

**Calculation of Part-Time Faculty Hours to Determine Health Care Benefits Eligibility**

	<b>Q#1: What is your name? What is the name of your institution?</b>
<b>Institution</b>	
Blue Mountain CC	Tammie Parker, Blue Mountain Community College
Central Oregon CC	Central Oregon Community College
Chemeketa CC	Chemeketa Community College
Clackamas CC	Clackamas Community College
Clatsop CC	Clatsop Community College
Columbia Gorge CC	Emily McDonald, Columbia Gorge Community College
Klamath CC	Klamath Community College
Lane CC	Lane Community College
Linn-Benton CC	Kathy Withrow, Assistant HR Director, Linn-Benton Community College
Mt. Hood CC	Mt. Hood Community College
<b>Oregon Coast CC</b>	<b>No response</b>
Portland CC	Portland Community College
Rogue CC	Rogue Community College
<b>Southwestern CC</b>	<b>Survey Draft Submitted; Attached four pages of health plan information</b>
Tillamook Bay CC	Pat Ryan, Tillamook Bay Community College
Treasure Valley CC	Treasure Valley Community College
<b>Umpqua CC</b>	<b>Survey Draft Submitted</b>
<b>EOU</b>	<b>No response</b>
<b>OIT</b>	<b>Survey Draft Submitted</b>
<b>OSU</b>	Donna Chastain, HR
<b>PSU</b>	Pam Hutchins, Portland State University
<b>SOU</b>	Southern Oregon University
<b>UO</b>	Cindi Peterson, Benefits Mgr
<b>WOU</b>	<b>No response</b>

<b>Calculation of Part-Time Faculty Hours to Determine Health Care Benefits Eligibility</b>	
	<b>Q#2: How does your institution define part-time faculty? If your institution has multiple definitions, please include them all and note in which circumstances they are applied.</b>
<b>Institution</b>	
<b>Blue Mountain CC</b>	Part-time professional faculty shall mean all employees: (1) who are engaged in teaching at least three but no more than 12 instructional units or the equivalent and who are employed two terms in a college year; or (2) who are engaged in teaching 13 IU's or the equivalent for one term; or (3) who are engaged in professional counseling or library science on an equivalent part-time basis: that is, working at least .20 FTE for two terms in a college year.
<b>Central Oregon CC</b>	Part-time faculty are instructors who are assigned a work load unit (WLU) of less than .5 FTE; they have no guarantee of continued teaching assignment of loan units. A full-time faculty member is assigned 45 WLU over three terms.
<b>Chemeketa CC</b>	1. Part-time/adjunct covered by the Collective Bargaining Agreement are those who teach 3 ILC's or more. "Part-time" can work up to 25 ILC's , "adjunct" can work up to 28 ILC's during Fall, Winter, Spring and a total of 36 for the year. 2. Community education/non-credit instructors also work part-time schedules, but are not included in the Collective Bargaining Agreement.
<b>Clackamas CC</b>	A part-time faculty employee is any employee that teaches or designs curriculum and is not specifically designated as a full-time faculty member. This designation is made at the time of hire.
<b>Clatsop CC</b>	A. Included: Part-time instructional staff, including counseling, librarians, cooperative work experience (instructors only), instruction of credit classes, instruction of non-credit classes in ABE, ESL, GED, high school completion, less than 22.50 Workload Formula Points (WFP) averaged over the academic year, but equal to or greater than 3 WFP in any one term. B. Excluded: Supervisory and Confidential employees, positions that are currently included in any other recognized bargaining unit, tutors, when tutoring is supplemental to actual instruction, 9.XXX courses, temporary assignments which are project based special employment agreements for which a stipend is provided, instructors who teach only community education classes.
<b>Columbia Gorge CC</b>	Working less than 15 Lecture credits or 18 Lecture/Lab credits or 20 Lab credits or less than 420 hours per term.
<b>Klamath CC</b>	Part-time employees who are not in temporary positions and who are regularly scheduled to work at least 20 hours per week, but not more than 30 hours per week.
<b>Lane CC</b>	Annual FTE of .500 or less.
<b>Linn-Benton CC</b>	Faculty working on a temporary, term-to-term basis, who are not members of the Contracted Faculty Collective Bargaining Unit.
<b>Mt. Hood CC</b>	All part-time instructors and tutors employed by the College in lower division collegiate, vocational supplementary or preparatory, self-improvement or adult enrichment classes, excluding non-instructional tutors, tutors and instructors in adult enrichment courses numbered 1 - 4, adult high school completion, non-reimbursable, apprenticeship and separate contract classes, student aides and College work-study employees. Faculty that have less than a fifty percent (50%) workload within three (3) terms in any fiscal year. At MHCC, full workload in 3 terms is 45 Instructional Load Credits (ILCs). A part-time faculty may teach up to 22.5 ILCs.
<b>Oregon Coast CC</b>	<b>No response.</b>

