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# **AGREEMENT**

BETWEEN THE

**DISTRICT BOARD OF TRUSTEES  
EASTERN FLORIDA STATE COLLEGE**

AND

**UNITED FACULTY OF FLORIDA**

BREVARD CHAPTER

2012-2015

Revised June 2013

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## **ARTICLE 1: PREAMBLE**

Section 1.1 – This Agreement is entered into by and between the District Board of Trustees of Eastern Florida State College (hereinafter the Board or Employer), and United Faculty of Florida-Brevard (hereinafter, UFF-Brevard).

Section 1.2 – This Agreement is intended to serve the interests of the public, who are represented by the Board, in having at all times available to them the College's services on an efficient and economical basis. It is anticipated that this Agreement will serve the public interest by ensuring that administrative staff and members of the bargaining unit will make every reasonable effort to carry forward the College's legitimate activities and functions, by defining the Employer's obligations to the UFF-Brevard and members of the bargaining unit in order to avoid disputes due to misunderstandings, and by providing a grievance procedure for the resolution of any claims that the Agreement has been violated.

Section 1.3 – Both the Board and UFF-Brevard recognize the College's mission to provide the highest quality of educational services to the community served, and acknowledge their responsibility and contribution toward this objective. They pledge themselves to an institution that is staffed by qualified teachers, counselors and librarians with the appropriate level of training. They agree to make every effort as an administration and UFF-Brevard to maintain a high level of professional standards of knowledge, integrity and dedication.

## **ARTICLE 2: RECOGNITION**

The Board recognizes the UFF-Brevard as the sole and exclusive collective bargaining agent for all members of the full-time teaching faculty, librarians, and counselors (as certified by the Florida Public Employee Relations Commission in Case No. 8H-RC-754-4219, Certification Number 229) in matters concerning wages, hours, salaries, benefits, working conditions, and other terms and conditions of employment.

## **ARTICLE 3: DEFINITIONS**

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

Section 3.1 – College: Eastern Florida State College. Any references herein to Eastern Florida State College (Eastern Florida) are synonymous with Brevard Community College.

Section 3.2 – Board: The District Board of Trustees of Eastern Florida State College.

Section 3.3 – Administrator: An employee so designated by the Board whose duties include but are not limited to supervising and evaluating other employees, recommending the employment/termination of other employees, managing College resources and facilities.

Section 3.4 – Administration: The group of employees designated by the Board as administrators.

Section 3.5 – Agreement: The contract between the Board and UFF-Brevard.

Section 3.6 – UFF-Brevard/Union: The United Faculty of Florida (UFF) Brevard Chapter at Eastern Florida State College. Affiliated with the FEA, NEA, AFT, and the AFL-CIO, this is the exclusive certified bargaining agent of faculty in the bargaining unit. When referring to official notifications and communications, “the union” shall mean the President of UFF-Brevard.

Section 3.7 – Bargaining Unit: All full-time Faculty (including Temporary Full-time Faculty, counselors, librarians and teachers, as certified by the Florida Public Employee Relations Commission in Case No. 8H-RC-754-4219 issued May 18, 1976.)

- A. Included Personnel – All full-time teaching faculty, librarians, and counselors.
- B. Excluded Personnel – All employees not specifically included.

Section 3.8 – Contracts

A. Faculty Basic Academic-Year Contract – The term of duty for full-time faculty typically consisting of those class days in not more than seventeen (16) week Fall and Spring terms plus no more than five (5) in-service/administrative days plus one (1) commencement. While the actual start and end dates may be modified as provided in Article 8, workdays shall not exceed a maximum 165 workdays per year over approximately 34 workweeks. The equivalent of 30 credits (basic faculty load) shall be awarded as a basic year contract regardless of the semesters of instruction.

B. Faculty Extended-Year Contract – The term of duty for full-time faculty consisting of those class days in the Basic Academic-Year Contract plus no more than one (1) additional in-service/administrative day, and additional workdays as may be required by program, discipline, or department needs. The actual days and number of days worked may be modified as provided in Article 8. A faculty member with an Extended-Year Contract will have his/her Basic Year daily rate of pay pro-rated upward for duty days in excess of that year’s Faculty Basic Academic Year Contract.

Section 3.9 – Faculty Classifications

A. Full-Time Regular Faculty

1. Instructional Personnel – Those faculty members whose primary responsibility is teaching.
2. Librarians – Those faculty members whose primary responsibilities include the library science/information, literacy curriculum and maintaining the professional integrity of the libraries’ academic content, and services.

3. Counselors – Those faculty members whose primary responsibility is counseling.

B. Temporary Full-Time Faculty – Includes temporary full-time faculty positions established for a limited period not to exceed two consecutive academic years. Temporary full-time faculty positions may be renewable on an annual basis. The total number of temporary full time faculty will not exceed 5% of the number of regular full time faculty. Any addition to this number of temporary full time faculty in excess of the 5% will be reviewed with UFF-Brevard in advance. Temporary full-time faculty members enjoy all benefits of this Agreement, except as noted in Article 8. Up to one year of a full time temporary faculty member’s assignment may be applied to the tenure process.

C. Grant-Funded Faculty – Those full-time temporary, non-tenured faculty members, whose positions are funded by grants. These faculty members shall receive annual contracts with the required duties and responsibilities restricted by the terms and conditions of the grant. Grant-funded faculty positions may be renewable on an annual basis for the duration of the grant. Grant-funded faculty enjoy all benefits of this Agreement, except as noted in Article 8. The classification definitions contained in this Agreement shall be exclusive for the duration of this Agreement.

Section 3.10 – Supervising Administrator: Administrator with direct supervisory responsibility over a full-time faculty member. May be a Vice President, Provost, Associate Provost, Work-Force Administrator or Dean.

Section 3.11 – In-service/Administrative Day: A district-wide contractual day of service scheduled on a non-teaching day.

Section 3.12 – College President: The President of Eastern Florida State College as designated by the Board.

Section 3.13 – Provost: The chief administrator responsible for a particular campus or division at the College.

Section 3.14 – Associate Vice President of Human Resources: The administrator designated to represent the College in the administration of this Agreement. If changes in this designation are made, the union will be notified.

Section 3.15 – Work/Contact Hours

Clock Hour – Sixty (60) minutes

Office Hour – Sixty (60) minutes

Contact Hour – Fifty (50) minutes

Clinical Contact Hour – Fifty (50) minutes

PSAV Contact hour – Sixty (60) minutes (also used for the calculation of load).

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



Section 3.16 – Department Chairperson: A faculty member assigned to act as coordinator and liaison between the supervisors and the full-time faculty in an academic department. Department chairpersons shall have no supervisory responsibilities with regard to other full-time members of the faculty. Department Chairpersons will assist the supervisors on each campus, as needed, in carrying out their duties and will assume responsibility for implementation of the curriculum for an instructional or non-instructional program or cluster of programs.

Section 3.17 – Program Manager: A faculty member assigned to act as coordinator and liaison between the supervisors and the full-time faculty in specific programs such as Health Sciences requiring program-level leadership. Program Managers shall have no supervisory responsibilities with regard to other full-time members of the faculty. Program Managers will assist the supervisors on each campus or division carrying out their duties and will assume responsibility for implementation of the curriculum for an instructional or non-instructional program or cluster of programs.

Section 3.18 – Program and/or Curriculum Coordinator: A faculty member who assumes certain specific responsibilities within a program or cluster of programs to assist the supervising administrator.

Section 3.19 – Full-Time Faculty – Overload Teaching Assignments: An overload teaching assignment is any course taught by a full-time faculty member during a term when the faculty member has already completed his/her basic contractual obligations.

Section 3.20 – Daily Rate of Pay Calculation: The daily rate of pay calculation for a Basic-Year Contract (nine [9] months) will be determined by dividing the number of contractual days for that academic year into the faculty member's contractual salary. An Extended-Year Contract salary will be computed by multiplying the daily rate of pay by the number of contractual days for that year in the Extended-Year Contract.

Section 3.21 – Classroom: Classroom includes both the traditional classroom and the online classroom.

Section 3.22 – Sabbatical: Professional leave with or without pay within the designated contract cycle.

Section 3.23 – Seniority: Relative position within the faculty bargaining unit determined by total number of years employed as a full-time faculty member at Eastern Florida State College.

Section 3.24 – Supervising administrator designee: A member of the college administration with supervising responsibilities for faculty. A bargaining unit member may not be a designee.

Section 3.25—Shared Governance: Eastern Florida supports the concept of shared governance. Shared governance attempts to balance maximum participation in decision making with clear accountability. Shared governance gives voice (but not necessarily ultimate authority except where otherwise designated in this agreement) to concerns common to all constituencies as well

as to issues unique to specific groups while enabling the College to maintain administrative authority for final decision making subject to the direction of the Board of Trustees.

## **ARTICLE 4: GENERAL PROVISIONS**

### Section 4.1 – Duration of Agreement

A. This Agreement shall become effective when ratified by the faculty in the bargaining unit and by the Employer, or July 1, 2012, whichever occurs later.

B. This Agreement shall continue in effect through 12:00 a.m. on the first day of the 2012-2015 academic year, subject, to the following:

1. Either party shall be entitled to open this Agreement once during each of the second and third years of this Agreement for the limited purposes of:
  - a. negotiating Article 14, Economics of bargaining unit members and/or
  - b. negotiating one additional issue.
2. In order to exercise either or both of the reopener rights provided above, the party initiating a reopener shall notify the other party, of its intention to do so. Such written notice will be provided between April 15 and May 1 of each year. For purposes of this reopener agreement, the first year of this Agreement shall be deemed to end on June 30, 2013, and the second year shall be deemed to end on June 30, 2014, regardless of the date when this Agreement is actually executed and/or ratified.
3. The reopener rights provided in this Section are in addition to, and shall not be taken as otherwise affecting the rights of the parties under Sections C and D below, as to negotiating a new or further agreement proper in accordance with the terms and conditions therein stated.

C. Negotiations for a further agreement shall take place, at times and places selected by the parties in accordance with their mutual convenience, at the request of either, commencing no later than 60 days prior to expiration of this contract.

D. If agreement as to a complete replacement agreement is not reached before this Agreement expires, this agreement shall continue as provided by law until a successor agreement is ratified.

### Section 4.2 – Severability

If any provision of this Agreement, or part of a provision, shall be declared or rendered null, void or invalid through court action or by reason of legislation, the Agreement shall otherwise remain in full force and effect.

### Section 4.3 – Waiver

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

### Section 4.4 – Masculine/Feminine and Singular/Plural Pronouns

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

### Section 4.5 – Protection Against Discrimination

A. Neither the College nor the Union shall discriminate against any faculty covered by this Agreement because of Union membership or non-membership, or activity in support of or opposition to the Union. This Section does not apply to the Union's right to refuse to represent non-members in the Grievance and Arbitration Procedure.

B. The parties agree, to the extent discrimination is prohibited by and defined in applicable federal or state law, that neither will discriminate against faculty based on race, color, religion, national origin, sex, age, disability, marital status, veteran status, or sexual orientation. It is the intent of the parties that any faculty alleging discrimination under this Section will have a choice of remedy, *i.e.*, under the applicable federal or state statutes or under the Grievance and Arbitration Procedure under this contract, but not under both. By filing a charge with the applicable state or federal agency, the faculty and the Union on behalf of the faculty waive the right to file a grievance under this contract. If already filed, the grievance shall be dismissed.

### Section 4.6 – Drug-Free Workplace

The Administration may implement and maintain a Drug-Free Workplace to the extent permitted by State and Federal law. The Administration will make a good-faith effort through the Employee Assistance Program (EAP) to assure that any faculty member determined to be dependent upon legal drugs, illegal drugs, or alcohol, is remediated and returned to active status with the College. The Union recognizes the existence of an existing College drug policy (302.5) that includes faculty. Any change to such policy that affects faculty will be by mutual agreement of the parties. There will be no random drug testing of faculty during the term of this contract, unless required by state or federal regulations, or affiliated agencies such as clinical sites. Faculty will be advised of any affiliate drug testing policy prior to assignment or change in policy. No faculty member will be discriminated against because of his refusal to submit to a drug test not permitted by this Agreement.

#### Section 4.7 – Forms

Such printed forms as are used in the specific implementation or maintenance of this Agreement shall be by mutual agreement of Eastern Florida and UFF-Brevard. With the exception of the Grievance Procedure form, which will be available from the Union, a faculty member may receive a copy of each form used to implement this Agreement from his immediate administrative supervisor or the Associate Vice President of Human Resources. Mutually agreed upon forms are included in Appendices herein.

#### Section 4.8 – Non-Assignment

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

#### Section 4.9 – Controlling Clause

This Agreement shall supersede prior agreements between the parties. Upon ratification, this Agreement shall become the official policy of the UFF-Brevard and the Board. Any conflict between the provisions of this Agreement and any Board policies, Administrative Procedures or practices shall be resolved in favor of the terms and conditions of this Agreement. Any conflict between the provisions of this Agreement and any federal or state law, including Chapter 6A-14, Florida Administrative Code, shall be resolved as stated in Article 4.2, *Severability*. This Agreement may not be altered, changed or modified except by or with the written consent of the parties and approved by appropriate action by UFF-Brevard and the Board.

#### Section 4.10 – No Strike

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

#### Section 4.11 – Contract Printing

The parties agree to share equally the cost of printing this Agreement for distribution to the bargaining unit members and to the Administration.

### **ARTICLE 5: UNION RIGHTS**

#### Section 5.1 – Membership Dues

A. Subject to the restrictions set forth in the Florida Statutes, the Employer agrees to deduct from the pay of faculty in the bargaining unit who authorize such deduction by way of a written wage assignment, properly written and executed and delivered to the Employer, and to transmit to the UFF-Brevard, or their designee, faculty dues and elective UFF Political Action

Contributions. The amount of UFF-Brevard dues and assessments are uniformly charged by the UFF-Brevard to all members. The UFF Political Action Contribution is a voluntary deduction. The Employer will also provide UFF-Brevard with a list of the unit members from which deductions were made. Forms are available in Appendix A.

B. The Employer shall be obliged to make no more than one dues deduction from any faculty's pay with respect to any single pay period.

C. If the faculty involved has insufficient pay accrued with respect to any pay period to cover the full amount of dues and/or assessments charged, the Employer shall have no obligation to make a deduction for that pay period. There shall be no obligation to make deductions in order to pay dues or assessments in arrears unless the arrears are due to past error on the Employer's part.

D. UFF-Brevard agrees to indemnify the Employer, and hold it harmless, from and against any liability, real or asserted, of any kind or nature whatsoever, to any person or party, on account of the Employer's compliance or efforts to comply with this Article.

E. It shall be UFF-Brevard's obligation to keep the Employer at all times informed, through certification by a responsible official of the UFF-Brevard, of the amount of uniform dues and/or assessment deductible from faculty's pay. The Employer will accept such certification and be entitled to rely upon its accuracy.

F. Deduction authorizations shall be valid until revoked by the member with thirty (30) days written notice provided to UFF-Brevard and to payroll, or until the faculty terminates his or her employment.

G. The Employer will not deduct or transmit to UFF-Brevard at any time any monies representing fines, fees, penalties or special assessments except as noted in Section 5.1 A. above.

H. The obligation to commence making deductions or to stop deductions on account of any particular authorization shall become effective with the first paycheck produced following the receipt of the authorization by the Employer.

I. Written authorization to start or stop payroll deductions for UFF-Brevard dues will be transmitted to the Employer using the wording in Appendix A.

## Section 5.2 – Facilitation of Faculty Relations

A. Members of the UFF-Brevard bargaining team will not be required to take personal leave to participate in bargaining sessions with the Administration or to perform other required activities as explained below.

B. The Administration shall allow Union representatives time to engage in activities directly relating to grievances, arbitration, the Agreement or due to an emergency, which need to be performed during their scheduled hours. Union representatives shall receive such time as is

necessary to perform the activities without loss of pay. Union representatives shall notify their immediate Administrative Supervisor(s) of the need for time off for the performance of these activities, and such time shall be limited to no more than ten (10) hours to be divided among no more than three (3) representatives per week per campus or division.

C. The College shall provide release time to Union representatives to engage in activities directly related to grievances, arbitration, meetings with faculty and/or administration, bargaining, or other such Union matters as may be required.

1. Three (3) credit hours release time, shall be provided in each of Fall and Spring Terms to the President of the UFF-Brevard Chapter.
2. In those years during which full contract bargaining occurs, the College shall provide another three (3) credit hours, to be assigned to the Chief Negotiator for the purpose of facilitating the bargaining process, for each semester (Spring, Summer, and Fall) for which bargaining occurs.
3. For non-instructional faculty members, time equivalent to the credit hours shall be provided as release time in the above instances.
4. Faculty members on release time pursuant to this section shall retain all rights and responsibilities as other faculty members including, but not limited to, salary increases.

D. UFF-Brevard shall provide each provost and the Associate Vice President of Human Resources with an updated and current list of certified Union representatives at each campus or division within thirty (30) working days after the ratification of this Agreement and, thereafter, within ten (10) working days after the new representatives are selected each year by UFF-Brevard.

### Section 5.3 – Access to Information

A. During the term of this agreement, the Board agrees to furnish to the UFF-Brevard, upon written request, all available information which is in the Board's current possession or custody, which is not privileged or confidential under applicable law, and which is necessary to enable the UFF-Brevard to intelligently fulfill its role as bargaining agent. This article shall not oblige the Board to make calculations or compilations, but refers only to the right to obtain existing records. A charge not to exceed \$0.10 per impression may be assessed for copies of records or documents except as noted in Section 5.3.C below.

B. Upon approval and ratification of the Agreement by the Board and the members of the bargaining unit, the College shall provide an electronic copy of the Agreement to each member of the bargaining unit. Fifty additional printed copies will be provided to UFF-Brevard. The cost of reproduction and printing the Agreement will be borne equally by the College and the UFF-Brevard. The College will provide an electronic copy of the Agreement to each new member of the bargaining unit when he is employed or transferred into the bargaining unit.



- C. The College agrees to furnish the UFF-Brevard with the following items without charge:
1. The College Operating Budget and any changes thereto.
  2. Information, upon request, concerning the College's financial activities.
  3. The Annual Financial Report, concurrent with submission to the Florida Auditor General.
  4. A list of bargaining unit members to include the following information for each unit member:
    - a. Basic contract length
    - b. Basic contract salary
    - c. Date of original employment
    - d. Date of faculty hire if different
    - e. Years of experience credited for salary
    - f. Date of birth
    - g. Contact information (email address, campus address, and home address) reflected in college records as of September 15 of each contract year, to the extent permitted by law
    - h. Sum of supplemental contracts
    - i. Primary teaching field and level (AS, AA, PSAV)
    - j. Degree (same classification as used in Appendix D)
    - k. Date of tenure award

This list will be updated as of January 15 and September 15 of each contract year. Subject to availability of information, the College will make a good faith effort to also provide in January of each contract year, the number of accrued sick leave days and the educational category of each unit member. If the information requires compilation rather than a simple listing, a fee will be agreed to prior to the information being provided.

5. The names of those faculty members who are eligible to be considered for tenure by the Tenure Committee.
6. The names, length of appointment, and date of appointment for members of all College standing committees listed in Article 6, at the time of appointment.
7. Upon reasonable request, access to other information in accordance with the laws of the State of Florida.
8. Copies of all policies, procedures, faculty handbooks (full-time and part-time), student handbooks, and updates to such, concurrent with distribution to department heads shall be maintained on the College Web site.



D. The Administration shall, routinely and without prior request, provide to the Union the following information concurrent with its distribution to members of the Board:

1. The complete agenda for each regular and special meeting and workshop (other than Collective bargaining workshops) of the District Board of Trustees including all supporting documents; and routine faculty personnel recommendations.
2. All budgetary proposals submitted to the Board.
3. The minutes of each regular and special Board meeting and Board workshop.

E. Upon request by UFF-Brevard, the College will provide on a regular basis those minutes, reports and other public documents that are not privileged or confidential under applicable law, and which are properly identified. Charges for such documents will be at the rate set out in Section 5.3.A. All requests for information shall be presented to the Associate Vice President of Human Resources.

