



2020-  
2021

OFFICE OF HUMAN RESOURCES

Annual Compensation  
Plan: Salary Schedule  
and Employment  
Procedures

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## **Equal Employment Opportunity**

The College prohibits discrimination in any term or condition of employment or in the application for employment on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation or veteran's status. Equal Employment Opportunity is provided pursuant to Executive Order 11246, as amended, Title VII of the 1964 Civil Rights Act, as amended, Section 504 of the 1973 Rehabilitation Act, the Age Discrimination Act of 1967, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, and the Americans with Disabilities Act of 1990. Tarrant County College will provide equal opportunity for all qualified and eligible persons, and will promote the full realization of equal opportunity through positive, continuing programs in every department and work unit within the College.

This Annual Compensation Plan is not intended to imply any contract or contractual rights or obligation of employment. No employee or representative of the College has authority to make any agreement to the contrary other than the Chancellor, and then only by separate written agreement. TCC reserves the right to change or modify the contents of this schedule at any time without prior notice to its employees.

## **Relevant Personnel Policies**

### **PLACEMENT ON ANNUAL COMPENSATION PLAN: EARNINGS AND SALARY SCHEDULE**

All new, non-exempt employees will be placed at Step 1 except in unusual situations. Appointment to Step II must be reviewed by the Office of Human Resources before any offers of hire are made. All Step II recommendations shall be approved by Vice Chancellor of Communications and External Affairs, see DEA(Local). All salary recommendations for professional, administrative and technical staff will be reviewed and approved by the Office of Human Resources prior to an offer being made to the candidate. Salary offers for professional, administrative and technical staff will be made by Office of Human Resources.

### **EARNINGS AND SALARY INCREASES**

The Board of Trustees reviews the classification pay plans and employee earnings and salaries annually. If increases are awarded, they become effective September 1. To be eligible for an increase on September 1, an employee must be on the payroll on or before May 31.

### **EXEMPT AND NON-EXEMPT CLASSIFICATIONS**

Pursuant to federal guidelines, the TCCD shall pay non-exempt employees overtime pay at the rate of not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 in any workweek. Exempt employees are not eligible for overtime. Support staff are considered non-exempt. In most cases, professional, administrative, and technical staff are exempt. DEA (LOCAL) policy

### **ADVANCEMENT WITHIN TCCD**

Vacant regular full-time and part-time positions within TCCD are advertised. Any employee meeting the qualifications should complete an application online at [TCC's Applicant Portal](#). When interested in being considered for an advertised position, employees should sign on to [TCC's Applicant Portal](#) to ensure they have an application on-line and to request that their application be considered for the current advertised position.

### **ALTERNATIVE WORK SCHEDULE**

Supervisors may use alternative work scheduling in order to allow better use of College salary dollars and to allow employees more flexibility in their work schedules.

Alternative scheduling, for our purposes, means working less than 2080 hours per year for 12-month employees and less than 1560 hours per year for 9-month employees. The four-day, ten-hour-per-day workweek during the summers is not a part of this concept.

Employees may request an adjustment in their work schedule subject to prior approval by the administration. For example, a 12-month employee may reduce his/her workload to 9-months per year. These months will be selected in accordance with the needs of the department.

Employees scheduled to work 40 hours per week on a regular basis shall receive full State insurance benefits and all other College benefits in direct proportion to the number of hours they work. For example, a 12-month employee who works 1560 hours instead of 2080 will receive 75

percent of all College benefits. Employees may also be allowed to work less than 20 hours per week without College benefits.

Where alternative work scheduling is being considered, employees and supervisors should adhere to the following options:

1. Thirty-two hours or less per week in any combination approved and authorized in advance by MOC administration. This may be four 8-hour days, three 8-hour days, three 10-hour days, etc.
2. Eleven months or less instead of 12-months.
3. Eight months or less instead of 9-months.

#### **COMPUTATION OF SICK LEAVE AND VACATION TIME**

Employees who are employed on a less than 12-month basis and not on the faculty schedule will earn a pro rata share of vacation. All employees employed less than full time, but more than half-time will earn a pro rata share of sick leave for each full month of employment.

#### **TIME CARDS**

All support staff and on-call administrative, technical and professional employees must complete time cards and forward them to Payroll on the designated dates. This includes Instructional Assistants and Instructional Associates.

# Guidelines for Recruiting, Screening, and Hiring Support Staff

## EMPLOYMENT AT WILL

Employment of support staff is non-contractual and considered employment at will. The College or the employee can terminate employment at any time for any reason or for no reason at all. No employee or representative of the College other than the Chancellor has authority to make any agreement to the contrary, and then only by separate agreement.

## RECRUITING

To request a position to be posted on the TCC Employment Opportunities web page, the hiring supervisor must complete the Request to Post Position in [Hiring Connections](#) and forward for appropriate approvals including the Chancellor's Executive Leadership Team member's approval. Any position that will be available for a period longer than 60 days must be advertised through the Office of Human Resources.

