



AGREEMENT

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

AND

FACULTY ASSOCIATION

FOR

July 1, 2014 – June 30, 2017

Year 1 of 3-Year Contract

■ TABLE OF CONTENTS ■

	<u>Page</u>
PREAMBLE	13
ARTICLE 1: AGREEMENT	14
1.A. Binding Agreement	14
1.B. Prevail	14
ARTICLE 2: TERM OF AGREEMENT	15
2.A. Effective Dates	15
2.B. Reopeners	15
ARTICLE 3: RECOGNITION	16
3.A. Representative	16
3.B. Included in the Unit	16
3.C. Excluded from the Unit	16
3.D. Agreement	16
3.E. Changes In Title	16
3.F. Designated Representatives	16
3.G. Disputes	16
ARTICLE 4: INFORMATION	17
4.A. Budget	17
4.B. Unit Members	17
4.C. Request for Information	17
4.D. Implementation	17
ARTICLE 5: RIGHTS OF ASSOCIATION AND MEMBERS	18
5.A. Definition	18
5.B. Faculty Association Membership	18
5.C. Denial of Rights	18
5.D. Use of Services	18
5.E. Office Space	18
5.F. Disputes	18
ARTICLE 6: DUES AND PAYROLL DEDUCTIONS	19
6.A. Agency Fees	19
6.B. Payroll Deductions	19
ARTICLE 7: SALARIES	20
7.A. Adjustments	20
7.B. Adjunct Faculty Office Hours	20
7.C. Adjunct Parity	20
ARTICLE 8: CONTRACT EMPLOYEE BENEFITS	21
8.A. District Program	21
8.B. District Contribution	21
8.C. Excess	21
8.D. Eligibility	21
8.E. Retiree Benefits	22

Page

	8.E.1.	Vesting and Eligibility	22
	8.E.2.	Benefits Provided	22
	8.E.3.	Medicare Exception	22
	8.E.4.	Service Year Definition	22
	8.E.5.	District Contribution	23
	8.E.6.	Termination of Employment	23
	8.E.7.	Coverage Limits	23
	8.E.8.	Dependents	23
	8.E.9.	Dental Benefits	23
	8.F.	Health and Welfare – Adjunct Faculty	23
	8.F.1.	Contribution	23
	8.F.2.	Eligibility	23
	8.F.3.	Application	24
	8.F.4.	Annual Funding Pool	24
	8.F.5.	Minimum Load Requirements	24
	8.F.6.	Priority	24
	8.F.7.	Flexible Spending Accounts	25
	8.F.8.	Direct Deposit	25
	8.F.9.	Disclaimer	25
	8.F.10.	Health Services Access for Adjunct Faculty	25
	8.F.11.	Dental Coverage	25
	8.G.	Professional Development	25
	8.H.	Faculty Inquiry	25
ARTICLE 9:	CALENDAR		26
	9.A.	Approval	26
	9.B.	Fall Term	26
	9.C.	Completion of Assignment	26
	9.D.	Extension of Terms	26
ARTICLE 10:	WORK LOAD		27
	10.A.	Annual Work Load	27
	10.A.1.	Assigned Hours per week	27
	10.A.2.	Requirement for Service to the College	27
	10.A.3.	Partial Contract	27
	10.A.4.	67% Load Limit	28
	10.A.5.	Adjunct Faculty Assignments	28
	10.B.	Office Hours	28
	10.B.1.	Distance Learning	28
	10.B.2.	Schedule and Location	29
	10.B.3.	Partial Contract	29
	10.C.	Office Hours Obligation	29
	10.D.	Time of Assignments	29
	10.E.	Adjunct Professor	29

	<u>Page</u>
10.F. Class Time	29
10.G. Professor Load and Compensation	29
10.G.1. Lecture Hour Equivalents (LHE)	29
10.G.2. Meeting Contract Load	29
10.G.3. Calculating Load	29
10.G.4. Overload	29
10.G.5. Laboratory Courses	29
10.G.6. Double Ticket Sections	29
10.G.7. Equivalent Loads	29
10.G.8. Instructional Specialists, DSPS	32
10.G.9. Counselor	32
10.G.10. Librarian	32
10.H. Required Work Days	33
10.H.1. Teaching Faculty	33
10.H.2. Noncredit Faculty	33
10.H.3. Counselors, Instructional Specialists, and Librarians	33
10.H.4. Faculty Previously Designated as 11 or 12 month Employees	33
10.H.5. Meeting the Contractual Obligation	34
10.I. Flex Days	34
10.J. 12-Month Term of Employment	34
10.K. Preparations	34
10.L. Overload Assignments	34
10.L.1. Reassignment Rights	35
10.M. Department Chairs	35
10.M.1. Department Chair Assignments	35
10.M.2. Department Chair Term	35
10.M.3. Department Chair Election Procedure	36
10.M.4. Summer/Winter Intersession	36
10.M.5. Selection of an Alternate	37
10.N. Faculty Reassigned Time Expectancies	37
10.N.1. Appointments	37
10.O. Work Experience	38
10.O.1. Compensation and Load	38
10.O.2. Faculty Responsibilities	38
10.P. Overload and Extra Pay Assignments	38
10.P.1. Maximum	38
10.P.2. Exceptions	38
10.P.3. Performance	38
10.P.4. Intersession Load Limits	38
10.P.5. Stipend Conversion	39

	10.P.6.	Four-Day Work Week	39
10.Q.		Adjunct Faculty Rehire Rights	39
	10.Q.1.	Exceptions	39
	10.Q.2.	Suspension of Rehire Rights	39
	10.Q.3.	Retired Faculty Right	40
	10.Q.4.	Priority	40
	10.Q.5.	Multiple Offerings	40
	10.R.	Adjunct Faculty Participation in Departments	40
	10.S.	Classified Employees as Adjunct Faculty	40
	10.T.	Service Credit Calculations for Adjunct Faculty	40
ARTICLE 11:	FACULTY INTERNSHIP PROGRAM		42
	11.A.	Explanation	42
	11.B.	Qualifications	42
	11.B.1.	Disciplines Requiring Master's Degree	42
	11.B.2.	Disciplines Not Requiring Master's Degree	42
	11.B.3.	Minimum Qualifications	42
	11.B.4.	Selection	42
	11.C.	Use of Term	42
	11.D.	Limitations for Faculty Internship Assignment	42
	11.E.	Supervision	43
	11.F.	Compensation	43
	11.G.	Evaluation	43
ARTICLE 12:	INTERDEPARTMENTAL TRANSFERS		44
	12.A.	Explanation	44
	12.A.1.	Procedures for Requesting Interdepartmental Transfers	44
ARTICLE 13:	DISTANCE LEARNING		45
	13.A.	Distance Learning Faculty Responsibilities	45
	13.A.1.	Regular and Effective Contract	45
	13.A.2.	Dropping Students	45
	13.B.	Assignment, Workload, and Use of Developed Materials	45
	13.B.1.	Voluntary	45
	13.B.2.	Approval	45
	13.B.3.	Load	45
	13.B.4.	Right of First Refusal	45
	13.B.5.	Sharing Material	45
	13.B.6.	Maximum Distance Learning Workload	45
	13.B.7.	Virtual Office Hours	46
	13.B.8.	Traditional Offerings	46
	13.B.9.	Class Size for Distance Learning Classes	46
ARTICLE 14:	CLASS SIZE		47
	14.A.	Class Size Guidelines	47
	14.B.	Class Size Committee	47
	14.C.	Class Size Limits	47

	Page
ARTICLE 15: LAB PARITY	48
15.A. Teaching Lab Definition	48
15.B. Lab Parity Committee	48
15.C. Approval	48
ARTICLE 16: LEAVES OF ABSENCE	49
16.A. General Provisions	49
16.A.1. Authorized Leaves	49
16.A.2. Unauthorized Leaves	49
16.A.3. Calculation of Sick Leave	49
16.A.4. Entitlements While on Leave	49
16.A.5. Substitute Pay	49
16.B. Sick Leave (Absence for Illness, Injury or Quarantine)	49
16.B.1. Provision	49
16.B.2. Unused Sick Leave	49
16.B.3. Rate of Accrual	50
16.B.4. Definition	50
16.B.5. Partial Regular Contract	50
16.B.6. Adjunct Faculty	50
16.B.7. Absence Covered by Accumulated Sick Leave	50
16.H.2. Verification Where did five pages go?	55
16.H.3. Fees Payable	55
16.I. Legislative Leave	55
16.I.1. Provision	55
16.I.2. Return to Duty	55
16.J. Professional Development Leave	55
16.J.1. Provision	55
16.J.2. Uses of Professional Development Leave	55
16.J.3. Unpaid Professional Development Leave	55
16.J.4. Processing Requests	56
16.K. Sabbatical Leave	56
16.K.1. Purpose	56
16.K.2. Application for Sabbatical Leave	56
16.K.3. Eligibility for Sabbatical Leave	57
16.K.4. Previous Leave Computation	57
16.K.5. Length of Sabbatical Leave	57
16.K.6. Application for Sabbatical Deadline	57
16.K.7. Recommendation	57
16.K.8. Process for Approval	57
16.K.9. Return of Application	58
16.K.10. Limits and Responsibilities While on Sabbatical Leave	58
16.K.11. Written Agreement	59

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	Page
16.K.12. Compensation	59
16.K.13. No Prejudice of Advancement	59
16.K.14. Effect on Retirement Status	59
16.K.15. Benefits While on Sabbatical Leave	59
16.K.16. Written Sabbatical Report	59
16.K.17. Physical Examination	60
16.K.18. Withdrawal of Sabbatical Application	60
16.K.19. Incomplete Sabbatical Leave	60
16.K.20. Service After Sabbatical Leave	60
16.L. Retraining Leave	60
16.L.1. Purpose of Retraining Leave	60
16.L.2. Length of Retraining Leave	60
16.L.3. Requests for Retraining Leave	60
16.L.4. Verification	61
16.L.5. Regular Service	61
16.M. Banking Leave	61
16.M.1. Definition	61
16.M.2. Restrictions	61
16.M.3. Approval to Bank	61
16.M.4. Maximum to Bank	61
16.M.5. Use of Banked Leave	61
16.M.6. Maximum Banked Leave	62
16.M.7. Use in Conjunction with Sabbatical Leave	62
16.M.8. Required Use of Banked Leave	62
16.M.9. Value of Banked Leave	62
16.M.10. Certification	62
16.M.11. Overload Assignment Availability	63
16.M.12. Eligibility for Banked Leave	63
16.N. Catastrophic Leave	63
16.N.1. Definition	63
16.N.2. Catastrophic Leave Bank	63
16.N.3. Catastrophic Leave Bank Committee	63
ARTICLE 17: SITE TRANSFERS	65
17.A. Definition of Site Transfer	65
17.B. Initiation of Site Transfer	65
17.C. Basis for Transfer	65
ARTICLE 18: FACULTY EVALUATION PROCEDURES AND PERSONNEL FILES	66
18.A. Definitions of Terms Used in Faculty Evaluation Procedures	66
18.A.1. Authorized Evaluators	66
18.A.2. Visitation Evaluation	66
18.A.3. Consultation	66

	Page
18.A.4. Evaluation	66
18.A.5. Evaluation Terms	66
18.A.6. Contract (Probationary) Faculty	67
18.A.7. Regular Tenured Faculty	67
18.A.8. Adjunct Faculty	67
18.A.9. Peer Faculty	67
18.A.10. Conference	67
18.B. Teaching Faculty Performance Expectancies	67
18.C. Special Assignments/Coaching Performance Expectancies	68
18.D. Counseling Faculty Performance Expectancies	69
18.E. Librarian Performance Expectancies	70
18.F. Department Chair Performance Expectancies	71
18.G. General Evaluation Principles and Procedures	72
18.H. Evaluation of Contract (Probationary) Faculty	73
18.H.1. Definitions	73
18.H.2. Procedures	75
18.H.3. First Contract Period – First Probationary Period	76
18.H.4. Second Contract Period – Second Probationary Year	77
18.H.5. Third Contract Period	78
18.H.6. Submission of Recommendation	78
18.H.7. Appeal Procedure	79
18.I. Evaluation of Regular Faculty	82
18.I.1. Evaluation Process	82
18.I.2. Special Evaluation Process	84
18.J. Evaluation of Department Chairpersons	84
18.J.1. Timeline	84
18.J.2. Responsibilities	84
18.K. Adjunct and Partial Contract Professors Evaluation	85
18.K.1. Responsibility	85
18.K.2. Evaluation Report	85
18.K.3. Evaluation Process	85
18.K.4. Classroom Visitation	86
18.K.5. Student Evaluations	86
18.K.6. Self-Evaluation and Yearly Report of Supplemental Hours	87
18.K.7. Summary of Evaluation	87
18.K.8. Exceptions	87
18.L. Surveillance	87
18.M. Non-Discrimination	87
18.N. Academic Freedom	88
18.O. Personnel Files	88
18.O.1. Maintenance	88
18.O.2. Inspection	88

	Page
18.O.3. Access	88
18.O.4. Materials	88
18.O.5. Derogatory Information	89
18.O.6. Student Complaints	89
18.O.7. Confidentiality	89
18.O.8. Access to Files	89
18.O.9. Right to Answer	89
ARTICLE 19: RETIREMENT	90
19.A. Retirement Incentive	90
19.A.1. Qualification	90
19.A.2. Definition	90
19.A.3. Application	90
ARTICLE 20: GRIEVANCE PROCEDURE	91
20.A. General Provisions	91
20.A.1. Definitions	91
20.A.2. Challenge of Change of Policies	91
20.A.3. Effort by Parties	91
20.A.4. Conformation of Grievant	91
20.A.5. Timeliness	91
20.A.6. Grievance meetings	91
20.A.7. Confidentiality	91
20.A.8. Closed Meetings	92
20.A.9. Separate File	92
20.A.10. Completion of Necessary Forms	92
20.A.11. Representation	92
20.A.12. Reprisals	92
20.A.13. Expenses	92
20.A.14. Restrictions	92
20.A.15. Presence and Representation	92
20.A.16. Grievance Against or Inaction by the Board of Trustees	92
20.A.17. Precedence	93
20.A.18. Processing Limitation	93
20.A.19. Adjustment of Grievance	93
20.A.20. State and Federal Law	93
20.A.21. Withdrawal	93
20.A.22. Working Day Definition	93
20.A.23. Settlement	93
20.A.24. Association Grievance	93
20.B. Grievance Procedures	93
20.B.1. Level One – Informal	93

	Page
20.B.2. Level Two – Mediation	94
20.B.3. Level Three – Vice President	94
20.B.4. Level Four – President	95
20.B.5. Level Five – Arbitration	95
20.B.6. Arbitrator’s Decision, Board Review	96
20.C. Judicial Action	96
ARTICLE 21: DISPUTE PROCESS	97
21.A. Objective	97
21.B. Definitions	97
21.B.1. Dispute	97
21.B.2. Professional Behavior	97
21.B.3. Disputant	97
21.B.4. Working Days	97
21.B.5. Communicate	97
21.B.6. Timelines	97
21.C. Dispute Procedure	97
21.C.1. Step One – Informal	97
21.C.2. Step Two – Mediation Hearing	98
21.C.3. Step Three – Formal	98
ARTICLE 22: FACULTY SERVICE AREAS	99
22.A. Purpose	99
22.B. Definition	99
22.C. Establishment	99
22.D. Minimum Qualifications	99
22.E. Competency Standard	99
ARTICLE 23: ORGANIZATIONAL SECURITY	100
23.A. Reassigned Time for Representatives	100
23.A.1. Reassigned Time for Full Negotiations	100
23.A.2. Reassigned Time for Re-opener Negotiations	100
23.A.3. Additional Reassigned Time	100
ARTICLE 24: PROVISIONS OF THE AGREEMENT	101
24.A. Severability	101
24.B. Conflicts	101
ARTICLE 25: EFFECT OF AGREEMENT	102
25.A. Entire Agreement	102
25.B. Subject Matter	102
25.C. Non-Covered Terms and Conditions	102
ARTICLE 26: MANAGEMENT RIGHTS	103
26.A. Rights	103
26.B. Inclusion	103

	Page
ARTICLE 27: HEALTH AND SAFETY	104
27.A. Safe Work Environment	104
27.B. Declared Emergencies	104
ARTICLE 28: INTELLECTUAL PROPERTY RIGHTS	105
28.A. Intellectual Property Rights	105
APPENDICES: Index	106
Appendix A: Salary Schedule for Unit Members on Contract	108
A.1. Effective Dates	108
A.2. Annual Rates for Salary Schedule	108
A.3. Column Definitions	108
A.4. Initial Placement on Salary Schedule	109
A.5. Service Increments	110
A.6. Professional Growth Increments	111
A.7. Earned Degrees	111
A.8. Column Crossover/Salary Advancement	111
A.9. Special Provision for Professors Teaching Under Vocational Qualifications	113
A.10 Work Experience	113
Appendix B: Department Chairs Remuneration/Reassigned Time	114
Appendix C: Faculty Overload and Other Than Contract Salary Rates	116
Appendix D: Athletic Coaches and Performing Arts Coaches Remuneration	119
Appendix E: Reassigned Time for Special Assignments	121
Appendix F: Continuing Education Professors Hourly Rates (now contained in Appendix C)	124
Appendix G: Faculty Contract Deadlines/Timelines	125
Appendix H: Evaluation Forms:	126
H.1.a. Peer Evaluation, Probationary Faculty	127
H.1.b. Peer Evaluation, Department Chair	129
H.2.a. Student Evaluation	131
H.2.b. Student Evaluation: ESL Classes	132
H.2.c. Student Evaluation: Librarian – Reference Interview	134
H.2.d. Student Evaluation: Counselor (Counseling Session)	135
H.2.e. Student Evaluation: Distance Learning Faculty	137
H.3. Portfolio Evaluation, Probationary Faculty	139
H.4.a. Classroom Visitation Evaluation	141
H.4.b. Counseling Visitation Evaluation	145
H.4.c. Classroom Visitation Evaluation: Distance Learning Faculty	147
H.5. Faculty Administrative Evaluation	150
H.6.a. Self Evaluation - Faculty	151
H.6.b. Self-Evaluation - Chair	152
H.7.a. Probationary Faculty Evaluation Summary	153
	Page

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H.7.b.	Recommendations and Prescriptives	155
H.7.c.	Summary: Response to Prescriptives	156
H.8.	Adjunct Faculty Summary Evaluation	157
H.9.	Regular Faculty Summary Evaluation	158
H.10.	Department Chair Evaluation Report (Administrative Evaluation)	159
H.11.	Service to the College	162
H.12.	Probationary Faculty Team Responsibilities	163
Other Forms:		
Appendix I: Reassigned Time		
I.a	Reassigned Time Expectancies	166
I.b	Reassigned Time Evaluation	167
Appendix J:	Documentation of Student Complaint	169
Appendix K:	Petition to Meet Faculty Contract Load Assignment During Winter Intersession	170
Appendix L:	Dispute Resolution	171
Appendix M:	M.1. Grievance – Level 2: Mediation	172
	M.2. Grievance – Level 3: Vice President	174
	M.3. Grievance – Level 4: President	175
Signature Page		176
Index		177

■ PREAMBLE ■

The following Agreement between the District and the Association is recorded in written form to meet the requirements of Government Code 3540, et seq., and, more specifically, wages, hours of employment and other terms and conditions of employment as defined therein. This Agreement is designed to provide for an equitable and peaceful procedure for the resolution of differences in accordance with the procedure specified herein, in order to establish and maintain the ongoing relationship between the District and the Association, and to encourage more efficient and progressive service in the public interest.

■ **ARTICLE 1: AGREEMENT** ■

1.A. Binding Agreement: This binding and bilateral Agreement made and entered into this 13th day of August 2014, by and

■ Faculty Contract ■ July 1, 2014 – June 30, 2017 ■

■ Page 14 ■

between the MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District," whose address is 1100 North Grand Avenue, Walnut, California 91789, and the MT. SAN ANTONIO COLLEGE FACULTY ASSOCIATION, INC., CTA/NEA, hereinafter referred to as the "Association," whose address is 1100 North Grand Avenue, Walnut, California 91789. The Association is an affiliate of the California Teachers Association and the National Education Association. Reference to "the parties" shall include both the District and the Association. This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the California Government Code.

- 1.B. Prevail: The parties agree that the specific provisions contained in this Agreement shall prevail over Board Policy, Administrative Procedures, District practices and procedures, and over State law to the extent permitted by State law.

■ ARTICLE 2: TERM OF AGREEMENT ■

- 2.A. Effective Dates: This Agreement shall be effective July 1, 2014, and shall remain in full force and effect through June

30, 2017. However, the terms and conditions of the current Agreement will remain in force until the ratification of a successor agreement. The parties agree to negotiate for a successor agreement on wages, hours, and other terms and conditions of employment. These negotiations shall begin no later than February 2015.

2.B. Reopeners:

2.B.1 The District and the Faculty Association are limited to reopen five (5) issues each (NOT Articles) in the contract every year.

2.B.2 Salary, benefits, and items mutually agreed to during the successor contract negotiations will not count toward the five (5) issue limit but will automatically be reopened in the Spring 2015.

■ **ARTICLE 3: RECOGNITION** ■

3.A. Representative: For the duration of this Agreement, the Board recognizes the Association as the exclusive representative for the following unit of employees, all of whom are recognized as professors.

▪ Faculty Contract ▪ July 1, 2014 – June 30, 2017 ▪

▪ Page 16 ▪

3.B. Included in the Unit:

Full-time Regular, Contract and Temporary Professors
Adjunct Credit and Noncredit Professors
Counselors
Librarians
Department Chairpersons
Instructional Specialists, Disabled Students Program & Services
Other Faculty on Reassigned Time

3.C. Excluded from the Unit: Excluded from the Association unit are substitute and summer and winter intersession professors not already members of the bargaining unit, other academic employees who are employed for less than a full term, classified employees, classified management positions, supervisory employees and confidential employees.

3.D. Agreement: The parties agree that this represents the appropriate unit, and that they will not seek by any means, including but not limited to any Public Employee Relations Board (PERB) proceedings, to amend or change in any way the unit described herein.

3.E. Changes in Title: When changes in title occur, the parties agree to consult together regarding any additions, deletions and/or corrections of titles of those certificated positions that are excluded or should be excluded from the bargaining unit. The parties further agree to make joint recommendations to PERB when they reach mutual agreement on unit changes. When parties cannot agree, unit changes will be submitted to PERB for resolution.

3.F. Designated Representatives: The parties agree to negotiate only with the designated representatives designated by each party.

3.G. Disputes: Disputes concerning this Article are not subject to the grievance procedure provided in this Agreement.

■ **ARTICLE 4: INFORMATION** ■

4.A. Budget: The District will provide the Association with a copy of the proposed Tentative Publication and Adopted Budgets as soon as available for distribution.

4. B. Unit Members: Names and job titles of all unit members shall be provided to the Association as soon as possible following the beginning of each academic year. Home addresses and home telephone numbers of unit members shall be provided to the Association for all members who authorize the release of such information.
- 4.C. Request for Information: Either the District or the Faculty Association may submit a request in writing specifying the information sought together with a statement of relevance. In such case, the other party shall respond within fifteen (15) working days by (1) providing the information or (2) indicating that it is unwilling to provide the information, or (3) indicating that it is willing to provide the information but will need additional time to comply with the request. In the latter case, the responding party will specify a date when it will provide the information and explain the nature of the difficulty of complying with the request in a timely manner.
- 4.D. Implementation: The District will provide any and all forms and information necessary to implement the various provisions of the contract.

■ **ARTICLE 5: RIGHTS OF ASSOCIATION AND MEMBERS** ■

- 5.A. Definition: Nothing in this Agreement shall be construed to deny or restrict to any unit member rights he/she may have under the Education Code of the State of California or other applicable State laws and regulations. The rights granted to unit members hereunder shall be deemed to be in addition to those provided elsewhere.

- 5.B. Faculty Association Membership: The parties recognize the right of unit members to join and participate in the legal activities of the Mt. San Antonio College Faculty Association, Inc., CTA/NEA, the exclusive representative of eligible certificated employees, and the alternative right of unit members not to join the Association and participate in such activities.
- 5.C. Denial of Rights: Nothing in this Agreement shall be construed to deny or restrict the rights of the Association as prescribed under Government Code Section 3543.1 as such rights have been implemented as of this date through appropriate policy or rule of the Board of Trustees or administrative directive.
- 5.D. Use of Services: The District shall allow the Faculty Association to use campus mail, e-mail, and telephone services, as well as printing services, on campus charged at the same rate as other college groups. The District shall not interfere with, censor, or examine Association communications as doing so is prohibited by EERA. All political mailings are excluded from this Agreement and shall be mailed and duplicated off campus at the Faculty Association's expense.
- 5.E. Office Space: The District shall grant the Faculty Association office space on campus from which to carry out its normal operations. The office space will include access to campus communications systems, a reception area, two offices, a workroom, and a conference room.
- 5.F. Disputes: Disputes concerning this Article are not subject to the grievance procedure provided in this Agreement.

■ ARTICLE 6: DUES AND PAYROLL DEDUCTIONS ■

- 6.A. Agency Fees: The District agrees to deduct agency fees, as required by SB 1960, from the pay of unit members who do not become members of the Association.

With respect to all sums deducted by the District for membership dues or agency fees, the District agrees to remit such

monies promptly to the California Teacher's Association. The District also agrees to provide the Association with an alphabetical list of unit members for whom such deductions have been made, and to indicate any changes in personnel from the list previously furnished.

The Association and the District agree to furnish to each other any information needed to fulfill the provisions of this Article.

- 6.B. Payroll Deductions: Upon written authorization from any unit member, the District shall deduct from the salary of the unit member and make proper remittance for not more than two tax sheltered annuities, two credit union deductions, and health and welfare plans mutually approved by the District and the Association.

■ **ARTICLE 7: SALARIES** ■

- 7.A. Adjustments: The District and the Faculty Association approved the following adjustments to salary, stipends, and benefits:

For 2014-15	1% or funded COLA, whichever is greater, on schedule, including Appendices
For 2015-16	Determined through reopeners

For 2016-17 Determined through reopeners

7.B. Adjunct Faculty Office Hours: Adjunct professors (except those on partial, post-retirement contracts) with teaching assignments shall be paid for one office hour per week for fall and spring terms at a rate of twenty-one dollars (\$21) per hour. The requirement of a set office hour is not necessary for these adjuncts. What is required is that the methods by which students shall have access to professors shall be included in the professor's syllabus. Whenever possible, full-time faculty will support adjunct faculty by sharing offices.

7.C. Adjunct Parity:

7.C.1. Parity will be defined as 85 percent (85%) of the work commitment of full-time credit faculty derived by apportioning the workload devoted to teaching, grading, preparing for classes, and holding office hours contained in the parties' Agreement (Article 10.A.).

7.C.2. Parity pay will be based on 85 percent (85%) of Column 3, Step 5 of the full-time credit faculty salary schedule (Appendix A). The hourly compensation level will then be determined by dividing the adjusted salary, which is 85% percent (85%) of Column 3, Step 5 of the full-time credit faculty salary schedule (Appendix A) by 525 (35 weeks x 15 hours of teaching per week, which is the minimum hours to equal one year's service credit). The computed hourly rate will be compared to the hourly rate for credit adjunct faculty at Column 3, Step 4 of the hourly "Professors Teaching Credit Courses," (Appendix C: Faculty Overload and Other Than Contract Salary Rates). At the point that the two hourly rates match, parity will be assumed. Note: The credit adjunct faculty office hours stipend amount (Article 7.C.) will be factored in as part of the parity pay.

7.C.3. Adjunct faculty parity will be recalculated annually by subtracting the difference between the 85 percent (85%) full-time credit faculty hourly rate derived by Column 3, Step 5 and the credit adjunct faculty hourly rate at Column 3, Step 4 to determine if parity has been achieved. If the State funds additional ongoing part-time faculty parity funds (OVER THE AMOUNT FUNDED IN 2001-02), and parity has not been achieved, these funds would be distributed as a percentage increase to all the tables in Appendix C.

■ **ARTICLE 8: CONTRACT EMPLOYEE BENEFITS** ■

8.A. District Program: The District shall provide life, hospital, medical, dental, and vision insurance selected from the following carriers:

CALPERS MAJOR MEDICAL HEALTH PLANS:

Currently including **BLUE SHIELD A+, PERS CARE, PERS CHOICE, PERS SELECT, BLUE SHIELD NET**

VALUE, KAISER VISION SERVICE PLAN

DELTACARE and DELTA DENTAL PPO PLAN

LIFE INSURANCE - \$75,000 (MetLife)

- 8.B. District Contribution: The annual District contribution toward the premiums (Section 8.A) for each eligible full-time unit member shall be as follows:

First contract year (2014-15): *11,000 per fiscal year, \$7,000 per fiscal year for unit members who opt out of a major medical health plan.

*If the college receives over cap growth money for 2013-14, 15% of that money will be used to provide a proportional contribution to full-time professors of up to a maximum of \$1,100 per fiscal year retroactive to July 1, 2014, \$7,000 per fiscal year for unit members who opt out of a major medical plan.

Second contract year (2015-16): Determined through reopeners.

Third contract year (2016-17): Determined through reopeners.

- 8.C. Excess: A unit member who selects an insurance plan that costs less than the total contribution may place such excess into an income protection plan, life insurance plan, or other District approved options as qualified under the Internal Revenue Code Section 125 Plan implemented by the District.

The unit member shall pay any amount in excess of the established District employee benefit contribution if he/she selects a premium option which results in costs in excess of the established District contribution.

- 8.D. Eligibility: A partial contract unit member who is a regular academic employee working fifty percent (50%) or 7.5 LHE per fall/spring term or more of all full-time position shall receive prorated benefits proportional to a full-time assignment. A part-time employee or regular academic employee working less than fifty percent (50%) or 7.5 LHE of a full-time position is excluded from the provision of this Article, except as otherwise specifically provided in this Article.

18.D.1. All employees who are eligible for a fringe benefit allocation shall be required to enroll at a minimum, in a single party major medical health plan, and dental, vision and life insurance from one of the District plans offered. The employee shall only receive a portion of District contribution, not to exceed the amount as stated in section 8.B.

18.D.2. Exception: Those full-time and partial contract faculty eligible for health benefits who can prove other comparable group health care coverage, may elect to decline coverage by the District. Any such faculty member shall be paid a maximum of \$7,000 per year; this contribution must be used to purchase dental, vision and life insurance. Any excess District contribution may be used for any purpose and shall be taxable to the employee. Once health benefits are declined, no change may be made during the benefit year unless authorized under CalPERS approved exceptions to open enrollment period elections. Any faculty member who declines coverage must provide proof of continuing health coverage under a group health care plan each year.

- 8.E. Retiree Benefits: [Applicable to Unit Members hired into Contract (Probationary) or Regular (Tenured) Position, or into a

Temporary Position Under Contract Continuously Until Retirement.]

8.E.1. Vesting and Eligibility: Unit members hired before January 1, 1996, who are eligible to retire with five (5) years or more of service credit with CalPERS or CalSTRS and their spouses or registered domestic partners of record shall continue to receive major medical health benefits during their lifetime, as provided by the District, except as noted in 8.E.7. below. Unit members hired after December 31, 1995, who have served the District for at least ten (10) years are eligible for benefits, but their spouse or registered domestic partner is not eligible for benefits.

8.E.2. Benefits Provided: Those eligible for benefits shall, upon retirement of the unit member, continue to receive group hospital and medical benefits as provided, except for the inclusion of the comprehensive changes in health insurance carriers and benefit plans that might result from future negotiations or agreements between parties and except as noted in 8.E.3. below.

8.E.3. Medicare Exception: Any retired unit member, his/her spouse, or his/her registered domestic partner who becomes eligible for Medicare must apply for Medicare Part A and B. The District will subsequently continue to pay for the full cost of the group hospital and medical insurance supplemental programs provided by the District.

A retiree who is personally not eligible for Medicare, and whose spouse and or registered domestic partner is not eligible for Medicare, shall continue to receive the group hospital and medical insurance programs provided by the District. If, any time after retirement, the non-Medicare eligible employee or spouse or registered domestic partner becomes Medicare eligible, he/she shall apply for Medicare, and the District shall continue to pay the full cost of the group hospital and medical insurance supplemental programs provided by the District.

8.E.4. Service Year Definition: For purposes of this Article, a year of service is defined below:

8.E.4.a. Service credit shall be granted for no less than one-half year.

8.E.4.b. A unit member must be in paid status for no less than fifty percent (50% or 15 annual LHE) of a full-time equivalent assignment for his/her respective position. Only contract and regular certificated paid status will be considered for this purpose.

8.E.5. District Contribution: Post-retirement District contributions will be made based upon rules and regulations of the medical benefits program in effect.

8.E.6. Termination of Employment: Retiree benefits shall not begin until retirement is declared and completed in accordance with the rules and regulations then in effect of the retirement system of which the retiree is a member and the medical benefits program then in effect.

8.E.7. Coverage Limits: Coverage under this Article is effective only during the lifetime of the unit member and, if covered, for his/her spouse or registered domestic partner of record enrolled in a District plan at the time of retirement from the District. Dissolution of a marriage or a registered domestic partnership disqualifies

coverage for the spouse or registered domestic partner of record as of the date of such dissolution. If the retiree remarries, the new spouse or registered domestic partner of record becomes eligible for benefits.

8.E.8. Dependents: Eligible dependents shall be permitted to remain in the group plan at the retiree's expense until the retiree's death or as otherwise allowed in accordance with the rules and regulations then in effect with the District's medical benefits program.

8.E.9. Dental Benefits: Upon retirement from the District, a retiree along with his/her spouse or registered domestic partner and his/her eligible dependents may select a dental insurance plan at the retiree's expense that mirrors the dental benefits plans for active employees. The retiree may select either to exhaust the 18 months of COBRA or go directly to the AB 528 rates offered through the District. If the retiree selects COBRA at the time of retirement, the District will send a notification letter to the retiree six months before COBRA benefits end to explain options available once COBRA is exhausted.

8.F. Health and Welfare – Adjunct Faculty:

8.F.1. Contribution: The District shall contribute a maximum of \$2,500 per fiscal year toward the medical insurance premiums for each eligible adjunct employee. The maximum annual pool available shall be \$250,000.

8.F.2. Eligibility: All adjunct faculty who qualify under the Affordable Care Act are considered eligible adjunct employees under section 8.F.1 and are not subject to the maximum annual pool limitation. Otherwise, to be eligible for this program, the employee:

- Must have served the District as an adjunct professor for a minimum of four (4) consecutive terms, not including summer/winter intersessions, prior to applying for the medical and/or HMO dental benefits described herein;
- Must not be receiving medical or dental insurance coverage through another employer, either directly or as a spouse, domestic partner or dependent; and
- Must comply with all requirements and procedures of the carrier for enrollment and maintenance of coverage.
- A break in service of greater than two (2) years will nullify eligibility.
- Credit adjunct faculty members must be scheduled to teach at least twenty percent (20% or 3 LHE) of a full-time load.
- Noncredit adjunct faculty members must be scheduled to teach at least six (6) hours per week for each primary term.

8.F.3. Application: The premiums shall be paid through a tax-free payroll deduction, with the District paying the first

two hundred fifty dollars (\$250) each month of coverage in a term, up to a maximum of five (5) months per term. The employee must enroll within four (4) weeks of the start of the employee's assignment in the fall or spring term of eligibility. If the enrollment deadline is not met, the eligible employee may apply for this benefit in the subsequent term. The employee may choose insurance for one party, two-party or family coverage, but the cost of the employee portion of the monthly premium must not exceed the employee's net pay at the time the coverage takes place. If at any time the employee's portion of the premium exceeds the employee's net pay, the employee must pay the District the total expected shortfall for the term within thirty (30) days of notification. Failure to make the required payment will result in termination of the coverage. Participation in this program shall not make the employee eligible for the District's Retiree Medical Program.

