

8/30/2002

3901

Agreement Between The
Board Of Trustees Of
The Schoolcraft Community College District
And
The Faculty Forum Of Schoolcraft College
August, 1998 - August, 2002

Schoolcraft Community College



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AGREEMENT BETWEEN
THE BOARD OF TRUSTEES OF
THE SCHOOLCRAFT COMMUNITY COLLEGE DISTRICT
AND
THE FACULTY FORUM OF SCHOOLCRAFT COLLEGE

This Agreement, entered into this 25th day of August, 1998 by and between the Board of Trustees of the Schoolcraft Community College District (hereinafter called the "Board") and the Schoolcraft College Faculty Forum, a local unit of the Michigan Education Association and the National Education Association, (hereinafter called the "Forum").

PREAMBLE

WHEREAS, the Board and the Forum recognize and declare that providing quality higher education consistent with community resources for the people of this College District is their mutual aim and that the character of such education depends, (in part), upon the quality and morale of the professional personnel, and

WHEREAS, the Faculty recognize that their primary responsibility is to perform their professional duties fully, properly, and ethically, and

WHEREAS, the Board has a statutory obligation, pursuant to Act 336 of the Michigan Public Acts of 1947, as amended, to bargain with the Forum as the representative of the faculty with respect to hours, wages, terms, and conditions of employment.

NOW THEREFORE, it is agreed:



ARTICLE I

RECOGNITION AND DEFINITIONS

Section 1. The Board recognizes the Forum as the sole and exclusive bargaining representative as defined in Section 11 of Act 379 Public Acts of Michigan, 1965, for all teaching faculty, counselors, librarians, full and part-time and part-time clinical nursing instructors employed by Schoolcraft College; excluding all employees on administrative contracts, substitutes, Continuing Education instructors, coaches, and all other employees.

Section 2. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. This Agreement shall likewise supersede any contrary or inconsistent terms contained in any individual full-time faculty member's contract heretofore in effect. All individual faculty member contracts shall be made expressly subject to the terms of this Agreement. Unless specifically stated, no provisions of this contract may be waived or altered by the employer or the employee.

Section 3. For the purposes of this Agreement, the following terms shall mean:

- A. Faculty Member - The term "faculty member" shall mean all teaching faculty, coordinator/instructors, counselors and librarians employed full-time by Schoolcraft College; and where so specified in this Agreement, the term faculty member shall apply to all part-time teaching faculty, part-time counselors, part-time librarians, and all part-time clinical nursing instructors employed by Schoolcraft College.
- B. Full-Time Teaching Faculty - The term "full-time teaching faculty" shall mean faculty members who teach one or more courses, the total of which constitutes eleven (11) or more contact hours per semester. Where the term "instructor" is used in this Agreement, it shall mean teaching faculty.
- C. Full-Time Counselor - The term "full-time counselor" shall mean a full-time licensed professional counselor who is employed by Schoolcraft College under a probationary or full-status contract for a twelve (12) month period, with thirty-eight (38) weeks of assigned duties and who has a regular work load of thirty-five (35) hours a week.
- D. Counselor - Career Planning and Placement - The term "counselor - career planning and placement" shall mean a licensed professional counselor assigned as a counselor in the Career Planning and Placement Center and who is employed by Schoolcraft College under a probationary or full-status contract for a twelve (12) month period with thirty-eight (38) weeks of assigned duties and who has a regular work load of thirty-five (35) hours a week.
- E. Full-Time Librarian - The term "full-time librarian" shall mean any librarian who is employed by Schoolcraft College under a probationary or full-status contract for either a twelve (12) month period with forty-six (46) weeks of assigned duties or for a thirty-six (36) week contract to cover the Instructional College Year, and who has a regular work load of thirty-five (35) hours a week.
- F. Full-Time Related Trades Instruction Coordinator/Instructor - The Term "full-time related trades instruction coordinator/instructor" shall mean the related trades instruction coordinator/instructor who is employed by Schoolcraft College under a probationary or full-status twelve (12) month contract containing thirty-eight (38) weeks of assigned duties.
- G. Full-Time Biomedical Technology Coordinator/Instructor - The term "full-time biomedical technology coordinator/instructor" shall mean the biomedical technology coordinator/instructor who is employed by Schoolcraft College under a probationary or full-status contract to perform coordination functions as per Appendix G.

Article I, Section 3 (continued)

- H. Full-Time Health Information Technology Coordinator/Instructor - The term "full-time health information technology coordinator/instructor" shall mean the health information technology coordinator/instructor who is employed by Schoolcraft College under a probationary or full-status contract for the Fall and Winter semesters.
- I. Full-Time Instructor/Artistic Director of the Theatre - The term "full-time instructor/artistic director of the theatre" shall mean the instructor/artistic director of the theatre who is employed by Schoolcraft College under a probationary or full-status contract to perform functions as per Appendix I.
- J. Part-Time Instructor - The term "part-time instructor" shall mean anyone who teaches one or more college credit courses per semester or session, a total of which is less than eleven (11) contact hours per semester or session.
- K. Part-Time Clinical Nursing Instructor - The term "part-time clinical nursing instructor" shall mean anyone who is employed and who is responsible for clinical nursing labs between one (1) and thirty (30) clock hours per week per semester or session.
- L. Part-Time Counselor - The term "part-time counselor" shall mean a licensed professional counselor who counsels and performs the duties per Appendix D for less than twenty-four (24) hours per week in a semester or session.
- M. Part-Time Educational Counselor - Registration Period - The term "part-time educational counselor - registration period" shall mean a licensed professional counselor who counsels and performs the duties of Appendix D-2 for less than twenty-four (24) hours per week in a semester or session.
- Part-time Educational Counselors - Registration Period may be hired, as required, to fill the additional needs for academic advising after the full-time counselors have been scheduled, either as part of their base load, overtime option or supplemental assignment, and after part-time counselors have been scheduled.
- N. Part-Time Librarian - The term "part-time librarian" shall mean anyone whose work consists of those duties described in Appendix E for less than twenty-four (24) hours per week in a semester or session.
- O. Instructional College Year - An instructional college year for the purpose of this Agreement is defined as consisting of the Fall and Winter semesters as specified in Appendices L, L-1, L-2, and L-3. Two semesters constitute the annual contract period for all full-time instructors except as specified elsewhere in this Agreement.
- P. Contact Hour - A contact hour is the time (calculated in hours/fractions of hours) when a faculty member and students are involved in instructional activities (including lab).
- Q. Credit Hour - A credit hour is the number of hours/fractions of hours a college awards to students for a particular course (not inter-changeable with contact hour).
- R. Discipline - A discipline is a recognized body of knowledge organized and presented in an academic setting (History, Biology, Electronics, etc.).
- S. Department - A department consists of one or more disciplines or college service providers (Counselors, Librarians, etc.) organized to create a contractual structure which allows for faculty participation in the academic decision-making process.

Article I, Section 3 (continued)

- T. Designated Administrator - An administrative staff member such as Assistant Dean, Associate Dean, Director, who is the faculty member's immediate supervisor, except when that person is not readily available, as in cases of illness, etc.
- U. Distance Learning/ Instructional Alternatives Definitions - As educational delivery methods and the availability of multiple instructional technologies proliferate, it is crucial to clearly delineate various distance learning initiatives from those which are classroom-based.

Distance Learning – Courses wherein the student and the faculty member are separated by time and/or space, generally delivered via some form of technology, such as audio, video, computer, web-based, satellite, interactive video and others. Categories of distance learning course options may include:

1. Telecourses - Based upon nationally produced video courses, and includes a faculty manual, video tapes, text, test question bank, student study guide print materials, an orientation and three on campus meetings/review sessions between faculty and students;
2. Audio Courses - Same as telecourses, but incorporating purchased audio tapes rather than video programs;
3. Interactive Television Courses (ITV) - Courses delivered in real-time over the interactive television systems to one or more sites. Students and faculty are able to interact live during regularly scheduled class times using this system. Course print text materials are normally the same as for on campus courses;
4. On-line Courses - Delivered via the web using the College's designated courseware (e.g. TopClass), faculty and students must have access to appropriate hardware/software. Other than the orientation, the course is conducted entirely on-line. Frequent asynchronous (not real time) communication is essential in this modality;
5. Blended Technologies - A true "blending" or incorporation of a number of the distance learning delivery technologies to enhance the learning experience for the students.

ARTICLE II

BOARD RIGHTS

Section 1. Except as modified by the terms of this Agreement, the Board shall retain all rights and powers to manage Schoolcraft College and to direct its faculty as conferred by the laws and constitution of the State of Michigan and of the United States and encompassed in the Board's responsibility to manage the Community College District. These rights and powers shall include, but shall not be limited to:

- A. The executive management and administrative direction of its properties, facilities, and faculty.
- B. The hiring, assignment, layoff, firing, and suspension of faculty subject to provisions of law.
- C. The establishment or elimination of curricula, courses of instruction, and extra curricular programs.

Article II, Section 1 (continued)

The exercise of these rights shall be limited only by the terms of the Agreement and provisions of law.

ARTICLE III

FULL-TIME FACULTY RIGHTS AND RESPONSIBILITIES

Section 1. Each instructor shall be entitled to freedom of discussion within the classroom on all matters within the framework of the course being taught, which are relevant to the course and within his/her area of competence.

Section 2. Any full-status faculty member may request a change in departmental assignment to another area within his/her competency by giving official written notice to the appropriate administrator with a copy to the appropriate Vice President. Such notice must be received prior to February 1 of the contract year. Faculty members making such a request will be given first consideration for any existing opening. Assignments shall be made at the discretion of the Administration. Should the request be denied, the faculty member will be notified in writing as to the reasons for refusal.

Section 3. Each full-time faculty member shall have the right upon reasonable request and notice to review the contents of his/her personnel file, excluding letters of recommendation and employment credentials, with an appropriate administrator. The faculty member may be accompanied by a Forum representative if he/she so desires. When disciplinary or evaluative material is placed in an individual's personnel file the faculty member shall be furnished a copy of said material and shall have ten (10) days to write a rebuttal which shall be attached to the original material in the file.

Section 4. Full-time faculty members shall be given an opportunity to evaluate administrators in their professional area of responsibility with whom they have had a direct working relationship. The administrator shall make forms available to full-time faculty members, in his/her division, by April 1 of each year. The forms shall be returned by April 15 by the faculty members to the administrator for the administrator's personal evaluation of his/her administrative effectiveness. The form shall be developed by the administration.

Section 5. The administration shall not require any full-time faculty member to assume an extra contractual assignment without his/her prior written consent.

Section 6. Any and all full-time faculty and administrative vacancies and new positions shall be posted and copies provided the Forum. Such posting shall contain a list of qualifications necessary to hold the position and a closing date for accepting applications. Full-time faculty applying for faculty positions shall be given first consideration in filling the vacancy provided said vacancy is within his/her competency. The Administration shall have the sole authority to fill these vacancies.

Section 7. When full-time faculty members are to be hired, the procedure shall be as follows:

- A. Upon administrative determination of a vacancy to be filled by full-time faculty member, the Faculty Representative of the affected department shall be notified and proceed to assist the appropriate administrator in determining whatever general and/or specific qualifications are to be sought.
- B. Upon completion of the posting period, the Human Resources Department shall make a preliminary screening to determine if applicants have met the desired qualifications and remove from further consideration, those applicants which do not.

Article III, Section 7 (continued)

- C. A formal screening committee chaired by a faculty member and comprised of two (2) administrators (one, non-voting, representing the Human Resource Department), the Faculty Representative or designee, another member of the department (preferably from the discipline where the vacancy exists), and another faculty member selected from the general faculty shall be established to review the applications (including those removed in Step B, if so desired) and determine which, if any, of the fully-qualified candidates they will interview. Should the make-up of this committee change due to inactivity of any committee member, the remainder of the committee shall proceed with the process.
- D. Upon completion of the screening and interviewing of the candidates, the committee will recommend their choices in rank order of preference, submitted to the appropriate administrator.

Section 8. Medical Certificate. Each full-time faculty member shall, prior to employment, furnish the College with a medical certificate of ability to perform the essential functions of the position. The form shall be provided by the College, the physician selected by the College, and the fee paid by the College.

Section 9. General Faculty Meetings. General faculty meetings called by the administration for full-time faculty members shall be limited to an average of one (1) meeting per month during the Instructional College Year. An orientation meeting of new faculty and a general faculty meeting may be scheduled prior to the beginning of the Fall semester in addition to the meetings noted above.

Section 10. The presence of cameras, tape recorders or similar recording devices during the meeting of a class shall be subject to the permission of the instructor, except as modified by federal law, state statutes or for telecourse review sessions.

Section 11. The full-time faculty member is entitled to the enjoyment of his/her constitutionally guaranteed rights. When he/she acts as a private citizen, he/she shall be free from institutional discipline. The faculty member, mindful of his/her responsibility to protect his/her own and the institution's integrity, shall exercise reasonable care to show that he/she is acting as a private citizen and does not speak for, nor represent the College.

Section 12. Disciplinary Meetings and Reprimands. An officially designated representative of the Forum shall at all times be present when a meeting is held for the purpose of reprimanding or disciplining a full-time faculty member, unless said faculty member presents a written waiver to an officially designated representative of the Forum and the appropriate administrator prior to the meeting.

- A. Except as required by MI PA 189, any written notice of reprimand placed in a faculty member's file shall be removed upon his/her voluntary termination of employment if the written notice is more than two years old.
- B. Copies of any letters of reprimand or discipline shall be provided to the President of the Forum.
- C. In determining the appropriate disciplinary action, the principle of progressive discipline shall be considered.

Section 13. The College, while fulfilling its responsibilities to handicapped students, will notify faculty when a student has been identified as a handicapped student and will indicate the special assistance and/or special equipment being provided.

Article III (continued)

Section 14. Whenever standing or ad hoc committees containing faculty representation shall forward written recommendations to the appropriate administrator, said administrator shall respond, in writing, to that committee as to the disposition of the recommendation(s) as well as reason(s) for the disposition.

Section 15. At no time will a faculty member cancel a class session without the approval of the appropriate administrator.

ARTICLE IV

FORUM RIGHTS

Section 1. Bargaining Agent. The Board agrees not to negotiate with any faculty member or faculty organization other than the Forum and its officially designated representatives with respect to wages, hours, terms, and conditions of employment for faculty members covered by this Agreement for the duration of this Agreement.

Section 2. Representation. The Forum will continue to represent all members of the bargaining unit, equally, without regard to membership in the Forum.

Section 3. Forum Representatives. In the Fall of each year, the Faculty Forum shall notify the administration, in writing, of its officially designated representatives. Wherever in this Agreement, the phrase "Faculty Forum representative", "Forum representative", or "union representative" appears, it shall mean any one of these officially designated representatives of the Forum as determined by the Forum President or his/her designee.

Section 4. Bulletin Boards. The College shall designate bulletin boards or adequate portions thereof for the posting of Forum business notices or social announcements. All such notices or announcements shall be furnished to the Executive Director of Human Resources or his/her designee prior to posting.

Section 5. Access to Mailboxes. The Forum shall have access to faculty mailboxes for its business notices and social announcements. All such notices or announcements shall contain the signature of a Forum official and a copy shall be furnished to the Executive Director of Human Resources or his/her designee prior to distribution.

Section 6. Use of Facilities and Equipment. The Forum shall have the right to use College facilities and equipment for meetings provided the use of such facilities and equipment is scheduled through the appropriate college office. The Forum shall pay any overtime costs incurred as a result of the use of College facilities, and shall pay for the cost of all materials and supplies incidental to the use of College equipment. College non-faculty personnel shall not be utilized for business during their working hours.

Section 7. Requests for Information. In response to official requests the College agrees to furnish to the Forum available public information which shall assist the Forum in preparing for negotiations. The College shall not be expected to compile information but shall provide such information in the form available.

Section 8. Job descriptions. If the Administration wishes to establish a new faculty position, it shall so notify the Forum and attempt to conclude a memorandum of understanding regarding the job description. Should the parties be unable to agree within one month of the Administration's submission of the proposed job description to the Forum, the Administration may implement its proposal on a temporary basis. If the Administration chooses to implement the change without

Article IV, Section 8 (continued)

concluding a memorandum of understanding, it shall so notify the Forum. The Forum shall have fifteen (15) days from this notice to file a grievance. Such a grievance may be expedited by filing it at Step III of the grievance procedure. Should the Forum not file a grievance within this time period, the Administration's proposal shall become the memorandum of understanding. If a grievance is filed, the Administration's proposal shall be the temporary job description during the grievance and arbitration processes.

- A. Should it be necessary to amend existing job descriptions due to changes required by an outside accrediting agency, the Administration shall so notify the Forum and attempt to conclude a memorandum of understanding regarding these changes. Should the parties be unable to agree within thirty (30) days of the Administration's submission of its proposed changes, either party may request immediate and expedited binding arbitration to resolve outstanding differences.
- B. Should the Administration wish to amend existing job description(s) for any other reason, then the amendment process provided within this Agreement shall be followed.

Section 9. Governance. At least once every other month during the academic year, the College President or designee shall meet with the Forum officers to discuss matters of concern to either or both of the parties. Either party may initiate items for discussion and either party may bring additional persons to the meeting.

Section 10. Program Elimination Notice. The College shall provide one year's notice prior to the elimination of or substantial modification (to the point that a faculty member is no longer qualified to teach in that program) of an existing program unless the elimination or modification is due to an insufficient funds situation as specified in Article V, Section 11B2.

Section 11. Union Business Days. Up to sixteen (16) individual work days may be used annually at the discretion of the Forum, provided that prior notification is given to the appropriate administrator and the utilization of such times shall not impair the instructional program.

The Forum, at its discretion, may purchase, at the supplemental rate, up to three (3) contact hours of released time, per semester, for use by the Forum president. Such a choice must be made prior to the beginning of classes in the semester(s) of choice. The College will be reimbursed for hours so purchased on or around April 15.

Section 12. Copies of Agreement. Official copies of this Agreement shall be printed by the College within sixty (60) days after the Agreement is ratified. A copy shall be presented to each full-time faculty member now employed, or hereafter employed by the College. The College will also supply to the Forum free of charge fifty (50) copies of the Agreement, plus more as needed at reasonable cost.

Section 13. Part-time Faculty Report. Within four (4) weeks after the opening of the Fall and Winter semesters, and within two (2) weeks after the opening of the Spring and Summer sessions, the Executive Director of Human Resources will provide the Faculty Forum with a list of all part-time faculty members who are currently employed by Schoolcraft College. This list will include the number of course contact hours assigned.

Section 14. Dues/Service Fee.

- A. To insure a fair and equitable sharing of the Faculty Forum's cost of serving as the statutory bargaining agent for all faculty members, including the cost involved in the negotiation and administration of the collective bargaining agreement and the processing of grievances under such agreement, all members of the bargaining unit shall pay a service fee to the

Article IV, Section 14 (continued)

Faculty Forum. This fee will be deducted by the College from faculty salaries, pursuant to written authorization and transmitted to the Faculty Forum as hereinafter provided. For faculty members who choose to join the Faculty Forum, the fee will be the dues, fees and assessments of the Faculty Forum and its affiliate organizations, and for non-members, it is agreed that the fair amount of this fee shall be the applicable charges of the affiliate organizations. No member of the unit shall be required to become a member of the Faculty Forum and its affiliate parent organizations. Any member of the bargaining unit will, however, have the privilege of membership. In the event that a faculty member shall refuse to either join the Faculty Forum or authorize the payment of the aforementioned service fee in accordance with the provision in paragraph B, the College agrees to terminate the employment of such faculty member, such termination to be subject to the same review as are terminations of employment for other reasons, as specified in Article V, Section 5D or Section 8, whichever is applicable, of this Agreement. The parties expressly recognize that the failure of any faculty member to comply with the provisions of this article is good and adequate cause for discharge from employment.

- B. Within ten (10) days after the first day of the first semester, or within ten (10) days of the first date of a faculty member's employment, whichever date is earlier, the faculty member may sign and deliver to the Human Resources Department, a written assignment authorizing deduction of either the dues of the Faculty Forum and its affiliate organizations, or the above-mentioned service fee. Such authorization shall continue in effect throughout the life of this Agreement or until the employment of the faculty member has been terminated.
- C. The deduction of the service fee shall be in uniform amounts and shall be made biweekly from regular payroll periods, beginning with the first (1st) payroll in October and ending not later than the last payroll in April.
- D. The College agrees to promptly remit all monies so deducted according to written directions of the Forum and to accompany such monies with a list of faculty members and amounts from whom deductions have been made.
- E. The Forum shall no later than November 1 and February 1, submit to the Executive Director of Human Resources, the names of all faculty failing to conform to this Article.
- F. The Forum will protect and save harmless the College from any and all claims, demands, suits, and other forms of liability, including attorneys' fees incurred in connection therewith, by reason of action taken, or not taken by the College for the purpose of complying with this Article, subject however, to the following conditions:
 - 1. The damages have not resulted from the negligence, misfeasance, or malfeasance of the College or its agents.
 - 2. The Forum, after consultation with the Administration, has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal regarding the validity of the section or the defense which may be assessed against the College by any court or tribunal.
 - 3. The Forum has the right to choose the legal counsel to defend any said suit or action.
 - 4. The Forum shall have the right to compromise or settle any claim made against the College under this section.

Article IV (continued)

Section 15. Forms necessary to fulfill contractual obligations (track placement, grievance, etc.) shall be mutually developed between the Administration and the Forum President and/or his/her designee.

Section 16. If the College considers offering interactive teleconferenced courses for teaching purposes (for college credit), the Faculty Forum and the Administration will negotiate the faculty's role in these courses.