#### Section 5.4 – Access to Facilities

A. UFF-Brevard shall have the right to use College facilities and equipment at reasonable times when such equipment is not otherwise in use. UFF-Brevard shall adhere to the appropriate Administrative Rules and Procedures for utilization of College facilities and equipment including completion of necessary College forms.

B. UFF-Brevard shall reimburse the Administration for the actual cost of all materials and supplies used within thirty (30) days of receipt of billing. A billing account for duplicating services shall be available with access/billing codes on college photocopy/duplicating machines.

C. When billed, UFF-Brevard shall reimburse the Administration for all costs associated with utilizing a College facility if UFF-Brevard requests the use of a facility at a time when the facility is not normally available. However, the College President may choose not to charge UFF-Brevard for the use of a facility.

D. UFF-Brevard will provide each provost and the Associate Vice President of Human Resources with a list of all Union council members and officers who are authorized to request the use of College facilities.

#### Section 5.5 – Internal Mail Service

UFF-Brevard, through agreed upon representatives, shall have the right to use the internal College mail including e-mail, to communicate with members of the bargaining unit at no cost to UFF-Brevard. UFF-Brevard Executive Council shall have access to any and all College email distribution lists which include faculty members in the bargaining unit.

#### Section 5.6 – Bulletin Boards

The College shall provide UFF-Brevard access to bulletin boards at each campus or division where available.

#### Section 5.7 – Union Office

The College shall provide a permanently assigned office for the exclusive use of UFF-Brevard, and meeting space which may be shared. The office/meeting room shall be lockable with access only to Union officers identified by the UFF-Brevard President except in the event of an emergency in which case College safety and security officers may make emergency entry. The UFF-Brevard office will be provided a telephone line with voicemail service and will be listed in the College telephone directory.

#### Section 5.8 – Access to New Faculty Orientation

If the College conducts a campus or division-wide or district-wide orientation for newly employed faculty, the UFF-Brevard may, at its discretion, make a presentation, and provide a packet of information to be distributed with orientation materials. The College will notify the Union of the date of orientation and number of participants as soon as practical prior to the orientation.

#### Section 5.9 – Access to Faculty

If the College conducts a campus or division-wide or district-wide meeting, in-service, or professional development day or event for faculty members, UFF-Brevard may, at its discretion, make a presentation, and provide an information packet to be distributed with the program materials.

In the event the Union wishes to hold a faculty meeting during such a day as described above, the College shall include such information in the program of events if so requested by the Union.

#### Section 5.10 – Consultation with the College President

The College President will be available to meet with UFF-Brevard President to consult (not bargain) on matters of concern at a time convenient to both parties.

### **ARTICLE 6: FACULTY RIGHTS**

#### Section 6.1 – Bargaining Unit Member Rights

In the event the College intends to modify any right, privilege, or benefit enjoyed by the faculty, which is not specifically provided for in this Agreement, the College agrees to give notice to the Union and provide an opportunity to discuss any changes prior to implementation.

Nothing in this section shall preclude the Union's right to impact bargaining.

### Section 6.2 – Academic Freedom

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

A. In recognition of the principle of academic freedom at Eastern Florida State College the parties affirm that faculty members must be free of any arbitrary limitations on the study, investigation, presentation or interpretation of facts and ideas in any branch of learning consistent with the standards and practices of academic inquiry.

1. A faculty member is entitled to full freedom in research and in the publication of the results, subject to adequate performance of his other academic duties.
2. A faculty member is entitled to freedom in the classroom in discussing his subject, in devising and selecting teaching strategies and educational materials, and in using them to present his subject. However, he shall not introduce a controversial matter that has no relation to his subject.
3. In the spirit of academic freedom and shared governance, library faculty rights shall include responsibility over the library content/collection according to mutually established procedures. The Administration will consult the library faculty when reviewing library collection, content, access, and services.

B. Moreover, it is understood that faculty members are employees of a public educational institution as well as being citizens and members of a learned profession. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline. When a faculty member writes or speaks he must recognize the special position in the community he holds as an employee of Eastern Florida State College in that the public may judge both the faculty member's institution and profession by his statements. Therefore, the faculty member shall at all times strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and in the expression of personal opinions to indicate that he is not a spokesperson for Eastern Florida State College.

C. The parties recognize that faculty members occupy a unique position of influence and respect in the eyes of their students. Faculty members further recognize their obligation to maintain at all times a professional attitude towards students.

### Section 6.3 – Textbook Selection

Recognizing that adoption of textbooks is a fundamental principle of academic freedom, faculty members (annual contract and tenured faculty) shall be responsible for textbook adoptions. Once adoptions are approved, the Administration shall ensure that each faculty member is provided with a complimentary copy of textbooks selected for a course. The faculty member may keep the textbooks or return them to his immediate Administrative Supervisor.

A. Where feasible, textbook selections shall be a minimum of two (2) years.

1. If the faculty member is the only full-time faculty in a particular course on a given campus or division, he shall have the right to select the textbook for the course he is scheduled to teach.
2. If two or more sections of the course are offered on a campus or division and are taught by two or more full-time faculty or if the course is part of a sequence of courses that would normally use the same text, he shall have the right to serve on a campus or division and/or college-wide faculty committee appointed to select such texts for courses on that campus or division.
3. When circumstances occur that warrant a committee reconsideration of a textbook selection, the supervising administrator may make an exception to the minimum two-year requirement.

B. Where feasible, faculty members shall attempt to establish college-wide standardization of textbooks used in general education and sequential courses.

C. Custom Texts – If the faculty member is the only full-time faculty in a particular course on a given campus or division, who wishes to select a custom-bound textbook, he may do so provided the following conditions are met and the use of custom texts does not conflict with efforts to standardize texts in general education and sequential courses.

1. The custom text is less expensive than the campus or division committee's selection.
2. The text covers the approved course objectives and competencies.
3. The course is regularly taught by the faculty member(s).
4. The maximum number of custom texts allowed for a single campus or division course is two (2).
5. A custom text must be adopted for a minimum of two (2) years.

D. Special Approved Texts – A faculty member with special needs or one who is engaged in a special project or approved pilot course on a campus or division may request the Campus or division Committee (see Article 6.3.A.2 above) to approve a text different from the committee-selected text, provided the text covers the approved course objectives.

E. No employee of a Florida College System institution or state university may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.

An employee may receive:

- (a) Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
- (b) Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
- (c) Honoraria for academic peer review of course materials.
- (d) Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors.
- (e) Training in the use of course materials and learning technologies.

F. Consumable (Workbook) Texts – Consumable (workbook) texts may be selected by the appropriate campus or division textbook selection committee on a semester basis.

G. All textbook selections will comply with applicable state statutes.

#### Section 6.4 – Right to Privacy

A faculty member has the right to privacy with regard to his personal and private life, including, but not limited to, religious and political activities, unless such actions are demonstrably detrimental to the College.

#### Section 6.5 – Personnel Files

A. Any records that relate to a faculty member's performance or evaluation will be filed in the faculty member's Limited Access File in the Office of Human Resources. The faculty member's Limited Access File may be released by the records custodian only upon written authorization from the faculty member or the College President, or upon order of a court of competent jurisdiction. Written authorization to review a faculty member's personnel files will be filed in the personnel file.

B. No anonymous complaints shall be entered into or maintained in the faculty member's personnel file.

C. Any unit member will be permitted to inspect his or her individual personnel files in the Human Resources Department during normal business hours with an advance request of one working day. A faculty member may review his/her "unofficial" personnel file at the Campus or division, if one is maintained. A faculty member may obtain copies of any items and/or documents in his personnel file. The administration may charge a usual and reasonable fee for providing copies.

### Section 6.6 – Intellectual Property

A. In accordance with the laws of the State of Florida, a faculty member shall have the right to ownership of all work products that relate to educational endeavors, if such products are the result of independent labors, and are not produced as a result of a specific agreement with the College. Such endeavors may include any patent rights, copyrights and royalties, and any associated profits derived there from.

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

C. Unless the contribution is substantial, faculty shall not accept royalties or other compensation from the sale of a custom text created by a publisher specifically for use at the College if that faculty was not an original author of the unmodified version of the existing edition of the text.

### Section 6.7 – Outside Employment

Faculty members may engage in employment outside of the College provided that notice of such employment is provided to the College in advance when possible, but in no event later than ten (10) business days. The President will establish administrative procedures to ensure that such outside employment does not conflict with or does not reduce the capability to perform required functions as faculty of Eastern Florida State College. In the event a conflict between employment with the College and outside employment does occur, the employment at Eastern Florida will be considered primary.

### Section 6.8 – Consultant Fees

A faculty member shall have the right to any consultant fees earned which are not in violation of the laws of the State of Florida. The employment as a consultant will be reported on the form for outside employment.

### Section 6.9 – Faculty Offices

A. The Administration shall provide each faculty member with a lockable office, with no more than two faculty members assigned to the same office. Each faculty member shall have a computer with Internet access, a lockable desk and at least a lockable file cabinet, a bookcase, a desk chair, and a student chair. Offices shall be located near the faculty member's classes whenever possible.

The faculty member, Union, and the College shall mutually agree to temporary exceptions to the above in the event temporary reassignments are needed for remodeling or similar purposes.

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

C. Faculty members will have unimpeded access to their offices during normal operating hours on days of normal campus or division operations. If access is needed after normal operating hours, the faculty member will be granted access within a reasonable time by contacting the appropriate campus security office and upon verification of faculty identification.

#### Section 6.10 – Parking

On each campus or division the Administration shall provide off-street parking facilities designated for full-time faculty. The Administration shall provide these facilities free of charge and within a reasonable distance of each building where faculty offices are located. Such designation shall be for twenty-four (24) hours, seven (7) days per week. Where feasible, the Administration shall provide parking spaces as close to the building entrances as possible with a "Fifteen Minute Loading/Unloading Zone" designation. The Administration will use best efforts to keep the parking areas maintained, lighted, and protected with security.

#### Section 6.11 – Enhancement of Professional Skills

The College supports efforts by faculty members to complete advanced degrees and participate in academic activities such as conferences. The granting of professional leave will be considered when requested in advance by faculty members to take examinations, defend dissertations, or make presentations to academic, professional, or community organizations.

A. Tuition reimbursement shall be pursuant to the Tuition Reimbursement Program (TRP) in effect for the current academic year reimbursement policy. Such TRP shall not be altered, changed, or modified with regard to full-time faculty without prior notification to the Union.

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

#### Section 6.12 – Minimum Credentials

To be in compliance with the published requirements of the Southern Association of Colleges and Schools (SACS) and other accrediting agencies all instructional faculty members must satisfy the minimum credentials requirements published by these agencies. The faculty is responsible for assuring compliance with minimum credentialing standards. In the event of

changes in credentialing requirements, the faculty member will be eligible to apply for the standard tuition reimbursement program.

Tenured faculty will be allowed 18 months to meet changed credentialing requirements as a condition of employment unless alternate arrangements are approved by the President.

When necessary, requirements in addition to the minimum credentials established by SACS or other accrediting agencies shall be jointly determined by the College and the Union.

#### Section 6.13 – Selection of New Faculty

The College recognizes the importance of conferring with faculty in the hiring of new full-time faculty members.

A. The President or designee will establish faculty screening committees that will be consulted prior to the hiring of new full-time faculty members. Any such committee shall consist of full-time faculty members. When sufficiently diverse faculty members are available to serve on a screening committee for the selection of new faculty, they shall have the following credentials in the priority indicated:

1. The committee shall consist of at least four (4) faculty members the majority of whom shall be full-time, tenured faculty teaching in the same field or subject areas for which a candidate is being considered. If sufficient numbers of faculty are not available from the appropriate discipline and campus or division, faculty members from another campus or division shall be included, as needed, to meet the majority discipline requirement. If sufficient numbers of faculty are still not available to meet the majority requirement, then faculty from closely related disciplines shall be appointed. The Union shall be notified of the creation and membership of all faculty screening committees and may recommend additional members if needed. If the Union cannot identify additional volunteers, the College may move forward with the committee.
2. For a library faculty position, the Administration will select faculty members to serve on the screening committee from the library faculty.
3. For a counseling faculty position, the Administration will select faculty members to serve on the screening committee from the counseling faculty.
4. In the event sufficient numbers of full-time, tenured faculty members are not available, non-tenured faculty members may be asked to serve. Tenured faculty shall have priority over non-tenured faculty for assignment to a screening committee for selection of new faculty.
5. Temporary full-time faculty, whether grant-funded or not, shall not serve on a screening committee.



B. The committee shall function as follows:

1. The committee shall select its own chairperson.
2. The committee shall review all applications for a faculty vacancy and determine which candidates to interview.
3. The committee will interview and recommend finalists according to approved, objective criteria.
4. The committee will file a written recommendation concerning the employment of candidates, listing finalists alphabetically and/or by ranked preference, with the appropriate supervising administrator who will provide this information to the President.
5. Input from faculty screening committees will be advisory only; final decision rests with the President, who will notify the supervising administrator of his final decision. In the event this decision deviates from the committee recommendation, the supervising administrator shall provide feedback to the committee chairperson to assist in future selections.

C. If the College conducts a campus or division or College-wide orientation for newly employed faculty, the Union may, at its discretion, make a presentation, and provide a separate packet of information to be distributed with orientation materials.

#### Section 6.14 – Vacancies/Transfers

A. The College retains the right and responsibility for determining the number and type of faculty positions required at each campus or division, and for the selection of individuals to fill these positions. The College recognizes the importance of conferring with faculty in the transfer of full-time faculty members.

B. Faculty members will be assigned to one of the four campus locations: Titusville, Cocoa, Melbourne, Palm Bay, or any established center/institute. When a new faculty position or vacancy appears at any such location and the President intends to fill it, the faculty position will be filled by the Administration in accordance with the following guidelines:

1. Email notification of the position shall be sent to all full-time faculty members, it will be advertised in a College publication with College-wide distribution, and a copy of the Position Announcement will be furnished to the President of UFF-Brevard. All position openings at the College will be advertised by intra-college publication or by special bulletin, and by email to all faculty. Currently employed full-time faculty members shall be given a minimum of five (5) business days' notice of, and opportunity to apply (internal advertisement) for, a faculty position opening prior to advertising outside the college (external advertisement).

2. To request a transfer to a new or vacant full-time faculty position within the faculty member's discipline or from one discipline to another, a qualified full-time tenured faculty member shall submit a request for transfer to both the faculty member's immediate administrative supervisor and the Associate Vice President of Human Resources by the job close date as printed on the job posting. In the event of a request for transfer between disciplines, the supervising administrator, or designee, will verify qualifications before proceeding.
3. After the close date for the internal advertisement, Human Resources will forward the request to the appropriate supervising administrator for review and approval.
  - a. The transfer request shall be considered by a screening committee of faculty members. The screening committee shall consist of at least three (3) members and all members shall be from the campus where the opening exists.
  - b. The screening committee shall make its recommendation to the supervising administrator.
  - c. The supervising administrator making the transfer request decision will notify the requesting faculty member of the decision in writing within ten (10) days of the committee recommendation. If the transfer request is denied, a written explanation shall be provided with the notice.

C. If the Administration determines that it is necessary to transfer a member, the Administration will first request qualified volunteers.

D. For a new or vacant full-time faculty position that is different from the faculty member's current discipline, a tenured faculty member requesting a transfer must meet the minimum qualifications for teaching in the new discipline and the application deadline date for applying as printed on the job posting on the College's Web site announcement.

E. When transferring from one discipline to another where there is no change in campus or division, the supervising administrator with responsibility for the academic discipline being sought will retain the sole right to approve or reject the transfer request.

F. If a faculty member requests and is granted a transfer under this Section, the faculty member will not be eligible to request a transfer again for three years from the date of the transfer request.

G. Any faculty member selected for transfer must meet the educational requirements for the position.

H. Reassignments for a single semester within a single contract year are considered temporary. Reassignment for more than one semester in a single contract year is considered an involuntary transfer.

I. A tenured faculty member involuntarily transferred retains the right to apply for any subsequent vacancies as outlined in this article.

J. If it is necessary to select a unit member for involuntary transfer, the President will assign transfer points to all unit members in the same discipline who are qualified to fill the open position. The total points accrued will be considered by the President in making its selection, with the unit member having the lowest number of points being the most vulnerable for involuntary transfer. Should the President select a unit member for transfer who has a point total greater than another qualified faculty member who is not being transferred, the President will state the reason for the selection in writing to the faculty member being transferred. A copy will be furnished to the President of the UFF/Brevard.

1. Transfer points will be assigned as follows:

- a. holding continuing contract 3 points
- b. each year of full time academic employment at the College, 1 point up to 10 points maximum
- c. completion of requirements for maintaining continuing contract, 1 point for each 3-year period
- d. Academic Preparation:

Doctorate	6 points
Masters + 60	5 points
Masters + 30	4 points
Masters	3 points
Bachelors or equivalent	2 points
Less than Bachelors	1 point

K. A faculty member selected for involuntary transfer to another campus or division will be given a minimum of three months' notice. The Administration shall not involuntarily transfer a faculty member for arbitrary, capricious or punitive reasons, including a faculty member's refusal to accept managerial responsibilities.

#### Section 6.15 – Access to College Mail

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

B. The College will provide an email account and access to each faculty member. At a minimum, email access shall be provided in the faculty member's office and via the Internet or virtual private network (VPN) from off campus.

#### Section 6.16 – Councils and Committees

A. The College will maintain two Councils consisting of faculty and representatives from the Administration, who may be Administrators or staff members, as appropriate, to review and/or prepare recommendations for the College President or designee. The total number and

distribution of members and terms and length of service are specified in the Academic Affairs and TPD Handbooks (6.16, B, 4 and 6.16.C.3 below).

1. Administrators and staff members will not be voting members of the Academic Affairs Council (AAC) and the Tenure and Professional Development Council (TPD).
2. The councils may establish committees or subgroups as needed to accomplish the purposes of the council. The council will represent these recommendations to the College President through established means.

B. The Academic Affairs Council will be comprised and operate as follows:

1. All voting members of the Academic Affairs Council will be faculty, one member plus one alternate recommended by each Curriculum Cluster.
2. Non-tenured faculty members will be recommended by the Curriculum Cluster if there are not sufficient tenured faculty members available to serve.
3. The chair of this committee will be a tenured faculty member. The chair will be granted three (3) credit hours release time from instructional duties for each major academic term. If the chair remains equally active during the Summer Term, the chair will receive three (3) credit hours at the established adjunct rate for those duties. Additional release time may be granted to officers of the AAC as the need arises.
4. The College and UFF-Brevard will mutually develop goals for the Academic Affairs Council

C. The Tenure and Professional Development Council and standing committees will be comprised and operate as follows:

1. All voting members of the Tenure and Professional Development Council and Campus Tenure Committees will be full-time, tenured faculty.
2. The chair of the College-wide Tenure and Professional Development Council may be granted three (3) credit hours release time from instructional duties for each major academic term during which the Tenure and Professional Development Council is meeting regularly.
3. The College and UFF-Brevard will mutually develop goals for the Tenure Committee.
4. Each April the President of UFF-Brevard or designee shall recommend to and consult with the President or designee over the appointment of faculty members to the TPD Council.
5. The TPD members shall be selected as outlined in the Handbook.

D. Faculty will participate as voting members of the following committees.

Insurance

Academic Calendar (as defined in article 18.1)

College-wide Assessment Steering Team (COAST)

College-wide Quality Enhancement (QEP)

#### Section 6.17 – Legal Assistance

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

#### Section 6.18 – Union Representation (Weingarten Rights)

A faculty member who is a member of the Union and who has the reasonable expectation that disciplinary action may result from a meeting with an administrator has the right to Union representation during the meeting. The decision whether to represent or accompany a faculty member who is not a member of the Union rests solely with the Union.

#### Section 6.19 – Retired Faculty Members

A retired faculty member in good standing shall have privileges to use the College's facilities such as wellness programs and equipment and library facilities (access to materials and electronic resources, checkout materials). Retired faculty members shall retain discounts for events at College-affiliated organizations as afforded to current faculty members and subject to agreements with College-affiliated organizations. Retired faculty members shall retain their e-mail account and e-mail access for a period of one (1) year after separation. All benefits as above are subject to and consistent with the policies applicable to regular, full-time faculty members.