- 8.F.4. Annual Funding Pool: By the conclusion of the fiscal year, if there is a balance in the maximum annual pool, such balance shall be distributed equally among the employees participating in the adjunct employee medical program. The total annual benefit to an employee shall not exceed the actual cost of the annual medical care premium for employee-only coverage in the plan in which the employee is enrolled.
- 8.F.5. Minimum Load Requirements: The employee must meet the minimum load requirement each term to qualify for the programs described above. The parties agree that the District's primary responsibility regarding scheduling professors and classes is to best meet the needs of students and programs, and that this medical benefits program does not obligate the District to maintain any professor's load at any minimum level from one term to another.
- 8.F.6. Priority: In any given term or fiscal year, when the number of applicants for medical benefits is projected to result in a cost to the District that will exceed the funds available in the maximum annual pool, the applicant(s) with the earliest hire date as an adjunct professor will be given priority. "Hire date" as used herein means the term and year in which one first rendered paid service as an adjunct professor in the credit or noncredit instructional program of the District. If necessary, when individuals have the same hire date, priority shall be decided by lottery. The District shall not be required to accept applications beyond those covered by the maximum annual pool. No employee already approved and participating in the program in a given term will be "bumped" by this circumstance.
- 8.F.7. Flexible Spending Accounts: The District shall offer flexible spending accounts (FSA's) for medical, dental, vision and/or dependent care to adjunct and continuing education professors who have three (3) or more years of service and are working at least an average of 40% or 6 LHE of a full-time teaching load.
- 8.F.8. Direct Deposit: Direct deposit is available to both full-time and adjunct professors, unless they choose to have their paychecks mailed to their home address.
- 8.F.9. Disclaimer: The parties agree that the District shall not be held responsible for conditions imposed by regulatory agencies or insurance carriers that are beyond the control of the District.
- 8.F.10. Health Services Access for Adjunct Faculty: Adjunct faculty will have access to Student Health Services. The Adjunct Faculty Health and Welfare pool will pay for the services prior to redistribution to enrollees, in an annual amount not to exceed \$25,000 as long as the total amount allocated does not exceed \$250,000 as

outlined in Article F.1.

8.F.11. Dental Coverage: Adjunct faculty eligible for insurance as listed in 8.F.2 may choose to participate in an HMO group dental plan through the College at the cost to the faculty member.

8.G. Professional Development: The District will allocate an amount equal to \$200 for each full-time unit member to be used for professional conferences and travel. The funds will be allocated to Division budgets and will be accessed by request by unit members, per provisions cited under 16.J.1. Unit members may assign their allocated funds for use by other members within a division. Additional funding for conference and travel may be available through Professional and Organizational Development.

8.H. Faculty Inquiry: The District agrees to allocate \$45,000 in 2014-15 and 2015-16 for a pilot program to fund Faculty Inquiry projects. The funds will be allocated to Professional and Organizational Development and will be accessed by request by unit members, teams of unit members, or departments through a process recommended by the Faculty Professional Development Council and approved by the Vice President of Instruction and the Vice President of Student Services. A review of the process by a jointly appointed task force will occur during the fall of 2015 and based on that review, a recommendation will be made to the negotiation teams for 2016-17 reopener negotiations.

■ ARTICLE 9: CALENDAR ■

- 9.A. Approval: The final adopted calendar(s) shall be subject to the approval of the Association and the District. The parties shall make every reasonable effort to complete this process by January of the year prior to implementation of the proposed academic calendar.
- 9.B. Fall Term: The fall term of the College calendar shall begin early enough to allow the fall term to end in December, before winter recess.
- 9.C. Completion of Assignment: In accordance with Article 10 – Work Hours, contract and regular faculty members must complete their annual faculty assignment within the terms of the academic year.
- 9.D. Extension of Terms: The District, at its discretion, may extend the term calendars to meet the needs and/or requirements for special programs (e.g., Respiratory Therapy, Mental Health, and Nursing).

■ ARTICLE 10: WORKLOAD ■

10.A. Annual Workload: The annual workload for full-time faculty is based on a 40-hour work week. The annual workload for 10-month faculty includes 30 Lecture Hour Equivalents (LHE), 120 student office hours, and 192 supplemental hours, or the hourly equivalents for counselors, librarians, noncredit professors, and instructional specialists. Weekly expectations for credit teaching professors include 15 LHE of teaching, 15 hours of preparation and evaluation of student work, four (4) student office hours, and an average of six (6) hours of service to the college and/or the equivalent for librarians, counselors, noncredit professors, and instructional specialists.

Fulfillment of the teaching assignment and office hours must be on campus or at other assigned locations and may be met by a minimum of two (2) hours per day for a minimum of three (3) days, but not more than five (5) days, for each week of the adopted calendar. This assignment may be met on Saturdays or Sundays by mutual consent of the unit member and District designee. Unit members who are assigned evening classes as a part of their regular load will not be assigned a class prior to 10:00 a.m. the following day unless mutually agreed upon by the faculty member and his or her division dean. The annual work load is exclusive of overload and other extra pay assignments.

10.A.1. Assigned Hours per week:

Credit Professors – Assigned teaching plus student office hours

Noncredit Professors – 36 hours

Counselors – 32 hours

Librarians – 35 hours

Instructional Specialists, Disabled Students Programs and Services – 32 hours

10.A.2. Requirement for Service to the College: Assigned weeks for unit members teaching 30 LHE and 36 LHE shall include six (6) service hours weekly (for teaching faculty), eight (8) service hours weekly for counselors, and five (5) service hours weekly for librarians. This requirement shall include attendance at department meetings (to average at a minimum one-half hour per week), participation at College commencement, and review and maintenance of existing curriculum. Faculty with reassigned time or partial teaching assignments shall adjust their service hour requirement proportionate to their classroom teaching load.

Excluding the aforementioned requirements, it is up to each faculty member to select activities that satisfy his or her contractual obligation for service to the College. These activities, which are listed in H.11., must be directly related to the unit members' assignment or bring a benefit to the College. If the administrator has cause to believe that a unit member is not fulfilling his or her service hours, the administrator may require the unit member to provide additional information on the H.11 form.

10.A.3. Partial Contract: Faculty on partial contract shall be on campus and responsible for the same duties for periods of time prorated according to the proportion of contract held. These provisions shall not apply to adjunct faculty.

10.A.4. 67% Load Limit: No adjunct teaching faculty should be assigned a load greater than sixty-seven percent (67%) unless otherwise approved in advance by the appropriate dean and vice president. Since teaching faculty on a

10-month contract work a total of 30 LHE annually or 15 LHE per term, the maximum LHE per term for teaching faculty should be 10 LHE. Adjunct clinical nursing faculty shall be assigned in alignment with current legislation governing load limits for those faculty.

10.A.4.a. Adjunct Counselors and Instructional Specialists: No adjunct counselor or instructional specialist should be assigned a load greater than sixty-seven percent (67%) unless otherwise approved in advance by the appropriate dean and vice president. Since counselors and instructional specialists on an 11-month contract work 33 LHE annually for a total of 1248 basic assignment hours, the maximum LHE and basic assignment hours for adjunct counselors and instructional specialists should not exceed 22.11 LHE or 836 hours annually. Any teaching assignment must be deducted from the annual allowable LHE for adjunct counselors and instructional specialists. For scheduling purposes, counselors may be scheduled 11.05 LHE (half of the total 22.11 LHE annually) per summer/fall or winter/spring which is equivalent to 418 hours. (33 LHE = 1248 basic assignment hours; 1 LHE = 37.8 hours; 67% of 33 LHE = 22.11 LHE; 67% of 1248 hours = 836 hours (10.G.7.a)).

10.A.4.b. Adjunct Librarians: No adjunct librarian should be assigned a load greater than sixty-seven percent (67%) unless otherwise approved in advance by the appropriate dean and vice president. Since librarians on a 12month contract work 36 LHE annually for a total of 1,498 basic assignment hours, the maximum LHE and basic assignment hours for librarians should not exceed 24.12 LHE or 1004 hours annually. Any teaching assignment must be deducted from the annual allowable LHE for adjunct librarians. (36 LHE = 1498 basic assignment hours; 1 LHE = 41.4 hours; 67% of 36 LHE = 1004 hours (10.G.7.b.)).

10.A.5. Adjunct Faculty Assignments: Department chairs (or designee) shall provide their current adjunct professors with a written document requesting each adjunct professor's availability and class assignment preferences for the next planned term/intersession. This document shall be sent early enough so as to allow at least two (2) weeks for its return and so as to permit current adjunct faculty to receive their assignment in time to print the results in the class schedule. However, each department retains the right to assign classes to adjunct faculty in situations where there are last minute or short-notice class changes.

10.B. Office Hours: Office hours are held for the purpose of assisting students. Each unit member who is a full-time classroom credit professor shall devote four (4) regularly scheduled student office hours per assigned week. Each full time member with a teaching load shall have student office hours. Faculty with reassigned time or partial teaching assignments shall adjust their office hours proportionate to their classroom teaching load (rounded to the nearest half hour).

10.B.1. Distance Learning: Faculty teaching distance learning classes shall offer virtual office hours as per Article 13.B.7.

10.B.2. Schedule and Location: Office hours may be scheduled at any time beginning 1/2 hour before or 1/2 hour after the College teaching day. The College teaching day begins when the first classes begin and ends when the last classes of the day end. Office hours may be held in locations that best meet student needs. Office hours scheduled in locations other than faculty offices should be clearly posted on office doors. If a consistent

alternative location is scheduled for an office hour, this location should be designated on syllabi and reported to division offices. Any changes in office hours will be coordinated with the division office and communicated to students. In the event an office hour is cancelled due to illness or unforeseen or extenuating circumstances, the office hour may be rescheduled subject to approval by the appropriate dean or administrator. The rescheduled office hour must take place within the same week as the missed office hour. Should the missed office hour be rescheduled, no deduction to the professor's sick leave balance, as per Article 16.A.3. related to the missed office hour, shall occur.

10.B.3. Partial Contract: Partial contract faculty shall maintain such office hours proportionate to their classroom teaching load.

10.C. Office Hours Obligation: The following chart indicates the 'student office hour' obligation for full-time faculty (counselors and librarians included). Please note that department chairs are required to schedule hours that would have been spent teaching on campus for the purpose of providing service to students, adjunct and full-time faculty and staff.

Contract teaching load (in LHE)	Student Office Hour Obligation
1.5	0.5 hour
3.0	1.0 hour
4.5	1.0 hour
6.0	1.5 hours
7.5	2.0 hours
9.0	2.5 hours
10.5	3.0 hours
12.0	3.0 hours
13.5	3.5 hours
15.0	4.0 hours

Unit members on partial contract shall maintain such office hours as are a pro-ration of contract held.

10.D. Time of Assignments: When necessary due to the uncertainties in enrollment, unit members may be assigned for service at any time during the regular day or evening schedule. Such evening assignments will be made so there is a minimum of inconvenience to unit members and to keep such assignments within the normal teaching load.

10.E. Adjunct Professors: Deans shall make every effort to provide space/equipment for adjunct professors to meet with students and to conduct other teaching and/or College activities.

10.F. Class Time: Unless there are extenuating circumstances, classroom professors shall be at assigned teaching locations ready to conduct class prior to the scheduled time for the beginning of each class, and shall not, without authorization, dismiss any class before the scheduled time of adjournment.

10.G. Professor Load and Compensation:

10.G.1. Lecture Hour Equivalents (LHE): A full-time load for an academic year is defined as 30 LHE. For credit professors, one LHE is one lecture hour per week for one term. Thus, 15 lecture hours (or lecture equivalent hours) per week for two terms constitutes a full load.

10.G.2. Meeting Contract Load: Contract load may be met during fall and spring terms; up to 3 LHE assigned during winter intersession may be applied toward fall term load, and up to 6 LHE assigned during winter intersession may be applied to spring term load. Faculty who elect to meet a portion of contract load during the winter intersession may teach a maximum of 10 LHE for the intersession, with any portion of the load not assigned to contract designated as overload to be paid at the appropriate hourly rate. Faculty who do not elect to meet a portion of contract during the winter intersession may teach a maximum of 10 LHE for the term to be compensated at the overload hourly rate (Appendix C).

10.G.3. Calculating Load: A unit member's load shall be determined by adding lecture hours plus the product of the appropriate load factor times other teaching hours in the assignment.

10.G.4. Overload: If a unit member's load exceeds the 30 annual LHE, as an extension of his/her regular assignment, the unit member shall be compensated at 18 times the appropriate hourly rate shown in Appendix C for each excess LHE. Contractual overload shall be compensated according to Appendix C.

10.G.5. Laboratory Courses:

- Teaching Labs: Laboratory classes having established lab parity shall be classified as "teaching labs" and shall be equivalent to lecture classes.
- The load factor for laboratory courses is maintained at 0.750.

10.G.6. Double Ticket Sections: Double ticket sections that result in a class with twice the class limit indicated in the official course outline shall be compensated with a 25% increased load factor. Thus, a 3 LHE class taught as a double ticket class will result in a 3.75 LHE for the unit member. In the Technology and Health Division, whenever two or more lecture sections of the same course with an aggregate course limit that is equal to or exceeds 48 are offered at the same time and are taught by an individual faculty member, the faculty member shall receive a 25% increase in load for the lecture portion of the course.

10.G.7. Equivalent Loads:

10.G.7.a. Counselor and Instructional Specialist load shall be calculated by adding the assigned teaching LHE (if any) plus the number of counseling hours divided by 37.8 (1 LHE = 37.8 hours of counseling.) Counselors and Instructional Specialists on an 11-month contract shall work a total of 1,248 Basic Assignment Hours as per Article 10.H.2. (1,248/33 LHE = 37.8 hours/LHE.)

10.G.7.b. The Librarian load shall be calculated by adding the assigned teaching LHE (if any) plus the number of librarian hours divided by 41.4 (1 LHE = 41.4 hours of librarian work). Librarians on an 11-month contract shall work a total of 1,365 Basic Assignment Hours as per Article 10.H.2. (1,365 hours/33 LHE = 41.4 hours/LHE). Librarians on a 12-month contract shall work a total of 1,498 Basic Assignment Hours.

- 10.G.7.c. The Noncredit Professor load shall be calculated by multiplying 5/12 times the noncredit class hours. Thus, 36 noncredit class hours per week are equivalent to 15 LHE. The noncredit professor load shall be calculated by adding the assigned teaching LHE plus the number of service hours divided by 38.4 (1 LHE = 38.4 hours of noncredit service). Noncredit professors on a 10-month contract shall work a total of 1,152 Basic Assignment Hours as per Article 10.H.2. (1,152/30 LHE = 38.4 hours/LHE). Fulltime noncredit professors will teach at least one class during each primary term but not more than 30 lecture hours of teaching per week to provide time for office hours, curriculum development, preparation, and other appropriate duties. Office hours will be included in hours of service to the college.

Lecture Hours of Teaching	Hours of Service to the College
30	10
29	11
28	12
27	13
26	14
25	15
24	16
23	17
22	18
21	19
20	20
19	21
18	22
17	23
16	24
15	25
14	26
13	27
12	28
11	29
10	30
9	31
8	32
7	33
6	34
5	35
4	36
3	37
2	38
1	39

- 10.G.8. Instructional Specialist, DSPS: Each unit member who is a full-time Instructional Specialist, Disabled Student Programs and Services shall devote the Basic Assignment Hours and the Hours of Service to the College as listed

in Article 10.A.1-2. If an instructional specialist serves on a committee which meets during his/her Basic Assignment Hours, that time is included in Basic Assignment Hours. If the committee meetings fall outside Basic Assignment Hours, that time is included in Hours of Service to the College. These hours are exclusive of overload or extra pay assignments. The immediate administrator shall schedule assignments following discussion with each instructional specialist. Insofar as possible, hours of duty within the program shall be distributed equitably among those unit members assigned to the program.

- 10.G.9. Counselor: Each unit member who is a full-time counselor who does not have a teaching assignment shall devote the Basic Assignment Hours and the Hours of Service to the College as listed in Article 10.A.1-2. If a counselor serves on a committee which meets during his/her Basic Assignment Hours, that time is included in Basic Assignment Hours. If the committee meetings fall outside Basic Assignment Hours, that time is included in Hours of Service to the College. These hours are exclusive of overload or extra pay assignments. With the approval of the immediate administrator, counselors may have a schedule with variable hours each week. The immediate administrator shall schedule work hours following discussion with each member of the department. Insofar as possible, hours assigned to teaching responsibilities within the department shall be distributed equitably among department members.

<u>Lecture Hours of Teaching</u>	<u>Hours of Counseling</u>	<u>Basic Hours</u>	<u>Service to the College Hours</u>
0	32	32	8
1	30	31	9
2	28	30	10
3	26	29	11
4	24	28	12
5	22	27	13
6	20	26	14
7	18	25	15
8	16	24	16
9	14	23	17
10	12	22	18

Full-time counselors assigned to the general counseling program will have the option of teaching at least one class during any fall or spring term although a teaching assignment is not mandated. Counselors assigned to special programs, including DSP&S and EOPS, are not guaranteed teaching assignments in the general counseling program; however, these counselors may be given teaching assignments in the general counseling program when available.

- 10.G.10 Librarian: Each unit member who is a full-time librarian and who does not have a teaching assignment shall devote the Basic Assignment Hours and the Service to the College Hours as listed in Article 10.A.1-2. If a librarian serves on a committee which meets during his/her Basic Assignment Hours, that time is included in Basic Assignment Hours. If the committee meetings fall outside Basic Assignment Hours, that time is included in Hours of Service to the College. These hours are exclusive of overload or extra pay assignments. The immediate administrator shall schedule work hours following discussion with each librarian. Insofar as possible, hours assigned to teaching responsibilities within the department shall be distributed equitably among department members.

<u>Lecture Hours of Teaching</u>	<u>Hours of Librarians</u>	<u>Basic Hours</u>	<u>Hours of Service to the College</u>
0	35	35	5
1	33	34	6
2	31	33	7
3	29	32	8
4	27	31	9
5	25	30	10
6	23	29	11
7	21	28	12
8	19	27	13
9	17	26	14
10	15	25	15

10.H. Required Work Days: The number of required work days for each academic year shall be as follows:

10.H.1. Credit Teaching Faculty:

10.H.1.a. 175 work days with required teaching load of 30 LHE plus hours of service to the college.

10.H.1.b. 210 work days with a required teaching load of 36 LHE plus hours of service to the college to be designated only for faculty in instructional programs with a mandated 12-month program. This assignment is limited to faculty in respiratory therapy, radiologic technology, and the paramedic/EMS programs.

10.H.2. Noncredit Faculty:

10.H.2.a. 175 work days with required load of 30 LHE plus hours of service to the college.

10.H.3. Counselors, Instructional Specialists, and Librarians: 195 work days with hours of service to the college. Counselors and Instructional Specialists on an 11-month contract shall work a total of 1,248 Basic Assignment Hours; Librarians on an 11-month contract shall have a required assignment of 1,365 Basic Assignment Hours. For LHE equivalents refer to Article 10.G.9.

10.H.4. Faculty Previously Designated as 11- or 12-month Employees: Any full-time faculty member serving as a current employee under the previously designated 11- or 12-month contracts shall be covered until separation/retirement from the District, under the Agreement between the Mt. San Antonio Community College District and the Faculty Association for July 1, 2005 – June 30, 2008, Revised July 2007, sections 10.H.2. (11-Calendar Month Employees) and 10.H.3. (12-Calendar Month Employees). Agricultural Science professors on an 11-month contract shall work an additional 22 days beyond the number of required work days for 10-month College employees (or 197 days). Agricultural Science professors on a 12-month contract shall work an additional 44 days beyond the number of required work days for 10-month College employees (or 219 days). Counselors on a 12-month contract shall work a total of 1,370 Basic Assignment hours. Librarians on a 12-month contract shall work a total of 1,498 Basic Assignment Hours. All full-time faculty serving under 11- or 12- month contracts will submit a calendar to their immediate manager, by July 1 of each academic year, designating the additional days/hours.

Full time faculty with 12-month contracts (214 days) who teach in fire technology, respiratory therapy, radiologic technology, and paramedic/EMS programs will have a contract load obligation of 36 LHE.

10.H.5. Meeting the Contractual Obligation: The contractual obligation may be met at any time during the period from July 1 through the end of the individual's contract year; exceptions must be mutually agreed upon between the faculty member and division dean prior to implementation.

10.I. Flex Days: Two (2) of the required work days of each academic year shall be designated as flex (flexible) days for the purpose of staff development activities. The first day will be designated on the College calendar as the last Friday before the start of fall term classes. The second flex day shall occur on the last Friday before the start of spring term classes. The District will designate one (1) of these days as a mandatory day of participation by all full-time faculty in a planned Department/Division activity. This designation must be made prior to the first week of the previous year's winter intersession. The second day will be deemed a floating flex day and may be met at any time other than Basic Assignment Hours during the period of July 1 through the end of the individual's contract year and shall be accounted for by self-certification from all full-time faculty within two (2) weeks of the end of the spring term. The self-certification form will be available online. The form should be completed online and submitted electronically to Human Resources. Failure to submit the form within two (2) weeks of the last day of the spring term will result in a deduction of one (1) day from the first regular pay warrant issued for the fall term. The President may call a mandatory general faculty meeting at the required flex day not to exceed two (2) hours on the Department/Division Flex Day with notification of not less than one month prior to the required flex time. The time allocated for the general meeting shall be reduced from the required flex time. Each flex day requires at least six (6) hours of staff development activities.

10.J. 12-Month Term of Employment: Unless mutually agreed to the contrary between the unit member and the District, twelve month unit members as of the date of signing this Agreement shall not have the term of their employment reduced during the term of this Agreement.

10.K. Preparations: No more than three (3) preparations per professor per term shall be the goal of the District and the Association. If more than three (3) preparations are necessary to meet particular needs of students or to meet the unique needs of a department, such additional preparations will only be assigned by the appropriate administrator following discussion with all affected members of the department. When such additional preparations are necessary, they shall be distributed equitably among department members.

10.L. Overload Assignments: Any offering of the District which is appropriate to an established department shall be made known to all full-time faculty within such department before scheduling the courses, and all qualified full-time faculty within the department shall have an equal opportunity for overload assignments. All overload and contract load assignments shall be made to full-time faculty prior to the scheduling of the adjunct faculty.

10.L.1 Reassignment Rights:

10.L.1.a. Regular faculty who have one or more overload courses cancelled have the right to displace adjunct faculty without rehire rights up until the Friday before the first day of the term to replace the lost LHE for one of those courses. The day, time, and room location of the class shall not change.

10.L.1.b. Adjunct faculty with rehire rights who have an assignment of one class, and that class is cancelled have a right to displace adjunct faculty without rehire rights up until the Friday before the first day of the term to replace the lost LHE. Adjunct faculty with more than one class who have all of their classes cancelled have a right to displace adjunct faculty without rehire rights up until the Friday before the first day of the term for one class only. The day, time, and room location of the class shall not change.

10.L.1.c. Regular faculty may not displace adjunct faculty after the first day of the term except as necessary to meet contract load.

10.M. Department Chairs:

10.M.1. Department Chair Assignments: Department chairs shall receive remuneration, per Appendix B. Hours that would have been spent teaching will be required on campus, per a schedule approved by the division dean. All department chairs shall participate annually in a department chairs training workshop/retreat offered through Professional and Organizational Development.

10.M.1.a. Office Hours: Department Chairs shall receive remuneration, per Appendix B. Hours that would have been spent teaching will be required on campus in department chair office hours per a regular schedule approved by the division dean. 1 LHE of reassigned time requires 1 regular office hour per week during the primary terms.

10.M.1.b. Work Assignment: The total required assignment hours for department chairs including department chair office hours will be determined by examining the total amount of reassigned time as per Appendix B. 3 LHE of reassigned time is equivalent to 8 hours/week during the primary terms. 1 LHE of reassigned time is equivalent to 2.6 hours/week.

10.M.1.c. Mandatory Training: Department chairs are required to attend four (4) hours of mandatory department chair training per academic year.

10.M.2. Department Chair Term: The department chair assignment is a ten (10) month assignment. Department chairs will be accessible to students and staff the week prior to the start of the fall and spring terms.

10.M.3. Department Chair Election Procedure:

10.M.3.a. Eligibility: Department chair candidates shall be tenured faculty unless no tenured faculty member is available to serve.

10.M.3.b. Election Procedures: Department chair elections shall occur annually. Nominations for department

chair occur after the department chair has been evaluated but no later than the end of the 12th week of the spring term. Department chair elections, by secret ballot, shall take place prior to the end of the 14th week of the spring term. In all cases, there shall be at least two (2) weeks between nominations and the actual election.

10.M.3.c. Administrative Involvement: Division deans, associate deans, or designees shall communicate with each department the department chair election procedures, the department chair duties, and the department chair compensation. Further, they shall provide the department with an overall eligibility rating for the current department chair, for the current election. This rating shall be based on annual evaluation documents of the department chair evaluation (H.10.G) and will be provided to the department no later than the end of the tenth week of the spring term. Department chair elections that result in a tie shall be decided by the appropriate Vice President.

10.M.4. Summer/Winter Intersessions: Beginning in the Fall 2006 term, department chair assignments for the summer and winter intersessions will be established using the following procedures:

- All departments may have a department chair stipend for the winter intersession. All department chairs must submit their intent to work the winter intersession (or provide the name of a substitute) in writing to the division dean no later than October 1 of each year.
- A summer intersession stipend may be provided, with the approval of the department chair, division dean or Vice President of Instruction. Written intent for summer intersession, supported by rationale, is due to the division dean by May 1. If the intent/rationale is approved, the incoming department chair shall have the right of first refusal to work the summer intersession. Refusal shall be submitted in writing by May 10.
- Summer and winter intersession assignments will be paid at a rate of 10% of annual stipend for each intersession assignment.
- Department chair duties and responsibilities for the summer and winter intersession stipends will take place during the scheduled dates of those terms as approved by the division dean. The duties and responsibilities performed during this time will be consistent with department chair duties and responsibilities.
- The one time commitment for intersession assignments for department chairs will be determined by taking one-tenth of the annual stipend amount for the department chair assignment and dividing by the base hourly rate (per Appendix C). This computation will yield the hours required for an on-campus presence during the intersession; however, it is expected that department chairs will fulfill their professional responsibilities on behalf of the department as needed.
- The distribution of hours over the period of the intersession will be determined by mutual consent of the division dean and department chair based on the needs of the department.

10.M.5. Selection of an Alternate: If the duly selected department chair chooses not to work during the summer and/or

winter intersession, the department will recommend an alternate using the department chair selection process. If the department chooses not to select an alternate, the division dean may select a faculty member to serve in that position. If an alternate is selected, he/she shall be paid the established department chair stipend and shall perform department chair duties and responsibilities.

10.N. Faculty Reassigned Time Expectancies: Unit members may be presented the opportunity to perform certain tasks on District approved reassignment. Where several areas are/may be affected by the reassignment, the appropriate division administrators from all areas must agree to the assignment. The unit member and the appropriate manager will develop and mutually agree to a list of performance expectancies relevant to the reassignment prior to the end of the second week of the fall term. The Faculty Reassigned Time Expectancies form can be found in Appendix I.a. These expectancies will include, but are not limited to, the purpose of the assignment, specific objectives, expected outcomes, planned timelines, a periodic schedule of activities, and percentage of a full load reassignment and its equivalent of a 40-hour work week. These expectancies will provide the basis for evaluations of the unit member's performance by the appropriate administrator and recommendation for continuation in the reassignment. This evaluation is to occur annually and may occur each term. Faculty who are not recommended for continuation in the reassigned time assignment shall not be eligible for continuation in the assignment the following year. The evaluation of the reassignment will be completed no later than the end of the tenth week of the spring term. The Faculty Reassigned Time Evaluation Form can be found in Appendix I.b. The appropriate administrator is responsible for the distribution of the forms (Appendix I.a and I.b).

10.N.1. Appointments: The process for appointments to reassigned positions in Appendix E shall be as follows:

10.N.1.a. Department positions: Election by department members for a 1 year term. The election shall take place after the evaluations have been completed to determine eligible faculty for the position.

10.N.1.b. Division positions: Election by division faculty for a 1 year term. The election shall take place after the evaluations have been completed to determine eligible faculty for the position.

10.N.1.c. Academic Senate Appointments: Shall be appointed by the Academic Senate President and confirmed by the Academic Senate for a 3 year or 1 year term as appropriate. Appointment shall take place after evaluations have been completed to determine eligible faculty for the position.

10.N.1.d. All other positions shall be appointed by the Vice President of Instruction in consultation with the President of the Faculty Association.

10.O. Work Experience:

10.O.1 Compensation and Load: Pay for work experience is 0.10 LHE per student per term. Load earned by faculty assigned work experience courses may only be assigned to adjunct faculty or full-time faculty as overload and is subject to existing load limitations (10.P.1. and 10.P.4.) Compensation for work experience load assignment will be made upon completion of all required assignment obligations and grade submission.

10.O.2. Faculty Responsibilities: Faculty members assigned work experience courses are responsible for in person

consultations (at the job site) with the employer or designated representatives to discuss students' educational growth on the job. If the worksite location is greater than fifteen (15) miles away from the College, the faculty member must verify that the worksite actually exists via website or communication with the supervisor and must provide documentation of this verification. Acceptable tools to use, in lieu of an in-person visit, for sites greater than fifteen (15) miles from the school are telephone, teleconference, email/internet, or videoconference. Faculty must also conduct a written evaluation of students' progress in meeting the job learning objectives, consult with students in person to discuss students' educational growth on the job, and submit a final course grade for each student by the College's established grade submission dates.

- 10.P. Overload and Extra Pay Assignments: Overload and extra pay assignments shall include teaching overload, reassigned time, and special assignments such as the implementation of grants, coordination of activities, or any other similar assignments.
- 10.P.1. Maximum: The standard maximum allowable assignment beyond Basic Assignment Hours and Supplemental Hours for any term shall be 10 LHE.
- 10.P.2. Exceptions:
- 10.P.2.a. Authorization: Exceptions to this limitation may be made only with the authorization of the supervising College dean/College administrator and Vice President.
- 10.P.2.b. Reporting Exceptions: Any and all exceptions to this standard maximum overload must be reported at the end of each term (by those making the authorization) to the Academic Senate President, the Faculty Association President, and the Vice President of Human Resources. The Faculty Association President will distribute the information to all department chairs for open disclosure at department meetings.
- 10.P.3. Performance: Less than satisfactory performance of the faculty member substantiated by students, peers, department chairs, and/or supervisor/administrator may result in restriction of any or all overload, at the discretion of the immediate administrator.
- 10.P.4. Intersession Load Limits: Each summer and winter intersession faculty load shall be limited to no more than 1.67 LHE hours per week.
- 10.P.5. Stipend Conversion: Payment of stipends shall be converted to equivalent weekly hours using the current adjunct faculty pay rate (excluding department chair stipends, Appendix B). If any existing stipends listed in Appendix D exceed the equivalent of ten (10) hours per week, the recipient will not be allowed any additional overload or extra pay assignment during the term the stipend is earned. For grants, the reviewing manager and the faculty member will determine the equivalent weekly hours for assignment.
- 10.P.6. Four-day Work Week: Faculty members who have more than five (5) weekly hours of overload and/or extra pay assignments shall be required to work a 4-day work week.

10.Q. Adjunct Faculty Rehire Rights: Adjunct faculty who have been employed for eight (8) terms or more, three of which occurred in the most recent three (3) years, and whose two most recent evaluations exhibit an overall summary in classroom visitation and department chair summary of "meets the standard" shall be granted rehire rights. Any adjunct faculty with rehire rights shall have priority of assignment for one (1) class in their discipline, within the department in which rehire rights were earned. This priority of assignment shall be honored during all primary and intersession terms. A class is defined as a CRN (course reference number) except in cases of lecture/lab classes that are scheduled independent of one another. In those cases, the priority of assignment may include only one portion of the class. This priority of assignment shall be honored during all primary and intersession terms. This class will generally be assigned from those that the professor has taught during the four (4) years or more time period and/or that the chair, dean, and professor mutually agree that the professor is qualified to teach. The class assignment shall be made within the time period the adjunct faculty member has designated as preferable if appropriate classes are scheduled in that time period. The adjunct faculty with rehire rights shall be assigned a class before adjunct faculty who do not have rehire rights. The District is not limited to offering only one class to adjunct faculty. For counseling adjunct faculty, the priority of assignment for one (1) class shall be equivalent to six (6) hours of counseling per week.

10.Q.1. Exceptions: An exception may be established by the Vice President of Instruction for very small departments where developing/sustaining a pool of hiring qualified professors could be at risk as a result of this process. An alternative priority of assignment process (utilizing the same guiding principles) may be established via a Memorandum of Understanding (MOU) between the dean, the chair and the Association, and it will serve as an addendum to this Agreement.

10.Q.1.a. Classified employees of the College hired to serve as adjunct professors shall not earn rehire rights. Rehire rights previously acquired by classified employees shall be null and void.

10.Q.2. Suspension of Rehire Right: This rehire right is suspended when an adjunct faculty member receives an overall summary evaluation in classroom visitation or department chair summary evaluation of "performance does not meet the standard" or has a break in service of more than two (2) years. Note that a summary evaluation of "improvement recommended" does not suspend rehire rights, but may lead to additional evaluations per Article 18.K. The rehire right is reinstated when the adjunct faculty member receives two (2) consecutive "meets the standard" evaluations for all methods of evaluation. These evaluations will occur the next two (2) terms that the professor actually teaches and will include classroom visitations, student evaluations and a summary evaluation which is completed by the appropriate department chair.

10.Q.3. Retired Faculty Right: Retired full-time faculty who become adjunct professors will carry their entire service tenure for purposes of this one class assignment right in their discipline.

10.Q.4. Priority: In the event two or more adjunct professors have a priority for assignment to teach the same class(es), the following sequence of criteria shall be used to develop a remedy: performance "exceeds the standard" has priority over "meets the standard," initial hire date, mutually agreed rotation/sharing lottery.

10.Q.5. Multiple Offerings: In the event that there are enough classes to offer adjunct faculty multiple classes to teach,

those faculty with rehire rights that have an overall rating on their most recent adjunct summary evaluation (H.8) of 'Performance Exceeds the Standard' shall have priority of the assignment of a second class.

10.R. Adjunct Faculty Participation in Departments:

10.R.1. Adjunct faculty will be welcome to provide input and express opinions in a collegial manner to their departments.

10.R.1.a. Adjunct faculty who attend department meetings or participate in department committees other than meetings focused on Student Learning Outcome (SLO) assessment and dialogue shall not be compensated for such participation.

10.R.1.b. Adjunct faculty shall be paid for no more than three hours per academic year at the non-teaching hourly rate for district approved participation in meetings focused on outcomes assessment and dialogue. Additional paid participation may be authorized by the District.

10.R.2. Input from adjunct faculty members with rehire rights will be tallied using the normal communication protocols established by each department. Full-time faculty in each department shall establish policy as to whether such input shall be binding or non-binding. The departments shall have no obligation to assure full participation.

10.S. Classified Employees as Adjunct Faculty: Classified employees of the District who have a faculty assignment shall be paid according to Appendix C. Those classified that become eligible for overtime as a result of their adjunct faculty assignment shall be compensated for any overtime per the appropriate classified unit members' contract with the District.

10.T. Service Credit Calculations for Adjunct Faculty: In accordance with Education Code 22138.5, the following standards for "full time equivalent" (FTE) are adopted for the purpose of calculating annual creditable service to the California State Teachers Retirement System: consistent with CalSTRS regulations.

Teaching Credit Courses – 525 Instructional hours (calculated as LHE taught x 17.5, since 30 LHE x 17.5 instructional hours/LHE = 525 instructional hours);

Professors Teaching Continuing Education (Noncredit) Courses – 1,152 basic assignment hours, as per section 10.G.7.c;

Counselors (11 month) – 1,248 basic assignment hours, as per section 10.H.3;

Counselors (12 month) – 1,370 basic assignment hours, as per section 10.H.4;

Instructional Specialists (11) month – 1,248 basic assignment hours, as per section 10.H.3;

Librarians (11 month) – 1,365 basic assignment hours, as per section 10.H.3;

Librarians (12 month) – 1,498 basic assignment hours, as per section 10.H.4.

