

ARTICLE 7 – STIPENDS

7.1 Definitions:

7.1.1 Stipends are payments for work performed by full-time and adjunct faculty part-time faculty that is outside of the regular academic assignment.

7.1.2 Unit compensation value as listed in the Part-time Academic salary schedule (15-00)€.

7.2 Coordinators:

[NOTE: 7.2.1, 7.2.2, and 7.3 have been moved to Article 5]

~~7.2.1 Kokanee Literary Magazine Editor: 2.5 units per year~~

~~7.2.2 Writers Series: 1 unit per quarter for each quarter in which a Writers Series even is held.~~

7.2.1 Art Gallery Coordinator: \$2000 per primary term when there is an art show held

~~7.3 Mentoring Program for new faculty:~~

Mentor of new faculty member = 1 unit

~~(New faculty member = 4 units of work load during the first teaching quarter.)~~

~~7.4 Training for the online learning management system = \$250~~

[NOTE: 7.5 has been replicated in a later section]

7.5 \$500 Stipend for the following:

- ~~● Creation of a complete and transferrable (as well as electronically editable) online or correspondence course from a face to face course where no previous online nor correspondence course existed~~
- ~~● Creation of a complete and transferrable (as well as electronically editable) online or correspondence course where no previous course existed in any modality~~
- ~~● Creation of a complete and transferrable correspondence course from a current online course~~
- ~~● Completion of significant updates and revisions (not to include regular and continued editing typical course improvement) to a correspondence course as well as three (3) additional complete and transferable versions of homework, quizzes, exams, essays, and/or other assignments. All pieces must be completed and presented in an electronically editable format.~~

- Under the following conditions, a stipend may be awarded as an exception to the above, pending pre-approval by the appropriate administrator:
 - Significant course changes mandated by the state (for example, C-ID requirements) or by the administration
 - Significant course changes requested by faculty and approved by administration (requests are to be presented to the administration before changes are made)

7.3 In-House Faculty Guest Lectures

7.3.1. A faculty member who delivers a presentation shall be provided a \$250 honorarium for a presentation under the following definitions and conditions.

Definitions:

In-house faculty means the person is employed as either a full-time or part-time faculty member at LTCC. Note: Part-time instructors must be teaching at least 4 units during the quarter they deliver a presentation.

Guest lectures means that the person is delivering a presentation outside of their regularly scheduled classes at LTCC.

Conditions:

- The presentation must be original, meaning that it (a) has been written by the instructor and (b) cannot be taken from their current or past course materials. Components of the presentation may be incorporated into a regular class lecture once the event has passed.

- The presentation should be approximately 45 minutes to an hour in length and then offer up to a 30-minute Q&A session for the audience afterward.

- There will be a total of three (3) presentations delivered per academic year – an average of one per quarter, and applications will be accepted for consideration on a first come, first served basis by the President's Office.

- The money for these presentations will come from the Faculty Professional Development Committee's fund because this activity is designed to engender professional growth on behalf of the faculty member.

- Faculty members may deliver a maximum of one (1) presentation every other academic year.

- Faculty members may not deliver the same presentation for compensation more than once. Also, no more than 1/4 of the prepared slides for a specific

presentation may be reused in any future presentation for this guest lecture event.

• The faculty member is responsible for contacting the Marketing Department to promote the event so that constituencies both on and off campus are informed about it.

[NOTE: 7.4 and its sub-sections contain previously-agreed upon language from 2020 with one consistent modification highlighted.]

7.4 Course Creation Stipend:

[NOTE: The following stipends apply to the first quarter a course is converted to a new modality.]