ARTICLE V

FULL-TIME FACULTY STATUS

Section 1. Probationary Status. Full-time faculty members shall initially be employed in a probationary status for up to the first two years of their employment with Schoolcraft College. A full-status contract shall be offered to the faculty member upon completion of this two-year period if the faculty member's evaluations have been satisfactory; and if the faculty member has successfully met any conditions which may have been established, as part of the probationary contract, at the time of hire; and if there exists a continuing need for the faculty member's services. If all of these conditions have not been met, the College may either terminate the faculty member's employment or offer an extension of the probationary period for up to a third year to allow more time for the conditions to be met. If all conditions have not been met at the end of the third year of probation, the faculty member's employment shall be terminated. If the conditions have been met, a full-status contract shall be offered to the faculty member.

Section 2. Orientation. All newly hired full-time faculty members shall be obligated to attend the mandatory orientation program as deemed necessary by the appropriate administrator.

Section 3. Evaluation of Probationary Faculty. Probationary full-time faculty members shall be subject to a continuous formal evaluation.

The following evaluation procedure will be utilized by the appropriate personnel in evaluating probationary full-time faculty members.

- A. Evaluations will be conducted by the designated administrator, Dean or Vice President and by the Faculty Representative or Department Chairperson.
- B. Evaluations will be carried on in the classroom, the laboratory, or other locations where the full-time faculty member performs his/her duties.
- C. Written reports will be made of each evaluation.
- D. The probationary full-time faculty member may make a written response to the evaluation. The response must be made within ten (10) working days after the conference with the two evaluators and will be attached to the evaluation.
- E. The evaluation and response will be forwarded to the appropriate Dean or Vice President.
- F. Student evaluation may be requested by either or both of the evaluators or by the full-time faculty member. When such an evaluation occurs it must take place in the same semester during which the formal evaluation has occurred. Such an evaluation must include one half or more of the classes currently being taught by that instructor or a sampling of fifty (50) students from that counselor's load.

Article V, Section 3 (continued)

- G. There will be a minimum of four evaluations per instructional college year equally divided between each semester. Should these evaluations present evidence of deficiency, a reasonable number of additional evaluations beyond the minimum shall be permitted to monitor progress in the remedy of these deficiencies.
- H. Where a probationary performance shows deficiencies, the deficiency must be stated in writing along with a plan for improvement. Such a plan must be jointly formulated by both evaluators and presented to the probationary full-time faculty member in a conference with the appropriate Dean or Vice President. Should the evaluators be unable to agree on such a plan, it shall be devised by the appropriate Dean or Vice President.
- I. After each written evaluation, a conference will be held between the probationary full-time faculty member and the two evaluators. The written evaluation will be discussed with the probationary full-time faculty member and initialed by him/her before the evaluation is placed in his/her personnel file.
- J. Should it be necessary to revise or develop an evaluation form, such form will be revised or developed jointly by the Executive Director of Human Resources or designee and the President of the Faculty Forum or his/her designee.
- K. All newly hired full-time faculty members shall be assigned a faculty mentor. The designated administrator and the mentor shall meet with the new faculty member prior to the start of classes in the first semester of employment to explain the Mentor Program.

Section 4. Each probationary full-time faculty member will be notified in writing by April 15 or December 15, whichever is appropriate, of one of the following:

- A. The continuation of the probationary contract.
- B. The placement of said probationary full-time faculty member on a full-status contract.
- C. Termination of employment.

Section 5. Probationary status may be terminated in the following manner:

- A. By mutual consent at any time.
- B. By resignation of the full-time faculty member at the end of the probationary contract period, provided written notice of such resignation is given as soon as possible but not later than forty-five (45) days before the end of the probationary contract period.
- C. By administrative action during the course of the probationary contract period. Termination of probationary full-time status during the course of the probationary contract period shall be for cause. A written notice of termination, setting forth the reason for such action, shall be furnished the full-time faculty member. Within fifteen (15) days after the receipt of such notice, the full-time faculty member may request a hearing before the Board by presenting a written request to the Chairperson of the Board, with a copy to the President of the College. The procedure set out in Article V, Section 8, shall be followed.
- D. By administrative action at the end of the probationary contract period. The release of a full-time faculty member on probationary status may take place at the end of the probationary contract period without recourse to the grievance procedure. By April 15 or December 15, whichever is appropriate, the probationary full-time faculty member shall be notified of his/her release and the reasons therefor in accordance with the provisions of Section 4 of

Article V, Section 5 (continued)

this Article. Within ten (10) days of the receipt of such notice, the probationary full-time faculty member may request a hearing before the Board. Such request shall be in writing. The Board shall schedule the hearing within thirty (30) days from the date of the receipt of such written request. In reaching its decision, the Board shall review and consider the employee's probationary evaluation reports. The Board may consider all other matters it deems relevant in reaching its decision.

Section 6. Full-Status Full-Time Faculty Member. A full-status full-time faculty member shall receive a contract that will guarantee his/her continued services except for the following conditions: termination, staff reduction, retirement, resignation.

- A. An annual salary agreement (see Appendix A and A-1, A-2, A-3 or A-4) is required for use with this continuing contract.
- B. A full-status contract may be terminated by the Board (see Section 8 of this Article, Procedure for Terminating Full-Status, Full-Time Contract) for good and adequate cause or as an out-growth of the suspension procedure.
- C. A full-status, full-time faculty member may be suspended for good and adequate cause (see Section 9 of this Article, Procedure for Suspending a Full-Status Full-Time Faculty Member). Such a suspension may be with or without pay.

Section 7. Academic Rank - Full-Time Faculty. An academic rank system shall consist of the following ranks: Instructor, Assistant Professor, Associate Professor, Professor.

- A. This system of academic rank shall have no effect on any form of compensation received by any faculty member.
- B. Rank shall be attained as follows:
 - 1. Instructor:
Upon hire as a full-time instructor
 - 2. Assistant Professor:
Upon successful completion of the probationary period and achievement of full status.
 - 3. Associate Professor:
At the beginning of the academic year following receipt of a satisfactory evaluation as an Assistant Professor.
 - 4. Professor:
At the beginning of the academic year following receipt of two satisfactory evaluations as an Associate Professor.
- C. Counselors and Librarians shall have the option of using academic rank titles when teaching, publishing, or communicating with institutions that use a ranking structure for counselors and librarians.
- D. Newly employed full-time faculty shall begin as Instructors and must achieve academic rank as specified in (B) above, except that a person, who has achieved academic rank at another institution and is then employed as a full-time faculty member of Schoolcraft College, shall be entitled to that rank after successful completion of the probationary period at Schoolcraft College.

Article V (continued)

Section 8. Procedure for Terminating a Full-status Full-Time Contract.

- A. A notice of intention to terminate the contract must be furnished by registered mail to the full-time faculty member. Such notices must be accompanied by a written statement outlining the specific reason (s) for such action.
- B. A Faculty Forum representative shall be given an opportunity, during a closed session of the following Board meeting, to make a presentation of the Forum's position on such termination.
- C. A grievance arising from a termination may be filed at the option of the Faculty Forum with the American Arbitration Association for expedited arbitration.
- D. A full-time faculty member may terminate his/her contract by notifying the Board by April 1.

Section 9. Procedure for Suspending a Full-Status Full-Time Faculty Member.

Only the College President, or the Vice President for Instruction and Student Services when so designated by the President, may order the suspension of a full-time faculty member without pay.

- A. Prior to such an action being taken, a hearing shall be scheduled by the President or his/her designee involving the appropriate administrator(s), the faculty member, and his/her union representative(s). Notification of the meeting shall be delivered, in writing, to the faculty member with an explanation of the alleged breach of discipline as well as a warning that suspension without pay may result. A copy shall also be delivered to the Forum President.
- B. Following the meeting, the President or his/her designee shall notify the faculty member and the Forum President as to the disposition of the case in question (no later than five (5) calendar days from date of the meeting).
- C. Should suspension without pay be imposed, the suspension shall be for no more than one (1) week.
- D. If the full-time faculty member is not satisfied with the decision of the President or his/her designee, he/she may within five (5) days submit the decision to arbitration by serving a written notice to the Board, with a copy to the President of the College, at which time Step Four of the Grievance Procedure shall become operable.
- E. All records of these proceedings shall be kept separate from the personnel file of the full-time faculty member until the final determination of the case.
- F. Suspension with pay may be ordered by the President prior to a hearing should circumstances warrant an immediate removal from the full-time faculty member's performance of his/her duties and responsibilities.
 - 1. A post-suspension hearing functioning as outlined in Section 8B shall be held within two (2) weeks of the suspension.
 - 2. A suspension with pay may be of indeterminate length.
 - 3. If the full-time faculty member is not satisfied with the decision of the President or his/her designee, he/she may within five (5) days submit the decision to arbitration by serving a written notice to the Board, with a copy to the President of the College, at which time Step Four of the Grievance Procedure shall be come operable.

Article V, Section 9 (continued)

4. All records of these proceedings shall be kept separate from the personnel file of the full-time faculty member until the final determination of the case.

Section 10. Evaluation of Full Status Full-Time Faculty All full-status full-time faculty members shall be subject to formal evaluation once every five (5) years. These evaluations shall only be used for the purpose of improving the effectiveness of the faculty member in the performance of his/her professional duties through a process of periodic self-assessment and review in consultation with an appropriate administrator. Instructional faculty will be evaluated on the basis of the following criteria:

- Content Expertise
 - Instructional Delivery
 - Instructional Design
 - Course Management
- A. The evaluation must include a student evaluation using the jointly developed forms as a minimum. This mandatory student evaluation shall be conducted in at least half of the classes being taught during the evaluation semester. These classes shall be selected by mutual consent.
 - B. Instructional faculty to be evaluated may also choose to submit material documenting evidence of academic/staff development, aiding and assisting in curriculum development, and student perception of teaching quality.
 - C. The faculty member may also select any or all of the following elements in addition to the student evaluation, if he/she desires.
 1. Discussion of self-analysis and any accompanying material with the appropriate administrator;
 2. Administrative visitation to the classroom, laboratory, or other location where work is performed for an on-site evaluation. Such visitation shall occur at a time and place established by mutual consent of faculty and administrator;
 3. Academic visitation to the classroom, laboratory, or other location where work is performed for an on-site evaluation conducted by another faculty member of the evaluatee's choice at a time and place established by mutual consent of the two persons.
 - D. In the event that only a student evaluation was performed and it was unsatisfactory, an evaluation by the appropriate administrator will be performed within the same semester using the jointly developed forms. The faculty member may choose to add a peer evaluation or have a consultant in college teaching perform an evaluation. The student evaluation by and of itself cannot be the reason to require an improvement plan.
 1. Within 10 days after the completion of the evaluation process, the appropriate administrator shall provide a written report specifying his/her observations and/or conclusions about the evaluation. The evaluated faculty member may then choose to respond to these observations and conclusions by adding their own written comments no later than ten (10) days after receipt of the administrator's report.
 2. Should the administrative report specify serious deficiencies in the faculty member's performance, a plan for improvement developed in consultation with the faculty member, must be established and implemented. Such a plan may include periodic follow-up discussions to evaluate the effectiveness of the plan and its operation.

Article V, Section 10 (continued)

- E. No more than twenty percent of the full-time full-status faculty shall be formally evaluated in any given academic year. Faculty to be evaluated shall be notified in writing by their appropriate administrator of their selection within the fall semester of that year.
- F. Interim full status full-time faculty evaluations may occur under the following conditions:
1. In the event persistent written student complaints are received by the designated administrator.
 2. In the event that over one year the faculty member's enrolled student non success rate does not fit within the 97th percentile of those for all teaching faculty (excluding students never attending class).
 3. Should condition(s) of 1. or 2. exist, the Dean of Instruction and a Forum designee will meet to decide the need for an immediate student evaluation, a department chair or representative evaluation, and/or administrator evaluation (or a combination thereof).
 - a. The results of the above evaluative activities will be used to determine the existence and nature of a serious problem(s).
 - b. Should the existence of serious deficiencies be substantiated, the evaluative results will be used to provide a plan for professional improvement and development created in consultation between the faculty member and the appropriate administrator. Such a plan may include periodic follow-up evaluations to determine the effectiveness of the plan and its operation.
 - c. During this period of improvement, the faculty member will be evaluated annually or more often if necessary.
 - d. If the faculty member cannot reach agreement with the appropriate administrator, or if the problem persists, the department representative/chairperson, the affected faculty member, the appropriate administrator, the Dean of Instruction and a Forum representative (if requested) will meet to design a professional development plan.
 - e. Because the purpose of evaluation is improvement of instruction and/or the deliverance of student personnel services (i.e., counselors and librarians), a reasonable time frame for improvement will be permitted. Use of the evaluation in deciding whether to retain or release a faculty member shall not be considered until after careful and dedicated effort by the Board, through the administration, to assist him/her and it becomes evident that the faculty member is unwilling or unable to improve sufficiently to gain the competency indicated by the development plan. The cost for such improvement plan shall be borne by the College.

Section 11. Staff Reduction.

- A. Seniority - Full-Time Faculty - A faculty member shall be entered on the seniority list of the College from his/her most recent date of full-time faculty employment.
1. In cases of equal seniority, higher rank shall be determined as follows:

Article V, Section 11 (continued)

- a. Based upon the date the contract for employment was issued by the College.
 - b. In the event the dates are the same, the employee's name shall be placed in a hat and seniority determined by a blind draw; said draw to be conducted by a representative of the Faculty Forum and a representative of the Administration. The first name drawn shall have the greater seniority.
2. Said seniority list shall be maintained by the Human Resources Department, updated annually and two copies shall be furnished to the Faculty Forum President by October 1, each year. Disputes challenging the accuracy of the list shall be filed with the Executive Director of Human Resources within twenty (20) days after the Faculty Forum receives the list. Should there be no satisfactory resolution within twenty (20) days of notification of any alleged inaccuracy, the faculty member shall have the right to grieve the alleged inaccuracy. Such challenges must be based on the contract language of Article V, Section 11A. If no grievance is filed within fifteen (15) days of the expiration of the time allowed the Executive Director of Human Resources to answer, the seniority list shall be conclusive as to seniority dates.
 3. Seniority rank shall be maintained during absence from the College due to staff reduction.
 4. A faculty member shall lose seniority with the College if he/she resigns, quits, is discharged or if he/she is laid off for longer than three (3) years.
 5. A faculty member shall accrue faculty seniority only for the time during which he/she was employed as a full-time faculty member or was on an approved leave except that only one (1) term of office under a public service or teacher association duty leave shall accrue seniority.
- B. Reduction of Full-Time Faculty. Whenever necessary, because of insufficient student enrollment as defined in E below, to decrease the size of the full-time faculty in any discipline (e.g., economics), counseling service or library service, the Board, upon recommendation of the President may lay off the necessary number of faculty in the discipline(s) or areas affected.
1. The placement of faculty in the affected discipline or area on lay off shall begin with probationary faculty in that discipline or area, and then full-status faculty from that discipline or area in inverse order of their seniority.
 2. Whenever necessary to decrease the size of the full-time faculty staff because of insufficient funds, the Board, upon recommendation of the President, may cause the necessary number of faculty, beginning with those serving probationary periods, to be placed on lay-off without pay, but only in inverse order of their accrued faculty seniority. Should it become evident that a particular discipline will be unable to function because of seniority reduction of staff, transfers of qualified staff members shall be allowed. If a position cannot be filled with a qualified staff member in accordance with seniority, an instructor with lower seniority may be retained in order to maintain continuance of the program. Should this not resolve the problem, the Board's representatives shall negotiate with the Faculty Forum for a satisfactory solution.
 3. The following procedure must be met in order to implement 2 above:

Article V, Section 11 (continued)

- a. The Board must declare at a public meeting that such an insufficient funds situation exists. Once such a Board declaration has been made, the Forum shall have thirty (30) days in which to consult with the President of the College regarding the insufficient funds situation. The Board shall not take any action with regard to possible full-time faculty layoffs during this thirty-day consultation period.
- b. If the President of the College and the Forum, or their respective designees, are unable to agree to a plan to address the insufficient funds situation without layoffs, the Forum shall have the right to present its proposals directly to the Board.
- c. If, after this thirty-day consultation period has expired, and the President and Forum have been unable to agree on an alternative to possible layoffs, the Board may then proceed to carry out the procedure specified in 2 above.
- d. Should such decision be made during the Fall or Winter semester, the decision shall not be implemented until the end of that semester.

C. Relation to Filling Positions, Supplementals and Part-time Faculty.

1. A full-time faculty member about to be laid off shall be given preference based on seniority for another full-time position for which he/she is qualified by a Master's Degree or an equivalent number of graduate credit hours or experience. The secondary faculty member affected by this procedure shall also have the right based on seniority and qualifications to displace (bump) a faculty member. The last faculty member affected shall then be the one who is laid off.
2. A full-time faculty member who does not have a basic load in any given semester shall be given priority to acquire a basic load by assuming any open class or classes which he/she is qualified to teach. "Open Class" is defined as:
 - a. A class not assigned to a full-time instructor in the published class schedules. These are usually denoted as "staff".
 - b. A class created after schedules are published.
 - c. A class previously assigned but voluntarily released by the instructor for one of the following reasons:
 1. Inability to continue due to serious illness, death or other reasons deemed reasonable.
 2. To re-arrange with administrative approval, his/her schedule to enable himself/herself and other members of the faculty so affected to obtain basic loads.
3. A full-time faculty member who is on layoff shall be given preference as a part-time instructor to teach courses for which he/she is qualified at the supplemental rate.

D. Reinstatement of Full-Time Faculty Members. When circumstances shall be appropriate each faculty member placed on layoff, as aforementioned, shall be reinstated in inverse order of his/her placement on layoff.

Article V, Section 11 (continued)

1. Faculty members who return from layoff defined above, shall not be subject to loss of credit for previous years of service.
2. The Human Resources Department shall notify faculty members on layoff of openings for which they are qualified. No new appointments shall be made where there are available faculty members on layoff who are qualified to fill the vacancies, unless such faculty members shall fail to advise the Human Resources Department of their acceptance of employment within 15 calendar days from the date of mailing of their notification. Such notification shall be sent by registered mail, return receipt requested.
3. If more than one qualified faculty member on layoff applies to fill a vacancy, the applicant having the greatest seniority shall be offered the position.

E. Insufficient enrollment for full-time faculty load is defined as one of the following:

1. In the second consecutive semester in which every member of a given discipline did not have a basic load, staff reduction may be implemented. Such notice of layoff must be given no later than March 15th. This means that the layoff becomes effective with the beginning of the next instructional year.
2. In case any member of a given discipline cannot be assigned any part of a load, staff reduction may be implemented to take effect at the end of that semester.
3. Should the head count load for counselors fall below an average of 200:1 (based on day head count) for two (2) consecutive semesters, then staff reduction may be implemented. Such notice of layoff must be given on or before March 15th. This means that the layoff becomes effective with the beginning of the next instructional year.

Section 12. Retraining. Where there is staff reduction or the likelihood of staff reduction because of program modification, course deletion, or shifts in student enrollment within the College, retraining will be available as set forth below:

- A. Proposals may be initiated by either the faculty or administration and must be approved by both.
- B. Such proposals must show that there is a justification for the need, that there is a program planned to accomplish the changes, and that there is a basis for re-employment using the new skills.
- C. The College shall make available monies to fund approved retraining. The amount to be contributed on each contribution date shall be determined by the balance of the fund on the preceding June 30, and the contribution made on July 1. The amount to be contributed shall be the amount required to bring the fund to a balance of \$20,000 but shall not be more than \$10,000 per contribution date.
- D. Up to five (5) percent of the amount allocated to the Faculty Professional Development Fund as provided in Article XIV, Section 6 of this Agreement shall be available for reallocation to the retraining fund. This money shall be reallocated only if a faculty member actually begins retraining. When a faculty member begins retraining, his/her total individual professional development amount shall be reallocated to the retraining fund and shall count toward meeting the five (5) percent obligation of the Faculty Professional Development Fund.

Article V, Section 12 (continued)

- E. Retraining leaves, which are at the discretion of Management, shall be available to faculty upon attainment of full status employment. No faculty member shall be retrained more than once under the terms of this section.
- F. The College shall provide one year's notice prior to the elimination of or substantial modification (to the point that a faculty member is no longer qualified to teach in that program) of an existing program unless the elimination or modification is due to an insufficient funds situation as specified in Article V, Section 11B2.

Section 13. Professional Development. Both the College and the Forum recognize their joint responsibility to encourage the faculty to remain current in the knowledge/methodology of their respective disciplines.

- A. The primary responsibility for such currency rests with the individual faculty member.
- B. In order to fulfill its responsibility, the College will provide assistance as follows:
 - 1. Should there be a mutually recognized need for the expansion and/or the enhancement of one's professional skills unrelated to layoffs and/or program closings (see above, section 12), the College will provide any or all of the following means of achieving the agreed upon goals:
 - a) Released time
 - b) Sabbatical leave
 - c) Supplemental contract
 - 2. Should there be a mutually recognized need to maintain existing levels of professional competence, the College will provide any or all of the following:
 - a) Supplemental contract
 - b) Sabbatical leave
 - c) In-service staff development

ARTICLE VI

FULL-TIME FACULTY LOAD & ASSIGNMENTS

Section 1. Length of Class Session. A class scheduled for one hour shall include fifty (50) minutes of instruction and ten (10) minutes of passing time. In classes scheduled for more than one (1) hour in the same session, the instructor may schedule a break equivalent to ten (10) minutes per hour for each hour except the last hour where ten (10) minutes shall be used for passing time. Any variation must have the approval of the instructor and the appropriate administrator or dean.

Section 2. The basic load of a full-time faculty member shall be one of the following:

- A) Except as specified below, full-time faculty members shall have a basic load of fourteen (14) to sixteen (16) contact hours per semester, with a total of thirty (30) contact hours for the Instructional College Year. Overload shall begin with the seventeenth (17th) contact hour in the fall semester and the thirty-first (31st) contact hour for the year in the winter semester. Overload will be compensated at the appropriate overload rate.
- B. Full-time faculty members who are assigned courses in the Health Careers programs shall have a basic load of thirty-two (32) contact hours averaged over the Instructional College Year. Any hours over thirty-two (32) for the Instructional College Year shall be considered overload and compensated at the appropriate overload rate.