■ ARTICLE 11: FACULTY INTERNSHIP PROGRAM ■

- 11.A. Explanation: The Faculty Internship Program shall be established to allow qualified persons as defined below to teach courses under the mentorship of a full-time tenured professor. The purpose of the faculty internship program is to enhance recruitment of qualified persons into faculty positions, particularly in disciplines for which a shortage of qualified faculty is anticipated.
- 11.B. Qualifications: Persons shall be deemed qualified to participate in the Faculty Internship Program if they meet the following requirements:
- 11.B.1. Disciplines Requiring Master's Degree: For disciplines requiring the minimum qualifications of a master's degree, eligible persons shall be enrolled in a master's or doctoral program at an accredited institution of higher education and should be approaching the end of their graduate studies; they must provide documentation showing (1) completion at least three-quarters (3/4) of the required coursework for the degree or the equivalent, and (2) evidence of being within one year of meeting the regular faculty minimum qualifications.
- 11.B.2. Disciplines Not Requiring Master's Degree: For disciplines for which a master's degree is not expected or required, eligible persons shall possess any license or certificate required to do that work and shall either (1) be within one year of completing the associate degree and have six years industry experience in the discipline, or (2) have completed the associate's degree and have completed five years of industry experience in that discipline.
- 11.B.3. Minimum Qualifications: Persons who meet the regular faculty minimum qualifications but who lack teaching experience may also be included in the Faculty Internship Program.
- 11.B.4. Selection: Departments shall select faculty interns the same way they hire adjunct faculty.
- 11.C. Use of Term: The term "faculty intern" shall not apply to any person, no matter how designated, who only assists in a class taught by a regularly qualified faculty member, and who has no independent responsibility for instruction or supervision of students.
- 11.D. Limitations for Faculty Internship Assignments:
- 11.D.1. Faculty interns shall only be assigned to teach or to serve in a discipline in which they would be legally qualified to teach or render service upon completion of their graduate studies or associate degree and six (6) years of industry experience in that discipline.
- 11.D.2. A faculty intern shall be limited to two (2) years of participation in the program.
- 11.D.3. A faculty intern shall be limited to teaching one (1) course per term.

- 11.E. Supervision: Each faculty intern shall serve under the direct supervision of a mentor who is legally qualified to teach the course or render the service that the faculty intern is providing. The mentor faculty member shall provide substantial direct in-class supervision and evaluation of the intern's teaching capabilities.
- 11.E.1. The faculty mentor shall have no other assigned duties during the time that the faculty intern is teaching/or rendering service.
- 11.E.2. The mentor is responsible for providing direct monitoring and systematic contact with the faculty intern to ensure that the faculty intern teaches to the official course outline and complies in course design and delivery with department requirements for the course.
- 11.E.3. Mentors shall be full-time tenured professors.
- 11.F. Compensation: Compensation for participation in the Faculty Internship Program shall be as follows:
- 11.F.1. The faculty mentor shall receive 1 LHE for each faculty intern supervised.
- 11.F.2. The faculty intern shall receive the remaining LHE for the course taught.
- 11.G. Evaluation: Evaluation of faculty interns shall be the same as for Adjunct and Partial Contract Professors (18.K.)

■ ARTICLE 12: INTERDEPARTMENTAL TRANSFER ■

12.A. Explanation: The following procedures will be followed in response to requests made by faculty for transfer from one department to another. These requests can be made only when a vacancy exists in the department to which a professor wants to transfer. Only tenured faculty are entitled to submit a transfer request.

12.A.1. Procedures for Requesting Interdepartmental Transfers:

12.A.1.a. When a tenure-track, full-time position is opened in a department or program, tenured faculty who are currently assigned to a different department or program and who possess the minimum qualifications for the open position may request to transfer to the program or department with the open position.

12.A.1.b. Faculty requesting such transfers must submit a formal request prior to the formal advertising for the open position. The written request should be submitted to the dean responsible for the open position, with copies sent to Human Resources and to the dean responsible for the current assignment of the requestor. The written request shall clearly document that the requestor meets the minimum qualifications for the position. The request shall also include a letter of interest, and may include a résumé, letters of recommendation, and other appropriate and relevant information.

12.A.1.c. Prior to considering new applications for the open position, the screening Committee will convene to consider requests for transfer. In the event a screening committee has not yet been formed, the department shall convene a committee to consider the transfer.

12.A.1.d. The screening committee shall either:

- recommend in favor of the transfer request, forwarding the recommendation to the responsible dean and Vice President who will make the final decision on the request, considering the positive recommendation of the committee, or
- deny the request, in which case the negative recommendation of the committee becomes the final decision.

12.A.1.e. The screening committee or the dean and appropriate Vice President may interview the requestor.

12.A.1.f. If the request is granted, the department/program from which the transfer occurs shall have a vacancy, which the responsible dean may request to fill.

■ ARTICLE 13: DISTANCE LEARNING ■

13.A. Distance Learning Faculty Responsibilities:

13.A.1. Regular and Effective Contact: Distance Learning faculty must maintain regular and effective professor-initiated, academically-based contact with students throughout the course term. Regular and effective contact is required for all components of the course in which seat time is replaced by distance learning. This regular and effective contact shall be evident to individuals conducting the DL equivalent of classroom visitations as part of the faculty evaluation process.

13.A.2. Dropping Students: DL faculty are responsible for dropping students if they do not participate regularly in activities defined in the syllabus in 20% or more of any part of the scheduled class term prior to the established drop date for the class. Twenty percent (20%) (i.e. in class and replaced seat time) represents 3.2 weeks in a 16-week course, 1.6 weeks in a 8-week course, and 1.2 weeks in a 6-week course.

13.B. Assignment, Workload, and Use of Developed Materials:

13.B.1. Voluntary: All distance learning assignments will be voluntary.

13.B.2. Approval: All assignments to distance learning courses must be approved by the department and division dean.

13.B.3. Load: Distance learning courses will count as part of a professor's regular load. They will be given the same units and LHE credit as in regular courses.

13.B.4. Right of First Refusal: The developer of a distance learning course will have the right of first refusal in teaching that course.

13.B.5. Sharing Materials: Professors may share course materials developed by other professors with mutual permission of the developer(s).

13.B.6. Maximum Distance Learning Workload:

13.B.6.a. Definition: For the purpose of this Article a "distance learning course" is any course that has seat time replaced by distance learning and has been approved by the Distance Learning Committee. A "hybrid course" is any distance learning course that has 49% or less of the seat time replaced through distance learning. An "online course" is any distance learning course that has more than 49% of the seat time replaced through distance learning.

13.B.6.b. Full-time Faculty Load Limitation: A full-time faculty member shall not teach more than 67% (10 LHE) of each regular primary term (fall or spring) assignment as online learning or a combination of online learning and hybrid. For the purpose of this Article, primary term assignment excludes overload as well as winter and summer intersessions.

- 13.B.6.b.1. Overload: A full-time faculty member may not teach distance learning courses as overload during the primary terms.
- 13.B.6.b.2. Hybrid Classes: A full-time faculty member may teach 100% (15 LHE) of each primary term (Fall and spring) assignment as hybrid courses.
- 13.B.6.b.3. Deviations: Any deviation from this load limitation must be approved by the department chair, the division dean, and the Vice President of Instruction. The President of the Faculty Association will be notified of all deviations.
- 13.B.6.b.4. Weekly Obligations: All full-time faculty teaching distance learning courses are subject to the provisions of Article 10.A and Article 10.P.6 which require work days on campus depending upon load.
- 13.B.6.c. Adjunct Faculty and Full-time Faculty Teaching Intersessions: Adjunct faculty and full-time faculty teaching intersessions may teach a maximum of 10 LHE of their assignment as online learning, or hybrid, or any combination of online learning and hybrid courses.
- 13.B.7. Virtual Office Hours: Virtual office hours may be held in proportion to the professor's distance learning load so long as the proportionate office hour is conducted in a synchronous mode. The establishment of virtual office hours will be communicated to division offices and students via the course syllabus. All hybrid courses' office hours must be held on campus.
- 13.B.8. Traditional Offerings: Whenever a distance learning is offered, the traditional, on campus, course shall also be offered. When a single offering of a course is available, that course shall be held in the traditional format. The offering of an on campus class will precede those courses offered as distance learning. Any deviation from this policy must be approved by the department chair, division dean, and the Vice President of Instruction.
- 13.B.9. Class Size for Distance Learning Classes: In initial offerings, the class size limit for a distance learning class shall be the same as for traditional classes (face-to-face).

■ ARTICLE 14: CLASS SIZE ■

- 14.A. Class Size Guidelines: Unless adjusted in accordance with the following provisions, class size limits for the term of this Agreement shall be those in effect as of the date of signing of this Agreement, as recorded in the official course outline.
- 14.B. Class Size Committee: The Class Size Committee shall be a committee made up of two administrators selected by the Vice President of Instruction and two faculty appointed by the Faculty Association President.
- 14.C. Class Size Limits: Class limits, including distance-learning classes, may be established or amended only with the approval of the Class Size Committee.
- 14.C.1. Established class limits may be exceeded by more than 20% for a given section(s) only by the voluntary action of the professor with the concurrence of the chairperson and the division dean of the department concerned.
- 14.C.2. Class size shall conform to local, State and Federal safety regulations.
- 14.C.3. Departmental and individual course differences in faculty-student ratio may be permitted, subject to the specific needs of students in acquiring knowledge in different academic disciplines or subject areas.

■ ARTICLE 15: LAB PARITY ■

- 15.A. Teaching Labs Definition: Laboratory courses classified as teaching labs are laboratory courses requiring preparation and student evaluation outside of regular class time by the professor. These courses have, as a primary function, the teaching of concepts rather than skills development as the final outcome of the course. These teaching lab courses are assigned a load and compensation value of one (1) LHE per hour of lab time scheduled. Criteria for identifying a teaching lab are: the laboratory course requires the active continuing presence of the instructor with ongoing involvement in lecturing, demonstrating, or assisting the student; the course includes multiple topics that must be taught by the professor in the teaching lab in addition to assignments that must be graded by the professor outside of regular teaching lab time. Prep time for the teaching lab is also considered.
- 15.B. Lab Parity Committee: The Lab Parity Committee shall be made up of three administrators, selected by the Vice President of Instruction, and three faculty, appointed by the Faculty Association President, with at least one faculty member from a department with laboratory courses.
- 15.C. Approval: Teaching lab status may be established or amended only with the approval of the Lab Parity Committee. Teaching lab status shall be reviewed by the Lab Parity Committee as part of the regular four-year review of courses in the curriculum to determine whether the laboratory class continues to meet the appropriate criteria for teaching labs.

■ ARTICLE 16: LEAVES OF ABSENCE ■

16.A. General Provisions:

16.A.1. Authorized Leaves: Leaves under this Article or mandated by law are authorized absences.

16.A.2. Unauthorized Leaves: In the case of unauthorized absence, the Board shall withhold pay and other benefits in accordance with law.

16.A.3. Calculation of Sick Leave:

16.A.3.a. For each hour of basic assignment that a unit member misses due to illness, one hour will be deducted from his/her accrued sick leave rounded up to the nearest ¼ hour.

16.A.4. Entitlements While on Leave: Unless otherwise provided in this Article, a unit member on paid leave of absence shall be entitled to:

16.A.4.a. Return to the same position, or as nearly the same position as possible, which he or she held immediately before commencement of the leave.

16.A.4.b. Receive credit for annual salary increments provided during his or her leave.

16.A.4.c. Receive retirement benefits as provided by law and STRS regulations.

16.A.4.d. Receive full insurance benefits during period of leave.

16.A.4.e. Receive any other benefits to the extent not otherwise prohibited by law.

16.A.5. Substitute Pay: When a faculty member is absent and a paid substitute is approved by the area administrator, the substitute will be paid at the appropriate LHE rate.

16.B. Sick Leave (Absence for Illness, Injury or Quarantine):

16.B.1. Provision: Sick leave shall be provided to unit members in accordance with the provisions of the Education Code and with such additions as are provided for within this section.

16.B.2. Unused Sick Leave: Unused sick leave shall accrue from academic year to academic year. Transfer of accumulated sick leave shall be in accordance with the provision of Education Code Section 87782.

Upon separation from the District the balance of unused basic and excess sick leave shall be reported to STRS.

- 16.B.3. Rate of Accrual: Sick leave shall be granted to all unit members who are ten (10), eleven (11), or twelve (12) month contract employees at the rate of one day per month in the contract year. A contract unit member shall be granted one day per calendar month, not to exceed twelve (12) days per fiscal year. Unit members earn sick leave during the summer/winter intersession at the rate of one (1) hour earned for each 18 hours of teaching beyond contract and/or each LHE assigned.

At the beginning of each academic year, every unit member shall receive a sick leave allotment credit equal to his/her entitlement for the academic year. A unit member may use this credited sick leave at any time during the academic year from July 1 through June 30.

- 16.B.4. Definition: Essential treatments, examinations for diagnostic purposes, and other absences specifically related to a unit member's health shall be allowed as sick leave when such treatment or examinations need to be made during assigned academic time.

- 16.B.5. Partial Regular Contract: Unit members on partial contract, not including adjunct faculty, are entitled to proportional sick leave.

- 16.B.6. Adjunct Faculty: Sick leave for adjunct unit members shall be provided subject to the following conditions:

16.B.6.a. Entitlement: Entitlement shall begin after the unit member has formally accepted his/her adjunct assignment in the faculty portal.

16.B.6.b. Accrual: For adjunct faculty, sick leave shall be accrued at the rate of one (1) hour earned for each 18 hours of teaching, counseling, or librarian duties. For full-time faculty, sick leave shall be accrued at the rate of (1) hour earned for each 18 hours of overload teaching.

16.B.6.c. Cumulative Effect:

- Regular terms: Sick leave shall be cumulative each term the employee works.
- Intersessions: Sick leave shall be earned for summer/winter intersession at the rate of one (1) hour earned for each 18 hours of teaching.

16.B.6.d. Use of Accumulated Sick Leave: Unit members may use all accumulated sick leave for absences during a primary term or a summer/winter intersession.

- 16.B.7. Absence Covered by Accumulated Sick Leave:

16.B.7.a. Unit members absent due to illness, injury or quarantine imposed by health authorities shall have no salary deduction if such absence is covered by days accumulated for sick leave.

16.B.7.b. Unit members using sick leave during employment shall have the deduction made in the following order:

- Sick leave time earned in excess of basic sick leave days before June 30, 1986
- Basic sick leave
- Excess sick leave

16.B.7.c. Faculty who are required to take time off from work to care for a family member (spouse/domestic partner, parents, children or other member of the immediate household) may use their sick leave balance to do so. Once the unit member has exhausted his/her sick leave, he/she is eligible to apply for Catastrophic Leave which also provides leave for the care of a family member.

16.B.8. Non-accumulated Sick Leave: After all earned sick leave is exhausted, additional non-accumulated leave shall be available for a period not to exceed five (5) academic months. For such non-accumulated sick leave, an amount shall be deducted from the unit member's salary equal to that paid to a substitute. If no substitute was employed, the deduction shall be the amount which would have been paid to the substitute based on the hourly rate of Column 1, Step 1 of the appropriate pay scale in Appendix C.

16.B.9. Verification of Absence: A signed statement from the unit member stating illness as a reason for absence shall normally be satisfactory proof of absence; however, a statement by a licensed physician or licensed practitioner may be required.

16.B.10. Notification of Absence: Whenever possible, a unit member shall contact the office of the division dean as soon as the need to be absent is known. Unless there are extenuating circumstances, the absent unit member shall contact the office at least thirty (30) minutes prior to the start of the work assignment.

16.B.11. Substitute Coverage: A unit member on leave for illness or injury, and where a substitute has been employed, shall not be allowed to return to work and shall be continued on sick leave for the following day if he/she fails to notify the division dean by 3 p.m. of the day preceding the day the member intends to return to work.

16.B.12. Verification of Ability to Return to Work: A unit member who has been absent due to illness, injury or quarantine for more than five (5) consecutive academic days shall submit to the immediate manager a signed statement from his/her licensed physician or licensed practitioner stating that he/she is able to resume his/her District responsibilities.

16.B.13. Deficit: If a unit member has used more sick leave than has been earned and accrued, that deficit, in a dollar amount calculated from the equivalent daily rate for that member, shall be deducted from the final salary warrant due for the current academic year.

16.C. Personal Necessity Leave:

16.C.1. Use: Unit members may use accumulated sick leave in case of personal necessity.

16.C.2. Number of Days:

16.C.2.a. Regular Faculty: The total number of days allowed in one academic year shall not exceed five days for other than adjunct or part-time unit members.

16.C.2.b. Adjunct Unit Members: Adjunct members may use accumulated sick leave for personal necessity, but only in an amount equal to 50% of the hourly sick leave entitlement for the employment period during which the personal necessity leave is taken. The computation of 50% of sick leave entitlement will be rounded to the nearest whole hour.

16.C.3. Justification: Personal necessity leave does not require a stated reason.

16.C.4. Limits and Conditions: The following limits and conditions are placed upon the use of cumulative sick leave for Personal Necessity Leave:

16.C.4.a. Deduction: The days allowed shall be deducted from and may not exceed the number of full days' sick leave which the unit member has earned.

16.C.4.b. Use During Leaves: Personal necessity leave shall not be granted to a unit member during a leave of absence.

16.D. Industrial Accident and Illness Leaves:

16.D.1. Provision: Pursuant to the provisions of Education Code Section 87787, a unit member shall be provided leave of absence for industrial accident or illness under the following conditions:

16.D.1.a. Cause and Acceptance: The accident or illness must have arisen out of, and in the course of, his/her employment, and must be accepted by the District's industrial insurance managing agent as an insurable bona fide injury or illness.

16.D.1.b. Number of Days: Allowable leave for each industrial accident or illness shall be for the number of days of temporary disability, up to sixty (60) days, during which the College is in session, or when the member would otherwise have been performing work of the College District in any one fiscal year.

16.D.1.c. Non-Cumulative: Allowable leave shall not be accumulated from year to year.

16.D.1.d. Commencement of Leave: The leave under this Agreement shall commence on the first day of absence.

16.D.1.e. Compensation: When a member is absent from his/her duties due to an industrial accident or illness, he/she shall be paid such portion of the salary due him/her for any month in which absence occurs,

as when added to his/her temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, will result in a payment to him/her of not more than his/her full salary.

16.D.1.f. Reduction in Leave: Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

16.D.1.g. Fiscal Year Overlap: When an industrial accident or illness leave overlaps into the next fiscal year, the member shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

16.D.1.h. Coordination of Benefits: During any paid leave of absence, the member shall endorse to the District the temporary disability indemnity checks received due to his/her industrial accident or illness. The District, in turn, shall issue the member appropriate salary warrants for payment of the member's salary and shall deduct normal retirement and other authorized contributions.

16.D.1.i. Location of Claimant: Any member receiving benefits as a result of this Agreement shall, during the period of injury or illness, remain within the State of California unless the governing board authorizes travel outside the State.

16.D.1.j. Termination of Leave: Upon termination of the industrial accident or illness leave, the member shall be entitled to the benefits provided for sick leave in the Education Code and this Article and his/her absence for such purpose shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the member continues to receive temporary disability indemnity, he/she may elect to take as much of his/her accumulated sick leave which when added to his temporary disability indemnity will result in payment to his/her of not more than his/her full salary.

16.D.1.k. Adjunct Unit Members: Unit members employed on an adjunct basis shall be entitled to benefits under this section on a prorated basis.

16.D.2. Accident Report: Any unit member who sustains an injury while working for the District is required to file an accident report within 24 hours, or as soon as possible, with the Office of the Vice President, Administrative Services, and, if necessary, to fill out appropriate forms for compensation.

16.D.3. Return to Work: The unit member's request for return to duty following industrial accident leave must be accompanied by licensed physician or licensed practitioner's release certifying the unit member's capability of resuming all regular activity of the designated assignment.

16.E. Maternity Leave:

16.E.1. Use of Leave: A unit member shall have the right to utilize such leave as provided for in Section 16.B of this Agreement and the benefits provided for by Section 87780 of the Education Code, for absences necessitated due

to a disability caused by pregnancy, miscarriage, childbirth and recover there from. Verification of disability must be by a licensed physician or licensed practitioner.

A unit member may use accumulated sick leave for maternity leave. After all full-paid sick leave (current entitlement and accumulated) is exhausted, the unit member may receive substitute differential pay.

16.E.2. Unpaid Leave: In accordance with Section 87766 of the Education Code, a maternity leave of absence, without pay, shall be granted to a unit member upon request and subject to the following provisions:

16.E.1.a. Request: Request for maternity leave shall be presented to the appropriate Vice President. The period of leave, including the date upon which the leave shall begin, shall be determined by the unit member and her physician or licensed practitioner.

16.E.2.b. Medical Statement: A statement from the unit member's physician as to the beginning date of the leave and anticipated return to service shall be filed with the district at least 30 days prior to the anticipated start date of the unpaid leave.

16.E.3. Duration: Maternity leave (paid and unpaid) shall not exceed one year.

16.E.4. Rights: Because of a unit member's pregnancy, the Board shall not:

- Refuse to select her for, or include her in, a training program leading to reassignment or promotion.
- Discharge her from employment.
- Discriminate against her in matters of compensation or conditions of employment as defined in Section 3543.2 of State Government Code.

16.F. Child Rearing Leave: At the request of a unit member, an unpaid leave of up to one (1) year for the rearing of a minor child may be granted.

16.G. Bereavement Leave:

16.G.1. Provision: A unit member shall be entitled to a maximum of three (3) days leave of absence, or five (5) days leave of absence if travel of more than two hundred (200) miles one way is required, without loss of salary, due to the death of any family member of his/her immediate family. Immediate family shall include the member's spouse/domestic partner, the member or member's spouse/domestic partner's sibling, parent, grandparent, child, grandchild, aunt, uncle, nephew, niece, or any other member of the immediate household.

16.H. Judicial Leave:

16.H.1. Provision: A unit member may be absent from duty, without loss of salary, to appear as a witness in a court (other than as a litigant), to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the unit member.

16.H.2. Verification: A copy of any official order to appear must be submitted to verify the absence. In the case of jury duty, an official court form signed by the court clerk verifying the days and hours of duty rendered must be submitted.

16.H.3. Fees Payable: Where a fee is payable, other than mileage reimbursement, the amount of such fee shall be signed over to the District. The member shall receive his/her regular salary due for the period of absence.

16.I. Legislative Leave:

16.I.1. Provision: A unit member who is elected to the State Legislature or Congress shall be entitled, upon request, to an unpaid leave of absence for the length of the term or terms of office.

16.I.2. Return to Duty: The unit member shall notify the District of his/her intended return at least four (4) weeks prior to the beginning of any term.

16.J. Professional Development Leave:

16.J.1. Provision: A unit member shall be entitled, upon request, to three (3) days of paid leave each academic year, for the purpose of improving performance providing:

- The unit member has received advance approval from the appropriate administrator, and
- Such leave can be scheduled within the department so that the assignment of the member can be covered without the hiring of a substitute and at no additional cost to the District.

16.J.2. Uses of Professional Development Leave: Such leave may be used for visitation, professional conferences, or other activities directly related to the subject(s) or academic discipline(s) being taught by the unit member or for which the unit member is preparing to teach.

16.J.3. Unpaid Professional Development Leave: A unit member may be granted a leave of absence without pay or benefits of up to two (2) years for professional development which shall include:

- Additional schooling and/or training related to member's discipline
- Faculty exchange programs
- Research projects - related to member's discipline
- Work experience with other educational institutions, government agencies, corporations, foundations or

governments, related to member's discipline

Any exceptions to the above must be fully justified on the basis of member's ability to teach in his/her subject area.

16.J.4. Processing Requests: Procedures and criteria for applying for and recommending professional leaves under 16.J.3 above shall be developed by the Salary and Leaves Committee.

16.K. Sabbatical Leave: The District fully recognizes sabbatical leaves as a significant means of providing faculty with the opportunity for professional growth and new or renewed intellectual achievement.

16.K.1. Purpose: A sabbatical leave is a means by which the teaching effectiveness of faculty members may be enhanced, their scholarly usefulness broadened, and the College's academic program strengthened and developed through formal study, independent study, work experience, or any combination thereof. The major purpose is to provide opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, and/or travel. As such, sabbatical leaves are a temporary reassignment from basic assignment duties so that the unit member may instead dedicate his/her time to improving the quality of the education provided by the College.

16.K.1.a. Formal Study: A sabbatical leave may be granted for a request involving twelve (12) semester units per term (or equivalent) taken at a regionally accredited institution. Such units must be approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.

16.K.1.b. Independent Study: A sabbatical leave may be granted for a plan of independent study, research, writing, and/or travel equivalent in time and rigor to a sabbatical for formal study. A detailed, specific plan must be submitted by the applicant and approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students. In addition, sabbaticals for independent study must generate tangible products of use to students.

16.K.1.c. Work Experience: A sabbatical leave may be granted for contracted work or externship with other educational institutions, government agencies, corporations, or foundations related to the applicants discipline. A detailed, specific plan must be submitted by the applicant and approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.

16.K.2. Application for Sabbatical Leave:

16.K.2.a. The application for sabbatical leave shall include a statement of the relationship between the proposed sabbatical activity(ies) and the applicant's current or prospective service to the College and of the benefit(s) that the District shall accrue because of the leave.

- 16.K.2.b. The application shall be evaluated by the Salary and Leaves Committee, which shall be composed of three (3) faculty members appointed by the Faculty Association, and three (3) managers appointed by the President.
- 16.K.2.c. The application shall be followed without change unless the applicant secures prior approval of the Committee. Once the sabbatical leave has been approved, any change in plans must be submitted in writing to the Salary and Leaves Committee for prior approval. Changes beyond the control of the applicant while on leave will not constitute a breach of the sabbatical leave agreement.
- 16.K.3. Eligibility for Sabbatical Leave: Any full-time certificated unit member who has served the District for seven (7) consecutive years in a full-time capacity may apply for sabbatical leave, providing the applicant's anticipated years of employment are at least two (2) times the period of the leave, after return to duty, before retirement. The equivalent of seven (7) full-time consecutive years of service may be accumulated by summing consecutive years of adjunct service at the college (30 LHE is equivalent to 1 year) with full-time assignments, if any.
- 16.K.4. Previous Leave Computation: Military leave or leave previously approved by the Board shall not be deemed a break in continuity of service, but the period of such leave shall not count in computing the seven (7) consecutive years required under Section 16.K.3. One (1) term of full-time employment in the District shall be counted as one-half year of service.
- 16.K.5. Length of Sabbatical Leave: Sabbatical leave shall be granted for not more than two (2) full terms or less than one (1) full term for 10-month unit members. Unit members with 11- or 12-month contracts shall be granted sabbatical leaves for a period that is equivalent to a full year's assignment or for a half year, as determined appropriately for the 11- or 12-month assignment. If a unit member is granted a sabbatical leave for one (1) or two (2) terms or a full or partial portion of an 11- or 12-month assignment, this shall be construed as fulfilling his/her entire entitlement to sabbatical leave privileges until he/she shall have served another seven (7) years as a certificated employee of the District. In certain limited circumstances based on specific and demonstrated need to the applicant's program, approval may be granted for an applicant to take the leave over a two-academic-year period. The applicant will be required to designate, upon application, the specific terms he/she desires within the two-academic-year period and to explain clearly and in detail the time requirements of the proposed sabbatical activity(ies).
- 16.K.6. Application for Sabbatical Deadline: Applicants for sabbatical leave shall file a written request, through the Salary and Leaves Committee and following appropriate procedures, with the Board on or before December 1, immediately preceding the fiscal year during which the sabbatical leave is to be granted.
- 16.K.7. Recommendation: The unit member requesting the sabbatical leave shall secure the recommendation of his/her department chairperson and the appropriate administrator before submitting his/her application to the appropriate Vice President for recommendation prior to submitting the completed application to the Salary and Leaves Committee for its review.

16.K.8. Process for Approval: The Salary and Leaves Committee shall use the following standards in forwarding sabbatical applications to the Board of Trustees.

16.K.8.a. Completeness: All applications shall be reviewed for completeness by the Office of Instruction within five (5) working days of the initial submission deadline. If the application is declared to be incomplete (required components not included with the proposal), the applicant shall be notified and have an additional five (5) working days to submit any additionally requested information.

16.K.8.b. Criteria: The Salary and Leaves Committee shall propose objective rating criteria which are subject to approval by both the Association and the District. Such criteria shall equally weight the value of the proposed scheduled growth/enrichment.

16.K.8.c. Notification of Committee Recommendation: The Salary and Leaves Committee shall evaluate all complete proposals and rank only those proposals determined to be acceptable. The Salary and Leaves Committee will forward to the Board of Trustees the proposals recommended by the Committee in ranked order. The Committee shall send written notification to all applicants regarding the Committee's recommendation.

16.K.8.d. Approval by Board of Trustees: The Salary and Leaves Committee shall submit annually the prioritized list of unit members recommended for sabbatical leave in sufficient time to be placed on the agenda for a February meeting of the Board of Trustees. The Board shall take action on the list of applicants for sabbatical leaves no later than the second regular Board meeting following the submission of the list. It is the intent of the District to advocate on behalf of ranked sabbaticals recommended to the Board.

16.K.8.e. Notification of Board Action: The Salary and Leaves Committee shall send written notification to each applicant regarding the action taken by the Board. In the event that the applications recommended by the Committee were not authorized by the Board, these applications will automatically be submitted and re-ranked by the Salary and Leaves Committee the next year along with new applications. The applicant may choose to withdraw his/her proposal for consideration the subsequent year.

16.K.9. Return of Applications: All applications are not approved for consideration by the Board of Trustees will be returned to the applicants.

16.K.10. Limits and Responsibilities while on Sabbatical Leave: Before sabbatical applications can be approved, adequate unit member replacement must be available.

16.K.10.a. Unit members on sabbatical leave shall not teach classes at the College while on sabbatical leave unless a class is specifically identified in the application for Sabbatical as integral and necessary to the Sabbatical Leave project.

- 16.K.10.b. Unit members on sabbatical leave shall not maintain assignments at the College for reassigned time or grant-related assignments and responsibilities during the leave period unless such assignment is specifically identified in the application for Sabbatical as integral and necessary to the Sabbatical Leave project.
- 16.K.10.c. Unit members with sabbatical leaves that include proposed courses as part or all of the sabbatical activities shall communicate in writing with the Salary and Leaves Committee, though the Chair of the committee, any changes in plans for courses that were proposed. Approval must be secured for substitute courses or activities for courses that are found to be unavailable.
- 16.K.11. Written Agreement: Prior to taking a sabbatical leave, the unit member must enter into a written agreement with the Board of Trustees, in which the conditions of the sabbatical leave are clearly stated and mutually agreed upon. Such conditions shall include the requirements of a period of service by the unit member, after conclusion of the leave, which is equal to two (2) times the period of leave, and the submission of a written report which is deemed acceptable by the Salary and Leaves Committee.
- 16.K.12. Compensation: While on sabbatical leave, the unit member shall receive as compensation 80% of his/her basic salary for one full contract year or 80% of his/her salary for one-half contract year. For regular adjunct unit members (3/5 or more), the percent factor shall be applied to the fraction of full-time service performed during the year, immediately preceding the beginning of the sabbatical leave. Compensation shall be based on the basic salary the unit member would have received during the period of the leave had he/she continued in regular service during such period, exclusive of additional pay for extra duty. Whether paid by calendar month or academic month, the unit member on sabbatical leave shall be paid monthly as though the unit member were at work in the District.
- 16.K.13. No Prejudice of Advancement: The fact that a unit member takes a sabbatical leave shall in no way prejudice his/her normal advancement on the salary schedule or level of responsibility.
- 16.K.14. Effect on Retirement Status: A period of sabbatical leave does not affect retirement status provided retirement contributions shall be made for the period of the leave. Retirement contributions shall be made on the basis of the sabbatical leave compensation and in accordance with the Education Code and provisions of the State Teacher's Retirement System.
- 16.K.15. Benefits While on Sabbatical Leave: Full employee benefits shall be paid by the District during the period of sabbatical leave as per Article 8 of this Agreement.
- 16.K.16. Written Sabbatical Report: Each unit member who takes a sabbatical leave shall submit an acceptable written report to the Board through the Salary and Leaves Committee. This report will include a detailed account of the sabbatical activity(ies) and a statement concerning the benefit and value of the sabbatical activity(ies) to the College and to the unit member's professional growth and enrichment. Procedures and guidelines established by the Salary and Leaves Committee, for the submission of such a report on a completed sabbatical leave, shall be made available to all sabbatical applicants and other unit members upon request. The sabbatical report will

be due no later than the first working day of the second academic month of the next academic year.

16.K.17. Physical Examination: The Board of Trustees may require a physical examination, at District expense, by a licensed physician or licensed practitioner before and/or after the sabbatical leave.

16.K.18. Withdrawal of Sabbatical Application: If a unit member submits a request for sabbatical leave and withdraws it after December 1, he/she shall be prohibited from applying again for a period of two (2) years. This restriction shall not apply if verified and reasonable circumstances force the unit member to withdraw the application.

16.K.19. Incomplete Sabbatical Leave: If the sabbatical program is interrupted or terminated because of serious accident, illness, or other unforeseen extenuating circumstances, this shall not be considered a failure to fulfill the conditions upon which such leave was granted, nor shall such interruption affect the amount of compensation to be paid the unit member under the terms of the leave agreement provided, however, that the Board of Trustees, through the Salary and Leaves Committee, shall have been notified promptly of the circumstances and has granted approval. If such notification and/or approval is not received, the unit member shall return to duty if capable and shall not be eligible for another sabbatical leave for another seven (7) years.

16.K.20. Service After Sabbatical Leave: After return from sabbatical leave, if the unit member does not serve for the entire period of service agreed upon, the amount of compensation paid for the leave shall be reduced by an amount which bears the same proportion to the total compensation as the amount of time which was not served bears to the total amount of time agreed upon. In case of death, the member or his/her estate shall not be required to return compensation received from the District during the sabbatical leave, but payment shall cease upon the death of the unit member on leave.

16.L. Retraining Leave:

16.L.1. Purpose of Retraining Leave: The purpose of retraining leave is to provide a full-time faculty member the opportunity to prepare for a change in discipline. The intent of the retraining is to avert a possible reduction in force and to meet District staffing needs. The need for retraining shall be determined by the District and may involve formal coursework, research, work experience, or other related activity approved by the District.

16.L.2. Length of Retraining Leave: The length of the retraining leave will be determined by the specific approved retraining plan. Employees released from all or part of their normal assignment for the purpose of retraining shall earn pay and benefits as though they were working their normal assignment. The compensation shall be paid the employee while on leave in the same manner as if the employee were teaching in the District.

16.L.3. Requests for Retraining Leave: Requests for retraining may be initiated by the faculty member or the District. If a need for retraining exists, the faculty member, in consultation with the appropriate administrator, shall prepare a proposed retraining plan. The appropriate administrator shall submit a recommended plan for consideration to the Vice President or President. Retraining plans are subject to the approval of the President and the Board of Trustees.

16.L.4. Verification: Each employee on an approved retraining plan must submit a verification of completion to the appropriate administrator. The verification of completion is subject to the approval of the Vice President. The verification may include, as appropriate, transcripts, verification of work experience, research reports, etc. to demonstrate compliance with the approved retraining plan. If the verification does not indicate full compliance with the approved plan, the leave may be deemed to have been wholly or in part a leave without pay requiring the employee to make financial restitution in whole or in part to the District.

16.L.5. Regular Service: Retraining leave shall count toward retirement and be considered as a regular service to the District for purposes of advancement on the salary schedule. Approved units for courses of study during the leave may be applied toward salary advancement per the established regulations governing salary changes.

