

6/30/97

MASTER AGREEMENT

BETWEEN

DETROIT COLLEGE OF BUSINESS

-and-

DETROIT COLLEGE OF BUSINESS FACULTY
ASSOCIATION, MEA/NEA

JULY 1, 1994 - JUNE 30, 1997

Detroit College of Business

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Agreement

This Agreement is entered into as of March 15, 1995 by and between Detroit College of Business, located at 4801 Oakman Blvd., Dearborn, Michigan, 48126, hereinafter called the College, and the Detroit College of Business Faculty Association, MEA/NEA affiliated with the Michigan Education Association and the National Education Association, hereinafter called the Association, on behalf of the employees as hereinafter defined.

Purpose

It is the intention and purpose of this Agreement by the parties to promote the mutual interest of the Association, the College, and the faculty and to provide for the operation of the College under methods and conditions which will further, to the fullest extent possible, the highest quality educational programs for the students and to establish and maintain harmonious relations between the College and the faculty. It is the further intent and desire of the parties hereto to establish an orderly relationship between the College and the Association so that grievances and concerns will be settled quickly and to avoid all work interruptions during the term of this Agreement.

ARTICLE I

RECOGNITION

- 1.1 The College recognizes the Association as exclusive representative of all full-time faculty members including department chairpersons for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other terms and conditions of employment.
- 1.2 "Faculty" as used throughout this Agreement means only full-time members of the teaching staff, at all campuses. Department chairpersons are included as faculty only at Dearborn Campus.

ARTICLE II

ASSOCIATION RELATIONS

- 2.1 Pursuant to the National Labor Relations Act, the College hereby agrees that every employee shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection.
- 2.2 Any new member of the bargaining unit shall become a member of the Association within (30) days of employment with the College and shall remain a member of the Association to the extent of paying dues as a condition to continued employment with the College. Failure to comply with the above provision is reasonable or just cause for dismissal.
- 2.3 A total of five person-days per year will be permitted to Association officers for Association business. Use of the days requires the utilizing faculty member to provide a qualified substitute in the same academic discipline and the prior approval of the Senior Vice President.
- 2.4 The Association and its representatives shall have the right to use College buildings at all reasonable hours for meetings, provided that when special custodial service is required, the College may make a reasonable charge therefor. No charge shall be made for use of College rooms.
- 2.5 The Association shall have the right to use College facilities and equipment, including typewriters, duplicating equipment, calculating machines, computers and data processing equipment, and all types of audio-visual equipment during regular school hours, when such equipment is not otherwise in use; provided that the Association shall provide a qualified operator to operate such equipment, such operator shall be paid for by the Association, and the Association will pay for all repair costs resulting from its use of such equipment beyond normal wear and tear; and provided further that the Association's use of copying equipment, shall be charged to the Association at the cost to the College, but not to exceed five (5) cents per copy.

- 2.6 The College agrees to furnish to the Association in response to reasonable requests all available information concerning enrollment data, names and addresses of all members of the Bargaining Unit, salaries paid thereto, and educational background on members of the Bargaining Unit.
- 2.7 College Construction and Educational Policy Revisions and Modification.
- 2.7.1 The College shall inform the Association of the construction programs which are proposed or under consideration, and the Association shall be given opportunity to advise the College with respect to said matters prior to their adoption and/or general publication. However, the College shall not be bound by such advice given by the Association.
- 2.7.2 All revisions and modifications of educational policy must be reviewed by the Educational Policy Committee.
- 2.8 Neither the College nor the Association shall discriminate against any member of the Bargaining Unit on the basis of religion, fraternal or political activities, race, creed, color, sex, age, and national origin, marital status, or sexual orientation .
- 2.9 The Association recognizes that the College retains the sole right to manage the business of the College, including but limited to the right to plan, direct, and control its operations; to determine the location and number of its facilities; to decide the business hours of its operations; to decide the types of educational service it shall provide and books to be sold; to maintain order and efficiency in its operations; to hire, lay-off, assign, transfer and promote employees; and to determine the starting and quitting time, work schedules, and number of hours to be worked; and the number of faculty members, and to determine the qualifications of its employees; and all other rights and responsibilities, including those exercised unilaterally in the past, subject only to clear and express restrictions governing the exercise of those rights as are expressly provided for in the Agreement.

- 2.10 The College agrees to notify the Association and post, in writing, with members of bargaining unit all resignations and vacancies in the bargaining unit as they occur. Existing faculty shall be given priority over non-full-time faculty in the filling of vacancies for which they are qualified.
- 2.11 The Educational Policy Committee shall consist of all Department Chairpersons, the Academic Dean, the Registrar, and the Vice President for Academic Affairs, who will chair the Committee. In addition there shall be representation from Dearborn, Flint, and Warren campus academic departments. The Committee shall meet at least once each month that school is in regular session. The Committee shall be responsible for the reviewing of modifications and revisions of educational policy.
- 2.12 Members of the bargaining unit shall have access to their personnel files and may review all materials therein, except confidential pre-employment letters of recommendation. Any report on any individual which he/she is not given a copy of by the College shall in no case be considered a reprimand. An employee shall be afforded an opportunity to provide a written response, for inclusion in the file, to any material in his/her personnel file.

ARTICLE III

DEPARTMENT CHAIRPERSONS AND DEPARTMENT OPERATIONS

- 3.1 Within the framework of departmental organization, a workable climate of mutual respect among faculty members and between faculty and department chairperson should prevail. There must be mutual recognition and concern within the department for such things as academic standards, able and wise leadership, and effective and sound management of the department.
- 3.2 To these ends, each academic department of the College may deliberate as a participating group in formulating its own policies and decisions in accordance with basic democratic procedures of open discussion and voting, operating both formally and informally on propositions such as course offerings, curriculum matters, personnel, and periodic appraisal of goals and objectives. Department recommendations on these matters shall be given great weight by the College, but final decision on these matters is with the College.
- 3.3 The administrator of each department shall be designated chairperson of the department. The College shall appoint each department chairperson, with the Academic Dean in consultation with the Vice President for Academic Affairs having the right to appoint the chairperson or replace the chairperson at any time. The teaching load for a department chairperson shall not exceed twelve (12) credit hours per quarter during the academic year. Social Science and English/Speech Department Chairpersons shall have (16) credit hour per quarter teaching load and shall receive additional compensation equivalent to one overload. The teaching load for each Department Chairperson shall be reduced by (4) credit hours, one quarter per year at the Chairperson's discretion as compensation for the evaluation of probationary and part-time instructional personnel.

Commencing with Fall, 1994, an ad hoc committee of chairpersons and administrators shall be convened to discuss items of concern between chairpersons and the College. The Committee shall discuss methods to handle the duties of administering the departments more efficiently including, but not limited to, student advising, scheduling, and overloads. The Committee shall be made up of five (5) members: three chairpersons, the Vice President for Academic Affairs and the Academic Dean. The Committee shall meet on an as-needed basis.

