

## Procedures for Setting Up Faculty Who Are Teaching Dual Credit Embedded Classes

Dual Credit classes, which are being taught by High School embedded faculty, will no longer be paid by HCC as salary, nor will these classes be considered part of the HCC PT faculty workload. (Note: if full-time high school teachers are also teaching non-dual credit HCC classes as adjuncts, normal pay processing and workload limits will apply.) For embedded classes, it is important to follow these procedures so that proper workload calculations and pay processing occur.

These faculty will remain in our system as Part-time faculty with a maximum workload limit of 9.75 contact hours per semester, for any classes taught at HCC as adjuncts. Embedded classes will not count toward the HCC faculty TRS or ACA workload limits.

### 1. Assign the faculty to the class

The screenshot displays the HCCS system interface. On the left is a 'Menu' sidebar with 'Schedule Class Meetings' selected. The main content area shows the 'Meeting Pattern' configuration for a class. The 'Class Sections' tab is active, displaying details for Session DL1, Class Section 0098, and Component Lecture. The 'Meeting Pattern' table shows Facility ID DUAL29B, Capacity 30, and Meeting Pattern TTH. The 'Instructors For Meeting Pattern' table shows an instructor assigned to the role of 'Instruct'.

Course ID:	002016	Course Offering Nbr:	2
Academic Institution:	Houston Community College	Term:	Fall 2016
Subject Area:	ENGL	Subject Area:	English
Catalog Nbr:	1301	Catalog Nbr:	Composition I

Session:	DL1	Dual Credit 1		Class Nbr:	10079
Class Section:	0098	Component:	Lecture	Event ID:	000406295
Associated Class:	98	Units:	3.00	<a href="#">Associated Class Attributes</a>	

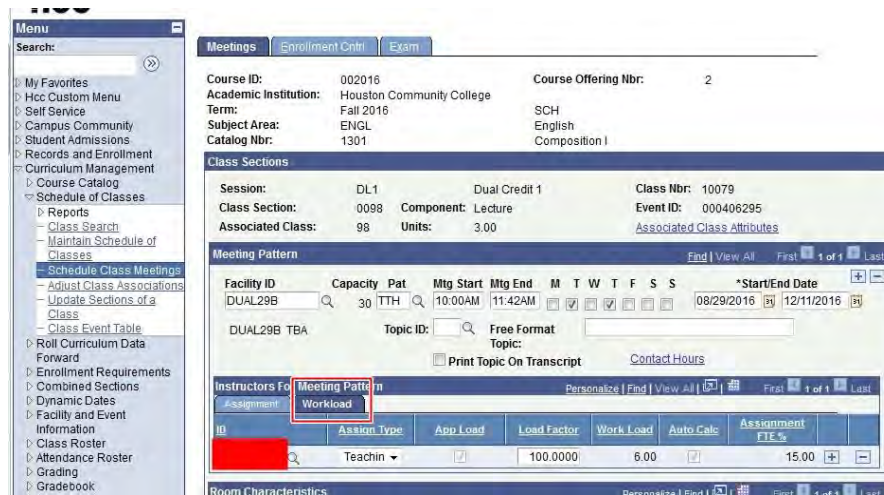
  

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
DUAL29B	30	TTH	10:00AM	11:42AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/29/2016 - 12/11/2016
DUAL29B TBA			Topic ID:	Free Format								

ID	Name	*Instructor Role	Print	Access	Contact	Job Code
		Instruct	<input checked="" type="checkbox"/>	Post		

2. Click the workload tab above the faculty name.



3. Change the assignment type to embedded (EMB) and adjust the load factor percentage on all meeting patterns to .0001. The result of this will be twofold: One, we will be able to track embedded vs. non-embedded classes and, two, the embedded classes will yield no workload or pay.

