



SENATE BILL 113 REPORT: IDENTIFYING PART-
TIME FACULTY ELIGIBILITY FOR HEALTH CARE
BENEFITS

*A report to the Oregon Legislature
November 2015*

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EXECUTIVE SUMMARY

Senate Bill 113 requires the Higher Education Coordinating Commission (HECC) to convene two work groups of stakeholders to: 1) determine the most appropriate method for public institutions of higher education to report employment data as described in Section 1 of SB 113, and 2) identify how each public university and community college calculates part-time faculty member hours to determine if a part-time faculty member is eligible for health care benefits as described in Section 5 of SB 113. The HECC is directed to submit two reports based on the work of the work groups identified above as well as compile a third report, described in Section 3 of SB 113, that details the number of faculty and staff at each public university and community college from 2010-11 onwards using information from a national post-secondary data collection system.

This report is prepared in response to SB 113 Section 5 and addresses three specific requests for information from the legislation: 1) Identify how each public university listed in ORS 352.002 and each community college calculates part-time faculty member hours to determine if a part-time faculty member is eligible for health care benefits under ORS 351.704, 2) An analysis of how public universities and community colleges calculate: (a) Classroom instruction hours; (b) Research hours; (c) Paid committee hours; and (d) Other required duties; and 3) The work group shall recommend legislation for amending ORS 351.704 to ensure that part-time faculty who teach at least half-time at two or more public post-secondary institutions of education are eligible to receive subsidized health care benefits.

The same basic structure is used by colleges and universities to determine if part-time faculty are eligible for benefits. First, post-secondary institutions convert full-time equivalency (FTE) to hours, then report those hours to the Public Employee Retirement System (PERS). PERS aggregates them and sends them to the Oregon Education Benefits Board (OEBB), who in turn sends a list of benefits-eligible employees back to colleges and universities for their review. Due to local needs and variance in collective bargaining agreements, however, colleges and universities do not all convert FTE to PERS hours using the same formula. Additional information is found in Table 1 and Appendix B.

Colleges and universities, in general, do not track faculty hours using the categories identified in SB 113 Section 5. Particularly at the state's public universities, job responsibilities and division of time is spelled out in faculty contracts, position descriptions, or collective bargaining agreements. Community colleges also spell out duties and responsibilities in contracts or agreements, but, in general, track and compensate faculty for required duties outside of the classroom. This may take the form of timesheets for non-classroom duties, or a formula that the college uses to estimate non-classroom hours based on teaching load.

Due to the complexity of the issue and the need for further discussion, the work group did not develop proposed legislative language. The group did, however, develop three potential solutions for providing health care benefits to part-time faculty for consideration. Option 1 proposes using the current system with the State paying benefits for eligible part-time faculty working at multiple institutions by allocating funds to OEBB. Option 2 proposes using the current system but asking OEBB to bill each post-secondary institution their share of health care costs. Option 3 proposes modifying the current system so that post-secondary institutions report employee information directly to OEBB on a quarterly basis. Further discussion and analysis of costs and benefits is recommended before selecting any of the proposed options.

SENATE BILL 113 OVERVIEW AND BACKGROUND

Senate Bill 113 requires the Higher Education Coordinating Commission (HECC) to convene two work groups of stakeholders to: 1) determine the most appropriate method for public institutions of higher education to report employment data as described in Section 1 of SB 113, and 2) identify how each public university and community college calculates part-time faculty member hours to determine if a part-time faculty member is eligible for health care benefits as described in Section 5 of SB 113. The HECC is directed to submit two reports based on the work of the work groups identified above as well as compile a third report, described in Section 3 of SB 113, that details the number of faculty and staff at each public university and community college from 2010-11 onwards using information from a national post-secondary data collection system.

This report is prepared in response to SB 113 Section 5 and addresses three specific requests for information from the legislation:

1. Identify how each public university listed in ORS 352.002 and each community college calculates part-time faculty member hours to determine if a part-time faculty member is eligible for health care benefits under ORS 351.704.
2. An analysis of how public universities and community colleges calculate: (a) Classroom instruction hours; (b) Research hours; (c) Paid committee hours; and (d) Other required duties.
3. The work group shall recommend legislation for amending ORS 351.704 to ensure that part-time faculty who teach at least half-time at two or more public post-secondary institutions of education are eligible to receive subsidized health care benefits.

In order to answer these questions, HECC convened a work group that included representatives from the Oregon Education Association (OEA), the American Federation of Teachers – Oregon (AFT), the Interinstitutional Faculty Senate (IFS), the Oregon Community College Association (OCCA), the Public Employee Retirement System (PERS), the Oregon Education Benefits Board (OEBC), the Public Employee Benefits Board (PEBB), as well as human resource officers and institutional researchers from public community colleges and universities. A list of work group members is included in Appendix A.

