

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.....	4-2
4.04B Joint Committees	4-2
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	5-2
5.03A Copying.....	5-2
5.03B Notices	5-2
5.03C Use of College Communication Systems	5-3
5.03D PSCFA Web Page.....	5-3
5.04 Information Privileges	5-4
5.04A Standard Reports.....	5-4
5.04B Ad Hoc Information Requests	5-4
5.05 Association Release Time.....	5-4
5.06 OPA Time for Activities Related to Negotiation.....	5-4
5.06A Collective Bargaining	5-4
5.06B Special Meetings and Projects	5-5
5.07 Office Space.....	5-5

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.....	6-3
6.04 Right to Privacy	6-3
6.05 Surveillance Equipment	6-3
6.06 Intellectual Property Rights	6-4
6.06A Ownership of Work Produced as Normal Duties	6-4
6.06B Work for Hire.....	6-4
6.06C Faculty Member Compensation for Work for Hire	6-5
6.06D Remediation Related to a Work Produced.....	6-5
6.06E Use of Institutional Owned Work By Faculty Members	6-6
6.06F Dispute Resolution.....	6-6
6.06G Royalties, Copyrights, and Patents	6-6
6.07 Legal Assistance	6-7
6.08 Outside Employment and Consultant Activities.....	6-8
6.09 Seniority	6-8
6.10 Use of Part-Time and Full-Time Faculty.....	6-8
6.10A Proportion of Full-Time and Part-Time Faculty	6-8
6.10B Process by Which Full-Time Faculty Members Apply for Overload/Summer Assignment.....	6-9
6.10C Requesting Overload Assignments Outside of the Faculty Member's Department.....	6-10
6.11 Notice of Meetings.....	6-11
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	8-2
8.06 Access to Offices and Classrooms.....	8-2
8.07 Assault, Battery, Threats, and Safety.....	8-2

8.08	Class Disruption.....	8-3
8.09	Materials, Supplies, and Equipment	8-3
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.....	9-3
9.01D	Workloads.....	9-5
9.01E	Release Time.....	9-9
9.01F	Faculty Members Serving As Program Coordinators/Directors.....	9-9
9.01G	Substitute Teaching.....	9-10
9.02	Library Faculty.....	9-11
9.02A	Normal Duties.....	9-11
9.02B	Work Week Schedule	9-12
9.02C	Overloads	9-12
9.02D	Substituting	9-13
9.02E	Guaranteed Summer Assignment	9-13
9.03	Counseling Faculty	9-13
9.03A	Normal Duties.....	9-13
9.03B	Work Schedule.....	9-14
9.03C	Overloads	9-15
9.03D	Substituting	9-15
9.03E	Guaranteed Summer Assignment	9-15
9.04	Extended Contract Faculty.....	9-16
9.04A	Appointment	9-16
9.04B	Rights and Privileges	9-16
9.04C	Eligibility	9-16
9.04D	Workload	9-16
9.05	Extended Contract Teaching Faculty.....	9-17
9.05A	Appointment	9-17
9.05B	Rights and Privileges	9-17
9.05C	Workload	9-17
ARTICLE 10 - GRIEVANCE PROCEDURE		10-1
10.01	Principles.....	10-1
10.02	Definitions.....	10-2
10.02A	Definition of a Grievance.....	10-2
10.02B	Who May Be a Grievant	10-2
10.02C	Time Limits.....	10-2
10.02D	Use of Duty Time	10-3

10.03	Procedure	10-3
	10.03A Grievance Procedure	10-3
	10.03B Arbitration Procedure	10-4
10.04	Disclosure	10-5
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	12-2
12.04	Retrenchment Options	12-2
	12.04A Employment Options	12-2
	12.04B Additional Options.....	12-5
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	13-3
13.04	Tax Sheltered Annuities.....	13-3
13.05	Wellness Program	13-3
13.06	Retiree Benefits.....	13-3
13.07	Benefits for Faculty on Leave of Absence Without Pay.....	13-4
13.08	Optional Phased Retirement Program.....	13-4
	13.08A Eligibility	13-4
	13.08B Program Provisions	13-5
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.....	14-2
14.02C	Use of Sick Leave	14-2
14.02D	Claim Must Be Filed.....	14-2
14.02E	Compensation	14-3
14.02F	Terminal Pay for Accumulated Sick Leave.....	14-3
14.02G	Physical Examination	14-4
14.03	Illness-in-Line-of-Duty Leave	14-5
14.04	Personal Leave	14-5
14.05	Court-Related Service.....	14-5
14.06	Professional Leave	14-6
14.07	Sabbatical Leave	14-6
14.07A	Sabbatical Leave Committee	14-6
14.07B	Eligibility for Sabbatical Leave	14-7
14.07C	Length of Leave	14-7
14.07D	Application for Sabbatical	14-7
14.07E	Acceptance of Sabbatical	14-8
14.07F	Benefits and Sick Leave While on Sabbatical Leave	14-8
14.07G	Number of Sabbatical Leaves	14-8
14.07H	Award Dates for Sabbaticals	14-8
14.07I	Sabbatical Report.....	14-9
14.08	Military Leave.....	14-9
14.09	Parental Leave.....	14-9
14.10	Leave Without Pay.....	14-10
14.11	Absence Without Leave.....	14-11

