

AGREEMENT
between the
BOARD OF TRUSTEES
of the
GRAND RAPIDS COMMUNITY COLLEGE
and the
FACULTY ASSOCIATION
of the
GRAND RAPIDS COMMUNITY COLLEGE
2022-2025

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COLLECTIVE BARGAINING AGREEMENT

This collective bargaining agreement entered into the 1st day of September, 2022, by and between the BOARD OF TRUSTEES (“Board”) OF THE GRAND RAPIDS COMMUNITY COLLEGE (“College”) and the FACULTY ASSOCIATION OF THE GRAND RAPIDS COMMUNITY COLLEGE, an unincorporated association (hereinafter referred to as the “Association.”)

ARTICLE 1 – PREAMBLE

The College and the Association recognize their mutual obligations pursuant to Act 379 of the Public Acts of 1965 to bargain collectively with respect to hours, wages, terms and conditions of employment, and all other areas subject to bargaining. Both parties have entered into and conducted extended and good faith negotiations where each party has had the right and opportunity to make demands and proposals with regard to all bargaining subjects. Agreement has been reached between the parties hereto, including formal ratification of the terms hereof by the governing body of the Board of Trustees of the Grand Rapids Community College (“GRCC”) and by the College Faculty represented by the Association.

ARTICLE 2 - FACULTY ASSOCIATION RIGHTS

A. RECOGNITION

1. The College recognizes the Association as the exclusive bargaining representative for the Grand Rapids Community College faculty. Faculty includes all classroom faculty, Counselors, Librarians, Program Directors, Department Heads, and all positions/assignments identified in Appendix C.

Excluded from this unit is any person who has ongoing full or part time employment with the College in a non-faculty Meet & Confer, APSS, CEBA, or POLC position. Contingency employees are not considered to have ongoing employment at the College.

Positions within the Association as of August 31, 2007, shall remain in the Association.

2. The College and the Association agree to discuss the placement of any new positions/assignments. Those created during the life of the Agreement will be added to the unit provided the majority of responsibilities are similar to work performed by classroom faculty, Counselors, Librarians, Program Directors, Department Heads, or any positions/assignments identified in Appendix C.

The College will notify, in writing, the chief negotiator and all officers of the Association of all job openings at the College. The Association will then notify the College in writing of which positions/assignments the Association wishes to discuss. Written notification includes via email.

This process does not limit remedies provided by the appropriate labor relations board.

3. Positions shall include any assignments of bargaining unit responsibilities.

B. OTHER ORGANIZATIONS

The Board agrees not to negotiate with any other labor representative concerning salary, hours, or working conditions for the duration of the Agreement with respect to faculty members included in the bargaining unit. Nothing contained herein, however, shall be construed to prevent any individual faculty member from presenting a grievance and having the grievance adjusted without intervention from the Association, if the adjustment is not

inconsistent with the terms of this Agreement, and provided that the Association has been given an opportunity to be present at such adjustment.

C. INDIVIDUAL NEGOTIATIONS

The College shall not negotiate with an individual or individuals with respect to the hours, terms, wages, and/or conditions of employment.

D. ASSOCIATION DUES DEDUCTIONS

1. The College will deduct professional dues by payroll deduction from the salary of all faculty members who have submitted evidence of joining the Association, so long as the dues deduction or authorization remains in effect.
2. All financial responsibility fees deducted monthly by the College shall be remitted as soon as practicable to the Association.
3. It shall be the responsibility of each individual Association member to ensure a signed dues deduction authorization is on file with payroll.

E. BOARD AGENDA

On the dates of the Board's official meetings, a copy of the Agenda with all normal attachments shall be provided for the Association before such meetings. A copy of the approved minutes of Board meetings shall be provided to the Association within ten (10) days after the date the minutes were approved. Agendas and minutes shall be sent to each officer of the Association as well as each member of its negotiating team and to its grievance chair. The Association, upon request, shall have the opportunity for presentations at all regular Board meetings.

F. FACULTY ASSOCIATION RELEASE TIME

The Association President shall receive, at their written request, up to fifteen (15) contact hours of release time per semester to be assigned at their discretion.

The Association agrees that such release will only be taken if an appropriate replacement is available to cover the work of the affected faculty member. The Association President shall supply the administration with the name(s) of such faculty prior to the overload selection for the affected semester.

The Association shall reimburse the College at the appropriate overload rate used to compensate the replacement faculty. This reimbursement shall include appropriate FICA and retirement costs.

The assignment of these hours shall not result in a faculty member being on full release time without consent of the Provost.

ARTICLE 3 - FACULTY MEMBERS' RIGHTS

A. RIGHT TO ORGANIZE

Each faculty member shall have the right to freely organize, join, and support the Association for the purposes of engaging in collective bargaining and other lawful activities for mutual aid and protection. The College will not discriminate against any faculty member or faculty members with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association, participation in any lawful activities of the Association, or institution of any grievance, complaint, or proceeding under this Agreement with respect to any term or condition of employment.

B. MEMBER DEFINITIONS

As used in this agreement, "full-time," "part-time," "adjunct," "temporary full-time," and "affiliate" faculty are defined as follows:

1. Full-time salaried faculty members are those who are appointed to or employed for continuing employment at the normal workload (base load) (see Article 6.B). Full-time hourly faculty members are those who are appointed or employed for at least thirty-two and one half (32.5) hours per week.
2. Temporary full-time faculty members are those who are employed at a normal workload for a specified time period but not on a continuing basis.
3. Adjunct are those salaried faculty members who are employed at less than a normal workload regardless of the duration of employment.
4. Part-time hourly faculty members are those who work less than thirty-two and one half (32.5) hours per week.
 - a. Part-time hourly non-classroom faculty may be scheduled for a maximum of one (1) fiscal year. Scheduled weeks and hours may vary and be subject to adjustment after the initial schedule is determined, depending on departmental need.
 - b. Part-time hourly non-classroom faculty may be renewed for part-time non-classroom faculty work year by year. They do not acquire seniority and have no guarantee of future assignments. This is not a "continuing contract."
5. Affiliate faculty - refer to Article 3, Section G.

C. BUILDINGS AND EQUIPMENT

At reasonable times and hours, the Association shall have the right to use College building facilities for Association meetings when such buildings are open and operating staff is on duty. At reasonable times, the Association may also use office equipment but not supplies. The Association may post proper Association notices and may use the College's inter-college mail system and other electronic methods. The College shall lease office space to the Association at a rate agreed to by the College and the Association at such time the College deems space is available.

D. RECORDS

The College agrees to furnish to the Association, in response to reasonable requests, all available information in the form maintained by the College for public use concerning the financial resources of the College, which may assist the Association in developing proposals and in processing any grievance or complaint.

E. PROBATION AND TENURE

Any person hired as a full-time faculty member will be appointed on a probationary basis for four (4) years. A faculty member is eligible to apply for tenure after completing three (3) full years of qualifying full-time service at GRCC. This is defined as a minimum of six (6) full semesters in three (3) academic years. Application for tenure is not optional. A faculty member undergoes the tenure review process in their fourth year of employment, and tenure is granted or denied at the end of the fourth year of employment.

A faculty member who is not awarded tenure will be terminated at the completion of the academic year during which tenure was considered (year four [4]). Tenure decisions are final and are not subject to an appeal or grievance process.

F. TEMPORARY CONTRACTS (excludes affiliate faculty position)

Contracts shall be issued to temporary full-time faculty.

1. Temporary contracts shall include a termination date.
2. During their contract period, faculty members with temporary contracts shall be entitled to the same rights and benefits as other full-time members.
3. A faculty member with a full-time temporary contract for four (4) consecutive (academic year) semesters shall be offered a regular full-time contract beginning the following semester. The faculty member shall be given a third and fourth year of probation as set forth in Article 17. Summer semester assignments are not counted for this section.
4. Job Training and Training Solutions Faculty members may be employed continuously with a normal workload for up to two (2) consecutive years in a full-time temporary position. If a faculty member is offered continued employment beyond two (2) consecutive years, the faculty member shall be offered a regular faculty contract.
5. Exceptions to three (3) and four (4) may be mutually agreed upon with approval of the Association President.
6. Full-time employment during the Winter semester and the following Fall semester shall be considered continuous employment. These faculty members shall be entitled to the same rights and benefits as other full-time members including seniority, tenure, salary increases, and benefits.

G. AFFILIATE FACULTY POSITIONS

1. Affiliate faculty positions have the following characteristics
 - a. Positions are full-time non-tenure track, classroom faculty, and are hired to develop new programs which require new course development, expertise that does not exist with current faculty, and result in a new certificate, degree, credential, or pre major.
 - b. Full searches are conducted for affiliate faculty positions.
 - c. Affiliate faculty are assigned to a faculty led department.
 - d. The College may employ an affiliate faculty member for up to four (4) full years.
2. Affiliate faculty participate in the faculty evaluation system, which may be modified for program development or other special circumstances by mutual agreement with approval of the Association President. Affiliate faculty, if hired for subsequent years, will progress on the faculty salary schedule consistent with the terms of the faculty evaluation system.

3. Affiliate faculty receive the same compensation and benefits as full-time tenure track faculty.
4. Conclusion of affiliate faculty contract
 - a. An affiliate contract will be issued for one (1) year, which may be renewed on an annual basis for up to four (4) years. An affiliate faculty member will be notified whether they will continue as an affiliate faculty member for a subsequent year, sixty (60) days before the end of each annual contract.
 - b. If the College decides to continue a program, the College will hire a full-time tenure track faculty member. The affiliate faculty may apply for the full-time tenure track position. If hired to the full-time tenure track position after serving in the affiliate faculty position, the faculty member will continue on the full-time faculty schedule and may apply for tenure in the second full year after becoming full-time tenure track.
5. Full-time employment during the Winter semester and the following Fall semester shall be considered continuous employment. These faculty members shall be entitled to the same rights and benefits as other full-time members including seniority, salary increases, and benefits.

H. ASSOCIATION-ADMINISTRATION MEETINGS

Members of the bargaining unit who by arrangement between Association and College administration participate during working hours in conferences and meetings with the College or its representatives that involve or derive from this collective bargaining agreement shall suffer thereby no loss in pay.

I. FACULTY COMMUNICATIONS WITH THE PUBLIC

The College shall not exercise control of the activities of faculty members except within their assignments. When the faculty member speaks or writes as a citizen, they shall be free from administrative and institutional censorship and discipline. The faculty member bears a responsibility to clarify the fact that they speak as an individual and not on behalf of the institution.

J. ACADEMIC FREEDOM

Faculty members are entitled to freedom in the discussion of their subject, but they should not introduce into their teaching controversial matter which has no relation to their subject. Faculty members must also recognize that students are free to take reasoned exception to the data or views offered and to reserve judgment about matters of opinion. The presence of any communication device during the meeting of a class shall be subject to the faculty member's permission. The only exception is for students who need reasonable accommodations in accordance with the Americans with Disabilities Act and similar laws. The exception is granted if the College and the student sign a statement acknowledging the faculty member's ownership of the classroom presentations/materials, and the student agrees to limit the use of communication devices to satisfy their learning needs.

K. NOTIFICATION OF DISCIPLINARY CONFERENCE

Faculty member(s) called by the administration to a disciplinary conference shall be notified of the purpose of the conference at the time they are summoned. Faculty member(s) summoned and/or the administrator may each have up to two (2) additional people present at the conference.

A faculty member may request a meeting with a representative of the College without the

Association representative present. If a faculty member informs the Executive Director of Human Resources, or any Vice President or Dean that the meeting involves the faculty member's discipline or resignation, the College will advise the faculty member of their right to Association representation and the College, as soon as practical, will notify the Association of the faculty member's request for the meeting, as well as the date, time, and place of the meeting. If the faculty member requests that the meeting take place immediately, the College will notify the Association as soon as practical after the meeting.

L. DEPARTMENT HEAD

When the administration determines that a Department Head is necessary to coordinate any program or subject area, the faculty may elect a tenured full-time faculty member from within the department. If tenured full-time faculty members within the department are not nominated to fill the vacancy, the faculty may nominate any other faculty member. A Department Head must be a faculty member.

The Department Head assignment will be for a two (2) year term, with additional two (2) year appointments possible if re-elected. Department Head elections will be held before the end of April and before overload selection. The person elected will assume responsibility at the beginning of Summer semester.

Vacancies that occur mid-term for any reason will follow this process as soon as practical. The person elected shall serve the remaining portion of the academic year, plus an additional year.

This procedure will be followed to fill all Department Head assignments:

1. The nominating committee, consisting of the faculty council representative and the Associate Dean or Dean, will conduct the election. If the faculty council representative is a nominee, the Association President, or designee, shall serve as the faculty representative.
2. The Associate Dean will notify all full-time faculty members of a department of the Department Head vacancy at least thirty (30) days before the election.
3. Candidates may nominate themselves or be nominated by other full-time faculty members within the department. The nominee's name and a statement of credentials shall be submitted, in writing, to the Associate Dean (email or mail) at least twenty (20) days before the election.
4. The nominating committee will review the list of candidates and come to a consensus on a slate of candidates for the ballot. Typically, candidates will be chosen on the basis of their abilities as teachers, their experiences in their disciplines, and their leadership capabilities. If consensus cannot be reached, the committee will request additional candidates.
5. A ballot will be sent to all full-time faculty members in the department at least five (5) days before the election. The nominating committee will process the returned ballots and validate the election results.
6. The faculty member receiving a simple majority (greater than fifty percent [50%]) vote of the full-time faculty members (including temporary full-time faculty) within the department will receive the Department Head assignment. If no candidate receives a simple majority, then the nominating committee must reconsider the slate of candidates and conduct a new election as soon as practical.

7. The Associate Dean will send a confirmation notice to the Department Head with copies to the faculty members in the department, the Association President, Provost, Dean, and Executive Director of Human Resources.

M. PROGRAM DIRECTORS

A Program Director must be a faculty member. A Program Director is appointed by administration.

ARTICLE 4 - BOARD OF TRUSTEES RIGHTS

A. RESPONSIBILITIES

The Association agrees that the Board is legally responsible for the operation of the College. No action by the Board or the administrative staff shall violate the expressed terms of this agreement.

B. AUTHORITY

The Board hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and the United States.

C. POLICIES AND PROCEDURES

Terms and conditions of employment and other policies and procedures presently in effect concerning faculty conduct not provided for in this Agreement will be governed by the applicable Board policies and procedures.

D. ADMINISTRATIVE STAFF

The Board discharges its managerial rights and authority via the administrative staff. The Board's rights and responsibilities include, without being limited to, the establishment of education policies; the construction, acquisition, and maintenance of buildings and equipment; the hiring, transfer, assignment, supervision, discipline, promotion, evaluation, and termination of faculty. The administrative staff, on behalf of the Board, shall be free to exercise all of its managerial rights and authority to the extent permitted by law. The Board, prior to the effective date of any change in the policies and procedures which directly affect faculty members, shall give the Association reasonable notice (forty-five [45] days) of such change. Within forty-five (45) days of receipt and upon request by the Association, the parties will negotiate the impacts and effects of these policies and procedures as required by law.

ARTICLE 5 – ASSOCIATION-ADMINISTRATION COMMUNICATION

The parties recognize the valuable assistance to be gained from effective communication between the Association and the College. Accordingly, the College and Association representatives will meet periodically to discuss problems of mutual concern. The Presidents of the College and the Association, or their designees, will call such meetings whenever either desires.

Whenever questions arise that the contract does not specifically address, the Presidents of the College and the Association or their designees will discuss the matter and reach agreement.

ARTICLE 6 - GENERAL WORKING CONDITIONS

A. CALENDARS

Calendars can be found in Appendix A.

1. Definitions

- a. Records Day: Time available for faculty to work on grading and final grade calculations.
- b. Vacation Days: Scheduled vacation time for faculty members. A paid non-work day.
- c. Opening Day Meetings: General Session(s) at the beginning of each semester planned by the administration.
- d. School Meetings: School-wide meetings that are called by the Dean of an academic department or area.
- e. Faculty Learning Day: Professional development meeting(s) for all faculty members that are planned by a team of faculty and academic administrators.
- f. Department Meetings: Department meetings that are scheduled throughout the semester that are called by the Department Head or Program Director.
- g. Faculty Preparation: This is a time for the faculty to prepare for their college assignment. Mandatory meetings may not be scheduled on these days.

2. Calendar Development Standards

- a. Summer semester:
 - 1) Summer semester shall consist of fourteen (14) weeks of classes with sixty (60) minutes per contact hour or the equivalent (eight hundred forty [840] minutes per contact hour).
 - 2) Regular Summer semester classes will start one (1) week after graduation, unless mutually agreed otherwise.
 - 3) Restricted-start Summer session classes for Education, Nursing, Dental and Radiologic Technology (Rad Tech) will start the Monday following graduation and will end one (1) week sooner than the normal end of the second seven (7) weeks and fourteen (14) weeks.
- b. Fall semester and Winter semester will each have seventy-eight (78) faculty contract work days. This excludes holidays and weekends. Classes will be scheduled to be equivalent to at least eight hundred forty (840) minutes per contact hour with an additional week at the end of the semester for final exams. Faculty members may use their professional judgment to determine when to take a break.
- c. Counselor Preparation: Counselors and Advisors have different days for faculty preparation (one [1]-day Fall semester and one [1]-day Winter semester).
- d. Faculty Instructional/Professional Development: This is a time for faculty members to work together on curriculum development, instructional development, or department/program professional development. Faculty members in each department/program shall jointly plan for the use of such time. Department or Academic Area plans for use of this time must be submitted to the appropriate Dean for review by October 14th for Fall and by December 2nd for Winter.

- e. School meetings, opening day meetings and faculty learning day shall not exceed a combined total of thirteen (13) hours. Remaining time on dates when these meetings are scheduled shall be used for faculty preparation and/or faculty instructional/professional development, depending on each individual faculty member's need.
 - f. Academic advising is part of the responsibility of full-time faculty members. By October 1, each Department will submit their plan for academic advising to the appropriate Dean.
 - g. Day exams will follow the day exam schedule. Night exams can be given during the last night of class. All night classes meeting two (2) nights per week may meet once during the exam week.
 - h. If the College is closed during the exam week due to inclement weather, faculty may use the Friday of that week as an exam make-up day. Grades for exams administered on that Friday will be due on the following Wednesday.
 - i. Final grades for fourteen (14)-week classes must be submitted to the Student Records Office by noon on the due date identified in the faculty calendar. This must be at least sixty (60) hours (excluding weekend days and holidays) from the end of the last scheduled final exam for that semester.
 - j. The Fall semester Opening Day Meeting/School Meetings day may include a department meeting of up to one (1) and one half (1.5) hours.
 - k. Job Training classes will be dismissed to permit Job Training Faculty members to attend College-wide meetings.
 - l. The thirty-two (32)-week Tutorial Coordinator will follow the academic year calendar.
 - m. The Early Childhood Learning Lab (ECLL) calendars will be developed with the ECLL Director consistent with the needs of the department and the ECLL.
 - n. The forty-four (44)-week Tutorial Coordinator calendar shall allow for mutually agreed upon flexibility to address student and department needs.
3. Workday and Workweek Standards
- a. The normal workday for full-time faculty shall be between 8:00 a.m. and 5:00 p.m.
 - b. The span of class/work times on any normal workday shall not exceed seven (7) consecutive hours. Exceptions to workday and class/work times may be made with the permission of the faculty member.
 - c. Exceptions to the normal workday schedule include the following: ECLL, Culinary Arts (for Heritage Restaurant), Health (for Clinicals), Job Training (7:00 a.m. - 3:30 p.m.), Training Solutions, Technology Academic Area (for low enrollment in day classes), Applied Technology, Architectural and Mechanical Design, and Manufacturing, and classes with times listed as "arranged" in the class schedule. The exceptions to the normal workday are best made in a cooperative effort between the Faculty and the administration.
 - d. Classes which end prior to 5:00 p.m. are day classes. Classes meeting Monday through Thursday and ending 5:00 p.m. or later are evening (or night) classes. Classes meeting Friday and ending 5:00 p.m. or later, or anytime on Saturday or Sunday, are weekend classes. All classes outside of the academic year are Summer semester classes.

B. WORKLOADS

1. Normal workload (Base load) is defined as the aggregate of the number of hours assigned a faculty member within a given academic work year.

The base loads for full-time faculty members are as follows:

- a. Classroom faculty members with “academic year” contracts: fifteen (15) contact hours per semester for a total of thirty (30) contact hours, or equivalent, per academic year. Assignment of twelve (12) hours in a semester of composition and/or integrated reading and writing classes will constitute a full load. Current composition courses are BA 101; EN 100, 101, 102, 241, 246, 247, and 248; and JR 251 and 252. Current IRW courses are 097, 098 and 099.
- b. Classroom faculty members with forty-two (42) week contracts: thirty-seven (37) contact hours comprised of fifteen (15) contact hours per academic year semester and seven (7) contact hours in the first Summer session or its equivalent. Composition faculty members shall teach thirty (30) contact hours comprised of twelve (12) contact hours per academic year semester and six (6) contact hours in the first Summer session or its equivalent. If either a faculty member or the administration requests a deviation from this schedule, the faculty member and the administrator must mutually agree to the revised work schedule. For year-round classroom faculty, the distribution of contact hours may vary.
- c. Non-classroom faculty (Librarians and Counselors) with thirty-five (35) hours per week, or its equivalent in the academic year (see Appendix A).
- d. Extended year Librarians work year:
 - 1) Extended year Librarians’ contractual commitment (“work year”) is for the equivalent of thirty-five (35) hours per week for the academic year plus the first thirty-five (35) work days of the regular Summer semester.
 - 2) If a Librarian or the administration requests a deviation from this scheduled work year, the faculty member and the administrator must mutually agree to the revised work schedule. Schedules must be submitted to Human Resources before the beginning of the academic year. Changes to these schedules will be communicated to Human Resources as soon as possible from library administration.
- e. Extended-year Counselors and Advisor work year:
 - 1) Extended-year Counselor and Advisor contractual commitment (“work year”) is for the equivalent of thirty-five (35) hours per week for the academic year plus the first thirty-five (35) work days of the regular Summer semester. The parties agree to modify this schedule as follows:
 - a) Extended-year Counselors and Advisors will take two (2) full weeks (ten [10], seven [7] hour days) of unpaid leave during their contractual work year.
 - b) Extended-year Counselors’ and Advisors’ contractual work schedules will include two (2) full weeks (ten [10], seven [7] hour days) of work scheduled during the last two (2) weeks of July through the weeks in August prior to Fall semester Opening Day.
 - 2) Administration will provide a schedule of available openings by Winter break for the Summer time period.

- 3) Schedule parameters:
 - a) A minimum of three (3) openings will be available for Counselors and Advisors to work each day per week during Summer weeks.
 - b) Counselors and Advisors will sign up for their Summer work days in advance, in five (5) day increments, by seniority rotation, not later than the week preceding mid semester break.
 - c) Summer work days need not be contiguous.
 - d) Unpaid days off must be scheduled a minimum of two (2) weeks in advance and do not need to be contiguous. Days requested off may be switched with two (2) weeks' notice. Less than two (2) weeks scheduling time may be arranged with mutual agreement but should not result in a negative impact to students.
 - e) Days off are allowed following and preceding a holiday but may not be scheduled the first two (2) weeks of Fall semester, the first two (2) weeks of registration for Winter, the first two (2) weeks of Winter semester, and the first two (2) weeks of Fall registration.
- 4) Additional counseling or advising hours during Counselor and Advisor contracted work years are not considered overload for purposes of Article 6 G. Additional counseling and advising work opportunities outside of Counselors' and Advisors' scheduled work days will be offered as either flex time or additional pay at the two percent (2%) rate listed in Article 7 I, pay for extra work, regardless of whether this work is during or outside of the academic year. This offer will be made via email with a deadline for accepting the work. If more Counselors and Advisors volunteer to work than are required, full-time Counselors' and Advisors' seniority will be used to determine who gets the work.
- 5) If a Counselor, Advisor, or the administration requests a deviation from this scheduled work year, the faculty member and the administrator must mutually agree to the revised work schedule. Changes to these schedules will be communicated to Human Resources as soon as possible from College administration.
- f. Fifty-two (52) week Counselors shall work forty (40) hours per week and follow the fifty-two (52) week faculty calendar (see Appendix A). These positions will be offered to Counselors in order of seniority.
- g. Job Training and Training Solutions faculty members will have a normal workload of forty (40) hours per week. Half-time Training Solutions faculty members will have a normal workload of twenty (20) hours per week.
- h. ECLL faculty members will have a normal workload of forty (40) hours per week.
- 1) ECLL instructors' contracts include workdays for Fall, Winter and Summer semesters (as defined in ECLL calendars in Appendix A). Specific days of Summer will be assigned by the ECLL Director in consultation with the Education Program Director. The ECLL Director will provide notice of Summer workdays no later than one (1) week prior to the beginning of the Summer semester. The calendar of the Assistant Director of the ECLL will be determined in conjunction with the Director of the ECLL.

- 2) The ECLL Director and the Education Program Director will determine the number of additional work days available based on enrollment of children and education students.
 - 3) Any additional days assigned beyond contractual work days will be considered overload and determined by seniority as defined by Article 6.G.
 - 4) All ECLL instructors will be scheduled for a minimum of five (5) hours of out-of-classroom time, in increments of no less than two (2) hours, each week. However, instructors may have out-of-classroom time reduced due to staffing constraints and adherence to regulatory requirements. If an instructor's out-of-classroom time is consistently reduced by more than two (2) hours per week and for more than two (2) weeks in succession, the ECLL Director will advise the instructor on plans to limit continued reductions.
- i. Classes at High School Sites Comprised of High School Students:
 - 1) For teaching one (1) or more classes at high school sites composed entirely of high school students, a faculty member shall receive a one hundred dollar (\$100) stipend per semester.
 - 2) This stipend is in addition to any mileage reimbursement that the faculty member may otherwise be entitled to receive for that semester.
 - j. Workload for Instructional Laboratory Coordinators and Tutorial Coordinators is set forth in Article 16.
2. Normal Workload (Base Load) Guarantee
 - a. Administration may assign special projects within a faculty member's discipline to make up for base load that is canceled after it has been guaranteed (rather than paying faculty for not working). Special projects will be determined by the Dean, faculty member, and Department Head/Program Director.
 - b. Before any provisions of Article 6.G are implemented, faculty members will have the opportunity to receive a normal workload. If a normal workload is not available in a faculty member's department/academic area, the College may complete that full-time faculty member's normal workload in other departments/academic areas.

In the event full-time faculty members are given additional class assignments to complete a normal workload, the College shall pay overload when such assignment exceeds the normal workload.

The assignment of a given number of hours in one (1) semester shall not be construed to be a necessary determinant for assignment of hours in a subsequent semester.
 3. To support the primary responsibility of teaching, the full-time faculty role also includes college service, student service, professional development, and pertinent curriculum development. Responsibilities include instructional preparation, accurate recordkeeping, evaluation of student performance, maintenance of posted office hours (6.F.1), and academic advising. The way these responsibilities may be fulfilled will vary depending

on each faculty member's respective assignment. Faculty members shall determine how they can best serve their department and the College in these faculty roles.

C. CONDITIONS

1. The general working conditions that are not otherwise addressed in this agreement shall be maintained as in effect at the time of the signing of this agreement except where improvements are provided by the College. Alleged violation(s) of this section shall be pursued under the Type A grievance procedure only.
2. The College shall assign each faculty member to a department. A faculty member's assigned department will be the department where the majority of their normal load is assigned. The Department Head/Program Director shall, except for Training Solutions and Job Training, recommend at their option the normal load with final approval of the Dean. A Department Head/Program Director must be a faculty member.
3. The College shall not reassign any faculty member from one department to another without discussing the proposed reassignment with the faculty member. The faculty member may have the Association President, or a designee, attend the discussion.
4. No faculty member transferred to another position within the bargaining unit shall be terminated as a result of that position being eliminated. Such transferred faculty member shall retain seniority rights in the previously held bargaining unit position.
5. Internships and Cooperative Education shall be equated at five (5) students per contact hour. Radiologic Technology clinical coordination shall be equated at four (4) students per contact hour. For purposes of this provision, count date is determined by the GRCC registrar's office and denotes the date at which approximately ten percent (10%) of the academic semester has elapsed. This is usually ten (10) days into Fall and Winter semesters. Each faculty member teaching cooperative education shall conduct a minimum of two (2) verified on-site visits per student per course and one (1) evaluative meeting with the supervisor and the individual student near the end of the course. Exceptions shall be granted when visitations are out of the Grand Rapids area or for unusual scheduling circumstances.
6. The College shall not assign a faculty member, other than Training Solutions faculty, more than one (1) day teaching assignment at a location other than their own primary work site without the faculty member's approval.
7. Any faculty member whose load equals a full-time semester load shall be compensated and shall receive fringe benefits equivalent to those received by a full-time faculty member for that period of time and at the appropriate rate. Should this occur for four (4) consecutive (academic year) semesters, a full-time regular contract shall be offered the following semester. The faculty member shall be given a third and fourth year of probation as set forth in Article 17.

Summer semester assignments are not counted for this section.

8. New Course Development

A new course is defined as a course for which no curriculum document exists.

When full-time faculty members submit new course offerings upon their own initiative, they will not be remunerated for the effort of writing the courses. However, if the course is offered as a base load course, they have a right of first refusal for the assignment to teach three (3) sections of the new course(s) they have developed. If the class/es is/are

being offered as overload, the faculty member who developed the course must make the course their first and second selection, or they forfeit the right of first refusal for that semester. This section supersedes level one (1) in overload selection. Non-classroom faculty members have a right of first refusal for the teaching assignment(s) outside their normal work hours. Full-time faculty developing courses after September 1, 2022 will maintain the right of first refusal for five (5) years (this time period limitation does not apply to courses developed prior to September 1, 2022).

If a Dean requests full-time faculty members to develop a new course to serve a specific purpose (e.g., a course required as part of a new program), they will be remunerated for such work at the appropriate rate in Appendix B-22 and will not have a right of first refusal to teach the course. The completion of the Curriculum Document will not exceed fifteen (15) hours, but the creation of additional content (classroom activities, labs, etc.) may include additional compensation. The faculty member and the Dean will agree to the approximate number of hours needed before the start of the work.

If a Dean requests adjunct faculty members to develop a new course to serve a specific purpose (e.g., a course required as part of a new program), they will be remunerated for such work at the appropriate rate in Appendix B-22. The completion of the Curriculum Document will not exceed fifteen (15) hours, but the creation of additional content (classroom activities, labs, etc.) may include additional compensation. The adjunct faculty member and the Dean will agree to the approximate number of hours needed before the start of the work. If rehired, the adjunct faculty developing courses will maintain the right of first refusal for five (5) years.

9. Normal course revisions take approximately four (4) hours and are done every five (5) years. If a Dean requests faculty members to revise course outlines in a manner different from the normal course revision process, they will be remunerated at the appropriate rate in Appendix B-22.