The Office of Human Resources will prepare an internet web-based career opportunity notice for the District and the community. All advertising will be initiated by the Office of Human Resources. A position must be advertised at least one week before it is filled. Additional advertising may be authorized if necessary to obtain an adequate pool of applicants. Such advertising must be authorized through the campus chain of authority and initiated by the Office of Human Resources.

## SCREENING

Screening of applicants will be conducted by the supervisor. Applications may be searched online by the hiring supervisor. Supervisors may elect to interview any number of applicants for any position; however, a minimum of three qualified applicants is required.

## HIRING

When a hiring decision is made for a regular full-time or part-time employee, a hiring proposal must be submitted through appropriate administrative channels to the Human Resources Office via [Hiring Connections](#).

The new employee MUST NOT begin work until all paperwork has been processed and the Chancellor or the designated representative approves the recommendation. Human Resources will notify the supervisor of the employee's orientation and start date. It is the responsibility of the supervisor to notify the On Call and Part Time employee to report to orientation and work. Full time employees will be notified by Office of Human Resources with the time and date to report for orientation.

Announcement of appointment is the sole right of Tarrant County College District. All persons filling full-time positions in the budget must attend orientation at the District office to complete the necessary payroll forms before they will be placed on the payroll. The following forms must accompany recommendations for new on-call employees and new adjunct instructors who must complete online onboarding in addition to an I-9 form and W-4 Form.

**PROMOTIONS**

The earnings for a staff member who is promoted to another position within the non-exempt salary schedule will be the difference between Step 1 of the new position and Step 1 of the old position added to the employee's current earnings. This increase shall not exceed 25 percent; however, in no case will the employee be paid less than the minimum for the new position. Any exception to this policy must have approval from the Office of the Chancellor.

# Guidelines for Recruiting, Screening, and Hiring Faculty and Administrative Staff

## RECRUITING

To request a position to be posted on the TCC Employment Opportunities Web page, the hiring supervisor must complete the Request to Post A Vacant Position in Hiring Connections along with the Chancellor's Executive Leadership Team member's approval. Any position that will be available for a period longer than 60 days must be advertised through the Office of Human Resources. The positions will be advertised for a minimum of one week before a recommendation is made.

Employees who contact applicants personally may direct interested applicants to [TCC's Applicant Portal](#) to view career opportunities and to complete an online job application. Applications are kept in the database for 2 years. Applicants should go to [TCC's Applicant Portal](#) to submit an application to be considered for each position where they meet the qualifications. Department Chairpersons or Divisional Deans may search the database for applications.

## INTERVIEWING

Applicants shall normally be screened by the supervisor and/or committee. Interviews by the hiring department are not to be scheduled until an applicant has submitted an online job application.

All Vocational/Technical applicants must complete a Statement of Qualifications for certification and must be interviewed by the administrator for occupational programs. The Divisional Deans or Department Chairpersons will interview applicants and refer the top candidates to the appropriate administrators for additional interviews for all faculty positions.

Interview evaluations and reference information must be submitted to the Office of Human Resources along with a hiring recommendation at the time an applicant is recommended for the position.

All TCC officials involved in the employment process must adhere to governmental regulations pertaining to equal employment opportunity in all interviewing, hiring and promotion processes. All questions regarding these processes should be clarified with the Office of Human Resources.

## HIRING

When a hiring decision is made, a hiring proposal must be submitted through appropriate administrative channels to the Office of Human Resources via [Hiring Connections](#). An online application must be on file for the candidate selected for the position. Official transcripts, at least three references and an interview evaluation form for each candidate interviewed must be submitted before the employment action is processed.

It is the policy of the District that the offer of employment will be made after a determination that the expenditures will coincide with the allowance provided in the annual budget.

Once a recommendation for hire has been received for an administrative, professional, or technical position, Office of Human Resources will conduct a salary review based on market, TCCD Annual Compensation Plan: Salary Schedule and Employment Procedures



internal equity, and the candidate's qualifications. The Office of Human Resources will contact the hiring manager to discuss the salary review. Once a salary has been determined, the Office of Human Resources will contact the candidate to discuss salary, contingent on final approval.

The Office of Human Resources will forward the recommendation for employment to the Chancellor or the designated representative for final approval. After approval, contracts will be issued from the Office of Human Resources to the prospective employee.

Announcement of appointment is the sole right of the Tarrant County College District. All persons filling full-time positions in the budget must attend orientation at the District office to complete the necessary payroll forms before they will be placed on the payroll. The following forms must accompany recommendations for new on-call employees who must complete online onboarding in addition to an I-9 form and W-4 Form.

