AGREEMENT

between the

BOARD OF TRUSTEES

of the

GRAND RAPIDS COMMUNITY COLLEGE

and the

FACULTY ASSOCIATION

of the

GRAND RAPIDS COMMUNITY COLLEGE

2025-2030

*Reprint Fall 2026 (Agreement Date: 10/20/2026)

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COLLECTIVE BARGAINING AGREEMENT

This collective bargaining agreement (Agreement) is entered into as of the 1st day of September, 2025, 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 include all classroom faculty, Counselors, Academic Advisors, Tutorial Coordinators, Librarians, Instructional Laboratory Coordinators, Collaborative Pianists, Early Childhood Learning Lab (ECLL) Instructors, Adjunct Instructors, Athletic Coaches, 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 Professional, Management, and Administration (PMA); Alliance of Professional Support Staff (APSS); College Employees Benefit Association (CEBA); or Police Officers Labor Council (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 or equated overload (or combination thereof) 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 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 Federal Insurance Contributions Act (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

All faculty members are human beings. 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 faculty members are those 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. Faculty members are eligible to apply for tenure as set forth in Article 15. Application for tenure is not optional.

A faculty member who is not awarded tenure will be terminated at the completion of the academic year (Fall semester through Summer semester) during which tenure was considered. 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 in a non-fifty-two (52)-week position 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 15. Summer semester assignments are not counted for this section.

4. A faculty member in a fifty-two (52)-week position with a full-time temporary contract may be employed continuously with a normal workload for up to two (2) consecutive years. If a faculty member is offered continued employment beyond two (2) consecutive years, the faculty member shall be offered a regular faculty contract. The faculty member shall be given a third and fourth year of probation as set forth in Article 15.

5. Exceptions to three (3) and four (4) may be mutually agreed upon with approval of the Association President.

6. Full-time temporary assignments covering 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.

7. Benefits associated with temporary assignments conclude on the end date of the assignment. However, if a temporary full-time faculty member is hired in a permanent faculty position for the subsequent academic year semester after the conclusion of their temporary assignment, they may apply for reimbursement of health care premiums under Article 7.

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 that 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; and

   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 a full-time tenure track faculty member.

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 faculty members including seniority, salary increases, and benefits.

H. ASSOCIATION / ADMINISTRATION MEETINGS

Members of the bargaining unit participating in conferences and meetings (arranged between the Association and College) with the College or its representatives that involve or derive from this collective bargaining agreement during working hours shall thereby suffer 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 a faculty member speaks or writes as a citizen, they shall be free from administrative and institutional censorship and discipline. A 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 that 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 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 is informed by Human Resources or any member of administration 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 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 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 full-time 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 following their election.

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 a representative designated by the Faculty Association and the applicable Associate Dean or Dean, will conduct the election. If the designated Faculty Association 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 full-time 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 that 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 members 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 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) on Opening Day in Winter Semester 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 members 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 Imaging Sciences 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 no fewer than seventy-six (76) and no more than 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 during classes.

c. Advisor and Counselor Preparation: Advisors and Counselors 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 14 for Fall and by December 2 for Winter.

e. School meetings, Opening Day meetings, and faculty learning day shall not exceed a combined total of thirteen (13) hours. Opening Day and Learning Day will take place on the same day in Winter semester. School meetings may take place on Opening Day and Learning Day. 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 Early Childhood Learning Lab (ECLL) calendars will be developed with the ECLL Director consistent with the needs of the Education Department and the ECLL.

3. Workday and Workweek Standards

a. General Standards:

1) Unless otherwise stated herein, the normal workday for full-time faculty members shall be between 8:00 a.m. and 5:00 p.m.

2) 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.

b. Advisors and Counselors:

1) Forty-two (42)-week advisors and counselors will be regularly scheduled to work from 8:00 a.m. to 4:00 p.m., Monday through Friday. These schedules may be adjusted upon mutual agreement between the faculty member and the College. Agreements to adjust the regular schedule must include an end-date.

2) Fifty-two (52)-week advisors and counselors will be regularly scheduled to work from 8:00 a.m. to 5:00 p.m., Monday through Friday. These schedules may be adjusted upon mutual agreement between the faculty member and the College. Agreements to adjust the regular schedule must include an end-date.

c. Tutorial Coordinators, Instructional Laboratory Coordinators, and Collaborative Pianists:

1) Tutorial Coordinators, Instructional Laboratory Coordinators, and Collaborative Pianists will submit their schedules for a minimum of forty (40) hours per week to their Associate Dean. Any changes are best effected through collaboration with the final approval from their Dean or Associate Provost.

2) Tutorial Coordinators and Instructional Laboratory Coordinators are accountable for the effective operation of the labs. Tutorial Coordinators must be available for meetings called for by their Associate Dean between 8:00 a.m. and 5:00 p.m., Monday through Friday.

d. Additional 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.), 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 member and administration.

e. Classes that 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.

f. Non-classroom faculty members may teach courses outside of their regularly scheduled work hours (or work hours modified by mutual agreement in accordance with this contract). Such assignments must begin and end outside of a non-classroom faculty member’s scheduled workday.

B. WORKLOADS

1. Thirty-two (32)-Week and Forty-two (42)-Week Classroom Faculty Members:

   a. Base load: The normal workload for classroom faculty members (base load) is defined as the aggregate of the number of hours assigned such faculty members within a given academic work year.

   b. Thirty-Two (32)-Week Faculty: Base load assignments for classroom faculty members with "academic year" contracts shall be:

      1) Fifteen (15) contact hours per semester, for a total of thirty (30) contact hours, or equivalent, per academic year; or

      2) Twelve (12) contact hours in a semester where a faculty member's entire load consists of composition, integrated reading and writing, and/or academic reading and writing courses.

         a) Current composition courses are: BA 101; EN 100, 101, 102, 241, 246, 247, and 248; and JR 251 and 252.

         b) Current integrated reading and writing courses and academic reading and writing courses are: IRW 097, 098, 099, 101; and ARW 100.

   c. Forty-two (42)-Week Faculty:

      1) Base load assignments for classroom faculty members with forty-two (42)-week contracts shall be 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.

      2) 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.

      3) If either a faculty member or 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 members, the distribution of contact hours may vary.

   d. Normal Workload (Base Load) Guarantee

      1) 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 members for not working). Special projects will be determined by the Dean, faculty member, and Department Head/Program Director.

      2) 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.

2. Job Training faculty members will have a normal workload of forty (40) hours per week and follow the fifty-two (52)-week faculty calendar (see Appendix A).

3. Advisors and Counselors

   a. Forty-two (42)-week Advisors and Counselors shall work thirty-five (35) hours per week, or its equivalent, in the academic year (see Appendix A) plus the first thirty-five (35) work days of the regular Summer semester, subject to the following modifications:

      1) Forty-two (42)-week Advisors and Counselors will take two (2) full weeks (ten [10], seven [7] hour days) of unpaid leave during their contractual work year.

      2) Forty-two (42)-week Advisors' and Counselors' 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.

      3) 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.

      4) 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.

   b. Fifty-two (52)-week Advisors and Counselors shall work forty (40) hours per week and follow the fifty-two (52)-week faculty calendar (see Appendix A).

   c. If an Advisor, Counselor, or administration requests a deviation from the 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 Associate Dean or Associate Provost.

   d. Forty-two (42)-week and fifty-two (52)-week Advisors will receive at least seven (7) hours of non-student-facing time per week.

4. Additional Advising and Counseling Hours: Additional advising and counseling work opportunities outside of Advisors' and Counselors' scheduled work days will not be considered overload for purposes of Article 6.G., and 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. Offers will be made via email with a deadline for accepting the work. If more Advisors and/or Counselors volunteer to work than are required, offers will be made by rotation according to seniority.

5. Forty-Two (42)-Week Librarians:

    a. Forty-Two (42)-Week 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.

    b. If a Librarian or 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 by the Associate Dean or Associate Provost before the beginning of the academic year. Changes to these schedules will be communicated to Human Resources by the Associate Dean or Associate Provost as soon as possible.

