



Agreement Between the

HILLSBOROUGH COMMUNITY COLLEGE

DISTRICT BOARD OF TRUSTEES

and the

FACULTY UNITED SERVICE ASSOCIATION

An affiliate of the

United Faculty of Florida,

Florida Education Association

National Education Association

and the

American Federation of Teachers

(AFL-CIO)

August 20, 2010 to the beginning of the 2013-2014 academic year

as set forth in Section 4.1, *Duration*

fusa
faculty united service association

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ARTICLE 1

INTRODUCTORY CLAUSE

The parties to this Agreement are the District Board of Trustees of Hillsborough Community College (“Board”) and the Faculty United Service Association (“Union”), the Hillsborough Community College Chapter of the United Faculty of Florida (UFF), affiliate of the Florida Education Association (FEA), the National Education Association (NEA), the American Federation of Teachers (AFT), and the AFL-CIO.

ARTICLE 2

DEFINITIONS

Whenever used in this Agreement, the terms defined in this section have the meaning or reference indicated:

2.1 – College

Hillsborough Community College.

2.2 – Board

The District Board of Trustees of Hillsborough Community College.

2.3 – Administrator

An employee so designated by the Board whose duties include but are not limited to supervising and evaluating other employees, recommending the employment/termination of other employees, managing College resources and facilities.

2.4 – Administration

The group of employees designated by the Board as administrators.

2.5 – Agreement

The contract between the Board and the Union.

2.6 – Association/Union

The Faculty United Service Association (FUSA), Hillsborough Community College chapter of the United Faculty of Florida (UFF), affiliated with the FEA, NEA, AFT, and the AFL-CIO, the exclusive certified bargaining agent of faculty in the bargaining unit.

2.7 – Bargaining Unit

All full-time instructional personnel, counselors, and librarians as defined by the Florida Public Employees Relations Commission (PERC) in certification number 46 issued on May 5, 1975.

- A. **Included Personnel** – All full-time professional personnel with faculty status, including instructional personnel, librarians, counselors and health service personnel.
- B. **Excluded Personnel** – All other employees, including administrative, professional/ managerial and classified employees, confidential employees and security employees.

2.8 – Contracts

- A. **Faculty Basic Year Contract** – The term of duty for full-time instructional faculty consisting of those class days in the Fall and Spring (except as otherwise provided in Section 8.1 (A)(1)(b) for faculty members in accredited Health Science Programs) terms plus no more than five (5) in-service days, which shall not exceed a required 158 days worked per year.
- B. **Faculty College Year Contract** - The term of duty for full-time faculty consisting of those class days in the Fall, Spring and Summer Terms, plus no more than six (6) in-service days, which shall not exceed 229 days worked per year. A faculty member with a College Year Contract will have his/her Basic Year daily rate of pay pro-rated up for duty days in excess of that year's Faculty Basic Year Contract.
- C. **Twelve-Month Contract** – A faculty member shall work the same number of days as the Administrative Contract for that year which shall include paid vacation days and paid holidays. A faculty member with a Twelve-Month Contract will have his/her Basic Year Daily Rate of Pay pro-rated up for duty days in excess of that year's Faculty Basic Year Contract.

2.9 – Faculty Classifications

- A. **Full-Time Regular Faculty**
 - 1. **Instructional Personnel** – Those faculty members whose primary responsibility is teaching.
 - 2. **Counselors**- Those faculty members whose primary responsibility is counseling.
 - 3. **Librarians** – Those faculty members whose primary responsibility lies within the Library or related area.
- B. **Full-Time Temporary Faculty** – Includes full-time temporary faculty positions established for a limited period not to exceed two consecutive academic years. Temporary full-time faculty positions will be renewable on an annual basis. Temporary full-time faculty enjoy all benefits of this Agreement, except as noted in Article 8.1.D., *Temporary Full-Time Faculty*.
- C. **Grant-Funded Faculty** – Those temporary full-time non-tenured faculty members (instructional, counseling or library), whose positions are directly funded by grants or whose positions are funded through grant-match funding required of the College. These faculty members shall receive annual contracts with the required duties and responsibilities restricted by the terms and conditions of the grant. Grant-funded faculty positions will be renewable on an annual basis for the duration of the grant. Grant-funded faculty enjoy all benefits on this Agreement, except as noted in Article 8.1.E., *Grant-Funded Faculty*.

The classification definitions contained in this Agreement shall be exclusive for the duration of this Agreement.

2.10 – In-Service Day

A district-wide contractual day of service scheduled on a non-teaching day.

2.11 – College President

The President of Hillsborough Community College as designated by the Board.

2.12 – Campus President

The chief administrator responsible for a particular campus at the College.

2.13 – Executive Director of Human Resources

The administrator designated to represent the College in the administration of this Agreement. If changes in this designation are made, FUSA will be notified.

2.14 – Work Week / 4-Day

The normal workweek consists of five consecutive days.

When the Board approves a compressed work schedule to implement a four (4)-day workweek, the four (4)-day workweek will be considered equivalent to the normal five (5)-day workweek. One (1) work day for a four (4)-day workweek schedule will be considered equivalent to one and one-fourth (1 ¼) days of the five (5)-day workweek.

2.15 – Work / Contract Hours

Clock Hour – Sixty (60) minutes.

Office Hour – Sixty (60) minutes.

Contact Hour – Fifty (50) minutes.

Clinical Contact Hour – Fifty (50) minutes.

Semester Hour – The unit of course credit as specified in the College catalog.

2.16 – Program Manager

An instructional or non-instructional faculty member who assumes responsibility for implementation of the curriculum for an instructional or non-instructional program or cluster of programs.

2.17 – Full-Time Faculty – Adjunct Teaching Assignments

An adjunct teaching assignment is an overload taught by a full-time faculty member during the term when the faculty member has already completed his/her basic contractual obligations of 300 load points.

2.18 – Daily Rate of Pay Calculation

The daily rate of pay calculation for a Basic Year Contract (nine (9) months) will be determined by dividing the number of contractual days for that academic year into the faculty member's contractual salary. A College Year Contract salary will be computed by multiplying the daily rate of pay by the number of contractual days for that year in a College Year Contract. A Twelve-Month Contract salary will be computed by multiplying the daily rate of pay by the number of contractual days for that year in the Twelve-Month Contract.

2.19 – Classroom

Classroom includes both the traditional classroom and the virtual classroom.

ARTICLE 3

RECOGNITION

The Board recognizes the Union as the sole and exclusive bargaining agent for all regular and temporary full-time professional personnel with faculty status as defined in Article 2. Excluded are all other employees, including administrative, professional/managerial and classified personnel.

ARTICLE 4**GENERAL PROVISIONS****4.1 – Duration**

This Agreement shall become effective immediately August 20, 2010, and shall continue in full force and effect through midnight of the day immediately preceding the beginning of the 2013-2014 academic year. It is expressly understood that this Agreement shall expire on the date indicated unless the Agreement is mutually agreed to be extended in writing.

The parties agree to reopen this Agreement for the 2011-2012 year for the purpose of negotiating Article 14 and up to two (2) additional articles as designated by each party.

The parties agree to reopen this Agreement for the 2012-2013 year for the purpose of negotiating Article 14 and up to two (2) additional articles as designated by each party.

4.2 – Severability

If any word, phrase or provision of this Agreement or any application thereof shall be declared or rendered null, void or invalid through court action or federal, state, or local law, such word, phrase, provision or application will only be deemed valid and subsisting to the extent permitted by law, but all other words, phrases, provisions and applications will continue in full force and effect. The parties shall mutually agree on a date to renegotiate in good faith the provisions affected by any such judgment or law.

4.3 – Waiver

Except as specifically set forth elsewhere in this Agreement, the parties may mutually agree upon any method for achieving goals or for resolution of any question, controversy, claim or matter of difference regarding this Agreement or the performance or breach of any part thereof. Failure of either party to require performance by the other party of any condition of this Agreement shall not affect the requirements of the parties to perform at any time thereafter, nor shall the waiver of any alleged breach of a term or condition of this Agreement be a waiver of said term or condition thereafter.

4.4 – Masculine/Feminine and Singular/Plural Pronouns

The use of masculine pronouns may be understood to mean feminine pronouns and the use of singular pronouns may be understood to mean plural pronouns in this Agreement.

4.5 – Protection Against Discrimination

- A. Neither the College nor the Union shall discriminate against any employee covered by this Agreement because of Union membership or non-membership, or activity in support of or opposition to the Union. This Section does not apply to the Union's right to refuse to represent non-members in the *Grievance and Arbitration Procedure*.
- B. The parties agree, to the extent discrimination is prohibited by and defined in applicable federal or state law, neither will discriminate against employees based

on race, color, religion, national origin, sex, age, disability, marital status or veteran status. The parties also agree not to discriminate on the basis of sexual orientation. It is the intent of the parties that any employee alleging discrimination under this Section will have a choice of remedy, *i.e.*, under the applicable federal or state statutes or under the *Grievance and Arbitration Procedure* under this contract, but not under both. By filing a charge with the applicable state or federal agency, the employee and the Union on behalf of the employee waive the right to file a grievance under this contract. If already filed, the grievance shall be dismissed.

Grievances alleging a violation of this Section will be filed with the Office of Institutional Equity, or if filed under Step 2 of the Grievance Procedure (Article 11.1, Step 2), will be referred to the Office of Institutional Equity for investigation. To be considered a grievance under Article 11, it must be filed within the time limits established in Article 11. Once the investigation is complete, a written response will be given to the grievant. The grievant may request arbitration under Article 11, Section 11.1, Step 5 within ten (10) days of the date the response was received. If no response has been received within 90 calendar days following receipt of the grievance by the Office of Institutional Equity, the grievant may withdraw his/her grievance and request arbitration under Article 11, Section 11.1, Step 5, within ten (10) days of the request to withdraw.

- C. No faculty member will be discriminated against because of his refusal to submit to a drug test not permitted by this Agreement. Affiliate contract provisions will be adhered to by faculty at that site.

4.6 – Drug-Free Workplace

The Administration may implement and maintain a Drug-Free Workplace to the extent permitted by State and Federal law. The Administration will make a good-faith effort through the Employee Assistance Program (EAP) to assure that any faculty member determined to be dependent upon illegal drugs is remediated and returned to active status with the College. Should the College want to implement a drug policy that includes faculty, such policy will be determined through the collective bargaining process. There will be no random drug testing of faculty during the term of this contract, unless required by the Federal Department of Transportation Regulations.

4.7 – Forms

Such printed forms as are used in the implementation or maintenance of this Agreement shall be jointly developed by a committee including two Union members appointed by FUSA and two members appointed by the Executive Director of Human Resources. A faculty member may receive a copy of each form used to implement this Agreement from his immediate Administrative Supervisor or the Executive Director of Human Resources, with the exception of the Grievance Procedure form, which will be available from the Union. Mutually agreed upon forms are included in Appendices A – O hereto.

4.8 – Non-Assignment

The rights, duties, and obligations of the Board and Union included in this Agreement shall not be assigned or transferred without the written consent of the other party.

4.9 – Controlling Clause

This Agreement shall supersede prior agreements between the parties. Upon ratification, this Agreement shall become the official policy of the Association and the Board. Any conflict between the provisions of this Agreement and any Board policies and Administrative Procedures or practices shall be resolved in favor of the terms and conditions of this Agreement. Any conflict between the provisions of this Agreement and any federal or state law, including Chapter 6A-14, Florida Administrative Code, shall be resolved as stated in Article 4.2, *Severability*. This Agreement may not be altered, changed or modified except by or with the written consent of the parties and approved by appropriate action by the Union and the Board. The parties agree to share equally the cost of printing this Agreement for distribution to the bargaining unit members and to the Administration.

4.10 – No Strike

In accordance with the laws of the State of Florida, no employee or the Union may participate in a strike against the Board as a public employer, by instigating or supporting, in any manner, a strike. Any violation of this Section shall subject the violator to the penalties provided by the laws of the State of Florida.

4.11 – Cultural Diversity

FUSA supports the establishment of a committee to study the enhancement of cultural diversity at the College, including a review of the College's Equity Plan.

ARTICLE 5**UNION RIGHTS****5.1 – Membership Dues**

Upon initial receipt of a wage assignment form properly written, executed and delivered to the Executive Director of Human Resources from the Union, the Administration shall deduct membership dues on a biweekly basis from the wages earned by the faculty member who individually authorizes such deduction.

- A. The Administration shall deduct only the amount of money certified by the Union as the amount of membership dues owed to the Union by a member of the Union.
- B. The form for dues deduction shall include the employee's name, signature, and social security number and the Union's name.
- C. The form for dues deduction shall be filed with the Executive Director of Human Resources.
- D. The Administration shall forward the dues deducted with an itemized list of the deductions to the Union each pay period. The Administration shall be obliged to make no more than one dues deduction from any employee's pay in any single pay period. There shall be no obligation to make deductions in arrears unless the arrears are due to past error by the Administration.
- E. Deduction authorizations shall be valid until revoked or until the faculty member terminates his employment. A faculty member may revoke his deduction authorization upon thirty (30) days' written notice to the Executive Director of Human Resources and to the Union.
- F. The Administration will not deduct at any time any monies representing fines, fees, or penalties.
- G. The Union shall indemnify and hold the Board and the College harmless from and against any and all claims and liability on account of the Administration's compliance or effort to comply with this Section (5.1). Nothing shall be construed to limit the rights of either party to bring an action against the other.
- H. The Administration shall collect from each Union member one dollar (\$1.00) per year for dues deduction, which shall be deducted as part of the first deduction each year and which shall be donated to the Hillsborough Community College Foundation Scholarship Fund. At the close of the last March pay period, the Administration will inform the Union of the amount collected and the Union will endeavor to match the amount collected with an additional donation to the Scholarship Fund.

5.2 – Facilitation of Faculty Relations

- A. The Administration shall allow Union representatives time to engage in activities directly relating to grievances, arbitration, the Agreement or due to an emergency, which need to be performed during their scheduled hours. Union representatives shall receive such time as is necessary to perform the activities without loss of pay. Union representatives shall notify their immediate Administrative Supervisor(s) of the need for time off for the performance of these activities, and such time shall be limited to no more than six (6) hours to be divided among no more than three (3) representatives per week per campus.
- B. The Union shall provide each Campus President and the Executive Director of Human Resources with an updated and current list of certified Union representatives at each campus without thirty (30) working days after the ratification of this Agreement and, thereafter, within ten (10) working days after the new representatives are selected each year by the Association.

5.3 – Internal Mail Service

The Union shall have the right to use the internal College mail including e-mail, to communicate with members of the bargaining unit at no cost to the Union. Non-returning (and non-retiring) faculty members shall have the option of having college e-mail forwarded to another e-mail address for twelve (12) months after the end of the semester. The faculty member shall be responsible for notifying IT security of the forwarding e-mail address.

5.4 – Bulletin Boards

The Administration will assign a bulletin board to the Union at each campus for the Union's exclusive use.

5.5 – Access to Facilities

- A. The Union shall have the right to use College facilities and equipment at reasonable times when such equipment is not otherwise in use. The Union shall adhere to the appropriate Administrative Rules and Procedures for utilization of College facilities and equipment which will include completing the necessary College forms.
- B. The Union shall reimburse the Administration for the actual cost of all materials and supplies used.
- C. When billed, the Union shall reimburse the Administration for all costs associated with utilizing a College facility if the Union requests the use of a facility at a time when the facility is not normally available. However, the College President may choose not to charge the Union for the use of a facility.
- D. The Union will provide each Campus President and the Executive Director of Human Resources with a list of all Union council members and officers

who are authorized to request the use of College facilities.

- E. The FUSA office will be provided a telephone line and will be listed in the HCC Directory.

5.6 – Access to Information

The Administration shall furnish the following information to the Union following a request to the Executive Director of Human Resources:

- A. the information concerning the College's financial activities;
- B. the Annual Financial Report;
- C. the register of certified faculty members with full-time status;
- D. the annual budgetary proposals submitted to the Board;
- E. one complete Board agenda for each Board meeting;
- F. the minutes of each Board meeting;
- G. the names, campus addresses, and home addresses of all faculty members in the bargaining unit;
- H. the names of those faculty members who are to be considered for tenure by the Tenure Committee; and
- I. upon reasonable request, access to other information, where available, in accordance with the laws of the State of Florida.

The Union shall limit its request to one copy of any document, unless otherwise mutually agreed upon. The Administration shall not charge the Union for the first copy of any document. However, the Administration may charge the Union ten cents (\$.10) per sheet for any copies in excess of the first copy. The Administration shall have the right to discontinue providing additional copies of the documents if the Union fails to provide payment for the copies within ninety (90) calendar days from the date of the billing.

5.7 - College President's Meeting with Union

The College President shall endeavor to meet with the Union Council at least once each major term to discuss matters of concern to both parties at a time convenient to both parties.

5.8 – Unit Integrity

The Board and the Union agree that the composition of the bargaining unit shall remain as defined in Article 2 of this Agreement.

5.9 – UFF-PAC Deductions

The HCC-BOT shall deduct, biweekly and without unauthorized interruption (provided the bargaining unit member has funds available), the following from the pay of those members in the bargaining unit who individually and voluntarily make such requests on a written UFF-PAC authorization form such as that contained in Appendix M of this Agreement a post-tax deduction code for UFF-PAC contributions in the amount provided by the UFF.

The HCC-BOT shall remit UFF-PAC deductions to the UFF State Office on a biweekly basis within thirty (30) days following the end of the pay period. Accompanying each remittance shall be a list of the employees from whose salaries such deductions were made and the amounts deducted.

ARTICLE 6**FACULTY RIGHTS****6.1 – Bargaining Unit Rights**

All rights, privileges and benefits enjoyed by the faculty during the term of this Agreement shall remain in effect for the duration of this Agreement.

6.2 – Academic Freedom

A faculty member, whether tenured or not, is entitled to academic freedom:

- A. A faculty member is entitled to full freedom in research and in the publication of the results, subject to adequate performance of his other academic duties.
- B. A faculty member is entitled to freedom in the classroom in discussing his subject, in devising and selecting teaching strategies and educational materials and in using them to present his subject. However, he should be careful not to introduce a controversial matter that has no relation to his subject. If the faculty member is the only full-time instructor in a particular course on a given campus, he shall have the right to select the textbook for the course he is scheduled to teach. If two or more sections of the course are offered on a campus and are taught by two or more full-time instructors or if the course is part of a sequence of courses that would normally use the same text, he shall have the right to serve on a campus and/or college-wide faculty committee appointed to select such texts for courses on that campus. Where feasible, faculty members shall explore methods of college-wide standardization of textbooks used in general education and sequential courses. Custom texts may be utilized as provided in Section 8.24, provided, however, that the use of custom texts does not conflict with the efforts to standardize texts in general education and sequential courses. All textbook selections will be made in compliance with Florida Statutes.
- C. The faculty member is a citizen, a member of a learned profession, and an employee of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As an individual of learning and an educational employee, he should remember that the public may judge his profession and the institution by his utterances. Hence, he should endeavor at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to indicate that he is not an institutional spokesperson.

6.3 – Non-Discrimination

The Board and the Union agree to comply with all federal, state and local laws prohibiting discrimination and mutually agree that neither will discriminate against any employee or applicant for employment, on the basis of race, creed, age, national origin, religion, gender, sexual orientation, union activity, disability status, marital status or membership or non-

membership in any labor and/or professional organization. Nothing in this paragraph will require the Union to process a grievance for non-Union members.

6.4 – Involuntary Change in Status

Any discipline resulting in discharge, demotion or other involuntary change in a faculty member's status shall be made only for just cause and in the best interest of the College. A faculty member shall be entitled to due process in accordance with Article 6.5. This section does not apply to non-renewal of annual contracts, provided that, the failure to follow contractual procedures on non-renewal is subject to Article 11, *Grievance and Arbitration*.

6.5 – Due Process

A faculty member shall have the right to procedural due process to the extent required by law when faced with a disciplinary action or discharge. The faculty member will receive written notice from his immediate supervisor or the Campus President of any unsatisfactory performance or other condition which may result in his discipline or dismissal. The written notice will be sufficiently timely and designate the assistance provided, to aid the faculty member in correcting any demonstrable deficiencies. This Section does not apply to non-renewal of annual contracts.

6.6 – Vacancies/Transfers

A vacant or new full-time tenured faculty position will be filled by the Administration in accordance with the following guidelines:

- A. To request a transfer to a new or vacant full-time faculty position within the faculty member's discipline or from one discipline to another, a qualified full-time tenured faculty member shall submit a request for transfer on the Request for Transfer form, Appendix H, to both the faculty member's immediate Administrative Supervisor and the Executive Director of Human Resources by the job close date as printed on the job posting on the College's website, or five (5) business days, whichever is greater. In the event of a transfer between disciplines, the Vice President for Academic Affairs or designee will verify qualifications before proceeding.
- B. After the job close date for the advertised position, Human Resources will complete the Request for Transfer form and forward the form to the appropriate Campus President for review and approval. The Campus President of the campus to which the faculty member seeks a transfer will retain the sole right to select or reject any request. After reaching a decision on the transfer request, the Campus President will complete the Request for Transfer form and forward the decision to the Executive Director of Human Resources and the Vice President for Academic Affairs. The Campus President making the transfer request decision will notify the requesting faculty member of the decision in writing.
- C. If the Administration determines that it is necessary to transfer a member to a new campus or center, the Administration will first request qualified volunteers. A faculty member will be considered qualified if rated "satisfactory" on the most recent evaluation.

- D. The Administration shall not involuntarily transfer a faculty member for arbitrary, capricious or punitive reasons, including a faculty member's refusal to accept managerial responsibilities.
- E. For a new or vacant full-time faculty position that is different from the faculty member's current discipline, a tenured faculty member requesting a transfer must meet the minimum qualifications for teaching in the new discipline and the application deadline date for applying as printed on the job posting on the College's website announcement.
- F. When transferring from one discipline to another where there is no change in campus or center, the dean with responsibility for the discipline being sought will retain the sole right to approve or reject the transfer request.
- G. If a faculty member requests and is granted a transfer under this Section, the faculty member will not be eligible to transfer again for three years.

6.7 – Right to Privacy

An employee has the right to privacy with regard to his personal and private life, which includes religious and political activities, unless such actions are demonstrably detrimental to the College and/or constitute grounds for disciplinary action.

6.8 – Personnel Files

Following a request to the Office of Human Resources, a faculty member shall have the right to examine the contents of his/her official personnel file at the District Office. Any records that relate to a faculty member's performance or evaluation will be filed in the faculty member's Limited Access File in the Office of Human Resources. The faculty member's Limited Access File may be released by the records custodian with written authorization from the faculty member or the College President, or upon order of a court of competent jurisdiction. Written authorization to review a faculty member's personnel files will be filed in the personnel file. A faculty member may review his/her "unofficial" personnel file at the Campus, if one is maintained.

The faculty member shall have the right to receive a copy of any document filed in his/her District/Campus personnel files, which shall include all disciplinary documentation. No derogatory material or written reprimand shall be placed in a faculty member's file without his/her knowledge. If the faculty member disagrees with the content of any material included in his/her personnel files, the faculty member shall have the right to file a formal written response which shall be attached to the original document. A written reprimand will be removed from the faculty member's file after three (3) years, upon written request submitted to the faculty member's immediate Administrative Supervisor. The Administration is responsible for maintaining complete and current files of documents originating with the Administration. The faculty member is responsible for submitting documents originating with the faculty member.

6.9 – Royalties, Copyrights and Patents

In accordance with the laws of the State of Florida, a faculty member shall have the right to ownership of all work products that relate to educational endeavors, if such products are the result of independent labors and are not produced as a result of a specific agreement with the College. Such endeavors may include any patent rights, copyrights and royalties, as well as associated profits derived there from. Unless the contribution is substantial, faculty shall not accept royalties or other compensation from the sale of a custom text created by a publisher specifically for use at the College if that faculty was not an original author of the unmodified version of the existing edition of the text.

When products are the result of a specific agreement with the College, the Board and a faculty member may enter into an agreement to establish the percentage of ownership of trademarks, copyrights or patents for work products that relate to educational endeavors in accordance with the laws of the State of Florida.