- 3.4 All decisions of department chairpersons are subject to the approval of the Academic Dean.

ARTICLE IV

DISMISSAL AND LAY-OFF

4.1 Dismissal and Demotion

4.1.1 No member of the bargaining unit may be demoted.

4.1.2 Discharge of a non-probationary member of the bargaining unit may be only for reasonable or just cause after charges, notice and hearing, as hereinafter provided. All charges of misconduct against an employee shall be made in writing signed by the Senior Vice President of the College. Notification of dismissal and a copy of the charges shall be supplied the member of the bargaining unit by certified mail by April 15 prior to the end of his/her current annual contract. In cases of serious misconduct, written notification and hearings shall be waived as a prerequisite to dismissal; however, the obligation to provide such written notification and hearings within a reasonable amount of time following dismissal remains.

4.1.3 The faculty member may appeal the decision of the College by so notifying the College. Such appeal shall begin at Step 3 of the Grievance Procedure.

4.2 Lay-Off - Faculty

4.2.1 Whenever necessary to decrease the size of the full-time faculty staff by lay-off, the College first will attempt to prevent lay-offs through internal transfers and/or filling out-of-loads outside of the faculty member's regularly assigned disciplines where qualified.* If any faculty member is unable to obtain a load within the class offerings of the College not already assigned to a full-time faculty member as part of his/her regular load, the College, upon recommendation of the Senior Vice 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 College faculty seniority.

*Where qualified = 30 semester hours or 45 quarter hours of study in the subject matter to be taught. Any disputes of credit hours will be brought to the attention of the Educational Policy Committee for recommendation. However, the final decision of qualification disputes will rest with the College.

- 4.2.2 Should it become evident that a particular department will be unable to function because of a seniority reduction of staff, inter-departmental transfers of qualified staff member shall be considered. Should such transfers not resolve the problem, the College and the Association shall meet and mutually identify "key personnel" whose functions are essential for the continued operation of the College programs. Such "key personnel" shall be exempt from the lay-off provisions of 4.2.1.
- 4.2.3 When circumstances shall be appropriate, each faculty member placed on lay-off as aforementioned shall be recalled in inverse order of his/her placement on layoff when a position for which he/she is qualified is available. If the equivalent of a regular load (16 credit hours) is available, not already assigned as part of the full-time faculty member's regular load, within a discipline or disciplines for which a laid-off faculty member is qualified, said load shall be considered an available position.
- 4.2.4 Such recall shall not result in loss of status or credit for previous years of active service.
- 4.2.5 The College shall notify qualified faculty members on layoff of available positions or vacancies by certified mail at the faculty member's last known address. Those faculty members who are notified will have fifteen (15) calendar days from the date of notification to report for work. The College may make temporary appointments to fill a vacancy during the fifteen (15) day notification period.
- 4.2.6 If more than one qualified faculty member on layoff applies to fill an available position or vacancy, the applicant having the greatest seniority shall be offered the position or vacancy.

4.2.7 A continuing contract status laid-off faculty member's right to recall shall terminate after two years of layoff.

4.3 Acquiring Seniority

4.3.1 A new employee shall be regarded as a probationary employee and shall establish seniority after the first three years of employment with the College, and if retained thereafter shall be placed upon the seniority list from the initial date of full-time employment.

4.3.2 Seniority shall continue to accrue during paid leaves of absence and reductions in staff (up to two (2) years). Seniority shall accrue during military service in accordance with the applicable provisions of federal and state legislation.

4.3.3 Seniority shall not accrue during non-paid leaves of absence as established in Article IX, Section 9.3.

ARTICLE V

GRIEVANCE PROCEDURE

- 5.1 Any member of the bargaining unit or the Association may file a grievance in any dispute over any alleged violations, terms of employment, misinterpretations or misapplication of any provision of the agreement or any policies, rule, order or regulation of the College or its agents. Such grievance shall be filed within thirty (30) days of the alleged violation or of the grieving member's or Union's knowledge of the alleged violation. The member may elect to have a representative of the Association with him/her at any stage of the grievance procedure. Nothing in this article shall preclude a member from presenting a grievance and having the grievance adjusted without intervention of a representative of the Association if the adjustment is not inconsistent with the terms of this Agreement and if a representative of the Association has been given opportunity to be present at such adjustment.
- 5.2 No restraining, coercive, discriminatory or retaliatory action of any type shall be taken against a member of the bargaining unit by any supervisor because of the member's desire to file, institute, or participate in a grievance.
- 5.3 All time limits herein shall consist of normal working days. Time limits may be extended only with the written consent of the College and the aggrieved party or the Association.
- 5.4 Procedure
- 5.4.1 Step One:
The aggrieved party shall present his or her grievance informally to the Academic Dean, in an attempt to resolve the grievance.

5.4.2 Step Two:

If the grievance cannot be resolved in Step One, it shall be reduced to writing and the written grievance shall be submitted to the Vice President for Academic Affairs within five (5) days. The grievance shall state the basis for grievance and the remedy sought. A copy of the grievance shall be supplied to the Association. The Vice President for Academic Affairs shall, within five (5) days after receipt of the written grievance, meet with the Grievance Committee to resolve the grievance. The aggrieved party may at his/her option be present at the meeting. If he/she elects not to be present, he/she has waived his/her right to require another Step Two meeting. The College shall, within seven (7) days following the meeting, communicate its decision in writing together with the supporting reasons for the decision, to the Grievance Committee.

5.4.3 Step Three:

In the event the aggrieved party is not satisfied with the decision at Step Two, he/she may, within (5) days of receipt of the decision, present an appeal in writing to the Senior Vice President of the College. With this appeal, he/she shall present a copy of the original grievance and a copy of the reply received at Step Two. Within ten (10) days after delivery of the appeal, the Senior Vice President will arrange and conduct a meeting of the parties involved in the grievance. The time of the meeting will be mutually agreeable to both parties. The meeting will be held at a place mutually acceptable to all concerned parties. The Senior Vice President shall render his/her decision with supporting reasons to the Grievance Committee in writing within ten (10) days after the hearing.

5.4.4 Step Four:

In the event the Faculty Association is not satisfied with the decision at Step Three, it may take an appeal of the matter to an impartial arbitrator. If the parties cannot agree on the arbitrator within five (5) days, the arbitrator shall be selected from the American Arbitration Association under, and in accordance with, the rules thereof.

Costs for arbitration will be shared equally by the College and the Association. Expenses for witnesses shall be borne by the parties that call them. The decision of the arbitrator shall be final and binding upon both parties.