7.4.1 Stipend of (\$125 x total course units—not contact hours) for the following:

NOTES:

- The stipend will be awarded for completion of a course in an Enhanced Virtual Environment (EVE) from a course that has only previously been offered face to face (F2F).
- For example, a 4-unit course would result in a \$500 stipend.
- Non-credit courses will be converted to units on a 3:1 basis, for example a course that meets 6 hours/week = 2 units and a course that meets 1.5 hours/week = .5 units.
- Concurrent and partially concurrent sections will be considered one section for calculations.
- Faculty teaching multiple sections of the same course will be paid for only one stipend according to the conditions laid out in 7.4.
- If the course is being converted to a hybrid course (EVE + face-to-face components), the stipend will be calculated based on the units being converted to the online environment only.]
- Once any payment has been received from the District, the District reserves the right to transfer course materials, including the course shell, to other faculty. Payment or refusal of this stipend does not change the fact that, under Article 15, as work that was completed under the conditions of employment by the District, the faculty member and the District both have access to the shell for the purposes of sharing with other faculty or other uses. Faculty who receive a pre-built shell from a colleague or the District shall not share that shell outside of the District, unless the author has given explicit permission.
- “Course materials” include syllabus, course schedule, recorded lectures, PowerPoint presentations, handouts, assignments, and other course content.

EVE courses are defined by the following elements, among others:

- Some synchronous elements/course content offered during scheduled time blocks

- Other asynchronous elements/course content moved to a virtual environment using Canvas (or future LMS)
- Labs offered in a virtual environment
- One-on-one support from faculty, including virtual office hours
- Discussions, interactions, projects with faculty and other students offered in “real-time”
- Video (including some synchronous video, recorded for later reference) used to assist visual learning and “real-time” interaction

7.4.2 Stipend of (\$125 x total course units—not contact hours) for the following:

- Creation of a complete and transferrable (as well as electronically editable) online or correspondence course from a face to face course where no previous online nor correspondence course existed
- Creation of a complete and transferrable (as well as electronically editable) online or correspondence course where no previous course existed in any modality
- Creation of a complete and transferrable correspondence course from a current online course
- Completion of significant updates and revisions (not to include regular and continued editing typical course improvement) to a correspondence course as well as three (3) additional complete and transferable versions of homework, quizzes, exams, essays, and/or other assignments. All pieces must be completed and presented in an electronically editable format.
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7.4.3 Stipend of (\$125 x total course units x 0.5) for the following:

Completion of a course in an Enhanced Virtual Environment (EVE) that has previously been offered fully online.

Payment or refusal of this stipend does not change the fact that, under Article 15, as work that was completed under the conditions of employment by the District, the faculty member and the District both have access to the shell for the purposes of sharing with other faculty or other uses. Faculty who receive a pre-built shell from a colleague or the District shall not share that shell outside of the District, unless the author has given explicit permission.

“Course materials” include syllabus, course schedule, recorded lectures, PowerPoint presentations, handouts, assignments, and other course content.

The definition of EVE and the conditions in 7.4.1 also apply here in 7.4.3. 7.4.4

7.4.4 Stipend of (\$125 x previous face-to-face units) for the following:

Completion of a course in an Enhanced Virtual Environment (EVE) or fully online that has previously been offered in a hybrid format (partially virtual and partially face-to-face).

The stipend will only be offered for those previously offered face-to-face units being converted to EVE or online.

Payment or refusal of this stipend does not change the fact that, under Article 15, as work that was completed under the conditions of employment by the District, the faculty member and the District both have access to the shell for the purposes of sharing with other faculty or other uses. Faculty who receive a pre-built shell from a colleague or the District shall not share that shell outside of the District, unless the author has given explicit permission.

“Course materials” include syllabus, course schedule, recorded lectures, PowerPoint presentations, handouts, assignments, and other course content.

The definition of EVE and the conditions in 7.4.1 also apply here in 7.4.4.

7.4.5 Under the following conditions, a stipend may be awarded as an exception to the above, pending pre-approval by the appropriate administrator:

- Significant course changes mandated by the state (for example, C-ID requirements) or by the administration
- Significant course changes requested by faculty and approved by administration (requests are to be presented to the administration before changes are made).