Portland CC	<p>The Collective Bargaining Agreement between PCC and the Portland Community College Faculty and Academic Professional Federation defines part-time faculty as follows: 1.21 "Part-time faculty" shall mean any person who is hired as a Counselor, Librarian, Tutor or as an instructor to: a. work 30 hours or more in an academic term; or b. teach a three credit hour class or its equivalent in instructional contact hours in an academic term; provided that neither shall equal or exceed .82 FTE and that the assignment is in one of the following areas:</p> <p>1.211 Lower division collegiate; 1.212 Career and Technical (vocational supplementary, vocational preparatory) and apprenticeship; 1.213 Developmental Education; 1.214 Adult Basic Education (GED); 1.215 English as a Second Language; 1.216 High school completion</p> <p>A memorandum of agreement allows a part-time faculty member to be assigned an instructional load of up to 1.09 FTE for one-term per academic year as an exception to the .82 FTE limit.</p> <p>Part-time instructors of courses not offered for college-approved credit (i.e. community education, continuing education units and exchange courses) are excluded from the bargaining unit. Instructors teaching classes subcontracted by/for business, industry or other public or private agencies and who are not employees of the college, that is, not paid by the college and are not a part of the bargaining unit.</p>
Rogue CC	<p>Adjunct faculty members work more than 20% and less than 60% of a full-time equivalent workload, or who are projected to work more than an average of 20% and less than 60% of a full-time equivalent workload in any three consecutive qualifying terms. Refer to Article 13.B Adjunct Faculty Workloads.</p> <p>Adjunct faculty assigned a 60% or less course load may, with the approval of the Dean, work additional hours per week in documented, non-classroom special activities such as advising, curriculum development, etc., and will be paid at the block time rate. All additional hours are included in workload hours to determine benefits-eligible adjunct status unless specifically excluded. Any additional hours of course load are not intended to be prep hours.</p> <p>The term "Benefits-Eligible Adjunct Faculty" shall refer to those members of the bargaining unit who work fifty percent (50%) to sixty percent (60%) annual average of a full-time workload three (3) or more consecutive qualifying terms and who have five (5) years of employment with a cumulative total of nine hundred (900) percent unit-eligible or twenty-four (24) qualifying terms at any workload.</p>
Southwestern CC	(#1 on draft) Faculty members employed to work on a term by term contract.
Tillamook Bay CC	Tillamook Bay has two categories for part-time faculty: We have adjunct that is .1 to .4; We have ABS/GED that is also .1 to .4.
Treasure Valley CC	Part-time faculty are faculty teaching less than .55%, or nine credits per term at TVCC.
Umpqua CC	(#1 on draft) Collective Bargaining Agreements -- 29 Instructional Learning Credits (ILCs) or less.
EOU	No response.
OIT	(Draft) For health insurance purposes, part-time faculty is below .5 FTE and not otherwise eligible under the PEBB Eligibility rules by Division 15, Eligibility OAR 101-015-0005.

<b>OSU</b>	Part-time faculty would be anything less than 1.0 FTE Faculty includes teaching/research and non-teaching. Appointments include tenure trac, fixed term (adjunct), and professional faculty.
<b>PSU</b>	Our part-time and research faculty, defined as those with an academic year annualized FTE of less than .50, are represented by the Portland State University Faculty Association (PSU-FA) , Local 3571 of the American Federation of Teachers.  The Collective Bargaining Agreement between the PSU-FA and PSU, Article 8, Section 1, specifies "the assignment of FTE for Lectures and Adjunct Rank shall be on the basis that 1.0 FTE equals forty-five (45) course credit hours per academic year." These faculty may teach up to 15 credit hours per term, but not more than 22.5 in an academic year.
<b>SOU</b>	Part-time faculty are grouped into the following categories: - Permanent Faculty less than 1.0 FTE for the year. - 600 Hour Faculty (relinquished tenure) for the year. - Adjunct Term-by-Term Faculty less than 1.0 FTE for the term. - Adjunct Year-Long Faculty less than 1.0 FTE for the year.
<b>UO</b>	Less than .50 FTE.
<b>WOU</b>	No response.