16.M. Banking Leave:

16.M.1. Definition: When a full-time faculty member works beyond his/her regular contract, he/she can choose either to bank the extra LHE (Lecture Hour Equivalent) or to be paid for it at the current Faculty Overload salary rate as per Appendix C. This applies to regular credit overload classes and assignments beyond 30 LHE that are an extension of a regular assignment. Classes taught during the summer/winter intersession may also be banked. Depending on the number of LHE banked, the time off could be one class, but cannot exceed one year. The ratio of banked time to leave time is 1:1. For example, fifteen lecture hours must be banked to take leave from a regular term load of fifteen lecture hours.

16.M.2. Restrictions: There are no restrictions on the use of leave time; it may be used for professional or personal reasons. A faculty member on banking leave shall be paid and earn fringe benefits as though he/she were working his/her regular contract assignment. The time on leave shall count toward retirement and as service to the District for purposes of advancement on the salary schedule. The time on leave shall not count toward sabbatical eligibility.

16.M.3. Approval to Bank: Each term, a faculty member wishing to bank an overload class must have the approval of the dean/appropriate administrator and the appropriate Vice President. The approved request to bank overload LHE must be received by Human Resources by the Friday of the second week of instruction of the term.

16.M.4. Maximum to Bank: The total amount of banked time for an individual shall not exceed 30 LHE.

16.M.5. Use of Banked Leave:

16.M.5.a. Application for a Term Leave: The application to use banked LHE must be submitted to the dean/appropriate administrator no later than the Monday of the third week of instruction of the fall term for a leave commencing the subsequent spring, or the Monday of the third week of instruction of the spring term for a leave commencing the subsequent fall. The request must be approved by the dean/appropriate administrator (in consultation with the department chair) and the appropriate Vice President.

- 16.M.5.b. Application for Full-year Leave: For a unit member to take a full-year banked leave, the application shall be made a year in advance (no later than the Monday of the third week of instruction of the fall term for a leave commencing the subsequent fall, or the Monday of the third week of instruction of the spring term for a leave commencing the subsequent spring) and shall require the verification of the department chair that classes can be assigned appropriately during the leave as well as division and Vice President approvals. The banked leave replacement shall only be filled with hourly assignments. There shall be no more than one (1) unit member from a department that shall be approved for a full year of banked leave for any given year.
- 16.M.5.c. Use of Banked Leave to Replace Cancelled Classes: At the option of the unit member, banked LHE may be used to replace classes that are part of the faculty member's contract load and which have been cancelled as a result of low enrollment thus causing the faculty member's contract load to fall below 15 LHE for the term. A maximum of 9 banked LHE may be applied to contract load in any one term.
- 16.M.5.d. Use of Banked Leave for Emergency Situations: With the approval of the Vice President of Human Resources and the President of the Faculty Association, the use of banked leave for an emergency is not subject to the limitations stated in 16.M.5.a. and 16.M.6.
- 16.M.6. Maximum Banked Leave: A banked leave shall not exceed a one-year period. The maximum leave shall be equivalent to two (2) terms in a four-year (4) period.
- 16.M.7. Use in Conjunction with Sabbatical Leave: Banking leave may be used in conjunction with a sabbatical leave; however, in no case shall the combination of sabbatical leave pay and banking leave pay exceed the faculty member's base pay. Banking leave cannot be combined with sabbatical leave to provide a leave that exceeds a one-year period.
- 16.M.8. Required Use of Banked Leave: A faculty member shall not ordinarily be required to use accumulated banked time. However, circumstances for direct payment of banked LHE (cashing out) are limited to separation from District employment.
- 16.M.9. Value of Banked Leave: Value for payment shall be based on the rate in effect at the time of separation from the District. In the event of retirement, resignation or death of the employee, the total payable hours earned will be paid at one hundred percent (100%) value. No interest will be paid on the banked hours.
- 16.M.10. Certification: In order for a faculty member to take banking leave, the dean/appropriate administrator and the appropriate Vice President must certify that:
- the program will not be jeopardized by the absence of the faculty member; and
 - competent adjunct staff are available to provide the services vacated by the regular faculty member; and
 - the regular assignment can be met by adjunct staff.

16.M.11. Overload Assignment Availability: There is no implied guarantee that overload assignments will be available to faculty in the overload banking program.

16.M.12. Eligibility for Banked Leave: Eligibility to take a banking leave shall be restricted to tenured faculty.

16.N. Catastrophic Leave:

16.N.1. Definition: Catastrophic illness or injury means an illness or injury that is expected to incapacitate the unit member or anyone of the following individuals: unit member's parents, spouse/domestic partner, children or other member of the immediate household. Catastrophic illness requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her sick leave or other paid time off.

16.N.2. Catastrophic Leave Bank: When the number of days in the bank falls below fifty (50) days, a request for donations to the bank will be sent to all unit members.

16.N.2.a. Required Balance: Unit members contributing days to the bank must maintain a balance of twenty (20) or more days of accumulated sick leave (pro-rated for adjunct unit members.)

16.N.2.b. Minimum Contribution: The minimum contribution to the bank by any full-time member will be two (2) days and four (4) hours for adjunct unit members. Full-time members may use their available overload sick leave balance for their contribution. An eight-hour contribution shall be equivalent to one (1) day.

16.N.2.c. To be eligible for this benefit, a faculty member shall contribute to the bank prior to requesting leave. Under special circumstances a waiver may be considered by the Catastrophic Leave Bank Committee.

16.N.3. Catastrophic Leave Bank Committee: The Catastrophic Leave Bank Committee will be composed of the Vice President of Human Resources and President of the Association. Days contributed to the bank by unit members cannot be withdrawn for other than catastrophic leave. This committee will mutually develop a standard form to be used as an application when unit members are first applying for catastrophic leave from the bank. The Catastrophic Leave Bank Committee will accept or reject use of days from the bank. Unit members applying for catastrophic leave days/hours must submit to the Office of Human Resources the Faculty Catastrophic Leave Donation and Request Form together with a letter of request and a signed and dated doctor's statement verifying the incapacitating nature and probable duration of illness or injury.

16.N.3.a. Committee Decision: The Catastrophic Leave Bank Committee will be responsible for acceptance or rejection of requests for use of Catastrophic Leave. The days may only be withdrawn upon approval of the committee. The decision of the Catastrophic Leave Bank Committee regarding withdrawal of days from the leave bank will be final.

16.N.3.b. Annual Balance Report: Human Resources will provide an annual report of the number of days in the bank to the Association President at the beginning of the academic year. The actual report will be generated and maintained by the Payroll office.

■ **ARTICLE 17: SITE TRANSFERS** ■

- 17.A. Definition of Site Transfer: A transfer is defined as the relocation of a unit member for any of his/her teaching assignments from the campus located at 1100 N. Grand Avenue, Walnut, California 91789 to a satellite campus. A satellite campus does not include extended campus locations such as hospitals and similar facilities required to implement a program.
- 17.B. Initiation of Site Transfer: Transfers of unit members may be initiated by the District management at any time whenever such transfer is necessary in order to avoid reduction in teaching position or to accommodate space limitations. Such transfer will be made so there is a minimum of inconvenience to unit members. Unit members affected by such transfer shall be given prior notice and a conference will be held between the appropriate management person and the unit member in order to discuss the reason for transfer.
- 17.C. Basis for Transfer: Transfers of unit members initiated for reasons other than those specified will be done on a voluntary basis. When such means for staffing classes at a satellite campus are unsuccessful, assignments will be made so that unit members with the least seniority will be affected.

■ ARTICLE 18: FACULTY EVALUATION PROCEDURES AND PERSONNEL FILES ■

18.A. Definitions of Terms used in Faculty Evaluation Procedures:

18.A.1. Authorized Evaluators:

- the appropriate Vice President
- division deans
- immediate administrator for non-teaching faculty
- other administrator(s) appointed by appropriate Vice President
- department chairpersons
- peers selected according to the provisions of Section 18.I.1.c.

18.A.2. Visitation Evaluation: A visitation evaluation is a specific observation of a faculty member's assigned activities by an authorized evaluator. Classroom visitations shall be announced and documented at least two (2) days prior to the visit.

18.A.3. Consultation: A consultation is a conference with a faculty member following an evaluation visitation. A consultation should (a) indicate areas of competence and (b) make specific suggestions for the improvement of teaching.

18.A.4. Evaluation: An evaluation is a periodic and specified formal judgment of a faculty member's performance. An evaluation (other than student) will be recorded on a standard College form and will be completed by the time designated on the evaluation schedule. Each authorized evaluator will contribute to a summary report regarding the evaluation activities of an individual faculty member.

18.A.5. Evaluation Terms: The rating scale for use on standard College evaluation forms reflecting appropriate performance expectancies shall be the following:

1. Performance exceeds the standard: (Used to commend the recipient for performance above the expected)
2. Performance meets the standard: (Used to acknowledge satisfactory performance of duties and responsibilities)
3. Improvement recommended: (Used to warn the recipient that performance is below what is expected)
4. Performance does not meet the standard: (Used for unacceptable performance)
5. Not applicable/Insufficient data

Evaluation forms shall include the following statement: "Any rating other than 'Performance meets the standard' given in any evaluation category must be accompanied by an explanatory remark by the evaluator."

18.A.6. Contract (Probationary) Faculty: Unit members in accordance with the Education Code Sections 87601-87612.

18.A.7. Regular (Tenured Faculty): Are those unit members in accordance with the Education Code Sections 87601-87612.

18.A.8. Adjunct Faculty: Adjunct (hourly) faculty are those unit members paid on an hourly basis in accordance with the Education Code sections 87480-87482.

18.A.9. Peer Faculty: Those unit members with whom one works on a continuing basis.

18.A.10. Conference: An evaluation conference is a meeting in which evaluators discuss with the faculty member the results of the evaluation and announce their recommendations.

18.B. Teaching Faculty Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to Article 18.K.2):

18.B.1. To be thorough in preparation for all class assignments.

18.B.2. To be regularly involved in staff and professional development activities in order to increase personal expertise in both subject matter and teaching techniques.

18.B.3. To develop and utilize effective pedagogical techniques in order to enhance the communication of ideas and promote optimal student learning, critical thinking, and performance skills.

18.B.4. To cooperate with the department and colleagues in planning and implementing curricular and other educational projects.

18.B.5. To teach subject matter in his/her areas of competence and in compliance with the current course outline of record.

18.B.6. To adhere to ethical principles governing interactions with students and colleagues.

18.B.7. To be prompt and regular in attendance at all class meetings and adhere to scheduled dismissal times.

18.B.8. To be prompt and regular in attendance at all department, committee, and College-wide meetings.

18.B.9. To prepare all records and reports accurately and completely.

18.B.10. To submit records and reports to the proper offices within established deadlines.

18.B.11. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings,

and student activities).

18.B.12. To keep scheduled office hours and to fulfill obligations as to presence on campus.

18.B.13. To cultivate a supportive environment for the students.

18.B.14. To be reasonably accessible to students.

18.B.15. To adhere to all faculty evaluation procedures and timelines.

18.B.16. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.

18.C. Special Assignments/Coaching Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to 18.K.2):

18.C.1. To be thorough in preparation for all assignments.

18.C.2. To be involved in increasing expertise in both subject matter and performance techniques.

18.C.3. To develop and utilize effective teaching and coaching techniques in order to enhance the communication of ideas to students and athletes.

18.C.4. To cooperate with the department and colleagues in planning and implementing curricular and other projects.

18.C.5. To teach and coach in his/her areas of competence and in compliance with the College policy and rules and regulations that govern specific areas of assignment.

18.C.6. To adhere to ethical principles governing interactions with students and colleagues.

18.C.7. To be prompt and regular in attendance at all practices, contests, conference, committee, and College-wide meetings.

18.C.8. To prepare all records and reports accurately and completely.

18.C.9. To submit records and reports to the proper offices according to established deadlines.

18.C.10. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities).

18.C.11. To keep scheduled office hours and to fulfill adjunct obligations as to presence on campus.

18.C.12. To cultivate open relationships with the community upon which effective communication depends.

18.C.13. To be reasonably accessible to students.

18.C.14. To develop and maintain a system of recruitment and retention of students and athletes in his/her area of assignment.

18.C.15. To be aware of the physical well being of students and athletes in his/her area.

18.C.16. To maintain current knowledge of department goals, planning agenda, assessment activities and curriculum development.

18.D. Counseling Faculty Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to 18.K.2):

18.D.1. To be thorough in preparation for all duties including liaison, testing, and guidance class assignments.

18.D.2. To be involved in increasing expertise in counseling techniques and in knowledge of academic policies and current career information.

18.D.3. To develop and utilize effective techniques in educational, career, and personal counseling.

18.D.4. To cooperate with department and colleagues in counseling projects.

18.D.5. To provide competent counseling in compliance with College policies.

18.D.6. To adhere to ethical principles governing interactions with students and colleagues.

18.D.7. To be prompt and regular at all class, department, committee, and College-wide meetings, and to adhere to scheduled dismissal times.

18.D.8. To prepare all records and reports accurately and completely.

18.D.9. To disseminate accurate information to students.

18.D.10. To submit records and reports to the proper offices according to established deadlines.

18.D.11. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities).

18.D.12. To keep scheduled office hours and contractual adjunct obligations.

18.D.13. To cultivate open relationships with students.

18.D.14. To be reasonably available to help and guide students beyond regular class and office hours.

18.D.15. To adhere to all faculty evaluation procedures and timelines.

18.D.16. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.

18.E. Librarian Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to 18.K.2):

18.E.1. To be thorough in carrying out assigned duties as a librarian.

18.E.2. To be involved in increasing expertise in librarianship.

18.E.3. To develop and utilize effective communication techniques in order to enhance effectiveness in working with students, staff, and other faculty.

18.E.4. To cooperate with colleagues in planning and implementing library programs.

18.E.5. To follow established library procedures in carrying out assigned responsibilities.

18.E.6. To adhere to ethical principles governing interactions with students and colleagues.

18.E.7. To be prompt and regular in attendance at all class, department, committee, and College-wide meetings, and to adhere to scheduled dismissal times.

18.E.8. To prepare all records and reports accurately and completely.

18.E.9. To submit records and reports to the proper offices on schedule.

18.E.10. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities).

18.E.11. To fulfill hourly obligations as to presence on campus.

18.E.12. To be reasonably available to help and guide students.

18.E.13. To adhere to all faculty evaluation procedures and timelines.

18.E.14. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.

18.F. Department Chair Performance Expectancies:

18.F.1. Gathers, organizes, analyzes, and utilizes information and appropriate data regarding department functioning in the preparation of required reports, and in accordance with established formats and timelines.

18.F.2. Participates in full-time faculty and staff recruitment, hiring, assignment, orientation and evaluation processes; represents the department in the development of position requests, hiring announcements, and the selection process for faculty recruitments.

18.F.3. Facilitates the assignment of department members to serve on tenure evaluation committees and participates in the tenure evaluation committees for all probationary faculty within the department.

18.F.4. Conducts and organizes the recruitment, maintenance of an adjunct pool, hiring, orientation, assignment, and evaluation of adjunct faculty within the department, adhering to all faculty evaluation procedures, guidelines, and timelines.

18.F.5. Facilitates the collaborative development, revision, and monitoring of student learning and general education outcomes for both courses and programs annually with the aid and consent of department members.

18.F.6. Acts as the initial contact person for student requests and complaints and serves to facilitate necessary communication with faculty within the department or with division administrators to respond appropriately to student requests; if necessary refers the student to the appropriate office for additional action.

18.F.7. Prepares and recommends to the division dean department class schedules and faculty assignments in accordance with established procedures and timelines and in response to college and state priorities and submits such documents to the division dean for review and approval. Makes adjustments to the schedule as needed and when possible, in consultation with the department.

18.F.8. With the aid and consent of the department members, continually reviews, revises, and updates course outlines of record for all courses within the department, following established College procedures.

18.F.9. Oversees, coordinates, develops, and provides for departmental approval of new course offerings within the department.

18.F.10. Organizes and conducts face to face monthly department meetings, on average two (2) hours per month, and facilitates communication with department members that informs them of departmental as well as college-wide issues and directions affecting the work of faculty within the department.

18.F.11. Represents departmental issues, planning priorities, needs, and responses at division, advisory and campus

committee meetings.

18.F.12. Assists and advises the division dean on a regular basis in matters pertaining to the department, including issues related to the implementation of college policies and procedures.

18.F.13. Gathers, organizes, prepares and monitors department budget, maintenance, equipment, material, and supply needs in accordance with department priorities and established College procedures and timelines.

18.F.14. Performs such other duties and responsibilities that require department involvement as are mutually agreed to by the department chair and the division dean.

18.F.15 Regularly and effectively communicates in both oral and written form with all department members to facilitate consensus and resolution of intra-and inter-departmental issues to maintain a respectful working relationship for faculty and classified employees associated with the department.

18.F.16. Along with the articulation officer of the college and in compliance with Academic Senate, College, and State procedures and guidelines, reviews and updates curriculum as needed to maintain articulation agreements with other academic institutions, advisory committees, and other professional and occupational committees and organizations.

18.F.17. Is accessible to students, staff, and division administration the week prior to the start of the fall and spring terms.

18.F.18. Adheres to all faculty evaluation procedures and timelines.

18.F.19. Establishes and publishes department chair office hours according to contract requirements and in consultation with the division dean to serve the needs of students and faculty in the department.

18.F.20. Responds appropriately and in accordance with the law with parents, other relatives, friends, or any other person or agency regarding individual student issues.

18.G. General Evaluation Principles and Procedures:

18.G.1. The basic aim of evaluation is to improve professional effectiveness. Therefore, information relating to a faculty member's strengths and weaknesses will be discussed openly and frankly with the individual being evaluated.

18.G.2. Data supporting the completed evaluation document shall be readily available to the parties in interest.

18.G.3. Observation of the faculty member's educational activities will be followed as promptly as possible by consultation or written communication in order to discuss the observation.

18.G.4. Constructive criticisms and suggestions for improvement shall be specific, and if major inadequacies are found to exist, they will be followed by additional supportive assistance.

18.G.5. In order to evaluate performance expectancies, all evaluators shall have the opportunity for classroom or other appropriate visitations.

18.G.6. Student achievement results shall not be used in any individual professor's evaluation.

18.H. Evaluation of Contract (Probationary) Faculty:

18.H.1. Definitions: The following definitions apply exclusively to contract (probationary) faculty and supersede other definitions in this Article if a conflict in meaning exists.

18.H.1.a. Authorized Evaluators:

- Members of the evaluation team
- Chief Instructional Officer
- Chief Student Services Officer
- President or designees.

18.H.1.b. Consultation: A meeting between a probationary faculty member and one or more authorized evaluators for the express purpose of discussing any aspect of the evaluation procedure affecting the probationary employee.

18.H.1.c. Contract Period:

First Contract: The first academic year employed under contract in a tenure track position. The first contract for mid-year hires shall span the first three terms.

Second Contract: The second academic year employed under contract in a tenure-track position.

Third Contract: The third and fourth academic years employed under contract in a tenure-track position.

18.H.1.d. Evaluation Conference: A meeting in which authorized evaluators discuss with the probationary faculty member the results of the evaluation and announce their recommendations. At the evaluation conference, the faculty member shall receive the following:

- Copies of applicable classroom visitations (H.4.a, H.4.b, H.4.c)
- Summary of applicable student evaluations (h.2.a, H.2.b, H.2.c, H.2.d, H.2.e) with a tally and all written comments
- Summary of peer evaluations (H.1.a) with a tally and all written comments
- Copy of administrative evaluation (H.5)
- Final evaluation summary form (H.7.a), with Summary Prescriptives when appropriate (H.7.b)

- Portfolio evaluation form (H.3) (Years 1 and 2 only)

18.H.1.e. Evaluation Team: A team composed of management and tenured faculty that conducts the various elements of the evaluation process.

18.H.1.f. Portfolio:

Year One (1): A document consisting of a sampling of lesson plans/lecture notes, quizzes, projects and handouts, as well as a copy of exams and course syllabi for each preparation; evidence of supplemental activities; and other appropriate documents as required by the evaluation team. For faculty with special assignments (librarians, counselors, and coaches), the portfolio shall consist of a sampling of materials used for the special assignment.

Year Two (2): A document consisting of all of the materials required in year one, a copy of final exams for each preparation from the previous year, plus a Year-End Report of Supplemental Hours that details year one, and a Self-Evaluation for year one. For faculty with special assignments, the portfolio shall consist of a sampling of materials used for the special assignment.

18.H.1.g. Prescriptives: Activities determined by the Evaluation Team in order for the professor to acquire the skills and behaviors required to achieve a competent and adequate performance. Prescriptives should be supported from data collected and derived from evaluation process.

18.H.1.h. Probationary Faculty Member or Probationary Employee: A faculty member hired into a tenure-track position who is working under his/her first, second or third contract.

18.H.1.i. Self Evaluation: A yearly evaluation prepared by each faculty member and which must be submitted within two weeks following the end of the Spring Term. Probationary faculty members shall include a copy of this evaluation in their Year Two Portfolio. (H.7 & H.7.a)

18.H.1.j. Tenure-Track Position: A faculty assignment under contract that is not designated as adjunct, specially-funded, nor charged against any probationary or tenured employees on full or partial leave from their regular assignments.

18.H.1.k. Visitation: A specific observation of a probationary faculty member's assigned activities by an authorized evaluator.

18.H.1.l. Yearly Report of Supplemental Hours: A report to be completed by each faculty describing activities he/she has engaged in to meet the 192 hour requirement per year which would bring benefit to the College. Probationary faculty members should include a copy of this evaluation in their Year Two Portfolio. (H.11)

18.H.2. Procedures: The procedure for evaluating probationary faculty is a four-year program. Evaluation is continual

throughout the probationary period. Either a first, second or third contract period evaluation may result in one of the following recommendations:

- Employ for the subsequent contract period
- Grant tenure
- Not to employ for the subsequent academic year.

18.H.2.a. Responsibility for Ensuring Completion of the Process: The division dean or associate dean/director for teaching faculty and the immediate administrator for other faculty members are responsible for ensuring the completion of the evaluation process.

18.H.2.b. Evaluation Team Composition: An evaluation team's composition shall be management and tenured faculty to conduct the evaluation process. If by the end of the third (3rd) week of the fall term fewer than two faculty have been selected by the department to serve on a particular team, the appropriate administrator shall appoint tenured faculty from within the division so that at least two (2) faculty serve on the team. A reduction or change in a team's composition during a contract period shall not, in and of itself, invalidate that particular evaluation process; however, every effort shall be made to ensure that a majority of the members of the evaluation team continue to serve on the evaluation team throughout the four-year evaluation process to facilitate effective evaluation of responses to recommendations and prescriptives.

18.H.2.c. Probationary Faculty Concerns: The administrator of the evaluation team shall make every effort to ensure the fairness and integrity of the evaluation process. If a probationary faculty member has concerns regarding the fairness or integrity of the process, he/she should contact the immediate administrator of the Evaluation Team. The administrator will document the concerns and provide the faculty member with a written response.

18.H.2.d. Committee Recommendation: For probationary faculty, a rating of "does not meet the standard" in any category on the summary evaluation report may be sufficient grounds for not recommending retention.

18.H.2.e. Mid-year hires: Any probationary faculty member who is hired for an assignment beginning after the end of a fall term shall be given a first year employment contract covering the following three academic terms. California Education Code §76095, states in part "...A faculty member shall be deemed to have completed his or her first contract year if he or she provides service for 75% of the first academic year."

Mid-year hires shall be evaluated in the first term of assignment with classroom visitations only. An evaluation team shall be appointed using the process defined in 18.H.2.b, and classroom visitations shall occur for each preparation sometime in the first term of the assignment. For the sole purpose of the probationary evaluation process, mid-year hires shall be considered as entering into the first probationary year in the first fall term of the assignment. At that time all evaluation processes and

timelines shall be followed as defined in sections 18.H.3. for the first probationary year, 18.H.4 for the second probationary year, and 18.H.5 for the third and fourth probationary years.

18.H.3. First Contract Period – First Probationary Year

18.H.3.a. Team Responsibility: The Administrator of the evaluation team shall be responsible for completing form H.12. The Administrator shall conduct a meeting with the probationary faculty member and present him/her with form H.12 prior to the administration of any evaluation for the purpose of clarifying the evaluation process, timeline and committee expectations. The evaluation team shall be responsible for completing a summary evaluation report of the probationary employee. The report shall be based on information gathered from evaluation visitation(s) for a minimum of three (3) sections, student evaluations for each section taught, peer evaluations from a broad spectrum of peers approved by the evaluation team, administrative evaluation, and portfolio evaluation.

18.H.3.b. Classroom Visitation: Classroom visitation(s) shall occur for each preparation sometime during weeks 1-6. Each team evaluator shall meet with the probationary faculty member no later than the end of week 7 to go over the H.4.a. form, and the probationary faculty member will have the opportunity to read, comment on, and sign the form.

Any rating of "performance does not meet the standard" in any area of the classroom visitation or an overall rating from any individual team evaluator of "improvement recommended" shall result in an evaluation team meeting with the probationary faculty member by the end of the 8th week, which shall include prescriptive comments and a second round of classroom visitations will occur sometime during weeks 10-14. Evaluation team member(s) will conduct these visitations. A second classroom evaluation form H.4.a, noting "2nd visit" will be completed by the team member(s). The probationary faculty member will have the opportunity to read, comment on, and sign the form. Classroom visitations will be summarized by the team in H.4.a and in H.7.b if the team determines that prescriptives are necessary following the second visit.

18.H.3.b.1. Short Term Courses: If the professor is teaching a short-term course scheduled after the deadline for visitations, a completed agreement must be signed by the probationary faculty member and division administrator to amend visitation periods. The agreement is to be completed by week four (4) of the evaluation period.

18.H.3.c. Student Evaluations: Student evaluations shall be completed by the end of the 12th week of the Fall term.

18.H.3.d. Portfolio: The portfolio is due by the end of the 12th week.

18.H.3.e. Evaluation Conference: The final evaluation conference shall occur not later than the end of the fall term. The purpose of the final evaluation conference is to discuss with the probationary employee the results of the evaluation and announce the team's recommendation. The evaluation team shall determine what additional evaluation activity shall occur during the spring term. If the team makes a

recommendation that the District not employ the faculty member for the following year, no evaluation activities in the spring are necessary.

- 18.H.3.f. Prescriptive Comments: All prescriptive comments for Year 1 must be addressed in writing by the faculty member and submitted to the evaluation team before the team completes the Year 2 evaluation. The Evaluation Team shall determine if prescriptives are met by the time the team completes Year Two Evaluation.

18.H.4. Second Contract Period – Second Probationary Year

- 18.H.4.a. Team Responsibility: The Administrator of the evaluation team shall be responsible for completing form H.12. The Administrator shall conduct a meeting with the probationary faculty member and present him/her with form H.12 prior to the administration of any evaluation for the purpose of clarifying the evaluation process, timeline and committee expectations. The evaluation team will be responsible for completing a summary evaluation report of the probationary employee. The report shall be based on information gathered from classroom visitation(s) and student evaluations for a minimum of three (3) sections taught, peer evaluations from a broad spectrum of peers approved by the evaluation team, administrative evaluation, and portfolio evaluation.

- 18.H.4.a.1. Prescriptive Comments: All prescriptive comments for Year 2 must be addressed in writing by the faculty member before completing the Year 3 evaluation. The Evaluation Team shall determine if prescriptives are met before the Team completes Year Three Evaluation. The Evaluation Team may conduct additional classroom visitations in the Spring in response to prescriptive comments.

- 18.H.4.b. Classroom Visitation: Classroom visitations shall be completed for each preparation no later than the 12th week of the fall term.

- 18.H.4.b.1. Short Term Courses: If the professor is teaching a short-term course scheduled after the deadline for visitations, a completed agreement must be signed by the probationary faculty member and division administrator to amend visitation periods. The agreement is to be completed by week four (4) of the evaluation period.

- 18.H.4.c. Student Evaluations: Student evaluations shall be completed by the end of the 12th week of the fall term.

- 18.H.4.d. Portfolio: The portfolio is due by the end of the 12th week.

- 18.H.4.e. Evaluation Conference: The final evaluation conference shall occur not later than the end of the fall term. The purpose of the final evaluation conference is to discuss with the probationary employee the results of the evaluation and announce the team's recommendation. The evaluation team shall determine what additional evaluation activity shall occur during the spring term. If the team makes a

recommendation that the District not employ the faculty member for the following year, no evaluation activities in the spring are necessary.

18.H.5. Third Contract Period:

18.H.5.a. Third Probationary Year: The Administrator of the evaluation team shall be responsible for completing form H.12. The Administrator shall conduct a meeting with the probationary faculty member and present him/her with form H.12 prior to the administration of any evaluation for the purpose of clarifying the evaluation process, timeline and committee expectations. The evaluation team shall be responsible for completing a summary evaluation report of the probationary employee. The report shall be based on information gathered from each of the following: classroom visitation(s), student evaluations, peer evaluations from a broad spectrum of peers approved by the evaluation team, administrative evaluation and Yearly Report of Service to the College and Self-Evaluation Report. Classroom visitations shall occur by the end of the fall term. Student evaluations shall be completed by the end of the 12th week of the fall term.

18.H.5.b. Evaluation Conference: The evaluation conference shall occur not later than the end of week six (6) of the spring term. The purpose of the evaluation conference is to discuss the results of the visitation and other relevant evaluation information. If the team makes a recommendation that the District not employ the faculty member for the following year, no evaluation activities in year four (4) are necessary.

18.H.5.b.1. Prescriptive Comments: All prescriptive comments must be addressed in writing by the faculty member and submitted to the evaluation team before the team completes the Year 4 evaluation. The Evaluation Team shall determine if prescriptives are met by the time the Team completes Year Four Evaluation.

18.H.5.c. Fourth Probationary Year: The evaluation team shall be responsible for completing a summary evaluation report of the probationary employee. The report shall be based on a summary of all annual evaluations completed during the probationary period including the Year-End Report of Supplemental Hours and Self-Evaluation Report. It is not mandatory at this point in the evaluation process to visit the classroom or conduct student evaluations. The evaluation conference shall occur not later than the end of the fall term. The purpose of the evaluation conference is to discuss with the probationary employee the results of the evaluation and announce the team's recommendation.

18.H.6. Submission of Recommendation: For each contract period the evaluation team shall submit its recommendation to the appropriate Vice President. A simple majority of the team members shall determine the team's recommendation.

18.H.6.a. Split Recommendation: If the evaluation team is equally split on what recommendation to submit, the Vice President of Human Resources or designee shall meet with the team in an attempt to mediate an agreement. If the mediation does not result in an agreement by a simple majority of the evaluation team, the Vice President of Human Resources shall review the matter and forward a

recommendation to the President, who will decide what recommendation shall be submitted to the Board.

18.H.6.a.1. Vice President Does Not Support: If the Vice President does not support the team's recommendation, the Vice President and the team shall meet in an attempt to resolve the disagreement. If the disagreement is not resolved, the President shall review the matter and decide what recommendation shall be submitted to the Board.

18.H.6.a.2. Vice President Does Support: If the Vice President agrees with the team's recommendation, it shall be forwarded to the President.

18.H.6.a.3. President Does Not Support: If the President does not support the team's recommendation, the President and the team shall meet in an attempt to resolve the disagreement. If the disagreement is not resolved, the President shall decide what recommendation shall be submitted to the Board.

18.H.7. Appeal Procedure: During a first, second or third contract period, a probationary faculty member may appeal a recommendation for not rehiring in accordance with the provisions of State law.

18.H.7.a. Evaluation Grievance Procedures: The following grievance procedures apply solely to probationary faculty members who have been denied reappointment or tenure.

18.H.7.a.1. General Provisions: A "grievance" is a formal written allegation that the District, in a decision not to offer a probationary faculty member a second or third contract, violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of the probationary faculty member.

18.H.7.a.2. Formal Written Allegation: A "grievance" is also a formal written allegation that the District, in a decision denying tenure to a probationary faculty member employed under a third contract, acted unreasonably or violated, misinterpreted, or misapplied, any of its policies and procedures concerning the evaluation of the probationary faculty member.

18.H.7.a.3. Definition of Grievant: A "grievant" is a probationary faculty member denied reappointment or tenure or the exclusive bargaining representative on behalf of such faculty member.

18.H.7.a.4. Working Day: A "working day" is any day Monday through Friday on which the Mt. San Antonio College Administrative Offices are open for business.

18.H.7.b. Levels of Evaluation Procedure Grievance:

18.H.7.b.1. Level One: Within twenty (20) working days of receiving the Board of Trustee's official written notice, the grievant must present his/her grievance in writing to the appropriate Vice President. The grievance shall:

- Be specific
- Contain a synopsis of the facts supporting the allegation
- Identify the specific policy or procedure of the evaluation procedure which has allegedly been violated
- Contain the date of the alleged violation
- State the remedy requested
- Be signed by the grievant.

The Vice President shall communicate his/her decision to the employee in writing within ten (10) working days after receiving the grievance. If the Vice President does not respond within the time limits, the grievant may appeal to the next level. Within the above time limits, either party may request a personal conference.

18.H.7.b.2. Level Two – Arbitration: If the grievant is not satisfied with the disposition of the grievance at Level One, or if no written decision has been rendered within ten (10) working days after submission of the grievance to the Vice President, the grievant may, within an additional five (5) working days, request in writing to the Association that the grievance be submitted to arbitration.

18.H.7.b.2.a. Exclusive representative: The exclusive representative shall have no duty of fair representation with respect to taking any of these grievances to arbitration, and the employee shall be entitled to pursue a matter to arbitration with or without the representation by the exclusive representative. However, if a case proceeds to arbitration without representation by the exclusive representative, the resulting decision shall not be considered a precedent for purposes of interpreting tenure procedures, policies, or the collective bargaining agreement, but instead shall affect only the result in that particular case. When arbitrations are not initiated by the exclusive representative, the District shall require the employee submitting the grievance to file with the arbitrator or the Vice President of Human Resources adequate security to pay the employee's share of the cost of arbitration.

18.H.7.b.2.b. Advisory Arbitrator: The grievant and the District shall attempt to agree upon an advisory arbitrator. If no agreement can be reached, they shall request the State Conciliation Service to supply a panel of five (5) names of persons experienced in hearing grievances in public schools. Each party shall alternately strike a name until only one name remains. The remaining panel member shall be the advisory arbitrator. The order of the striking

shall be determined by lot. If the arbitrator will not be available within sixty (60) days, the parties shall secure another list and repeat the selection.

- 18.H.7.b.2.c. Arbitrator's Powers: The arbitrator shall be without power to grant tenure, except for failure to give notice on or before March 15 pursuant to subdivision (b) of Education Code Section 87610. The arbitrator may issue an appropriate make-whole remedy, which may include, but need not be limited to, back pay and benefits, reemployment in a probationary position, and reconsideration. Procedures for reconsideration of decisions not to grant tenure shall be agreed to by the governing board and the exclusive representative of faculty pursuant to State law.

The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of the Evaluation Procedures of this Agreement in the respect alleged in the grievance. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him/her by the respective parties in the presence of each other and upon arguments presented in briefs. The arbitrator shall consider and decide only on the specific issues submitted in writing and shall have no authority to make a decision on any other issue not so submitted.

- 18.H.7.b.2.d. Arbitrator's Recommendation, Board Review: The arbitrator's recommendation will be in writing and will set forth all findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any recommendation which requires the commission of any act prohibited by law or which violates the terms of this Agreement. The arbitrator in no case shall make any recommendation inconsistent with District duties, responsibilities or obligations as such are prescribed in State or federal law. However, it is agreed that the arbitrator is empowered to include in the arbitrator's recommendation such financial reimbursement or other remedies as is judged to be proper except that in settlement of any grievance resulting in retroactive adjustment, such adjustment shall be limited to the date of signing of the Agreement. The recommendation of the arbitrator will be submitted to the Board, the President of the College, the grievant, and the Association.

The recommendation of the arbitrator within the limits herein prescribed shall be in the form of a recommendation to the Board of Trustees. If the grievant files a request to the Board to undertake review of the advisory decision within ten (10) working days of its issuance, the Board shall then

undertake review of the entire hearing's record and briefs. The Board may also, if it deems it appropriate, permit oral arguments by representatives of the parties, but only in the presence of one another. In such case, the Board shall render a decision on the matter within thirty (30) working days after receiving the arbitrator's recommendation. Such decision shall be final and binding on all parties. If the Board does not render a decision within the time specified, it shall be deemed to have adopted the decision reached at Level One.