Article VI, Section 2 (continued)

- C. English Composition courses (English 50, 52, 55, 100, 101, 102, 116, 205 and 206) which establish the basic load for a full-time faculty member shall be equated on the basis of four (4) contact hours for each three (3) contact hours taught. All contract supplements shall be on a contact for contact-hour basis.
- D. Full-time faculty members who are assigned to any of the following programs shall have a basic load of thirty-five (35) clock hours per week:
 - 1. Librarians
 - 2. Counselors
- E. When an instructor is assigned the coordination of cooperative work experience (excluding related trades instruction and apprenticeship), compensation shall be equated on the basis of 3 1/2 students per contact hour. The coordination of cooperative work experience for students shall consist of, but not be limited to the following functions:
 - 1. To recruit and select appropriate training stations.
 - 2. To interview, select, and place students.
 - 3. To conduct employer visitations for student evaluations.
 - 4. To maintain necessary students' records and files.

Faculty performing cooperative training duties which require regular or recurring travel, shall be reimbursed an additional three (3 cents) per mile over and above the College mileage rate to offset any additional personal expenses incurred.

- F. Continuing Education program assignments shall not be considered as part of a full-time faculty member's load.

Section 3. The basic load of a full-time instructor shall be scheduled prior to registration. The basic load shall not include combined courses taught in one assembly unless otherwise agreed to by the instructor. No class offered may be canceled until regular registration is completed.

- A. If within the two (2) week period prior to the completion of formal registration, the appropriate administrator has information indicating that an instructor's basic load may be in jeopardy, the administrator shall notify said instructor and attempt to work out a mutually satisfactory alternate plan for a basic load in the event that the original basic load schedule does not materialize.
- B. Should the load of an instructor be less than basic load at any time, he/she shall be assigned an open day or evening class or classes to establish his/her basic load. When such assignments are made:
 - 1. No more than two (2) classes per semester shall be assigned outside of the time span as set out in Article VI, Section 9A, unless mutually agreed to.
 - 2. Such assignments are made in consultation with the instructor.
 - 3. Full-time faculty shall have preference over part-time instructors and persons outside of the bargaining unit for assignment of any class in their discipline for purposes of establishing a basic load. After basic loads within the discipline are satisfied remaining classes may be assigned.

Section 4. For the purpose of establishing a basic load, courses taught in combination in one assembly shall be treated as one course or section and shall be given the weight of that course or

Article VI, Section 4 (continued)

section having the greatest number of contact hours. Where multiple sections of the same course are assigned to a full-time instructor to be taught in one assembly, the combined sections shall be treated as separate sections for the purpose of establishing a basic load.

Section 5. If, in scheduling the load of a full-time instructor to meet the requirements of a basic load, the instructor is scheduled to teach contact hours in excess of the maximum necessary for a basic load in Section 2 of this Article, the contact hours taught in excess of the maximum necessary for a basic load shall be considered overload except as specified in Article VI, Section 2.

Section 6. A course preparation is the time needed to prepare one (1) or more sections of a single course or combined sections of two (2) courses taught in one (1) assembly. The number of course preparations assigned to an instructor as part of his/her basic load at any one time during a semester shall not, except by mutual agreement between the faculty member and the appropriate administrator, exceed three (3) preparations provided:

- A. Multiple sections of the same course taught in one (1) assembly or combined sections of two (2) courses taught in one (1) assembly shall be the same as teaching one section of one (1) course and shall only be considered as one (1) preparation.
- B. Preparations in Physical Education shall be set at five (5).
- C. Preparations in the Apprenticeship Program shall be set at five (5). Where these courses are taught with course offerings in other disciplines two (2) preparations in the Apprenticeship Courses will count as one preparation. Fewer than two (2) preparations are not counted.
- D. Applied music courses shall be excluded from course preparations. Combinations of music theory and ear training shall be treated as a single preparation.
- E. Such agreed upon additional preparations shall be compensated for at the rate of one hundred fifty dollars (\$150) per course contact hour.

Section 7. Supplementary Teaching Limitation. When a full-time instructor desires to be assigned to teach a class or classes in addition to his/her basic load, such assignment shall be considered as a supplemental assignment. Supplemental assignments made during the Instructional College Year shall be limited to four (4) contact hours per semester or one (1) class per semester, whichever has the greater contact hours. These limits may be exceeded by mutual consent of the instructor and the appropriate administrator.

- A. The selection of such class(es) shall be finalized with the appropriate administrator no later than four (4) weeks prior to the start of the semester or session in which the class is to be taught. Such a time limit, however, does not prohibit a selection after this time provided that the class(es) in question are not assigned to part-time faculty and that the request is approved by the appropriate administrator.
- B. Supplemental assignments made during the Spring or Summer sessions shall be limited to either:
 - 1. One class having more than ten (10) contact hours per session, or
 - 2. Three (3) classes or ten (10) contact hours whichever has the greater number of contact hours.

Article VI, Section 7 (continued)

- C. Except during the Spring and Summer session which will be based on the department rotational policy, no instructor may be confirmed in a supplemental assignment prior to registration, and then only after all basic loads have been assigned within the department.
- D. Teaching assignments made during the Spring and/or Summer sessions do not constitute a basic load for a full-time instructor under the terms of this Agreement (Ref. Article I, Section 3B).
- E. Unless specifically provided to the contrary, the provisions of this Agreement shall be inapplicable to full-time faculty members performing work under voluntary contract supplements. The sole exception shall be as follows:

The provisions of Article X shall apply when said individuals perform work under voluntary contract supplementals issued for Spring and/or Summer sessions. A full-time faculty member using such leave under this provision shall not receive his/her daily contract supplemental rate in those cases where a substitute is compensated.
- F. Each full-time counselor and the Career Planning and Placement Counselor shall be guaranteed four (4) weeks of supplemental assignments each year.
- G. The Related Trades Instruction Instructor/Coordinator shall be guaranteed seven (7) weeks of supplemental assignments each year, unless reduced by a study, as indicated in letter of agreement, Appendix P.

Section 8. Telecourses

- A. Telecourses shall be taught as supplemental classes except where required to make a basic load.
- B. The practice of departmental review and approval of the appropriateness of a proposed telecourse offering shall be continued.
- C. The class size limit of thirty-one (31) may be exceeded by the assignment of up to fifteen (15) additional students. Should such assignments be made, the instructor shall be paid an additional 1/31 of their pay for each such student. If more than forty-six (46) students are assigned, the class shall be divided into two (2) sections and the instructor(s) reimbursed accordingly.
- D. The "break even point" shall be calculated using the direct revenue (tuition and course fee) and direct costs (instructor's salary, instructor's retirement, television time cost, and cost of the course materials).

Section 9. Preference shall be given for supplemental teaching assignments to full-time faculty provided such areas fall within their area of competence.

Section 10. Faculty Working Day/Week. The professional obligations of a full-time instructor shall be fulfilled between the hours of 7:00 a.m. and 11:00 p.m., Monday through Friday except where mutually agreed to by Management and Union. Instructors are not required to be physically present at all times during these hours. The time required to fulfill a full-time instructor's basic load shall not exceed a span of seven (7) hours. Nothing herein shall prohibit an instructor from accepting a seven (7) hour span outside these time limits as mutually agreed to between the instructor and the administration.

Article VI, Section 10 (continued)

- A. The work week/day for Librarians shall consist of thirty-five (35) hours assigned in seven-hour blocks, Monday through Friday as determined by mutual agreement between the appropriate administrator and the Librarians. In order to provide for weekend coverage, appropriate hours may be assigned by mutual consent, or absent such consent, may be assigned by supplemental contract, or by the posting of a position which includes weekend duties.
- B. Because it is necessary to assure adequate counseling services Monday-Friday day time and Monday-Thursday evenings, the work week of counselors shall consist of thirty-five (35) hours.
1. The annual work schedules for counselors shall be developed prior to registration for the Fall Semester by the designated administrator (and representatives of the counseling/Career Planning and Placement staff) subject to approval of the Dean of Student Services.
 2. Where it is necessary to extend the Counselors' work week beyond the thirty-five (35) hours, such extension shall accrue compensatory time on a one to one basis or at 1/16th of the supplemental contract rate per hour at the option of the employee.
 3. All work schedule assignments shall be in a minimum of ten (10) week blocks unless modified by mutual agreement.
- C. Between the hours of 8:00 a.m. and 5:00 p.m., and without the consent of the full-time instructor, an instructor will not be required to teach in continuous sequence:
1. A lecture class or classes for more than two (2) consecutive hours.
 2. A lab-lecture or laboratory class for more than three (3) consecutive hours.
 3. A lecture hour immediately preceding or following a separate laboratory session.

Instructors in Health Careers and Culinary Arts Programs, and instructors teaching outside of the College week are expressly exempt from these provisions.

Section 11. Office Hours. The instructor will post at least five (5) office hours on campus during the College week (up to two (2) may be scheduled at the clinical site for nursing faculty) in which students may make appointments. These five (5) hours shall be scheduled in at least one-half (1/2) hour blocks. In the event an instructor is unable to meet all or part of a scheduled office hour, he/she shall post suitable notification.

Section 12. Attendance at Formal Ceremonies. It is expected that all faculty will be in attendance at the College graduation ceremonies. Formal receptions or dedications may be attended by the faculty on a voluntary basis.

Section 13. Counseling/Advising. The counseling and advising of students shall be responsibility of the Dean of Student Services and the designated administrator.

- A. Whenever the Dean of Student Services and the designated administrator deem it necessary, they may seek the assistance of full-status instructors to assist with the advising of students. The decision as to the number of instructors necessary shall be made by the Dean of Student Services and the designated administrator.

Article VI, Section 13 (continued)

- B. Such additional advising responsibility shall be considered as an extra contractual assignment to be paid to the instructor at the rate of one hundred dollars (\$100) per semester.
- C. The College shall make every effort to maintain a student-counselor ratio of 650:1 (based on total College head count).

Section 14. Class Size. Class size will be established at no more than thirty-one (31) students in any recitation section, no more than thirty (30) in any English composition section, no more than twenty-six (26) in any Speech section, and no more than thirty-six (36) in any mutually agreed to Culinary Arts sections. Nothing contained herein shall prevent an instructor from accepting additional students as agreed upon between the instructor and the student(s). For both safety and courtesy to students, instructional faculty will limit overloads in their course(s) to the number of chairs or the number of lab work stations in their classes. Minimum class size as established by the College shall not be altered without prior consultation with the Faculty Forum.

Section 15. Reassigned Time. The value of reassigned time in the form of a reduction of basic load to pursue problems essential to College functioning, is recognized by both parties. A proposal for reassigned time may be initiated by the faculty or the administration. Proposals for reassigned time will be discussed with the respective faculty representatives.

- A. In determining his/her recommendations on request for reassigned time, the designated administrator shall consider the following items:
 - 1. Identification of the problem.
 - 2. Organized plan to approach solution.
 - 3. Significance and degree of innovation involved in solution.
- B. Once the request for reassigned time has been approved by the appropriate administrator, the recommendation will be subject to the action of the appropriate administrator.
- C. Requests for reassigned time may include, but are not limited to, research for new course materials, professional study and writing, in-service training and projects, retraining, or temporary administrative assignment.

ARTICLE VII

DEPARTMENT STRUCTURE

Section 1. Faculty Representation. Faculty participation, through the Faculty Representatives (see Appendix K), allows for participation in academic decision-making while reserving the final right of decision to the Administration and the Board. Failure to allow participation on matters within the Faculty Representative job description may be grievable; however, final decisions reached by the Administration and/or the Board on the recommendations resulting from these processes are not grievable.

Section 2. Faculty Representatives. A structure of Faculty Representatives shall be established in parallel with the College's administrative structure. Currently, faculty representatives are provided as follows:

Article VII, Section 2 (continued)

1. Accounting/Computer Information Science/Marketing & Applied Management/Office Information Systems/Economics
2. Electronics/Lasers/Computer Service/Biomedical Technology
3. Art/Music/CGT/Humanities/Theater
4. Biology
5. Chemistry
6. Communication Arts/Foreign Language
7. Counseling
8. Culinary Arts
9. Drafting/CAD/CAM/CIM/Design/Manufacturing/Welding/Related Trades Instruction/Metallurgy
- *10. English
11. Sociology/Psychology/Child Care/Philosophy
12. Geology/Physics/Geography/Environmental Technology
13. History/Collegiate Skills
14. Library
- *15. Mathematics
16. Physical Education
17. Political Science
18. Practical Nursing/Associate Degree Nursing
19. Radcliff Center: Criminal Justice/Fire Science/HIT/Occupational Therapy Assistant

The College shall have the right to assign and reassign disciplines to and among the various administrators. It is explicitly recognized that as a result of such assignments and reassignments, the representation of disciplines may have to change in order to assure that it is in parallel with the administrative structure.

*Department will not have a faculty representative if there is an elected department chairperson.

Section 3. Department Responsibilities. Each discipline within a department shall by a vote of the majority full-time discipline members;

1. Establish textbook selection procedures.
2. Formulate recommendations to be made to the Curriculum Committee regarding curricula or course changes within the discipline.
3. Establish a rotational procedure for the following:
 - a. Courses for base load and/or Counselor/Librarian duty assignments.
 - b. After courses are selected for base load, courses for supplemental selection. (A single procedure or multiple procedures may be established for the purpose of considering traditional courses and courses which require certification, e.g. telecourses and PDC's.)
4. Establish, where applicable, academic practices or decisions regarding materials to be used, updating of the common syllabus every five years, and other operational procedures affecting the department/discipline.
5. Establish procedures governing the performance of other academic duties.

Part-time faculty members will be invited to participate in the processes described above.

Such procedures shall apply to each and every department or discipline member and are enforceable by the appropriate administrator. In the absence of any intra-discipline majority vote on

Article VII, Section 3 (continued)

a procedure or practice, the appropriate administrator will resolve the issue. This decision shall not be grievable.

The senior faculty member, or designee, will inform the appropriate administrator, in writing, when the department/discipline establishes or makes changes to the above.

ARTICLE VIII

CURRICULUM COMMITTEE

Section 1. In order to facilitate communications between the faculty and the administration concerning instructional and curriculum development, a Curriculum Committee will be maintained.

Section 2. The Committee will consist of three (3) instructional administrators, any department chairpersons and elected faculty representatives to a total of seven (7) faculty, one (1) designated counselor, and will be chaired by the Dean of Instruction. The Committee will use Robert's Rules of Order in the conduct of its business.

Section 3. The Committee shall be advisory to the Vice President for Instruction and Student Services and shall act upon all curriculum and course changes proposed by the departments. The Committee will also consider other matters relative to the curriculum and instructional process. All matters referred to the Committee shall be placed on the agenda.

Section 4. When the administration wishes to offer credit courses requiring an immediate response, such classes shall be presented to the committee as "experimental" and may be offered twice without formal committee approval. Should the administration wish to continue the course, then normal committee procedures shall be followed.

Section 5. The agenda/minutes will be available to all full-time members who so desire and request through the Assistant Dean/Director's office. For any Spring/Summer meetings, the agenda shall be made available on or before April 15.

ARTICLE IX

LEAVES OF ABSENCE - FULL-TIME FACULTY

Professional and Personal Leaves of absence may be granted only for the purposes enumerated in this Article. Unless otherwise specifically provided, such leave shall be unpaid leaves of absence.

Section 1. Professional Leaves and General Provisions. Full-status faculty members shall be eligible to request professional leaves. The following general provisions shall apply for all professional leaves of absence:

- A. A professional leave of absence may be granted for one of the following purposes:
 - 1. Advanced study
 - 2. Sabbatical
 - 3. Exchange teaching or assignment
 - 4. Foreign country or overseas military school teaching or assignment

Article IX, Section 1 (continued)

5. Participation in National Defense Graduate Fellowship
6. Other professional leaves:
 - a. An assignment within Schoolcraft College; or
 - b. For employment outside of Schoolcraft College.
- B. Application for a professional leave of absence (except Sabbatical) shall be filed with the appropriate administrator and submitted to the President through proper channels not later than May 1 for a leave requested for the succeeding Fall semester and not later than November 1 for a leave requested for the succeeding Winter semester.
- C. A full-time faculty member shall receive credit for time spent on a professional leave of absence for purposes of any salary increase granted while on such leave.
- D. Benefits or rights accumulated by a full-time faculty member prior to the effective date of the leave of absence shall be carried forward and credited to the faculty member upon his/her return.
- E. At least sixty (60) days before the expiration date of the professional leave, the full-time faculty member must submit in writing to the President of the College either his/her intention to return or request for an extension of the professional leave. Failure to so comply shall constitute termination of employment. The only exception shall be in the case of a Sabbatical Leave where a separate contract containing an agreement to return is signed.
- F. Full-time faculty members who have been on a professional leave shall not be eligible for another professional leave for a two (2) year period after their return.
- G. Unless otherwise specified, all professional leaves shall be for a period of one (1) year. However, with the approval of the President, such leaves may be extended for an additional period not to exceed one (1) year.
- H. A full-time faculty member returning from a professional leave of absence shall return to his/her former position or one of like status. This is subject to the provisions of the staff reduction article.

Section 2. Advanced Study. With the approval of the President, an eligible full-time faculty member may be granted a leave of absence without pay for advanced study.

Section 3. Sabbatical Leave. The purpose of a sabbatical leave is to provide for professional growth of the full-time faculty that is not possible while teaching a basic load or fulfilling a full-time appointment. The sabbatical leave should not only be of value to the individual but must have an impact on the quality of instruction at Schoolcraft College. Sabbatical leaves may be granted for advanced study, research or other cognate purposes.

- A. Sabbatical leaves may be granted for the Fall and/or Winter semester for instructors and for periods of six (6) or twelve (12) calendar months for librarians and counselors. Payment for such leaves will be at full salary for a semester for instructors and for a six (6) month period for counselors and librarians, and at the rate of one-half (1/2) pay if for two semesters or for twelve (12) calendar months.
- B. Sabbatical leaves may be taken at seven (7) year intervals. To be eligible for a sabbatical leave a full-time faculty member must have been employed for seven (7) consecutive years

Article IX. Section 3 (continued)

by Schoolcraft College. Time spent on leave without pay shall not count toward consideration for sabbatical leave.

C. The request for a sabbatical leave must be filed with the Executive Director of Human Resources no later than the end of the Fall Term preceding the fiscal year in which the faculty member desires the leave. The Executive Director of Human Resources shall submit them to the Sabbatical Leave Committee.

D. The initial request for a Sabbatical Leave shall be made using the request form available in the Human Resources Department. As a minimum, this request shall include:

1. A statement of the purpose of the leave including the objectives to be achieved.
2. A statement of the actions which will be taken to accomplish each objective of the leave.
3. A timetable of key dates as to when each action will be completed and each objective achieved.
4. A method of evaluating the degree of success achieved during the leave.
5. A statement of the value of the leave to the applicant.
6. A statement of the value of the leave to the College.

E. A Sabbatical Leave Committee shall be established consisting of seven (7) persons. The Forum shall select four (4) faculty members to sit on the Committee. The Forum shall notify the President of its selections no later than January 15 of each year. The President shall appoint the remaining three (3) members by January 22, of each year.

In the event a member of the Committee requests a sabbatical leave, he/she shall resign from the Committee prior to the submission of the request. No faculty member may serve on the Committee if a request has been received from a member of the same discipline.

F. The Committee shall review each sabbatical leave request. It may request additional or supplemental information from the applicants in order to evaluate the merits of the requests. The Committee shall then interview each applicant.

The Committee shall either recommend or not recommend (and not rank) each request to the President. If it chooses to recommend a request to the President, it shall provide a written report, signed by a majority of its members, certifying that the request satisfies all of the criteria provided in this section. If it chooses not to recommend a request, it shall provide a written report to the applicant, explaining why the request does not satisfy all of the criteria provided in this section.

The Committee shall evaluate each sabbatical leave upon its completion and shall provide a written report to the President. If the objectives of the leave have not been accomplished, the Committee shall make a recommendation regarding reimbursement to the College.

G. Sabbatical leaves shall be limited to purposes which will clearly improve the efficiency of the faculty member, his/her professional knowledge and skills, or research that will clearly be of advantage to the College. In making their recommendations, the Committee shall also consider the following points:

Article IX, Section 3 (continued)

1. The extent to which plans submitted for use of time while on leave are definitive and educationally constructive.
 2. The extent to which a leave could have an immediate impact on the quality of instruction or service at the College through the faculty member's increased competence in his/her field and/or instructional techniques.
 3. The recency of advanced graduate work or professional study completed by the applicant.
 4. Reasonable and equitable distribution of leaves across the College organizational structure.
- H. Granting of Sabbatical Leaves. The Sabbatical Leave Selection Committee shall submit their recommendations to the President. The President shall submit the recommendations of the committee as well as his/her recommendations to the Board. All applicants shall be notified of the action of the Board of Trustees no later than one week after the regular March Board meeting.
- I. It shall be understood that a faculty member on a sabbatical leave shall not engage in any remunerative work without the written approval of the President.
- J. A faculty member granted a sabbatical leave shall be responsible for accomplishment of the stated objectives of the leave. Upon expiration of the leave, the faculty member shall provide a written report to the Committee, along with such other documentation as the Committee may desire, so that the Committee may evaluate the success of the leave. A faculty member may be required to reimburse the College, in whole or in part, if the objectives of the leave are not accomplished.
- K. The employee agrees to return to regular employment at Schoolcraft College for two (2) consecutive semesters immediately following the term of the Sabbatical Leave. Should the employee fail to return to employment with the College in accordance with the terms of this paragraph after the completion of the Sabbatical Leave, said employee agrees to repay to the College all money received from the College while on Sabbatical Leave.
- L. Any unused portion of Sabbatical Funds reverts to the College.

Section 4. Exchange Teaching or Assignment. Eligible full-time faculty members may be granted professional leaves of absence for exchange teaching and/or assignments. Such leaves must have the approval of the President.