DRAFT

Calculation of Part-Time Faculty Hours to Determine Health Care Benefits Eligibility	
	<b>Q#3: Which faculty members are offered health insurance benefits by your institution? If you provide different benefits based on full-time or part-time status, please provide separate information on benefits for each.</b>
<b>Institution</b>	
<b>Blue Mountain CC</b>	Full-time faculty members are offered health insurance.
<b>Central Oregon CC</b>	Full-time tenured faculty and full-time temporary faculty are offered medical benefits. Adjunct faculty that work .5 FTE or .75 FTE are offered medical benefits but the College's contribution is prorated based on the percentage of a full-time load of 45 WLUs.
<b>Chemeketa CC</b>	1. Faculty members who are designated as working in a "full-time/salaried" position upon hire receive benefits per the CBA. 2. Part-time faculty can qualify for benefit enrollment under the ACA.
<b>Clackamas CC</b>	Full-time faculty are offered all of the following benefits: Medical, dental, vision, basic life (\$50,000), long-term disability, and accidental death and dismemberment. These benefits costs are paid based on a tier structure. For employee only, the college pays \$674 towards these benefits. For employee plus spouse the college pays \$1046. For plus children the college pays \$889 and for employee plus family the college pays \$1351. Any amount remaining beyond the college contribution is the responsibility of the employee. Full-time faculty are also offered additional life insurance, short-term disability, and long-term care but will always be 100% employee paid. Part-time faculty that exceeds 990 hours in three terms (or exceeds the workload of a full-time faculty employee) are offered the following benefits: Medical, dental, vision, basic life (\$50,000). Regardless of the level of coverage, the college will pay \$434.62 toward the cost. Any remaining amount is the responsibility of the employee.
<b>Clatsop CC</b>	Currently, only Full-time faculty members are offered health insurance benefits.
<b>Columbia Gorge CC</b>	Full-time faculty.
<b>Klamath CC</b>	Klamath Community College provides full-time employees, full-time faculty and credits nine-month faculty with an amount towards the purchase of the Employee Health Insurance Package. Any unused funds are forfeited by the employee. Part-time: Klamath Community College provides part-time employees with a prorated amount to be utilized towards the purchase of the require Employee Health Insurance Package.
<b>Lane CC</b>	"Full-time" faculty (annual FTE .501+)-- All are offered insurance. Part-time faculty (annual FTE.500 or less) -- Part-time employees who worked the equivalent of 15 credit hours during the previous four terms and are scheduled to be part of the bargaining unit (.200 FTE or more) for the current term shall establish eligibility for insurance. Part-time employees not establishing eligibility by working during the previous four terms may do so by working at least five credit hours or .333 FTE in one term and being scheduled to work at least five credit hours or .333 FTE the following term. Once eligible, part-time employees maintain eligibility one of three ways: 1. By working five credit hours or .333 Fte each consecutive term, except spring term that only requires .200 FTE. 2. By working a total of 1.3 FTE or greater cumulatively in two consecutive terms in the Summer, Fall, Winter and/or Spring terms shall maintain eligibility for insurance for the subsequent term (A maximum of .50 FTE from Summer term will count towards this total). 3. By working a total of 1.5 FTE or greater cumulatively over three consecutive terms in the Summer, Fall, Winter, and/or Spring terms shall maintain eligibility for insurance for the subsequent term (A maximum of .50 FTE from Summer term will count towards this total). Flight Tech part-time faculty-- Flight instructors can establish and maintain eligibility for negotiated part-time insurance benefits by: 26.5.7.1 working at least an average 135 hours in each of two consecutive terms and being scheduled to work the third term; insurance coverage will take effect at the beginning of the third term, or 26.5.7.2 working at least 405 hours over four consecutive terms and being scheduled to work the fifth term. Insurance coverage will take effect at the beginning of the fifth term.
<b>Linn-Benton CC</b>	Faculty working a .50 or more annual FTE contract and are members of the Contracted Faculty Collective Bargaining Unit.
<b>Mt. Hood CC</b>	Full-time faculty are provided health care through OEBB. Plans offered range from no cost to the employee to plans where the....(no words follow)
<b>Oregon Coast CC</b>	No response.
<b>Portland CC</b>	Part-time faculty with a cumulative instructional FTE of 1.5 (a four-term average of .375 FTE for a 3-term average of .5 FTE) completed in an academic year cycle (September 1 through August 31) will be enrolled in part-time medical insurance coverage for the following benefit plan year. Part-time faculty must re-qualify for eligibility each year. Part-time faculty are eligible for the same plans as full-time faculty. The college contribution to part-time faculty health and vision insurance is capped at 65% of the full-time faculty, individual tier contribution. For the 2014/15 plan year the college contribution was \$438.75.
<b>Rogue CC</b>	Full-time Faculty Group Insurance Coverage-- Recognizing the importance of providing group insurance coverage for employees, the College will provide on behalf of the full-time members eligible for group insurance coverage, an amount not to exceed the premium amount shown in Appendix G. The intent is to provide full-family coverage to the maximum extent possible. Subsequent years will allow up to a six (6) percent increase to the College-provided premium amount as reflected in Appendix G. Employees pay a contribution toward health insurance when the new premium is increased above six (6) percent. Benefits-Eligible Adjunct Faculty Health Insurance -- The college will provide sixty percent (60%) of the actual insurance premium for individual health coverage offered through the College group health insurance plan. Benefits-eligible adjunct faculty electing such coverage must reimburse the College for the remaining forty (40%) percent of the premium through payroll deduction or direct payment by the first day of each month within the contract period. At their own cost, benefits-eligible adjunct faculty may enroll dependents within their own household in the group health plan. (See Article 10.G.3 & 4 for insurance eligibility under benefits-eligible adjunct status.
<b>Southwestern CC</b>	(#3 on draft) Full-time faculty. See attached (four pages of health plans)
<b>Tillamook Bay CC</b>	Faculty members who are 0.5 FTE or more are offered benefits on a prorated basis for 1.0 FTE.
<b>Treasure Valley CC</b>	Full-time faculty only, or those teaching above .55%.
<b>Umpqua CC</b>	( #2 on draft) Per Collective Bargaining Agreements -- Full-time status only.
<b>EOU</b>	No response.
<b>OIT</b>	(Draft) Any faculty member at .5 FTE or higher is given a full-time health/dental/vision plan.

