



FACULTY LOAD AND COMPENSATION (FLAC) HANDBOOK

Effective Terms: Fall 2026, Spring 2027, Summer 2027

Reviewed and approved by:

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TABLE OF CONTENTS

Purpose of Guidelines and Disclosures	5
Overview of Contracting at Pikes Peak State College	5
Timing of Pay	6
Instructional Pay Calculations.....	6
Non-Instructional Calculations	7
Official Source Documents for FLAC	7
FLAC Workflow Approval Pathways for FLAC.....	8
FLAC Routing Changes	10
Faculty Load Requirements and Non-Instructional Work	10
Faculty Salaries and Base Pay Guarantee.....	10
Workload Approval Forms (WAFs).....	10
Discipline-Specific Load Requirements	12
Overload.....	15
Faculty Duties and Overload	16
Load Sequencing.....	17
Load Sequencing Examples	18
Deviation from Faculty Load Status	19
SP 3-10d – Faculty and Instructor Workload	20
Maximum Credit Limit for Faculty and Instructors – “Over 21” Policy.....	20
Faculty-Specific Requirements	21
Instructor-Specific Requirements.....	21
Credit-Hour to Non-Credit Assignment Standardization.....	21
Instructional Tier Rate Pay	22
FY 26-27 Approved FLAC Pay Matrix	23
Summer Search-and-Screen Pay	25
Pay Requests	25
Promoting Advancement and Growth for Educators (PAGE) Institute.....	25
Affordable Care Act (ACA)	27
Pay Adjustments and Scenarios	28
Take Pays.....	28
Stop Pays.....	28
Chop Pay Requests.....	30
Stipend Request OPERATIONAL GUIDELINES.....	31
Payroll Schedules for Stipends.....	31
Stipend Request Form, WAFs, and Contracting.....	31
Stipend Request Form Assignment Matrix.....	32

Health Sciences Stipend Request Matrix	36
Faculty Senate	39
Senate Officer Home Division Role	40
High School Programs (HSP)	40
Career Start (CS)	40
Instructor Compensation	41
Faculty Compensation	42
Shortened Parts of Term	43
Career Start Per-Student Exception	44
Campus Pathways (CP)	44
Special Course Circumstances	44
Linked Courses	44
Cross-Listed Courses	45
Stacked and Double/Triple Lecture Courses	45
Open Learning Courses	46
“Per Student” Calculations	46
Traditional “Per Student” Courses	46
Additional Enrollment Pay (ADEN)	47
Independent Study Courses	48
Inconvenience Fee	49
Curriculum Development	49
Classroom-Based and Hybrid Curriculum Development	49
Online Curriculum Development	50
Specialized Co-requisite Curriculum Development	50
Department Chair	50
Department Chair Submission Flow	51
Notification of Teaching Assignment	51
Notification of Reassignment	51
Notification of Course Cancellations	51
Miscellaneous Course Categories	52
Low Enrollment Courses	52
Study Abroad (SA) Courses	52
Private Music Courses	53
University of Colorado - Colorado Spring (UCCS) Developmental Education Courses	54
Learning Commons	55
Service Learning	55
Learning Communities	55
CETL/HIPs/WFD	56

Workforce Development	56
CCCS Memorandum of Understanding (MOU).....	57
Leave, Substitute Pay, and Take Pay Deadlines.....	58
Substitute Pay	58
Take Pay Deadlines.....	58
Take Pay Formula.....	59
Sick Leave	59
FMLA	60
FAMLI.....	60
Helpful FLAC Tips.....	60
Errors in Pay for Faculty and Instructors	60
FLAC Workflow	61
Proxy Set Up	61
Health Sciences.....	62
Contract Approvers	62
Accreditation Links.....	63
Division Information.....	63
Instructor and Faculty Pay Procedures	63
HS Pay Matrix.....	64
Health Sciences Lab Instruction Exception.....	69
Department Chair Calculations	70
Overview.....	70
Allocation and Payment.....	70
Compensation Structure.....	70
Component Definitions	71
Health Sciences Per-Student Pay Matrix.....	71
HS Discipline-Specific Information.....	73
Nursing - Instructor Clinical Assignments.....	73
Nursing - Faculty Clinical Assignments.....	73
Nursing – NUR/NUA Clinical Information	74
Nursing - BSN Clinicals, Workloads, and Lead	74
CPR - Open Learning Hybrid Course Information	74
CPR – Cross-Listing Exception.....	75
CPR - Required SSATEX Notes.....	75
DEH – Lab and Clinical Information.....	76
EMS - Program Information	76
Nursing – ADN Courses and Ratios.....	77
Nursing – BSN Courses and Practicums	77

Nursing – NUA Ratios.....	78
Nursing – PN Ratios.....	78
PTA - Course Lab and Clinical Information.....	79
SPI - Course Lab and Internship Information.....	79
STE – Lecture/Lab Exception and Internship Information.....	80
Quick Reference Glossary	82

PURPOSE OF GUIDELINES AND DISCLOSURES

The purpose of these guidelines is to provide instructional divisions, faculty, instructors, and other stakeholders at Pikes Peak State College (PPSC) with information on Faculty Load and Compensation (FLAC) procedures. The Vice President for Instructional Services (VPIS) of PPSC 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 requires written approval from the VPIS prior to implementation.

OVERVIEW OF CONTRACTING AT PIKES PEAK STATE COLLEGE

Due to the structure of the Colorado Community College System (CCCS), PPSC is given latitude to determine their compensation guidelines within CCCS policy.

PPSC's FLAC structure revolves around contact hours. All assignments are calculated based on the total number of hours worked. For instructional assignments, this calculation is done using the contact hours listed in the PPSC Course Catalog. For non-instructional assignments, pay is calculated based on the total number of hours worked (and then is listed under "contact hours" when contracting).

If an assignment is included in a faculty member's load, it will not be separately contracted and calculated. Instead, it will contribute towards the faculty's discipline-specific load requirement for the semester. All load assignments will be listed under one contract number ending in "-00".

All faculty assignments that exceed their load, faculty summer assignments, and all part-time instructor assignments are contracted individually using contact hours. For specific pay rates, please see the Pay Matrix on page 23. Non-load contracts will be notated by a six-digit code beginning with 6 and a two-digit suffix (611165-4B, e.g.). The first six digits are associated with the organization code the contract pays from, and the two-digit suffix differentiates between contracts for the same person and the same organization code.

Please Note: FLAC pays all contracts based on the contact hours and course schedule types as written in the 2026-2027 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 VPIS.

Timing of Pay

Pay for all assignments is based on when the work is conducted and completed. PPSC does not pre-pay for work. Contracts are spread evenly across the term of the work being completed; most contracts will begin in the pay cycle when the work begins and will end in the pay cycle when the work ends.

For pay associated with specific parts of term, Instructional Support posts a “Contracting Deadlines” document in the Faculty Management SharePoint. This document indicates when instructional contracts begin based on the part of term and monthly or biweekly pay cycle; it also differentiates the start of “per-student” contracts that require enrollment verification. Non-Instructional Assignments are contracted based on when the work began.

Please note: PPSC does not run its payroll independently. Instead, after pay has been approved and entered into payroll at PPSC, it is then transmitted to CCCS Payroll to be processed and pay out. This process adds an additional 10-14 day delay for when pay will actually be received by instructors and faculty compared to organizations that run payroll in house. In practice, this means that FLAC is essentially always working around 20-30 days in advance for both part-time instructors and faculty.

It is imperative that instructors and faculty check their “Compensation and Acknowledgement” page in their PPSC Portal regularly to catch potential issues early in the contracting process. Errors in pay are more quickly corrected if they are caught prior to pay day.

Instructional Pay Calculations

For regular teaching assignments, faculty and instructors will have one contract entry per session of the class as listed in the Course Catalog. The catalog entries will indicate the number and type of sessions for that course, which in turn determines how many contracts will be needed for the course. See the example below:

NUR 1006 Medical Surgical Nursing Concepts
7 Credit Hours • 213 Contact Hours (51 Lecture (3.4 credit hours),
13.5 Lab (0.3 credit hours), 148.5 Clinical (3.3 credit hours))

Each session is contracted and calculated independently based on the “Schedule Type” of the session. Lectures (LEC), Labs (LAB, LB1, LB2, or LB3), and Lecture/Lab Combinations (LLB)

are all calculated based solely on the contact hours for the session. Clinicals, Practicums, Internships, and Independent Studies are calculated based on the “Per-Student” calculation found on page 23. Health Sciences exemptions to the per-student calculation are listed in the Health Sciences section of this handbook.