### **ARTICLE 7: MANAGEMENT RIGHTS AND PREROGATIVES**

Section 7.1 – The Employer expressly reserves and retains, to the maximum extent permitted by law, each and every right and prerogative that it has ever had and enjoyed at any time and in the absence of any collective bargaining relationship whatsoever, whether such rights and prerogatives have ever been exercised or not, and as if the collective bargaining relationship did not in fact exist, except to the limited extent that it has herein and by words of unmistakable meaning and clear import, agreed to expressed and explicit limitations upon those rights and privileges.

Section 7.2 – The reservation or retention of management rights or prerogatives, as done in Section 1 above, refers to the right to implement any decision coming within that reservation or retention, without prior bargaining over the impact or effects of such decision upon unit faculty. Bargaining shall subsequently take place upon the request of either party.

Section 7.3 – While it is not possible to anticipate or detail in this Agreement all of the rights and prerogatives that the Employer retains and reserves, the following list is illustrative. The Employer exclusively retains and reserves the rights to: exercise all rights normally exercised by employers and not expressly limited herein; select faculty for hire; determine manning requirements; schedule work; determine the duties required of faculty; subcontract all or a part of its work or functions; transfer, lay off, recall, determine the nature and extent of services that are to be performed; regulate the use of equipment and facilities; make and enforce reasonable work rules; discontinue programs; and take such measures as management may consider to be reasonably necessary to the orderly, efficient and economical operation of the College except as may be in conflict with any provisions of this Agreement or handbook which may be incorporated into this agreement by reference.

## **ARTICLE 8 - FACULTY DUTIES AND RESPONSIBILITIES**

### Section 8.1 – Intent

The professional duties and responsibilities of College faculty members are comprised of scheduled as well as non-scheduled activities. The Board and the UFF-Brevard recognize that while instructional activities, office hours, and related other duties and responsibilities may be required to be performed at specific times and places, other activities may be arranged and performed at times and places determined by the faculty member at his/her discretion, provided that such arrangements do not conflict with College policies and procedures.

### Section 8.2 –Faculty Workweek

A. Each full-time instructional faculty member will be responsible for a combined total of twenty-five (25) weekly class hours and office hours. Faculty will submit biweekly online payroll certification. Every instructional faculty member will teach fifteen (15) classroom contact hours per week in each of the Fall and Spring terms or their equivalent. Each term will consist of an average of eighty (80) potential class and examination days during a period of time not to exceed sixteen (16) weeks in duration, or a total of not more than 165 scheduled class days. Faculty will be required to participate in scheduled departmental, discipline, and college-wide or campus or division-related activities, and to perform any other duties required to fulfill their instructional or programmatic obligations as delineated elsewhere in this article. Each faculty member's workweek will not exceed thirty-five (35) hours and five (5) consecutive calendar days, unless waived by the individual faculty member.

B. Library faculty members and counselors will account for their weekly hours as approved by their immediate supervisor, with the total number of hours not to exceed thirty-five (35) hours per week, or an average of seventy (70) hours per pay period

1. Each workday will include a thirty (30) minute rest period which may be scheduled, at the discretion of the faculty member, in two fifteen (15) minute increments or in one thirty (30) minute period.

2. Schedules for library faculty and counselors will allow for a reasonable degree of flexibility to attend meetings, sponsor organizations, and participate in campus or division or college-wide projects and initiatives. In order to perform such duties, the schedules of library faculty and counselors may be modified upon the approval of the administration in order to provide adequate service to students and other members of the College community. Each library faculty member's workweek will not exceed five consecutive calendar days, unless waived by the individual library faculty member.

### Section 8.3 – Faculty Contract Length

The basic academic-year contract for full-time faculty members will be defined as follows: 160 days of class sessions, final examinations, and office time, plus a maximum of four or five (4-5) in-service/administrative days, plus one (1) day for attendance and participation in one Commencement ceremony. The total number of contract days during the basic academic-year contract (excluding state-approved holidays) shall not exceed 165 days per year.

A. Except as provided elsewhere in this section, academic programs or services which require the duties and responsibilities of faculty members during summer sessions, all full-time faculty members will be awarded a Basic Academic-Year Contract with an average teaching load requirement of 150-points per term for a total of 300-points per academic year.

1. By the end of the spring term, the administration will notify each faculty member on annual contract concerning the renewal and duration of his/her employment contract for the following academic year, beginning with the fall term. Each notice will specify whether the duration of the contract will be a Basic Academic-Year (165-day) Contract, or an Extended-Year Contract as defined elsewhere in this section
2. By April 1, the administration will notify each tenured faculty member concerning the duration of his/her employment contract for the following academic year, beginning with the fall term. Each notice will specify whether the duration of the contract will be a Basic Academic-Year (165-day) Contract, or an Extended-Year Contract as defined elsewhere in this section
3. The notice date for faculty seeking tenure shall be consistent with Article 11.1.C
4. Salaries of all faculty members will be based upon the Basic Academic-Year Contract with any additional approved workdays to be pro-rated at the daily rate of pay.

B. Instructional faculty in specific health related programs and other academic programs which require the duties and responsibilities of full-time faculty members may receive an Extended-Year Contract if their work assignment normally will exceed 165 days. All library faculty members will receive an Extended-Year Contract of at least 189-days to provide adequate professional staffing. Counselors whose services are required in excess of 165 workdays per

year may be issued an Extended-Year Contract by the administration in order to ensure adequate professional staffing.

1. The duration of the Extended-Year Contract will be based upon the Basic Academic-Year contract with the addition of term responsibilities necessitated by the length of the particular academic program, service, or project.
2. The determination of such duty days will be made by the supervising administrator in consultation with the individual faculty member and the supervising administrator.
3. The salary for an Extended-Year Contract will be calculated by pro-rating the Basic Academic-Year Contract as follows: the daily-rate of pay will be calculated by dividing the faculty member's annual salary for a Basic Academic-Year Contract by 165; and the resulting daily pay rate will be multiplied by the number of days, thereby yielding the revised salary for the Extended-Year Contract.

C. Upon the approval of the administration, a faculty member may be awarded an Extended Year Contract when assigned to temporary duties involving primarily non-instructional responsibilities.

1. An Extended Year Contract may be awarded for such activities as regional accreditation or reaffirmation, special task-force projects or assignments, or similar activities that may warrant or require the year-round responsibilities of a full-time faculty member.
2. An Extended Year Contract will not be awarded to full-time faculty members for the performance of full-time administrative duties and responsibilities.
3. The salary for an Extended Year Contract will be calculated by pro-rating the Basic Academic-Year Contract as follows: the daily-rate of pay will be calculated by dividing the faculty member's annual salary for a Basic Academic-Year Contract by 165; and the resulting daily pay rate will be multiplied by the number of days, thereby yielding the revised salary for the Extended Year Contract.

#### Section 8.4 – Instructional Faculty Responsibilities

A. Office hours denote regularly-scheduled time periods during which faculty members will be available onsite for one-on-one consultations with students in a non-classroom setting, to provide instructional, program-related, or similar academic assistance to students on an as-needed basis. Although such consultations are customarily scheduled in faculty members' assigned offices, the consultations may be scheduled in other public locations upon the prior approval of the Provost, or as provided elsewhere in this agreement.

1. Each faculty member shall publish and maintain ten (10) office hours per week during the Basic Academic Year.



- a. At least five (5) of these office hours must be in scheduled in minimum increments of thirty (30) consecutive minutes over a period of not less than four (4) workdays.
  - b. The remaining office hours may be scheduled in increments of no fewer than ten (10) minutes each, at the discretion of the individual faculty member
  - c. The availability and location of these office hours shall be provided in writing to the students and supervising administrator by the end of the second week of classes. If the location is to be at any place other than the faculty member's office or in a classroom between classes, the faculty member and the immediate supervising administrator will agree upon the location.
  - d. If held in the classroom between classes, the faculty member must be assigned to that classroom during the class time immediately before and after.
  - e. In emergencies or other unusual circumstances, the Provost may approve exceptions to the published schedules of office hours for individual faculty members.
2. Each faculty member will be available by appointment for one (1) additional office hour for each thirty (30) overload-points or major part thereof. If no appointment requests are made, the faculty member will be under no obligation to provide such additional hours.
3. If a student must schedule an appointment at a mutually agreeable time other than during a scheduled office hour, the faculty member may post a notice to students, with a copy to the supervising administrator, that the faculty member has cancelled equivalent office hours during that week.
4. Faculty members whose instructional assignments include health related programs for which clinical experience is required of participating students, will be permitted to schedule a maximum 50% of their required office hours at the clinical site, in addition to their required clinical-instruction hours.
5. All faculty members may schedule a maximum five hours of office time online and/or at a publicly accessible location other than the College. Instructors who teach distance learning courses will be permitted to hold one (1) additional office hour for each three (3) credit course either online are at a publicly accessible location other than the College.
6. In the event that the instructional load is comprised entirely of online courses, the faculty member may account for all in-class and on-campus or division hours at publicly accessible locations other than College facilities. This does not preclude the faculty member from meeting with the student if either the student or faculty member so desire.

- B. Faculty members shall instruct students in conformance with the material listed in the discipline-approved course profiles, and as defined by the course descriptions published in printed and/or online editions of the College catalog.
- C. Faculty members will collaborate with the College administration to provide accommodation to students with disabilities when the student, at his/her earliest opportunity, provides the required written notice to the faculty member. Faculty members will not be held responsible for failure to provide such accommodations prior to the receipt of the required written notice from the student.
- D. Faculty are expected to make a course syllabus available to the students no later than the first day of class. In the event of a schedule change within four (4) weeks prior to the start of the class, the instructor shall post the syllabus no later than the end of the second week of classes. The written syllabus and the online syllabus must include the following required information: course title, course prefix/number, number of credit hours, name of instructor, telephone number where the instructor may be reached conveniently, schedule and location of office hours, course meeting times, course description, textbook requirements, grading/examination system, attendance policy, instructional methodologies (*e.g.*, lectures, laboratory demonstrations, group presentations, group discussions, quizzes, etc.), instructional format(s) pertaining to the course, (*e.g.*, in-person, online, hybrid), officially established learning objectives for the course, tentative lecture/course schedule, and other reasonable requirements established by the individual instructor.
- E. At the conclusion of each academic term, for the sole purposes of professional self-improvement and the continuous improvement of college-wide teaching and learning, each faculty member will be required to review the results of any student-opinion surveys completed by students who enrolled in each course or section taught by the instructor during the pertinent academic term.
- F. It is the responsibility of the Administration to assign faculty members to teach courses in their respective academic disciplines at times and locations and/or in instructional formats which meet the needs of students. Where such assignments involve synchronous instructional formats primarily, these assignments may include both day and evening classes. Evening classes which are assigned to a faculty member will be scheduled within an eight-hour period during the applicable workday, with a minimum period of twelve (12) consecutive hours separating the end of the evening class and the beginning of the faculty member's assignments on the following workday. However, a faculty member may agree to waive these requirements by sending an email to the supervising administrator.
- G. Instructional faculty members will fulfill all other professional obligations, terms, and conditions which apply to all faculty members as delineated throughout this Article.

## Section 8.5 – Library Faculty Responsibilities

The primary responsibilities of a library faculty are library science/information, literacy curriculum and maintaining the professional integrity of the content, collections, and services of the academic libraries. To be in compliance with the requirements of the Southern Association of Colleges and Schools and any other applicable accrediting agencies, each library faculty member must satisfy the minimum certification requirements established by these agencies. The Administration will provide the appropriate support services and personnel to enable each library faculty member to perform his/her responsibilities to the College.

A. Library faculty members shall mutually determine their schedules as may be necessary to meet professional-staffing requirements as determined by the supervising administrator, and within the provisions of Sections 8.2 and 8.3 of this Article. Unless by mutual agreement otherwise, full-time library faculty members will be accorded a minimum of eight (8) consecutive weeks of non-paid release time, during which the library faculty member will not be assigned duties or responsibilities by the supervising administrator.

B. Library faculty members may be assigned to teach all or portions of a course as part of their contractual duties to the College.

1. Courses taught by library faculty members shall be limited to information research, information technology, library skills, or similar academic content relevant to undergraduate-level library services in undergraduate institutions within the State of Florida higher-education system.
2. Courses assigned to library faculty members may be for credit or non-credit, and may include seminars, workshops, or portions of College-sponsored conferences or in-service opportunities assigned by the supervising administrator.
3. When teaching a course or portion of a course, either as part of their regular work assignment or as an overload assignment, library faculty members must also meet the teaching-related responsibilities of instructional faculty members as provided in Section 8.4, paragraphs B through F above.
4. Library faculty shall be permitted a maximum of one (1) hour of preparation time for each one (1) hour of class time.
5. Such teaching and preparation must not interfere with the scheduling of any library faculty member's other professional duties as assigned by the supervising administrator.

C. The salary of library faculty members is intended as compensation for all hours worked. However, recognizing that there are unusual circumstances, such as sickness when covered, understaffing, or other times when librarians may be required to work hours beyond the normally-required thirty-five (35) hours per week to perform the faculty's job, librarians will be entitled to receive additional compensation as follows:

1. When the library faculty member is required to work in excess of thirty-five (35) hours during the workweek assigned by the supervising administrator.
2. When the librarian's supervising administrator approves of the extra hours worked.
3. When approved, the additional compensation for services exceeding thirty-five (35) hours per week will equal one (1) hour of compensatory time for each hour actually worked in excess of the thirty-five-hour work week.
4. Compensatory time must be utilized by the library faculty member to whom it is allotted; is not transferrable to any other faculty; and is not payable upon the termination of the faculty's service to the College, nor can it be utilized in conjunction or coordination with the termination of the faculty's service to the College.
5. Professional time spent by library faculty members for the teaching of overloads, or in connection to the teaching of such overloads, is neither regarded nor construable as "extra time worked" as delineated in this Section.

D. Library faculty members are required to fulfill other professional obligations, terms, and conditions applicable to all faculty members as delineated throughout this Article.

#### Section 8.6 – Counselor Faculty Responsibilities

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

A. Counseling faculty members shall mutually determine their schedules as may be necessary to meet staffing requirements as determined by the supervising administrator and within the provisions of Sections 8.2 and 8.3 of this Article. The actual number of workdays of counseling faculty members may or may not coincide with the number of workdays required of full-time instructional faculty members. Unless by mutual agreement otherwise, full-time counseling faculty members will be accorded a minimum of eight (8) consecutive weeks of non-paid release time, during which the library faculty member will not be assigned duties or responsibilities by the supervising administrator..

B. Counseling faculty members may teach all or part of a course as part of their contractual duties.

1. Courses assigned to counseling faculty members may be for credit or non-credit, and may include seminars, workshops, or portions of College-sponsored conferences or in-service opportunities assigned by the supervising administrator.

2. When teaching a course or portion of a course, either as part of their regular work assignment or as an overload assignment, counseling faculty members must also meet the teaching-related responsibilities of instructional faculty members as provided in Section 8.4, paragraphs B through F above.
3. Counseling faculty members shall be permitted a maximum of one (1) hour of preparation time for each one (1) hour of class time.
4. When teaching a course or portion of a course, either as part of their regular work assignment or as an overload assignment, library faculty shall also meet the teaching-related responsibilities of instructional faculty members as provided in Section 8.5, paragraphs B through F above.
5. Such teaching and preparation must not interfere with the scheduling of any counseling faculty member's other professional duties as assigned by the supervising administrator.

C. The salary of counseling faculty members is intended as compensation for all hours worked. However, recognizing that there are unusual circumstances, such as sickness when covered, understaffing, or other times when counseling faculty members may be required to work hours beyond the normally-required thirty-five (35) hours per week to perform the employee's duties and responsibilities, counseling faculty members will be entitled to receive additional compensation as follows:

1. When the counseling faculty member is required to work in excess of thirty-five (35) hours during the workweek assigned by the supervising administrator.
2. When the counseling faculty member's supervising administrator approves of the extra hours worked.
3. When approved, the additional compensation for services exceeding thirty-five (35) hours per week will equal one (1) hour of compensatory time for each hour actually worked in excess of the thirty-five-hour work week.
4. Compensatory time must be utilized by the counseling faculty member to whom it is allotted, and is not transferrable to any other employee; and is not payable upon the termination of the employee's service to the College, nor can it be utilized in conjunction or coordination with the termination of the employee's service to the College.

D. Counseling faculty members shall also fulfill other professional obligations, terms, and conditions for all full-time faculty members as delineated throughout this Article.

#### Section 8.7 – Additional Professional Obligations

A. Faculty members shall be required to attend no more than five (5) in-service/administrative days per year under a Basic Academic-Year Contract and no more than six (6) in-service/administrative days under an Extended Extended-Year Contract.

- B. All full-time faculty members will participate with other faculty colleagues in their respective academic disciplines in order to develop, revise and implement courses or programs as needed.
- C. All full-time faculty members will be responsible for maintaining records for a minimum of two years, preparing for classes, grading papers, tests and other required student assignments, evaluating textbooks, and maintaining professional competence.
- D. All full-time faculty members will participate in college-wide programs or initiatives designed collaboratively by the faculty and administration of the College for the purposes of identifying, assisting, and encouraging at-risk students to attain their educational goals.
- E. Faculty members will attend academic curriculum cluster meetings scheduled by the administration with a minimum of five (5) working days' prior notice, unless the faculty member is on approved leave or has a verifiable appointment, assignment or commitment which cannot be rescheduled by the faculty member without undue personal effort and/or personal expense.
- F. Faculty members shall attend all required, scheduled district-wide meetings, campus or division-wide meetings and those area meetings convened by an immediate supervising administrator pertaining to College matters, unless on approved leave or with authorization from his immediate supervising administrator. The Administration will utilize all reasonable communication efforts to provide the faculty member with sufficient notice prior to scheduled meetings. The Administration recognizes that regularly scheduled class assignments that may interfere with the faculty member's attendance may constitute authorized leave from attending such meetings. On designated in-service/administrative days, all full-time faculty members will engage solely in professional activities that are approved in advance by the Administration.
- G. All full-time faculty members will participate in College-approved committees, community groups, and professional organizations. This includes committees, assessments and activities determined to be necessary for the attainment of programmatic and regional accreditation.
- H. All full-time faculty members will periodically establish goals and provide self-assessments to the appropriate Provost as part of their periodic evaluation process as provided in Article 9.
- I. Both the UFF-Brevard and the administration of the College recognize that the quality of student activities is enhanced by faculty participation and support. All full-time faculty members are encouraged to support student activities by attending College-approved student activities, presentations, and events, and also to serve as sponsors for College-approved student clubs, activities and initiatives.
- J. Faculty members who are on continuing contract will attend one graduation ceremony per year in regalia unless properly excused. The College will take responsibility for making arrangements to have proper regalia available.

### Section 8.8 – Other Terms and Conditions

- A. The Administration may utilize scheduling variations to meet the needs of students, which may include such variations between one-week courses, up to 17 week courses, or any similar scheduling variations in any term.
- B. The Administration may require an instructional faculty member assigned to a program involving affiliates or off-campus or division sites to work on a Board-approved holiday to meet the schedule established by the affiliate or other off-campus or division entity. However, the Administration will work with such affiliates and off-campus or division sites to schedule such assignments on College workdays. The Administration will make every reasonable effort to schedule the faculty member's contractual days within consecutive weeks. However, a faculty member on a Basic Academic-Year Contract whose contractual days are so adjusted shall receive a period of at least eight (8) consecutive weeks each contractual year in which he is not on duty unless waived by the faculty member.
- C. Faculty with a multi-campus or division assignment as part of their regular duties will be reimbursed for travel from one campus or division to another if necessary within the same work day. Faculty required to travel for other purposes will be reimbursed as provided in College Procedures.
- D. It is understood that all College faculty, as a general rule, are to be required to provide assurances, on a regular basis, of fulfillment of employment responsibilities.