7.6 ~~Online Education Initiative Course Approval~~

~~\$1000 “staged” payment~~

- ~~• \$500 upon official OEI course approval~~
- ~~• \$500 after the OEI approved course has been taught in the OEI Exchange for the District two (2) times~~
- ~~• Additional \$500 stipends may be awarded per course for additional courses, after the first, that a faculty member gets approved through OEI and teaches for the District in the OEI Exchange twice.~~

~~Once any payment has been received from the District, the District reserves the right to transfer course materials, including the online shell, to other faculty for their approval~~

through the process described above. Faculty may not receive the above stipends for already-approved OEI courses he or she has inherited from another faculty member in the District or from the District itself.

7.5. Peer Online Course Review and Course Approval

\$1000 per course to be divided among participants as follows (2 POCRs: \$400 each, Reviewee: \$200)

Faculty may not receive the above stipends for already-approved OEI courses nor for OEI-approved courses he or she has inherited from another faculty member in the District or from the District itself. Statewide approval through the OEI must be completed prior to the faculty receiving the stipend. Payment or refusal of this stipend does not change the fact that, under Article 15, as work that was completed under the conditions of employment by the District, the faculty member and the District both have access to the shell for the purposes of sharing with other faculty or other uses. Faculty who receive a pre-built shell from a colleague or the District shall not share that shell outside of the District.

7.6 POCR training stipend: \$500 for completion of Peer Online Course Reviewer training and certification.

Prior to conducting online course reviews in the role of a POCR, faculty must also have completed training in the basics of online instruction, specifically, the ABCs of Course Design and Accessibility Training through the @One training program or the equivalent.

7.7 Incarcerated Student Program Tutoring

Each hour of tutoring inside of approved facilities, counted from the time the faculty member enters the facility to the time he or she exits, is paid at 75% of the ~~Adjunct~~ Part-time Faculty rate according to **Part-time Academic** Salary Schedule 15-00. Tutors must have prior approval by the appropriate Dean or by the Vice President of Instruction to tutor in the program and must provide a time sheet with accurate tracking of their tutoring time for compensation.

7.8 Incarcerated Student Program Video Creation

One hour of quality completed, edited, and produced video is paid a stipend of \$100 (based on an estimated 3 hours to create one hour video @ \$27 / hour). Faculty must receive prior authorization to produce videos for a course. Only one set of videos per course will be awarded a stipend. If administration requests an additional set of videos, additional stipends may be awarded.

7.9 Grading by Examination Exams

Credit by Examination Exams are graded by the department lead as part of the department lead assignment in one of the three (3) primary terms, not including summer (during which the majority of full-time faculty [excluding faculty whose loads are differently distributed as part of this bargaining agreement] are compensated as part-time ~~adjunct~~ faculty). A part-time ~~adjunct~~ faculty member may be selected to grade the credit by examination exams at the following rates: 1-5 exams = \$25 plus; 6-10 exams = \$50; 11-15 exams = \$75; 16-20 = \$100, plus \$5 additional for each exam beyond 20.

7.10 Soccer Coaches - transferred from Part-time Academic salary schedule (15-00)

Head Soccer Coach	1-2 years	\$18,000 per year
	3-4 years	\$21,000 per year
	5+ years	\$25,000 per year

Additional compensation for extended post-season play: head coach \$350, assistant coach \$150. Reasonable hours determined for this stipend are 600 hours total.

Assistant Soccer Coach \$3,500 per year

Reasonable hours determined for this stipend are 120 hours total.

7.11 Club Advisors

Club advisors will be required to participate in a minimum of six (6) hours of duties per quarter that directly fulfill the mission of the club. In addition to those hours, they will also have to participate in one college wide event each quarter for the purposes of marketing the club and enhancing college life. Unless negotiated otherwise, each student club advisor will be provided a stipend of \$600 per quarter (excluding summer session) for each quarter following the quarter the club is officially recognized by the Vice President of Student Services.

