

ARTICLE VII
Faculty Status

A. Contracts.

1. Annual letters of appointment or letters of intent to full-time faculty shall be issued by April 1 of the first year of employment; February 1 of the next three (3) years of employment; and by December 15 of the fifth (5th) year of employment, or by May 30 for employees hired in mid-year for the first year of employment.
2. Said letters of appointment are to be signed and returned to the President within thirty (30) calendar days.
3. Full-time faculty members entering their sixth (6th) year of employment with the College shall be granted continuing appointment. Prior to being granted continuing appointment, full-time faculty members shall be considered to be on a probationary status. The termination or non-reappointment of a full-time faculty member during the first three (3) years of his/her probationary service shall not be subject to review under the grievance and arbitration procedure of this Agreement. During the next two (2) years of his/her probationary period, any termination, non-reappointment or failure to award a continuing appointment may be raised as a grievance but may not be referred to arbitration under this Agreement. In lieu of the arbitration step, the terminal step of the grievance shall be before the Board of Trustees of the College.
4. The eligibility for consideration for continuing appointment of a full-time faculty member who had prior employment with the College as a faculty member on a full-time basis and separated from service shall include the period of prior employment provided the lapse of time between the end of the prior employment and the date of most recent hire does not exceed five (5) years and two (2) months. In no event shall the application of this interpretation result in a faculty member being eligible for continuing appointment without serving two (2) entire academic years in a full-time capacity during the period immediately leading up to the effective date of the continuing appointment. This provision shall apply to a faculty member who had been granted continuing appointment effective prior to separation.
5. Full-time faculty members who transfer from another regionally accredited institution of higher education

wherein tenure was achieved may be granted continuing appointment after two (2) years of employment with the College.

B. Grant Funded Positions.

1. Full-time faculty members who are employed in positions that are funded by a grant or "soft money" shall be employed for periods concurrent with the grant award or any extension of such grant award, except that during the first five years of employment the appointment shall expire on August 31 unless extended for a one year period by action of the Board of Trustees. Thereafter the appointment shall continue for the duration of the grant, it being understood that such appointment may be terminated at any time. However, reasons for termination shall then be stated in writing. The faculty member shall then have the right to appeal the termination to the Board of Trustees.
2. In the event the College chooses to retain a grant funded employee during a gap in the grant funds, e.g., when an informal grant award has been made but the prior grant period has expired, through the use of operating funds, the employee shall be considered to be on "soft money" for all purposes herein.
3. Letters of appointment or intent shall be issued by December 1 for the spring semester and by June 1 for the fall semester or subsequent academic year.
4. Grant-funded employees shall be entitled to apply for any vacancy at the College and shall be interviewed for any position for which he/she is qualified; however, no transfer rights shall apply.
5. Grant-funded employees shall be subject to termination prior to the end of a grant term if the grant is terminated for any reason. The College shall make every reasonable effort to notify the faculty member on the grant-funded position as soon as possible that the grant will be terminated.
6. Full-time faculty members in grant funded positions who are appointed to regular operating funded positions shall receive credit towards seniority on a two for one basis, as provided for faculty who transfer disciplines, and shall receive credit for their years of service (limited to three years of credit) toward eligibility for continuing appointment.

C. Duties of Full-time Faculty.

Full-time faculty members have the following duties and responsibilities:

1. To conduct their assigned classes, in the designated locations for the scheduled length of time, as described in the College Catalog and in accordance with the approved course outline.
2. To submit grades for all students in their assigned classes within the deadline published in the Academic Calendar, which grades will not be altered except as the result of an appropriate administrative procedure.
3. To attend General Faculty Meetings, and to serve in the Faculty Senate, Academic Assembly or Congress and on Standing Committees if elected or appointed.
4. To participate in discipline, departmental or area meetings and operations, including such matters as development of curriculum and evaluation of existing course offerings and instructional programs.
5. To proctor examinations, to maintain scheduled office hours, and to fulfill assigned duties relating to the academic advisement and course placement of students and the registration procedures of the College.
6. To serve voluntarily as advisers to student organizations and to attend student events, when invited by the students.
7. Members of the library staff and counseling staff shall perform their assigned duties as defined in the 1971-1972 **Faculty Handbook**, and participate in the meetings and other activities appropriate to their department and the College as a whole.
8. In addition to his/her regular duties, each classroom full-time faculty member shall provide eight (8) hours of student advisement per semester which may include an advisement orientation scheduled during common hours. The College shall make every effort to equalize the number of student advisees to each faculty member. With the consent of the faculty member, other project assignment(s) may be made in place of student advisement.
9. In addition to his/her regular duties, all full-time College personnel who elect to teach three (3) or more credit hours during the summer semester shall also provide six (6) hours of student advisement, as

directed by administration. This advisement shall be performed in consecutive hours on no more than one (1) day.

