

TABLE OF CONTENTS

PREAMBLE	Preamble-1
ARTICLE 1 - THE CONTRACTING PARTIES.....	1-1
ARTICLE 2 - RECOGNITION	2-1
ARTICLE 3 - DURATION AND RENEWAL	3-1
3.01 Duration	3-1
3.02 Renewal	3-1
3.03 Amendments	3-1
ARTICLE 4 - GENERAL PROVISIONS	4-1
4.01 Antidiscrimination	4-1
4.02 Severability	4-1
4.03 Accommodation with Board Rules and Policies	4-1
4.04 Alternate Methods of Problem Resolution	4-1
4.04A Waiver Clause	4-1
4.04B Joint Committees.....	4-1
4.04C Informal Meetings	4-2
ARTICLE 5 - ASSOCIATION RIGHTS	5-1
5.01 Use of Facilities	5-1
5.02 Dues Deduction.....	5-1
5.03 Copying and Communication Privileges	5-1
5.03A Copying	5-1
5.03B Notices.....	5-2
5.03C Use of College Communication Systems	5-2
5.03D PSCFA Web Page.....	5-3
5.04 Information Privileges	5-3
5.04A Standard Reports	5-3
5.04B Ad Hoc Information Requests	5-3
5.05 Association Release Time.....	5-3
5.06 OPA Time for Activities Related to Negotiation.....	5-3
5.06A Collective Bargaining.....	5-3
5.06B Special Meetings and Projects.....	5-4
5.07 Office Space.....	5-4
ARTICLE 6 - FACULTY RIGHTS.....	6-1
6.01 Continuation of Rights.....	6-1
6.02 Academic Freedom	6-1
6.02A Freedom of Expression.....	6-1

6.02B	Grading Practices.....	6-1
6.02C	Course Development and Approval	6-2
6.02D	Selection of Educational Materials.....	6-2
6.02E	Professional Atmosphere.....	6-2
6.03	Faculty Participation in Scheduling	6-2
6.04	Right to Privacy	6-2
6.05	Surveillance Equipment.....	6-3
6.06	Intellectual Property Rights	6-3
6.06A	Ownership of Work Produced as Normal Duties	6-3
6.06B	Work for Hire	6-3
6.06C	Faculty Member Compensation for Work for Hire	6-4
6.06D	Remediation Related to a Work Produced	6-4
6.06E	Use of Institutional Owned Work By Faculty Members	6-4
6.06F	Dispute Resolution	6-5
6.06G	Royalties, Copyrights, and Patents.....	6-5
6.07	Legal Assistance	6-5
6.08	Outside Employment and Consultant Activities.....	6-6
6.09	Seniority.....	6-6
6.10	Use of Part-Time and Full-Time Faculty	6-6
6.10A	Proportion of Full-Time and Part-Time Faculty	6-6
6.10B	Process by Which Full-Time Faculty Members Apply for Overload/Summer Assignment	6-7
6.10C	Requesting Overload Assignments Outside of the Faculty Member's Department.....	6-8
	ARTICLE 7 - BOARD RIGHTS	7-1
	ARTICLE 8 - THE TEACHING AND SERVICE ENVIRONMENT.....	8-1
8.01	Lounge Facilities.....	8-1
8.02	Parking	8-1
8.03	Safety and Comfort.....	8-1
8.04	Office Assignments.....	8-1
8.05	Office Security	8-1
8.06	Access to Offices and Classrooms.....	8-2
8.07	Assault, Battery, Threats, and Safety	8-2
8.08	Class Disruption.....	8-2
8.09	Materials, Supplies, and Equipment	8-2
	ARTICLE 9 - FACULTY WORKING CONDITIONS AND WORKLOADS	9-1
9.01	Instructional Faculty	9-1
9.01A	Normal Duties	9-1
9.01B	Definitions	9-2
9.01C	Work Week.....	9-2

9.01D	Workloads	9-4
9.01E	Release Time	9-7
9.01F	Faculty Members Serving As Program Coordinators/Directors	9-7
9.01G	Substitute Teaching	9-8
9.02	Library Faculty	9-9
9.02A	Normal Duties	9-9
9.02B	Work Week Schedule.....	9-9
9.02C	Overloads.....	9-10
9.02D	Substituting.....	9-10
9.02E	Guaranteed Summer Assignment.....	9-10
9.03	Counseling Faculty	9-10
9.03A	Normal Duties	9-10
9.03B	Work Schedule	9-11
9.03C	Overloads.....	9-11
9.03D	Substituting.....	9-12
9.03E	Guaranteed Summer Assignment.....	9-12
9.04	Extended Contract Faculty.....	9-12
9.04A	Appointment.....	9-12
9.04B	Rights and Privileges.....	9-13
9.04C	Eligibility.....	9-13
9.04D	Workload	9-13
9.05	Extended Contract Teaching Faculty.....	9-13
9.05A	Appointment.....	9-13
9.05B	Rights and Privileges.....	9-14
9.05C	Workload	9-14
9.06	Instructional Post-Secondary Adult Vocational Faculty.....	9-14
9.06A	Workload	9-14
9.07	Instructional Secondary Level Faculty	9-14
9.07A	Workload	9-14
9.08	Lecturers (Non-tenure Track Full-time Faculty)	9-14
9.08A	Contract Length.....	9-14
9.08B	Rights and Privileges.....	9-15
9.08C	Workload	9-15
9.08D	Overload and Substitutions.....	9-15
9.08E	On-line faculty.....	9-15
	ARTICLE 10 - GRIEVANCE PROCEDURE.....	10-1
10.01	Principles	10-1
10.02	Definitions	10-1
10.02A	Definition of a Grievance	10-1
10.02B	Who May Be a Grievant.....	10-1
10.02C	Time Limits	10-2
10.02D	Use of Duty Time	10-2
10.03	Procedure	10-2
10.03A	Grievance Procedure	10-2