6.10 – Legal Assistance

Legal assistance shall be provided to a faculty member when the College President or his designee determines, after investigation, that action taken by the faculty member was justifiable and occurred in the course of his employment. The specifics of such assistance will be determined by the Board.

6.11 – Outside Employment

- A. A faculty member's primary employment responsibility is to the College. The faculty member must report outside or significant self-employment to the faculty member's immediate Administrative Supervisor on the College-provided form at the beginning of each academic year or upon commencing outside or significant self-employment. Any outside and significant self-employment must not affect the faculty member's scheduled assignments or scheduled responsibilities at the College. The form is attached as Appendix I.
- B. No faculty member shall claim to be an official College representative in connection with any outside employment, including self-employment or business interests. Faculty members who have outside employment or self-employment shall not conduct such business during duty hours, nor use any College equipment or supplies for such purposes.

6.12 – Office Security

The Administration shall implement procedures and regulations to safeguard the security of each employee's office and files. The faculty member shall have sole access to his desk and office files, but the College locksmith may maintain duplicate keys for replacement and emergency purposes. However, if the faculty member's office is entered for emergency purposes, the faculty member will be notified.

6.13 – Workers’ Compensation

The Administration shall adhere to the laws of the State of Florida regarding Workers’ Compensation claims by employees arising out of and in the course of employment at the College.

6.14 – Access to Offices

Faculty members will have access to their offices on days of normal campus operations on the following schedule:

Monday – Thursday	6 a.m. to Midnight.
Friday	6:00 a.m. to 7:00 p.m. or until two hours after campus closing, whichever is later.
Saturday and Sunday	If campus is open, access will be permitted two hours prior to campus opening and two hours after campus closing.

Access other than during the hours listed above must be requested through the Dean. If Dean approval is granted, the faculty member will make arrangements with Security for admittance and departure. The Administration shall have the absolute right to determine whether heat or air-conditioning will be provided.

6.15 – Consultant Fees

A faculty member shall have the right to any consultant fees earned which are not in violation of the laws of the State of Florida.

6.16 - Tenure (Continuing Contract)

A full-time faculty member will apply for tenure (continuing contract) in the Fall Term of his fourth contract year. Award of tenure shall be based upon submission of the faculty member’s application, his tenure portfolio, and recommendations for tenure from the Campus and College Tenure Committees, his Supervising Dean, his Campus President, the Vice President for Academic Affairs and the College President as provided below.

- A. Tenure (continuing contract) shall be awarded for service as a full-time instructor, librarian or counselor, provided the conditions set forth in this Article (Article 6.16) have been met. Tenure is defined as a promise of continued employment in the absence of certain conditions, such as just cause for dismissal or return to annual contract status, retirement or RIF (Article 10).
- B. The following classifications shall be non-tenured appointments: part-time (adjunct) faculty, full-time temporary faculty, grant-funded faculty, grant-matched funded faculty and visiting scholars with teaching duties. All other classifications of full-time faculty positions will be considered as tenure earning appointments. For temporary full-time, grant-funded, and grant-matched full-time faculty, all service in such positions will be subject to Article 8.1, D. or E., in the event the faculty member is selected through the College screening

Committee for a regular full-time appointment. See Section 8.1.D. and E.

- C. The Administration will ensure that each eligible faculty member's personnel file is current and complete with respect to those documents that originate with the Administration. The faculty member will be responsible for timely presentation of documents originating with the faculty member. The faculty member should begin assembling his or her tenure portfolio upon hire.
- D. To be eligible for tenure, the following requirements must be met:
 - 1. The full-time faculty member must complete three (3) full successive years of service calculated from the beginning of the Fall Term, with such service being continuous except for leave being duly authorized and granted pursuant to Article 12 of this Agreement. Part-year employment before the Fall Term begins does not count toward the three (3)-year service calculation. One year of service shall include full-time service exclusive of holidays and authorized leave, with the exception being sick leave, vacation leave and duty leave pursuant to Article 12 of this Agreement. Employment as a full-time temporary faculty member may count at the discretion of the faculty as stated in Section 8.1.D.1.
 - 2. The faculty member will be considered for tenure during the Spring Term of his fourth year of service to the College, as provided in Section 6.16.E below, based upon the successful performance of duties and the demonstration of professional competence as documented on the official Instructional Faculty Evaluation Performance Review Form, Librarian and Counselor Evaluation Performance Review Form and End-of-Term Verification Form.
 - 3. The faculty member must be reappointed by the Campus President for the fifth year without reservations or specifics as provided by the rules of the State Board of Education.
 - 4. The faculty member must be recommended to the College President for tenure by a campus tenure committee and a College-wide tenure committee.
 - 5. The faculty member must have ninety (90) faculty development hours to be considered for tenure. The hours will be earned at approximately 30 hours per year.
 - 6. To be granted tenure, the faculty member must be recommended for a continuing contract by the College President.

E. Responsibilities of Tenure Candidate

1. The tenure candidate must maintain a tenure portfolio to be submitted as part of the tenure process. The portfolio must contain regular professional self-assessment information. The portfolio must also contain documented evidence of significant continuing contributions and/or participation in these two (2) areas:
 - a. Participation in College or educational committees:
year one – one committee in addition to cluster
years two and three – three committees per year in addition to cluster.
 - b. Participation in professional development activities as specified in Article 9.2.

And documented evidence of significant continuing contributions and/or participation in one of these areas:

- c. Participation in Community groups or projects:
year one – ten (10) hours
years two and three – twenty-five (25) hours per year.
- d. Contributions to the profession (such as conference presentations, professional publications, professional organization memberships and activities, grant writing):
year one – one contribution
years two and three – three contributions per year.

Tenure contributions may continue to be made during the first half of the fourth year.

As part of the non-tenured faculty evaluation each term, the tenure candidate will present documentation of participation in the above areas.

2. By May 1 of the tenure candidate's third year, he must notify the College of his intent to apply for tenure during the Fall Term of his fourth year.
3. By October 1 of the Fall Term of the tenure candidate's fourth year, the tenure candidate must submit the Application for Tenure and Authorization of Tenure Committee to Review Limited Access File memo (Appendix J) to the immediate Supervising Dean, the Campus President, and the Campus and College-wide Tenure Committee Chairpersons.

4. By January 10 of the Spring Term of the fourth year, the faculty member must submit his tenure portfolio to the immediate Supervising Dean.

F. Responsibilities of Supervising Dean

The appropriate Supervising Dean will work with the tenure candidate to ensure development of a tenure portfolio. As part of the non-tenured faculty evaluation administered each term, the Dean will complete the Tenure Progress Evaluation form (Appendix O) and discuss the results with the faculty member.

The Dean will also attend an annual tenure training provided by the Administration. The Dean will verify time of service requirements for tenure and will notify the Tenure Committee in writing that he/she has met the minimum time requirements. The Dean will ensure that copies of student evaluations of the candidate are kept on file at the Campus for review by the tenure committees and College President. The Dean will also ensure that Administrative Evaluations and End-of-Term Verifications are submitted to the Office of Human Resources to be placed in the candidate's appropriate personnel file.

G. Responsibilities of Campus President

The Campus President will appoint a Campus Tenure Committee of five tenured faculty members who will convene to review campus tenure candidates' eligibility for continuing contract. One of the committee members must have served previously on the College-wide Tenure Committee, preferably within the preceding three years, and will be asked to chair the Campus Tenure Committee. By February 20 of the year of tenure consideration, upon review of campus budget and staffing needs, the Dean's and the Campus Tenure Committee's recommendations, and the candidate's tenure portfolio and limited access file, the Campus President will notify the candidate in writing of the intention to recommend the candidate for tenure.

After notification by the Vice President for Academic Affairs as specified in Article 6.16.I. and prior to the tenure list being presented to the Board, the Campus President or his designee will provide written notice to the faculty member that his name is or is not being submitted to the Board for tenure before the May meeting of the College Board of Trustees.

H. Tenure Committees

1. The Campus Tenure Committee shall be appointed by the Campus President to review the applications and to submit a recommendation to the Campus President. The Campus Tenure Committee may review copies of the administrative evaluations, student evaluations and End-of-Term Verifications, as well as the faculty member's tenure portfolio. The Committee may interview candidates as well. The Committee will

use the Tenure Committee Checklist (Appendix P) to conduct its review. The Campus Tenure Committee will communicate its recommendation to the Campus President by February 15:

to recommend the candidate for a continuing contract;

not to recommend the candidate for a continuing contract, or

to recommend that the candidate be allowed to reapply in his fifth year.

If the Committee and the Campus President recommend tenure, then the chairperson of the Campus Tenure Committee will prepare a letter to the College-wide Tenure Committee recommending the candidate for tenure.

2. The College-wide Tenure Committee shall be appointed by the College President to review the portfolios, interview the candidates and to submit a recommendation. The Committee will be composed of seven (7) or more tenured faculty members, representing both AA and AS/AAS, the discipline(s) or area(s) of the tenure candidate(s), and diversity in terms of gender and ethnicity. Members of the College-wide Tenure Committee may serve for up to three (3) years. The Tenure Committee will review each candidate's file with the faculty member's signed authorization, and consider all documentation included for tenure recommendation. A quorum must be present for the Committee to take action. If there are too many tenure candidates for a single College-wide Tenure Committee to handle, a second committee may be created, following the procedure under this Section.

The College-wide Tenure Committee(s) will review the candidate's tenure portfolio for evidence of the requirements of 6.16.E.1. The Committee will use the Tenure Committee Checklist (Appendix P) to conduct its review. The Committee will also review student and administrative evaluations, student development or student activities, development and promotion of College programs, curricular activities, etc. In doing so, the Committee will give first priority to the consideration of the candidate's commitment to the mission and vision of the College, and next to the profession and greater College Community.

The College-wide Tenure Committee will interview candidates after reviewing their files and portfolios.

The College-wide Tenure Committee will communicate its decision by April 1:

to recommend the candidate for a continuing contract to the

Vice President of Academic Affairs,

not to recommend the candidate for a continuing contract, or

to recommend that the candidate be allowed to reapply in his fifth year.

3. In order to serve on a tenure committee, a faculty member must complete the joint HCC and FUSA tenure committee training.

I. Administration Recommendations for Fifth Year

The Campus President may recommend that the candidate be allowed to reapply for tenure in his fifth year.

J. Responsibilities of the Vice President for Academic Affairs

The Vice President for Academic Affairs will review the recommendation of the College-wide Tenure Committee and either transmit it to the College President or return it to the College-wide Tenure Committee with written instructions to provide additional details for further consideration or clarification. If candidates have not received a recommendation for continuing contract, the Vice President will provide written notification to the Campus President. The Office of the Vice President for Academic Affairs will provide written notice in a timely fashion to FUSA on all tenure decisions.

K. Responsibilities of the College President and Board of Trustees

The College President will recommend candidates for continuing contract to the Board by the May Board meeting (or the next regular Board meeting if none is held in May) based upon the candidate's successful performance of duties and the demonstration of professional competence. To be considered for tenure recommendation by the President, the faculty member must be recommended for tenure by the Campus and College-wide tenure committees.

If approved by the Board, the continuing contract shall be granted at the beginning of the annual College contractual period after the three (3)-year or four (4)-year service requirements are completed.

The College President will inform the faculty member in writing of the Board's action by the week following the Board action.

- L. Regardless of the stated term or other provisions of any appointment, written notice that an annual contract appointment will not be renewed will be given to the faculty member by March 15 in advance of the expiration of the appointment. The non-renewal of an annual contract shall not entitle the person to reasons for non-renewal or to a hearing (*i.e.*, DOAH or arbitration).

- M. Any faculty member who receives a continuing contract shall be entitled to continue in a position at the College at the Board-approved salary without needing an annual reappointment by the Board, until the faculty member resigns or his contractual status changes as outlined in this Agreement.
- N. Prior to tenure, the non-tenured faculty member shall have the same academic freedom that tenured faculty members have.
- O. In accordance with the rules of the State Department of Education, the Board shall have the right to dismiss a faculty member under a continuing contract or return the faculty member to an annual contract upon recommendation by the President and approval by the Board.
- P. A Tenure Timeline shall be included as Appendix K.

6.17 - Professional Development and Rank

- A. Continuing contributions to the College and participation in College activities shall be recognized through the awarding of professional rank in accordance with all the following criteria:
 - 1. **Minimum Qualifications** – in the following table, years of service statements refer to minimum years of service. All degrees and hours must be from regionally accredited institutions or their equivalents.

INSTRUCTOR	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
All non-tenured, full-time faculty will hold the rank of Instructor.	Doctorate with award of tenure, satisfactory evaluations, and continued contributions at HCC.	Doctorate with 6 years faculty service at HCC with satisfactory evaluations and continued contributions.	Doctorate with 10 years faculty service at HCC with satisfactory evaluations and continued contributions.
	Masters + 30 with award of tenure and 5 years faculty service at HCC with satisfactory evaluations and continued contributions.	Masters + 30 with 10 years faculty experience service at HCC with satisfactory evaluations and continued contributions.	Masters + 30 with 15 years faculty service at HCC with satisfactory evaluations and continued contributions. (continued)

INSTRUCTOR	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR (continued)
	Masters with award of tenure and 10 years faculty service at HCC with satisfactory evaluations and continued contributions.	Masters with 15 years faculty service at HCC with satisfactory evaluations and continued contributions.	Masters with 20 years faculty service at HCC with satisfactory evaluations and continued contributions.
	Bachelors with award of tenure and 15 or more years faculty experience at HCC with satisfactory evaluations and continued contributions.		

2. **Evaluation** – The faculty member must demonstrate consistent satisfactory performance of duties as reflected in his evaluations for the three years immediately prior to applying for professional rank promotion.

B. The faculty member who satisfies the criteria set forth in A, 1 and 2 above may apply for academic rank promotion on the Request for Advancement in Professional Rank, Appendix G, available from the Executive Director of Human Resources at the beginning of the term after meeting the minimum qualifications.

1. The Request for Advancement Form shall be presented to the Office of Human Resources for verification.

C. No College funds will be specifically allocated to support professional rank; however, activities which qualify for funding under other College programs (tuition fee waiver, sabbatical, enhancement of professional skills, etc.) may be used for credit, provided advance approval is secured.

6.18 – Selection of New Faculty

Each applicant for a regular full-time faculty position will be required to follow the Board of Trustees approved hiring procedures, which include an evaluation by an appropriately constituted screening committee as set forth in this Section.

Faculty input into the selection of new faculty will be advisory only. The Administration will form a screening committee which will include faculty members and the supervising dean, or his designee, who will not vote. The majority composition of the committee is to be full-time tenured faculty from the discipline or cluster in which a faculty position is being filled. In order

to further the College's goal to have a workplace that is reflective of the community, committee composition will be made as diverse as is reasonably possible, provided the majority, where possible, are from the discipline and have satisfactory evaluations. If faculty members outside the discipline are necessary for diversity, faculty members within the discipline and the supervising dean shall make recommendations for committee appointments from a list of available faculty provided by the Executive Director of Human Resources. Full time temporary faculty, whether grant funded or not, shall not serve on a screening committee, unless they themselves were hired through the screening process. When sufficiently diverse faculty members to serve on a screening committee for the selection of new faculty are available, they should have the following credentials in the priority indicated:

- A. For an instructional faculty position, the Administration will select faculty members to serve on the screening committee from the discipline in which the instructional faculty position is being filled.
- B. If no faculty member from the discipline is available to serve, then the cluster must be represented on the screening committee.
- C. For a library faculty position, the Administration will select faculty members to serve on the screening committee from the library faculty.
- D. For a counseling faculty position, the Administration will select faculty members to serve on the screening committee from the counseling faculty.
- E. Tenured faculty shall have priority over non-tenured faculty for an assignment to a screening committee to select new faculty.

If screening committee meetings are to be held during the summer, faculty members in the discipline will be emailed asking for volunteers.

The committee will present its recommendations in alphabetical order to the supervising dean who may make additional comments and will then forward to the Campus President. The committee will promptly be notified in writing when a decision is made to recommend an appointment to the Board.

6.19 – Access to College Mail

The College agrees to make its internal mail service available to each faculty member. Each faculty member will be assigned a mailbox at his home campus and will have access to his mail through mail service personnel and/or a keyed box during reasonable operating hours of the College.

6.20 – Enhancement of Professional Skills

A full-time faculty member successfully completing university courses will be awarded an academic stipend of \$200.00 per semester hour for undergraduate courses and \$300.00 per semester hour for graduate courses, not to exceed six (6) semester hours per academic term. In

order to qualify for this stipend, the faculty member must have completed course work approved by the Office of the Vice President for Academic Affairs and must have earned a grade of S or C or better in undergraduate level courses or S or B or better in graduate level courses. Course work should be designed to enhance professional skills and/or teaching abilities.

A faculty member may also attend approved seminars or workshops that are required for certification within the faculty member's discipline or are within an area where the College desires additional certification/training. The faculty member will be advised of the amount of approved reimbursement prior to attending; unless prior approval of the amount is obtained, no reimbursement will be made. The faculty member must provide verification of seminar/workshop attendance to qualify for reimbursement. The reimbursement may, at the College's option, come from tuition reimbursement or FSPD.

The cost of approved applications may not exceed expenditure by the College of \$49,000 per academic year. No more than 60 percent of the total allocation may be awarded during the Fall Term. A faculty member shall submit an application to the Office of the Vice President for Academic Affairs. The application must be received at least fifteen (15) working days prior to the beginning of the term in which he will be registered.

Applications submitted by faculty working to meet the minimum certification requirements made necessary by changes effected by the relevant accrediting agency(ies) will have priority over all other applications.

Applications submitted by tenured faculty members seeking higher degrees will be given second priority.

Applications submitted by tenured faculty members seeking to enhance or extend current skills will be given third priority.

Applications submitted by non-tenured faculty members seeking higher degrees will have fourth priority.

Applications submitted by non-tenured faculty members seeking to enhance or extend current skills will be given last priority.

Monies available under Section 6.17 will not be used for faculty development hours under Section 6.16.

When circumstances force a faculty member to change an approved course, he may adjust his application by submitting a new course for approval by the Vice President for Academic Affairs.

This provision is not applicable to a faculty member on an approved Sabbatical Leave of Absence from the College.

6.21 – Committees

- A. The College will maintain the following Standing Committees consisting of representatives from the Administration, who may be Administrators or staff members, and the faculty, as appropriate, to review and/or prepare recommendations for the College President or designee. Administrators and staff members will not be voting members of the Cluster and Academic Affairs Committees.

Academic Affairs

Academic Standards

Calendar

Cluster

Instructional Technology

Insurance

Professional Development

Sabbatical Leave

Student Success, Retention and Placement

Tenure

- B. All voting members of the Academic Affairs Committee will be faculty, one member plus one alternate recommended by each Cluster. Non-tenured faculty members will be recommended by the Cluster if there are not sufficient tenured faculty members available to serve. The chair of this committee will be a tenured faculty member. The chair will be granted 30 load point release time from instructional duties for each major academic term. If the chair remains equally active during the Summer Term, the chair will receive 30 points, at the established overload rate for those duties.

- C. Each April the President of FUSA or designee shall recommend to and consult with the Vice President of Academic Affairs or designee over the appointment of faculty members to the committees listed in paragraph A above, other than the Academic Affairs Committee. The Vice President of Academic Affairs or designee will make the final decision on members of the Standing Committees and provide those names to the President of FUSA by June 1.

6.22 – Union Representation

A faculty member who has the expectation that disciplinary action may result from a meeting with an administrator has the right to Union representation during the meeting.

6.23 – Retired Faculty Members

A retired faculty member in good standing shall have privileges to use the College's facilities (wellness programs and equipment) and library facilities (access to materials and electronic resources, checkout materials), and shall retain their e-mail account and e-mail access for a period of one (1) year, all subject to and consistent with the policies applicable to regular, full-time faculty members.

6.24 – Minimum Credentials

To be in compliance with the published requirements of the Southern Association of Colleges and Schools (SACS) and other accrediting agencies (SACS hereafter), all instructional faculty members must satisfy the minimum credentials requirements published by these agencies. Nothing in this contract shall preclude the College from requiring greater credentials than the minimum required by SACS for instructional faculty members hired to teach classes for the first time at the College on or after August 1, 2004.

Before assigning faculty to a teaching discipline and periodically during the accreditation cycle, the director for that teaching discipline will review/complete the Faculty Transcript Evaluation Form for the faculty member and determine whether the faculty member is qualified for that assignment according to the then-current SACS criteria.

If the director determines from the transcripts that a faculty member does not satisfy the SACS criteria, the director and the faculty member will cooperate in a joint effort to document that the faculty member has outstanding professional experience and demonstrated contributions to the teaching discipline which constitute an "exceptional case" in lieu of formal academic preparation as provided for in the SACS criteria.

The Vice President of Academic Affairs will review the determination of the director and/or documented "exceptional case." If (s)he determines that the faculty member does not satisfy the minimum SACS transcript requirements or does not constitute an "exceptional case," the faculty member must immediately begin coming into compliance at the rate of one graduate level course per major term (or more at the faculty member's option). If it becomes necessary, the Administration will demonstrate to SACS that this transition plan is consistent with SACS criteria. The faculty member shall periodically report his/her progress.

If the Vice President of Academic Affairs determines upon review, or is notified by SACS, that the faculty member lacks appropriate credentials, or if the faculty member opts to return to a discipline in which (s)he does satisfy SACS requirements, the member shall, as soon as practical, be reassigned to that discipline.

A faculty member coming into compliance will be given top priority in the application process for tuition reimbursement under Article 6.20 – *Enhancement of Professional Skills*.

ARTICLE 7

MANAGEMENT RIGHTS

7.1 – Retention of Managerial Rights

The Board retains all powers, rights, authority, duties and responsibilities conferred upon it by the laws of the State of Florida, which shall include but not be limited to the following rights:

- A. To establish educational policies and to ensure the rights and educational opportunities of students;
- B. To the management and administrative control of the College and its properties, its facilities and the activities of its employees;
- C. To hire all faculty members and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion; and to promote, assign, and transfer all such faculty members;
- D. To direct the work of its faculty members and determine the time and hours of operations;
- E. To determine the kinds and levels of services to be provided and the methods and means of providing those services, including entering into contracts with private vendors for services;
- F. To determine staffing patterns;
- G. To determine the number and kinds of personnel in order to maintain the efficiency of district operations;
- H. To control and regulate the use of machinery, facilities, equipment and other property of the Board;
- I. To determine the number, location and operation of departments, divisions, and all other units of the College;
- J. To build, move or modify facilities;
- K. To establish budget procedures and determine budgetary allocations;
- L. To determine the methods of raising revenue;

- M. To take action on any matter in the event of an emergency;
- N. To schedule classes to meet the needs of the students, the community and the College; and
- O. To develop and maintain administrative rules, procedures, policies, regulations and practices, which shall be limited by the terms of this Agreement.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board and the use of judgment and discretion in connection therewith shall be limited by the terms of this Agreement.

ARTICLE 8**FACULTY WORKING CONDITIONS****8.1 – Responsibilities****A. Instructional Faculty Members****1. Primary Responsibilities**

The primary responsibility of an instructional faculty member is to educate students. To be in compliance with the requirements of the Southern Association of Colleges and Schools (SACS) and accrediting agencies, each instructional faculty member must satisfy the minimum certification requirements established by these agencies as more fully provided in Article 6, Section 6.24 of this Agreement. The Administration shall provide the necessary support services and personnel to enable each instructional faculty member to perform his responsibilities, which shall include the following:

- a. In accordance with the laws of the State of Florida, a full-time faculty member must teach a minimum of fifteen (15) classroom contact hours per week for the College. A clinical or lecture contact hour consists of a regularly scheduled activity for fifty (50) minutes in a course of instruction approved by the Board. A course must meet a minimum of seven hundred and fifty (750) minutes per credit hour per term. A faculty member's workweek shall not exceed five consecutive calendar days, unless waived by the faculty member.
- b. Except as hereinafter provided for accredited Health Sciences, a full time faculty member will be awarded a Basic Year Contract. The Administration will notify each faculty member by April 1 whether the next contract will be a Basic Year (nine month), a College Year, or Twelve Month Contract for the following academic year(s). (Except where faculty member is seeking tenure, the notice date shall be consistent with Article 6.16.)