The work group met in Portland on September 9, 2015 and again in Salem on October 27, 2015. The first work group meeting focused on three main topics: 1) the collection and use of data contained in the Integrated Postsecondary Education Data System (IPEDS), a national post-secondary data collection system; 2) how colleges and universities calculate time faculty hours spent on instruction, research, paid committee work, and other required duties, and 3) possible amendments to ORS 351.704. In order to gather additional information, a survey was sent to human resource officers and workgroup member on September 18, 2015. Responses were received from every public college and university in Oregon. The second work group meeting focused on: 1) review and discussion of survey results, 2) discussion of challenges identified during the first work group meeting, and 3) discussion of amendments to ORS 351.704. This report draws upon information provided during the work group meetings, analysis of the survey results, and conversations with work group members.

CALCULATING PART-TIME FACULTY MEMBERS HOURS

The first question that this report addresses is how each public university listed in ORS 352.002 and each community college calculates part-time faculty member hours to determine if a part-time faculty member is eligible for health care benefits under ORS 351.704. The statute states that:

(1) Subject to ORS 351.094 and any group health and welfare insurance benefit plan developed under ORS 351.094, a part-time faculty member at a public institution of higher education is eligible for the same health care benefits as full-time faculty members if the part-time faculty member is eligible for membership in the Public Employees Retirement System or another plan authorized under ORS chapter 238 or 238A by teaching either at a single public institution of higher education or in aggregate at multiple public institutions of higher education during the prior year. (2) A part-time faculty member at a public institution of higher education shall pay all insurance premiums for health care benefits unless otherwise provided for by the policy of the institution or by collective bargaining at the institution. [2009 c.773 §2; 2011 c.637 §57]

The system currently used for identifying part-time faculty members that are eligible for benefits was developed in response to House Bill 2557 (2009) and is utilized by approximately 40 faculty members in Oregon. There are five steps in the process. First, each college and university uses its own formula for converting full-time equivalency (FTE) to hours for the purpose of eligibility to participate in the Public Employee Retirement System (PERS). Second, the hours worked by each employee are submitted by the colleges and universities every pay period to PERS. Third, In April of every year, PERS aggregates data from the previous year and identifies individuals who are working a total of at least 600 hours across multiple higher education institutions and sends employee name, employing higher education institution, and hours worked to the Oregon Education Benefits Board (OEBB). No distinction is made about the types of hours worked (instructional, administrative, etc.). Fourth, OEBB checks to see if the identified individuals have coverage and reports back to the colleges and universities in early May which of their faculty are eligible for benefits. Fifth, the higher education institutions review the list and identify individuals that are working in teaching or research positions and those that are already receiving benefits. If an employee works at least 600 hours, but does not meet the institution's own level for benefits eligibility, than he or she is eligible to purchase benefits.

Staff at the HECC conducted a survey of human resource officers in order to better understand the calculations used by public universities and community colleges in Oregon to determine health care eligibility of part-time faculty. An analysis of the results indicates that there are several different types of calculation used. These will be discussed below. The full responses are contained in Appendix B.

For Oregon's public universities, a fairly straightforward calculation is used to determine the hours reported to PERS: Full-time equivalency or FTE x 173.33 hours. 173.33 hours per month of work is calculated as equivalent to 1.0 FTE 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. Using this formula, an employee that works 0.35 FTE would have 60.66 hours reported to PERS for each month of employment during the year. The use of a common formula is not surprising considering that Oregon's public universities were part of the Oregon University System through June 30, 2015. While there does not appear to be active discussion at this time, the possibility exists for universities to change how they calculate PERS hours and they may not continue to use the same formula in the future.

Oregon’s community colleges use different formula to calculate the number of PERS hours that each part-time faculty member generates per course and per term. These are determined at the local level and are usually determined by the collective bargaining agreement or agreements at each institution. After reviewing the survey responses, the formulas that were provided were run through a hypothetical scenario where a part-time instructor was teaching one 4 credit Biology 101 course. The results are in Table 1, below. The estimated number of hours that would be reported to PERS by each institution, along with the calculations and any assumptions, are listed in the table below. Estimated PERS hours with a “+” next to them indicate that additional hours would be tracked, compensated, and reported to PERS for non-instructional duties (see Table 2 and Appendix B for more detailed information on tracking hours).

