



MEMORANDUM

VICE PRESIDENT AND DEAN OF INSTRUCTION

January 12, 2009

TO: Division Chairs, Department Chairs, and Program Coordinators
FROM: Carol Moore
SUBJECT: **FACULTY WORKLOAD ASSIGNMENT – Spring 2009**

DEADLINES - The Faculty Workload Assignments for Spring 2009 are available for review. **The initial Spring 2009 FWA should be completed by 5 p.m. on Friday, January 23, 2009. You will receive an FWA report on Monday, January 26, 2009.** I have already scheduled meetings with each division chair during the week of February 2 to review the FWA for the division and will be set up to make any necessary corrections at that time. **All corrections must be made by Friday, February 6, 2009. The FWA will go to Payroll on Wednesday, February 11, 2009.**

REMINDER - The FWA Manual was designed to help you in this process.

Instructor Loads - The instructor loads have been reset to the load tied to the course e.g., any instructor loads that were adjusted last spring have been reset. The long-standing practice of awarding one load-hour for one lecture hour and .5-load-hour for one laboratory hour assignment should be followed when calculating FWA except with permission by the Vice President and Dean of Instruction. **REMINDER: The overload course(s) need to be designated on the FASC screen. Use the drag down arrow in the "Teaching Assignment" column and select O – Overload Course for the designated course(s).**

Faculty Assignments – Begin working on assignments for unassigned classes, changes in faculty assignments, changes in course loads and Special Assignments. These changes should be made by the divisions and departments, not by the Registrar's Office.

Class Cancellations - To cancel a class send Holly Hicks an e-mail indicating the ID#, Course Number, and Instructor (38921, PHED 1111-001, Smith)

Overload and Part-time with Certification Compensation

Load Hour: Based on degree and years of teaching experience at Amarillo College.

<u>Year Exp.</u>	<u>< Master</u>	<u>Master</u>	<u>Doctorate</u>
1 st Year	\$440	\$490	\$540
2 nd Year	\$490	\$540	\$590
3 rd Year	\$540	\$590	\$640
4 th Year	\$565	\$615	\$665

Part-time without Certification Compensation

Load Hour: Based on degree and years of teaching experience at Amarillo College.

<u>Year Exp.</u>	<u>< Master</u>	<u>Master</u>	<u>Doctorate</u>
1 st Year	\$390	\$440	\$490
2 nd Year	\$440	\$490	\$540
3 rd Year	\$490	\$540	\$590
4 th Year	\$515	\$565	\$615

Pay Schedule for Part-time and Overload Pay

- Classes beginning and ending in one month will be paid on the last working day of that month.
- Classes which begin and end in a two month period will be paid in two equal payments on the last working day of those months.
- Classes which begin and end in a three month period will be paid in three equal payments on the last working day of those months.

cc Payroll
Darrell Conger
Holly Hicks
Tim Hicks
Terry Kleffman
Administrative Assistants