D. **Outside Employment.** Except for adjunct faculty, full-time employment by the College shall be considered the basic employment of the individual, and he/she shall limit such other compensated professional activity so as not to impair his/her educational effectiveness.

E. **Evaluation of Faculty.**

1. A formal evaluation shall be defined as a written assessment of a faculty member's performance to be used in determining personnel actions and/or assessing professional competence. The process of evaluation shall include observations of teaching and/or performance of professional duties.
2. The individual faculty member shall sign and date each formal evaluation report, shall receive a copy of each evaluation report and shall be permitted to file a written reply to any portion of such report to which he/she may take exception.
3. **Observations.** Observations may be initiated either by the faculty member or by the Administration, and shall be limited to a reasonable number per year. All observations shall be done with the full knowledge of the faculty member being observed.
4. The following personnel actions (promotion, continuing appointment, and term appointment) shall be preceded by at least one (1) scheduled formal observation.
5. The faculty member shall receive written notice at least forty-eight (48) hours (or, as to adjunct faculty members, one (1) scheduled class meeting period) in advance for each scheduled formal observation. Such notice shall include the name of the administrator(s) conducting the observation, the time of the observation and the course or duties to be observed. The Chairperson of the appropriate Peer Personnel Committee shall also receive a copy of the notice at least forty-eight (48) hours (or, as to adjunct faculty members, one (1) scheduled class meeting) in advance of the scheduled observation and the faculty member shall have the right to invite a representative of the Peer Personnel Committee to the scheduled observation.
6. The faculty member shall have an opportunity to discuss the observations with the observer before the report is

written. The Administrator who has conducted the observation shall schedule a meeting with the faculty member to discuss the observation within five (5) working days, or in the case of adjunct faculty at least two (2) class meetings. The report of the observation shall be written by the observer and the faculty member shall receive a copy thereof within twenty-one (21) calendar days following the observation or fourteen (14) calendar days following the discussion but in no event beyond the end of the semester.

7. The faculty member shall receive individualized reasons in writing for promotion denial.
8. The individual faculty member shall sign and date each observation report and be permitted to file a written reply to any portions of such report to which he/she may take exception. Such signature shall not constitute agreement or disagreement with the contents.
9. **Evaluation of Tenured Faculty.** Tenured faculty shall be evaluated on a regular basis. A joint Faculty Association/College committee, consisting of an equal number of representatives appointed by the President of the Association and the President of the College has established guidelines for the methodology to be utilized in this evaluation procedure. (See Appendix K.) The joint committee will publish and distribute the guidelines for this evaluation procedure to all full-time faculty members. The evaluation procedures shall incorporate the following features:
 - a. The evaluation is intended to be collegial in nature. A team approach shall be used in which the faculty member selects a peer and the Campus administration selects an administrative representative to work with the faculty member on the evaluation.
 - b. The method of evaluation shall follow the guidelines developed by the FA/College Committee. These guidelines shall incorporate as part of the process a team-based decision regarding the evaluation method to be used.
 - c. Approximately 25-40 tenured faculty shall be evaluated annually. Faculty shall be evaluated in seniority order. Evaluations shall be conducted during spring semesters. The evaluation teams for tenured faculty to be evaluated in a given spring semester shall be selected during the preceding fall semester.

- d. The evaluation is not to be used for disciplinary purposes and shall not be part of the personnel file. The evaluation shall be retained in the Association Office after review by the Dean. Thereafter, the evaluations shall be available to the individual, the Association President, and the President of the College or their respective designees.