<b>OSU</b>	Faculty in appointments of .50 + FTE for at least 90 days receive health insurance benefits. All benefit eligible faculty receive the same employer contribution regardless of Fte. The employer contribution is 95% of the actual premium (employee only; employee+spouse/partner; employee=children; or family) for medical, dental, vision and employee basic life insurance.
<b>PSU</b>	Full-time instructional and research faculty, defined as those with an annualized FTE of .50 or greater, both AAUP represented and excluded/unrepresented, are eligible for employer provided PEBB benefits.  Part-time faculty as defined in #2 above are not eligible to participate in employer provided PEBB benefits.
<b>SOU</b>	All permanent faculty, 600 hour faculty, and adjunct year-long faculty with 0.5 FTE or higher are offered health insurance benefits.  All adjunct term-by-term faculty contracts are less than 90 days and therefore are not eligible for health care benefits.
<b>UO</b>	.50 FTE or more.
<b>WOU</b>	No response.

DRAFT

Calculation of Part-time Faculty Hours to Determine Health Care Benefits Eligibility	
	<b>Q#4 How do you calculate faculty member/instructor hours for reporting to the Oregon Public Employees Retirement System (PERS)?</b>
<b>Institution</b>	
<b>Blue Mountain CC</b>	<p>We do a calculation from what a full-time faculty member has to work (44 instructional units - 9 month employee) according to their contract and what PERS considers full-time (600 hours). Since 44 IU = 1 FTE, we take 44 IU's, divide it by 3 terms to get 14.67. We then take 14.67, multiply it by 4 terms to get 58.68 to be a full year.</p> <p>We then take the 58.67 and multiply it by .375 (PERS fact of .375 FTE =12 month employee). This gives us 22 IU's to be an PERS eligible employee.</p> <p>Then we take the 600 hours to be a PERS eligible employee, divide it by the 22 IU's to get 27.27 hours per IU.</p> <p>However many IU's a faculty member is teaching, we multiply it by 27.27 for their PERS hours.</p>
<b>Central Oregon CC</b>	COCC faculty are assigned hours based on WLUs. Each work load unit is equal to 26.67 hours divided by the number of weeks in the pay period.
<b>Chemeketa CC</b>	<p>In order to reach the 600-hour factor, Chemeketa uses the inflation factor of 1.398602. For the number of PERS hours in a term, we take the number of hours divided by 11. This gives us the ILCs. We then multiply the ILCs by 15.88888(duration of time during the term). The final result is multiplied by the 1.398602 inflation factor.</p> <p>Example: <math>[(297 \text{ hours}/11) * 15.88888] * 1.398602 = 600 \text{ PERS hours.}</math></p>
<b>Clackamas CC</b>	All instructional hours are reported with a factor of 1.37. Example: 4 hours in the classroom equals 5.48 hours reported to PERS. All non-instructional hours are reported hour for hour. 4 hours of office hours equals 4 hours reported to PERS.
<b>Clatsop CC</b>	Contact hours/work hours for which they are paid.
<b>Columbia Gorge CC</b>	We report 105 hours each month. This is based on PERS definition and details on reporting faculty hours.
<b>Klamath CC</b>	Full-time faculty are treated the same as any other full-time employee. Nine-month faculty are credited with 9/12 of a full-time employee and adjunct faculty hours are estimated based on credits.
<b>Lane CC</b>	<p>"Full-time" faculty (annual FTE .501+): contract days in academic year (170) x 8 hours per day divided by 20 pay periods = hours reported each pay period (68.00).</p> <p>"Part-time" faculty (annual FTE .500 or less): contract days in academic year (165) x 8 hours per day divided by 18 pay periods in the year (=73.33 hours per pay period) x term FTE = hours reported each pay period for the given term. (We pay each term over six pay periods).</p>
<b>Linn-Benton CC</b>	Each credit hour per week = 2 PERS hours (an 11 week one credit course = 22 PERS hours. All other hourly faculty work = 1 PERS hour per hour worked.
<b>Mt. Hood CC</b>	For each ILC worked, the college reports 26.667 hours worked to PERS.
<b>Oregon Coast CC</b>	<b>No response.</b>
<b>Portland CC</b>	PCC calculates hours for PERS based on the following formula: $FTE * PERS \text{ Factor} * 400$ ; $0.5 FTE * 0.834 * 400 = 166.98 \text{ PERS hours.}$
<b>Rogue CC</b>	Full-time faculty are reported hour for hour. For adjunct faculty, all lecture and lecture/lab classes hours are double before reporting to PERS.