In a case where the arbitrator's recommendation sustains the grievant, but the Board subsequently fails to accept such recommendation and instead modifies or reverses the arbitrator's recommendation, and the grievant later files a judicial action against the District for breach of the Agreement, the District shall not assert as a defense that the grievant's utilization of the grievance and arbitration procedure was the only proper remedy for resolution of the grievance. In all other cases, the grievance and arbitration procedure described above is to be the Association's and unit member's sole and final remedy for any claimed breach of this Agreement which is covered by the grievance procedure.

18.I. Evaluation of Regular Faculty:

18.I.1. Evaluation Process: Faculty evaluation is a three-year process and is the responsibility of the individual faculty member. The process will consist of student evaluations (first year), classroom visitations (second year), and a summary of the evaluation activities (third year). The process requires submittal of a Yearly Report of Supplemental Hours in all three years of the evaluation process and the Self-Evaluation Report in years one and two of the evaluation process. Any distance learning courses and/or mentoring of faculty interns must be included in the evaluation process. The division dean, with the assistance of department chairs, will maintain a three-year rotational list for all faculty in the division. After receiving tenure, faculty members will be placed on the first year of the three-year rotational list for the following academic year.

18.I.1.a. Self-Evaluation: Each member of the regular faculty shall submit the Yearly Report of Service to the College (H.11.) and Self-Evaluation Report (H.6.) that includes goals and objectives within two weeks following the end of the spring term.

18.I.1.b. Student Evaluation: During the first year of the evaluation process, the faculty member will administer at least one student evaluation for each preparation (H.2.) by the end of the 12th week of the term. A detailed summary of the student evaluations, including a tally of the ratings and a sampling of written comments, will be prepared by the faculty member and submitted as part of the Self-Evaluation Report to the division dean.

18.I.1.c. Classroom Visitation by Peers: During the second year of the evaluation process, the faculty member will select a peer evaluation team. The peer evaluation team will include a minimum of two faculty

members selected by the individual faculty member being evaluated. Those faculty will be responsible for classroom visitations which will be completed during the second year of the evaluation process (H.4.). A summary of the classroom visitations will be prepared by the faculty member and submitted as part of the Self-Evaluation Report to the division dean.

18.I.1.d. Summary of Evaluation: During the third year of the evaluation process, the faculty member will summarize evaluation activities and findings of Years One and Two. The summary report will include:

- Summary of progress made on goals and objectives
- Summary of the self-evaluations
- Yearly report of supplemental hours (from the previous three (3) years)
- Student evaluations
- Peer evaluations (classroom evaluations).

This report will be submitted to the division dean by the end of the 6th week of the spring term.

18.I.1.e. Administrative Evaluation: The faculty member will meet with the division dean or designee by the end of week 14 of the spring term of the third year. During the evaluation meeting, the division dean will comment on the summary report and appropriate performance expectations and will review the administrative evaluation prepared from the submitted evaluation documents. The combined documents (self-evaluation reports from each of the two years, the yearly reports of supplemental hours from the previous three years, the summary evaluation prepared in year three, and the administrative evaluation) constitute a complete evaluation report. One copy shall be placed in the faculty member's personnel file and the faculty member shall retain one copy.

18.I.1.f. Repetition of Evaluation: If the faculty member does not meet the standards in the appropriate performance expectancies listed in this Article, an evaluation consultation shall be held with the division dean and shall be repeated annually until the standard is met.

18.I.1.g. Failure to Comply with Evaluation Timelines: If the faculty member fails to submit all required evaluation forms by the timelines established in this article in any of the three years, the division dean will submit notification of failure to submit to the office of Human Resources for inclusion into the faculty member's personnel file. The faculty member shall be given the opportunity to append a response to this notification.

18.I.2. Special Evaluation Process: Notwithstanding Sections 18.H and 18.I above, a special evaluation may be conducted whenever the administrator has cause to believe that the employee is not meeting the job expectancies set forth in Sections 18.B – 18.E of this article. It is the responsibility of the administrator to thoroughly investigate the complaint to validate the allegation prior to the initiation of the Special Evaluation Process. In such situations, the appropriate administrator (generally the dean) will determine the appropriate method and scope of the evaluation. The evaluation process, as determined by the administrator, may include, but is not limited to, such methods of review as student evaluations, peer evaluations, administrative evaluations and/or classroom/website

visitations. Special evaluations will be conducted in conformance with the principles set forth in Section 18.G. of this Agreement. Whenever possible, all such evaluations will be conducted by College employees.

18.I.2.a. Notification: The administrator will notify the employee in writing of the special evaluation including the evaluation process to be used and expected time frame), of any job expectancies that are not being met and of any classroom or worksite visitations in advance. The faculty member will be provided with clearly identified prescriptive comments and guidelines regarding the expected outcome of the special evaluation process. The faculty member will be informed of his/her right to Faculty Association representation from the inception of a Special Evaluation, as identified in Article 5. The faculty member shall be entitled to Association representation in any and all meetings in which discipline may result.

18.I.2.b. Visitations: Visitations that are part of the special evaluation process are exempt from the notification limits in 18.A.2.

18.J. Evaluation of Department Chairpersons: Department chairpersons are evaluated separately, both as a teaching faculty member and as a department chairperson. Their evaluation as a teaching faculty member will comply with Section I of this Article.

18.J.1. Timeline: The department chairperson evaluation will be conducted on a yearly basis no later than the end of the tenth week of the spring term.

18.J.2. Responsibilities: The division dean or immediate administrator will prepare and complete the form "Department Chairperson Evaluation Report" included in this contract. One copy of this report shall be placed into the department chairperson's personnel file, and one copy shall be provided to the department chairperson. Included in this evaluation are:

18.J.2.a. Self-Evaluation: Continuing self-evaluation is a characteristic of a professional person. Each department chairperson shall examine his/her own performance, including the establishment of goals for his/her professional growth and will seek ways to become more effective in his/her work with students and colleagues. The self-evaluation form H.6.b., shall be completed and submitted to the division dean or immediate administrator no later than the eighth week of the spring term.

18.J.2.b. Administrative Evaluation: Each year an evaluation meeting will be held with the department chairperson and his/her division dean or immediate administrator at which time information will be presented regarding the results of the self-evaluation process including the agreed-upon goals and objectives. The evaluation meeting shall be conducted no later than the tenth week of the spring term.

18.J.2.c. Peer Evaluation: The faculty members of the department will be given the opportunity to complete the Chairperson Peer Evaluation form (H.1.b) no later than the eighth week of the spring term. The form will be distributed to all members of each department by the division dean or immediate administrator and return to the division dean or immediate administrator. These forms will be kept confidential.

18.J.2.d. Report: The division dean or immediate administrator will prepare a single report incorporating an evaluation of the self-analysis, the peer evaluation, and those performance expectancies listed under section 18.F germane to the responsibilities of a department chairperson. One copy of this report shall be placed in the department chairperson's personnel file, and the department chairperson shall retain one copy. The report shall be completed no later than the tenth week of the spring term.

18.K. Adjunct and Partial Contract Professors Evaluation:

18.K.1. Responsibility: Evaluation of adjunct and partial contract professors is the responsibility of:

- Division dean
- Director, ESL
- Director, Adult Basic Education
- Director, Continuing Education
- Department chairpersons
- Other administrators assigned by the Chief Instructional Officer or the Chief Student Services Officer

18.K.2. Evaluation Report: Evaluation shall be reported in accordance with the performance expectancies listed in Section 18.B. which are observable by the various evaluators and which are appropriate to the assignment as an adjunct professor, particularly items 18.B.1, 18.B.3, 18.B.5, 18.B.6, 18.B.7, 18.B.9, 18.B.10, 18.B.13, 8.B.14, and 18.B.15.

18.K.3. Evaluation Process:

18.K.3.a. Professors With Rehire Rights: The evaluation of adjunct professors with rehire rights and partial contract professors will be conducted on a three-year (3) process. The division dean, with the assistance of department chairs, will establish a three-year (3) rotational list for all adjunct faculty with rehire rights and partial contract faculty in the division. The process will consist of student evaluations and classroom visitations.

18.K.3.b. Professors Without Rehire Rights: Professors without rehire rights will be evaluated on a four year (4) process that begins the first term of their employment.

18.K.4. Classroom Visitation:

18.K.4.a. Professors With Rehire Rights: In Year 1 of the evaluation process, adjunct teaching faculty with rehire rights shall be evaluated while teaching in the classroom, and non-teaching faculty shall be evaluated while conducting their professional assignments by the division dean, department chair, or designee. A distance learning course that is taught must be included in the evaluation process. A meeting will be held in a timely manner with the adjunct faculty member to review the classroom evaluation and teaching materials and to give feedback regarding teaching performance. Classroom visitation evaluations may occur more frequently when appropriate. Adjunct and partial

contract professors will be evaluated on the appropriate classroom visitation evaluation form (Appendix H.4).

18.K.4.b. Professors Without Rehire Rights: In the first term of employment, adjunct faculty shall be evaluated in each preparation while teaching in the classroom, and non-teaching faculty shall be evaluated while conducting their professional assignments by the division dean, department chair, or designee. In year two (2) of the evaluation process, classroom visitation/professional evaluation shall be conducted for each preparation. In years three (3) and four (4) of the evaluation process, a single classroom visitation/professional evaluation shall be conducted. Additional visitations or evaluations may be conducted when an adjunct faculty member is assigned to teach a class for the first time or when a pattern of student complaints becomes evident to the department chair or dean. A distance learning course that is taught must be included in the evaluation process. A meeting will be held in a timely manner with the adjunct faculty member to review the classroom evaluation and teaching materials and to give feedback regarding teaching performance. Adjunct and partial contract professors shall be evaluated on the appropriate classroom visitation form. Professors who do not earn rehire rights at the end of year four may re-enter year four (4) of the evaluation process.

18.K.5. Student Evaluations:

18.K.5.a Professors With Rehire Rights: Student evaluations shall be conducted for a minimum of each preparation every year of the three-year evaluation cycle. After an adjunct faculty member has established rehire rights, he/she shall conduct student evaluations annually for each preparation and shall submit a detailed summary of student evaluations, including a tally of the ratings and a sampling of written comments, to the department chair or appropriate manager. Student evaluations shall be conducted by the last day to drop in either the fall or spring term as requested by the Department Chair or appropriate manager, and shall be submitted by the 12th week of the term.

18.K.5.b Professors Without Rehire Rights: Student evaluations shall be conducted for a minimum of each preparation in years one (1) and four (4) of the evaluation process. A designated evaluator shall conduct student evaluations in either the fall or spring term as requested by the Department Chair or appropriate manager and shall submit a detailed summary of student evaluations, including a tally of the ratings and a sample of written comments, to the department chair or appropriate manager. In years two (2) and three (3) the adjunct faculty member shall organize student evaluations for a minimum of each preparation annually to be conducted by the department chair or other Division designee or by a student in the classroom who will take the evaluation forms to the department chair or appropriate manager for review. Student evaluations shall be conducted by the last day to drop in the term and shall be submitted by the 12th week of the term.

18.K.6. Self-Evaluation and Yearly Report of Supplemental Hours: During each year of the evaluation process, the faculty member may submit a Yearly Report of Supplemental Hours and Self-Evaluation Form.

18.K.7. Summary of Evaluation: Each year of the evaluation process, the department chair, in consultation with the appropriate manager, or the appropriate manager shall prepare an Adjunct Faculty Summary Evaluation H.8 to summarize findings of any appropriate evaluation activities for the year. A summary meeting shall be held with the adjunct faculty member in such cases where feedback is needed to improve teaching or professional performance. In cases where the rating falls below "performance meets the standard" (#2), evaluative comments shall identify Teaching Faculty Performance Expectancies applicable to adjunct faculty, as outlined in Article 18.K.2, in addition to performance issues documented in student evaluations, classroom visitations, and/or in student complaints. In the case of a rating of "improvement recommended" (#3), specific suggestions for improvement shall be provided. In cases where the rating is "improvement recommended" - (#3), the faculty summary evaluation shall be submitted by the 15th week of the term for review by the division dean or appropriate manager. Adjunct Faculty Summary Evaluations, where the rating is "performance exceeds the standards" (#1), "performance meets the standards" (#2), or "performance does not meet the standards" (#4), shall be submitted by the last week of the term for review by the division dean or appropriate manager.

18.K.8. Exceptions: This section shall not apply to contract and regular faculty on overload assignment except that such assignments may be incorporated in evaluations described in 18.G and 18.H.

18.L. Surveillance: In the evaluation process, faculty shall be free from any and all forms of electronic or other listening or recording devices, except with his/her express and non-continuing consent.

18.M. Non-Discrimination: This evaluation process shall be directed solely to the professor's effectiveness in the faculty performance expectancies listed in Section 18.B of this Agreement and other matters according to established College policies, procedures, and applicable law.

18.N. Academic Freedom: It is agreed that it shall be the policy of the College to maintain and encourage freedom for its faculty, within the law, of inquiry, teaching and research, and the pursuit of knowledge. No evaluation shall be made of any professor based on the exercise of these freedoms. In the exercise of this right, the professor may discuss his/her subject or area of competence in the classroom, as well as other relevant matters, including controversial materials, so long as he/she distinguishes between personal opinions and what is contemporarily regarded as factual information by leading academicians in the discipline being discussed.

The professor shall use no materials in any teaching assignment nor make any speech in order to incite students or others to unlawful acts or to create a clear and present danger to the students and/or the College and/or the community. In addition to evaluation of those criteria identified as their responsibility in the evaluation process, administrators have the right to investigate any performance criterion listed in Section 18.B if and when a complaint is received which identifies the complainant and is specific and precise as to the nature of the complaint and the time and place of the alleged incident. Professors may not use the classroom to promote a particular religious belief.

It is further agreed that nothing in this Section shall be regarded as inconsistent with the philosophy and policy of the Mt. San Antonio College Board of Trustees as established in Board Policy 4030 "Academic Freedom" as revised and adopted May 2004, which sections shall not be changed except by mutual consent between the Board and the Association. Furthermore, it is agreed that nothing in this section shall relieve any professor of his/her obligations to fulfill his/her responsibility under

Section 18.B.5.

18.O. Personnel Files:

- 18.O.1. Maintenance: The official personnel file of a unit member shall be maintained at the District's Office of Human Resources.
- 18.O.2. Inspection: Personnel files shall be available for inspection during regular office hours each day the Office of Human Resources is open for business. Unit members may review and obtain a copy of personnel file materials within three working days of their written request. An Association representative may, with non-continuing written authorization from the unit member, review the unit member's personnel file or accompany them in his/her review.
- 18.O.3. Access: Personnel files are to be accessed only by persons who have a legitimate need and legal authorization to review file contents within the scope of their employment. When a unit member's file is opened for any purpose other than routine office work, a log shall show the name of the person opening the file and the date. These logs shall be considered part of the personnel file and shall remain with the file.
- 18.O.4. Materials: All material subsequent to employment placed in the personnel file shall indicate the date it was prepared or placed in the file and who was responsible for its preparation. Written statements of a positive nature received by the District pertaining to employment performance of a unit member shall be placed in the member's file upon the unit member's request. The supervising manager may also maintain written statements of a positive nature for purposes of evaluation.
- 18.O.5. Derogatory Information: Information of a derogatory nature shall not be entered or filed unless and until the unit member is given notice and the opportunity to review and respond in writing thereon. A unit member shall have the right to enter, and have permanently attached to any derogatory statement, his/her own comments thereon. Such review shall take place during business hours, and the unit member shall be released from duty for this purpose without any salary reduction. Derogatory information placed in the personnel file shall identify the source(s) of such information. If subsequent to the entry of derogatory information into the personnel file, a District investigation determines that the information is inaccurate in a material respect or unsubstantiated, it shall be removed from the file and shall not be used in any decision affecting the discipline, employment status or assignment of the unit member. Derogatory information may not be used for any disciplinary action after three years of its placement in the personnel file. Any derogatory material three or more years old shall be sealed and not available for review.
- 18.O.6. Student Complaints: Student complaints shall not be entered into the file until and unless a District investigation has taken place regarding the complaint and a conference with the employee has been completed. The complaint shall be treated as derogatory material and is subject to those provisions stated in this Article.
- 18.O.7. Confidentiality: There shall be only one personnel file for each professor. The College President or his/her designee and the professor shall have full access to the file, except that the professor shall not be shown any

document submitted in confidence prior to his/her employment in any position at the College.

- 18.O.8. Access to Files: Representatives of the Association shall have access to said file with the professor's written non-continuing authorization. A log shall be kept in each professor's personnel file indicating the name of each person inspecting the file and the date of said inspection, excepting routine clerical transactions. Evaluation documents per Sections 18.H, 18.J – L.3 and I.4 of this Article shall be placed in the personnel file.

The information in the personnel file shall not be released to anyone other than the authorized persons listed above except as provided by law, nor shall copies of any documents in said file be made without the professor's written non-continuing consent. Any material which might be deemed derogatory which is to be placed in a professor's personnel file must be signed and dated and a copy, identified as going into the file, shall be given to the professor prior to its being placed in said file.

- 18.O.9. Right to Answer: A professor shall have the right to file an answer to any material submitted for inclusion in his/her file and such answer shall be attached to the file copy. A professor shall have the right to place in the file such material as he/she determines may have a bearing on his/her evaluation or position as a professor.

■ ARTICLE 19: RETIREMENT ■

19.A. Retirement Incentive:

- 19.A.1. Qualification: A full-time unit member who has been employed by the District for at least 25 years may, prior to retirement, request to enter into a partial, post-retirement contract starting after the 180 day waiting period with the District for up to three years.

- 19.A.2. Definition: The partial contract will be for up to 30% of the unit member's base salary at the time of retirement (10% for every 3 LHE taught). However, compensation shall not exceed the qualifiable STRS earnings maximum for retirees. The partial contract will carry a load maximum of 9 LHE per year. While under a partial post-retirement contract, the unit member will receive retirement benefits from the District, as defined under Article 8 of this Agreement.

- 19.A.3. Application: Qualifying unit members must submit a letter of application for this retirement incentive to the

supervising administrator no later than six months prior to the date of retirement. The appropriate Vice President and the College President must approve the application, and their decision is final and not subject to grievance.

■ ARTICLE 20: GRIEVANCE PROCEDURE ■

20.A. General Provisions:

20.A.1. Definitions: Except as provided to the contrary, this grievance procedure is restricted to alleged violations of specific section(s) in this Agreement arising during the term of this Agreement. A grievance is defined as a formal written allegation filed by a unit member and/or the Association that a violation of the specific provision(s) of this Agreement has occurred. The parties to the grievance shall be defined as the grievant and the appropriate administrator.

20.A.2. Challenge or Change of Policies: Actions to challenge or change the policies of the District as set forth in the Board Policy or Administrative Procedures must be undertaken under separate legal processes and not in conflict with the provisions of this Agreement. Other matters for which a specific method of review is provided by law, by the Board Policy or by the Administrative Procedures of the District are not within the scope of this procedure.

20.A.3. Effort by Parties: The District and the Association agree that every effort will be made by the District and the

unit member to settle grievances informally at the lowest possible level.

- 20.A.4. Conformation of Grievant: Until final disposition of the grievance, the grievant is required to conform to the direction of his or her immediate administrator, except when the grievant's health and safety are endangered.
- 20.A.5. Timeliness: Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly. Each party agrees to complete action within the time limits contained in the grievance procedure; however, with the written consent of the parties to the grievance, the time limitation for any level may be extended. Any grievance not advanced to the next level within the time limits established for that level shall bar the grievant from any further right to pursue that grievance, and the grievance shall be deemed resolved with the decision rendered at the previous level (including "Level One – Informal"). Failure on the part of an administrator to answer within the time limits set forth for any level will entitle the employee to proceed to the next level (including "Level One – Informal"). Time limits in each level shall begin at the expiration of the previous time limit or the day following receipt of written decision by the parties in interest.
- 20.A.6. Grievance Meetings: Grievance meetings normally will be scheduled by the District so as not to conflict with classroom duties. However, if the meeting is expected to be of such duration that it would extend beyond the normal business hours of the District's central office, the District shall provide released time to the grievant, witnesses, and if requested, the President of the Association or the President's designee, so that the session can be accommodated within such business hours. This provision shall constitute "reasonable periods of released time" within the meaning of Government Code 3543.11.
- 20.A.7. Confidentiality: In order to encourage a professional and harmonious disposition of unit members' grievances, it is agreed that from the time a grievance is filed until it is processed through arbitration, or decided to the mutual satisfaction of the grievant and the District, neither party shall make public either the details of the grievance or evidence regarding the grievance.
- 20.A.8. Closed Meetings: All meetings and hearings under this procedure shall be closed to all persons other than the parties in interest, their representatives, and witnesses as necessary.
- 20.A.9. Separate File: All procedural documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file, maintained by the District, and will not be kept in the personnel file of any of the participants.
- 20.A.10. Completion of Necessary Forms: Forms necessary for the grievance process will be prepared by the District in consultation with the Association and will be given appropriate distribution to facilitate the Grievance Procedure. The written grievance shall (1) be specific, (2) contain a description of the procedures which have previously been taken by the grievant, (3) contain a synopsis of the facts giving rise to the violation or misinterpretation, (4) contain the specific section(s) of this Agreement which has (have) allegedly been violated, (5) state the relief requested, (6) contain the date of the alleged violation, and (7) be signed by the grievant.

20.A.11. Representation: The grievant may request representation beginning at Level Two, but nothing contained herein

will be construed as limiting the right of any unit member having a grievance to have the grievance adjusted without intervention of the Association, provided that such adjustment is not inconsistent with the terms of this Agreement and that the Association has been given an opportunity to respond prior to its implementation.

- 20.A.12. Reprisals: No reprisals of any kind will be taken by the Board, the President of the College, the Association, or by any member or representative of the Administration of the College, against any aggrieved person, any member of the Association, or any other participant in the grievance procedure by reason of such participation.
- 20.A.13. Expenses: The District and the Association shall pay their own expenses incurred in the grievance procedure. Parties shall equally share the expenses of neutral arbitrator if such becomes necessary. Each party shall be responsible for compensating its own representatives and witnesses. If a party desires that a record of the testimony be made from the tape recording, it may cause such a record to be made at its own expense; however, if the other party or parties requests copies of such records, the cost shall be divided equally.
- 20.A.14. Restrictions: No unit member may use the grievance procedure in any way to appeal termination or decision by the Board not to renew his or her contract. (Please see Article 17.H.7.) This grievance procedure shall not be used as the basis for any type of class action.
- 20.A.15. Presence and Representation: The grievant must be present at each level of the grievance procedure. Either party may be represented by a party of his/her choice beginning at Level Two of the grievance procedure. However, no employee organization other than the Faculty Association may represent the grievant.
- 20.A.16. Grievance Against or Inaction by the Board of Trustees: If a grievance arises from action or inaction by the Board of Trustees, the aggrieved person shall submit such grievance in writing directly to the President of the College or the President of the Board, and may optionally notify the Association. The processing of such grievance shall be commenced at Level Three.
- 20.A.17. Precedence: A decision in any one case may or may not constitute a precedent for any other grievance.
- 20.A.18. Processing Limitation: Notwithstanding any other provision of this Article, management shall not be required to initiate the processing of more than one grievance per work day at the formal level.
- 20.A.19. Adjustment of Grievance: Adjustment of any grievance described herein shall not be inconsistent with the specific provision(s) of this Agreement.
- 20.A.20. State and Federal Law: Nothing contained in the grievance procedure shall be construed to deny the District, the Board, the President, the Association or any unit member the rights guaranteed to them under state or federal law.
- 20.A.21. Withdrawal: A grievance may be withdrawn by the grievant at any time and at any step of this procedure provided, however, that same grievance shall not be filed a second time by the same party.

20.A.22. Working Day Definition: For the purpose of this grievance procedure, a "working day" is any day Monday through Friday on which the Mt. San Antonio College Administrative Offices are open for business.

20.A.23. Settlement: In settlement of any grievance resulting in retroactive adjustment, such adjustment shall be consistent with the Agreement in effect at the time of the alleged violation.

20.A.24. Association Grievance: An Association grievance shall begin at Level Three.

20.B. Grievance Procedures:

20.B.1. Level One – Informal:

20.B.1.a. Informal Conference: Before filing a formal grievance, the grievant shall attempt to resolve the matter by an informal conference with his or her next immediate administrator within ten (10) working days of the knowledge of the alleged violation.

20.B.1.b. Discussion: The employee shall discuss the matter orally with his or her immediate administrator during non-teaching hours. Only the grievant and the administrator will be present.

20.B.1.c. Timeline: Within ten (10) working days, the immediate administrator shall give his or her oral response to the grievant.

20.B.2. Level Two – Mediation:

20.B.2.a. Timeline: If the grievance is not resolved at the informal level, the grievant will have ten (10) working days within which he or she shall submit to the Office of Human Resources a written and signed statement of grievance on forms provided by the District. The Office of Human Resources shall have ten (10) working days to establish a mediation team.

20.B.2.b. Mediation Team: The grievance shall be forwarded to a mediation team composed of one faculty member and one administrator appointed by the Association and the District, respectively. The faculty member and the administrator shall not be from the same division as the grievant and respondent. The mediation team shall meet with the grievant and the immediate administrator that reports to the Vice President with the intent to try to resolve the grievance. The mediation team will submit a report within fifteen (15) working days which either outlines the resolution or documents that no resolution can be reached. The mediation team shall have no authority to impose a resolution upon the parties.

20.B.2.c. Conclusion: The mediation process shall conclude when the parties reach agreement, or when either the grievant, the administrator, or the mediation team declares that a mediated resolution cannot be reached.

In the event that an agreement is reached, the mediation team will prepare a written agreement proposal on the Grievance Form (Appendix M.1), have both parties sign it and forward to the Office of Human Resources with one copy each to the grievant, the immediate administrator, and the Faculty Association.

If the grievance is not resolved through mediation, the grievance shall proceed to Level Three – Vice President. The mediation team will provide a written notice of the Grievance Form (Appendix M.1) that a resolution was not reached. The notice shall be submitted to the appropriate Vice President with one (1) copy each to the grievant, the immediate administrator, the Office of Human Resources, and the Faculty Association.

20.B.3. Level Three – Vice President:

20.B.3.a. Action: The Office of Human Resources shall forward the statement of grievance to the Vice President within ten (10) working days of the receipt of the written mediation results.

20.B.3.b. Timeline: Within ten (10) working days after receiving the grievance, the Vice President or designee shall meet with the parties. The Vice President or designee shall provide his or her response in writing to the grievant and to the College President within ten (10) working days of meeting with both parties.

20.B.3.c. Exclusions: Alleged violations not presented at Level Two may not be introduced at any other level, and no evidence or testimony given shall be the cause for expanding the grievance.

20.B.4. Level Four – President:

20.B.4.a. Timeline: If the grievance is not resolved at Level Three, the grievant shall have ten (10) working days after receipt of named administrator's response within which he or she may submit an appeal on the appropriate form to the President.

20.B.4.b. Response: The President or designee shall meet with all the parties and subsequently give the grievant an answer in writing no later than ten (10) working days after receipt of the appeal.

20.B.5. Level Five – Arbitration:

20.B.5.a. Timeline: If the aggrieved person is not satisfied with the disposition of the grievance at Level Four or if no written decision has been rendered within ten (10) working days following the Level Four meeting with the President or his/her designee, the aggrieved person may, within an additional ten (10) working days, request in writing to the Association that the grievance be submitted to arbitration.

20.B.5.b. Selection of Arbitrator: A grievance submitted to arbitration shall be heard by an arbitrator from a

permanent panel of arbitrators selected and mutually agreed to by the District and the Association. The arbitrators on the panel shall be selected at the start of each contract period. The panel shall have from five (5) to nine (9) arbitrators listed in numerical order. If an arbitrator is needed, the first name on the list shall be called. If that individual is not available within sixty (60) days, the second name on the list shall be called. Contacts shall proceed down the list until an available individual is found. The arbitrator used shall rotate to the bottom of the list; the others shall remain in the priority they held when called.

20.B.5.c. Arbitrator's Action: The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of this Agreement in the respect alleged in the grievance. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him by the respective parties in the presence of each other and upon arguments presented in briefs. The arbitrator shall consider and decide only on the specific issues submitted in writing and shall have no authority to make a decision on any other issue not so submitted.

The arbitrator shall cause the hearing to be recorded on tape. Arbitration hearing tapes shall be provided to each party, the cost of which shall be divided equally.

The arbitrator may hear and determine only one grievance at a time unless the District and the Association expressly agree otherwise. However, both parties will in good faith endeavor to handle in an expeditious and convenient manner cases which involve the same or similar facts and issues.

20.B.6. Arbitrator's Decision, Board Review:

20.B.6.a. Actions of Arbitrator: The arbitrator's decision will be in writing and will set forth all findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The arbitrator in no case shall make any decision inconsistent with District duties, responsibilities or obligations as such are prescribed in State or federal law. However, it is agreed that the arbitrator is empowered to include in the arbitrator's decision such financial reimbursement or other remedies as is judged to be proper except that in settlement of any grievance resulting in retroactive adjustment, such adjustment shall be consistent with the Agreement in effect at the time of the alleged violation. The decision of the arbitrator will be submitted to the Board, the President of the College, the grievant, and the Association.

20.B.6.b. Decision of Arbitrator: The decision of the arbitrator within the limits herein prescribed shall be final and binding on the parties with respect to grievances filed under Article 7 Salaries; Article 8 Employee Benefits; Article 10 Work Load and Article 16 Leaves of Absence. Each party waives the right to pursue litigation on the matter in dispute once it is submitted to arbitration.

20.B.6.c. Not Covered: With respect to grievances permitted under the terms of this Agreement, and not covered under 20.B.6.b. of this Agreement, the decision of the arbitrator within the limits herein prescribed shall be in the form of a recommendation to the Board of Trustees. If the grievant files a

request to the Board to undertake review of the recommendation within ten (10) working days of its issuance, the Board shall then undertake review of the entire hearing's record and briefs. The Board may also, if it deems it appropriate, permit oral arguments by representatives of the parties, but only in the presence of one another. In such case, the Board shall render a decision on the matter within thirty (30) working days after receiving the arbitrator's recommendation. Such decision shall be final and binding on all parties. If the Board does not render a decision within the time specified, it shall be deemed to have adopted the decision reached at Level Four.

20.B.6.d. Non-Acceptance of Arbitrator's Recommendation: In a case where the arbitrator's recommendation sustains the grievant but the Board subsequently fails to accept such recommendation and instead modifies or reverses the arbitrator's recommendation, and the grievant later files a judicial action against the District for breach of the Agreement, the District shall not assert as a defense that the grievant's utilization of the grievance and arbitration procedure was the only proper remedy for resolution of the grievance. In all other cases, the grievance and arbitration procedure described above is to be the Association's and unit members' sole and final remedy for any claimed breach of this Agreement which is covered by the grievance procedure.

20.C. Judicial Action: Neither party waives its right to pursue judicial action regarding arbitration awards. In cases involving binding arbitration, however, appeals are limited to the circumstances forth in California Code of Civil Procedure, Section 1246.6.

■ ARTICLE 21: DISPUTE PROCESS ■

21.A. Objective: It is the objective of the District and the Association to encourage the prompt resolution of all complaints, misunderstandings or other difficulties which relate to disputes as defined in Definitions below in Section 21.B. at the lowest possible level. Accordingly, the following Dispute Resolution process has been established.

21.B. Definitions:

21.B.1. Dispute: A dispute is a claim by a unit member or a District manager that there is a conflict between the unit member and the District, or a unit member vs. another unit member. Such conflicts may include allegations of alleged violations of policies and practices not contained in the negotiated Agreement. These policies and practices would include, but are not limited to, Board Policy, Administrative Procedures, District practices and procedures and other State law to the extent permitted by law.

21.B.2. Professional Behavior: Professional behavior includes common courtesy, respect for one another, honesty, and the use of appropriate language.

21.B.3. Disputant: A disputant is a member of the unit covered by this Agreement who claims to have been adversely affected by the District, or other unit member. A "disputant" may also be a District manager.

21.B.4. Working Days: Working days refers to normal working days of the unit members in the same category as

the disputant.

21.B.5. Communicate: Communicate, as used herein, means the transmission of a written document.

21.B.6. Timelines: Timelines will commence with the receipt of a written communication and will be considered met if a document is hand-delivered or postmarked on or before the last day of an established timeline. Extensions of timelines will be in writing and signed by the disputant and an authorized representative of the District.

21.C. Dispute Procedure:

21.C.1. Step One – Informal (Both parties and immediate manager or when one party is a District manager, both parties and objective third party as mutually agreed to by both individuals): The disputant will complete the Dispute Resolution form (Appendix L) indicating clearly the nature of the conflict. If there is an allegation of a violation, misapplication or misinterpretation of a rule, regulation or law, the disputant shall specifically cite the rule, regulation or law alleged to be involved. The remedy sought shall be clearly identified on the form. The Dispute Resolution form shall be filed with the disputant's immediate supervisor and must be filed within thirty (30) working days of the alleged act, incident or omission that is the subject of the dispute. A copy of the dispute memorandum will be forwarded to the Association and the Vice President of Human Resources. If the conflict is not resolved at this level within fifteen (15) working days, the District will provide the disputant and the Faculty Association with written documentation of the results of the informal meeting within seven (7) working days from the conclusion of the meeting. If the disputant wishes to pursue the complaint, the results of the informal meeting will be forwarded to Step Two, the appropriate Vice President or designee.

21.C.2. Step Two – Mediation Hearing (Vice President or designee): The Vice President (or designee) and the Faculty Association will each appoint a representative to hear the dispute. Both the District and the Faculty Association representatives will be provided with copies of the original Dispute Resolution form and the results of the Step One informal meeting five days prior to the hearing.

The hearing will be scheduled within ten (10) working days of the receipt of the Step One communications. Within ten (10) working days of the Step Two hearing, the District and the Faculty Association representative will submit a proposed resolution in writing to both parties and the appropriate Vice President. Both parties will have five (5) days to either accept or reject the proposed resolution from the mediation team. The decision of both parties must be submitted in writing to the Office of Human Resources with copies forwarded to the Faculty Association.

If either party rejects the resolution from the mediation team, the dispute will be elevated to Step Three – Formal.

If both parties accept the resolution from the mediation team, the dispute will be considered complete. The Office of Human Resources will notify both parties and the Faculty Association regarding acceptance of the resolution.

21.C.3. Step Three – Formal (President or designee): If the dispute is not satisfactorily resolved at Step Two, the

disputant shall present the dispute in writing to the CEO/President or his/her designee, within ten (10) working days following the Step Two resolution. Within ten (10) working days following receipt of the written dispute, the CEO/President, or his/her designee, will meet with the disputant and if requested, an Association representative. The District will communicate a written decision within seven (7) working days following this Step Three meeting with copies transmitted to the disputant and the President of the Association. The decision of the President and his/her designee will be final.

An alleged violation, misapplication or misinterpretation of a provision of this Agreement which has been filed under the Grievance Procedure (Article 20) of this Agreement is not subject to the provisions of this Article.

■ ARTICLE 22: FACULTY SERVICE AREAS ■

- 22.A. Purpose: The purpose of faculty service areas is to provide an orderly, consistent approach to identifying a faculty member's seniority bumping rights in the event of a Reduction in Force. This article applies only in the event of a reduction in force.
- 22.B. Definition: California Education Code Section 87743.1 defines Faculty Service Areas (FSA) as "a service or instructional subject area or group of related services or instructional service areas performed by faculty and established by a community college district...".
- 22.C. Establishment: The District and the Association hereby establish one faculty service area known as the Mt. San Antonio Community College District. In the event of a reduction in force, a faculty member shall be eligible to provide any service in the FSA in which the faculty member has met both the minimum qualifications and the District competency standards described in Sections 22.D and 22.E below.
- 22.D. Minimum Qualifications: The minimum qualification for providing any service in the FSA shall be one of the following:
- Those established by the California Community College Board of Governors; or
 - Equivalency adopted by the District; or
 - Valid California credential authorizing the particular service at the community college level.
- 22.E. Competency Standard: The competency standard for providing any service in the FSA shall be one of the following:
- minimum qualifications established by the California Community College Board of Governors; or

- equivalency adopted by the District; or
- experience providing the particular service at Mt. San Antonio Community College District for a minimum of 20% or 3 LHE of a full-time term credit load or its equivalent in paid status, while under contract as a probationary or tenured certificated employee of the District.