## **Annual Compensation Plan Earnings and Salary Schedule for 2020-2021**

- **Clerical/Secretarial**
- **Computer Services**
- **Instructional Support**
- **Plant Operations**
- **Police Operations**
- **Full Time Faculty**
- **Clinical Instructor**
- **Adjunct Credit Faculty, Full Time Faculty Overload, Summer**
- **Adjunct Continuing Education Faculty**
- **Full Time Continuing Education Instructor/Counselor**
- **Administrative, Professional and Technical**

## Clerical/Secretarial Non-Exempt

Position	Class Code		Entry (Step 1)	Entry (Step 2)	Max
Administrative Assistant I	35	Monthly	\$2,425	\$2,547	\$6,807
Business Services Assistant		Annual	\$29,111	\$30,567	\$49,414
Call Center Agent		Hourly	\$13.99	\$14.69	\$23.75
Document Imaging Assistant					
Enrollment Assistant					
Financial Aid Assistant					
Information Center Assistant					
Senior Accounting Clerk					
Senior Office Assistant					
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Administrative Accounting Clerk	33	Monthly	\$2,902	\$3,056	\$4,923
Administrative Assistant II		Annual	\$34,803	\$36,654	\$59,078
Administrative Office Assistant		Hourly	\$16.74	\$17.67	\$28.40
Business Services Associate					
Document Imaging Technician					
Enrollment Associate					
Financial Aid Associate					
Human Resources Assistant					
Project Data Administrator					
Records Specialist					
Transcript Processing Analyst					
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Academic Support Specialist	31	Monthly	\$3,365	\$3,552	\$5,711
Buyer		Annual	\$40,380	\$42,632	\$68,542
Enrollment Specialist		Hourly	\$19.42	\$20.51	\$32.96
Executive Administrative Assistant					
Facilities Project Management Specialist					
Faculty Credentialing Specialist					
Financial Aid Campus Specialist					
Financial Aid Specialist					
Graduation Outreach Specialist					
Human Resources Specialist					
Information Center Specialist					
Payroll Specialist					
Public Relations and Marketing Assistant					
Reporting Specialist					
Talent Acquisition Specialist					
Veterans Specialist					
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Executive Legal Assistant	30	Monthly	\$4,006	\$4,228	\$6,807
Records Management Specialist		Annual	\$48,052	\$50,731	\$81,687
		Hourly	\$23.11	\$24.40	\$39.27

## Computer Services Non-Exempt

Position	Class Code		Entry (Step 1)	Entry (Step 2)	Max
Campus Support Technician I	46	Monthly	\$2,324	\$2,369	\$3,951
		Annual	\$27,888	\$29,282	\$60,419
		Hourly	\$13.41	\$14.08	\$22.79
Operations Administrator	45	Monthly	\$2,884	\$3,129	\$4,897
Campus Support Technician		Annual	\$34,614	\$37,549	\$58,754
Computer Operator		Hourly	\$16.63	\$17.57	\$28.25
Campus Support Technician II	44	Monthly	\$3,249	\$3,430	\$5,517
		Annual	\$38,994	\$41,168	\$66,188
		Hourly	\$18.75	\$19.80	\$31.82
Campus Support Technician III	43	Monthly	\$3,406	\$3,596	\$5,782
Client Support Technician		Annual	\$40,877	\$43,156	\$68,329
Data Management Specialist		Hourly	\$19.66	\$20.75	\$33.36
Workflow Technician I					
Manager of Communication Services	42	Monthly	\$3,834	\$4,048	\$6,507
User Services Advisor		Annual	\$46,000	\$48,566	\$78,083
Workflow Technician II		Hourly	\$22.10	\$23.34	\$37.54
Campus Support Technician IV					
Learning Management Systems Specialist	41	Monthly	\$4,101	\$4,331	\$6,973
Campus Support Technician V		Annual	\$49,221	\$51,965	\$83,642
		Hourly	\$23.67	\$24.99	\$40.22

## Instructional Support Non-Exempt

Position	Class Code		Entry (Step 1)	Entry (Step 2)	Max
Art Model	55	Monthly	\$2,324	\$2,453	\$3,951
Children's Center Assistant		Annual	\$27,888	\$29,444	\$47,411
Children's Center Kitchen Manager		Hourly	\$13.41	\$14.16	\$22.79
Instructional Aide					
Inventory Clerk					
Laboratory Assistant					
Student Development Assistant					
Student Development Attendant					
Supplemental Instruction Leader					
Tutor					
Student Development Specialist	54	Monthly	\$2,425	\$2,562	\$4,118
		Annual	\$29,111	\$30,734	\$49,414
		Hourly	\$14.01	\$14.78	\$23.75
Children's Center Teacher	53	Monthly	\$2,674	\$2,823	\$4,538
eLearning Instructional Specialist		Annual	\$32,089	\$33,878	\$54,471
Graphics Specialist		Hourly	\$15.43	\$16.29	\$26.18
Instructional Technician					
Instructional TV Specialist					
Library Specialist					
Printing Specialist					
Student Development Coordinator					
Technical Processing Specialist					
Instructional Assistant	52	Monthly	\$2,822	\$2,980	\$4,792
Senior Supplemental Instruction Leader		Annual	\$33,860	\$35,749	\$57,510
		Hourly	\$16.28	\$17.19	\$27.65
Art Model Associate	51	Monthly	\$3,110	\$3,283	\$5,279
Children's Center Administrator		Annual	\$37,318	\$39,399	\$63,345
Children's Center Master Teacher					
Graphics Manager		Hourly	\$17.93	\$18.94	\$30.45
Instructional Associate					
Instructional TV Manager					
Interpreter					
Inventory Supervisor					
Library Manager					
Library Technology Manager					
Mobile GO Outreach Specialist					
Mobile GO Outreach Specialist & Driver					
Printing Services Supervisor					
Student Development Associate					
Success Coach					
Success Coach - CTE					