<b>Southwestern CC</b>	<b>(#3 on draft) Part-time faculty are actual hours in classroom and full-time is 174 hours a month.</b>
<b>Tillamook Bay CC</b>	Position FTE x 133.33 (PERS factor)
<b>Treasure Valley CC</b>	On a conversion basis as follows: 1 credit = 7.33 hours month. 3 credits = 22.00 hours month. 6 credits = 44.00 hours month. 9 credits = 66.00 hours month.
<b>Umpqua CC</b>	<b>(#3 on draft)</b> 20 hours = 1 ILC or actual hours worked.
<b>EOU</b>	<b>No response.</b>
<b>OIT</b>	<p><b>(Draft) Hours reported to PERS for regular faculty, is based on their FTE. For example, full-time faculty would be reported to PERS as working 173.33 hours per month. .5 FTE faculty would be reported to PERS as working 86.67 hours per month. (173.33 x .5 = 86.67)</b></p> <p><b>For adjunct faculty: Salary/load/FTE (Full Time Equivalency on our campus is 15 load credits per term) Example: 5 credit class = \$3000 Salary/\$600 load (credit)/15( FTE) = .3333 multiplied by 173.33 (working hours in the month) = 57.77 hours reported to PERS. This employee would be paid \$1000 per month for three months and have 57.77 hours reported to PERS per month for three months.</b></p>
<b>OSU</b>	<p>The faculty member has a position FTE. During the payroll cycle the FTE is converted into hours based on the average of 173.33 hours in a month.</p> <p>For example, the following hours would be reported to PERS based on FTE: 1.0 FTE = 173.33 for the month; .50 FTE = 86.67 hours per month; .25 FTE = 43.33 hours per month.</p>
<b>PSU</b>	<p>Based on FTE = 1.0 and a standard payroll calendar, as follows: 52 weeks in a year x 40 work hours per week = 2,080 work hours per year, divided by 12 months = 173.33 average hours per month, or 1,560 per 9-month academic year.</p> <p>FTE for part-time as defined in #2 above is prorated with credit hours taught per term or year with 45 representing 1.0 FTE.</p> <p>For example, 4 credits per term x 3 terms = 12 credits/45 = .2666667 FTE x 173.33 hours per month = approx. 46.22 hours per month x 9 months = 416.00 hours for the academic year.</p>
<b>SOU</b>	All faculty category hours are reported monthly by calculating 173.33 times the faculty's FTE.
<b>UO</b>	Fte converted to hours based on hours reported to Banner payroll system. Banner uses 173.33 for 1.0 full-time position.
<b>WOU</b>	<b>No response.</b>

Calculation of Part-Time Faculty Hours to Determine Health Care Benefits Eligibility	
	<b>Q#5: How do you report employee hours for the Optional Retirement Plan? If you do not report hours for an optional retirement plan, please indicate that.</b>
<b>Institution</b>	
Blue Mountain CC	We do not.
Central Oregon CC	N/A. COCC does not report hours for an optional retirement plan.
Chemeketa CC	N/A
Clackamas CC	Do not report hours for an optional retirement plan.
Clatsop CC	Currently, we do not offer an optional retirement plan.
Columbia Gorge CC	Do not report.
Klamath CC	N/A
Lane CC	We do not report.
Linn-Benton CC	LBCC does not participate in the Optional Retirement Plan
Mt. Hood CC	None for optional plans.
Oregon Coast CC	No response.
Portland CC	PCC does not offer an Optional Retirement Plan.
Rogue CC	N/A
Southwestern CC	(#4 on draft) We aren't participating at this time.
Tillamook Bay CC	We do not report for an optional retirement plan because they do not have that option.
Treasure Valley CC	TVCC does not, only for PERS.
Umpqua CC	(#4 on draft) UCC does not offer.
EOU	No response.
OIT	(Draft) Same as above (#4)
OSU	The same method of converting FTE to hours is used for the Optional Retirement Plan. See question #4 above.
PSU	Same as #4 above.
SOU	All faculty category hours are reported monthly by calculating 173.33 times the faculty's FTE.
UO	Same as #4.
WOU	No response.