Please see examples below of how contracts will be separated based on schedule type:

- PHI 2001 – 45 Contact Hour Lecture only
 - 1 contract calculated based on Contact Hours
 - Contract 1 - 45 contact hours x Instructional Pay Tier Rate
- CHE 1111 – 60 Contact Hour Lecture, 45 Contact Hour Lab
 - 2 contracts, both calculated based on Contact Hours
 - Contract 1 – 60 contact hours x Instructional Pay Tier Rate
 - Contract 2 – 45 contact hours x Instructional Pay Tier Rate
- EDU 3311 – 45 Contact Hour Lecture, 30 Contact Hour Practicum
 - 2 contracts, one calculated based on Contact Hours and the other calculated per-student.
 - Contract 1 – 45 contact hours x Instructional Pay Tier Rate
 - Contract 2 – Per-Student Calculation based on credit hours
- NUR 1050 – 49.5 Contact Hour Lecture, 31.5 Contact Hour Lab, 90 Contact Hour Clinical
 - 3 contracts, two calculated based on Contact Hours and one based on per-student requirements of NUR clinicals.
 - Contract 1 – 49.5 contact hours x Instructional Pay Tier Rate
 - Contract 2 – 31.5 contact hours x Instructional Pay Tier Rate
 - Contract 3 – Calculated based on NUR clinical specifications in Compensation Handbook.

Non-Instructional Calculations

For all non-instructional assignments, pay is determined based on the total number of hours worked and the type of work being completed. The total number of hours worked is multiplied by the pay rate listed in the FLAC Pay Matrix on page 23.

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.

On all forms involving instructors or faculty, you must include the complete eight-digit S-number and the individual's legal first and last name. FLAC is a payroll function, so you must avoid nicknames or preferred names. For example, "Sam Williams" could refer to "Samuel" or "Samantha", and they may have similar S-numbers. Ensure the Course Registration Number (CRN) and class information match.

For all non-WAF and non-Instructional pays during the semester, the division must either submit a Stipend Request form or a Pay Request Form (also called a Pay Action Form) via the Contracting D2L shell. Pay Request Forms must have the following details: S#, legal first and last name, assignment type, description, total hours, pay rate, organization code for pay, and division comments.

FLAC Workflow Approval Pathways for FLAC

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.

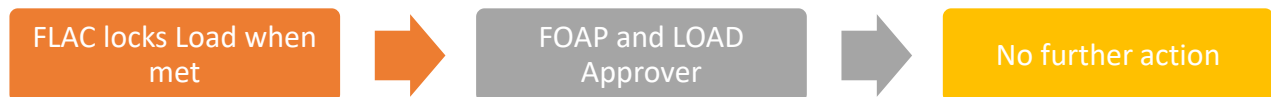
All FLAC contracts are routed to division leadership for approval before they can pay. FLAC will work closely with divisions to ensure all contracts are approved. Both FOAP and Load approvers will review and approve contracts simultaneously.

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	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.
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	which the assignment will pay.		
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 should not be listed as the FOAP and Load Approver for the same contract except under extraordinary circumstances.

Faculty base pay workload approval path:



Faculty overload and Instructor assignment approval path:



FOAP and Load approvals are completed simultaneously. If either approver declines a contract, it will be sent back to FLAC for correction. Both approvers will then have to approve the contract again.

FLAC Routing Changes

When an approver changes positions, it is the division's responsibility to notify Instructional Support to begin the process for changing FLAC routing pathways.

The division must submit a "FLAC Routing Change Request" form listing all the affected organization codes and the updated approvers and their S#. This form is routed to the College Controller who makes the changes in Banner for routing.

Failure to notify Instructional Support in a timely manner or failure to completely fill-out and submit a FLAC Routing Change Request form may result in payment delays.

FACULTY LOAD REQUIREMENTS AND NON-INSTRUCTIONAL WORK

Each discipline has a workload contact hour requirement for full-time faculty. These are set at the State Discipline Chair level and are consistent across the CCCS consortium. The current discipline-specific load requirements are listed below.

Faculty Salaries and Base Pay Guarantee

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 Resource Services (HRS).

Faculty will ALWAYS receive their base pay salary, regardless of the processing status of Workload Approval Forms (WAFs) or other FLAC contracts.

Base Pay is handled exclusively by HRS; questions about base pay should be directed to HRS.

A more detailed breakdown of workload can be found under Educational Procedure (EP) 185 Faculty Workload.

Workload Approval Forms (WAFs)

As is required by faculty employment contracts, faculty are required to complete work equal to at least their discipline-specific load requirement in the Fall and Spring. Instructional Support is responsible for verifying the following:

1. Faculty are working their discipline-specific load hours
2. Faculty are eligible for "overload" pay for work beyond the discipline-specific load requirement

3. Faculty teaching more than 21 credit hours have received VPIS approval via the Request to Teach Over 21 Credit Hours form
4. Approved Stipend Request forms are necessary for qualifying overload assignments.

Divisions are responsible for submitting Workload Approval Forms (WAFs) for all faculty by Wednesday before classes begin in the Fall and Spring semesters. (Summer semesters do not require WAFs because faculty are not required to teach in the Summer per their employment contracts.)

After receiving the WAF, FLAC will review the form and sequence load to verify compliance with the discipline-specific load requirement. See the next section for each discipline's load requirements.

FLAC will verify if faculty are working more than their discipline-specific load requirement. All work beyond that requirement is contracted individually as overload and paid at the rate established in this handbook. Overload assignments will not be processed without a fully approved WAF and required supporting forms.

In accordance with SP 3-10d, faculty and instructor workload shall not exceed 21 credit hours per semester system-wide without prior approval from the VPIS. Approval must be obtained in advance by submitting the Request to Teach Over 21 Credits form. The form must be fully approved by the VPIS before any assignment exceeding 21 credits is made.

IS will not process WAF nor contract overload assignments for workloads exceeding 21 credits unless an approved Request to Teach Over 21 Credits form is on file.

Effective July 1, 2026 to promote consistency across the System, in evaluating system-wide workload limits, non-credit assignments shall be calculated such that each thirty (30) hours of non-credit hour work shall be considered as 1 credit hour toward the established 21 credit workload limit. Please see "Credit Hour to Non-Credit Assignment" section of this handbook for more information.)

Effective July 1, 2026, qualifying non-instructional assignments may require an additional Stipend Request form in accordance with the new College Stipend Operational Guideline. Please refer to the Stipend Request form section for more information. If a WAF includes work that requires an approved Stipend Request form, the WAF will not be processed and overload will not be contracted until all forms are received.

Per VPIS, delays in receiving overload pay caused by a missing or incomplete Request to Teach Over 21 Credit Hours or Stipend Request forms are not eligible for Chop Checks.

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

If a class is cancelled or assignments change after WAFs are submitted, divisions are required to notify FLAC to resequence load and ensure that minimum requirements are still met. Please note: deviations to load after WAF is approved may adversely impact faculty pay by potentially lowering any total overload received.

Discipline-Specific Load Requirements

Below are all disciplines listed alphabetically. The Load requirement is the number of hours per week/total contact hours required for faculty from that discipline to meet load. These requirements are set at the CCCS level. The Organization Code is the financial code used to properly bill instructional and non-instructional work in that department.

Discipline	Load (Load Hours/Contact Hours)	Organization Code for Billing
ACC – Accounting	15/225	111020
ACT – Auto Collision Technology	18/270	111025
AEC - Architectural Engineer/Construction Management	18/270	111040
AGY – Agriculture Crops and Soils	17/255	111065
ANT - Anthropology	15/225	111090
ARA - Arabic	15/225	111105
ART – Art	15/225	111125
ART – Art Studio	18/270	111125
ASE – Auto Service Technology	18/270	111135
ASL – American Sign Language	15/225	111140
AST - Astronomy	17/255	111145
AUT – Auto Motorsports Technology	18/270	111150
BEH – Behavioral Health	18/270	134904 (Grant)
BIO – Biology	17/255	111165
BTE – Business Technology	15/225	111170
BUS – Business	15/225	111175
CAD – Computer Assisted Drafting	18/270	111180
CAR – Carpentry	18/270	111190
CHE – Chemistry	17/255	111200
CHI – Chinese	15/225	111205