## Plant Operations Non-Exempt

Position	Class Code		Entry (Step 1)	Entry (Step 2)	Max	
Courier	66	Monthly	\$2,324	\$2,381.36	\$3,854	
Custodian		Annual	\$27,889	\$28,568.08	\$51,323	
Groundskeeper		Hourly	\$13.41	\$13.74	\$22.24	
Machine Operator						
Stockroom Assistant						
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District Warehouse Assistant	65	Monthly	\$2,827	\$2,911.81	\$4,681	
General Maintenance		Annual	\$33,919	\$34,936.57	\$56,171	
Grounds Specialist		Hourly	\$16.30	\$16.79	\$27.01	
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CAD Technician	64	Monthly	\$3,082	\$3,174.46	\$5,104	
Lead Custodian		Annual	\$36,982	\$38,091.46	\$61,243	
Lead Groundskeeper		Hourly	\$17.77	\$18.30	\$29.45	
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Plant Operator	63	Monthly	\$3,221	\$3,317.63	\$5,335	
Telecommunication Systems Technician		Annual	\$38,658	\$39,818.77	\$64,021	
		Hourly	\$18.58	\$19.14	\$30.78	
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Auto Mechanic	62	Monthly	\$3,359	\$3,460.80	\$5,564	
Carpenter		Annual	\$40,315	\$41,524.45	\$66,764	
Controls Specialist		Hourly	\$19.51	\$20.11	\$32.09	
Design Services Specialist						
Electrician						
Electronic Access Control System Technician						
Painter						
Plumber						
Safety & Emergency Management Technician						
Safety & Risk Support Specialist						
Warehouse Manager						
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Chief Plant Operator		61	Monthly	\$3,661	\$3,770.83	\$6,065
Custodial Supervisor	Annual		\$43,943	\$45,262.32	\$72,773	
District Warehouse Manager	Hourly		\$21.14	\$21.76	\$34.99	
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Construction Leader	60	Monthly	\$3,672	\$3,782	\$6,080	
General Maintenance Supervisor		Annual	\$44,055	\$45,377	\$72,958	
		Hourly	\$21.19	\$21.83	\$35.07	

## Police Operations Non-Exempt

Position	Class Code		Entry (Step 1)	Entry (Step 2)	Max
Campus Security Guard	75	Monthly	\$2,827	\$2,967	\$4,799
Dispatcher		Annual	\$33,919	\$35,613	\$57,575
		Hourly	\$16.30	\$17.12	\$27.69
Lead Dispatcher	74	Monthly	\$3,082	\$3,236	\$5,231
		Annual	\$36,982	\$38,787	\$62,773
		Hourly	\$17.78	\$18.66	\$30.18
Patrol Officer Police Police Compliance Program Specialist	73	Monthly	\$3,804	\$3,995	\$6,459
		Annual	\$45,658	\$47,940	\$77,501
		Hourly	\$21.96	\$23.05	\$37.26
Sergeant Police	72	Monthly	\$4,106	\$4,335	\$6,970
		Annual	\$49,274	\$52,021	\$83,641
		Hourly	\$23.70	\$25.01	\$40.21
Lieutenant Police	71	Monthly	\$4,458	\$4,705	\$7,564
		Annual	\$53,479	\$56,460	\$90,775
		Hourly	\$25.71	\$27.14	\$43.64
Captain Police Captain Police - Special Projects Police Detective Police Training Coordinator	70	Monthly	\$4,946	\$5,223	\$8,397
		Annual	\$59,361	\$62,670	\$100,760
		Hourly	\$28.54	\$30.13	\$48.45

## Full Time Faculty (9-Month) Exempt

Classification Code	23	22	21	20
Years of Experience	Instructor (Masters*)	Assistant Professor (Master's +24*)	Associate Professor (Master's +48) Doctorate	Professor**
0	\$53,372	\$54,457	\$55,541	\$58,795
1	\$53,697	\$54,782	\$55,866	\$59,121
2	\$54,022	\$55,107	\$56,193	\$59,446
3	\$54,348	\$55,433	\$56,517	\$59,771
4	\$54,673	\$55,758	\$56,843	\$60,097
5	\$54,998	\$56,084	\$57,168	\$60,423
6	\$55,324	\$56,409	\$57,494	\$60,748
7	\$55,650	\$56,733	\$57,819	\$61,073
8	\$55,974	\$57,060	\$58,145	\$61,399
9	\$56,300	\$57,385	\$58,470	\$61,725
10	\$56,626	\$57,711	\$58,795	\$62,049
11	\$56,952	\$58,035	\$59,121	\$62,375
12	\$57,276	\$58,362	\$59,446	\$62,701
13	\$57,602	\$58,687	\$59,771	\$63,026
14	\$57,928	\$59,012	\$60,097	\$63,351
15+	\$58,253	\$59,337	\$60,423	\$63,677
Maximum	\$110,214	\$112,601	\$115,095	\$118,892