Table 1: Calculating PERS Hours from FTE

Estimated PERS hours reported for part-time faculty member teaching BIO 101 (4 credits, 3 hours lecture, 3 hours lab, 11 week term) in Fall 2015.			
Institution	Estimated PERS Hours	Calculation	Comments
Blue Mountain CC	109.08+	4 Instructional Units*27.27	Assuming that 4 credits = 4 Instructional Units (IU)
Central Oregon CC	106.68	4 Work Load Units*26.67	Assuming that 4 credits = 4 WLU
Chemeketa CC	112.57+	(5.1ILC*15.88)*1.39	3 lecture hours (1 hour=1ILC)+ 3 lab hours (1 hour=0.7ILC) = 5.1 ILC
Clackamas CC	90.42+	66 classroom hours * 1.37	Assume lab hours are counted as classroom hours
Clatsop CC	66+	66 hours* 1.0	Eligibility based on hours on contract. Assume 1:1. Other duties tracked and paid hourly.
Columbia Gorge CC*	128.05+	66 hours*1.94	Hours*weight (1.94 for lecture/lab, 2.3 for lecture, 1.61 for lab, 1.0 for committee work)
Klamath CC	110	4*11*2.5	Credit * weeks * 2.5 = per term hours
Lane CC	97	.22 FTE*440 PERS hours*1 term	Term FTE * 440 PERS hours*number of terms
Linn-Benton CC	88+	4 credit hours*11 weeks*2	Credit hours*# of weeks*2.0 PERS weight
Mt. Hood CC	106.68+	4 ILC*26.67	# of ILC * 26.67
Oregon Coast CC	112.86+	33 lecture hours*2.42 + 33 lab hours*1	Lecture hours*2.42 + others hours*1
Portland CC*	114.09+	.342FTE*.834*400	FTE*PERS Factor*400. PERS factor is .834. Differential workload factor applied to lecture and lab hours
Rogue CC	132+	66 hours*2	Lecture/Lab class hours *2
Southwestern CC	66	66 hours*1.0	Actual hours in the classroom
Tillamook Bay CC	88+	0.22 FTE*133.33*3 months	Position FTE x PERS factor (133.33) x months worked

Treasure Valley CC	88	4 credits*7.33 hours*3 months	1 credit is 7.33 hours/month
Umpqua CC	80	4 ILC*20	1 ILC=20 hours reported to PERS
Public Universities*	138.66	.2667*173.33*3	FTE*173.33 hours per month*months. Full-time for part-time instructional faculty is 15 credits per term.

*Information updated based on feedback from college or university.

Each of the calculations for converting FTE to PERS hours has been negotiated and is governed by collective bargaining agreements and/or institutional policy. Work group members did not recommend the adoption of a single formula for converting FTE to PERS hours.

A few areas of concern were noted by work group members with using the current system for reporting PERS hours to be used in determining eligibility for health care benefits. First, higher education institutions do not have the ability to make corrections to the data they receive from OEBC. OEBC is aware of this issue and believes they will be able to resolve this. Second, is the timing of determining eligibility. In the current system an employee's work hours determine their benefits eligibility for the following year, a "look back" method. For example, someone who currently worked more than 0.5 FTE or its equivalent at Central Oregon Community College would be eligible for benefits next year. This could be detrimental for institutional budgeting and strategic planning and places a significant financial burden on institutions. This can also create a situation where an individual hired to teach classes at two colleges in January 2015 might not be eligible to purchase benefits until as late as October of 2016. Third, PERS reported hours are unique to determining eligibility for participation in the retirement program and the amount of retirement benefits that are earned over the course of the person's work in a PERS eligible position. It is not unusual for these hours to be adjusted and corrected as the person nears retirement. At the time the hours are reported by an institution, the reporting entity has no way of knowing if the employee is working for another PERS employer in a PERS eligible position. Fourth, while most higher education institutions are using institutionally determined FTE calculations to calculate hours worked for purposes of PERS reporting and federal Affordable Care Act (ACA) eligibility, the hours reported to PERS do not necessarily correlate to the calculations used to determine health care benefit eligibility under the ACA. Other federal requirements, set by the Internal Revenue Service, must be considered when calculating hours worked by different categories of employees as the institution determines eligibility under the ACA. It is important to note that the original legislation that allows part-time faculty working at multiple higher education institutions to receive health care benefits on a self-pay basis, HB 2557 (2009) was passed prior to the ACA. The stated intent was to provide access to health insurance for individuals and families who had no other options available. It applies to only those working as a part-time faculty member. These are individuals who do not work a sufficient number of hours at one institution to qualify for health insurance under the institution's benefits eligibility policy or collective bargaining agreement, nor under the ACA's 30-hours a week standard triggering the employer mandate. Under the ACA they are now required to purchase a minimum level of health insurance under the individual mandate through the health insurance exchange or pay a penalty to the IRS.

HOW COLLEGES AND UNIVERSITIES TRACK FACULTY HOURS

The second piece of information requested in SB 113 Section 5 is an analysis of how public universities and community colleges calculate: (a) Classroom instruction hours; (b) Research hours; (c) Paid committee hours; and (d) Other required duties. Answers to these questions come from the responses to the survey that was sent to college and university human resource officers.

The results of the survey, summarized in Table 2 and included in full in Appendix B, reveal a clear distinction between how community colleges and universities track faculty hours. At the state's public universities, how faculty members spend their time is not tracked by the categories identified in SB 113. Instead, responsibilities are determined by employment status (full-time vs. part-time, teaching only vs. teaching and research), individual position description, and/or collective bargaining agreement. The only situation where individual hours are tracked appears to be part-time, represented research faculty at Portland State University who submit timesheets and are paid overtime hours.