CIS – Computer Information Systems	15/225	111215
CNG – Computer & Networking Technology	15/225	111220
COM – Communication	15/225	111225
CON – Construction Technology	18/270	111230
CRJ – Criminal Justice	15/225	111240
CSC – Computer Science	16/240	111245
CSL – Counseling	15/225	134904 (Grant)
CUA – Culinary Arts	18/270	111260
CWB – Computer Web-Based	15/225	111265
DAN – Dance	18/270	111275
DEA – Dental Assisting	18/270	111280
DEH – Dental Hygiene	18/270	111285
DIT – Dietetic Technology	18/270	111295
DMS – Diagnostic Medical Sonography	18/270	111302
DPM – Diesel Power Mechanics	18/270	111305
DRV – Driving	18/270	111315
ECE – Early Childhood Education	15/225	111320
ECO – Economics	15/225	111325
EDU – Education	15/225	111335
EGG – Engineering	18/270	111345
EGT – Engineering Graphics Technology	18/270	111180
EIC – Electricity Industrial Commercial	18/270	111355
ELT – Electronics	18/270	111360
EMP – Emergency Management & Planning	15/225	111365
EMS – Emergency Medical Service	18/270	111370
ENG – English	15/225	111375
ENP – Entrepreneurship	15/225	111378
ENV – Environmental Science	17/255	111385
ESA – Emergency Service Administration	15/225	111401
ESL – English as a Second Language	15/225	111405
ETH – Ethnic Studies	15/225	111410
FIN – Finance	15/225	111425
FRE – French	15/225	111440
FST – Fire Science Technology	15/225	111450
FSW – Fire Science Wildland	18/270	111453
GEO – Geography	15/225	111460
GER – German	15/225	111465
GEY – Geology	17/255	111470

HIS – History	15/225	111510
HOS – Hospitality	15/225	111525
HPR – Health Professional	18/270	111530
HUM – Humanities	15/225	111545
HVA – Heating & Air Conditioning (HVAC)	18/270	111550
HWE – Health & Wellness	18/270	111555
IHP – Integrative Health Professions	18/270	111562
IMM – Industrial Mechatronic Maintenance	18/270	111566
IND – Interior Design	18/270	111570
IPP – Interpreter Preparation Program	15/225	111140
ITA – Italian	15/225	111585
JOU – Journalism	18/270	111590
JPN – Japanese	15/225	111595
LEA – Law Enforcement Academy	18/270	111617
LIT - Literature	15/225	111610
MAC – Machining	18/270	111620
MAN – Management	15/225	111625
MAP – Medical Assisting Professional	18/270	111627
MAR – Marketing	15/225	111630
MAT – Math	15/225	111635
MET – Meteorology	17/255	111647
MGD – Multimedia Graphic Design	18/270	111945
MOT – Medical Office Technology	18/270	111665
MTE – Manufacturing Technology	18/270	111675
MUS – Music	15/225	111680
NRE – Natural Resources	18/270	111695
NUA – Nursing Assistant	18/270	111700
NUR – Nursing	18/270	111706
NUR/BSN – Registered Nurse, B.S. in Nursing	18/270	111706
NUR/PN – Practical Nursing	18/270	112432
OSH – Occupational Safety Technician	15/225	111720
OUT – Outdoor Studies	18/270	111727
PAR – Paralegal	15/225	111735
PED – Physical Education	18/270	111740
PHI – Philosophy	15/225	111750
PHO – Professional Photography	18/270	111755
PHL – Phlebotomy	18/270	111530
PHT – Pharmacy Tech	18/270	111760

PHY – Physics	17/255	111770
PLU – Plumbing	18/270	111775
PSC – Political Science	15/225	111780
PSM – Public Security Management	18/270	111788
PSY – Psychology	15/225	111795
PTA – Physical Therapy Assistant	18/270	111800
PTE – Psychiatric Technician	18/270	134904
REC – Recreation	18/270	111822
RTE – Radiologic Technology	18/270	111835
RTV (BEM) – Radio and Television	18/270	111845
RUS – Russian	15/225	111850
SCI – Science	17/255	111857
SOC – Sociology	15/225	111860
SPA – Spanish	15/225	111865
SPI – Sterile Processing	18/270	111871
STE – Surgical Technology	18/270	111880
SWK – Social Work	15/225	111885
THE - Theater	15/225	111900
VET – Veterinary Technology	18/270	111920
WEL – Welding	18/270	111925
WQM – Water Quality Management	18/270	111930
WST – Women and Gender Studies	15/225	111935
ZOO – Zookeeping	18/270	111940

Overload and part-time instructor contracts will use the organization code to determine the contract number. (For example, a contract for teaching Biology will pay from organization code 111135. The contract will begin with a six-digit code based on the organization and by replacing the first digit with a 6. That biology contract will start with 611135.)

Overload

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 and may be subject to the Stipend Request guidelines.

Faculty should not 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.

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 through the Stipend Request process.

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.

Faculty Duties and Overload

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	No extra pay. Part of faculty assignment.

Development	
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).

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 (F15, BI1, TR1, WKC, etc.)
3. Full semester department chair duties (F15)
4. All other non-instructional assignments (CORD, ADVS, etc.) as defined in Compensation Handbook with approved Stipend Request forms, as applicable.
5. Per Student courses starting the first week of the semester (F15, BI1, TR1, WKC, etc.) *If required to meet load*
6. All courses that do not start the first week of the semester (BI2, LAT, TR2, etc.)

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, NFA must always count towards the load.

Load Sequencing Examples

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 Assignment	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		1.5	1:30	3 REG	45	Beginning of Semester

**15 total
load
hours**

**225 total
contact
hours**

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

COURSE	Part of Term	Schedule type	Credit Hours for Course	Credit Hour to Load/ Contact Hour Ratio	Regular Load (REG)/ Overload (OL)	Contact Hours for Course	FLAC Enters Contract Assignment
MAC 1011-101	F15	LLB	3	1:1.5	4.5 REG	67.5	Beginning of Semester
MAC 2052-021	WKC	LLB	3	1:1.5	4.5 REG	67.5	Beginning of Semester
Department Chair	Full Term		2	1:30	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

Deviation from Faculty Load Status

All faculty 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 HRS for a current MOU template.

SP 3-10D – FACULTY AND INSTRUCTOR WORKLOAD

Maximum Credit Limit for Faculty and Instructors – “Over 21” Policy

System Procedure 3-10d, Faculty and Instructor Workload, establishes a system wide 21 credit hour per semester maximum credit limit for Faculty and Instructors (“Over 21” Policy).

Faculty and instructors may be assigned overload work based on operational and business needs. Prior to accepting an overload assignment, employees must disclose their full workload to their supervisor(s), including assignments performed outside their primary department, at another College within the System, or as part of system-wide work. Supervisors are responsible for verifying workload information and ensuring all assignments comply with PPSC and CCCS workload limits.

All overload assignments that result in an employee exceeding established workload limits require prior approval before the assignment is made. For PPSC exceptions to workload limits, the Request to Teach Over 21 Credits form must be submitted and approved by the VPIS in advance of any assignment that would result in the employee exceeding established college workload limits. The assignment may not be made until the VPIS approval has been obtained.

With the exception of substitute teaching, all assignments will count towards a faculty or instructor’s “Over 21” limit. All assignments for instructors and all assignments for faculty (including those submitted after WAFs) will count toward the limit. If FLAC tracking indicates that an instructor or faculty has exceeded their “Over 21” limit, FLAC will notify the division and instructor/faculty that an Request to Teach Over 21 Credits form is required. Only one form is required per instructor/faculty per semester.

For system-wide exceptions to workload limits, employees working at multiple Colleges within CCCS must obtain approval in advance from the Vice Presidents at all Colleges within the System where the employee works. Supervisors must confirm required approvals before approving overload assignments and are responsible for completing any required follow-up associated with exception requests.

<https://cccs.edu/about/governance/policies-procedures/sp-3-10d-faculty-and-instructor-workload/>.

Faculty-Specific Requirements

Faculty are responsible for proactively disclosing their complete workload and obtaining approval from the VPIS prior to accepting an overload assignment, including assignments performed outside their department, such as system-wide committee work or work for another College within the System.

Instructor-Specific Requirements

Supervisors are responsible for inquiring about, and instructors are responsible for disclosing, all potential assignments each semester prior to accepting a new assignment, including assignments at other Colleges within CCCS. Instructors seeking an exception to system-wide workload limits must initiate the request process through their supervisor. Supervisors are responsible for submitting required approvals, following the established PPSC process, and notifying instructors when approval is not granted.

Failure to adhere to this policy may result in removal of current and future assignments.

Instructional Support will not approve a Workload Approval Form or contract Over 21 teaching credits without an approved “Over 21 Credits” form. Failure to submit a timely “Request to Teach Over 21 Credit Hours” form may delay overload pay for faculty.