Associated Students of LTCC (Student Senate)= \$1,800 per quarter plus \$600 for summer

Alpha Gamma Sigma = \$2,400 per year

[NOTE: 7.11, 7.12, and 7.13 have been moved to Article 5]

7.11—Academic Senate

~~President = 12 units per year~~

~~Vice President = 3 units per year~~

~~Secretary = 3 units per year~~

Previous President = 1 unit in the fall quarter following the election of a new president to assist in training the incoming president.

7.12—Charis of Standing Committees

Curriculum Committee = 1 unit per year

7.13—Department Lead Units (per year)

Department lead units will be assigned per the mutual agreement between the faculty member(s) and the District. It is the understanding of the District and association that the number of departmental lead units assigned to any department should not be static. The amount of work required to maintain the viability of a program is subject to change. As departments (and the work to maintain those departments) grow or shrink, adjustments will be made so that lead compensation, and calculations will be run every three years to allow the Districts and its faculty to plan, budget, and schedule more effectively. It is assumed that this model will only apply to departments that have historically received department lead compensation, unless otherwise negotiated. Department lead units may not exceed 12 per department. Faculty may apply a maximum of 10 totally reassigned units toward the 48 unit contractual load. Reassigned units for the Director of the FEC, the Wilderness Director, the Athletic Director, the Distance Education Coordinator, the Student Learning Outcomes Coordinator, the Academic Senate President, and Faculty on Special Assignment are exempt from this 10 unit maximum.

The revised model uses the criteria outline below to calculation workload compensation:

- 1.—One unit of workload release is assigned to each department lead.

Assumptions and Justification: Each department lead is required to provide quality control per course, per modality within their department (including ISP and online). Department leads are also required to submit a variety of institutional reports (Annual Unit Plans, program reports, department plans, maintain departmental SLOs, perform budget reports, etc.). Department leads are also required to perform a variety of miscellaneous department duties (administer and grade challenge exams; attend administrative meetings, handle disciplinary issues, etc.). It has been assumed that on unit of release should provide the compensation necessary for each department lead to perform the necessary functions to maintain viability of the department

- 2.—Number of adjuncts scheduled by the department lead per year x 0.25:

Assumptions and Justifications: The 0.25 multiplier is used here (to convert the *number of adjuncts scheduled* into reassigned units) to represent 3 hours of work by the faculty lead per adjunct per year. Working with adjuncts represents the bulk of the workload for the faculty lead (outreach, communication of department

foals/information, training, hiring/firing, SLO coordination, etc.). The number of adjuncts scheduled (regardless of cancelations) is not to include fulltime faculty members, tutors, or instructional aides. As the number of individuals that a department lead oversees grows and shrinks, so should the associated workload.

3. — Number of courses successfully run by the department per year x 0.04

Assumptions and Justifications: The 0.04 multiplier is used here (to convert the *number of courses successfully run* into reassigned units) to represent 0.5 hours of work by the faculty lead per course per year. Faculty leads are required to perform a variety of functions associated with class scheduling (maintaining curriculum, modifying quarterly schedules, ordering books, developing 2-year projected schedules, manage program pathways, etc.). It is assumed that by using the number of classes successful run, a reasonable amount of compensation will be awarded for completion of those duties. All concurrent and partially concurrent courses are counted as one course. Again, as the number of courses that a department successfully runs to fulfill the needs of the department grows and shrinks, so should the associated workload.

4. — Number of laboratory contact hours scheduled in a lab facility by the department lead per year minus the number of staff hours schedule to assist in the same facility x 0.002.

Assumptions and Justifications: the 0.002 multiplied is used here (to convert the *number of lab hours scheduled* into reassigned units) to show that one unit of reassigned time should be awarded for every 500 lab hours scheduled in a facility by the Department Lead per year. Faculty leads are required to perform a variety of functions associated with maintaining a laboratory facility (ordering supplies, maintaining equipment, cleaning and organizing, insuring a safe work environment, etc.). The amount of workload associated with each facility is directly proportional to the degree in which the facility is in use. The number of hours that a space is being used as an *academic lab* is used to calculate reassigned units for the Department Lead. Only lab contact ours (in courses successful run) are used in calculating yearly totals. Concurrent and partially concurrent courses are counted as one course. Some facilities require additional staffing resources. The number of hours of supplemental help in managing the facility is subtracted from the Department Lead's responsibilities and, thus, their compensation. As the amount of time scheduled in a lab facility changes, so should the associated workload.