- \*or Equivalent
- \*\* Professor rank is only for Promotion in Rank and not used for initial placement
- Maximum is not for initial placement purposes
- Full Time Temporary Faculty will receive the rank of Instructor but will be paid at appropriate class code.
- Credit for degree will be granted only if the degree is relevant to the field of instruction, see DC(LOCAL) policy.



## Full Time Faculty (12-Month) Exempt

Classification Code	23	22	21	20
Years of Experience	Instructor (Masters*)	Assistant Professor (Master's +24*)	Associate Professor (Master's +48) Doctorate	Professor**
0	\$66,714	\$68,071	\$69,426	\$73,494
1	\$67,121	\$68,477	\$69,833	\$73,900
2	\$67,528	\$68,883	\$70,240	\$74,308
3	\$67,935	\$69,291	\$70,647	\$74,714
4	\$68,342	\$69,697	\$71,054	\$75,121
5	\$68,748	\$70,104	\$71,460	\$75,529
6	\$69,155	\$70,512	\$71,867	\$75,935
7	\$69,561	\$70,918	\$72,273	\$76,342
8	\$69,969	\$71,562	\$72,681	\$76,748
9	\$70,375	\$71,731	\$73,088	\$77,155
10	\$70,782	\$72,138	\$73,494	\$77,562
11	\$71,189	\$72,545	\$73,900	\$77,969
12	\$71,595	\$72,951	\$74,308	\$78,376
13	\$72,002	\$73,359	\$74,714	\$78,783
14	\$72,410	\$73,766	\$75,121	\$79,189
15+	\$72,816	\$74,171	\$75,529	\$79,596
Maximum	\$137,768	\$140,154	\$142,649	\$146,716

- \*or Equivalent
- \*\* Professor rank is only for Promotion in Rank and not used for initial placement
- Maximum is not for initial placement purposes
- Full Time Temporary Faculty will receive the rank of Instructor but will be paid at appropriate class code.
- Credit for degree will be granted only if the degree is relevant to the field of instruction, see DC(LOCAL) policy.

## Clinical Instructor (12-Month) Exempt

Classification Code 18	Years of Experience	Starting Salary
	0	\$45,127
	1	\$45,452
	2	\$45,778
	3	\$46,104
	4	\$46,450
	5	\$46,754
	6	\$47,080
	7	\$47,406
	8	\$47,730
	9	\$48,056
	10	\$48,382
	Maximum	\$107,177

## Adjunct Credit Faculty Full-Time Faculty Overload and Summer Faculty

Classification Code 28	Degree Code	Salary Per Contact Hour	Maximum
Degree or equivalent*			
Master's degree <sup>1</sup>	30	\$43.06	\$51.38
Master's degree <sup>1</sup> plus certification	40	\$44.10	\$52.42
Master's degree plus 24 approved semester hours <sup>2</sup>	50	\$44.62	\$52.94
Master's degree plus 24 approved semester hours <sup>2</sup> plus certification	60	\$45.14	\$53.46
Master's degree plus 48 approved semester hours <sup>3</sup>	70	\$45.66	\$53.98
Master's degree plus 48 approved semester hours <sup>3</sup> plus certification	80	\$46.18	\$54.50
Doctorate degree <sup>4</sup>	90	\$46.70	\$56.58

\*For Technical Programs only: equivalent experience as listed below may be considered in lieu of education

<sup>1</sup>7 ½ years of directly related industry experience

<sup>2</sup>9 years of directly related industry experience

<sup>3</sup>12 years of directly related industry experience

<sup>4</sup>15 years of directly related industry experience

All credit course minimum salaries start at the "master's degree or equivalent" salary for full-time and adjunct faculty. If the degree requirement is not met, but technical/vocational certification is required and met, the faculty member may be approved. If certification is not required, the degree requirement must be met.

All full-time faculty will be paid at the minimum rate unless their degree and certification are in the same field as they are teaching.

Salary per contact hour is set at initial hire and will not increase due to change in education or experience during tenure.