6. Tutorial Coordinators will have a normal workload of forty (40) hours per week and follow the fifty-two (52)-week faculty calendar (see Appendix A).

7. Instructional Laboratory Coordinators will have a normal workload of forty (40) hours per week and follow the forty-four (44) week faculty calendar (see Appendix A). Instructional Laboratory Coordinators will be assigned to departments consistent with the instructional labs in which they work.

8. Collaborative Pianists will have a normal workload of forty (40) hours per week during the academic year (thirty-two [32]-weeks); however, the dates and times worked by Collaborative Pianists may vary depending upon departmental needs. Collaborative Pianists will be assigned to the Music Department.

9. ECLL Faculty:

    a. ECLL faculty members will have a normal workload of forty (40) hours per week.

    b. ECLL faculty members' 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.

    c. 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.

    d. Any additional days assigned beyond contractual work days will be considered overload and determined by seniority as defined by Article 6.D.

    e. All ECLL faculty members 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.

f. Twelve (12) hours per year will be allocated to ECLL Instructors for departmental and developmental activities. These hours shall be in addition to time allocated for departmental and developmental activities contained within the ECLL Lab Instructor Calendar in Appendix A, and shall be allocated in no less than two (2) hour increments.

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 Job Training, recommend at their option the normal load with final approval of the Dean.

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. Imaging Sciences 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 more than one (1) day teaching assignment at a location other than their own primary worksite without the faculty member's approval.

7. Any faculty member whose workload 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. This provision

shall not apply to adjuncts teaching twelve (12) contact hours of composition, integrated reading and writing, and/or academic reading and writing courses (as defined in Article 6.B.1.b.2). Summer semester assignments are not counted for this section.

8. Should a faculty member's workload equal a full-time semester load for four (4) consecutive (academic year) semesters, a full-time regular contract shall be offered the following semester. This section shall apply to adjunct instructors who are assigned twelve (12) contact hours of composition courses (as defined in Article 6.B.1.a.) for four (4) consecutive (academic year) semesters. Summer semester assignments are not counted for this section.

9. Challenge Examination Development, Proctoring, and Grading

   The appropriate 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-11 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 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-11, 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-11.

10. Compliance Training

    a. Full-time faculty members have a maximum of four (4) hours of compliance training required as a condition of employment per year.

    b. Adjunct/Part-Time faculty members have a maximum of two (2) hours 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, School Meetings).

    d. The parties will comply with new state/federal regulations if required in the current academic year and the hour maximum is reached.

11. New Faculty Institute: All newly-hired full-time faculty members must participate in the College's New Faculty Institute. Participation must occur in a faculty member's first year of employment (unless the faculty member was hired after the beginning of an academic year). New Faculty Institute participate shall be in-person, and the College will

undertake reasonable efforts to ensure that in-person attendance is possible. However, alternative modalities will be provided for faculty members unable to attend due to positional obligations or an approved leave of absence. In the event of multiple missed in-person sessions because of positional obligations, the College will collaborate with the faculty member to develop a plan designed to facilitate future in-person attendance.

12. Faculty must attend commencement.

13. Faculty members must 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 bargaining unit. In instances where the faculty member has been continuously employed as a member of the bargaining unit 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 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 within the bargaining unit 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 members temporarily assigned to full-time administrative or support duties shall not be credited with Grand Rapids Community College faculty seniority for that time.

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 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.

F. OFFICE HOURS FOR FULL-TIME CLASSROOM FACULTY

1. Full-time classroom faculty (as defined in Article 6.B.1) must 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. Faculty members required to hold office hours must clearly communicate their scheduled office hours (including times, locations, and modalities) to students on all course syllabi. If a student requests to meet at a time or modality not included in a faculty member's stated office hours, the faculty member will make a reasonable effort to do so.

G. OVERLOAD

Overload is work not assigned as part of the normal workload. 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 members 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 members 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 Performance 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 that 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 members: 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) (as defined in Article 6.G.6) 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 that would still be within their eight (8) hour limit.

   b. Level 2: Other qualified full-time faculty members within the department or academic area, including Instructional Laboratory Coordinators.

   c. Level 3: Other qualified full-time faculty members, including Tutorial Coordinators. 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 that 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 members have acquired their maximum desired class load or rejected assignments, the process moves to the next level.

   Level 2: Returning adjunct faculty members 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 their Associate Dean.

   "Returning adjunct faculty" is defined as adjunct faculty members 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 that the adjunct has taught classes within the preceding twenty-four (24) months. “Returning adjunct faculty” does not include an employee who has previously been terminated for cause by the College, regardless of whether they otherwise meet the definition set forth in this section.

a. Returning adjunct faculty members 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 are curriculum development, course development, and 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 PMA, 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 members). 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 their 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 31 for the 2025-2026 academic year. Beginning with the 2026-2027 academic year, base load is guaranteed no later than the first Friday in October.

2) The timing of overload selection will be determined by each department (the Department Head/Program Director, in collaboration with department faculty members). Departments may elect different timelines for different disciplines. Overload selection may take place any time before the end of the first full week after Thanksgiving for the 2025-2026 academic year. Beginning with the 2026-2027 academic year, overload selection may take place any time before the second Friday of November. 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 members). 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 that opens after final overload selection has occurred shall be offered to qualified full-time faculty members 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 qualified faculty member may select up to twelve (12) hours of overload per semester (or fifteen (15) hours if their baseload is composed entirely of composition courses). To avoid the splitting of classes, 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.

    During the academic year, full-time, non-classroom faculty members (i.e., full-time faculty members who are not assigned a contact hour base load), shall be limited to twelve (12) contact hours of overload per semester. To avoid the splitting of classes, a full-time, non-classroom faculty member may exceed this limit by no more than one (1) contact hour.

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, an adjunct faculty member may exceed this limit by no more than one (1) contact hour.

12. During the Summer semester, overload for qualified faculty members shall be limited to twenty-six (26) contact hours.

    During the summer semester, overload for full-time, non-classroom faculty members shall be limited to eleven (11) contact hours.

13. Equated hours:

    a. Except as provided in this section, all compensation 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.” The following compensation shall not be equated:

        1) Challenge examinations (including developing, proctoring, and grading);

        2) Salary for extra work provided under Article 7.I;

        3) Travel time pay and mileage reimbursement;

        4) Stipend for teaching courses to high school students at high school sites;

        5) Substitute pay;

6) Compensation for portfolio reviews;

7) Adjunct pay for orientations, trainings, and college services (exclusive of compensation for course development or revision);

8) Adjunct stipend for teaching composition courses;

9) Non-cumulative stipend pay for Instructional Laboratory Coordinators;

10) Compensation for overloading a distance learning course;

11) Compensation for chairing a full-time faculty search committee;

12) Independent study compensation; and

13) Compensation for prior learning assessments.

b. The number of equated hours for a faculty member shall be determined by dividing the dollar amount of the equated compensation by the highest overload rate. Compensation that totals more than one half (0.5) of the highest overload rate per semester will count toward an equated hour.

c. Any faculty member with two (2) or more pre-assigned (or equated hours) (as defined in Article 6.G.16) 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.16.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.

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.

e. Alternative Course Modalities: Alternative distance learning modalities, which are not otherwise defined in this section, may be developed based upon mutual agreement between the College and the Association. Courses in such alternative modalities may be offered upon the Provost's approval and discretion (including regarding the number of sections offered or length of approval).

A faculty member shall not be assigned a course in an alternative modality as base load without their agreement.

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 a distance learning 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 x # of students x # of contact hours for the class x 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.

I. INTELLECTUAL PROPERTY, COURSE DEVELOPMENT AND REVISION, RIGHTS OF FIRST REFUSAL, AND ADDITIONAL RESIDUAL RIGHTS

1. 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.

a. 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.

b. Except as otherwise stated in this contract, 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.

c. Plans and materials created by Tutorial Coordinators and/or Instructional Laboratory Coordinators for the necessary support of lab operations are the shared property of the College and the faculty member.