■ **ARTICLE 23: ORGANIZATIONAL SECURITY** ■

23.A. Reassigned Time for Representatives: The District shall provide the Association with 70 LHE annual reassigned load for purposes of representation. The President of the Faculty Association will inform the District on how the reassigned time will be distributed.

23.A.1. Reassigned Time for Full Negotiations: During full contract negotiations, the District shall provide the Association with 15 LHE per term in reassigned time to be distributed to members of the Association's bargaining team, not to exceed five (5) members during negotiations, until the contract is ratified.

23.A.2. Reassigned Time for Re-opener Negotiations: During re-opener contract negotiations, the District shall provide the Association with 9 LHE per term in reassigned time to be distributed to members of the Association's bargaining team, not to exceed three (3) members during negotiations, until the contract is ratified.

23.A.3. Additional Reassigned Time: The Faculty Association may purchase additional reassigned time for purposes of representation above the LHE provided by the District.

■ ARTICLE 24: PROVISIONS OF AGREEMENT ■

- 24.A. Severability: The provisions of this Agreement are declared to be severable and if any section, subsection, sentence, clause, or phrase of this Agreement shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining section, sentences, clauses and phrases of this Agreement, but they shall remain in effect, it being the intent of the parties that this Agreement shall stand notwithstanding the invalidity of any part.
- 24.B. Conflicts: If any provision of this Agreement is in conflict with Federal Executive Orders 11246 and 11375, as amended, Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Higher Education Amendments, any federal regulations pertaining thereto, or any state programs, the provisions of such orders, laws, federal regulations and rules shall prevail. All other provisions or applications of this Agreement shall remain in full force and effect.

■ ARTICLE 25: EFFECT OF AGREEMENT ■

- 25.A. Entire Agreement: The Agreement expressed herein, in writing, constitutes the entire agreement between the parties and no oral statement shall add to or supersede any of its provisions.
- 25.B. Subject Matter: The parties acknowledge that during the bargaining which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of bargaining and that the understanding and agreements arrived at by the parties, after the exercise of that right, and opportunity, are set forth in this Agreement. Therefore, the District and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to, or not settled, during bargaining, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. Such matters shall not be subject to the grievance procedure.
- 25.C. Non-Covered Terms and Conditions: All terms and conditions of employment not covered by this Agreement shall continue to be subject to the District's direction and control. There are no provisions in this Agreement that shall be deemed to limit or curtail the District in any way in the exercise of its rights, powers and authority which the District had prior to the date this Agreement was entered into unless and only to the extent that the provisions of this Agreement specifically curtail or limit such rights, powers and authority.

■ ARTICLE 26: MANAGEMENT RIGHTS ■

26.A. Rights: It is understood that the District retains all of its powers and authority to direct, manage, and control to the full extent of the law.

26.B. Inclusion: Included in, but not limited to, those duties and powers are the exclusive right to:

- Determine its organization
- Hire, assign, direct, layoff, retain, evaluate, and discipline employees in the District
- Determine the times and hours of operation
- Establish policies and approve current and long range academic and facilities plans and programs
- Manage and control District property
- Determine and control the District's operational and capital outlay budgets
- Establish rules and regulations governing student conduct
- Review curriculum recommended by the Academic Senate

■ ARTICLE 27: HEALTH AND SAFETY ■

27.A. Safe Work Environment:

- 27.A.1 The District shall use its best efforts to provide a safe work environment.
- 27.A.2 Unit members shall not be required to work in unsafe conditions or to perform tasks that endanger their health, safety or well-being.
- 27.A.3 All District activities shall be conducted in accordance with established health, safety, fire and applicable OSHA regulations.
- 27.A.4 The District will strive to maintain a safe working environment and take prompt corrective action to eradicate all known cases of harassment, bullying, threats and violence.
- 27.A.5 The District shall provide for fast and reliable emergency response systems.
- 27.A.6 Any on-the-job conditions, physical or social, perceived to be unsafe or unhealthful by a unit member shall be reported to the District.
- 27.A.7 If, in the reasonable opinion of the unit member, an unsafe or unhealthy situation exists, the unit member shall be empowered to use his/her best judgment to mitigate the unsafe/unhealthful condition.

27.B. Declared Emergencies:

- 27.B.1 Unit members, as public employees, are disaster service workers subject to such disaster service activities as may be assigned to them by their superior or by law.

- 27.B.2 As disaster service workers, unit members who are on campus during such a time as local or state emergency has been declared may be asked to do jobs other than their usual duties for periods of time exceeding their normal working hours.

■ ARTICLE 28: INTELLECTUAL PROPERTY RIGHTS ■

28.A Intellectual Property Rights:

- 28.A.1. Ownership: All learning materials developed by a professor shall be owned by that professor.
- 28.A.2 Right to Use: Mt. San Antonio College shall have the right to use such material for courses offered directly by Mt. San Antonio College at no cost to the District.
- 28.A.3 Sale or Licensing: The professor may sell or license such material.

■ APPENDICES INDEX ■

	Page
Appendix A: Salary Schedule for Unit Members on Contract	108
A.1. Effective Dates	108
A.2. Monthly Rates for Salary Schedule	108
A.3. Column Definitions	108
A.4. Initial Placement on Salary Schedule	109
A.5. Service Increments	110
A.6. Professional Growth Increments	111
A.7. Earned Degrees	111
A.8. Column Crossover/Salary Advancement	111
A.9. Special Provision for Professors Teaching Under Vocational Qualifications	113
A.10. Work Experience	113
Appendix B: Department Chairs Remuneration/Reassigned Time	114
Appendix C: Faculty Overload and Other Than Contract Salary Rates	116
Appendix D: Athletic Coaches and Performing Arts Coaches Remuneration	119
Appendix E: Reassigned Time for Special Assignments	121
Appendix F: Community Education Professors Hourly Rates (combined with Appendix C)	124
Appendix G: Faculty Contract Deadlines/Timelines	125
Appendix H: Evaluation Forms	126
H.1.a. Peer Evaluation, Probationary Faculty	127
H.1.b. Peer Evaluation, Department Chair	129
H.2.a. Student Evaluation	131
H.2.b. Student Evaluation, ESL Classes	132
H.2.c. Student Evaluation, Librarian	134
H.2.d. Student Evaluation, Counselor (Counseling Session)	135
H.2.e. Student Evaluation, Distance Learning Faculty	137
H.3. Portfolio Evaluation, Probationary Faculty	139
H.4.a. Classroom Visitation Evaluation	141

H.4.b.	Counseling Visitation Evaluation	145
H.4.c.	Classroom Visitation Evaluation – Distance Learning Faculty	147
H.5.	Faculty Administrative Evaluation	150
H.6.a.	Self Evaluation - Faculty	151
H.6.b.	Self Evaluation – Chair	152
H.7.a.	Probationary Faculty Evaluation Summary	153
H.7.b.	Recommendations and Prescriptives	155
H.7.c.	Summary: Response to Prescriptives	156
H.8.	Adjunct Faculty Summary Evaluation	157
H.9.	Regular Faculty Summary Evaluation	158
H.10.	Department Chair Evaluation Report (Administrative Evaluation)	159
H.11.	Yearly Report of Supplemental Hours (*Revised Form)	162
		Page
H.12.	Probationary Faculty Team Responsibilities	163
Appendix I:	I.a. Reassigned Time	166
	I.b. Reassigned Time Evaluations	167
Appendix J:	Documentation of Student Complaint	169
Appendix K:	Petition to Meet Faculty Contract Load Assignment During Winter Intersession	170
Appendix L:	Dispute Resolution	171
Appendix M:	M.1. Grievance – Level 2: Mediation	172
	M.2. Grievance – Level 3: Vice President	174
	M.3. Grievance – Level 4: President	175

• Mt. San Antonio College • **APPENDIX A: SALARY SCHEDULE FOR UNIT MEMBERS ON CONTRACT**

A.1. Effective Dates: This schedule shall be effective July 1, 2014 – June 30, 2017 subject to change per article 7.A.

A.2. Annual Rates for Salary Schedule:

<u>Column 1</u> (A.3.a.)		<u>Column 2</u> (A.3.b.)		<u>Column 3</u> (A.3.c.)	
<i>Step</i>	<i>Minimum Qualifications</i>	<i>Step</i>	<i>B.A. and 60 Units, including M.A.</i>	<i>Step</i>	<i>Earned Doctorate or B.A. and 80 Units, including M.A.</i>
1	\$56,851	1	\$60,900	1	\$64,950
2	\$60,084	2	\$64,155	2	\$68,246
3	\$63,339	3	\$67,409	3	\$71,438
4	\$66,562	4	\$70,579	4	\$74,607
5	\$69,763	5	\$73,834	5	\$77,894
6	\$72,997	6	\$77,056	6	\$81,107
7	\$76,250	7	\$80,269	7	\$84,298
8	\$79,442	8	\$83,534	8	\$87,551
9	\$82,634	9	\$86,693	9	\$90,816
		10	\$89,948	10	\$94,007
		11	\$93,181	11	\$97,241
				12	\$100,453
				13	\$103,686

The above annual rates are based on a 175 Day Faculty Contract.

Ten (10) month full-time faculty will be paid August – June (11 payments).

Eleven (11) and twelve (12) month full-time faculty will be paid July-June (12 payments).

For unit members who exceed 175 days, the annual compensation shall be determined based on the calculation of the daily rate at each step and column multiplied by the number of contracted days.

For example, Step 1 Column 1: \$56,851 divided by 175 = \$324.8629 daily rate

\$324.8629 Daily Rate x 195 Days = \$63,348.27 Annual Salary

A.3. Column Definitions:

A.3.a. Column 1:

- Baccalaureate and either California Credential, or minimum qualifications in lieu of credential, or
- California Credential, or minimum qualifications in lieu of credential, or
- Baccalaureate and Master's and either California Credential or minimum qualifications in lieu of credential, or
- Completed vocational qualifications* and either California Credential or minimum qualifications in lieu of credential.

A.3.b. Column 2:

- Baccalaureate and either California Credential or minimum qualifications in lieu of credential and 60 acceptable graduate term units including Master's, or
- Vocational qualifications (refer to Section A.4.g.) and a Baccalaureate with a major directly related to the teaching area assigned and either California Credential or minimum qualifications in lieu of credential.

A.3.c. Column 3:

- Earned doctorate and either California Credential or minimum qualifications in lieu of credential, or
- Baccalaureate and 80 acceptable graduate term units including Master's and either California Credential or minimum qualifications in lieu of credential. Twenty units must have been completed within the last 10 years, or
- Vocational qualifications (refer to Section A.4.g.) plus Baccalaureate and Master's and either California Credential or minimum qualifications in lieu of credential. The Master's degree must include a major or minor directly related to the teaching assignment, or
- Vocational qualifications (refer to Section A.4.g.) plus Baccalaureate plus 40 term units beyond those required for placement on Column II, 30 of which shall be approved by the District and either California Credential or minimum qualifications in lieu of credential.

A.4. Initial Placement on the Salary Schedule:

A.4.a. Initial Placement: Initial placement on the salary schedule shall be based on:

- Degrees and/or vocational qualifications
- Acceptable accredited college units
- Vocational experience directly related to the teaching assignment, full-time teaching experience, teaching at Mt. San Antonio College, adjunct teaching.

A.4.b. Maximum Initial Placement: Maximum initial salary schedule placement shall be Step 9.

A.4.c. Prior Teaching Experience: One step credit shall be allowed for each year of prior teaching experience. Placement

on a Column shall be subject to the salary schedule provisions contained in the Faculty Association Agreement. There shall be no teaching experience prerequisite to any column. Full-time teaching for one full academic year will count as one step on the salary schedule. Teaching at Mt. San Antonio College half time or more for a full year, or full-time teaching for a half year will count as one step on the salary schedule for initial salary schedule placement. For part-time teaching at other accredited colleges and universities, including community colleges, one (1) step credit shall be granted for each thirty (30) term or forty-five (45) quarter units of teaching.

A.4.d. Work Experience: One (1) step credit shall be granted for each two (2) years of full-time, non-teaching practical work experience directly related to the academic teaching assignment. For part-time work experience in a clinical or accredited school environment as a Counselor, Librarian, or Instructional Specialist, one (1) step credit shall be granted for each 1,120 hours of work (for a 10-month position), or for 1,248 hours of work (for an 11-month position), or for each 1,397 hours of work (for a 12-month position).

A.4.e. Maximum Credit: The maximum credit for any fiscal year is one year of experience. Initial step placement shall not exceed the maximum initial placement stipulated in the contract.

A.4.f. Exclusions: Summer session, continuing education, adult education, military, and practice teaching experience, regardless of the nature or amount, will not be counted as prior teaching for placement on the salary schedule.

A.4.g. Vocational Qualifications Placement: Placement on the salary schedule with vocational qualifications shall be made if the unit member meets all of the following qualifications:

- Meet the minimum qualifications for teaching in the specific vocational subject area or hold a valid, clear, lifetime credential authorizing the teaching of the specific vocational subject area in California Community Colleges.
- Have completed, or agree to complete within two years**, at least 12 term units of course work approved by the District dealing with instructional processes, principles and practices of vocational education and/or general teaching pedagogy.
- Provide evidence of valid licensure and/or certification for vocational subjects requiring such licensure and/or certification.

** Course work must be completed within two years unless a request to extend is approved by the division dean and Vice President of Human Resources. All course work must be completed before final recommendation of the Evaluation Committee. Failure to comply shall result in a year four recommendation of "We do not recommend that the District employ this employee as a tenured employee."

- Adjunct faculty placed on the Vocational track are not required to meet the two-year timeline for completion of approved courses; however, 12 units of approved course work must be completed prior to advancing to Column 2 on the hourly compensation schedule.

A.4.h. Determination of Academic or Vocational Placement: The District shall, at the time of initial salary schedule placement, determine whether the newly employed (full-time or adjunct) unit member shall be placed on the Academic or Vocational salary schedule track. This determination shall be recorded on the new unit member's employment record for purposes of salary advancement. The initial salary schedule track placement shall not be subject to change.

A.5. Service Increments:

A.5.a. Rates:

Service Increment: \$326 per month
25-Year Service Increment: \$326 per month
30-Year Service Increment: \$326 per month
35-Year Service Increment: \$326 per month

<u>Service Increments:</u>	5+ years	25 years	30 years	35 years
Serving 5+ years at maximum step of any column	✓	✓	✓	✓
Completion of 25 years under contract		✓	✓	✓
Completion of 30 years under contract			✓	✓
Completion of 35 years under contract				✓

A.5.b. Qualifications: One monthly Service Increment shall be added after serving five years or more at the maximum step of any column. One monthly Service Increment shall be added after completing 25 years of service under contract as a probationary or tenured academic employee of the District and reaching the top step of any column. Additional Service Increments shall be added after completing 30 years and 35 years of service under contract as a probationary or tenured academic employee of the District and reaching the top step of any column.

A.6. Professional Growth Increments:

A.6.1. Qualifications: Professional Growth Increment may be attained at the top of Column 3 after serving three or more years at the initial Service Increment and after completing six term units of college work or equivalent workshops/seminars, as approved by the Salary and Leaves Committee. The six term units of college work or equivalent workshops/seminars may be earned after reaching Step 13 of Column 3.

A.6.2. Rates: Professional Growth Increment: \$326 per month

A.7. Earned Degrees:

A.7.a. Qualifications: The District will pay one time stipends for degrees earned after initial placement and during the time of service which have been awarded by an accredited institution of higher education, per the following schedule:

A.7.b. Rates:

Associate's degree	\$ 513
Bachelor's degree	\$1,026
Master's degree	\$1,539
Doctoral degree	\$2,051*

A.7.c. *Doctoral Degree Qualifications: For earned doctorates, the District will pay the full stipend for the fiscal year in which the degree is awarded, regardless of when the degree is conferred during that year. Following that first year, the doctoral stipend becomes an ongoing addition to base salary.

A.8. Column Crossover/Salary Advancement:

Courses to be approved for advancement on the salary schedule must be taken at accredited institutions. Prior approval by the Salary and Leaves Committee can assure credit; however, courses previously taken may be submitted for consideration. Forms are available online at hr.mtsac.edu. The decision of the Salary and Leaves Committee may be appealed by submitting a written appeal to the Vice President of Instruction and the President of the Faculty Association.

Petitions for course approval for salary advancement must be submitted to the Salary and Leaves Committee (through the office of the Vice President of Instruction). Faculty members will be notified of the Committee's action. If the petition is approved, verification of course completion for column crossover or salary schedule advancement must be submitted to the Human Resources office, along with a completed request for salary advancement form, before any change will take effect.

10-Month Unit members: For a salary change to be effective the first pay period, the faculty member must submit a copy of their application and evidence of satisfactory course completion by the Friday preceding the opening day of the fall term. Submissions made after that date shall be effective the pay period following the month of submission. Any course work that will be used to qualify for column crossover or salary schedule advancement in a given school year must be completed before the start of the fall term of that school year. Materials are to be submitted to the Human Resources office.

11- or 12-Month Unit members must submit a copy of their application and evidence of satisfactory course completion by June 30 for the pay period beginning July 1 or by July 31 for the pay period beginning August 1. Submissions made after July 31 shall be effective the pay period following the month of submission. Any course work that will be used to qualify for column crossover or salary schedule advancement must be completed before the effective date of the salary change, and in no case later than July 31 of the school year in which the change will occur. Materials are to be submitted to the Human Resources office.

Verification: Verification of satisfactory course completion for college courses, District sponsored and non-District sponsored workshops must be submitted in the form of an official transcript, or, if an official transcript is not attainable, documentation satisfactory to the Human Resources office. This verification must be submitted to the Human Resources office before any salary change will be submitted for Board of Trustees approval. Courses taken for the Professional Growth Increment shall conform to the requirements for salary schedule advancement. Failure to meet application deadlines shall result in delaying the effective date of the salary change.

College Courses or Non-District Sponsored Workshops: The unit member may propose any college course or appropriate non-District-sponsored workshop for salary schedule advancement. If the appropriate Vice President, division dean, or other

appropriate manager approves the Petition for course Approval submitted to the Salary and Leaves Committee, approval may be granted on the basis that the course(s) or workshop(s) are directly related to the unit member's teaching assignment, will be of direct benefit to the College, and will meet some educational need of the students.

The petition for course or non-District sponsored workshop approval shall include a copy of the published course or workshop announcement including content and dates and times of training. It also shall contain the signatures of the approving parties and a statement indicating the special circumstances for which approval is being granted. Participation in approved workshops will be equated on the basis of sixteen (16) clock hours equaling one (1) term unit of credit toward advancement on the salary schedule.

Failure to complete course or workshop approval requirements may result in course or workshop denial. Failure to meet salary schedule deadlines will result in delaying the effective date of the salary schedule change.

District-Sponsored Workshops: Unit members may be granted salary schedule credit for completion of District-sponsored workshops. Participation in such workshops will be equated on the basis of sixteen (16) clock hours equaling one (1) term unit of credit toward advancement on the salary schedule.

Such workshops must be recommended for unit credit by the Professional Development Council and approved for credit by the Salary and Leaves Committee. Unit members desiring to receive salary credit for completion of District-sponsored workshops shall follow the established procedures for verifying satisfactory completion.

A.9. Special Provision for Professors Teaching Under Vocational Qualifications: The following provisions apply to professors who have been determined to qualify for placement on the vocational salary schedule track.

A.9.a. One step credit shall be allowed for each year of prior teaching experience and/or two years of pre-employment experience directly related to the teaching assignment less the required year's vocational experience required for obtaining of the credential, or meeting minimum qualifications. Maximum initial placement shall be Step 9 (effective, Fall 2001). Placement on Column shall be subject to the salary schedule provisions contained in the Faculty Association Agreement. There shall be no teaching experience prerequisite for any column.

A.9.b. Participation in institutes, workshops or symposia conducted by industry and approved by the District will be equated on the basis of sixteen (16) clock hours equaling one (1) term unit of credit toward advancement on the salary schedule.

A.10. Work Experience: Work experience directly related to the unit member's teaching experience, approved in advance by the District, and earned after receipt of the Baccalaureate degree, will be equated on the basis of fifty-four (54) clock hours of such work experience equaling one (1) college term unit of credit toward advancement on the salary schedule. All such work experience must be validated to the satisfaction of the District before credit may be granted. Such work experience equivalence shall be limited to six (6) term units in any one school year.

• Mt. San Antonio College • **APPENDIX B: DEPARTMENT CHAIRS REMUNERATION/REASSIGNED TIME
2014 - 17**

Each department chairperson shall have the option to purchase the equivalent of 3 LHE reassigned time each term. The maximum amount of reassigned time provided to a department chair by the District may not exceed eighty percent (80%) of contract load. Any portion of the annual stipend that is converted to reassigned time shall be costed at the base hourly rate established in Appendix C for each LHE of reassigned time from contract teaching load. Department chairs shall not bank overload LHE for any term in which they buy reassigned time.

For the academic year 2014-15, department chairs shall have reassigned time and stipend allocated on an annual basis as shown below. The reassigned time can be used in the fall and/or spring term as approved by the division administrator. Hours that would have been spent teaching will be required on campus per a schedule approved by the division administrator. The purpose of the reassigned time is to provide service to students, adjunct and full-time faculty and other staff.

Effective Fall 2014, a new process for allocating reassigned time and stipends will be implemented. This process bases the stipend on the number of full-time faculty, the number of probationary faculty, the number of part-time faculty, the number of courses, the number of sections offered in the fall term, and a bonus factor for all departments with 50% or greater vocational education curriculum. The amount of reassigned time is calculated using a formula that is based solely on the number of full-time faculty, the number of probationary faculty, and the number of part-time faculty.

Department Chair Annual Reassigned Time in LHE formula:

$$\text{LHE} = 2.0 + 0.20(\text{\#PT faculty}) + 0.17(\text{\#FT faculty}) + 0.3(\text{\# probationary faculty}) \text{ rounded down to the nearest LHE.}$$

	Annual Reassigned Time	Stipend
Arts Division		
Commercial & Entertainment Arts	10	\$12,040
Fine Arts	8	\$10,750
Music	10	\$9,890
Theater	6	\$6,450
Business Division		
Accounting & Management	6	\$9,030
Business Administration	8	\$9,890
Child Development and Education	6	\$9,460
Computer Information Systems	7	\$10,320
Consumer Science & Design Tech.	9	\$10,750
Humanities & Social Sciences		
American Language	6	\$6,020
Communication	7	\$8,600
English, Literature & Journalism	22	\$12,900
Foreign Language	12	\$10,320
Geography, Political Science	6	\$7,740
History, Art History	9	\$9,460
Psychology	7	\$7,740

Annual Reassigned Time

Stipend

Sign Language	6	\$6,450
Sociology, Philosophy	12	\$9,460
Kinesiology & Athletics		
Dance	6	\$6,880
Kinesiology	16	\$12,900
Library & Learning Resources		
Learning Assistance	13	\$11,180
Library	6	\$6,880
Natural Sciences		
Agricultural Sciences	6	\$10,320
Biological Sciences	14	\$11,180
Chemistry	8	\$8,170
Earth Sciences, Astronomy	7	\$9,030
Mathematics, Computer Science	16	\$12,470
Physics, Engineering	6	\$6,880
Student Services		
Counseling	8	\$8,600
Disabled Students Program & Services	6	\$6,880
Technology & Health		
Aeronautics & Transportation	6	\$7,740
Air Conditioning, Welding & Water Tech.	6	\$8,170
Aircraft & Manufacturing Technology	6	\$8,170
Architecture & Engineering Design Tech.	6	\$9,030
Electronics & Computer Technology	6	\$8,600
Fire Science	6	\$8,170
Medical Services	6	\$7,310
Mental Health	6	\$8,600
Nursing	11	\$9,890
Public Services	6	\$8,170
Radiologic Technology	6	\$7,740
Respiratory Therapy	6	\$7,740

Department Changes: Note - The parties agree that the listing of departments is intended for information purposes and that the bilateral negotiations of Appendix B was restricted to compensation, but the addition, deletion, or modification of departments and staffing of departments are not subject to the negotiations process. Should additional assignments be designated by the District during the term of this Agreement, the parties shall meet to determine the appropriate stipend.

The following hourly rates will be effective beginning Fall 2014 subject to change per Article 7.A. The columns correspond to the columns in Appendix A (A.3.a, b, and c). For column definitions, see Appendix A.

<i>Professors Teaching Credit Courses</i>			
Step	Column 1	Column 2	Column 3
1 (0 – 29.9 LHE)	\$70.26	\$72.71	\$75.26
2 (30 – 59.9 LHE)	\$72.71	\$75.26	\$77.89
3 (60 – 89.9 LHE)	\$75.26	\$77.89	\$80.62
4 (90+ LHE)	\$77.89	\$80.62	\$83.46

<i>Counselors, Librarians, Instructional Specialists (credit and noncredit)</i>			
Step	Column 1	Column 2	Column 3
1 (0 – 29.9 LHE)	\$45.66	\$47.26	\$48.92
2 (30 – 59.9 LHE)	\$47.26	\$48.92	\$50.63
3 (60 – 89.9 LHE)	\$48.92	\$50.63	\$52.40
4 (90+ LHE)	\$50.63	\$52.40	\$54.24

<i>Non-Teaching Faculty Assignments and Non-Teaching Grants Projects Specialists (credit and noncredit)</i>			
Step	Column 1	Column 2	Column 3
1 (0 – 29.9 LHE)	\$42.16	\$43.62	\$45.15
2 (30 – 59.9 LHE)	\$43.62	\$45.15	\$46.73
3 (60 – 89.9 LHE)	\$45.15	\$46.73	\$48.36
4 (90+ LHE)	\$46.73	\$48.36	\$50.07

Placement:

- Initial placement for all full-time faculty will be step 1 of the column in which they are placed.
- Initial placement for all adjunct faculty will be step 1, column 1.

Compensation:

- The base rate is defined as Step 1, Column 1 on the Professors Teaching Credit Courses table, and all other rates of compensation, (e.g. librarian, counselor, and so forth) are derived from this basic rate.
- The compensation factor for laboratory courses is 0.750, effective beginning with the academic year 2007-08.

Advancements:

- Accrual of credit LHE for step advancement began on July 1, 2006.
- All credit LHE beyond contract and all adjunct teaching applies to step advancement.
- Column advancement for full-time faculty will be consistent with guidelines in Appendix A.
- Column advancement for adjunct faculty will be consistent with guidelines in Appendix A, except that all approved petitions for advancement credit will be held by adjunct faculty until ready for submission to effect column advancement.

Collected, approved petitions must be submitted to Human Resources before the start of fall term of the academic year to implement column advancement for that year.

- Column changes are effective at the beginning of fall term for adjunct faculty.
- Cumulative credit LHE loads for adjunct and overload assignments shall be assessed at the end of each primary term for step increases to be implemented in the following primary term.

Teaching Assignments:

The hourly rates of compensation shown above are for teaching assignments. The hourly rates are paid as Lecture Hour Equivalents (LHE) and one LHE equals 18 X the hourly rate.

Non-Teaching Assignments:

Non-teaching assignments are compensated using the following factors applied directly to the hourly rate for teaching:

Counselors, librarians, and Instructional Specialists (DSPS):	65%
Other non-teaching faculty assignment:	60%

Adjunct faculty who have been appointed to official governance committees or elected to the Academic Senate shall be paid for hours of participation at regularly scheduled meetings. Such payment shall be at the non-teaching rate that corresponds to their correct step and column placement.

<i>Continuing Education Professors</i>			
Step	Column 1	Column 2	Column 3
1 (0 – 29.9 LHE)	\$49.58	\$51.32	\$53.11
2 (30 – 59.9 LHE)	\$51.32	\$53.11	\$54.96
3 (60 + LHE)	\$53.11	\$54.96	\$56.90

Placement:

- Initial placement for all Continuing Education professors will be step 1, column 1.
- Continuing Education professors who leave employment at Mt. San Antonio College may alter return at the same step held prior to leaving service.

Advancement:

- Accrual of non-credit LHE for step advancement began Fall 2008.
- All non-credit LHE beyond contract and all non-credit adjunct teaching applies to step advancement.
- Column advancement changes for accrual of non-credit LHE are effective at the beginning of the Fall 2009 term.
- Collected, approved petitions for column crossover are effective at the beginning of the fall term.
- Collected, approved petitions must be submitted to Human Resources before the start of the fall term for column advancement.
- Cumulative LHE loads shall be assessed at the end of each primary term for step increases to be implemented in the following primary term.

Column Definitions:

Column 1: California Credential or minimum qualifications

Column 2: Baccalaureate and either California Credential or minimum qualifications in lieu of credential and 30 units of acceptable graduate term units, or Master's Degree

Column 3: Baccalaureate and either California Credential or minimum qualifications in lieu of credential and 60 units of acceptable graduate term units including a Master's Degree

Assignments:

The hourly rates are paid as Lecture Hour Equivalents (LHE) and one LHE is equivalent to the ratio of 15 LHE per 36 weekly assigned hours (whereas one credit LHE is equivalent to the ratio of 15 LHE per 15 weekly assigned lecture hours).

Non-Teaching Assignments:

Continuing Education professors who have been appointed to official governance committees or elected to the Academic Senate shall be paid for hours of participation at regularly scheduled meetings. Such payment shall be at the non-teaching rate that corresponds to their correct step and column placement.

Adjunct faculty who have been appointed to official governance committees or elected to the Academic Senate shall be paid for hours of participation at regularly scheduled meetings. Such payment shall be at the non-teaching rate that corresponds to their correct step and column placement.

• Mt. San Antonio College • **APPENDIX D: ATHLETIC COACHES AND PERFORMING ARTS COACHES REMUNERATION**

ATHLETIC COACHES

Each of the following coaches shall be paid the indicated amount for the coaching assignment:

ATHLETIC ACTIVITY	Stipend	ATHLETIC ACTIVITY	Stipend
Baseball (M)	\$10,259	Soccer Assistant (W)	\$8,207
Baseball Assistant (M)	\$8,207	Soccer Assistant (W)	\$8,207
Baseball Assistant (M)	\$8,207	Softball (W)	\$10,259
Basketball (M)	\$10,259	Softball Assistant (W)	\$8,207
Basketball Assistant (M)	\$8,207	Softball Assistant (W)	\$8,207
Basketball (W)	\$10,259	Swimming (M)	\$10,259
Basketball Assistant (W)	\$8,207	Swimming Assistant (M)	\$8,207
Cheer/Spirit	\$10,259	Swimming Assistant (W)	\$8,207
Cross Country (M)	\$10,259	Swimming (W)	\$10,259
Cross Country Assistant (M)	\$8,207	Tennis (M)	\$10,259
Cross Country (W)	\$10,259	Tennis (W)	\$10,259
Cross Country Assistant (W)	\$8,207	Track & Field (M)	\$10,259
Fire Agility	\$8,207	Track & Field Assistant (M)	\$8,207
Football (M)	\$10,259	Track & Field Assistant (M)	\$8,207
Football Assistant (M)	\$8,207	Track & Field Assistant (M)	\$8,207
Football Assistant (M)	\$8,207	Track & Field (W)	\$10,259
Football Assistant (M)	\$8,207	Track & Field Assistant (W)	\$8,207
Football Assistant (M)	\$8,207	Track & Field Assistant (W)	\$8,207
Football Assistant (M)	\$8,207	Volleyball(W)	\$10,259
Football Assistant (M)	\$8,207	Volleyball Assistant (W)	\$8,207
Football Assistant (M)	\$8,207	Water Polo (M)	\$10,259
Football Assistant (M)	\$8,207	Water Polo Assistant (M)	\$8,207
Golf (M)	\$10,259	Water Polo Assistant (W)	\$8,207
Golf (W)	\$10,259	Water Polo (W)	\$10,259
Soccer (M)	\$10,259	Wrestling (M)	\$10,259
Soccer Assistant (M)	\$8,207	Wrestling Assistant (M)	\$8,207
Soccer Assistant (M)	\$8,207	Wrestling Assistant (M)	\$8,207
Soccer (W)	\$10,259		

Stipend Limitation: No unit member may be awarded more than two (2) athletic coaching stipends (excluding summer and winter extensions) in an academic year.

PERFORMING ARTS COACHES

Each of the following coaches shall be paid the indicated amount for the coaching assignment:

PERFORMANCE ACTIVITY	Stipend	PERFORMANCE ACTIVITY	Stipend
Forensics - Director	\$14,362	Band Supervisor	\$14,362
Debate - Director	\$14,362	Choral Supervisor	\$14,362
Individual Events - Director	\$14,362	Vocal Jazz	\$14,362
Band – Concerts, etc.	\$14,362	Dance - Director	\$10,259

Stipend Limitation: No unit member may be awarded more than one (1) performing arts coaching stipend (excluding summer and winter extensions) in an academic year.

Purchasing Reassigned Time:

Each coach shall have the option to use their stipend to purchase up to 4 LHE of reassigned time each term.

Winter and Summer Intersession Assignments and Compensation:

Athletic and Performing Arts Coaches with reassigned time may request an extension of assignment to cover winter intersession, summer intersession, or both. Extensions of assignments must be approved by the division dean and the Vice President of Instruction. Written requests for extensions of assignment with rationale for summer intersession must be submitted to the division dean by October 1, for winter and May 1 for summer assignments. Compensation for winter and summer extensions will be 10% of the annual stipend computed for the special assignment for each extension. Any coach on an 11-month contract is not entitled to winter and/or summer intersession stipends.