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).....	15-5
15.02A	Non-credit Continuing Education	15-5
15.02B	Independent or Directed Study	15-5
15.02C	Hourly Rates for Overload Employment	15-5
15.02D	Compensation for Guaranteed Summer Assignment.....	15-6
15.02E	Prior Learning Assessment	15-6
15.02F	Compensation for Work for Hire.....	15-6
15.03	Educational Achievement Incentive	15-6
15.04	Salary Adjustments Resulting from Promotion	15-7
15.05	Educational Research Awards	15-8
15.06	Salary Checks.....	15-8

15.06A	164-Day Basic Contract-Instructional Faculty and Library Faculty	15-8
15.06B	164-Day Basic Contract-Counseling Faculty	15-9
15.06C	Extended Contract Faculty	15-9
15.06D	Payment for Overloads	15-9
15.06E	Guaranteed Summer Assignment	15-9
15.06F	Adjustments	15-10
15.06G	Corrections	15-10
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	17-2
17.02	Changes in Duty Station or Assignment.....	17-2
17.02A	Primary Duty Station	17-2
17.02B	Temporary Duty.....	17-3
17.03	Disciplinary Action.....	17-3
17.03A	Definition.....	17-3
17.03B	Procedure	17-3
17.04	Personnel Files	17-6
17.05	Worker's Compensation.....	17-6
17.06	Initial Credentialing	17-7
17.07	Professional Development	17-8
17.07A	Faculty Development Plan.....	17-8
17.07B	Completion of the Faculty Development Plan.....	17-9
17.08	Promotions	17-10
17.08A	General Considerations.....	17-10
17.08B	Requirements for Rank Advancements	17-11
17.08C	Process of Promotion	17-12
17.08D	Joint Promotion Committee	17-15
17.08E	Number of Promotions.....	17-16
17.09	Travel Expenses	17-16
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 - OFFICIAL STUDENT GRADE GRIEVANCE PROCEDURE.....B-1
(Referenced on page 6-2)

APPENDIX C - FACULTY SCHEDULE FORMC-1
(Referenced on page 9-3)

APPENDIX D - COMMUNITY SERVICE FORM D-1
(Referenced on page 9-4)

APPENDIX E - LAB DEFINITIONS FOR WORKLOADE-1
(Referenced on page 9-7)

APPENDIX F - RELEASE TIME FORM F-1
(Referenced on page 9-9)

APPENDIX G - PROGRAM COORDINATOR/DIRECTOR DUTIES G-1
(Referenced on page 9-10)

APPENDIX H - FACULTY SUBSTITUTION FORM H-1
(Referenced on pages 9-11, 9-13, and 9-15)

APPENDIX I - GRIEVANCE FORMATI-1
(Referenced on page 10-3)

APPENDIX J - ANNUAL FACULTY EVALUATION FORMJ-1
(Referenced on page 11-2)

APPENDIX K-1 - FACULTY EDUCATION INCENTIVE PRE-APPROVAL K-1-1
(Referenced on page 15-6)

APPENDIX K-2 - FACULTY EDUCATION INCENTIVE FORM K-2-1
(Referenced on page 15-7)

APPENDIX L - EDUCATIONAL REQUIREMENTS FOR
PAY LEVELS CATEGORIES.....L-1
(Referenced on page 15-7)

APPENDIX M - ACADEMIC CALENDAR.....	M-1
(Referenced on page 16-1)	
APPENDIX N - RECORD OF DISCIPLINARY ACTION	N-1
(Referenced on page 17-4)	
APPENDIX O-1 - APPLICATION FOR INITIAL CREDENTIALING	O-1-1
(Referenced on page 17-7)	
APPENDIX O-2 - FACULTY DEVELOPMENT PLAN (FDP).....	O-2-1
(Referenced on page 17-9)	
APPENDIX P – INTELLECTUAL PROPERTY AGREEMENT.....	P-1
(Referenced on page 6-4 thru 6-5)	
APPENDIX Q - FACULTY PROMOTION CRITERIA.....	Q-1
(Referenced on page 17-13)	
APPENDIX R - APPLICATION FOR PROMOTION.....	R-1
(Referenced on page 17-12)	
APPENDIX S - DEPARTMENT HEAD RECOMMENDATION AND ASSIGNMENT OF POINTS.....	S-1
(Referenced on page 17-13 and 17-14)	
APPENDIX T - VERIFICATION OF PROMOTION CONFERENCE.....	T-1
(Referenced on page 17-14)	
APPENDIX U - REQUESTING OR DECLINING A SUMMER ASSIGNMENT.....	U-1
(Faculty - Referenced on page 6-9)	
(Counseling Faculty - Referenced on page 6-10)	U-2
(Requesting Overload Assignment Outside of the Faculty Member’s Department-Referenced on page 6-10)	U-3
APPENDIX V - SABBATICAL LEAVE APPLICATION.....	V-1
(Referenced on page 14-7)	
APPENDIX W - LETTERS OF AGREEMENT.....	W-1
RATIFICATION CERTIFICATE I.....	Ratification-1