An instructional faculty member who is offered and accepts a College Year contract shall be required to teach 150 load points (or its equivalent) during two terms and 120 load points (or its equivalent) each third term, for a total of 420 load points.

An instructional faculty member who is a Basic Year Nine-Month Contract shall be required to teach 150 load points (or its equivalent) during the Fall Term and 150 load points (or its

- equivalent) during the Spring Term. In accredited Health Science programs, the College reserves the right to require employees on a basic year contract to teach at 1.5 times the overload rate during the summer, or part thereof. In order to insure that program accreditation staffing requirements are met during the summer term, the Dean, after communicating with the Nursing Program faculty members, may assign teaching responsibilities to nursing faculty members who have already satisfied their duties under the Basic Year contract. Assignments will be offered to faculty based upon seniority. If enough fully qualified faculty members do not request a summer assignment, then the Dean may make teaching assignments to the fully qualified faculty members based on lowest seniority first. The teaching responsibility will be communicated to the faculty members by the second week of Spring Term. A full-time instructional faculty member who is offered and accepts (or in Health Sciences who has been assigned) a College Year or a Twelve-Month Contract will perform the tasks assigned and be compensated as set forth in Sections 2.8(B) or 2.8(C), respectively.
- c. The College will schedule two major instructional semesters – Fall and Spring. Within each of these semesters, the Administration may utilize scheduling variations as one-week courses, five-week courses, seven-week courses, ten-week courses, weekend courses or any similar scheduling variations. The College may schedule classes of varying length during the summer.
 - d. Instructional faculty members shall be required to attend no more than five (5) in-service days per year under a Basic Year Contract and no more than six (6) in-service days under a College Year Contract. An in-service day is a district-wide contractual day of service scheduled on a non-teaching day.
 - e. Each faculty member shall post and maintain two office hours per week for each thirty (30) load points, or major part thereof. At least one-half of the office hours must be in minimum increments of thirty (30) consecutive minutes over a period of not less than four (4) days. The other office hours may be held in fifteen (15) minute increments. If held in the classroom between classes, the faculty member must be assigned to that classroom during the class time immediately before and after the office quarter hour. Each faculty member shall be available for one additional office hour by appointment for each thirty (30) overload points or major part thereof. An office hour is a designated hour when an instructor will be available for one-on-

one consultations with students in a non-class setting. The availability and location of these office hours shall be made known to the students in writing by the end of the second week of classes. If the location is to be at any place other than the faculty member's office or in a classroom between classes, the faculty member and the immediate Supervising Dean will agree upon the location. The faculty member must provide his immediate Supervising Dean with a copy of his written office hour schedule as early as possible, but not later than the end of the second week of classes. In exceptional circumstances, the immediate Supervising Dean may allow deviations from the four-day requirement. If a student must schedule an appointment at a mutually agreeable time other than during a scheduled office hour, the faculty member may post a notice to students, with a copy to the Dean, that the faculty member has cancelled equivalent office hours during that week.

(1) All faculty members may schedule up to a maximum of five (5) hours of office time on-line.

- f. A faculty member shall participate with other faculty members in his discipline to develop, revise and implement a course or program.
- g. Each faculty member shall be responsible for maintaining records, preparing for classes, grading papers, evaluating textbooks, and maintaining professional competence.
- h. Each faculty member shall attend academic curriculum cluster meetings as scheduled by at least five (5) working days' prior notice, unless the faculty member has a previously scheduled College or academic related commitment, or a medical appointment, or is on approved leave.

2. Other Professional Responsibilities

- a. Each faculty member shall attend all required scheduled district wide meetings, campus-wide meetings and those area meetings pertaining to College matters called by an immediate Administrative Supervisor, unless on an approved leave or with authorization from his immediate Administration Supervisor or the Campus President. The Administration shall use best efforts to provide the faculty member with sufficient notice prior to scheduled meetings. The Administration recognizes that regularly scheduled work assignments that may interfere with the faculty member's attendance constitute authorized leave from attending such meetings. On

designated in-service days, a faculty member shall engage in professional activity(ies) that are approved by the Administration.

- b. Each faculty member shall instruct students in conformance with the material listed in the discipline-approved course profiles and as defined by the College catalog course descriptions. The faculty member shall present the course content in such a manner as to provide students with an opportunity for success. In addition, an instructional faculty member shall respect and encourage the germane expression of opinions by students. If a student requests special consideration based upon disabilities, the faculty member will refer the student to the Office of Services for Students with Disabilities. When presented with documentation issued by that office, the instructional faculty member will endeavor to provide the instruction needed within the normal class setting, or, where necessary, request the services of a specialist. If deemed advisable, the instructor shall advise the disabled student to consult with the faculty member's immediate Administrative Supervisor for assistance in obtaining an acceptable course substitution as provided for by the laws of the State of Florida.
- c. Each faculty member shall develop a syllabus and distribute it to students by the end of the second week of class. The syllabus shall include the following: course title, course prefix, credit hours, instructor name, instructor office hours and location, telephone number, course meeting time, course description, textbook requirements, grading/examination system, attendance policy, instructional methodologies (*e.g.* lecture, audio visuals, small group discussions, quizzes, etc.), course objectives (a brief statement of expected outcome the student should achieve by the end of the term), tentative lecture/course schedule, and other requirements as needed by the individual instructor.
- d. Each faculty member shall review the results of any student course evaluations at the conclusion of each term for the purpose of self-improvement and course updates.
- e. Each faculty member shall self-evaluate his performance at the conclusion of each term for the purpose of self-improvement. This evaluation is for the faculty member's information only.
- f. At the end of each academic term, each faculty member shall submit to his immediate Administrative Supervisor a written

statement listing the faculty member's professional contributions to the institution and certifying that he has met all of his scheduled classes and posted office hours except when on approved leave.

- g. In accordance with the needs of the College, occasionally it may be necessary for the Administration to assign a faculty member in his discipline to any campus or center. However, the Administration shall minimize travel time for multi-campus assignments, and such travel will be subject to Article 8.14, *Travel Expenses*.
- h. It is the responsibility of the Administration to assign faculty to both day and evening classes to meet the needs of students. When it is necessary for the Administration to assign a faculty member evening classes in his/her discipline, the assignment must be within an eight-hour period in a given day. If assigned evening classes, there will be a period of twelve (12) hours between the end of the evening class and the beginning of the next day's assignment. However, a faculty member may request to waive these requirements.
- i. The Administration may request that a faculty member sponsor a student club or organization and/or serve on a committee, either of the faculty member's choice or by mutual agreement with his immediate Administrative Supervisor.
- j. Faculty members are expected to participate in College and educational committees, community groups and professional organizations.
- k. The faculty member shall promptly report missing, inoperative or dangerous equipment, furniture or facilities to his immediate Administrative Supervisor, the Campus President or Security. The Administration shall promptly respond insofar as possible.
- l. If a student requests assistance, placement testing or counseling, the faculty member shall refer the student to the Student Services Department at the campus.
- m. A faculty member shall respond to reasonable written, email, or oral requests for information from the Administration within seven (7) calendar days following the request and shall attend a scheduled meeting(s) to explain the information, if requested, unless the faculty member has a previously scheduled College or academic related commitment, a medical appointment, or is on approved leave or is not working during the term.

- n. The College may require an instructional faculty member assigned to programs involving affiliates or off-campus sites to work on a Board-approved holiday on days that are established by the affiliate or other off-campus entity. However, the Administration will work with such affiliates and off-campus sites to schedule such assignments on College workdays. The Administration will endeavor to have a faculty member's Basic Year Contract in-load assignments on one calendar of duty days not to exceed 158 days for a Nine (9)-Month Contract. However, a faculty member on a Basic Year Contract whose contractual days are so adjusted shall receive a period of at least six (6) consecutive weeks each contractual year in which he is not on duty.
- o. Each faculty member shall be required to participate in graduation exercises unless he has a College work schedule conflict or he is excused in advance by the Campus President.
- p. Beginning in the Spring Term of 2002, goals and their measurement for the following year will be mutually discussed and agreed to by the Supervising Dean and the faculty member. Beginning in the Fall Term of 2003, the faculty self-assessment will review completion of the previous year's goals and provide documentation for the attainment of each goal.

B. Library Faculty

1. Primary Responsibilities

The primary responsibility of a library faculty member is to engage in activities directly related to the library. To be in compliance with the requirements of the Southern Association of Colleges and Schools and other accrediting agencies, each library faculty member must satisfy the minimum certification requirements established by these agencies. The Administration shall provide the necessary support services and personnel to enable each library faculty member to perform his responsibilities, which shall include the following:

- a. A full-time library faculty member shall be required to work the hours assigned by the Dean to perform Library duties. A library faculty member's workweek shall not exceed five consecutive calendar days unless waived by the faculty member.

- b. A full-time library faculty member will be awarded a Basic Year (Nine-Month) Contract. Under the Basic Year Contract, a library faculty member may be required to work during all or part of the Fall Term, Spring Term and Summer Term, provided that the library faculty member will receive a minimum of seven (7) consecutive weeks off, during which (s)he will not be on duty. The days worked will not necessarily coincide with those worked by a full-time faculty member. Under a Basic Year contract, a library faculty member shall not be required to work more than 158 days, except in an emergency. If required to work more than 158 days, a library faculty member will be compensated at the daily rate of pay as defined in Section 2.19 of this Agreement. At the Administration's discretion, a library faculty member may be offered a College Year Contract. A library faculty member who accepts a College Year Contract shall be required to work during the Fall Term, the Spring Term and the Summer Term for no more than 229 days. A library faculty member with a Basic Year or a College Year Contract shall work the same number of days (including in-service days) as an instructional faculty member with a Basic Year or College Year Contract.
- c. No load points will be assigned to a library faculty member for the performance of his duties as a librarian.
- d. A library faculty member shall be required to attend no more than five (5) in-service days per year under a Basic Year Contract, and no more than six (6) in-service days under a College Year Contract.
- e. A Basic Year or College Year Contract shall include one (1) hour per day for professional planning. The library faculty member and his immediate Administrative Supervisor shall mutually agree as to which hour in a given work day shall be designated for professional planning; such professional planning will be done on campus. Occasionally, due to operational necessity, the librarian may be required by the Administrative Supervisor to work during a pre-scheduled professional planning time.
- f. Each faculty member shall attend academic curriculum cluster meetings as scheduled by at least five (5) working days' prior notice, unless the faculty member has a previously scheduled College or academic related commitment, a medical appointment, or is on approved leave.

- g. The salary of a faculty librarian is intended as compensation for all hours worked. However, recognizing that there are unusual circumstances, such as sickness when covered, understaffing, or other times when librarians may be required to work hours beyond the normally-required thirty-seven and one-half (37 ½) hour week to perform the employee's job, librarians will be entitled to receive additional compensation as follows:
 - (1) When the librarian is required to work in excess of forty-five (45) hours in the workweek.
 - (2) When the librarian's Supervising Dean approves of the extra hours worked.
 - (3) When given, the extra compensation shall be one (1) hour of compensatory time off for each hour actually worked in excess of forty-five (45) hours per workweek. Compensatory time must be used by the employee; it is not payable upon termination, nor can it be used in coordination with termination. Time spent teaching overloads or in connection with overloads is not considered extra time worked under this Section.

2. Other Professional Responsibilities

- a. Each faculty member shall attend all required scheduled district-wide meetings, campus-wide meetings and those area meetings pertaining to College matters called by an immediate Administrative Supervisor, unless on an approved leave or with authorization from his immediate Administration Supervisor or the Campus President. The Administration shall use best efforts to provide the faculty member with sufficient notice prior to scheduled meetings. The Administration recognizes that regularly scheduled work assignments that may interfere with the faculty member's attendance constitute authorized leave from attending such meetings. On designated in-service days, a faculty member shall engage in professional activity(ies) that are approved by the Administration.
- b. The Administration may request that a faculty member sponsor a student club or organization with release time either of the faculty member's choice or by mutual agreement with his immediate Administrative Supervisor. Where possible, volunteer assignments for sponsorship of student clubs/organizations will be accepted.

- c. Each faculty member shall self-evaluate his performance at the conclusion of each term for the purpose of self-improvement. This evaluation is for the faculty member's information only.
- d. At the end of each academic term, each faculty member shall submit to his immediate Administrative Supervisor a written statement listing the faculty member's professional contributions to the institution.
- e. If there are no faculty volunteers for evening/weekend duty, library faculty members will serve on a rotational basis for evening/weekend duty. The faculty member will notify his immediate Administrative Supervisor in writing regarding the rotational schedule for evening/weekend duty. However, a faculty member will be required to serve only a maximum of two nights per week unless the Campus President determines that additional evening assignments will be required due to an emergency situation. An evening/weekend emergency shall not extend beyond two weeks. A library faculty member with evening duty will have twelve (12) hours between the end of evening duty and the beginning of duty the next day.
- f. Since the demands for library services may occur during periods when classes are not in session, the Administration reserves the right to assign library faculty duty schedules which differ from the duty days of an instructional faculty member. The revised schedule will not mean that a library faculty member will work more days than the number of days required for an instructional faculty member, unless compensatory time or additional compensation is provided at the faculty member's daily rate of pay (pro-rated for the number of hours worked) for the additional number of days. However, a faculty member whose contractual days are so adjusted shall receive each contractual year a period of at least seven (7) consecutive weeks during which s(he) will not be on duty.
- g. A faculty member shall respond to reasonable written, e-mail, or oral requests for information from the Administration within seven (7) calendar days following the request and shall attend a scheduled meeting(s) to explain the information, if requested, unless the faculty member has a previously scheduled College or academic related commitment, a medical appointment, or is on approved leave or is not working during the term.
- h. A faculty member shall promptly report missing, inoperative, or dangerous equipment, furniture or facilities to his immediate

Administrative Supervisor, the Campus President or Security. The Administration shall promptly respond insofar as possible.

- i. A faculty member shall participate with other faculty members in his discipline to address district-wide library-related matters.
- j. Each faculty member shall be required to participate in graduation exercises unless he has a College work schedule conflict or the faculty member is excused in advance by the Campus President.
- k. Beginning in the Spring Term of 2002, goals and their measurement for the following year will be mutually discussed and agreed to by the Supervising Dean and the library faculty member. Beginning in the Fall Term of 2003, the faculty self-assessment will review completion of the previous year's goals and provide documentation for the attainment of each goal.

C. Counseling Faculty

1. Primary Responsibilities

The primary responsibility of a counseling faculty member is to engage in activities directly related to counseling. To be in compliance with the requirements of the Southern Association of Colleges and Schools and other accrediting agencies, each counseling faculty member must satisfy the minimum certification requirements established by those agencies. The Administration shall provide the necessary support services and personnel to enable each instructional faculty member to perform his responsibilities, which shall include the following:

- a. A full-time counseling faculty member shall be required to work the hours assigned by the Dean to perform counseling duties. A counseling faculty member's workweek shall not exceed five (5) consecutive calendar days unless waived by the faculty member.
- b. A full-time counseling faculty member will be awarded a Basic Year (Nine-Month) Contract. Under the Basic Year Contract, a counseling faculty member may be required to work during all or part of the Fall Term, Spring Term and Summer Term, provided that the counseling faculty member will receive a minimum of seven (7) consecutive weeks off, during which he will not be on duty. The days worked will not necessarily coincide with those worked by a full-time faculty member.

Under a Basic Year Contract, a counseling faculty member shall not be required to work more than 158 days, except in an emergency. If required to work more than 158 days, a counseling faculty member will be compensated at the daily rate of pay as defined in Section 2.19 of this Agreement. At the Administration's discretion, a counseling faculty member may be offered a College Year Contract. A counseling faculty member who accepts a College Year Contract shall be required to work during the Fall Term, the Spring Term and the Summer Term for no more than 229 days. A counseling faculty member with a Basic Year or a College Year Contract shall work the same number of days (including in-service days) as an instructional faculty member with a Basic Year or College Year Contract.

- c. No load points will be assigned to a counseling faculty member for the performance of his duties as a counselor.
- d. A counseling faculty member shall be required to attend no more than five (5) in-service days per year under a Basic Year Contract, and no more than six (6) in-service days under a College Year Contract.
- e. A Basic Year or College Year Contract shall include one (1) hour per day for professional planning. The counseling faculty member and his immediate Administrative Supervisor shall mutually agree as to which hour in a given workday shall be designated for professional planning; such professional planning will be done on campus. Occasionally, due to operational necessity, the counseling faculty member may be required by the Administrative Supervisor to work during a pre-scheduled professional planning time.
- f. The faculty member shall attend academic curriculum cluster meetings as scheduled by at least five (5) working days' prior notice, unless the faculty member has a previously scheduled College or academic related commitment, a medical appointment, or is on approved leave of absence.
- g. The salary of counseling faculty member is intended as compensation for all hours worked. However, recognizing that there are unusual circumstances, such as registration, College emergencies, sickness when covered, understaffing or other times when counselors may be required to work hours beyond the normally-required thirty-seven and one-half (37-1/2) hour week to perform the employee's job, counselors will be entitled to receive additional compensation as follows:

- (1) When the counselor is required to work in excess of forty-five (45) hours in the workweek.
- (2) When the counselor's Supervising Dean approves of the extra hours worked.
- (3) When given, the extra compensation shall be one (1) hour of compensatory time off for each hour actually worked in excess of forty-five (45) hours per workweek. Compensatory time must be used by the employee; it is not payable upon termination, nor can it be used in coordination with termination. Time spent teaching overloads or in connection with overloads is not considered extra time worked under this Section.

2. Other Professional Responsibilities

- a. Each faculty member shall attend all required scheduled district-wide meetings, campus-wide meetings and those area meetings pertaining to College matters called by an immediate Administrative Supervisor, unless on an approved leave or with authorization from his immediate Administration Supervisor or the Campus President. The Administration shall use best efforts to provide the faculty member with sufficient notice prior to scheduled meetings. The Administration recognizes that regularly scheduled work assignments that may interfere with the faculty member's attendance constitute authorized leave from attending such meetings. On designated in-service days, a faculty member shall engage in professional activity(ies) that are approved by the Administration.
- b. The Administration may request that a faculty member sponsor a student club or organization with release time either of the faculty member's choice or by mutual agreement with his immediate Administrative Supervisor. Where possible, volunteer assignments for sponsorship of student clubs/organizations will be accepted.
- c. Each faculty member shall self-evaluate his performance at the conclusion of each term for the purpose of self-improvement. This evaluation is for the faculty member's information only.
- d. At the end of each academic term, each faculty member shall submit to his immediate Administrative Supervisor a written statement listing the faculty member's professional

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- contributions to the institution.
- e. If there are no faculty volunteers for evening/weekend duty, counseling faculty members will serve on a rotational basis for evening/weekend duty. The faculty member will notify his immediate Administrative Supervisor in writing regarding the rotational schedule for evening/weekend duty. However, a faculty member will be required to serve only a maximum of two nights per week, unless the Campus President determines that additional evening assignments will be required due to an emergency situation which shall not extend beyond two weeks. A counseling faculty member with evening duty will have twelve (12) hours between the end of evening duty and the beginning of duty the next day.
 - f. Since the demands for counseling services may occur during periods when classes are not in session, the Administration reserves the right to assign a counseling faculty member duty schedules which differ from the duty days of an instructional faculty member. The duty schedule, which will be provided at the beginning of the academic year, will not mean that the counseling faculty member will work more days than the number of days required for an instructional faculty member, unless compensatory time or additional compensation is provided at the faculty member's daily rate of pay (pro-rated for the number of hours worked) for the additional number of days. However, the faculty member whose contractual days are so adjusted shall receive each contractual year a period of at least seven (7) consecutive weeks during which (s)he is not on duty.
 - g. A faculty member shall respond to reasonable written, e-mail, or oral requests for information from the Administration within seven (7) calendar days following the request and shall attend a scheduled meeting(s) to explain the information, if requested, unless the faculty member has a previously scheduled College or academic related commitment, a medical appointment, or is on approved leave or is not working during the term.
 - h. A faculty member shall promptly report missing, inoperative, or dangerous equipment, furniture or facilities to his immediate Administrative Supervisor, the Campus President or Security. The Administration shall promptly respond insofar as possible.
 - i. A faculty member shall participate with other faculty members in his discipline to address district-wide counseling-related matters.

- j. Each faculty member shall be required to participate in graduation exercises unless he has a College work schedule conflict or the faculty member is excused in advance by the Campus President.
- k. Beginning in the Spring Term of 2002, goals and their measurement for the following year will be mutually discussed and agreed to by the Supervising Dean and the counseling faculty member. Beginning in the Fall Term of 2003, the faculty self-assessment will review completion of the previous year's goals and provide documentation for the attainment of each goal.

D. Instructional Faculty Members – Temporary Full-Time Faculty (Non-Grant Funded)

The primary and other professional responsibilities of temporary full-time faculty are as specified in 8.1.A, B or C for a regular faculty member in the same discipline.

1. While employed in a temporary full-time position, a temporary full-time faculty member is not eligible for tenure as provided for in Article 6.16, *Tenure*. However, provided the years of service are continuous, one year of service accrued at the College while serving as a temporary full-time faculty member may be counted toward years of service to be eligible for tenure at the faculty member's discretion, when these conditions are met:
 - a. Before a temporary full-time faculty member can be hired in a full-time regular faculty position, he must submit an application for a regular full-time faculty position. Such application must be considered with other applications for the position, and his selection can only be made if it adheres to Article 6.18, *Selection of New Faculty*.
 - b. The faculty member is thereafter employed in a full-time regular faculty position by the College to perform the same duties and responsibilities within the same discipline as performed while in the temporary position.
2. While employed in a temporary full-time faculty position, the faculty member will not be covered by the transfer provisions specified in Article 6.6, *Vacancies/Transfers*, Sections A., B., C. and D.
3. No faculty member will be appointed in this classification for more than two consecutive academic years or major terms thereof.

4. No full-time temporary (non-grant funded) faculty member will serve more than one consecutive year without being selected through the screening process.
5. A full-time temporary faculty member (non-grant funded), while employed as a full-time temporary, will be paid not less than the entry level for the appropriate degree under the current collective bargaining agreement. Full-time temporaries (non-grant funded) are not eligible for annual salary increases.
6. A full-time temporary faculty is not eligible for a Program Manager position, except as provided in Section 8.1(F)(1).
7. No notice of non-renewal is required for a temporary full-time faculty member.
8. In case of emergency, in order to meet student demands, a full-time temporary faculty member may be hired and the advertising, screening and selection procedure will be waived. Emergency hires will be valid for one contractual year only.

E. Instructional Faculty Members – Temporary Full-Time Faculty (Grant Funded Faculty)

The primary and other professional responsibilities of a grant-funded faculty member are as specified in 8.1.A, B or C for a regular faculty member in the same discipline, except as restricted by the terms and conditions of the grant.

A grant-funded faculty member enjoys all benefits of this Agreement, except as follows:

1. While employed in a grant-funded position, a grant-funded faculty member is not eligible for tenure as provided for in Article 6.16, *Tenure*. However, provided the years of service are continuous, one year of service accrued at the College while serving in a grant-funded position shall be counted toward years of service to be eligible for tenure, when these conditions are met:
 - a. The year to be counted toward tenure is within the discipline in which tenure is sought.
 - b. Before a grant-funded faculty member can be hired in any regular faculty position, he must submit an application for a regular faculty appointment.
 - c. Such application must be considered with other applications for the position, and his selection can be made only if it adheres to Article 6.18, *Selection of New Faculty*.

- d. A full-time temporary faculty member, while employed as a full-time temporary, will be paid not less than the entry level for the appropriate degree under the current collective bargaining agreement. Full-time temporaries (grant funded) shall be eligible for annual salary increases.
2. While employed in a grant-funded faculty position, the faculty member will not be covered by the transfer provisions specified in Article 6.6, *Vacancies/Transfers*, Sections A., B., C. and D.
 - a. Before a temporary full-time faculty member can be hired in a full-time regular faculty position, he must submit an application for a regular full-time faculty position. Such application must be considered with other applications for the position, and his selection can only be made if it adheres to Article 6.18, *Selection of New Faculty*.