2014-17 Faculty Contract

	Annual Reassigned Load and/or beyond contract load (LHE)	Method of Appointment	Responsible Manager
Academic Senate: President	30	Election	n/a
Academic Senate President, Summer	6	Election	n/a
Academic Senate: Vice President	24	Election	n/a
Academic Senate: Secretary	6	Election	n/a
Adjunct Faculty Coordinator – English*	6	Department	Dean, Humanities & Social Science
Aeronautics/ATCTI Program Coordinator	6	Department	Dean, Technology & Health
Aeronautics: Commercial Flight Program Coordinator	3	Department	Dean, Technology & Health
Aeronautics: Flying Team Coordinator	3	Department	Dean, Technology & Health
Alcohol and Drug Program Director	6	Department	Dean, Technology & Health
Aquatics Coordinator	6	Department	Dean, Kinesiology & Athletics
Art Gallery Coordinator	18	Division	Dean, Arts
Arts Division Coordinator	21	Division	Dean, Arts
Assistant Athletic Director	18	Department	Dean, Kinesiology & Athletics
AWE Assistant Coordinator **	6	Division	Director, Assessment
AWE Assistant Coordinator **	6	Division	Director, Assessment
AWE Coordinator **	12	Division	Director, Assessment
Curriculum Liaison	24	Academic Senate	Dean, Instructional Services
Curriculum Liaison, Assistant	12	Academic Senate	Dean, Instructional Services
Curriculum Work, Summer	6	Academic Senate	Dean, Instructional Services
Distance Learning Coordinator	18	Academic Senate	Dean, Library & Learning Resources
Distance Learning Coordinator, Assistant	12	Academic Senate	Dean, Library & Learning Resources
Emergency Medical Technician Clinical Coordinator	6	Department	Dean, Technology & Health
Emergency Medical Services Director	12	Department	Dean, Technology & Health
Faculty Accreditation Coordinator	6 (ongoing) 12 during reporting years	Academic Senate	Vice President, Instruction
Faculty Professional Development	9	Academic Senate	Vice President, Instruction
Farm Management	9	Department	Dean, Natural Sciences
Fashion Merchandising & Design Coordinator	6	Department	Dean, Business
Fire Technology Director	30	Department	Dean, Technology & Health
Global Opportunities Coordinator	18	Academic Senate	Dean, Humanities
Global Opportunities Coordinator, Assistant	3	Academic Senate	Dean, Humanities
Health Career Resource Center Director	30	Division	Dean, Technology & Health
Histotech Director	9	Department	Dean, Natural Sciences
Honors Coordinator	12	Academic Senate	Director of Honors
Hospitality Management Coordinator	6	Department	Dean, Business

Interior Design Coordinator	4	Department	Dean, Business
Learning Lab Coordinator	12	Academic Senate	Director, Learning Assistance Center
Meek Science Center Coordinator	3	Division	Dean, Natural Sciences
Mountaineer Advisor	6	Department	Dean, Humanities
New Faculty Seminar Facilitator	6	Academic Senate	Vice President, Instruction
Nursing Director	30	Department	Dean, Technology & Health
Outcomes Coordinator	18	Academic Senate	Dean, Instructional Services
Paralegal Coordinator	12	Department	Dean, Business
Paramedic Program Clinical Coordinator	6	Department	Dean, Technology & Health
Psychiatric Technician Program	6	Department	Dean, Technology & Health
Radio Broadcast Coordinator	6	Department	Dean, Arts
Radiologic Technology Program Director	6	Department	Dean, Technology & Health
Radiologic Technology Clinical Coordinator	6	Department	Dean, Technology & Health
Real Estate Program Coordinator	6	Department	Dean, Business
Remote Production Coordinator	3	Department	Dean, Arts
Respiratory Therapy Clinical Coordinator	6	Department	Dean, Technology & Health
Respiratory Therapy Program Director	6	Department	Dean, Technology & Health
Skills USA Advisor	1.5	Division	Dean, Technology & Health
Special Events Coordinator	15	Department	Dean, Kinesiology & Athletics
Speech and Sign Success Center Coordinator	18	Division	Dean, Humanities
Teacher Prep. Institute Coordinator	12	Academic Senate	Dean, Humanities
Theater: Costume Coordinator***	1.5	Department	Dean, Arts
Theater: Lighting Coordinator***	1.5	Department	Dean, Arts
Theater: Scenic Design Coordinator***	1.5	Department	Dean, Arts
Theater: Technical Director***	4.5	Department	Dean, Arts
Vet Tech Director	9	Department	Dean, Natural Sciences
Wildlife Sanctuary Coordinator	9	Department	Dean, Natural Sciences

*Formula based on the number of adjunct faculty during the previous fall term.

Departments with 50-75 adjunct faculty may submit a request to receive 6 LHE annually. Departments with greater than 75 adjunct faculty may submit a request to receive 8 LHE annually. Requests should be submitted by the end of the 12th week of the spring term for reassignments for the subsequent academic year.

** AWE: 1 Coordinator and 2 Assistant Coordinators; English, LERN, AmLa

*** LHE shown is "per show," with a maximum of four shows per year

Process for appointments of reassigned positions: (see details in 10.N.1.)

- Department Positions: Election by department members for a 1-year term.
- Division Positions: Election by division faculty for a 1-year term.
- Academic Senate Appointments: Appointed by the A.S. President and confirmed by the A.S.

Special Assignments Review:

Special Assignments shall be reviewed annually to ensure that reassigned time is re-evaluated for currency in response to changing

conditions. This review process shall require the submittal of a list of duties and weekly hours spent performing those duties to the Instruction Office and the Faculty Association Office prior to the end of the third week of the spring term at which time the negotiation teams will review the assignments.

Winter and Summer Intersession Assignments and Compensation:

Faculty with reassigned time for Special Assignments may request an extension of assignment to cover winter intersession, summer intersession, or both. Extensions of assignments must be approved by the division dean and the Vice President of Instruction. Written requests for extensions of assignment with rationale for summer intersession must be submitted to the division dean by October 1 for winter and May 1 for summer assignments. Compensation for winter and summer extensions will be 10% of the annual LHE assigned to the assignment for each extension.

Contained in Appendix C

Removed from contract 7/25/12

• Mt. San Antonio College • **APPENDIX H: EVALUATION FORMS**

Form Code	Form Description	Page
H.1.a	PEER Peer Evaluation – Probationary Faculty (Includes Counseling, Librarian and Instructional Specialists)	127
H.1.b.	PEER – CHAIR Peer Evaluation: Department Chair	129
H.2.a	STUDENT Student Evaluation	131
H.2.b	STUDENT – ESL Student Evaluation: ESL Classes	132
H.2.c	STUDENT – LIB Student Evaluation: Librarian – Reference Interview	134
H.2.d.	STUDENT – COUN Student Evaluation: Counselor (Counseling Session)	135
H.2.e.	STUDENT – DL Student Evaluation: Distance Learning Faculty	137
H.3	PORTFOLIO Portfolio Evaluation – Probationary Faculty	139
H.4.a.	CLASSROOM Classroom Visitation Evaluation	141
H.4.b.	COUNSELOR Counseling Visitation Evaluation	145
H.4.c.	CLASSROOM – DL Classroom Visitation Evaluation: Distance Learning Faculty	147
H.5	ADMINISTRATIVE Faculty Administrative Evaluation	150
H.6.a.	SELF EVALUATION Self-Evaluation - Faculty	151
H.6.b.	SELF EVALUATION Self-Evaluation – Chair	152
H.7.a	PROBATIONARY SUMMARY Probationary Faculty Evaluation Summary	153
H.7.b	SUMMARY PRESCRIPTIVES Recommendations and Prescriptives	155
H.7.c	SUMMARY RESPONSE Response to Prescriptives	156
H.8	ADJUNCT SUMMARY Adjunct Faculty Summary Evaluation	157
H.9	REGULAR SUMMARY Regular Faculty Summary Evaluation	158
H.10	DEPT CHAIR Department Chair Evaluation Report (Administrative Evaluation)	159
H.11	SERVICE TO THE COLLEGE Yearly Report of Service to the College	162
H.12	PROBATIONARY RESPONSIBILITIES Probationary Faculty Team Responsibilities	163

OTHER FORMS:

Appendix I:	I.a. Reassigned Time Expectancies	166
	I.b. Reassigned Time Evaluations	167
Appendix J:	STUDENT COMPLAINT Documentation of Student Complaint	169
Appendix K:	PETITION TO MEET FACULTY CONTRACT LOAD ASSIGNMENT DURING WINTER INTERSESSION	170
Appendix L:	DISPUTE RESOLUTION	171
Appendix M:	M.1. Grievance – Level 2: Mediation	172
	M.2. Grievance – Level 3: Vice President	174
	M.3. Grievance – Level 4: President	175

2014-2017 FACULTY CONTRACT

H.1.a: PEER

Adjunct	Prob.	Regular	Dept. Chair
	x		

■ **Peer Evaluation – Probationary Faculty** ■

■ **Mt. San Antonio College** ■

To:

From: Chair, Probationary Faculty Evaluation Team

Date:

Subject: Evaluation of Probationary Faculty Member

As we begin the process of evaluating _____ this year, I would like to ask for your help in assessing his/her contribution to our department and to the Mt. SAC community. Responses in any or all of the following categories are optional and confidential.

Please return this form either to me or to the Division Office by _____. Thanks for your help!

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

Rating: 1 2 3 4 5

A. Cooperates with department and colleagues in planning, and implementing curricular and other education projects. □ □ □ □ □

B. Strives to increase expertise in both teaching matter and teaching techniques (and/or counseling techniques, as applicable). □ □ □ □ □

C. Deals fairly and ethically with students. □ □ □ □ □

D. Deals fairly and ethically with colleagues. □ □ □ □ □

E. Keeps scheduled office hours, scheduled class times, and/or appointment times. □ □ □ □ □

F. Participates in campus wide activities. □ □ □ □ □

G. Attends and participates in department meetings and department committees. □ □ □ □ □

- H. Supports student activities.
- I. **Overall summary of faculty peer evaluation.**
- J. Comments:

Rating:	1	2	3	4	5

K. Signature

Observer: _____ Date: _____

Distribution:

Faculty Member – Summary

Division Office

Human Resources – Summary

8/04; 7/05; 7/06, 7/08

2014 - 2017 FACULTY CONTRACT

H.1.b: PEER - CHAIR

Adjunct	Prob.	Regular	Dept. Chair
			x

■ **Peer Evaluation – Department Chair** ■
 ■ **Mt. San Antonio College** ■

To:

From: _____, Division Dean

Date:

Subject: Evaluation of Department Chair

As we begin the process of evaluating _____ this year, I would like to ask for your help in assessing his/her contribution to our department and to the Mt. SAC community. Responses in any or all of the following categories are optional and confidential.

Please return this form to the Division Office no later than the eighth week of the spring term. Thanks for your help!

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

	Rating:	1	2	3	4	5
A. Is responsive to department input.						
B. Communicates effectively with faculty and staff.						
C. Represents department requests at the Division level.						
D. Adheres to department meeting start and end times.						
E. Facilitates department meetings effectively.						
F. Is available and receptive to faculty and staff.						
G. Treats all department members equally and fairly.						
H. Conveys information in a timely manner.						
I. Meets campus deadlines.						
J. Provides comprehensive reports on Division meetings						
K. Overall summary of department chair evaluation.						

L. Comments

M. Signature:

Observer: _____ Date: _____

Distribution:

Department chair - Summary
Division Office
Human Resources - Summary
7/06; 7/08; 7/14

2014 - 2017 FACULTY CONTRACT

H.2.a: STUDENT

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Student Evaluation ■

■ Mt. San Antonio College ■

Professor:

Course Title:

Reference #:

Day/Date of Class:

Time of Class:

- Rating: **A** Strongly Agree
B Agree
C Disagree
D Strongly Disagree
E Not applicable/Insufficient data

The Professor:

Scantron Code: **A B C D E**

- Presents subject matter clearly, thoroughly, and communicates ideas and concepts effectively.

--	--	--	--	--
- Organizes class time effectively.

--	--	--	--	--
- Creates a supportive learning environment.

--	--	--	--	--
- Generates interest and student participation.

--	--	--	--	--
- Gives clearly defined assignments.

--	--	--	--	--
- Meets and dismisses classes punctually.

--	--	--	--	--
- Invites questions, listens attentively, and answers with clarity.

--	--	--	--	--
- Is available to students outside the classroom.

--	--	--	--	--
- Enhances learning by providing relevant information from sources other than the textbook.

--	--	--	--	--
- Makes the syllabus available at the beginning of the course

--	--	--	--	--
- Grades according to outlined criteria

--	--	--	--	--
- Appreciates and respects students' opinions; treats them ethically, courteously, and fairly.

--	--	--	--	--
- Returns exams and papers in a timely fashion

--	--	--	--	--
- Demonstrates sensitivity to the diversity of students.

--	--	--	--	--
- Makes an effort to help students succeed.

--	--	--	--	--
- Follows the course syllabus.

--	--	--	--	--
- I recommend this professor to a friend.

--	--	--	--	--

**Answer the following questions on the back of your scantron.
(Please include specific examples and suggestions.)**

- A.** What has the professor done especially well in teaching this course?
B. How might the professor improve this course?
C. Additional comments.

2014 - 2017 FACULTY CONTRACT

H.2.b: STUDENT - ESL

Adjunct	Prob.	Regular	Dept. Chair
X			

■ Student Evaluation: English as a Second Language Classes ■

■ Mt. San Antonio College ■

Instructor's Name: _____ Today's Date: _____

Class: _____

Day of the Week That Class Meets: _____ Class Time: _____

Please read each item carefully. Think about this class. Mark in the box that shows your thoughts.

The Instructor

	Always	Usually	Sometimes	Never
1. This instructor explains more than once, if asked.				
2. This instructor gives good examples.				
3. This instructor has interesting ideas.				
4. This instructor is organized.				
5. This instructor asks students to talk, not only to listen.				
6. This instructor likes teaching the class.				
7. This instructor has many activities for improving my English.				
8. This instructor starts and ends class on time.				
9. This instructor is clear and easy to understand.				
10. This instructor tells students how they are doing.				
11. This instructor respects me and my culture.				
12. This instructor is fair and polite to all students.				
13. This instructor cares about the students in this class.				

Class Activities

	Always	Usually	Sometimes	Never
14. In this class, I have good books and materials.				
15. In this class, I have enough time to finish class work.				
16. In this class, I learn new things to talk about.				
17. In this class, I have a chance to work with other students.				
18. In this class, I get enough homework to practice English.				
19. In this class, I can ask a lot of questions and get answers.				
20. In this class, I understand the instructor's directions.				
21. In this class, I know what things I need to learn to do to pass the class.				
22. In this class, I can say what I think.				

Please check yes or no for each question:

Yes No

23.	Did you receive a class plan when you started in class?		
24.	Does this class help you learn English?		
25.	Would you recommend this instructor to a friend?		

Please write your comments below. Don't worry about spelling and grammar.

26. What does the instructor do well?

27. How can the instructor improve?

Distribution:

Faculty Member
Division Office
Human Resources

8/04; 7/05; 7/06; 7/08; 7/14

2014 - 2017 FACULTY CONTRACT

H.2.c: STUDENT - LIB

Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

■ **Student Evaluation – Reference Interview Librarian** ■
 ■ **Mt. San Antonio College** ■

Professor/Librarian: _____ Date: _____

Please evaluate the librarian in each of the following areas by checking the appropriate rating:

Rating: **1** Performance exceeds the standard
 2 Performance meets the standard
 3 Improvement recommended
 4 Performance does not meet the standard
 5 Not applicable/Insufficient data

Reference Interview

1. Invites questions and answers them directly
2. Presents subject matter clearly and thoroughly
3. Creates a positive learning environment
4. Generates interest and student participation

Rating:

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fairness

5. Can be asked questions without becoming defensive.
6. Demonstrates sensitivity to gender and multi-cultural concerns.
7. Treats students courteously and fairly.
8. Makes an effort to help students succeed.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Did the librarian meet your information needs?
10. Would you recommend this librarian to a friend?
11. Did you learn something about the research process?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

In this part, please include specific examples and suggestions:

12. What has the librarian done especially well in assisting you in your research?

13. How might the librarian improve the reference interview?

Distribution:

Faculty Member - Summary
 Division Office
 Human Resources- Summary
 8/04; 8/05; 8/06; 7/08

2014 - 2017 FACULTY CONTRACT

H.2.d: STUDENT - COUN

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Student Evaluation – Counseling Session ■

■ Mt. San Antonio College ■

Professor: _____ Date: _____

Please evaluate the Counselor in each of the following areas by checking the appropriate rating:

- Rating: **1** Performance exceeds the standard
2 Performance meets the standard
3 Improvement recommended
4 Performance does not meet the standard
5 Not applicable/Insufficient data

Rating: **1 2 3 4 5**

Counseling Interview

1. The counselor was on time for my appointment. ☐☐☐☐☐
 2. The counselor seemed genuinely interested in my situation/concerns. ☐☐☐☐☐
 3. The counselor presented options to assist me with my concerns. ☐☐☐☐☐
 4. The counselor informed me about other campus services. ☐☐☐☐☐
 5. The counselor's explanation of assessment results was clear. ☐☐☐☐☐
 6. The counselor answered my questions. ☐☐☐☐☐
 7. The counselor was professional (approachable, courteous, ethical & knowledgeable.) ☐☐☐☐☐
 8. The counselor communicated clearly and effectively. ☐☐☐☐☐
 9. The counselor helped me make appropriate educational/vocational/career plans. ☐☐☐☐☐
 10. The counselor demonstrated sensitivity to gender, disability, and multi-cultural concerns. ☐☐☐☐☐
 11. The counselor recommended and helped coordinate appropriate accommodations for me. (when applicable) ☐☐☐☐☐
 12. The counselor explained my disability and how my limitations impact me in school. (when applicable) ☐☐☐☐☐
 13. **Your overall rating of the counselor.** ☐☐☐☐☐
- Please answer Yes or No:**
- | | Yes | No |
|---|--------------------------|--------------------------|
| 14. Do you feel that the counselor met your expectations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Would you recommend this counselor to a friend? | <input type="checkbox"/> | <input type="checkbox"/> |

Please continue on the back side of this form for additional questions →

In this part, please include specific examples and suggestions:

16. What did the counselor do especially well in this counseling session?

17. How might the counselor improve future counseling sessions?

Distribution:

Faculty Member - Summary
Division Office
Human Resources- Summary
8/06; 7/08

2014 - 2017 FACULTY CONTRACT

H.2.e: STUDENT – DL

Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

■ Student Evaluation of Distance Learning Faculty ■ ■ Mt. San Antonio College ■

Professor: _____

Course Title: _____ Reference #: _____

- Rating:**
- | | | |
|---|--|---------------------------|
| 1 | Performance exceeds the standard | (Scantron Code A) |
| 2 | Performance meets the standard | (Scantron Code B) |
| 3 | Improvement recommended | (Scantron Code C) |
| 4 | Performance does not meet the standard | (Scantron Code D) |
| 5 | Not applicable/Insufficient data | (Scantron Code E) |

CLASSROOM DYNAMICS:

Rating: 1 2 3 4 5
Scantron Code: A B C D E

- | | | | | | |
|---|---|---|---|---|---|
| 1. Orientation to course provides sufficient preparation to perform online course activities. | □ | □ | □ | □ | □ |
| 2. Online course content is easily accessed in course website. | □ | □ | □ | □ | □ |
| 3. Course website presents subject matter clearly and thoroughly. | □ | □ | □ | □ | □ |
| 4. Organizes class activities effectively. | □ | □ | □ | □ | □ |
| 5. Creates a supportive learning environment. | □ | □ | □ | □ | □ |
| 6. Generates interest and student participation. | □ | □ | □ | □ | □ |
| 7. Invites and encourages communications with students. | □ | □ | □ | □ | □ |
| 8. Responds to student communications within established guidelines in syllabus. | □ | □ | □ | □ | □ |
| 9. Invites students to express their opinions. | □ | □ | □ | □ | □ |
| 10. Gives clearly defined assignments consistent with course content. | □ | □ | □ | □ | □ |
| 11. Gives feedback on exams and assignments within established guidelines in syllabus. | □ | □ | □ | □ | □ |
| 12. Meets and dismisses on-campus classes punctually. | □ | □ | □ | □ | □ |
| 13. Generates sensitivity to gender and multi-cultural concerns. | □ | □ | □ | □ | □ |

14. Treats students ethically, courteously, and fairly.

Rating: 1 2 3 4 5

--	--	--	--	--

FAIRNESS:

15. Grades according to outlined criteria.

--	--	--	--	--

16. Demonstrates respect, courtesy, and fairness to all students.

--	--	--	--	--

17. Makes an effort to help students succeed.

--	--	--	--	--

18. Give your overall evaluation of the instructor.

--	--	--	--	--

Please answer Yes or No:

Scantron Code: **A** **B**

19. Was a syllabus and course outline, including written expectations and grading criteria, distributed or made available at the beginning of the term?

Yes ☐ No ☐

20. Do you feel that this course meets your educational goals?

Yes ☐ No ☐

21. Would you recommend this professor to a friend?

Yes ☐ No ☐

For the following questions, please include specific examples and suggestions.
(If a Scantron sheet is being used, write your responses on the back of the Scantron sheet.)

A. What has this professor done especially well in teaching this course?

B. How might this professor improve this course and the class interactions?

Distribution:
Faculty Member – Summary
Division Office
Human Resources - Summary

7/08

2014 - 2017 FACULTY CONTRACT

H.3: PORTFOLIO

Adjunct	Prob.	Regular	Dept. Chair
	x		

■ **Portfolio Evaluation** ■
 ■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____ Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4

The portfolio serves as a way of documenting the performance of those responsibilities that the institution expects of a faculty member. Each professor's portfolio will be unique and will vary according to what is appropriate for each teaching discipline. It is expected that as the professor moves through the evaluation process the nature and extent of the portfolio will change according to the individual's experience. The portfolio should include contributions in each of the areas identified below.

Each evaluation team will evaluate the appropriateness of the materials submitted according to criteria deemed important for the teaching discipline.

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

FACULTY ASSIGNMENT:

A. Evidence of adequate classroom preparation

(required of all professors with classroom responsibilities)

Rating:

- Course syllabi for each preparation
- A copy of an exam for each preparation.
- Copy of a final exam for each preparation. (Required the 2nd year)
- Sample of lecture/lab notes for each preparation
- Sample of assignments for each preparation
- Sample of handouts for each preparation.
- Sample of feedback on student assignments for each preparation (Student names redacted)

1 2 3 4 5

Comments:

B. Evidence of adequate preparation for the following positions:

Counselors and Instructional Specialists

Rating: 1 2 3 4 5

Sample of orientation preparation and related handouts

- Workshop preparation and related handouts
- Educational planning preparation and related documents (names redacted)
- New student intake preparation and related documents (name redacted)
- Preparation for presentations in professional development activities (e.g. New Faculty Seminar, POD workshops)

Comments:

Coaches

Sample of preparation and related handouts

- Flyers (camps, clinics, tournaments, etc.)
- Recruiting letters (names redacted)
- Tournament scheduling documents
- Tournament preparation and related handouts
- Training Program
- Sample of practice plans

Comments:

Librarians

Sample of orientation preparation and related handouts

- Guidelines/handouts on how to use the library and its materials
- Presentation notes/slides for faculty workshops
- Planning notes/outlines for library workshops and reference interviews
- Assessment plans and/or notes for library assignments
- Plans, notes, or email on leadership and participation in collections development, Information competency, library web pages, cataloging, systems/work flow
- Digital learning objects

Comments:

C. Overall Summary of Probationary Faculty Portfolio Evaluation

Rating: 1 2 3 4 5

Comments:

--	--	--	--	--

Distribution

Faculty Member
Division Office
Human Resources

8/04; 7/05; 7/06; 7/08; 7/14

2014 - 2017 FACULTY CONTRACT

H.4.a: CLASSROOM

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Classroom Visitation Evaluation ■

■ Mt. San Antonio College ■

Professor: _____ Date & Time of Visit: _____

Department: _____ Subject Taught: _____

Observer: _____

Second Visit (For probationary faculty only) ☐

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

A. Classroom Dynamics

Rating: **1 2 3 4 5**

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <ul style="list-style-type: none"> • Encourages student participation by inviting questions, allowing students to problem-solve, or encouraging feedback during class session • Listens attentively and gives explanation to student with clarity and in a non-threatening manner • Verbal and written expressions and physical demeanor set a tone for a classroom environment that promotes the learning process. • Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication with class members. • Presents a positive, professional image. • Communicates effectively orally and in writing. • Demonstrates effective classroom management skills. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Comments:

B. Teaching Strategies and Techniques**Rating:** 1 2 3 4 5

- Provides a safe environment for student participation that is conducive to the learning process.

--	--	--	--	--
- Information presented is accurate and compliant with current course outline and/or syllabus.

--	--	--	--	--
- Embellishes lecture/discussion by providing relevant information from sources other than textbook, if appropriate.

--	--	--	--	--
- Presents content or uses a format organized in a logical sequence.

--	--	--	--	--
- Encourages critical, evaluative thinking, questioning, and reasoning.

--	--	--	--	--
- Appropriately utilizes board, overheads, or other instructional aids to enhance lecture content.

--	--	--	--	--
- Distributes handouts or instructional materials that are appropriate to content being presented.

--	--	--	--	--
- Shows enthusiasm for the subject matter to encourage active student participation in learning.

--	--	--	--	--

Comments:

C. Class Preparation and Subject Matter Expertise**Rating:** 1 2 3 4 5

- Shows evidence of thorough preparation through presentation of course material.

--	--	--	--	--
- Materials chosen demonstrate academic rigor appropriate to level taught.

--	--	--	--	--
- Demonstrates subject matter expertise in course design.

--	--	--	--	--
- Demonstrates subject matter expertise in course delivery.

--	--	--	--	--

Comments:

D. Overall summary of Classroom Visitation

Rating:

1	2	3	4	5

Narrative Summary of Classroom Events During the Presentation:

E. Comments by Professor: (optional)

F. Signatures:

Observer: _____

Date: _____

Professor: _____

Date: _____

Distribution:

Faculty Member
Division Office
Human Resources – Adjunct Faculty Only
8/04; 4/05; 7/05; 7/06; 7/08; 7/14

2014 - 2017 FACULTY CONTRACT

H.4.b: COUNSELOR

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Counseling Visitation Evaluation ■

■ Mt. San Antonio College ■

Professor: _____ Date & Time of Visit: _____

Observer: _____

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

Counselor:

Rating: **1 2 3 4 5**

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <p>A. Encourages student participation by inviting questions, allowing students to problem-solve or encouraging feedback during counseling session.</p> <p>B. Listens attentively and gives explanations to students with clarity and in a non-threatening manner.</p> <p>C. Uses verbal expressions and physical demeanor to set a tone for a counseling session that positively promotes the counseling process.</p> <p>D. Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication.</p> <p>E. Presents a positive, professional image.</p> <p>F. Develops and utilizes effective techniques in educational, career and personal counseling.</p> <p>G. Is honest and fair with students.</p> <p>H. Presents information that is accurate and relevant.</p> <p>I. Assists students in clarifying goals and decision making.</p> <p>J. Uses technology as an aid in counseling.</p> <p>K. Demonstrates knowledge of academic policies and current career information.</p> <p>L. Overall Summary of Counseling Visitation.</p> | <table border="1" style="margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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M. Narrative Summary of Counseling Events During the Session

N. Comments by Professor (Optional)

O. Signatures:

Observer: _____ Date: _____

Professor: _____ Date: _____

Distribution:

Faculty Member - Summary
Division Office
Human Resources - Summary

7/06; 7/08

2014 - 2017 FACULTY CONTRACT

H.4.c. CLASSROOM - DL

Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

■ Classroom Visitation Evaluation of Distance Learning Faculty ■

■ Mt. San Antonio College ■

Professor: _____ Date & Time of Visit: _____

Department: _____ Subject Taught: _____

Observer: _____

For the purpose of conducting a fair evaluation, it is recommended that a dialog occur between the evaluator and the faculty member before the actual visitation. This dialog can include how to navigate the course, hybrid versus online component, course outline of record, and DL Course amendment form.

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

A. CLASS DYNAMICS

Rating: **1 2 3 4 5**

- Presents a positive, professional image in face-to-face meetings and/or in course website.

--	--	--	--	--
- Course website sets a tone for a class environment that promotes the learning process.

--	--	--	--	--
- Encourages student communications and interactions in the course website.

--	--	--	--	--
- Organizes class activities effectively.

--	--	--	--	--
- Communicates effectively in course website.

--	--	--	--	--
- Communicates effectively in face-to-face meetings.

--	--	--	--	--
- Demonstrates respect, courtesy and fairness with all students.

--	--	--	--	--
- Conducts interactions with students in a non-threatening manner.

--	--	--	--	--

Comments:

B. Teaching Strategies and Techniques**Rating: 1 2 3 4 5**

- Provides a safe environment for student participation that is conducive to the learning process.

--	--	--	--	--
- Information presented is accurate and compliant with current course outline and/or syllabus.

--	--	--	--	--
- Embellishes course content/discussion by providing relevant information from sources other than textbook, if appropriate.

--	--	--	--	--
- Presents content or uses a format organized in a logical sequence.

--	--	--	--	--
- Encourages critical, evaluative thinking, questioning, and reasoning.

--	--	--	--	--
- Appropriately utilizes online activities to enhance course content.

--	--	--	--	--
- Online course content is easily accessed in course website.

--	--	--	--	--
- Demonstrates effective and regular contact with students.

--	--	--	--	--

Comments:**C. Class Preparation and Subject Matter Expertise****Rating: 1 2 3 4 5**

- Shows evidence of thorough preparation through content presented in course website.

--	--	--	--	--
- Activities chosen demonstrate academic rigor appropriate to level taught.

--	--	--	--	--
- Subject matter expertise is reflected in course website.

--	--	--	--	--
- Course delivery agrees with Methods of Instruction listed in Distance Learning Course Amendment Form for this course.

--	--	--	--	--

Comments:

D. Overall Summary of Classroom Visitation

Comments by Evaluator:

Rating: **1** **2** **3** **4** **5**

--	--	--	--	--

E. Comments by Professor: (optional)

F. Signatures:

Observer: _____

Date: _____

Professor: _____

Date: _____

Distribution:

Faculty Member
Division Office
Human Resources – Adjunct Faculty Only
7/08, 8/13

2014 - 2017 FACULTY CONTRACT

H.5: ADMINISTRATIVE

Adjunct	Prob.	Regular	Dept. Chair
	x	x	

■ **Faculty Administrative Evaluation** ■

■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____

☐ Probationary Faculty, Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Tenured Faculty

A. Instructions:

Administrative comments should address the following if information is available:

- | | |
|---|--|
| 1. Active participation in curriculum development | 5. Promptness with deadlines |
| 2. Compliance with course outline/teaching competence | 6. Availability/meeting obligations |
| 3. Competence in discipline | 7. Involvement in total program of the College |
| 4. Interactions with students/colleagues | |

B. Administrator's Comments:

C. Overall Rating:

- ☐ **1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- ☐ **2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- ☐ **3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- ☐ **4 Performance does not meet the standard** (used for unacceptable performance)

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

D. Signatures:

Administrator: _____ Date: _____

Professor: _____ Date: _____

E. Comments by Professor (optional):

Distribution:

Faculty Member
Division Office
Personnel File
8/04; 7/05; 7/06; 7/08; 7/11;
7/14

2014 - 2017 FACULTY CONTRACT

H.6:a SELF EVALUATION

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ **Self Evaluation – Faculty** ■

■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____

☐ Adjunct Faculty ☐ Probationary Faculty, Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Tenured Faculty

The self-evaluation report and yearly report of supplemental hours must be submitted WITHIN TWO WEEKS FOLLOWING THE END OF THE SPRING TERM.

A. Evaluation tools used:

Self (required): ☐
Manager: ☐

Student (required): ☐
Support: ☐

Peer (required): ☐
Classroom: ☐

B. Summary of student evaluations/summary of classroom evaluations by peers (include sample comments):

Areas of excellence:

Areas for improvement:

C. I will be working on the following self and professional improvement items in the _____ - _____ academic year. (List your top 1 – 5 goals)

Goals & Objectives:

Action Plan:

D. I need the following assistance:

- Equipment, support, conferences, training, etc.
- The Dean, Associate Dean, or Department Chair can give me assistance by:

E. Signatures:

Professor: _____ Date: _____

Dean or Designee: _____ Date: _____

F. Professor Comments:

Distribution:

Faculty Member
Division Office
Human Resources
8/03; 7/05; 7/06; 7/08

2014 - 2017 FACULTY CONTRACT

H.6.b.: SELF EVALUATION - CHAIR

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Self Evaluation – Chair ■
■ Mt. San Antonio College ■

Department Chair: _____ Date: _____

Department: _____ Division: _____

The self-evaluation report must be submitted by the end of the week eight (8) of the spring term.

A. Summary of accomplishments and performance based on Department Chair Performance Expectancies (Article 18.F.):

Areas of Excellence:

Areas for improvement:

B. I will be working on the following self and professional improvement items in the _____ - _____ academic year. List your top goals

Goals & Objectives:

Action Plan:

C. I need the following assistance:

- Support, conferences, training, etc.
- The Dean or Associate Dean can give me assistance by:

D. I have met, or will meet, my four (4) hours of mandatory department chair training this year by participating in the following:

E. Signatures:

Department Chair: _____ Date: _____

Dean or Designee: _____ Date: _____

F. Dean or Associate Dean Comments (optional):

Distribution:
Faculty Member
Division Office
Human Resources
7/14

2014 - 2017 FACULTY CONTRACT

H.7.a: SUMMARY

Adjunct	Prob.	Regular	Dept. Chair
	x		

■ Probationary Faculty Evaluation Summary ■

■ Mt. San Antonio College ■

Professor: _____ Date: _____

Department: _____ Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

A rating of "Performance does not meet the standard" in any category may be sufficient grounds for not recommending retention.

A. PEER EVALUATION SUMMARY

Team Comments (mandatory):

Rating:

1	2	3	4	5

B. STUDENT EVALUATION SUMMARY

Team Comments (mandatory):

Rating:

1	2	3	4	5

C. PORTFOLIO EVALUATION SUMMARY

Team Comments (mandatory):

Rating:

1	2	3	4	5

D. CLASSROOM VISITATION EVALUATION SUMMARY, if applicable

Team Comments (mandatory):

Rating:

1	2	3	4	5

E. COUNSELING VISITATION EVALUATION SUMMARY, if applicable

Team Comments (mandatory):

Rating:

1	2	3	4	5

F. ADMINISTRATIVE RESPONSIBILITIES EVALUATION

Team Comments (mandatory):

Rating:

1	2	3	4	5

G. FACULTY SELF-EVALUATION

Rating:

1	2	3	4	5

H. YEARLY REPORT OF HOURS OF SERVICE TO THE COLLEGE

Rating:

1	2	3	4	5

I. OVERALL SUMMARY OF EVALUATION

Rating:

1	2	3	4	5

J. PRESCRIPTIVES and RECOMMENDATIONS

☐ None

☐ Form 7.H.b. (attached)

K. EVALUATION TEAM RECOMMENDATIONYEAR
completed

1	<input type="checkbox"/>	We recommend that the District enter into a contract for a second academic year.
	<input type="checkbox"/>	We do not recommend that the District employ this employee for the following academic year.
	<input type="checkbox"/>	One year temporary position – no recommendation required.
2	<input type="checkbox"/>	We recommend that the District enter into a contract for the third and fourth academic years.
	<input type="checkbox"/>	We do not recommend that the District employ this employee for the following academic year.
3	<input type="checkbox"/>	Completing 3 rd year of 3 rd & 4 th Year contract. No recommendation needed.
4	<input type="checkbox"/>	We recommend that the District employ this employee as a tenured employee.
	<input type="checkbox"/>	We do not recommend that the District employ this employee as a tenured employee.

J. SIGNATURES:

_____ Team Faculty Member	_____ Team Faculty Member	_____ Date
_____ Team Faculty Member	_____ Team Faculty Member	
_____ Team Faculty Member	_____ Dean or Associate Dean/Director	

I have seen this evaluation summary and have discussed it with the evaluation team.

_____ Professor Signature	_____ Professor Name	_____ Date
------------------------------	-------------------------	---------------

K. REVIEW OF EVALUATION AND RECOMMENDATION:

_____ Vice President	_____ Date	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> N/A
_____ President	_____ Date	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> N/A
BOARD ACTION: <input type="checkbox"/> Employ <input type="checkbox"/> Not Employ	_____ Date	

Distribution:Faculty Member
Division Office
Human Resources

8/04; 7/05; 7/06; 7/08, 7/14

2014 - 2017 FACULTY CONTRACT

H.7.b: SUMMARY: PRESCRIPTIVES

Adjunct	Prob.	Regular	Dept. Chair
	x		

■ **Recommendations and Prescriptives** ■

■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____

Probationary Faculty, Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4

A. Recommendations:

The evaluation team offers the following recommendations for improvement:

B. Prescriptives:

The evaluation team prescribes the following activities in order for the professor to acquire the skills and behaviors needed to achieve a competent and adequate performance:

Prescribed Activities	Expected Outcomes	To be completed by (date)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

C. Signatures:

Team Faculty Members:	_____	_____
	_____	_____
	_____	Date: _____
Administrator:	_____	Date: _____
Professor:	_____	Date: _____

Distribution:

Faculty Member
Division Office
Human Resources
8/04; 7/05; 7/06

2014 - 2017 FACULTY CONTRACT

H.7.c: SUMMARY: RESPONSE to Rx

Adjunct	Prob.	Regular	Dept. Chair
	x		

■ **Response to Prescriptives** ■

■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____

Probationary Faculty, Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4

A. Professor's Response to Prescriptives: (submitted upon completion of prescribed activities)

Professor: _____ Date: _____

B. Evaluation Team Response:

Comments:

The professor (check one) ☐ has ☐ has not satisfactorily addressed the prescriptive conditions applied in the prior evaluation period.