## Adjunct Continuing Education Faculty (Non-Credit)

Leisure Avocational - Classification Code 29A			
Degree or equivalent*	Degree Code	Salary Per Contact Hour	Maximum
Associate's degree <sup>1</sup>	5	\$17.61	\$20.83
Bachelor's degree <sup>2</sup>	10	\$19.82	\$23.63
Master's degree <sup>3</sup>	30	\$20.91	\$24.10
Master's degree plus 24 approved semester hours <sup>4</sup>	50	\$22.01	\$25.22
Doctorate degree <sup>5</sup>	90	\$24.22	\$27.43

Technical/Workforce - Classification Code 29C			
Degree or equivalent*	Degree Code	Salary Per Contact Hour <sup>6</sup>	Maximum
Associate's degree <sup>1</sup>	5	\$24.43	\$27.65
Bachelor's degree <sup>2</sup>	10	\$27.52	\$30.74
Master's degree <sup>3</sup>	30	\$29.07	\$32.28
Master's degree plus 24 approved semester hours <sup>4</sup>	50	\$30.59	\$34.88
Doctorate degree <sup>5</sup>	90	\$33.68	\$36.89

Adult Basic Education Classification Code 29C			
Degree or equivalent*	Degree Code	Salary Per Contact Hour	Maximum
Associate's degree <sup>1</sup>	5	\$24.43	\$27.65
Bachelor's degree <sup>2</sup>	10	\$27.52	\$30.74
Master's degree <sup>3</sup>	30	\$29.07	\$32.28
Master's degree plus 24 approved semester hours <sup>4</sup>	50	\$30.59	\$34.88
Doctorate degree <sup>5</sup>	90	\$33.68	\$36.89

\* For Technical/Workforce Programs only: directly related equivalent experience as listed below may be considered in lieu of education

- <sup>1</sup>3 years of directly related industry experience
- <sup>2</sup>6 years of directly related industry experience
- <sup>3</sup>9 years of directly related industry experience
- <sup>4</sup>12 years of directly related industry experience
- <sup>5</sup>15 years of directly related industry experience

Payment will be made at the minimum rate per hour unless the degree and/or certification is in the same field as the course being taught. EXAMPLE: An adjunct instructor with a master's in English plus 48 hours in literature will be paid the minimum rate for teaching a non-credit art class.

### Other Considerations When Calculating Salary

- A. Add \$0.50 per hour for state or professional licensure or certification: or state board exam approval or organizational/school certification directly related to course of study (maximum of \$1.50)
- B. Add \$1.00 per hour for state certification as a teacher or three (3) years' experience as a full-time instructor of adults
- C. Add \$1.00 per hour for teaching a course funded by the Texas Higher Education Coordinating Board
- D. In any case, the minimum starting salary for teaching a state-funded course will be \$17.50 per hour
- E. Add 50% to the Technical/Workforce hourly rate as premium pay for instructors teaching courses in medical fields

**Full Time Continuing Education Instructor and  
Instructor/Counselor  
(12-Month)  
Exempt**

Classification Code 16					
Years of Experience	No Degree	Associate*	Bachelor*	Master*	Doctorate*
0	\$38,604	\$39,996	\$41,305	\$45,766	\$47,116
1	\$38,980	\$40,330	\$41,682	\$46,143	\$47,493
2	\$39,357	\$40,707	\$42,058	\$46,407	\$47,870
3	\$39,733	\$41,083	\$42,435	\$46,895	\$48,245
4	\$40,110	\$41,460	\$42,811	\$47,271	\$48,623
5	\$40,486	\$41,837	\$43,189	\$47,648	\$48,999
6	\$40,863	\$42,212	\$43,565	\$48,024	\$49,376
7	\$41,239	\$42,591	\$43,942	\$48,402	\$49,752
8	\$41,911	\$42,965	\$44,317	\$48,780	\$50,129
9	\$41,992	\$43,342	\$44,694	\$49,155	\$50,506
10	\$42,369	\$43,718	\$45,071	\$49,531	\$50,882
Maximum	\$63,298	\$65,521	\$67,799	\$75,067	\$77,237

\*Credit for degrees will be granted only if the degree is relevant to the field of instruction

**Other Considerations When Calculating Salary:  
Add to Entry Level if Applicable**

- A. Add \$1,040 for state or professional licensure, certification or state board exam, approval or organizational/school certification directly related to course of study
- B. Add \$2,080 for certification as a teacher or three (3) years' experience as a full-time instructor of adults

## Administrative, Professional and Technical Exempt

Position	Class Code	Minimum	Maximum
Campus President	CELT	Set by Chancellor	
Chief Operating Officer			
Chief Technology Officer			
Executive Director for Development			
Executive Vice Chancellor/Provost			
Executive Vice President of Advancement			
Executive Vice President of Corporate Solutions & Workforce Development			
Vice Chancellor for Communications and External Affairs			
Associate General Counsel	10	\$104,330	\$213,473
Associate Vice Chancellor for Finance			
Associate Vice Chancellor for Academic Affairs & Student Development			
Associate Vice Chancellor for Enrollment Services and Academic Support Services			
Associate Vice Chancellor for IT Infrastructure			
Associate Vice Chancellor for Real Estate and Facilities			
Chief of Staff			
District Executive Director Grants Development & Compliance			
Executive Director of IT Business Administration & User Support			
Executive Director of IT Infrastructure			
Executive Director of Procurement			
Vice President for Academic Affairs			
Chief of Police	11	\$97,376	\$192,725
Director of Academic Technology			
Director of Accounting			
Director of Administrative Systems			
Director of Application Development			
Director of Business Services			
Director of Emergency Management			
Director of Facilities Operations			
Director of Facilities Planning and Development			
Director of Information Security			
Director of Information Services			
Director of Internal Audit			
Director of Knowledge & Resource Management			
Director of Network Communication Services			
Director of Operational Infrastructure			