F. Program Managers

1. Appointments, Duties and Responsibilities

- a. Except in accredited Health Science Programs, the acceptance of an assignment as Program Manager is voluntary. Full-time tenured faculty within the program(s) will be given first option to act as Program Manager. If no full-time tenured faculty are available or volunteer, a full-time non-tenured faculty may be appointed; if not available, a temporary full-time faculty member may be appointed, provided that if the appointee does not have a minimum of one year's teaching experience prior to appointment, the duties of part-time and temporary full-time faculty member evaluations may be assigned to the responsible academic dean. The duties and responsibilities of a Program Manager are as stated in the mutually developed job descriptions and will not be unilaterally changed without the consent of the parties to this Agreement.
- b. In accredited health science programs, a faculty member may be required to serve as Program Manager, including serving as Program Manager during the summer term or part thereof, consistent with the curriculum requirements of the program(s). Full-time tenured faculty within the program(s) who are fully qualified and recognized as such by the accrediting agency will be given first option to act as Program Manager. If no full-time tenured faculty are available or volunteer, a full-time non-tenured faculty may be assigned; if not available, a temporary full-time faculty member may be assigned provided that if the appointee does not have a minimum of one year's teaching experience prior to the appointment, the duties of part-time and temporary full-time faculty member evaluations may be

assigned to the responsible academic dean.

2. Compensation

Compensation can be found in Article 14.5.

3. Evaluation

- a. The evaluation of a faculty member's performance as Program Manager will be under the direction of the Supervising Dean and will be based on mutually established duties as stated in Article 8.1.F.1. and distinct from the evaluation of the faculty member's performance of his primary duties.
- b. No bargaining unit employee other than a full-time temporary and/or grant-funded faculty member will be evaluated by the Program Manager.

4. College Support

- a. The College will provide workshops on evaluation, budget preparation, and the administrative computer system for the Program Managers.

G. Faculty Members Accepting an Administrative Position

A tenured faculty member who accepts an administrative position serves in that position at the will of the College President. Nothing in this Section of the Contract grants any faculty member any rights to or to continue in any administrative position. If the faculty member has return rights to the faculty under this Section, the faculty member may be returned or may elect to return to faculty status as hereinafter set forth.

1. Reentry of tenured faculty currently in an Administrative Position.

- a. Any tenured faculty member who is offered and accepts an administrative position will be placed on Administrative Leave, removed from the faculty salary line and placed on an administrative salary line. The tenured faculty member will retain the right to return to a faculty position under this paragraph until June 30 following four (4) full years on an administrative assignment. If the tenured faculty member who is on an administrative assignment does not elect to return to faculty status by giving written notice to the College President on or before February 15 immediately preceding the June 30 date set forth above, the faculty member will be considered to have voluntarily resigned as a faculty member and will therefore lose his/her continuing contract status. Nothing contained in this Agreement grants a right to any future

administrative assignment to any tenured faculty member who chooses to remain in administration by resigning his/her faculty position as set forth in this paragraph. The decision as to whether a tenured faculty member voluntarily returns to the faculty status within the period provided under this paragraph and thereby retains his/her continuing contract status is at the sole discretion of the faculty member.

- b. Compensation for any tenured faculty member who returns from Administrative Leave under Paragraph 2.a. above will be at the rate on the Board-approved salary schedule which the employee would be receiving had the employee never been placed on Administrative Leave.

2. Reentry of non-tenured faculty currently in an Administrative Position.

- a. Any non-tenured faculty member who is offered and accepts an administrative position will be placed on Administrative Leave, removed from the faculty salary line and placed on an administrative salary line. The non-tenured faculty member may seek to re-enter the faculty under the conditions set forth below until June 30 following four (4) full years in an administrative position. The non-tenured faculty member must give written notice to the College President on or before February 15 immediately preceding the July 1 re-entry date of the desire to return to faculty status. If the non-tenured faculty member fails to give the written notice of desire to re-enter the faculty on or before February 15 deadline, the faculty member will be removed from eligibility for tenure under Article 6, Section 6.16. Nothing contained in this agreement grants any non-tenured faculty member a right to a future administrative assignment if the non-tenured faculty member does not return to faculty status under this paragraph, nor the guarantee of the offer of an annual contract or a continuing contract if the faculty member seeks to return to faculty status under this Section. The decision as to whether to seek to re-enter faculty within the period provided under this paragraph is within the sole discretion of the faculty member, except as otherwise limited by this Article.
- b. Compensation for non-tenured faculty members re-entering the faculty under this Section will be at the rate on the Board-approved salary schedule which the employee would be receiving had the employee never been placed on Administrative Leave.

For a non-tenured faculty member currently in an administrative position to return to faculty status or for a non-tenured faculty member who accepts an administrative position to seek to return to faculty status, the following conditions must be met:

- (1) A new or vacant tenure track faculty position exists about which faculty have been properly notified as per Article 6.6; and
- (2) No faculty member in the discipline would be laid off or is awaiting recall as per Article 10.2.
- (3) If there is no open new or vacant full-time faculty position for which the employee is qualified, then the employee may be given a one-year temporary full-time faculty position and paid as specified in Article 8.1.D., renewable for two (2) years with required advertising, screening, and hiring procedures waived, providing the following conditions are met:
 - (a) All credential requirements will be satisfied.
 - (b) The transfer will not cause a RIF of any faculty member, nor will any faculty member be involuntarily reassigned to another discipline.
 - (c) The transfer will not cause another faculty member to have multi-campus assignments

By the end of the temporary full-time appointment, the employee must apply for an open, advertised faculty position, as per Article 6.18. In addition, the individual will be evaluated by the Program Manager. If the employee is recommended by the screening committee and accepts the position, a regular Basic Year faculty contract will be offered. The compensation granted will be in accordance with the salaries specified in Article 14.

3. Non-Faculty Re-assignments

An employee who has never been a faculty member may be given a one-year temporary full-time faculty position and paid as specified in Article 8.1.D., renewable for two (2) years, with required advertising, screening, and hiring procedures waived, providing the following conditions are met:

- a. All credential requirements will be satisfied.
- b. The transfer will not cause a RIF of any faculty member, nor will any faculty member be involuntarily reassigned to another discipline.
- c. The transfer will not cause another faculty member to have multi-campus assignments.

By the end of the temporary full-time appointment, the employee must apply for an open, advertised faculty position, as per Article 6.18. In addition, the individual will be evaluated by the Program Manager. If the employee is recommended by the screening committee and accepts the position, a regular Basic Year faculty contract will be offered. The compensation granted will be in accordance with the salaries specified in Article 14.

4. Nothing in this Section will limit the right of the President to assign administrative responsibilities to a faculty member and may place the faculty member on a College Year Contract or Twelve-Month Contract and/or provide release time. During any such assignment, the faculty member will retain faculty status and remain in the bargaining unit.

8.2 – Instructional Faculty Load Point System

- A. Courses taught as overload by librarian and counseling faculty will be assigned points and compensated for at the instructional faculty overload pay rate. Such course time will not be considered part of their regular assigned hours for performance of library/counseling duties.

- B. **Definitions**

All courses offered at the College will be designated as one of the following:

1. **Distance Learning** – Distance Learning is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous and/or asynchronous. A distance learning course may employ correspondence study, or audio, video or computer technologies. Distance learning includes those courses that are prepared by faculty and non-faculty members. The instructor actively controls the amount and quantity of information which is directed to a specific objective. A Distance Learning class is typified by the consistent interaction between the instructor and the student. A Distance Learning class is typified by the amount of preparation preceding the electronic communication and by the amount of the student's on-line assignments and post-evaluation of

student's work, which may include reading assignments, term papers, et cetera. This does not include the use of computers, e-mails or other electronic media as part of the instructional methodology for lecture, laboratory or clinical courses.

2. **Lecture** – A lecture course is one in which the number of contact hours per week equals the semester hours credit for the course. A lecture class is one in which the student is a passive listening and/or a participant in activities/discussions conducted among other students and the instructor. The instructor actively controls the amount and quality of information which is directed to a specific objective. A lecture class is typified by the amount of preparation preceding the lecture and by the amount of in-class and post-evaluation of the student's out-of-class work, which usually includes reading assignments, term papers and other assignments.
3. **Laboratory** – A laboratory course is one in which the contact hours per week do not equal the semester hours credit for the course. A laboratory experience involves preparation on the part of the instructor and/or laboratory assistant which organizes laboratory accouterments in such a way that demonstrations, experiments, etc., have predictable outcomes. The laboratory experience takes place in a controlled environment with dependence on the student's motor involvement in the learning experience. Instruction generally takes place on a one-to-one basis between the student and the instructor at the laboratory station. Laboratory experiences may be scheduled for a class or be open to a student to work at his own pace under supervision.
4. **Clinical** – A clinical course may have lecture hours and/or clinical hours, and each will be credited with points respectively. A clinical experience has unique characteristics which include:

The learning experience takes place in a "real life" environment that is generally located in an area not under the direct control of the College or its agents;

There is an element of uncertainty in the learning situation, with discrete events are not pre-programmed;

There are different procedures for the instructor/staff preparation and for student evaluation in a clinical experience than in lectures and/or laboratory classes;

A faculty member in a clinical situation has on-site instructional/supervisory responsibilities for the student and evaluates the student by personal observation.

5. **Faculty of Record** – In some clinical, practicum or cooperative education/work experience courses, the student’s primary learning experience may be through work-related training. In such courses, the student’s work activities are directed by a clinical/work supervisor. In such courses, a full-time faculty member develops performance-based modules and assigns grades based on the evaluation supplied by the clinical/worksite supervisors. A full-time faculty member supervises the students through coordination with the clinical or work supervisor and through scheduled visits to the clinic or work sites. If a course combines a clinical worksite and faculty-of-record responsibilities, the portion of the course devoted to clinical/worksite responsibilities will receive clinical/worksite points and the remaining portion will receive faculty-of-record points.
6. **Applied Music Course** – A student-performance-based music course in which there is only one-to-one interaction between the instructor and the student for the duration of at least one contact hour per week.
7. **Workshop Course** – A workshop course involves performance or practice taking place in a workshop, theatre, or studio environment.
8. **Independent Study Course** – An independent study course section is one that has a college course prefix and number, utilizes a delivery method designed for one-on-one instruction, is an HCC established course, and complies with that course’s approved description and objectives.

C. Value by Major Function

1. **Distance Learning**
 - a. One Distance Learning instructional credit hour equals ten (10) points.
 - b. Upon prior approval by the Director of Academic Technology, a faculty member will be compensated five (5) points per credit hour or by additional supplemental activity agreement and/or release time for Distance Learning course development.
2. **Lecture** – one (1) lecture credit hour equals ten (10) points.
3. **Laboratory** – one (1) laboratory contact hour per week equals eight (8) points.
4. **Clinical** – one (1) clinical contact hour per week equals eight (8) points.

5. **Faculty of Record** – one (1) faculty-of-record course credit hour equals eight (8) points. However, the maximum number of points awarded for a faculty-of-record course will not exceed forty (40) points.

Faculty-of-Record (Courses with Clinical or Work Supervisors)			
Course Credit	Maximum Number of Contact Hours Per Week	Number of Points Per Contact Hour	Maximum Total Points Paid to Faculty
1	1	8	8
2	2	8	16
3	3	8	24
4	4	8	32
5	5	8	40

6. **Applied Music** – A course taught by a full-time faculty member will be compensated at the rate of 4 load points for each half hour of applied music instruction, not to exceed 32 points per term.
7. **Workshop Course** – One (1) workshop contact hour per week equals eight (8) points.
8. **Independent Study Course** – For independent study assignments, a faculty member shall receive the equivalent of two overload points per student, up to a maximum of 15 students, after which the 30 point maximum will be applicable without regard to the number of students.

If a course combines a lecture and laboratory section or a course combines a lecture and clinical section, the portion devoted to lecture will receive the lecture points, and the remaining portion will receive the laboratory points or clinical points.

8.3 – Meeting Point Load Point Obligations

- A. An instructional faculty member on a Nine-Month Contract (the Basic Year Contract) will fulfill his/her contractual obligation to the Board by earning 300 load points or its equivalent. While the expectation is that a faculty member on a Nine-Month Contract will teach 150 load points in the Fall and Spring to meet his/her obligation, the Administration shall consider a faculty member who is within six (6) load points either more or less during the Fall Term and six (6) load points either more or less during the Spring Term (i.e., not less than 144 nor more than 156) to have fulfilled his/her contractual obligation for the respective term. Extra compensation for all overloads is also subject to the overload compensation requirements of Section 8.4(E).

- B. A faculty member on a College Year Contract must earn 150 load points or its equivalent in the Fall and Spring Terms and 120 load points or its equivalent during the Summer. While the expectation is that a faculty member on a College Year Contract will teach 150 load points in the Fall and Spring and 120 load points during the Summer, which may be split into two terms, the Administration shall consider a College Year Contract faculty member who is within 6 load points either more or less during the Fall and Spring Terms (not less than 144 nor more than 156 load points) and who is within 6 load points for the Summer (not less than 114 nor more than 126) to have fulfilled his/her contractual obligations.
- C. A full-time instructional faculty member who is offered and accepts a Twelve-Month Contract will perform the tasks assigned and will be compensated as set forth in Section 2.8(D).

8.4 – Instructional Faculty Overloads

- A. The Basic Year Contract requires the faculty member to teach 150 load points in the Fall and Spring Terms. If a faculty member chooses to teach overloads as provided by the Contract, the faculty member will be compensated for overloads as provided in Article 14.
- B. To request an overload, a full-time instructional faculty member will submit a written request for an overload to his immediate Administrative Supervisor prior to the first instructional day of the term. If the need arises, the Administration may request overload hours to meet the needs of the College.
- C. A faculty member on a Basic Year Contract who teaches 150 load points in the Fall Term and 150 load points in the Spring Term may request an overload in each of the respective terms. If overloads are available within the discipline, a faculty member rated “Satisfactory” on his/her evaluation will be granted an overload of up to 60 load points by the immediate Administrative Supervisor. Faculty members rated “Acceptable but needs some improvement” may be permitted to teach an overload; the decision as to whether they are eligible to teach an overload and, if eligible, the number of overload points that can be taught are within the discretion of the immediate Administrative Supervisor. If such overload is granted, the overload shall not exceed 60 overload points.

Overload assignments within a discipline shall be distributed equitably by the immediate Administrative Supervisor among faculty with a “Satisfactory” evaluation who request an overload. Faculty members with a satisfactory rating will receive preference over those with an “Acceptable but needs some improvement” rating who are approved for an overload by his/her immediate supervisor. Any additional overload in excess of those set forth above will be at the discretion of the faculty member’s immediate Administrative Supervisor.

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- D. 1. During the summer, a faculty member rated “Satisfactory” on his/her evaluation will have first preference for up to 180 overload points after all full-time faculty within the discipline have met their minimum contractual load to the Board and provided further that additional load points are available within the discipline.
- a. Due to the varying lengths of courses offered during the summer term, the preference for overload points for faculty shall be determined based on the specific term length. The maximum load points shall be equivalent to 20 points per week. For example, if a faculty member teaches a six (6) week term, the maximum load points shall be 120 (20 points x 6 weeks), which is the equivalent of four, three hour courses.
2. Faculty members rated “Acceptable but needs some improvement” may be permitted to teach overloads in the summer. The decisions as to whether they are eligible to teach an overload in the summer and, if eligible, the number of overload points that can be taught are within the discretion of the immediate Administrative Supervisor. If such an overload is granted, it will not exceed 30 overload points.
3. Overload assignments within a discipline shall be distributed equitably by the immediate Administrative Supervisor among faculty with a “Satisfactory” evaluation who request an overload. Faculty members with a satisfactory rating will receive preference over those with an “Acceptable but needs some improvement” rating.
- a. A full-time faculty member rated satisfactory shall have priority for 60 load points over all part-time faculty on all campuses for an overload assignment during the Fall and Spring Terms and 180 overload points/adjunct during the Summer session, which will be compensated at the overload rate.
- b. A full-time instructional faculty member rated satisfactory shall have priority to teach an overload in his own regularly assigned area(s) of instruction and/or discipline over a full-time faculty member outside that area.
- c. Additionally, a tenured full-time faculty member rated satisfactory shall have priority for 60 load points over all non-tenured, full-time faculty on all campuses for an overload assignment during the Fall and Spring Terms and 60 overload points/adjunct during the Summer session, which will be compensated at the overload rate.
- d. All overloads and adjunct assignments taught will be covered by sick leave as specified in Article 12.1, *Sick Leave*, of this Agreement.

4. Except as otherwise provided for Health Science faculty, faculty members will be compensated for all load points during the Summer at the overload rate, provided the faculty member has met the 300 load point obligation to the Board as described in Section 8.3 above.
- E. College Year contractual faculty members who are (1) rated “Satisfactory” and (2) those rated “Acceptable but needs some improvement” who are permitted by immediate Administrative Supervisors to teach overloads, will be compensated for all such overloads in the term in which they are taught at the overload rate.

8.5 – Librarian/Counselor Instructional Overload

For instructional overloads, a librarian and a counselor will be subject to the same provisions for an overload assignment as instructional faculty member, including a “Satisfactory” rating by his/her immediate Administrative Supervisor. The Board shall compensate the library and counseling faculty members for instructional overloads pursuant to Article 14 of this Agreement. Library and counseling faculty members will receive contracts for all teaching overload duties. If compensated for an overload, the individual remains responsible for those librarian/counselor duties as assigned by the Supervising Dean.

8.6 – Adjunct Instructional Duties

A full-time instructional faculty member who is completing or has completed his Basic Year contractual obligations prior to or during the Summer Term may also request to teach an adjunct teaching assignment within his/her discipline during the Summer. To be eligible, the faculty member must be rated as set forth in Section 8.4(B) above. If the sections are available, a faculty member rated “Satisfactory” requesting an adjunct teaching assignment will be assigned up to 180 load points at the established overload rate per Summer session as set forth in Section 8.4 D above. If assigned, the following criteria shall apply to adjunct instructional duties:

- A. A full-time instructional faculty member rated satisfactory will have priority for adjunct instructional duties of up to 180 load points over part-time faculty at all campuses.
- B. To request a Summer adjunct teaching assignment, a faculty member rated “Satisfactory” or “Acceptable but needs some improvement” will submit a written request for an adjunct teaching assignment to his/her immediate Administrative Supervisor at least six (6) weeks prior to the beginning of the term when the faculty member is eligible for an adjunct teaching assignment. At the discretion of the immediate Administrative Supervisor, the six (6) weeks’ notice can be waived.
- C. A faculty member may use accrued sick leave for an adjunct course(s). However, an adjunct assignment will not generate sick leave, except as provided for full-time faculty in Article 12.1 (K).
- D. A faculty member who takes an approved leave without pay during an adjunct teaching assignment will have his adjunct salary reduced by that portion of the instructional time missed. Such approved leave may be granted only if the faculty member has used all of his accrued sick/personal leave.

- E. A librarian or counselor will be subject to the same provisions for teaching adjunct load points as an instructional faculty member.
- F. Compensation for adjunct load points shall be at the established overload rate in accordance with Article 14 of this Agreement.
- G. A full-time faculty member teaching adjunct assignments will be available by appointment for student consultations one (1) hour per week for each 30 overload points or major portion thereof.

8.7 – Supplemental Activity Agreement or Release Time for Non-Instructional Duties

A faculty member may agree to be assigned additional non-instructional responsibilities which may include work performed under a supplemental activity agreement. The Board will compensate the faculty member for the assignment in accordance with the agreed upon rate as specified in Article 14 or allow for adequate release time.

8.8 – Substitute Teaching

A faculty member is encouraged to make substitute recommendations but shall not make final substitute assignments. The Administration may request a faculty member to teach an absent faculty member's class. If the faculty member teaches the class for the duration of the assigned class period, the faculty substitute will be compensated with substitute pay in accordance with Article 14 of the Agreement. If the faculty substitute teaches in excess of two (2) consecutive weeks, the Administration will compensate the faculty member at the established instructional overload rate, as provided in Article 14.6.

8.9 – Class Observations

A faculty member's class shall not be observed by persons other than the College Administration, without prior notice to the faculty member and approval by the Campus President. However, this provision will not apply for any program funded by a non-College source, which includes grants.

If a faculty member expresses concern over an interruption of his class to his immediate Administrative Supervisor or the Campus President, the Administration will endeavor to make other arrangements.

8.10 – Lounge Facilities

The Administration shall maintain a lounge facility at each campus for faculty and staff which will include a microwave oven, refrigerator and complete first aid kit.

8.11 – Parking

On each HCC campus, the Administration shall provide off-street parking facilities designated for full-time faculty and full-time staff only. The Administration shall provide these facilities free of charge. Where feasible, the Administration shall provide parking spaces as close to the building entrances as possible with a "Fifteen Minute Loading/Unloading Zone" designation. The Administration will use best efforts to keep the parking areas maintained and protected with security.

8.12 – Telephone

The Administration shall provide at least one telephone for each full-time faculty member's office. The use of telephones by the faculty member shall be in accordance with the administrative rules and procedures. Any violation of the administrative rules and procedures shall be grounds for disciplinary measures. The faculty member shall be permitted to use his office phones for collect or credit card long-distance calls that are at no expense to the College

8.13 – Safe Working Conditions

A faculty member shall not be required to work under hazardous or unsafe working conditions or to perform tasks which may endanger his health, safety and wellbeing.

- A. A faculty member shall immediately report hazardous or unsafe working conditions to his immediate Administrative Supervisor or the Campus President.
- B. The Administration acknowledges its statutory duty to make every reasonable effort to provide a safe and healthy workplace. The Union may make recommendations to the Administration regarding such matters. The Union acknowledges that each faculty member will observe the safety and health rules set by the Administration.
- C. Each academic year, the Administration shall provide one set of protective glasses and lab aprons and/or jackets to the faculty member with class assignments such as a chemistry laboratory, microbiology laboratory, allied health clinical laboratory or nursing clinical laboratory.
- D. A faculty member shall wear all requisite protective wear in the performance of laboratory and clinical duties and shall also inform students of the requirements to wear all protective wear requisite to the laboratory or clinical circumstances. The faculty member shall be responsible for the reasonable care and usage of protective clothing and equipment.
- E. The College will endeavor to maintain plant facilities which are free from hazard or other conditions which promote ill health.

8.14 – Travel Expenses

The Administration shall reimburse the faculty member for in-district travel that is required for the performance of load teaching assignments or other work-related duties in accordance with the administrative rules and procedures. All other travel shall require prior approval by the faculty member's immediate Administrative Supervisor. The Administration shall allocate budgeted travel funds based upon an equitable system.

8.15 – Assault, Battery or Threats of Injury

A faculty member shall immediately report any work-related assault, battery, or threat of bodily harm to his immediate Administrative Supervisor or the Campus President, who will contact Campus Security and/or the appropriate law enforcement agency. The student shall be

immediately removed from the class and disciplined in accordance with the student disciplinary procedure, up to and including expulsion. The faculty member shall not be required to use accumulated sick leave for absence due to an injury resulting from a physical attack.

8.16 – Class Disruption

A faculty member may temporarily dismiss a student from class for one class period for disruptive behavior as defined by Board Rule. A faculty member may request of his immediate Administrative Supervisor that a student who consistently and willfully acts in such a manner as to disrupt the course and interfere with other students be removed from a course. When requested, the faculty member's immediate Administrative Supervisor shall schedule a meeting with the instructor and the student to attempt to seek an accord, prior to the student returning to class when possible. If the student and the faculty member cannot reach an accord, the Administration will officially notify the student of his rights as provided in the administrative rules and procedures. If, in the opinion of the Administration, the behavior violates F.S. 877.13, the student may be withdrawn, or at the direction of the Administration and with the consent of the receiving faculty member, be transferred to another section.

8.17 – Duplication Facilities

The Administration shall provide duplication facilities and materials for work-related purposes associated with the faculty member's contractual duties. Duplication facilities and materials shall be available at each campus at no cost to the faculty member. The Administration shall permit the faculty member to oversee the duplication of his tests.

8.18 – Office Assignment

The Administration shall provide each faculty member with a lockable office, with no more than two faculty members assigned to the same office. Each faculty member shall have a computer with internet access, unless the faculty member advises the Supervising Dean in writing that he/she does not want a computer, a lockable desk and at least a lockable file cabinet, a bookcase, a desk chair, and a student chair.