5. — For any departments scheduling and managing open labs, the following calculations will apply: For every 500 hours of scheduled open lab, with a minimum of 250 hours, 0.5 units will be added to the department lead units calculation. This includes the following lab spaces until otherwise negotiated: ART (2-D, 3D, and Photography) and DMA. (For clarification, 250-500 hours = 0.5 units; 501-1000 hours = an additional 0.5 units; etc.).

Other Important Considerations:

- 1) ~~The calculated totals for departmental lead reassigned units compensation are to be rounded to the nearest one quarter unit.~~
- 2) ~~Based on departmental data provided in Colleague, three year averages are to be used in the compensation model.~~

~~Department Lead Duties are further defined in the section. For specific information regarding the formula for determining department lead reassigned units, see Appendix 40.~~

7.13.1 Curriculum

~~7.13.1.1 Oversee development, review and revision of course outlines on a regular basis in accordance with Title V and District guidelines.~~

~~7.13.1.2 Provide quality control of course content as outlined in the course outline of record and as presented by faculty in the area in all modalities.~~

~~7.13.1.3 Oversee the selection and ordering of textbooks, manuals, course supplemental materials, etc.~~

7.13.2 Budgeting, Scheduling, and Planning

~~7.13.2.1 Assist the administration with the development of teaching schedules.~~

~~7.13.2.2 Assist in development of course schedules on quarterly and annual basis; coordinate these schedules with other programs and/or adjunct faculty within faculty members' teaching area~~

~~7.13.2.3 Assist the administration with development of the department's budget~~

~~7.13.2.4 Assist the administration with the planning, development, and implementation of long-range programmatic goals and objectives and review these annually; write, review and revise Program Reviews/Plans~~

~~7.13.2.5 Survey current students and monitor enrolment patterns to guide scheduling and planning in faculty members' subject area(s) in conjunction with the Department of Institutional Effectiveness.~~

7.13.3 Directing the work of others

~~7.13.4 Direct the day-to-day work of instructional aides~~

~~7.13.5 Assist in hiring adjunct faculty~~

~~7.13.6 Train, guide, and otherwise direct the work of, as needed, adjunct faculty (including online, face to face, and ISP)~~

~~7.13.7 Other~~

~~7.13.7.1 Maintain and/or oversee specialized academic facilities such as exercise space, laboratories, art studios and/or off-campus teaching sites; be responsible for specialized academic equipment such as laboratory instruments, art production equipment, physical education equipment, etc.~~

~~7.13.7.2 Develop and maintain department Web sites~~

~~7.13.7.3 Maintain department records as needed~~

~~7.13.7.4 Order and/or coordinate or oversee ordering of department supplies~~

7.12 Adjunct Part-time Faculty Members of Committees

7.11.1 Adjunct Part-time faculty members will be compensated at an amount equal to one-half of the adjunct part-time hourly lecture rate paid hourly at the part-time adjunct faculty Extra Duty Assignment rate (see Appendix 5: Part-time Academic Salary Schedule 15-00)

7.11.2 Adjunct Part-time faculty members will only be compensated for the actual time spent in committee meetings except as noted below. 7.14.2.1 Pay for screening applications on administrative and faculty screening committees will be one (1) hour for every six (6) applications reviewed.

7.11.2.2 If the adjunct part-time faculty member of the Curriculum Committee performs prep work in advance of a committee meeting, he/she will be compensated one-half (.5) hour for each hour of meeting time.

7.11.3 With the exception of negotiations, a part-time adjunct faculty member who is a regular, voting member of a committee, may apply to the Vice President of Academic Affairs to be compensated for special projects performed outside of meeting times. Application must be in advance and with the recommendation of the committee chair.