- 5.5 Failure at any step of the grievance procedure of the College to communicate the decision on a grievance within the specified time limits shall be interpreted as the College awarding the grievance and remedy as sought by the aggrieved party. If the grievance does not proceed within the time limits defined herein, the grievance will terminate.
- 5.6 It is agreed that the College, the aggrieved party, and the Association shall be furnished with any information in the possession of, or available to, any of the parties or any of its officers which is necessary for the processing of any grievance or complaint. Any out-of-pocket cost associated with obtaining or compiling the requested information shall be borne by the requesting party. The parties agree that this right for information shall not be used by any of them to harass the other.
- 5.7 The arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement.
- 5.8 The arbitrator shall make his/her best effort to rule on the cases heard within twenty-one (21) days after the hearing. Priority shall be given discharge cases and the arbitrator shall make his/her best effort to decide these cases within fourteen (14) days after the hearing.

ARTICLE VI

CONDITIONS OF EMPLOYMENT

- 6.1 Services of faculty members are contracted for an academic year composed of three (3) quarters with the provision that extra compensation, as provided for in 8.3, is to be paid if the faculty member chooses to teach during the summer quarter, and if the College chooses to make a class available.
- 6.2 Faculty members appointed on the academic year salary schedule and other faculty members so designated shall be available for duty during the academic year in accordance with the academic calendar except for such released time as is approved by the College or specified elsewhere in this contract.
- 6.3 Full-time faculty shall be given preference in teaching assignments and part-time faculty will only be used in the event that a full-time faculty member is not available for the course being offered (including summer term). In no case will the position be filled using part-time faculty members until the full-time faculty members have an opportunity to accept or decline the class. Governmental programs such as MOST and JTPA classes shall be excluded from this provision. However, the College reserves the right to make teaching assignments and determine class size, and it recognizes that it may consult with the department chairperson on these matters.
- 6.4 The Educational Policy Committee shall schedule and arrange a minimum of three (3) faculty meetings for the purpose of in-service training during each academic year. No more than one (1) meeting, as provided for in this section, per month shall be scheduled by the College or the Educational Policy Committee without the prior approval of the Association. Meetings, as provided for in this section, will be scheduled on normal working days.

- 6.5 General faculty meetings are planned by the Vice President for Academic Affairs in the Fall quarter and Winter quarter. These general faculty meetings shall deal with matters of instruction, professional problems, and general educational philosophy and practice, and all faculty members are required to attend. Absence from a general faculty meeting, unless for good cause or with prior approval by the Academic Dean, will result in the forfeiture of one half-day's pay computed at the rate of $1/2$ of $1/180$ of the member's base salary. Meetings shall be scheduled on normal working days.
- 6.6 Necessary mileage shall be reimbursed at the rate established by the Internal Revenue Service for tax purposes. Mileage rates will be changed effective the first of the month following the date of receipt of notice by the College of any IRS mileage rate change. Necessary mileage will be reimbursed on the basis of the lesser distance to the travel destination from either the faculty member's home or from the Detroit College of Business (DCB) campus where the faculty member is usually based.
- 6.7 The College will grant each instructor a maximum of three (3) working days of release time to attend one conference or workshop each year. The College will also fully reimburse the instructor for the cost of registration, room, meals, and related expenses as approved by the Vice President for Academic Affairs. An allowance not to exceed \$400 will be made toward transportation.
- 6.8 Any member of the bargaining unit must give at least one (1) month notice of resignation from the College, although one (1) quarter (three (3) months) is preferable.
- 6.9 The College acknowledges the need for a drug-free workplace and in conformance with the mandated Federal law has implemented a policy which reinforces the College's commitment toward promoting a drug-free learning environment.

With the exception of those departments directly involved with Federal Grant moneys, the policy is at this time a voluntary commitment by the College's employees.

Should any further amendments to the Drug-Free Workplace Act of 1988 or the Drug Free Schools and Communities Act Amendments of 1989 require 100% participation of all employees at the College, the Bargaining Unit will comply.

ARTICLE VII**PROBATION AND CONTINUING CONTRACT**

- 7.1 Effective with the date of this Agreement, a new employee of the College falling within the bargaining unit will be employed under a quarterly contract and placed on probation for three (3) years. Non-renewal of the probationary contract is not subject to the grievance procedure except for procedural violations of this Article. Except in case of serious incompetence or serious misconduct, a dismissed probationary employee shall receive full compensation for his/her current quarterly contract. The determination of "serious incompetence" is the sole responsibility of the Evaluation Team and must be unanimous.
- 7.2 On successfully completing his/her probationary period, the new appointee shall be given continuing contract status. This continuing contract status shall be automatically renewed annually on or before April 15, except when canceled through the dismissal procedures of this Agreement.
- 7.3 Probationary Evaluation
- 7.3.1 The Academic Dean will assemble an evaluation team for each new faculty member of the bargaining unit on probation on or before January 15 of the first year of probation, and on or before November 15 of the second year. The evaluation team shall consist of three (3) people: the Academic Dean, the department chairperson, and a non-probationary faculty member selected by the Academic Dean and the department chairperson.
- 7.4 Subject of Evaluation:
Areas which the committee may wish to include in the evaluation process are effective teaching, scholarly achievement, special contributions to the institution, committee work, or other activities clearly related to the probationary employee's total involvement in and responsibilities to the College.

- 7.5 The department chairperson shall call a meeting of the evaluating committee and the member of the bargaining unit being evaluated on or before January 30 of the first year of probation and November 30 of the second year of the probation and November 30 of the third probation year. At the first meeting, the evaluation committee will agree upon the methods and time schedules to be used. A record of all work by the team shall be prepared and preserved in writing and shall be included with its final appraisal of the professional effectiveness of the faculty member being evaluated.
- 7.6 The evaluation must be completed by February 28 of each year of probation. It shall be signed by all members of the committee. The report must contain the following:
- (1) A statement of the methods and procedures used in the evaluation.
 - (2) A statement of who participated and when the member was evaluated.
 - (3) The appraisal of the member's professional effectiveness.

The faculty member being evaluated will receive a copy, his/her department chairperson will receive a copy, and a third copy will be placed in the member's file.

- 7.7 The probationary faculty member shall have the right to answer the evaluation report in writing. His/her reply shall become a part of the committee report.
- 7.8 If the probationary faculty member is considered inadequate in some area, such inadequacies shall be set forth in a memorandum in specific terms. This will be separate from the evaluation report.