Director of Strategic Support	11	\$97,376	\$192,725
Director of System Infrastructure, Utilities, Energy Management			
District Director of Academic Operations			
District Director of Admissions and Records			
District Director of Curriculum & Education Planning			
District Director of Financial Aid			
District Director of Institutional Effectiveness & Accreditation			
District Registrar and Director of Academic Support Services			
Executive Director of Center for Teaching and Learning			
Executive Director of Communications, Public Relations & Marketing			
Executive Director of Community Education & Engagement			
Executive Director of Enterprise Project Management Office			
Executive Director of Human Resources			
Executive Director of Institutional Intelligence & Research			
Executive Director of Institutional & Strategic Development			
Vice President for Student Development Services			
Attorney	12	\$71,702	\$141,912
Assistant Director of Facilities Operations			
Assistant Director of Facilities Engineering			
Assistant Police Chief			
Assistant to the Executive Vice Chancellor/Provost			
Chief Accountant			
Contract Administrator			
Director of Academic Analysis			
Director of Business Relationship Management			
Director of Counseling			
Director of Creative Services			
Director of Curriculum & Instructional Assessment			
Director of Facilities Administration			
Director of Financial Aid			
Director of Grants Management			
Director of Project Management			
Director of Research			
Director of Student Development			
Director of Student Development Services			
Director of Web Communications			
Director of Workforce Services			
Divisional Dean			

Manager of Sustainability	12	\$71,702	\$141,912
Project Construction Senior Accountant			
Project Manager II			
Registrar			
Senior Manager Facilities Project Management - Architectural Design			
Senior Manager Facilities Project Management – Construction Services			
Senior Manager Facilities Project Management - Interior Design			
Senior Manager Facilities Project Management - MEP Services			
Senior Manager Facilities Special Projects			
Title IX Compliance Officer			

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Assistant Director of Academic Initiatives	13	\$66,891	\$132,392
Assistant Director of Academic Operations			
Assistant Director of Clinical Relations			
Assistant Director of Compliance			
Assistant Director Counseling and Advising			
Assistant Director of Dual Credit			
Assistant Director of Institutional Effectiveness			
Assistant Director of Instructional Assessment			
Assistant Director of Nursing			
Assistant Director of Student Development			
Assistant Divisional Dean			
Assistant Executive Director of Institutional Research			
Assistant to the President			
Computerized Maintenance Management System Manager			
Construction Purchasing Manager			
Counselor			
Database Administrator III			
Director of Academic Affairs			
Director of Campus Support Services			
Director of College Access & Community Outreach			
Director of College Readiness & Dual Credit			
Director of Employee Benefits & Compensation			
Director of Employee Relations			
Director of Foundation Accounting			
Director of Institutional Diversity and Inclusion			
Director of Library Services			
Director of Professional Development			
Director of Public Safety Training Center			
Director of Records Management/Archives			
Director of Small Business Development Center			
Director of Talent Acquisition			



Director of Technical Processing	13	\$66,891	\$132,392
Director of Video Services			
Director of Weekend College			
Director of Workforce Programs			
Division Financial Manager			
Donor Relations Officer			
Enterprise Project Manager I			
Learning Diagnostician			
Manager of Application Development			
Manager of Campus Support Services			
Manager of CATE Center			
Manager of Emergency Management			
Manager of Facilities Special Projects			
Manager of Finance Services			
Manager of Marketing Communication			
Manager of Public Relations			
Manager of Resource Scheduling			
Manager of Systems Administration			
Manager of User Services			
Network Administrator V			
Police Commander			
Purchasing Manager			
Risk and Insurance Manager			
Senior Accountant			
Senior Finance Analyst			
Senior Information Security Analyst			
Senior Instructional Designer			
Senior Real Estate and Facilities Accountant			
Strategic Marketing Manager			
System Administrator V			
Veterans Counselor			
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Accountant	14	\$56,931	\$112,677
Assistant Director of Academic Support Services			
Assistant Director of Admissions			
Assistant Director of Financial Aid – Systems & Operations			
Assistant Director of Financial Aid – Student Employment			
Assistant Director of Library Services			
Assistant Director of Records and Reports			
Assistant Director Records Management/Construction Archives			
Business Advisor			
Communications Manager			
Compensation Analyst II			