10.03B	Arbitration Procedure	10-3
10.04	Disclosure	10-4
ARTICLE 11 - ADMINISTRATIVE EVALUATION OF FACULTY		11-1
11.01	Administrative Evaluation of Faculty	11-1
11.02	Student Feedback on the Classroom Learning Process and Environment.....	11-2
ARTICLE 12 - RETRENCHMENT		12-1
12.01	Principles	12-1
12.02	Procedure	12-1
	12.02A Layoff Unit	12-1
	12.02B Selection Criteria of Faculty for Retrenchment.....	12-1
12.03	Recall	12-1
12.04	Retrenchment Options	12-2
	12.04A Employment Options.....	12-2
	12.04B Additional Options	12-4
ARTICLE 13 - FRINGE BENEFITS		13-1
13.01	Insurance.....	13-1
	13.01A Health and Major Medical.....	13-1
	13.01B Life Insurance.....	13-1
	13.01C Payroll Deductions	13-2
	13.01D Dependent Coverage	13-2
13.02	Fee Waiver/Scholarships	13-2
13.03	Employee Assistance Program	13-2
13.04	Tax Sheltered Annuities.....	13-2
13.05	Wellness Program	13-3
13.06	Retiree Benefits.....	13-3
13.07	Benefits for Faculty on Leave of Absence Without Pay.....	13-3
13.08	Optional Phased Retirement Program.....	13-3
	13.08A Eligibility	13-4
	13.08B Program Provisions	13-4
ARTICLE 14 - LEAVES 14-1		
14.01	Leaves of Absence - Definition	14-1
14.02	Sick Leave	14-1
	14.02A Earning of Sick Leave	14-1
	14.02B Leave Information	14-1
	14.02C Use of Sick Leave.....	14-1
	14.02D Claim Must Be Filed	14-2
	14.02E Compensation.....	14-2
	14.02F Terminal Pay for Accumulated Sick Leave.....	14-2

14.02G	Physical Examination	14-3
14.03	Illness-in-Line-of-Duty Leave	14-3
14.04	Personal Leave.....	14-4
14.05	Court-Related Service.....	14-4
14.06	Professional Leave.....	14-4
14.07	Sabbatical Leave	14-5
14.07A	Sabbatical Leave Committee	14-5
14.07B	Eligibility for Sabbatical Leave	14-5
14.07C	Length of Leave.....	14-5
14.07D	Application for Sabbatical	14-6
14.07E	Acceptance of Sabbatical	14-6
14.07F	Benefits and Sick Leave While on Sabbatical Leave	14-6
14.07G	Number of Sabbatical Leaves.....	14-6
14.07H	Award Dates for Sabbaticals	14-6
14.07I	Sabbatical Report.....	14-6
14.08	Military Leave.....	14-7
14.09	Parental Leave.....	14-7
14.10	Leave Without Pay.....	14-8
14.11	Absence Without Leave.....	14-8
	ARTICLE 15 – SALARIES	15-1
15.01	Base Salary	15-1
15.01A	Basic Contract Length	15-1
15.01B	Guaranteed Summer Assignment	15-2
15.01C	2012-2013 Salaries	15-3
15.01D	Current Faculty – Basic Contract Length	15-3
15.02	Additional Faculty Employment (when not part of the faculty member's standard load)	15-4
15.02A	Non-credit Continuing Education.....	15-4
15.02B	Independent or Directed Study	15-4
15.02C	Hourly Rates for Overload Employment.....	15-4
15.02D	Guaranteed Summer.....	15-5
15.02E	Prior Learning Assessment.....	15-5
15.02F	Compensation for Work for Hire	15-5
15.03	Educational Achievement Incentive	15-5
15.04	Salary Adjustments Resulting from Promotion	15-6
15.05	Educational Research Awards	15-6
15.06	Salary Checks	15-7
15.06A	164-Day Basic Contract-Instructional Faculty and Library Faculty	15-7
15.06B	164-Day Basic Contract-Counseling Faculty	15-7
15.06C	Extended Contract Faculty	15-7
15.06D	Payment for Overloads	15-7
15.06E	Guaranteed Summer Assignment	15-8
15.06F	Adjustments.....	15-8
15.06G	Corrections	15-8

