

# **AGREEMENT**

BETWEEN THE

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

AND

**UNITED FACULTY OFFLORIDA**

BREVARD CHAPTER

2018-2021

Re-Opener 2019-2020

## ARTICLE 6: FACULTY RIGHTS

### 6.20 Student Complaint Procedure

The College and UFF-Brevard believe that any student conduct procedure must measure the impact to the student, involved faculty members, and the College. As such, the College will follow the established, mutually agreed upon, student complaint procedure outlined in the Policies and Procedures Manual. The College will follow the existing procedures related to Title IX complaints, Student Code of Conduct violations, and/or law enforcement investigations. If the concerns are a potential Title IX complaint, the complaint will be referred to the Title IX Compliance Officer. If the complaint is a law enforcement complaint, the College will follow the directions of law enforcement. All other written complaints will be referred to the Associate Provost who will determine if a complaint has merit. If the complaint is believed to have merit, the College will follow the Policies and Procedure Manual as stated above. In the event that a complainant is currently enrolled in the involved faculty member's course, the faculty member has the right to remove the complainant from the course if they feel that the complainant remaining in the course will create an unsafe environment, will interfere with other students' education, and/or the complainant's behavior has been egregious enough to merit removal.

1. Faculty members invoking this policy must provide justification and/or supporting documentation to the Supervising Administrator before action is taken that meets the preponderance-of-the-evidence standard (i.e., more likely than not).
2. If the College elects to move the complainant to a different section/course, it must provide the rationale for the move to the faculty member of the new course. In the event that the new instructor is an adjunct instructor, the full-time faculty member may disclose justifications for and/or pertinent information regarding the transfer.

## ARTICLE 8: FACULTY DUTIES AND RESPONSIBILITIES

### Article 8.9 Course Definitions

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

- A. 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.

- B. 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.
- C. 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:
1. 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;
  2. There is an element of uncertainty in the learning situation, in which discrete events are not pre-programmed;
  3. There are different procedures for the instructor/staff preparation and for student evaluation in a clinical experience than in lectures and/or laboratory classes;
  4. A faculty member in a clinical situation has on-site instructional/supervisory responsibilities for the student and evaluates the student by personal observation.
- D. Eastern Florida Online: Eastern Florida Online is defined as a formal educational process in which the majority of the instruction (regular and substantive 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.
1. An online course may employ audio, video or computer technologies within the approved online Learning Management System (LMS).

2. The instructor actively controls the amount and quantity of information which is directed to a specific objective. An eLearning class is typified by the consistent interaction between the instructor and the student.
3. An online 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 but is not limited to reading assignments, term papers. 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.
4. Online sections may be considered as part of the faculty member's regular load.
5. An online section will have the same minimum enrollment requirements and follow the related processes of face to face courses unless otherwise approved for a lesser minimum by the Supervising Administrator.
6. An online section will have the same maximum number of enrolled students as an equivalent face to face course, unless otherwise agreed to by the faculty member.

#### 8.11 Meeting Load-Point Obligations

An instructional faculty member on a Basic Academic -Year Contract (165-days) will fulfill his 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 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 contractual obligation for the respective term. The Supervising Administrator, by mutual agreement with the faculty member, may elect to average the load-points over two or more semesters allowing less than 150 points in one term provided that the total for academic year is 300. All faculty may elect to teach at least one online or honors course to meet their load point obligations, provided they have met the requirements to teach online or honors courses and the course is suitable for that delivery method as determined on the appropriate curriculum form. Cross-credentialed faculty may elect to use one course they are credentialed to teach that is outside of their primary assignment in place of an online or honors course to meet load point obligations. Full-time online faculty members may meet their load point obligation using all online courses. Extra compensation for all overloads is also subject to the overload compensation requirements of Section 8.12 below. Load point forms should be turned in by the end of the second week of class except in the case of extenuating circumstances.

Except as specified 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.

The College and UFF Brevard recognize the importance of appropriately sized classes to enhance student learning.

#### Course Enrollment Minimums:

1. Any class with less than twelve (12) students will be reviewed by faculty and administration using a mutually agreed upon process with specific criteria to determine whether or not the course will be allowed to remain on the schedule for a given semester.
2. Any Honors course with less than six (6) students will use the same process.
3. The final determination will be made by the Vice President of Academic and Student Affairs and any faculty member has the right to appeal, but not grieve except as outlined elsewhere in the contract, with their Supervising Administrator.

#### Course Enrollment Maximums:

The general maximum course enrollment shall be thirty (30) enrolled students. However, any course that requires a course enrollment maximum greater than twenty-five (25) will be reviewed by both faculty and administration using a mutually agreed upon process to determine the appropriate maximum with the following exceptions:

1. LIT 1000, SPC 2608, ENC 1101, and ENC 1102 courses shall be reviewed when a course enrollment maximum greater than twenty-two (22) is required.
2. Developmental Math courses shall be reviewed when a course enrollment maximum greater than twenty (20) is required.
3. Developmental Reading and Writing courses shall be reviewed when a course enrollment maximum greater than fifteen (15) is required.
4. Honors courses shall be reviewed when a course enrollment maximum greater than twelve (12) is required.

Any course maximum or minimum may be lowered with permission from the Supervising Administrator to meet specific campus needs or address campus limitations such as room fire code or other legislative requirements, programmatic or discipline restrictions, safety restriction, lab or student instructional stations available, program or discipline enrollment management, etc. A Supervising Administration may create standing lower course enrollment minimums and maximums based on campus needs or facilities which may be reviewed, altered,

and/or rescinded by the College before any term begins with appropriate notification to the affected faculty.