Section 5. Foreign Country or Overseas Military School Teaching. Eligible full-time faculty members may be granted professional leaves of absence for foreign country or overseas military school teaching. Such leaves must have the approval of the President.

Section 6. National Defense Graduate Fellowship and National Science Foundation Program. Eligible full-time faculty members may be granted professional leaves of absence for up to three (3) years in order to pursue a graduate program under a National Defense Graduate Fellowship or National Science Foundation Fellowship. Such leaves must have the approval of the President.

Section 7. Other Professional Leaves. Eligible full-time faculty members may be granted professional leaves in order to undertake another assignment with Schoolcraft College or to pursue employment outside of Schoolcraft College. Such leaves must have the approval of the President.

Article IX (continued)

Section 8. Personal Leaves Defined Eligible full-time faculty members may be granted full or part-time personal leaves for the following reasons:

- A. Health
- B. Parental
- C. Illness in immediate family
- D. Illness of person residing in household
- E. Military service
- F. Public service
- G. National, State or local teacher association duties
- H. Other

All personal leaves of absence shall be subject to the approval of the President. Leaves of absence for (F) and (G) shall be limited to full-status full-time faculty members. Application for such leaves shall be made in writing and filed with the appropriate administrator for submission to the President.

Unless it is a physical impossibility to do so before two-thirds (2/3rds) of the leave time has elapsed, unless otherwise specified, the faculty member must notify the President of his/her intention to return or his/her request for an extension of such leave. Failure to do so or failure to return at the end of such leave will constitute termination of employment.

Section 9. Health Leave An extended health leave due to a faculty member's physical or mental condition which does not fall within the sick leave policy may be granted to full-status faculty members upon the request of the faculty member and with the approval of the President. Such requests shall be accompanied by written diagnosis by the attending physician.

Extended health leaves may be renewed with approval of the President. Request for extensions of such leave or notice of an intention to return must be accompanied by a physician's statement attesting to the faculty member's fitness to resume his/her duties.

The College may at its expense require a concurring opinion from its physician before agreeing to the faculty member's return. In the absence of concurrence, additional medical evidence may be required at the College's expense from a mutually agreeable source.

If said leave or extension is denied, the faculty member has the right to appeal to the Board.

Section 10. Parental Leave of Absence

- A. A parental leave of absence without pay for up to one year shall be granted to a full-time faculty member for the purpose of child bearing and/or rearing as follows:
 - 1. A faculty member who is pregnant shall be granted upon request a leave to begin at any time between the commencement of her pregnancy and one year after a child is born to her. Said faculty member shall notify the designated administrator in writing of her desire to take such leave and, except in case of emergency, shall give such notice at least thirty (30) days prior to the date on which her leave is to begin.

A faculty member who is pregnant may continue in active employment as late into pregnancy as she desires provided that she is medically able, as determined by herself and her physician. All or any portion of a leave taken by a faculty member because of a medical disability connected with or resulting from her pregnancy may, at the faculty member's option, be taken as sick leave as provided for in Article X.

Article IX, Section 10 (continued)

2. A male faculty member shall be granted upon request a leave to begin at any time between the birth of a child to his wife and one (1) year thereafter.
 3. A faculty member adopting a pre-school age child shall be granted upon request, a leave to commence at any time during the first year of receiving de facto custody of said child, or prior to receiving such custody if necessary in order to fulfill the requirements for adoption.
 4. Except in cases of medical disability, the faculty member may request only one extension of leave.
 5. Whenever possible, parental leave will be scheduled to terminate at the end of a given semester.
- B. A full-time faculty member who is granted a parental leave of absence, pursuant to Section A above shall have the following re-employment rights:
1. If a faculty member notifies the College of her desire to return to active employment after a leave which has been charged entirely to the sick leave provisions of Article X, in accordance with the provisions of Section A (1) above, said faculty member shall be assigned to the same position which she held at the time the leave commenced, or if that position is no longer in existence, to a substantially equivalent position.
 2. If a faculty member notifies the College of his/her desire to return to active employment within sixty (60) days after the termination of pregnancy, or the commencement of the leave, whichever is later, and the leave has not been charged entirely to sick leave in accordance with the provisions of Section A (1) above, said faculty member shall be assigned at the beginning of the next semester to the same position which he/she held at the time the leave commenced, or if that position is no longer in existence, to a substantially equivalent position.
 3. A faculty member, returning at the completion of the leave which was not charged to sick leave, shall be assigned to the same position which he/she held at the time the leave commenced, or if that position is no longer in existence, to a substantially equivalent position.
 4. While on leave a faculty member shall have the option to maintain his/her life and hospital/surgical group insurance coverage by forwarding premium payments for said coverage to the Human Resources Department on a monthly basis one month in advance.

Section 11. Illness in the Immediate Family. A leave may be granted to a full-time faculty member to care for ill members of his/her immediate family upon the request of the faculty member and with the approval of the President. At least sixty (60) days before the expiration date of the leave, the faculty member must submit in writing to the President either his/her intention to return as agreed, or a request for an extension of the leave.

Section 12. Military Leaves. Any full-time faculty member who may be conscripted into the Armed Forces of the United States for military service or training or who enlists therein when conscription appears imminent shall be granted a military leave of absence and shall be reinstated following completion of the leave providing it is for the minimum enlistment or conscription term. His salary upon return shall include all annual increments accrued under the annual increments accrued under the salary schedule. A faculty member who enlists when conscription is not imminent may be

Article IX, Section 12 (continued)

granted a military leave upon the recommendation of the President. Request to return from leave must be made at least sixty (60) days prior to the beginning of the semester in which the faculty member requests to return.

When a faculty member must take temporary military leave (not to exceed fourteen (14) school days) during the Instructional College Year, the College shall compensate the faculty member involved for the difference between his pay and the military pay and shall provide a substitute for his position if necessary. The manner of payment during this period will be specified by the College Business Office.

Section 13. Public Service. Full-time faculty members may be granted leaves for public service. Written request for such leaves shall be made no later than one (1) month prior to date such leave would take effect. Public service leaves shall be for one (1) or two (2) semesters and are limited to:

- A. Campaign for public office
- B. Serving as a public official
- C. Serving in the Peace Corps/Vista

Section 14. Teacher Organization Duty. Upon the recommendation of the President, a full-time faculty member may be granted leave for national, state, local teacher organization duty and/or employment. Sufficient notice must be given to enable the College to make adequate provisions for replacement. No more than five (5) members of the instructional staff shall be allowed such leave at any one time.

Section 15. Illness Of Person Residing In Household. A leave may be granted to a full-time faculty member to care for an individual who has established a legal residence with the faculty member, upon the request of the faculty member and with the approval of the President. At least sixty (60) days before the expiration date of the leave, the faculty member must submit in writing to the President either his/her intention to return as agreed, or a request for an extension of the leave.

Section 16. Other Leaves. Eligible full-time faculty members may be granted full or part-time personal leaves for other reasons.

ARTICLE X

CLASS/OFFICE COMMITMENTS, SICK LEAVE, PERSONAL BUSINESS, BEREAVEMENT, JURY DUTY - FULL-TIME FACULTY

Section 1. Class/Office Commitments. It is expected that all scheduled class and/or office commitments will be met by the faculty member. Absences from classes or office hours, except in case of personal illness or emergency shall be arranged at least twenty-four (24) hours in advance with the appropriate administrator. In the case of personal illness or emergency the appropriate administrator shall be notified as far in advance as possible of the first class or office commitment to be missed.

Section 2. Sick Leave. Fifteen (15) days per year, credited annually, will be granted to each full-time faculty member, with accumulation to one hundred twenty (120) days.

- A. If a faculty member has reached the maximum individual accumulation of one hundred twenty (120) days or if a portion of the faculty member's fifteen (15) days annual sick leave brings the faculty member to the one hundred twenty (120) days maximum, then the balance of the fifteen (15) days annual sick leave will be credited directly to the master sick leave bank until a maximum of 3,000 days is reached.

Article X, Section 2 (continued)

- B. Prior to the exhaustion of the one hundred twenty (120) days, should additional days be needed, the individual may withdraw additional days from the master sick leave bank to a combined maximum of one hundred twenty (120) days per illness. Application for such withdrawal will be made to the Human Resources Department upon recommendation of the Forum. A faculty member requesting days from the master sick leave bank must submit evidence of need to the President of the Faculty Forum with a copy to the Executive Director of Human Resources prior to approval except when physically impossible to do so.
- C. When the bank is reduced to one thousand (1,000) days, each member will be taxed three (3) days.
- D. Each faculty member shall be informed by the Human Resources Department of his/her accumulated sick leave days and the status of the bank.
- E. Any disability deriving from pregnancy, including childbirth, recovering from childbirth, miscarriage or abortion will be treated the same as any other illness or injury (temporary medical disability) for purposes of use of sick leave as provided for in this Article.

Section 3. Personal Business Days. Four (4) days shall be allowed each year for legitimate business, professional duties and/or family obligations which can normally only be met during the faculty member's regularly scheduled period of assignment.

- A. In the scheduling of such commitments (court appearance, scheduled medical and dental appointments, religious holidays, graduation exercises, real estate transactions, etc.) the faculty member should consider his/her faculty obligations.
- B. Personal business days are not intended for extensions of break periods.
- C. During the first and last week of each semester or session and/or the day preceding or following any holiday period, the use of personal business days must be approved at least twenty-four (24) hours in advance by the appropriate administrator. Approval will be granted for purposes as specified above.

Section 4. Bereavement. In case of bereavement, the number of days granted will be those deemed necessary by the appropriate administrator. Leaves granted will not be deducted from the accumulated sick leave.

Section 5. Jury Duty. Any full-time faculty member who is called for and reports for jury duty shall continue to receive his/her full wages for the duration of the jury duty and he/she shall forward the daily jury duty fee paid by the court to the College. In order to receive payment under this section, the faculty member must give the Executive Director of Human Resources prior notice that he/she has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which he/she claims payment. The provisions of this section are not applicable to any faculty member who, without being summoned, volunteers for jury duty.

ARTICLE XI

GRIEVANCE PROCEDURE

The College agrees to recognize a Grievance Committee selected by the Forum. The Grievance Committee shall represent employees for the purpose of processing grievances under the grievance procedure established in this Article. The Forum shall keep the Administration informed as to the members of this Committee. Nothing herein shall prohibit an individual from processing his/her own

Article XI (continued)

grievance provided that the issue of said grievance cannot be the same as (a) an already existent and on-going grievance involving the same person(s), or (b) a grievance on the same issue that has already been resolved.

Section 1. Definitions

- A. The term "grievance" shall mean a claim of an alleged violation, misinterpretation, or misapplication of this Agreement.
- B. The term, "grievant" shall mean any faculty member, group of faculty members, or the Forum asserting the claim.
- C. The term "day" shall mean calendar days and shall exclude Saturdays, Sundays, and holidays defined in the College Instructional Calendar.

Section 2. General Provisions

- A. All discussions shall be kept confidential among the grievant, the Grievance Committee member, if any, and the Administration in the absence of the consent of the grievant.
- B. All grievances shall be filed and processed on the forms developed by the Administration and the Forum.
- C. The time limits indicated at each level shall be considered as a maximum; however, said time limits may be extended by mutual consent in writing.
- D. Except for the initial filing deadline (Section 3A of this Article) and the deadline for filing for arbitration (Section 3D of this Article), if the grievant, or the administrator (or designee) fails to meet the specified time limits the grievance shall be advanced to the next step. The grievant, however, may withdraw the grievance at any step by notifying the appropriate administrator, thereby accepting the decision previously rendered.
- E. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel file of the grievant.
- F. The grievant shall at all levels of the procedure have the right to counsel.
- G. Hearings and conferences held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. When such hearings and conferences are held during the College Day, all employees whose presence is required shall be excused for the purpose. The President of the Faculty Forum or his/her designee shall notify the Executive Director of Human Resources in advance of faculty members whose attendance at any hearing or conference requires their absence from College responsibilities.
- H. The primary purpose of this procedure is to secure at the lowest possible level, equitable solutions to grievances arising under this Agreement. Nothing contained herein shall be construed as limiting the right of any faculty member with a grievance to discuss the matter informally with the appropriate administrator or proceeding independently as described in this procedure provided that the issue of said grievance cannot be the same as (a) an already existent and on-going grievance involving the same person(s), or (b) a grievance on the same issue that has already been resolved.

Article XI (continued)

Section 3. Procedure

A. Step I.

In the event that the grievance cannot be resolved informally between the grievant and the appropriate administrator or his/her designee, the grievant shall, within fifteen (15) days from the discovery of the event upon which the grievance is based, but in no case later than one (1) full semester after the semester in which the event occurred (excluding Spring and Summer sessions), serve a written grievance upon the appropriate administrator and discuss the same with such administrator, either individually or together with a Grievance Committee member. Such administrator or his/her designee shall attempt to resolve the formal grievance within five (5) days of its presentation by filing a written response.

B. Step II.

In the event the grievant is not satisfied with the disposition of the grievance at Step I, he/she may, within five (5) days of receipt of the Step I response, submit the grievance to the appropriate administrator in the Office of Instruction or, if the grievant is a counselor, to the Dean of Student Services (or designee). The grievant must inform the appropriate administrator of why he/she rejected the previous answer. Within ten (10) days from the receipt of the grievance, the appropriate administrator or designee shall meet with the interested parties and render a written decision to the grievant.

C. Step III.

In the event the grievant is not satisfied with the disposition of the grievance at Step II, he/she may, within five (5) days of receipt of the written decision at Step II, submit the grievance to the President or designee. The grievant must inform the President or designee why the previous answer was rejected. Within ten (10) days from the receipt of the grievance, the President or designee shall meet with the interested parties and shall render a written decision within ten (10) days of the meeting.

D. Step IV.

In the event the Union is not satisfied with the disposition of the grievance at Step III, they may, within five (5) days of receipt of the disposition, submit to arbitration by serving a written request for arbitration to the Chairperson of the Board, with a copy to the President.

The arbitrator shall be selected using the procedures of the American Arbitration Association. The arbitrator shall have no power to add to, subtract from, alter, or in any way modify the terms of this Agreement. He/she shall give no opinion with respect to any matter left by this Agreement or by law to the discretion of the College. The result of the decision shall be implemented within (15) days of receipt of the decision. The College and the Union will each pay one-half (1/2) the arbitrator's fees and expenses.

ARTICLE XII

CONTRACTS - FULL-TIME FACULTY

Section 1. A full-time contract for the Fall and Winter Semesters, or a twelve (12) month contract with either thirty-eight (38) or forty-six (46) weeks of assigned duties will be issued to all full-time faculty members as defined in this Agreement. Such contracts shall be either probationary, full-status, annual or temporary.

Article XII (continued)

Section 2. All full-time Counselors and the Career Planning and Placement Counselor will be issued twelve (12) month contracts containing thirty-eight (38) weeks of assigned duties.

Section 3. Librarian

- A. All full-time Librarians hired prior to August 23, 1988 for forty-six (46) weeks shall be issued twelve (12) month contracts with forty-six (46) weeks of assigned duties unless there is mutual agreement between the faculty member and the appropriate administrator to change.
- B. All full-time Librarians hired prior to August 23, 1988 for thirty-six (36) weeks shall be issued thirty-six (36) week contracts to cover the Instructional College Year (thirty-three (33) weeks of work in the thirty-six week period) unless there is mutual agreement between the faculty member and the appropriate administrator to change.
- C. Academic Librarians hired after August 23, 1988 shall be assigned forty-six (46) or thirty-six (36) week contracts within a fifty-two week period under the generic or specific job descriptions as required by the College.

Section 4. The full-time RTI Coordinator/Instructor shall be issued a twelve (12) month contract containing thirty-eight (38) weeks of assigned duties.

Section 5. Assigned and unassigned time for fifty-two (52) week positions shall be determined in accord with the following:

- A. Time worked is assigned time.
- B. Time not worked is unassigned time except:
 - 1. Holidays shall count as assigned days. The holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Eve Day, Christmas Day, the first College work day following the Christmas Day holiday and New Year's Eve.
 - 2. Use of leave time provided in Article X when it occurs during assigned time.
- C. The break between the Fall and Winter Semesters as designated in the College Calendar shall apply to all members of the faculty. However, counselors and librarians will provide adequate services to guarantee that these operations may continue on a reduced basis during this period to the satisfaction of the appropriate administrator. Individual work schedules will be developed in consultation with the appropriate members of the faculty.

Section 6. New full-time faculty members will be issued probationary contracts for each year during their probationary period.

- A. In the event that a full-time faculty member is not offered the second or third-year probationary contract, he/she will be notified in writing by April 15, or December 15, whichever is appropriate. In the event that a faculty member is not offered a full-status contract, he/she will be notified by April 15, or December 15, whichever is appropriate.
- B. A full-status (continuing) contract shall be issued to each full-time faculty member after successfully completing his/her probationary period. Such contract is issued only once and is updated annually by issuing a salary addendum.

Article XII (continued)

Section 7. Contract supplements will be issued to full-time faculty for extensions of the Instructional College Year, or the individual contract year, and for certain specified reasons listed below:

- A. Overload teaching during the Instructional College Year.
- B. Classes taught in addition to and outside of the basic load.
- C. Certain specified extra preparations (Article VI, Section 6).

Section 8. When an individual is employed full time to fill a position known to be temporary (terminal) at the time of employment, he/she shall be issued a contract for temporary employment. When such contracts are issued, the Forum will be notified as to its purpose and duration.

- A. Such employment shall occur under the following circumstances:
 - 1. In the event of an emergency that occurs prior to the opening of classes that results in the temporary absence of a full-time faculty member for the entire semester, or,
 - 2. In the event of an emergency that results in a temporary absence of a full-time faculty member for one-half semester or more and said faculty member is replaced by one instructor who covers the basic load of said instructor, or
 - 3. To temporarily replace a full-time faculty member who is on extended personal or professional leave. In no case shall a temporary contract be issued for a period greater than one (1) year, nor may it be renewed more than once unless mutually agreed to by the Administration and the Forum.
- B. The temporary contract issued for one semester or longer, or one-half year or longer, shall be equivalent to a probationary contract in the event that a full-time faculty member is later issued a probationary contract. In such cases, service under a temporary contract shall be credited in either whole semesters or half-years, whichever is appropriate. Fractions shall be rounded down to the nearest whole semester or half-year. Provided, however, that the temporary service must have been accumulated within five (5) years of the issuance of the probationary contract.
- C. All provisions of the Master Agreement will be in full force and effect except that failure to extend or offer a contract beyond the date originally agreed upon shall not be subject to the grievance procedure.

Section 9. Annual Contract. When an individual is employed full time to fill a position created by the implementation of a new experimental program, he/she shall be issued an annual contract which may be renewed annually (maximum of five (5) years).

- A. When such contract is issued, the faculty member and the Faculty Forum shall be informed of the purpose and proposed duration.
- B. The annual contract shall be equivalent to the probationary contract in the event that the annual contract employee is later issued a probationary contract. In such cases, if the annual service is accumulated within five (5) years of issuance of a probationary contract, service under the annual contract shall be credited in either whole semesters or half years, whichever is appropriate. Fractions shall be rounded down to the nearest whole semester or half year.

Article XII, Section 9 (continued)

- C. All provisions of the Master Agreement will be in full force and effect except that failure to extend or offer an annual contract shall not be subject to the grievance procedure, nor shall the annual faculty member accrue seniority while on an annual contract.

ARTICLE XIII

TRACK PLACEMENT AND COMPENSATION - FULL-TIME FACULTY

Section 1. The basic salary schedules of full-time faculty members covered by this Agreement are set forth in Appendix A and A-1, A-2, A-3 and A-4.

- A. The salary schedule has four tracks; namely, Bachelor's Degree or equivalent; Master's Degree or equivalent; Master's Degree plus 30 semester hours or more; and Doctorate. The degree must be earned from an institution accredited by a nationally recognized regional accreditation association.
- B. Faculty members earning graduate college credits, or gaining professional equivalency as spelled out in Appendix M, in addition to those used for initial placement may file these credits with the appropriate administrator for new track assignment. Applications for such new assignment must be made within thirty (30) days of the opening of each semester and must be substantiated by an official transcript or other appropriate documentation relative to professional equivalency. Compensation shall be adjusted accordingly beginning with the semester in which application is made.
- C. Initial placement on a step in an assigned track shall be accomplished in the following manner:
1. Degree Holders. Credit on the salary schedule will be allowed for experience upon the basis of the factors set forth below:
 - a. Full-time college teaching, counseling, or librarian experience will be equated one year for one year. If the experience is part-time, it shall be equated to yearly experience (i.e., 30 credit hours of part-time instruction shall equal one year of experience). Such part-time experience will not be counted until it is the equivalent of one or more full years and no more than six (6) years maximum will be allowed. Part-time experience in higher education assignments, other than the type of position applied for (teaching, counseling, or librarian), is capped at two (2) years.
 - b. Full-time relevant industrial, and/or public school (K-12) teaching, counseling, or librarian experience and related non-teaching experience will be equated at the rate of two years credit for every three years of experience.
 - c. Teaching fellows or teaching assistant experience will be equated at the rate of two years of credit for every three years of experience.
 2. Degree Equivalency. The following criteria shall be used for granting of equivalency:
 - a. To be given credit for a baccalaureate degree the faculty member must have been employed in an occupation directly related to his/her assignment for a minimum period of six (6) years and be licensed in his/her respective

Article XIII, Section 1 (continued)

experience directly related to his/her assignment, or possess an Associate Degree directly related to his/her assignment, and four (4) years of experience directly related to his/her assignment.