Table 2: How Colleges and Universities Track Faculty Hours

Institution	Classroom Hours	Research Hours	Paid Committee Hours	Other required duties
Blue Mountain CC	Instructional Units	N/A	Depending on the type of duties, it is either included as part of the Instructional Unit, or tracked and paid hourly.	
Central Oregon CC	Work Load Units	N/A	Duties are not tracked separately and are accounted for in the WLU	
Chemeketa CC	Instructional Load Credits (multiple weights)	N/A	Tracked and paid hourly for part-time faculty. Included as part of duties for full-time	
Clackamas CC	Credit hours (single weight)	N/A	Tracked and paid hourly	
Clatsop CC	Credit hours	N/A	For part-time faculty, tracked and paid hourly. For full-time, committee hours are included in contract while other required duties are tracked and paid.	
Columbia Gorge CC	Credit hours (multiple weights)	N/A	Tracked and paid (no multiplier)	Tracked
Klamath CC	Credit hours (single weight, credit overload paid)	N/A	Estimated but not tracked	Teaching duties decrease when other required duties increase
Lane CC	Credit hours	N/A	Not tracked	Not tracked
Linn-Benton CC	Credit hours	N/A	Self-reported and paid hourly	
Mt. Hood CC	Instructional Load Credits	N/A	These are typically voluntary	Paid hourly, tracked by timesheet
Oregon Coast CC	Credits hours (multiple weights)	N/A	Tracked and paid hourly	Tracked and paid hourly
Portland CC	Credit hours (multiple weights)	N/A	Tracked and paid hourly	Not tracked. Included in weight

Rogue CC	Credit hours (single weight)	N/A	Part-time, not paid. Full-time, part of workload	Self-reported on workload sheets and paid based on activity.
Southwestern CC	Classroom Hours (part-time instructors); Contract (full-time)	N/A	Not tracked. Expectation that faculty spend 80% of time on teaching and 20% on non-teaching activities	
Tillamook Bay CC	Credit hours	N/A	Included for faculty above 0.5 FTE. Paid hourly for part-time faculty	
Treasure Valley CC	Credit hours	N/A	Not tracked. Full-time faculty serve on two committees per year (bargained)	Not tracked. Department chair duties calculated on size, staff, etc.
Umpqua CC	Credit hours	N/A	Not tracked. Employees are not paid for committee hours. Faculty do have an Extra Duties Committee and are paid a stipend in accordance with the CBA	
EOU	Faculty duties are bargained and are not tracked. Tenure track faculty are expected to spend 36 instructional load hours on teaching and 9 on non-teaching (including research). Full-time fixed term are only expected to teach.			
OIT	These types of hours are not tracked separately. Expectations of duties are described in faculty contracts.			
OSU	These types of hours are 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	Faculty responsibilities are bargained and these types of hours are not tracked, with the exception of overtime hours for part-time PSU-FA represented research faculty, which are paid by submission of an hourly time sheet, requiring the accurate reporting of hours worked.			
SOU	These types of duties are not tracked. The type of faculty contract determines the expectations for teaching and research. Release time may be granted for permanent faculty with additional duties (chairing a department, graduate advising, etc.), but is determined on a case by case basis and results in a lower teaching load.			
UO	These types of hours are not tracked.			
WOU	These types of hours are not tracked.			

Like the universities, Oregon's community colleges also determine duties and compensation through collective bargaining agreements and employment contracts (full-time vs. part-time). However, they differ in that they a) exhibit greater variety in how they track hours, and b) track faculty hours at a greater level of detail. In terms of how they track classroom hours, there appear to be three different methods used. One method, applied by seven of the community colleges is to track the credit hours taught without applying a weight. In this method, classroom hours are calculated based on the hours taught. A second method, also used by six community colleges is to assign a single weight to credit hours taught. In these cases a single weight (such as 1.37 at Clackamas or 2.0 at Rogue CC) is used as a multiplier to account for additional time that faculty spend preparing course materials, grading, holding office hours, or other types of non-instruction activities. The use of Work Load Units, Instructional Units, or Instructional Load Credits is also a way in which colleges account

for duties outside the classroom. A third method, used by four colleges, is to use multiple weights depending on the type of classroom activities. For example, lecture hours may be used as the standard (*1.0), with lower value assigned to lab hours (*0.7 for example), and hours instructing high enrollment classes weighted more heavily (*1.25) due to the higher amount of time spent outside of the classroom grading or advising.

Due to the fact that research is not part of the mission of community colleges or the duties of community college faculty, these activities are neither expected nor tracked. Paid committee hours and other required duties are tracked at 11 of the state's 17 community colleges. These appear to be tracked by time-sheet and compensated at a rate established in the institution's collective bargaining agreement. At the colleges where those hours are not tracked, the expectations for committee service or performance of other duties appears to be established by collective bargaining agreement or contract in most cases.

RECOMMENDATIONS AND CONSIDERATIONS

The third piece of information requested in SB 113 Section 5 is recommended legislation for amending ORS 351.704 to ensure that part-time faculty who teach at least half-time at two or more public post-secondary institutions of education are eligible to receive subsidized health care benefits. Due to the complexity of the issue, additional information and discussion is necessary before providing specific proposals for changing legislation. The workgroup is, however, able to recommend the following options for consideration as potential strategies to achieve the goal of providing subsidized health care benefits to part-time faculty working at multiple post-secondary institutions.