Credit-Hour to Non-Credit Assignment Standardization

System Procedure 3-10d, “Faculty and Instructor Workload”, effective July 1, 2026, establishes a standardized ratio for non-credit work to credit hours. This ratio is intended to “promote consistency across the system” by ensuring that all faculty workloads are calculated the same towards the “Over 21” Policy.

In practice, this means that faculty workloads that include non-credit assignments will have a consistent ratio of contact hours to credit hours, 30:1. You can make this calculation by dividing the total number of contact hours by 30.

Below is a table with examples of this calculation:

ASGN Type	Description	Contact Hours	Credit Hours
ACOA	Assessment Coach	15 contact hours	.5 credit hour
LEAD	Lead Instructor (HS)	20 contact hours	.667 credit hours
CORD	Coordinator Duties	30 contact hours	1 credit hour
PDVP	New Faculty Academy	45 contact hours	1.5 credit hours
CURD	Online Course Curriculum Development	60 contact hours	2 credit hours

On a faculty's workload approval form (WAF), all non-credit assignments will be calculated at the ratio above. If the total number of calculated credit hours exceeds the 21-credit hour limit, FLAC must receive an approved Request to Teach Over 21 Credit Hours form before processing this Workload Approval Form.

Note: Meetings and substitute teaching are exempt from the SP 3-10d Over 21 policy.

<https://cccs.edu/about/governance/policies-procedures/sp-3-10d-faculty-and-instructor-workload/> .

INSTRUCTIONAL TIER RATE 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 26-27 Pay Rate	Workload Pay (per 15 contact hours)
Tier 1	\$81.66	\$1,224.90
Tier 2	\$85.85	\$1,287.75
Tier 3	\$89.76	\$1,346.40
Faculty Rate	\$85.85	\$1,287.75

FY 26-27 APPROVED FLAC PAY MATRIX

Below are the set rates for each type of assignment paid through FLAC. Any deviation from the listed pay rate must be approved on Stipend Request form.

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)	\$81.66	\$85.85	\$89.76	\$85.85
ADEN	Additional Enrollment	\$81.66	\$85.85	\$89.76	\$85.85
ADVS	Advising (Non-Student Club)	\$35.00	\$35.00	\$35.00	\$35.00
CEDU	Continuing Ed/Workforce Dev	\$35.00	\$35.00	\$35.00	\$35.00
CLNC	Clinical	\$81.66	\$85.85	\$89.76	\$85.85
COAH	Coaching (Athletic)	\$50.00	\$50.00	\$50.00	\$50.00
COMM	Committee	\$35.00	\$35.00	\$35.00	\$35.00
CORD	Coordinator (Not Including CETL)	\$35.00	\$35.00	\$35.00	\$35.00
CURD	Curriculum Development	\$35.00	\$35.00	\$35.00	\$35.00
DCHR	Department Chair	\$81.66	\$85.85	\$89.76	\$85.85
DIR	CETL Dir & Coord	\$50.00	\$50.00	\$50.00	\$50.00
FACD	Fire Science Academy	\$81.66	\$85.85	\$89.76	\$85.85
FACS	Faculty Senate	\$81.66	\$85.85	\$89.76	\$85.85
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	\$81.66	\$85.85	\$89.76	\$85.85
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	\$81.66	\$85.85	\$89.76	\$85.85
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	\$81.66	\$85.85	\$89.76	\$85.85
PDVP	Professional Development	\$35.00	\$35.00	\$35.00	\$35.00
PRCT	Practicum	\$81.66	\$85.85	\$89.76	\$85.85
PTUN	Piano Tuning	\$35.00	\$35.00	\$35.00	\$35.00
RELS	Release Time	\$81.66	\$85.85	\$89.76	\$85.85
SDCH	State Discipline Chair	\$50.00	\$50.00	\$50.00	\$50.00
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	\$81.66	\$85.85	\$89.76	\$85.85
SVCL	Service Learning - Non-Teaching	\$200.00/\$400 Variable	\$200.00/\$400 Variable	\$200.00/\$400 Variable	\$200.00/\$400 Variable
TCHG	Teaching - Other	\$81.66	\$85.85	\$89.76	\$85.85
WKSH	Workshop	\$35.00	\$35.00	\$35.00	\$35.00

Summer Search-and-Screen Pay

Effective Fall Semester 202720, faculty may be paid a maximum of \$350 (10 hours at non-instructional rate) for serving on a Search-and-Screen committee over the Summer. Stipend Request forms are required for Search-and-Screen committee work over the Summer. Faculty may exceed 10 hours if the work demands it; any time in excess of 10 hours also requires a Stipend Request form.

Pay Requests

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

- Instructional Assignments from approved WAFs
- TCHG assignments listed in Banner
- Assignments from approved Stipends with "paid as lump sum after project completion" selected.

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

FLAC will not process pay requests requiring a Stipend Request form until the approved form has been received.

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.**

Promoting Advancement and Growth for Educators (PAGE) Institute

Promoting Advancement and Growth for Educators (PAGE) supports the professional development of instructors at Pikes Peak State College (PPSC) through the completion of professional and pedagogical training. All instructors begin at Tier Level 1. Instructors can then progress through two more 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 Program participants finish each tier by presenting at the “Celebrate CETL” event held in April of every Academic Year. The deadline to apply for participation at the “Celebrate CETL” event is March 1st of the Academic Year.

Note: Professional Development Units (PDUs) are not grandfathered in. Instructors may 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. Enrollment in the PAGE program is year-round. All Instructors begin at level 1.
Level Tier 2	
Requirements for Advancement	• 4 semesters of teaching at PPSC • 16 units of professional development • “Meet Expectations” on last evaluation • Successful completion of PAGE Institute #1
Application Deadlines	• Instructors may advance to Tier 2 by presenting at the Celebrate CETL event. Applications are due by March 1st and the event takes place in April.
Level Tier 3	
Requirements for Advancement	• 2 additional semesters of teaching at PPSC • 16 units of professional development

	• “Meet Expectations” on last evaluation • Successful completion of PAGE Institute #2
Application Deadlines	• Instructors may advance to Tier 3 by presenting at the Celebrate CETL event. Applications are due by March 1st and the event takes place in April.
Level Tier 4	No additional pay increase. Tier 4 PAGE Institute includes a \$2,000 stipend toward a professional development opportunity.
	• See CETL and PAGE Institute for information regarding PAGE Tier 4
Application Deadlines	• Instructors may complete Tier 4 by presenting at the Celebrate CETL event. Applications are due by March 1st and the event takes place in April. There are a limited number of spots per academic year, and applications are given preference by order received.

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.

PAY ADJUSTMENTS AND SCENARIOS

The FLAC process may also include deviations from existing contracts. In these situations, specific processes must occur to adjust any pay. All of the below processes apply to both faculty and instructors.

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.

If faculty or instructors use leave to cover the time missed, a take pay is not required.

For example, an instructor is contracted to teach a class in-person on Tuesdays. If that instructor misses a session of that class, they will need a substitute. The substitute will be paid according to the substitute's tier rate. The original instructor must have a take pay for same amount of hours as the substitute was paid but at the original instructor's rate.

Stop Pays

Stop pays are reserved for when an instructor is permanently unable to complete the work on their assigned contracts and their pay on that contract must stop. Common stop pay

scenarios include faculty or instructors go on medical leave, they separate from the College, or a contract was entered to pay above the actual pay required.

The division must notify FLAC at flacteam@pikespeak.edu and HRS as soon as they are aware of the need for a stop pay with the following information:

- List of classes that will need to change
- Exact last day of instruction
- Person taking over as “Primary Instructor(s)”
- Plan for reassigning classes
 - Divisions may assign another instructor/faculty to take over class and will be paid for the remainder of the class;
 - Divisions may also opt to have substitutes cover the remainder of the class. In this instance, divisions are responsible for submitting pay requests for the substitutes throughout the assignment.

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.

For courses with regular meeting times, percentages are calculated based on the total number of class meetings. For example, if a class meets 30 times total and the original instructor only taught 12 meetings (40% of course), the replacement instructor(s) will be paid for 18 sessions (60% of course).

For online courses without regular meeting times, percentages are calculated based on the total number of days for the course. For example, if an instructor taught for 70 out of 105 total days in the part of term (66.67% of course), the replacement will be compensated for 35 out of 105 total days (33.33% of course).

To process a stop pay, FLAC will make all necessary calculations and fill out a “Pay Adjustment Form” to indicate the changes. Old contracts will be marked as “Stop Pay” on the Contract Log and new contracts will be routed for approval during the current pay cycle. Divisions are responsible for notifying instructors of changes to contracts.