### Section 8.9 – Instructional Faculty-Load Point System

- A. To facilitate calculation of various combinations of credit hours and contact hours in various classroom, laboratory, clinical, workshop, studio, and other settings, and courses taught as overload by library and counseling faculty, courses will be assigned point values. The source for course credit hour and contact hour equivalents is 6A-10.033 FAC (Postsecondary Credit Definitions). One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; with credits for such things as laboratory instruction, internships, and clinical experience based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.
- B. Definitions: All courses offered at the College will be designated as one of the following:
1. **Lecture:** A lecture course is one in which the number of class hours (50-minutes each) per week equals the semester hours credit for the course. A lecture class is one in which the student is a passive listener and/or a participant in activities/discussions conducted among other students and the instructor. The instructor actively controls the amount and quality of information which is directed to a specific objective. A lecture class is typified by the amount of preparation preceding the lecture and by the amount of in-class and post-evaluation of the student's out-of-class work, which usually includes reading

assignments, term papers and other assignments. A lecture course shall meet for fifteen (15) fifty (50) minute sessions per credit hour.

2. **Laboratory:** A laboratory course is one in which the contact hours per week do not equal the semester hour credit for the course. A laboratory experience involves preparation on the part of the instructor and/or laboratory assistant which organizes laboratory accoutrements in such a way that demonstrations, experiments, etc., have predictable outcomes. The laboratory experience takes place in a controlled environment with dependence on the student's motor involvement in the learning experience. Instruction generally takes place on a one-to-one basis between the student and the instructor at the laboratory station. Laboratory experiences may be scheduled for a class or be open to a student to work at his own pace under supervision. The ratio of credit hours to contact hours in a laboratory course varies but is usually more than one (1) contact hour per credit hour. Commonly denoted with an "L" designator.
3. **Clinical:** A clinical course may have lecture hours and/or clinical hours, and each will be credited with points respectively. The ratio of credit hours to contact hours in a clinical course varies but is usually several contact hours per credit hour. A clinical experience has unique characteristics which include:
  - a. The learning experience takes place in a "real life" environment that is generally located in an area not under the direct control of the College or its agents;
  - b. There is an element of uncertainty in the learning situation, with discrete events are not pre-programmed;
  - c. There are different procedures for the instructor/staff preparation and for student evaluation in a clinical experience than in lectures and/or laboratory classes;
  - d. A faculty member in a clinical situation has on-site instructional/supervisory responsibilities for the student and evaluates the student by personal observation.
4. **Distance Learning:** Distance learning is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous and/or asynchronous.
  - a. A distance learning course may employ correspondence study, or audio, video or computer technologies.
  - b. Distance learning includes those courses that are prepared by faculty and non-faculty members.



- c. The instructor actively controls the amount and quantity of information which is directed to a specific objective. A Distance Learning class is typified by the consistent interaction between the instructor and the student.
  - d. A Distance Learning class is typified by the amount of preparation preceding the electronic communication and by the amount of the student's on-line assignments and post-evaluation of student's work, which may include reading assignments, term papers, etcetera. This does not include the use of computers, e-mails or other electronic media as part of the instructional methodology for lecture, laboratory or clinical courses.
  - e. Online Sections may be considered as part of the faculty member's regular load .
  - f. A section will have a minimum of 15 enrolled (unless otherwise approved for a lesser number by the Provost).
  - g. A section will have a maximum of 30 enrolled.
5. **Faculty of Record:** In some clinical, practicum or cooperative education/work experience courses, the student's primary learning experience may be through work-related training. In such courses, the student's work activities are directed by a clinical/work supervisor. In such courses, a full-time faculty member develops performance-based modules and assigns grades based on the evaluation supplied by the clinical/worksite supervisors. A full-time faculty member supervises the students through coordination with the clinical or work supervisor and through scheduled visits to the clinic or work sites. If a course combines a clinical worksite and faculty-of-record responsibilities, the portion of the course devoted to clinical/worksite responsibilities will receive clinical/worksite points, and the remaining portion will receive faculty-of-record points.
6. **Applied Music Course:** A student-performance-based music course in which there is only one-to-one interaction between the instructor and the student for the duration of at least one-half contact hour per week.
7. **Ensemble Music Course:** A student-performance-based music course in which multiple students are instructed within a classroom or rehearsal environment.
8. **Workshop Course:** A workshop course involves performance or practice taking place in a workshop, theatre, or studio environment.
9. **Independent Study Course -** An independent study course is one that has a college course prefix and number, utilizes a delivery method designed for one-on-one instruction, is a Eastern Florida established course, and complies with that course's approved description and objectives.

10. **PSAV:** Career credit is the type of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a career certificate. It applies to postsecondary adult career courses. One (1) career credit is based on the learning expected from the equivalent of thirty (30) hours of instruction.
11. **Combination:** A course which combines lecture with either laboratory or clinical activities section. Commonly denoted with a “C” designator.
12. **Administration and faculty will arrive at a mutually satisfactory proportion/balance between dual enrolled and non-dual enrolled students in a given classroom section.**

**C. Value by Major Function**

1. **Lecture:** One (1) lecture credit hour equals ten (10) points.
2. **Laboratory:** One (1) laboratory contact hour per week equals ten (10) points.
3. **Clinical:** One (1) clinical contact hour per week equals ten (10) points.
4. **Distance Learning:** One (1) distance learning instructional credit hour equals ten (10) points.
5. **Faculty of Record:** One (1) faculty-of-record course credit hour equals eight (8) points. However, the maximum number of points awarded for a faculty-of-record course will not exceed forty (40) points.

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

6. **Applied Music:** An applied music instruction course taught by a full-time faculty member will be compensated at the rate of 5 load-points for each half hour of applied music instruction, not to exceed 40 points per term.
7. **Ensemble Music Course:** A course taught by a full-time faculty member will be compensated at the rate of ten (10) semester load points per 50-minutes of weekly instruction time.

8. **Workshop Course:** One (1) workshop contact hour per week equals eight (8) points.
9. **Independent Study Course:** For independent study assignments, a faculty member shall receive the equivalent of two overload-points per student, up to a maximum of 15 students for a three credit course, after which the 30 point maximum will be applicable without regard to the number of students.
10. **PSAV:** One (1) lecture or laboratory contact hour per week equals ten (10) points.
11. **Combination:** If a course combines a lecture and laboratory section or a course combines a lecture and clinical section, the portion devoted to lecture will receive the lecture points, and the remaining portion will receive the laboratory points or clinical points.

#### Section 8.10 – Meeting Load-Point Obligations

A. An instructional faculty member on a Basic Academic-Year Contract (165-days) will fulfill his/her contractual obligation by earning 300 load-points or its equivalent within the academic year. While the expectation is that a faculty member will teach 150 load-points in each of the Fall and Spring Terms to meet his/her obligation, the Administration shall consider a faculty member who has at least 144 load-points and not more than 154 load-points to have fulfilled his/her contractual obligation for the respective term. The supervising administrator, by mutual agreement with the faculty member, may elect to average the load-points over the two semesters allowing less than 150 points in one term provided that the total for the two semesters is 300. Extra compensation for all overloads is also subject to the overload compensation requirements of Section 8.11 below.

B. Except as specified in Section 8.10. A above, an instructional faculty member on an Extended Year Contract must earn 150 load-points or its equivalent in each of the Fall and Spring Terms and a minimum of ten (10) points per week in the summer.

#### Section 8.11 – Faculty Overloads

Any bargaining unit member who desires an overload teaching assignment shall submit a written request to the appropriate supervising administrator as applicable, with an informational copy to the Department Chair or Program Manager as appropriate, prior to the end of the spring term for the next academic year. The assignment of course and location will be determined by the supervising administrator. If the need arises, the Administration may request overload hours to meet the needs of the College. Such requests by unit members will be fulfilled prior to making instructional assignments to adjunct faculty as provided below.

A. The Basic Academic-Year Contract requires the faculty member to teach 150 load-points in each of the Fall and Spring Terms. If a faculty member chooses to teach overloads as provided by the Contract, the faculty member will be compensated for overloads as provided in Article 14.

B. A faculty member on a Basic Academic-Year Contract who teaches 150 load-points in the Fall Term and 150 load-points in the Spring Term may request an overload in each of the respective terms.

1. If overloads are available within the discipline, a faculty member rated “Satisfactory” or better on his/her evaluation will be granted an overload of up to sixty (60) load-points by the supervising administrator.
2. Faculty members rated “Acceptable but needs some improvement” may be permitted to teach an overload; the decision as to whether they are eligible to teach an overload and, if eligible, the number of overload-points that can be taught are within the discretion of the supervising administrator. If such an overload is granted, the overload shall not exceed sixty (60) overload-points.

C. Overload assignments within a discipline shall be distributed equitably by the supervising administrator among faculty with a “Satisfactory” or better evaluation who request an overload. Faculty members with a “Satisfactory” or better rating will receive preference over those with an “Acceptable but needs some improvement” rating who are approved for an overload by his/her immediate supervisor. Any additional overload in excess of those set forth above will be at the discretion of the faculty member’s supervising administrator. The faculty will be provided the opportunity for overload. The time and location of the course will be determined by the supervising administrator.

1. A full-time faculty member rated satisfactory shall have priority for sixty (60) load-points over all part-time faculty members on all campus or divisions for an overload assignment during the Fall and Spring Terms and 120 overload-points/adjunct during the Summer session, which will be compensated at the overload rate.
2. A full-time instructional faculty member rated satisfactory shall have priority to teach an overload in his own regularly assigned area(s) of instruction and/or discipline over a full-time faculty member outside that area, which will be compensated at the overload rate.
3. Additionally, a tenured full-time faculty member rated satisfactory shall have priority for sixty (60) load-points over all non-tenured, full-time faculty on all campus or divisions for an overload assignment during the Fall and Spring Terms and 60 overload-points/adjunct during the Summer session, which will be compensated at the overload rate.
4. All overloads and adjunct assignments taught will be covered by sick leave as specified in Article 12.1, *Sick Leave*, of this Agreement.
5. Extended-Year contractual faculty members who are (1) rated “Satisfactory” and (2) those rated “Acceptable but needs some improvement” who are permitted by supervising administrators to teach overloads, will be compensated for all such overloads in the term in which they are taught at the overload rate.

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

#### Section 8.12 – Adjunct Instructional Assignments for Full-Time Faculty Members

A full-time faculty member who is completing or has completed his Basic Academic-Year contractual obligations prior to or during the Summer Term may also request to teach an adjunct teaching assignment within his/her discipline during the summer. To be eligible, the faculty member must be rated as set forth in Section 8.11, B, above. If the sections are available, a faculty member so rated, requesting an adjunct teaching assignment will be assigned up to 120 load-points at the established overload rate during the summer after all full-time faculty within the discipline have met their minimum contractual loads. If assigned, the following criteria shall apply to adjunct instructional duties:

A. A full-time instructional faculty member rated “Satisfactory” or better will have priority for adjunct instructional duties of up to 120 load-points over part-time faculty at all campuses or divisions

B. Faculty members rated “Acceptable but needs some improvement” may be permitted to teach overloads in the summer. The decisions as to whether they are eligible to teach an overload in the summer and, if eligible, the number of overload-points that can be taught are within the discretion of the immediate supervising administrator. If such an overload is granted, it will not exceed 60 overload-points.

C. A faculty member may use accrued sick leave for an adjunct course(s). However, an adjunct assignment will not generate sick leave, except as provided for full-time faculty in Article 12.13.

D. A faculty member who takes an approved leave without pay during an adjunct teaching assignment will have his adjunct salary reduced by that proportion of the instructional time missed. Such approved leave may be granted only if the faculty member has used all of his accrued sick/personal leave.

E. A librarian or counselor will be subject to the same provisions for teaching adjunct load-points as an instructional faculty member.

F. Compensation for adjunct load-points shall be at the established overload rate in accordance with Article 14 of this Agreement.

G. A full-time faculty member teaching adjunct assignments will be available by appointment for student consultations one (1) hour per week for each 30 overload-points or major portion thereof.

#### Section 8.13 – Supplemental Activity Agreement or Release Time for Non-Instructional Duties

A faculty member may agree to be assigned additional non-instructional responsibilities which may include work performed under a supplemental activity agreement. The College will compensate the faculty member for the assignment in accordance with Article 14.

#### Section 8.14 – Faculty Members Accepting an Administrative Position

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

#### B. Reentry of tenured faculty currently in an Administrative Position:

1. Any tenured faculty member who is offered and accepts an administrative position will be placed on Administrative Leave, removed from the faculty salary line and placed on an administrative salary line. The tenured faculty member will retain the right to return to a faculty position under this paragraph until June 30 following four (4) full years on an administrative assignment. If the tenured faculty member who is on an administrative assignment does not elect to return to faculty status by giving written notice to the President of the College on or before February 15 immediately preceding the June 30 date set forth above, the faculty member will be determined to have voluntarily resigned as a faculty member and will therefore lose his/her tenure (continuing contract) status.
2. Nothing contained in this Agreement grants a right to any future administrative assignment to any tenured faculty member who chooses to remain in administration by resigning his/her faculty position as set forth in this paragraph. The decision as to whether a tenured faculty member voluntarily returns to the faculty status within the period provided under this paragraph and thereby retains his/her continuing contract status is at the sole discretion of the faculty member.
3. Compensation for any tenured faculty member who returns from Administrative Leave under Paragraph 2.a. above will be paid at the rate on the Board-approved salary schedule which the faculty would be receiving had the faculty not been placed on Administrative Leave.

#### C. Re-entry of non-tenured faculty who accept an administrative position.

1. Any non-tenured faculty member who is offered and accepts a full-time administrative position at the College will be placed on Administrative Leave, removed from the faculty salary line, and placed on an administrative salary line. The tenure process shall be suspended for the duration of the Administrative Leave. The non-tenured faculty member may seek to re-enter the faculty under the conditions set forth below until June 30 following three (3) full years in an administrative position. The non-tenured faculty member must give written notice to the President of the College on or before February 15 immediately preceding the July 1 re-entry date of the desire to return to full-time faculty status. If the non-tenured faculty member fails to give the written notice of desire to re-enter the faculty on or before the February 15 deadline, the faculty member will be removed from eligibility for tenure under Article 6.
2. Nothing contained in this Agreement grants any non-tenured faculty member a right to a future administrative assignment if the non-tenured faculty member does not return to faculty status under this paragraph, nor the guarantee of the offer of an annual contract or a continuing contract if the faculty member seeks to return to faculty status under this Section. The decision as to whether to seek to reenter faculty within the period provided under this paragraph is within the sole discretion of the faculty member, except as otherwise limited by this Article.
3. Compensation for non-tenured faculty members re-entering the faculty under this Section will be at the rate on the Board-approved salary schedule which the faculty would be receiving had the faculty not been placed on Administrative Leave.
4. For a non-tenured faculty member currently in a full-time administrative position to return to faculty status, or for a non-tenured faculty member who accepts an administrative position but seeks to return to faculty status, the following conditions must be met:
  - a. A new or vacant tenure track faculty position exists about which faculty have been properly notified as per Article 6.14; and
  - b. No faculty member in the discipline will be subject to RIF or is awaiting recall as per Article 10.
5. If there is no open new or vacant full-time faculty position for which the faculty is qualified, then the faculty may be awarded a one-year temporary full-time faculty position, providing that the following conditions are met:
  - a. All credential requirements will be satisfied;
  - b. The transfer will not cause a Reduction in Force (RIF) of any faculty member, nor will any faculty member be involuntarily reassigned to another discipline;

- c. By the end of the temporary full-time appointment, the employee must apply for an open, advertised faculty position, as per Article 6.13 or 6.14. In addition, the individual will be evaluated by the supervising administrator. If the employee is recommended by the screening committee and accepts the position, a regular Basic Academic-Year faculty contract will be offered. The compensation granted will be in accordance with the salaries specified in Article 14.

#### D. Non-Faculty Re-assignments

1. An employee who has never been a faculty member may be given a one-year temporary full-time faculty position with required advertising, screening, and hiring procedures waived, providing the following conditions are met:
  - a. A new or vacant tenure track faculty position exists about which faculty have been properly notified as per Article 6.14; and
  - b. No faculty member in the discipline would be laid off or is awaiting recall as per Article 10.
2. If there is no open new or vacant full-time faculty position for which the faculty is qualified, then the faculty may be given a one-year temporary full-time faculty position, with required advertising, screening, and hiring procedures waived, providing the following conditions are met:
  - a. All credentialing requirements of the state and/or the regional accrediting agency will be satisfied;
  - b. The transfer will not cause a reduction in force (RIF) of any faculty member, nor will any faculty member be involuntarily reassigned to another discipline;
  - c. By the end of the temporary full-time appointment, the faculty must apply for an open, advertised faculty position, as per Article 6.13 or 6.14. In addition, the individual will be evaluated by the Department Chairperson. If the faculty is recommended by the screening committee and accepts the position, a regular Basic Academic-Year faculty contract will be offered. The compensation granted will be in accordance with the entry salaries specified in Article 14.

E. Nothing in this Section will limit the right of administration to assign administrative responsibilities to a full-time faculty member, nor will preclude the President from placing a full-time faculty member on an Extended-Year Contract and/or approving release time to the faculty member if applicable. For the duration of any such assignment by the President, the full-time faculty member will retain faculty status and remain in the bargaining unit.



## Section 8.15 – Department Chairpersons

A. Department Chairpersons serve as a liaison between the faculty and the administration on one or more campuses, but neither have nor may exercise any supervisory responsibilities involving other faculty. Department Chairpersons are required to submit to the administration performance reviews of adjunct (part-time) faculty solely, but neither has nor may exercise any responsibilities for reviewing the performance of full-time faculty members. Other customary responsibilities of Department Chairpersons include (but are not necessarily limited to) participating in the development and maintenance of articulation agreements, drafting memoranda of understanding with outside agencies and professional organizations and coordinating class scheduling. They also assist full-time faculty with textbook adoptions, equipment, class scheduling, and supply and facilities maintenance issues. They also assist the supervising administrator with appointment and training of adjunct faculty. They may be required to work up to an additional five (5) days beyond the number required by their base contract.

B. Department Chairpersons will be selected for two-year terms. In March of the second year, all scheduled positions will be opened and posted internally by the appropriate supervising administrator (or his/her designee), utilizing College communication media. Department Chair candidates should be tenured and have five years college-level teaching experience as of the application date for the position. The supervising administrator (or his/her designee) will accept applications for the position from all interested and qualified full-time faculty members, whose primary assignment is within the department. Names of candidates will be distributed to the full-time faculty in the department for review. If there are more than three candidates, the supervising administrator (or his/her designee) will poll the full-time faculty in the department to determine the top three candidates. Final selection will be made by the supervising administrator from the top three recommendations of full-time department faculty. Selected candidates will be informed by the supervising administrator (or his/her designee) no later than April 15. The parties agree that a Department Chairperson may serve for no more than two consecutive terms. If, after two successive terms, there are no other candidates the Department Chair may serve an additional term with the consent of the full-time faculty. If a new position opens or a chair is unable to complete his term of duty, the notification and application process will be followed by the supervising administrator (or his/her designee).

C. The supervising administrator may choose to issue a temporary appointment, if necessary, pending the completion of the application/selection process.

D. Provosts and Department Chairs will adhere to the recommended Department Chair Responsibility List (see Appendix S).

E. Department Chairs will be scheduled for and maintain a 35-hour work week, and may be required to work up to five (5) additional days beyond the number required by their base contract at their daily pay rate .

The parties recognize that the effectiveness of the department-chairperson structure requires systematic input from all faculty serving under the Chairperson. To assess this effectiveness, the Provost (or his/her designee) will conduct an annual review of each Department Chairperson pursuant to Article 9.3 by requesting all full-time faculty in each Department to complete and return the assessment instrument which appears in the appendix. The purpose of the review is to assess the performance of the Department Chair and to suggest strategies for the continuous improvement of the Department

#### Section 8.16 – Program Managers

A. Program Managers serve as a liaison between the faculty and the administration in specific programs on one or more campuses, but neither have nor may exercise any supervisory responsibilities over other faculty. At the direction of the appropriate supervising administrator, Program Managers may participate in performance reviews of part-time (but not full-time) faculty members, and may assist with the development of articulation agreements, memoranda of understanding between the College and outside agencies and professional organizations, and may provide assistance to the supervising administrator for the administrative coordination of class schedules, and the appointment and training of part-time (adjunct) faculty. Program Managers may be required to work up to an additional five (5) days beyond the number required by their base contract, at their daily pay rate.