- 7.9 The probationary faculty member shall, within ten(10) calendar days of receipt of the memorandum of inadequacies, meet with the evaluation committee to discuss a plan to correct the inadequacies. The intent of this meeting is to assist the probationary faculty member in correcting any inadequacies that may have been revealed during the evaluation. If the probationary faculty member disagrees with the evaluation or wishes to explain information contained in the evaluation, he/she may prepare a response to the evaluation. The response shall be attached to all copies of the evaluation and become an official part of that record.
- 7.10 The third report by the evaluation committee will include a recommendation for continuing contract status or a recommendation for separation from the institution at the conclusion of probation.
- 7.11 A copy of the recommendation shall be delivered to the member evaluated on or before March 5.
- 7.12 If the evaluation team recommends separation for the College, the department chairperson will forward the recommendation to the Academic Dean of or before March 15.
- 7.13 Continuing Contract Status:
- 7.13.1 A member of the bargaining unit who successfully completes the probationary period will be granted continuing contract status.
- 7.13.2 A member of the bargaining unit who has attained continuing contract status will continue to be employed annually unless specific charges are placed against him/her, including a request for dismissal from the College. If such a charge is placed the procedures for due process shall begin as specified in Article IV of this Agreement, but his/her right to his/her present contract, or the succeeding one, shall not be infringed until dismissal procedures have been undertaken and final action by the College has been delivered to him/her in writing. After final action by the College, he/she has the right to proceed under the provisions of Article V.

- 7.13.3 A probationary faculty member shall not have recourse to the grievance procedure for alleged grievances arising from discharge under this article except for alleged violations of the procedure contained in Article VII.
- 7.14 Student written evaluations of continuing contract faculty members may occur once a year without the consent of the faculty member involved. The faculty member shall have the right to file a written response to a student evaluation in his/her personnel file.

ARTICLE VIII**SALARY COMPUTATION**

- 8.1 The total salary any member of the bargaining unit earns annually, including any payment for overload, overtime, or supplemental assignment, including payment for credit by examination and directed study, shall be the salary figure used for contributions and calculations relative to all fringe benefits such as retirement, insurance etc.
- 8.2 The Master Agreement shall constitute the contract for all members of the bargaining unit.
- 8.2.1 New employees may be granted up to six (6) years experience for College teaching or work experience in a field related to the teaching assignment. The amount of experience granted is within the College's discretion.
- 8.2.2 Effective September 1994, and each successive September of this contract, current faculty members, except those on Step 12 will advance to the next higher step. Those faculty members on Step 12 will remain on that step through the term of this Agreement and will receive the annual salary indicated for that step. In addition, any faculty member who has been on Step 12 for at least one year as of September:
- 1994 will receive a longevity adjustment of \$900.00.
 - 1995 will receive a longevity adjustment of \$700.00.
 - 1996 will receive a longevity adjustment of \$700.00.

For the Fall of 1994, the adjustment will be paid in a lump sum on November 25, 1994. For successive years, the adjustment will be paid in a lump sum on September 25, 1995 and 1996, respectively.

Members of the bargaining unit hired after September 1994 will be placed on the salary schedule according to Article 8.2.1. Faculty hired for the winter quarter of any year of this Agreement will advance one (1) step in the following September. Faculty hired for the spring quarter will advance one (1) step one (1) year from the September following his/her date of hire.

8.2.3 Severance Pay

A faculty member who terminates employment at the College after reaching age 55 and after accumulating 15 years of service shall receive a lump-sum payment of \$4,000. The payment shall be \$6,500 for a faculty member who terminates after accumulating 20 years and has reached age 55 and \$12,500 after 25 years and age 55.

8.3 Summer Employment

Faculty members who are employed during the summer quarter shall be paid according to the following schedule per each four (4) credit hours:

1994 -	\$1,800
1995 -	\$1,900
1996 -	\$2,000

8.3.1 If a department chairperson teaches and performs the department chairperson's duties during the summer, he/she shall be paid additionally for performing his/her department chairperson's responsibilities during the summer according to the following schedule:

1994 -	\$1,800
1995 -	\$1,900
1996 -	\$2,000

8.3.2 Subject to the right of the College to schedule classes, the right to teach in the summer session shall be governed by seniority within the department involved.

8.4 Overload Rate

Faculty members who teach overloads shall be paid according to the following schedule per four (4) credit hours of overload (department chairpersons - credit hours in excess of twelve (12) and other faculty - credit hours in excess of sixteen (16)):

1994/1995	-	\$1,800
1995/1996	-	\$1,900
1996/1997	-	\$2,000

8.5 If this contract is not reopened pursuant to Article XV, the College and the Association shall negotiate a new salary schedule to become part of this Agreement.

ARTICLE IX**BENEFITS**

9.1 Sick Leave:

9.1.1 Effective with the date of this Agreement all new members of the bargaining unit who have not completed two years of service will be entitled to a period of not to exceed two weeks at full pay for any illness or accident which they sustain. Employees hired after ratification of this agreement will accrue one (1) day per month for the first year of employment.

9.1.2 Sick leave will be granted by the College to members of the bargaining unit who have been employed by the College for at least two (2) academic years but fewer than seven (7) academic years, for absence due to illness or accident, for a period not to exceed three (3) months at their regular salary, and for a period not to exceed an additional three (3) months at 80% of their regular salary during the academic year, reduced by payments received from workman's compensation.

In addition to the salary benefits, as herein provided, the College further agrees to pay all fringe benefits during said period of disability, including, but not limited to hospitalization, retirement, and insurance benefits.

9.1.3 Sick leave will be granted by the College to members of the bargaining unit who have been employed by the College for at least seven (7) academic years, for absence due to illness or accident, for a period not to exceed three (3) months at 100% of sick pay and for a period not to exceed an additional three (3) months at 80% of sick pay during the calendar year, reduced by payments received from workman's compensation.

The amount of sick pay will be computed and disbursed monthly according to the following formulas:

* During the ten (10) month academic year, sick pay shall be computed at the rate of one-tenth (1/10) of the most recent previous W-2 wages reduced by any summer pay included in the W-2 wages, for the individual on sick leave, or one-tenth (1/10) of the current base wages for such person, whichever is larger. Faculty members who have elected to be paid over a 12-month period shall have their sick pay reduced by the difference between their current ten-month monthly base pay rate and their current twelve-month monthly base pay rate.

* During July and August, sick pay shall be computed based on the previous July and August number of classes scheduled for the individual on sick leave, using the current rate per class.

In addition to the salary benefits, as herein provided, the College further agrees to pay all fringe benefits during said period of disability, including but not limited to hospitalization, retirement and insurance benefits.

- 9.1.4 The College reserves the right to require an additional medical report as often as deemed necessary during said period of disability. The College further reserves the right to require an examination, by a medical doctor of the College's choice and at the College's expense, of an employee who requests or continues a medical leave of absence (sick leave). The College agrees that this right will not be exercised in any case to harass a member of the bargaining unit.
- 9.1.5 Any disability deriving from pregnancy including childbearing, recovering from child-bearing, miscarriage or abortion, will be treated as provided for by law.
- 9.1.6 For the purposes of this portion of the contract, disability arising from self-inflicted injury will not qualify for benefits.