Chop Pay Requests

Chop Pays are off-cycle paychecks reserved for extenuating circumstances and should only be requested when an employee has experienced a significant delay in compensation due to an administrative error or another exceptional situation.

To request a Chop Pay, the requesting division must:

- Submit the “Chop Pay Request” form through Adobe Sign (available on the PPSC Portal).
- Provide a detailed explanation of:
 - Why the employee is owed a Chop Pay, including course information, amount owed and the impact of the delayed payment.
 - How the error occurred, including the circumstances that resulted in the delayed payment and the steps being taken to prevent similar errors in the future.

If the issue was caused by an administrative error by FLAC, the division’s FLAC processor will initiate the Chop Pay request at the division’s request.

FLAC does not approve Chop Pay requests. All Chop Pay requests require approval from the PPSC Controller before payment can be processed and must comply with PPSC and CCCS fiscal rules.

Example

Reason the Instructor Is Owed a Chop Pay:

Instructor Choppy (S#xxxxx) for CNG 1001-1N3 (CRN 2323#) was not contracted in time for the June payroll. The instructor is owed \$1,536.00 for the course, which should have been distributed over three pay dates. Because the contract was submitted after the payroll deadline, the instructor will not receive the first payment for more than one month, resulting in financial hardship.

How the Error Occurred:

The academic division did not submit the instructor's pay request until June 30, causing the instructor to miss the June monthly payroll. The delay resulted from an administrative oversight. The division has implemented a new process to mitigate this in the future.

STIPEND REQUEST OPERATIONAL GUIDELINES

Note: These new guidelines and form replaces the Special Project Request form previously used by FLAC.

According to new College guidelines, most non-instructional assignments will require an approved Stipend Request form prior to contracting. This form is used to request a temporary stipend for a regular Faculty, Instructor, or APT employee who is assuming significant additional responsibilities beyond their regular job duties.

Stipends recognize temporary, extraordinary contributions and are not intended to serve as permanent salary adjustments, reclassification, promotion, or a workaround to compensation structures. No work should be performed on the stipend until all approvals are received.

Per the VPIS, FLAC must receive Stipend Request forms for all qualified assignment types prior to FLAC contract. This means that overload assignments and all instructor assignments applicable to this guidance will not be contracted until FLAC receives an approved Stipend Request form.

Payroll Schedules for Stipends

- **Contracting Hours:** Projects/assignments cannot span multiple semesters. A separate Stipend Request form is required for each semester.
- **Payroll Cycle Rule:** FLAC will contract an assignment according to “Processing Date” indicated on the approved Stipend Request form by HRS. If that date has passed, FLAC will contract to begin in the current payroll cycle and notate the change on the Stipend Request form.
- **Access to Schedule:** Semester payroll schedules are available in PPCC-Faculty Management>Documents>Deadlines and Pay Schedules.

Stipend Request Form, WAFs, and Contracting

Divisions must still submit WAFs by the given semester’s deadline (the Wednesday before classes begin). FLAC will then sequence the WAF and identify which overload assignments

require a Stipend Request form. The divisions must review the approved WAFs and submit required Stipend Request forms before those overload assignments should pay.

An approved Stipend Request form must be received by FLAC before those overload contracts can be processed. This means that the start of these overload contracts will depend on the receipt of an approved Stipend Request form and will not automatically be contracted at the beginning of the semester.

FLAC will only contract overload assignments that require Stipend Request forms in the pay cycle indicated by HRS on the approved Stipend Request form. If the overload assignment does not require a Stipend Request form (such as TCHG, CLNC, e.g.), then it will be contracted according to the semester's contracting deadlines.

If your WAF does not include non-credit assignments affected by the "Stipend Request" form, there will be no change to your WAF processing under the "Stipend Request" form policy.

For off-contract faculty work and all instructor work listed below, approved Stipend Request Forms must be received by FLAC prior to contracting.

Per VPIS, chop checks will not be requested for pay delayed by the approval of a Stipend Request Form.

Stipend Request Form Assignment Matrix

Under the new Stipend Request guideline, the VPIS has identified activities performed by faculty or instructors that require an approved Stipend Request Form prior to FLAC contracting and pay; others are exempted from the guideline.

Please use the matrix below to determine in an assignment requires an approved Stipend Request Form.

Code	Description	Stipend Form Required for Faculty?	Stipend Form Required for Instructors?	Notes
ACOA	Assessment Coach	Yes	Yes	
ACRT	Accreditation Requirement (HS)	Yes	Yes	

ADEN	Additional Enrollment	No, Exempt	No, Exempt	Must be submitted on ADEN Form
ADVS	Advising (Non-Student Club)	No, Part of Faculty Assignment*	No	
CEDU	Continuing Education	Yes	Yes	
CLNC	Clinical	No	No	Must be submitted on WAF or Pay Request
COAH	Coaching (Athletic)	Yes	Yes	
COMM	Committee	No, Part of Faculty Assignment**	Yes	
CORD	Coordinator (Not Including CETL)	Yes	Yes	Requires pre-approval from VPIS
CURD	Curriculum Development	Yes	Yes	Faculty only eligible for Online Course CURD pay
DCHR	Department Chair	No	No	As of Fall 2026, ALL DCHR hours must be submitted on WAF to remain in compliance with Over-21 policy.
DIR	CETL Director, Coordinator, and Champion	Yes	Yes	
FACD	Fire Science Academy	No	No	Must be submitted on WAF or Pay Request
FACS	Faculty Senate	Yes	Not Applicable	Only for FACS Officers
FEE	Inconvenience Fee	No	No	Must be submitted on Pay Request
GRNT	Grant Work	Yes	Yes	

HIPS	High Impact Ed Programs	Yes	Yes	
LABI	Lab Instruction	No	No	Must be submitted on WAF or Pay Request
LCOM	Learning Community	No	No	Must be submitted on WAF or Pay Request
LCOM	Learning Community Phase 2	Yes	Yes	
LEAD	Lead Instructor	No	No	Must be submitted on WAF or Pay Request
MEET	Meeting	No, Part of Faculty Assignment*	No	
MENT	Mentoring	No	Yes	With Division and VPI Approval
MUSA	Music Accompanist	Yes	Yes	
PDVP	New Faculty Academy	No, Always Part of Faculty Load	Not Applicable	
OCRN	Overload Split from CRN	No	Not Applicable	Only applicable for faculty on WAF
OLAB	Open Entry Lab	No	No	Must be submitted on WAF or Pay Request
OTHR	Other Service Assignment	Yes	Yes	Requires pre-approval from VPIS
OTHR	OTHR – Search and Screen Committees	Yes*	Yes	Faculty only, Summer and Intersession only
PACD	Police Academy	No	No	Must be submitted on WAF or Pay Request

PDVP	Professional Development	Yes (NFA excluded)	Yes	Requires pre-approval from VPIS
PRCT	Practicum	No	No	Must be submitted on WAF or Pay Request
PREP	Class Preparation	No	Yes	Must be on Pay Request, Division Approval Required
PTUN	Piano Tuning	Yes	Yes	
RELS	Release Time	Yes	Yes	Requires pre-approval from VPIS
SDCH	State Discipline Chair	Yes	Yes	
STUS	Student Club Sponsor (Non-PTK/PBL)	Yes	Yes	Requires pre-approval from VPIS
STUS	Student Club Sponsor (PTK/PBL)	Yes	Yes	Requires pre-approval from VPIS
SUBS	Substitute	No	No	Must be submitted on Pay Request
SVCL	Service Learning - Non-Teaching	Yes	Yes	
SVCL	Service Learning – Secondary	Yes	Yes	
TCHG	Teaching - Other	No	No	Non-credit teaching assignments only
TUTR	Tutoring	Yes	Yes	Requires pre-approval from VPIS
CEDU	Workforce Development	Yes	Yes	

WKSH	Workshop	No, Part of Faculty Assignment*	No	
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*Faculty may be paid for this type of work if the work is performed off-contract. Please contact your division administration team for more information about off-contract work.

**Effective Fall Semester 202720, faculty may be paid a maximum of \$350 (10 hours at non-instructional rate) for serving on a Search-and-Screen committee over the Summer. Stipend forms are still required.

There are no exemptions from the list above. FLAC will not contract any of the above required work without an approved Stipend Request form.

Health Sciences Stipend Request Matrix

Below is the pay matrix for Health Science assignments and their listed requirements for the Stipend Request form. This only applies if the assignment is being paid through FLAC. If an assignment is traditionally paid on timecards, that is exempt from the Stipend Request form.