The faculty member and the Dean will agree to the approximate number of hours of compensation (if more than four [4]) before the start of the work.

Training Solutions faculty shall have course revision as part of their normal workload.

10. Challenge Examination Development, Proctoring, & Grading

The appropriate instructional Dean shall authorize the development of challenge examinations. Requests for such authorization should be sent to that Dean.

Faculty members will be compensated at the appropriate rate in appendix B-22 up to a maximum of fifteen (15) hours for the development of a new challenge examination and appropriate supplemental materials for each course.

All revisions of these testing materials will be initiated and monitored by the appropriate academic Dean. It is suggested that the tests should have a longevity of three (3) years. These testing materials will be assessed for needed revisions by the Dean. In those cases, where revision is necessary, payment to the faculty member for needed changes shall be computed at the appropriate rate in appendix B-22, up to a maximum of fifteen (15) hours per course.

The faculty member and the Dean will agree to the approximate number of hours needed, prior to the start of the work.

Compensation for proctoring and grading challenge examinations can be found in Appendix B-22.

11. Compliance Training

- a. Full-time faculty have a maximum of two (2) hours of compliance training required as a condition of employment per year.
- b. Adjunct/Part-Time faculty have a maximum of one (1) hour per semester of compliance training as condition of employment Fall and Winter semesters.
- c. This training is in addition to other training at other college-wide meetings (e.g. learning day, opening day meetings).
- d. The parties will comply with new state/federal regulations if required in the current academic year and the hour maximum is reached.

12. Faculty shall attend commencement.

13. Faculty members shall also be available additional times for participation in meetings related to their assignment as scheduled by their Deans or Department Heads/Program Directors. Regular attendance at these meetings is important to fulfilling the role of a faculty member.

D. SENIORITY

1. Seniority begins from the individual's most recent appointment date to full-time service at the College (GRJC/GRCC) as a member of the Association. In instances where the faculty member has been continuously employed as a member of the Association under a full-time temporary contract immediately before a regular full-time appointment, seniority begins with the starting date of the continuous full-time temporary employment (see Article 3.F.6).
2. Department or academic area seniority shall begin with the date of assignment to a department or academic area or the date of commencement of full-time work as a faculty member, whichever date is later. Such seniority shall prevail in all questions concerning order of selection of overload assignments consistent with the provisions of Article 6 G. Department or academic area seniority is used to determine the order of layoff within a department or academic area.
3. Ties will be broken first by date of written acceptance of employment to a full-time position represented by the Association and second, if necessary, by blind draw. This does not supersede ties broken by prior agreement.
4. A faculty member who is transferred to a different department or academic area at the request of the College shall carry their department or academic area seniority into the new department or academic area. A faculty member who requests and is granted a transfer will use their start date in the new department or Academic Area as their department or academic area seniority date.
5. Human Resources will prepare a master seniority list indicating length of continuous full-time service at Grand Rapids Junior/Community College and issue the list to the Association President no later than sixty (60) days after the beginning of the academic year.

6. Full-time faculty temporarily assigned to full-time administrative or support duties shall not be credited with Grand Rapids Community College faculty seniority for that time. This provision shall apply to temporary assignments beginning August 23, 1984.
7. Any Grand Rapids Community College administrator returning to the classroom as a full-time faculty member will receive credit toward seniority equal to the number of years served as a full-time faculty member at Grand Rapids Junior/Community College.
8. Sabbatical leaves shall be credited toward seniority.
9. Faculty members required to attend or participate in military service obligations, other than weekly or monthly drill sessions because of membership in Reserve Units, shall be credited that time of service toward seniority.

E. STUDENTS AND RECORDS

1. Faculty members shall not allow unauthorized persons in their classes for more than one (1) class session. Unauthorized persons are those who have no evidence of having paid their tuition.
2. Faculty members shall not cancel a class without prior approval of the appropriate academic Dean or designee.
3. Each faculty member shall maintain records of individual students for seven (7) years. A faculty member, upon separation of employment, shall leave the records with their academic Dean. Faculty members will be supplied with appropriate grading and record materials on a timely basis. Faculty will have at least one (1) week's notice before submitting the records.
4. Final grades for fourteen (14)-week classes must be submitted to the Student Records Office by the due date identified in the faculty calendar. This due date will be sixty (60) hours (noon on the third business day) from the end of the last scheduled final exam for that semester.
5. For all classes ending prior to the normal fourteen (14)-week semester (e.g., seven [7], ten [10], and twelve [12]-week classes), grades must be submitted to the Student Records Office within seventy-two (72) hours (excluding weekend days and holidays) from the scheduled end date of that class.
6. Training Solutions faculty shall submit end of course paper work within seventy-two (72) hours (three [3] work days) of the completion of the course.

F. OFFICE HOURS

1. Classroom faculty shall provide a minimum of five (5) office hours per week for student consultation in addition to their normal teaching load. Faculty members shall schedule hours in appropriate locations and using modalities and times that provide accessibility to their students
2. Classroom faculty must communicate their availability to meet with students both in person and virtually on all course syllabi, regardless of how office hours are scheduled.

G. OVERLOAD

Overload is work not assigned as part of the normal load. Overload shall be assigned to faculty members in the following manner.

1. A faculty member must be qualified for an overload assignment. Qualifications may include but are not limited to the following: study within the academic discipline, related

work experience, academic achievements related to the overload assignments, and credentials similar to those held by individuals who have taught the same course in the past.

2. The Dean may limit overload of a faculty member based on and using the following conditions and the process:

- a. Conditions

- 1) Probationary faculty may be limited to one (1) overload selection per semester during their first year.
- 2) Teaching performance, including:
 - a) Allowing persons who have not paid tuition for the class to attend more than one (1) class session.
 - b) Failure to turn in grades on time.
 - c) Failure to meet classes during the time scheduled and for the appropriate length of time as stated on the faculty member's faculty information form.
 - d) Failure to complete an assignment. This shall not apply to faculty who are unable to complete the assignment due to sick leave or other justifiable reasons.
- 3) Failure to meet Satisfactory Standards of Employment (SSE) two (2) years (consecutive or not).

- b. Process

If the faculty member has demonstrated poor teaching performance, the following process will occur:

- 1) The faculty member will be given a written warning by their Dean documenting the unsatisfactory performance and stating that improvements must be made. If improvements are not made, the Dean may take corrective action. The faculty member must receive this warning within thirty (30) days from the end of the semester in which the poor performance occurred. The warning remains in effect for two (2) years from the semester to which the warning relates. The faculty member and the Dean shall develop a Faculty Improvement Plan.
- 2) Upon a second similar infraction, the Dean may limit the overload of a faculty member in the following manner: the Dean must notify the faculty member, in writing, documenting the unsatisfactory performance. Overload limitations must relate to the infraction, and the limit may take the following forms:
 - a) Limitation of the number of contact hours.
 - b) Limitation of the number of different course preparations.
 - c) Limitation of the total number of students.
 - d) Restriction of courses allowed for selection.
 - e) Other restrictions as agreed to by the affected faculty member and Dean.
3. Whenever possible, all overload opportunities must be offered and equitably shared among all full-time faculty members, subject to the limitations specified in this contract. Faculty may not select classes which overlap with base load assignments or other

overload selections. Classes assigned as part of a longer-term adjunct contract shall not be available for overload selection.

4. Overload Assignments

For full-time faculty: Overload classes shall be offered to qualified personnel by rotation according to their seniority. The overload will be offered to personnel in the following order: when all faculty have acquired their maximum overload hours or rejected assignments, the process moves on to the next level.

- a. Level 1: Full-time faculty members within a department or academic area who have taught a course as part of their base load within the previous five (5) years may select such courses. Any faculty member with two (2) or more pre-assigned hours (or equated hours) beyond their base load shall have these hours replace their first rotation selection. Faculty members may select up to eight (8) hours at this level. The selection process does not move to level two (2) until each level one (1) faculty member has selected eight (8) hours or has passed. A faculty member is assumed to have passed when there are no level one (1) classes available for selection which would still be within their eight (8) hour limit.
- b. Level 2: Other qualified full-time faculty within the department or academic area
- c. Level 3: Other qualified full-time faculty members. It is the faculty member's responsibility to submit in writing their desire to teach in another department. This request should be sent to the Dean responsible for the department in which they desire to teach.

5. Adjunct Assignments

Level 1: At the discretion of administration each semester, retired full-time GRCC faculty members may/can return as adjuncts. When all retired faculty have acquired their maximum desired class load or rejected assignments, the process moves to the next level.

Level 2: Returning adjunct faculty and, at the discretion of the Association President, qualified administrative staff teaching as adjuncts. Adjuncts receiving class assignments at this level have no expectation of receiving equal loads. Administration will consider an adjunct's maximum desired load before moving to the next level. When the adjunct is available, if classes are assigned at level three (3) and the adjunct has not received the maximum desired class load, the adjunct will receive an explanation from the Associate Dean.

"Returning adjunct faculty" includes adjunct faculty who have taught at the College in at least one (1) semester within the preceding twenty-four (24) months and who are invited by College administration to submit an adjunct availability form for the semester. If an adjunct teaches in multiple departments, the adjunct will be considered a returning adjunct only within those departments in which the adjunct has taught classes within the preceding twenty-four (24) months.

- a. Returning adjunct faculty may be assigned classes at this level if they have submitted an adjunct availability form in the designated response time or at an authorized later date.
- b. The submission of an availability form does not guarantee the assignment of a class.

- c. If a former adjunct does not receive an availability form for the subsequent semester, they may contact the Associate Dean for an explanation.

Level 3: Other qualified personnel. Adjuncts receiving classes at this level have no expectation of receiving equal loads.

6. Examples of pre-assigned hours are Summer (Fall/Winter) academic advising, grant projects that provide stipends, non-academic assignments where stipends are paid, and projects, assignments, etc., where stipends are granted. Hours that are excluded: curriculum development and course development, non-instruction work (e.g., equipment/lab maintenance) paid at the two percent (2%) rate. If pre-assigned hours are not revealed at the beginning of the overload selection for one (1) semester (Summer, Fall, and Winter), then the faculty member shall forgo their first rotation selection for the following semester.
7. Any person who has ongoing full or part-time employment with the College in a non-faculty Meet & Confer, APSS, CEBA, or POLC position, who is assigned a class is excluded from the bargaining unit, does not accrue seniority or longevity, and does not pay dues. Contingency employees are not considered to have ongoing employment at the College.
8. Timing of base load guarantee and overload selection:
 - a. For Fall Semester Classes:
 - 1) Base load is guaranteed at the start of the third full week of April
 - 2) The timing of overload selection will be determined by each department (the Department Head/Program Director in collaboration with department faculty). Departments may elect different timelines for different disciplines. Overload selection can take place any time before the end of the third full week of July. Overload classes may be selected but may not be guaranteed.
 - 3) The Department Head/Program Director will collaborate with the Associate Dean to develop the original guaranteed list and the rolling list of guaranteed classes using appropriate data. The guaranteed list will be approved, updated, and distributed by the Dean's office.
 - a) Classes will be assigned to adjuncts after the department/discipline has completed overload selection.
 - b) Administration retains complete discretion regarding when and what classes become guaranteed. Any class that has not been guaranteed previously will be guaranteed as overload or for adjuncts nine (9) full days before the semester starts or nine (9) full days before a class starts for classes that begin after the 1st week.
 - b. For Winter Semester Classes:
 - 1) Base load is guaranteed no later than October 31st.
 - 2) The timing of overload selection will be determined by each department (the Department Head/Program Director, in collaboration with department faculty). Departments may elect different timelines for different disciplines. Overload selection can take place any time before the end of the first full week after Thanksgiving. Overload classes may be selected but may not be guaranteed.

- 3) The Department Head/Program Director will collaborate with the Associate Dean to develop the original guaranteed list and the rolling list of guaranteed classes using appropriate data. The guaranteed list will be approved, updated, and distributed by the Dean's office.
 - a) Classes will be assigned to adjuncts after the department/discipline has completed overload selection.
 - b) Administration retains complete discretion regarding when and what classes become guaranteed. Any class that has not been guaranteed previously will be guaranteed as overload or for adjuncts nine (9) full days before the semester starts or nine (9) full days before a class starts for classes that begin after the 1st week.
- c. For Summer Semester Classes:
 - 1) The timing of overload selection will be determined by each department (the Department Head/Program Director, in collaboration with department faculty). Departments may elect different timelines for different disciplines. Overload selection can take place any time before the end of the fourth full week of March. Overload classes may be selected but may not be guaranteed.
 - 2) The Department Head/Program Director will collaborate with the Associate Dean to develop the original guaranteed list and the rolling list of guaranteed classes using appropriate data. The guaranteed list will be approved, updated, and distributed by the Dean's office.
 - a) Classes will be assigned to adjuncts after the department/discipline has completed overload selection.
 - b) Administration retains complete discretion regarding when and what classes become guaranteed. Any class that has not been guaranteed previously will be guaranteed as overload or for adjuncts nine (9) full days before the semester starts or nine (9) full days before a class starts for classes that begin after the 1st week.
9. Any newly available class section which opens after final overload selection has occurred shall be offered to qualified full-time faculty within the department or academic area in the order of the lowest total amount of overload selected (in or outside of the department).
10. During the academic year, a faculty member may select up to twelve (12) hours of overload per semester. To avoid the splitting of classes or to accommodate online enrollment, a faculty member may exceed this limit by no more than one (1) contact hour. Classes will be split among faculty members only with the approval of the appropriate Dean.
11. During the academic year, an adjunct faculty member may be assigned up to twelve (12) contact hours per semester. To avoid the splitting of classes or to accommodate online enrollment, an adjunct faculty member may exceed this limit by no more than one (1) contact hour.
12. During the Summer semester, overload for all faculty members shall be limited to twenty-six (26) contact hours.

13. Equated hours:

- a. All compensation except for travel time pay shall be equated to contact hours and shall count toward the hour limits set forth in this article. These hours shall be called "equated hours."
- b. The number of equated hours for a faculty member shall be determined by dividing the dollar amount of the equated compensation by the faculty member's current adjunct or overload rate. Compensation that totals more than one half (0.5) of the Master's overload rate per semester will count toward an equated hour.
- c. Any faculty member with two (2) or more pre-assigned or equated hours beyond their base load who wishes to retain their first rotation overload selection may request from their Dean a reduction of their normal workload assignment by a maximum of three (3) contact hours. The Dean may grant the request; at which time, the equated hours will be applied to the normal load. The faculty member must select additional classes during overload selection to make up the requested reduction in the faculty member's normal workload.
- d. Any faculty member making the request described in the preceding provision (i.e., Article 6.G.13.c) must make the request before overload selection begins.
- e. Any faculty member may elect that one (1) hour of compensation for their Summer equated hours be paid before the end of the Winter semester. This election must be made in writing by April 30.

14. Training Solutions work is not subject to the overload selection process.

H. DISTANCE LEARNING

1. Distance Learning – Courses wherein the student and the faculty member are separated by time and/or space, generally delivered via some form of technology. Categories of distance learning course options include the following:
 - a. Online – An asynchronous course delivered via the web using the College's designated course management system. Students will not be required to come to campus as part of this class.
 - b. Hybrid – In-person classroom instruction combined with asynchronous online activities. This approach reduces the amount of seat time in a traditional face-to-face course and moves a proportional amount of the course delivery and instruction online. All students will attend in person on the same days and times and complete other portions of the class online. Hybrid in-person classes will not be used exclusively for testing.
 - c. Virtual Instruction – courses delivered using web-conferencing technology (e.g. Zoom, Google Meet, etc.), and faculty and students meet and interact synchronously during regularly scheduled meeting days and times. The structure and interactivity of the virtual class resembles in-person classroom instruction in that it may include lecture, sharing of course materials, small group discussion, and immediate feedback.
 - d. In-person/virtual – classroom instruction combined with synchronous virtual activities. This approach reduces the amount of time for in-person classroom instruction and moves a proportional amount of the course delivery into a synchronous virtual format.

2. Distance Learning Course Instruction

- a. The enrollment for Distance Learning classes will be twenty-six (26) students per section or the curriculum document cap, whichever is lower.
- b. The administration may overload an online class by two (2) students over the cap defined in "a" above. At count date, any students beyond the cap set in "a" above will result in additional pay at an overload rate of:

$1/20 \times \# \text{ of students} \times \# \text{ of contact hours for the class} \times \text{the overload rate.}$

A faculty member shall not receive additional pay beyond twenty-eight (28) contact hours.

3. Qualifications for Online and Hybrid Instruction

Faculty members must be qualified to teach online before they are assigned or select online or hybrid courses. The College shall provide training opportunities to faculty members wanting to teach a class using these delivery systems. The qualifications for teaching these courses may be met by completing the College's distance learning training. Faculty members may choose to receive training through other means which may be deemed equivalent by the Teaching, Learning, and Distance Education area.

4. Creation of Online and Hybrid Courses

This section pertains to the development of a new modality method from an existing course with an approved curriculum document.

A faculty member (or group of faculty developers) who wants to offer an existing course in an online or hybrid modality shall get department approval before submitting their request to their respective Dean's Office. The Dean's Office shall make final approval of online and hybrid course offerings. The faculty developer(s) and Dean's Office will mutually agree upon whether or not compensation will be given for the creation of the fully-developed online or hybrid course at this time (see section 6 below). The new online or hybrid course may be offered in the new modality once the course is completed and deemed acceptable.

The College administration may request the creation of a fully-developed College-owned online or hybrid course for compensation from an existing course with an approved curriculum document. Department Heads will recommend a faculty developer or group of faculty developers to create the course. If administration does not approve the recommended faculty developer(s), Department Heads/Program Directors will continue to put forward recommendations until the administration approves.

5. Online Hybrid Course Development for Compensation

If a faculty developer (or group of faculty developers) is (are) compensated for the development of an online or hybrid course from an existing course with an approved curriculum document, the College will own the fully-developed online or hybrid course. Compensation will be paid at the time the course is completed and deemed acceptable. Total compensation for the course equals the course development hourly rate (Appendix B-22) times fifteen (15) times the number of credit hours of the course.

If a faculty developer is not compensated for the development of an online or hybrid course, the College will not own the fully-developed online or hybrid course.

6. Online Hybrid Course Development and Right of First Refusal
If a faculty developer (or group of faculty developers) creates a fully-developed online or hybrid course for compensation, the faculty member will have the right of first refusal for one (1) online section of this course for three (3) years. If a group of faculty developers create a fully-developed online or hybrid course for compensation, the group of faculty developers will not retain the right of first refusal for the course.

I. INTELLECTUAL PROPERTY AND RESIDUAL RIGHTS

The Board recognizes the traditional rights of a faculty member to maintain full ownership of and benefits from any works produced on their own unless the College compensates the faculty member for such development or College resources are used. Such work includes, but is not limited to, literary, musical, or artistic compositions; inventions; processes created or materials authored.

If a faculty member uses College resources, the faculty member and Provost, or designees, shall mutually agree to the management of intellectual property and allocation of residual rights.

College resources (for the purposes of this article) shall not include the use of the College library, office space, or College-owned computer therein.

It is understood that a faculty member's lesson plans and materials created in support of those lesson plans (such as, but not limited to, class notes, handouts, presentations, and tests) are the property of the faculty member. A faculty member compensated for the creation of an online course template shall not retain ownership of the template.

When the College compensates a faculty member for the creation of a new online or hybrid course, or for the creation of a complete course from an existing online or hybrid template, the College shall retain ownership of the course materials that were developed up to the point the online or hybrid course is deemed to be complete and acceptable by the Provost or designee following the recommendation of the Online Course Review Committee.

J. LONGER-TERM ADJUNCT CONTRACTS

Conditions for an offer:

1. A department has a course for which there is no, or not enough, full-time faculty within the department to teach the course(s), or
2. There is a need to secure quality adjuncts in off-campus locations.
3. If a longer-term contract is used for Middle College or any programs or courses that have different program schedules, the adjunct will follow the host institution's calendar/schedule.

Process:

1. The Department Head/Program Director and Associate Dean determine if there is a need, how and whether the position should be posted and/or renewed.
2. Opportunities may be posted as needed.
3. The Department Head/Program Director and Associate Dean interview the candidate(s).

Criteria used to evaluate the candidate may include, but is not limited to the following:

- a. Experience
 - b. Teaching Demonstration
 - c. Credentials
 - d. Interview
 - e. Documented Quality Teaching
 - f. Input of full-time faculty
4. The offer is for a *one (1) year* contract that can be continued *year-to-year*.
 5. The offer can be for one (1) or more classes (up to contractual limit for adjunct).
 6. Classes are assigned after full-time faculty normal load but before faculty select overload.
 7. The contract can be voided if enrollment drops such that the class(es) are not offered within the semesters of the contract or prevents a faculty member from being assigned a full load (ref. article 6 B 2 & article 12 A 5)
 - a. Before the contract is voided, the College will make every effort to offer alternative classes to the adjunct for which they are qualified.
 8. An adjunct with a longer-term contract that does not provide for the maximum number of contact hours, may request additional hours through the appropriate level of the traditional adjunct process outlined in the contract.
 9. All other parameters outlined in the contract that pertain to adjuncts apply to this position.
 10. The Association President will be informed of any longer-term contract.
 11. Departmental faculty will be notified when adjunct longer-term contracts are available and renewed.

K. YEAR ROUND NURSING PROGRAMS

1. Nursing faculty hired to teach contractual base load over Fall, Winter, and Summer semesters must continue on the year round schedule unless the normal workload assignment is changed by mutual agreement between the faculty member and administration. Other nursing faculty members may spread their base load over Fall, Winter, and Summer semesters with mutual agreement.
2. The normal workload may be assigned, by mutual agreement, over any two (2) semesters or over all semesters (Fall, Winter, and Summer).
3. The total annual overload for a faculty member who participates in this program shall not exceed fifty (50) contractual hours, or equivalent, with two (2) exceptions:
 - a. One (1) additional contact hour per semester to avoid the splitting of classes, and
 - b. One-half (0.5) contact hour per semester for equated overload
4. In any one (1) semester the total workload for a faculty member who participates in this program shall not exceed twenty-seven (27) contact hours, or equivalent, with two (2) exceptions:
 - a. One (1) additional contact hour per semester to avoid the splitting of classes, and
 - b. One-half (0.5) contact hour per semester for equated overload

5. If a faculty member's normal workload is spread over two (2) semesters, ten (10) sick days will be granted per calendar year; if a faculty member's normal workload is spread over three (3) semesters, twelve (12) sick days will be granted per calendar year. The days will accrue at the start of the Fall semester.
6. If a faculty member's normal workload is spread over two (2) semesters, the faculty member may take a maximum of two (2) personal business leave days per contract year; if a faculty member's normal workload is spread over three (3) semesters, the faculty member may take a maximum of three (3) personal business leave days per contract year. No more than two (2) personal business days may be taken in any one (1) semester. The days will be granted annually at the start of the Fall semester.
7. Article 6.F., Office Hours/Meetings, shall apply during semesters in which normal workload is assigned but not during other semesters. If a faculty member's normal workload in any semester is less than fifteen (15) contact hours, the number of office hours will be prorated in proportion to the number of contact hours/fifteen (15) for the semester. For example, ten (10) contact hours/semester = $10/15 = 2/3$ rds the number of office hours required by Article 6.F for that semester.
8. Faculty members will participate in learning days, advising days, opening days, and commencements, during the semesters of their normal workload assignment.
9. Faculty members retain their permanent full-time status for the entire year, including any semester in which no normal workload is assigned.

ARTICLE 7 - SALARY, WAGES AND BENEFITS

A. SALARY SCHEDULE

Salary Schedules are in Appendix B.

B. SALARY FOR OVERLOAD

The remuneration for teaching overload is shown in Appendix B-20.

C. SALARY - EXTRACURRICULAR - PROJECT SEMINARS

The remuneration for all College extracurricular activities is in Appendix D of this Agreement. Appendix E contains the remuneration schedule for project seminars.

D. LONGEVITY

ECLL faculty will be paid according to the schedule in Appendix B-4.

E. TRAVEL TIME PAY AND MILEAGE REIMBURSEMENT

1. A faculty member teaching an off-campus class shall be reimbursed the exact cost of parking at such off-campus class upon submission of receipts for such parking costs. Mileage reimbursement shall be made according to the IRS rate and shall apply to travel beyond a faculty member's normal commute. It shall be measured from the faculty member's home to the work site and shall not exceed the mileage from the downtown campus to the work site. If a faculty member teaching an off-campus class as part of their normal work load elects not to use their personal automobile, they shall be provided with a College car if one is available.

2. Adjunct Mileage

- a. To be eligible for mileage reimbursement, an adjunct faculty member must be assigned to teach at more than one (1) work site during any given day during the semester/session. For purposes of adjunct mileage, the Main Campus, Tassell MTEC and DeVos Campus will be treated as one (1) work site.
- b. Only mileage beyond the normal commute is compensable.
- c. "Normal commute" is the round trip distance from a faculty member's home to the downtown campus locations.
- d. Maximum time to file – six (6) months from the actual travel date.

3. A full-time faculty member teaching a class as part of their base load outside the district and twenty-five (25) or more miles from the home campus shall be eligible for travel time pay, provided the faculty member is not receiving release time, co-op time, internship time, or remuneration under Appendix D for the same assignment. Travel time will be compensated at one half (0.5) the overload rate (hourly rate = overload rate / 2 x number of weeks per semester). Faculty members who request to have off-campus classes assigned as part of their base load shall be ineligible for travel time pay and mileage reimbursement for the requested classes.

Travel time will be calculated from the faculty member's home to the work site and will be determined mutually by the faculty member and their Dean. Travel time shall not exceed the travel time from the downtown campus to the work site. The faculty member will receive written verification of the amount of travel time per trip. The Dean shall notify any faculty member eligible for travel time pay at the beginning of each semester.

4. The faculty member must submit a completed reimbursement form for both travel time pay and mileage reimbursement. Travel time pay forms shall be available through

Human Resources and must be returned to Human Resources within six (6) months of the actual travel date. Mileage reimbursement forms shall be available through Financial Services and returned to Financial Services.

5. If a faculty member agrees to have their entire normal workload at a location more than twenty-five (25) miles from the home campus, they will not be eligible for travel time pay or mileage reimbursement for travel to and from home. However, travel required to and from that work site to the home campus will be eligible for mileage reimbursement at the IRS rate.

F. INITIAL SALARY SCHEDULE PLACEMENT UPON HIRE

The administration will determine initial placement of faculty on the salary schedule. Factors considered will include teaching experience, industry experience, military experience, and prevailing budget and market conditions. Factors will be applied consistently. All faculty must fulfill tenure requirements regardless of initial step placement.

G. SALARY

1. Base Salary

Each faculty member's base salary shall consist of salary from salary schedule, terminal degree pay and grandfathered pay, if any. Tutorial Coordinators, Instructional Lab Coordinators, and ECLL faculty base salary includes longevity pay as well.

"Grandfathered pay" elements are listed in the MOU dated April 28, 2017.

2. Changes in Salary

The faculty member must provide to the Executive Director of Human Resources their appropriate credentials (from an accredited institution) in accordance with their degree status. Rank and step progression adjustments when earned will be made effective at the beginning of Fall semester.

Terminal degree pay will begin at the beginning of the semester following proof of completion. Such remuneration will be paid for the Fall semester if written verification is submitted on or before September 30, and will be paid for the Winter semester if submitted on or before February 16 and will be paid for the Summer semester if submitted on or before June 15. If verification is submitted after the above dates, the additional remuneration will begin at the beginning of the next semester.

Any fifty-two (52)-week faculty member's base salary shall be adjusted July 1 and/or January 1. Evidence of changes in salary is due by August 1 to be effective on July 1 and by February 1 for January 1.

H. TERMINAL DEGREE PAY

Terminal Degree pay is for an Earned Doctorate, Juris Doctorate or Masters of Fine Arts. Adjuncts will receive terminal degree pay for an earned terminal degree. Remuneration for terminal degree is in Appendix B-18 and B-21 (adjunct).

It is the responsibility of the faculty member to submit written verification of having earned a terminal degree in a timely manner to Human Resources (see Article 7.G "Changes in Salary").

I. SALARY FOR EXTRA WORK

A full-time faculty member requested by the administration to work, in their regular assignment, outside the academic year or during academic year vacation periods shall be

compensated at the rate of two percent (2%) of their base salary per one (1) full week (five [5] days) of work or four tenths of a percent (.4%) per normal workday (see Appendix B-23).

J. PART-TIME AND ADJUNCT SALARIES

1. Classroom adjunct faculty members shall be paid the appropriate rate in Appendix B-21.
2. Non-classroom adjunct faculty members shall be paid a pro-rata rate calculated from the appropriate salary schedule. Hourly non-classroom part-time faculty members shall be paid the appropriate rate in Appendix B-22.
3. Adjunct Job Training faculty members shall be paid the appropriate pro rata rate in Appendices B-1, B-2, or B-3. Half-time Training Solutions faculty members shall be paid fifty percent (50%) of the instructor rate in Appendices B-1, B-2, or B-3.
4. Sections D. "Longevity," and Q. "Payroll Deductions," shall not apply to faculty members working less than one-half (0.5) time or to those employed only in the Summer.
5. Hourly part-time and half-time Training Solutions faculty members shall receive prorated insurance if qualified under Article 7.P.

K. SUBSTITUTE SALARIES

Faculty members requested by the administration to instruct classes other than their own scheduled classes and who accept such assignments shall be paid forty-five dollars (\$45) per hour. Reasons for such paid substitutions shall be as follows:

1. Absence due to bereavement leave or illness of faculty member.
2. Absence due to leave without pay.
3. Absence due to leave with pay when such leave is requested by the administration.
4. Absence due to visitation leave (first two [2] days only).
5. Death of faculty member until a new appointment is possible.
6. To fill vacancies until a regular appointment is made.

Instructor of Record: A substituting instructor becomes the Instructor of Record when the original instructor of record acknowledges they are not returning, or there is a decision from the school Dean. When a faculty member becomes the Instructor of Record, the assignment will be paid on a per contact hour basis equal to the overload rate divided by fifteen (15).

L. OVERTIME FOR HOURLY PAID FACULTY MEMBERS

1. Hourly faculty members who are eligible for overtime shall be paid straight time up to forty (40) hours per week. When a faculty member is requested by their immediate supervisor and agrees to work overtime, overtime shall be paid at the rate of time and one-half for all hours worked over forty (40) and per one (1) week. All overtime must be authorized by the faculty member's immediate supervisor.
2. Hours worked on Saturdays and Sundays shall be paid at the rate of one and one-half (1.5) times the hourly rate if those hours exceed forty hours (40) for the week. Hours worked on designated College holidays shall be paid at the rate of two (2) times the hourly rate plus regular holiday pay for hours worked if eligible for the same.
3. Each hourly faculty member shall receive a paid fifteen (15)-minute break in the morning and in the afternoon and shall receive an unpaid lunch break near the middle of their day.