C. Signatures:

Team Faculty
Members:

Date: _____

Division
Administrator:

Date: _____

Professor: _____ Date: _____

Distribution:

Faculty Member
Division Office
Vice President of Instruction
Human Resources
8/04; 7/05/; 7/06; 7/08

2014 - 2017 FACULTY CONTRACT**H.8: ADJUNCT
SUMMARY**

Adjunct	Prob.	Regular	Dept. Chair
x			

■ **Adjunct Faculty Summary** ■■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (used for unacceptable performance)
- 5 Not applicable/insufficient data**

All ratings must be accompanied by an explanatory remark by the evaluator.

A. Instructions:

In cases where the rating falls below "Performance meets the standard" (#2), evaluative comments shall identify Teaching Faculty Performance Expectancies applicable to adjunct faculty, as outlined in Article 18.K.2, in addition to relevant teaching performance issues documented in student evaluations, classroom visitations, and/or in student complaints. In the case of a rating of "improvement recommended" (#3), specific suggestions for improvement shall be provided.

B. Comments:**C. Signatures:**

Department Chair: _____ Date: _____

Division
Administrator: _____ Date: _____

Professor: _____ Date: _____

D. Comments by Professor (optional):**Distribution:**

Faculty Member
Division Office
Human Resources
8/04; 4/05; 7/05; 7/06,
8/13; 7/14

2014 - 2017 FACULTY CONTRACT

H.9: REGULAR FACULTY SUMMARY

Adjunct	Prob.	Regular	Dept. Chair
		X	

■ Regular Faculty Summary Evaluation ■

■ Mt. San Antonio College ■

Professor: _____ Date: _____

Department: _____

A. Summarize the progress made on goals and objectives from years 1 and 2:

B. Summarize Self Evaluation Findings from years 1 and 2:

C. Summarize all Yearly Reports of Supplemental Hours for the previous three years:

D. Signature:

Professor

Date

E. Reviewed by:

Division Administrator

Date

Distribution:

Faculty Member
Division Office
Human Resources
8/04, 4/05, 7/05; 7/06; 7/08

2014 - 2017 FACULTY CONTRACT

H.10: DEPT. CHAIR

Adjunct	Prob.	Regular	Dept. Chair
			x

■ **Department Chair Evaluation Report** (Administrative Evaluation) ■

■ **Mt. San Antonio College** ■

Department: _____ Date: _____

Name(s): _____ Division: _____

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator. Remarks or specific suggestions for change optional in "comments" space provided.

A. ADMINISTRATIVE RESPONSIBILITIES

Rating: **1 2 3 4 5**

- Gathers, organizes, and analyzes information and data to prepare required reports. [][][][][]
- Utilizes established formats in preparing reports. [][][][][]
- Meets College timelines for submission of required reports and requests for resources. [][][][][]
- Submits course schedules and adjustments in accordance with established priorities and contract limits. [][][][][]
- Reviews, revises, and updates course outlines of record for all courses within the department, following established College procedures. [][][][][]
- Oversees, coordinates, develops, and provides for departmental approval of new course offerings within the department. [][][][][]

ADMINISTRATIVE RESPONSIBILITIES SUMMARY: [][][][][]

Comments:

B. AVAILABILITY**Rating:** 1 2 3 4 5

- Regularly holds department chair office hours.

--	--	--	--	--
- Regularly meets with the division dean regarding department issues, budgets, and planning agendas.

--	--	--	--	--
- Serves as initial contact to address student requests and complaints.

--	--	--	--	--
- Responds appropriately and in accordance with the law with parents, other relatives, friends, or any person or agency regarding individual student issues.

--	--	--	--	--
- Represents the department at division, advisory, and campus committee meetings.

--	--	--	--	--
- Is accessible to students, staff, and division administrators the week prior to the start of the primary terms.

--	--	--	--	--

AVAILABILITY SUMMARY:

--	--	--	--	--

Comments:

C. COMPLIANCE WITH POLICIES**Rating:** 1 2 3 4 5

- Adheres to all faculty evaluation procedures and timelines.

--	--	--	--	--
- Participates in full time faculty and staff recruitment, hiring, assignment, orientation, and evaluation processes; represents the department in the development of position requests, hiring announcements, and the selection process for faculty recruitments.

--	--	--	--	--
- Facilitates the assignment of department members to serve on tenure evaluation committees and participates in the tenure evaluation committees for all probationary faculty within the department.

--	--	--	--	--
- Reviews and updates curriculum as needed to maintain articulation agreements with other academic institutions, advisory committees, and other professional and occupational committees and organizations.

--	--	--	--	--
- Facilitates collaborative curriculum review and approval processes according to established procedures.

--	--	--	--	--
- Maintains a respectful working relationship with faculty and classified staff.

--	--	--	--	--
- Assists and advises the division administrators in the implementation of College policies and procedures within the department.

--	--	--	--	--
- Conducts and organizes the recruitment, maintenance of an adjunct pool, hiring, orientation, assignment, and evaluation of adjunct faculty within the Department, adhering to all faculty evaluation procedures, guidelines, and timelines.

--	--	--	--	--

COMPLIANCE SUMMARY:

--	--	--	--	--

Comments:

D. LEADERSHIP

Rating: **1** **2** **3** **4** **5**

- Facilitates monthly meetings that encourage collaborative department decision-making and response to College initiatives.

--	--	--	--	--
- Regularly brings department business as well as college-wide issues and directions to department meetings for discussion.

--	--	--	--	--
- Facilitates the collaborative development, revision, and monitoring of student learning and general education outcomes for both courses and programs annually with the aid and consent of department members.

--	--	--	--	--

LEADERSHIP SUMMARY:

--	--	--	--	--

Comments:

E. PROMPTNESS

Rating: **1** **2** **3** **4** **5**

- Submits required reports (including scheduled course offerings, PIE, and adjunct evaluation summaries) within established timelines.

--	--	--	--	--
- Submits department reviewed and approved curriculum within established timelines.

--	--	--	--	--
- Adheres to all faculty evaluation timelines.

--	--	--	--	--

PROMPTNESS SUMMARY:

--	--	--	--	--

Comments:

F. RESPONSIBILITY

Rating: **1** **2** **3** **4** **5**

- Monitors department budgets, needs, equipment, and supplies.
- Represents department issues, priorities, and planning agenda to the division and the campus.
- Organizes and facilitates department meetings that keep faculty in the department informed on departmental as well as college-wide issues.
- Performs such other duties and responsibilities that require department involvement as Are mutually agreed to by the department chair and the division dean.

RESPONSIBILITY SUMMARY:

Comments:

G. OVERALL SUMMARY OF DEPARTMENT CHAIR EVALUATION

Rating:

1	2	3	4	5
---	---	---	---	---

Comments:

H. COMMENTS BY DEPARTMENT CHAIR(S) [optional]:

I. SIGNATURES:

Signature of Evaluator:

Division Administrator

Date

Signature of Evaluatee(s):

Department Chair or Co-chair(s)

Date

Department Co-Chair(s)

Reviewed by:

Appropriate Vice President

Date

Distribution

Department Chair(s)
Division Office
Vice President of Instruction
Human Resources
8/04, 7/05; 7/06; 708; 4/11

2014 - 2017 FACULTY CONTRACT

H.11: SERVICE TO THE COLLEGE

Adjunct	Prob.	Regular	Dept. Chair
optional	x	x	

■ **Yearly Report of Service to the College**

■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Every full-time unit member teaching 30 LHE or 36 LHE is required to spend an average of **six (6) service hours weekly (for teaching faculty), eight (8) service hours weekly for counselors, and five (5) service hours weekly for librarians.** Faculty with reassigned time or partial teaching assignments shall adjust the hours proportionate to their classroom teaching load.

Please describe your involvement in the following categories. Do not include overload teaching assignments or activities for which you were awarded a stipend as per Appendices B, D, and E of the current contract. It is not necessary to have involvement in every category.

DUE DATE: This form must be submitted to your Division Office **within two weeks following the end of the Spring Term.** Academic Year ____ - ____

Involvement/Description:

Professional Activities (professional growth, conference and workshop attendance, etc.)	
Campus Life (Student Life activities, campus clubs, commencement, campus events etc.)	
College committee and task force work	
Outcomes Assessment and other related activities	
Curriculum Development	
Department involvement (meetings, committees, evaluations, etc)	
Community Activities (related to my assignment and that bring benefit to the college)	
Grant and Award Applications and non-paid participation in grant activities	
Participation in Organizations related to my assignment	
Review of Literature related to my assignment	
Other appropriate activities	

Revised 7/05; 7/06; 7/07; 7/08; 7/11; 8/13

2014 - 2017 FACULTY CONTRACT

H.12: PROBATIONARY FACULTY TEAM RESPONSIBILITIES

Adjunct	Prob.	Regular	Dept. Chair
	x		

■ **Probationary Faculty Team Responsibilities**

■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____ Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Evaluation Team

Manager: _____

Faculty: _____

Evaluation Process

D. Classroom Visitations

Year 1: By the end of week 6 (fall term)	Year 3: By the end of fall term
Year 2: By the end of week 12 (fall term)	Year 4: As needed

Assignments:

Team Member

Class/Activity

_____	_____
_____	_____
_____	_____
_____	_____

- Classroom visitations shall be announced and documented at least two (2) days prior to the visit. (18.A.2.)
- Observation of the faculty member's educational activities will be followed as promptly as possible by consultation or written communication in order to discuss the observation. (18.G.3.)

B. Student Evaluations

Year 1: By the end of week 12 (fall term)	Year 3: By the end of week 12 (fall term)
Year 2: By the end of week 12 (fall term)	Year 4: As needed

Assignments:

Team Member

Class/Activity

_____	_____
_____	_____
_____	_____
_____	_____

C. Portfolio Evaluation (Please indicate team members responsible for portfolio review.)

Year 1: By the end of week 12 (fall term)	Year 3: Not applicable
Year 2: By the end of week 12 (fall term)	Year 4: Not applicable

Assignments:

Team Member

_____	_____
_____	_____
_____	_____

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D. Peer Evaluations

To be completed by the end of the fall term. (Recommended by week 12.)

Responsible Team Member:

E. Administrative Evaluation

To be completed by the end of the fall term.

Responsible Team Member:

F. Summary Evaluation

To be completed by the evaluation team.

- Includes:
- Peer evaluation summary,
 - student evaluation summary,
 - portfolio evaluation summary (years 1 and 2),
 - classroom visitation summary (if applicable),
 - counseling visitation summary (if applicable),
 - administrative responsibilities evaluation,
 - faculty self-evaluation, and
 - yearly report of supplemental hours.

Date and time:

Year 1: By the end of the fall term

Year 3: By the end of week 6 of the spring term

Year 2: By the end of the fall term

Year 4: By the end of the fall term

G. Responses to Prescriptives (if applicable)

Must be addressed in writing by the probationary faculty member and the evaluation team must respond before completing the subsequent year evaluation.

H. Evaluation Conference

Date and time:

Year 1: By the end of the fall term

Year 3: By the end of week 6 of the spring term

Year 2: By the end of the fall term

Year 4: By the end of the fall term

I. SIGNATURES:

Probationary Faculty Member

Date

Administrator

Date

Team Member

Date

Team Member

Date

Team Member

Date

Team Member

Date

Distribution:
Faculty Member
Division Office
Personnel File

2014 - 2017 FACULTY CONTRACT

I.a: REASSIGNED TIME

Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

■ Appendix Ia: Reassigned Time Expectancies

■ Mt. San Antonio College

Professor: _____ Date: _____

Manager of Reassigned Time: _____

Manager of Professor's regular assignment: _____

Reassignment began: _____ Anticipated end date: _____

Title of Reassignment: _____ Reassigned LHE: _____ Weekly Hours of a 40-hour work week: _____

The appropriate manager will meet with the faculty member to develop and mutually agree to a list of performance expectancies relevant to this assignment and complete this form prior to the end of the second week of the fall term.

Purpose of Reassignment:

Weekly/Monthly Schedule of Activities:

Specific Objectives with Planned Timelines:

Expected Measurable Outcomes:

Signatures: (Approval requires signatures from all affected managers.)

Professor: _____ Date: _____

Manager: _____ Date: _____

Manager: _____ Date: _____

Manager: _____ Date: _____

Distribution:

Division Office
 Personnel file
 Appropriate Vice President
 Faculty Association President
 Academic Senate President (as appropriate)
 8/04, 4/05, 7/05; 7/06; 7/08; 07/11

2014 - 2017 FACULTY CONTRACT

Ib: REASSIGNED TIME

Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

■ **Appendix Ib: Reassigned Time Evaluations**

■ **Mt. San Antonio College**

Professor: _____ Date: _____

Manager of Reassigned Time: _____

Manager of Professor's regular assignment: _____

The evaluation of the reassignment will be completed by the appropriate manager no later than the end of the tenth week of the spring term.

Comments are required for any area that the faculty member "did not meet" the expectations.

Review of the faculty Reassignment:

Faculty member ☐ met ☐ did not meet his/her weekly/monthly purpose of reassignment.

Comments:

Faculty member ☐ met ☐ did not meet his/her weekly/monthly schedule of activities.

Comments:

Faculty member ☐ met ☐ did not meet his/her specific objectives with planned timelines.

Comments:

Faculty member ☐ met ☐ did not meet his/her expected measurable outcomes.

Comments:

Upon review of stated expectancies and observed results, I ☐ do ☐ do not recommend this faculty for a continuation of reassignment.

Comments:

Faculty Comments:

Comments:

Manager of Reassigned Time: _____ Date: _____

Professor: _____ Date: _____

Distribution:

Division Office
Personnel file
Appropriate Vice President
Faculty Association President
Academic Senate President (as appropriate)
8/04, 4/05, 7/05; 7/06; 7/08; 07/11

2014 - 2017 FACULTY CONTRACT

J: STUDENT COMPLAINT

Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

■ Appendix J: Documentation of Student Complaint ■ ■ Mt. San Antonio College ■

Date: _____ Time: _____

Student Name _____ ID# _____

Contact #: Phone (_____) _____ Cell (_____) _____

E-mail: _____

Faculty Member: _____ Ext. _____

Class: _____ Meets (Day/Time): _____

Initial information taken by _____

1. Summary of problem:

2. Student's request made to resolve problem:

3. Faculty member's perspective:

Date contacted: _____ via: ☐ e-mail ☐ phone ☐ other _____

Date of response: _____

4. Follow-up with student: Date: _____ Form of contact: _____ by: _____

5. Follow up with faculty member (if applicable):

Copy sent to:

☐ Faculty Member

☐ Dept. Chair

4/05; 7/05; 7/06

2014 - 2017 FACULTY CONTRACT

Appendix K: Petition to Meet Faculty Contract Load Assignment During Winter Intersession



Faculty Name (please print) _____

E-mail _____ Phone ext. _____ Alt. Phone (_____) _____

Department _____ Division _____

Dean: _____

Guidelines:

- Up to 3 LHE assigned during the winter intersession may be applied toward fall term load.
- Up to 6 LHE assigned during the winter intersession may be applied toward spring term load.
- A maximum of 10 LHE may be scheduled for the winter intersession.
- No guarantee can be made that overload or intersession classes will be available.
- This proposed plan must be submitted by the end of the second week of fall term.
- Any cancellation of planned classes occurring after week 2 of fall term may invalidate the plan and require submittal of an amended plan.

Proposed Plan for Meeting My Faculty Contract Load Assignment

For One Academic Year: 20____ - 20____

Term/Intersession	Year	Contract LHE (must total 30 for the contract year)	Overload LHE (optional)	Term/Term Total LHE
Fall Term	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		+		
Winter Intersession	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		+		
Spring Term	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		↓		
		Total: <input type="text"/>	Must total 30 for the contract year	

Submitted by: Date:
Faculty Signature

Approved by: Date:
Dean or Associate Dean Signature

Distribution of Forms:

Division Office (original)
 Please make copies and send to:

- ☐ Faculty Member
- ☐ Human Resources
- ☐ Payroll
- ☐ Dean of Instructional Services

Instruction Office: March 2006; June 2007

2014 - 2017 FACULTY CONTRACT

Article 21: Dispute Process Appendix L: Dispute Resolution – Step 1 – Informal



Disputant's Name: Date:

Contact #: Phone: Email:

Immediate Supervisor: Ext.:

Person against whom dispute is filed: Ext.:

INSTRUCTIONS: This form must be filed with the disputant's Immediate Supervisor and the Office of Human Resources **within 30 working days** of the alleged act.

Please note that alleged violations of the Faculty Agreement must be filed as outlined in Article 20 – Grievance Procedure.

1. When applicable, indicate the specific rule, regulation, law, or alleged act violated (Board Policy, Administrative Pro Education Code, etc.):

2. Briefly describe the nature of the conflict (include names and dates):

3. Clearly describe the remedy you seek in resolution of this dispute:

4. Signature:

Date:

5. Outcome:

☐ Resolved

Date:

☐ Not Resolved – The District will provide the disputant and the Faculty Association with written documentation of the informal meeting within seven (7) working days of the meeting.

Date:

2014-2017 FACULTY CONTRACT

Article 20: Grievance Process
Appendix M.1: Grievance Level 2 – Mediation



Grievant's Name: Date:
Contact #: Phone: Email:
Classification:

GRIEVANT TO COMPLETE:

INSTRUCTIONS: The grievant must file this form with the Office of Human Resources **within 10 working days** of the unresolved **Level 1 – Informal process**.

1. Indicate specific contract provisions which you believe have been violated.
2. Date of event creating grievance.
3. Date on which you learned that a violation of the specific provision of the Agreement had occurred.
4. Name of your immediate administrator.
5. Describe what actions you have taken to resolve the grievance. Be specific.
6. Statement of grievance:
7. Requested remedy.
8. Date unresolved Level 1 process concluded.
9. Grievant's Signature: Date:

Grievant's Name: Date:

HUMAN RESOURCES TO COMPLETE:

10. Copy of form sent to:

☐

Faculty Association

☐

Vice President, Human Resources

Date:

11. Members of Mediation Team:

Faculty Member – appointed by the Faculty Association

Administrator – appointed by the District

12. Date (s) of Mediation meeting (within 15 working days of establishment of Mediation Team).

13. Date of Decision

14. Team Outcome

Signatures:

Grievant: _____ Immediate Administrator: _____

2014 - 2017 FACULTY CONTRACT

Article 20: Grievance Process Appendix M.2: Grievance – Level 3 – Vice President



Grievant's Name: Date:
Contact #: Phone: Email:
Classification:

GRIEVANT TO COMPLETE:

INSTRUCTIONS: The grievant must file this form with the Office of Human Resources **within 10 working days** of the unresolved "**Level 2 – Mediation**" outcome. Please attach a copy of the "Level 2 – Mediation" form to this form.

I request that this grievance proceed to Level 3 – Vice President.

1. Date unresolved Level 2 process concluded.
2. Grievant's Signature: Date:

HUMAN RESOURCES TO COMPLETE:

3. Copy of form sent to:
☐ Faculty Association ☐ Vice President, Human Resources Date:
4. Appropriate Vice President
5. Parties involved:
6. Meeting conclusion:
- ☐ Resolved ☐ Not Resolved Date:
7. Copy of this form sent (within 10 working days of the meeting conclusion) to:
☐ Grievant ☐ Administrator Date:
☐ Faculty Association ☐ Vice President, Human Resources ☐ President

2014 - 2017 FACULTY CONTRACT

Article 20: Grievance Process Appendix M.3: Grievance – Level 4 – President



Grievant's Name: Date:
Contact #: Phone: Email:
Classification:

GRIEVANT TO COMPLETE:

INSTRUCTIONS: The grievant must file this form with the Office of Human Resources **within 10 working days** of the unresolved **"Level 3 – Vice President"** outcome. Please attach a copy of the "Level 2 – Mediation" form and the "Level 3 – Vice President" form to this form.

I request that this grievance proceed to Level 4 –President.

1. Date unresolved Level 3 process concluded.
2. Grievant's Signature: Date:

HUMAN RESOURCES TO COMPLETE:

3. Copy of form sent to:
☐ Faculty Association ☐ Vice President, Human Resources Date:
4. Date sent to President:
5. Parties involved:
6. Meeting conclusion:
- ☐ Resolved ☐ Not Resolved Date:
7. Copy of this form sent (within 10 working days of the meeting conclusion) to:
☐ Grievant ☐ Administrator Date:
☐ Faculty Association ☐ Vice President, Human Resources

■ **SIGNATURE PAGE** ■

The undersigned, Mt. San Antonio Community College District and the Mt. San Antonio College Faculty Association, Inc., CTA/NEA, hereby jointly agree to modify the 2011-14 Agreement for the purpose of including changes resulting from Spring 2012 re-opener negotiations. The parties hereby jointly agree to the modifications which are incorporated into this Agreement.

IN WITNESS THEREOF the parties execute this Agreement on the ____ day of _____, to become effective July 1, 2014.

For Board of Trustees:

For Faculty Association, Inc., CTA/NEA

James Czaja
Board Bargaining Team

Lance Heard
President, Faculty Association

■ INDEX ■

Subject	Article	Page
12-Month Term of Employment, Work Load	10.J.	34
67% Load Limit, Work Load	10.A.4.	28
A		
Academic Freedom, Faculty Evaluation Procedures	18.N.	88
Access to Files, Faculty Evaluation Procedures and Personnel Files	18.O.3.	88
Adjunct and Partial Contract Professors Evaluation, Faculty Evaluation Procedures	18.K.	85
Adjunct Faculty Assignments, Workload	10.A.5.	28
Adjunct Faculty Office Hours	7.B.	20
Adjunct Faculty Participation in Departments	10.R.	40
Adjunct Faculty Rehire Rights	10.Q.	39
Adjunct Faculty Summary Evaluation	Appendix H.8.	157
Adjunct Parity, Salaries	7.C	20
Adjunct Professors, Work Load	10.E.	29
Adult Education Professors – see Continuing Education Professors	Appendix C	116
Agency Fees, Dues and Payroll Deductions	6.A.	19
AGREEMENT	ARTICLE 1	14
Agreement, Recognition	3.D.	16
Annual Rates for Salary Schedule	Appendix A.2.	108
Appeal Procedure, Faculty Evaluation Procedures	18.H.7.	79
Approval, Calendar	9.A.	26
Approval, Lab Parity	15.C.	48
APPENDICES INDEX		106
Arbitrator's Recommendation, Board Review, Grievance Procedure	20.B.6.	96
Assigned Hours per week, Work Load	10.A.1.	27
Assignment, Workload and Use of Developed Materials	13.B.	45
Athletic Coaches and Performing Arts Coaches Remuneration	Appendix D	119
B		
Banking Leave, Leaves of Absence	16.M.	61
Basis for Transfer, Site Transfer	17.C.	65
Bereavement Leave, Leaves of Absence	16.G.	54
Binding Agreement	1.A.	14
Budget, Information	4.A.	17
C		
CALENDAR	ARTICLE 9	26
Catastrophic Leave, Leaves of Absence	16.N.	63
Changes In Title, Recognition	3.E.	16
Child Rearing Leave, Leaves of Absence	16.F.	54
CLASS SIZE	ARTICLE 14	47
Class Size Committee	14.B.	47
Class Size for Distance Learning, Distance Learning	13.B.9.	46
Class Size Guidelines	14.A.	47
Class Size Limits	14.C.	47
Class time, Work Load	10.F.	29
Classified Employees as Adjunct Faculty	10.S.	40
Classroom Visitation Evaluation	Appendix H.4.a.	141
Classroom Visitation Evaluation – Distance Learning Faculty	Appendix H.4.c.	147
Column Crossover/Salary Advancement	Appendix A.8.	111
Column Definitions	Appendix A.3.	108
Community Education Professors Hourly Rates	Appendix F	124
Compensation for Faculty Internship Program	11.F.	43
Competency Standard, Faculty Service Areas	22.E.	99
Completion of Assignment, Calendar	9.C.	26
Confidentiality, Faculty Evaluation Procedures and Personnel Files	18.O.7.	89
Conflicts, Provisions of Agreement	24.B.	101
Continuing Education Professors Hourly Rates	Appendix C	117

Subject	Article	Page
CONTRACT EMPLOYEE BENEFITS	ARTICLE 8	21
Counseling Faculty Performance Expectancies: Class and office hours	18.D.	69
Counseling Session Visitation Evaluation	Appendix H.4.b.	145
D		
Deadlines, Faculty Contract Deadlines/Timelines:	Appendix G	125
Declared Emergencies, Health and Safety	27.B.	104
Definition, Rights of Association and Members	5.A.	18
Definition, Faculty Service Areas	22.B.	99
Definitions, Site Transfers	17.A.	65
Definitions of Terms Used in Faculty Evaluation Procedures	18.A.	66
Definitions, Dispute Process	21.B.	97
Definitions, Faculty Evaluation Procedures	18.H.1.	73
Denial of Rights, Association and Members	5.C.	18
Department Chair Election Procedure	10.M.3., 18.J.1.	36, 84
Department Chair Evaluations	10.M., 18.J.	35, 84
Department Chair Evaluation Report	Appendix H.10.	159
Department Chair Peer Evaluation Report	Appendix H.1.b.	129
Department Chair Performance Expectancies	18.F.	71
Department Chairs Remuneration/Reassigned Time	Appendix B	114
Department Chairs, Work Load	10.M.	35
Designated Representatives, Recognition	3.F.	16
Dispute Procedure	21.C.	97
DISPUTE PROCESS	ARTICLE 21	97
Dispute Resolution Form	Appendix L	171
Disputes, Association and Members	5.F.	18
Disputes, Recognition	3.G.	16
DISTANCE LEARNING	ARTICLE 13	45
Distance Learning, Workload	10.B.1.	28
District Contribution, Contract Employee Benefits	8.B.	21
District Program, Contract Employee Benefits	8.A.	21
Documentation of Student Complaint	Appendix J.	169
Dropping Students, Distance Learning	13.A.2.	45
DUES AND PAYROLL DEDUCTIONS	ARTICLE 6	19
E		
Earned Degrees	Appendix A.7.	111
EFFECT OF AGREEMENT	ARTICLE 25	102
Effective Dates	Appendix A.1.	108
Effective Dates of Agreement	2.A.	15
Eligibility, Contract Employee Benefits	8.D.	21
Entire Agreement, Effect of Agreement	25.A.	102
Establishment, Faculty Service Areas	22.C.	99
Evaluation Forms	Appendix H	126
Evaluation of Adjunct and Partial Contract Professors	18.K.	85
Evaluation of Contract (Probationary) Faculty	18.H.	73
Evaluation of Department Chairpersons, Faculty Evaluation Procedures	18.J.	84
Evaluation of Regular Faculty, Faculty Evaluation Procedures	18.I.	82
Evaluation Process, Faculty Evaluation Procedures	18.I.1.	82
Evaluation Process, Faculty Internship Program	11.G.	43
Excess, Contract Employee Benefits	8.C.	21
Excluded from the Unit, Recognition	3.C.	16
Explanation, Faculty Internship Program	11.A.	42
Explanation, Interdepartmental Transfer	12.A.	44
Extension of Terms, Calendar	9.D.	26
F		
Faculty Administrative Evaluation	Appendix H.5.	150
Faculty Association Membership	5.B.	18
Faculty Contract Deadlines/Timelines	Appendix G	125
Faculty Inquiry	8.H.	25

Subject	Article	Page
FACULTY EVALUATION PROCEDURES AND PERSONNEL FILES	ARTICLE 18	66
FACULTY INTERNSHIP PROGRAM	ARTICLE 11	42
Faculty Overload and Other Than Contract Salary Rates	Appendix C	116
Faculty Reassigned Time Expectancies	Appendix I.a	166
Faculty Reassigned Time Evaluations	Appendix I.b.	167
Faculty Reassigned Time Expectancies, Work Load	10.N.	37
FACULTY SERVICE AREAS	ARTICLE 22	99
Fall Term, Calendar	9.B.	26
First Contract Period, Faculty Evaluation Procedures	18.H.3.	76
Flex Days, Work Load	10.I.	34
Forms	Appendices H – M	127-175
Fourth Probationary Year, Faculty Evaluation Procedures	18.H.5.c.	78
G		
General Evaluation Principles and Procedures	18.G.	72
General Provisions, Grievance Procedure	20.A.	91
General Provisions, Leaves of Absence	16.A.	49
Grievance Forms	Appendix M	172
Grievance Form – Level 2 – Mediation	Appendix M.1.	172
Grievance Form – Level 3 – Vice President	Appendix M.2.	174
Grievance Form – Level 4 – President	Appendix M.3.	175
GRIEVANCE PROCEDURE	ARTICLE 20	91
Grievance Procedures	20.B.	93
H		
Health and Welfare – Adjunct Faculty	8.F.	23
Health and Welfare – Contract Employee Benefits	8.A – D.	21
HEALTH AND SAFETY	ARTICLE 27	104
Health and Safety – Safe Work Environment	27.A.	104
I		
Implementation, Information	4.D.	17
Included in the Unit, Recognition	3.B.	16
Inclusion, Management Rights	26.B.	103
Index of Appendices		106
Index of Forms	Appendix H	126
Industrial Accident and Illness Leave, Leaves of Absence	16.D.	52
INFORMATION	ARTICLE 4	17
Initial Placement on Salary Schedule	Appendix A.4.	109
Initiation of Site Transfer	17.B.	65
INTELLECTUAL PROPERTY RIGHTS	ARTICLE 28	105
Intellectual Property Rights	28.A.	105
DISTANCE LEARNING	ARTICLE 13	45
INTERDEPARTMENTAL TRANSFER	ARTICLE 12	44
J		
Judicial Action, Grievance Procedure	20.C.	96
Judicial Leave, Leaves of Absence	16.H.	54
L		
LAB PARITY	ARTICLE 15	48
Lab Parity Committee	15.B.	48
LEAVES OF ABSENCE	ARTICLE 16	49
Legislative Leave, Leaves of Absence	16.I.	55
Level Five – Arbitration, Grievance Procedure	20.B.5.	95
Level Four – President, Grievance Procedure	20.B.4.	95
Level One – Informal, Grievance Procedure	20.B.1.	93
Level Three – Vice President, Grievance Procedure	20.B.3.	94
Level Two – Mediation, Grievance Procedure	20.B.2.	94
Librarians Performance Expectancies	18.E.	70
Limitations for Faculty Internship Assignments	11.D.	42

M

Subject	Article	Page
MANAGEMENT RIGHTS	ARTICLE 26	103
Maternity Leave, Leaves of Absence	16.E.	53
Minimum Qualifications, Faculty Service Areas	22.D.	99
N		
Non-Covered Terms and Conditions, Effects of Agreement	25.C.	102
Non-Discrimination, Faculty Evaluation Procedures	18.M	87
O		
Objective, Dispute Process	21.A.	97
Office Hours Obligation, Work Load	10.C.	29
Office Hours, Work Load	10.B.	28
Office Space , Association and Members	5.E.	18
ORGANIZATIONAL SECURITY	ARTICLE 23	100
Overload and Extra Pay Assignments, Work Load	10.P.	38
Overload Assignments, Work Load	10.L.	34
P		
Partial Contract, Annual Work Load	10.A.3., 10.B.3.	27, 29
Payroll Deductions	6.B.	19
Peer Evaluation, Probationary Faculty	Appendix H.1.a.	127
Petition to Meet Faculty Contract Load Assignment During Winter Intersession	Appendix K	170
Personal Necessity Leave, Leaves of Absence	16.C.	51
Personnel Files, Association and Members	18.O.	88
Portfolio Evaluation	Appendix H.3.	139
PREAMBLE		13
Preparations, Work Load	10.K.	34
Prescriptives and Recommendations to Summary Evaluation	Appendix H.7.b.	155
Prescriptives and Recommendations Response	Appendix H.7.c.	156
Prevail, Agreement	1.B.	14
Probationary Faculty Evaluation Summary	Appendix H.7.a.	153
Probationary Faculty Team Responsibilities	Appendix H.12.	163
Procedures, Faculty Evaluation Procedures	18.H.2.	75
Procedures for Requesting Interdepartmental Transfers	12.A.1.	44
Professional Development, Contract Employee Benefits	8.G.	25
Professional Development Leave, Leaves of Absence	16.J.	55
Professional Growth Increments	Appendix A.6.	111
Professor Load and Compensation, Work Load	10.G.	30
PROVISIONS OF AGREEMENT	ARTICLE 24	101
Purpose, Faculty Service Areas	22.A.	99
Q		
Qualifications, Faculty Internship Program	11.B.	42
R		
Reassigned Time for Representatives	23.A.	100
Reassigned Time for Special Assignments	Appendix E	121
RECOGNITION	ARTICLE 3	16
Recommendations and Prescriptives, Summary Evaluation	Appendix H.7.b.	155
Regular and Effective Contract, Distance Learning	13.A.1.	45
Regular Faculty Summary Evaluation	Appendix H.9.	158
Rehire Rights, Adjunct Faculty	10.Q.	39
Reopeners	2.B.	15
Representative, Recognition	3.A.	16
Request for Information	4.C.	17
Required Work Days, Work Load	10.H.	33
Requirement for Service to the College, Workload	10.A.2.	27
Response to Prescriptives	Appendix H.7.c.	156
Retiree Benefits, Contract Employee Benefits	8.E.	22
RETIREMENT	ARTICLE 19	90
Retirement Incentive	19.A.	90
Retraining Leave, Leaves of Absence	16.L.	60

Subject	Article	Page
Right to Answer, Faculty Evaluation Procedures	18.O.9.	89
RIGHTS OF ASSOCIATION AND MEMBERS	ARTICLE 5	18
Rights, Management Rights	26.A.	103
S		
Sabbatical Leave, Leaves of Absence	16.K.	56
SALARIES	ARTICLE 7	20
Salary Schedule for Unit Members on Contract	Appendix A	108
Second Contract Period, Faculty Evaluation Procedures	18.H.4.	77
Self Evaluation, Faculty	Appendix H.6.	151
Service Credit Calculations for Adjunct Faculty	10.T.	40
Service Increments	Appendix A.5.	110
Severability, Provisions of Agreement	24.A.	101
Sick Leave (Absence for Illness, Injury or Quarantine), Leaves of Absence	16.B.	49
Signature Page		176
SITE TRANSFERS	ARTICLE 17	65
Special Assignments/Coaching Performance Expectancies	18.C.	68
Special Evaluation Process, Faculty Evaluation Procedures	18.I.2.	84
Special Provisions for Professors Teaching Under Vocational Qualifications	Appendix A.9	113
Student Evaluation	Appendix H.2.a.	131
Student Evaluation, Counseling Session	Appendix H.2.d.	135
Student Evaluation, Distance Learning Faculty	Appendix H.2.e.	137
Student Evaluation, ESL Classes	Appendix H.2.b.	132
Student Evaluation, Reference Interview Librarian	Appendix H.2.c.	134
Subject Matter, Effect of Agreement	25.B.	102
Submission of Recommendation, Faculty Evaluation Procedures	18.H.6.	78
Summer/Winter Intersessions	10.M.4.	36
Summer/Winter Intersession Hourly Rates for Unit Members	Appendix C	116
Supervision, Faculty Internship Program	11.E.	43
Surveillance, Faculty Evaluation Procedures	18.L.	87
T		
Teaching Faculty Performance Expectancies	18.B.	67
Teaching Labs Definition	15.A.	48
TERM OF AGREEMENT	ARTICLE 2	15
Third Contract Period, Faculty Evaluation Procedures	18.H.5.	78
Time of Assignments, Work Load	10.D.	29
Timelines, Faculty Contract	Appendix G	125
Timelines, Dispute Process	21.B.6.	97
Traditional Offerings, Distance Learning	13.B.8.	46
U		
Unit Members, Information	4.B.	17
Use of Services, Association and Members	5.D.	18
Use of Term, Faculty Internship Program	11.C.	42
V		
Virtual Office Hours, Distance Learning	13.B.7.	46
Vocational Qualifications, Special Provisions for Professors Teaching Under	Appendix A.9.	113
W		
Winter Intersession	10.M.4.	36
Work Experience Compensation, Work Load	10.O	38
Work Experience, Salary Schedule	Appendix A.10	113
WORK LOAD	ARTICLE 10	27
Work Load	10.A.	27
Y		
Yearly Report of Supplemental Hours	Appendix H.11.	162