2. Compensation for Course Development and Revision

a. New Course Development: A new course is defined as a course for which no curriculum document exists.

When full-time or adjunct faculty members submit new course offerings upon their own initiative, they will not be remunerated for the effort of writing the courses.

If a Dean requests full-time or 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-11. 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.

b. Online and Hybrid Course Development: A faculty member (or group of faculty developers) seeking to offer an existing course in an online or hybrid modality shall obtain 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.

The newly developed 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/Program Directors will recommend a faculty developer or group of faculty developers to create the course. Such recommendations may include adjunct faculty members. If administration does not approve the recommended faculty developer(s), Department Heads/Program Directors will continue to put forward recommendations until administration

approves.

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. They 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-11) times fifteen (15) times the number of credit hours of the course.

c. Course Revision: Normal course revisions take approximately four (4) hours and are done every five (5) years. If a Dean requests a full-time or adjunct faculty member 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-11. 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).

d. Adjunct Development of Additional Course Materials: An adjunct faculty member who develops additional course content (exclusive of a course curriculum document) when requested by a Dean will be remunerated at the appropriate rate in Appendix B-11. The adjunct faculty member and the Dean will agree to the approximate number of hours of compensation (if more than [4]) before the start of the work.

3. Course Ownership and Rights of First Refusal:

a. When the College compensates a faculty member for the creation of a new course, or for the creation of an online or hybrid course, for the creation of a complete course from an existing online or hybrid template, or for the creation of additional course materials, the College shall retain ownership of the course and/or course materials.

b. Rights of First Refusal:

1) New Course Development:

a) A full-time faculty member (or group of faculty members) who develop a new course on their own initiative and are not compensated for such development will retain a right of first refusal to teach three (3) sections of the new course if it is offered as a base load course (except as set forth in Article 6.I.3.b.3.c. regarding groups of faculty developers).

If the course is offered as overload, a full-time faculty member who developed the course will retain a right of first refusal if they select the course with their first and second overload selections.

This section supersedes level one (1) in overload selection. Non-classroom faculty members entitled to any right of first refusal shall be entitled to exercise such rights for courses offered outside of their normal work hours.

Full-time faculty members who obtained right(s) of first refusal prior September 1, 2022, will retain such rights until August 31, 2028. Full-time

faculty who obtain(ed) right(s) of first refusal after September 1, 2022 will retain such rights for a period of five (5) calendar years.

b) An adjunct faculty member who develops a new course will, if rehired, maintain a right of first refusal for five (5) calendar years.

2) Online Hybrid Course Development: If a faculty developer is compensated for a fully-developed online or hybrid course, they will retain a right of first refusal for one (1) online section of the course for three (3) calendar years.

If a group of faculty developers creates a fully-developed online or hybrid course for compensation, they will not retain a right of first refusal for the course.

3) Exercise of Rights of First Refusal:

a) Except for rights of first refusal that are set to expire on a specific date under this Agreement, the time period for exercising all rights of first refusal shall begin to run at the start of the academic semester immediately following approval of the course.

b) Faculty members wishing to exercise a right of first refusal regarding a course offered (or that may be offered) as base load for the next academic year must notify their Department Head or Program Director and their Associate Dean prior to the first day of class for the Winter semester.

c) When a group of faculty developers retain and exercise rights of first refusal relating to the same course, the opportunity to teach each section of such a course will be offered to the group of developers based on seniority (beginning with the most senior faculty member). If the course is offered in future semesters/years, the opportunity to exercise the right of first refusal will be extended to other developers in descending order of seniority.

J. LONGER-TERM ADJUNCT CONTRACTS

1. Conditions for an offer:

a. A department has a course for which there is no, or not enough, full-time faculty members within the department to teach the course(s), or

b. There is a need to secure quality adjuncts in off-campus locations.

c. 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.

2. Process:

a. 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.

b. Opportunities may be posted as needed.

c. The Department Head/Program Director and Associate Dean interview the candidate(s).

3. 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 teaching quality, and
   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 members normal load but before faculty members select overload.

7. The contract can be voided if enrollment drops such that the class(es) is(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.).

8. Before the contract is voided, the College will make every effort to offer alternative classes to the adjunct for which they are qualified.

9. 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.

10. All other parameters outlined in the contract that pertain to adjuncts apply to this position.

11. The Association President will be informed of any longer-term contract.

12. Departmental faculty members will be notified when adjunct longer-term contracts are available and renewed.

K. YEAR-ROUND NURSING PROGRAMS

1. Nursing faculty members 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 = 2/3rds 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-9.

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 members and Instructional Laboratory Coordinators will receive longevity pay according to the schedules in Appendix B-2 and B-6, respectively. 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.

E. TRAVEL EXPENSES

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.

2. Mileage reimbursement shall be made according to the IRS rate and shall apply to travel beyond a faculty member's normal commute.

3. As used in this Section, "normal commute" is the round-trip distance from a faculty member's home to the College's downtown campus locations.

4. Full-time Faculty:

   a. A full-time faculty member shall be eligible for mileage reimbursement beyond their normal commute. A full-time faculty member must be assigned to work at more than one (1) worksite to receive mileage reimbursement on any individual day.

   b. Subject to the following, only mileage beyond the normal commute is compensable:

      Full-time faculty who are assigned to work at more than one worksite are eligible to be reimbursed for mileage between their residence and an off-campus assignment at a clinical site that does not take place between 8:00 a.m. and 5:00 p.m., when commuting to or from their residence for a second, same-day commute.

5. Adjunct Mileage

   a. To be eligible for mileage reimbursement, an adjunct faculty member must be assigned to teach at more than one (1) worksite 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) worksite.

   b. Only mileage beyond the normal commute is compensable.

6. 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 primary campus worksite 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 worksite 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 worksite. 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.

7. 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. Mileage reimbursement forms shall be available through Financial Services and returned to Financial Services.

   Reimbursement forms for travel time or mileage must be returned within six (6) months of the actual travel date.

   A full-time faculty member who is eligible for travel-time pay under this contract may not also be reimbursed mileage for the same trip.

8. If a faculty member agrees to have their entire normal workload at a location more than twenty-five (25) miles from the primary campus worksite, 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 worksite to the primary campus worksite will be eligible for mileage reimbursement at the IRS rate.

F. SALARY SCHEDULE PLACEMENT

1. Placement Upon Hire

   Except as otherwise agreed upon between the College and the Association, all faculty members will be placed at step one (1) or the group starting salary of the applicable salary schedule upon hire. Agreements to place faculty members above step one (1) or credit faculty members with completion of yearly distribution requirements upon hire may be based upon the mutually approved process for evaluating qualifications, experience, and other relevant factors related to newly hired faculty members. Additional information regarding the effect of credit for successful completion of yearly distribution requirements is contained within Article 15. All faculty members must fulfill applicable tenure requirements regardless of their initial salary schedule placement.

2. Placement Upon Transfer

   Such transferred faculty members' placement on the applicable salary schedule will be at the closest step or group salary level without going under their base salary prior to transfer (inclusive of all base salary elements). Any rank or tenure obtained by a faculty member prior to such a transfer will be preserved to the extent applicable.

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.

   Instructional Laboratory Coordinators' base salary also includes an annual non-cumulative stipend for employees at the highest salary step or compensation level on their applicable schedule. The non-cumulative stipend shall be equal to the percentage increase in the salary schedule for applicable year times the employee's salary.

   Instructional Lab Coordinators and ECLL faculty members' 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 salary schedule progression adjustments, when earned, will be made effective at the beginning of Fall semester for thirty-two (32), forty-two (42), and forty-four (44)-week faculty members and effective July 1 for fifty-two (52)-week faculty members.

   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 start at the beginning of the next semester.