M. COMPENSATORY TIME FOR HOURLY FACULTY MEMBERS

Compensatory time is measured from the number of hours authorized for the position. Compensated time shall be accumulated at straight time up to forty (40) hours per week and at the rate of time and one-half for all hours worked over forty (40) per week. Compensatory time shall be granted as determined by the immediate supervisor. No compensated time shall be accumulated unless authorized by the faculty member's immediate supervisor.

Compensatory time may be accrued only to the extent allowed by law. Compensated time shall be utilized or converted to pay prior to transferring or changing positions or termination. In the last pay period of the fiscal year, any compensatory time over forty (40) hours (twenty-seven [27] worked hours) in a faculty member's account will be paid.

N. HOLIDAY PAY (HOURLY FACULTY MEMBERS)

The following conditions shall be met for an hourly faculty member to obtain holiday pay:

1. Hourly faculty members regularly employed for thirty-two and one half (32.5) hours or more per week shall be paid a full day for each holiday.
2. Hourly faculty members regularly employed between twenty (20) hours and thirty-two and one half (32.5) hours shall be paid on a prorated basis according to the average number of hours worked. This provision does not apply if the hourly faculty member is otherwise eligible for PTO under Article 9.I.
3. Hourly faculty members (full and part-time) must complete the last scheduled workday prior to the holiday and commence work at the scheduled time the first scheduled workday after the holiday. This section shall not apply when there is proven illness or injury or when a holiday falls within a faculty member's vacation.

O. PAYROLL

Base salary (see Article 7.G for the definition of base salary) will be paid in approximately equal payments beginning not later than the second Friday in September and every two (2) weeks thereafter. Hourly faculty members shall be paid longevity increments as a lump sum payment the first date in December. A thirty-two (32) or thirty-four (34) week faculty member must select to be paid over twenty (20) or twenty-six (26) pay periods. If a selection is not made, twenty-six (26) pays will occur. A faculty member with a longer contract will be paid over twenty-six (26) pays. This selection will remain in place for subsequent years until changed by the faculty member. Any changes must be made by August 1st. Faculty members hired during the year will have their base salary spread evenly over the remaining pay periods.

For Training Solutions and Job Training faculty, base salary (see Article 7.G for the definition of base salary) will be paid in approximately equal payments beginning no later than the first pay date that includes the faculty member's date of employment and every two (2) weeks thereafter.

Overload compensation shall be distributed throughout the normal paydays in the semester, beginning not later than the third (3rd) pay period after the teaching begins.

Pay for extracurricular work, special projects, part-time/adjunct, overtime and other non-base compensation will be paid during the pay periods in which it is earned.

If a faculty member's annual load is less than a normal load, they retain their full-time status; however, the faculty member's base salary is reduced as follows:

1. The first two (2) contact hours are reduced at the overload rate.
2. The remaining shortfall is reduced on a pro rata basis.

P. INSURANCE

1. The insurance benefit program described below shall continue for the duration of this Agreement unless changed by mutual agreement between the Association and the College.

2. Hospital-Medical

Each full-time faculty member is entitled to the insurance benefits.

Hourly faculty members qualify to receive full benefits with a workload of thirty-two and one half (32.5) hours or more per week.

Hourly faculty members, half-time trainers and salaried non-classroom faculty members with continuing contracts working twenty (20) hours or more, but fewer than thirty-two and one half (32.5) hours per week shall be paid hospital medical on a pro rata formula using thirty-two and one half (32.5) hours as the base.

If the plan allows, adjuncts shall have the ability to purchase health insurance coverage under the group rate but without employer contribution.

a. Carrier

- 1) As of January 1, 2016, qualifying faculty members will be allowed to elect one (1) of the available insurance plans offered by WMHIP.
- 2) New qualifying faculty members shall make a choice of WMHIP plans before commencing employment. Coverage begins the first day of the month following the hire date. Each employee must complete their on-line benefits enrollment through the Plansource system within the first thirty (30) days hired even if choosing to waive health changes i.e., returning from leave of absence, marital status, children, etc., must be reported to the Human Resources/Benefits Office within thirty (30) days.

b. Coverage

1) Hospital - Medical Insurance

- a) Grand Rapids Community College shall pay premiums for the plan selected by each faculty member up to the employer "hard-cap" limits, not 80/20 limits, set forth in MCL 15.563 as amended. These amounts may change each calendar year.
- b) Grand Rapids Community College shall pay premiums for the plan selected by each faculty member up to the employer cap limits set forth in Public Act 152 of 2011.
- c) Continuation of College paid health benefit for faculty on Long Term Disability (LTD): the College will continue the College's portion of each employee's health insurance while the employee is on LTD for up to one year.
- d) The insurance carriers shall be mutually designated by the College and the Association.
- e) Benefits
 - i. Refer to the plan document for specific benefits.

- ii. If the faculty member is not in need of such benefits, the College will pay three hundred thirty nine dollars and ninety cents (\$339.90) per month toward a cash payment in lieu of hospital medical benefits. Employees must complete the waiver of coverage form and provide proof of other health insurance coverage annually.

2) Each faculty member must select hospital-medical coverage based on Coordination (need and family status) of Benefits. The selections are as listed below:

a) Family: Employee plus two (2) or more (spouse, children, step-children, foster children, and/or children assigned to the employee by court order as defined within the meaning of the United States Internal Revenue Code). Coverage for children will vary depending on carrier eligibility guidelines.

b) Double: Employee plus one (1) (spouse, children, step-children, foster children, and/or children assigned to the employee by court order as defined within the meaning of the United States Internal Revenue Code). Coverage for children will vary depending on carrier eligibility guidelines.

c) Single: Employee only

Example: If your spouse is not covered with hospital/medical coverage, you should select (a) or (b). If your spouse has single hospital-medical coverage with their employer, you should select (c). If your spouse has you covered, you can waive health coverage.

3.) If you and your spouse and/or dependent are both employed by the College and pursuant to their qualifications may select any of the above but shall not receive double health insurance coverage.

4.) Any faculty member, via payroll deduction, may select other insurance benefits if available from carriers provided by the College.

5). Should a faculty member die during the period covered by this Agreement, continued coverage for the family of the faculty member shall be offered according to the Federal COBRA guidelines. The College will pay the premium for the first sixty (60) days. After sixty (60) days, such cost must be paid monthly according to COBRA guidelines by the faculty member's representative.

6.) Domestic Partner Program Information

a) Grand Rapids Community College offers medical insurance to domestic partners, providing they meet the eligibility requirements and complete the Domestic Partner Program Affidavit Form and Health Insurance Enrollment Form.

b) To obtain domestic partner health insurance rates, or if you have any questions regarding specific benefits and programs available to domestic partners, please contact Human Resources.

c) This provision shall be void if State or Federal law no longer allows the College to enroll domestic partners in health insurance plans offered to GRCC employees.

3. Life Insurance

The College shall provide each full-time salaried faculty member with term life insurance coverage. This benefit will be a fully insured life insurance benefit equal to one and one half (1.5) of each qualified faculty member's base salary as defined in Article 7.G.

Employees can request a copy of the life insurance certificate of coverage from the Human Resources/Benefits Department.

Full-time hourly faculty members shall receive sixty thousand dollar (\$60,000) term life insurance.

A twelve thousand dollar (\$12,000) term life insurance benefit shall be paid to the following:

- a. Part-time hourly faculty members working twenty (20) hours or more but fewer than thirty-two and one half (32.5) hours per week.
 - b. Adjunct faculty employed from six (6) to fourteen (14) contact hours.
 - c. Non-classroom faculty employed at least ten and one half (10.5) hours per week but less than full-time.
 - d. The College will provide the life insurance benefit on the employee's primary position only.
4. The additional term life insurance program implemented in 1969-70, for full-time faculty members, shall continue under the following conditions:
- a. Must have no fewer than seventy-five percent (75%) of the faculty members participating or participation pursuant to the insurance company's policy.
 - b. Must comply with the insurance carrier's rules and regulations.
 - c. The rate charged to the faculty member, via pay deductions, will be in accordance with IRS rate tables.
 - d. The amount of supplemental term life insurance coverage which can be purchased is up to twenty thousand dollars (\$20,000), of which the Association pays the premium on the first one thousand dollars (\$1,000). Any additional purchase is subject to insurance company requirements.

5. Liability Insurance

The College shall provide not less than one million dollars (\$1,000,000) liability insurance for each faculty member during the time (hours and days) they are employed by the College.

6. Long Term Disability effective January 1, 1975

Employees can request a copy of the long-term disability insurance certificate of coverage from the Human Resources/Benefits Department.

- a. Will be provided for each full-time faculty member who had at least two (2) years of Grand Rapids Community College/Junior College employment with the following stipulations:
 - 1) Ninety (90)-day waiting period
 - 2) Fifty percent (50%) of the faculty member's base salary as defined in Article 7.G.
 - 3) Offsets
 - a) Social Security
 - b) Workers' Compensation
 - c) Michigan Public School Retirement

b. Will be provided for each full-time faculty member with at least two (2) years of Grand Rapids Community College/Junior College service and vested in Michigan Public Schools Employee Retirement System (or participating in the Optional Retirement Plan and meeting the requirements of vesting in the Michigan Public School Employee Retirement System), with the following stipulations:

- 1) Sixty (60)-day waiting period
- 2) Sixty-six and two thirds percent (66 and 2/3%) of the faculty member's base salary (as defined in Article 7.G)
- 3) Offsets
 - a) Social Security
 - b) Workers' Compensation
 - c) Michigan Public School Retirement
- 4) Each faculty member must utilize all of their sick leave before becoming eligible for Long Term Disability (LTD) benefits

7. Dental and Vision Reimbursement Program

a. Dental

Eligibility and Protection:

The College shall provide reimbursement to each full-time faculty member.

Reimbursement shall be for the faculty member and dependent/immediate family member (spouse, child and/or minor child assigned to the faculty member by a court) for the following dental care protection:

- | | |
|--------------------------|--|
| 1) Scaling and polishing | 9) Bridge, denture and partials |
| 2) Fillings | 10) Periodontics |
| 3) Fluoride treatment | 11) Anesthetics while providing any of the above |
| 4) Extraction | 12) Orthodontics |
| 5) Diagnostic X-rays | 13) Oral and maxillofacial surgery |
| 6) Root canals | 14) Teeth sealing |
| 7) Crowns | 15) Preventative Care Dental Services: |
| 8) Oral surgery | |

Claims for covered dependents under age eighteen (18) for oral examination and fluoride treatment are reimbursed at one hundred percent (100%) and are not subject to the benefit year dollar amount if these services are not covered under the employee's health insurance plan.

The following are excluded:

- 1) Any service or supplies not furnished by a licensed dentist.
- 2) Any service or supply not reasonably necessary for the dental care of the eligible individual.
- 3) Cosmetic.

- 4) Any care provided or reimbursed by other sources.
- 5) Replacement of lost or stolen bridge, denture and/or partials.
- 6) Any portion of a charge for a service in excess of the reasonable and customary charge (the charge usually made by the provider when there is no insurance, not to exceed the prevailing charge in the area for dental care of a comparable nature, by a person of similar training and experience).

b. Vision

1) Eligibility

- a) The faculty member must be full-time.
- b) Dependents are:
 - i. The employee's spouse
 - ii. The employee's child, step-children, adopted children, and/or children assigned to the faculty member by the court as defined within the meaning of the United States Internal Revenue Code.

2) Services and Material Covered

- a) Vision examination by:
 - i. Optometrist
 - ii. Ophthalmologist
- b) Correctable Lenses by Prescription
 - i. Regular
 - ii. Contact
- c) Frames
- d) Corrective Surgery
- e) Preventative Care Vision Services

Claims for covered dependents under age eighteen (18) for routine vision examination reimbursed at one hundred percent (100%) and are not subject to the benefit year dollar amount if these services are not covered under the employee's health insurance plan.

3) Services and Materials not Covered

- a) Cosmetic purposes.
- b) Non-corrective lenses.
- c) Vision therapy.
- d) Medical or surgical treatment of the eyes except for corrective surgery.
- e) Charges to which benefits are provided under Workers' Compensation, other laws, other insurance, or other Board policies, rules, etc.
- f) The cost of any service and/or material or of any combination thereof over the tri-annual allowance.

c. Reimbursement

1) Rate

The College shall reimburse the faculty member ninety percent (90%) of the actual charge with a maximum annual reimbursement in the amount of two thousand five hundred seventy five dollars (\$2,575) for the full family each calendar year (January 1 to December 31).

2) Procedure

- a) The faculty member must pay the full cost for eligible services and materials and submit a copy of the doctor's billing and show evidence of payment (canceled check or other documents acceptable to the College) along with the College's dental-vision reimbursement claim form.
- b) The College will process the claim according to its policies and procedures in effect for all other billings.
- c) External and Internal Coordination of Benefits shall apply to all eligibility claims.

8. Flexible Spending Account

- a. All faculty members will have the opportunity to contribute to a flexible spending account established by the College, to cover medical expenses not covered by health care providers. This also includes uncompensated costs for vision and dental services.
- b. As of January 1, of each year, the employee may elect to contribute up to the IRS maximum limit through payroll pre-tax deductions. This will be done during an open enrollment period as defined by the College.
- c. All faculty members shall also have the opportunity to contribute to this account for dependent care. Contributions to the account, up to the IRS maximum limit, will be made through payroll deduction for this purpose.
- d. Guidelines for reimbursement from this account will be in accordance with IRS rules and laws governing flexible spending accounts. Reimbursement will be made through a vendor selected by the College.

Q. PAYROLL DEDUCTIONS

In addition to payroll deductions provided for in Article 2.D, payroll deductions will also be available to the faculty members on a mutually agreed basis for annuity programs approved by the College, insurance premiums, and other optional deductions; a list of these may be obtained from Human Resources. Such deductions shall be remitted to the recipients within three business days of the dates of the payroll to which it relates.

The College shall not be liable for any errors or losses in the administration of this provision unless it is shown that the College was negligent in the care and handling of the monies involved.

R. GRAND RAPIDS COMMUNITY COLLEGE TUITION WAIVER

1. General Provisions:

- a. Tuition and fees will be waived for up to the first twelve (12) credit hours, regardless of any other available sources of financial aid.

- b. In cases where an employee and spouse both are employed with GRCC, beneficiaries of this provision will be allowed to combine the benefits of both employees.
 - c. The tuition waiver may be used for non-credit courses at GRCC if they lead to national certification. The waiver benefit will be equated to dollars based on a calculation of twelve (12) credit hours at the resident rate and related fees.
 - d. The tuition waiver does not include books.
 - e. If any other employee group receives an additional GRCC tuition benefit during the life of this contract, the Association will receive the same benefit.
 2. Full time faculty: Each full-time faculty member and their spouse, children, stepchildren, and foster children up to the age of twenty-six (26), regardless of residency, may waive up to twelve (12) credit hours and fees each semester (Fall, Winter, and Summer).
 3. Adjuncts: To receive these benefits, adjuncts must be employed in the semester that the benefit is used or the semester when tuition is due.
 - a. Adjuncts teaching half time or more shall be eligible for the same benefits as full time faculty when the adjunct is teaching in the current semester or in a semester within the previous twelve (12) months.
 - b. Adjuncts teaching less than half time may have up to four (4) credit hours of GRCC classes waived per semester for themselves and a spouse. The spousal benefit may be used by a child/children, stepchild/stepchildren, and foster child/foster children. The four (4) credit hours may be split between more than one (1) child.
 4. Part-time non-classroom faculty:
 - a. Part-time non-classroom faculty scheduled to work between twenty (20) and twenty-eight (28) hours per week on average for at least one (1) semester shall be eligible for the same benefits as full time faculty. To receive these benefits, part-time non-classroom faculty must be employed in the semester that the benefit is used or the semester when tuition is due.
 - b. Part-time non-classroom faculty scheduled to work fewer than twenty (20) hours per week on average or scheduled to work on an “as needed basis” may each have up to four (4) credit hours of GRCC classes waived per semester for themselves and a spouse. The spousal benefit may be used by a child/children, stepchild/stepchildren, and foster child/foster children. The four (4) credit hours may be split between more than one (1) child.
 5. Retired Community College/Junior College faculty:
 - a. Retired GRCC/JC faculty members and their spouses may each have up to four (4) credit hours of GRCC classes waived per semester. The spousal benefit may be used by a child/children, stepchild/stepchildren, and foster child/foster children. The four (4) credit hours may be split between more than one (1) child.

Retired Faculty teaching one-half (0.5) time or more shall receive the GRCC Tuition Benefit of an adjunct teaching one-half (0.5) time or more.

6. Employees on unpaid leave of absence:

- a. Employees on unpaid leave of absence shall not qualify for any of the benefits under this provision.

7. Employees on LTD:

- a. Notwithstanding #6, above, employees on LTD may receive the waiver benefit for their eligible spouse and children for up to two (2) semesters (Fall, Winter, or Summer) during the time in which the employee is continuing to receive their health insurance provided by the College.

S. PARKING

Faculty members whose primary worksite is the downtown campus and who wish to park on campus will pay for parking at the rates of fifteen dollars (\$15) per month for full-time faculty, eight dollars (\$8) per month for ECLL faculty and five dollars (\$5) per month for adjunct faculty for the months of September through April. Free parking space off campus will be provided for faculty members for the months of September to April. All faculty may park at the downtown campus from May through August, without fee.

There will not be any parking fee for Job Training faculty members parking at their work site, nor will these faculty members be charged to park at the downtown campus. There will be no parking fee for faculty members whose primary work sites are other than the downtown campus, nor will these faculty members be charged to park when conducting business on the main campus.

One lost card will be replaced free; additional lost cards will be replaced for ten dollars (\$10) each. Damaged cards due to normal wear and tear will be replaced free.

T. AUTOMOBILE VANDALISM AND/OR THEFT

Reimbursement to the faculty member (one-half time or more) for validated damage to personal automobile property due to vandalism and/or theft shall be made under the following conditions:

1. The faculty member is acting in the line of duty when such loss occurs, and the automobile is parked in the designated area as assigned by the appropriate College administrator.
2. Such loss occurs during the time the faculty member was acting in the line of duty.
3. The faculty member's insurance carrier or the faculty member has paid the first claim (during the duration of this Agreement under conditions 1. and 2. above), except the College will pay the claim up to one hundred dollars (\$100).
4. The items damaged or stolen are attachments to and are regular accessories of the automobile. Add-on audio equipment systems are not considered to be a regular accessory.
5. The automobile was secured (windows and doors locked).
6. The damage was properly reported to campus police immediately after the discovery of loss.

7. The faculty member signs the claim form stating the damage and/or loss was, to the best of that faculty member's knowledge, done while they were acting in the line of duty and stating the location in which the auto was parked. At least two (2) estimates from reputable local businesses shall be attached. The forms will be obtained from the Business Office.

U. TUITION REIMBURSEMENT FOR FULL-TIME FACULTY MEMBERS

The College shall reimburse tuition to faculty members under the following conditions:

1. Qualifications

- a. A faculty member must be full-time.
- b. Faculty members on leave of absence without pay for study purposes may qualify provided the faculty member is not eligible for other sources of tuition reimbursement.
- c. Faculty members on leave of absence with pay shall not qualify, unless on approved FMLA.
- d. Course work may not interfere with the faculty member's assignment. Exceptions shall only be by approval of the College President or designee.
- e. Any faculty member eligible to receive tuition reimbursement must return to College employment prior to payment.

2. Course Approval

- a. Requests must be made in writing on the form provided by Human Resources at least ten (10) days prior to the beginning of the course. Such requests must include the course number, name and description, date, and the name of the university or college offering the course.
- b. Such courses must be college credit or workshops equivalent to credit courses.
- c. The course must be related to current and/or prospective College offerings. The administration's judgment on this condition is final and binding and is not subject to the grievance procedure.
- d. Approval or disapproval shall be submitted to the faculty member in writing.

3. Tuition Reimbursement Rates

- a. Courses taken at the University of Michigan, Michigan State University, or Western Michigan University shall be reimbursed the regular tuition rate charged.
- b. Courses taken at other institutions shall be reimbursed at the regular tuition rate charged but shall not exceed the highest current rate of the universities referred to above.

4. Maximum Number of Hours per Fiscal Year (Twelve [12] Months) for Tuition Reimbursement

- a. Eight (8) semester hours, or
- b. Twelve (12) term hours, or
- c. Combination of the above not to exceed the equivalent of either 4.a or 4.b.

- d. A two (2)-year allotment may be taken simultaneously provided the faculty member is enrolled in a course or courses, which begin in one (1) fiscal year and terminate in the next fiscal year.

5. Tuition Reimbursement Application Procedure

- a. Pre-approval of course by the Provost or designee (see U.2 Course Approval) must be obtained.
- b. The faculty member must satisfactorily complete the course.
- c. Submit the tuition receipt to the approving party in Article 7.U.5.a above for payment authorization.
- d. Human Resources shall make payments according to the College’s procedures.

V. PROFESSIONAL EXPENSES

1. Full-time Faculty Members

Expenses incurred for every full-time faculty member shall be reimbursed as follows:

Employee Type	2022-2023	2023-2024	2024-2025
32-34 week employee	\$700	\$750	\$800
42-44 week employee	\$700	\$750	\$800
52-week employee	\$700	\$750	\$900

Faculty may use their three (3)-year professional expense allotment for approved expenditures at any time during the life of this contract.

These funds provide support for faculty in their work:

- a. Where the expenditure is for the professional development (professional activities, conferences, publications, dues) of the faculty member, or
- b. Where the faculty member provides assurance that the expenditure is predominately for College or student benefit not personal use or convenience. Home internet service will not be reimbursed. Some tangible items may be taxable. All reimbursements will be made through payroll.

Guidelines:

- a. Equipment over two hundred dollars (\$200) purchased in a year of retirement requires prior approval. Every effort will be made to provide approval or denial within ten (10) business days.
- b. New hires will be eligible for yearly allotment for each remaining year of the contract including year of hire.
- c. It is the intent that these resources will not be used to duplicate equipment that is already provided by the College to the faculty member. Faculty members are encouraged to seek approval for the purchase of equipment. Every effort will be made to respond within ten (10) business days.

The faculty member will be paid actual expenses incurred or an amount totaling the IRS rate per mile driven to and from their destination. Claims for such reimbursement shall

be made within six (6) months from the time of expenditure. Reimbursement for meals or incidental expenses shall be at the GSA meal and incidental expense per diem rate consistent with GRCC policy. If the professional conference or meeting is on a scheduled work day, then the faculty member must be on an approved leave to receive reimbursement.

2. Adjunct/Part-time Faculty Members (Professional Development Fund)

The College will provide thirteen thousand two hundred dollars (\$13,200) annually for professional development for adjunct/part-time faculty. Each adjunct/part time faculty member may request and receive up to one thousand dollars (\$1,000) over the life of the contract until the available funds have been expended. These funds are intended to provide support for adjunct/part-time faculty in their work for the College where the expenditure is for their professional development, including but not limited to professional activities, conferences, publications, and professional dues related to their assignment with GRCC. This fund will not be used for reimbursement of tangible items—except with the approval of the Provost or designee. Adjunct/part-time faculty are encouraged to seek pre-approval for anticipated expenses.

Expenses incurred by adjunct/part-time faculty shall be reimbursed from the fund according to a procedure developed by the Provost or designee. The Provost or designee will attempt to expend the full fund each year; however, any unexpended funds will be carried over to subsequent years. Due to the size of the fund, the Provost or designee is not expected to approve every request for reimbursement nor will every request be fully or partially funded. The availability of this fund does not preclude the administration from approving requests which can be paid from other sources.

The faculty member will be paid actual expenses incurred at a rate consistent with the IRS rate per mile driven to and from their destination. Claims for such reimbursement shall be made within six (6) months from the time of expenditure. Reimbursement for meals or incidental expenses shall be at the GSA meal and incidental expense per diem rate consistent with GRCC policy. If the professional conference or meeting is on a scheduled work day, then the faculty member must be on an approved leave to receive reimbursement.

W. ASSAULT ON A FACULTY MEMBER

1. If a faculty member acting in the line of duty is assaulted, the incident shall immediately be reported to the College.
2. In cases of injury inflicted on a faculty member while acting in the line of duty and which is properly reported, work time lost by the faculty member shall not be charged against the faculty member's sick leave. The College shall pay the difference between Workers' Compensation and the faculty member's regular base salary (see Article 7.G for definition of base salary), not to exceed two (2) years so long as the faculty member remains employed by the College.

X. RETIREMENT PAY

Full-time faculty members have the option of participating in either the Michigan Public Schools Employee Retirement System (MPERS) or the Optional Retirement Plan (ORP) through Teachers Insurance and Annuity Association (TIAA). Adjunct and non-classroom part-time faculty members are automatically enrolled in the Michigan Public Schools Employee Retirement System (MPERS). The college will remit the required employee and employer contributions amounts as follows:

1. For the Michigan Public Schools Employee Retirement System, both employees and the college will contribute the required percentages of gross earnings, as determined by MPSERS.
2. For the Optional Retirement Plan (ORP), employees will contribute the required three percent (3%) of gross wages, and the college will contribute the required employer twelve percent (12%) of gross earnings.

Any faculty member who has completed at least ten (10) years of service with Grand Rapids Community College, and who meets the requirements for retirement under the Michigan Public Schools Employee Retirement System (MSPERS), including the requirements for early reduced retirement, shall receive upon retirement payment for each day of unused sick leave or per year of service, whichever is the greatest, as per the rates found in Appendix B-26. Employees participating in the Optional Retirement Program (ORP) must also meet the MPSERS retirement requirements to be eligible for the sick leave payment.

Qualified benefits payable at the time of retirement (including any accumulated vacation, sick time, and incentive pay) will be paid through a tax-deferred Special Pay plan based on meeting requirements of age, years of service, and dollar amount.

Y. WELLNESS

Full-time/Part-time/Adjunct faculty members and their dependents are entitled to enjoy the full use of the fitness center, recreational activities, and available equipment of the Ford Fieldhouse when the building is available. The faculty member and their families will abide by the rules of operation of the Fieldhouse.

Z. ADJUNCT PAY FOR ORIENTATIONS, TRAININGS, AND COLLEGE SERVICES

1. Orientations and Trainings

Adjuncts will receive pay for orientations and trainings required by external organizations in order for them to work as adjuncts for GRCC. Adjuncts will also receive pay for orientations and trainings when their participation is requested by the Dean's office. This will not apply to training or orientation completed before being assigned to the GRCC class. Adjunct hourly pay will be determined by their current adjunct contact hour rate divided by thirty (30).

2. College Service

Adjuncts who perform faculty classroom observations shall receive one hundred dollars (\$100) per completed observation (including finalized report).

ARTICLE 8 - LEAVES OF ABSENCE WITHOUT PAY

A. GENERAL PROVISIONS

(These provisions only apply to sections B, D, E, and F of this article.)

1. The provisions of this Article apply only to full-time faculty.
2. Upon return from a leave of absence, the College shall return a faculty member to the same or comparable position, if one exists, or any other position mutually agreed to by the faculty member and the administration.
3. The College shall reemploy any faculty member returning from an approved leave of absence at the beginning of a semester, unless otherwise mutually agreed.
4. All requests for leave of absence will be applied for and granted or denied in writing. The faculty member must apply for the leave at least sixty (60) days prior to its commencement, except in cases of emergency, urgency, or leaves of two (2) weeks or less.
5. The faculty member must notify the College President or designee, in writing, of their intention to return from such leave at least ninety (90) days prior to the beginning of the Winter semester and/or one-hundred twenty (120) days prior to the Fall semester. Failure to comply with this condition indicates that the faculty member is automatically resigning from the employment of the College. These timelines do not apply for leaves of two (2) weeks or less.
6. No benefits will accrue for any faculty member while on a leave of absence except as otherwise stated herein. Upon return from such leave, the faculty member's unused sick leave benefit, which had been accumulated at the time the leave commenced, will be restored to them.

B. PERSONAL ILLNESS

Any faculty member who has been afflicted with extended personal illness will be granted a leave of absence up to one (1) year upon application thereof. Such an application must be accompanied by a physician's certificate of recommendation supporting the same. Such leave shall be without pay and without increment advancement. This leave shall, upon request, be renewed each year for two (2) additional leaves of one (1) year each. The College may require at its expense a medical examination as a prerequisite to reinstatement after any such leave. In the case of extended family illness such leave would be given consideration.

C. FAMILY AND MEDICAL LEAVE ACT

1. Requests for leaves of absence under the Family and Medical Leave Act (hereinafter called FMLA) shall comply with the Act.
2. Faculty members are required to use accumulated sick leave concurrently with FMLA leave when on leave for any FMLA qualifying purpose.
3. Faculty members may use paid vacation days concurrently with FMLA leave when on leave for any FMLA qualifying purpose.
4. A faculty member on authorized FMLA leave for any qualifying purpose may qualify for the faculty sick leave bank set forth in Article 9.F after the faculty member has exhausted all accumulated sick and vacation leave time.

5. In determining the twelve (12) months in which FMLA leaves may be taken, a fixed twelve (12)-month fiscal year period (July 1 through June 30) will be used.

D. MILITARY

Any faculty member who is inducted or enlists in any branch of the Armed Forces of the United States will be granted a leave without pay. Upon return from such leave, a faculty member shall receive full credit on the salary schedule for the time served provided the faculty member has received an honorable discharge or honorable release from active duty, submits a written request for re-employment within ninety (90) days from the date of discharge, and is still qualified and competent to perform faculty duties. It is the responsibility of the faculty member to submit to the Executive Director of Human Resources the official documents to support the above activity.

E. SELF-IMPROVEMENT THROUGH STUDY

A leave of absence without pay for up to one (1) year with renewal privileges will, upon approval of the College President, be granted for any tenured faculty member who desires to study in their major or minor field or any other field approved by the College President. The faculty member will, provided they were engaged as a full-time participant in such a study program and upon return from such leave, receive full credit on the salary schedule for the first year of such leave. The College has the option to grant additional step or steps or not to grant additional step or steps for any leave extended with the College President's approval.

F. DEPENDENT CHILD CARE

1. The College shall grant, upon request, a one (1)-year dependent childcare leave without pay to faculty members. The College may renew such leave annually. The College agrees to give the faculty members granted such leave the first opportunity to fill the same or a comparable position to that held before going on leave.
2. The above childcare leaves of absence procedure shall also apply to faculty members who adopt a child.
3. Faculty members returning from leave complying with the provisions of this section shall be placed on that step of the salary schedule from which they went on leave, unless they were employed for at least fifty percent (50%) of their last teaching year, in which case they shall be eligible for advancement under the faculty evaluation system.

G. ASSOCIATION LEAVE

A leave of absence for one (1) faculty member, up to one-half (0.5) time, shall be granted upon application for the purpose of serving as a representative of the Association.

