

## APPENDIX A

### GLOSSARY

#### **Academic Year**

The academic year is defined as the twelve-month period commencing with the first day of classes for the Fall semester.

#### **Community Service**

Community service may include, but is not limited to, volunteer work with local hospitals, clinics, service organizations, charitable organizations and activities, or governmental agencies. Community service shall not include any activity for which a faculty member receives a stipend.

#### **Contact Hour**

A contact hour is defined as a fifty (50) minute class period for Advanced and Professional, Postsecondary Vocational, College Preparatory, and Vocational Preparatory classroom and on-campus laboratory instruction and as a sixty (60) minute class for all Postsecondary Adult Vocational, Supplemental Vocational, Adult Basic Education, and Secondary Education classes. All instruction designated as clinical experience, practicum, preceptorship, internship, work experience, or cooperative education shall be scheduled as sixty (60) minute contact hours.

#### **Contractual Period**

The basic contract length shall be 164 days. Additionally, faculty members shall be guaranteed a summer assignment.

#### **Disciplinary Action**

Except as provided in applicable statutes or State Board of Education Rules, discipline of any type shall be based only on a faculty member's work-related performance and administered only by the appropriate administrator. All formal discipline shall be timely, fair, and only for just cause, and shall begin at and proceed to the level of discipline appropriate to the action(s) under consideration. Disciplinary action shall include the following steps of increasing discipline: oral warning, written warning, written reprimand, suspension with or without pay, return to annual contract, and dismissal. If the severity of the actions under consideration so warrants, discipline may begin at a higher level than the first step or proceed to a higher level than the next sequential step. Other unrelated actions subject to discipline are separate events and disciplinary action will begin at the appropriate level.

Normally, however, discipline will progress through the steps established above. All discipline, as defined herein, is subject to challenge by the grievance procedure in Article 10 of this contract. Anonymous complaints shall not be used as evidence in support of disciplinary action(s). However, the results of student feedback surveys collected by the College pursuant to section 11.02 (Student Feedback on the Classroom Learning Process and Environment) may be used in support of personnel decisions.

**Duty Day**

A duty day is defined as any one of the negotiated calendar days of the basic contract as defined in Section 15.01A. or any one of the negotiated calendar days of the summer semester as defined in Section 15.01B., and as scheduled through Article 16 of this Collective Bargaining Agreement. A non-instructional duty day is one of the 164 days of the contractual period on which classes do not meet. Each non-instructional duty day shall consist of 7.0 scheduled hours unless otherwise approved in advance by the immediate supervisor.

**Evening Assignment**

An evening assignment is an assignment for a faculty member to be in an assigned space at an assigned commencing time of 4:30 p.m. or later.

**Grievance**

Claims and complaints verbally addressed to an administrator, or so discussed with an administrator by a faculty member, are not to be deemed grievances during any time periods when they are being verbally presented or discussed. A grievance is defined as a written claim that the College has violated or misapplied a specified provision or specified provisions of this Agreement, with resulting harm, also to be described with specificity, to the grievant. The grievance shall set out the facts of the matter in enough detail to enable an otherwise uninformed third party, assuming the truth of the facts as stated, to determine from the grievance and this Agreement, that a violation of this Agreement has or has not been described. The grievance document must also state with specificity the relief that the grievant seeks.

**Office Hour**

An office hour is an hour when an instructor will be available for consultation with students in a non-class setting at a College campus/site.

**OPA Hour**

An Other Professional Activities (OPA) hour is a scheduled hour when a faculty member is engaged in activities related to his or her professional responsibilities.

**Release Time**

Release time shall be defined as the reduction of a faculty member's regular duties to compensate for duties other than those regularly assigned. Release time may be granted by the College for duties such as coordination of special programs, specifically designated recruitment duties, service as assistant to a department head, sponsorship of certain student activities, or specifically designated program or curriculum development. However, release time shall not be granted for activities defined as community service unless the College considers it to be in the best interest of the College.

**Seniority**

For matters subject to collective bargaining, seniority for a faculty member shall be based on the following order: rank, years in rank, and date of hire at Pensacola State College as a full-time faculty member. Time spent on paid leaves of absence shall for all purposes be counted in computing a faculty member's seniority. Time spent on unpaid leaves of absence and layoff shall not be counted in computing seniority.