Code	Description	Stipend Form Required for Faculty?	Stipend Form Required for Instructors?	Notes
ACRT	ADN Clinical Progression Facilitator	Yes	Yes	
ACRT	ADN Lab Lead for NUR 1009 ONLY (eligible for LOAD)	Yes	Yes	
ACRT	Dental Center Instructional Clinical Support	Yes	Yes	
ACRT	Simulation Management,	Yes	Yes	

	Assessment, and Development			
ADEN	Additional Enrollment for Double Lecture/Cross list NUR Course	No, Exempt	No, Exempt	Must be submitted on ADEN Form
CLNC/ TCHG/ PRCT	Clinicals and Practicums	No	No	Must be submitted on WAF or Pay Request
CORD	ADN Nursing (NUR) Program Coordination/Support	Yes	Yes	Requires pre-approval from VPIS
CORD	Clinical Coordinator - Allied Health	Yes	Yes	Requires pre-approval from VPIS
CORD	Dual Enrollment/RN to BSN Coordinator	Yes	Yes	Requires pre-approval from VPIS
CORD	Nursing Assistant (NUA) High School Programs	Yes	Yes	Requires pre-approval from VPIS
CORD	Nursing Assistant (NUA) Programs Coordination and State Board of Nursing Liaison	Yes	Yes	Requires pre-approval from VPIS

CORD	PN Nursing Program Coordination	Yes	Yes	Requires pre-approval from VPIS
CURD	Simulation SIM Scenario Development & Review	Yes	Yes	
DCHR	Department Chair	No	No	As of Fall 2026, ALL DCHR hours must be submitted on WAF to remain in compliance with Over-21 policy.
LEAD	ADN Lab Lead for NUR 1009 ONLY (if Overload)	No	No	Must be submitted on WAF or Pay Request
LEAD	CCNE Data Collection and Reporting - Instructor Only BSN LEAD	No, Part of Faculty Assignment	No	Must be submitted on Pay Request
LEAD	Clinical Lead	No	No	Must be submitted on WAF or Pay Request
MEET	Department/Division Meeting	No, Part of Faculty Assignment	No	
OLAB	Open Lab	No	No	Must be submitted on WAF or Pay Request

PDVP	Mandatory Training	Yes (NFA excluded)	Yes	Requires pre-approval from VPIS
PDVP	New Faculty Academy	No, Always Part of Faculty Load	Not Applicable	Must be submitted on WAF
PDVP	New Instructor Orientation	No	No	Must be submitted on WAF or Pay Request
PDVP	Simulation D2L Training	Yes (NFA excluded)	Yes	Requires pre-approval from VPIS
PDVP	Stipends	Yes (NFA excluded)	Yes	Requires pre-approval from VPIS
PDVP	Training/Site Orientation	Yes (NFA excluded)	Yes	Requires pre-approval from VPIS
PREP	Clinical Prep - Instructor Only	No, Part of Faculty Assignment	No	Must be on pay request
TCHG	Internship	Not Applicable	Not Applicable	Paid per student through FLAC
TUTR	Tutoring	Yes	Yes	Requires pre-approval from VPIS

FACULTY SENATE

- Officer work is included on WAF 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.

- 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).
- If faculty senate work falls into overload pay, it is paid at instructional tier rate.
- Faculty Senate pay requires an approved Stipend Request form.

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 Stipend Request form to be submitted.
 - o Exec Dean identifies the contact hours.
 - o If the assignment is part of load, use Faculty member discipline home ORG and enter \$0.00 in Hourly Pay.
 - o If the assignment is overload, use Faculty Senate Organizational Code (ORG)114502 and enter the \$ amount for Faculty Tier rate in Hourly Pay.
 - o 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 Stipend Request Form 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 (CS)

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 Pay Request Form no later than the Wednesday prior to the start of the semester during Professional Development Week (PDW).

Effective 202720, per VPIS, Career Start compensation will be pro-rated based on length of part of term for associated classes. This will ensure equity across faculty and instructors who teach courses across different parts of term. See “Shortened Parts of Term” section below for more information.

Career Start courses will use 7XX section numbers and traditional college parts of term. CS contracts will be entered to pay and will pay across the length of the associated part of term, not the entire semester, like typical college courses.

In alignment with the cross-listed class guidance, if a Career Start course is cross-listed with a traditional college course, the instructor will be compensated only for the Career Start section.

Instructor Compensation

Each instructor is contracted based on days, modalities, and parts of term throughout the semester.

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.

In certain situations, the scheduled Career Start courses may exceed the maximum 225 hours, as hybrid or online courses may exceed the in-person contact time. In such cases, division leadership must complete a Stipend Request form using the instructional tier rate to account for the additional hours.

Faculty Compensation

Faculty who teach Career Start are contracted based on days, modalities, and parts of term throughout the semester.

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.

In certain situations, the scheduled Career Start courses may exceed the maximum 225 hours, as hybrid or online courses may exceed the in-person contact time. In such cases, division leadership must complete a Stipend Request form using the instructional tier rate to account for the additional hours. This additional amount may be applied toward the faculty's load but will count toward the 21-credit hour maximum.

Shortened Parts of Term

Effective 202720, Career Start classes taught on partial parts of term (BI1, TR2, e.g.) will be prorated based on the percentage of the semester covered by the part of term.

For example, a BI1 class taught 5 days per week would be contracted at 50% of the total contact hours (112.5 hours for bimester versus 225 for full term). However, if that same instructor teaches a BI2 course the same number of days per week, that instructor would receive the sum of all total days taught per week, not to exceed 225 total CS contact hours across the entire semester.

Pay for Career Start courses on shortened parts of term will begin and end with the standard Contracting Deadlines for that given part of term. Please see the Faculty Management SharePoint for the most recent Contracting Deadlines document.

Part of Term	Number of Weeks Taught	Part of Term Factor
F15	15	100% of total hours
LAT	10	67% of total hours
BI1/BI2	7.5	50% of total hours
TR1/TR2/TR3	5	33% of total hours

Per this guidance, compensation across all Career Start assignments will be capped at 225 contact hours per semester. To calculate Career Start hours, use the formulae below:

- *Number of Days per Week Taught x 45 contact hrs x Part of Term Factor = CS Hours*
- *CS Hours x Tier Rate = Total Compensation*
- *Total Number of CS Hours not to exceed 225*

Each section will be contracted according to this formula and pay during the listed pay cycle. If total Career Start pay hours exceed 225, instructional compensation will be capped at the 225-hour limit. Any pay over the calculated amount requires an approved Stipend Request form.

Divisions may submit a Stipend Request form to compensate instructors above the calculated Career Start pay amount for the semester.

Career Start Per-Student Exception

Courses and sessions that fall into the traditional per-student category (internships, clinicals, e.g.) will not use the Career Start compensation model because those courses and sessions typically do not have dedicated meeting times and days. Instead, all career start per-student courses will be paid according to the standard per-student calculation outlined in the Compensation Handbook.

Campus Pathways (CP)

Classes held at area high schools use 7xx section numbers and CP 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 HRS employment packet, and any applicable credentialing requirements.

Most CP instructors will be compensated by the Local Education Provider (LEP). In that instance, Instructional Support will ensure that the instructor is assigned to the class in Banner and will not take any further action to contract that assignment. Since the LEP provides compensation for the instructor, FLAC applicability is limited to monitoring and capping the teaching load to ensure instructors do not exceed 21 and does not impact compensation. High School Programs (HSP) is responsible for notifying FLAC of all campus pathways instructors that PPSC is responsible for compensating. HSP must upload a list of instructors to the D2L MyCourses drop box by the given deadline. FLAC will not contract **any** Campus Pathways assignments until notified by HSP.

If a faculty is teaching CP courses, the faculty's academic division will submit the assignment on their Workload Approval Form (WAF). Campus pathways assignments will count towards the faculty's load the same as a traditional college teaching assignment.

Campus Pathways assignments count towards instructor and faculty "Over 21" credit hour limit, regardless of whether PPSC contracts the assignment or not.

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-Listed Courses

Cross-listed 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-listed courses is equal to compensation for the class with the highest number of contact hours at the appropriate tiered rate. Cross-listed courses can be part of a faculty's regular base load, but 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-listed 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.

CO Online courses may be cross-listed. Pay structure will remain the same as in-person, cross-listed courses.

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.

Disambiguation: Instructors and faculty may request to "cross-list" their D2L shells to operate multiple sections out of the same D2L shell. These 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](#).

Stacked and Double/Triple Lecture Courses

Stacked courses are defined as more than one session of the same course taught during the same time block by the same instructor in the same room. Compensation for the main course session 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.