- b. To be given credit for a master's degree the instructor must hold a baccalaureate degree and must have been employed in an occupation directly related to his/her assignment for an additional four (4) years.
 - c. Where the work experience of the instructor exceeds the minimum requirements listed above, the excess may be used for step placement purposes, but experience once allocated for equivalency purposes cannot be used again for step placement.
 - c. A Juris Doctorate degree shall be equated to a Master's Degree.
3. For either case 1 or 2 above (degree holders and degree equivalency):
- a. Any fractions appearing in the total figure will be rounded to the nearest whole number.
 - b. The determination of such credit is the responsibility of the designated administrator following consultation with the faculty representative and the applicant. A record of experience so allocated must be properly noted and made part of the faculty member's personnel record. A copy will be furnished to the faculty member and the Forum within two (2) weeks of the applicant's first day of employment.

Section 2. Salary Payments - General Provisions. Full-time faculty members shall be paid every other Friday except when a scheduled payday falls on a holiday or at the beginning of a vacation period. In these cases the paycheck shall be made available not later than the last instructional day preceding the holiday or the beginning of the vacation period. (See Payroll Schedule, Appendix B.)

- A. **Full-Time Compensation - Twelve Month Contracts.** Compensation to full-time faculty members issued twelve (12) month contracts will be paid in twenty-six (26) equal installments.
- B. **Full-Time Compensation - Fall and Winter Semester Contracts.** Full-time faculty members employed for the Fall and Winter Semesters will be paid in eighteen (18) equal installments. A faculty member may request payment in twenty-six (26) equal installments. Such requests must be in the Human Resources Department no later than two weeks before the first scheduled pay date of the Fall Semester. Once an option is approved it shall be continued for an annual period.

Section 3. Compensation - Contract Supplements. Compensation to full-time faculty members issued a contract supplement will be paid in accordance with one of the following:

- A. **Overloads and Contract Supplements** during the instructional year will be paid in equal installments beginning with the third regularly scheduled payroll in the appropriate semester.
- B. **Extensions** of the instructional year will be paid in equal installments beginning with the second pay date during the extension period.
- C. All compensation for **extra-curricular-activities** shall be paid on the first regularly scheduled payroll after the conclusion of the activity, except that if the activity is year long in nature, payment will be made with the last pay period of each semester.

Article XIII, Section 3 (continued)

D. Mentoring (an extra-curricular activity) shall be compensated with reassign time or supplemental pay at the rate of:

Mentoring of 1 - 2 faculty	One (1) contact hour
Mentoring of 3 - 5 faculty	Two (2) contact hours

Section 4. Overtime compensation shall be recorded and approved in a manner prescribed by the Human Resources Department and will be paid at the first regularly scheduled payroll occurring after the period in which such compensation was earned. Supplemental assignments issued to counselors shall be paid according to this section.

Section 5. Overloads, overtime, and supplemental instruction shall be compensated for in the following manner:

<u>Term</u>	<u>Rate Per Course Contact Hour</u>
Beginning Fall Semester 1998:	\$615
Beginning Fall Semester 1999:	\$635
Beginning Fall Semester 2000:	\$656
Beginning Fall Semester 2001:	\$677

Work in excess of the basic load for librarians and counselors shall be paid at 1/16 of the supplemental contract rate per clock hour.

Section 6. Salary Overpayments. The College shall have the right to deduct any salary overpayment to a faculty member from compensation due to that faculty member. Should said condition occur, the employee shall be notified, in writing, of the amount in question. The repayment schedule shall be developed by mutual agreement. In no case shall repayment be sought if the overpayment occurred more than two (2) years prior to the date of ratification.

ARTICLE XIV

FRINGE BENEFITS

Section 1. Insurance Coverages

A. The College will provide the following to full-time faculty, without cost (except as specified in the memorandum of understanding dated July 19, 1991), as described in the plan booklet for coverage effective October 1, 1991:

1. Long-term disability benefit for faculty members commencing on the 121st calendar day of disability at 70 percent of base salary with a maximum payment of \$3,500 monthly (effective January 1, 1999, \$5,000 monthly).
2. Vision care program for faculty member and eligible dependent(s).
3. Dental program for faculty member and eligible dependent(s).
4. Health/life insurance coverage. One of the following options (Plan A or C) shall be provided to each full-time faculty member and eligible dependent(s).

Article XIV, Section 1 (continued)

PLAN A: The group health insurance program which includes a \$50 individual, \$100 full-family deductible.

Plus: \$50,000 life insurance and accidental death and dismemberment coverage (AD&D).

OR Membership for self and eligible dependent(s) in an approved Health Maintenance Organization (HMO) as described below.

The College shall pay the monthly premium up to, but not to exceed, the monthly premium paid for the traditional medical insurance. If the cost of the HMO exceeds that of the insurance, the faculty member shall authorize the College to withhold this additional amount from his/her paychecks.

Plus: \$50,000 life insurance and accidental death and dismemberment coverage (AD&D).

A husband and wife who are both employed by the College, and both eligible for choosing either the traditional medical insurance or the HMO, shall make the same selection (either the traditional health insurance or the HMO, but not both).

PLAN C: For those faculty members not choosing group health insurance, an HMO, or dependent term life insurance, a cash payment of \$104 per month for the months employed.

Plus: \$50,000 Life insurance and AD&D coverage.

5. For the full-time faculty member and eligible dependent(s) optional life insurance shall be available at group rates, at the employee's expense.
6. An open enrollment period shall be available each year, during which faculty members shall be able to change the option previously selected under Section 1A4 of this article.
7. Term life insurance coverage will be continued by the College for any faculty member receiving long-term disability benefits. This does not include optional life insurance.

Section 2. For the full-time faculty member, a travel-accident life insurance benefit in the amount of no less than \$50,000 for travel on College business shall be provided.

Section 3. Faculty Grant Fund. The Board shall continue to provide an educational grant fund for the payment of 100% of the tuition of full-time faculty members, their children, spouses and dependents who attend classes at Schoolcraft College. "Dependent" shall be defined as a person who constitutes a lawful exemption for Federal tax purposes. The College may require proof of dependency.

Section 4. Tax-Deferred Annuity - The College shall make available to all full-time faculty, a salary reduction plan with any current or future approved carriers. Contributions, when made, shall be transmitted with each payroll to the appropriate carrier in accordance with the Internal Revenue Code of 1954 as amended, and the regulations thereunder. As additional carriers are approved, notification will be sent to the Faculty Forum President.

Article XIV (continued)

Section 5. Severance Pay. After ten (10) years of service, any full-time faculty member upon severance, excluding just cause discharge, shall receive a benefit in the amount of One Thousand Dollars (\$1,000); for those retiring the amount is Two Thousand Dollars (\$2,000). Additional severance credit may be earned at the rate of Ten Dollars (\$10) for each additional calendar month of his/her employment after the tenth (10th) year. In no case would the additional payment exceed One Thousand Dollars (\$1,000). Payment in the case of a deceased employee will be made to the beneficiary or the estate of the deceased.

Section 6. Faculty Professional Development.

- A. The College will budget the sum of One Hundred Dollars (\$100) per full-time faculty member per fiscal year for purposes of faculty professional development, to include travel to professional meetings, seminars, workshops, membership and publication subscriptions, or other activities mutually agreed to, excluding union activities.
- B. Faculty wishing to use these funds must make formal application to the Faculty Forum. The Forum will consider applications for approval or rejection. Approved applications shall be submitted to the designated administrator for review and submission to the Dean of Instruction using the College's normal requisition procedure and supported by normally required documentation. The requisition must bear the signature of an officially designated representative of the Forum authorized by the Forum to sign requisitions on the Faculty Professional Development Fund.

Section 7. Payroll Deduction. The College shall make available payroll deduction for the Wayne Out-County Teachers' Credit Union and other mutually agreed to deductions to all eligible full-time faculty.

Section 8. Free Parking. In the absence of a State directive or legislation, the College shall continue to provide free parking space for all faculty members.

Section 9. Mileage Reimbursement. Whenever it is necessary for a full-time faculty member to travel on official College business; or whenever a full-time faculty member's basic load assignment requires that he/she travel between the Campus and off-campus centers to fulfill the basic load requirements, he/she shall be reimbursed at the current authorized rate.

Section 10. Retiree Benefits An individual who has retired from a full-time faculty position under the Michigan Public School Employees Retirement System shall be eligible for the following benefits from Schoolcraft College:

- Use of the Library
- Use of Physical Education facilities
- One (1) tuition free class for retiree and spouse (traditional or Continuing Education) for each semester/session (must register during late registration - late registration fee will be waived).

ARTICLE XV

PART-TIME FACULTY

Section 1. Part-Time Faculty Rights & Responsibilities. The provisions of Article XV shall apply only to part-time faculty members as defined in Article I.

Article XIV, Section 1 (continued)

- A. The College shall provide all appropriate provisions of this Agreement to all part-time faculty within ten (10) days of initial employment.
- B. Each part-time instructor and each part-time clinical nursing instructor shall be entitled to freedom of discussion within the classroom or within the clinical facility on all relevant matters within the framework of assigned duties and within his/her area of competence.
- C. Each part-time faculty member shall have the right upon reasonable request and notice to review, with an appropriate administrator, the contents of his/her personnel file, excluding letters of recommendation and employment credentials. The part-time faculty member may be accompanied by a Forum representative if he/she so desires. When material is placed in an individual's personnel file, the individual shall be furnished a copy of said material and shall have ten (10) days to write a rebuttal which shall be attached to the original material in the file.
- D. The presence of cameras, tape recorders or similar recording devices during the meeting of a class shall be subject to the permission of the part-time faculty member except as modified by current public laws covering handicapped students or for telecourse review sessions.
- E. Each part-time faculty member is entitled to the enjoyment of his/her constitutional v guaranteed rights. When he/she acts as a private citizen, he/she shall be free from institutional discipline. The part-time faculty member, mindful of his/her responsibility to protect his/her own and the institution's integrity, shall exercise reasonable care to show that he/she is acting as a private citizen and does not speak for nor represent the College.
- F. The College, while fulfilling its responsibilities to handicapped students, will notify part-time faculty when an enrollee has been identified as a handicapped student and will indicate the special assistance and/or special equipment being provided.
- G. Part-time faculty shall be permitted to take part in departmental activities.
- H. When a part-time faculty member indicates a need for a storage facility, the College shall provide without charge, if available, a locker or other facility in the building in which the part-time faculty member is assigned.

Section 2. Part-Time Faculty Status

- A. Probation. For the first four (4) semesters/sessions of employment, part-time faculty shall be considered probationary employees. During this period, successful performance (as demonstrated by appropriate evaluations) is necessary for continued employment.
 - 1. During the probationary period, part-time faculty members shall be obligated to attend mandatory orientation(s) as determined by the appropriate administrator.
 - 2. Failure to offer employment to a probationary part-time faculty member due to poor performance, as evidenced by his/her evaluations, shall not be subject to the grievance procedure.
- B. After the probationary period, the part-time faculty member can be removed from the preference point list as a result of administrative discipline (Article XV, Section 5) and/or as a result of the evaluation process as specified in Article XV, Section 4.
- C. Those part-time faculty members who have earned one hundred (100) or more preference points shall be referred to as Adjunct Faculty.

Article XV, Section 2 (continued)

D. Academic rank for adjunct part-time faculty shall be accorded as follows:

Adjunct Assistant Professor- Upon accumulation of 100 preference points and a minimum of three (3) years of service with Schoolcraft College.

Adjunct Associate Professor - Upon accumulation of 150 preference points and a minimum of eight (8) years of service with Schoolcraft College.

Adjunct Professor – Upon accumulation of 200 preference points and a minimum of fourteen (14) years of service with Schoolcraft College.

E. First consideration shall be given to part-time faculty applicants for filling any available full-time faculty vacancies if their qualifications are superior or equal to other qualified applicants.

F. Upon becoming a full-time faculty member, he/she shall be given credit for one year of probation based upon successful completion of thirty (30) contact hours taught as a part-time faculty member at Schoolcraft College within the five (5) years immediately preceding the issuance of the full-time contract.

Section 3. Part-Time Faculty Employment

A. Part-time faculty members shall be employed by the college only when the need for such service exists. When such a need exists the course or function will be assigned by the appropriate administrator as provided herein. Qualifications for persons so employed shall meet existing standards for teaching the course(s) or performing the function for which the need exists.

B. Part-time instructors and part-time clinical nursing instructors may be tentatively assigned prior to the beginning of the semester/session, but hired only after all full-time faculty have acquired their basic load assignments, and only after a laid-off full-time faculty member has been given preference for courses for which he/she is qualified to teach, and only after full-time faculty have received their supplemental assignments.

C. Preference for employment shall be given to the part-time instructor and the part-time clinical nursing instructor based upon the following conditions:

1. Each appropriate administrator in consultation with the Executive Director of Human Resources will maintain a posted part-time preference list of qualified personnel in his/her respective discipline. The list will be updated each semester and session and will be made readily available upon request of a faculty member.

2. Placement on the preference list shall be determined by the following formula:

Five (5) points award for each year of service (minimum of one (1) course taught in any given calendar year.) In the event that the part-time faculty member teaches in more than one discipline during a semester/session, these five (5) points will be applied to each preference list. One (1) point awarded for each contact hour taught.

(Example: Ten (10) years of service equals fifty (50) points, fifty (50) contact hours taught equals fifty (50) points. Total equals one hundred (100) points. In the event a part-time faculty member teaches in more than one discipline, points awarded in one discipline shall not be used for placement on the preference list in any other discipline.

Article XV, Section 3 (continued)

Unless there is agreement between the appropriate administrator and the faculty representative that a retired full-time faculty member is not qualified to teach, he/she shall be awarded fifty (50) points for each year of full-time service at Schoolcraft College.

3. In both tentatively assigning and hiring, the appropriate administrator shall contact the individuals on the preference list in order proceeding from the highest to the lowest point totals.

If two persons are both qualified under the other provisions of this Article and tied in preference points, and both wish to teach the same course, the tie shall be broken by selecting the person with the earliest date of hire; and if dates of hire are equal, by the appropriate administrator flipping a coin in the presence of a witness.

4. The appropriate administrator shall make known to the individual the courses available for which he/she is qualified to teach.
5. The individual so contacted shall have the right to select from the available courses the one(s) which he/she prefers to teach.
6. Should additional courses be available, or should the individual so contacted be unable to accept a teaching assignment, the appropriate administrator shall proceed to the next name on the list and repeat the process until all available open classes have been assigned.
7. If a previously selected class is released by a part-time faculty member within 5 days of the start of that class, the section may be assigned at the discretion of the administration.
8. If openings still exist after the exhaustion of the preference list, or if openings exist which cannot be filled by those on the list due to inability to accept available assignments or lack of appropriate qualifications for the specific opening, then the appropriate administrator may complete the assignment of open classes with a qualified person(s) not on the preference list.
9. Failure to accept any teaching assignments when so offered within a two (2) calendar year period shall result in the individual's name being removed from the preference list.

Part-time faculty who have not taught for two (2) calendar years due to the lack of any teaching opportunity shall be contacted and informed that, should there be no section available for them for a period of an additional five (5) years, they shall be removed from the preference points list. Such faculty member shall be required to make contact with the designated administrator annually during these five (5) years to remain on the preference points list. Failure to make such contact shall automatically remove said faculty member from the preference points list.

Section 4. Evaluation - Part-Time Faculty

- A. Part-time faculty members shall be evaluated by the appropriate administrator according to the following conditions:
 1. Evaluations will occur in the classroom (if the individual is an instructor) or at the faculty member's work place (if the individual is not an instructor).

Article XV, Section 4 (continued)

2. The evaluation(s) will occur at a time and place of mutual convenience.
 3. A part-time faculty member may request additional evaluations at any time beyond the number specified in this section.
 4. Should either the part-time faculty member or the appropriate administrator desire student participation, student evaluations may be used in conjunction with the administrative evaluation. Such student evaluations shall include members of all classes being taught by that instructor during the semester/session.
 5. Upon successful completion of probation, the faculty member will be evaluated every fifth semester of employment thereafter.
 6. Part-time probationary faculty members shall be evaluated according to the following conditions:
 - a. During the first three semesters/sessions of employment, one student evaluation per semester/session conducted by an administrator shall occur. This student evaluation shall include members of all classes being taught by that instructor during that semester/session.
 - b. Should the appropriate administrator determine that the student evaluations in any given semester are less than satisfactory, the administrator shall personally re-evaluate the part-time faculty member as soon as possible, but within the same semester as the original student evaluation.
 - c. An additional administrative evaluation, conducted by the appropriate administrator, shall take place during the part-time employees' fourth semester/session of employment.
- B. In the event an evaluation of a part-time faculty member is less than satisfactory after the completion of the probationary period, the appropriate administrator shall request the assistance of a qualified full-time faculty member, selected by the evaluatee, to jointly re-evaluate the part-time faculty member within two (2) weeks of the original evaluation.
1. Should the joint re-evaluation confirm the original finding, both evaluators shall meet with the faculty member to discuss an immediate program of improvement and correction of observed deficiencies. Such a program will include additional observations and evaluations, as determined by the evaluators, before the end of the current semester/session.
 2. During the next semester/session of the faculty member's employment, he/she shall be re-evaluated. Should no significant improvement and correction of deficiencies be noted by the evaluators, said failure shall be cause for dismissal.

Section 5. Discipline (Non-Probationary Employees)

- A. In disciplining part-time faculty members, the College shall not act in an arbitrary and capricious manner; and, any disciplinary action taken shall be proportionate to the severity of the infraction.
- B. Prior to any disciplinary action begin taken, a meeting shall be held involving the appropriate administrator and the faculty member. The faculty member shall be informed, in writing, of the reason for a disciplinary meeting when said meeting is scheduled. A Faculty Forum

Article XV, Section 5 (continued)

Representative shall be in attendance at all disciplinary meetings unless a written waiver is signed by the part-time faculty member with copies distributed to the appropriate administrator and the President of the Forum.

- C. Within five (5) work days of the conclusion of a disciplinary hearing, the faculty member shall be informed, in writing, of the discipline to be administered, with a copy to the Forum President.
- D. Any written notice of reprimand placed in a part-time faculty member's file shall be removed upon his/her voluntary termination of employment if the written notice is more than two years old.
- E. In an emergency situation requiring removal of the faculty member from the classroom or work station, the Forum President (or designee) shall be notified by the appropriate administrator prior to any further disciplinary action.
- F. Should unusual conditions within the classroom involving academic performance of an experienced instructor teaching the course for the first time, come to the attention of the appropriate administrator, said administrator shall initiate a conference involving the instructor, the administrator and a union representative. Prior to any further administrative action being taken, an expedited evaluation shall occur, conducted by the administrator and the faculty representative. If, in their opinion, further action is warranted, the instructor may be suspended without pay for the remainder of the semester or session, have no preference points awarded for that class, and be disqualified from teaching that course again.

Section 6. Class Size and Length

- A. Length of Class Session. A class scheduled for one hour shall include fifty (50) minutes of instruction and ten (10) minutes of passing time. In classes scheduled for more than one (1) hour in the same session, the part-time instructor may schedule a break equivalent to ten (10) minutes per hour for each hour except the last hour where the ten (10) minutes shall be used for passing time. Any variation must have the approval of the part-time instructor and the appropriate administrator.
- B. Class Size. Class size will be the same as provided in Article VI, Section 14 of this Agreement.

Section 7. Office Hours. Part-time faculty members shall be available for student consultations.

Section 8. Grievance Procedure The grievance procedure as provided for in Article XI of this Agreement shall apply to part-time faculty members while they are employed at Schoolcraft College.

Section 9. Notice of Employment. A notice of employment shall be issued to all part-time faculty members within a reasonable period of time after the opening of the semester or session. Such notice shall contain the part-time faculty member's name, the assignment, the length of employment, the compensation, and any other pertinent information.

Section 10. Compensation. Part-time faculty members working during the Instructional Year will be paid in equal installments beginning with the third (3rd) regularly scheduled payroll in the appropriate semester. Part-time faculty members working during the Spring and Summer session will be paid in equal installments beginning with the second (2nd) pay date in the session. Compensation for part-time faculty will be as follows:

Article XV, Section 10 (continued)

Preference Points	Course/Contact Hour Rate 1998/99	Course/Contact Hour Rate 1999/00	Course/Contact Hour Rate 2000/01	Course/Contact Hour Rate 2001/02
0 to 11	403	416	430	444
12 to 25	415	428	442	456
26 to 35	432	446	460	475
36 to 50	454	469	484	500
51 to 100	496	512	529	546
101 to 175	549	567	585	604
176 to 250	586	605	625	645
251 and over	615	635	656	677

Should a part-time faculty member be requested by an administrator and agree to perform academic duties not specified in Appendix J or J-1, the work shall be compensated at the rate of one-half (1/2) the clock hour supplemental rate.

Section 11. Fringe Benefits

- A. For part-time faculty having earned fifteen (15) preference points or more, the College shall provide an Educational Grant for the payment of 100% of the tuition of part-time faculty, their children, spouses and dependents who attend classes at Schoolcraft College. This grant shall be equal to the contact hour assignment for each semester or session employed by the faculty member except that, in no case shall the earned hours be in excess of 8.

This benefit may be accumulated over more than one semester, but the earned hours must be used no later than two (2) calendar years following the calendar year in which they were earned.
- B. In the absence of a State directive or legislation to the contrary, the College shall continue to provide free parking space for all part-time faculty members.
- C. Adjunct faculty teaching one (1) day per week shall be permitted one (1) sick leave day per semester. Adjunct faculty members teaching more than one (1) day per week shall be permitted to take up to two (2) sick leave days within the same week of the semester. Up to two (2) days of earned sick leave may be carried over to the next full semester in which the part-time faculty member teaches.
- D. The College shall make available to all eligible part-time faculty members, payroll deduction for the Wayne Out-County Teachers Credit Union and such other mutually agreed to deductions.

Section 12. Faculty Absences. At no time will a part-time instructor cancel a class session. At no time will a part-time clinical nursing instructor cancel a clinical session. The responsibility for the cancellation of class sessions or clinical sessions rests only with the appropriate administrator.