8.19 – Grading System

A faculty member shall develop and notify his students in his syllabus of his grading system, which shall be in accordance with the existing grading systems established by the Board. The faculty member's student evaluation system shall have clearly defined criteria. The faculty member shall explain the grading system to his students on the first day of each class and shall distribute a copy of the grading system by the end of the second week of class. Any necessary modifications of this grading system shall be given to the students in writing. A student's grade shall be not changed without the approval of the faculty member who assigned the grade and the Campus President. If a faculty member is no longer an employee, the Administration shall be responsible for justifying any change in grades awarded by this faculty member.

8.20 – Class Scheduling

The Administration shall schedule classes to meet the needs of the students. The Administration shall develop a class schedule to include a sufficient number of courses to fulfill

full-time faculty contractual loads and shall coordinate the scheduling of faculty members' classes district-wide.

- A. The Administration shall assign classes to faculty members on an equitable system, with a primary emphasis being placed on providing each unit instructional member with a full load based upon his/her contract, and, when necessary, to coordinate the scheduling of faculty members' classes district-wide.
- B. The Administration shall ensure that classes assigned to a faculty member will fall within a continuous eight (8)-hour period.
- C. There will be at least twelve (12) hours between the end of a faculty member's last class on one day and the beginning of the first class on the next day. Exceptions to the twelve (12)-hour requirement are overload classes, which may be scheduled at any time in accordance with the needs of the institution and the students.
- D. In-load class assignments shall fall within a continuous five-day workweek.
- E. The exceptions to the eight-hour, twelve-hour and five-day provisions in B., C., and D., will be as follows:
 - 1. The faculty member may request an exception; or
 - 2. The faculty member may request an overload assignment which, if granted, may necessitate an exception.
- F. The faculty member shall not be assigned to classes in consecutive periods at two different campuses.
- G. In making assignments for a full-time faculty member's regular load, the Administration acknowledges that the full-time faculty member has priority for class schedules in his own regular load over part-time faculty and over full-time faculty overload assignments within the same discipline at any campus. In order to fulfill Basic Year Contract obligations, an instructional faculty member will not be required to teach both Summer Terms, or in excess of seven (7) weeks in Summer Term(s), unless waived by the faculty member. Beginning when the Basic Year Contract requires 300 in load points, a faculty member will not be required to teach during the Summer in order to fulfill Basic Year (Nine-Month) Contract obligations.
- H. When it is necessary to make multi-campus assignments, assignments requiring more than three different preparations, or assignments of courses not previously taught, the Administration shall make such assignments on an equitable basis.
- I. When a faculty member volunteers or is asked to teach a credit or non-credit class(es) to be offered under a contract developed by the College's Economic Development Division for a business or industry client, the faculty member selected to teach the course by the Executive Director of Economic Development must be approved by his/her dean, the Campus President, and the client.

When a faculty member is selected by the Executive Director of Economic Development to teach an Economic Development non-credit course, the faculty member will be offered a supplemental activity contract and will be paid at a mutually agreed upon rate.

8.21 - Graduation

Each full-time faculty member shall participate in the College graduation exercises unless on approved leave, has a regularly scheduled College class, or is excused in advance in writing by the Dean, or in the Dean's absence, by the Campus President. The Administration shall provide graduation regalia at no expense to the faculty member.

8.22 – Salary Checks

- A. Upon request, the College will endeavor to mail salary checks to the faculty member's bank or home. If no such request is made, salary checks will be sent to the faculty member's campus. The faculty member shall receive his annual contract pay in twenty-six (26) equal biweekly installments, beginning with the pay period/pay date immediately following the last pay period of the previous contract year, or at the faculty member's option, he may elect to receive his annual contract pay in nineteen (19) equal biweekly installments beginning with the pay period/pay date immediately following the last pay period of the previous contract year by submitting to his supervisor the Faculty Pay Option form on the last day of the Spring Term each year.
- B. Absent an emergency, overload compensation for major terms shall be paid beginning no later than with the paycheck for the third full pay period in the Term, and will be paid in equal installments thereafter. Overload compensation for the Summer will begin as soon as reasonably possible and be paid in equal installments of not less than two (2) installments.
- C. In the event of an error resulting in under-payment to the faculty member of \$250 or greater, a supplemental check shall be generated and provided to the faculty member not more than two (2) business days after written notification to Human Resources.
- D. In the event of an error resulting in under-payment to the faculty member of less than \$250, pay shall be corrected no later than the next regular payroll after written notification to Human Resources.

8.23 – Class Location Adjustments

In the event that the heating or cooling system malfunctions or other adverse conditions exist at any work location which seriously impairs the learning climate, a faculty member may temporarily relocate the class. If relocating the class is not feasible, dismissal of a class requires prior authorization by the immediate Administrator.

8.24 - Textbook Selection

Faculty will select college textbooks in compliance with Florida Statutes.

Textbooks for those courses for which there are two (2) or more sections on a campus are selected for a minimum of two (2) years by a campus committee as specified in Article 6.2, *Academic Freedom*, except as provided in paragraphs A through E below.

When circumstances occur that warrant a committee reconsideration of a textbook selection, the Dean with the Campus President's approval may make an exception to the minimum two-year requirement.

The Administration shall provide each faculty member with a complimentary copy of the textbook(s) selected for a course. The faculty member may keep the textbook(s) or return it (them) to his/her immediate Administrative Supervisor. Each faculty member in a particular discipline may participate in the selection committee for textbooks.

A. Custom Texts

A faculty member who wishes to select a custom-bound textbook may do so provided the following conditions are met:

1. The custom text is less expensive than the campus committee's selection.
2. The text covers the cluster-approved course objectives.
3. The course is regularly taught by the faculty member(s).
4. The maximum number of custom texts allowed for a single campus course is three (3).
5. When a custom text is selected by a faculty member, it will replace the committee selected text(s) and any supplemental text(s).
6. A custom text must be adopted for a minimum of two (2) years.

B. Off-Campus Site

If a faculty member is notified of a teaching assignment at an instructional site that is not the Dale Mabry, Ybor, Brandon, or Plant City Campus, and the notice is given at least twenty-five (25) working days prior to the first class meeting, the faculty member will have the right to use the text selected on his/her home campus, provided the faculty member notifies the dean of that site twenty (20) working days prior to the beginning of instruction. If a non-College off-campus site requests a specific text and the College approves, the faculty member will honor the agreement.

C. Special Approved Texts

A faculty member with special needs or one who is engaged in an experiment on a campus may request the Academic Dean to approve a text different from the committee-selected text, provided the text covers the cluster-approved course objectives.

D. Consumable (Workbook) Texts

Consumable (workbook) texts may be selected by the appropriate campus textbook selection committee on a semester basis.

E. Texts for Distance Learning

1. If the College purchases a cluster-approved Distance Learning course offering package in which the text is an integral part of the total program, the faculty member will be required to use the text provided.
2. If the College purchases a cluster-approved Distance Learning course in which a text is not an integral part, the faculty member shall have the right to choose the text used, to the extent consistent with Article 6.2(B).
3. If a faculty member creates the course, the faculty member shall have the right to choose the text used, to the extent consistent with Article 6.2(B).

8.25 – Supplies

The Board agrees to provide each full-time faculty member with adequate materials and supplies to fulfill his College responsibilities. A faculty member will request materials and supplies from his immediate Administrative Supervisor. Decisions on granting such requests will be made by the Administrative Supervisor in the best interests of the educational process.

8.26 – Union Representation

A faculty member who reasonably expects that disciplinary action may result from a meeting with an Administrator has the right, upon request, to Union representation during the meeting. The expectation of disciplinary action shall not be grounds for non-attendance of a meeting with the Administration.

8.27 – Electronic Mail (E-Mail)

The College's administrative network e-mail system is an official College medium for communication. All faculty will be assigned an e-mail address on the network system. All faculty are responsible for monitoring their e-mail on a regular basis.

ARTICLE 9**FACULTY EVALUATION AND DEVELOPMENT****9.1 – Performance Evaluation of Faculty**

The parties recognize the importance and value of the evaluation process for assisting the progress and success of both newly-employed and experienced faculty. The evaluation of faculty shall be the responsibility of the Administration. The purpose of faculty evaluation is to promote the highest quality student instruction and faculty job performance by assuring opportunities for evaluation, self-assessment, and encouragement of continued professional growth and development. The Administration shall not assign the evaluation of faculty members to Program Managers and/or department chairs who are members of the same bargaining unit.

A. Overview

Faculty evaluations consist of the following:

Evaluation Performance Review (to be conducted by supervising Dean)

- Formal observations
- Pre-Evaluation Conference (optional for tenured faculty)
- Written evaluation to include documentation on the formal observation and the extent to which primary and professional responsibilities are met and the Faculty Development, Self-Assessment, and Goals Setting Report.
- Faculty response (optional)

Student Evaluations

B. Evaluation Performance Review (to be conducted by the supervising Dean)**1. Formal Observations**

The supervising Dean for each full-time faculty member in the department may conduct one or more unannounced classroom visitations each year. The supervising Dean for each library and counselor faculty may conduct one or more unannounced visitations in the faculty member's workplace each year. The observation should be at least one contact hour in duration. No formal observation of a faculty member shall be conducted covertly. Faculty teaching distance learning courses will provide the dean with "student level" access to their course(s) upon request for evaluation purposes.

2. Pre-Evaluation Conference

The non-tenured faculty member, and upon request, the tenured faculty member, will meet at a pre-evaluation conference with his/her

supervising Dean prior to the first evaluation during an academic year to review the objectives, methods and materials being used in the formal observation and evaluation of the faculty member's performance.

3. **Written Evaluation**

a. **Forms**

The faculty member's supervising Dean shall formerly evaluate the faculty member's performance using the Faculty Evaluation Performance Review form, which is included in Appendices B, C, D and E. The Instructional Faculty Evaluation Performance Review form (Appendix B), the Librarians Evaluation Performance Review form (Appendix C), the Counselors Evaluation performance Review form (Appendix D), the Program Managers Evaluation Performance Review form (Appendix E), and the Student Evaluation for Full-Time Faculty (Appendix F) are the only official instruments for evaluation purposes.

b. **Timeframes**

For all non-tenured faculty, the first evaluation of a faculty member shall occur within the first twelve (12) weeks of the Fall and Spring Terms of an academic year. Each non-tenured faculty member will be evaluated once each Fall and Spring Term. The completed written evaluation must be returned to the non-tenured faculty within five (5) weeks of the observation.

Failure of the supervising Dean to evaluate a non-tenured faculty member as required by this contract shall be conclusive proof that the faculty member's performance is considered "Satisfactory" for that term.

For tenured faculty, a formal evaluation will take place at least once every year during a major term or during the Summer Term if on full-time status. The formal evaluation may be waived for no more than two years by mutual written consent of the supervising Dean and the faculty member, in which case, the evaluation is satisfactory. If the evaluation is waived, the faculty member is still obligated to establish goals each year. The completed written evaluation will be returned to the faculty member within five (5) weeks of the observation.

Failure to evaluate a tenured faculty member as required by this contract shall be conclusive proof that the faculty member's performance is considered satisfactory for that year.

c. **Deficiencies**

The Administration will identify, where appropriate, any deficiencies and provide suggestions or otherwise assist the faculty member with any necessary correction or remediation. A second or third evaluation of a faculty member will be at the discretion of the faculty member's supervising Dean or at the request of the faculty member and in accordance with the requirements outlined in this Article.

In completing the appropriate Faculty Evaluation Performance Review form, the faculty member's supervising Dean shall complete the appropriate sections of the form to ensure the following:

1. the notification of the faculty member if deficiencies exist that require correction;
2. an explanation of any deficiencies as noted and the expected improvement;
3. if deficiencies are noted, the assistance that the Administration will provide to enable the faculty member to improve performance; and
4. the timeframe established to demonstrate improvements.

d. **Personnel File**

The faculty member's completed Faculty Evaluation Performance Review form and Appendices and written response, if any, shall be filed in the employee's Limited Access personnel file.

e. **Post-Evaluation Conference**

The faculty member's supervising Dean will provide the faculty member with a copy of the completed Faculty Evaluation Performance Review form and shall meet with the faculty member at a post-evaluation conference. The conference will include a discussion about student success and retention as well as next year's goals, which will be added to the Faculty Development, Self-Assessment, and Goal Setting Report (included in the evaluation form). The Faculty Evaluation Performance Review form and any addenda shall be signed by both the faculty member and his/her supervising Dean. The faculty member's signature shall not necessarily mean agreement

with the evaluation, but awareness of the content of the Faculty Evaluation Performance Review form.

4. **Faculty Response**

a. **Written Response**

A faculty member who considers the Faculty Evaluation Performance Review form to be incomplete, inaccurate or unjust shall have the right to attach a written response to the Faculty Evaluation Performance Review form within fourteen (14) working days of the Post-Evaluation Conference. The faculty member's supervising Dean shall sign the faculty member's written response to his Faculty Evaluation Performance Review form, which shall indicate awareness of the contents of the faculty member's written response. The Administration shall take no action against a faculty member for including a written response to the evaluation or complaining of a contract violation in the evaluation process.

b. **Appeal of an Evaluation**

A faculty member who disagrees with the factual contents of the Faculty Evaluation Performance Review form or who claims the Administrator failed to follow evaluation procedures, shall have the right to file a grievance at Step 1 of the grievance procedure as outlined in Article 11 of this Agreement. If the grievance relates to the factual content of the evaluation, the burden of proof will be upon the grievant to demonstrate by clear and convincing evidence that the factual content of the evaluation is wrong.

c. **Union Representation at Evaluation**

A faculty member shall have the right to have a Union representative present at the post-evaluation conference or when the faculty member is being placed on formal notice of delinquency in his professional performance.

C. **Student Evaluation of Instructional Faculty**

Students shall complete a formal student evaluation questionnaire for instructional faculty members on the Student Evaluation for Full-Time Faculty in Appendix F, or on any mutually agreed upon replacement questionnaire, at approximately the point that two-thirds (2/3) of the courses, laboratories, or clinicals have been completed. In the Fall term, the courses, laboratories or

clinical will be chosen by the faculty member and in the Spring term one will be chosen by the supervising Dean. The person conducting the evaluation will obtain, distribute and collect the evaluation questionnaires. This questionnaire is to be utilized by the faculty member for improvements in his performance and in the course. The supervising Dean may elect to review and discuss recent student evaluations with the faculty member. The Student Evaluation for Full-Time Faculty will be returned to the faculty member after grades are submitted, and no copies will be filed in the faculty member's personnel file, except that copies of the student evaluation will be retained for non-tenured faculty members for use in the tenure process. Upon completion of the tenure process, the evaluation will be removed and returned to the faculty member. During the first one-third (1/3) of the term, faculty members may request an additional course student evaluation for assessment purposes.

Results of the student evaluations may be used by the faculty member's supervising Dean in conducting and preparing the Instructional Faculty Evaluation Performance Review (Appendix B). Items 1 through 16, or any mutually agreed upon revisions of these items, will be considered on the Student Evaluation Form currently in use. If 30% or more, rounded up or down to the next whole number, of the responses to any single question(s) on the form are marked "disagree" or "strongly disagree" in any two out of three consecutive terms in which student evaluations are conducted in the faculty member's class, the supervising Dean conducting the faculty member's evaluation may use such responses under "Other Supervising Dean Comments" in the evaluation. The supervising Dean may also write positive comments on the Faculty Evaluation Performance Review in the "Other Supervising Dean Comments" section based on student evaluations.

Instructional faculty teaching distance learning courses will be evaluated by students through an online evaluation instrument. The process used to administer the online evaluation, gather data, and retain evaluation feedback will follow the same guidelines as set forth in the preceding paragraph. Students will be provided a secure Web-based interface in which to complete an evaluation anonymously and without replication. This interface will be accessible only to students enrolled in the course at the time of the evaluation. Faculty will be provided with a report summarizing student responses and feedback for the selected course section(s). The on-line evaluation instrument may be used on a pilot basis to evaluate on-site classes to determine the feasibility of using the on-line instrument for all student evaluations in the future.

9.2 – Non-Tenured Faculty Development

- A. Upon hire, a new faculty member must attend a College Pre-Employment orientation. When possible, this will be offered prior to the first in-service day of the academic term. Participation in this orientation is not counted towards the faculty development requirement of ninety (90) hours (see below). If the new faculty member is unable to attend the scheduled orientation, the Dean must work with the faculty member to provide the academic information covered at the

orientation, and the faculty member must reschedule the Human Resources portion of the orientation.

- B. Each year, faculty members on an annual contract must complete approximately thirty (30) hours of College faculty development which will include at least fifteen (15) hours relating to community college teaching and the history of the community college.
- C. Supervising deans and the faculty member will determine, by joint effort, the annual goals of non-tenured faculty (see 9.1.B.3.e).

9.3 – Tenured Faculty

- A. Goals for the following academic year will be discussed and established by the supervising Dean and the faculty member (see 9.1.B.3.e).
- B. Faculty will participate in a minimum of ten (10) hours of faculty development activities each year, over and above in-service, except for those parts of in-service specifically designated as faculty development by the Administration.

9.4 – Pilot Proposal

The administration and faculty representatives of FUSA will work together to develop a goals and accomplishments approach that aligns with the College's strategic planning process.

ARTICLE 10

REDUCTION-IN-FORCE

10.1 – Reduction-in-Force (RIF)

If, in the opinion of the District Board of Trustees, a reduction-in-force among all bargaining unit personnel or within one or more disciplines is necessary, the procedures to be followed are set forth in Section 10.2 of this Article.

10.2 – Reduction-in-Force Procedure

- A. For a reduction-in-force, the Board agrees that College employees will be reduced in force on an equitable basis as determined solely by the Board.
- B. The Administration shall not terminate a full-time faculty member if there are part-time faculty employed or overload assignments in a discipline where the full-time faculty member is qualified to serve.

If a reduction-in-force is necessary, faculty throughout the College in a discipline will be let go in the following order:

- 1. all adjunct/part-time faculty;
 - 2. all temporary full-time faculty;
 - 3. all non-tenured faculty;
 - 4. all faculty with 2 consecutive unsatisfactory evaluations;
 - 5. all faculty with 2 consecutive evaluations stating improvement needed;
 - 6. tenured faculty with satisfactory evaluations.
- C. The reduction-in-force will be implemented in accordance with the reduction-in-force point system, which takes into consideration a faculty member's educational qualifications, efficiency, compatibility, character and capacity to meet the educational needs of the community as required by the laws of Florida. The following reduction-in-force point system will determine a faculty member's accumulated points on the proposed date of implementing a reduction-in-force:
 - 1. a doctorate degree will equal four (4) points;
 - a master's degree plus 30 credit hours in a discipline will equal three (3) points;
 - a master's degree will equal two (2) points; and
 - a bachelor's degree will equal one (1) point.

The number of points earned for the highest degree earned by a faculty member will be multiplied by 25% to equal "A".

2. The number of years accumulated at the College as a full-time faculty member, including years on Board-approved leave of absence, will be multiplied by 40% to equal "B".
3. The number of years of allowable experience at the time of employment at the College will either be multiplied by one (1) for a faculty member with a continuing contract, or multiplied by zero (0) for a faculty member with an annual contract. The total number will then be multiplied by 35% to equal "C".

The total number of points for each faculty member in the reduction-in-force point system will be determined as follows:

$100 \times (A + B + C) =$ number of reduction-in-force points to be assigned to a faculty member.

POINT CALCULATION FORMULA CHART

Points are accumulated as follows:

- | | | | |
|----|--|---|-----------|
| 1. | Doctorate | 4 | |
| | Master's + 30 | 3 | X 25% = A |
| | Master's | 2 | |
| | Bachelor's | 1 | |
| | | | |
| 2. | Number of years at
The College as a full-
time faculty member. | | X 40% = B |
| | | | |
| 3. | Number of years of allowable
experience at time of College
employment. | | X 35% = C |

X 1 for Continuing Contract

X 0 for Annual Contract

$100 \times (A+B+C) =$ Number of points accumulated.

- D. The reduction-in-force point system shall be applicable only to full-time faculty members.
- E. If a reduction-in-force is implemented, faculty within the discipline in each of the categories specified in paragraph B above who have the greater number of points as determined by the reduction-in-force point system shall be retained over other faculty with fewer reduction-in-force points within the same category.

- F. The number of faculty affected by a reduction-in-force shall not exceed the number of positions to be eliminated under a reduction-in-force.
- G. Each full-time faculty member who may be affected by a reduction-in-force will be warned in writing by April 1 that his contract may not be funded the following academic year. Definite notification of such RIF will be given the faculty member in writing by the end of the Spring Term.
- H. The faculty members returning after a reduction-in-force shall receive contracts for positions in a reverse order as determined by the reduction-in-force point system, with those faculty members with more reduction-in-force points returning prior to those faculty members with fewer reduction-in-force points in the same discipline.
- I. A faculty member who has been terminated due to a reduction-in-force shall have the right to recall for the position under the terms of this Agreement. For a period of three (3) years from effective date of layoff until the recall provisions of this Article have first been utilized, the Administration shall not hire a new faculty member for a position that could be filled by a qualified faculty member whose position was terminated by a reduction-in-force.
- J. The Administration shall reinstate all credits, status and benefits under the terms of this Agreement to a faculty member who is reinstated following recall.

ARTICLE 11

GRIEVANCE AND ARBITRATION

11.1 – Grievance

- A. **Purpose of the Grievance Procedure** – The parties agree that prompt and just settlement of grievances is of mutual concern and interest. Therefore, the parties shall attempt to settle all grievances promptly and fairly at the point of origin. In order to achieve this, the Union and the Administration shall make available to one another all known relevant facts so as to enable the parties to resolve grievances and maintain harmony within the College environment.
- B. **Definitions for the Grievance Procedure** – The following definitions will be used for the grievance procedure in Article 11 of this Agreement:
1. **Grievance** – an alleged violation or dispute involving the interpretation or application of the terms of this Agreement.
 2. **Aggrieved or Grievant** – any faculty member, group or faculty members or the Union that files a grievance as defined in this Article.
 3. **Faculty Member** – any member of the Union or bargaining unit.
 4. **Days, Work Days or Working Days** – as used in this Article, except where the term “calendar days” is used, the term shall mean the working days of Monday through Friday, when classes are regularly scheduled in accordance with the Board-approved College calendar.
 5. **Respondent** – the College, or the appropriate Administrative official.
- C. **Grievance Procedure** – The Union has the right to represent the faculty member and be present at any step of the Grievance Procedure. All time lines shall be interpreted as the end of the specified working day. Due to the importance of processing a grievance as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process.

A faculty member will have forty-five (45) days from the date when the faculty member has (or, for Class grievances, the Union has) or with the exercise of reasonable diligence the faculty member (or the Union) should have had knowledge of the facts giving rise to the grievance to initiate the written grievance at Step 2 (Step 3 for class action grievances). Failure to initiate the written grievance within the timeframe specified will mean that the grievance cannot be processed. If the faculty member, Union and the Administration are unable to resolve a complaint through informal discussions, the faculty member will notify the Union of his/her intent to initiate the formal grievance procedure at Step 1.

Step 1 – Notice to Respondent

A grievant shall first discuss the grievance with the respondent, either directly or through the Union's designated representative, with the objective of resolving the matter.

Step 2 – Written Grievance to Respondent

If the grievance is not settled at Step 1, or if the aggrieved person is not satisfied with the disposition at Step 1, or if there is no disposition within five (5) days after the discussion in Step 1, the grievant may file the grievance in writing to the respondent, with a copy to the Union and the Executive Director of Human Resources. Within five (5) days after receiving the Step 2 written grievance, the respondent shall submit a written response to the grievant, with a copy to the Union and the Executive Director of Human Resources.