Stacked courses differ from cross-listed courses as they are only teaching the lecture session cross-listed but the lab, practicum, or clinical is still taught individually. Pay for the stacked lecture will follow the cross-list course rule where only the lecture with higher enrollment will be contracted. The remaining sessions, if present, will be contracted individually.

Double/Triple/Extended Enrollment 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.

Open Learning Courses

Open learning courses that do not fit into the traditional parts of terms. Specific courses, such as the CPR training courses, will always be built on an open learning part of term. Other courses can be built as open learning at division request. To request a special part of term is built, contact the PPSCFLACTeam@pikespeak.edu.

“PER STUDENT” CALCULATIONS

Course types that require a calculation based on enrollment for the course cannot be initiated until 2 days following that course’s Census date. All per-student courses will be contracted after enrollment is verified.

Traditional “Per Student” Courses

“Per student” courses include internships, clinicals, practicums, work experience, and field activities. Exceptions for Health Sciences are listed in the Compensation Handbook.

Per Student Contracting Calculation

$1.5 \times \# \text{ of Students after Census} + 2 \times \text{Session Credit Hours} \times \text{Instructional Tier Rate}$

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 based on total contact hours.

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) \$85.85 hourly tiered rate = \$579.49 total pay**

Additional Enrollment Pay (ADEN)

Additional Enrollment (ADEN) pay is used specifically to compensate specific instructors and faculty who are teaching stacked courses or overfilled Nursing courses.

ADEN Pay is only for stacked science courses in the SEM Division (regardless of discipline) and Nursing (NUR) courses. ADEN will only apply to the Lecture (LEC) session and does not count toward any associated labs, clinicals, or practicums.

ADEN is calculated using a pre-determined max enrollment of 25 regardless of the listed enrollment cap in Banner. If enrollment exceeds 15% over the pre-determined max enrollment, instructors may receive ADEN pay. In practice, this means that every student over 29 counts towards ADEN pay.

The division submits the Additional Enrollment Form on Adobe Sign to notify FLAC Team of eligible courses; if course is not listed on this form, ADEN pay will not be processed. Divisions should submit this form regardless of whether the course has enough enrollment for ADEN at time of submittal.

Compensation is calculated using the ADEN 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.

ADEN Pay Formulae

ADEN Per-Student Rate = (Contact Hours for LEC x Instructional Pay Tier Rate) / 25 max enrollment

Total ADEN Pay = ADEN Per-Student Rate x # of Eligible ADEN Students

Use mathematical rounding rules.

Example of ADEN Calculation

- Course 1 – BIO 1111-101
 - 23 total enrollment
 - 60 contact hour lecture
- Course 2 – BIO 1111-102
 - 22 total enrollment
 - 60 contact hour lecture
- Assume Faculty Pay Tier Rate for Example (ADEN can be paid to both faculty and instructors).

Part 1 – Calculate Per-Student Rate

(60 Contact Hours for LEC x \$85.85 faculty tier rate) = \$5,151 / 25 pre-determined max enrollment = \$206.04 ADEN Per-Student Rate

Part 2 – Calculate Number of ADEN-eligible students

23 students in Course 1 + 22 students in Course 2 = 45 total enrollment – 29 students = 16 ADEN-eligible students

Part 3 – Calculate Total ADEN Pay

\$206.04 ADEN Per-student rate x 16 ADEN-eligible students = \$3,296.64 total ADEN pay

Independent Study Courses

Courses for individual or small numbers of students may be offered upon special approval of the division dean. Divisions must submit an Independent Study Request Adobe form prior to the start of the requested Part of term. 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.

Like other per-student calculations, IND pay cannot begin until the Census Date + 2. IND class contract will pay throughout the remainder of the term.

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. The FLAC code used is FEE.

Inconvenience fees are paid to part-time instructors only.

The academic division over the applicable course is responsible for requesting inconvenience fees for contracting by submitting a pay request form to MyCourses. If an inconvenience fee is required for High School Programs courses, the academic division must work with the High School Programs division to coordinate the submission of a pay request.

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; CO Online courses; 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://cccs.edu/about/governance/policies-procedures/sp-3-10d-faculty-and-instructor-workload/>.

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 Division of Online Learning. Faculty or instructors must complete an agreement between instructional division and the Division of Online Learning 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.

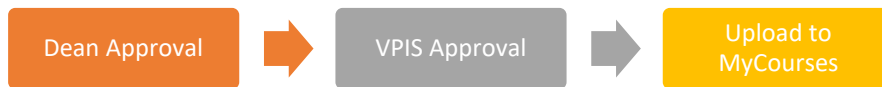
Department Chair assignments must be on WAF for faculty during the fall and spring or a Monthly Pay Request during the summer. Upload a Bi-Weekly Pay Request for all instructors. Pay Requests are uploaded to MyCourses at the beginning of every semester for the upcoming academic year.

Divisions must submit annual breakdowns of their Department Chair formulae, calculations, and allocations to VPIS and FLAC prior to the Spring term before the annual semester. For example, Fall 2027, Spring 2028, and Summer 2028 Department Chair calculations and breakdowns are due to VPIS and FLAC prior to the 2027 Spring semester.

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 faculty and 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, HRS 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 (often called the "Go/No-Go Date"). 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 submitted to Instructional Support. Divisions are responsible for saving copies of instructor email cancellation notifications.

<https://cccs.edu/about/governance/policies-procedures/sp-3-10d-faculty-and-instructor-workload/>.

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.

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 but must have enrollment verified prior to contracting. 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

University of Colorado - Colorado Spring (UCCS) Developmental Education Courses

An Intergovernmental agreement exists between the State of Colorado, Department of Higher Education, State Board for Community Colleges and Occupational Education for the use and benefit of PPSC and UCCS to form a partnership to offer developmental math courses using PPSC faculty and curriculum.

The contract will be effective on August 24, 2026 and cover services rendered through June 30, 2027. This contract will automatically renew on an annual basis for a maximum of four (4) additional years, one year at a time.

PPSC will provide:

1. Various developmental math classes at dates, times, and locations that are mutually agreed upon between PPSC and UCCS.
2. Curriculum and qualified Faculty to teach referenced classes. Ensure that employees performing under this agreement are properly licensed, credentialed, and in good standing under applicable federal and state law; and make available copies of any applicable licensing and certification documents when requested by UCCS.
3. While Math 99 is offered at UCCS, provide a Math 99 Course Lead to coordinate course curriculum and support.

FLAC Contracting:

1. Course Lead receives an additional 1-credit/15-contact hours of release or overload each term the course is offered.
2. One time during the duration of this 5-year contract, the Course Lead receives three hours of course-development release. This is necessary to keep the course updated to better serve the UCCS students.
3. 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.

SEM Division will submit a Pay Request for items 1-3 above before it can be contracted. Any new course development beyond what is listed above will require a Stipend Request Form.

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. A Stipend Request Form must be initiated by HIPs and approved by the dean.

Note: The HIPs department is responsible for completing Stipend Request Form 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.

A Stipend Request Form 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 Stipend Request Form 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 SP 3-10d Over 21 policy and 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 a Stipend Request Form 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 a Stipend Request Form 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

LEAVE, SUBSTITUTE PAY, AND TAKE PAY DEADLINES

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)
- Substitute pays caused by delays in Pay Request submission will not be eligible for Chop Pays

Both instructors and faculty are eligible to receive substitute pay. All substitute contracts must be submitted on pay requests.

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

To calculate total hours per session, divide that session's total contact hours by the number of times that session meets across the semester. For example, a lecture of 45 total contact 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 per session missed (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.

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 FAMLI guidelines.

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

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

Pikes Peak State College was notified in Jul 2026 that the FLAC workflow and approval system will be upgrading to Self-Service Banner 9 (SSB9) near the end of the Fall 2026 semester. The FLAC workflow will change with this upgrade. PPSC FLAC will provide updated guidance as soon as it is available.

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.

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, August, and December/January 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@trinidatestate.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.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](#)

Division Information

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 the Division of Online Learning.

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.

Instructor and Faculty Pay Procedures

Health Sciences faculty will be paid in accordance to their Workload Approval Form. Deviations for faculty pay are listed in the following sections and in the “Health Sciences Per-Student Pay Matrix”.

Faculty and instructors will be automatically contracted in FLAC for the full assigned hours during initial contracting based on the part of term. For all assignments listed on the WAF and all other instructional assignments, no additional pay request is needed.