H. OTHER LEAVES

Other leaves of absence without pay may be granted by the College.

ARTICLE 9 - LEAVES OF ABSENCE WITH PAY

A. SABBATICAL LEAVE

1. All full-time faculty members shall be eligible for two (2) semesters of sabbatical leave after completing no less than six (6) years of service as a full-time faculty member.
2. Sabbatical leaves shall be granted in accordance with the College policies and procedures pertaining thereto. To apply for a sabbatical leave, the faculty member shall submit a proposal on the appropriate form to the Sabbatical Review Committee. The Sabbatical Review Committee shall include the academic Deans and at least one (1) Department Head/Program Director from each school. The committee shall review all proposals and make a recommendation to the Provost for final approval. Faculty members will be ineligible to select overload during an approved sabbatical leave unless mutually agreed upon with the Associate Dean.
 - a. For a two (2) consecutive semester sabbatical: The College will pay such faculty members one-half (0.5) of the base salary which they would ordinarily receive for the two (2) semesters. Extended year and fifty-two (52)-week faculty will revert to full pay upon return to the College for the duration of their contractual work year.
 - 1) The following contract year, the faculty member must return to Grand Rapids Community College and render at least two (2) consecutive years of satisfactory service.
 - 2) Upon return from this sabbatical leave, the faculty member may apply again following an additional six (6) years of service as a full-time faculty member uninterrupted by anything other than an approved leave(s) of absence.
 - b. For a one (1) semester sabbatical: The College will pay such faculty member's full base salary.
 - 1) The obligation to return to Grand Rapids Community College shall be for one (1) year.
 - 2) After a one (1) semester leave, the faculty member is eligible for one (1) more semester of sabbatical leave. After returning from a second one (1) semester sabbatical leave, the faculty member may apply again after rendering an additional six (6) years of service as a full-time faculty member uninterrupted by anything other than approved leave(s) of absence.
 - 3) Extended year and fifty-two (52)-week faculty shall continue to receive their full pay during a one (1)-semester sabbatical and are required to return to work for the duration of their contractual work year following completion of the approved sabbatical.
3. Leave Banks
 - a. If a faculty member is granted a one (1)-year sabbatical, that faculty member shall receive no annual leave bank allotment for that year.
 - b. If the faculty member's sabbatical leave is one (1) semester, the faculty member shall receive their annual leave bank allotment for the year.

4. Retirement Pay

- a. Michigan Public Schools Retirement System (MPERS): A faculty member who participates in the MPERS Retirement system and who has been granted leave pursuant to Article 9 - LEAVES OF ABSENCE WITH PAY, Paragraph A, shall not be eligible for retirement pay during the period of the sabbatical in accordance to MPERS regulations.
- b. Optional Retirement Plan (ORP): A faculty member who participates in ORP and who has been granted leave pursuant to Article 9 - LEAVES OF ABSENCE WITH PAY, Paragraph A, shall be paid under Article 7.X. RETIREMENT PAY based on the faculty member's W-2 earnings:
 - 1) If the sabbatical leave is for one (1) semester, the College and the faculty member's contribution shall be stated therein, i.e., 12% -3% respectively.
 - 2) If the sabbatical leave is for one (1) year, the College and the faculty member's contributions shall be one-half (0.5) of the percentages, i.e., 6% - 1½%, respectively.

B. FULL-TIME FACULTY SICK LEAVE OR BEREAVEMENT

1. Sick Leave

- a. Every full-time faculty member shall be granted ten (10) working days of leave with pay per academic year subject to the limitations herein. Eleven (11) days shall be granted for forty (40), forty-one (41), forty-two (42), and forty-four (44)-week faculty, and twelve (12) days to fifty-two (52)-week faculty per fiscal year.

The above sick days shall cover a faculty member's normal workload. Any overload assigned as a part of the faculty member's normal workload shall be included.

For a class that is entirely overload, a faculty member shall be granted sick leave hours equal to the number of overload contact hours assigned for the semester (e.g., twelve [12] contact hours will equal twelve [12] clock hours of paid time off). These sick leaves are granted each semester and are not cumulative.

- b. Faculty shall provide advance notice of absences to the proper administrative offices whenever possible; otherwise, notice will be provided as soon as possible.
- c. Leave time may be used for absence from duty because of dental, vision and medical appointments that cannot be scheduled outside of working hours; or for personal illness, injury; or on orders of a physician to remain absent due to exposure to disease or for any FMLA qualified approved absence. In cases subject to the Workers' Compensation Law, such leave time may be used to supplement Workers' Compensation so that the total amount paid a faculty member shall equal, but not exceed, their base salary for the period of absence from duty.
- d. Leave time because of the illness or injury of a relative or friend shall be granted for emergency arrangements and shall not exceed two (2) working days per absence. This limit shall not apply if the leave time qualifies under the Family and Medical Leave Act (Article 8.C).
- e. Leave time used shall be deducted from the faculty member's leave bank.

- f. Unused sick leave shall be cumulative and shall be credited to the full-time faculty member's leave bank.
 - 1) The annual allocated leave days credited shall have unlimited accumulation and shall become effective when the faculty member reports for duty, as authorized, at the beginning of the academic year.
 - 2) Full-time faculty hired after the beginning of the academic year shall be granted sick leave on a pro-rated basis, one (1) day per month worked.
- g. Any faculty member absent because of personal illness, injury, or on orders of a physician to remain absent from duty due to exposure to disease for more than ten (10) working days in any one (1) year may be required by the President of the College, or designee, to provide a medical statement by a physician certifying that the faculty member was unable to be on duty during such absence. The President of the College, or designee, at their option, may require approval of any such medical certificate by another physician selected by the President of the College, or designee.
- h. Accumulated sick leave time shall no longer exist upon termination of employment except when a leave of absence is granted by the College.
- i. Faculty members who are absent both before and after a holiday for which pay is granted will not be paid for that holiday except when an absence is due to proven illness or injury.
- j. Hourly faculty members receive sick leave pay equal to the average number of hours worked per day.

2. Full-Time Faculty Bereavement

Leave time because of death in the immediate family of a faculty member shall not exceed the remaining portion of the week in which death occurs plus five (5) additional workdays.

- a. Leave time for the death of other relatives shall not exceed five (5) working days.
- b. Leave time for the death of friends shall not exceed two (2) working days.
- c. Bereavement shall not be deducted from a faculty member's leave bank.

C. OTHER LEAVES

Leaves for other purposes with full pay not chargeable against the faculty member's sick leave days shall be granted for the following reasons:

1. In the event a faculty member is summoned for jury duty or is under process of any court for the purpose of being a witness in a legal case, a special leave of absence with pay shall be granted for that purpose, provided such faculty member shows to the immediate supervisor the court order or subpoena upon receipt thereof. When possible, faculty members should attempt to have their jury duty obligations postponed until a time which has minimal effect on their ability to fulfill their assignments.

While assigned to jury duty, the faculty member shall receive their normal rate of pay. Payment received from the court for jury duty services (excluding expenses for mileage, parking and/or meals with proper receipts) shall be remitted to Grand Rapids Community College. Reimbursements are to be forwarded to Human Resources.

2. Demonstrated court required appearances.

3. Visitation to and/or participation in educational programs or conferences wherein provision for maintenance of assignment can be made by the faculty member to the satisfaction of the College administration except for three (3) working days provided for this purpose by the College and in those instances wherein such leave is by administrative request. Application forms provided by the College shall be submitted to the College President, or designee, no less than five (5) working days prior to the date of leave. Approval or disapproval shall be given in writing to the faculty member prior to the requested leave date. Part-time/adjunct faculty may participate in educational conferences with prior approval of the Provost or their designee.

Such leaves shall be taken in increments not less than half (0.5) of one (1) day.

4. Attending any function when so requested by the administration.
5. Persons on leave from their day assignment to attend professional conferences shall also be on a paid leave from any evening assignments.
6. Leave for Religious Holidays. Respecting different religious holidays, faculty may make arrangements for continuity of instruction and other work responsibilities on those holidays, which they personally observe, based on their sincerely held religious beliefs. Faculty will ensure that students and their Department Head/Program Director/supervisor will be notified of these arrangements.

D. FULL-TIME FACULTY MEMBER PERSONAL BUSINESS LEAVE

1. There may be personal conditions or circumstances which may require a faculty member's absenteeism for reasons other than heretofore mentioned. A personal business leave day is to be used by a faculty member for time off required to conduct personal business during work time which cannot be conducted during non-work time.
2. A full-time faculty member may take a maximum of two (2) days per contract year (may be used during Summer semester if faculty member has an assignment). Fifty-two (52)-week faculty members may take a maximum of three (3) days per contract year. For full-time faculty members, personal business leave is not deducted from sick leave. Personal business leave days cover base load and overload.
3. Full-time faculty members may convert one (1) day's worth of sick hours to personal business leave to cover overload during the Summer.
4. Such leave shall not be used for leaves covered under Article 9.B Sick Leave and shall not be accumulated. Personal business leave granted to faculty members following return from FMLA may be used in lieu of sick leave.
5. Each faculty member shall provide written notification by submitting the Leave of Absence form specifying Personal Business Leave as soon as possible in advance of the anticipated absence. In cases of emergency, a faculty member shall provide the above form as soon as possible.
6. Exceptions to 1-5 above will be granted at the discretion of the Dean or designee.
7. It is not intended that these days be used for group actions as a part of any labor dispute.
8. If faculty members have exhausted all paid leave upon return from an approved FMLA, they shall have their personal business leave banks repopulated upon return from FMLA.

E. VACATION

Job training, Training solutions, and Fifty-two (52)-week Counselors and Advisors

1. Entitlement:

Vacations shall be earned on the fiscal year (July 1 to June 30) as follows:

Years of Employment	Vacation Days
During 1st year of employment	10 days/year prorated based on date of hire
1- 5 years completed	14 days/year
6-10 years completed	19 days/year
11-20 years completed	24 days/year
21 + years completed	26 days/year

Job Training faculty are required to use four (4) days of vacation during the week of July 4.

2. Each full-time faculty member shall be able to carry over unused vacation days to the end of the current calendar year.

In the event a faculty member does not use all of their earned vacation days by the end of the calendar year, the unused days, not to exceed five (5) days, can be credited to the faculty member's sick leave bank.

The faculty member shall notify Payroll in writing, no later than December 31 of each year, of the number of days to apply to the sick leave bank.

- 3. Scheduling of vacation must be approved by the supervisor.
- 4. Vacation pay shall be paid in the same manner as regular pay.
- 5. The College shall include all accrued vacation in a faculty member's final paycheck following separation from employment.

F. SICK LEAVE BANK

1. Sick Leave Bank Purpose:

The purpose of this sick leave bank is to alleviate the hardship caused by a condition that forces the employee to exhaust all eligible sick and vacation leave time.

2. Sick Leave Bank:

All unused full-time faculty personal days will automatically be added to the Sick Leave Bank at their expiration.

3. Eligibility and Limitations:

- a. Eligible faculty members include all full-time faculty members who have exhausted all paid sick and vacation days and who are on authorized FMLA leave for any qualifying purpose.
- b. A full-time faculty member may receive a maximum of sixty (60) days per annual FMLA leave.
- c. Any adjunct who has served the College for at least four (4) prior semesters (these do not need to be consecutive) or any part-time non-classroom faculty who has

worked for twenty (20) to twenty-eight (28) hours per week in four (4) prior semesters (these do not need to be consecutive) may access the current full-time faculty sick leave bank for verified situations that would otherwise qualify for FMLA. This benefit is available for one (1) time only during the current contract. Eligibility to use the Sick Leave Bank renews with each new contract as long as the adjunct faculty member or part-time non-classroom faculty meets all other criteria to qualify for this benefit.

In no case may this bank be accessed more than once in a twelve (12) month period, regardless of contract period.

- 1) Adjuncts or part-time non-classroom faculty must first exhaust their PTO hours and submit appropriate verification of their qualifying need to Human Resources using the appropriate form.
- 2) Use of the Sick Leave Bank by an adjunct or part-time non-classroom faculty is limited to the semester in which they commenced the leave.
- 3) Leave may be intermittent within the semester but not within a day (any absence equals a full day of leave – seven and one half [7.5] hours will be deducted from the sick leave bank regardless of the number of hours the adjunct was scheduled to work).
- 4) The maximum benefit is continuation of the adjunct's or part-time non-classroom faculty pay for assigned classes. Adjuncts or part-time non-classroom faculty do not receive more pay than they would have otherwise received.

G. TIME FOR TIME TRADE

Time for Time Trade occurs when two (2) faculty members exchange instructional obligations in order to ensure that their assigned classes meet during the time scheduled and for the appropriate length of time. Faculty coordinate their own instances of Time for Time Trade. Any faculty member engaging in Time for Time Trade must be an employee of the College and meet the minimum credentials required to perform the instructional duties required on the day of the trade.

H. ADJUNCT PAID LEAVE

1. Paid Time Off (PTO): Adjunct faculty shall be granted PTO equal to the number of contact hours assigned for the semester (e.g., twelve [12] contact hours will equal twelve [12] clock hours of paid time off). PTO may be used at any time during the semester. This paid time off is granted each semester and is not cumulative. Faculty shall provide advance notice of absences to the proper administrative offices whenever possible; otherwise, notice will be provided as soon as possible.
2. Bereavement:
 - a. In the event of a death in the immediate family, adjunct faculty shall be granted one (1) class period bereavement leave with pay for each time per week a class meets.
 - b. To attend the memorial service for other relatives or friends, one (1) class period of leave with pay will be granted per semester.

I. PART-TIME NON-CLASSROOM FACULTY PAID TIME OFF

1. Part-time non-classroom faculty must be scheduled to work twenty (20) - twenty-eight (28) hours per week on average for at least one (1) semester to be eligible for PTO under this provision. Scheduled weeks and hours may vary and be subject to

adjustment after the initial schedule is determined, depending on departmental need.

2. PTO is earned at three and three fourths (3.75) hours per full month of scheduled employment up to a maximum of forty-five (45) hours per year if the employee is scheduled to work for twelve (12) months.
 - a. PTO hours may be used for sick leave, personal business, during College shutdown days (including shut down for weather and emergency situations), during College holidays, for bereavement or any other time off with the exception of Jury Duty or Conference Leave at the request of administration.
 - b. PTO hours do not carry over from one (1) academic year to the next. Unused PTO hours will not be paid upon separation. Any hours not used are forfeited.
 - c. PTO must be requested and approved, to the extent possible, in advance.
3. Part-time non-classroom faculty shall receive no other PTO, including but not limited to, when the College is shut down for holidays or weather/emergency situations.
4. Part-time non-classroom faculty may take time off with “no pay” upon approval of their supervisor but “no pay” days may not drop paid hours below an average of twenty (20) per week per semester.

ARTICLE 10 - GRIEVANCE PROCEDURES

A. DEFINITIONS

1. A grievance is a claim by one (1) or more faculty members or by the Association that there has been a violation or misapplication of any term of this Agreement or of any rules, order or regulation of the College affecting the terms and conditions of employment of faculty members.
2. Types of Grievance:
 - a. Type A - A claim based upon an event or condition which is not included in this Agreement which affects the welfare or condition of employment may be processed through Level Three but will not be arbitrable.
 - b. Type B - A claim based upon a violation or improper application of this Agreement may be processed through Level Four including binding arbitration.
3. If a grievance is to be filed, it must be done at Level One by the aggrieved faculty member or members. If, however, they desire not to do so, the Association may file that grievance on behalf of such faculty member or members. If any individual grievant desires not to join in signing or processing a grievance, their identity shall not be disclosed during the processing of the grievance under this Article, nor shall the College be required to take any action, including the payment of back pay, with respect to any such faculty member who declines to sign or file the grievance.
4. Any grievance filed by the Association shall be filed at Level Two within thirty (30) days after any official of the Association has or reasonably should have had knowledge of the occurrence of the event giving rise to the grievance.
5. In the event a "class" (a large group of faculty members are directly affected) grievance is filed, individual signatures may be waived by mutual agreement in writing between representatives of the Association and the College.

B. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal as may be appropriate at any level of the procedure.
2. Nothing contained herein will be construed as limiting the right of any faculty member having a grievance as defined in A.2.a. of this Article to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is consistent with the terms of this Agreement.

C. PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken by the faculty member within the time limits specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. In the event the administrator fails to take appropriate action within the time limits specified, the grievance is eligible for submission by the aggrieved to the next level of the grievance procedure. The time limits specified may, however, be extended by mutual written agreement between the aggrieved and appropriate College representative at the particular level involved.

Grievances shall be processed as follows:

1. Level One – Informal Dialogue

- a. A faculty member shall, within ten (10) working days of having knowledge of a grievance, orally discuss the matter with the appropriate College administrator with the objective of resolving the matter informally. If the aggrieved is not satisfied with the disposition from the oral discussion(s) and they wish to further pursue the matter, they shall file the grievance in writing to that appropriate administrator. The written grievance must be submitted within five (5) working days following the date of oral discussion(s). Copies shall be submitted by the aggrieved to the General Counsel and the Association.
- b. The appropriate administrator shall within five (5) working days of the filing date submit a written answer to the aggrieved with copies to the General Counsel and the Association.

2. Level Two – Collaborative Resolution

- a. If the aggrieved is not satisfied with the written disposition following the informal dialogue, they may within five (5) working days after receipt of the written answer following Level One file notice thereof to the General Counsel stating the reason for dissatisfaction. The aggrieved and/or their Association representative will contact the General Counsel to set up a meeting to review the facts giving rise to the grievance.
- b. Within five (5) working days of receipt of such grievance, the General Counsel will meet with the aggrieved to discuss the issue. Association representatives may be present and shall be present at the request of either the General Counsel or the aggrieved. A written answer shall be given within five (5) working days after such meeting. Copies of this answer shall be submitted to the Association.
- c. If the parties are unable to reach a mutually agreeable resolution to the grievance, the College and the Association agree to seek the assistance of a third party neutral in an attempt to reach resolution. The Association shall notify the General Counsel of their desire to move the grievance to Level Three within five (5) working days following the receipt of the Level Two decision.

3. Level Three – Third Party Neutral

- a. This step will involve a review of the facts by a neutral person or persons who will make a non-binding recommendation to the parties for a resolution of the grievance. Any costs associated with the third party neutral will be shared by the Association and the College. The third party neutral will decide how to gather the facts necessary to make a recommendation to the parties. The parties may agree to take the grievance to an alternative forum including but not limited to Dispute Resolution Center, formal mediation, or other mutually agreed upon neutral parties.
- b. If the Association is not satisfied with the resolution proposed at this level, the Association shall, within ten (10) working days following the decision of the third party neutral, notify the General Counsel in writing of the request to move the grievance to Level Four, Arbitration.

4. Level Four – Arbitration

- a. An impartial arbitrator shall be promptly selected by the parties to decide the matter. If they cannot agree as to the arbitrator, the arbitrator shall be selected in

accordance with the rules and procedures of the American Arbitration Association or the Michigan Employment Relations Commission.

- b. The power of the arbitrator shall be limited to the interpretation or application of the express terms of this Agreement, and they shall have no power to alter, add to or subtract from the terms of this Agreement as written. The decision of the arbitrator shall be final and binding on all parties.
- c. Issues, witnesses, and documents presented at arbitration shall be limited to those issues, witnesses, and documents that have been disclosed to both parties no later than sixty (60) days in advance of arbitration. The party presented with the new information shall have thirty (30) days thereafter to identify additional issues, witnesses and documents in response. The goal is to ensure that both parties have full knowledge of all relevant information in advance of arbitration to make informed decisions regarding settlement.
- d. The fees and expenses of the arbitrator shall be shared equally by the College and the Association.

D. TIME LIMITS

No grievance or claim shall be processed unless initiated and carried to the next step within the time provided herein or as extended by mutual agreement.

E. DEMOTION AND DISCHARGE

In the event a faculty member with College-granted tenure is demoted or discharged, the process of the Teacher Tenure Act shall apply. The arbitrator shall, to the extent possible, act as if they were sitting on the State Tenure Commission and shall render their decision on the same basis and using the same standards as those applied by the State Tenure Commission.

Any probationary faculty member not on a continuing contract shall be employed for the ensuing year unless notified (in writing) at least sixty (60) days before the close of the academic year that their services will be discontinued.

F. NON-GRIEVABLE ITEMS

The following matters shall not be the basis of any grievance or claim filed under the procedure outlined in this Article:

1. The termination of services or failure to reemploy any probationary teacher.
2. The Preamble.

G. DISCIPLINE

The following provisions apply to all discipline, including discipline addressed in Articles 4D, 6G, 10E, and the Administrative Investigation MOU:

1. Disciplinary action will be based upon the standards of just cause.
2. Reasonable Policy or Rule: The rule or policy violated will be reasonably related to the orderly, efficient, and safe operation of the College.
3. Discipline will be progressive in nature and intended to correct behavior. When the nature of the offense warrants, discipline up to and including discharge may be imposed for a first offense.

4. In any investigatory interview with an employee, the employee will be afforded the opportunity to have an Association representative present. This shall apply only to the faculty member who is the subject of the disciplinary investigation. The administration will offer the faculty member who is the subject of the disciplinary investigation the opportunity to have a union representative present during the investigatory interview. The union member may decline.
5. At the discretion of administration, Association representatives may be invited to be present during investigatory interviews with faculty members who are not the subject of the investigation.
6. If a faculty member requests representation in an investigatory interview, the College will allow an Association representative to be present.
7. If an Association member is not the person who is the subject of a disciplinary interview but makes a statement during an interview that upon further questioning could lead to their discipline, the administrator will stop the interview and advise the Association member of their right to Association representation.

ARTICLE 11 - NO STRIKE CLAUSE

A. NO STRIKE

During the term of this Agreement, neither the Association nor any persons acting in its behalf nor any individual faculty member will cause, authorize, support, or take part in any strike (i.e., the concerted failure to report for duty, or the concerted absence of faculty members from their positions, or concerted stoppage of work, or abstinence in whole or part from the full, faithful, and proper performance of the faculty members' duties of employment).

B. DISCIPLINE OR PENALTIES

Willful violation of this Article by any faculty member or group of faculty members will constitute just cause for discharge and/or the imposition of discipline or penalties. Nothing contained herein shall restrict the College in the exercise of any rights granted to it by law in connection with the violation of any of the provisions of this Article.

C. VIOLATION

Violation of any terms, sections, or provisions of this Agreement by any faculty member or members shall constitute just cause for disciplinary action up to and including discharge.

ARTICLE 12 - LAYOFF, RECALL, AND NEW POSITIONS

A. LAYOFF

For reasons of over-staffing, the Board may cause the necessary number of faculty members to be laid off without pay and without benefits under the following procedure:

1. The Board shall request and consider voluntary layoffs first.
2. Mandatory layoffs of full-time faculty members, in addition to the above, shall take place in inverse order of seniority within each subject matter discipline or a department/academic area plan that is accepted by both the Association and the College.
3. Notice of layoff of full-time faculty members shall occur no less than sixty (60) days prior to the end of the College's fiscal year.
4. In the event the College administration elects to remove an academic program, the Board shall provide a sixty (60) day layoff advance warning to faculty members affected by such removal.

Should a Job Training external funding source withdraw funding with less than sixty (60) days' notice, the Job Training faculty member affected by such program removal will receive a minimum of fourteen (14) days' notice.

5. A part-time/adjunct faculty member may be employed so long as no qualified full-time faculty members are on layoff. Divisional or Department/Academic Area precedent(s) will be used to determine qualification.

B. RECALL

1. Recall shall be within subject matter discipline but in inverse order of the faculty placed on the mandatory layoff list (full-time faculty) and followed by recalling those faculty members who were placed on the voluntary layoff lists or by implementing a department or academic area plan that is accepted by both the Association and the Board.
2. Within five (5) working days of receipt of notice of recall, the faculty member must notify Human Resources in writing of acceptance of recall. Failure to do so results in loss of right to reemployment.
3. Faculty on layoff are responsible for providing Human Resources written notice of the telephone number and address to which notice of recall is to be made.
4. No new faculty member shall be appointed while there are available faculty members on the layoff list qualified to fill the vacancy and provided the recalled faculty member reports to their assignment within fifteen (15) calendar days from the date of recall notification or unless otherwise mutually agreed to by the parties involved.

The College may temporarily cover the faculty member's duties during this fifteen (15)-day period.

5. Upon recall all credit and benefits to the faculty member in effect at the time of the layoff shall be reinstated.

C. NEW POSITIONS

The following procedure will be in effect when new position(s) within the bargaining unit are established during this Agreement:

1. The College will develop a job description and wage rate for the new position.

2. The job description and wage rate, as developed by the College, will be explained to the Association's representative. The rate may be installed without agreement subject to adjustment as provided below.
3. When a wage rate for a new position is installed, the faculty member affected may, at any time within ninety (90) days from receipt of the job description and rate, file a Type B grievance alleging that the classification is improperly described and/or that such new rate does not bear a fair wage relationship to the wage rate structure in this agreement. Such grievances shall be adjusted under the grievance procedure of this Agreement. If such grievance is settled at any step of the grievance procedure, the settlement shall be effective as of the date when the faculty member was assigned to the new position.
4. The College will notify in writing the chief negotiator and all officers of the Association of all job openings at the College.

D. LAYOFF PROVISIONS UNIQUE TO JOB TRAINING

The following interpretation of 12.A and 12.B contract language shall apply regarding the elimination of instructor position(s) in Job Training.

When the elimination of a full-time Job Training Instructor position is deemed necessary by administration, the provisions of Article 6-General Working Conditions (and other provisions as noted) shall be applied as follows:

1. The Board will request and consider voluntary layoffs first.
2. The Provost will determine the positions to be eliminated. Consistent with Article 12-Layoff, Recall & New Positions, Sections 2 and 4, the lowest senior individual in that position shall be informed of the position elimination and reassigned to another instructor position at Job Training if a position exists that the individual has the seniority, experience, and qualifications to perform satisfactorily.
3. If the reassignment results in another Job Training Instructor to be displaced from their position, then that displaced individual will be informed and reassigned as indicated in 2 above.
4. If there are no positions remaining in Job Training and/or the individual displaced does not have the qualifications to be reassigned to another Job Training Instructor position, the Provost shall determine if the individual has the qualifications to instruct available courses prior to the hiring of any part-time/adjunct faculty, consistent with Article 12A.5.
5. Reassignment will be based on qualifications and course availability. Article 3.F Article 6.C.3 and Article 6.C.7 shall be applied.
6. Individuals will carry their seniority in accordance with Article 6.D.4.
7. In the event a displaced Job Training Instructor does not have the necessary qualifications to hold a full-time Job Training Instructor position or be assigned to another faculty position within the jurisdiction of the Association contract (per Article 6.B.7), that individual will be considered laid off, in accordance with Article 12.A.3.

ARTICLE 13 – MISCELLANEOUS

A. AGREEMENT COPIES

This Agreement shall be made available online to all faculty members. Copies of this Agreement, at the expense of the College, will be provided upon individual request. Requests should be made to Human Resources.

B. CONTRARY TO LAW

If any provisions of this Agreement or any application of this Agreement is found to be contrary to law, such provisions or applications shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. At the request of either party, the invalid practice is subject to negotiations.

C. PRIOR AGREEMENTS

Both parties, at this time, have made every attempt to incorporate all past memos of understanding into this agreement. Both parties agree to review any memos of understanding that may be discovered subsequent to the signing of this contract for incorporation into the agreement.

D. FACILITIES PRIORITY

The College's program shall have first priority in the use of facilities normally assigned for College use.

E. TUBERCULIN SKIN TESTS AND/OR X-RAYS, TESTS, AND INOCULATIONS

If a tuberculin chest x-ray and/or a tuberculin skin test is/are required by law, the College will reimburse each faculty member for the cost.

The College shall provide, at no cost to each faculty member, all medical tests and inoculations required or recommended by a recognized government health agency if necessary to carry out job responsibilities.

ARTICLE 14 – NEGOTIATIONS

A. RE-NEGOTIATION

Re-negotiation of this agreement for the subsequent years shall commence no later than June 15, 2025. Such negotiations shall include, but not be limited to, the subjects covered by this Agreement and any other matters mutually agreed to be negotiable by the parties. Any agreement shall be reduced to writing and signed by the Board and the Association.

B. IMPASSE

If the negotiations described in section A above have reached an impasse, the procedure described in Act 379 and its amendments of the Michigan Public Acts of 1965 will be followed.

C. AGREEMENT

This Agreement incorporates the agreement reached by the parties on all agreed issues which were subjects of negotiation. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within knowledge or contemplation of either or both of the parties at the time they negotiated or signed this agreement.

D. CONTROL

Neither the Board nor the Association shall have any control over the selection of the bargaining representatives of the other.

E. SPECIAL CONFERENCES

The Association and the College agree to use special conferences between the administration and the Association, to be held at regularly scheduled times and at other times as needed. The agenda of special conferences will be mutually agreed to by both parties. If these special conferences result in mutual agreement to amend the contract, such amendments will be reduced to writing and signed by both parties.

**ARTICLE 15 – PROVISIONS UNIQUE TO TRAINING SOLUTIONS
FACULTY**

A. ADDITIONAL COMPENSATION FOR BILLABLE SERVICES FOR HALF-TIME TRAINERS

1. Compensation for additional billable services will be paid at a rate found in Appendix B-22 per contracted billable hour.
2. The amount to be paid for additional billable services will be calculated as follows:
 - a. The compensation calculation will be conducted each quarter (based on the fiscal year).
 - b. The calculation will be based on the number of weeks in the quarter multiplied by eleven (11) hours, which is the expected number of billable services per week.
 - c. The number of billable service hours greater than expected hours of billable services (e.g., one hundred forty-three [143] hours), if greater than zero, will be paid at the appropriate rate in Appendix B-22.
 - d. The compensation for additional billable services provided will be processed at the beginning of the following quarter and included no later than the second pay period of that quarter.
 - e. All compensated non-work time (e.g. vacation, bereavement, sick time, etc.) will equate to two and two tenths (2.2) hours of “expected hours of billable services” referenced in A.2.b. The intent is that no half-time trainer will be penalized financially for the appropriate use of compensated non-work time.

B. NON-COMPETITION

1. The faculty members in both the full-time and the half-time positions shall not compete with the services of Training Solutions. These trainers shall not enter into agreement to provide services to existing customers of Training Solutions that may be in competition with those services offered by Training Solutions. Existing customers are defined as any employer, organization, or individual that has purchased services from Training Solutions during the previous year. This non-compete agreement does not preclude the full- or half-time trainer from entering into an employment or contractual relationship to provide services that are not instructional or consultative in nature.
2. The faculty member agrees that for a period of six (6) months after the faculty member’s employment has been terminated for any reason, regardless of whether the termination is initiated by the College or the faculty member, the faculty member will not directly or indirectly, solicit or provide similar training or consultative services to any entity who is or was a customer of Training Solutions during a period of one (1) year prior to the termination of the employment of the faculty member, unless the faculty member establishes written proof of a pre-established client-vendor relationship. The faculty member agrees not to solicit or provide training or consultative services to such customers on the faculty member’s own behalf or on the behalf of any other entity.