   Any fifty-two (52)-week faculty member's base salary (including salary schedule and terminal degree) shall be adjusted effective 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 Master of Fine Arts. Adjuncts will receive terminal degree pay for an earned terminal degree. Remuneration for terminal degree is in Appendix B-7 and B-10 (adjunct).

Salary schedule changes reflecting degree changes and terminal degree pay starting in winter or summer semester or January 1 for fifty-two (52)-week faculty will be prorated to half of the amount listed in Appendix B-7.

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

I. SALARY FOR EXTRA WORK

1. Full-time faculty members will receive additional compensation for performing the following work when requested by administration:

   a. Working outside of their regular assignment, or

   b. Working in their regular assignment but outside of the academic year or during academic year vacation periods.

2. Faculty receiving compensation under this Section will be paid 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.

J. PART-TIME AND ADJUNCT SALARIES

1. Classroom adjunct faculty members shall be paid the appropriate rate in Appendix B-10.

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-11.

3. Adjunct Job Training faculty members shall be paid the appropriate pro rata 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.

K. SUBSTITUTE SALARIES

Faculty members requested by 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 may include, but are not limited to, the following:

1. Absence due to bereavement leave or illness of faculty member,

2. Absence due to leave without pay,

3. Absence due to personal business leave,

4. Absence due to leave with pay when such leave is requested by administration,

5. Absence due to visitation leave (first two [2] days only),

6. Death of faculty member until a new appointment is possible, and

7. 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 that 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. Compensatory 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 compensatory 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. Compensatory 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 paid time off (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

1. 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. A thirty-two (32)-week faculty member must select to be paid over twenty (20), twenty-six (26), or twenty-seven (27) pay periods.

   If a selection is not made, twenty-six (26) pays will occur (except in years when twenty-seven [27] pays are required to provide a faculty member with payment during each pay period). A faculty member with a longer contract will be paid over twenty-six (26) or twenty-seven (27) pays. This selection will remain in place for subsequent years until changed by the faculty member. The College will provide faculty members entitled to select the number of pays they will receive with a notification (by June 30 of each year) regarding whether twenty-six (26) or twenty-seven (27) pays will occur for those who do not select twenty (20) pays. Any changes must be made by August 1. Faculty members hired during the year will have their base salary spread evenly over the remaining pay periods.

2. For Job Training faculty members, Tutorial Coordinators, and Instructional Laboratory Coordinators, 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.

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

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

5. 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:

   a. The first two (2) contact hours are reduced at the overload rate, and

   b. 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 West Michigan Health Insurance Pool (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.

Coverage

1) Hospital - Medical Insurance

   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. These amounts may change each calendar year.

   a) Continuation of College paid health benefit for faculty members 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.

   b) The insurance carriers shall be mutually designated by the College and the Association.

   c) 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 submit a completed waiver of coverage form and proof of other health insurance coverage to Human Resources by December 1 in order to be eligible to receive the monthly cash payment for the following benefit year (January 1 through December 31).

   d) Premium Reimbursement for Eligible Employees

      Temporary full-time faculty members hired in permanent positions for the subsequent academic year semester after the conclusion of their temporary assignment will be reimbursed for the cost of health care premiums, up to fifteen hundred dollars ($1,500), upon meeting the following the criteria:

      i. The faculty member was employed by the College in a non-benefited position during the period between their temporary and permanent assignment,

      ii. The faculty member submits proof of out-of-pocket payment for healthcare premiums relating to the period between their temporary and permanent assignment within ninety (90) days of beginning their permanent assignment, and

      iii. The faculty member has been employed in their permanent assignment for at least thirty (30) days.

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. Any employee may select this option regardless of marital status or number of dependents.

3.) A faculty member and their spouse and/or dependent, who 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 Consolidated Omnibus Budget Reconciliation Act (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) The 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

a. 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.

The College will provide the life insurance benefit on the employee's primary position only.

Employees can request a copy of the life insurance certificate of coverage from the

Human Resources/Benefits Department.

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

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

   1) Part-time hourly faculty members working twenty (20) hours or more but fewer than thirty-two and one half (32.5) hours per week.

   2) Adjunct faculty members employed from six (6) to fourteen (14) contact hours.

   3) Non-classroom faculty members employed at least ten and one half (10.5) hours per week but less than full-time.

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 that 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. LTD 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. LTD will be provided for each full-time faculty member with at least two (2) years of GRCC/JC 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; Services, and Materials Covered

Subject to the terms of this Article, the College shall provide reimbursement for the services and materials identified below for each full-time faculty member and their dependents/immediate family members (spouse, child, and/or minor child assigned to the faculty member by a court):

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

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 services and materials 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) Subject to the terms of this Article, the College shall provide reimbursement for the services and materials identified below for each full-time faculty member and their dependents/immediate family members (spouse, child, and/or minor child assigned to the faculty member by a court).

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., and

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 ninety percent (90%) of the actual dental and/or vision charges an employee has paid for covered services and materials for the employee and their eligible dependents (as defined in Article 7.P.7.a. and 7.P.7.b.1). Reimbursement for each calendar year (January 1 to December 31) shall be provided up to the maximum amounts set forth below:

a) For charges incurred between January 1, 2025 and December 31, 2025: Faculty member will be reimbursed up to two thousand, five hundred and seventy-five dollars ($2,575), regardless of the number of eligible dependents.

b) For charges incurred on or after January 1, 2026:

i. Single/Double Tier: Employees with one or fewer eligible dependents will be reimbursed up two thousand, five hundred and seventy-five dollars ($2,575) for each calendar year.

ii. Family Tier: Employees with two or more eligible dependents will be reimbursed up to three thousand dollars ($3,000) for each calendar year.

2) Procedure

a) The employee 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 (3) business days of the dates of the payroll to which the deductions relate.

The College shall not be liable for any errors or losses in 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 members: 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:

   a. Adjuncts with a load of seven and one half (7.5) contact hours or more shall be eligible for the same benefits as full-time faculty members when the adjunct is teaching in the current semester or in a semester within the previous twelve (12) months. To receive these benefits, adjuncts must be employed in the semester that the benefit is used or the semester when tuition is due.

   b. Adjuncts with a load of less than seven and one half (7.5) contact hours 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. To receive these benefits, adjuncts must be employed in the semester that the benefit is used or the semester when tuition is due.

4. Part-time non-classroom faculty:

   a. Part-time non-classroom faculty members 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 members. To receive these benefits, part-time non-classroom faculty members must be employed in the semester that the benefit is used or the semester when tuition is due.

   b. Part-time non-classroom faculty members 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 members:

   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:

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

7. Employees on LTD:

   Notwithstanding Article 7.R.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 following rates: ten dollars ($10) per month for Tutorial Coordinators, Collaborative Pianists, and Instructional Laboratory Coordinators; eight dollars ($8) per month for ECLL faculty members; fifteen dollars ($15) per month for other full-time faculty members (excluding Job Training); and five dollars ($5) per month for adjunct faculty members for the months of September through April. All faculty members 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 worksite, nor will these faculty members be charged to park at the downtown campus. There will be no parking fee for faculty members whose primary worksites are other than the downtown campus, nor will these faculty members be charged to park when conducting business on the main campus.

Parking deductions under this section will be spread over all of a full-time faculty member's paychecks for each fiscal year. Parking deductions under this section will be spread over all of an adjunct faculty member's paychecks for each semester they are employed by the College.

Access to paid parking will be provided via Raider Cards issued to faculty members by the College. 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 in the course and scope of their position 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 course and scope of their position.

3. The faculty member's insurance carrier or the faculty member has paid the first claim (during the duration of this Agreement under conditions one [1]. and two [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 a 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 in the course and scope of their position and stating the location where the automobile was parked. At least two (2) estimates from reputable local businesses shall be attached. Forms may be obtained from the Director of Business and Budget Services.

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 Family and Medical Leave Act (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 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 eight (8) semester hours or twelve (12) term hours.