HS 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	N/A	N/A	N/A	As of Fall 2026, ALL DCHR hours must be submitted on WAF to remain in compliance	Workload Approval Form	DCHR

				with Over-21 policy.		
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	Stipend Request form	Varies
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 Lecture/Cross list NUR Course	N/A	N/A	Varies	Paid per Student	ADEN Request Form	ADEN
ADN Clinical Progression Facilitator	1 FT Faculty	5 credits	75 hours	Tier Rate	Workload Approval Form	ACRT
ADN Lab Lead for NUR 1009 ONLY (eligible for LOAD)	N/A	N/A	15 hours/section	Tier Rate	Workload Approval Form	ARCT

ADN Lab Lead for NUR 1009 ONLY (if Overload)	N/A	N/A	15 hours/section	\$35.00	Pay Request Excel Spreadsheet	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 **proposal submitted for VPIS approval**	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

Health Sciences Lab Instruction Exception

Lab Instruction (LABI) is listed to pay at the non-instructional rate in the Compensation Handbook. However, Health Sciences lab instruction may also include student-facing

instruction which pays at the instructional tier rate. These hours must be submitted to FLAC on pay requests that indicate the LABI was student-facing.

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.

Allocation and Payment

Effective Fall 2026, Faculty must submit Department Chair hours on Workload Approval Form. Hours will be sequenced with load and will pay as applicable if overload.

Divisions must submit annual breakdowns of their Department Chair formulae, calculations, and allocations to VPIS and FLAC prior to the Spring term before the annual semester. For example, Fall 2027, Spring 2028, and Summer 2028 Department Chair calculations and breakdowns are due to VPIS and FLAC prior to the 2027 Spring semester.

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
<i>Note: Base Stipend Budget subject to change annually per VPIS direction.</i>		
3. Apply 70/30 Split to Bonus Pool	Split the Remaining Bonus Pool:	
	Even Share Total = $0.70 \times$ Remaining Bonus Pool	$0.70 \times \$175,000 = \$122,500$
	FTE Share Total = $0.30 \times$ 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 = \$1,200.00

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

HEALTH SCIENCES PER-STUDENT PAY MATRIX

By default, all clinicals and practicums are paid using the per-student formula. Various Health Sciences disciplines have exemptions to traditional per-student pay structures (such as clinicals and practicums). Use the matrix below to determine how clinicals and practicums should be paid for Health Sciences disciplines.

Discipline	Part-Time Instructor Clinicals and Practicums	Full-Time Faculty Clinicals and Practicums	Additional Notes and Context
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AHA	Paid Per Student after Census+2	Paid Per Student after Census+2	
BEH	Paid Per Student after Census+2	Paid Per Student after Census+2	
CSL	Paid Per Student after Census+2	Paid Per Student after Census+2	
DEA	Paid Per Student after Census+2	Paid Per Student after Census+2	
DEH	Paid Per Contact Hour, no pay request	Paid Per Contact Hour, submitted on WAF	
DMS	Paid Per Student after Census+2	Paid Per Student after Census+2	
EMS	Paid Per Student after Census+2	Paid Per Student after Census+2	EMS Clinicals are the only EMS courses paid through FLAC for part-time instructors
HPR	Paid Per Student after Census+2	Paid Per Student after Census+2	
MAP	Paid Per Student after Census+2	Paid Per Student after Census+2	
MOT	Paid Per Student after Census+2	Paid Per Student after Census+2	
NUA	Paid on Timecards, do not pay through FLAC	Paid per Contact Hour, submitted on WAF	
NUR – ADN (1000 & 2000 level courses)	Paid on Timesheets, do not pay through FLAC	Paid per Contact Hour, submitted on WAF	
NUR – BSN (3000 & 4000 level courses)	Paid per Contact Hour, no pay request	Paid per Contact Hour, submitted on WAF	BSN Courses are online only and practicums are paid per contact hour

NUR – PN (PN# section numbers)	Paid on Timesheets, do not pay through FLAC	Paid per Contact Hour, submitted on WAF	
PHL	Paid Per Student after Census+2	Paid Per Student after Census+2	
PHT	Paid Per Student after Census+2	Paid Per Student after Census+2	
PTA	Paid Per Student after Census+2	Paid Per Student after Census+2	
PTE	Paid Per Student after Census+2	Paid Per Student after Census+2	
RTE	Paid Per Student after Census+2	Paid Per Student after Census+2	
SPI	Paid Per Student after Census+2	Paid Per Student after Census+2	
STE	Paid Per Student after Census+2	Paid Per Student after Census+2	

HS DISCIPLINE-SPECIFIC INFORMATION

Nursing - 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 the Division of Online Learning.

Nursing - 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 2026-2027 Pikes Peak State College (PPSC) Catalog and the guidelines provided in this document. Contracts must align with published catalog contact hours. Any changes to contact hours and course schedule type must follow the CIP process.

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

Nursing – NUR/NUA 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.

Nursing - BSN Clinicals, Workloads, and Lead

The Bachelor of Science in Nursing (BSN) program has several procedures specific to their needs.

BSN assignments are all contracted through FLAC and are not on timecards. Clinical BSN hours are paid per contact hour listed in the course catalog.

BSN instructors and faculty may also receive LEAD (lead instructor) pay. These hours must either be submitted on a faculty Workload Approval Form (WAF) or via a pay request submitted to FLAC. BSN lead assignments may be submitted on a division workload sheet so long as that submission includes all necessary contracting details – hours, days, org code, descriptions, and all employee details.

CPR - Open Learning Hybrid Course Information

CPR courses (HPR 1011 and HPR 1013) are taught off of standard parts of term, classifying them as “Open Learning - Hybrid” courses. These courses are taught in special two-day terms: the first day is always taught online without a listed meeting time or location; the second day is always taught in-person with a dedicated meeting time and location.

CPR courses must have a student ratio of no more than 10:1.

Enrollment maximums are set based on the capacity of the room hosting the in-person “practical” day of the course and the student ratio requirement. No additional enrollment adjustments will be made for these sections.

CPR – Cross-Listing Exception

CPR sections may be cross-listed with another sections that meet on the same days but not at the same times. This both fulfills ratio requirements but also allows flexibility for enrollment. It is typical for one CPR section to be canceled due to low enrollment, but the remaining section will proceed as scheduled and be compensated according to the established contract.

Cross-listed CPR sections will receive one contract equal to the listed contact hours for one HPR 1011 or HPR 1013 section. If only one of two cross-listed sections is cancelled, compensation remains the same and will pay according to the listed contact hours.

This exception does not apply to Concurrent Enrollment or Career Start sections of HPR 1011 or HPR 1013. These sections are not cross-listed and will pay according to the contact hours listed.

CPR - Required SSATEXT Notes

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 – Lab and Clinical Information

DEH courses have ratio requirements listed below. DEH courses are regularly shared between different faculty and instructors; percentage responsibility will be indicated in Banner when instructors are assigned.

DEH clinicals are paid per contact hour as listed in the course catalog and do not fall under the traditional per-student pay rate.

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			

EMS - Program Information

EMS courses are taught in cohorts and are linked together as co-requisites. Students must

register for all EMS courses simultaneously. Instructor signature is required for all EMS courses.

Starting Fall 202620, all EMS instructors are paid on timecards and will not be contracted through FLAC. These courses will be marked as non-compensation on the FLAC Contract Log. EMS clinicals are still contracted through FLAC and paid at the per-student rate.

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

Nursing – ADN Courses and Ratios

Information regarding the structure of Associate’s Degree in Nursing courses and associated student ratios are listed below.

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	

Nursing – BSN Courses and Practicums

Lecture and Practicum courses for the Bachelor of Science in Nursing program are listed below. BSN courses are online only. Practicums pay according to the listed contact hours for the course and do not follow the traditional per-student model.

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			

Nursing – NUA Ratios

Below are the ratios for the Nursing Assistant courses listed.

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

Nursing – PN Ratios

Below are the ratios for the Practical Nursing courses listed.

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

PTA course ratios are listed below. PTA Internship courses are paid per-student. PTA courses with a lab component must have two instructors assigned and each will receive full pay.

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		

SPI - Course Lab and Internship Information

SPI courses are linked together as co-requisites requiring students to register simultaneously. Instructor signature is always required for SPI course registration. The max enrollment cap will always be 15 for SPI courses.

SPI course details and ratios are listed below. SPI internships pay per student.

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		

STE – Lecture/Lab Exception and Internship Information

STE courses are taught in a cohort of 20 total students. STE Lecture/Lab Combination (LLB) courses require two CRNs, each with a 10 student enrollment cap. These courses are cross-listed and held at the same time and the same location. The courses are also linked as co-requisites and students must simultaneously register for both courses. An instructor signature is required for all STE course registration. The courses still pay per individual CRN.

STE internships are paid per student.

STE course details and ratio requirements are below.

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		

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.