DRAFT

Calculation of Part-Time Faculty Hours to Determine Health Care Benefits Eligibility	
	<b>Q#6: How does your institution calculate faculty time spent on classroom instruction hours? If your institution does not or cannot track hours spent on this activity, please indicate that.</b>
<b>Institution</b>	
<b>Blue Mountain CC</b>	See question #4.
<b>Central Oregon CC</b>	COCC does not track hours by activity. As identified in question 4, faculty are assigned WLUs and WLUs include the hours spent on classroom instruction. Each work loan unit is equal to 26.67 hours divided by the number of weeks in the term.
<b>Chemeketa CC</b>	For lecture courses we calculate 1 ILC = 11 hours per term. For lab courses: 1 ILC = 11*.70. For select writing lecture courses we calculate differently: At the end of the 4th week of enrollment, if there are 16+ students, then 1 ILC = 11 hours*1.25.
<b>Clackamas CC</b>	All instructional hours are reported with a factor of 1.37. Example: 4 hours in the classroom equals 5.48 hours reported to PERS. The classroom hours are those hours in class. The prep time is calculated by the 1.37 factor. In addition, our office hours, curriculum development, and meetings are paid separate.
<b>Clatsop CC</b>	Based on the credits for the class.
<b>Columbia Gorge CC</b>	We have a multiplier based on if the class is a lecture (2.3), lecture/lab (1.94) or lab (1.61). All other hours are reported 1 to 1.
<b>Klamath CC</b>	Full-time and nine-month faculty are expected to teach a given number of hours which are reduced when other duties are assigned. Instruction hours are tracked, and any credit overload is paid at the adjunct rate. Outside duty hours are estimated, but not tracked.
<b>Lane CC</b>	One credit class = one hour per week instruction.
<b>Linn-Benton CC</b>	In general, one hour of lecture time each week = one credit.
<b>Mt. Hood CC</b>	We do not track separately.
<b>Oregon Coast CC</b>	<b>No response.</b>
<b>Portland CC</b>	Part-time faculty are paid on a term rate based on contact hours. The term rate includes instructional hours, office hours/meeting with students, one department meeting, prep time, etc. The only time tracked is instructional contact hours.
<b>Rogue CC</b>	Full-time faculty are reported hour for hour. For adjunct faculty, block time is reported hour for hour. For lecture and lecture/lab classes by doubling the hours we are giving them credit for prep time.
<b>Southwestern CC</b>	<b>(#5 on Draft) Answer for #6, #7, #8 &amp; #9: "Faculty spends 80% of their time on teaching and 20% on other non-teaching activities such as advising, mentoring, coaching and committees."</b>
<b>Tillamook Bay CC</b>	Class credit hours x the number of weeks of the class.
<b>Treasure Valley CC</b>	On a credit basis per each respective class.
<b>Umpqua CC</b>	<b>(#5 on Draft) In accordance with our Collective Bargaining Agreements. Employees are not paid for committee hours or research hours. Faculty does have an Extra Duties Committee and are paid a stipend in accordance with the CBA</b>
<b>EOU</b>	<b>No response.</b>

<b>OIT</b>	<b>(DRAFT) Hours relating to the above criteria are not tracked in the payroll system for full, part-time, or adjunct faculty. However, faculty contracts outline the responsibilities for service, teaching, professional development, and annual performance evaluations to meet promotion and tenure requirements. (Draft survey combined classroom, research, committees and other required duties in last question)</b>
<b>OSU</b>	<p>Not tracked separately. An approximation of % of FTE spent on these duties would be contained in each employee's individual position description.</p> <p>Each college/department determines and assigns and appropriate FTE that includes both classroom and non-classroom time (prep, grading, office hours, etc) for fixed-term teaching/research faculty. The FTE per course may vary between college based on the type of classes being taught ( e.g. vet med, engineering, English, physical activity courses).</p>
<b>PSU</b>	<p>Human resources does not track faculty classroom contact hours. FTE derived hours are used in reporting as indicated above.</p> <p>In addition, the Collective Bargaining Agreement between the PSU-FA and PSU, Article 8, Section 1, stipulates as follows: "Departments and other administrative units shall encourage the voluntary participation of bargaining in Departmental activities, including service on Departmental committees. Such participation shall not be required, and the University is not obliged to, nor will it, increase the compensation of members for the purpose of or because of such participation." Because of this, we do not require or track time spent in these activities when performed on a volunteer basis.</p>
<b>SOU</b>	<p>Permanent faculty are divided into two sub-categories, professorial and professional.</p> <ul style="list-style-type: none"> <li>- Professorial faculty have at a minimum 66% expectation to be devoted to classroom instruction.</li> <li>- Professional faculty have at a minimum 83% expectation to be devoted to classroom instruction.</li> </ul> <p>600 hour faculty have a 100% expectation of time to be devoted to classroom instruction.</p> <p>Adjunct term-by-term faculty have a 100% expectation of time to be devoted to classroom instruction.</p> <p>Adjunct year-long faculty have a 100% expectation of time to be devoted to classroom instruction.</p>
<b>UO</b>	We do not track hours spent on instruction.
<b>WOU</b>	<b>No response.</b>