- Option 1: Eligible part-time faculty could be aggregated into a group identified at the statewide level at the OEGB to receive coverage from a designated range of plan offerings. The State would pay for the coverage through an appropriation to the OEGB.

This approach is similar to one that currently exists at the OEGB for approximately 40 faculty members who are not eligible for coverage at any single institution (see HB 2557). In order to be eligible to receive coverage, faculty could not otherwise be a recipient of health care benefits provided under institutional policy or a collective bargaining agreement. The advantage of this option is that it does not require modification to the existing reporting process for post-secondary institutions, PERS or OEGB and could be implemented with little expansion to existing infrastructure. One challenge would be identifying a revenue stream to pay for the benefits. Additional issues to consider are the potentially lengthy period of time between teaching a class and actually receiving benefits (described as the "look back" challenge above), the burden on post-secondary institutions of providing benefits the year after a faculty member has taught there, compatibility with the ACA, and the relative costs and benefits of providing part-time faculty with benefits through OEGB versus the open market. Work group members also discussed raising the minimum number of hours for health care eligibility to 1040, a 0.5 FTE for a 12-month employee. The current threshold of 600 hours is approximately a 0.28 FTE for a 12-month employee.

- Option 2: Eligible part-time faculty could be aggregated into a group identified at the statewide level by the OEGB to receive coverage from a designated range of plan offerings. The OEGB would bill institutions according to their share of the employees' coverage based on the portion of hours that each employee works for a given institution.

The second option that was developed by the work group differs from the first option in how the payment of benefits would be structured. In this scenario, OEGB would bill different post-secondary institutions for their share of the cost of the employee's benefits. In addition to the structural problems discussed with Option 1, an additional complication exists with Option 2. While it is technically relatively simple to apportion a share of responsibility for OEGB when an instructor is working at multiple institutions, developing an equitable division of the cost of benefits that takes into consideration the fact that a) the FTE to PERS calculations differ by institution, and b) the benefits packages provided by each institution are different and are locally bargained presents a challenge. The question of how colleges would fund benefits also needs consideration here.

- Option 3: Institutions could report directly to the OEGB on a quarterly, or term by term basis.

Option 3 showed the greatest promise in the opinion of the work group and could be implemented as a standalone solution or alongside Option 1 or 2. In this scenario, colleges and universities would report employee information directly to OEGB. The reporting could include either the PERS hours that are currently used, or FTE, which are simpler to calculate and already used and accepted in collective bargaining agreements at the state's post-secondary institutions. This option helps address the "look back" problem that results from PERS reviewing eligibility at the end of a given year. Under this approach, a faculty member would receive benefits during the time that they are employed, rather than receiving coverage for some period of time after their employment may have ended. It would also be possible to provide coverage during a bridge term if, for instance, a faculty member is employed Fall and Spring terms but not during the Winter term (something that several institutions already do for benefits-eligible employees).

This approach could also include OEGB notifying institutions of faculty employees who are not eligible for benefits and allow institutions to log in to see if their employees are working at other institutions. Institutions could report the hours to be used for billing purposes. One drawback to this approach is that it would require additional reporting for at least one community college and all universities that do not currently belong to OEGB. It would also require development of additional reporting structures at OEGB in order to receive information more frequently and from additional institutions. The workgroup expressed interest in exploring this option further as a way to address some of the limitations with the current system.

The work group is not recommending that a uniform, statewide formula be used in order to achieve subsidized health care benefits for part-time faculty who teach at least half-time at multiple public post-secondary institutions. The analysis above demonstrates the range of calculations that are currently being used to calculate PERS hours. At some community college campuses, the variations stem from the fact that how hours are calculated is subject to collective bargaining agreements. It was the work group's recommendation that the options cited above would be preferable to abrogating those agreements. An alternative suggestion, particularly applicable in Option 3, is to use FTE rather than PERS hours to calculate faculty member eligibility.

ADDITIONAL CONSIDERATIONS

Several questions require further consideration before proposing legislation that would modify ORS 351.704 and change the current reporting system. First and foremost, a cost analysis of the options presented here would need to be conducted. Second, the question of who will pay for benefits and how cost sharing might be established needs additional consideration. Third, further discussion should take place on the question of what the appropriate threshold for benefits is, whether it should remain at 600 PERS hours or its equivalent, or be

increased. Fourth, the question of what benefits should be provided to faculty who are teaching 600 hours or more at one institution, but are not eligible for benefits under ORS 351.704, collective bargaining agreements, or the ACA threshold of 075 FTE was raised by the workgroup as something that was outside the scope of SB 113's charge, but something to consider in future discussions.

