I. PURPOSE

Provides a salary schedule for part-time instructors of noncredit, continuing-education courses and guidelines for administering the salary schedule.

II. POLICY

A. The college shall have a published salary schedule for part-time instructors for noncredit, continuing-education courses.

B. At least once every two years, this salary schedule shall be reviewed by the Vice-President of Continuing Education and Community Services, who shall submit a report of findings and recommendations to the president and President's Cabinet.

C. All salary schedules shall be presented by the president to the Board of Trustees and shall be approved by the Board of Trustees before implementation. No salary schedule shall be implemented without formal Board approval.

D. All salary schedules shall be published in the college's Regulations Manual and shall note their effective date.

E. The president may authorize an exception to the published salary schedule for part-time, noncredit, continuing-education instructors but must notify the Board of Trustees of any such exception and submit the exception for approval at the next duly scheduled meeting of the Board.

(POLICY APPROVAL: 4-19-95, Board of Trustees)

III. DEFINITIONS/DESCRIPTIONS

A. Contract Fee: a flat rate negotiated with an individual or agency for a specified service.

B. Lecture or professional ranges are divided into levels according to the following criteria:

   1. Level A is for licensure/certification review, job-entry refresher courses, avocational lecture offerings, human-potential and communication courses, training programs for trades/occupations, workshops for mid-management, etc.

   2. Level B is for professional or executive management, high-technology training programs, computer languages and other computer training except basic (which is Level A), advanced continuing education in the allied health, nursing, engineering, technology, and other professional fields, etc.

C. Laboratory/studio courses are divided into levels according to the following criteria:

   1. Level A is for crafts and hobby-related courses, courses for personal enrichment and general information, recreational or health/personal fitness courses, general computer
literacy, offerings for personal enrichment in the fine and performing arts, and other avocationally oriented courses.

2. *Level B* is for laboratory components of courses concerning professional, executive, technical, and other advanced continuing education comparable to the example offerings listed in section II.B.2.

IV. PROCEDURES

A. Part-time noncredit instructors are recruited by the Division of Continuing Education (CE) or the academic divisions.

B. Qualified part-time instructors are recommended for appointment to the Vice-President of Continuing Education and Community Services (VP/CECS) by means of the Noncredit Appointment Worksheet (a copy of which is attached hereto), which includes the following information:

1. Name of proposed instructor or contracting agency, with Social Security number or federal ID number.
2. Course identification (section, number, title).
3. Course schedule (dates, days, times, location).
4. Funding account number.
5. Expected direct income (tuition and fees).
7. Expected enrollment (including minimum number of students).
8. Instructional costs.
9. Preparer's signature and date.
10. Signature of VP/CECS and date.
11. President's approval (if exceptional pay rate requested).

C. Upon receiving approval through the Noncredit Appointment Worksheet (which is intended for internal use only and should not be shared with the instructor or contracting agency), the preparer issues a standard Working Agreement: Part-Time Continuing Education Instruction form to the instructor/contracting agency. (A copy of this form is attached hereto.)

V. GUIDELINES

A. Lecture/theory-based/professional courses may justify a higher placement on the salary range than lab/studio/applied-knowledge offerings.

B. Offerings requiring intensive training by instructors with formal experience or extensive experience and established reputations may justify a higher placement on the salary range or beyond if a contract fee.

C. Offerings that have a high tuition charge may justify a higher placement on the salary range or beyond if a contract fee.

D. Rates for part-time, noncredit instructors' pay are set in whole-dollar amounts.

E. Normally, when more than one instructor is responsible for instruction in a course, salaries are pro-rated according to each instructor's respective share of the course.
F. The college sometimes arranges for the development of course materials. Such work to prepare materials for a course is normally done at the lab rate (or lower) for the course. All materials developed at college expense are considered work for hire and become the exclusive property of the college.