- A. Part-time instructors must contact the appropriate administrator when an emergency or illness may necessitate the cancellation of a class session. Part-time clinical nursing instructors must contact the appropriate administrator when an emergency or illness necessitates the cancellation of a clinical session. When a class or clinical session is

Article XV, Section 12 (continued)

canceled without prior contact with the appropriate administrator, pay for the canceled session will be deducted.

- B. Except for adjunct faculty absence due to the use of a sick-leave day, whenever possible, arrangements will be made with the appropriate administrator to make up any time and/or course work lost. In the event such arrangements are not possible a part-time faculty member who is absent shall have his/her compensation reduced by an amount equal to the total hours absent times his/her rate of compensation.

Section 13. Dues/Service Fee.

- A. Each and every individual employed as a part-time member of the bargaining unit shall be required to either join the Forum and pay its dues, fees and assessments or choose to pay a service fee which shall be the applicable charges of the MEA/NEA.
- B. The deductions of the service fees shall be in uniform amounts and shall be made biweekly from the semester or session's regular payroll periods beginning with the third regular payroll of the semester or session.
- C. Payment may also be made in a single payment by check or cash no later than the end of the semester/session.
- D. The Forum shall notify, in writing, any part-time member whose dues or service fees have not been received by the treasurer of the Forum no later than two (2) weeks prior to the end of the semester, of the consequences of noncompliance with this Article and Section.
- E. In the absence of such payment(s), the name(s) of the delinquent faculty shall be given to the Human Resources Department by the end of the semester/session. Said faculty shall not be re-employed and any and all preference points and accrued benefits, if any, shall be lost.

Section 14. This Agreement shall supersede any rules, regulations, or practices of the College which shall be contrary to or inconsistent with its terms. This Agreement shall likewise supersede any contrary or inconsistent terms contained in any individual part-time faculty member's contracts heretofore in effect. All individual part-time faculty members' notices of employment shall be made expressly subject to the terms of this Agreement. Unless specifically stated, no provisions of this notice of employment may be waived or altered by the employer or the employee.

Section 15. It is expected that all instructors holding a teaching assignment because of expertise represented by a professional/occupational license issued by a governmental licensing agency shall maintain said license in good standing and may be subject to dismissal from that assignment in the event that the license is suspended or revoked.

ARTICLE XVI - PROPRIETARY RIGHTS

STATEMENT OF PURPOSE:

The spirit of this article shall be to encourage innovative, tangible productivity. Implicit, also, shall be the notion that the College "profits" from the academic prestige of its faculty and staff, and that such prestige is most generally derived from publications, patents, grants and similar public evidence of expertise. The College's primary thrust is that of teaching. The encouragement of activities

Article XVI (continued)

specifically designed to improve the effectiveness and efficiency of teaching is in the best interest of the College and consistent with its mission.

Section 1. Areas Of Proprietary Interest

- A. Any copyrightable material, process, or product except books and articles.
- B. Any patentable material, process, or product.

Section 2. Circumstances Under Which The College Would **Not** Claim Proprietary Interest:

- A. If a faculty member has produced anything in the Area of Proprietary Interest on his/her own time, not involving College money, equipment, materials, personnel, or time (for which said person was paid to perform contracted duties), the College shall have no right to such material, processes, products, or techniques as specified in the Area of Proprietary Interest. This section shall include materials developed on Sabbatical Leave.
- B. The College would take no proprietary interest in an approved project as long as the total compensation to the faculty member was less than or equal to a four (4) contact hour supplemental payment; or if the faculty member received no compensation and direct or indirect cost to the College was no more than a four (4) contact hour supplemental payment.

Under this circumstance, the College would retain the right to internally use that which was developed, without payment to the faculty member and/or copyright/patent holder. The faculty member would be free, at his/her expense, to seek a copyright or patent and/or to market that which was developed.

Section 3. Circumstances Under Which The College **May** Claim Proprietary Interest:

- A. A faculty member may be contracted specifically to produce materials, processes or products which could be in the areas of Proprietary Interest. The College will retain all proprietary rights.
- B. If a faculty member was employed temporarily or full-time, with primary duties specified as other than the "project" but received additional compensation in excess of a four (4) contact hour supplemental payment; or received support (copying, video-taping, graphics, typing, etc.) valued at more than a four (4) contact hour supplemental payment then the College, at its sole discretion would claim proprietary interest to the extent of recovery of all substantiated costs to the College associated with the project in question.

Under this circumstance, the College would retain the right to internally use that which was developed, without payment to the faculty member and/or copyright/patent holder. The faculty member would be free, at his/her expense, to seek a copyright or patent and/or to market that which was developed.

Section 4. General Provisions.

- A. The College's name, logo, and seal may not be used without its written permission.
- B. The person(s) producing the product shall be acknowledged as the author(s) and all appropriate credits shall be given to all primary and support personnel. The author(s) shall identify themselves as faculty members of Schoolcraft College if the College elects to be identified with the project.

Article XVI, Section 4 (continued)

- C. If a project is supported in whole or in part by a grant from an external agency, the conditions of the grant will prevail. If no conditions are specified, the appropriate sections of this article will apply.
- D. In all cases, it shall be the obligation of the author(s) when entering into any other agreements, to make known the provisions of this policy and preserve the right and provisions of this article in any other agreements.
- E. The internal use of developed material shall be without charge to the College and shall be housed and used as other materials. The College may distribute such materials to other institutions for the purpose of demonstration and review. External distribution by the College for any other reason shall be only with the written consent of the author(s) and the College. The author(s) may use such materials for professional activities such as workshops, etc. In cases where the College has gained proprietary rights, these should be preserved by the author(s). The author(s) retain the right to review recorded material in order to update or otherwise improve its quality or accuracy. If significant costs are associated with such changes, a separate agreement may be negotiated or, at the discretion of the College, the material may be removed from circulation.
- F. The College realizes that a routine project (where a faculty member may have received support of compensable value) may "evolve" into something of proprietary interest. It shall be the obligation of the faculty member to inform the appropriate administrator as soon as possible. Negotiations, regarding applicable provisions of this article (or other aspect of the Forum contract), shall then be applied.

The Faculty Forum will be informed of any "extra contractual" agreements between the College and a member of the bargaining unit.

ARTICLE XVII

NONDISCRIMINATION - FULL AND PART-TIME FACULTY

Section 1. The College will not discriminate against any faculty member with respect to wages, hours, terms or conditions of employment by reason of his/her membership in or participation in the activities of the Union.

Section 2. In the exercise of their duties and responsibilities neither the College, the Faculty Forum, nor the faculty shall discriminate on the basis of race, creed, religion, age, sex, marital status, political beliefs, or handicap.

ARTICLE XVIII

CONFORMITY TO LAW

This Agreement is subject in all respects to the laws of the State of Michigan. In the event that any provision of this Agreement shall at any time be held contrary to law by a court of competent jurisdiction, such provision shall be void and inoperative. All other provisions of this Agreement shall continue in effect.

ARTICLE XIX

WHOLE CONTRACT

This contract constitutes the entire Agreement between the parties but it may be amended in writing by mutual agreement of the parties. Such amendment must be ratified by the Senate acting for the Forum and a designated representative of the Board. The proposed amendment shall become part of this document when the parties have exchanged written notification of their formal action.

ARTICLE XX

TERMINATION OF AGREEMENT

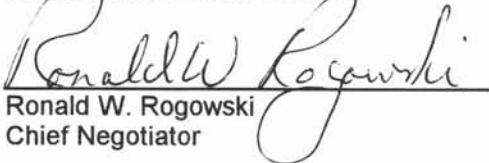
This Agreement shall remain in full force and effect through the 20th of August, 2002, and thereafter for successive periods of one (1) year unless either party shall, on or before the sixtieth (60th) day prior to expiration, serve a written notice on the other party of a desire to terminate, modify or change this Agreement. Such notice shall be sent by registered mail to the other party and shall specify the changes desired.

IN WITNESS WHEREOF, the parties hereto have set their signatures on the day and year first written above.


SCHOOLCRAFT COLLEGE
FACULTY FORUM



William G. Nickels, President



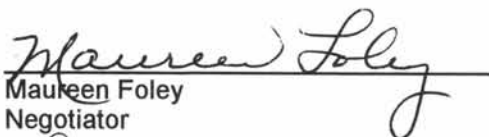
Ronald W. Rogowski
Chief Negotiator



Catherine Ferman
Co-Chief Negotiator



Lois Bearden
Negotiator



Maureen Foley
Negotiator



Sandra Kerr
Negotiator

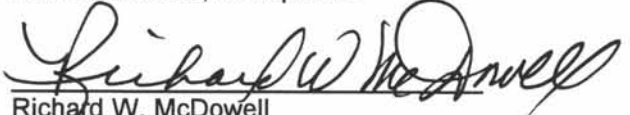


Thomas O'Connor
Negotiator


BOARD OF TRUSTEES OF THE
SCHOOLCRAFT COMMUNITY
COLLEGE DISTRICT



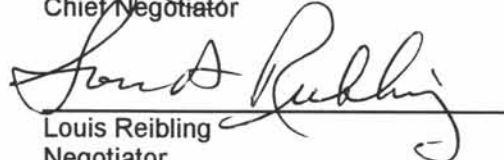
Patricia Watson, Chairperson



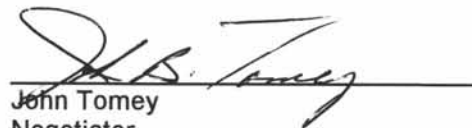
Richard W. McDowell
President




Betty J. Gilbert
Chief Negotiator



Louis Reibling
Negotiator



John Tomey
Negotiator



Pat Yaremchuk
Negotiator

FACULTY SALARY TRACK AND STEP SCHEDULE

I. 1.0 Salary Schedule

The Instructional College Year is comprised of thirty-seven (37) weeks with approximately thirty-three (33) weeks of duties for instructional faculty and approximately 165 days for non instructional faculty.

II. 1.10 Salary Schedule

The factor 1.10 is utilized to determine the salary for Counselors and Related Trades Instruction Coordinator/Instructor with approximately thirty-eight (38) weeks (1,330 hours) of assigned duties in a fifty-two (52) week period.

III. 1.25 Salary Schedule

The factor of 1.25 is utilized to determine the salary for Librarians, Counselors and Coordinator/Instructors with approximately forty-six (46) weeks of assigned duties in a fifty-two (52) week period.

IV. In accordance with Article XIII, Section 1, initial placement on the salary schedule will be based upon experience at the time of hire and is equated to the numerical value of the step number (ten (10) years prior experience equates to placement on Step #10). Reference Article XIII, Section 1.

FULL-TIME FACULTY SALARY SCHEDULE 1998/1999

STEP	BACHELOR'S DEGREE					MASTER'S DEGREE					MASTER'S DEGREE PLUS 30 HOURS					DOCTORATE					STEP
	1.0	1.10	1.25	1.0	1.10	1.25	1.0	1.10	1.25	1.0	1.10	1.25	1.0	1.10	1.25	1.0	1.10	1.25			
1	30,763	33,839	38,453	33,811	37,192	42,262	35,499	39,048	44,374	37,192	40,914	46,490	37,192	40,914	46,490	37,192	40,914	46,490	1		
2	32,792	36,069	40,988	36,178	39,795	45,221	37,869	41,658	47,337	39,558	43,512	49,446	39,558	43,512	49,446	39,558	43,512	49,446	2		
3	34,825	38,307	43,532	38,544	42,399	48,180	40,234	44,259	50,292	41,927	46,117	52,407	41,927	46,117	52,407	41,927	46,117	52,407	3		
4	36,850	40,531	46,062	40,916	45,005	51,144	42,600	46,861	53,251	44,292	48,722	55,363	44,292	48,722	55,363	44,292	48,722	55,363	4		
5	38,882	42,770	48,604	43,284	47,615	54,104	44,972	49,468	56,218	46,663	51,328	58,327	46,663	51,328	58,327	46,663	51,328	58,327	5		
6	40,819	44,901	51,025	45,646	50,213	57,060	47,339	52,076	59,178	49,028	53,931	61,286	49,028	53,931	61,286	49,028	53,931	61,286	6		
7	42,940	47,234	53,676	48,015	52,815	60,019	49,706	54,676	62,131	51,393	56,532	64,241	51,393	56,532	64,241	51,393	56,532	64,241	7		
8	44,972	49,468	56,218	50,383	55,424	62,981	52,074	57,281	65,093	53,765	59,141	67,205	53,765	59,141	67,205	53,765	59,141	67,205	8		
9	47,004	51,705	58,755	52,749	58,022	65,938	54,443	59,885	68,054	56,135	61,750	70,168	56,135	61,750	70,168	56,135	61,750	70,168	9		
10	49,956	54,952	62,446	55,118	60,631	68,896	56,812	62,494	71,015	58,514	64,366	73,144	58,514	64,366	73,144	58,514	64,366	73,144	10		
11	51,896	57,084	64,868	58,582	64,440	73,226	60,383	66,420	75,481	62,178	68,395	77,722	62,178	68,395	77,722	62,178	68,395	77,722	11		
12	53,786	59,164	67,232	60,856	66,940	76,068	62,730	69,000	78,409	64,592	71,051	80,740	64,592	71,051	80,740	64,592	71,051	80,740	12		
13	55,745	61,317	69,678	63,071	69,378	78,842	65,015	71,518	81,270	66,944	73,637	83,680	66,944	73,637	83,680	66,944	73,637	83,680	13		

FULL-TIME FACULTY SALARY SCHEDULE 1999/2000

STEP	BACHELOR'S DEGREE			MASTER'S DEGREE			MASTER'S DEGREE PLUS 30 HOURS			DOCTORATE			STEP
	1.0	1.10	1.25	1.0	1.10	1.25	1.0	1.10	1.25	1.0	1.10	1.25	
1	31,763	34,939	39,703	34,910	38,401	43,636	36,653	40,317	45,816	38,401	42,244	48,001	1
2	33,858	37,241	42,320	37,354	41,088	46,691	39,100	43,012	48,875	40,844	44,926	51,053	2
3	35,957	39,552	44,947	39,797	43,777	49,746	41,542	45,697	51,926	43,290	47,616	54,110	3
4	38,048	41,848	47,559	42,246	46,468	52,806	43,985	48,384	54,982	45,731	50,305	57,162	4
5	40,146	44,160	50,184	44,691	49,162	55,862	46,434	51,076	58,045	48,180	52,996	60,223	5
6	42,146	46,360	52,683	47,129	51,845	58,914	48,878	53,768	61,101	50,621	55,684	63,278	6
7	44,336	48,769	55,420	49,575	54,531	61,970	51,321	56,453	64,150	53,063	58,369	66,329	7
8	46,434	51,076	58,045	52,020	57,225	65,028	53,766	59,143	67,209	55,512	61,063	69,389	8
9	48,532	53,385	60,665	54,463	59,908	68,081	56,212	61,831	70,266	57,959	63,757	72,448	9
10	51,580	56,738	64,475	56,909	62,602	71,135	58,658	64,525	73,323	60,416	66,458	75,521	10
11	53,583	58,939	66,976	60,486	66,534	75,606	62,345	68,579	77,934	64,199	70,618	80,248	11
12	55,534	61,087	69,417	62,834	69,116	78,540	64,769	71,243	80,957	66,691	73,360	83,364	12
13	57,557	63,310	71,943	65,121	71,633	81,404	67,128	73,842	83,911	69,120	76,030	86,400	13

FULL-TIME FACULTY SALARY SCHEDULE 2000/2001

STEP	BACHELOR'S DEGREE			MASTER'S DEGREE			MASTER'S DEGREE PLUS 30 HOURS			DOCTORATE			STEP
	1.0	1.10	1.25	1.0	1.10	1.25	1.0	1.10	1.25	1.0	1.10	1.25	
1	32,795	36,075	40,993	36,045	39,649	45,054	37,844	41,627	47,305	39,649	43,617	49,561	1
2	34,958	38,451	43,695	38,568	42,423	48,208	40,371	44,410	50,463	42,171	46,386	52,712	2
3	37,126	40,837	46,408	41,090	45,200	51,363	42,892	47,182	53,614	44,697	49,164	55,869	3
4	39,285	43,208	49,105	43,619	47,978	54,522	45,415	49,956	56,769	47,217	51,940	59,020	4
5	41,451	45,595	51,815	46,143	50,760	57,678	47,943	52,736	59,931	49,746	54,718	62,180	5
6	43,516	47,867	54,395	48,661	53,530	60,829	50,467	55,515	63,087	52,266	57,494	65,335	6
7	45,777	50,354	57,221	51,186	56,303	63,984	52,989	58,288	66,235	54,788	60,266	68,485	7
8	47,943	52,736	59,931	53,711	59,085	67,141	55,513	61,065	69,393	57,316	63,048	71,644	8
9	50,109	55,120	62,637	56,233	61,855	70,294	58,039	63,841	72,550	59,843	65,829	74,803	9
10	53,256	58,582	66,570	58,759	64,637	73,447	60,564	66,622	75,706	62,380	68,618	77,975	10
11	55,324	60,855	69,153	62,452	68,696	78,063	64,371	70,808	80,467	66,285	72,913	82,856	11
12	57,339	63,072	71,673	64,876	71,362	81,093	66,874	73,558	83,588	68,858	75,744	86,073	12
13	59,428	65,368	74,281	67,237	73,961	84,050	69,310	76,242	86,638	71,366	78,501	89,208	13

FULL-TIME FACULTY SALARY SCHEDULE 2001/2002

STEP	BACHELOR'S DEGREE					MASTER'S DEGREE					MASTER'S DEGREE PLUS 30 HOURS					DOCTORATE				
	1.0	1.10	1.25	1.0	1.10	1.25	1.0	1.10	1.25	1.0	1.10	1.25	1.0	1.10	1.25	STEP				
1	33,861	37,247	42,325	37,216	40,938	46,518	39,074	42,980	48,842	40,938	45,035	51,172	1							
2	36,094	39,701	45,115	39,821	43,802	49,775	41,683	45,853	52,103	43,542	47,894	54,425	2							
3	38,333	42,164	47,916	42,425	46,669	53,032	44,286	48,715	55,356	46,150	50,762	57,685	3							
4	40,562	44,612	50,701	45,037	49,537	56,294	46,891	51,580	58,614	48,752	53,628	60,938	4							
5	42,798	47,077	53,499	47,643	52,410	59,553	49,501	54,450	61,879	51,363	56,496	64,201	5							
6	44,930	49,423	56,163	50,242	55,270	62,806	52,107	57,319	65,137	53,965	59,363	67,458	6							
7	47,265	51,991	59,081	52,850	58,133	66,063	54,711	60,182	68,388	56,569	62,225	70,711	7							
8	49,501	54,450	61,879	55,457	61,005	69,323	57,317	63,050	71,648	59,179	65,097	73,972	8							
9	51,738	56,911	64,673	58,061	63,865	72,579	59,925	65,916	74,908	61,788	67,968	77,234	9							
10	54,987	60,486	68,734	60,669	66,738	75,834	62,532	68,787	78,166	64,407	70,848	80,509	10							
11	57,122	62,833	71,400	64,482	70,929	80,600	66,463	73,109	83,082	68,439	75,283	85,549	11							
12	59,203	65,122	74,002	66,984	73,681	83,729	69,047	75,949	86,305	71,096	78,206	88,870	12							
13	61,359	67,492	76,695	69,422	76,365	86,782	71,563	78,720	89,454	73,685	81,052	92,107	13							

PAYROLL SCHEDULE

	98/99	99/00	00/01	01/02
August				31
September	4 18	3 17	1 15 29	14 28
October	2 16 30	1 15 29	13 27	12 26
November	13 25	12 24	10 22	9 23
December	11 23	10 23	8 22	7 21
January	8 22	7 21	5 19	4 18
February	5 19	4 18	2 16	1 15
March	5 19	3 17 31	2 16 30	1 15 29
April	2 16 30	14 28	13 27	12 26
May	14 28	12 26	11 25	10 24
June	11 25	9 23	8 22	7 21
July	9 23	7 21	6 20	5 19
August	6 20	4 18	3 17	2 16

TEACHING FACULTY

Duties & Responsibilities

Teaching faculty are responsible to their appropriate administrator. The following responsibilities are considered significant:

1. Teach courses in accordance with the description published in the catalog and common syllabus. It is recognized that the methods, procedures and interpretations of various instructors may differ.
2. Distribute Course Syllabus to the first session of each class. Such syllabus must contain, at a minimum, all of the elements of the master course syllabus and model the common syllabus.
3. Schedule office hours for student consultation and post these hours prominently.
4. Meet all scheduled classes, office hours, and final examinations as scheduled.
5. Attend and participate in all scheduled faculty meetings and Advisory Committee meetings and activities unless excused by the appropriate administrative officer or unless classes conflict.
6. Provide timely feedback to students regarding their progress.
7. Maintain attendance and grade reports and submit them to the Registrar's Office.
8. Submit to the appropriate administrator, reports on each student who the faculty member believes is in need of counseling services.
9. Complete requested reports on student athletes and submit them to the Athletic Director/appropriate administrator.
10. Attend and participate in all scheduled department, discipline and division meetings.
11. Cooperate with his/her department in developing course syllabi and participate in the textbook selection process.
12. Assist the appropriate administrator in the maintenance of the laboratory and laboratory equipment used by the instructor.
13. Participate, when necessary, in the State-mandated Performance Review of Occupation Education (PROE).

COUNSELOR

Duties & Responsibilities

The counselors are responsible to the Director of Student Advisement Services. Duties and responsibilities assigned to this position are:

1. Participating in the total guidance and counseling program, including academic, career and personal counseling.
2. Interview new students and develop individual programs with them.
3. Counsel students transferring to other colleges and prepare necessary forms, except official transcripts.
4. Administer individual interest, aptitude and interest tests and achievement tests as needed.
5. Participate in the new student orientation program.
6. Maintain career information files.
7. Disseminate information pertaining to scholarships at four-year institutions.
8. Assist the designated administrator in conducting student studies.
9. Visit with senior colleges and high schools to develop articulation between Schoolcraft College and other educational institutions.
10. Visit business and industries to expand departmental awareness of career opportunities.
11. Consult with teaching faculty to improve departmental articulation.
12. Interpret test results and student records for placement in technical and academic courses and programs.
13. Assist the designated administrator in the provision of counseling services for the Career Planning and Placement Center, the Women's Resource Center, the Admissions Office, the Learning Assistance Center, and for Veterans' services.
14. Monitor and counsel At Risk Students as identified by placement test scores and academic records.
15. Monitor and counsel students on academic probation or dismissal.