APPENDIX A

Senate Bill 113 Work Group Members

Organization	Name	Title
Oregon Education Association (OEA)	Matt Davies	Chemeketa Community College Faculty
American Federation of Teachers - Oregon	Shannon Brett	Director of Political and Legislative Affairs
Interinstitutional Faculty Senate	Randy Sullivan	President, University of Oregon Senate
Clackamas Community College	Joanne Truesdell	President
Clackamas Community College	BJ Nicoletti	Director of Institutional Research & Reporting
Central Oregon Community College	Kevin Kimball	CFO
Blue Mountain Community College	Tammie Parker	Associate Vice President, Human Resources
Chemeketa Community College	Alice Sprague	Director, Human Resources
Oregon State University	Donna Chastain	Director, Workplace Solutions, Office of Human Resources
Oregon Institute of Technology	Tracie Houtz	Associate Director of Human Resources
Southern Oregon University	Chris Stanek	Director of Institutional Research
Portland State University	Kathy Ketcheson	Director and Research Professor, Office of Institutional Research & Planning
Public Employee Retirement System	Yvette Elledge - Rhodes	Chief Operations Officer
Oregon Educators Benefits Board (OEBB)	Denise Hall	Deputy Administrator
Higher Education Coordinating Commission (HECC)	Frank Goulard	HECC Commissioner
HECC	Patrick Crane	Director, Office of Research & Data
HECC	Dana Richardson	Deputy Director, Policy & Legislative Affairs
HECC	Abdus Shahid	Systems & Research Analyst

Additional participants: Jared Mason Gere (OEA), Chris Parta (Assoc. of OR Faculty), Karen Smith (OCCA), John Wykoff (OCCA), Heidi Williams (OEBB).

APPENDIX B: SB 113 Survey Results

Institution	Q#1: What is your name? What is the name of your institution?
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
Oregon Coast CC	Survey Draft Submitted
Portland CC	Portland Community College
Rogue CC	Rogue Community College
Southwestern CC	Survey Draft Submitted; Attached four pages of health plan information
Tillamook Bay CC	Pat Ryan, Tillamook Bay Community College
Treasure Valley CC	Treasure Valley Community College
Umpqua CC	Survey Draft Submitted
EOU	Christopher L. Burford, University General Counsel
OIT	Survey Draft Submitted
OSU	Donna Chastain, HR
PSU	Pam Hutchins, Portland State University
SOU	Southern Oregon University
UO	Cindi Peterson, Benefits Mgr
WOU	Western Oregon University

	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.
Blue Mountain CC	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.
Central Oregon CC	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 load units. A full-time faculty member is assigned 45 WLU over
Chemeketa CC	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
Clackamas CC	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.
Clatsop CC	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
Columbia Gorge CC	Working less than 15 Lecture credits or 18 Lecture/Lab credits or 20 Lab credits or less than 420 hours per term.
Klamath CC	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.
Lane CC	Annual FTE of .500 or less.
Linn-Benton CC	Faculty working on a temporary, term-to-term basis, who are not members of the Contracted Faculty Collective
Mt. Hood CC	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.
Oregon Coast CC	(Draft) Faculty generally are defined as exempt professional employees A. Part-time Faculty Part-time faculty appointments are term-by-term. The employment of part-time faculty may be for one, two, three, or four terms in an academic year. Except as expressly provided in this Agreement, employment of part-time faculty is not tenure-related and does not create any right, interest, or expectancy for any future employment. Some part-time faculty positions are classified as three-quarter (.75) time. Three-quarter time faculty are employed for one hundred eighty (180) days during fall, winter, and spring terms each academic year per the Board-approved academic calendar. Three-quarter time faculty may also be employed as part-time faculty for additional fourth-term summer employment, but are not obligated to do so. Three-quarter time faculty may be reappointed to subsequent academic years based upon program need and satisfactory performance. Three-quarter time faculty may also be employed as part-time faculty for summer employment. Three-quarter time faculty may not accept courses beyond the normal three-quarter time instructional workload limit. Except as expressly provided in this Agreement, as with other part-time faculty, employment of three-quarter time faculty is not tenure-related and does not create any right, interest, or expectancy of any future employment.

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: 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. 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	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	Collective Bargaining Agreements -- 29 Instructional Learning Credits (ILCs) or less.
EOU	Any faculty member working less than 1.0 FTE is defined as part-time.
OIT	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.
OSU	Part-time faculty would be anything less than 1.0 FTE Faculty includes teaching/research and non-teaching. Appointments include tenure track, fixed term (adjunct), and professional faculty.
PSU	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, specified "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.
SOU	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.
UO	Part time for healthcare purposes is less than .50 FTE and not eligible. .50 FTE are eligible and all receive the same level of healthcare benefits. Less than 1.0 is considered part time for all other purposes.
WOU	Part-time: .99 - .50 Part-time: .49 - .01 Part-time: Hourly

	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.
Blue Mountain CC	Full-time faculty members are offered health insurance.
Central Oregon CC	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.
Chemeketa CC	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 are eligible for benefit enrollment under the ACA.
Clackamas CC	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 employee 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
Clatsop CC	Currently, only full-time faculty members are offered health insurance benefits.
Columbia Gorge CC	Full-time faculty.
Klamath CC	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
Lane CC	"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
Linn-Benton CC	Faculty working a .50 or more annual FTE contract and are members of the Contracted Faculty Collective Bargaining Unit.
Mt. Hood CC	Full-time faculty are provided health care through OEBC. Medical and dental plans offered range from no cost to plans where the employee pays a specific amount toward the benefits. Vision coverage and Life/AD&D (2 x annual salary) are fully paid by the college.
Oregon Coast CC	All three-quarter time and full-time faculty are offered insurance.
Portland CC	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.