G. By mutual agreement between the college and the instructor, a course with low enrollment may be offered at a reduced pay rate for the instructor.
Attachment: Regulation 462

Salary Schedule for Part-Time, Noncredit, Continuing Education Instructors.  
(Effective date: September 1, 1995.)

<table>
<thead>
<tr>
<th>Level</th>
<th>Category I: Lecture or Professional Rate</th>
<th>Category II: Laboratory/Studio Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MIN</td>
<td>MAX</td>
</tr>
<tr>
<td>A</td>
<td>$10/hr</td>
<td>$21/hr</td>
</tr>
<tr>
<td>B</td>
<td>$16/hr</td>
<td>$38/hr</td>
</tr>
</tbody>
</table>

Actual pay rate (between minimum and maximum) depends on the instructor’s background (education and experience), type of course (vocational, professional, technical, computer-related, avocational, etc.), length of course, and availability of qualified instructors.

*Note:* The above pay schedule does not apply to student workers.
**Wharton County Junior College**

**NONCREDIT APPOINTMENT WORKSHEET**

(Internal office use only)

REG 462

Instructor or Contracting Agency's Name

Social Security or Federal ID Number

Funding Acct Number

Course Section Course Title

Course Schedule: Starting Date Ending Date

Days, Dates, Times, Location:

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**COURSE REVENUE**

**Total Expected Direct Income $**

Tuition per person $ ___________________________

Fees per person $ ___________________________

Expected Indirect Income (state) $ ___________________________

Contract Income $ ___________________________

Minimum Enrollment _________

Total (dir + indir) Income $ ___________________________

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**INSTRUCTIONAL COST**

<table>
<thead>
<tr>
<th>Cat</th>
<th>Lev</th>
<th>PAY HOURS AND RATES</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Course Dev Lec/Prof Rate</td>
<td>Cont Hrs: Lab/Studio Rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hrs rate tot</td>
<td>hrs rate tot</td>
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<tr>
<td>I</td>
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</tr>
<tr>
<td>II</td>
<td>A</td>
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<td></td>
<td>B</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Exception Rate</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>IV</td>
<td>Contract Fee (flat rate)</td>
<td></td>
</tr>
</tbody>
</table>

Preparer _______________________________ Date ____________________

VP/CECS _______________________________ Date ____________________

Pres (if exception) ____________________ Date ____________________
Wharton County Junior College
911 Boling Highway • Wharton, Texas 77488 • (409) 532-4560

Working Agreement: Part-Time Continuing Education Instruction

Account # to be charged __________________________ Date __________________________

This agreement, made and entered into by and between the Wharton County Junior College District, for the First Part, and______________________________ of the Second Part, witnesseth:

That the Part of the First Part hereby employs the said Party of the Second Part for Wharton County Junior College in the following temporary and part-time position or positions [check all that apply]: Teacher [ ], Teachers Aid [ ], Counselor/Supervisor [ ].

This temporary and part-time position is in the following program: Credit [ ], Continuing Education [ ], Adult Basic Education [ ], JTPA [ ], Special Projects [ ], Other [ ], specify: ______________, Course Name _________________________ Section No.___________.

That the salary for this employment is $ _________ per hour and covers a period from _________________ to _________________. The salary for this employment will be subject to the deduction of Federal Income Tax and Social Security or Teacher Retirement program or 403b Alternative Retirement program. The number of hours to be worked is ______________. Payment will be made to the Party of the Second Part [check one]: Monthly [ ] or Upon Completion of the Course or Project [ ].

That the said Party of the Second Part understands the terms of the Agreement and promises faithfully to conform to policies and regulation as may be prescribed by law and the Party of the First Part, including the acceptance of reasonable administrative assignments to service on committees engaged in institutional research and planning, quasi-administration, and to attend inservice training workshops.

Signed this the _____________ day of__________________________, 199___.

______________________________________  _________________________________
Employee        Vice-President of Continuing Education and Community Services

______________________________________  _________________________________
Address City                        Zip

______________________________________
Telephone

______________________________________
Social Security No or Fed ID #

*Return to Office the first class meeting