9.1.7 Employees who are absent because of illness or physical disability will report the absence to the Academic Dean's office in advance of the next assigned obligation.

9.2 Personal Leave:

Personal leave of up to three (3) days with full pay will be allowed for a death in the immediate family. Immediate family is understood to mean father, mother, current parents-in-law, siblings, siblings-in-law, current spouse, grandparents, natural or adopted children of the employee, and others with whom the employee lives or has lived in a domestic relationship.

Personal leave of one (1) day with full pay will be allowed for a death of an aunt, uncle, cousin, niece, nephew, or close friend.

In exceptional cases, additional days with pay may be allowed at the College's discretion.

9.3 Unpaid Leave of Absence:

9.3.1 A leave of absence of up to two (2) years may be granted to any faculty member upon application, three (3) months prior to proposed leave, for the purpose of advanced study related to his/her position at the College, or work in industry related to his/her area. The College may extend such leave beyond the two-year limit if it so desires.

Upon return from such leave of one year or more, the faculty member shall be given one year's advancement on the salary schedule.

9.3.2 Maternity Leave:

A leave of absence, without pay, shall be granted a member of the bargaining unit for the purpose of maternity as follows:

A member of the bargaining unit shall be granted, upon request, a leave to begin at any time during her pregnancy, and to continue up to one year or until the end of the quarter in which the leave expires unless said leave terminates during a quarter, in which case the bargaining unit member will continue the leave until commencement of the next College quarter, providing she meets the following conditions:

- a) Said member of the bargaining unit notifies the College in writing of her desire to take such a leave.
- b) Except in case of emergency she shall give such notice at least 30 days prior to the date on which her leaves to begin.
- c) Such notification shall include a physician's statement certifying her pregnancy.

A member of the bargaining unit who is pregnant may continue in active employment as late into pregnancy as she desires providing that she determines that she is physically able and her physician determines that she is medically able.

- 9.3.3 A person returning from leave of absence may be placed in the position he/she vacated or another position within the bargaining unit according to the best interests of the College.

9.3.4 Other Leaves:

Personal leaves without pay may be authorized by the Senior Vice President for a period up to one(1) year. Requests for leaves of absence for the purpose of child care will be considered under this section.

9.3.5 An employee who is granted an unpaid leave of absence may continue all of his/her insurance benefits by paying the full cost of the premiums to the College no later than the first day of the month for which payment is due.

9.4 Professional Improvement

Release time and reimbursement for professional improvement shall be granted as provided in the Instructional Policy Manual.

9.4.1 Faculty schedules are to be arranged wherever possible to allow faculty members to attend classes at other institutions of higher education.

9.4.2 Upon prior approval of the course (s) by the Vice President for Academic Affairs and successful ("B grade or better) completion of the course(s) each semester, the College will reimburse faculty for one half (1/2) the tuition.

9.4.3 Full pay and fringe benefits, with 100% release time, will be paid for one quarter for Sabbatical Leave. The quarter for which release time is authorized must be either the quarter in which defense of the dissertation is made or the prior quarter. This is subject to the approval of the Vice-President for Academic Affairs.

9.5 Health/Hospitalization

The College shall provide without cost to the faculty member MESSA PLAN A or B as attached for each member of the bargaining unit and his/her eligible dependents. For any faculty member who elects MESSA PLAN B, the College will pay to that faculty member two hundred fifty dollars (\$250.00) per month.

MESSA PLAN SUMMARY

Faculty

Plan A for employees electing health insurance:

Health	Super Care 1 (Includes \$5,000.00 Life Insurance With AD&D)
Long Term Disability	70% of the current base pay plus overload and summer pay . \$5,000 Maximum per month. 180 Calendar Days, Straight Wait. Maternity Coverage. Pre-existing Condition Waiver - YES. Freeze on Offsets - YES. Alcohol/Drug Waiver - SAME AS ANY OTHER ILLNESS. Mental/Nervous - SAME AS ANY OTHER ILLNESS. Two Year Own Occupation.
Delta Dental Plan	100:90/90/90:\$1,500 (\$1,500 maximum per person per year for Class 1 and Class 2; \$1,500 orthodontia lifetime coverage per person under age 19.) Plan Year - July 1 Through June 30.
Negotiated Life	Two times the base salary plus Accidental Death (Double Indemnity) & Dismemberment. (AD&D)
Vision	VSP-3

Plan B for employees not electing health insurance:

Long Term Disability	70% of the current base pay plus overload and summer pay . \$5,000 Maximum per month. 180 Calendar Days, Straight Wait. Maternity Coverage. Pre-existing Condition Waiver - YES. Freeze on Offsets - YES. Alcohol/Drug Waiver - SAME AS ANY OTHER ILLNESS. Mental/Nervous - SAME AS ANY OTHER ILLNESS. Two Year Own Occupation.
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Delta Dental Plan	100:90/90/90:\$1,500 (\$1,500 maximum per person per year for Class 1 and Class 2; \$1,500 orthodontia lifetime coverage per person under age 19.) Plan Year - July 1 Through June 30.
Negotiated Life	Two times the base salary plus Accidental Death (Double Indemnity) & Dismemberment. (AD&D)
Vision	VSP-3

9.5.1 The MESSA VSP-3 Vision Plan will be part of the MESSA PLAN options A or B as provided for in Article 9.5.

9.6 Public Liability Insurance

The College shall provide each faculty member with comprehensive public liability insurance in an amount no less than \$500,000 for each occurrence or accident. Coverage shall be sufficiently broad carried on directly or indirectly under the auspices of the College or its representatives and shall include protection against risk of injury from unusual hazards incident to supervising activities such as athletics.

9.7 Long Term Disability Insurance

Long Term Disability (LTD) will be part of MESSA PLAN options A or B as provided for in Article 9.5 with the two (2) year waiting period waived.

9.8 Workman's Compensation

The College shall provide Workman's Compensation coverage for each faculty member while on College business, and while traveling to and from campus on said business.

9.9 Retirement

9.9.1 Upon 90 days' written notice of intent, early retirement may be granted to any faculty member. All rights to TIAA and CREF shall be fully vested upon said retirement.

9.9.2 The College shall pay to the credit of the faculty member a sum equivalent to 10% of the faculty member's salary into a tax deferred annuity retirement fund (TIAA-CREF). Such contributions shall commence at the end of the second year of employment with the College. Deposits shall be made by the end of the month if at all possible. In addition to the above, faculty shall have the right to have contributions deducted or reduced from their pay and deposited in their name to the TIAA-CREF Retirement Fund. Probationary faculty may contribute to the tax deferred annuity plan immediately upon employment.

9.10 Loan Fund

The College shall maintain an emergency loan fund of \$500. Upon approval of the Business Office, loans shall be made available to members of the bargaining unit to a maximum of \$100 per person, for a period not to exceed 30 days, at no interest.

