code | Account | Program
 - 16) FOAP Approver: The funding organization code's owner. The Office Manager, usually an Associate Dean, responsible for approving contracts charged to the organization code.
 - 17) HIPs: High Impact Practices (HIPs) are effective teaching strategies based on research.
 - 18) 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.
 - 19) 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.
 - 20) 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.
 - 21) 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.
 - 22) INST: An instructional assignment, as referenced in this manual, is a non-sub assignment to a specific class CRN.
 - 23) 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.

- 24) 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.
- 25) 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.
- 26) 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.
- 27) 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.
- 28) 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.
- 29) Percent of Responsibility: The amount of the course that the instructor is responsible for teaching.
- 30) Percent of Session: For pay purposes, the percent of the course session assigned to an instructor.
- 31) 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.
- 32) PAF/PRF = Pay Request Form, the official source document used in FLAC for BW/MN contracts. An excel spreadsheet available on SharePoint and D2L
- 33) 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.
- 34) 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.
- 35) 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.

- 36) Standard Clock Hours consist of a full 60 minutes, with up to a 10-minute break allowed per hour, and is used for programs governed by clock-hour accreditation or licensure standards.
- 37) 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.
- 38) 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.












2025-2026 FLAC Compensation Handbook

Final Audit Report

2025-08-06

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