B. Program Managers will be selected for two-year terms. In March of the second year, all scheduled positions will be opened and posted internally by the appropriate supervising administrator utilizing College communication media. Selection will be made by the supervising administrator no later than April 15. A Program Manager may be reappointed, and if a position opens, the notification and application process will be followed by the supervising administrator.

C. The supervising administrator may choose to issue a temporary appointment, if necessary, pending the completion of the application/selection process.

D. Program Managers will be scheduled for and maintain a 35-hour work week.

#### Section 8.17 – Program Coordinators

A. Program Coordinators serve as a liaison between the full-time faculty and the administration in non-AA programs such as vocational, technical and health care related programs. Program Coordinators have no supervisory responsibilities for other faculty. The Program Coordinator convenes faculty meetings (including adjunct faculty members) within the discipline to discuss both college-wide and academic discipline-related issues. The Program Coordinator will perform curricular reviews, assist faculty with the implementation of any changes in the academic-discipline curriculum, as well as changes in course-writing and instructional-delivery formats (including online and hybrid formats). Other responsibilities of Program Coordinators may include providing assistance to the supervising administrator for reviews of course content and adherence to the standards and criteria established by regional and/or professional accrediting

agencies, and assisting with the facilitation of onsite visitations and inspections of academic programs and facilities by such agencies.

B. Program Coordinators will be selected for two-year terms. In March of the second year, all scheduled positions will be opened and posted internally by the appropriate supervising administrator utilizing College communication media. Selection will be made by the supervising administrator no later than April 15. A Program Coordinator may be reappointed, and if a position opens, the notification and application process will be followed by the supervising administrator.

C. A supervising administrator may choose to issue a temporary appointment, if necessary, pending the completion of the application/selection process.

#### Section 8.18 – College-Wide Coordinators

College-wide coordinators oversee those programs which reach multiple campuses or engage the public in programs directly related to the mission of the College. College-wide Coordinators will be renewed each year as long as their program exists and compensated as indicated in Appendix D.. Both parties agree that they may make recommendations for additional positions to the President. Position descriptions, responsibilities and selection criteria will be mutually agreed upon by the parties. Final approval of any new positions rests with the College President.

#### Section 8.19 – Campus-Based Coordinators

Campus-Based Coordinators serve as a liaison between the full-time faculty and the administration, and perform duties essential to the effective conduct of campus programs. Campus-based Coordinators will be renewed each year as long as their program exists and compensated as indicated in Appendix D. Campus-Based Coordinators have no supervisory responsibilities for other faculty. Campus Based Coordinators assist faculty with any changes in the discipline curriculum, and assist with course-writing and instructional-delivery formats (including online and hybrid formats). Both parties agree that they may make recommendations for additional positions to the President. Position descriptions, responsibilities and selection criteria will be mutually agreed upon by the parties. Positions may be reviewed annually for performance effectiveness and continuing relevance to the needs of the College. Final approval of new positions rests with the College President.

#### Section 8.20 – Cluster and Major Committee Chairs

Cluster Chairs will be elected by the full-time faculty in the cluster. Duties and responsibilities are detailed in the AAC handbook. Faculty chairing major college committees and/or working in excess of the requirements of the cluster chair role may be compensated according to the schedule in appendix D (combine College-Wide and campus based positions).

Examples include but are not limited to:

Chair of AAC, Discipline Cluster, Curriculum Development, QEP, Assessment Committee Program or Regional accreditation

Addition or revision of curriculum in excess of two (2) courses.

### Section 8.21 – Substitute Teaching

A. Upon the approval of the supervising administrator, each instructional faculty member will arrange for a substitute instructor from within the College faculty to be available on a temporarily basis in the event the faculty member is absent for any reason.

B. At the beginning of each term, each unit member who is assigned a teaching load will accomplish the necessary coordination with his or her colleagues, and will submit a list to the supervising administrator with an information-only copy to the Department Chairperson showing a substitute instructor for each assigned section. It will be the responsibility of the unit member to notify the approved substitute instructor(s) and the supervising administrator regarding any absences, whether planned or unplanned, unless circumstances beyond the control of the unit member prevent him/her from providing such notice. In cases of unplanned absences on the part of a unit member, the supervising administrator may assist in the notification of substitute instructor(s).

C. Unit members who are asked to serve as substitutes in classes for which they are qualified will agree to provide such service provided that no conflict in class schedules occurs as a consequence of the substitution. The parties recognize that in some infrequent instances, if approved by the supervising administrator, special class work may be assigned to students during an instructor's absence, and that in such instances the services of a substitute instructor may not be required.

D. When an exchange of time is not practicable between qualified substitutes, the College will compensate the substitute faculty member for the temporary assignment in accordance with the agreed upon rate as specified in Article 14. If the faculty member teaches as a substitute in excess of two (2) consecutive weeks during the term, the administration will compensate the faculty member at the established instructional overload rate, as provided in Article 14.6. Time spent in serving as a paid substitute cannot be credited towards the 35 hour faculty work-week obligation of all full-time faculty members.

### Section 8.22 – Working Conditions and Environment

A. Recognizing the importance of a safe and healthful work place, the Board agrees to make reasonable efforts to ensure that such conditions conform to applicable statutes.

B. The Board and Eastern Florida's administration will support and assist faculty members in dealing with inappropriate student behavior, including assaults, batteries, or threats of bodily harm, but within the parameters of applicable laws and regulations. A faculty member shall immediately report to College Security, and to the campus or division administration when feasible, any work-related incident that involves an assault upon his/her person, and/or the threat of bodily harm, while in the performance of College-assigned duties. Any faculty member who sustains an injury as a result of such incidents will not be required to utilize accumulated sick leave for absence from his/her College-assigned duties. This provision does not imply, however,

that the Board nor the administration of the College will provide legal counsel or otherwise defray or reimburse faculty members for expenses incurred in such instances.

C. Disruptive Behavior: A faculty member may temporarily dismiss a student from class for disruptive behavior. A faculty member may request to the supervising administrator that a student who consistently and willfully acts in such a manner as to disrupt the course and interfere with the teaching and learning processes will be removed from a course. At the faculty member's request, his/her supervising administrator will schedule a meeting with the instructor and the student to attempt to reach an accord satisfactory to both parties prior to the student's return to the class. If the student and the faculty member cannot reach such an accord, the supervising administrator will officially notify the student of his rights as provided in the pertinent procedures and rules published by the College. If, in the opinion of the College administration, the student's behavior violates F.S. 877.13, the student may be withdrawn, or, at the discretion of the administration, may be transferred to another section taught by a different faculty member.

#### Section 8.23 – Duplication Facilities

The Administration shall provide regular access to duplication equipment and materials for work-related purposes associated with the faculty member's contractual duties. Duplication facilities and materials shall be available at each campus or division at no cost to faculty member members. The Administration shall permit the faculty member to oversee the duplication of his/her examinations.

#### Section 8.24 – Grading System

Every faculty member will develop and provide notification to his/her students, through the required syllabus for each course, of the grading system which the faculty member intends to utilize to assess student performance in the course. Such grading systems must be consistent with the existing grading systems established by the College. During the first meeting of each course or section, the faculty member assigned to teach the course is required to explain his/her grading system to the students enrolled in the course or section. Faculty are expected to present students with a syllabus and grading system by the first day of class. The only exception to this requirement would be a change in courses assigned to the faculty member with less than two weeks notice. Any modifications to this grading system which the faculty member deems warranted must be distributed to the students in writing. A student's grade shall not be altered or changed without the approval of the faculty member who assigned the grade. If a faculty member is no longer faculty, the Administration shall be responsible for justifying any change in grades awarded by this faculty member.

#### Section 8.25 – Class Observations

The administration will collaborate with faculty members to arrange times and dates for classroom observations so as to minimize any disruptions to the teaching and learning processes. A faculty member's class cannot be observed by persons other than the appropriate College

administrator(s), unless prior notice has been given to the faculty member and has been approved by the supervising administrator. This provision will not apply to class observations in courses or programs which are funded by a non-College source, which may include grants or other monetary awards which require such class observations.

## **ARTICLE 9: FACULTY EVALUATION**

### Section 9.1 – Intent

The parties recognize the importance and value of the evaluation process for assisting the progress and success of both newly-employed and experienced faculty. The evaluation of faculty shall be the responsibility of the Administration.

A. The purpose of faculty evaluation is to promote the highest quality student instruction and faculty job performance by assuring opportunities for evaluation, self-assessment, and encouragement of continued professional growth and development. Evaluations shall not be used as a disciplinary tool.

B. The Administration shall not assign the evaluation of faculty members to Program Managers and/or department chairs who are members of the same bargaining unit.

C. Tenured faculty will be evaluated at least every three years. A unit member may, prior to March 1 of an academic year, request and receive an additional evaluation. For the academic year and the forms and procedures followed will be those here and in the Appendix.

D. Faculty should communicate goals and assessment statements to the Supervising Administrator annually.

### Section 9.2 – Faculty evaluations consist of the following:

- Evaluation Performance Review (to be conducted by the Provost )
  - o Pre-Evaluation Conference (optional for tenured faculty)
  - o Formal observation
  - o Written evaluation to include documentation on the formal observation and the extent to which primary and professional responsibilities are met and the Faculty Development, Self-Assessment, and Goals Setting Report
  - o Post-Evaluation Conference
  - o Faculty response (optional)
- Student Opinion Surveys

A. Evaluation Performance Review (to be conducted by the Provost or Vice-President): The Faculty Evaluation Process is used for evaluation of instructional faculty, librarians, and counselors. Components include a self-appraisal, observation by the supervising administrator per Article 9.1.B above, setting of future goals, strengths, weaknesses, overall rating, and summary of progress toward previous goals. All evaluations of instructional faculty shall also

include student opinion surveys and shall be reviewed by the Supervising administrator. Faculty evaluations shall be completed once every three years. However, an evaluation of a faculty member may be completed more often at the request of the faculty member, or following a less-than-satisfactory evaluation.

The actual evaluation will consist of the following steps:

1. **Formal Observations:** The supervising administrator per Article 9.1.B above, for each full-time faculty member in the department may conduct one or more classroom visitations each year. The supervising administrator for each library and counselor faculty may conduct one or more visitations in the faculty member's workplace each year. The observation should be at least one contact hour in duration. No formal observation of a faculty member shall be conducted covertly or without prior notice. Faculty teaching distance learning courses will provide the supervising administrator with "student level" access to their course(s) upon request for evaluation purposes. For all non-tenured faculty members, the first observation of a faculty member shall occur within the first two-thirds of each term of an academic year
2. **Evaluation Objectives:** Prior to the first evaluation in the first academic year, non-tenured faculty members shall be appraised of the objectives, methods and materials being used in the formal observation and evaluation of the faculty member's performance.
3. **Written Evaluation:** The faculty member's provost or vice president shall formally evaluate the faculty member's performance using the Faculty Evaluation Performance Review form.
  - a. Each non-tenured faculty member may be evaluated up to twice a year in each of the semesters taught on contract. The completed written evaluation must be returned to the non-tenured faculty within five (5) weeks of the observation.
  - b. Supervising administrators and the faculty member will determine, by mutual agreement, the annual goals of non-tenured faculty.
  - c. For tenured faculty, a formal evaluation will take place at least once every three (3) years during a major term or during the Summer Term if on full-time status. The completed written evaluation will be returned to the faculty member within five (5) weeks of the observation.
  - d. The faculty member's performance will be considered "Satisfactory" for that evaluation period if the supervising administrator elects not to evaluate a faculty member as required by this contract.
  - e. The overall evaluation process shall result in an evaluation as either "Unsatisfactory", "Acceptable but needs improvement", "Satisfactory", or "Outstanding".

4. **Post-Evaluation Conference:** The faculty member's supervising administrator will provide the faculty member with a copy of the completed Faculty Evaluation Performance Review form and shall meet with the faculty member at a post-evaluation conference. The conference will include a discussion about goals and self-assessment, which will be added to the Faculty Development, Self-Assessment, and Goal Setting Report (included in the evaluation form). The Faculty Evaluation Performance Review form and any addenda shall be signed by both the faculty member and his/her supervising administrator. The faculty member's signature shall not necessarily mean agreement with the evaluation, but awareness of the content of the Faculty Evaluation Performance Review form.

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

5. **Faculty Response:** A faculty member who considers the Faculty Evaluation Performance Review form to be incomplete, inaccurate, unjust, or based on factual errors shall have the right to respond as appropriate.
  - a. **Written Response:** The faculty member may attach a written response to the Faculty Evaluation Performance Review form within eight (8) working days of the Post-Evaluation Conference. The faculty member's supervising administrator shall sign the faculty member's written response to his Faculty Evaluation Performance Review form, which shall indicate awareness of the contents of the faculty member's written response. The Administration shall take no action against a faculty member for including a written response to the evaluation, or filing a grievance or complaint of a contract violation in the evaluation process.
  - b. **Appeal of an Evaluation:** A faculty member who receives less than a "Satisfactory" evaluation and disagrees with the factual contents of the Faculty Evaluation Performance Review form, or, who claims the Administrator failed to follow evaluation procedures, shall have the right to file a grievance as outlined in Article 16 of this Agreement. If the grievance relates to the factual content of the evaluation, the administration shall demonstrate that the factual content of the evaluation is correct. Such a grievance shall not be arbitrable.

**B. Student Opinion Surveys:** Students shall complete a student opinion survey questionnaire for instructional faculty members each fall and spring term on the Student Opinion Survey of Full-Time Faculty (See Appendix M), or on any mutually agreed upon replacement questionnaire.

1. Student opinion surveys shall be completed in at least two sections per term. The instructor may choose one of the sections to conduct the survey. If the faculty member is teaching lecture, laboratory, clinical, or distance learning courses, one of the evaluated



courses should be didactic and the other should be either laboratory, clinical, or distance learning.

2. Student surveys should be scheduled for approximately two-thirds to three-fourths of the way through the term.
3. Students will be provided a secure Web-based interface in which to complete surveys anonymously and without replication. This interface will be accessible only to students enrolled in the course at the time of the survey. Faculty will be provided with a report summarizing student responses and feedback for the selected course section(s).
4. The supervising administrator and the faculty member may mutually agree to forego the student surveys in any given semester. The decision will be made not later than the mid-point of the term.
5. This questionnaire is to be utilized by the faculty member for improvements in his performance and in the course. The supervising administrator may elect to review and discuss recent student surveys with the faculty member. The Student Opinion Surveys will be available to the faculty member after grades are submitted, and no copies will be filed in the faculty member's personnel file.
6. Results of the student surveys may be used by the faculty member's supervising administrator in conducting and preparing the Instructional Faculty Evaluation Performance Review (Appendix B). Performance Review in the "Other supervising administrator comments" section based on student evaluations.

C. Deficiencies: Where appropriate, the Administration will identify any deficiencies and provide suggestions, professional development opportunities, or otherwise assist the faculty member with any necessary correction or remediation.

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

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

### Section 9.3 – Evaluation of Department Chairs, Program Managers, Program Coordinators and College-wide and Campus-based Coordinators

A. Department Chairs, Program Managers, Program Coordinators and College-wide and Campus-based Coordinators shall be evaluated at least every two years. They shall be evaluated annually by the full-time faculty in the department in their specific chair, manager, or coordinator role. The purpose of the review is to strengthen the department, assess performance and suggest new strategies for department development.

1. The faculty will use the appropriate Faculty Peer Review Form in the Appendix and will be focused on teamwork and collegiality.
2. In those programs that have only one full-time faculty member, program adjunct faculty members and the other chairs and/or managers under the supervising administrator may perform the faculty evaluation portion using the same Faculty Peer Review Form in the Appendix.
3. Supervising administrator evaluations will be based on goal achievement, performance of duties and participation in department and campus or division meetings.

## **ARTICLE 10: PROFESSIONAL DEVELOPMENT**

### Section 10.1 – Intent

The parties recognize the desirability of faculty continuing professional development throughout their employment at the College. Minimum professional standards for the maintenance of continuing contract shall be negotiated through the collective bargaining process. The responsibility for meeting these standards rests solely with the individual faculty member.

### Section 10.2 – Opportunities

The College agrees to sponsor programs, seminars, and courses that may earn graduate credit or institutional credit during in-service/administrative days and other times throughout the year. Faculty members may complete such College-sponsored development opportunities, undergraduate or graduate college-credit courses and/or programs, occupational and/or professional continuing education courses or programs, professional conferences, and community service, or any combination to satisfy professional development requirements as specified in this Article.

### Section 10.3 – Faculty Development Cycle

Faculty may select either a three (3) or six (6) year faculty development cycle.

A. Faculty opting for the three (3) year cycle must select three (3) activities from at least two (2) of the three (3) categories identified in Appendix N. Activities must be completed within the

faculty member's professional development cycle. These categories are recommendations and are not all inclusive.

B. Faculty opting for the six (6) year cycle will follow the professional guidelines outlined below. Faculty must complete one (1) of the following requirements:

- Six (6) graduate credit hours (any combination of graduate credit totaling six (6) hours)
- Three (3) graduate credit hours and publication of scholarly research in a refereed journal or textbook.

C. Any special consideration must be discussed with the supervising administrator and mutually agreed upon with appropriate documentation provided.

#### Section 10.4 – Non-Tenured Faculty Development

A. Upon hire, a new faculty member must attend a College Pre-Employment orientation not to exceed two (2) days. When possible, this will be offered prior to the first in-service/administrative day of the academic term. Participation in this orientation is not counted towards the faculty development requirement below. If the new faculty member is unable to attend the scheduled orientation, the supervising administrator must work with the faculty member to provide the academic information covered at the orientation, and the faculty member must reschedule the human resources portion of the orientation.

B. Faculty members on an annual contract must complete the faculty development program prior to award of tenure.

#### Section 10.5 – Expenditure of Funds

Except as provided for in Article 10.4,B, no College funds will be specifically allocated to support professional development activities, However, activities which qualify for funding under other college programs (tuition, reimbursement, extended professional leave, etc.) may be used for credit, provided that advance approval is secured.

### **ARTICLE 11: TENURE, PROMOTION AND RANK**

#### Section 11.1 – Tenure (Continuing Contract)

A. The following unit members shall be eligible for consideration for continuing contracts: Full-time faculty members shall be eligible for consideration for continuing contact if they have completed three (3) or four (4) years of satisfactory faculty service and professional development at Eastern Florida State College. The time period for consideration shall not exceed five consecutive years. Time shall be counted starting from the beginning of their first Fall Term. Temporary full time faculty may use one year of their temporary service towards tenure.

- B. All continuing contracts issued shall be based upon
1. Satisfactory service performed in a full-time faculty position and shall be subject to all other requirements and provisions imposed by applicable Florida law or regulation.
  2. Supervising Administrator verification of continuing need as indicated on the application for Tenure.
  3. Satisfactory completion of a tenure portfolio which shall include, at a minimum, the following.
    - a. Regular professional self-assessment information.
    - b. Inclusion of student opinion surveys for each section taught in the first five (5) semesters as part of their full time faculty load (if applicable) pursuant to Article 9, Section 9.2.B
    - c. Documented evidence of significant and ongoing contribution and/or participation in Professional Development activities as listed below in Section 11.2 following the three (3) year cycle guidelines.
    - d. Documented evidence of contributions to the faculty member's academic unit (program, department/unit, campus/unit).
  4. A super majority recommendation (minimum 66%) by a faculty Campus Tenure Committee.
    - a. When more than one faculty member is eligible for tenure on a campus or division, each tenure candidate shall have a committee comprised of their Department Chair and/or Program Manager (neither of whom shall be chairperson of the committee), and at least three (3) and not more than five (5) faculty members. Faculty members shall be from the discipline of the tenure candidates or a closely related discipline when adequate numbers of faculty are not available. If necessary, faculty members from the discipline, but from another campus or division, may be included to fulfill the discipline representation needs. The committee shall select their chairperson.
    - b. A Librarian candidate's campus committee will be comprised of the other Librarians on the candidate's campus plus 3 other Librarians.
    - c. Campus Tenure Committee may review copies of the administrative evaluations, student opinion surveys, and tenure portfolio.
    - d. If the committee recommends tenure, then the chairperson of the Campus Tenure Committee will prepare a letter to the College wide Tenure and Professional Development Council recommending the candidate for tenure and notify the appropriate supervising administrator.
    - e. A quorum (at least fifty-percent plus one) must be present for committees to take action.
    - f. Committee shall be as described in Article 6.16 C.