9.11 Bookstore

Prices to faculty at the College bookstore shall be as listed, less 20%.

9.12 Group Life Insurance

Group Life Insurance Plan will be part of MESSA PLAN options A or B as provided for in Article 9.5.

9.13 Survivor's Detroit College Tuition

Tuition remission will be granted to the current spouse and children under the age of 25 who are survivors of members who die while working for the College, provided the deceased had been a full time member of the bargaining unit for the past three (3) consecutive years. Approved leave of absences are considered consecutive years of employment.

Full tuition grants are applied to cover only regular classes (including AACE classes) offered by the College. Students in non-traditional programs such as external learning, prior learning assessment, credit by exam, telecourses and independent study will pay an amount equal to the College's actual cost at the time the student enrolls in such programs. The College policy on enrollees will be the same admissions policy as outlined under "Methods of Admission" in the College Bulletin.

Applicants for the staff tuition waiver benefits must first file a Financial Aid Form (FAF) with the College's Financial Aid Office to determine the possibility of additional financial aid. The tuition grant will cover any tuition charges to the student after other resources have been utilized.

Any student who defaults or has defaulted on a student loan will not qualify for remission of tuition. The restriction will be removed when the default has been satisfied. The College reserves the right to withdraw tuition waiver benefits from any student if, in its discretion, the College determines that the student's conduct is unacceptable.

ARTICLE X

DUES DEDUCTION AND PAYROLL

- 10.1 Any member of the bargaining unit who is a member of the Association, or who has applied for membership, may sign and deliver to the Business Office as assignment authorizing deduction of membership dues in the Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and August 1 of any year. Pursuant to such authorization, the College shall deduct one-tenth (1/10) of such dues from the regular salary check of the faculty member for a period of ten (10) such salary checks, beginning in September. Deductions for faculty employed after the commencement of the academic year shall be appropriately pro-rated to complete payments by the following June.
- 10.2 Upon appropriate written authorization from the faculty member, the College shall deduct from the salary and make appropriate remittance for annuities, credit union, savings bonds, charitable deductions, or any other plan or programs jointly approved by the Association and the College.
- 10.3 Checks for the faculty will be issued as follows: A basic ten pay-period plan is in operation, with a twelve-pay option for those faculty members who desire to exercise that option. Faculty members who prefer the twelve-pay-period option must so notify the Business Office in writing prior to September 1; otherwise, they will be carried on the ten-pay plan. Faculty contracted for a twelve-month period shall be paid on a twelve-pay-period plan.

Both the ten-pay-period plan and the twelve-pay-plan option will start payments on the 25th day of September, and on the 25th day of each month thereafter for ten or twelve months, depending upon the pay plan selected, except all faculty contracted for a twelve-month period, payment will start the 25th of July and on the 25th day of each month thereafter.

The June and December pay shall be paid as early as the College can conveniently arrange prior to the 25th of the month. If a change in the method of payment is desired for subsequent years, it will be the responsibility of the individual, without further notice, to so advise the Business Office in writing, prior to September 1.

- 10.4 Faculty members who work during summer school sessions will be paid in two equal amounts on July 25 and August 25.

ARTICLE XI

FACULTY RESPONSIBILITIES

The faculty is expected to participate in many phases of the campus program. Instruction, however, in its broadest interpretation, is the primary concern of the faculty. It is the responsibility of the College to meet this major function with a well-conceived and well-executed program.

- (1) The department chairperson is delegated the responsibility for department class schedules, staff meetings, and general coordination of the work of the department and its personnel, as provided by department criteria.
 - (2) To the faculty member is given the responsibility for a high level of instruction in his/her classes. He/she is expected to cooperate on instructional matters with other members of his/her department and the College, and to cooperate with other departments of the College.
- 11.1 Each department should establish machinery for assigning teaching loads in accordance with a formula suited to its own needs.
 - 11.2 In cases of special problems of differences of opinion on equitable assignment of academic loads, the department chairperson and Academic Dean should endeavor to resolve the problems for differences initially through conference.
 - 11.3 Instructors' teaching loads shall consist of sixteen (16) credit hours.

- 11.4 Faculty members will be available for student consultations for a minimum of six (6) scheduled office (lab) hours and two (2) office (lab) hours listed as "to be arranged" for a total of eight (8) hours per week. Five (5) of the above scheduled hours are to be posted at times other than the "activity period" and one (1) hour may, at the discretion of the faculty member, be held during this "activity period". Faculty members are expected to be in their office (lab) during their posted office hours. A schedule of these hours will be posted no later than the first week of each quarter.
- 11.5 Subject to the approval of the Academic Dean, full-time faculty shall be permitted to teach two (2) four (4) credit hour classes over and above his/her regular load each quarter (Department chairpersons, 12 credit hours; other faculty, 16 credit hours).
- 11.6 Course subject matter should be covered as completely and professionally as possible. Classes should be started promptly and continued for the full allotted time (including the first class meeting). If, in the judgment of the faculty member, it becomes necessary to cancel or dismiss a class, the faculty member must notify the Academic Dean or his/her designee prior to taking the action. The Academic Dean may disapprove such action only when such action is unreasonable or unjustified. If the Academic Dean or his/her designee is not available, the faculty member may cancel or dismiss the class at his/her discretion, but must notify the Academic Dean no later than the following day.
- 11.7 Classes should be scheduled, as reasonably as possible, within an eight (8) hour daily time period unless approved by the faculty member.

ARTICLE XII

CREDIT BY EXAMINATION, INDEPENDENT STUDY, PRIOR LEARNING

ASSESSMENT, AND ADVANCED PLACEMENT TESTS

12.1 Certain courses described in the College Catalog are offered for credit by examination or independent study. The Academic Dean will offer these opportunities for credit to those faculty members who indicate an interest in performing such assignments.

12.1.1 Faculty members shall be paid one hundred fifty prepared and administered to a student applicant for credit by examination or independent study. The faculty member will provide the student with a written syllabus and consult with the student a dollars (\$150) per course for each examination minimum of two (2) times.

12.2 Prior Learning Assessment

The College will first recruit full-time faculty members to participate in the Prior Learning Assessment Program. The faculty member will be paid one hundred dollars (\$100) per portfolio assessed, plus thirty dollars (\$30) per hour for each meeting or training session for which attendance is requested with a minimum compensation of four (4) hours per meeting.

12.3 Advanced Placement Test

For those full-time faculty in the English and Office Technology Departments who evaluate advanced placement tests, the College will pay the full assessed fee to the faculty member who grades the test.