Rogue CC	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.
Southwestern CC	Full-time faculty. See attached (four pages of health plans)
Tillamook Bay CC	Faculty members who are 0.5 FTE or more are offered benefits on a prorated basis for 1.0 FTE.
Treasure Valley CC	Full-time faculty only, or those teaching above .55%.
Umpqua CC	Per Collective Bargaining Agreements -- Full-time status only.
EOU	All faculty members working 0.5 FTE or greater are entitled to receive the same health insurance benefits.
OIT	Any faculty member at .5 FTE or higher is given a full-time health/dental/vision plan.
OSU	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.
PSU	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.
SOU	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.
UO	.50 FTE or more if hired for at least 90 days.
WOU	Part-time - .50 FTE for a minimum of 90 days.

	Q#4 How do you calculate faculty member/instructor hours for reporting to the Oregon Public Employees Retirement System (PERS)?
Blue Mountain CC	<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 factor 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>
Central Oregon CC	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.
Chemeketa CC	<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: $[(297 \text{ hours}/11) * 15.88888] * 1.398602 = 600 \text{ PERS hours}$.</p>
Clackamas CC	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.
Clatsop CC	Contact hours/work hours for which they are paid.
Columbia Gorge CC	We report 105 hours each month. This is based on PERS definition and details on reporting faculty hours.
Klamath CC	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.
Lane CC	<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>
Linn-Benton CC	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.
Mt. Hood CC	For each ILC worked, the college reports 26.667 hours worked to PERS.
Oregon Coast CC	Combo class such as Nursing, ELL, & GED are reported as actual hours worked. Lecture classes are reported as hours x 2.42. Faculty hours for meetings and special projects are reported to PERS as actual hours worked.
Portland CC	PCC calculates hours for PERS based on the following formula: $FTE * PERS \text{ Factor} * 400; 0.5 FTE * 0.834 * 400 = 166.98 \text{ PERS hours}$.
Rogue CC	Full-time faculty are reported hour for hour. For adjunct faculty, all lecture and lecture/lab classes hours are double before reporting to PERS.
Southwestern CC	Part-time faculty are actual hours in classroom and full-time is 174 hours a month.
Tillamook Bay CC	Position FTE x 133.33 (PERS factor)
Treasure Valley CC	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.
Umpqua CC	20 hours = 1 ILC or actual hours worked.
EOU	Faculty member hours reported to PERS are based on the faculty member's FTE, as the rate of 1.0 FTE = 173.33 hours per month.

OIT	<p>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. ($173.33 \times .5 = 86.67$)</p> <p>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.</p>
OSU	<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>
PSU	<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>
SOU	<p>All faculty category hours are reported monthly by calculating 173.33 times the faculty's FTE.</p>
UO	<p>FTE converted to hours based on hours reported to Banner payroll system. Banner uses 173.33 for 1.0 full-time position.</p>
WOU	<p>FTE x 173.33</p>

	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.
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	We do not report hours for optional retirement.
Portland CC	PCC does not offer an Optional Retirement Plan.
Rogue CC	N/A
Southwestern CC	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	UCC does not offer.
EOU	Same as in Question 4.
OIT	Same as above
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	Calculated the same as #4 above.

	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.
Blue Mountain CC	See question #4.
Central Oregon CC	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 load unit is equal to
Chemeketa CC	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.
Clackamas CC	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,
Clatsop CC	Based on the credits for the class.
Columbia Gorge CC	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.
Klamath CC	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.
Lane CC	One credit class = one hour per week instruction.
Linn-Benton CC	In general, one hour of lecture time each week = one credit.
Mt. Hood CC	We do not track separately.
Oregon Coast CC	<p>I am not sure what Question #5 (from Survey Draft) is asking? Maybe this? We do track meeting hours and special project hours for pay and they are reported to PERS, as stated in Q3, as actual hours worked.</p> <p>Assignments: 1. Full and three-quarter time faculty members are professional employees and, as such, exercise judgment and discretion in their work hours to fulfill their professional responsibilities. It is understood that faculty spend additional time, including time off campus and time outside the normal workday, in fulfilling their professional duties. These duties may include undertaking activity that promotes and supports (a) student success such as mentoring of students, (b) College priorities and programs, (c) faculty development, and (d) other activities as directed by the Dean of Instruction or chief academic officer or his or her designee. The College expects all of these duties to be approached to effectuate the College's educational goals and mission as determined by the College. Part-time faculty recognize that in their activity for the College they too have an obligation to support College priorities and programs and undertake their work to effectuate the College's educational goals and mission as determined by the College.</p> <p>2. Teaching assignments include instructing, preparing courses, evaluating students' work, grading papers, submitting grades and related reports, meeting with the Dean of Instruction or College assigned designee, and engaging in a reasonable amount of student contact outside of instruction time to respond to questions and to resolve course-related problems.</p>
Portland CC	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. Faculty pay varies depending on the number of lecture, lecture/lab, or lab hours in the course. The lec, lec/lab, and lab are three different weights and each of those three have different pay rates which then make up the total course pay.