5. Recommendation by the faculty College-wide Tenure and Professional Development Council (TPD Committee).
  - a. The College-wide TPD Committee will review all favorably recommended tenure applications recommended by all Campus Tenure Committees
  - b. The committee will be composed of tenured faculty members with a maximum of nine (9) and a minimum of five (5) members.
  - c. TPD Committee Members shall serve three-year terms with one-third of the members appointed each year. However, to facilitate development of the committee, one-third of the members initially shall be appointed to a one-year term, one-third initially shall be appointed for a two-year term, and one-third initially shall be appointed for a three-year term. No campus or division shall have the terms of both their members ending at the same time.
  - d. A quorum (at least fifty-percent plus one) must be present for committees to take action.
  - e. Committee shall be as described in Article 6.16 D.
6. The candidate must be recommended for tenure by the Campus Tenure Committee, and the College-wide Tenure and Professional Development Council, before the candidate's name can be sent to the College President for approval.
7. The supervising administrator retains the right to make separate recommendations related to tenure to the President of the College.

C. Tenure Timeline-Mutually agreed upon timeline to be included in the appendix.

D. Candidates not approved for Tenure must be notified by the Administration by April 1 of non-renewal of their contract.

E. The non-renewal of an annual contract or denial of tenure shall not entitle the person to reasons for such actions or to follow the grievance procedures, or to a hearing (ie., DOAH or arbitration). However, this shall not preclude the use of the grievance procedure to determine whether the process and procedures were followed.

F. All continuing contracts issued shall be based on satisfactory service performed in a full time faculty position and shall be subject to all other requirements and provisions imposed by law or regulation.

G. The parties recognize and subscribe to the appropriate policy of the Board of Trustees Policy Governance Manual and to the supporting section of the College Operational Procedures Manual as the basic policy and procedure for administration of maintenance of continuing contract as it pertains to unit members. However, in the event a conflict occurs, this Agreement shall be the controlling document.

### Section 11.2 – Maintenance of Continuing Contract

- A. The parties recognize the desirability of faculty continuing professional development throughout their employment at the College. Although the College and UFF-Brevard shall jointly set the minimum professional standards for the maintenance of continuing contract, the responsibility for meeting these standards rests solely with the individual faculty member. The College agrees to sponsor programs, seminars, and courses that earn graduate credit or institutional credit. As described in the appropriate Board Policy and Operational Procedure, both course credit hours and non-credit units or a combination of the two may be used to satisfy this requirement.
- B. The maintenance of continuing contract period is a six (6)-year or three (3)-year period as provided in Article 10 – Professional Development.
- C. For maintenance of continuing contract, during the third-year of the three (3)-year period, or sixth (6th) year of the six-year period, whichever is appropriate, the Faculty member will request prior approval of proposed course work, publications or seminars. For the first five years, the faculty member may request approval at any time during those five years for proposed or recently completed course work, publications or seminars. All requests shall be made through the TPD Council.
- D. No College funds will be specifically allocated to support maintenance of continuing contract activities; however, activities which qualify for funding under other college programs (tuition reimbursement, sabbatical, etc.) may be used for credit.
- E. The College supports efforts by faculty members to complete advanced degrees and participate in academic activities such as conferences. The granting of professional leave, when requested in advance by faculty members to take examinations, defend dissertations, or make presentations, will not be unreasonably denied.

### Section 11.3 – Promotion

- A. The highest degree earned by a faculty member shall be one of the criteria used for determination of both placement in the salary schedule (pursuant to Article 14) and professional rank (or title, pursuant to Article 11.3).
- B. After initial placement in the salary schedule, faculty members who attain additional college credit and/or degrees may apply for promotion in pay grade/category as reflected in Appendix D – Minimum Salary Schedule. Faculty members who meet the minimum qualifications approved by the College and who meet the following criteria shall be promoted to a higher salary grade/category. It shall be the responsibility of the faculty member to notify the Administration regarding the earning of additional credits.
1. The faculty member must obtain the specified number of college credits from a regionally accredited college or university.

2. For an instructional faculty member, the credits must be earned in those areas in which a faculty member is qualified to teach or in those areas directly related to or which enhance classroom instruction.
3. For a librarian or counselor faculty member, the credits must be directly related to the faculty member's field or in education.

C. Master's Degree Credits – A Master's pay grade will be awarded to a faculty member who has earned a Master's degree consisting of at least thirty (30) semester hours but less than sixty (60) semester credit hours of graduate credits.

D. Master's + 30 Graduate Credits – A Master's + 30 pay grade will be awarded to a faculty member who has earned a Master's degree and at least thirty (30) semester hours of additional upper division or graduate credits in his field or in those areas directly related to or which directly enhance classroom instruction. A Master's + 30 pay grade will also be awarded to a faculty member who has earned a Master's degree consisting of at least sixty (60) semester credit hours.

E. Master's + 60 Graduate Credits – A Master's + 60 pay grade will be awarded to a faculty member who has earned a Master's degree consisting of at least sixty (60) semester credit hours and at least thirty (30) semester hours of additional upper division or graduate credits in his field or in those areas directly related to or which enhance classroom instruction.

F. For the purposes of rank/title and pay grade, in those fields where a terminal degree is less than a doctorate (such as a Master of Fine Arts, Master's degree in Library Science or Library and Information Sciences, or Master of Professional Studies degrees) the terminal degree shall entitle the faculty member to special consideration as identified in the table below.

G. To be eligible for a promotion in salary or rank, a faculty member must have earned a "Satisfactory" or better on at least two (2) evaluations in the previous five (5) years with a "Satisfactory" or better on the most recent evaluation.

H. Salary increases and promotions to a higher salary grade shall be effective at the beginning of the next academic term after that in which the faculty member submitted a completed application with appropriate documentation of the credits earned.

I. Compensation for promotion in salary grade is detailed in Article 14 – Salaries and Compensation.

#### Section 11.4 – Rank (Title)

A. Continuing contributions to the College and participation in College activities shall be recognized through the awarding of professional rank in accordance with all the following criteria:

1. Minimum Qualifications - in the following table, years of service statements refer to minimum years of service.
  - a. All degrees and hours must be from regionally accredited institutions or their equivalents.
  - b. Up to ten years prior college-level or university-level faculty experience may be substituted for Eastern Florida faculty experience on a 2:1 ratio with every two-years prior experience substituting for one year Eastern Florida experience.

<b>INSTRUCTOR</b>	<b>ASSISTANT PROFESSOR</b>	<b>ASSOCIATE PROFESSOR</b>	<b>PROFESSOR</b>
All non-tenured, full-time faculty will hold the rank of Instructor.	Doctorate, upon award of tenure.	Doctorate with 5 years full-time faculty experience at Eastern Florida	Doctorate with 8 years full-time faculty experience at Eastern Florida
	Master's + 60, award of tenure, and 4 years full-time faculty experience at Eastern Florida	Master's + 60 with 6 years full-time faculty experience at Eastern Florida	Master's +60, with 9 years full-time faculty experience at Eastern Florida
	Master's +30, or terminal degree, award of tenure, and 5 years full-time faculty experience at Eastern Florida	Master's + 30, or terminal degree, with 8 years full-time faculty experience at Eastern Florida	Master's +30, or terminal degree, with 10 years full-time faculty experience at Eastern Florida
	Master's degree, award of tenure, and 6 or more years full-time faculty experience at Eastern Florida	Master's degree, with 9 years full-time faculty experience at Eastern Florida	
	Bachelor's degree, award of tenure, and 8 or more years full-time faculty experience at Eastern Florida		

2. Evaluation – To be eligible for a promotion in rank (or title), a faculty member must have earned a “Satisfactory” or better on at least two (2) evaluations in the previous five (5) years with a “Satisfactory” or better on the most recent evaluation.



3. Contributions and/or Participation – The faculty member must present documented evidence of significant continuing contribution and/or participation in at least three (3) of the following areas, one of which must be professional development activities. Copies of Faculty Development and Self-Assessment reports, as submitted during the evaluation and self-assessment process, and signed by the appropriate administrative supervisor, are appropriate evidence. The responsibility for meeting these criteria rests solely with the individual faculty member.
  - a. Participation in College or educational committees;
  - b. Participation in community groups or projects;
  - c. Contributions to the profession (such as conference presentations, professional publications, professional organization memberships and activities, grant writing);
  - d. Participation in professional development activities.
4. Peer Recommendation – The faculty member must be recommended by two peer members (who may be inter-disciplinary).

B. The faculty member who satisfies the criteria set forth in A, 1 through 4 above may apply for academic rank promotion on the appropriate form (Appendix O).

1. The request with appropriate documentation of attainment of items A.1-3 above shall be presented to the supervising administrator for verification.
2. Pursuant to Article 6.16, a standing committee composed of at least four (4) tenured faculty members will review the applications for professional rank and make recommendations to the College President.

C. The College President may request special consideration of rank for one candidate per year, or more upon mutual agreement, based upon experience and service prior to employment at Eastern Florida.

1. The request with appropriate documentation of prior experience, service, and commitment as appropriate to 11.4.B above shall be submitted to the appropriate Supervising administrator for verification and recommendation to the College President.
2. Pursuant to Article 6.16, a standing committee composed of at least four (4) tenured faculty members will review the application for special consideration of professional rank and make recommendations to the College President.

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

E. College President's Approval – The faculty member's promotion must be approved by the College President.

F. Compensation for promotion in rank is detailed in Article 14 – Salaries and Compensation.

## ARTICLE 12: LEAVE

### Section 12.1 – Authorization for Leave

A. Faculty absences must be duly authorized by the appropriate supervising administrator and subsequently reported and recorded. A faculty whose absence does not meet this criteria or a faculty who fails to return to the assigned work place in a timely fashion will forfeit compensation for the time away from duty and may be subject to disciplinary action pursuant to Article 17.

### B. Types of Leave

- Administrative Leave: for faculty, with no change in contract status, temporarily serving in an administrative role;
- Childbirth/Adoption of Infant Leave: faculty may make use of accumulated sick leave, personal leave, or personal leave without pay;
- Court Duty/Jury Duty: jury duty or subpoenaed as a witness;
- Domestic Violence Leave: for faculty or immediate family member when a victim of domestic violence;
- Emergency Leave: for civil or natural disasters or for national or state mourning;
- Family Medical Leave Act (FMLA): grants an eligible faculty up to a total of 12 work weeks of unpaid leave during a 12-month period;
- Line-of-Duty Leave: off-site duty assignment;
- Military Leave: for mandatory military, National Guard or reserve duty;
- Personal Leave: four days a year with pay and up to 90 days a year without pay;
- Professional Leave: with or without pay, for personal educational goals;
- Extended Professional Leave: with pay, with educational benefits accruing to the College;
- Sick Leave: covers faculty (and family) sickness and emergencies;
- Personal Leave: for 12-month faculty;
- Workers' Compensation Sick Leave: sick leave for job-related illness or injury.

C. Absence Without Leave / Job Abandonment. A faculty who is willfully absent without approved leave for three or more consecutive workdays shall be considered to have abandoned the position. A faculty of the College who is willfully absent from duty without leave for any length of time shall forfeit compensation for the time of such absence and shall be subject to disciplinary action pursuant to Article 17.

### D. Return to Work After Leave

In the event that the College reassigns the duties of a faculty member on leave, the faculty member must provide written notice of intent to return to work at least fifteen (15) days prior to the date of leave termination.

### Section 12.2 – Administrative Leave

A full-time faculty member may be granted up to four (4) years of administrative leave in order to accept an administrative assignment at the College pursuant to Article 8.14.

#### Section 12.3 – Childbirth/Adoption of Infant Leave

A. A full-time faculty member, who has been employed full time for one year, may be granted up to six (6) months leave for the birth or adoption of an infant as provided for faculty of the College providing adequate notice has been given. Also refer to Section 12.7 – Family Medical Leave.

B. The faculty is authorized to use accumulated sick leave, and/or personal leave with or without pay to cover any or all of the leave time. Once the paid leave has been exhausted, the faculty will be placed on personal leave without pay.

C. Sick leave pool days may not be used to cover any of the leave time for childbirth or the adoption of an infant, unless there is a related health condition. See Section 12.13 – Sick Leave.

D. Request for childbirth/adoption leave should be submitted thirty (30) calendar days before the expected start of the leave, but in any event shall be submitted as early as practicable. The Office of Human Resources will subsequently enter the actual initial date of the leave in the appropriate records.

#### Section 12.4 – Court Duty/Jury Duty

A. A full-time faculty who is called to serve on a jury panel, or who is subpoenaed as a witness in a criminal or civil case, or is required to appear in court, on a Eastern Florida-related matter, shall be granted leave of absence with pay for the duration of the required service in court.

B. Personal leave may be granted to a faculty for voluntary and/or non-Eastern Florida-related appearances, unless the faculty wishes to use personal leave

C. When requesting court duty/jury duty leave, a full-time faculty must submit a written leave request form and attach a summons copy prior to the leave and a jury attendance certification form(s) once the court duty has been completed.

D. Any fees paid by the court to the faculty member for travel or expenses shall be retained by the faculty member.

#### Section 12.5 – Domestic Violence Leave

A. Faculty may be granted up to three (3) days of unpaid leave in any twelve (12) month period if the faculty or family or household member of a faculty is the victim of domestic violence, sexual assault, or stalking. Before receiving this leave, all annual personal leave and sick leave must be exhausted.

Domestic violence leave may be used to:

1. Seek an injunction for protection against domestic violence or an injunction for protection in case of repeat violence, dating violence, or sexual violence;
2. Obtain medical care or mental health counseling, or both, for the faculty or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
4. Make faculty's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
5. Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

B. "Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing in or have in the past resided in the same single dwelling unit.

C. Except in cases of imminent danger to the health or safety of the faculty or family or household member, the faculty should give as much advance notice as is possible, no later than the end of the first day that the faculty takes such leave.

D. All requests and documentation relating to domestic violence leave will be kept confidential and will not be included in the faculty's personnel file. The faculty should contact the Human Resources Office for guidance and provide verification documentation which may include copies of restraining orders, police reports, orders to appear in court, etc.

#### Section 12.6 – Emergency Leave

A. An emergency leave of absence requested by a faculty may be charged to personal leave, or sick leave, depending upon the circumstance for the emergency. The length of the paid emergency leave will depend upon the faculty's specific leave accrual amounts.

B. The President or designee may release students and faculty for national or state mourning or for civil or natural disasters and emergencies, such as severe weather, which could threaten public safety.

This released time is not charged against a faculty's leave time. The President, or his designee, may establish policies and procedures to implement release of faculty for a College or Campus emergency.

#### Section 12.7 – Family Medical Leave Act (FMLA)

A. The faculty member's and the College's and Board's rights and obligations under the Family Medical Leave Act will be determined by statute, applicable regulations, and court interpretations under the Act except that the College may establish, through administrative procedure, benefits greater than those available under such statute, regulation, or court interpretation. In the event the Act requires a benefit greater than the benefits provided under this contract, the Act will apply. The administrative procedure applicable to faculty members will be the same as the procedure applicable to all other employees.

#### Section 12.8 – Line-of-Duty Leave

A. The President or appropriate administrator may authorize faculty to be temporarily absent from regular duties and/or home campus or division for the purpose of representing the College or performing services for the College.

The faculty must submit a written request form with reason for leave and attach detailed information, such as hotel occupancy, travel method, meals, etc.

#### Section 12.9 – Military Leave

A. The President, or his designee, will establish policies and procedures to provide military leave for faculty members conforming to the Uniformed Services Employment and Reemployment Rights Act (USERRA). However, the College may provide benefits greater than those required under the act.

B. Leave Accrual. Personal and sick days do not accrue, but the time served on active duty does count toward determining a faculty's earning rate upon return from active duty. Military leave does count toward time accrual for service awards.

Full-time faculty members who enter active military service with approval to be reinstated at the College will be considered to be on Military Leave and the salary of a faculty returning from Military Leave will not reflect an absence from the College.

If, due to medical or disability status, military-related use of FMLA is required, refer to the appropriate procedures.

#### Section 12.10 – Personal Leave With Pay

A. Eligibility. A full-time faculty is entitled to four (4) days of "personal leave" during each fiscal year for personal or emergency reasons. The Personal Leave balance that is reset for each full-time faculty at the beginning of each fiscal year will be charged to the faculty's unused sick leave and will not accumulate from year to year.

B. Submission. Requests for personal leave by full-time faculty must be submitted for supervisor approval on the appropriate leave request form prior to the date of the requested leave. Except in cases of unusual circumstances, the immediate supervisor will approve the request.

#### Section 12.11 – Personal Leave Without Pay

A. Eligibility. Full-time faculty members (who have been employed in a regular position consecutively for at least one year) may request approval from the appropriate administrator for a maximum of 90 days of personal leave without pay for the purposes of:

- personal development
- improving work skills
- emergency situations
- personal leave without pay for longer durations may be granted by the President for illness or for special circumstances

B. Limitations. A faculty member granted personal leave without pay for a period up to one (1) semester shall retain his/her same position on the same campus or division. When a faculty is granted personal leave without pay, for more than one (1) semester, there is no guarantee that, upon termination of the leave, the faculty will return to the same College location or position. Requests for personal leave without pay over 30 days must be approved either by the appropriate Vice President or by the President.

C. Leave Accrual. Extended personal leave without pay does not count toward accumulation of service time for FRS, service awards, or sick and personal leave accruals. It does count, however, toward time accrual for service awards.

#### Section 12.12 – Professional Leave With Pay

A. General Guidelines. Professional leave requests will be considered for a maximum of one year at a time when the requesting faculty has had three years of continuous full-time satisfactory service at Eastern Florida State College. Professional leave (with or without pay) is defined as leave granted to a faculty member, administrator, or staff member in order to engage in educational activities which will result in a benefit to the faculty, and incidentally, to the institution.

Justification for the leave should be included on the supporting leave request form.

Appropriate activities for professional leave might include:

- Graduate study in field of specialty;
- Attendance at workshops, seminars in specialty field;
- Study to expand scope of professional areas;
- Other professionally enriching experiences.

When a faculty is granted professional leave for up to one (1) year, the faculty shall be returned to their same position on the same campus or division.

The President, or designee, may establish procedures for professional leave.

B. Short-Term Professional Leave with Pay. Short-term summer professional leave with pay may be granted to College personnel when such leave will enhance their educational effectiveness, improve College programs, or generally support the best interest of the College. Types of learning experiences which may be considered for approval under this program include attending colleges, universities, private and industry-related technological schools; participating in "on-the-job" training opportunities in government agencies or industry; or other academic research, course development, and publications. Funding will be for salary only.

Eligibility. Faculty with three years continuous full-time satisfactory service at Eastern Florida State College may request a short-term summer professional leave with pay for up to eight weeks.

C. Extended Professional Leave with Pay. Extended professional leave with pay may be granted to a faculty when such leave will enhance the faculty's educational effectiveness, improve College programs, or generally support the best interest of the College or its educational programs.

Eligibility. Faculty with three continuous years of satisfactory, full-time service at Eastern Florida are eligible for extended professional leave for a fall and/or spring term, for one year, or for up to two summer terms.

Institutional Commitment. Faculty who are granted professional leave with pay will be required to sign the Extended Professional Leave with Pay Agreement Form committing service to the College in a faculty or administrative position immediately following the end of the leave and for a length of term equal to the leave granted, and stipulating that failure to honor the service commitment will result in faculty liability to the College for the total (or a proportional) amount (salary and benefits cost) of the grant.