C. CONDITIONS OF WORK

1. Hours of Availability

The purpose of these positions is to be available when the customer needs training. Training may be conducted at any time during the week (i.e., days, nights, and weekends) depending on customers’ needs.

2. Notification of the Customer-Focused Work Schedule for the Half-Time Trainer Position.
 - a. The College will provide thirty (30) days' notice of the half-time trainer's billable services schedule.
 - b. Adjustments within the thirty (30)-day period will be by mutual agreement.
 - c. Office hours will be scheduled by mutual agreement.

3. Resignation of Position.

The College requests that thirty (30) days' notice be provided in the event that the trainer (full-time or half-time) chooses to separate from the College.

4. Combination with Other Work.

The half-time trainer position shall not be combined with other work at the College to create a full-time position without the mutual approval of the College and the Association.

5. If qualified, half-time trainers shall be interviewed for full-time positions for which they apply.

6. The Training Solutions trainers (full-time and half-time) shall follow the Job Training calendar with the understanding that billable services may be scheduled on prep days.

D. BENEFITS

Same as Article 7 except for Articles 7.E.2, 7.E.3, 7.E.4, 7.L, 7.M, and 7.N.

E. EVALUATION

Full-time Training Solutions Faculty use the Evaluation system in Article 17.

ARTICLE 16 - PROVISIONS UNIQUE TO INSTRUCTIONAL LABORATORY COORDINATORS AND TUTORIAL COORDINATORS

A. CONTRACT PROVISIONS AND ARTICLES

The following contract provisions and articles are applicable to Tutorial Coordinators and Instructional Laboratory Coordinators.

1. Articles 1, 2, 4, 5, 8, 10, 11, 13, 14, 17
2. Article 3 except for Art 3.L (Department Head)
3. Article 6 – General Working Conditions

A. Calendars – See Appendix A

B. Workload (Replacement)

- 1) Tutorial Coordinators are accountable for the effective operations of the labs. Tutorial Coordinators must be available for meetings called for by the Associate Dean between 8am to 5pm, Monday through Friday.
- 2) Tutorial Coordinators will submit their schedules for a minimum of forty (40) hours/week to the Associate Dean. Any changes are best effected through collaboration with the final approval from the Dean.
- 3) Workload for Instructional Laboratory Coordinators and Applied Music Laboratory Coordinators will follow the current pattern.

C. Conditions: C.1, C.3, C.4, C.6, C.8.

D. Seniority

G. Overload: G.1, G.2, G.3, G.7, G.9

G.4 shall apply with the following modification:

- 1) Instructional Laboratory Coordinators will be assigned to the department consistent with the instructional labs in which they work. Instructional Laboratory Coordinators shall be eligible to select overload assignments at Level 2 of Article 6.G.4.
- 2) Tutorial Coordinators shall be eligible to select Overload assignments at level 3 of Article 6.G.4.
- 3) An overload assignment may be selected only if it begins and ends outside of the faculty member's scheduled workday. Exceptions to this may be made only with prior written approval of the supervisor.

I. Intellectual Property applies with the following modification:

Plans and materials created for necessary support of lab operations are the shared property of the College and the faculty member.

4. Article 7 – Salary, Wages, and Benefits

A. Salary Schedules – See Appendix B (Applies with this addition)

In addition to their base salary, an Instructional Laboratory Coordinator and Tutorial Coordinator whose salary is at or above the highest salary step shall receive an annual non-cumulative stipend equal to the percentage increase in the salary schedules times their salary.

D. Longevity (Replacement)

- 1) A service longevity payment shall be provided to each employee based upon the total number of longevity years earned from the College and Grand Rapids Public Schools prior to July 1, 1991.
- 2) Employees hired and reporting to their position prior to December 31 of any fiscal year shall receive credit for one (1) year of service that fiscal year on the following July 1.
- 3) Effective July 1, 2002, all longevity service payments will be spread out over twenty-six (26) pay periods.
- 4) Employees working less than thirty-two and one half (32.5) hours per week will have their longevity prorated.
- 5) Employees hired on or after June 30, 2002 shall receive the following longevity compensation.

Employment Years	Compensation
Completed 5 years	\$363
Completed 10 years	\$559
Completed 15 years	\$838
Completed 20 years	\$1118
Completed 25 years	\$1677

- 6) Employees hired before June 30, 2002 shall receive the following longevity compensation:

Employment Years	Compensation
Completed 5 years	\$559
Completed 10 years	\$1341
Completed 15 years	\$2124
Completed 20 years	\$2906
Completed 25 years	\$3688
Completed 30 years	\$4471

E. Travel Time and Mileage Reimbursement

F. Salary Schedule Credit

I. Salary for Extra Work

N. Holiday Pay (for hourly employees)

O. Payroll (Replacement)

Tutorial Coordinators and Instructional Laboratory Coordinators base salary (step from salary schedule and longevity service) will be paid in approximately equal

payments beginning no later than the first pay date that includes the faculty member's starting date of employment and every two (2) weeks thereafter.

A faculty member with a contract length of fewer than fifty-two (52) weeks per year may select to be paid over twenty-six (26) pay periods provided Internal Revenue Service regulations allow such dispersion. Hourly faculty shall be paid longevity increments as a lump sum payment the first date in December.

P. Insurance

Q. Payroll Deductions

R. GRCC Tuition Reimbursement

S. Parking – 7.S shall apply with the following modification:

Tutorial Coordinators and Instructional Laboratory Coordinators whose primary worksite is the downtown campus and who wish to park on campus will pay for parking at the rate of ten dollars (\$10) per month for eight (8) months (September through April).

T. Automobile Vandalism and/or Theft

U. Tuition Reimbursement

V. Professional Expenses – 7.V shall apply with the following modification:

These funds must be used to meet the goals of each faculty member's Professional Development Plan.

W. Assault

X. Retirement Pay

Y. Wellness

5. Article 9 – Leaves of Absence with Pay

A. Sabbatical Leave

B. Sick Leave or Bereavement: B.1.a., B.1.b., B.1.c., B.1.d., B.1.e., B.1.f., B.1.g., B.1.h., B.1.i., B.1.j., and B.2 shall apply with the following modifications:

9.B.1.c. shall apply with the base salary defined as the sum of the faculty member's salary schedule step and longevity service.

9.B.1.d. shall apply to forty-four (44) week Instructional Laboratory Coordinators and thirty-two (32) week Tutorial Coordinators.

Fifty-two (52) week Tutorial Coordinators shall receive the following bereavement paid leave days:

Family Member	Days
Immediate family (in-state)	5 days
Immediate family (out-of-state)	7 days
Other relatives	3 days
Friends	3 days

C. Other Leaves: C.1, C.2, C.4

C.3 shall apply with the following modification:

Conference leave days shall require approval if (a) they do not meet the goals of the faculty member's Professional Development Plan, or (b) the request exceeds the allowable days.

D. Personal Business Leave: D.1, D.4, D.5, D.6, D.7, and D.8.

D.2.: Instructional Laboratory Coordinators may take a maximum of two (2) days per contract year (which may be used during the Summer session if the faculty member has an assignment) for personal business leave.

Tutorial Coordinators may take a maximum of three (3) days per contract year for personal business leave.

Personal business leave days shall not be deducted from the faculty member's sick leave bank.

E. Vacation: E.1, E.3, E.4, E.6, E.7

E.1 Entitlement

Forty-four (44) week Instructional Laboratory Coordinators and Tutorial Coordinators shall receive prorated vacation based on Article 9.E.1.

Fifty-two (52) week Tutorial Coordinators:

Years of Employment	Vacation Days
During 1st year of employment	10 days/year prorated based on date of hire
1- 5 years completed	19 days/year
6-10 years completed	24 days/year
11-15 years completed	26 days/year
16-20 years completed	29 days/year
21 + years completed	31 days/year

F. Sick Leave Bank

6. Article 12 - Layoff and Recall 12.C shall apply

Layoff and Recall: For reasons of overstaffing, the Board may cause the necessary number of Tutorial Coordinators and Instructional Laboratory Coordinators to be laid off without pay and without benefits under the following procedure:

- a. The Board shall request and consider voluntary layoffs first. Voluntary layoffs will be requested from the classification and discipline that is determined by the Board to be overstaffed.
- b. Tutorial Coordinators and/or Instructional Laboratory Coordinators will be laid off in inverse order of seniority within their classification and within their disciplines.
- c. Notice of layoff of Tutorial Coordinators and/or Instructional Laboratory Coordinators shall occur no less than sixty (60) days prior to the end of the College's fiscal year.

- d. If any Tutorial Coordinator or Instructional Laboratory Coordinator is laid off from a current position, as identified, above, the individual(s) notified of layoff shall have the following rights:
- 1) Recall rights per the relevant provisions of this article.
 - 2) At the option of the Tutorial Coordinators and/or Instructional Laboratory Coordinators on layoff, they shall be assigned up to fifteen (15) contact hours (twelve [12] for composition instructors) before the provisions of Article 6.G are implemented for the next academic year semester following layoff under the following circumstances:
 - a. Courses for which the Tutorial Coordinator or Instructional Laboratory Coordinator is qualified to perform must be available.
 - b. If fifteen (15) contact hours (twelve [12] for composition instructors) are available, the Tutorial Coordinator or Instructional Laboratory Coordinator on layoff shall be compensated for this work at the greater of either (1) the current wage on the thirty-two (32)-week Tutorial Coordinator or Instructional Laboratory Coordinator scale subject to annual adjustments or (2) the appropriate rate set forth in Appendix B-21.

They will receive full benefits of a full-time Tutorial Coordinator or Instructional Laboratory Coordinator and will be obligated to hold five (5) office hours per week.
 - c. If fifteen (15) contact hours (twelve [12] for composition instructors) are not available, the Tutorial Coordinator or Instructional Laboratory Coordinator on layoff shall be assigned the maximum number of contact hours available and shall be compensated for this work at the greater of either (1) the prorating of their current wage on the thirty two (32)-week Tutorial Coordinator or Instructional Laboratory Coordinator scale or (2) the appropriate rate set forth in Appendix B-21.

Benefits will be prorated based on fifteen (15) contact hours (i.e., fifteen [15] contact hours = one hundred percent [100%] or twelve [12] contact hours = one hundred percent [100%] for composition instructors).
 - 3) Tutorial Coordinator or Instructional Laboratory Coordinator on layoff shall maintain their overload selection option referenced in Article 6.G.4.
 - 4) This provision is effective for the number of semesters the Tutorial Coordinator or Instructional Laboratory Coordinator has been employed with Grand Rapids Community College up to a maximum of ten (10) semesters or retirement, whichever occurs first. The provisions of Article 6.C.7 shall not apply. The assigning of fifteen (15) contact hours (twelve [12] contact hours for composition instructors) for more than three (3) semesters shall not obligate the College to create a full-time faculty position for the employee on layoff.
 - 5) The administration reserves the right to reduce the number of semesters if there is evidence of poor teaching performance.
- e. Individuals must return to positions if recalled. A refusal to return to recall will be deemed a resignation of employment.

- f. Recall shall be within the classification and discipline in inverse order of the Tutorial Coordinator or Instructional Laboratory Coordinator placed on the mandatory layoff list and followed by recalling those Tutorial Coordinators or Instructional Laboratory Coordinators who were placed on the voluntary layoff lists.
- g. Within five (5) working days of receipt of notice of recall, the faculty member must notify Human Resources in writing of acceptance of recall. Failure to do so will result in loss of right to re-employment.
- h. Faculty members on layoff are responsible for providing Human Resources notice of the telephone number and address to which notice of recall is to be made.
- i. No new Tutorial Coordinator or Instructional Laboratory Coordinator within the discipline of a Tutorial Coordinator or Instructional Laboratory Coordinator on layoff shall be appointed while there are available Tutorial Coordinators or Instructional Laboratory Coordinators on the layoff list who are qualified to fill the vacancy and provided the recalled Tutorial Coordinator or Instructional Laboratory Coordinator reports to their assignment within fifteen (15) calendar days from the date of recall notification or unless otherwise mutually agreed to by the parties involved.

In the event the Tutorial Coordinator or Instructional Laboratory Coordinator is teaching classes at the time of recall, they will be allowed to return to their Tutorial Coordinator or Instructional Laboratory Coordinator assignment at the conclusion of that semester.

The College may temporarily cover the Tutorial Coordinator or Instructional Laboratory Coordinator duties during the fifteen (15)-day period or until the conclusion of the semester.

- j. Upon recall, all credit and benefits to the Tutorial Coordinator or Instructional Laboratory Coordinator in effect at the time of layoff shall be reinstated.

ARTICLE 17 – EVALUATION SYSTEM

Grand Rapids Community College evaluation system for full-time classroom faculty, Counselors, Librarians, Job Training faculty, and Tutorial Coordinators.

The document explains the Faculty Evaluation System (FES) at GRCC and is designed to support tenure-track faculty in the development and maintenance of documentation to be used in the application of a faculty member for tenure, rank and, when eligible, step progression.

A. PHILOSOPHY OF THE FACULTY EVALUATION SYSTEM

The purpose of the Faculty Evaluation System at Grand Rapids Community College is to promote excellence in the teaching and learning process. Faculty evaluation at GRCC is intended as a collegial process.

The comprehensive Faculty Evaluation System includes multiple measures of assessment designed to provide faculty with the essential information they need to achieve excellence in the teaching and mentoring of learners. The Faculty Evaluation System promotes excellence by rewarding exemplary faculty and by providing the means of individual professional development, resulting in improved student learning and institutional quality.

Part of the College's commitment to educational excellence is to recruit and retain highly qualified faculty. The College also recognizes that faculty who do not meet acceptable levels of performance and who fail to improve those levels of performance will not be retained.

The underlying assumption of the Faculty Evaluation System at GRCC is that it is a collegial system with collective responsibility for excellence in teaching and learning shared by each colleague in the academic department and College. Tenure, step progression, and promotion are the acknowledgements by one's colleagues of an individual's readiness to move forward to the next level of performance and responsibility.

The following describes the tenure, step progression, and promotion process, how acceptable levels of performance are determined, how information gained from performance evaluation is utilized, and how faculty can improve levels of performance.

B. DEFINITIONS AND COMPONENTS OF THE FACULTY EVALUATION SYSTEM

1. Satisfactory Standards for Employment (SSE)

This term describes the standard that each full-time tenured faculty member at GRCC has to meet in order to maintain ongoing employment.

The following standards must be met every year.

Category of Teaching	Annual Satisfactory Standards
Teaching	<ul style="list-style-type: none">• All Teaching Observations completed (see later explanations of requirements for each rank)• All Student Evaluations distributed by administration• One (1) project to assess student learning
Professional Development	<ul style="list-style-type: none">• Nine (9) clock hours per academic year – faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer

Category of Teaching	Annual Satisfactory Standards
Student Service	<ul style="list-style-type: none"> ● Participation in departmental advising plan each academic year – faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer. ● May include other activities, examples of which are included in the category and activity chart in this Article.
College Service	<ul style="list-style-type: none"> ● Fifteen (15) clock hours of service per academic year – faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer
Additional Responsibilities:	<ul style="list-style-type: none"> ● Grades are reported by contractual deadlines ● Keeping accurate student academic records ● Holding required office hours ● Making a reasonable effort to participate in meetings related to their teaching function as scheduled by their Dean, Department Head or Program Director provided they are scheduled during a normal work day and academic year ● Meeting classes during the time scheduled and for the appropriate length of time required by the Collective Bargaining Agreement ● Attending Commencement (Job Training faculty must specifically attend Job Training Commencements) ● Attending Opening Day and School Meetings ● Participating in Faculty Learning Day ● Participating in Department/Program Faculty Instructional/Professional Development ● Make reasonable accommodations as approved by Disability Support Services to meet students' needs in compliance with the Americans with Disabilities Act (ADA) ● Follow College policy on the Family Educational Right to Privacy Act (FERPA) ● Participate in mandatory compliance training <p>Some of the above-mentioned responsibilities are exempt for leaves of absence, vacation, school cancellations, and sick days</p> <p>The above-mentioned Additional Responsibilities must be substantially met each year.</p>

A faculty member who fails to meet SSE's in a given year will receive written notice of substandard performance. A faculty member who fails to meet SSE's for a second year (consecutive or not) will receive a second written notice of substandard performance, be

put on a Performance Improvement Plan, and may be denied overload teaching assignments. A faculty member failing to meet SSE's for a third year (consecutive or not) may be terminated, regardless of whether an administrative investigation has been conducted into performance deficiencies. Termination is subject to section H. APPEALS PROCESS of this document.

*Important Note regarding Release Time and Equated Overload: For SSEs, Yearly Distribution Requirements, tenure, step progression, and promotion, faculty may not count activities for which they receive equated overload. Faculty may count activities performed for release time toward their SSEs, Yearly Distribution Requirements, tenure, step progression, and promotion.

2. Yearly Distribution Requirements (YDR)

This term describes the standard that each full-time non-tenured and temporary faculty member at GRCC has to meet in order to maintain ongoing employment. They are also the standard that each tenured faculty member has to meet to achieve step progression and progress in rank. The following standards must be met every year. Tenured faculty must indicate each year on their Faculty Performance Evaluation form whether they are seeking to satisfy the SSE's or pursue step progression and/or promotion.

Category of Teaching	Annual Satisfactory Standards
Teaching	<ul style="list-style-type: none"> ● All Teaching Observations completed (see later explanations of requirements for each rank) ● All Student Evaluations distributed by administration ● One (1) project to assess student learning
Professional Development	<ul style="list-style-type: none"> ● Nine (9) clock hours per academic year – faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer
Student Service	<ul style="list-style-type: none"> ● Participation in departmental advising plan each academic year – faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer. ● May include other activities, examples of which are included in the category and activity chart in this Article.
College Service	<ul style="list-style-type: none"> ● Thirty (30) clock hours of service per academic year - faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer
Substantive Project	<ul style="list-style-type: none"> ● A minimum of one (1) substantive project each year
Additional Responsibilities:	<ul style="list-style-type: none"> ● Grades are reported by contractual deadlines ● Keeping accurate student academic records ● Holding required office hours ● Making a reasonable effort to participate in meetings related to their teaching function as scheduled by their Dean, Department Head or Program Director provided

Category of Teaching	Annual Satisfactory Standards
	<p>they are scheduled during a normal work day and academic year</p> <ul style="list-style-type: none"> ● Meeting classes during the time scheduled and for the appropriate length of time as required by the Collective Bargaining Agreement ● Attending Commencement (Job Training faculty must specifically attend Job Training Commencements) ● Attending Opening Day and School Meetings ● Participating in Faculty Learning Day ● Participating in Department/Program Faculty Instructional/Professional Development ● Make reasonable accommodations as approved by Disability Support Services to meet students' needs in compliance with the Americans with Disabilities Act (ADA) ● Follow College Policy on the Family Educational Right to Privacy Act (FERPA) ● Participate in mandatory compliance training <p>Some of the above-mentioned responsibilities are exempt for leaves of absence, vacation, school cancellations, and sick days</p> <p>The above-mentioned Additional Responsibilities must be substantially met each year.</p>

3. Tenure

Tenure is a status conferred upon a faculty member after a probationary period, assuring them of the permanency of their employment at the College. The purpose of tenure is to ensure quality and excellence of instruction through rewarding creative and effective teaching and guaranteeing faculty members that they will not be dismissed for anything other than just cause or a reduction in the number of faculty required to deliver the College's academic programs.

A faculty member is eligible to apply for tenure after completing three full years of qualifying full-time service at Grand Rapids Community College. This is defined as a minimum of six (6) full semesters in three (3) academic years. Application for tenure is not optional. A faculty member undergoes the tenure review process in their fourth year of employment, and tenure is granted or denied at the end of the fourth year of employment.

A faculty member who is not awarded tenure will be terminated at the completion of the academic year during which tenure was considered (year four [4]). Tenure decisions are final and not subject to an appeal or grievance process.

4. Faculty Rank for Eligible Faculty

Faculty Rank refers to a progressive series of titles assigned to a faculty member in recognition of the faculty member having demonstrated sustained performance meeting expectations in a specific number of categories in the faculty member's current rank.

GRCC employs a three (3)-tier rank system of Assistant Professor, Associate Professor, and Professor. Application for rank beyond tenure is optional. SSEs must always be met, regardless of application for rank or not.

Faculty members on a Performance Improvement Plan may not apply for rank.

Tutorial Coordinators, Instructional Lab Coordinators, and ECLL faculty are not eligible for rank beyond tenure.

5. Step Progression

In order to move up each step on the salary schedule, faculty must meet Yearly Distribution Requirements and may not be on a performance improvement plan. At steps correlating with tenure and rank, faculty members must also apply and be approved for tenure or rank to continue to move on the step schedule.

SSEs must always be met, for continued employment per the terms of this contract, regardless of step progression.

6. Performance and Professional Development Annual Plans

On an annual basis, the faculty member must develop performance and professional development plans which are recorded on the Faculty Performance Evaluation (FPE) Form. The SSEs, YDRs, and the other requirements needed to maintain employment, achieve tenure, step progression, and rank should be encompassed in the plans; in fact, plans should be chosen carefully to ensure adequate attention to the requirements for ongoing employment, tenure, step progression and promotion. Plans also should have clearly defined outcomes and meet an identified need of the department, School, College, or individual faculty member's professional growth.

These plans are to be established collaboratively among the faculty member, appropriate Department Head or Program Director, and appropriate Associate Dean. Every attempt should be made to come to an agreement on plans. In the event that these three (3) persons cannot agree, the plan will be approved if two (2) of the three (3) parties agree. If the plan does not meet the SSEs or relevant category requirements specified in this document, the Associate Dean may send the document back to the faculty member and Department Head/Program Director to remedy the shortcoming(s).

7. Faculty Performance Evaluation

Annual Faculty Performance Evaluations are a vital component of the faculty member's evaluation process and professional portfolios. The FPE documents that a faculty member has met a satisfactory standard of performance. The FPE also is to be used to summarize the faculty member's progress and achievements toward tenure and promotion. It includes the faculty member's documentation and assessment of their achievement of stated annual plans. Annual evaluations include the Department Head/Program Director's comments and signature.

The administration will develop a calendar with due dates for the elements of the evaluation system and publish it to faculty no later than June 30 for each fiscal year of the Contract. These dates must be within each faculty member's contract year.

Completed evaluations are forwarded to the appropriate Associate Dean for final approval. Deans and the Provost also receive copies of each evaluation form, and copies are maintained in the faculty member's Human Resource File. Approved copies of Faculty Performance Evaluations become important documentation for the portfolios

required for tenure and promotion, as well as for step progression increases between promotions and after attainment of the rank of Professor.

8. Faculty Observation Report

The Faculty Observation Report Form corresponds to a list of behaviors associated with instructional performance. Faculty observations are to be conducted by the faculty member's Department Head or Program Director, colleagues, and Associate Dean, as appropriate (see additional information below). Instructional activities to be observed include modes of instruction appropriate to the faculty member's group (classroom faculty, Librarians, Advisors, etc.) Examples include classroom instruction, laboratory and clinical instruction, and web-based instruction.

Faculty members will offer their evaluators at least three (3) different class periods from which the evaluator can choose to come and observe.

Full-time faculty observations will be conducted as follows:

a. Pre-tenure:

- 1) A tenure-track faculty member will be observed once per semester.
- 2) One (1) observation per year will be performed by the appropriate administrator and one (1) will be performed by the appropriate Department Head/Program Director or peer. The administrator will meet with the faculty member to discuss their observations and student evaluations.
- 3) A written observation report by the observer is required. The report will include a syllabus review for classroom observations. A written reflection by the pre-tenure faculty member is required.

b. Post Tenure:

- 1) A tenured faculty member will be observed once every other academic year.
- 2) Tenured faculty may choose their observer. Observers must be a Department Head/Program Director, Associate Dean or a full-time faculty peer.
- 3) A written observation report by the observer is required. For classroom observations, the report will include a syllabus review.
- 4) The faculty member being observed may opt to provide a written reflection.

c. Retirement Year:

- 1) No observation will be required in a faculty member's final academic year preceding retirement.

The preceding timelines represent a minimum number of observations to be completed.

9. Student Evaluations

Student Evaluations: Student Evaluations are intended primarily for the individual faculty member's usage to improve quality of instruction and the teaching/learning process. The Student Evaluation Form is designed to provide constructive feedback to the faculty member. A faculty member is encouraged to share and discuss their evaluations with peers, the Department Head/Program Director, and Associate Dean, as a tool to improve instruction. Faculty reflections on student evaluations and their impact upon teaching strategies are to be included in professional portfolios for tenure and promotion in the narrative summary for Teaching. Copies of student evaluations, both the

quantitative results, as well as students' written feedback, are also included in the portfolio and shared each semester with the appropriate Department Head/Program Director and Associate Dean. Unsigned student comments will not be used for discipline but may trigger an administrative investigation. Student evaluations are distributed according to the systems developed by the Provost's Office and Institutional Research and Planning. Faculty may also include other forms of evaluation/feedback in their portfolio narratives and reflections.

- a. All faculty will have all their classes evaluated by students every semester, no matter their rank.
- b. Student Evaluations of Counselors, Advisors, and Librarians:
 - 1) Students receiving counseling or advising services will be provided the opportunity to evaluate Counselors and Advisors every semester, no matter the rank of the Counselor or Advisor.
 - a. During five (5) successive weeks in Fall semesters beginning with the first Monday that classes are in session,
 - b. During five (5) successive weeks in Winter semesters during the last five (5) weeks that classes are in session, including exam week, and
 - c. During five (5) weeks in Summer semesters, including the first two (2) weeks that classes are in session during Summer semesters and during the last three (3) weeks that classes are in session during Summer semesters.
 - 2) Students will be provided the opportunity to evaluate Librarians every semester no matter the rank of the Librarian.
 - a. During five (5) successive weeks in Fall semesters beginning each October 1,
 - b. During five (5) successive weeks in Winter semesters beginning March 1, and
 - c. During five (5) weeks in Summer semesters, including the first two (2) weeks that classes are in session during Summer semesters and during the last three (3) weeks that classes are in session during Summer semesters.

10. The Professional Portfolio

The portfolio for tenure and promotion is discussed in more detail later in this document.

C. PLACEMENT IN AND EXPECTATIONS FOR STEP PROGRESSION, TENURE, AND PROMOTION FOR ELIGIBLE FACULTY

1. Initial Placement on step schedule

Initial placement on step schedule is made at the time of hire by the Provost after consultation with the appropriate Department Head or Program Director and Dean. New full-time hires, regardless of initial placement, will still need to meet the requirements of the College's tenure process.

2. Eligibility for Step Progression and Promotion

Eligibility for Step Progression:

- a. In order for a non-tenured faculty member to progress on steps within the schedule, they must have:
 - 1) Met the Yearly Distribution Requirements each year (including New Faculty Institute)
- b. In order to be eligible to be considered for step progression or promotion, a faculty member must:
 - 1) Declare their intention to seek promotion on their FPE
 - 2) Not be on a Performance Improvement Plan (PIP)
 - 3) Have earned the rank preceding the one for which they are applying

3. Category Requirements for Promotion to Each Rank for Eligible Faculty

The four (4) categories of evaluation for GRCC faculty are Teaching, College Service (including College Service in the Community), Student Service, and Professional Development.

a. Assistant Professor – Pre-tenure

In order to be eligible to achieve tenure, the candidate must submit a portfolio including documentation showing that they have completed the following:

- 1) Met the Yearly Distribution Requirements
- 2) Completed required teaching observations and student evaluation reflection
- 3) Completed four (4) substantive projects
 - a) “Substantive” is defined as taking a minimum of fifteen (15) hours per year to complete; having a clear outcome or product that results from the project; must benefit the department or college; meeting a clear need of the Department or College and having the approval of the faculty member’s Department Head/Program Director and Associate Dean in advance (as part of the annual FPE process)
 - b) Two (2) of the substantive projects are pre-determined for non-tenured faculty:
 - i. New Faculty Institute (must be completed during the first year of employment)
 - ii. Online Hybrid Certification Course

b. Associate Professor or Professor:

In order to be eligible to achieve the rank of Associate Professor or Professor, the candidate must submit a portfolio including documentation showing that they have completed the following:

- 1) Met the Yearly Distribution Requirements
- 2) Completed required teaching observations
- 3) Completed a substantive project for each year the Yearly Distribution Requirements were met

- a) “Substantive” is defined as taking a minimum of fifteen (15) hours per year to complete; having a clear outcome or product that results from the project; must benefit the department or college; meeting a clear need of the Department or College; and having the approval of the faculty member’s Department Head/Program Director and Associate Dean in advance (as part of the annual FPE process).

c. Category Activity Charts

The following charts are intended to provide guidance to faculty members navigating through the promotion/tenure process, as well as to the committees evaluating faculty portfolios. For each category, examples of documentation for the FPE and for the portfolio and focus questions for the narratives required in the portfolio are suggested. The examples provided are not exhaustive and are intended to show some of the primary activities that faculty may be engaged in for each of the categories. It is possible that some activities could logically fall into more than one (1) category, and it would be up to the faculty member to decide in which category to place that activity. However, the same activity cannot be “claimed” in more than one (1) category (i.e., one cannot “double-dip”). For example, giving a presentation as part of Learning Day or leading a workshop for the Center for Teaching Excellence may be counted as College Service or Professional Development, but not both.

A database of approved activities will be maintained by the College, noting what categories of or specific activities are approved for all faculty and what categories of or specific activities are approved for faculty members in certain disciplines or circumstances.

Category	Activities	Documentation to include with FPE or in Portfolio	Focus Questions to assist with Narrative for Portfolio
Teaching	<ul style="list-style-type: none"> ● Planning lessons ● Reviewing/creating/sharing instructional materials ● Writing/maintaining CARPs ● Learning/instructing others in alternative technologies ● Maintaining instructional/lab facilities ● Leading decision-making on instructional/lab facilities ● Participating in/leading curriculum decisions ● Participating in textbook/media selection ● Observing adjuncts ● Creating alternative delivery methodologies ● Arranging practical experiences (clinical, 	<ul style="list-style-type: none"> ● Learning outcomes ● Lesson plans ● Worksheets ● Assignment sheets ● Meeting minutes ● Emails ● Memos ● Curriculum documents ● Department syllabi ● Individual syllabi ● Observation schedules ● Observation 	<ul style="list-style-type: none"> ● How do you plan, create, and deliver instruction? ● How do you share it with others? ● How does what you do benefit other faculty members? ● How are you involved with instructional planning for the whole department? ● How do you assess student learning?