ARTICLE XIII**COLLEGE FUNCTIONS**

- 13.1 Each faculty member of the bargaining unit is required to attend faculty meetings, in-service programs, and commencement. For commencement, the attending members of the bargaining unit appear in academic garb, to be furnished by the College. Absence from any function without good cause or prior approval of the Academic Dean will result in a dockage of 1/2 of 1/180 of the member's base salary.
- 13.2 Each faculty member is encouraged to participate in the extra-curricular life of the College in some activity that is of interest to him/her in which he/she may have had special training or experience.
- 13.3 Faculty members are encouraged to participate in the sponsorship of College-approved clubs and organizations. Faculty members who sponsor (advise) clubs will be paid a stipend to be determined by the Vice-President for Academic Affairs in consultation with the respective sponsor. The stipend amount will be based upon the faculty member's leadership skills, time involvement, effectiveness and overall performance as a club and/or organization sponsor. The payment shall occur once a year in the May paycheck.

ARTICLE XIV**EMPLOYEE FACILITIES**

- 14.1 The College shall continue to provide free, adequate, paved, lighted, off-street parking conveniently located to the College.
- 14.2 The College shall provide office space for each faculty member. Each office shall be equipped and furnished. Such equipment shall include, but not be limited to desk, chairs, lockable file space, bookshelves, and an individual telephone extension. At the College's option, a personal computer may be provided.

ARTICLE XV**TERMINATION OF AGREEMENT**

- 15.1 The Articles and Appendices contained herein constitute the entire agreement between the Detroit College of Business and the Detroit College of Business Faculty Association-MEA/NEA, signed by representatives of the College and the Association, and it is understood that the terms and agreement are binding upon both parties. This contract may not be reopened during the life of the contract except by mutual consent of the College and the Association. Such mutual consent would be on the specific issues agreed to be negotiated.
- 15.2 This agreement is subject in all respects to the laws of the State of Michigan and the United States. 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.
- 15.3 The College will not lock out members of the bargaining unit during the term of this agreement. Under no circumstances will the Association cause or permit to be caused, nor will any member of the bargaining unit take part in any strike, sit-down, stay-in, or slowdown in any department of the College, or any picketing or patrolling during the term of this agreement. In the event of work stoppage, picketing, patrolling, or other interruption of the College's operation, the College shall not be required to negotiate on the merits of the dispute which gave rise to the stoppage or interruption until that stoppage or interruption has ceased.
- 15.4 This agreement shall remain in full force and effect through the 30th of June, 1997, and thereafter for successive periods of one (1) year unless either party shall, on or before the sixtieth (60) 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 except for issues arising from unforeseen circumstances, shall specify the change desired.

ATTESTING SIGNATURES

DETROIT COLLEGE OF BUSINESS



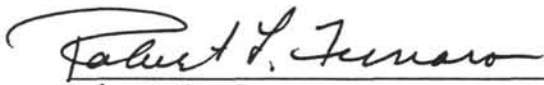
 Donald W. Maine
 President



 Roger VanderLaan
 Executive Vice President



 James Mendola
 Senior Vice President



 Robert L. Funaro
 Vice President for Academic Affairs



 Michelle Georgevich
 Dean of Business Affairs

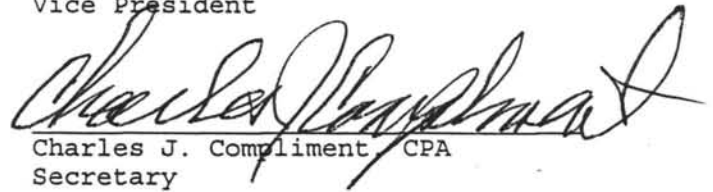
DETROIT COLLEGE OF BUSINESS
 FACULTY ASSOCIATION



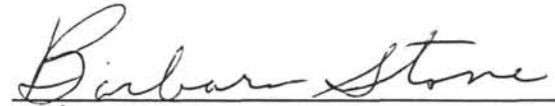
 David J. Medved, CPA
 President



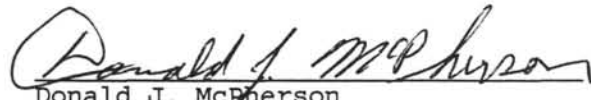
 Patricia Phillips
 Vice President



 Charles J. Compliment, CPA
 Secretary



 Barbara Stone
 Treasurer



 Donald J. McPherson
 Faculty Representative



 Bob Thomas, Esq.
 Uniserv Director

NOTES.....

APPENDIX A:
FACULTY SALARY SCHEDULE:**1994 - 1995**

Step	EARNED					
	MA	MA + 15	MA + 30	MA + 45	MA + 60	DOCTORATE
1	\$23,469	\$24,234	\$25,140	\$25,790	\$26,797	\$27,806
2	\$24,704	\$25,510	\$26,463	\$27,146	\$27,982	\$29,269
3	\$26,005	\$26,853	\$27,857	\$28,576	\$29,297	\$30,490
4	\$27,230	\$28,267	\$29,292	\$29,766	\$30,517	\$31,759
5	\$28,513	\$29,444	\$30,226	\$31,006	\$31,789	\$33,084
6	\$29,857	\$30,671	\$31,486	\$32,298	\$33,113	\$34,284
7	\$31,101	\$31,949	\$32,798	\$33,644	\$34,494	\$35,528
8	\$32,398	\$33,275	\$34,165	\$35,046	\$35,930	\$36,815
9	\$33,615	\$34,496	\$35,380	\$36,263	\$37,150	\$38,032
10	\$34,833	\$35,715	\$36,598	\$37,482	\$38,366	\$39,232
11	\$37,528	\$38,359	\$39,193	\$40,020	\$40,836	\$41,680
12	\$40,222	\$41,002	\$41,788	\$42,559	\$43,347	\$44,125

APPENDIX B:

FACULTY SALARY SCHEDULE:

1995 - 1996

Step	EARNED					
	MA	MA + 15	MA + 30	MA + 45	MA + 60	DOCTORATE
1	\$23,938	\$24,719	\$25,642	\$26,306	\$27,333	\$28,362
2	\$25,198	\$26,020	\$26,992	\$27,689	\$28,541	\$29,854
3	\$26,525	\$27,390	\$28,414	\$29,148	\$29,883	\$31,099
4	\$27,775	\$28,832	\$29,878	\$30,361	\$31,127	\$32,395
5	\$29,084	\$30,033	\$30,830	\$31,626	\$32,425	\$33,746
6	\$30,454	\$31,285	\$32,116	\$32,944	\$33,776	\$34,969
7	\$31,723	\$32,588	\$33,454	\$34,317	\$35,184	\$36,239
8	\$33,046	\$33,940	\$34,848	\$35,747	\$36,649	\$37,551
9	\$34,287	\$35,186	\$36,087	\$36,988	\$37,893	\$38,793
10	\$35,529	\$36,429	\$37,330	\$38,232	\$39,133	\$40,016
11	\$38,278	\$39,126	\$39,977	\$40,821	\$41,653	\$42,514
12	\$41,027	\$41,822	\$42,623	\$43,410	\$44,214	\$45,008