    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., [above] 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

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

Employee Type	2025-2026	2026-2027	2027-2028
32, 42, and 44-week employee	$800	$850	$900
52-week employee	$800	$850	$1000

Faculty may use their three (3)-year professional expense allotment for approved expenditures at any time during the life of this contract. Faculty members who exhaust their professional expense allotment may request funds from the applicable Dean or Associate Provost's office. Additional funds may be allocated within the discretion of the Dean and/or Associate Provost.

b. Professional expenses provide support for faculty members in their work:

c. Where the expenditure is for the professional development (professional activities, conferences, publications, dues) of the faculty member, or where the faculty member provides assurance that the expenditure is predominantly 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. Eligibility:

    1) 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.

    2) New hires will be eligible for the yearly allotment for each remaining year of the contract including year of hire.

    3) Temporary full-time faculty members are entitled to the yearly allotment for the year in which their temporary assignment takes place. If a temporary full-time faculty member’s assignment is extended (or a subsequent assignment is received), they may also utilize unused professional expense funds from years of prior employment under this contract.

    4) Professional expense expenditures by Tutorial Coordinators, Instructional Laboratory Coordinators, and Collaborative Pianists must meet the goals of the faculty members’ Professional Development Plan.

    5) Faculty may utilize their professional expenses for purchasing software, media, IT tools or similar products. To ensure compliance with the College's security, licensing, and liability requirements, faculty seeking reimbursement under the contract must obtain prior approval of these item(s) before making any such purchase where the item is being purchased for College use or student use. Where such items are purchased solely for professional development and are not intended for College or student use, prior review before purchase is recommended.

    6) 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.

    7) Mileage for professional development-related travel by automobile will be calculated at the lesser of actual distance between the College and destination or the faculty member's home and destination when travel occurs during the normal, contract week of Monday through Friday. Mileage for travel that occurs on a contractual-non-work day will be calculated as the actual distance from the employee’s home to the destination. The faculty member will be paid actual expenses incurred or an amount totaling the IRS rate per mile driven to and from their destination.

    8) Reimbursement for meals or incidental expenses shall be at the US General Services Administration (GSA) meal and incidental expense per diem rate. 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.

9) Claims for reimbursement shall be made within six (6) months from the time of the expenditure.

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 members. Each adjunct/part time faculty member may request and receive up to one thousand dollars ($1,000) through the 2027-2028 contract year until the available funds have been expended. These funds are intended to provide support for adjunct/part-time faculty members 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 members 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 administration from approving requests that 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.

3. Classes at High School Sites Comprised of High School Students:

Number of Days	Amount
1	$100
2	$150
3	$200
4	$250
5	$300

A faculty member shall receive a stipend for each semester in which the faculty member teaches one (1) or more classes at high school sites composed entirely of high school

students. The stipend shall be based on the number of days per week a faculty member is regularly scheduled to teach at a high school site during such a semester.

This stipend is in addition to any mileage reimbursement that the faculty member may otherwise be entitled to receive for that semester.

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 (MPSERS) 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 MPSERS. 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 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 GRCC, and who meets the requirements for retirement under the 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-14. Employees participating in the 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. ADDITIONAL ADJUNCT COMPENSATION

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 their Deans' or Associate Provost'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).

3. Stipend for Teaching Composition

   Any semester in which an Adjunct instructs nine (9) or more contact hours of composition courses (as defined in Article 6.B.1.a), they will receive a stipend. The stipend will be equivalent to one-third of a contact hour at the adjunct's rate (as set forth in Appendix B). The stipend will be paid on the last paycheck attributable to the semester.

4. Curriculum Development

   Adjunct faculty members may receive compensation for course creation and revision work as set forth in Article 6.

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 members.

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 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 members 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 members 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: A faculty member who participates in the MPSERS Retirement system and who has been granted leave pursuant to Article 9, Paragraph A, shall not be eligible for retirement pay during the period of the sabbatical in accordance to MPSERS regulations.

    b. Optional Retirement Plan: A faculty member who participates in ORP and who has been granted leave pursuant to Article 9, Paragraph A, shall be paid under Article7.X. 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% - 1.5%, respectively.

B. SICK LEAVE OR BEREAVEMENT

1. Sick Leave

a. Full-Time Faculty:

Full-time faculty members shall be advanced sick leave at the outset of each fiscal year (July 1 through June 30) as follows:

1) Thirty-two (32)-week faculty: ten (10) days,

2) Forty-two (42) and Forty-four (44)-week faculty: eleven (11) days, and

3) Fifty-two (52)-week faculty: twelve (12) days.

4) Newly hired faculty members hired for a full academic year will receive the full amount sick leave according the length of their contract. Newly hired faculty members who are hired after the beginning of an academic year will be advanced sick leave on a prorated basis of one (1) day per full month scheduled to be worked.

b. Adjunct Faculty and Part-Time Hourly Faculty:

1) Sick leave will be accrued at a rate of one (1) hour for every thirty (30) hours worked.

2) Sick leave accrual for adjunct faculty members (including coaches) will be calculated by equating compensation to contact hours (except as specified in Article 6.G.13) and multiplying each contact hour by two and one-quarter (2.25) to determine the number of hours worked per week of employment.

c. Unused sick leave shall be cumulative and shall be credited to a faculty member's leave bank. Unused sick leave shall have unlimited accumulation.

d. Sick leave may be taken in half (.5) hour increments. All sick leave time used by a faculty member shall be deducted from the faculty member's leave bank based upon the actual number of hours the paid leave time is being utilized to cover where the faculty member is scheduled to be compensated. For avoidance of doubt, one full "leave day" equals one-fifth (1/5) of the scheduled hours in a faculty member's work week.

e. Faculty may use sick leave time to cover absences from scheduled overload courses in addition to their normal workload. Sick leave used to cover scheduled overload courses shall be paid out at the faculty member's applicable overload rate.

f. All sick leave provided under this section shall be considered "earned sick time," and may be used for any of the following reasons:

1) For the employee's mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.

2) For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's family members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.

3) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

4) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

5) For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

g. For purposes of this section, the term "family member" includes all of the following:

1) A biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.

2) A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.

3) A person to whom the employee is legally married under the laws of any state or a domestic partner.

4) A grandparent.

5) A grandchild.

6) A biological, foster, or adopted sibling.

7) Any other individual related by blood or close affinity whose close association with the employee is the equivalent of a family relationship.

h. When the need to use sick leave is foreseeable, employees will provide seven (7) days advance notice (or as much as can be provided, not to exceed seven (7) days).

Where the need to use sick leave is not foreseeable, employees will provide advance notice to the proper administrative offices whenever possible; when advance notice is not possible, employees will provide notice as soon as practicable.

i. If an employee is absent for more than three (3) consecutive working days, the College may require the employee to provide reasonable documentation that sick leave time has been used for covered absences.

j. Effect of Separation:

1) Full-Time Faculty and Part-Time Hourly Faculty:

All unused, accumulated sick leave time will be forfeited at the time of separation (except where a full-time faculty member elects a sick leave time payout upon retirement) unless the full-time or part-time hourly faculty member is reinstated or rehired to any position at the College within two (2) months of separation.

If an eligible full-time faculty member elects a payout for sick leave time upon retirement, they will be ineligible for reinstatement or rehire with the College for a period of two (2) months.

If a full-time faculty member separates from the College after sick leave time has been taken, but not fully accrued, the faculty member will be required to reimburse the College for such unaccrued time. To the extent allowed by law, the value of any such sick leave time may be deducted from the faculty member's final paycheck.

2) Adjunct Faculty: All unused, accumulated sick leave time will be forfeited if the adjunct faculty member is not rehired or reassigned within twelve (12) months of the conclusion of their last period of employment or assignment with the College.