Category	Activities	Documentation to include with FPE or in Portfolio	Focus Questions to assist with Narrative for Portfolio
	<p>practicum, field experience, internship)</p> <ul style="list-style-type: none"> ● Creating tests, quizzes, and alternate forms of assessment ● Communicating progress to students (feedback) ● Completing assessment plans and reports ● Participating on/chairing assessment committees 	<p>reports</p> <ul style="list-style-type: none"> ● Screen shots ● Tests, quizzes, and other appropriate learning activities for assessment of learning ● Assessments of laboratory activities and practical experiences ● Rubrics ● Minutes ● Blackboard screenshots ● Reports 	<ul style="list-style-type: none"> ● What materials/activities have you developed? ● What alternative assessments do you provide? ● How have you contributed to assessment of student learning through your courses, pre-majors, and programs?
<p>College Service, including College Service in the Community. College Service in the Community is service that directly benefits the College.</p>	<ul style="list-style-type: none"> ● Participating in/chairing departmental committees ● Mentoring new faculty ● Assisting/leading in the development, selection, and improvement of curricular material and labs ● Maintaining/creating course CARPs and syllabi ● Participating/leading in the selection of textbooks, etc. ● Recommending modifications to curriculum ● Assisting/leading in development of assessment ● Assisting/coordinating recruitment, retention, and accreditation activities ● Assisting/leading in the interviewing, selection, and orientation of new faculty ● Leading/presenting at 	<ul style="list-style-type: none"> ● Minutes ● Emails ● Memos ● Curriculum documents ● Syllabi ● Assessment materials ● Orientation materials ● Letters ● Observation reports ● Agendas ● Programs ● Reports ● Minutes ● Thank-you notes ● Letters ● Membership 	<ul style="list-style-type: none"> ● What committees have you been on? ● What semester duties do you have? ● Are you a lead instructor? ● What do you provide for other faculty? ● Do you keep department statistics or oversee assessment? ● Are you a liaison with other departments? ● How do you help students in

Category	Activities	Documentation to include with FPE or in Portfolio	Focus Questions to assist with Narrative for Portfolio
	<ul style="list-style-type: none"> department meetings ● Serving as coordinator/lead teacher ● Assisting/leading in community outreach for dept., K-12 initiatives ● Participating in peer mentoring and observation ● Serving on interdepartmental committees ● Acting as a liaison for other departments within the School ● Participating in new faculty programs ● Representing the School in professional, educational, and/or business functions ● Participating in/leading new faculty programs ● Participating in recruitment, retention, accreditation activities ● Serving on College committees ● Participating in College professional development programs ● Representing the College at professional, educational, and/or business functions ● Being involved in community outreach sponsored by GRCC ● Participating in K-12 initiatives ● Presenting/volunteering on Faculty Learning Days ● Presenting/volunteering at College-wide events ● Belonging to professional 	<ul style="list-style-type: none"> cards ● Program cover/session ● Newsletters, articles, title pages ● Press releases ● Photographs 	<ul style="list-style-type: none"> the department? ● What do you provide for other faculty? ● Do you do observations? ● How have you helped the College as a whole? ● How do you interact with the whole College community? ● How have you represented GRCC outside the College? ● What actions have you taken to benefit your profession or others in your profession? ● What professional organizations do you belong to, and how do you serve them? ● Do you represent your profession in any activities? ● How do you assist educators in your area outside GRCC? ● How does your work in the community benefit the

Category	Activities	Documentation to include with FPE or in Portfolio	Focus Questions to assist with Narrative for Portfolio
	<ul style="list-style-type: none"> organizations • Serving on committees/boards of professional organizations • Holding office within professional organizations • Participating in professional research • Volunteering at local, state, and national conferences • Presenting at conferences • Editing/publishing newsletters, journal articles, books • Mentoring outside GRCC • Participating in/organizing department-, School-, or College-sponsored community outreach • Participating in K-12 initiatives • Serving on NSF boards or grant programs • Representing the College at professional, educational, and/or business functions • Coordinating charitable activities on behalf of GRCC • Using your professional expertise to benefit outside constituencies 		<p>College?</p> <ul style="list-style-type: none"> • Have you participated in, organized, or coordinated any activities designed to benefit groups outside higher education?
Professional Development	<ul style="list-style-type: none"> • Joining state and national organizations • Attending workshops, seminars, conferences • Taking courses • Reading journals • Attending college-sponsored events • Attending training/information 	<ul style="list-style-type: none"> • Membership cards • Conference Reports • Grade cards • Subscription payments • Memos • Certificates/licenses 	<ul style="list-style-type: none"> • In what ways have you continued to learn and develop in your field? • What conferences have you attended or courses taken?

Category	Activities	Documentation to include with FPE or in Portfolio	Focus Questions to assist with Narrative for Portfolio
	<p>sessions</p> <ul style="list-style-type: none"> ● Giving presentations ● Serving on committees within professional organizations ● Holding office within professional organizations ● Obtaining/maintaining personal certification/licensure ● Publishing articles, workbooks, lab manuals ● Presenting at a professional conference ● Creating ancillary materials and technology for textbooks ● Writing grant proposals ● Producing college/field-related research projects ● Performing in musical or theatrical presentations ● Exhibiting artwork ● Creating alternative delivery methods for GRCC courses ● Reviewing textbooks ● Editing journals 	<ul style="list-style-type: none"> ● Thank-you notes ● Training Confirmations ● Emails ● Research project ● Letters/ reviews ● Title pages ● Article ● Samples/ screenshots ● Proposal ● Results ● Programs ● Photographs 	<ul style="list-style-type: none"> ● How do you continue to develop as a faculty member? ● What technology have you learned? ● How have you gathered more information about students and their issues? ● How have you maintained your own certification or licensing? ● What have you written for publication? ● What presentations have you given? ● What have you performed in or created as art? ● What multi-media materials have you created? ● What grant proposals have you written? ● What have you reviewed or edited? ● What creative endeavors outside work have you performed?

Category	Activities	Documentation to include with FPE or in Portfolio	Focus Questions to assist with Narrative for Portfolio
			<ul style="list-style-type: none"> • What other work have you done that has resulted in a finished product?
Student Service	<ul style="list-style-type: none"> • Advising/mentoring potential and current students • Assisting students in scheduling • Assisting students in transferring • Assisting students in obtaining internships or scholarships • Preparing students for graduation • Participating in student recruitment and retention • Teaching College Learning Studies courses • Coordinating honors or other programs • Preparing students for licensing exams • Advising student groups • Directing students to GRCC and community resources 	<ul style="list-style-type: none"> • Samples of forms • Lists of students assisted • Transfer flyers • Emails • Programs • Syllabi • Agendas • Flyers • Resource info • Recommendations 	<ul style="list-style-type: none"> • As a faculty member in your department, how do you advise students? • How do you use DegreeWorks to assist students? • What have you done to help students transfer or get licensure? • What student activities do you participate in or oversee? • Have you helped students with projects in your field? • Are you a mentor, either formally or informally?

D. REQUIRED DOCUMENTATION FOR STEP PROGRESSION, TENURE, AND PROMOTION FOR ELIGIBLE FACULTY

1. Faculty Performance Evaluation

This annual form is used to verify the Satisfactory Standards for Employment and Yearly Distribution Requirements are being met, as well as progress being made toward all step progression and toward tenure and promotion. Plans are made at the beginning of each academic year and approved by the faculty member, Department Head/Program Director, and Associate Dean. Documentation showing that plans have been accomplished is submitted by the faculty member to the Department Head/Program Director and Associate Dean at the end of each academic year.

2. Portfolio For Tenure And Promotion

a. Overview

Each faculty member is responsible for maintaining a professional portfolio of documents required for tenure and/or promotion.

The portfolio is considered the principal documentary evidence for tenure review and promotions in rank and is used by all tenure and promotion review committees as the foundation for their deliberations.

The portfolio stands on its own merits, and no additions or changes are allowed after the agreed-upon date.

b. Standard Organization and Presentation of the Portfolio

The organization shown below includes all four achievement categories that may be documented. Portfolios must always document satisfactory standards for employment (contained in the annual Faculty Performance Evaluations), as well as the achievements in the additional categories required at each rank.

Portfolio Format Organization

Cover Page (include name, current rank, Department, and School)

Table of Contents

Section One

1. Letter of Application
2. Teaching and Learning Philosophy Statement/Opening Remarks
3. Faculty Observation Reports
4. Student Evaluations of Instruction

Section Two

- I. Teaching
 - A. Narrative summary
 - B. Documentation
- II. College Service (including service in the community that directly benefits the College)
 - A. Narrative summary
 - B. Documentation
- III. Professional Development
 - A. Narrative summary
 - B. Documentation
- IV. Student Service
 - A. Narrative summary
 - B. Documentation

c. Teaching and Learning Philosophy Statement

The Teaching and Learning Philosophy Statement is an opportunity for faculty members to explain who they are as educators, what they believe about themselves, their disciplines, their students, and how these things are exemplified in their practice. The statement is both inspirational and practical in nature.

d. Narrative Summary

The importance of the Narrative Summary in the portfolio cannot be overstated. The Narrative Summary that begins each category in the portfolio serves to highlight the important contributions faculty members have made in each of the categories. It provides an opportunity for faculty to reflect on their growth as a faculty member based on the activities they have undertaken and feedback they have received in the years covered by the portfolio. It is a way for faculty to explain how they have met the expectations for tenure or promotion. Focus questions noted earlier can assist faculty with formulating the narrative.

e. Documentation

Documentation for each of the categories selected should be supportive of the Narrative Summary for the category. Documentation provides evidence that faculty have met the expectations for tenure and promotion.

E. DECISION-MAKING PROCESSES FOR YEARLY DISTRIBUTION REQUIREMENTS, SATISFACTORY STANDARDS FOR EMPLOYMENT, STEP PROGRESSION, TENURE, PROMOTION

Annual Faculty Performance Evaluation plans are developed collaboratively by the faculty member, their Department Head/Program Director, and the appropriate Associate Dean. In the event that these three (3) persons cannot agree, the plan will be approved if two (2) of the three (3) parties agree. If the plan does not meet the requirements specified in this document, the Associate Dean may send the document back to the faculty member and Department Head/Program Director to remedy the shortcoming(s). Completed Faculty Performance Evaluation forms, with attached documentation, are reviewed, and approved, if satisfactory, by the appropriate Department Head/Program Director, and finally reviewed, approved, and signed, if satisfactory, by the Associate Dean. After this approval, they are shared with the Dean and Provost, and then filed with Human Resources.

This form and process is used to determine the following:

1. Whether or not a faculty member meets the Satisfactory Standards for Employment or Yearly Distribution Requirements
2. Whether or not a faculty member is making acceptable progress toward tenure and promotion

Portfolios are used by faculty members to seek tenure and rank. Portfolios are evaluated by a committee of four (4) members: their Department Head/Program Director, a faculty member in their department or in a closely related department, their Associate Dean, and a faculty member from a College-wide Cohort of Trained Evaluators. This final faculty member may be from a School other than the one from which the faculty member being evaluated hails. The committee member from the faculty member's department (or a closely related one, if a department does not have enough faculty to serve) is chosen by the faculty member being evaluated. The committee member from the College-wide Cohort

is chosen by the Associate Dean. The faculty member being evaluated has one (1) opportunity to “veto” a selection made by the Associate Dean. In the event that a Department Head or Program Director is being evaluated, that faculty member may select another Department Head or Program Director from a closely related department to take their role on the evaluation committee.

Although faculty members from the College-wide Cohort of Evaluators will have more extensive training and potentially serve on multiple committees in a given period, all members of rank and tenure committees will be required to complete training created by the College before they are allowed to serve.

Members of the College-wide Cohort of Evaluators must be approved by their Department Heads and Associate Deans.

Rank and tenure committees will meet to review the portfolios of candidates and vote on their candidacy. In order to be recommended for tenure or subsequent ranks, a faculty member must receive three (3) out of four (4) yes votes. The committee’s recommendation is then forwarded to the Dean of the appropriate School, who makes a recommendation to the Provost, who then makes the final decision on tenure or rank.

In their decision-making process, the Dean and Provost may not call into question plans made by a faculty member and subsequently approved by their Associate Dean. However, the Dean and Provost may question the documentation submitted by the faculty member and the process followed by their committee when making their decisions regarding tenure and rank.

F. ADMINISTRATION AND ASSESSMENT OF THE FACULTY EVALUATION SYSTEM

Oversight of the Faculty Evaluation System will be undertaken by the Provost’s and respective Dean’s Offices, with all completed documents and decisions being housed in Human Resources. This oversight includes the creation of forms associated with evaluation, the setting of deadlines associated with evaluation, the training of new faculty and evaluators in the evaluation process, and other administrative and managerial tasks. This oversight of the System, however, must be consistent with this document and the Collective Bargaining Agreement.

The Association will be provided with copies of the modified forms for information purposes only prior to implementation. The Association may provide feedback on the forms.

G. APPEALS PROCESS

1. Tenure: The termination of services or failure to reemploy any probationary faculty member shall not be the basis for any grievance of claim under Article 10 – Grievance Procedures.
2. Satisfactory Standards of Employment: If a tenured faculty member is terminated for failing to meet SSE for three (3) years (consecutive or not), the termination decision may be appealed through Article 10 – Grievance Procedures.
3. Step Progression Increases: If a faculty member is not granted step progression salary increase, the decision may be appealed to a three (3)-person panel. That panel will consist of an administrator appointed by the Provost, a faculty member appointed by the Association President, and a Department Head/Program Director agreed upon by both the Provost and Association President. This panel will review the documentation provided by the faculty member in support of the step progression to determine whether

the process has been followed and whether the documentation is adequate to meet step progression requirements. The panel's decision will be final.

4. Associate Professor Rank, Full Professor Rank and Step Progression Increases
Following Full Professor: If a faculty member has applied for and been denied rank of associate professor, full professor, or step progression following full professor, the decision may be appealed to a three (3)-person panel. That panel will consist of an administrator appointed by the Provost, a faculty member appointed by the Association President, and a Department Head/Program Director agreed upon by both the Provost and Association President. This panel will review the documentation provided by the faculty member in support of their application to determine whether the process has been followed and whether the documentation is adequate to meet the requirements of the rank or step progression. If a panel denies a faculty member's appeal two (2) consecutive years, the faculty member may appeal the third denial through the parties' grievance procedure (Article 10).

H. HOLD HARMLESS

If a faculty member knows or should know about obstacles that will prevent fulfillment of any requirements of an approved Annual Performance Evaluation Plan due to circumstances beyond that faculty member's control prior to February 1 of the evaluation year, the faculty member shall notify the Department Head/Program Director and Associate Dean in writing, and propose an alternate activity within the same category to fulfill the plan. In a timely manner, the Department Head/Program Director and Associate Dean will approve the plan as amended and accept documentation showing that the plan, as amended, has been accomplished to the fullest extent possible given the time remaining after modification.

If circumstances beyond the faculty member's control occur after February 1 of the evaluation year that prevent a faculty member from fulfilling requirements of the approved or modified plan, the faculty member will not be held accountable for the requirements they were unable to fulfill.

I. EVALUATION PROCESSES FOR ADJUNCT AND PART TIME NON-CLASSROOM FACULTY

1. Adjunct and part-time non-classroom faculty evaluation

Philosophy:

GRCC values quality and effective teaching. Academic leaders recognize the need to do the following:

- Identify and reinforce good teaching practices because of the demonstrated impact on student learning
- Encourage continuous professional development and life-long learning
- Support reflective practice
- Provide opportunities for professional development
- Be accountable to our stakeholders by documenting adherence to institutional academic standards and applicable accreditation criteria

The adjunct evaluation process builds on the adjunct faculty members' strengths and will provide a working database that will document ongoing teaching contributions to GRCC's mission. The process is designed to consider "the question of teaching"

through a systematic and structured but flexible enough “conversation” between the observer and the adjunct faculty with emphasis on learning from each other, on looking for alternative solutions to possible problems, and on discovering new ways to do things, as well as the institutional commitment to continuous quality improvement of the academic area. Adjunct faculty include not only classroom faculty for credit-based programming, but also Advisors, Librarians, Counselors, and faculty in non-credit programming.

The parties believe the process will help foster growth for the adjunct faculty and result in a better educational environment for students.

Adjunct faculty do not have a tenure and promotion system. They do not hold rank and have the title of “Instructor.”

1. Every new adjunct will be evaluated in the first semester they are hired (Fall, Winter or Summer) by a full-time faculty member or administrator (exceptions may be requested by Department Head or Program Director).
2. All adjuncts will be evaluated a minimum of once every three (3) years.
3. All adjuncts evaluated will receive written feedback in a timely manner (within two [2] weeks) and will be asked to respond via email or meet with the observer to discuss the evaluation in a timely manner.
4. Evaluations will identify and reinforce good practices and will encourage areas for development if any.
5. Evaluators will adhere to the following:
 - a. Be academic administrators who have classroom teaching experience, current full-time faculty at GRCC, or adjunct faculty at GRCC.
 - b. Undergo training as determined by the administration.
 - c. Suggest professional development opportunities, including Center for Teaching Excellence offerings, to adjuncts as appropriate.
 - d. Connect adjunct faculty members to other faculty members and to institutional resources as appropriate.
 - e. Refer any concerns to the Department Head/Program Director and Associate Dean.
 - f. Demonstrate a high level of professionalism and respect.
 - g. Full-time faculty are encouraged to be observers and to include this as meeting their College Service requirements for their own Evaluation Process.
6. All adjuncts’ classes every semester will be evaluated by students. Results of evaluations, both quantitative and qualitative (written comments), will be shared with the adjunct faculty member’s Department Head/Program Director and Associate Dean.

7. For adjunct faculty, regular evaluations can be used for the decision whether to rehire an individual for similar courses, professional duties, or full-time employment. Any concern raised from an evaluation will be discussed in a timely manner with the adjunct faculty member, if they request.

J. EVALUATION PROCESSES FOR INSTRUCTIONAL LABORATORY COORDINATORS

The Performance Evaluation and Pay for Performance Worksheet, dated June 12, 2015 and maintained by Human Resources, are the forms and tools used in this evaluation system. The dates reflect the 2013-2014 fiscal years. Each subsequent year will use the same days but rolled forward one (1) year. The Performance Evaluation and the Pay for Performance Worksheet must be completed annually.

Instructional Lab Coordinators shall be eligible for step advancement of one (1) increment on the salary schedule or other negotiated salary increases on July 1 of each year. The faculty member will receive the step and/or increase if they meet the requirements listed in the Pay for Performance Worksheet.

Time will be provided during the normal work day to meet Professional Development requirements. Faculty Learning Day will not count toward their professional development requirement. The Professional Development requirement for part-time Instructional Lab Coordinators will be fifty percent (50%) of the full-time requirement per year.

K. EVALUATION PROCESSES FOR ECLL FACULTY

ECLL faculty members shall be eligible for advancement of one (1) step on the salary schedule on the first day of the academic year under the following conditions:

1. Faculty member has no written Corrective Action Notice within the preceding twelve (12) months.
2. Faculty member is not on a Performance Improvement Plan.
3. ECLL faculty must annually develop an annual performance and professional development plan and participate in a performance evaluation using the FPE. ECLL faculty must meet YDRs listed below to advance on the salary schedule.
4. The ECLL faculty member's FPE should be developed collaboratively by the faculty member, the ECLL Director, and the Education Program Director. In the event that these three (3) persons cannot agree, the plan will be approved if two (2) of the three (3) parties agree. If the plan does not meet the requirements specified in the negotiated documents, the ECLL Director may send the FPE back to the faculty member and Education Program Director to remedy the shortcomings.
5. The Dean, Provost, and HR also receive copies of approved FPEs.

The requirements of this plan can be performed during the normal work day. ECLL faculty members are paid their hourly rate while completing the requirements of this plan.

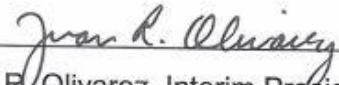
Category of Evaluation	Yearly Distribution Requirements
Teaching	<ul style="list-style-type: none"> ● One (1) Teaching Observation by the ECLL Director completed each year to support the ECLL accreditation project ● One (1) project to improve teaching effectiveness ● One (1) project to assess student learning
Professional Development	<ul style="list-style-type: none"> ● Nine (9) clock hours per academic year unless more hours are required. Faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer
College Service or optional Community Service	<ul style="list-style-type: none"> ● Thirty (30) clock hours of service per academic year - faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer
Additional Responsibilities	<ul style="list-style-type: none"> ● Keeping accurate student academic lab performance records ● Making a reasonable effort to participate in meetings related to his or her teaching function as scheduled by their Dean, Department Head or Program Director provided they are scheduled during a normal work day and academic year ● Meeting classes during the time scheduled and for the appropriate length of time as required by the Collective Bargaining Agreement ● Attending Commencement ● Attending Opening Day and School Meetings ● Participating in Faculty Learning Day ● Make reasonable accommodations as approved by Disability Support Services to meet students' needs in compliance with the Americans with Disabilities Act (ADA) ● Follow College policy on the Family Educational Right to Privacy Act (FERPA) ● Participate in mandatory compliance training <p>Some of the above-mentioned responsibilities are exempt for leaves of absence, vacation, school cancellations, and sick days</p> <p>The above-mentioned Additional Responsibilities must be substantially met each year.</p>

ARTICLE 18 – DURATION OF CONTRACT


This Agreement shall be effective as of September 1, 2022 and shall continue in effect until August 31, 2025.

THE BOARD OF TRUSTEES OF THE
GRAND RAPIDS COMMUNITY COLLEGE

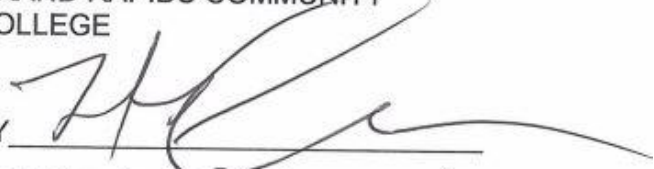
BY 
David Koetje, Chairperson


BY 
Juan R. Olivarez, Interim President

BY 
Kathleen Bruinsma, Secretary

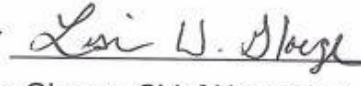
BY 
Katherine J. Keating, Chief Negotiator

FACULTY ASSOCIATION OF THE
GRAND RAPIDS COMMUNITY
COLLEGE

BY 
Frank Conner, President

BY 
Megan Coakley, Vice President

BY 
Holly Christopher, Secretary

BY 
Lisa Gloege, Chief Negotiator

APPENDIX A - CALENDARS

Grand Rapids Community College

2022-2023 Academic Calendar

(See separate calendars for ECLL Lab Instructors, Job Training Faculty, Training Solutions, 52 week Counselors/Advisors, 52 week Laboratory Coordinators, Instructional Laboratory Coordinators, and 44 week Tutorial Coordinators)

Fall Semester, 2022

Thursday, August 25
Friday, August 26
Monday, August 29
Monday, September 5
Friday, September 9
Monday, October 3
Monday, October 17
Tuesday, November 22
Wednesday-Sunday, November 23-November 27
Friday, December 9
Saturday, December 10
Sunday, December 11
Monday, December 12
Tuesday, December 13
Wednesday, December 14
Thursday, December 15
Tuesday, December 20

Description

Opening Day Meeting/School Meetings
Faculty Preparation
Day and Night Classes Begin
Holiday (Campus Closed)
Weekend Classes Begin
Counselor Preparation
End of the first 7 Weeks
Faculty Preparation
Holiday (Campus Closed)
Last Friday Night Classes
Last Saturday Classes
Last Sunday Classes
Day Exams & Monday Evening Exams
Day Exams & Tuesday Evening Exams
Day Exams & Wednesday Evening Exams
Day Exams & Thursday Evening Exams
Grades for 14-Week Classes are due by noon *

Winter Semester, 2023

Wednesday, January 4
Thursday, January 5
Friday, January 6
Monday, January 9

Monday, January 23
Friday, February 24
Monday-Sunday, March 6- March 12

Friday, April 21
Saturday, April 22
Sunday, April 23
Monday, April 24
Tuesday, April 25
Wednesday, April 26
Thursday, April 27
Friday, April 28
Tuesday, May 2

Opening Day Meeting/School Meetings
Faculty Learning Day
Faculty Preparation
Day and Night Classes Begin/Weekend Classes Begin
Counselor Preparation
End of the First 7 Weeks
Mid-Semester Break (Weekend classes meet March 4 & March 5)
Day Classes End & Last Friday Night Classes
Last Saturday Classes
Last Sunday Classes
Day Exams & Last Monday Night Classes
Day Exams & Last Tuesday Night Classes
Day Exams & Last Wednesday Night Classes
Day Exams & Last Thursday Night Classes
Commencement
Grades for 14-Week Classes are due by noon *

Summer Semester, 2023

Monday, May 1
Monday, May 8

Monday, May 29
Monday, June 26
Tuesday, June 27
Tuesday, July 4
Tuesday, August 15
Friday, August 18

Restricted Start
Day & Night Classes Begin for First 7 Weeks & 14 Weeks
Holiday (Campus Closed)
End of First 7 Weeks
Day & Night Classes Begin for Second 7 Weeks
Holiday (Campus Closed)
End of Second 7 Weeks & 14 Weeks
Summer Session Grades Due by noon *

*Grades for non-14-week classes must be submitted by noon on the third workday after the last day of class.

**Job Training Faculty, Training Solutions, 52-week Counselors/Advisors and 52 week
Laboratory Coordinators
2022-2023 Calendar**

Job Training Faculty, Training Solutions and 52-week Counselors/Advisors and 52-week Laboratory Coordinators operate from July 1, until June 30 of each year, except for the following:

<u>DATE</u>	<u>DESCRIPTION</u>
Mon. June 27, 2022 - Thurs. June 30, 2022	Job Training Vacation (No students)
Mon. July 4, 2022	Holiday
Mon. September 5, 2022	Holiday
Wed. November 23 - Fri. November 25, 2022	Holiday
Fri. December 23, 2022	Holiday
Mon. December 26 - Wed. December 28, 2022	Paid Non-Work Days
Thurs. December 29, 2022	Holiday
Fri. December 30, 2022	Holiday
Mon. January 2, 2023	Holiday
Mon. May 29, 2023	Holiday

**Instructional Laboratory Coordinators and 44 week Tutorial Coordinators
2022-2023 Calendar**

44 week Instructional Laboratory Coordinators and Tutorial Coordinators work from August 25, 2022 through June 22, 2023 except for the following:

<u>DATE</u>	<u>DESCRIPTION</u>
Monday, September 5, 2022	Holiday
Wednesday, November 23, 2022	Holiday
Thursday, November 24, 2022	Holiday
Friday, November 25, 2022	Holiday
Friday, December 23, 2022	Holiday
Monday - Wednesday, December 26 – 28, 2022	Paid Non Work Days
Thursday, December 29, 2022	Holiday
Friday, December 30, 2022	Holiday
Monday, January 2, 2023	Holiday
Monday, March 6 - Friday, March 10, 2023	Unpaid Non Work Days
Monday, May 29, 2023	Holiday

**ECLL Lab Instructor
2022-2023 Calendar**

2022 DATES:

Tuesday-Friday, August 16-19, and Monday
August 22

Tuesday, August 23
Wednesday August 24
Thursday, August 25
Friday, August 26
Monday, August 29
Monday, September 5
Monday, October 31
Tuesday, November 22

Wednesday-Friday, November 23-25
Tuesday, December 20
Wednesday, December 21
Thursday-Friday, December 22 & 23
Monday-Wednesday, December 26-28
Thursday-Friday, December 29 & 30

2023 DATES:

Monday, January 2
Tuesday, January 3
Wednesday, January 4
Thursday, January 5
Friday, January 6
Monday, January 9
Wednesday, February 22
Monday, March 6-Sunday, March 12

Friday, April 28

Monday-Friday, May 1-5
Monday, May 8-Monday, June 19
Monday, May 29

Monday, June 19

Tuesday-Friday, June 20-23 and Monday
June 26

DESCRIPTION

First Summer Session – *Option 1 includes home visits and required meetings*

ECLL Classroom and Center Set-up
ECLL Open House
College, School, Department Meetings
Faculty Classroom Preparation Day
ECLL Opens for Fall Semester
Holiday
Half-day, Afternoon ECLL staff meeting
Professional Development/
Staff Retreat
Holiday
Last Work Day
Non-work day (Unpaid)
Holiday
Holiday Shutdown (Unpaid)
Holiday

Non-Work Day (Unpaid)
Professional Development/Staff Retreat
Opening Day Meetings/School Meetings
Faculty Learning Day
Faculty Classroom Preparation Day
ECLL Opens for Winter Semester
Half-day, Afternoon ECLL staff meeting
Mid-Semester Break (Non-Work
Days/Unpaid)
End of Winter Semester/ECLL
Closed/Faculty Report. ECLL Staff
meeting
Work week for all ECLL Faculty
First Summer Session
Holiday

Last Work Day for First Summer Session -
Option 1

First Summer Session – *Option 2*

Grand Rapids Community College

2023-2024 Academic Calendar

(See separate calendars for ECLL Lab Instructors, Job Training Faculty, Training Solutions, 52 week Counselors/Advisors, 52 week Laboratory Coordinators, Instructional Laboratory Coordinators, and 44 week Tutorial Coordinators)

Fall Semester, 2023

Thursday, August 24
Friday, August 25
Monday, August 28
Monday, September 4
Friday, September 8
Monday, October 2
Monday, October 16
Tuesday, November 21
Wednesday-Sunday, November 22-November 26
Friday, December 8
Saturday, December 9
Sunday, December 10
Monday, December 11
Tuesday, December 12
Wednesday, December 13
Thursday, December 14
Tuesday, December 19

Description

Opening Day Meeting/School Meetings
Faculty Preparation
Day and Night Classes Begin
Holiday (Campus Closed)
Weekend Classes Begin
Counselor Preparation
End of the first 7 Weeks
Faculty Preparation
Holiday (Campus Closed)
Last Friday Night Classes
Last Saturday Classes
Last Sunday Classes
Day Exams & Monday Evening Exams
Day Exams & Tuesday Evening Exams
Day Exams & Wednesday Evening Exams
Day Exams & Thursday Evening Exams
Grades for 14-Week Classes are due by noon *

Winter Semester, 2024

Wednesday, January 3
Thursday, January 4
Friday, January 5
Monday, January 8

Monday, January 22
Friday, February 23
Monday, February 26-Sunday, March 3

Friday, April 19
Saturday, April 20
Sunday, April 21
Monday, April 22
Tuesday, April 23
Wednesday, April 24
Thursday, April 25
Friday, April 26
Tuesday, April 30

Opening Day Meeting/School Meetings
Faculty Learning Day
Faculty Preparation
Day and Night Classes Begin/Weekend Classes Begin
Counselor Preparation
End of the First 7 Weeks
Mid-Semester Break (Weekend classes meet February 24 & February 25)
Day Classes End & Last Friday Night Classes
Last Saturday Classes
Last Sunday Classes
Day Exams & Last Monday Night Classes
Day Exams & Last Tuesday Night Classes
Day Exams & Last Wednesday Night Classes
Day Exams & Last Thursday Night Classes
Commencement
Grades for 14-Week Classes are due by noon *

Summer Semester, 2024

Monday, April 29
Monday, May 6

Monday, May 27
Monday, June 24
Tuesday, June 25
Thursday, July 4
Tuesday, August 13
Friday, August 16

Restricted Start
Day & Night Classes Begin for First 7 Weeks & 14 Weeks
Holiday (Campus Closed)
End of First 7 Weeks
Day & Night Classes Begin for Second 7 Weeks
Holiday (Campus Closed)
End of Second 7 Weeks & 14 Weeks
Summer Session Grades Due by noon *

*Grades for non-14-week classes must be submitted by noon on the third workday after the last day of class.