APPENDIX C:

FACULTY SALARY SCHEDULE:

1996 - 1997

Step	EARNED					
	MA	MA + 15	MA + 30	MA + 45	MA + 60	DOCTORATE
1	\$24,417	\$25,213	\$26,155	\$26,832	\$27,880	\$28,929
2	\$25,702	\$26,541	\$27,532	\$28,243	\$29,112	\$30,451
3	\$27,056	\$27,938	\$28,982	\$29,731	\$30,481	\$31,721
4	\$28,331	\$29,409	\$30,475	\$30,968	\$31,750	\$33,042
5	\$29,665	\$30,634	\$31,447	\$32,259	\$33,073	\$34,421
6	\$31,063	\$31,910	\$32,758	\$33,603	\$34,451	\$35,669
7	\$32,357	\$33,240	\$34,123	\$35,003	\$35,887	\$36,963
8	\$33,707	\$34,619	\$35,545	\$36,462	\$37,382	\$38,302
9	\$34,973	\$35,889	\$36,809	\$37,728	\$38,651	\$39,569
10	\$36,240	\$37,158	\$38,076	\$38,996	\$39,916	\$40,817
11	\$39,044	\$39,909	\$40,777	\$41,637	\$42,486	\$43,364
12	\$41,847	\$42,658	\$43,476	\$44,278	\$45,098	\$45,908

APPENDIX D

CALENDAR

1994 - 1995

Fall 1994

Faculty Meeting	Monday, September 19
Classes begin	Thursday, September 22
Mid-quarter grades due	Thursday, November 3
Thanksgiving recess	Thurs., Fri., Sat., Nov. 24, 25, 26
Final exams:	
Day	Fri., Sat., Mon., Tue., Dec. 9, 10, 12, 13
Evening	Thu., Fri., Sat., Mon., Tue., Dec. 8, 9, 10, 12, 13
Final grades due	Friday, December 16

Winter 1995

General Faculty Meeting (All Campuses)	Tuesday, January 3
Classes begin	Thursday, January 5
Martin Luther King, Jr. Day	Monday, January 16
Classes suspended - College open for scheduled activities	
Mid-quarter grades due	Thursday, February 16
Final exams:	
Day	Fri., Sat., Mon., Tue., March 17, 18, 20, 21
Evening	Thu., Fri., Sat., Mon., Tue., March 16, 17, 18, 20, 21
Final grades due	Friday, March 24

Spring 1995

Classes Begin Friday, March 31

Easter Recess Friday, Saturday, April 14 , 15

Mid-quarter grades due Thursday, May 11

Memorial Day recess Monday, May 29

Final exams:

 Day Wed., Thu., Fri., Sat, June 14, 15, 16, 17

 Evening Tue., Wed., Thu., Fri., Sat, June 13, 14, 15, 16, 17

Commencement Sunday, June 18

Final grades due Wednesday, June 21

Summer 1995

Classes begin Thursday, June 29

Independence Day recess Monday, Tuesday, July 3, 4

Mid quarter grades due Thursday, August 3

Final exams Thursday, Friday, August 24 25

Final grades due Monday, August 28

APPENDIX E
CALENDAR

1995 - 1996

Fall 1995

Faculty Meetings:

Flint Thursday, September 14
Dearborn..... Monday, September 18
Warren..... Tuesday, September 19

Classes begin Thursday, September 21

Mid-quarter grades due Thursday, November 2

Thanksgiving recess Thurs., Fri., Sat., Nov. 23, 24, 25

Final exams:

Day Wed., Thu., Fri., Sat., Dec. 6, 7, 8, 9

Evening Tue., Wed., Thu., Fri., Sat., Dec. 5, 6, 7, 8, 9

Final grades due Wednesday, December 13

Winter 1996

General Faculty Meeting (All Campuses) Wednesday, January 3

Classes begin Friday, January 5

Martin Luther King, Jr. Day Monday, January 15

Classes suspended - College open for scheduled activities

Mid-quarter grades due Thursday, February 15

Final exams:

Day Fri., Sat., Tue., Wed. March 15, 16, 19, 20

Evening Fri., Sat., Tue., Wed., Thu., March 15, 16, 19, 20, 21

Final grades due Monday, March 25

Spring 1996

Classes Begin	Friday, March 29
Easter Recess	Friday, Saturday, April 5, 6
Mid-quarter grades due	Thursday, May 9
Memorial Day recess	Monday, May 27
Final exams:	
Day	Wed., Thu., Fri., Sat, June 12, 13, 14, 15
Evening	Tue., Wed., Thu., Fri., Sat, June 11, 12, 13, 14, 15
Commencement	Sunday, June 16
Final grades due	Wednesday, June 19

Summer 1996

Classes begin	Thursday, June 27
Independence Day recess	Thursday, Friday, July 4, 5
Mid quarter grades due	Thursday, August 1
Final exams	Wednesday, Thursday, August 21 22
Final grades due	Monday, August 26

APPENDIX F
CALENDAR

1996 - 1997

Fall 1996

Faculty Meetings:

Flint Thursday, September 12
Dearborn Monday, September 16
Warren Tuesday, September 17

Classes begin Thursday, September 19

Mid-quarter grades due Thursday, October 31

Thanksgiving recess Thu., Fri., Sat., Nov. 28, 29, 30

Final exams:

Day Wed., Thu., Fri., Sat., Dec. 4, 5, 6, 7

Evening Tue., Wed., Thu., Fri., Sat., Dec. 3, 4, 5, 6, 7

Final grades due Wednesday, December 11

Winter 1997

General Faculty Meeting (All Campuses) Thursday, January 2

Classes begin Monday, January 6

Martin Luther King, Jr. Day Monday, January 20
Classes suspended - College open for scheduled activities

Mid-quarter grades due Thursday, February 13

Final exams:

Day Wed., Thu., Fri., Sat., March 19, 20, 21, 22

Evening Tue., Wed., Thu., Fri., Sat., March 18, 19, 20, 21, 22

Final grades due Tuesday, March 25

Spring 1997

Classes Begin Wednesday, April 2
 Mid-quarter grades due Thursday, May 15
 Memorial Day recess Monday, May 26
 Final exams:
 Day Fri., Sat, Mon., Tue., June 13, 14, 16, 17
 Evening Thu., Fri., Sat, Mon., Tue., June 12, 13, 14, 16, 17
 Final grades due Friday, June 20
 Commencement Saturday, June 21

Summer 1997

Classes begin Thursday, June 26
 Independence Day recess Friday, July 4
 Mid quarter grades due Thursday, July 31
 Final exams Wednesday, Thursday, August 20 21
 Final grades due Monday, August 25