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 (or seven (7) additional workdays for Tutorial Coordinators if the immediate family member resided outside the State of Michigan).

a. Leave time for the death of other relatives shall not exceed five (5) working days (or three (3) working days for Tutorial Coordinators).

b. Leave time for the death of friends shall not exceed two (2) working days (or three (3) working days for Tutorial Coordinators).

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 members may participate in educational conferences with prior approval of the Provost, or their designee.

4. Conference leave days for Tutorial Coordinators, Instructional Laboratory Coordinators, and Collaborative Pianists shall require approval if they do not meet the goals of the faculty member's Professional Development Plan; or the request exceeds the time permitted under this section.

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

5. Attending any function when so requested by the administration.

6. Persons on leave from their day assignment to attend professional conferences shall also be on a paid leave from any evening assignments.

7. Leave for Religious Holidays. Respecting different religious holidays, faculty members 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. Personal business time may be taken in half (.5) hour increments. All personal business leave time used by a faculty member shall be deducted from the faculty member's leave bank based upon the actual number of hours the personal business leave time is being utilized to cover where the faculty member is scheduled to be compensated. For avoidance of doubt, one full "personal business leave day" equals one-fifth (1/5) of the scheduled hours in a faculty member's work week.

4. Full-time faculty teaching overload courses during the Summer semester may convert up to one (1) day of personal leave into sick leave. Faculty may elect this conversion at any time between the guarantee date for Summer overload courses and first day of class for the Summer semester. Personal business 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, ECLL Instructors, Instructional Laboratory Coordinators, Tutorial Coordinators, and fifty-two (52)-week Advisors and Counselors

1. Entitlement:

   Vacation days shall be granted on the fiscal year (July 1 to June 30) as follows:

   a. ECLL Instructors shall be granted five (5) days of vacation per year, which shall be prorated during their first year of employment.

   b. Job Training and fifty-two (52)-week Advisors and Counselors:

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

c. Instructional Laboratory Coordinators shall be granted a prorated number of vacation days provided in Article 9.E.1.b (above), based upon their forty-four (44) week schedules.

d. 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

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, will be credited to the faculty member's 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. Vacation time may be taken in half (.5) hour increments. All vacation time used by a faculty member shall be deducted from the faculty member's leave bank based upon the actual number of hours the vacation time is being utilized to cover where the faculty member is scheduled to be compensated. For avoidance of doubt, one full "vacation day" equals one-fifth (1/5) of the scheduled hours in a faculty member's work week.

6. The College shall include all earned unused 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:

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

b. All unused sick leave accrued by tenured full-time faculty members will automatically be added to the sick leave bank two (2) months after any such faculty member's separation which is not a retirement.

c. Leave time accessed through the sick leave bank is not considered "earned sick time" subject to Article 9.B.1, and may not be utilized to cover scheduled overload assignments.

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 member 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 member 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 members 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 faculty member is limited to the semester in which they commenced the leave. The maximum benefit is continuation of the adjunct faculty members' pay for assigned classes. An adjunct faculty member may not receive more pay than they would have otherwise earned.

3) Use of the sick leave bank by a part-time non-classroom faculty member is limited to twelve (12) weeks or the length of their contract, whichever duration is shorter. A part-time non-classroom faculty member may not receive more pay than they would have otherwise earned.

4) 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).

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 taken in half (.5) hour increments 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 four and one quarter (4.25) hours per full month of scheduled employment up to a maximum of fifty-one (51) 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 members 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 members 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. For purposes of this Article, a “working day” is defined as a day when the College is open for normal operations, excluding Saturdays and Sundays.

3. 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.

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.3.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

1. 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.

2. 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.

3. 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.

4. 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.

5. Grievances shall be processed as follows:

    a. Level One – Informal Dialogue

        1) A faculty member shall, within fifteen (15) 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 ten (10) working days following the date of oral discussion(s). Copies shall be submitted by the aggrieved to the General Counsel and the Association.

        2) The appropriate administrator shall within ten (10) working days of the filing date submit a written answer to the aggrieved with copies to the General Counsel and the Association.

    b. Level Two – Collaborative Resolution

        1) If the aggrieved is not satisfied with the written disposition following the informal dialogue, they may within ten (10) 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.

        2) Within ten (10) 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 ten (10) working days after such meeting. Copies of this answer shall be submitted to the Association.

        3) 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 ten (10) working days following the receipt of the Level Two decision.

    c. Level Three – Third Party Neutral

1) 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.

2) If the Association is not satisfied with the resolution proposed at this level, the Association shall, within fifteen (15) 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.

d. Level Four – Arbitration

1) 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.

2) 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.

3) 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 thirty (30) days in advance of arbitration. The party presented with the new information shall have twenty (20) 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.

4) 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 4.D., 6.G., 10.E., 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

members placed on the mandatory layoff list (full-time faculty members) 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 TUTORIAL COORDINATORS, INSTRUCTIONAL LABORATORY COORDINATORS, AND COLLABORATIVE PIANISTS

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

1. 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.

2. Tutorial Coordinators, Collaborative Pianists, and/or Instructional Laboratory Coordinators will be laid off in inverse order of seniority within their classification and within their disciplines.

3. Notice of layoff of Tutorial Coordinators, Collaborative Pianists, and/or Instructional Laboratory Coordinators shall occur no less than sixty (60) days prior to the end of the College's fiscal year.

4. If any Tutorial Coordinator, Collaborative Pianist 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:

    a. Recall rights per the relevant provisions of this article.

    b. At the option of the Tutorial Coordinators, Collaborative Pianist, 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:

        1) Courses for which the Tutorial Coordinator, Collaborative Pianist, or Instructional Laboratory Coordinator is qualified to perform must be available.

        2) 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-10.

            They will receive full benefits of a full-time Tutorial Coordinator, Collaborative Pianist, or Instructional Laboratory Coordinator and will be obligated to hold five (5) office hours per week.

        3) If fifteen (15) contact hours (twelve [12] for composition instructors) are not available, the Tutorial Coordinator, Collaborative Pianist, 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 Tutorial Coordinator, Collaborative Pianist, or Instructional Laboratory Coordinator scale or (2) the appropriate rate set forth in Appendix B-10.

            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).

    c. A Tutorial Coordinator, Collaborative Pianist, or Instructional Laboratory Coordinator

on layoff shall maintain their overload selection option referenced in Article 6.G.4.

d. This provision is effective for the number of semesters the Tutorial Coordinator, Collaborative Pianist, 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.

e. The administration reserves the right to reduce the number of semesters if there is evidence of poor teaching performance.

5. Individuals must return to positions if recalled. A refusal to return to recall will be deemed a resignation of employment.

6. Recall shall be within the classification and discipline in inverse order of the Tutorial Coordinator, Collaborative Pianist, 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.

7. 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.

8. 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.

9. No new Tutorial Coordinator, Collaborative Pianist, or Instructional Laboratory Coordinator within the discipline of a Tutorial Coordinator, Collaborative Pianist, or Instructional Laboratory Coordinator on layoff shall be appointed while there are available Tutorial Coordinators, Collaborative Pianists, 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, Collaborative Pianist, 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, Collaborative Pianist, or Instructional Laboratory Coordinator duties during the fifteen (15)-day period or until the conclusion of the semester.

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

E. 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 members, consistent with Article 12.A.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 3.B., 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 – EVALUATION SYSTEM

This Article sets forth requirements and standards relating to the evaluation system for all faculty members at Grand Rapids Community College.

In addition to explaining the Faculty Evaluation System (FES) at GRCC, this Article is intended to support tenure-track faculty members in the development and maintenance of documentation to be used in applications for tenure and rank, respectively. This Article also identifies the standards faculty members must meet in order to achieve merit-based compensation increases in accordance with other provisions of this contract.

The provisions contained within sections (B) through (G) of this Article apply to all faculty members except: ECLL Faculty; Instructional Laboratory Coordinators; Adjunct Faculty; and Part-Time Hourly Faculty. The provisions contained within sections (I) through (K) of this Article apply to Adjunct Faculty and Part-Time Hourly Faculty; Instructional Laboratory Coordinators; and ECLL Faculty, respectively, and to the extent specified within each such section.