ARTICLE 16 - CALENDAR.....	16-1
ARTICLE 17 - HUMAN RESOURCES ISSUES.....	17-1
17.01 Appointment	17-1
17.01A Faculty Appointments and Status.....	17-1
17.01B Selection of New Faculty	17-1
17.01C Continuing Contract	17-1
17.01D Involuntary Changes.....	17-1
17.01E Transfers	17-1
17.02 Changes in Duty Station or Assignment.....	17-2
17.02A Primary Duty Station.....	17-2
17.02B Temporary Duty	17-2
17.03 Disciplinary Action.....	17-3
17.03A Definition.....	17-3
17.03B Procedure.....	17-3
17.03C Notice of Meetings.....	17-5
17.04 Personnel Files.....	17-5
17.05 Worker's Compensation	17-5
17.06 Initial Credentialing	17-6
17.07 Professional Development	17-6
17.07A Faculty Development Plan	17-7
17.07B Completion of the Faculty Development Plan	17-8
17.08 Promotions	17-8
17.08A General Considerations	17-8
17.08B Requirements for Rank Advancements	17-9
17.08C Process of Promotion.....	17-10
17.08D Joint Promotion Committee.....	17-13
17.08E Number of Promotions	17-13
17.09 Travel Expenses.....	17-13
ARTICLE 18 - DISTANCE LEARNING	18-1
18.01 Introduction.....	18-1
18.02 Faculty Jobs Protection.....	18-1
18.03 Instructional Assignments.....	18-1
18.04 Workload Points and Class Size	18-1
APPENDICES	
APPENDIX A - GLOSSARY.....	A-1
APPENDIX B - CLASSROOM BASED RESEARCH AWARDS PROGRAM APPLICATION COVER SHEET..... (Referenced on page 15-6)	B-1

APPENDIX C - FACULTY SCHEDULE FORM.....	C-1
(Referenced on page 9-3)	
APPENDIX D - COMMUNITY SERVICE FORM	D-1
(Referenced on page 9-4)	
APPENDIX E - LAB DEFINITIONS FOR WORKLOAD.....	E-1
(Referenced on page 9-5)	
APPENDIX F - RELEASE TIME FORM.....	F-1
(Referenced on page 9-7)	
APPENDIX G - PROGRAM COORDINATOR/DIRECTOR DUTIES	G-1
(Referenced on page 9-8)	
APPENDIX H - FACULTY SUBSTITUTION FORM.....	H-1
(Referenced on pages 9-8, 9-10, and 9-12)	
APPENDIX I - GRIEVANCE FORMAT.....	I-1
(Referenced on page 10-2)	
APPENDIX J - ANNUAL FACULTY EVALUATION FORM.....	J-1
(Referenced on page 11-2)	
APPENDIX K-1 - FACULTY EDUCATION INCENTIVE PRE-APPROVAL	K-1-1
(Referenced on page 15-5)	
APPENDIX K-2 - FACULTY EDUCATION INCENTIVE FORM	K-2-1
(Referenced on page 15-5)	
APPENDIX L - EDUCATIONAL REQUIREMENTS FOR PAY LEVELS CATEGORIES.....	L-1
(Referenced on page 15-6)	
APPENDIX M - ACADEMIC CALENDAR	M-1
(Referenced on page 16-1)	
APPENDIX N - RECORD OF DISCIPLINARY ACTION.....	N-1
(Referenced on page 17-3)	
APPENDIX O-1 - APPLICATION FOR INITIAL CREDENTIALING	O-1-1
(Referenced on page 17-6)	
APPENDIX O-2 - FACULTY DEVELOPMENT PLAN (FDP)	O-2-1
(Referenced on page 17-7)	
APPENDIX P – INTELLECTUAL PROPERTY AGREEMENT	P-1
(Referenced on page 6-3 through 6-5)	

APPENDIX Q - FACULTY PROMOTION CRITERIA	Q-1
(Referenced on page 17-11)	
APPENDIX R - APPLICATION FOR PROMOTION.....	R-1
(Referenced on page 17-10)	
APPENDIX S - DEPARTMENT HEAD RECOMMENDATION AND ASSIGNMENT OF POINTS	S-1
(Referenced on page 17-11 and 17-12)	
APPENDIX T - VERIFICATION OF PROMOTION CONFERENCE.....	T-1
(Referenced on page 17-12)	
APPENDIX U - REQUESTING OR DECLINING A SUMMER ASSIGNMENT	U-1
(Faculty - Referenced on page 6-7)	
(Counseling Faculty - Referenced on page 6-7).....	U-2
(Requesting Overload Assignment Outside of the Faculty Member's Department-Referenced on page 6-8)	U-3
APPENDIX V - SABBATICAL LEAVE APPLICATION.....	V-1
(Referenced on page 14-6)	
APPENDIX W - LETTERS OF AGREEMENT	W-1
RATIFICATION CERTIFICATE I	Ratification-1