Step 3 – Individual/Class Action Grievance

- a. **Individual** – If the grievance is not settled at Step 2, or if there is no disposition within five (5) days after receipt of the Step 2 written grievance, the grievant may file the grievance in writing to the respondent's immediate Administrative Supervisor, with a copy to the Union and the Executive Director of Human Resources. Within five (5) days after receiving the Step 3 written grievance, the respondent's immediate Administrative Supervisor shall meet with the grievant and/or the Association's designated representative, with the objective of resolving the matter. Within five (5) days after the meeting, the respondent's immediate Administrative Supervisor shall submit a written decision to the grievant, with a copy to the Association and the Executive Director of Human Resources.
- b. **Class Action** – If the Union determines a class action grievance may be warranted, a fact-finding meeting with the Executive Director of Human Resources will be held within ten (10) days of a written request from the Union. The written request must be made within the forty-five (45) day time period set forth in Section C above. The Administration will give a written response within twenty (20) days from the date of the meeting. The Union has twenty-one (21) days from the date the written response is received, or, if not received, was due, to file a class action grievance, provided that the class grievance must be filed not later than the forty-five (45) day limitation set forth in the second paragraph under paragraph C, *Grievance Procedure*. All class action grievances will be filed at Step 3 with the Union as the grievant (or aggrieved person) and the Executive Director of Human Resources as the respondent. Within five (5) days after receiving the Step 3 written class action grievance, the respondent shall schedule a meeting within the next ten (10) days with the Union's designated representative(s) with the objective of resolving the matter. Within ten (10) days after the meeting, the respondent shall submit a written decision to the Union representative.

Step 4 – Written Appeal to the College President

If the aggrieved person (or Union, if it is a Class grievance) is not satisfied by the Step 3 disposition, or if there is no disposition within five (5) days after the date of the meeting, the grievant may request that the Union file, and the Union may file a written appeal, with the College President or designee (with a copy to the Executive Director of Human Resources) by the tenth (10th) day following the receipt of the response under Step 3, or if no response was received, within ten (10) days of the date the response was due. Within ten (10) days following the date of filing the written grievance with the College President, the College President or designee will meet with the aggrieved person and the Union's designated representative(s), with the objective of resolving the matter. The College President shall have ten (10) days following the date of the meeting to submit a written disposition to the grievant through the Union's Grievance Chairperson, with a copy to the Executive Director of Human Resources.

If the grievance as defined herein is a direct result of Board actions, the Union may proceed directly to arbitration.

Step 5 – Arbitration

- a. **Appeal to Arbitration** – Any grievance as defined in Article 11 of this Agreement that has been properly processed in a timely manner through the grievance procedure set forth in this Article and that has not been settled at the conclusion of Step 4 may be appealed to arbitration by the Union with written notice of its intent to appeal. Failure to appeal a grievance to arbitration within ten (10) days after receipt of the written answer from the Administration at Step 4 of the grievance procedure set forth in this Article of this Agreement shall constitute a waiver of the Union's right to appeal to arbitration, and the written answer of the Administration at Step 4 of the grievance procedure shall be final and binding on the aggrieved employee, the Union and the Administration.
- b. **Stipulation and Selection of Arbitrator** – Within ten (10) days following the Step 4 disposition of the grievance by the College President in this Article, the Union must submit to the Executive Director of Human Resources a written notice of intent to appeal the grievance to arbitration. Prior to arbitration, the Union will meet with the College President or designee to stipulate those issues upon which the parties can agree. Not later than ten (10) calendar days after the Union serves the Administration with written notice of intent to appeal a grievance to arbitration, the Union shall request the American Arbitration Association (AAA) to furnish the Administration and the Union a list of seven (7) qualified and impartial arbitrators. Within five (5) calendar days after receipt of that list by the Administration and the Union, the Administration and the Union shall alternately strike names from the list until only one (1) name remains. The order of striking shall be determined by the flip of a coin. The arbitrator whose name remains shall hear the grievance. It will be the responsibility of the Association to inform AAA of the name of the arbitrator selected.

- c. **Hearing Before the Arbitrator** – The arbitrator shall arrange for any hearing he/she deems necessary as soon as practical after the arbitrator is notified of his selection. The arbitrator shall render a decision in writing by the thirtieth (30th) calendar day after the close of the hearing. If briefs are submitted, the hearing is closed on the date set by the arbitrator for the submission of briefs.
- d. **Arbitrator's Jurisdiction** – The jurisdiction and authority of the arbitrator and his opinion and award shall be confined exclusively to the interpretation and/or application of the provision(s) of this Agreement at issue between the Union and the Administration. The arbitrator shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; to impose on either party a limitation or obligation not explicitly provided for in this Agreement; or to establish or alter any wage rate or wage structure. The arbitrator shall not hear or decide more than one grievance without the mutual consent of the Administration and the Union. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the Administration, unless either party contests it before a court of competent jurisdiction as permitted by state law.
- e. **Fees and Expenses of Arbitration** – The Board and the Union shall each pay one-half (1/2) of the total cost of all arbitrator charges incurred in the arbitration process. However, expenses for witnesses who are not a party to the grievance shall be borne by the party that calls them and any recording costs will be borne by the requesting party(ies). If a transcript is required by the arbitrator, the parties shall split the cost. Copies of the transcript may only be obtained through the Court Reporter. If the transcript is obtained under the Public Records Act, the requesting party agrees to pay the Court Reporter an amount equal to the cost of the transcript.

D. Written Presentations – The written grievance in the grievance procedure shall set forth the following on the Grievance Form A:

1. the facts giving rise to the grievance;
2. the Article(s) of the Agreement allegedly violated by the respondent;
3. the name(s) of the aggrieved employee(s) unless the grievance is filed as a class action;
4. the remedy sought, and;
5. the aggrieved person's signature or the signature of the designated Union representative.

If the Union and the Administration do not agree on a statement of the issue to be heard by the arbitrator under Step 5(b), the issue will be as set forth in this Section D.

- E. Time Limitations** – The time limitations set forth in this Article shall be followed by the Administration and the Union. Failure of the Administration to adhere to the time limitations specified at each step will result in the grievance automatically proceeding to the next step. Failure of the Union or aggrieved person to adhere to the time limitations specified at each step will prevent the grievance from being processed to the next step. Moreover, the grievance shall be considered terminated by both the Administration and the Union, with no further appeal being permitted. However, the time limitations in this Article may be adjusted by mutual written agreement between the Union Grievance Chairperson and the Executive Director of Human Resources. The time limitations will be suspended on Board approved College holidays and faculty break periods.
- F. Recognition of Union Representatives** – The Administration shall recognize the Grievance Chairperson or his designee as the Union representative for grievances. The Union will advise the Executive Director of Human Resources of the name of the Grievance Chairperson and any changes.
- G. Settlement, Withdrawal or Disposition of Grievances** – Any settlement, withdrawal or disposition of a grievance at any step below arbitration in the grievance procedure shall not constitute a binding precedent for a similar grievance.
- H. Documentation** – The Union, the aggrieved employee and the Administration become available. Either party may request information from the other party. If either party refuses to divulge any requested information or knowledge related to the grievance that they may have, the refusing party may not offer that information as evidence and, if offered, such evidence will be rejected by the arbitrator.
- I. Reprisals** – The Administration shall make no reprisals against employees through action or omission because of their involvement in a grievance procedure.
- J. Class Action** – The Union shall have the right to initiate a class action grievance, which is a grievance filed by the Union on behalf of faculty and/or to enforce the provisions of the Agreement, which shall be based on each of the following criteria:
1. the grievance must affect and raise complaints common to the class;
 2. due to the number of faculty affected by the grievance, it would be impractical to file individual grievances, and;
 3. the Union can fairly and adequately protect the interests of the aggrieved faculty and/or enforce the Agreement by filing a class action grievance.
- The Union Grievance Chairperson may file a class action grievance with the Executive Director of Human Resources, which shall be deemed a Step 3 grievance.
- K.** This grievance procedure cannot be used by the FUSA or any employee to dispute a decision made by the College not to renew the contract of an employee on annual contract, or to dispute a decision by the College not to award a continuing

contract to unit employee, except to the extent that a grievance alleges the failure by the Administration to follow the procedures set forth in this Contract.

- L. If a continuing contract faculty member is suspended, returned to annual contract, or terminated, and the faculty member chooses to appeal the decision under the State Board of Education Rules 6A-14.0411(4), the election of that procedure will be deemed an election of remedies and a permanent waiver of the right to appeal the suspension, return to annual contract or termination under this Article. If the continuing contract faculty member chooses to process the issue of suspension, return to annual contract or termination under Step 5 of this Article, the continuing contract faculty member's choice will be considered an election of remedies consistent with the F.A.C. §6A-14.0411(4) and an appeal cannot be processed under the Florida Administrative Code and Florida Statute Section 120. Nothing in this paragraph will be interpreted to extend the time a faculty member has to file a petition or appeal of such adverse action under the Florida Administrative Code.

ARTICLE 12

LEAVES OF ABSENCE

12.1 – Sick Leave

Each full-time faculty member shall earn sick leave based on his/her contract as follows:

College Year Contract	12 days per year
Twelve-Month Contract	12 days per year
Basic Year Contract	9 days per year, except as provided in paragraph K of this Section

Each full-time faculty member shall begin to earn sick days on the first day of employment or the first day of the contract year.

- A. A faculty member may request sick leave due to either personal illness or injury or the illness, injury or death of an immediate family member or a member of the faculty member’s household. If circumstances permit, a faculty member will consider teaching responsibilities before scheduling elective surgery.
- B. The faculty member will submit a Request For Sick Leave form to his/her immediate Administrative Supervisor prior to or immediately upon return to work.
- C. A written doctor’s certification of illness or injury may be required for sick leave absence in excess of five (5) consecutive days or when excessive absences cause disruption of the educational process. The College, at its own expense, may require a second medical opinion. If required, an appointment will be scheduled at a mutually agreed upon time.
- D. Sick leave days will be cumulative from one year to the next.
- E. Each full-time faculty member will be credited with nine (9) days of sick leave on the first day of employment of the first contract year with the College. If a faculty member terminates employment prior to earning sick leave that has been used, the Board shall reduce the final paycheck by the total amount of unearned sick leave that has been paid to the faculty member.
- F. Sick leave deductions will be determined in accordance with the following guidelines:
 - 1. For an instructional faculty member, one (1) full day of sick leave will be deducted when none of an instructional faculty member’s scheduled duties are performed while on approved sick/personal leave.

If a portion of the scheduled duties are performed when an instructional faculty member is on an approved sick/personal leave, the deducted leave time will be prorated as follows:

The total number of minutes of scheduled activity not performed in a day divided by the faculty member's total number of minutes of scheduled activity for that day equals the fraction of one (1) day's leave that will be deducted from a faculty member's leave.

450 minutes = the number of minutes in a workday.

The fraction of one (1) day's leave X 450 minutes = deducted time.

2. For a counseling or library faculty member, the actual number of minutes of leave will be deducted from a counselor/librarian on approved sick/personal leave.
 3. Five (5) days of accrued sick leave will be deducted when a faculty member is absent for a full workweek.
- G. When an illness or disability extends beyond the accrued sick leave, the faculty member may request to utilize any accrued vacation leave or personal leave or absence without pay. The Campus President and the College President must approve a personal leave of absence without pay for an illness or disability that extends beyond ten (10) consecutive days. When the personal leave of absence without pay extends beyond thirty-one (31) days, the Board of Trustees must approve the leave. A doctor's certification may be required to substantiate the extended leave period. Where applicable, the provisions of Section 12.12, *Family Medical Leave Act Leave*, will apply.
- H. The College shall include the faculty member's accrued sick leave total on the payroll check stub which shall be available on a biweekly basis.
- I. A faculty member who is directly employed by the College following a period of satisfactory service with another Florida public educational system may transfer any accrued sick leave credit to the College, provided at least one-half (1/2) of the faculty member's total accrued sick leave at any time must be earned at the College.
- J. Days used for sick leave, personal leave or days donated to the Sick Leave Pool will be deducted on a "last-earned, first-used" basis. All sick leave days accumulated prior to August 20, 1998 and not used subsequently, will be available for reimbursement under the maximum allowed by law as of August 20, 1998, based on years of service and daily rate of pay as of August 20, 1998.
- K. Beginning with the 2002-2003 academic year, an instructional faculty member on a Nine-Month Basic Year Contract who teaches 60 or more adjunct hours during the Summer will receive one additional day of sick leave credited on the first day of the applicable Summer teaching period.

12.2 – Injury/Illness In-The-Line-of-Duty Leave

- A. An employee injured on the job will be paid his/her regular daily rate of pay for the first five (5) calendar days of such leave (normally five of the first seven days).
- B. Once the faculty member begins receiving Workers' Compensation wage benefits, the faculty member may request the College to pay the remaining portion of his/her salary (*i.e.*, an amount in excess of the two-thirds pay or such other amount the faculty member receives from Workers' Compensation), so that the faculty member receives a total weekly pay that approximates the net pay (*i.e.*, gross pay less deductions) the employee received prior to Workers' Compensation. Absent extenuating circumstances, the faculty member will receive one day's pay at the faculty member's daily rate of pay per week of absence under this Section. Beginning with the 13th scheduled workday, the faculty member's sick leave account, or if the faculty member has no sick leave, then vacation leave account, will be charged with the number of days paid under this Section.
- C. All Workers' Compensation, including the amount of pay, will be paid as determined and provided by state law.
- D. Any faculty member desiring to continue any employee paid benefit while on Workers' Compensation leave must make arrangements with the College to pay the costs of the benefits.
- E. The faculty member shall be required to notify his immediate Administrative Supervisor, the Office of Safety and Security, or the Campus President regarding an injury or illness.
- F. The Campus President or the College President may require a certificate from either a licensed physician or a county health officer for an injury or illness in-the-line-of-duty. The Board shall approve a claim and authorize payment for the claim following a determination that the claim is legitimate and in accordance with the provisions of this Agreement. Total compensation paid shall not exceed the faculty member's normal rate of compensation.
- G. The faculty member will report any work-related injury to Campus Safety and Security and to the faculty member's immediate supervisor as soon as possible after the injury.
- H. The maximum number of hours paid per calendar year, to include paid holidays, will be 45.

12.3 – Personal Leave

The Board shall authorize faculty members to be absent for four (4) workdays each contractual year with compensation for personal reasons. The personal leave of absence days shall not be cumulative from one contractual year to the next. A personal leave of absence shall be deducted from a faculty member's accrued sick leave days.

12.4 – Administrative Leave for Court Purposes

- A. A faculty member who is required to serve jury duty or who receives a subpoena will be granted an administrative leave with pay for court purposes.
- B. The faculty member will submit a request for administrative leave for court purposes indicated on the leave of absence form. The faculty member's immediate Administrative Supervisor and the Campus President will approve the form.
- C. The College will not reimburse a faculty member for meals, lodging, or travel expenses incurred while serving as a juror or as a witness.
- D. Witness fees will be retained by the faculty member. However, to receive expert witness fees or consulting fees from a court appearance, the faculty member must submit a leave of absence form to request to use accrued vacation leave or personal leave.
- E. A faculty member who is a party in a non-College related lawsuit may not request administrative leave for court purposes. However, the faculty member may request vacation leave or personal leave.
- F. A faculty member who is a party or a witness in a lawsuit due to his College position will submit a leave of absence form. Any court-related fees earned by the faculty member shall be retained by the faculty member.

12.5 - Vacation Leave

A faculty member shall not earn vacation leave. However, a faculty member is reassigned to administrative duties and is on a leave from his professional duties as a faculty member shall earn vacation leave as an administrator in accordance with the administrative rules and procedures.

12.6 – Temporary Duty Leave

Temporary duty leave may be granted by the College President for a faculty member to perform other educational services as assigned by the College President. A temporary duty leave shall grant a faculty member leave from his professional duties as a faculty member. The faculty member shall continue to receive his regular compensation and expenses at the maximum rate allowed by the laws of the State of Florida. The faculty member shall not be assigned temporary duty leave to improve his rank or renew a certificate.

12.7 – Sabbatical Leave

A full-time faculty member with a continuing contract (tenure) will be eligible for a Sabbatical Leave for professional development after completing six (6) years of continuous full-time service with the College. An application may be submitted as early as the sixth (6th) year of continuous service since initial employment or as early as the sixth (6th) year since the faculty member was on Sabbatical Leave. A faculty member who is granted a Sabbatical Leave shall not lose tenure.

- A. No more than six (6) full-time equivalent faculty members shall receive Sabbatical Leave for an academic year. Any unawarded leaves for an academic year shall not be cumulative from one year to the next.
- B. Any unpaid leave in excess of ninety (90) working days shall be considered a break in service for purposes of eligibility for a Sabbatical Leave.
- C. A faculty member receiving leave under this provision shall not be eligible for another Sabbatical Leave until he completes an additional six (6) years of continuous full-time service at the College. This provision will also apply when the length of the sabbatical is under one (1) year.
- D. A Sabbatical Leave may be granted for up to one (1) contractual year not to exceed the term of a College Year Contract, for either educational or travel-related opportunities. However, if a request for Sabbatical Leave is approved, a faculty member may submit a request for an extended professional leave by March 15 of the Sabbatical Leave year to complete the education purpose of the Sabbatical Leave. The request for an extended professional leave must be approved by the College President and the Board.
- E. The Board shall compensate a faculty member on Sabbatical Leave with three-fourths (3/4) of his salary for a period of the leave, which shall be based on the faculty member's annual salary prorated for the period of the leave.
- F. Benefits while on leave will be provided by the Board as follows:
 - 1. The Board shall continue to pay the College's proportion of the salary into the retirement program in effect for the period of the Sabbatical Leave.
 - 2. The Board shall continue to pay a faculty member's benefits for the period of the leave.
 - 3. The faculty member may maintain any health insurance in effect for his dependents during the period of the Sabbatical Leave. The faculty member shall make arrangements with the Administration prior to beginning his Sabbatical Leave for the faculty member's payment of any applicable portion of the contributions to the health insurance program.
 - 4. The faculty member shall not earn sick leave benefits while on Sabbatical Leave.
- G. The procedures for requesting a Sabbatical Leave will be as follows:
 - 1. To request a Sabbatical Leave, an eligible faculty member shall submit a request for consideration on the Sabbatical Leave Form to the appropriate academic dean, who will verify eligibility with the Executive Director of Human Resources. A copy of the Sabbatical Leave Request Form will be submitted by the faculty member to the Campus President at the campus where he is assigned, prior to February 15 preceding the academic year when the leave is requested.

2. The request for a Sabbatical Leave shall be submitted on the College Sabbatical Leave Form and will include either the name of the institution a faculty member plans to attend or the location(s) where the faculty member plans to travel, a description of the specific professional benefit anticipated, and the date when the applicant will return to the College to resume his work assignment.
 3. The dean will submit the Sabbatical Leave Form to the Chairperson of the Faculty Sabbatical Leave Committee. The committee will review the requests and make recommendations. Prior to forwarding a recommendation, the committee may ask a faculty member to modify his proposal or to give more details.
 4. If the full allocations for a Sabbatical Leave in an academic year are not awarded or a cancellation occurs, the Administration shall consider late applications if the request is submitted at least ninety (90) days prior to the date anticipated for beginning the Sabbatical Leave.
 5. The chairperson for the Sabbatical Leave Committee will submit the committee's recommendations to the Vice President for Academic Affairs, who, following a review, will forward a recommendation to the President.
 6. The President will forward a list of the faculty members who will be recommended for sabbatical leave to the chairperson of the Sabbatical Leave Committee, who will ensure that each faculty member who submitted an application is notified accordingly prior to the April Board meeting.
- H. A faculty member shall return to employment at the College for at least a period equal to the length of the Sabbatical Leave immediately following the Sabbatical Leave. Within four (4) weeks after returning from a Sabbatical Leave, the faculty member who has completed a Sabbatical Leave for educational or travel purposes shall file a Sabbatical Leave activity report and, if applicable, a transcript of earned credit with both the College President and the Executive Director of Human Resources. A faculty member who does not complete his proposed plan for the Sabbatical Leave or who fails to return to the College for at least a period equal to the length of the Sabbatical Leave following the Sabbatical Leave or the other additional approved leave shall repay both the salary received and the cost of any benefits awarded by the College during the Sabbatical Leave period.
- I. If a faculty member is unable to follow his proposed plan for the Sabbatical Leave that was submitted to the College President and the Executive Director of Human Resources and approved by the Board, the faculty member shall notify the College President and request that the Sabbatical Leave be amended or canceled. If the Sabbatical Leave is canceled by a faculty member, any compensation received or benefits awarded to the faculty member during the Sabbatical Leave period shall be repaid to the Board. If a faculty member cancels his Sabbatical Leave due to extenuating circumstances, the faculty member may apply for professional leave without pay or another leave as a replacement for the authorized Sabbatical Leave period.

- J. The Board shall have the right to discipline a faculty member who defrauds the College with his Sabbatical Leave.

12.8 – Professional Leave

A professional leave is leave granted to a faculty member to engage in activities that will result in the faculty member's professional benefit or advancement, which shall include attending professional conferences, earning college credit or degrees, or which shall contribute to the profession of teaching or benefit the College. A professional leave shall generally be initiated by a faculty member primarily for his benefit and the benefit of the teaching profession and only incidentally for the benefit of the Board. A faculty member may request a professional leave with pay to attend a professional conference in accordance with the following guidelines:

- A. To request a professional leave, a faculty member shall complete a leave of absence form with the following information included as an attachment:
1. the benefit available to the applicant;
 2. the contribution to the College, and;
 3. the location of the activities.

A request for a professional leave of five (5) days or less is submitted to the immediate Administrative Supervisor and must be approved by the Campus President. A request for a professional leave in excess of five (5) days must be approved by the Campus President and College President.

- B. A professional leave may be with or without compensation. The College President may authorize compensation for professional leave for up to thirty-one (31) continuous days.
- C. For an extended professional leave in excess of thirty-one (31) consecutive days, the professional leave must be approved by the Board. The faculty member shall not receive compensation for an extended professional leave in excess of thirty-one (31) consecutive days.

To be eligible for an extended professional leave which shall not exceed one (1) year, a faculty member must have been at the College for a period of one (1) year with satisfactory performance.

- D. To request an extended professional leave, an eligible faculty member shall submit a written request to both the Campus President and the Executive Director of Human Resources at least three (3) months prior to the start of the term during which the professional leave will begin. The written request shall include a description of the specific professional benefit, advancement, or contribution anticipated for the period of the extended professional leave. Following completion of the extended professional leave, the faculty member shall submit a written report to both the Campus President and the Executive Director of Human Resources, describing in detail the professional benefit, advancement or contribution.

- E. The faculty member may be granted a professional leave to engage in an accreditation review, as required by an accrediting agency. If a faculty member receives compensation for an accreditation review by an outside agency, he/she shall not also receive duplicate compensation from the College.

12.9 – Personal Leave Without Pay

A faculty member may request a personal leave without pay for a period up to, but not exceeding, one year. An extended personal leave of absence without pay in excess of thirty-one (31) consecutive days shall be subject to approval by the Board. A personal leave without pay may be utilized for the following purposes:

- A. A faculty member may request a personal leave without pay when an illness or injury extends beyond earned and accrued sick leave. The Administration may require a licensed physician's statement to substantiate the leave. Any leave granted under this paragraph will be subject to the provisions of Section 12.12, *Family Medical Leave Act Leave*.
- B. A faculty member may request a personal leave without pay to pursue a full-time educational program, provided the faculty member's immediate Administrative Supervisor determines that adjustments can be made to ensure that the faculty member's absence will not adversely affect the operations and services of the College.
- C. A faculty member may request a personal leave without pay, after having used leave available under Section 12.12, for child-rearing purposes, provided the faculty member's immediate Administrative Supervisor determines that adjustments can be made to ensure that the faculty member's absence will not adversely affect the operations and services of the College.
- D. A faculty member may request personal leave without pay when a faculty member's personal obligations require attention during assigned work hours for which no other leave listed in Article 12 of this Agreement will be appropriate, provided the faculty member's immediate Administrative Supervisor determines that adjustments can be made to ensure that the faculty member's absence will not adversely affect the operations and services of the College.

12.10 – Parental Leave

A faculty member may continue in active employment as late into her pregnancy as she may desire, provided she can fulfill all functions connected with and related to her professional responsibilities. A faculty member may utilize available sick leave benefits for child-rearing purposes. Upon request and consistent with Section 12.12, *Family Medical Leave Act Leave*, a faculty member shall be granted additional leave without pay if the faculty member exhausts accrued sick leave. Upon returning to duty, the faculty member shall receive the same employment benefits and position or an equivalent position as enjoyed immediately prior to taking a parental leave. A faculty member may request a personal leave without pay for child-rearing purposes, in accordance with Section 12.9(C), *Personal Leave Without Pay*.