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 in accordance with the College's Mission, Vision, and Values. Faculty evaluation at GRCC is intended as a collegial process.

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

This Article advances the parties' shared commitment to educational excellence by facilitating the recruitment and retention of highly qualified faculty members. The parties also recognize that faculty members who do not meet acceptable levels of performance and who fail to improve performance will not be retained.

The underlying assumption of the Faculty Evaluation System at GRCC is that it is a collaborative system with collective responsibility for excellence in teaching and learning shared by each colleague in the department and College. Tenure, promotion, and merit-based compensation increases are the acknowledgements of a faculty member's

performance and contributions to the College.

B. DEFINITIONS AND COMPONENTS OF THE FACULTY EVALUATION SYSTEM

1. Satisfactory Standards for Employment (SSE)

a. Each full-time tenured faculty member at GRCC must meet SSEs in order to maintain ongoing employment. A faculty member who fails to meet SSEs in a given year will receive written notice of substandard performance. A faculty member who fails to meet SSEs for a second year (consecutive or not) will receive a second written notice of substandard performance, be placed on a Performance Improvement Plan, and may be denied overload teaching assignments. A faculty member who fails to meet SSEs for a third year (consecutive or not) will be terminated, regardless of whether an administrative investigation has been conducted into performance deficiencies.

When a faculty member is terminated solely for failing to meet SSEs in three (3) years, their employment will cease immediately upon the College providing such notification unless the faculty member is teaching an in-progress course at the time notice is provided. If a faculty member is teaching an in-progress course at the time of notification, their employment will cease at the conclusion of that course. Termination is subject to section (H) contained within this Article.

b. To meet SSEs in the 2025-2026 academic year, a faculty member must meet the standards set forth in Appendix F.

c. To meet SSEs in any academic year after 2025-2026, a faculty member must meet the following standards:

Category	Annual Satisfactory Standards
Teaching	● All Teaching Observations completed (see later explanations of requirements for each rank). ● All Student Evaluations distributed by administration ● One (1) project to assess a learning outcome
Professional Development	● 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.
Service	● Participation in departmental advising plan each academic year, as appropriate. Faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer. ● May include other activities. ● Fifteen (15) clock hours of student, College, and/or community service that meets the needs of the College per academic year. Faculty may choose to complete these activities in the Summer, but they cannot be required to do so.

Category	Annual Satisfactory Standards
Additional Responsibilities	● Grades are reported by contractual deadlines ● Keeping accurate student academic records ● Making a reasonable effort to participate in meetings related to their faculty function as scheduled by their Associate Provost, Dean, Department Head or Program Director, provided they are scheduled during a normal work day during the academic year ● Meeting classes during the time scheduled and for the appropriate length of time required by the Collective Bargaining Agreement ● In the absence of an approved leave of absence, the following events must be attended: • Opening Day, • Faculty Learning Day, • Commencement, • School Meetings, and • Department/School professional development. ● Keeping accurate student academic records and/or grades as required based on faculty role. ● Holding office hours as required by the contract. ● Complete mandatory compliance training Some of the above-mentioned responsibilities are exempt for leaves of absence, vacation, school cancellations, and sick days.

2. Yearly Distribution Requirements (YDR)

   a. Each full-time non-tenured and temporary faculty member at GRCC must meet YDRs in order to maintain ongoing employment. YDRs must also be met by each faculty member to whom this Article applies in order to receive merit-based compensation increases and progress toward rank. Tenured faculty members must indicate each year on their Faculty Performance Evaluation form whether they are seeking to satisfy the SSEs or YDRs. If a tenured faculty member does not successfully meet YDR standards, their FPE will be reviewed by the Associate Dean to determine whether SSE requirements have been met.

      When a full-time non-tenured or temporary full-time faculty member is terminated solely for failing to meet YDRs, their employment will cease immediately upon the College providing such notification, unless the faculty member is teaching an in-progress course at the time notice is provided. If a faculty member is teaching an in-progress course at the time of notification, their employment will cease at the conclusion of that course.

   b. To meet YDRs in the 2025-2026 academic year, a faculty member must meet the standards set forth in Appendix F.

c. To meet YDRs in any academic year after 2025-2026, a faculty member must meet the following standards.

Category	Annual Satisfactory Standards
Teaching	● All Teaching Observations completed (see later explanations of requirements for each rank) ● All Student Evaluations distributed by administration ● One (1) project to assess a learning outcome.
Professional Development	● 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
Service	● Participation in departmental advising plan each academic year, as appropriate. Faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer. ● May include other activities. ● Thirty (30) clock hours of student, College, and/or community service that meets the needs of the College per academic year. Faculty may choose to complete these activities in the Summer, but they cannot be required to do so.
Substantive Project	● A minimum of one (1) substantive project each year. A "substantive project" 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).

Category	Annual Satisfactory Standards
Additional Responsibilities	● Grades are reported by contractual deadlines ● Keeping accurate student academic records ● Making a reasonable effort to participate in meetings related to their faculty function as scheduled by their Associate Provost, Dean, Department Head or Program Director provided they are scheduled during a normal work day during the academic year ● Meeting classes during the time scheduled and for the appropriate length of time as required by the Collective Bargaining Agreement ● In the absence of an approved leave of absence, the following events must be attended: • Opening Day, • Commencement, • Faculty Learning Day, • Commencement, • School Meetings, and • Department/School professional development. ● Keeping accurate student academic records and/or grades as required based on faculty role. ● Holding office hours as required by the contract. ● Complete compliance training Some of the above-mentioned responsibilities are exempt for leaves of absence, vacation, school cancellations, and sick days.

* Important Note regarding Release Time and Equated Overload: For SSEs, YDRs, tenure, promotion, and merit-based compensation increases, faculty members may not count activities for which they receive equated overload. Faculty may count activities performed for release time toward their SSEs, YDRs, tenure, promotion, and merit-based compensation increases.

3. Successful Completion of YDRs:

   a. Effective September 1, 2025, eligible faculty members who successfully complete YDR FPEs (“earned YDR FPEs”) will receive modifications to their applicable group starting salary (GSS) under Appendix B. YDR FPEs may also be credited (“credited YDR FPEs”), and shall have the same effect on a faculty member’s salary schedule placement and determination as earned YDR FPEs.

   b. Eligible faculty members hired before September 1, 2025 shall receive the number of credited YDR FPEs the corresponds with their salary schedule placement (exclusive of step one [1] at the expiration of the parties’ 2022-2025 collective bargaining agreement). Such credited YDR FPEs shall count toward tenure and rank eligibility requirements, except to the extent a faculty member was hired above step one (1) during the 2022-2025 collective bargaining agreement. However, additional credited YDR FPEs shall not count toward tenure or rank eligibility requirements except as expressly provided within this contract.

4. 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 members required to deliver the College's academic programs.

   A faculty member is eligible to apply for tenure after successfully completing three (3) FPEs involving approved YDRs (i.e., earned YDR FPEs). Application for tenure is not optional. Unless an extension has been granted, a faculty member undergoes the tenure review process in the year of employment immediately following their successful completion of three (3) YDR FPEs.

   Faculty may request an extension regarding the tenure application requirement from the Provost, or designee, following their successful completion of three (3) YDR FPEs. Extensions shall be granted at the discretion of the Provost, or designee.

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

5. 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.

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

   Faculty may apply for Associate Professor after completing seven (7) earned YDR FPEs. Faculty may apply for full professor after completing twelve (12) earned YDR FPEs.

6. Effect of Performance Improvement Plans

   In order to obtain an increase on the salary schedule for an earned YDR FPE, faculty members must meet Yearly Distribution Requirements and may not be on a performance improvement plan. However, if a faculty member is otherwise eligible for merit-based compensation increase which was denied based upon the existence of a PIP, they may receive such increase upon successful completion of the PIP. The merit-based compensation increase will not be retroactive in such circumstances.