**Job Training Faculty, Training Solutions, 52-week Counselors/Advisors, and 52 week
Laboratory Coordinators
2023-2024 Calendar**

Job Training Faculty, Training Solutions and 52-week Counselors/Advisors and 52 week Laboratory Coordinators operate from July 1, until June 30 of each year, except for the following:

<u>DATE</u>	<u>DESCRIPTION</u>
Mon. July 3, 2023 - Wed-Fri, July 5-7, 2023	Job Training Vacation (No students)
Tue. July 4, 2023	Holiday
Mon. September 4, 2023	Holiday
Wed. November 22 - Fri. November 24, 2023	Holiday
Fri. December 22, 2023	Holiday
Mon. December 25, 2023	Holiday
Tue. December 26 - Thurs. December 28, 2023	Paid Non-Work Days
Fri. December 29, 2023	Holiday
Mon. January 1, 2024	Holiday
Mon. May 27, 2024	Holiday

**44-week Instructional Laboratory Coordinators and Tutorial Coordinators
2023-2024 Calendar**

44-week Instructional Laboratory Coordinators and Tutorial Coordinators work from August 21, 2023 through June 20, 2024 except for the following:

<u>DATE</u>	<u>DESCRIPTION</u>
Monday, September 4, 2023	Holiday
Wednesday, November 22, 2023	Holiday
Thursday, November 23, 2023	Holiday
Friday, November 24, 2023	Holiday
Friday, December 22, 2023	Holiday
Monday, December 25, 2023	Holiday
Tuesday-Thursday, December 26-28, 2023	Paid Non Work Days
Friday, December 29, 2023	Holiday
Monday, January 1, 2024	Holiday
Monday, March 4 - Friday, March 8, 2024	Unpaid Non Work Days
Monday, May 27, 2024	Holiday

ECLL Lab Instructor

2023-2024 Calendar

2023 DATES:

Tuesday-Friday, August 15-18, and Monday
August 21

Tuesday, August 22
Wednesday August 23
Thursday, August 24
Friday, August 25
Monday, August 28
Monday, September 4
Wednesday, November 1
Tuesday, November 21

Wednesday-Friday, November 22-24
Tuesday, December 19
Wednesday-Thursday, December 20- 21
Friday, December 22
Monday, December 25
Tuesday-Thursday, December 26-28
Friday, December 29

2024 DATES:

Monday, January 1
Tuesday, January 2
Wednesday, January 3
Thursday, January 4
Friday, January 5
Monday, January 8
Wednesday, February 21
Monday, February 26 - Sunday, March 3

Friday, April 26

Monday, April 29 - Friday, May 3
Monday, May 6 - Monday, June 17
Monday, May 27
Monday, June 17

Tuesday-Friday, June 18-21 and Monday
June 24

DESCRIPTION

First Summer Session – *Option 1 includes home visits and required meetings*

ECLL Classroom and Center Set-up
ECLL Open House
College, School, Department Meetings
Faculty Classroom Preparation Day
ECLL Opens for Fall Semester
Holiday
Half-day, Afternoon ECLL staff meeting
Professional Development/
Staff Retreat
Holiday
Last Work Day
Non-work day (Unpaid)
Holiday
Holiday
Holiday Shutdown (Unpaid)
Holiday

Holiday
Professional Development/Staff Retreat
Opening Day Meetings/School Meetings
Faculty Learning Day
Faculty Classroom Preparation Day
ECLL Opens for Winter Semester
Half-day, Afternoon ECLL staff meeting
Mid-Semester Break (Non-Work
Days/Unpaid)
End of Winter Semester/ECLL
Closed/Faculty Report.
Work week for all ECLL Faculty
First Summer Session
Holiday
Last Work Day for First Summer Session -
Option 1

First Summer Session – *Option 2*

Grand Rapids Community College

2024-2025 Academic Calendar

(See separate calendars for ECLL Lab Instructors, Job Training Faculty, Training Solutions, 52 week Counselors/Advisors, 52 week Laboratory Coordinators, Instructional Laboratory Coordinators, and 44 week Tutorial Coordinators)

Fall Semester, 2024

Thursday, August 22
Friday, August 23
Monday, August 26
Monday, September 2
Friday, September 6
Monday, September 30
Monday, October 14
Tuesday, November 26
Wednesday-Sunday, November 27-December 1
Friday, December 6
Saturday, December 7
Sunday, December 8
Monday, December 9
Tuesday, December 10
Wednesday, December 11
Thursday, December 12
Tuesday, December 17

Description

Opening Day Meeting/School Meetings
Faculty Preparation
Day and Night Classes Begin
Holiday (Campus Closed)
Weekend Classes Begin
Counselor Preparation
End of the first 7 Weeks
Faculty Preparation
Holiday (Campus Closed)
Last Friday Night Classes
Last Saturday Classes
Last Sunday Classes
Day Exams & Monday Evening Exams
Day Exams & Tuesday Evening Exams
Day Exams & Wednesday Evening Exams
Day Exams & Thursday Evening Exams
Grades for 14-Week Classes are due by noon *

Winter Semester, 2025

Wednesday, January 8
Thursday, January 9
Friday, January 10
Monday, January 13

Monday, January 27
Friday, February 28
Monday-Sunday, March 3-March 9

Friday, April 25
Saturday, April 26
Sunday, April 27
Monday, April 28
Tuesday, April 29
Wednesday, April 30
Thursday, May 1
Friday, May 2
Tuesday, May 6

Opening Day Meeting/School Meetings
Faculty Learning Day
Faculty Preparation
Day and Night Classes Begin/Weekend Classes Begin
Counselor Preparation
End of the First 7 Weeks
Mid-Semester Break (Weekend classes meet March 1 & March 2)
Day Classes End & Last Friday Night Classes
Last Saturday Classes
Last Sunday Classes
Day Exams & Last Monday Night Classes
Day Exams & Last Tuesday Night Classes
Day Exams & Last Wednesday Night Classes
Day Exams & Last Thursday Night Classes
Commencement
Grades for 14-Week Classes are due by noon *

Summer Semester, 2025

Monday, May 5
Monday, May 12

Monday, May 26
Monday, June 30
Tuesday, July 1
Friday, July 4
Tuesday, August 19
Friday, August 22

Restricted Start
Day & Night Classes Begin for First 7 Weeks & 14 Weeks
Holiday (Campus Closed)
End of First 7 Weeks
Day & Night Classes Begin for Second 7 Weeks
Holiday (Campus Closed)
End of Second 7 Weeks & 14 Weeks
Summer Session Grades Due by noon *

*Grades for non-14-week classes must be submitted by noon on the third workday after the last day of class.

**Job Training Faculty, Training Solutions, 52-week Counselors/Advisors and 52 week
Laboratory Coordinators
2024-2025 Calendar**

Job Training Faculty, Training Solutions, 52-week Counselors/Advisors and 52 week Laboratory Coordinators operate from July 1, until June 30 of each year, except for the following:

<u>DATE</u>	<u>DESCRIPTION</u>
Mon. July 1, 2024 - Wed. July 3, 2024 and Fri. July 5, 2024	Job Training Vacation (No students)
Thu. July 4, 2024	Holiday
Mon. September 2, 2024	Holiday
Wed. November 27 - Fri. November 29, 2024	Holiday
Tue. December 24, 2024	Holiday
Wed. December 25, 2024	Holiday
Thu. December 26 - Mon. December 30, 2024	Paid Non-Work Days
Tue. December 31, 2024	Holiday
Wed. January 1, 2025	Holiday
Mon. May 26, 2025	Holiday

**44-Week Instructional Laboratory Coordinators and Tutorial Coordinators
2024-2025 Calendar**

44-week Instructional Laboratory Coordinators and Tutorial Coordinators work from August 22, 2024 through June 19, 2025 except for the following:

<u>DATE</u>	<u>DESCRIPTION</u>
Monday, September 2, 2024	Holiday
Wednesday, November 27, 2024	Holiday
Thursday, November 28, 2024	Holiday
Friday, November 29, 2024	Holiday
Tuesday, December 24, 2024	Holiday
Wednesday, December 25, 2024	Holiday
Thursday, December 26, 2024	Paid Non Work Day
Friday, December 27, 2024	Paid Non Work Day
Monday, December 30, 2024	Paid Non Work Day
Tuesday, December 31, 2024	Holiday
Wednesday, January 1, 2025	Holiday
Monday, March 3 - Friday, March 7, 2025	Unpaid Non Work Days
Monday, May 26, 2025	Holiday

ECLL Lab Instructor

2024-2025 Calendar

2024 DATES:

Tuesday-Friday, August 13-16, and Monday
August 19

Tuesday, August 20
Wednesday August 21
Thursday, August 22
Friday, August 23
Monday, August 26
Monday, September 2
Wednesday, October 30
Tuesday, November 26

Wednesday-Friday, November 27-29
Tuesday, December 17
Wednesday-Friday, December 18-20 and
Monday December 23
Tuesday, December 24
Wednesday, December 25
Thursday-Friday, December 26-27
Monday, December 30
Tuesday, December 31

2025 DATES:

Wednesday, January 1
Tuesday, January 7
Wednesday, January 8
Thursday, January 9
Friday, January 10
Monday, January 13
Wednesday, February 26
Monday, March 3-Sunday, March 9

Friday, April 25

Monday, April 28 - Friday, May 2
Monday, May 12 - Monday, June 30
Monday, May 26
Monday, June 23

Tuesday, June 24 - Friday, June 27 and
Monday, June 30

DESCRIPTION

First Summer Session – *Option 1 includes
home visits and required meetings*

ECLL Classroom and Center Set-up
ECLL Open House
College, School, Department Meetings
Faculty Classroom Preparation Day
ECLL Opens for Fall Semester
Holiday
Half-day, Afternoon ECLL staff meeting
Professional Development/
Staff Retreat
Holiday
Last Work Day
Non-work days (Unpaid)

Holiday
Holiday
Holiday Shutdown (Unpaid)
Holiday Shutdown (Unpaid)
Holiday

Holiday
Professional Development/Staff Retreat
Opening Day Meetings/School Meetings
Faculty Learning Day
Faculty Classroom Preparation Day
ECLL Opens for Winter Semester
Half-day, Afternoon ECLL staff meeting
Mid-Semester Break (Non-Work
Days/Unpaid)
End of Winter Semester/ECLL
Closed/Faculty Report.
Work week for all ECLL Faculty
First Summer Session
Holiday
Last Work Day for First Summer Session -
Option 1

First Summer Session – *Option 2*

APPENDIX B – SALARY SCHEDULES (Appendices B-7 to B-17 are not used)

32, 42, and 52-Week Classroom, Librarian, Counselors, Advisors, Job Training, and Training Solutions Faculty 2022-2025

B-1: 32-Week Annual Compensation

2022-2023			2023-2024			2024-2025		
Step	Bachelor's	Master's	Step	Bachelor's	Master's	Step	Bachelor's	Master's
1	\$57,163	\$61,739	1	\$58,592	\$63,282	1	\$59,764	\$64,548
2	\$59,120	\$64,005	2	\$60,598	\$65,605	2	\$61,810	\$66,917
3	\$61,077	\$66,271	3	\$62,604	\$67,928	3	\$63,856	\$69,287
4	\$63,034	\$68,537	4	\$64,610	\$70,250	4	\$65,902	\$71,655
5	\$67,154	\$73,069	5	\$68,833	\$74,896	5	\$70,210	\$76,394
6	\$69,111	\$75,335	6	\$70,839	\$77,218	6	\$72,256	\$78,762
7	\$71,068	\$77,601	7	\$72,845	\$79,541	7	\$74,302	\$81,132
8	\$73,025	\$79,867	8	\$74,851	\$81,864	8	\$76,348	\$83,501
9	\$77,351	\$84,502	9	\$79,285	\$86,615	9	\$80,871	\$88,347
10	\$79,308	\$86,768	10	\$81,291	\$88,937	10	\$82,917	\$90,716
11	\$81,265	\$89,034	11	\$83,297	\$91,260	11	\$84,963	\$93,085
12	\$83,222	\$91,300	12	\$85,303	\$93,583	12	\$87,009	\$95,455
13	\$85,179	\$93,566	13	\$87,308	\$95,905	13	\$89,054	\$97,823
14	\$90,329	\$99,952	14	\$92,587	\$102,451	14	\$94,439	\$104,500
15	\$90,329	\$99,952	15	\$92,587	\$102,451	15	\$94,439	\$104,500
16	\$90,329	\$99,952	16	\$92,587	\$102,451	16	\$94,439	\$104,500
17	\$90,329	\$99,952	17	\$92,587	\$102,451	17	\$94,439	\$104,500
18	\$90,329	\$99,952	18	\$92,587	\$102,451	18	\$94,439	\$104,500
19	\$90,329	\$99,952	19	\$92,587	\$102,451	19	\$94,439	\$104,500
20	\$93,419	\$103,042	20	\$95,754	\$105,618	20	\$97,669	\$107,730
21	\$93,419	\$103,042	21	\$95,754	\$105,618	21	\$97,669	\$107,730
22	\$93,419	\$103,042	22	\$95,754	\$105,618	22	\$97,669	\$107,730
23	\$93,419	\$103,042	23	\$95,754	\$105,618	23	\$97,669	\$107,730
24	\$93,419	\$103,042	24	\$95,754	\$105,618	24	\$97,669	\$107,730
25	\$96,509	\$106,132	25	\$98,922	\$108,785	25	\$100,900	\$110,961
26	\$96,509	\$106,132	26	\$98,922	\$108,785	26	\$100,900	\$110,961
27	\$96,509	\$106,132	27	\$98,922	\$108,785	27	\$100,900	\$110,961
28	\$96,509	\$106,132	28	\$98,922	\$108,785	28	\$100,900	\$110,961
29	\$96,509	\$106,132	29	\$98,922	\$108,785	29	\$100,900	\$110,961
30	\$99,599	\$109,222	30	\$102,089	\$111,953	30	\$104,131	\$114,192
31	\$99,599	\$109,222	31	\$102,089	\$111,953	31	\$104,131	\$114,192
32	\$99,599	\$109,222	32	\$102,089	\$111,953	32	\$104,131	\$114,192
33	\$99,599	\$109,222	33	\$102,089	\$111,953	33	\$104,131	\$114,192

B-2: 42-Week Annual Compensation

2022-2023			2023-2024			2024-2025		
Step	Bachelor's	Master's	Step	Bachelor's	Master's	Step	Bachelor's	Master's
1	\$65,412	\$70,756	1	\$67,047	\$72,525	1	\$68,388	\$73,976
2	\$67,678	\$73,331	2	\$69,370	\$75,164	2	\$70,757	\$76,667
3	\$69,944	\$75,906	3	\$71,693	\$77,804	3	\$73,127	\$79,360
4	\$72,210	\$78,481	4	\$74,015	\$80,443	4	\$75,495	\$82,052
5	\$76,742	\$83,631	5	\$78,661	\$85,722	5	\$80,234	\$87,436
6	\$79,008	\$86,206	6	\$80,983	\$88,361	6	\$82,603	\$90,128
7	\$81,274	\$88,781	7	\$83,306	\$91,001	7	\$84,972	\$92,821
8	\$83,540	\$91,356	8	\$85,629	\$93,640	8	\$87,342	\$95,513
9	\$88,278	\$96,763	9	\$90,485	\$99,182	9	\$92,295	\$101,166
10	\$90,544	\$99,338	10	\$92,808	\$101,821	10	\$94,664	\$103,857
11	\$92,810	\$101,913	11	\$95,130	\$104,461	11	\$97,033	\$106,550
12	\$95,076	\$104,488	12	\$97,453	\$107,100	12	\$99,402	\$109,242
13	\$97,342	\$107,063	13	\$99,776	\$109,740	13	\$101,772	\$111,935
14	\$103,316	\$115,149	14	\$105,899	\$118,028	14	\$108,017	\$120,389
15	\$103,316	\$115,149	15	\$105,899	\$118,028	15	\$108,017	\$120,389
16	\$103,316	\$115,149	16	\$105,899	\$118,028	16	\$108,017	\$120,389
17	\$103,316	\$115,149	17	\$105,899	\$118,028	17	\$108,017	\$120,389
18	\$103,316	\$115,149	18	\$105,899	\$118,028	18	\$108,017	\$120,389
19	\$103,316	\$115,149	19	\$105,899	\$118,028	19	\$108,017	\$120,389
20	\$106,406	\$118,239	20	\$109,066	\$121,195	20	\$111,247	\$123,619
21	\$106,406	\$118,239	21	\$109,066	\$121,195	21	\$111,247	\$123,619
22	\$106,406	\$118,239	22	\$109,066	\$121,195	22	\$111,247	\$123,619
23	\$106,406	\$118,239	23	\$109,066	\$121,195	23	\$111,247	\$123,619
24	\$106,406	\$118,239	24	\$109,066	\$121,195	24	\$111,247	\$123,619
25	\$109,496	\$121,329	25	\$112,233	\$124,362	25	\$114,478	\$126,849
26	\$109,496	\$121,329	26	\$112,233	\$124,362	26	\$114,478	\$126,849
27	\$109,496	\$121,329	27	\$112,233	\$124,362	27	\$114,478	\$126,849
28	\$109,496	\$121,329	28	\$112,233	\$124,362	28	\$114,478	\$126,849
29	\$109,496	\$121,329	29	\$112,233	\$124,362	29	\$114,478	\$126,849
30	\$112,586	\$124,419	30	\$115,401	\$127,529	30	\$117,709	\$130,080
31	\$112,586	\$124,419	31	\$115,401	\$127,529	31	\$117,709	\$130,080
32	\$112,586	\$124,419	32	\$115,401	\$127,529	32	\$117,709	\$130,080
33	\$112,586	\$124,419	33	\$115,401	\$127,529	33	\$117,709	\$130,080

B-3: 52-Week Annual Compensation

2022-2023				2023-2024			2024-2025		
Step	No Degree	Bachelor's	Master's	No Degree	Bachelor's	Master's	No Degree	Bachelor's	Master's
1	\$58,395	\$77,075	\$83,488	\$59,855	\$79,002	\$85,575	\$61,052	\$80,582	\$87,287
2	\$58,395	\$77,075	\$83,488	\$59,855	\$79,002	\$85,575	\$61,052	\$80,582	\$87,287
3	\$61,485	\$80,165	\$86,578	\$63,022	\$82,169	\$88,742	\$64,282	\$83,812	\$90,517
4	\$61,485	\$80,165	\$86,578	\$63,022	\$82,169	\$88,742	\$64,282	\$83,812	\$90,517
5	\$68,745	\$87,084	\$95,182	\$70,464	\$89,261	\$97,562	\$71,873	\$91,046	\$99,513
6	\$68,745	\$87,084	\$95,182	\$70,464	\$89,261	\$97,562	\$71,873	\$91,046	\$99,513
7	\$71,835	\$90,174	\$98,272	\$73,631	\$92,428	\$100,729	\$75,104	\$94,277	\$102,744
8	\$71,835	\$90,174	\$98,272	\$73,631	\$92,428	\$100,729	\$75,104	\$94,277	\$102,744
9	\$82,577	\$100,413	\$111,003	\$84,641	\$102,923	\$113,778	\$86,334	\$104,981	\$116,054
10	\$82,577	\$100,413	\$111,003	\$84,641	\$102,923	\$113,778	\$86,334	\$104,981	\$116,054
11	\$86,697	\$104,533	\$115,123	\$88,864	\$107,146	\$118,001	\$90,641	\$109,289	\$120,361
12	\$86,697	\$104,533	\$115,123	\$88,864	\$107,146	\$118,001	\$90,641	\$109,289	\$120,361
13	\$86,697	\$104,533	\$115,123	\$88,864	\$107,146	\$118,001	\$90,641	\$109,289	\$120,361
14	\$99,908	\$117,123	\$130,779	\$102,406	\$120,051	\$134,048	\$104,454	\$122,452	\$136,729
15	\$99,908	\$117,123	\$130,779	\$102,406	\$120,051	\$134,048	\$104,454	\$122,452	\$136,729
16	\$99,908	\$117,123	\$130,779	\$102,406	\$120,051	\$134,048	\$104,454	\$122,452	\$136,729
17	\$99,908	\$117,123	\$130,779	\$102,406	\$120,051	\$134,048	\$104,454	\$122,452	\$136,729
18	\$99,908	\$117,123	\$130,779	\$102,406	\$120,051	\$134,048	\$104,454	\$122,452	\$136,729
19	\$99,908	\$117,123	\$130,779	\$102,406	\$120,051	\$134,048	\$104,454	\$122,452	\$136,729
20	\$102,998	\$120,213	\$133,869	\$105,573	\$123,218	\$137,216	\$107,684	\$125,682	\$139,960
21	\$102,998	\$120,213	\$133,869	\$105,573	\$123,218	\$137,216	\$107,684	\$125,682	\$139,960
22	\$102,998	\$120,213	\$133,869	\$105,573	\$123,218	\$137,216	\$107,684	\$125,682	\$139,960
23	\$102,998	\$120,213	\$133,869	\$105,573	\$123,218	\$137,216	\$107,684	\$125,682	\$139,960
24	\$102,998	\$120,213	\$133,869	\$105,573	\$123,218	\$137,216	\$107,684	\$125,682	\$139,960
25	\$106,088	\$123,303	\$136,959	\$108,740	\$126,386	\$140,383	\$110,915	\$128,914	\$143,191
26	\$106,088	\$123,303	\$136,959	\$108,740	\$126,386	\$140,383	\$110,915	\$128,914	\$143,191
27	\$106,088	\$123,303	\$136,959	\$108,740	\$126,386	\$140,383	\$110,915	\$128,914	\$143,191
28	\$106,088	\$123,303	\$136,959	\$108,740	\$126,386	\$140,383	\$110,915	\$128,914	\$143,191
29	\$106,088	\$123,303	\$136,959	\$108,740	\$126,386	\$140,383	\$110,915	\$128,914	\$143,191
30	\$109,178	\$126,393	\$140,049	\$111,907	\$129,553	\$143,550	\$114,145	\$132,144	\$146,421
31	\$109,178	\$126,393	\$140,049	\$111,907	\$129,553	\$143,550	\$114,145	\$132,144	\$146,421
32	\$109,178	\$126,393	\$140,049	\$111,907	\$129,553	\$143,550	\$114,145	\$132,144	\$146,421
33	\$109,178	\$126,393	\$140,049	\$111,907	\$129,553	\$143,550	\$114,145	\$132,144	\$146,421

B-4: ECLL Instructors (Hourly Rates)

Step	2022-2023	2023-2024	2024-2025
1	\$28.92	\$29.64	\$30.23
2	\$29.79	\$30.53	\$31.14
3	\$30.68	\$31.45	\$32.08
4	\$31.60	\$32.39	\$33.04
5	\$32.55	\$33.36	\$34.03
6	\$33.53	\$34.37	\$35.06
7	\$34.54	\$35.40	\$36.11
8	\$35.57	\$36.46	\$37.19
9	\$36.64	\$37.56	\$38.31
10	\$37.19	\$38.12	\$38.88
11	\$37.75	\$38.69	\$39.46
12	\$38.31	\$39.27	\$40.06
13	\$38.86	\$39.83	\$40.63

Longevity Service Pay

Years of Service	Amount
13 - 17 years	\$1805
18 - 22 years	\$3610
23 years +	\$5415

B-5: Tutorial Coordinator Faculty

32-Week								
2022-2023			2023-2024			2024-2025		
Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's
1	\$36,714	\$37,749	1	\$37,632	\$38,693	1	\$38,385	\$39,467
2	\$37,631	\$38,547	2	\$38,572	\$39,511	2	\$39,343	\$40,301
3	\$38,547	\$40,383	3	\$39,511	\$41,393	3	\$40,301	\$42,221
4	\$39,466	\$42,218	4	\$40,453	\$43,273	4	\$41,262	\$44,138
5	\$40,383	\$44,052	5	\$41,393	\$45,153	5	\$42,221	\$46,056
6	\$41,317	\$45,889	6	\$42,350	\$47,036	6	\$43,197	\$47,977
7	\$42,231	\$47,721	7	\$43,287	\$48,914	7	\$44,153	\$49,892
8	\$43,151	\$49,555	8	\$44,230	\$50,794	8	\$45,115	\$51,810
9	\$44,068	\$51,392	9	\$45,170	\$52,677	9	\$46,073	\$53,731
10	\$44,985	\$53,227	10	\$46,110	\$54,558	10	\$47,032	\$55,649
11	\$45,903	\$55,060	11	\$47,051	\$56,437	11	\$47,992	\$57,566
12	\$46,850	\$56,896	12	\$48,021	\$58,318	12	\$48,981	\$59,484
13	\$47,783	\$58,730	13	\$48,978	\$60,198	13	\$49,958	\$61,402
14	\$48,732	\$60,566	14	\$49,950	\$62,080	14	\$50,949	\$63,322

44-Week								
2022-2023			2023-2024			2024-2025		
Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's
1	\$50,481	\$51,517	1	\$51,743	\$52,805	1	\$52,778	\$53,861
2	\$51,743	\$53,001	2	\$53,037	\$54,326	2	\$54,098	\$55,413
3	\$53,002	\$55,528	3	\$54,327	\$56,916	3	\$55,414	\$58,054
4	\$54,266	\$58,048	4	\$55,623	\$59,499	4	\$56,735	\$60,689
5	\$55,528	\$60,571	5	\$56,916	\$62,085	5	\$58,054	\$63,327
6	\$56,808	\$63,097	6	\$58,228	\$64,674	6	\$59,393	\$65,967
7	\$58,069	\$65,618	7	\$59,521	\$67,258	7	\$60,711	\$68,603
8	\$59,329	\$68,138	8	\$60,812	\$69,841	8	\$62,028	\$71,238
9	\$60,590	\$70,664	9	\$62,105	\$72,431	9	\$63,347	\$73,880
10	\$61,853	\$73,187	10	\$63,399	\$75,017	10	\$64,667	\$76,517
11	\$63,115	\$75,710	11	\$64,693	\$77,603	11	\$65,987	\$79,155
12	\$64,420	\$78,233	12	\$66,031	\$80,189	12	\$67,352	\$81,793
13	\$65,703	\$80,755	13	\$67,346	\$82,774	13	\$68,693	\$84,429
14	\$67,005	\$83,278	14	\$68,680	\$85,360	14	\$70,054	\$87,067

B-5 Tutorial Coordinator continued

52-Week								
2022-2023			2023-2024			2024-2025		
Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's
1	\$59,658	\$60,693	1	\$61,149	\$62,210	1	\$62,372	\$63,454
2	\$61,149	\$62,640	2	\$62,678	\$64,206	2	\$63,932	\$65,490
3	\$62,640	\$65,621	3	\$64,206	\$67,262	3	\$65,490	\$68,607
4	\$64,131	\$68,603	4	\$65,734	\$70,318	4	\$67,049	\$71,724
5	\$65,622	\$71,584	5	\$67,263	\$73,374	5	\$68,608	\$74,841
6	\$67,139	\$74,565	6	\$68,817	\$76,429	6	\$70,193	\$77,958
7	\$68,628	\$77,546	7	\$70,344	\$79,485	7	\$71,751	\$81,075
8	\$70,118	\$80,530	8	\$71,871	\$82,543	8	\$73,308	\$84,194
9	\$71,611	\$83,512	9	\$73,401	\$85,600	9	\$74,869	\$87,312
10	\$73,101	\$86,493	10	\$74,929	\$88,655	10	\$76,428	\$90,428
11	\$74,592	\$89,475	11	\$76,457	\$91,712	11	\$77,986	\$93,546
12	\$76,130	\$92,457	12	\$78,033	\$94,768	12	\$79,594	\$96,663
13	\$77,648	\$95,439	13	\$79,589	\$97,825	13	\$81,181	\$99,782
14	\$79,188	\$98,420	14	\$81,168	\$100,881	14	\$82,791	\$102,899

Hourly Rate								
2022-2023			2023-2024			2024-2025		
Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's
1	\$28.67	\$29.17	1	\$29.39	\$29.90	1	\$29.98	\$30.50
2	\$29.39	\$30.10	2	\$30.12	\$30.85	2	\$30.72	\$31.47
3	\$30.10	\$31.57	3	\$30.85	\$32.36	3	\$31.47	\$33.01
4	\$30.83	\$32.98	4	\$31.60	\$33.80	4	\$32.23	\$34.48
5	\$31.57	\$34.42	5	\$32.36	\$35.28	5	\$33.01	\$35.99
6	\$32.28	\$35.85	6	\$33.09	\$36.75	6	\$33.75	\$37.49
7	\$32.99	\$37.28	7	\$33.81	\$38.21	7	\$34.49	\$38.97
8	\$33.70	\$38.72	8	\$34.54	\$39.69	8	\$35.23	\$40.48
9	\$34.43	\$40.16	9	\$35.29	\$41.16	9	\$36.00	\$41.98
10	\$35.14	\$41.58	10	\$36.02	\$42.62	10	\$36.74	\$43.47
11	\$35.86	\$43.01	11	\$36.76	\$44.09	11	\$37.50	\$44.97
12	\$36.60	\$44.44	12	\$37.52	\$45.55	12	\$38.27	\$46.46
13	\$37.33	\$45.88	13	\$38.26	\$47.03	13	\$39.03	\$47.97
14	\$38.08	\$47.33	14	\$39.03	\$48.51	14	\$39.81	\$49.48

B-6: Instructional Laboratory Coordinator

44-Week								
2022-2023			2023-2024			2024-2025		
Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's
1	\$49,866	\$50,485	1	\$51,113	\$51,747	1	\$52,135	\$52,782
2	\$51,112	\$52,356	2	\$52,390	\$53,665	2	\$53,438	\$54,738
3	\$52,357	\$54,852	3	\$53,666	\$56,223	3	\$54,739	\$57,347
4	\$53,605	\$57,341	4	\$54,945	\$58,775	4	\$56,044	\$59,951
5	\$54,852	\$59,833	5	\$56,223	\$61,329	5	\$57,347	\$62,556
6	\$56,115	\$62,328	6	\$57,518	\$63,886	6	\$58,668	\$65,164
7	\$57,362	\$64,819	7	\$58,796	\$66,439	7	\$59,972	\$67,768
8	\$58,606	\$67,308	8	\$60,071	\$68,991	8	\$61,272	\$70,371
9	\$59,852	\$69,803	9	\$61,348	\$71,548	9	\$62,575	\$72,979
10	\$61,100	\$72,296	10	\$62,628	\$74,103	10	\$63,881	\$75,585
11	\$62,347	\$74,787	11	\$63,906	\$76,657	11	\$65,184	\$78,190
12	\$63,635	\$77,280	12	\$65,226	\$79,212	12	\$66,531	\$80,796
13	\$64,902	\$79,771	13	\$66,525	\$81,765	13	\$67,856	\$83,400
14	\$66,189	\$82,264	14	\$67,844	\$84,321	14	\$69,201	\$86,007

Hourly Rate								
2022-2023			2023-2024			2024-2025		
Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's
1	\$28.33	\$28.62	1	\$29.04	\$29.34	1	\$29.62	\$29.93
2	\$29.04	\$29.74	2	\$29.77	\$30.48	2	\$30.37	\$31.09
3	\$29.74	\$31.18	3	\$30.48	\$31.96	3	\$31.09	\$32.60
4	\$30.46	\$32.57	4	\$31.22	\$33.38	4	\$31.84	\$34.05
5	\$31.18	\$34.00	5	\$31.96	\$34.85	5	\$32.60	\$35.55
6	\$31.89	\$35.41	6	\$32.69	\$36.30	6	\$33.34	\$37.03
7	\$32.58	\$36.82	7	\$33.39	\$37.74	7	\$34.06	\$38.49
8	\$33.29	\$38.24	8	\$34.12	\$39.20	8	\$34.80	\$39.98
9	\$34.01	\$39.67	9	\$34.86	\$40.66	9	\$35.56	\$41.47
10	\$34.71	\$41.07	10	\$35.58	\$42.10	10	\$36.29	\$42.94
11	\$35.42	\$42.49	11	\$36.31	\$43.55	11	\$37.04	\$44.42
12	\$36.15	\$43.90	12	\$37.05	\$45.00	12	\$37.79	\$45.90
13	\$36.87	\$45.32	13	\$37.79	\$46.45	13	\$38.55	\$47.38
14	\$37.61	\$46.76	14	\$38.55	\$47.93	14	\$39.32	\$48.89

B-18 Terminal Degree Pay

Degree	2022-2025 Amount
Terminal Degree (Earned Doctorate, JD or Master’s of Fine Arts)	\$5,300

B-19 Department Head, Program Director, and Other Special Assignment Compensation

Department heads and Thirty-two (32)-week (academic year) Program Directors must work one (1) forty (40)-hour week immediately following the Winter semester and two (2) forty (40)-hour weeks immediately preceding the Fall semester. The faculty member shall receive four (4) contact hours of pay for this work. This will not interfere with the selection of day overload during the Summer semester.