Compensation/HRIS Analyst	14	\$56,931	\$112,677
Compensation Manager			
Computer Application Specialist			
Coordinator/Instructor			
Coordinator of Academic Advising			
Coordinator of Academic Support Services			
Coordinator of Audio-Video Communication			
Coordinator of Career and Employment Services			
Coordinator of Community Outreach			
Coordinator of Dual Credit			
Coordinator of Employee Support			
Coordinator of Health Services			
Coordinator of Intercultural Student Engagement & Academic Success			
Coordinator of Interior Design			
Coordinator of Marketing – CTE (Grant)			
Coordinator of Measurement and Evaluation			
Coordinator of Nursing Aide Program			
Coordinator of Printing Services			
Coordinator of Public Service Programs			
Coordinator of Range Master			
Coordinator of Special Projects			
Coordinator of Special Services			
Coordinator of Strategic Initiatives II			
Coordinator of Student Accessibility			
Coordinator of Student Support			
Coordinator of Talent Acquisition			
Coordinator of Television Programming			
Coordinator of Testing			
Coordinator of Transfer Center			
Database Administrator II			
Director of Environmental Management			
Director of Faculty Development			
Director of Staff Development			
Director of State Reporting & Student Success			
Director of Strategic Initiatives			
Director of TRIO Programs			
eFaculty Coach			
eLearning Graphic Designer			
Employee Relations Manager			
Enterprise Project Management Business Analyst II			
ERP Administrator			
ERP Analyst			
Facilities Manager			
FMLA/Disability Coordinator			

Information Security Analyst II	14	\$56,931	\$112,677
Information Security Analyst I			
Instructional Design Specialist			
Instructional Technology Manager			
IT Contract & Compliance Administrator			
Lead Programmer Analyst			
Lead Statistical Analyst			
Manager of Business Services			
Manager of Communications			
Manager of Customer Relations			
Manager of District Imaging			
Manager of District Irrigation			
Manager of Electronic Access Control System			
Manager of Outreach and Student Services			
Manager of Safety			
Manager of Web Content			
Manager of Web Development			
Manager of Web Technology			
Manager of Workflow Development			
Network Administrator III			
Network Administrator IV			
Network Administrator V			
Paralegal			
Police Systems Administrator			
Programmer Analyst II			
Programmer Analyst III			
Programmer Analyst IV			
Project Coordinator - Marketing			
Facilities Project Manager			
Project Manager of Fire Safety Systems			
Research Analyst			
Senior Clinical Data Analyst			
Senior Internal Auditor			
Subject Matter Expert			
Supplier Diversity Manager			
System Administrator III			
System Administrator IV			
Telecom Technician III			
Academic Advisor	15	\$52,282	\$103,477

Academic Advisor - CTE			
Alumni and Communications Specialist			
Archivist			
Assistant Director of Equity and Inclusion			
Assistant Director of Video Support Services			
Business Analyst			

Business Development Representative	15	\$52,282	\$103,477
Cataloger of District Technical Processing			
CMMS Database Analyst			
CMMS Project Specialist			
College Access Coordinator			
Compensation Analyst I			
Continuing Education Grants Administrator			
Continuing Education Student Advisor			
Coordinator			
Coordinator of Admissions and Registrar			
Coordinator of Articulation			
Coordinator of Campus Support			
Coordinator of Center for Academic Success			
Coordinator of Center of Excellence for Aviation, Transportation, Logistics			
Coordinator for Center for Teaching & Learning			
Coordinator of College Access			
Coordinator of Community Education & Engagement			
Coordinator of Criminal Justice Training Center			
Coordinator of Employee Career Development			
Coordinator of Environmental Management			
Coordinator of Fire Services			
Coordinator of Flight Operations			
Coordinator of Graphic Services			
Coordinator of Inventory Control			
Coordinator of Learning Center			
Coordinator of Nursing Database Operations			
Coordinator of Online Professional Development			
Coordinator of Payroll Reporting			
Coordinator of Scheduling			
Coordinator of State Reporting			
Coordinator of Strategic Initiatives			
Coordinator of Student Activities			
Coordinator of Student Financial Aid Services			
Coordinator of Supplemental Instruction			
Coordinator of TRIO, Student Support			
Coordinator of TRIO, Upward Bound			
CTE Advisor			
CTE Student Success Specialist			
Director of Business Development			
District Photographer			
Editorial Coordinator			
eLearning Instructional Analyst			
eLearning Instructional Coordinator			
eLearning Systems Coordinator			

Grants Administrator	15	\$52,282	\$103,477
Grants and Resources Specialist			
Grants Compliance Specialist			
Human Resources Generalist			
Institutional Effectiveness Analyst			
Learning Lab Manager			
Manager of Internal Communications			
Manager of Operations			
Enterprise Project Management Business Analyst I			
Operations Manager			
Payroll Coordinator			
Program Administrator			
Project Specialist			
Public Services Librarian			
Publications Manager			
Registered Nurse			
Scholarships Manager			
Senior Buyer			
Senior Campus Support			
Simulation Technician			
System Administrator I			
System Administrator II			
Technology Buyer			
Telecommunications Technician I			
Title IX Specialist			
User Services Specialist			
Web Communications Strategist			
Web Content Editor			
Web Programmer			