Reimbursement Computation. Leave with pay may be granted for up to one year at not more than 66.6% of full pay, or for one semester or up to two summer terms at full pay. The Office of Human Resources will compute the amount of salary to be paid to any grantee.

### Section 12.13 – Sick Leave

A. **Accrual of Hours.** All full-time faculty members will accumulate sick leave at the rate of eight (8) hours per month (or major fraction of a month) of employment. There is no maximum number of unused sick days that a faculty may accumulate.

Accrual for sick leave does not change; it is always 8 hours per month regardless of the number of years worked at Eastern Florida or other related institutions.

Faculty on sick leave are required to stay in contact with their supervisor for weekly or daily status reporting, whichever is requested by the supervisor. A full-time faculty will be granted available sick leave from the College if unable to perform assigned duties due to:

1. Personal sickness or disability;
2. Illness or death of any member of the faculty's or spouse's immediate family, household, or other close relative (to include spouse, daughter, son, parents, sister, brother, grandparents, aunts, uncles). Supervisors may require a note from the funeral director to validate attendance at a funeral.

B. **Reinstatement of Sick Leave.** Previous sick leave balances may be reinstated for faculty who return to employment with Eastern Florida.

C. **Unused Sick Leave.** Unused sick leave may not be transferred from one faculty to another. Unless covered by another contract, full-time faculty may be eligible for payment of some or all unused sick leave based on the following set of rules.

The President, or designee, may establish procedures for sick leave use which shall be the same for faculty as for other faculty.

The President, or designee, shall establish policies and/or procedures for a faculty sick leave pool which shall be the same for faculty as for other faculty.

### Section 12.14 – Vacation Leave

Full-time faculty members normally do not earn vacation leave. However, a faculty member on administrative leave to accept an administrative contract shall earn vacation leave.

The President, or his designee, shall establish policies and/or procedures for vacation leave which shall be the same for faculty as for other employees.

### Section 12.15 – Workers' Compensation Leave

A. **Eligibility.** All College faculty are entitled to compensation for occupationally-incurred illnesses and injuries. Each faculty is entitled to a maximum of 12 days of workers' compensation leave at full pay per calendar year when an injury or illness is due to a job-related activity. These leave days are non-cumulative and will be granted at full pay, provided that:



The Office of Human Resources is notified of the situation within two business days after the injury or illness is sustained;

A "First Report of Injury" form (including a physician's statement describing the impact of the injury on the faculty's ability to work) is submitted to the Office of Human Resources within two business days after the beginning of the impairment.

B. The President, or his designee, shall establish policies and/or procedures for worker's compensation which shall be the same for faculty as for other faculty.

#### Section 12.16 – Terminal Pay

A. Terminal payment of unused sick leave will be paid to unit members or their beneficiaries who meet any of the following criteria:

1. Become deceased while a full-time faculty of Eastern Florida State College.
2. Be on continuing contract and are released per Article 16.
3. Be employed full-time at Eastern Florida State College for at least 6 years, and officially complete the Florida Retirement System (FRS) requirements for retirement including cashing the first FRS check or accepting the first electronic FRS retirement transfer.

B. Terminal pay will be calculated by multiplying the daily rate of the then-current base contract times the number of days of accumulated unused sick leave times the percentages as determined below:

Number of completed years of service	Percentage
0 - 3	35%
4 - 6	40%
7 - 9	45%
10	50%
11 - 30	50% plus 2.5% for each full year of service over 10
31	As if 30 years of service

C. If a unit member receives terminal pay benefits based on unused sick leave as specified in this article, all remaining accumulated sick leave shall become invalid.

#### Section 12.17 – Leave Usage

For the purpose of leave usage and calculation of terminal pay, a workday consists of eight (8) hours. When a daily schedule is provided with the faculty leave form, faculty will be charged

actual time used for the first week. After seven days, the faculty member will be charged leave time based on a 35 hour work week.

## **ARTICLE 13: BENEFITS**

### Section 13.1 – Insurance

The College recognizes a responsibility to assist unit members to deal with the costs of health care.

A. The College agrees to provide standard medical and dental plans and to pay the cost of a standard premium for such plans for the unit member

B. The College will extend to unit members the same insurance, flexible benefits plan, and other medical plans that are made available to non-unit members at the same cost. The President or his designee may establish policies and procedures regarding insurance options, dependent coverage, and retiree eligibility.

C. Recognizing the importance of a cooperative effort in the implementation and review of college insurance policies, the College agrees to continue the College-wide Insurance Committee. At least one-third (1/3) of the committee members (all members must be full-time college employees) will be members of the bargaining unit selected by UFF-Brevard. The committee will meet as often as necessary, but at least annually, to expeditiously carry out its duties

D. The College also agrees to provide access to various other insurance as may be recommended by the Insurance Committee including, but not limited to, life, short-term disability, long-term disability, cancer/catastrophic illness, and others which may be at the employee's expense.

### Section 13.2 – Life Insurance

Each full-time faculty shall receive College-paid term life insurance payable to the designated beneficiary(ies) in an amount equal to the faculty's annual salary, rounded to the nearest thousand dollars. Additional life insurance (equal to two or three times the annual salary) may be purchased for a modest premium, payable through payroll deduction. It is the responsibility of the full-time faculty to advise the Human Resources Office of any change in the status of dependents covered by life insurance through the College.

### Section 13.3 – Retirement

All employees in full-time faculty positions hold membership in one of the classes of the Florida Retirement System (FRS) and in the federal Social Security system. Those who are contemplating retirement should discuss their individual situations with the Human Resources staff approximately six months prior to their projected date of retirement. The Human Resources staff will provide faculty with the proper paperwork to process the request for retirement.

For either information or assistance in planning retirement, refer to the Florida Retirement System website at [www.myfrs.com](http://www.myfrs.com). Social Security information on retirement can be found at the website for that office, [www.ssa.gov](http://www.ssa.gov).

Other Retirement Pay. At the faculty member's discretion, payment of unused sick leave may be made in a lump sum payment or may be sent to the faculty member's deferred compensation plan. Faculty may choose to receive a lump sum payment or to have either a portion of or all of the funds sent to their deferred compensation plan for investment.

#### Section 13.4 – Workers' Compensation Insurance

A. All College employees are covered by the Florida Workers' Compensation Law.

B. On-the-job accidents, injuries, or occupationally-incurred illnesses must be reported immediately to the employee's supervisor. Even if the employee is involved in an accident but decides that there is no injury, the employee is still required to report the accident to the supervisor.

The supervisor is responsible for reporting all details to the Human Resources Office within two working days. An Accident/Incident Report must be submitted for all accidents. The Security Office is not responsible for completing the report, but should be notified so the Security staff can offer assistance in handling the case. The report forms may be obtained from the Human Resources Office.

C. The Accident/Incident Report (including a physician's statement describing the ailment and verifying the disability) is submitted to the Human Resources Office within two working days from the accident/injury or from the beginning of the work-related illness.

D. Each employee is entitled to a maximum of twelve (12) days of workers' compensation leave per calendar year when an injury or illness is due to a job-related activity. These leave days are noncumulative and will be granted at full pay. The employee will also be allowed to draw time from his/her personal leave and available sick leave or up to the four days of personal leave in order to receive a full paycheck.

#### Section 13.5 – Employee Tuition Assistance Program

Pursuant to Article 6.11 of this agreement, the College shall maintain a Tuition Reimbursement Program for full-time faculty.

#### Section 13.6 – Dependent's Tuition Work Program

The College shall maintain in effect a Dependent's Tuition Work Program (DTWP). The President, or designee, may establish policies and procedures for the DTWP.

### Section 13.7 – Fee Waivers

In the event that the College provides for waiver or reduction of tuition and fees for College employees or their dependents to attend Eastern Florida State College courses, these provisions will apply to unit members and their dependents on the same basis as other categories of employees.

### Section 13.8 – Employee Emergency Assistance Fund

The College shall maintain in effect the Employee Emergency Assistance Fund (EEAF) available at the effective date of this agreement. The President, or designee, may establish policies and procedures for the EEAF.

### Section 13.9 – Salary Checks

A. Typically, the faculty member shall receive his annual contract pay in equal biweekly installments, beginning with the pay period/pay date immediately following the last pay period of the previous contract year. At the faculty member's option, he may elect one of the following options. Such election shall be made by submitting to Payroll the Faculty Pay Option form (Appendix E) no later than the first day of the Fall Term each year.

1. to receive his annual contract pay in 20/21( depending on the calendar)equal biweekly installments beginning with the pay period/pay date immediately following the last pay period of the previous contract year and ending with the pay period immediately following the end of the Spring Term.
2. To receive 20/21 payments (depending on the calendar) consistent with the typical pay schedule, beginning with the first pay of the contract year and ending with the pay period immediately following the end of the Spring Term, with a lump sum pay out for the remainder of the contract (equivalent to 5 or 6 pays depending on the calendar year) to be paid following the end of the Spring Term Contract requirements. The annual cost of health, dental, vision, flex medical, elective retirement contributions, union dues as well as all other elective benefits will be deducted from the salary prorated across the regular pays and the lump sum payout.

B. Absent an emergency, overload compensation for major terms shall be paid beginning no later than with the paycheck for the third full pay period in the Term, and will be paid in equal installments thereafter. Adjunct/Overload compensation for the Summer will begin as soon as reasonably possible and be paid in equal installments of not less than two (2) installments.

C. In the event of an error by the College resulting in under-payment to the faculty member of \$250 or greater, a supplemental check shall be generated and provided to the faculty member not more than three (3) business days after written notification to Human Resources.

D. In the event of an error resulting in under-payment to the faculty member of less than \$250, pay shall be corrected no later than the next regular payroll after written notification to Human Resources.

## **ARTICLE 14: SALARIES AND COMPENSATION**

Section 14.1 – The intent of this section is to establish salaries for a uniform 165-day maximum annual base contract for faculty members. Certain faculty whose positions require summer or other extended work-year shall receive daily-rate of pay for the additional days in excess of 165. The parties agree to establish salaries for all returning unit members employed as of August 1, of the current academic year as described in this section.

A. For all faculty members. For academic year 2012-2013, basic year annual salary for all faculty members shall be increased by 3 ½%. For the academic year 2013-2014, the basic year annual salary for all faculty members shall be increased by 1 ½%. For the academic year 2014-2015, no salary adjustment is scheduled.

B. To calculate salaries for contracts in excess of the standard academic year:

1. Instructional faculty members in programs or disciplines that require a longer contract length shall receive an Extended Year Contract of appropriate length in excess of 165 days. The annual salary shall be calculated by multiplying the daily-rate of pay by the actual number of days contracted.
2. Library and counseling faculty members shall receive an Extended Year Contract of 189 days, or more, as necessary to meet the departmental needs. The annual salary shall be calculated by multiplying the daily-rate of pay by the actual number of days contracted.
3. Counseling faculty members shall receive a Basic Academic-Year or Extended Year Contract of 165 days, or more, as necessary to meet the departmental needs. The annual salary shall be calculated by multiplying the daily-rate of pay by the actual number of days contracted.

C. All new faculty hired for the current academic year will start with an annual salary as identified in Appendix D.

D. Unit members achieving an advance in education category and who request a promotion in salary/pay grade pursuant to Article 11.3 shall receive an increase in base salary based on the difference between the current educational category and the new educational category as provided below no more frequently than once/year. This will be applied to the faculty member's base annual salary prior to calculation daily rate of pay or any applicable Extended-Year Contract.

1. Promotion to Baccalaureate level: \$1,000
2. Promotion from Baccalaureate to Masters' Degree: \$1,250

3. Promotion from Masters' Degree to Masters +30: \$1,250
4. Promotion from Masters' +30 to Masters +60: \$1,500
5. Promotion from any level to Doctorate: \$2,000

Official transcripts must be furnished to the Associate Vice President of Human Resources by October 1 of the contract year. If a unit member has achieved an advance in educational category prior to the start of the contract year, but furnishes the official transcripts after October 1 of the contract year, the appropriate increase will be applied to the base salary as of the date submitted, but will be non-retroactive.

Section 14.2 – Each contract year, the contract period for faculty will be defined by start of the academic calendar plus 364 days adjusted to include required in-service/administrative days prior to the start of classes.

Section 14.3 – Except as provided herein, new faculty members will be placed on the Faculty Minimum Salary Schedule (Appendix D) in effect at the time of hiring, at the salary appropriate for their years of experience and educational category. The College retains the right to make reasonable deviations from the Schedule under special circumstances such as hiring or retaining hard-to-fill positions or in cases where specialized credentials or experience merit such consideration. The UFF-Brevard President or designee shall be consulted prior to implementation of any such deviation involving existing faculty. “Consulted” as used in this section means to confer and, upon request of either party, meet in person (provided the UFF-Brevard President or designee is available to meet on an expedited basis if necessary), but does not require agreement. However, the College President may not exceed the stated minimum salary by more than ten (10) percent.

Section 14.4 – An applicant recommended for a bargaining unit position will receive a contract, conditional on Board approval, stating the starting annual salary and the base contract type and length (in days). Starting salary will comply with the Guidelines for Faculty Starting Salaries (Appendix D). Salary will be conditional on the Human Resources Office receiving verification of the applicant’s credentials (college transcripts, work experience, etc.)

Newly hired unit members who desire credit toward a more advanced educational category classification for previously completed course work must submit the appropriate documentation to the Human Resources Office within 60 days after the first day of employment.

Section 14.5 – Unit members recommended for supplemental contracts or overload instruction shall receive a pay form stating the rate of pay and the total pay as detailed in this Article.

The recommendation form will be provided within 30 days after the work commences. In the event that the monetary recommendation is materially changed prior to submission to the Board of Trustees, the affected unit member will be promptly notified, and upon request shall be relieved from the assignment. The unit member shall be paid for services rendered up to that point. This section does not apply to Staff and Program Development contracts, or to independent contractor agreements for special projects.

Section 14.6 – The Board agrees to pay the appropriate monetary supplement to any unit member who performs additional duties as indicated.

A. No unit member will be paid any compensation except what is established in this contract or its appendices, providing that compensation is established in this contract or appendices.

B. Full-time faculty used as substitutes will be paid \$25.00 per contact hour.

C. Overload courses will be paid per point according to the following rates based on educational degree:

1. Doctoral Degree, \$62.50;
2. Specialist, Masters +30, or Masters +60, \$57.50;
3. Masters Degree, \$55.00; or Baccalaureate Degree, \$50.00.

D. Supplemental Instruction-Related Duties: The President is authorized to employ personnel on appropriate employment contracts in order to perform instruction-related duties. When employing personnel in this manner, the President will be responsible for determining the appropriate salary to be paid for the work performed. The College will pay the following amounts for the duties indicated. In the case of a range specification, the determining factors will include qualifications, experience, and time devoted to the duties:

1. Co-op Student supervision: \$25.00 per student per semester hour.
2. CAEL (assessment of prior learning): \$31.00 for each course review.
3. Credit by Exam: \$29.00 per student per exam administered.
4. Department Chairperson (DC) compensation: The DC will be scheduled for a 35-hour work week and may be required to work up to an additional 5 days beyond the number required by his/her base contract.
  - a. The DC will receive six (6) credit hours (one-fifth of minimum annual load) release time plus a \$10,000 annual supplement payable \$5,000 per major semester. Optionally, the DC and the supervising administrator may mutually agree that the DC shall receive 12 credit hours release time plus a \$7500 annual supplement payable \$3750 per major semester.
  - b. The DC may opt to have their salary annualized over 26-27 pay periods. Option to annualize must be communicated to Payroll by the first week of the Fall semester.
  - c. The DC will receive his/her daily rate for each extra day worked beyond the number required by his/her base contract.

- d. A Department Chair may teach overloads and receive payment for additional supplements subject to his/her supervisor's approval.
  - e. A Department Chair is eligible for compensation for developing and/or facilitating a workshop, dependent on available funding.
5. Program Manager (PM) compensation: The PM will be scheduled for a 35-hour work week and may be required to work up to five (5) additional days beyond the number required by his/her base contract as necessitated by the specific program and accreditation needs.
- a. The Program Manager will receive six (6) credit hours (one-fifth of minimum annual load) release time plus a \$7,500 annual supplement payable \$3,750 per major semester.
  - b. The Program Manager may opt to have their salary annualized over 26-27 pay periods. Option to annualize must be communicated to Payroll by the first week of the Fall semester.
  - c. The Program Manager will receive his/her daily rate for each extra day worked beyond the number required by his/her base contract.
  - d. A Program Manager may teach overloads and receive payment for additional supplements subject to his/her supervisor's approval.
  - e. A Program Manager is eligible for compensation for developing and/or facilitating a workshop, contingent upon available funding.
6. Program Coordinator (PC) compensation: .
- a. The Program Coordinator will receive an annual supplement between \$2,000-\$3,000 per the table in Appendix D.
  - b. The Program Coordinator may opt to have their salary annualized over 26-27 pay periods. Option to annualize must be communicated to Payroll by the first week of the Fall semester.
  - c. A Program Coordinator may teach overloads and receive payment for additional supplements subject to his/her supervisor's approval.
  - d. A Program Coordinator is eligible for compensation for developing and/or facilitating a workshop, contingent upon available funding
- E. Unit members may be appointed as College-Wide or Campus Based Coordinators and will be compensated as identified in Appendix D.



Any paid leave approved by the College will not be considered a break in service and, therefore, will have no impact on curriculum coordinator and program coordinator compensation levels.

By mutual agreement between the Coordinator and the supervising administrator, release time may be granted in lieu of an annual stipend.

F. Annual Payment for Coaching and Coordinating Duties. Payment for Coaching and Coordinating Duties will be based on the schedule in Appendix D.

#### Section 14.7 – ADPA

A. The parties agree to the benefits of providing recognition and rewards to faculty members whose performance is exemplary and outstanding. The parties agree to expand current non-monetary and supplemental monetary recognition programs to include enhancements to the base salaries of deserving unit members.

B. There shall be “Discipline Cluster” Academic Discipline Peer Awards (ADPA) in the amount of \$1,250 each for up to 10% of the eligible faculty in a discipline cluster pending available funding.

C. The standards and procedures for the Academic Discipline Peer Awards (ADPA) shall be defined by the discipline cluster.

D. The ADPA process begins in January and ends in April of each year. The assigned administrator will solicit faculty membership. In the event more than five (5) full time faculty members wish to serve on a given committee, the assigned administrator will arrange for a Discipline Cluster vote to determine the final make-up of the selection committee.

E. The committee will establish and post criteria for each Discipline Cluster for at least 30 days. All application materials will be submitted by March 15. The selection committee will forward recommendation through their assigned administrator to the President’s office by March 31 of each year. Faculty not recommended for ADPA will be informed, in writing, by the assigned administrator, also by March 31.

F. The President will inform selected faculty of their ADPA by April 15 of each year.

G. The College will publish the names of awardees after the recommendations are approved by the Board of Trustees.

#### Section 14.8 – Promotion in Rank (Title)

A faculty member who meets the requirements for a promotion in rank (title) as provided in Article 11.4 based upon either an increase in years of service or additional education shall receive a one-time stipend of \$1,000.00.

## ARTICLE 15: LAYOFF AND RECALL

### Section 15.1 – Layoff

A. Prior to any general reduction of the number (layoff) of faculty in the bargaining unit arising out of economic or operational considerations, the reduction shall be subject to discussion between the UFF-Brevard and the College. The College will notify the UFF-Brevard not less than six (6) months prior to anticipated layoff dates. During the period following the notice to the UFF-Brevard of the intent to reduce force, the College agrees to meet at reasonable times and places for such discussion. The notice period may be reduced in the case of unusual or unforeseen circumstances giving rise to a reduction in force and making the above notice not feasible.

B. Based on the nature of the cause for reduction, the College will determine the number and types of faculty positions to be reduced.

C. Once the number and types of positions to be reduced is determined, the College may transfer faculty between campuses to avoid releasing faculty from employment.