Each Department Head and Program Director will have an annual evaluation with their Dean to clarify and document performance expectations and professional development opportunities.

In order to complete the duties associated with the faculty evaluation system, Department Heads/Program Directors will receive one eighth (.125) contact hours of release time (or, if the faculty member goes beyond full release, equated overload) for each full-time faculty member (tenured, tenure-track, temporary, or affiliate) in their department. This amount is calculated in Fall semester and applied to both Fall and Winter semesters.

A. DEPARTMENT HEAD COMPENSATION

Department	*Release Time	**Release Time
Visual Arts	6.5	1.42
Exercise Science	6.5	1.42
Architectural and Mechanical Design	6.5	1.42
Applied Technology	6.5	1.42
Automotive	6.5	1.42
Biological Sciences	7.0	1.50
Physical Sciences	7.0	1.50
Criminal Justice	7.0	1.50
Manufacturing	7.0	1.50
Social Sciences	7.5	1.63
Language & Thought	7.5	1.63
Psychology	7.5	1.63
Computer Information Systems	7.5	1.63
Mathematics	9.0	2.00

Department	*Release Time	**Release Time
Business	9.0	2.00
English	9.0	2.00

B. PROGRAM DIRECTOR COMPENSATION

1. Classroom Program Directors

Department	*Release Time	**Release Time
Director of Theater	4.5	0.00
Director of Music	11.0	2.00
Director of Child Development/ ECLL	6.5	1.42
Director of Dental Auxiliary	12.0	2.00
Director of Hospitality Education	15.0	0.00
Director of Nursing	15.0	0.00

Department	*Release Time	**Release Time
Director of Occupational Therapy Assistant	6.5	1.42
Director of Radiologic Technology	6.5	1.42

* Hours of release time for each of the academic year semesters. For Summer semester, Department Heads will get one (1) contact hour of stipend. For Summer semester, Program Directors who have forty-two (42)-week contracts, are assigned seven (7) hours of release time.

** Additional “floating” release time hours that may be allocated between Summer, Winter, and/or Fall semesters each fiscal year, based on the work needs of the department at the discretion of the faculty member within the following guidelines:

- No full release unless approved in writing by the Provost.
- No reduction in current release time allotments each semester, including Summer.
- The faculty member will provide written justification for changes in the distribution (from the prior academic year) to the Associate Dean.

2. Non-classroom Program Directors.

Fifty-two (52) week Program Directors for the following Programs shall have eighteen and one half (18.5) hours of release each week from their forty (40) hour-per-week work schedule to perform Program Director duties:

- Academic Advising and Transfer Center
- Occupational Support Services
- TRIO Student Support Services/STEM program
- Disability Support Services
- Counseling and Career Development

C. SPECIAL ASSIGNMENT COMPENSATION

1. Department heads shall receive one half (0.5) contact hour stipend of overload pay for each of the following responsibilities. If a Department Head declines the assignment, the Dean (or their designee) and Department Head will offer the assignment to an appropriate faculty member.
 - a. Special program accreditation (year before visit, year of visit, post-visit work if required).
 - b. New program development (needs study, advisory committee development, and curriculum development).
 - c. Chairing a search committee for full-time faculty hiring.
 - d. Other special projects approved by the Dean.

For the above items, the Department Head must submit a request to the appropriate Dean to perform the task(s) and to be paid for the work. The request will also be approved by the Provost. This request must be made and approved prior to the start of the work. The request for additional stipends must include a description of the work, time lines, planned outcomes, and the approximate number of hours this work will take to complete.

2. Other Special Assignments and Compensation

The Provost will establish a process for offering special assignments to faculty. That process will include ensuring that all special assignment opportunities including the hours or contact hours equivalent pay is published for all faculty to review in advance of Fall base load assignments. The process will include how faculty may communicate an interest in being considered for an assignment. If a faculty member wishes to have an assignment they received as release time instead of EOL, a recommendation to the Provost will be made jointly between the Associate Dean and the Department Head/Program Director. Opportunities that arise during the academic year follow the same process as soon as practicable. Special assignments are at the discretion of the Provost.

B-20 Overload

	2022-2023	2023-2024	2024-2025
First eight (8) Years of Service*	\$1,000	\$1,010	\$1,020
Completion of eight (8) Years as Full time Faculty and promotion to Associate Professor, if eligible	\$1,050	\$1,100	\$1,184
Full time faculty hired before July 1, 2012	\$1,159	\$1,170	\$1,184

*Full-time faculty shall remain at this tier for a minimum of eight (8) years. Full-time faculty who are eligible to be promoted to Associate Professor shall remain at this tier after eight (8) years of service if they have not yet been promoted to Associate Professor.

B-21 Adjunct Faculty Rate Schedule

	2022-2023	2023-2024	2024-2025
First four (4) years of service	\$1,000	\$1,010	\$1,020
First four (4) years of service with terminal degree	\$1,022	\$1,032	\$1,042
Completion of four (4) years of service*	\$1,050	\$1,100	\$1,184
Completion of four (4) years of service with terminal degree*	\$1,072	\$1,122	\$1,206
<i>Adjuncts hired before March 19, 2013:</i>			
Bachelor degree**	\$1,160	\$1,170	\$1,180
Master degree**	\$1,270	\$1,280	\$1,290
Terminal degree**	\$1,292	\$1,302	\$1,312

*These tiers apply to adjuncts who worked at least one (1) semester per academic year for four (4) consecutive years (adjuncts hired before the effective date of this contract will qualify if they worked at least one (1) semester per academic year in four (4) of the six (6) years preceding this contract). These tiers also apply to employees who are not currently excluded from recognition within the Association by Article 2 of this contract, but who previously served as adjuncts while employed with the College in a capacity that was excluded from recognition within the Association. Employees who previously served as adjuncts while employed in a capacity that was excluded from recognition within the Association shall be given credit for prior adjunct service in accordance with the terms of this Appendix.

Once an adjunct has been moved to a higher tier, they will not revert to a lower tier if they take time off and return to the college at a later date. A Department Head may request an exception from the Provost, or designee, to acknowledge prior years of service for an adjunct whose gap in service exceeds one (1) full academic year if the gap was due to circumstances beyond the control of either party.

Human Resources will move adjuncts to a new tier only once per year (prior to beginning of Fall semester).

Adjuncts qualifying for pay increases for years of service must verify their pay increase per review of paycheck and notify Human Resources/Payroll if necessary during that first semester of eligibility in order for the rate to be adjusted along with retroactive pay. If an adjunct notifies Human Resources/Payroll after the first semester of eligibility for the new rate, then the rate will be adjusted in the next semester after notification and there will be no retroactive pay.

**Employees excluded from recognition within the Association by Article 2 of this contract are not eligible for these rates.

B-22 Hourly Rate Schedules

Position/ Assignment	2022-2023	2023-2024	2024-2025
Advising (including registration) and counseling. Rate is for part time hourly faculty and classroom faculty.	\$37.42	\$38.36	\$39.47
Course Revision & Development (see Article 6.C.8 & 6.C.9)	\$45.00	\$45.00	\$45.00
Test Development, Proctoring & Grading (see Article 6.C.10)	\$45.00	\$45.00	\$45.00
Training Solutions Billable Hours	\$70.00	\$70.00	\$70.00
Job Training Substitute BA or Less	\$40.00	\$40.00	\$40.00
Job Training Substitute MA	\$45.00	\$45.00	\$45.00
Librarians (part time hourly faculty)	\$37.42	\$38.36	\$39.47

Professional Development Rate for Middle College Faculty Cohort. Hourly pay will be determined by current adjunct or overload contact hour rate divided by thirty (30).

B-23 Salary for Extra Work

Salary for extra work is two percent (2%) of base work per one (1) full week or four tenths of one percent (.4%) per normal workday. See Article 7.I for specific conditions.

B-24 Base Load Assignment for Applied Music Compensation

A full-time faculty member teaching in the applied music program will have their load determined according to the following schedule:

- A. One (1) applied music major student = two thirds (2/3) contact hour per student.
- B. One (1) applied music minor student = one third (1/3) contact hour per student.

All applied music faculty, who are not full-time faculty members, will be considered adjunct faculty and will be paid according to the Base Load Assignment for Applied Music Composition chart:

Academic Year	1 Hour Lesson	30 Minute Lesson
2022 - 2023	\$50.00	\$25.00
2023 - 2024	\$51.00	\$25.50
2024 - 2025	\$52.00	\$26.00

B-25 Distance Learning Compensation (Article 6.H)

Online Template Creation – Compensation equals the course development hourly rate (B-22) times fifteen (15) times the number of credit hours of the course.

B-26 Retirement Pay (Article 7.X)

Type	Amount
Pay for unused sick day	\$51
Pay for year of service	\$50

B-27 New Faculty Institute Per Diem

Newly hired faculty who are required to participate in professional development activities prior to the beginning of their contractual work year shall be paid a per diem rate based on step one (1) of the thirty-two (32)-week salary schedule for each full day of professional development.

APPENDIX C – JOB ASSIGNMENT

1. Academic Governing Council AGC Representative (Senate Chair)
2. Academic Advisor
3. Counselor
4. Collegiate Advisor
5. Display Magazine Advisor
6. Coordinator (Program)
7. Honors Program Coordinator
8. International Studies Program Coordinator
9. Tutorial Coordinator
10. Department Head of Allied Health
11. Department Head of Automotive
12. Department Head of Applied Technology
13. Department Head of Architectural and Mechanical Design
14. Department Head of Biological Science
15. Department Head of Business
16. Department Head of Computer Information Systems
17. Department Head of Criminal Justice
18. Department Head of English
19. Department Head of Exercise Science
20. Department Head of Language & Thought
21. Department Head of Manufacturing
22. Department Head of Mathematics
23. Department Head of Physical Science
24. Department Head of Psychology
25. Department Head of Social Sciences
26. Department Head of Visual Arts
27. Baseball Coach
28. Assistant Baseball Coach
29. Basketball Coach
30. Assistant Basketball Coach
31. Golf Coach
32. Softball Coach
33. Assistant Softball Coach
34. Volleyball Coach
35. Assistant Volleyball Coach
36. Cross Country Coach
37. Assistant Cross Country Coach
38. Soccer Coach
39. Assistant Soccer Coach
40. Culinary Coach
41. College Choir Director
42. Concert Choir Director
43. Guitar Ensemble Director
44. Jazz Orchestra Director
45. Kent Philharmonic Director
46. Madrigal Singers Director
47. Orchestra Director
48. Shades of Blue Director
49. Wind Ensemble Director
50. Job Training Instructor
51. Instructor
52. ESL Facilitator
53. Faculty Professional Development (Multiple assignments)
54. ECLL Instructor I
55. ECLL Instructor II
56. Program Director of Child Development/ECLL
57. Program Director of Counseling and Career Development

58. Program Director of Academic Advising and Transfer Center
59. Program Director of Dental Auxiliary
60. Program Director of Hospitality Education
61. Program Director of Music
62. Program Director of Nursing
63. Program Director of Disability Support Services
64. Program Director of Occupational Support Services
65. Program Director of Occupational Therapy Assisting
66. Program Director of Radiologic Technology
67. Program Director of Support Services
68. Program Director of Theater
69. Program Director of TRIO/Student Support Services
70. Librarian
71. Instructional Laboratory Coordinator
72. Training Solutions Trainer
73. Radiation Safety Officer
74. Forensics/Drama Coach
75. Campus Band Director

APPENDIX D – EXTRA CURRICULAR REMUNERATION

A. ATHLETIC COACHES *

2022-2025					
Title	Step 1	Step 2	Step 3	Step 4	Step 5
Baseball Assistant Coach	\$3,950	\$4,442	\$4,937		
Baseball Head Coach	\$7,405	\$7,898	\$8,885		
Basketball Assistant Coach	\$4,937	\$5,431	\$5,926	\$6,419	\$6,913
Basketball Head Coach	\$8,394	\$8,885	\$9,377	\$9,871	\$10,860
Cross Country Assistant Coach	\$3,950	\$4,442	\$4,937		
Cross Country Head Coach	\$7,405	\$7,898	\$8,885		
Golf Head Coach	\$7,405	\$7,898	\$8,885		
Soccer Assistant Coach	\$3,950	\$4,442	\$4,937		
Soccer Head Coach	\$7,405	\$7,898	\$8,885		
Softball Assistant Coach	\$3,950	\$4,442	\$4,937		
Softball Head Coach	\$7,405	\$7,898	\$8,885		
Volleyball Assistant Coach	\$3,950	\$4,442	\$4,937		
Volleyball Head Coach	\$7,405	\$7,898	\$8,885		

* Head coaching compensation will be paid over Fall and Winter semesters as follows:

- 80% in the semester of the official competition, and
- 20% in the other academic year semester

Assistant coaching compensation will be paid in the official competition season for the specific sport.

Basketball Head and Assistant coaching compensation will be split fifty percent (50%) in Fall semester and fifty percent (50%) in Winter semester.

For athletic Assistant Coach positions, the negotiated amounts may be split between multiple Assistant Coaches if authorized in writing by the Athletic Director and Provost. These amounts can be split based on rationale that is related to job duties and consistent with GRCC policies.

Athletic programs are allowed to use “Club Funds” to support additional coaching staff. These funds must be administered in the following manner:

- Club funds will be charged (indicate account number on additional pay form) for the appropriate percentage of the negotiated stipend, plus applicable payroll taxes.
- All Assistant Coach amounts will be processed through payroll and be signed by the Athletic Director and Provost.

B. NON-ATHLETIC COACHES

2022-2025					
Title	Step 1	Step 2	Step 3	Step 4	Step 5
Campus Band Director	\$933	\$1,034	\$1,136	\$1,242	\$1,345
Chamber Orchestra	\$1,398	\$1,552	\$1,708	\$1,862	\$2,019
College Choir	\$933	\$1,034	\$1,136	\$1,242	\$1,345
Collegiate Advisor	\$4,913	\$5,404	\$5,898	\$6,388	\$6,879
Concert Choir	\$1,398	\$1,552	\$1,708	\$1,862	\$2,019
Culinary Coach	\$2,947				
Display Art Advisor	\$4,048	\$4,293	\$4,540	\$4,787	\$5,034
Display Print Advisor	\$4,048	\$4,293	\$4,540	\$4,787	\$5,034
Forensics/Drama Coach	\$982	\$1,473	\$1,966	\$2,458	\$2,947
Guitar Ensemble	\$1,398	\$1,552	\$1,708	\$1,862	\$2,019
Jazz Orchestra	\$933	\$1,034	\$1,136	\$1,242	\$1,345
Kent Philharmonic Orchestra	\$1,398	\$1,552	\$1,708	\$1,862	\$2,019
Madrigal Singers	\$933	\$1,034	\$1,136	\$1,242	\$1,345
Radiation Safety Officer	\$3,440				
Shades of Blue	\$933	\$1,034	\$1,136	\$1,242	\$1,345
Wind Ensemble	\$1,398	\$1,552	\$1,708	\$1,862	\$2,019

**APPENDIX E – PAY RATES FOR “PROJECT SEMINAR”
COURSES, INDEPENDENT STUDIES, AND PRIOR LEARNING
ASSESSMENTS**

1. PROJECT SEMINAR COURSES

Number of Students	Course 291	Course 292	Course 293
1	0.133 CH	0.267 CH	0.400 CH
2	0.133 CH	0.267 CH	0.400 CH
3	0.267 CH	0.533 CH	0.800 CH
4	0.267 CH	0.533 CH	0.800 CH
5	0.333 CH	0.667 CH	1.000 CH
6	0.400 CH	0.800 CH	1.200 CH
7	0.467 CH	0.933 CH	1.400 CH
8	0.533 CH	1.067 CH	1.600 CH
9	0.600 CH	1.200 CH	1.800 CH
10	0.667 CH	1.333 CH	2.000 CH
11	0.733 CH	1.467 CH	2.200 CH
12	0.800 CH	1.600 CH	2.400 CH
13	0.867 CH	1.733 CH	2.600 CH
14	0.933 CH	1.867 CH	2.800 CH
15	1.000 CH	2.000 CH	3.000 CH

2. INDEPENDENT STUDIES-COURSES DEFINED AS 298 AND 299 BY THE REGISTRAR

One Credit	\$75.00
Two Credits	\$150.00

- A. Course 291 is for a one (1) credit course.
- B. Course 292 is for a two (2) credit course.
- C. Course 293 is for a three (3) credit course.

3. COMPENSATION FOR PRIOR LEARNING ASSESSMENT

The faculty member will be paid for three (3) clock hours (0.1 contact hours) per assessment of a student portfolio.

APPENDIX F - HEALTH CARE OPTION PLANS

1. Cancer Intensive Care Insurance
2. Short Term Disability
3. Long Term Disability
4. Term Life Insurance
5. Other Options agreed upon by the Association
6. Or any combination of the above

APPENDIX G - MEMOS OF UNDERSTANDING

Title	Approved Date
Administrative Investigations	November 29, 2007
Grandfathered Pay	April 28, 2017
Grandfathered Pay – Longevity Training	April 28, 2017
TRIO STEM Advisor	April 30, 2021
Program Director for Allied Health Department	May 4, 2021
Cardiovascular Technician (CVT)	May 10, 2021

**Memorandum of Understanding
between the
Board of Trustees
and the
Faculty Association
of
Grand Rapids Community College**

Administrative Investigations

The Board of Trustees of Grand Rapids Community College and the Faculty Association of Grand Rapids Community College agree to the following Administrative Investigation procedures as it relates to perceived deficiency in professional competency in job performance, (e.g., knowledge, skills, and abilities). These investigations are for performance concerns whether the concern arises from the evaluation or outside the evaluation period.

- A. The Faculty Association and administration are committed to resolving performance issues at the lowest level of intervention necessary to improve performance. This may include informal discussions with affected parties.
- B. This investigation procedure shall be followed in the termination or discharge, suspension, or other discipline of a faculty member where such action is based on a perceived deficiency in professional competency in job performance. (e.g., knowledge, skills, and abilities.).
- C. This memo of understanding does not supersede Article 10 (Grievance Procedures), Article 10.E (Demotion & Discharge), and Article 6.G.2 (limitation of overload) of the collective bargaining agreement.
- D. The administration shall provide written notification to the affected faculty member and will be informed of his/her right to Association representation at the start of the investigation; this notification shall describe the intended investigations process.
- E. The Provost or designee will conduct the investigation.
- F. If disciplinary action is forthcoming the administrator conducting the investigation shall provide full disclosure to the affected faculty member or his/her representative. Such disclosure shall include all pertinent information and sources on which the disciplinary decision is based.

In addition, if the investigation had discovered any information favorable to the faculty member, but the administration did not use such favorable information to base its disciplinary decision, such information will also be disclosed to the Faculty member or his/her representative.

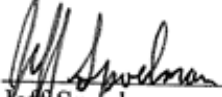
Disciplinary action will be determined on a case-by-case basis. Only in the event the faculty member has not waived his/her right to Association representation will the disciplinary action be precedent setting.

- G. In the event that the regular evaluation causes the administration to begin a separate investigation of a faculty member's performance as provided for in paragraph 2.e.1 of the Memo of Understanding – Faculty Evaluation Procedures, any evidence developed by that separate investigation, including signed student comments and evaluations of

faculty made during the course of that separate investigation, may be used in disciplinary or legal proceedings.

In the event of any disciplinary or legal proceedings involving a faculty member, the administration will exclude from such proceedings as follows:

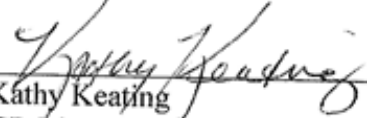
1. Unsigned student comments.
 2. Unassigned evaluations of faculty.
 3. Testimony or documentation summarizing unsigned student comments or evaluation of faculty.
 4. Testimony or documentation referring to the substance of unsigned student comments or evaluation of faculty
- H. If the faculty member alleges that the administrative investigation was initiated in an arbitrary, capricious or discriminatory manner, the administration may indicate the general fact that the regular evaluation was the cause for the College to begin a separate investigation into the faculty member's performance.



Jeff Spelman
Faculty Chief Negotiator

11/29/07

Date



Kathy Keating
GRCC Chief Negotiator

11.29.07

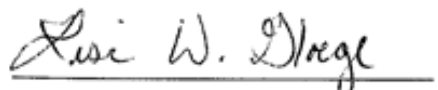
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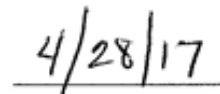
**Memorandum of Understanding
between the
Board of Trustees
and the
Faculty Association
of
Grand Rapids Community College**

Grandfathered Pay

The parties agree as follows:

- a. Longevity Training Pay: Faculty members who earned longevity training pay prior to December 12, 2016 shall continue to receive this pay for the duration of their employment as full-time faculty members. (See separate MOU for faculty who earned longevity training pay prior to December 12, 2016 but who are not eligible to begin to receive this pay until a future date.)
- b. Longevity Service Pay: Faculty members who earned longevity service pay prior to March 18, 2013 shall continue to receive this pay for the duration of their employment as full-time faculty members.
- c. Advanced Training beyond a Master's Degree: Faculty who earned Advanced Training beyond a Master's Degree pay shall continue to receive this pay for the duration of their employment as full-time faculty members or until they complete a terminal degree. Upon completion of a terminal degree, they will no longer receive this grandfathered pay but will receive terminal degree pay upon completion of the contractual requirements.
- d. G credit: Faculty who earned G credit pay shall continue to receive this pay for the duration of their employment as full-time faculty members.


For the GRCC faculty Association


Date


For Grand Rapids Community College


Date

Memorandum of Understanding

**between the
Board of Trustees
and the
Faculty Association
of
Grand Rapids Community College**

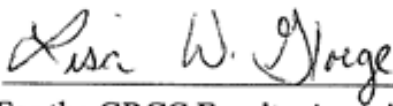
Grandfathered Pay – Longevity Training

The parties agree as follows:

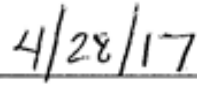
One hundred and twenty six (126) faculty members earned longevity training pay prior to December 12, 2016.

Thirteen (13) of the foregoing one hundred and twenty six (126) faculty members earned an additional longevity training increment but are not eligible to begin to receive this pay until a future date. These specific dates vary.

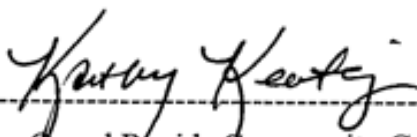
A spreadsheet dated April 26, 2017 lists the first date on which the 13 faculty members will begin to receive the additional longevity training pay increment. These faculty shall continue to receive this pay from the first date of eligibility listed on the spreadsheet for the duration of their employment as full-time faculty members.



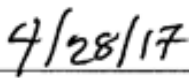
For the GRCC Faculty Association



Date



For Grand Rapids Community College



Date

Memorandum of Understanding
between Grand Rapids Community College and the GRCC Faculty Association
TRIO STEM Advisor (April 27, 2021)

This MOU is made for the purpose of memorializing the parties' mutual understanding of the unique Terms and Conditions of employment for a tenure track faculty position: TRIO Stem Advisor.

1. GRCC has received a Federal grant which will be used to fund a TRIO Program at GRCC.
2. GRCC will employ a faculty member as TRIO Stem Advisor for the duration of the grant.
3. It is GRCC's intent to apply for renewal of that grant to continue TRIO Stem services beyond the initial 3-year term.
4. If the College does not receive continued federal funding for the TRIO Stem Advisor position, the TRIO Stem Advisor faculty member shall have the following limited rights:
 1. Appointment to any open full-time tenure track Advisor position for which they are qualified at their then current salary and with their then current progress toward tenure. This will not require the incumbent to compete in any search process.
 2. The college will not be required to create a new tenure track position if a vacancy does not exist.
 3. If a vacancy does not exist at the time the TRIO stem Advisor position is eliminated, the incumbent shall be laid off with rights of recall consistent with the faculty contract.
 4. Candidates for this position will be advised of the terms of this MOU through the position posting and again when invited for an interview.

 _____ Faculty Association	Date	<u>4-30-21</u>
 _____ GRCC	Date	<u>4/29/21</u>

Memorandum of Understanding

between Grand Rapids Community College (GRCC) and the GRCC Faculty Association

Program Director for Allied Health Department (May 4, 2021)

1. GRCC has received a Federal grant which will be used to fund a new academic department at GRCC called "Allied Health".
2. GRCC will employ a faculty member as Program Director for the new Allied Health Department for the duration of the grant and thereafter should the Department continue beyond the end of the grant.
3. The Program Director will receive fifteen (15) contact hours of release time per semester to perform the Program Director duties. As a forty-two (42) week employee, the Program Director will receive seven (7) contact hours of release time during the Summer.
4. The parties agree to review the Allied Health Program Director release time hours at the end of each year to determine whether they should be modified based on the needs of the Department.
5. It is GRCC's expectation that this position will continue beyond the term of the grant with funding coming from the GRCC general fund.
6. If the College does not elect to continue the position by absorbing the cost for this position into the general fund budget, the faculty member shall have the following limited rights:
 1. Appointment to any open full-time tenure track position for which they are qualified at their then current salary with their then current progress toward tenure. This will not require the incumbent to compete in any search process.
 2. The college will not be required to create a new tenure track position if a vacancy does not exist.
 3. If a vacancy does not exist at the time the Program Director position is eliminated, the incumbent shall be laid off with rights of recall consistent with the faculty contract.
 4. Candidates for this position will be advised of the terms of this MOU through the position posting and again when invited for an interview.

The image shows two handwritten signatures and dates. The top signature is for the Faculty Association, dated 5.5.21. The bottom signature is for GRCC, dated 5/4/2021.

Faculty Association _____ Date 5.5.21

GRCC _____ Date 5/4/2021

**Memo of Understanding
Between
Grand Rapids Community College (GRCC)
and
Grand Rapids Community College Faculty Association
Cardiovascular Technician (CVT) Position (May 10, 2021)**

This MOU is made by mutual agreement for the purpose of offering a full-time temporary faculty employment contract for a Cardiovascular Technician (CVT) position through the end of Winter semester 2023 under the following conditions:

1. This temporary contract shall not entitle the full-time temporary faculty member to full time employment at the conclusion of the temporary contract.
2. The temporary contract will terminate at the end of Winter semester 2024.
3. If a full-time CVT faculty member is needed at the end of the Winter semester 2024, GRCC will conduct a search to fill the full-time position. If the person occupying the temporary position competes for and is offered the full-time tenure track position, the temporary faculty member will receive longevity credit for service as outlined in the faculty contract.
4. If the full-time temporary faculty member competes for and is hired for the full-time position, they will be given salary schedule credit for years of service as a full-time temporary faculty member as outlined in the faculty contract.
5. Pursuant to Article 3.F.6, the temporary faculty member will be entitled to the same benefits as other full-time members excluding seniority and tenure.
6. The temporary faculty member will participate in the faculty evaluation process each year in order to be eligible for step progression on the applicable salary schedule during the temporary service.
7. If deemed necessary, the teaching base load of the faculty member may be spread out over the course of the fifty-two (52)-week year.
8. Any and all provisions of the GRCC faculty contract which might be construed to grant the temporary faculty member additional employment rights beyond the termination of this temporary contract shall not apply, including but not limited to the following:

Article 3.F.3

“A faculty member with a full-time temporary contract for four consecutive academic year semesters shall be offered a regular full-time contract beginning the following semester. The faculty member shall be given a third and fourth year of probation before tenure is granted”.

Article 3.F.6


“These faculty members shall be entitled to the same rights.....as other full-time members including seniority, tenure....”

Article 6.C.7

“Any faculty member whose load equals a full-time semester load shall be compensated and shall receive fringe benefits equivalent to those received by a full-time faculty member for that period of time and at the appropriate rate. Should this occur for four (4) consecutive (academic year) semesters, a full-time regular contract shall be offered the following semester”.

9. The College reserves the right to rescind or terminate the full-time temporary contract based on work performance or loss of grant funding.
10. This Agreement shall not be precedent setting.


On behalf of the Faculty Association
5.10.22


On behalf of administration
5-10-22