~~7.14.4 Adjunct faculty members will be compensated at an amount equal to one-half of the adjunct hourly lecture rate.~~

7.13 Adjunct Part-time faculty orientation

Adjunct Part-time faculty are required to participate in an orientation (face-to-face or online) once per year to be introduced to and updated on District policies and

procedures —see salary schedule 15-00 for compensation. Adjunct faculty will be compensated for one hour at the extra duty assignment rate.

7.14 Curriculum Development by Adjunct Part-time Faculty

Adjunct part-time faculty will be compensated for curriculum development if contracted in writing to do so by the Dean of Instruction. The pay rate is as follows:

7.14.1 Revising Existing Curriculum

Any revision to the existing curriculum will be compensated at a base rate of 6.5% of the per unit lecture rate plus 3.25% of the per unit lecture rate for each unit or fraction thereof, e.g., 4 unit class = $(.65 \times \text{unit rate}) + 4 (.0325 \times \text{unit rate}) = \$$.

7.14.2 New Curriculum

New curriculum will be compensated at a base rate of 13% of the per unit lecture rate plus 6.5% of the per unit lecture rate for each unit or fraction thereof, e.g., 4 unit class = $(.13 \times \text{unit rate}) + 4 (.065 \times \text{unit rate}) = \$$.

7.15 Adjunct Part-time Faculty Travel Stipend

Adjunct Part-time faculty who travel 50 vehicles miles or more (one way) on the most direct route from their residence to Lake Tahoe Community College will receive a quarterly travel stipend as delineated below.

For full quarter-length courses:

7.15.1 Assigned course(s) meets one day per week: \$400 travel stipend

Assigned course(s) meets two days per week: \$800 travel stipend

Assigned course(s) meets three or more days per week: \$1,200 travel stipend

7.15.2 Adjunct part-time faculty who teach courses meeting for less than a full quarter will receive a stipend of \$35.00 per round trip based upon the number of required trips to scheduled class meetings.

[NOTE: 7.18 has been moved to Article 5]

~~7.18 Release Time for Faculty Association Duties~~

~~The Faculty Association may identify faculty to receive release time for performing Association duties.~~

~~7.18.1 The Faculty Association can purchase from the District a maximum 6 units per year at the middle adjunct rate (See Schedule 15-00: Tier 2 at LTCC and Adjunct Faculty [non-associate] rate)~~

~~7.18.2 The District will match the first 6 units purchased each year.~~

~~7.18.3 The Faculty Association can disburse these release units as desired and will notify the Instruction Office regarding who will be receiving the units and which quarter they will be allocated.~~

7.16 Travel for correctional facilities

7.16.1 Travel time to be paid at \$100 per round trip to Susanville (5.5 hours)

7.16.2 Travel time to be paid at \$62 per round trip to Folsom (3.5 hours)

7.17 Other Stipends

7.17.1 For stipends other than those specified in Article 7, or on Schedule 15-00, amounts will be determined as followed:

7.17.2 For stipends less than an amount equivalent to four (4) units per quarter at the pay rate for part-time adjunct faculty for Tier 2, Schedule 15-00, a description of duties will be developed. The stipend amount will be determined through mutual agreement between the supervising administrator and the person who will receive the stipend. If mutual agreement cannot be reached, the stipend amount will be referred to negotiations.

7.17.3 Stipends awarded under 7.20 will be brought for formal negotiations for institutionalization by the end of the 6th quarter of allocation.

7.17.4 For stipends greater than the limit established in 7.20 per quarter, the stipend amount will be referred to negotiations.

7.18 Special Project Courses

Instructors that agree to teach Special Projects classes (course numbers 231 and 291) will be paid at the following rate:

$$\text{Number of students} \times \text{contact hours (lecture units)} \times 0.1 \times \text{Associate Faculty Overload Rate} = \text{compensation stipend.f}$$