**Calculation of Part-Time Faculty Hours to Determine Health Care Benefits Eligibility**

	<b>Q#7: How does your institution calculate faculty time spent on research hours? If your institution does not or cannot track hours spent on this activity, please indicate that.</b>
<b>Institution</b>	
<b>Blue Mountain CC</b>	We do not do research.
<b>Central Oregon CC</b>	COCC does not track hours by activity. As identified in question 4, faculty are assigned WLUs and the WLUs include the hours spent on research or research typ of activities. Each work load unite is equal to 26.67 hours divided by the number of weeks in the term.
<b>Chemeketa CC</b>	N/A
<b>Clackamas CC</b>	We do not track research hours as we are not a research institute.
<b>Clatsop CC</b>	For full-time faculty, if it is not calculated in their regular workload, they are given overload pay. For part-time faculty, if this is an additional assigned duty, hours are calculated at actual hours authorized to do the extra work.
<b>Columbia Gorge CC</b>	Does not track.
<b>Klamath CC</b>	N/A
<b>Lane CC</b>	Cannot track.
<b>Linn-Benton CC</b>	LBCC does not have faculty research.
<b>Mt. Hood CC</b>	We have no research hours.
<b>Oregon Coast CC</b>	No response.
<b>Portland CC</b>	N/A
<b>Rogue CC</b>	N/A
<b>Southwestern CC</b>	Refer to #6 for answer.
<b>Tillamook Bay CC</b>	We do not track research hours because we do not have research at the CC.
<b>Treasure Valley CC</b>	None. TVCC does not track this information as a community college.
<b>Umpqua CC</b>	(#5 on Draft) From Answer #6, faculty are not paid for research hours.
<b>EOU</b>	
<b>EOU</b>	No response.
<b>OIT</b>	
<b>OIT</b>	(Draft) See answer for #6.
<b>OSU</b>	
<b>OSU</b>	Same as question #6 above. Not tracked separately. The college/department is to determine the FTE based on the assignment of all duties. An approximation of % of FTE spent on these duties would be contained in each employee's individual position description. OSU uses Employee Class Codes to group employee populations. Examples of the descriptions for the Employee Class Codes include: Uncl Teaching/Research 9-11 months .5+FTE; Uncl Teaching/Research 12 mo. .5 + FTE; Uncl Teaching/Research 12 mo < .50 FTE; Uncl Non-teaching 9-11 mo .5 + FTE, etc. WE would need to go to the position title level to get further details (e.g., Assistant Professor, Instructor, Faculty Research Associate, etc.)
<b>PSU</b>	
<b>PSU</b>	Overtime subject part-time PSU-FA represented research faculty are paid by submission of an hourly time sheet, requiring the accurate reporting of hours worked. Overtime exempt part-time PSU-FA represented research faculty are paid and approximate hours are calculated based on FTE as described above.
<b>SOU</b>	
<b>SOU</b>	Professorial faculty have no more than 14% expectation to be devoted to research/scholarship activity. Professional faculty have no expectation for research/scholarship activity. 600 hour faculty have no expectation for research/scholarship. Adjunct year-long faculty have no expectation for service/committee activity.
<b>UO</b>	
<b>UO</b>	We do not track hours spend on research.
<b>WOU</b>	
<b>WOU</b>	No response.

Calculation of Part-Time Faculty Hours to Determine Health Care Benefits Eligibility	
	<b>Q#8: How does your institution calculate faculty time spent on paid committee hours? If your institution does not or cannot track hours spent on this activity, please indicate that.</b>
<b>Institution</b>	
Blue Mountain CC	Depending on the type of other duties, we either calculate IU's as in question #4, or we report actual hours worked.
Central Oregon CC	COCC does not track hours by activity. As identified in question 4, faculty are assigned WLUs and the WLUs include the hours spent working on committees. Each work load unit is equal to 26.67 hours divided by the number of weeks in the term.
Chemeketa CC	Committee hours for part-time faculty are paid separate from teaching time. They are paid in two hour increments reported on a timesheet. Full-time faculty committee hours are included in base salary.
Clackamas CC	This is tracked hour for hour. This is easily tracked in our institution by the departments.
Clatsop CC	For full-time faculty, it's included in their annual salary and workload expectations. Part-time faculty are compensated at an hourly rate for participation on college committees.
Columbia Gorge CC	We report actual hours worked with no multiplier.
Klamath CC	These hours are estimated, but not tracked.
Lane CC	Cannot track.
Linn-Benton CC	The college does not track committee work specifically, but faculty are paid from the hourly column on the part-time faculty salary schedule for this work.
Mt. Hood CC	Committees are typically voluntary.
Oregon Coast CC	No response.
Portland CC	Paid committee work is calculated on an hourly basis and the time is tracked.
Rogue CC	For full-time faculty it is part of their workload and annual hours on their contract. For adjunct faculty, they are not paid for committee hours.
Southwestern CC	Refer to #6 for response.
Tillamook Bay CC	For 0.5 or more FTE faculty committee work is included as part of the FTE. Adjunct faculty is calculated on the actual hours when applicable.
Treasure Valley CC	TVCC does not. In the bargained CBA, all full-time faculty are to serve on two committees each academic year.
Umpqua CC	(#5 on Draft) From answer #6: Faculty has an Extra Duties Committee and are paid a stipend in accordance with the CBA.
EOU	No response.
OIT	(Draft) See answer for #6.
OSU	Same as question #6 above. Not tracked separately. The college/department is to determine the FTE based on the assignment of all duties. An approximation of % of FTE spent on these duties would be contained in each employee's individual position description.
PSU	See #6.
SOU	Permanent faculty are divided into two sub-categories, professorial and professional. -Professorial faculty have no more than 20% expectation to be devoted to service/committee activity. -Professional faculty have no more than 17% expectation to be devoted to service/committee activity. 600 hour faculty have no expectation for service/committee activity. Adjunct term-by-term faculty have no expectation for service/committee activity. Adjunct year-long faculty have no expectation for service/committee activity.
UO	Do not track.
WOU	No response.