COUNSELOR - CAREER PLANNING AND PLACEMENT CENTER

The Counselor - Career Planning and Placement reports directly to the Director of Student Advisement Services.

Duties & Responsibilities

1. Develop and present individual client and group career counseling services to students and members of the community.
2. Assist clients in making career and educational plans through recognized vocational/career counseling practices.
3. Maintain a testing and assessment service which will assist clients in appraising and measuring their aptitudes, achievements, interests, values, and personality as related to career/life-style decisions.
4. Develop and maintain vocational, career, and employment information files and library resources.
5. Select and maintain computer-assisted and video career and employment information resources and all other career planning information.
6. Present group workshops to classes, community organizations, and clients on career development and job hunting techniques.
7. Organize the offerings of career fairs, employment fairs, and special topical projects and programs.
8. Assist clients in becoming self-sufficient in the job-hunting process.
9. Refer clients to business, industry, and community organizations for career information, employment, or job hunting assistance.
10. Visit business and industry for career and employment information.
11. Assist businesses with their career development and employment needs.
12. Maintain a liaison and contact with other placement facilities, community service organizations, and college faculty.
13. Serve on College committees as assigned.
14. Assist with research projects developed by the Center.
15. Assist clients in adjusting to their work setting and in developing good work habits.
16. Serve as a liaison with the faculty in the instructional departments.
17. Attend visiting four-year college informational meetings.
18. Perform other related duties as agreed to by the Counselor - Career Planning and Placement and the designated administrator.

PART-TIME EDUCATIONAL COUNSELOR -REGISTRATION PERIOD

The part-time Educational Counselor is responsible to the Director of Student Advisement Services.

Duties and Responsibilities:

1. Perform educational/academic counseling.
2. Develop and maintain knowledge of current college catalogs and course offerings.
3. Develop and maintain knowledge of transfer guide sheets and articulation agreements with other schools.
4. Develop and maintain knowledge of policy changes affecting graduation requirements.
5. Develop and maintain knowledge of previous Schoolcraft catalogs and degree requirements.
6. Develop and maintain awareness of reference materials in counseling conference room.
7. Interpret ASSET test scores and high school transcripts with regard to course placement.
8. Refer students to other services on campus, including Learning Assistance Center, Career Planning and Placement Center, Women's Resource Center, Financial Aid, Admissions, Registrar.
9. Refer students to full-time counselors for problems beyond their expertise, including graduating students, probationary students, previously dismissed students, foreign students and veterans' benefits.

Qualifications: Master's Degree in Guidance/Counseling or a related field, the appropriate counselor license.

Compensation: Compensation shall be 80% of the current part-time counselor rate.

LIBRARIANS - GENERAL

Librarians may be forty-six (46) or thirty-six (36) week employees. The length of the work year is determined by the job posting or by mutual agreement for existing employees. All librarians are expected to be able to perform the following functions:

1. Instruct library users in information access, utilizing both print and non-print sources.
2. Serve a portion of each week on reference duty as assigned by the designated administrator.
3. Select and maintain library materials in specified subject areas in consultation with Schoolcraft College instructors.
4. Instruct library users in the efficient use of electronic resources to locate information.
5. Assist library users in procuring needed informational resources located in other institutions.
6. Assume total responsibility for library operations when assigned.
7. Work in cooperation with the designated administrator to plan for future library needs.
8. Attend and participate in scheduled departmental meetings.
9. Participate in pertinent professional growth activities.
10. Perform other professional library duties agreed upon between the designated administrator and the Librarian.

Currently, there are five (5) specialty areas within the library. Librarians employed for these areas will function under the following job descriptions:

LIBRARIAN - COLLECTION DEVELOPMENT/ACQUISITIONS

The Librarian - Collection Development/Acquisitions is responsible to the Assistant Dean - Learning Resources.

Duties & Responsibilities

1. Assist the designated administrator in developing policies pertinent to the procurement of library materials.
2. Assume responsibility for Bradner Library collection development.
3. Work with faculty on the selection of books in specified subject areas as assigned by the designated administrator.
4. Oversee the acquisition and ordering of all designated library materials as assigned by the designated administrator.
5. Select and maintain a topical, pertinent vertical file collection of pamphlets and other materials.
6. Acquire and process peripheral collections such as corporate annual reports, college catalogs, income tax forms, telephone directories, maps, etc.
7. Serve a portion of each week as reference librarian under the direction of the designated administrator.
8. Participate in the pertinent activities of professional library associations.
9. Perform other professional duties in area of specialization as assigned by the designated administrator, and other professional library duties agreed upon between the designated administrator and the Librarian.

LIBRARIAN - INFORMATION SERVICES

The Librarian - Information Services is responsible to the Assistant Dean - Learning Resources.

Duties & Responsibilities

1. Assist the designated administrator in developing policies related to the procurement and dissemination of on-line and database-related services.
2. Serve as System Administrator for the integrated library system and participate in its design, implementation and operation.
3. Coordinate and perform on-line searching functions for College library users and assist them as they do other types of database searching.
4. Assist College library users in accessing information by serving a portion of each week at the reference desk under the direction of the designated administrator.
5. Provide classroom orientation sessions and/or specific bibliographic instruction upon the request of instructors.
6. Select and maintain books and materials in specified subject areas in consultation with College faculty.
7. Maintain the reference collection by continuously selecting new and weeding out obsolete materials.
8. Assume responsibilities for the gathering of specified building attendance and reference statistics needed to study patterns of library usage.
9. Participate in the pertinent activities of professional library association.
10. Perform other professional duties in area of specialization as assigned by the designated administrator, and other professional library duties agreed upon between the designated administrator and the Librarian.

One (1) Librarian - Information Services shall be assigned weekend duties as specified in the posting under which the person was employed.

LIBRARIAN - PERIODICALS & DOCUMENTS

The Librarian - Periodicals & Documents is responsible to the Assistant Dean - Learning Resources.

Duties and Responsibilities

1. Assume responsibility for the selection and weeding of periodicals, newspapers and government documents, cooperating with faculty in their respective fields.
2. Oversee the order, receipt and maintenance of periodicals and documents.
3. Maintain efficient records of the library's holdings of serial publications and government documents.
4. Assist the designated administrator in formulating library policies for the circulation of periodicals and documents.
5. Submit the library's annual periodicals and documents purchase requirements to the designated administrator.
6. Oversee employees responsible for daily periodicals and documents operations.
7. Serve a portion of each week as reference librarian under the direction of the designated administrator.
8. Participate in the pertinent activities of professional library associations.
9. Assume responsibility for the coordination of the library's role in its depository documents cooperative agreements with other institutions.
10. Perform other professional duties in area of specialization as assigned by the designated administrator, and other professional library duties agreed upon between the designated administrator and the Librarian.

LIBRARIAN - RADCLIFF CENTER

The Radcliff Center librarian is a member of the College library staff reporting to the Assistant Dean - Learning Resources, but works in the Radcliff Center's Learning Resources Center under the direct supervision of Radcliff Administration.

Duties & Responsibilities

1. Assist students and faculty in accessing information in the LRC through the use of library materials and equipment.
2. Work with faculty in selecting books and other materials needed as resources for classes taught at the Center and forward purchasing requests to the designated administrator for ordering in accordance with College library's purchasing policies.
3. Assume responsibility for the processing of books and other materials, for overseeing the typing and filing of catalog cards and the maintenance of the card catalog.
4. Submit recommendations for budget allowances for books, periodicals, supplies, equipment and other materials to the designated administrator and to the Dean of College Centers.
5. Supervise LRC student aides and instruct them in their duties so that library policies and procedures are consistently carried out.
6. Keep accurate statistics of library circulation of books, materials and equipment and make available reports of these to the Radcliff Center administrator and the designated administrator.
7. Assume responsibility for the scheduling, circulation, maintenance and ordering of the Center's audio-visual and instructional equipment housed in the LRC.
8. Attend monthly College library staff meetings and meet with the designated administrator.
9. Schedule hours of Radcliff Center Library operation in conjunction with the Dean of College Centers.
10. Participate in the pertinent activities of professional library organizations.
11. Perform other professional duties in area of specialization as assigned by the designated administrator and other professional library duties agreed upon between the designated administrator and the Librarian.

LIBRARIAN - TECHNICAL SERVICES

The Librarian - Technical Services is responsible to the Assistant Dean - Learning Resources.

1. Assist the designated administrator in developing policies pertinent to the classifying and cataloging of library materials.
2. Classify and catalog library materials as assigned by the designated administrator.
3. Build and maintain the machine-readable database for the on-line library system.
4. Assume responsibility for the maintenance of the card catalog under the guidance of the designated administrator.
5. Direct student assistants and other employees in the physical preparation and data entry of library materials.
6. Assume responsibility for book repair and for preparing books for binding and re-binding.
7. Assist the designated administrator in preparing budget requests for cataloging and processing materials.
8. Serve a portion of each week as reference librarian under the direction of the designated administrator.
9. Be responsible for the selection of books in specific subject areas and work closely with faculty teaching in those areas.
10. Participate in the pertinent activities of professional library associations.
11. Perform other professional duties in area of specialization as assigned by the designated administrator, and other professional library duties as agreed upon between the designated administrator and the Librarian.

RELATED TRADES INSTRUCTION COORDINATOR/INSTRUCTOR

The RTI Coordinator/Instructor is responsible to the appropriate Assistant Dean/Director.

Duties & Responsibilities

- A. Instructional duties and responsibilities are the same as for any instructor.
- B. RTI Coordination Duties and Responsibilities:
 - 1. Maintain liaison with the Bureau of Apprenticeship, Department of Labor, labor unions, and industrial establishments in the community college operating district to promote and develop programs appropriate to the needs of the Related Instruction Program.
 - 2. Conduct program and course advisement to service the needs of day and evening Related Trades Instruction students.
 - 3. Assist with the registration of students in the Related Trades Instruction Program. Only during weeks when registration is conducted, time spent in excess of thirty-five (35) hours shall be compensated through the use of comp time. In calculating the hours during these weeks each instructional hours shall count as two (2).
 - 4. Maintain the required records and reports.
 - 5. Assist the designated administrator in the preparation of reports pertaining to the Related Trades Instruction Program.
 - 6. Maintain close communications with the designated administrator to insure efficient direction and continued effectiveness of the Related Trades Instruction Program.

Coordination portion of the RTI Coordinator/Instructor load will be equated to twelve (12) contact hours for the Fall and Winter Semesters. The balance of his/her thirty-eight weeks of assigned duties over a fifty-two (52) week period shall consist entirely of coordination duties.

BIOMEDICAL TECHNOLOGY INSTRUCTOR/COORDINATOR

The Biomedical Equipment Technologist Instructor/Coordinator is responsible to the appropriate Assistant Dean in the Applied Sciences Division. BMET coordination duties shall be paid for at an overload rate, in accordance with Article VI, Section 2F for students over twelve (12).

Duties & Responsibilities

A. Instructional duties and responsibilities are the same as for any instructor.

B. BMET Coordination Duties & Responsibilities:

The coordination portion of the Biomedical Equipment Technologist Coordinator/Instructor's load will be equated to three (3) contact hours for the Fall and Winter semesters and four (4) contact hours in each of the Spring and Summer terms.

1. Maintain liaison with hospitals and service industries in southeastern Michigan and beyond to promote and develop the program for students.
2. Conduct program and course advisement to service the needs of day and evening BMET students.
3. Assist with the registration of students in the Biomedical Equipment Technologist Program.
4. Maintain the required records and reports.
5. Assist the designated administrator in the preparation of reports pertaining to the Biomedical Equipment Technologist Program.
6. Maintain close communications with the designated administrator to insure efficient direction and continued effectiveness of the Biomedical Equipment Technologist Program.

HEALTH INFORMATION TECHNOLOGY COORDINATOR/INSTRUCTOR

The Medical Records Technology Coordinator/Instructor is responsible to the appropriate Administrator of the Radcliff Center.

Duties & Responsibilities:

A. Instructional Duties and Responsibilities:

The instructional duties and responsibilities are the same as for any instructor.

B. Coordination Duties and Responsibilities:

The coordination duties and responsibilities are described below. The coordination duties and responsibilities shall be equated to eight (8) hours in the Fall Semester and eight (8) hours in the Winter Semester. In addition, the coordinator/instructor shall receive a four (4) hour supplemental contract for either the Spring or Summer session.

1. Evaluate and recommend appropriate hospital sites for Medical Record directed practice affiliation to the designated administrator.
2. Enlist the assistance of hospital Medical Record Administrators as Affiliation Supervisors and conduct appropriate orientation sessions.
3. Develop the instructional directed practice assignments for use by Affiliation Supervisors.
4. Schedule all freshman and sophomore medical record students on a rotation basis so that each student completes the required directed practice training in the various hospital sites.
5. Conduct coordinator-affiliation supervisor visitations for student evaluation after each rotation period.
6. Conduct coordinator-student conferences for evaluation and assistance in problem areas.
7. As a Registered Record Administrator, act as liaison between Schoolcraft College and the American Medical Record Association in the continuing of a high-quality instructional program.
8. Maintain the required records and reports.
9. Maintain close communication with the designated administrator to insure efficient direction and continued effectiveness of the Medical Record Technology Program.
10. Continue to develop the on-campus laboratory and assist the College with recruitment of students during the regular thirty-six (36) week contractual period.
11. Have credentials on file with the Council on Medical Education of the A.M.A. and represent the Medical Record Technology Program in any subsequent accreditation program.

INSTRUCTOR/ARTISTIC DIRECTOR OF THEATRE

The Instructor/Artistic Director of Theatre is responsible to the appropriate administrator.

Duties & Responsibilities

A. Instructional Duties and Responsibilities:

Instructor - Communication Arts: Duties and responsibilities are the same as for any instructor.

The basic load, when combined with the Artistic Director of Theatre function, shall include twelve (12) hours of classroom assignment, six (6) for the Fall semester and six (6) for the Winter semester.

B. Artistic Director of Theatre:

The duties of the Artistic Director of Theatre are describe below:

1. Select, schedule and arrange for the artistic and technical production and performance of two plays for each calendar year (September through August). The dates for plays shall be the result of mutual agreement between the faculty member and the appropriate administrator.
2. Arrange for all publicity, program production, casting and other ancillary activities necessary for the public performance of the play(s).
3. Attend all staff rehearsals and public performances of each play.
4. Arrange for cleaning up of facilities and storage of materials after each play.
5. Arrange for any and all financial responsibilities required by the theatre program.
6. Promote the theatre program within the community, school and local high schools.

C. Compensation:

Artistic Director of Theatre shall be equated to a ten (10) hour course load reduction in the Fall and Winter Semesters. In addition a four (4) hour supplemental for the Summer Session and a two (2) hour supplemental for the Fall Semester shall be granted for script review recruitment, set building, marketing and other ancillary duties.

PART-TIME INSTRUCTOR

Duties & Responsibilities

Members of the faculty at Schoolcraft College designated by the title "Part-Time Instructor" are responsible to the appropriate administrator. The primary duty of the part-time instructor is to teach. The following responsibilities are considered significant:

1. Teach course(s) in accordance with the description published in the Catalog and Department Course Outline(s). It is recognized that the methods, procedures, and interpretations of various instructors may differ.
2. Make himself/herself available for student consultations.
3. Meet all scheduled classes, consultation hours, and final examinations as scheduled.
4. Attend and participate in all regularly scheduled part-time faculty meetings unless excused by the appropriate administrative officer or unless classes conflict.
5. Maintain attendance records of students and submit required reports to the Registrar's Office.
6. Prepare and submit grade reports on schedule to the appropriate administrator.
7. Complete requested reports on student athletes and submit them to the Athletic Director/appropriate administrator.
8. Submit to the designated administrator reports on each student who the faculty member believes is in need of counseling services.
9. Assist the designated administrator in the maintenance of the laboratory and laboratory equipment used by the part-time instructor.
10. Distribute Course Syllabus (including, at a minimum, Course Outline and/or topic, teaching objectives, teaching methodology and evaluation procedure to the first session of each class.
11. Attendance at a schedule orientation is required of all new part-time faculty. Where major curriculum or equipment changes are made, orientation and/or training may be necessary to maintain qualifications to teach.

Compensation: As describe in Article XV, Section 10.

PART-TIME CLINICAL NURSING INSTRUCTOR

The part-time clinical nursing instructor is responsible to the appropriate Assistant Dean.

Duties & Responsibilities

The primary duty of the part-time clinical nursing instructor is to teach and supervise activities involved in clinical experiences.

The following responsibilities are considered significant:

1. The part-time clinical nursing instructor is expected to make student clinical assignments in his/her area and to teach and supervise activities during his/her assigned time in the health facility.
2. He/she is expected to assist full-time faculty in correcting patient care studies or other written work based on the students' clinical experience.
3. He/She will hold daily pre and post conferences with assigned students and will carry on a continuing evaluation of assigned students' clinical performance.
4. A written evaluation and conference regarding each student's performance will be held at the end of the experience.
5. Attendance at faculty meetings is expected when requested by the designated administrator and/or full-time nursing instructors.

Compensation:

Part-time clinical nursing instructors shall be issued contracts for a specific number of contact hours (or portions thereof) for each semester/session they are employed. Compensation as described in Article XV, Section 10.

Note:

Each Part-time clinical instructor is obligated to participate in an introductory program as required by the clinical facility personnel or the appropriate administrator. Participation shall be compensated at one-half (1/2) the clock hours supplemental rate.

FACULTY REPRESENTATIVE

Faculty representatives shall be elected by a majority of the full-time members of the disciplines which they represent. The term of office of the faculty representatives shall be for one (1) year, commencing on the 15th of September. When a vacancy occurs, a replacement shall be elected for the remainder of this term. Vacancies may occur as a result of a resignation or by involuntary removal for non-performance of duties.

Duties & Responsibilities

1. Assist the appropriate administrator in determining general and/or specific qualifications for full-time faculty vacancies.
2. Serve on committees to screen applications to determine those meeting qualifications, participate in the interview process, and assist in making recommendations for faculty hires.
3. Assist in the probationary faculty member evaluation process.
4. Assist in the evaluation process for full-status faculty.
5. Review proposals for faculty reassigned time as per Article VI, Section 14A.
6. Participate on the Curriculum Committee as per Article VIII.
7. Review with the designated administrator the salary track placement of prospective full-time faculty as per Article XIII, Section 1C.
8. Assist the appropriate administrator, when necessary, in determining that a retired full-time faculty is not qualified to teach as per Article XV, Section 3C2.
9. Assist the appropriate administrator with the following:
 - a. Analysis of staff needs and recommendations concerning individuals to fill full-time vacancies and, when feasible, part-time vacancies;
 - b. Formulation of recommendations to the Office of Instruction in the planning and equipping of facilities that may be utilized by the disciplines;
 - c. Formulation of disciplines' budget requests; and,
 - d. Cooperation in formulation of and when necessary, alteration of class schedules for disciplines.
10. Conduct and/or participate in department meetings at least once a month.
11. Assist with the expedited part-time evaluations as per Article XV, Section 5F.
12. Furnish the designated administrator with recommendations regarding curriculum or course changes within the department prior to presentation to the Curriculum Committee.

Compensation Faculty Representatives shall be paid three hundred dollars (\$300) and an additional thirty dollars (\$30) for each additional full-time faculty member assigned to his/her department.

Other related tasks requested and agreed to shall be paid for at one-half of the supplemental rate.

Each of the three Faculty Representatives elected to the Curriculum Committee will receive an additional \$100 per annum to attend up to six (6) Curriculum Committee meetings per academic year.

1998-1999 INSTRUCTIONAL CALENDARFALL SEMESTER 1998

August 25 & 26	Tuesday, Wednesday	Faculty Professional Development Days & Meetings - All Faculty on Campus
August 27	Thursday	Classes Begin - 16 Week & First 8 Week Classes
September 7	Monday	Labor Day - No Classes
September 8	Tuesday	Classes Resume
October 22	Thursday	Second 8 Week Classes Begin
November 26 through 29	Thursday through Sunday	Thanksgiving Recess - No Classes
November 30	Monday	Classes Resume
December 14	Monday	Last Day of Classes
December 15 through 21	Tuesday through Monday	Final Exams - 16 Week & Second 8 Week Classes
December 22	Tuesday	Grades Due by Noon

WINTER SEMESTER 1999

January 8	Friday	Faculty Professional Development Days & Meetings - All Faculty on Campus
January 9	Saturday	Classes Begin - 16 Weeks. & First 8 Weeks
March 6 through 12	Saturday through Friday	Mid-Semester Break - No Classes
March 13	Saturday	Classes Resume - Second 8 Week Classes Begin
April 30	Friday	Last Day of Classes
May 1 through 7	Saturday through Friday	Final Exams - 16 Week. & Second 8 Week Classes
May 10	Monday	Grades Due by Noon

SPRING/SUMMER SESSIONS 1999

May 10	Monday	12 Week Session Begins & Spring Session Begins
May 31	Monday	Memorial Day Observed - No Classes
June 1	Tuesday	Classes Resume
July 3	Saturday	Last Day for Spring Session
July 5	Monday	Independence Day Observed - No Classes
July 6	Tuesday	Grades Due by Noon for Spring Session & Summer Session Begins
August 1	Sunday	Last Day for 12 Week Session
August 2	Monday	Grades Due by Noon for 12 Week Session
August 23	Monday	Last Day for Summer Session
August 24	Tuesday	Grades Due by Noon for Summer Session

NOTE: Classes missed on holidays during the Spring and Summer Session will be made up at the convenience of the students and the faculty.