D. No continuing contract faculty member shall be released until all annual contract faculty serving in the discipline, or any discipline in which tenured faculty are credentialed and qualified to teach, have been considered for release from employment. The decision of the College on which faculty members to release shall not be subject to public hearings under Florida Statutes.

E. All unit members credentialed and qualified to teach within an affected academic discipline or vocational/technical program will be assigned reduction in force (RIF) points for use only within that academic discipline or vocational/technical program to assist in selecting the unit member(s) to be released from employment. The point total accrued by each member will be considered by the College in making its selection, with the unit member with the lowest point total being the most vulnerable to release. Should the College select a unit member for release who has a higher point total than that of a unit member in the same discipline or program who is not being released, the College will state reasons for its selection in writing furnished to the released unit member and the UFF/Brevard.

1. A faculty selected for release due to reduction in force will be given at least 120 days' notice prior to the effective date of release.
2. RIF points will be assigned as follows:
  - a. holding continuing contract, 3 points
  - b. each year of full-time employment as faculty in the affected academic discipline or vocational/technical program, ½ point up to maximum of 10 points
  - c. completion of requirements for maintaining continuing contract (Article 11), 1 point for each 3-year period

- d. academic preparation
  - Doctorate 6 points
  - Master's +60 5 points
  - Master's +30 4 points
  - Master's 3 points
  - Bachelor's or equivalent 2 point
  - Less than Bachelor's 1 point
- e. the last two (2) performance evaluations: one (1) point for each satisfactory evaluation, zero (0) points for each unsatisfactory evaluation.

F. This Article is not deemed to be in conflict with applicable laws or regulations.

## Section 15.2 – Recall

Unit members who are released from employment under this Article will for a period of 24 months from the date of release be granted recall preference for reemployment with the College in lieu of a new hire, subject to the following conditions:

1. Recall consideration will apply to any opening in the academic discipline or vocational/technical program for which the unit member is credentialed and qualified to teach.
2. The College shall send email notification of all openings to all unit members subject to recall consideration for a period not less than twenty-four (24) months from the date of layoff. However, it is the responsibility of the unit member to make timely application for any position opening and to ensure that the College is made aware of the member's recall eligibility.
3. If more than one unit member applies for an opening recall, consideration will be based on the RIF points used to make the release, with the member with the highest point total being given preference for selection. Should the College select a unit member other than the one with the highest point total, the College will state the reasons for the selection in writing furnished to the non-selected unit member and UFF/Brevard.
4. Unit members who refuse to accept an offer for recall under this section will not be eligible for further consideration under this section.

## **ARTICLE 16: GRIEVANCE and ARBITRATION**

### Section 16.1 – Grievances

The parties agree that prompt and just settlement of grievances is of mutual concern and interest and encourage the informal resolution of grievances whenever possible. The purpose of this procedure is to promote prompt and efficient resolution of grievances at the point of origin. In order to achieve this, the Union and the Administration shall make available to one another all known relevant facts so as to enable the parties to resolve grievances and maintain harmony within the College environment. This procedure shall be the sole and exclusive method for resolving grievances.

#### A. Definitions as used herein:

1. A “grievance” shall mean a dispute filed on the appropriate grievance form (Appendix B) concerning the interpretation or application of a specific term or provision of the Collective Bargaining Agreement, subject to those exclusions appearing in other articles of the agreement. Oral complaints are not grievances; however, any claim by a faculty, group of faculty, or the UFF/Brevard that there has been a violation, misinterpretation, or misapplication of some specific provision of this agreement, policy, procedure, or

handbook which has been incorporated into this agreement by reference, may bring oral complaints or suggestions relating to such provision to the attention of the College for discussion on an informational basis.

2. "Grievant" shall mean a member of the bargaining unit, or group of members of the bargaining unit, or the UFF Chapter itself, who has/have filed a grievance in a dispute over a provision of the Collective Bargaining Agreement, policy, procedure, or handbook incorporated into this agreement by reference.
3. "Representative" or "Grievance Representative" shall mean an individual designated in writing by the grievant to represent, and act for and/or on behalf of, the grievant throughout the grievance procedure.
  - a. The representative shall have the authority to file the grievance, submit documents, speak for the grievant, and communicate with the administration on behalf of the grievant.
  - b. The grievant may change the designated representative upon written notice to the administration and to the UFF-Brevard.

B. UFF-Brevard shall have the right to file and pursue grievances on behalf of individual faculty who personally sign the grievance document or who provide written authorization for UFF-Brevard to represent them in such proceedings. UFF-Brevard shall also have the right to file and pursue grievances on behalf of itself as grievant. In the case of UFF-Brevard grievances on behalf of itself, Steps I and II in section G of this article shall be combined into a single step and the grievance document shall be initially filed at Step 2 within the prescribed time limit (21 college business days). All other requirements of this article shall be in force. There shall be no combining of UFF-Brevard grievances and faculty grievances in a single grievance document.

C. Where several faculty members have essentially the same grievance, the parties may consolidate the grievances. When consolidated one grievance form shall be presented bearing the signatures of each of the individual grievants. Such a grievance shall otherwise be processed as any individual grievance would with the exception that there are multiple grievants.

D. Where a group of faculty members may be defined by common interests, duties, or responsibilities, the Union may file one grievance on behalf of the entire class. The Union shall be considered the grievant in such a "class action" grievance.

1. A class action grievance will:
  - a. Identify the class uniquely and with particularity,
  - b. Identify the specific nature of the grievance of the class,
  - c. Contain a complete statement of the grievance and facts upon which it is based,

- d. Contain a specific statement regarding the remedy or correction requested, and
  - e. Identify the section or sections of the Agreement alleged to have been violated,
  - f. Contain two or more names of the aggrieved faculty.
2. Where a “class action” grievance alleges violations outside one department or unit, the grievance may be filed directly at Step II.

E. The right of the individual faculty member to present and pursue grievances under this article, without representation by the UFF-Brevard, is preserved inviolate, subject only to such limitations as may be contained in Florida Statutes. UFF-Brevard has the right to observe, but not to participate in, such proceedings. However, nothing in this section shall prevent the UFF-Brevard from providing input into the process as necessary to assure that the provisions of this agreement are followed. The UFF-Brevard will be notified in advance of such occurrences with notification given to the UFF-Brevard president and grievance chair, if any, within twenty-four (24) hours of the filing of such a grievance.

F. The time limits set forth in this article are of the essence and must be strictly complied with unless extended by mutual agreement of the parties. A grievant's failure to comply shall mean that the grievance stands abandoned. The College's failure to answer a grievance within the time provided shall mean that the grievance is denied. In order to be eligible for processing, a grievance must be timely filed and contain the following:

1. The name of the grievant, whether faculty or UFF-Brevard.
  2. The date on which the event giving rise to the grievance occurred, or the omission giving rise to the grievance occurred.
  3. A detailed statement of the facts as to the claimed event or omission.
  4. Citation of the particular sections of this Agreement (not articles alone) that the grievant relies on. General citations will not satisfy this requirement and the grievant shall not add new citations after the grievance is filed.
5. A statement of the precise relief sought, which will stand as the outer limit or maximum as to possible relief that can be sought.

G. Grievances, properly and timely filed, shall be processed in accordance with the following procedure. Time limitations specified herein may be extended by agreement of both parties. A grievance filed on behalf of the Union shall be filed within the twenty-one (21) business days as above, but may be filed directly at the Step II level.

1. Step I: Request for Informal Resolution. The parties shall first attempt an informal resolution of grievances.
  - a. An eligible grievant shall notify his immediate supervisor in writing, which may be by e-mail, of his grievance and request for an informal resolution. Such notification shall occur within twenty-one (21) college business days as set out in the College Calendar of the occurrence of the event or omission giving rise to the grievance, or within twenty-one (21) college business days as set out in the College Calendar of the date when the grievant knew or, in the exercise of reasonable diligence, should have become aware of such event or omission, whichever is later.
  - b. Within ten (10) college business days as set out in the College Calendar of the receipt of the grievance, the immediate administrative supervisor shall meet with the grievant in an effort to resolve the problem.
  - c. The immediate supervisor will be allowed ten (10) college business days as set out in the College Calendar following the meeting to respond to the grievance in writing. This written answer will consist of a notation on the grievance document and/or a formal statement.
2. Step II: Formal Grievance. If the attempt at an informal resolution does not result in a resolution acceptable to the grievant, the grievant may file the formal grievance document with the appropriate Provost or Vice President, as applicable, at Step II.
  - a. The document must be filed within ten (10) college business days as set out in the College Calendar of the receipt of the written answer from the immediate supervisor or within ten (10) college business days as set out in the College Calendar after the expiration of the ten (10) day period specified in Step I.
  - b. Once any grievance document has been properly filed with the Provost or the Vice President, the Provost or the Vice President shall have fifteen (15) College business days as set out in the College Calendar in which to provide a written response to the grievant. The written response may consist of a notation on the grievance document and/or a formal letter of notification.
  - c. Either the supervising administrator or the Vice President, as applicable, or the grievant, may request a meeting to discuss the grievance. If the grievant desires a meeting, he/she should request it when the grievance document is filed. If such a meeting is held, it should be held within the fifteen (15) day period.
3. Step III. If the disposition of the grievance is unacceptable to the grievant at Step II, the grievant may appeal the Step II decision grievance document with the President or an individual designated by him to hear grievances at Step III.

- a. The decision must be appealed within ten (10) college business days as set out in the College Calendar after the receipt of the written answer from the Provost or the Vice President, or within ten (10) college business days as set out in the College Calendar after the expiration of the fifteen (15) day period applicable to Step II.
- b. The grievant may also request a meeting with the President or his designee to discuss the grievance. Such a meeting will be scheduled within fifteen (15) college business days from the receipt of the grievance at Step III.
- c. The President or his designee will be allowed fifteen (15) college business days after the receipt of the grievance at Step III to provide a written disposition of the grievance.

#### Section 16.2 – Arbitration

A. Only those grievances that have been processed through the grievance procedure in strict compliance with all of its requirements may be taken to arbitration. If the grievant is not satisfied with the disposition of the grievance at Step III or within the fifteen (15) college business day period applicable to Step III, the grievance may be submitted to arbitration. The arbitration process shall be initiated by filing a written request for arbitration with the Associate Vice President of Human Resources within twenty (20) college business days as set out in the College Calendar after receipt of written disposition at Step III or within twenty (20) college business days as set out in the College Calendar after the expiration of the Step III fifteen (15) day period. A copy of the grievance document must be attached to the request.

1. After a written request for arbitration is properly and timely filed, the grievant and the College, by any representative it may choose, will meet at a mutually convenient time or confer by telephone in an effort to mutually agree on an arbitrator.
2. If an arbitrator cannot be agreed upon, the Federal Mediation and Conciliation Service will be asked to supply a list of seven (7) names from which the parties will alternately strike names until only one remains. The one remaining shall be the arbitrator.
3. Each party shall have the right to reject one list of arbitrators in its entirety, and any subsequent list containing any of the same names.
4. No arbitrator shall have at any time before him more than one grievance involving this Agreement without the mutual consent of the College and the Union.
5. Arbitrability. Issues of arbitrability shall be bifurcated from the substantive issue(s) and, whenever possible, determined by means of a hearing conducted by conference call. The arbitrator shall have ten (10) days from the hearing to render a decision on arbitrability. If the issue is judged to be arbitrable, an arbitrator shall then be selected to hear the



substantive issue(s). By mutual consent of the College and the Union, the same arbitrator may preside over both the issue of arbitrability and the substantive issue(s).

6. The identified arbitrator will be notified by FMCS. The arbitration will then proceed in accordance with the reasonable orders and requests of the arbitrator, but subject to the following conditions:
  - a. Venue. The arbitrator shall hold the hearing in Brevard County, Florida, unless otherwise agreed to by the parties. The hearing shall be scheduled as soon as is practicable.
  - b. Authority of the Arbitrator. The arbitrator shall not have the power to add to, subtract from, modify, or alter the terms of this agreement. Decisions must be explained upon the request of either party. The arbitrator's decision shall be confined solely to the application and/or interpretation of this Collective Bargaining Agreement and its referenced documents and the precise issue(s) submitted for arbitration. The arbitrator shall refrain from issuing any statements of opinion or conclusions not essential to the determination of the issues submitted.
  - c. The parties shall have a right to a reasonable time for briefing the case, upon request, and a decision shall be due within thirty (30) days after the date set for filing briefs.
  - d. Where an administrator has made a judgment involving the exercise of discretion, such as decisions regarding tenure or promotion, the arbitrator shall not substitute the arbitrator's judgment for that of the administrator. Nor shall the arbitrator review such decision except for the purpose of determining whether the decision has violated the Collective Bargaining Agreement. If the arbitrator determines that the Collective Bargaining Agreement has been violated, the arbitrator shall direct the College to take appropriate action.
  - e. Fees and Expenses. All fees and expenses of the arbitrator shall be divided equally between the parties. Each party shall bear the cost of preparing and presenting its own case. Costs of reports and transcripts (which shall be made available at the request of either party) shall be borne by the requesting party. Cost of meeting rooms, etc., shall be divided equally between the parties.
  - f. Effect of Decision. The decision or award of the arbitrator shall be final and binding upon the College, the UFF, and the grievant, provided that either party may appeal to an appropriate court of law a decision that was rendered by the arbitrator acting outside of or beyond the arbitrator's jurisdiction, pursuant to Section 682.13, Florida Statutes..

- g. The arbitrator shall be empowered to make reasonable orders so that the matter can be expeditiously resolved, but shall accommodate the parties within reason as to hearing dates and continuances where need is shown.
  - h. Retroactivity. An arbitrator's award may or may not be retroactive as the equities of each case may demand, but in no case shall an award be retroactive to a date earlier than thirty (30) days prior to the date the grievance was initially filed.
7. If a tenured faculty member is suspended, returned to annual contract, or terminated, the faculty member may choose to proceed to arbitration or to appeal the decision under the State Board of Education Rules. The election of that procedure will be deemed an election of remedies and a permanent waiver of the right to appeal the suspension, return to annual contract or termination under this Article. If the tenured faculty member chooses to process the issue of suspension, return to annual contract or termination under Step 5 of this Article, the faculty tenured faculty member's choice will be considered an election of remedies and an appeal cannot be processed under the Florida Administrative Code and Florida Statute Section 120.

## **ARTICLE 17: DISCIPLINARY ACTIONS AND PROCEDURES**

### Section 17.1 – Disciplinary Actions

- A. Except as provided in applicable statutes or State Board of Education Rules, discipline of any type shall be based only on a faculty member's duties and responsibilities to the College.
- B. All faculty members are subject to discipline which shall be timely and for just cause. Disciplinary action shall include the following steps of progressive discipline: warning, reprimand, suspension with or without pay, return to annual contract, and dismissal. If the circumstances warrant, discipline may begin at a higher level than the first step or progress to a higher level than the next sequential step. Other unrelated actions subject to discipline are separate events and disciplinary action will begin at the appropriate level subject to overall work performance.
- C. All discipline, as defined herein, is subject to challenge by the grievance procedure in Article 16 of this Agreement. Anonymous complaints shall not be used as evidence in support of disciplinary actions(s). Time frames given shall be in work days.

### Section 17.2 – Disciplinary Procedure

- A. Discipline shall begin at and proceed to the level of discipline appropriate to the action(s) under consideration. Normally, discipline will progress through the steps established below.
  - 1. Oral/Written Warning. A warning notifies a faculty member that work-related performance is below standards established by written policies or common professional practice and that more serious disciplinary action will take place if these standards are not

achieved within reasonable time frames. A warning may be oral or written at the discretion of the supervisor. The faculty member shall have the opportunity to provide a written response to a written warning which shall be filed together.

2. Reprimand. If necessary, a written reprimand would be the next step for continued below-standard performance. Warnings and reprimands shall be discussed with the faculty member in person. Documentation of each step in the disciplinary process shall be made by the initiating administrator and acknowledged by the faculty member in accordance with Appendix P of this contract. The faculty member shall have the opportunity to provide a written response to the reprimand which shall be filed with the reprimand.
3. Suspension. A full-time faculty member may be suspended with pay pending investigation of a possible infraction. If, after investigation, just cause for disciplinary action is determined, upon recommendation of the President, the Board may suspend a faculty member without pay provided that notice of intent has been provided pursuant to Article 17.1, B below.
4. Termination or Return to Annual Contract. Any faculty member who is tenured (under continuing contract) may be dismissed or may be returned to annual contract status for up to another three (3) years only with just cause and when a written recommendation to that effect is submitted by the President to the Board giving sufficient just cause therefore, by the President and provided the President's recommendation is approved by a majority of the Board.

B. Notice of Intent. When the President or representative has reason to believe that a Suspension, termination, or return to annual contract should be imposed, the President or representative shall provide the faculty member with a written notice of the proposed action and the reasons therefore.

1. Such notice shall be sent certified mail, return receipt requested, or delivered in person with written documentation of receipt obtained.
2. The faculty member shall be given ten (10) days in which to respond in writing to the President or representative before the proposed action is taken. The President or representative then may issue a notice of disciplinary action under Article 17.1, D below.
3. The faculty member has a right to union representation during investigatory questioning that may reasonably be expected to result in disciplinary action.
4. If the President or representative does not issue a notice of disciplinary action, the notice of intent shall be retained only in the faculty's evaluation file.

C. In the event a suspension, termination, or return to annual contract is recommended, the faculty member shall have the right to an informal hearing before the Board, or its designee, prior to the action.

D. Notice of Discipline. All notices of disciplinary action shall include a statement of the reasons therefore and a statement advising the faculty member that the action is subject to Article 16 – Grievance and Arbitration of this agreement. All such notices shall be sent certified mail, return receipt requested, or delivered in person to the faculty with written documentation of receipt obtained.

E. Nothing in this Article shall be deemed to give any faculty member not on continuing contract status any property interest in his or her employment.

F. During all disciplinary proceedings, a faculty member shall have the right to consult with, and be represented by, a representative of his or her choice.

G. The faculty member shall have the right to respond to disciplinary action in writing and have that response attached to the report of discipline. If any material is found, through mutual agreement, grievance process, or court proceeding, to be inaccurate or inappropriate, that finding shall be documented in the official personnel file of the faculty member and the inaccurate or inappropriate material shall be placed in the personnel file in a sealed envelope. The sealed material shall not be subject to examination or review except by written agreement between the faculty member and the President, as part of a related formal grievance procedure, or as required by law.

## **ARTICLE 18: MISCELLANEOUS**

### Section 18.1 – Calendar

A. The College agrees that a committee of representatives of the administration, the faculty, and the staff shall develop the College academic calendar.

1. There shall be an equal number of voting representatives from each of the three constituencies with equal votes with at least three members from each group.
2. A quorum of at least 50% plus one of the committee members must be present to conduct committee business.
3. The committee shall elect the chairperson.
4. The committee shall report to the President of the College.
5. Committee members shall serve staggered three (3) year terms.

- a. To facilitate staggering of terms, initially one member from each group shall serve a one (1) year term, one member from each group shall serve a two (2) year term, and one member from each group shall serve a three (3) year term.
- b. Faculty members shall be recommended by the UFF.

B. The calendar shall be developed in sufficient time to be approved not less than two (2) years prior to the first day of the current academic year.

#### Section 18.2 – Waivers

The failure of the UFF to present demands and/or proposals during collective bargaining, the withdrawal by the UFF of demands and/or proposals after being presented by the UFF during collective bargaining, and the granting by the UFF of discretionary authority to the College in a collective bargaining agreement, regarding any and all subjects and matters lawfully subject to collective bargaining, shall be deemed, considered and construed to be waivers by the UFF of the right to collectively bargain said subjects and matters and all such waivers by the UFF shall expire on the last day of this contract, 12:00 a.m., the first day of the current academic year.

#### Section 18.3 – Fee Waivers

In the event that the Board provides for waiver or reduction of tuition and fees for Board faculty or their dependents to attend Eastern Florida State College courses, these provisions will apply to unit members and their dependents on the same basis as other categories of faculty.

Tentatively Approved

\_\_\_\_\_  
UFF Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
EASTERN FLORIDA Representative

\_\_\_\_\_  
Date

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