12.11 – Military Leave

A faculty member who is a member of the uniformed service will be entitled to a military leave of absence from his position for duties as specified under the Uniformed Services Employment and Reemployment Rights Act (USERRA). For a faculty member assigned to active or inactive duty in the Military Reserve, Naval Reserve, or the National Guard who is required to engage in training activities, the following guidelines will apply:

- A. The faculty member will submit a copy of his orders to engage in military training activities to his supervisor by the next workday;
- B. The faculty member will receive his normal salary for the first seventeen (17) days of military leave each year; and
- C. The faculty member will not receive his normal salary for any military leave beyond seventeen (17) days each year.

A faculty member on such leave will be entitled to all rights and benefits consistent with USERRA.

12.12 – Family Medical Leave Act Leave

The faculty member's and the College's and Board's rights and obligations under the Family Medical Leave Act will be determined by statute, applicable regulations, and court interpretations under the Act. In the event the Act requires a benefit greater than the benefits provided under this contract, the Act will apply. The Board Administrative Procedures applicable to faculty members will be the same as the procedure applicable to all non-represented administrative employees.

ARTICLE 13

HEALTH AND WELFARE BENEFITS

13.1 – Sick Leave Pool

In accordance with the following provisions, a faculty member may elect to pool accrued sick leave for disbursement to any participating faculty member who needs sick leave time in excess of the amount of his accrued sick leave:

- A. The Office of Human Resources shall have the authority to administer and implement the Sick Leave Pool for faculty members in accordance with the provisions of Article 13 of this Agreement and the laws of the State of Florida. The decisions of Human Resources shall be final.
- B. A faculty member may participate in the Sick Leave Pool on a voluntary basis.
- C. A faculty member shall be eligible for participation in the Sick Leave Pool after one year of employment with the College, provided the faculty member has accrued a minimum of twelve (12) days of unused sick leave.
- D. Each day of sick leave that a faculty member contributes to the Sick Leave Pool will be deducted from the contributing faculty member's accrued sick leave balance.
- E. Each participating faculty member shall make an equal contribution to the Sick Leave Pool.
- F. Each participating faculty member shall make an initial contribution of four (4) days of accrued sick leave to the Sick Leave Pool. No additional contributions to the Sick Leave Pool will be required unless replenishment is needed for the Sick Leave Pool. If the number of days of accrued sick leave in the Sick Leave Pool is reduced to twenty-five (25) days, all participants shall be assessed with the same number of days as is necessary to replenish the Sick Leave Pool to a minimum of two hundred (200) days.
- G. A faculty member shall have an opportunity to enroll as a member of the Sick Leave Pool during the annual enrollment period, which shall occur during the first sixty (60) calendar days of the Fall Term each year, and shall make the four (4)-day contribution required by paragraph (F) above, or such greater contribution in excess of the four (4) days to the same extent all other members are contributing in order to replenish the Sick Leave Pool. A faculty member is not eligible to join the Sick Leave Pool while on sick leave.
- H. To utilize sick leave from the Sick Leave Pool, a participating faculty member must use the sick leave for a personal illness, accident or injury.
- I. A participating faculty member shall be eligible to use sick leave from Sick Leave Pool after his accrued sick leave and vacation leave have been depleted and the faculty member has used five (5) days of personal leave without pay for a personal illness or injury.

- J. Following review and approval by the Office of Human Resources, the maximum number of days that a participating faculty member may draw from the Sick Leave Pool shall be three increments of up to twenty-five (25) days each.
- K. Except as provided in paragraph (M) below, a participating faculty member who uses sick leave from the Sick Leave Pool shall not be required to re-contribute the sick leave used, except for replenishment as described in paragraph (G) above.
- L. If a participating faculty member elects no longer to participate in the Sick Leave Pool, the faculty member shall not be eligible to withdraw any sick leave days contributed to the Sick Leave Pool, nor be eligible to draw from the Sick Leave Pool in the future.
- M. After using three (3) draws of any amount up to the maximum of 25 days per draw, the faculty member will have to reapply to the Faculty Sick Leave Pool. To be accepted, the faculty member must have a minimum of one (1) year's continued employment with the College, twelve (12) accrued sick leave days and contribute four (4) sick leave days to the Sick Leave Pool during the enrollment period.

13.2 – Medical, Dental, Life and Long-Term Disability Insurance

- A. Periodically the College President appoints an Insurance Committee to review the medical, dental, life, and long-term disability insurance. The Committee makes recommendations to the College President concerning said insurance. In recognition of the fact that all College employees (those represented by FUSA, SEIU and all non-represented employees) are provided the same insurance coverage, the FUSA President shall appoint two members to the Insurance Committee. There will also be two members appointed by the SEIU, along with two administrative representatives and two non-represented representatives. The College reserves the right to change carriers or change, modify, increase or eliminate benefits, or modify contribution requirements during the term of this Contract, provided that the same insurance coverage and employee contribution continues to be made available to all College employees and the College continues to pay 100% of the employee's contribution for insurance for at least one of the options that may be available. The opportunity to participate in the Insurance Committee fulfills the College's duty to bargain, both as to the decision and the impact, of any such changes.
- B. The Board agrees to pay the faculty member's premium cost for medical and dental insurance coverage with a responsible insurance carrier. A faculty member may enroll dependents in a College medical and dental insurance plan, by paying the premium negotiated with the insurance company for dependent coverage.
- C. The Board shall continue to allow any retired employee with dependents the option of remaining in the group insurance program at no cost to the Board.
- D. The Board agrees to pay the premium costs for life insurance with a responsible insurance carrier equivalent to the basic salary for each faculty member. The faculty member may purchase optional life insurance coverage at the maximum

amount allowed by the plan by paying the additional cost and adhering to the terms and conditions of the life insurance plan.

- E. The Administration agrees to provide a long-term disability plan, at no cost to the faculty member, with a responsible insurance carrier. The faculty member must adhere to the terms and conditions of the long-term disability plan.
- F. Coverage of a faculty member under the Board-approved insurance programs shall commence and terminate in accordance with the terms and conditions of the insurance programs.

13.3 – Employee Assistance Plans

The Board will continue to provide an Employee Assistance Plan (“EAP”) and will annually host a health fair at insurance open enrollment season. All current health insurance carriers will be invited to participate. The Board will continue to make a good faith effort to ensure a quality EAP and insurance coverage that will provide assistance to the employees for counseling and rehabilitation.

13.4 – Personal Retirement or Investment Programs

The Administration shall authorize payroll deductions for tax sheltered annuities, provided the investment program company is approved by the Board.

13.5 – Tuition Fee Waiver

The Board shall grant tuition fee waivers to the maximum extent allowed in accordance with the Rules of the State Board of Education.

13.6 – Continuance of Benefits

A faculty member on approved paid leave shall enjoy uninterrupted insurance benefits at the rates prevailing for the faculty member not on leave. In the case of approved unpaid leave, the faculty member may make arrangements with the College for payment of his current portion of insurance premium. The provisions of this Section are subject to Section 12.12, *Family Medical Leave Act Leave*. Any employee on a leave of absence without pay for personal reasons shall be responsible for payment of the entire insurance premium, including the College’s portion.

13.7 – Insurance Contracts Govern

Insurance coverage and eligibility under this Section shall be governed by the coverage provisions of the applicable insurance contract(s).

13.8 – 401(a) Account

The College will offer a 401(a) plan in which all faculty will participate. The terminal sick leave pay will be placed in the 401(a) account on the date of retirement and separation from the College. A minimum balance of \$5,000 must be in the terminal leave account for the money to be placed in the 401(a) account. Rules for contributions and distributions will be as provided by the Internal Revenue Service Code and regulations. The College agrees to make the payment over multiple years to the extent allowed by the Internal Revenue Service Code and Regulations.

ARTICLE 14

ECONOMICS

14.1 – Initial Placement in Salary Range

- A. A faculty member shall meet the minimum qualifications established for a position which may include a Bachelor’s degree, Master’s degree, Master’s plus thirty (30) semester hours or an earned Doctorate degree from a regionally accredited college or university or international equivalent as verified by a credentialing agency approved by the College.
- B. Each faculty member shall be assigned to one of the following salary grades which will determine the individual’s salary level:

Salary Grade

Grade III

Grade II

Grade II+

Grade I

The minimum criteria for each salary grade will be as follows:

- 1. Grade III – the faculty member shall have met criteria for a Bachelor’s degree plus college faculty experience.
 - 2. Grade II – the faculty member shall have met criteria for a Master’s degree with a minimum of eighteen (18) semester hours in the field.
 - 3. Grade II+ - the faculty member shall have met criteria for a Master’s degree plus thirty (30) semester hours in his teaching field or in a second teaching, librarian, or counseling field in excess of the Master’s degree.
 - 4. Grade I – the faculty member shall have met criteria for a Doctorate degree in major field.
- C. A new faculty member (including full-time temporary, grant-funded faculty, and non grant-funded) may be paid above the minimum salary grade for prior experience as hereinafter provided. The prior experience must be relevant teaching, librarian or counselor experience. The amount of pay above minimum shall be approved by the Executive Director of Human Resources, provided entry pay cannot exceed 10% of the minimum for the salary grade under Section 14.2. Except as permitted in paragraph E below, the President may authorize up to 20% above the minimum.
 - D. A new faculty member (including full-time temporary, grant-funded faculty, and non grant-funded) with relevant, directly related teaching or non-teaching experience in instructional, technical or vocational fields, in business, libraries,

counseling, or in the Armed Forces may be paid above the minimum for prior experience as defined hereinafter. Relevant, related teaching or non-teaching experience is defined as work experience as instructor or at the journeyman, technician engineer or trained employee level in the field for which hired. The amount of pay above minimum shall be determined by the Executive Director of Human Resources, provided that it cannot exceed 10% above the minimum for the salary grade under Section 14.2. The Administration will determine credit to be received.

14.2 – Salary Range

A. Salary Grades

A faculty member shall be assigned to the appropriate salary grade based on Section 14.1. The faculty salary range on the Basic Year Contract, beginning with the commencement of the Fall Term or the date of ratification of this contract, whichever is later, will be as follows:

FACULTY SALARY RANGE

2010-2011 Academic Year

Salary Grade	Minimum	Maximum
III	\$40,487	\$68,025
II	\$42,548	\$71,630
II+	\$44,814	\$75,597
I	\$47,081	\$79,561

- B. Each faculty member employed during the 2009-2010 academic year shall receive an increase in base pay equal to \$1,000 plus \$30 per year of service at the College.
- C. The parties agree to reopen the Agreement in 2011-2012 and 2012-2013 for the purpose of negotiating Article 14 and up to 2 additional articles as designated by each party.

14.3 – Promotions

- A. **Criteria** – For the term of this Agreement, a faculty member who meets the minimum qualifications approved by the Board and who meets the following criteria shall be promoted to a higher salary grade:
 1. The faculty member must obtain the specified number of identified college credits from a regionally accredited college or university or international equivalent as verified by a College-approved credentialing agency.
 2. For an instructional faculty member, the credits must be earned in those areas in which a faculty member is qualified to teach; in a second

teaching, librarian, or counseling field; or in those areas directly related to or which enhance classroom instruction.

3. For a librarian or counselor faculty member, the credits must be directly related to the faculty member's field; in a second teaching, librarian, or counseling field; or in those areas directly related to or which enhance classroom instruction.

It shall be the responsibility of the faculty member to notify the Administration regarding the earning of additional credits.

- B. **Master's + 30 Graduate Credits** – A Master's + 30 pay grade will be awarded to a faculty member who has earned at least thirty (30) semester hours of upper division or graduate credits in his field or in those areas directly related to or which enhance classroom instruction (including education/teaching coursework or coursework in a separate field that can be used to credential the faculty member to teach in a separate discipline that is taught at the College) since the date of conferral of the first Master's degree. No faculty member shall be granted retroactive pay for credits towards an earned Master's + 30. Master's + 30 status granted prior to ratification of this Agreement will remain in effect.
- C. **Compensation for Promotion** – A faculty member shall receive compensation for promotion to a higher salary grade at the same rate as the lowest paid employee in the higher salary grade with the same number of years of faculty service with the College, or at 6% above the employee's current salary, whichever is higher.

This salary increase and the promotion to a higher salary grade shall be effective at the beginning of the next academic term in which a faculty member applied for a promotion presenting the documentation of the credits earned.

14.4 - Overload Compensation

For an overload assignment awarded in accordance with Article, Sections 8.3, 8.4 and 8.5, a faculty member shall receive \$70.00 retroactive to the beginning of the 2010-2011 academic year per overload point for teaching overloads (except as otherwise provided for accredited Health Science Programs).

14.5 – Program Manager and Coach Compensation

- A. A faculty member will be compensated for performing the basic duties of a Program Manager per term as follows:
 1. **Instructional Program Manager**
Thirty (30) release points per Fall and Spring Terms plus \$2,100 per Fall, Spring and Summer Terms.
 2. **Librarian or Counselor Program Manager**
7.5 hours release time per week from normal duties to perform the on-campus duties of Program Manager plus \$2,100 for Fall and Spring

Terms. Summer Session \$1,050 per seven (7) week Summer Session (or \$2,100 if Summer Sessions are combined into a single fourteen (14) week term). If the session is more than seven (7) weeks but less than fourteen (14) weeks, the \$2,100 will be prorated.

At the discretion of the Dean, if two seven (7) week Summer Sessions are available, a second summer session contract of seven (7) weeks may be offered to the Program Manager.

- B. The extra compensation will be paid with the regular bi-weekly paycheck once the system is able to do so.

- C. **Other Responsibilities**

A faculty member may enter into a supplemental activity agreement with the Administration for services outside of his contractual duties for the College at a compensatory rate which is mutually agreed upon between the faculty member and the Administration.

- D. **Coaching Responsibilities**

The faculty member who serves as an Interscholastic Coach for the College will be compensated with 50% release time for each of the Fall and Spring Terms during which the faculty member serves as a coach.

- E. A collaborative task force shall continue to meet to address program manager duties.

14.6 – Substitute Teaching

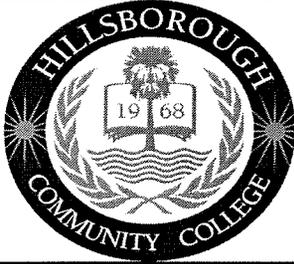
In accordance with Article 8.7, for a substitute teaching assignment for up to and including two consecutive weeks, the faculty member shall be paid at the rate of thirty dollars (\$30) per contact hour. Compensation for a substitute teaching assignment in excess of two consecutive weeks shall be paid at the established instructional overload rate prorated over the number of class meetings and retroactive to the first day of substitution.

14.7 – Professional Conference

The College will encourage each faculty member to attend professional conferences. If a faculty member's request to attend a professional conference is approved, a faculty member will be reimbursed to the full extent allowed by the laws of the State of Florida for the expenses incurred.

APPENDICES

- A Grievance Procedure Forms
 - Grievance Procedure History
 - Grievance Procedure Form A
 - Grievance Procedure Form B
- B Instructional Faculty Evaluation Performance Review
- C Librarian Evaluation Performance Review
- D Counselor Evaluation Performance Review
- E Program Manager Assessment
- F Student Evaluation of Faculty
- G Request for Advancement in Professional Rank
- H Request for Transfer by Tenured Faculty to Internal Vacancy
- I Notification of Outside Employment
- J Application for Tenure (Continuing Contract) and Authorization of Tenure Committee to Review Limited Access File
- K Tenure Timeline
- L Memorandum of Understanding (Election of Fourth Year Tenure Consideration)
- M UFF-PAC Payroll Deduction Authorization Form
- N Basic Duties of Program Manager
- O Tenure Progress Evaluation
- P Tenure Committee Checklist



APPENDIX A GRIEVANCE PROCEDURE HISTORY

<i>Grievant's Name</i>	<i>File #</i>
------------------------	---------------

STEP	1	2	3	4	5
Initial Date Filed					
Date Received					
Date Response Filed					
Date Response Received					

FINAL DISPOSITION (To be completed by FUSA/HCC):

DATE OF FINAL DISPOSITION:

Distribution of Copies:

All copies and the original will be sent to the FUSA Grievance Chairperson or his/her designee, who will distribute copies to the Grievant and Executive Director of Human Resources.



**FUSA/HCC, UFF-FEA-NEA-AFT, AFL-CIO
GRIEVANCE PROCEDURE**

FORM A

File #		Date Filed
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STEP

Circle One	1	2	3	4	5
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Respondent's Name

Grievant's Name

Grievant's Home Address

Grievant's Position

College Phone

Home Phone

Statement of Grievance (attach additional sheets if necessary):

Faculty Agreement Articles Violated:

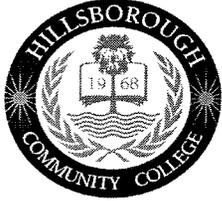
Supporting Facts (attach additional sheets if necessary):

Relief Sought (attach additional sheets if necessary):

Signature of Grievant

Date

DISTRIBUTION OF COPIES:
All responses & the original will be sent to the FUSA Grievance Chairperson or his/her designee, who will distribute copies to the Grievant & the Exec. Dir. of Human Resources.



FUSA/HCC, UFF- FEA-NEA-AFT, AFL-CIO GRIEVANCE PROCEDURE

FORM B

File #

Date Filed

STEP

Circle One	1	2	3	4	5
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Respondent's Name

Position

Reply to Grievance (attach additional sheets if necessary):

Respondent's Signature

Date

College Phone

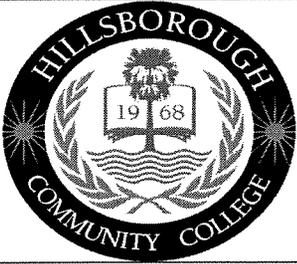
- I accept the above decision.
- I do not accept the above decision, but request the Association not to continue the grievance to the next level.
- I reject the above decision and request the Association to continue the grievance through the next level.

Signature of Grievant

Date

DISTRIBUTION OF COPIES:

All responses & the original will be sent to the FUSA Grievance Chairperson or his/her designee, who will distribute copies to the Grievant & the Exec. Dir. of Human Resources.



APPENDIX B

INSTRUCTIONAL FACULTY EVALUATION PERFORMANCE REVIEW

Note: This evaluation form is applicable to instructional faculty only.

Name	ID or SSN	Position Number	HR Processed	
			Date	By
Discipline/Area	Location	Supervising Dean		
Pre-Evaluation Conference Date	Formal Observation Date	Duration	Tenured <input type="checkbox"/> Yes <input type="checkbox"/> No	

I. Faculty Report on Primary and Other Responsibilities:

The instructor is responsible for completing this section in May of the academic year. The dean will conduct the formal observation during the subsequent academic year. By completing this section, the instructor affirms that he/she has met the primary and other professional responsibilities as contained in the FUSA Agreement, or as indicated on the End-of-Term Report Form.

A. Attended all scheduled classes except when on approved leave.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

B. Attended required scheduled in-service activities except when on approved leave.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

C. Maintained required office hours, except when on approved leave, and was available for additional office hours by appointment.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

D. Participated in developing, revising, and implementing a course or program as needed.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

E. Served on textbook committees when needed.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

F. Attended all cluster meetings unless on approved leave or fulfilling a previously scheduled college or academic-related commitment or medical appointment.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

I. Faculty Report on Primary and Other Responsibilities (continued):

G. Attended all required scheduled district-wide, campus-wide and area meetings unless on approved leave.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

H. Developed a syllabus that clearly defined the grading policy which enabled the student to determine how the course grade would be calculated.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

I. Developed a syllabus that clearly defined course outcomes.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

J. By the end of the second week of class, distributed the syllabus to students and provided the dean with a copy.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

K. Endeavored to provide accommodation for disabled students as recommended by the coordinator of services for students with disabilities.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

L. Attended graduation unless excused or on approved leave.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|

The following section is to be completed by the dean prior to the post-observation meeting:

Relative to the Primary and Other Responsibilities, provide examples of strengths:

Provide areas needing improvement, if any:

Other comments:

II. Faculty Development, Self-Assessment, and Goal Setting Report:

The instructor is responsible for completing this section in May of the current academic year. The dean will conduct the formal observation during the subsequent academic year.

Accomplishments During Current Academic Year

1. Campus, college or educational committees
2. Community or professional projects
3. Professional organizations, publications, or presentations of scholarly or professional work
4. Students' success, retention, and placement (data elements to be determined by committee)
5. Instructional development, such as enhanced teaching strategies, modifying syllabus as appropriate, developing courses, etc.
6. Service within the cluster, such as leadership and program review
7. Other contributions

Goals for Upcoming Academic Year

- 1.
- 2.
- 3.
- 4.

III. Faculty Development Activities for the Evaluation Period: (The instructor is responsible for completing this section in May of the current academic year .)

Date	Activity	Location	Number of Hours

IV. Formal Observation (to be conducted by supervising dean):

The instructor

- communicated enthusiastically about the subject matter.
- communicated clearly.
- presented course content effectively.
- demonstrated knowledge of the subject.
- related the assignments and course activities to course outcomes.
- followed scheduled time frames.
- used time effectively.
- was well prepared and organized.
- encouraged relevant expressions of students' opinions.
- treated students with respect.

Relative to the above attributes, provide examples of strengths noted during formal observation(s), in narrative form:

Provide areas needing improvement, if any:

V. Other Supervising Dean Comments:

VI. Based upon this evaluation, I consider the faculty member's overall performance to be:

- satisfactory (signatures required below).
- acceptable, but some improvement needed (complete next section).
- improvement needed (complete next section).
- unsatisfactory with serious deficiencies noted (complete next section).

VII. Plan of Action:

A. Time-frame set for determining improvement:

B. Consequences, if no improvement:

Supervising Dean's Signature	Date	Faculty Member's Signature	Date
------------------------------	------	----------------------------	------



APPENDIX C

LIBRARIAN EVALUATION PERFORMANCE REVIEW

Note: This evaluation form is applicable to librarian faculty only.

Name		ID or SSN	Position Number	HR Processed	
				Date	By
Discipline/Area		Location	Supervising Dean		
Pre-Evaluation Conference Date	Formal Observation Date	Duration	Tenured <input type="checkbox"/> Yes <input type="checkbox"/> No		

I. Librarian Report on Primary and Other Responsibilities:

The librarian is responsible for completing this section in May of the current academic year. The dean will conduct the formal observation during the subsequent academic year. By completing this section, the librarian affirms that he/she has met the primary and other professional responsibilities as contained in the FUSA Agreement, or as indicated on the End-of-Term Report Form.

A. Maintains required work hours scheduled by the library faculty's supervising dean for the campus.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

B. Attended required scheduled in-service activities except when on approved leave.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

C. Participated in collection development and maintenance.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

D. Served as cluster officer or on cluster subcommittee when needed.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

E. Attended all cluster meetings unless on approved leave or fulfilling a previously scheduled college or academic-related commitment or medical appointment

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

F. Attended all required scheduled district-wide, campus-wide and area meetings unless on approved leave.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

I. Librarian Report on Primary and Other Responsibilities (continued):

G. Provided library services to students in a professional manner.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

H. Endeavored to provide accommodation for disabled students as recommended by the coordinator of services for students with disabilities.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

I. Attended graduation unless excused or on approved leave.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|

The following section is to be completed by the dean prior to the post-observation meeting:

Relative to the Primary and Other Responsibilities, provide examples of strengths:

Provide areas needing improvement, if any:

Other comments:

II. Librarian Development, Self-Assessment, and Goal Setting Report:

(The librarian is responsible for completing this section in May of the current academic year .)

Accomplishments During Current Academic Year

1. Campus, college or educational committees

2. Community or professional projects

3. Professional organizations, publications, or presentations of scholarly or professional work

4. Students' success, retention, and placement (data elements to be determined by committee)

IV. Formal Observation (to be conducted by supervising dean):

The librarian

- was enthusiastic during the presentation to the students.
- was well organized and well prepared.
- demonstrated knowledge of the library facility.
- demonstrated knowledge of information science.
- demonstrated knowledge of library technologies immediately available to students.
- utilized germane and clearly understood handouts, multimedia presentations or other materials.
- used time wisely.
- treated students with respect.
- answered student's questions clearly.
- made the orientation or activity relevant to student needs.