1999 - 2000 INSTRUCTIONAL CALENDARFALL SEMESTER 1999

August 24 & 25	Tuesday, Wednesday	Faculty Professional Development Days & Meetings - All faculty on Campus
August 26	Thursday	Classes Begin - 16 Week & First 8 Week Classes
September 6	Monday	Labor Day - No Classes
October 21	Thursday	Second 8 Week Classes Begin
November 25 through 28	Thursday through Sunday	Thanksgiving Recess - No Classes
December 13	Monday	Last Day of Classes
December 14 through 20	Tuesday through Monday	Final Exams - 16 Week & Second 8 Week Classes
December 22	Wednesday	Grades Due by Noon

WINTER SEMESTER 2000

January 6	Thursday	Faculty Professional Development Day & Meetings - All Faculty on Campus
January 7	Friday	Classes Begin - 16 Week & First 8 Week Classes
March 3	Friday	Second 8 Week Classes Begin
March 4 through 10	Saturday through Friday	Mid-Semester Break - No Classes
April 27	Thursday	Last Day of Classes
April 28 through May 4	Friday through Thursday	Final Exams - 16 Week & Second 8 Week Classes
May 8	Monday	Grades Due by Noon

SPRING/SUMMER SESSION 2000

May 8	Monday	12 Week Session Begins & Spring Session Begins
May 29	Monday	Memorial Day Observed - No Classes
July 2	Sunday	Last Day for 8 Week Spring Session
July 3	Monday	Grades Due by Noon for 8 Week Spring Session
July 4	Tuesday	Independence Day - No Classes
July 5	Wednesday	Summer Session Begins
July 30	Sunday	Last Day of Classes for 12 Week Spring Session
July 31	Monday	Grades Due by Noon for 12 Week Spring Session
August 22	Tuesday	Last Day of Classes for Summer Session
August 23	Wednesday	Grades Due by Noon for Summer Session

NOTE: Classes missed on holidays during the Spring and Summer Sessions will be made up at the convenience of the students and the faculty.

Memorandum of Agreement
Between
The Schoolcraft College Faculty Forum
And
Schoolcraft College

A continuation of the existing calendar structure (16 week semesters) has been negotiated. The parties have agreed to consider a fifteen (15) week semester calendar, and if agreed upon, the fifteen (15) week calendar will be implemented beginning 2000/2001.

For the Union

Ronald W. Rogowski

Date 1/27/99

For the College

Debra J. Gilbert

Date 1/27/99

MEMORANDUM OF AGREEMENT
BETWEEN
THE SCHOOLCRAFT COLLEGE FACULTY FORUM
AND SCHOOLCRAFT COLLEGE

Initial Hiring and Track Placement

When a faculty member is newly hired, the Forum shall be notified no later than the beginning of the semester when employment commences as to salary step and track placement of the individual. The Forum shall have a 30 day period in which to file any objection to said placement. The Forum may proceed to arbitration if mutual agreement cannot be reached.

Where advanced degrees are not normally available, or customary for an industry, appropriate experience and receipt of the top certifications for the profession will be substituted for the bachelor's, master's and/or master's degree plus 30 credits. In those cases, the requirement of a bachelor's degree for eligibility for payment at the MA + 30 track shall be waived.

Salary and/or Track Placement as a result of training, degrees, licenses, or other professional equivalencies after initial employment.

The Forum shall also be notified of any training, retraining, or certification achieved by a faculty member which could result in changes in step and/or track placement. It remains the individual faculty member's responsibility to apply for such changes and neither contracting party shall make any representations to any faculty member as to exceptions and/or exemptions from existing contract language to the appropriate grounds for making such application. The Forum shall have 30 days from the date of notification in which to file an objection to management's response to the request with provision for arbitration should such an objection not be resolved by mutual agreement.

Should the College agree to pay the expenses of a faculty member engaged in an approved course and certification program, said payment will be made only once.

Professional Equivalency

For purposes of equivalency determination, "licensed" includes "certified", "admitted", "registered", "certificated", or "commissioned".

Licensed shall be defined as compliance with a state or national act, statute, or procedure, and shall require not less than six (6) years of documented experience in appropriate discipline and/or equivalent degrees and successful passage of examination for issuance of license. Acquisition of the license shall be equivalent to the next horizontal placement at the existing step subject to the Limiting Factors below:

Limiting Factors

- A. License shall be in the subject area currently being taught by the instructor.
- B. The license shall remain current to retain the placement benefit. A copy of each license or subsequent renewal shall be submitted to the appropriate administrator in the Office of Instruction.

- C. The appropriate administrator in the Office of Instruction shall review all professional equivalency petitions received, and in accordance with Article XIII, Compensation, shall grant or deny professional equivalency to each of the petitioners.
- D. The license obtained by an individual cannot be considered for advancement if that license was a necessary requirement to be employed by Schoolcraft College.
- E. If the individual had received College monies to obtain that license, it shall not be considered for advancement.
- F. As a limiting factor, for purposes of this Agreement, licenses from other states shall be considered for horizontal movement if the current Michigan Licensed Occupations manual specifies reciprocity.
- G. Applications for this advancement may be used only and no placement will be awarded beyond the Master's level without a Bachelor's Degree.
- H. No equivalency will be granted beyond a Master's + 30 track.
- I. Teaching certificates will not be considered.

This memorandum of understanding is a continuation of the September 16, 1993, agreement.

FOR THE UNION

Ronald W. Rogowski

DATE: 1-27-99

FOR THE COLLEGE

Seth J. Gilbert

DATE: 2/3/99

TELECOURSE FACULTY

Prior to receiving an assignment of a television course, a mandatory orientation session must be attended by the faculty member. Orientation for first time telecourse instructors (or those not teaching a telecourse for a one-year period) shall be scheduled during the semester prior to offering a telecourse. Advanced orientation for returning telecourse instructors shall be scheduled during the faculty development days for the semester in which the course is offered. Should instructional assignments interfere with attendance, an alternate method for orienting the potential telecourse faculty member shall be provided.

Due to the unique requirements of distance education courses coupled with the varied needs of the adult learners, the local telecourse instructor is responsible for the following. Failure to perform any of the duties shall be grounds for not assigning the faculty member additional telecourses.

1. The instructor must have viewed all videos and become familiar with the student text and study guide prior to the start of the course. Videos will be made available to each instructor at least one (1) month prior to the beginning of the class.
2. The instructor may not assign subject matter not specifically contained within the tapes (or broadcasts) or text and workbooks which were part of the original telecourse materials package. Since review sessions are optional no modifications to assignments or other particulars of the syllabus may be introduced at that time. **Any** exceptions must be requested in writing and approved in writing by the appropriate administrator in charge.
3. A special format syllabus shall be developed for course use. If an appropriate syllabus is already available, that syllabus may be used for the course.
4. The instructor must construct test questions from the course materials covered in the videos, text, workbook and test questions bank provided by the publisher.
5. The syllabus shall be distributed at the student orientation (first class session) and the students shall be informed of all materials for which they shall be held responsible at that time.
6. The instructor must communicate with the students by telephone, mail or e-mail at least twice monthly to discuss their progress and/or problems (costs shall be borne by the College).
7. A minimum of three (3) review sessions (reviewing previously presented material) shall be scheduled during the semester. These sessions shall not be considered mandatory for the students, and shall be videotaped with the tape used only for student reviews.
8. Tests will be made available within one (1) week following the review session. The student shall have the next week to take the test. Grades must be available to the student (through the Learning Resources Center) within one (1) week after tests have been taken. Any assigned papers must be graded and returned within two (2) weeks after they are due to the instructor. In all cases, papers must be graded and returned not later than two (2) weeks prior to giving the final exam.
9. Failure to comply with the above will be grounds for not offering future telecourse teaching opportunities.

COORDINATOR/INSTRUCTOR JOB STUDY

MEMORANDUM OF UNDERSTANDING

Should a Coordinator/Instructor have a problem regarding either the duties to be performed or the amount of time spent in the fulfillment of those duties, as defined in this Agreement, that Coordinator/Instructor should first raise the issue with the appropriate administrator.

If the Coordinator/Instructor and the Administrator cannot resolve the matter, the Coordinator/Instructor may request the initiation of a job study. Such request should be made to the Chief Negotiator of the Faculty Forum or his/her designee.

The Chief Negotiator or his/her designee shall meet with the Executive Director of Human Resources or his/her designee to design the study. The data for the study will be collected and supplied by the affected individual(s) as directed by the study design.

Based upon the data collected, the negotiators or their designees shall attempt to resolve the issue(s) presented. Failure to do so will result in the matter being brought to the table during the next contract negotiations.

FOR THE UNION

FOR THE COLLEGE

Ronald W. Rogowski
DATE 1-27-99

Seth F. Gilbert
DATE 2/3/99

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOLCRAFT COLLEGE FACULTY FORUM
AND
SCHOOLCRAFT COLLEGE

It is mutually agreed that a study committee will review the Related Trades Instruction Coordinator/Instructor position after the College has made appropriate equipment and computer software available in an effort to eliminate the non-professional duties from the position.

Until the results of the study are available, the RTI Coordinator/Instructor shall be paid at the 1.10 track with a guarantee of seven (7) weeks of supplemental assignment. At such time as the study results are available (by the beginning of the 1996/97 academic year), the coordinator's pay may be reduced to the 1.10 track if the study results indicate that the position duties can be accomplished in the thirty-eight (38) weeks required of a faculty member at 1.10.

FOR THE UNION

Ronald W. Rogowski
DATE 1-27-99

FOR THE COLLEGE

Beth J. Gilbert
DATE 2/3/99

Letter of Understanding
Between
The Schoolcraft College Faculty Forum
And Schoolcraft College

Department Chairperson

1. The length of one term shall be two years.
2. The Department Chair shall be elected by the full-time faculty of the department. If no faculty member is elected, then the faculty representative structure is re-established. If the elected member is not approved by the administration, then the department will hold another election.
3. The performance of the Department Chair should be evaluated by the faculty in the discipline and the Assistant/Associate Dean. A task-oriented checklist shall be developed using the job description as it appears in the contract. This checklist shall be developed by the Department Chair and by the Dean of Instruction, and used as a reference for evaluation.
4. The Department Chair structure will be evaluated by the Department Chairs, the Vice President for Instruction or his designee, the Dean of Instruction, the Director of Grants and Institutional Research, and the Faculty Forum President or designee. Evaluations will be done annually prior to the end of the winter semester in April.

Job Description

Specific duties should include:

1. Serve on the Selection Committee for hiring new full-time faculty.
2. Involvement in hiring part-time faculty:
 - a) The opportunity to review applications for employment of part-time faculty;
 - b) The opportunity to interview candidates for part-time faculty;
 - c) The opportunity to make recommendations for the hiring of part-time faculty.
3. Involvement in mentoring full and part-time faculty:
 - a) Support the mentoring program for full-time faculty by providing discipline specific information to mentees and their mentors;
 - b) Provide leadership in staff development areas for full-time and part-time faculty (assist in identifying and/or coordinating training/development activities);
 - c) Participate in new faculty member required orientation.
4. Assist in probationary full-time and part-time faculty member's evaluation process.
5. Assist in the evaluation of part-time members, beyond probation, should the student evaluations show cause for concern, as outlined in Article XV, Section 4B, if the part-time faculty member so requests.
6. Spearhead the process of revising syllabi and course descriptions for all courses within the department and their submission to the Curriculum Committee, when appropriate.
7. Spearhead the process by which the catalog program and course descriptions are kept current.

8. Serve as liaison within the department/College.
 - a) Initiate interaction and dialog among full and part-time faculty;
 - b) Conduct department meetings on a monthly basis for full-time and part-time faculty;
 - c) Serve on the Curriculum Committee;
 - d) Maintain ties with Counseling, Admissions, LAC, Media Center, Library, and Institutional Research.

9. Work with faculty to develop/implement departmental processes.
 - a) Departmental textbook selection process;
 - b) Exit testing where it has been established;
 - c) Revise the rotational plan to govern course selections by full-time faculty members;
 - d) Develop a one-year plan for future departmental needs;
 - e) Full and part-time faculty scheduling.

10. Involvement in budgeting capital equipment and departmental materials.

For the Union

Ronald W Rogowski

Date 1-27-99

For the College

Beth S. Gilbert

Date 2/3/99

Memorandum of Agreement
Between
The Schoolcraft College Faculty Forum
and
Schoolcraft College

The College will study the department's final exam process in English 050, 055 and 101. During the period of the study, one additional reading of the final paragraph, or final essay of the exam, beyond that required by the course itself, shall be compensated at the instructional supplemental rate. The Dean of Instruction and the English Faculty will mutually determine the rate at which exams will be read as well as other aspects of the classes. If the two readers disagree on the evaluation, a third reading may be done and paid for at the instructional supplemental rate. The department will have till August 23, 1999 to develop the final exam process for English 101.

For the Union

Ronald W RogowskiDate 1-27-99

For the College

Betty J. GilbertDate 2/3/99

Letter of Understanding
Between
The Schoolcraft College Faculty Forum
And
Schoolcraft College

It is mutually agreed that, while a study is conducted regarding the Counseling Department's needs, an interim solution to the scheduling difficulties shall be the following:

In the event that the appropriate administrator determines a need to revise the annual schedule, he/she may request of the counselor(s) a revision of the previously established schedule.

Should no agreement be reached, an urgency exists, and the list of available part-time Counselors exhausted, the appropriate administrator may employ part-time counselors in excess of the established maximum.

For the Union

Ronald W Rogowski
Date 1-27-99

For the College

Betty P Gilbert
Date 2/3/99

Letter of Understanding
Between
The Schoolcraft College Faculty Forum
And
Schoolcraft College

It is mutually agreed that a study committee composed of Union and Management members (with part-time representation) will survey the part-time faculty to assess their professional development needs. The survey instrument will be developed during the Winter 1999 semester and distributed to part-time faculty during the first month of the Fall 1999 semester.

The study committee will examine the results of the study, attempt to cluster the needs that result from the study and recommend pilot program(s) to address such needs. Members from the faculty shall include three-(3) part-time faculty.

For the Union

Ronald W. Rogawski

Date 1-27-99

For the College

Beth J. Gilbert

Date 2/3/99

Letter of Agreement
Between
The Schoolcraft College Faculty Forum
And
Schoolcraft College

It is mutually agreed that, effective January 1, 1999 the Full-time Faculty members' long-term disability insurance maximum monthly income benefit shall be increased from \$3,500 to \$5,000.

In addition, the \$2,000 retiree life insurance program will be eliminated for those full-time faculty members retiring January 1, 1999 or later.

For the Union

Ronald W Rogowski
Date 1-27-99

For the College

Beth J. Gelbat
Date 2/3/99

Memorandum of Agreement
Between
Schoolcraft College Faculty Forum
And
Schoolcraft College

Over the next three years, a study committee will be formed comprised of faculty and administration and will be charged with looking at the following Distance Learning issues:

1. The number of Distance Learning course sections as a percent of total sections and the trend over a five-year period.
2. The number of students taking Distance Learning courses as a percent of total student enrollment over a five-year period.
3. State and national trends for Distance Learning courses.
4. Additional fees charged for Distance Learning courses by other schools.
5. Number of Distance Learning courses taken as base load in order that a faculty member will make load.
6. The validity/fairness of existing compensation for the development, preparation and delivery of Distance Learning courses.
7. Average workload of faculty teaching Distance Learning courses.
8. Any accreditation standards existing or in development for Distance Learning courses.

In the interim the following compensation schedule will be adhered to. At the end of the study, both parties will meet to incorporate any mutually agreed upon changes to the contract.

1. New course develop/preparation – equivalent of three (3) contact hours (on-line, ITV, blended, web) in dollars /per semester. May take more than one semester. Dean of Instruction's decision.

First two (2) offerings in a technology of breaking new ground – cash equivalent of 2.5 contact hours/semester for on-line, ITV, blended, web. Additional semesters and offerings to be negotiated if requested by faculty member.

2. Modification of a course to new technology \$1,800; ITV, on-line \$1,800; Omnibus, blended \$1,200. Additional offerings need approval by the Dean of Instruction.

First two (2) offerings to fine tune course when breaking new ground on-line, ITV, blended, telecourse to on-line \$900.

Additional semester as above.

3. Training expenses for the above will be borne by the College. Expenses include transportation, lodging, meals, registration fees. Stipend of one-half (1/2) the non-instructional rate per hour (will be offered to faculty members if the training is on a weekend or during the Spring/Summer Sessions). For part-time faculty the stipend will also be paid during the Fall/Winter, pending approval by the Dean of Instruction.

Investigate the feasibility of offering Telecourses with labs (not offered during the study).

- 5. Collaborative course – Music/CGT and CGT and CIS current practice in writing for duration of study (two (2) contact hours plus two (2) supplementals for each faculty).
- 6. Linked courses – Electronics/Collegiate Skills and English/Sociology, first two (2) offerings one (1) contact hour additional.

For the Union

Ronald W. Rogowski

Date 1-27-99

For the College

Beth J. Gilbert

Date 2/3/99

Letter of Understanding
Between
The Schoolcraft College Faculty Forum
And
Schoolcraft College

The parties agree to establish a joint study committee whose purpose is to explore various options to the current academic calendar. If the recommendations of the joint study committee are not mutually acceptable, the existing academic calendar will be continued.

It is further understood that any recommendation for change must provide for sufficient lead time to allow for printing of all necessary publications such as schedules, catalogs, etc.

If no agreement is reached by December 22, 1998, the joint study committee will cease to exist.

For the Union

Ronald W Rogowski
Date 1-27-99

For the College

Seth J. Gelbart
Date 2/3/99

Letter of Understanding
Between
The Schoolcraft College Faculty Forum
And
Schoolcraft College

Every effort will be made to insure that students' interests are considered when adopting textbooks for classes and when changing the textbooks for sequential classes.

A joint study committee will be charged with:

- A. Identifying the problems with respect to selection of textbooks.
- B. Reviewing disciplines' textbook selection procedure for courses which are sequential and will take into consideration
 - 1. Additional cost to students when a different text is required for the second course in a sequence.
 - 2. Selection of a text which adequately prepares the student for the second course in the sequence.
- C. Determining whether problems exist relating to the textbook availability for part-time faculty, giving them adequate preparation time.
- D. Determining the extent to which textbook selection has been standardized within each discipline.
- E. Reviewing any other relevant material.

The study will be finalized and recommendations forwarded to the Dean of Instruction by May, 1999.

For the Union

Ronald W. Rogowski

Date 1-27-99

For the College

Sally F. Gelbert

Date 2/3/99

Letter of Understanding
Between
The Schoolcraft College Faculty Forum
And
Schoolcraft College

The following Letter of Understanding replaces prior Letters of Understanding which resolved Faculty Forum Grievance 96-05 and resolves Faculty Forum Grievance 98-01. Prior disagreements with the Faculty Forum on Project Driven Classes (PDCs)* have centered on issues of recruitment of students, consultation with departments, training of faculty, and the publication of PDCs in the class schedule.

1. The College agrees that it will not engage in an internal recruiting process which results in jeopardizing the base load of any full-time faculty member teaching courses in a traditional manner.
2. The College agrees to consult with academic departments (defined as chair and one or more full-timers when possible - and when not possible the course can run as a pilot) when an existing course is taught using PDC methodology.
3. PDCs are very complex instructional experiences that are not within the normal range of teaching strategies possessed by most experienced faculty. Training is elaborate and requires, at minimum, a semester observation and interaction with experienced PDC instructors. When it is mutually agreed, faculty may participate in this training and be compensated for the time spent, assuming full participation in the training experience. The College agrees to pay the contractual rate of 1/2 the instructional contact hour rate per hour for the training. Once trained, the faculty member will be eligible to teach a PDC, but is under no obligation to do so. Further, the College is not obligated to offer PDC opportunities.

A two hour orientation session will be offered to all interested faculty during the fall professional development days. There will be no extra pay for attending this orientation to a PDC session, nor does attendance guarantee that there will be a training session for any specific course.

The College will ascertain whether full- or part-time faculty, who have attended the two-hour orientation session have the needed qualifications to receive further training. The number to be trained will be determined by the College.


The nature of PDCs may require persons with extensive professional experience in a traditional or non-traditional educational setting. If the College cannot find any current faculty with the necessary qualifications, the College may hire experts (including part-time faculty with fewer preference points) even if they may not be traditionally credentialed.

4. As to publication of PDCs in the class schedule, both the Forum and the College agree that prior agreements on this topic have not been workable. PDCs have been and will continue to be ad hoc offerings. The College agrees to notify the Counseling Department of intended PDCs so that they may advise students that this particular class will be taught utilizing unconventional methodology. Special classes approved by the Curriculum Committee as PDCs will appear in the class schedule.

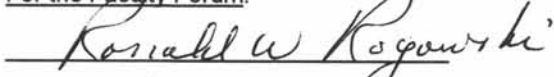
One of the more recent disputes involving PDCs dealt with the use of PDC methodology in a COLLS 053 class. We have determined this experiment not to have been successful, and therefore there are no plans to repeat a PDC at this level.

* Project is normally initiated by an external business or agency partner.

For the College:


Date: 2/3/99

For the Faculty Forum:


Date: 1-27-99

Letter of Understanding
Between
The Schoolcraft College Faculty Forum
And
Schoolcraft College

It is mutually agreed to establish a joint study committee whose purpose is to investigate the following problem statement:

"The majority of Schoolcraft College math classes are assigned more credit hours, and the College pays for more contact hours, than other colleges/universities."

The committee will be formed during Fall, 1998 and will study the issue for a period of two (2) years, with a preliminary report due by October 15, 1999.

The study will involve comparisons of other community colleges and transfer institutions including examining syllabi, course descriptions, credit hours, contact hours, class sequences, textbooks and other things as deemed appropriate.

For the Union

Ronald W. Rogowski
Date 1-27-99

For the College

Beth J. Gilbert
Date 5/3/99

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