Rogue CC	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.
Southwestern CC	Answer for #6, #7, #8 & #9: "Faculty spends 80% of their time on teaching and 20% on other non-teaching activities such as advising, mentoring, coaching and committees."
Tillamook Bay CC	Class credit hours x the number of weeks of the class.
Treasure Valley CC	On a credit basis per each respective class.
Umpqua CC	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
EOU	EOU's Collective Bargaining Agreement with its faculty union states that over the course of the academic year tenure-track faculty are expected to teach 36 instructional load hours, while full-time fixed-term faculty are required to teach 45 instructional load hours. Each load credit equates to 34 clock hours of time. Instructional load credits for bargaining unit members are entered by college operations staff into the university's Banner system.
OIT	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)
OSU	Not tracked separately. An approximation of % of FTE spent on these duties would be contained in each employee's individual position description. Each college/department determines and assigns an 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 colleges/departments based on the type of classes being taught (e.g. vet med, engineering, English, physical activity courses).
PSU	Human resources does not track faculty classroom contact hours. FTE derived hours are used in reporting as indicated above. 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.

SOU	<p>Permanent faculty are divided into two sub-categories, professorial and professional.</p> <ul style="list-style-type: none"> - Professorial faculty have at a minimum 66% expectation to be devoted to classroom instruction. - Professional faculty have at a minimum 83% expectation to be devoted to classroom instruction. <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>
UO	We do not track hours spent on instruction.
WOU	<p>Non-tenure track: Credit hours x 15</p> <p>Tenure-track and tenured: Credit hours x 12</p>

	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.
Blue Mountain CC	We do not do research.
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 on research or research type of activities. Each work load unit is equal to 26.67 hours divided by
Chemeketa CC	N/A
Clackamas CC	We do not track research hours as we are not a research institute.
Clatsop CC	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.
Columbia Gorge CC	Does not track.
Klamath CC	N/A
Lane CC	Cannot track.
Linn-Benton CC	LBCC does not have faculty research.
Mt. Hood CC	We have no research hours.
Oregon Coast CC	N/A
Portland CC	N/A
Rogue CC	N/A
Southwestern CC	Refer to #6 for answer.
Tillamook Bay CC	We do not track research hours because we do not have research at the CC.
Treasure Valley CC	None. TVCC does not track this information as a community college.
Umpqua CC	Faculty are not paid for research hours.
EOU	During the academic year, tenure-track faculty are expected to spend 9 load hours on non-teaching activities such as scholarship, advising, service on university committees, and related service work. Research time falls within this nine hours, and is tracked on the university's Banner system. Fixed-term faculty are expected to teach only, and do not have time allocated to other activities.
OIT	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. 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.)
PSU	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.
SOU	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.
UO	We do not track hours spent on research.
WOU	Tenure-track and Tenured: Credit hours between 12 and 15.

	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.
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	See answer #6
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	Employees are paid at an appropriate hourly rate for all such extra duties as committees, required meetings, curriculum development,
EOU	For tenure-track faculty, committee time and other institutional support work falls within the 9 load hours set aside for non-teaching work. This time is tracked on the university's Banner system. Fixed-term faculty are expected to teach only, and do not have time allocated to other activities.
OIT	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	Tenure-track and Tenured: Credit hours between 12 and 15.

	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.
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 in filling any other required duties. Each work load unit is equal to 26.67 hours divided by the number of weeks in the term.
Chemeketa CC	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.
Clackamas CC	This is tracked hour for hour. This is easily tracked in our institution by the departments.
Clatsop CC	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.
Columbia Gorge CC	We track based on what they are performing.
Klamath CC	These hours are estimated but not tracked.
Lane CC	Approximately 15 hours per week is allocated for committee work, office hours and prep time.
Linn-Benton CC	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.
Mt. Hood CC	Other duties like curriculum development are paid at an hourly rate from a timesheet.
Oregon Coast CC	See #6
Portland CC	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.
Rogue CC	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.
Southwestern CC	Refer to #6 for response.
Tillamook Bay CC	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.
Treasure Valley CC	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.
Umpqua CC	See answer #6
EOU	For tenure-track faculty, time spent advising, on community service and other required duties falls within the 9 load hours set aside for non-teaching work. This time is tracked on the university's Banner system. Fixed-term faculty are expected to teach only, and do not have time allocated to other activities.
OIT	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	All duties/activities are defined within the categories included within this survey (i.e.. 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.
UO	Do not track.
WOU	Tenure-track and Tenured: Credit hours between 12 and 15.