Calculation of Part-Time Faculty Hours to Determine Health Care Benefits Eligibility	
	<b>Q#9: How does your institution calculate faculty time spent on other required duties? If your institution does not or cannot track hours spent on this activity, please indicate that.</b>
<b>Institution</b>	
<b>Blue Mountain CC</b>	Depending on the type of other duties, we either calculate IU's, as in question #4, or we report actual hours worked.
<b>Central Oregon CC</b>	COCC does not track hours by activity. As identified in question #4, faculty are assigned WLUs and the WLUs include the hours spent in filling any other required duties. Each work load unit is equal 26.67 hours divided by the number of weeks in the term.
<b>Chemeketa CC</b>	For part-time faculty, required meetings, curriculum development, workshops, committee work , etc., are paid separately per the Collective Bargaining Agreement. Office hours, per the Collective Bargaining Agreement, must be agreed upon and are paid at the required meeting rate (two hour increments). For full-time faculty these are included in base salary.
<b>Clackamas CC</b>	This is tracked hour for hour. This is easily tracked in our institution by the departments.
<b>Clatsop CC</b>	For full-time faculty, if "other duties" as assigned fall outside of their annually contracted duties, they are compensated at a rate specified by the current CBA. For part-time faculty, any other duty as assigned is also compensated.
<b>Columbia Gorge CC</b>	We track based on what they are performing.
<b>Klamath CC</b>	These hours are estimated but not tracked.
<b>Lane CC</b>	Approximately 15 hours per week is allocated for committee work, office hours and prep time.
<b>Linn-Benton CC</b>	The college does not have this work specifically, but faculty are paid from the hourly column on the part-time faculty salary schedule for this work.
<b>Mt. Hood CC</b>	Other duties like curriculum development are paid at an hourly rate from a timesheet.
<b>Oregon Coast CC</b>	<b>No response.</b>
<b>Portland CC</b>	Part-time faculty are paid on a term rate that includes instructional hours, office hours/meeting with students, one department meeting, prep time, etc. The only time tracked is instructional contact hours.
<b>Rogue CC</b>	Full-time faculty track all duties for the year on a workload sheet and if they go over their workload they are paid overload in the spring. For adjunct faculty, all hours worked are turned into HR on a workload sheet to be paid either at block time rate, meeting rate, or any other rate that may apply. Worksheets are turned in to HR from the department secretaries and approved by the Dean.
<b>Southwestern CC</b>	<b>Refer to #6 for response.</b>
<b>Tillamook Bay CC</b>	For 0.5 or more FTE other required duties are included as part of the FTE. Adjunct faculty is calculated as the actual hours when applicable.
<b>Treasure Valley CC</b>	Faculty department chair duties are calculated on a per credit basis from 1 to 3 credits, depending on the size of the department, amount of staff, etc.
<b>Umpqua CC</b>	<b>(#5 on Draft) N/A</b>
<b>EOU</b>	<b>No response.</b>
<b>OIT</b>	<b>(Draft) See answer for #6.</b>
<b>OSU</b>	Same as question #6 above. Not tracked separately. The college/department is to determine the FTE based on the assignment of all duties. An approximation of % of FTE spent on these duties would be contained in each employee's individual position description.
<b>PSU</b>	See #6.
<b>SOU</b>	All duties/activities are defined within the categories included within this survey (ie classroom time, research/scholarship activity, service/committee activity) except for release time. Release time is granted as a reduction of classroom instruction hours with the expectation that duties related to activity such as department chairs, graduate program coordination, new curricular development, etc., are conducted. This release time is determined on a case by case basis and are generally available to permanent faculty and not adjuncts.
<b>UO</b>	Do not track.
<b>WOU</b>	<b>No response.</b>