F. Eligibility for Promotion.

Progression from rank to rank is not automatic, but is based upon meritorious performance of teaching and other duties, service to the College and community and professional growth. The educational requirements for promotion and the promotion cycle timetable are annexed as Appendix I hereto solely for informational purposes.

- 1. Any precedent heretofore to the contrary notwithstanding, the guideline for a full-time faculty member to be considered and recommended for promotion is service in his/her present rank for the following number of years:
 - a. for promotion to Assistant Professor: Three (3) years as Instructor
 - b. for promotion to Associate Professor: Four (4) years as Assistant Professor
 - c. for promotion to Professor: Five (5) years as Associate Professor
 - d. for promotion to Professional Assistant P2: Four (4) years as Professional Assistant P1
- 2. For persons outside Unit III being considered for academic promotions, the review procedures set forth in Article IV shall apply, it being understood that the President shall have the right to reject recommendations of the committee to him/her or to institute promotions.
- 3. The guideline for an adjunct faculty member to be considered and recommended for promotion in academic rank is service at the College in his/her present rank for the following number of semesters with accumulation of the following number of teaching hours in the academic discipline in which he/she will be considered for promotion:

- a. for promotion to Adjunct Assistant Professor:
Ten (10) semesters and thirty-nine (39)
teaching hours as Adjunct Instructors.
- b. for promotion to Adjunct Associate Professor:
Fourteen(14) semesters or fifty-four (54)
teaching hours as Adjunct Assistant
Professor.
- c. for promotion to Adjunct Professor:
Eighteen (18) semesters or sixty-nine(69)
teaching hours as Adjunct Associate
Professor.
- d. for promotion to Professional Assistant P2:
Four (4) years as Professional Assistant P1.

Employment during the fall and spring semesters and, effective September 1, 1980, regular summer sessions only shall count toward the above semester and teaching-hour minimums. Adjunct promotions shall only be considered for September 1. Adjunct promotion shall be announced by June 1.

- 4. The following guidelines for advancement on the adjunct salary schedule shall apply to an adjunct faculty member teaching outside of his/her primary discipline (e.g., in a secondary discipline such as CS 15). In order to be considered and recommended for progression from his/her present level, the adjunct faculty member shall have completed service at the College in his/her present rank/level for the following number of semesters with the accumulation of the following number of teaching hours in both the primary and secondary discipline courses.
 - a. for advancement to Level 2:
Ten (10) semesters and thirty-nine (39)
teaching hours at Level 1
 - b. for advancement to Level 3:
Fourteen (14) semesters or fifty-four teaching
hours at Level 2.
 - c. for advancement to Level 4:
Eighteen (18) semesters or sixty-nine (69)
teaching hours at Level 3
- 5. The College will inform adjuncts upon meeting the time in rank eligibility requirements of (F)(3) above. An adjunct faculty member may then request to be considered for promotion by submitting a two page

application form, the first page of which consists of background information and academic credentials, and the second page of which consists of their statement in support.

G. Work Year.

1. Unless prevented by prior commitments which make them physically unavailable, all faculty members on ten (10) month appointment shall be available for emergency meetings of academic committees or emergency consultations of an academic nature during the work year, exclusive of holidays and recess period in the Academic Calendar. However, if an individual has no assignments or responsibilities on a particular day, he/she need not be present on the campus on that date.
2. Classroom faculty shall be available to report to work on the Monday of the week in which September 1 falls. In such years when the work year begins before September 1, there will be no additional days of required attendance for classroom faculty in the fall semester. The work year ends on June 30.
3. The work year for librarians and counselors is defined in Article IV, A, 8.
4. The work year for specialists and professional assistants is defined in Article IV, A, 15, 16, 17.
5. The work year for coordinators of the skills centers and the cooperative education program is defined in Article IV, A, 12.
6. The work year for coordinators of instructional technology, curriculum development and instruction design is defined in Article IV, A, 13.

H. Status of Administrative Officers. Any faculty member holding academic rank, who assumes administrative duties, may subsequently return to teaching when a vacancy exists in his/her department or area, and he/she shall resume all rights and privileges that he/she would have had if he/she had continued in teaching status without interruption. Continuing appointment acquired during the academic appointment shall remain in effect if and while such faculty member assumes an administrative position and vice versa. The provisions of Article IV, M and Article VII, F apply to determination of rank and seniority provisions.