Relative to the above attributes, provide examples of strengths noted during formal observation(s), in narrative form:

Provide areas needing improvement, if any:

V. Other Supervising Dean Comments:

VI. Based upon this evaluation, I consider the librarian's overall performance to be:

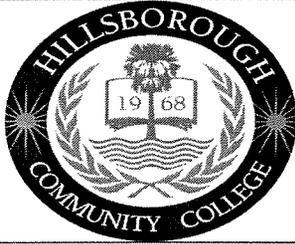
- satisfactory (signatures required below).
- acceptable, but some improvement needed (complete next section).
- improvement needed. (complete next section).
- unsatisfactory with serious deficiencies noted (complete next section).

VII. Plan of Action:

A. Time-frame set for determining improvement:

B. Consequences, if no improvement:

Supervising Dean's Signature	Date	Librarian Signature	Date
------------------------------	------	---------------------	------



APPENDIX D

COUNSELOR EVALUATION PERFORMANCE REVIEW

Note: This evaluation form is applicable to counseling faculty only.

Name	ID or SSN	Position Number	HR Processed	
			Date	By
Location		Supervising Dean		
Pre-Evaluation Conference Date	Formal Observation Date	Duration	Tenured (Yes/No)	

I. Counselor Report on Primary and Other Responsibilities:

The counselor is responsible for completing this section in May of the current academic year. The dean will conduct the formal observation during the subsequent academic year. By completing this section, the counselor affirms that he/she has met the primary and other professional responsibilities as contained in the FUSA Agreement, or as indicated on the End-of-Term Report Form.

A. Maintains required work hours scheduled by the counseling faculty's supervising dean for the campus' counseling department.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

B. Attended required scheduled in-service activities except when on approved leave.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

C. Participated in student development activities, such as test anxiety seminars, student success strategies, drug abuse seminars, and counselor-to-counselor articulation workshops.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

D. Served as cluster officer or on cluster subcommittee when needed.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

E. Attended all cluster meetings unless on approved leave or fulfilling a previously scheduled college or academic-related commitment or medical appointment.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

F. Attended all required scheduled district-wide, campus-wide and area meetings unless on approved leave.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

G. Provided counseling services to students in a professional manner.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

H. Endeavored to provide accommodation for disabled students as recommended by the coordinator of services for students with disabilities.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Fall Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

I. Attended graduation unless excused or on approved leave.

- | | | | |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|
| <input type="checkbox"/> Spring Term | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
|--------------------------------------|------------------------------|-----------------------------|------------------------------|

The following section is to be completed by the dean prior to the post-observation meeting:

Relative to the Primary and Other Responsibilities, provide examples of strengths:

Provide areas needing improvement, if any:

Other comments:

II. Counselor Development, Self-Assessment, and Goal Setting Report

(The counselor is responsible for completing this section in May of the current academic year.)

Accomplishments Current Academic Year

1. Campus, College or educational committees

2. Community or professional projects

3. Professional organizations, publications, or presentations of scholarly or professional work

- 4. Students' success, retention, and placement (data elements to be determined by committee).
- 5. Instructional development, such as enhanced teaching strategies, modifying syllabus as appropriate, developing courses, etc.
- 6. Service within the cluster, such as leadership and program review
- 7. Other contributions

III. Counselor Development Activities for the Evaluation Period (The counselor is responsible for completing this section in May of the academic year.)

Date	Activity	Location	Number of Hours

IV. Formal Observation (to be conducted by supervising dean)

The counselor

- was enthusiastic during the presentation to the students.
- was well organized and well prepared.
- demonstrated knowledge of the college policies relevant to students.
- demonstrated knowledge of college programs.
- demonstrated knowledge of services immediately available to students.
- utilized germane and clearly understood handouts, multi-media presentations or other materials.
- used time wisely.
- treated students with respect.
- answered student's questions clearly.
- made the orientation or activity relevant to student needs.

Relative to the above attributes, provide examples of strengths noted during formal observation(s):

Relative to the above attributes, provide examples of strengths noted during formal observation(s):

Provide areas needing improvement, if any:

V. Other Supervising Dean Comments:

VI. Based upon this evaluation, I consider the faculty member's overall performance to be

- satisfactory (signatures required below).
- acceptable, but some improvement needed (complete next section).
- improvement needed (complete next section).
- unsatisfactory with serious deficiencies noted (complete next section).

VII. Plan of Action:

A. Time-frame set for determining improvement:

B. Consequences, if no improvement:

Supervising Dean's Signature

Date

Faculty Member's Signature

Date

Distribution: Original – Personnel File Copy – Faculty Member

2-1-058 (8/07)



APPENDIX E

PROGRAM MANAGER ASSESSMENT

This form is to be completed by the immediate supervising dean.

Program Manager's Name

ID or SSN

Campus

Program(s) Assigned

Circle the letter which best reflects your assessment of the program manager on the following items:

(A = Excellent, B = Very Good, C = Acceptable, D = Needs Improvement, F = Unacceptable, NA = Not Applicable)

The Program Manager

1. Is fair and equitable in the treatment of all members of the department.
 A B C D E F NA
2. Is fair and equitable in the treatment of students.
 A B C D E F NA
3. Is knowledgeable about adjunct faculty policies.
 A B C D E F NA
4. Is knowledgeable about the Datatel screens and fields necessary to fulfill program management functions.
 A B C D E F NA
5. Helps resolve problems and identify solutions.
 A B C D E F NA
6. Is knowledgeable about the particular problems of instruction, staffing, and scheduling that the discipline entail.
 A B C D E F NA
7. Evaluates adjunct faculty in a professional and equitable manner.
 A B C D E F NA
8. Schedules and staffs sections in an efficient and timely fashion.
 A B C D E F NA
9. Maintains good communication with faculty and administration.
 A B C D E F NA
10. Helps with adjunct faculty orientations.
 A B C D E F NA

Items 11-14 are for AS and AAS program managers only.

11. Is knowledgeable about the professional and academic aspects of the programs.

A B C D E F NA

12. Works well with the advisory group or groups related to assigned programs.

A B C D E F NA

13. Is knowledgeable about accreditation issues related to assigned programs.

A B C D E F NA

14. Represents and markets programs to potential students and/or corporate clients.

A B C D E F NA

15. Overall, I would rate this program manager.

A B C D E F NA

Comments

Supervising Dean's Signature

Date

Program Manager's Signature

Date

Distribution: Original to HR Copy to Dean Copy to Program Manager

APPENDIX F

STUDENT EVALUATION OF FACULTY

This questionnaire will provide you the opportunity to express how effectively you believe your instructor has performed in some aspects of teaching. You can help promote good instruction by evaluating the teaching of this course. Completion of this evaluation will not affect your grade. **PLEASE DO NOT SIGN YOUR NAME!**

MARKING INSTRUCTIONS	
• Use a No. 2 pencil or a blue or black ink pen only.	
• Do not use pens with ink that soaks through the paper.	
• Make solid marks that fill the response completely.	
• Make no stray marks on this form.	
CORRECT: ●	INCORRECT: ☒ ☓ ☉ ☈

SECTION #				
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

*Please indicate the section number of this class.

Section A: Please indicate your level of agreement with the following items related to the *instructor* for this course. This instructor:

1. motivated me to learn.
2. communicated enthusiastically about the subject.
3. increased my subject knowledge and/or skills.
4. effectively stimulated critical or technical thinking.
5. was available for individualized communication.
6. communicated full explanation of assignments.
7. followed scheduled time frames.
8. communicated clearly and effectively.
9. presented course content effectively.
10. was organized and well prepared.
11. provided exam results within reasonable time.
12. graded reasonably and fairly according to the syllabus policies and procedures.
13. consistently followed the syllabus.
14. provided a syllabus which clearly presented grading policies and procedures.
15. communicated with students in a timely manner.
16. will be recommended by me to other students.

Section B: Please indicate your level of agreement with the following items related to this *course*:

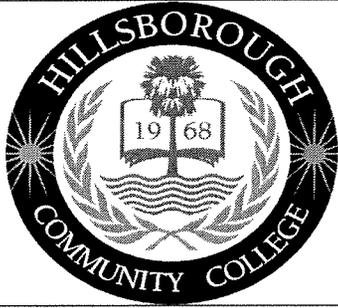
17. The course schedule and pace were effective.
18. The learning materials in this course were useful to me.

Section C: Please indicate your level of agreement with the following item related to this *institution*:

19. My educational experience at HCC, to date, has been satisfactory.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
1	SA	A	NA	D	SD
2	SA	A	NA	D	SD
3	SA	A	NA	D	SD
4	SA	A	NA	D	SD
5	SA	A	NA	D	SD
6	SA	A	NA	D	SD
7	SA	A	NA	D	SD
8	SA	A	NA	D	SD
9	SA	A	NA	D	SD
10	SA	A	NA	D	SD
11	SA	A	NA	D	SD
12	SA	A	NA	D	SD
13	SA	A	NA	D	SD
14	SA	A	NA	D	SD
15	SA	A	NA	D	SD
16	SA	A	NA	D	SD
17	SA	A	NA	D	SD
18	SA	A	NA	D	SD
19	SA	A	NA	D	SD

PLEASE TURN PAGE OVER TO COMPLETE THIS SURVEY. >>>>>



APPENDIX G
REQUEST FOR ADVANCEMENT
IN
PROFESSIONAL RANK

SECTION I

Faculty member completes sections 1 and 2 and forwards to Office of Human Resources.

<i>Faculty Member's Name:</i>		<i>College ID #</i>	<i>Effective on term starting:</i>
<i>Current Rank:</i>	<i>Rank Requested:</i>	<i>Years of Service:</i>	<i>Degrees / Hours:</i>
<i>Signature:</i>			<i>Date of Request:</i>

SECTION II

Faculty member must demonstrate consistent satisfactory performance of duties as reflected in his/her evaluations for the three (3) years immediately prior to applying for professional rank.

<i>Dean/Evaluator:</i>	<i>Covering Period:</i>	<i>Overall Rating:</i>
<i>Dean/Evaluator:</i>	<i>Covering Period:</i>	<i>Overall Rating:</i>
<i>Dean/Evaluator:</i>	<i>Covering Period:</i>	<i>Overall Rating:</i>

ADMINISTRATIVE USE ONLY

Records review by Office of Human Resources
Verification of data from personnel records and 3 years of satisfactory evaluations.

Degrees: _____ **Years of Service:** _____ **Satisfactory Evaluations:** _____

The requested professional rank is hereby approved.

Signature: _____ **Date:** _____



APPENDIX H

**REQUEST FOR TRANSFER
by TENURED FACULTY to
Internal Vacancy**

To apply for transfer, this form must be received in Human Resources by the close date on the job posting on the College's Web site, or five business days, whichever is greater. (Please select one.)

Within same discipline

From one discipline to another

Name (Please print)	Discipline	Campus
---------------------	------------	--------

I would like to request a transfer to: (Campus)	Position in the discipline of:
---	--------------------------------

Date of previous transfer, if any:	Signature	Date
------------------------------------	-----------	------

Distribution: Original: Human Resources Employment Office
Copy: Current Dean

Human Resources:

1. Verification of previous transfer date and most recent satisfactory performance evaluation by: _____; and qualifications by: _____.
2. Original forwarded to Prospective Campus President on: _____ (Date)

Prospective Campus President or Dean:

3. Transfer approved by: _____ on _____.
4. Transfer denied by: _____ on _____.
5. Original sent to Human Resources Employment Office; copies to VP Academic Affairs, Faculty Member's Current Dean, & Faculty Member on _____ (Date)



APPENDIX I

NOTIFICATION OF OUTSIDE EMPLOYMENT

Employee should complete parts 1 and 2, then forward this form to his/her immediate supervisor. Supervisor should read, sign in part 3, and distribute form as indicated below.

Part 1 Employee Information

Name:	Colleague ID Num or SSN:
Position Title:	Supervisor's Name:
Department:	Campus:

Part 2 Outside Employer Information

Employer Name	Type of Business	
Physical Location (address)	Dates of Employment From: To:	Work hours per week
Title	Supervisor Name	Supervisor Phone

Brief Description of duties.

This is to inform you that I am employed outside of the College as described above.

Signature:

Date:

Part 3 HCC Supervisor's Acknowledgement

Remarks	Signature	Date:
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Original to: Supervisor

Copy to: Campus/District Official, Human Resources, Employee

APPENDIX J



APPLICATION FOR TENURE (CONTINUING CONTRACT)
and
AUTHORIZATION OF TENURE COMMITTEE TO REVIEW LIMITED ACCESS FILE

To:

From:

Date:

I hereby submit for your consideration and forwarding to the Campus and College-Wide Tenure Committees this memorandum of application for tenure (continuing contract).

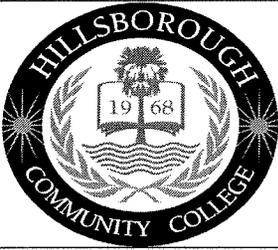
Additionally, I authorize the duly appointed members of the Hillsborough Community College Tenure Committee(s) to review any materials in my "limited access" personnel file. It is understood that any such review of my confidential file is to be done only to gather information relative to my eligibility for tenure. Such information is to be considered as confidential and may only be discussed among members of the tenure committee(s) during their regularly scheduled meeting(s).

Signature

Date

Original Copy to College-wide Tenure Committee

2-1-012 (8/07)



APPENDIX K

TENURE TIMELINE

Exception: If a timeline date falls on a holiday, break day, or weekend, the timeline date shall be the immediate business day prior.

TIMELINE	ACTION
By October 1	Faculty member submits <i>Application for Tenure (Continuing Contract) and Authorization of Tenure Committee to Review Limited Access File</i> form.
By January 10	Faculty member submits portfolio to immediate supervising dean.
By February 15	Campus Tenure Committee makes recommendation to campus president.
By February 20	<p>If approved, recommendation of campus tenure committee goes to college tenure committee.</p> <p>The campus president or designee provides written notice to the faculty member that his or her name is or is not being submitted to the College-wide committee for tenure.</p>
By March 15	The campus president informs applicable faculty members in writing of intent <u>not</u> to renew their contracts for the following year (this deadline pertains to all faculty).
By April 1	College-Wide Tenure Committee makes recommendation to vice president for academic affairs.
By April 15	Vice president makes recommendation to college president.
Before MAY BOT meeting	<p>The College president recommends to the BOT.</p> <p>The campus president or designee provides written notice to the faculty member that his or her name is or is not being submitted to the BOT for tenure.</p>
By May BOT meeting	Tenure approval.
By week after BOT meeting	College president informs each candidate in writing of the BOT's decision.

APPENDIX L

MEMORANDUM OF UNDERSTANDING

BETWEEN

HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES

AND

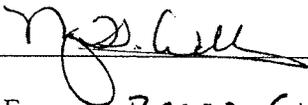
FACULTY UNITED SERVICE ASSOCIATION

This Memorandum of Understanding is entered into by and between Hillsborough Community College District Board of Trustees and the Hillsborough Community College Chapter of the Faculty United Service Association. The Parties hereby agree to the following clarification regarding the applicability of Article 6.16 of the parties' collective bargaining agreement which expires August 2013:

1. All non-tenured faculty who are scheduled to apply for tenure by October 1, 2010 will have the opportunity to elect a fourth year option but must apprise the College by October 1, 2010. These faculty may choose to be considered for tenure on the basis of the 2010-2013 or the 2007-2010 agreement but must specify their choice in their application.
2. All non-tenured faculty who are eligible to apply for tenure after October 1, 2010 will be subject to the provisions of Article 6.16 of the 2010-2013 agreement.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized representatives on this 24th day of August, 2010.

HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES

BY: 

TITLE: BOARD CHAIR

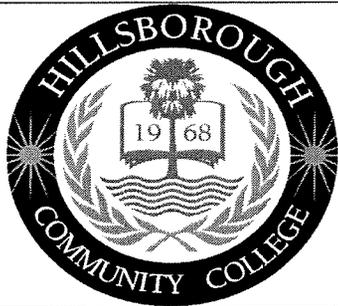
DATE: 8/24/10

FACULTY UNITED SERVICE ASSOCIATION

BY: 

TITLE: _____

DATE: 8/24/10



APPENDIX M

**UFF-PAC PAYROLL DEDUCTION
AUTHORIZATION FORM**

**United Faculty of Florida – Political Action Committee
306 East Park Avenue
Tallahassee, FL 32301
850-224-8220**

College:

Department:

Name:

Address:

City:

State:

Zip:

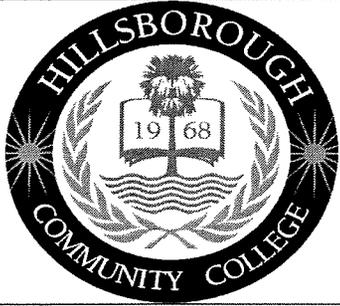
UFF-PAC Payroll Deduction

I authorize the HCC-BOT, through the College, to deduct from my pay, starting with the first full bi-weekly pay period commencing not earlier than seven (7) full days from the date this authorization is received by the College, contributions to the UFF-Political Action Committee in the amount of \$1.00 per pay period, and I direct that the sum so deducted be paid over to the UFF.

The above deduction authorization shall continue until either revoked by me through written notice to my College Human Resources Office or my transfer out of this bargaining unit.

Member's Signature

Date



APPENDIX N

BASIC DUTIES OF A PROGRAM MANAGER

Under the supervising dean or administrator, assumes a leadership role in curriculum development, evaluation and revision.

- Assists the dean in the scheduling and staffing of classes.
- Assists the dean in the recruiting, interviewing and hiring of adjunct faculty.
- Assists the dean in the orientation and supervision of adjunct faculty.
- Assists the dean in the evaluation of adjunct faculty.
- Assists the dean in responding to student issues and complaints related to adjunct faculty.
- Assists the dean in arranging for substitutes when necessary.
- Assists in Program Review.

For Allied Health and Technical Programs when necessary.

- Develops, evaluates, revises, and reviews program requirements to assure that the program is in compliance with external agency accreditation requirements and aids in the preparation of materials for the accreditation and reaffirmation of accreditation with such agencies.
- Recommends sites for the development of affiliation agreements to be entered into by the College to provide practical experiences for the students in the program manager's discipline.
- Develops, evaluates and recommends activities and concerns relative to student recruitment which are supportive of the recruitment efforts for a program.



APPENDIX P

TENURE COMMITTEE CHECKLIST

Tenure Candidate: _____ Term: _____

Campus: _____ Academic Dean: _____

1. **Evaluations of Faculty Completed by the Administration: (provided by the dean)**

Article 9 (9.1)(B)(3)(b) of the HCC/FUSA contract states that each non-tenured faculty member will be evaluated once each fall and spring term. Failure of the supervising dean to evaluate a non-tenured faculty member as required by the contract shall be conclusive proof that the faculty member's performance is considered "satisfactory" for that term.

1 st Year	Fall	<input type="checkbox"/>	Spring	<input type="checkbox"/>
2 nd Year	Fall	<input type="checkbox"/>	Spring	<input type="checkbox"/>
3 rd Year	Fall	<input type="checkbox"/>	Spring	<input type="checkbox"/>
4 th Year	Fall	<input type="checkbox"/>	Spring	<input type="checkbox"/>

2. **Professional Contributions: (completed by faculty member: file copies provided by the dean)**

As a part of the Faculty Evaluation (Appendix A, B, or C), a faculty member submits information once per year on his or her professional accomplishments to the institution and certifying that he has met all of his scheduled classes and posted office hours except when on approved leave.

1 st Year	<input type="checkbox"/>
2 nd Year	<input type="checkbox"/>
3 rd Year	<input type="checkbox"/>
4 th Year	<input type="checkbox"/>

3. **Student Evaluation of Instructional Faculty (provided by the dean)**

Article 6 (6.16)(F) of the contract states that the dean will ensure that copies of student evaluations of the candidate are kept on file at the campus for review by the tenure committees and the college president.

Article 9 (9.1)(C) of the contract states that no copies of student evaluations will be filed in the faculty member's personnel file, except that copies of the student evaluation will be retained for non-tenured faculty members for use in the tenure process. Upon completion of the tenure process, the evaluation will be removed and returned to the faculty member.

1 st Year	Fall	<input type="checkbox"/>	Spring	<input type="checkbox"/>
2 nd Year	Fall	<input type="checkbox"/>	Spring	<input type="checkbox"/>
3 rd Year	Fall	<input type="checkbox"/>	Spring	<input type="checkbox"/>
4 th Year	Fall	<input type="checkbox"/>	Spring	<input type="checkbox"/>

4. **The Portfolio:**

Article 6 (6.16)(E)(1) of the contract states that the tenure candidate must maintain a tenure portfolio to be submitted as part of the tenure process.

- A. The portfolio must contain regular professional self-assessment information as reported in Section II, Faculty Development, Self-Assessment and Goal-Setting Report, of the Faculty Evaluation form.

Year One	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year Two	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year Three	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

- B. The portfolio must also contain documented evidence of continuing contributions and/or participation in the following two (2) areas:

1. Documented evidence of participation in college or educational committees

Year One – One (1) committee in addition to Cluster	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year Two – Three (3) committees per year in addition to Cluster	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year Three – Three (3) committees per year in addition to Cluster	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Note: Tenure contributions may be continued during first half of the fourth year (as allowed by 6.16.E.1).

Examples of category: on a continued or annual basis, cluster committees, task forces, SACS committees, interdepartmental committees such as textbook or curriculum committees, AS program advisory committees, college standing committees, hiring committees, institutional and campus advisory councils.

Examples of documentation: minutes from committee(s) in which the faculty member participated and letters from committee chairmen confirming the faculty member's participation during the last three years if minutes are not available.

<u>Category</u>	<u>Documentation Provided</u>
_____	_____
_____	_____
_____	_____
_____	_____

2. Documented evidence of participation in professional development activities as specified in Article 9.2.B.

Each year, faculty members on an annual contract must complete approximately thirty (30) hours of College faculty development for three years in the following manner:

- a. **A minimum of fifteen (15) hours relating to community college teaching and the history of the community college.**

Year One	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year Two	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year Three	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Note: Tenure contributions may be continued during first half of the fourth year (as allowed by 6.16.E.1).

Category

Documentation Provided

b. Documented evidence of participation in college faculty development activities for a minimum of fifteen (15) hours per year.

Year One – minimum 15 hours	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year Two – minimum 15 hours	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year Three – minimum 15 hours	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Note: Tenure contributions may be continued during first half of the fourth year (as allowed by 6.16.E.1).

The total three-year minimum professional development requirement equals forty-five (45) hours of community college teaching and the history of community college instruction and forty-five (45) hours of professional development activities for a total of ninety (90) hours for the full three years.

NOTE: Documentation must provide evidence of participation in a college faculty development program(s).

Category

Documentation Provided

C. The portfolio must also contain documented evidence of significant continuing contributions and/or participation in one (1) of these areas:

1. Documented evidence of participation in Community groups or projects:

Year one – ten (10) hours	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year two – twenty-five (25) hours	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year three – twenty-five (25) hours	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Note: Tenure contributions may be continued during first half of the fourth year (as allowed by 6.16.E.1).

Examples of category: participation in mentoring students in academic area or tutoring a student in the literacy program; participation in groups or events or activities sponsored by

the Red Cross, American Cancer Society, United Way, etc. Service on board(s) or community-oriented organizations, youth activities. Examples of documentation: letters of appointment, minutes of meetings, certificates or letters of appreciation. Local media (newspapers, etc.) accounts of the event denoting tenure candidate's participation; evidence of awards received for services rendered.

Category

Documentation Provided

or

2. Documented evidence of contributions to the profession:

Year one – one contribution	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year two – three contributions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Year three – three contributions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Examples of category: books, grant writing, editing, professional development presentations, articles, active participation in a professional organization and multi-media publications; presentations given at workshops, seminars and conferences. Examples of documentation: copies of the books, articles, and multi-media publications; workshop, seminar, and or conference program(s) confirming participation; letters of appreciation or invitation verifying program participation.

Category

Documentation Provided

FILE IS COMPLETE

FILE IS INCOMPLETE

D. Tenure Committee Interview Question(s):

COMMENT(S) (Note: comments recorded in this document will be part of public record)

2-1-115 (10/10)