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

7. 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, merit-based compensation increases, 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, 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).

   Beginning with the 2026-2027 academic year, all faculty members serving as Department Heads or Program Directors shall be assigned another Department Head or Program Director within the College to participate in the collaborate process for reviewing plans established under this Section. Such assignments will be made by the Provost, or designee.

8. 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 salary schedule increases between promotions and after attainment of the rank of Full Professor.

9. 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 a full-time tenured faculty member. 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 members may choose their observer. Observers must be a Department Head/Program Director, Associate Dean, full-time faculty member, or adjunct faculty member.

    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.

10. 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 members 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 Advisors and Counselors every semester, no matter the rank of the Advisor or Counselor.

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.

C. PLACEMENT AND EXPECTATIONS FOR SALARY SCHEDULE PROGRESSION, TENURE, AND PROMOTION FOR ELIGIBLE FACULTY

1. Initial Placement on salary schedule

Initial placement on the salary schedule is made according to the terms set forth in this contract. Regardless of initial placement (including credit for successfully completed YDR FPEs), faculty members must meet the requirements set forth in this article regarding the College's tenure process, including eligibility requirements. Faculty choosing to apply for rank must also meet the requirements set forth in this article regarding the College's rank application process.

2. FPE Requirements for Newly Hired Faculty:

   All full-time faculty members, including temporary full-time faculty members, covered by this Section must complete an FPE each year. Full-time faculty members, including temporary full-time faculty members, who begin employment after the FPE Plan submission deadline, but on or before the first day of winter semester classes will be required to complete an abbreviated FPE (as determined by the Provost, or designee).

   Temporary full-time faculty members who begin their employment prior to the FPE Plan submission deadline may complete an abbreviated FPE, but only upon agreement with the Provost or designee made in consideration of the length of the temporary appointment.

   Faculty members who complete an abbreviated FPE will be entitled to the same benefits as all other faculty members upon successful completion.

3. Eligibility for Salary Schedule Progression

   a. In order for a faculty member to receive a merit-based compensation increase on their applicable salary schedule for any year covered by this contract, they must have successfully completed an earned YDR FPE each year (including New Faculty Institute).

      An exception to the above-stated requirement shall exist for faculty members serving in interim roles outside of the bargaining unit. A faculty member serving in such a role will be credited with a YDR FPE for up to two (2) consecutive years serving in such a role, excepting any year where the faculty member submitted an FPE report which was not approved. Years spent in interim roles (and credited YDR FPEs for such years) do not count toward rank or tenure eligibility requirements if an FPE report was not submitted and approved. Faculty serving in an interim role outside of the bargaining unit may not submit FPEs or tenure/rank portfolios. Faculty serving in an interim role outside of the bargaining unit may, on a contingent basis, participate in overload selection and seek consideration for special assignments or other opportunities that may be available when they return to the bargaining unit.

   b. In order to be eligible to be considered for promotion, a faculty member must:

      1) Declare their intention to seek promotion on their FPE.

      2) Have earned the rank preceding the one for which they are applying.

      3) Not be on a Performance Improvement Plan (PIP). However, if a faculty member is otherwise eligible for a merit-based compensation increase which was denied based upon the existence of a PIP, they may receive the increase upon successful completion of the PIP. The merit-based compensation increase will not be retroactive in such circumstances.

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

   The three (3) categories of evaluation for GRCC faculty members are Teaching, 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 (as defined within this article)

a) Two (2) of the substantive projects are pre-determined for non-tenured faculty members:

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 and student evaluation reflection,

3) Completed a substantive project (as defined within this article) for each year the Yearly Distribution Requirements were met

c. Category Activities

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 what 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 Teaching, Learning, and Distance Education 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 members and what categories of or specific activities are approved for faculty members in certain disciplines or circumstances.

D. REQUIRED DOCUMENTATION FOR SALARY SCHEDULE 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 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. Requirements for tenure and promotion portfolios submitted during the 2025-2026 academic year are set forth in Appendix F.

3. Requirements for tenure and promotion for portfolios submitted after the 2025-2026 academic year:

   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. Portfolio Requirements:

      The College will publish guidelines for portfolio organization. However, all portfolios must include the following items:

      1) Letter of Application:

         The Letter of Application shall address how the faculty member's work has supported the Mission, Vision, and Values of the institution, provide a general narrative on the feedback in the Faculty Evaluation System, and state the date of the last portfolio approval.

      2) Teaching and Learning Philosophy Statement:

         The Teaching and Learning Philosophy Statement is an opportunity for faculty members to provide information regarding: who they are as educators; what they believe about themselves, their disciplines, their students; and how their philosophy is exemplified in practice. and aligns with the GRCC's Mission, Vision and Values. The statement is both inspirational and practical in nature.

      3) Documentation of Yearly Distribution Requirements:

         This documentation shall include submission of plans, reports, and all feedback from the Faculty Performance Evaluations since the time the faculty member was: hired (for tenure applications) or since the faculty member last obtained tenure/rank (for rank applications).

4) Narrative Summaries and Corresponding Documentation:

The narrative summary will relate to the achievements in the categories required at each rank and defined in Article 15.

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 members to explain how they have met the expectations for tenure or promotion.

Documentation for each category should be supportive of the corresponding narrative summary, and should provide evidence that faculty members have met the expectations for tenure and promotion. Observation Reports should be included in the Teaching documentation section.

E. DECISION-MAKING PROCESSES FOR YEARLY DISTRIBUTION REQUIREMENTS, SATISFACTORY STANDARDS FOR EMPLOYMENT, SALARY SCHEDULE 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). An FPE may not be denied if the Associate Dean disagrees with a plan that was approved based upon the process set forth in this section.

Beginning with the 2026-2027 academic year, all faculty members serving as Department Heads or Program Directors shall be assigned another Department Head or Program Director within the College to participate in the collaborate process for reviewing plans established under this Section. Such assignments will be made by the Provost, or designee.

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:

A. Whether or not a faculty member meets the Satisfactory Standards for Employment or Yearly Distribution Requirements

B. 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 members 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 or Program Directors, and their 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. Consequently, a Dean's recommendation and the Provost's decision may not be based upon disagreement with any plan that was approved based upon the process set forth in this section. 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 Deans' 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 published deadlines associated with evaluation, the training of new faculty members and evaluators in the evaluation process, and other administrative and managerial tasks. This oversight of the System, however, must be consistent with this 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 SSEs for three (3) years (consecutive or not), the termination decision may be appealed through Article 10 – Grievance Procedures.

3. Yearly Distribution Requirements: If a faculty member is not granted a merit-based compensation increase for failure to meet YDRs, 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. The panel will review the faculty member's FPE, with such review being limited to: (1) whether the contractual FPE process has been followed; and (2) whether the FPE is adequate to meet YDR requirements. The panel's decision will be final.

   The panel will provide its decision to the Provost within thirty (30) calendar days of the faculty member submitting notice of their appeal to the Provost. The Provost will communicate the decision to the faculty member and appropriate stakeholders.

   If the panel cannot issue a decision within thirty (30) days because of the absence or unavailability of any panelist(s), the time for deciding the appeal may be extended by an additional thirty (30) days upon written notice being provided to the faculty member.

4. Rank (Associate Professor Rank and Full Professor): If a faculty member has applied for and been denied rank of associate professor or 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. The panel will review the faculty member's Portfolio, with such review being limited to: (1) whether the contractual rank application and review process has been followed; and (2) whether the Portfolio is adequate to meet YDR requirements. The panel's decision will be final.

   The panel will provide its decision to the Provost within thirty (30) calendar days of the faculty member submitting notice of their appeal to the Provost. The Provost will communicate the decision to the faculty member and appropriate stakeholders.

   If the panel cannot issue a decision within thirty (30) days because of the absence or unavailability of any panelist(s), the time for deciding the appeal may be extended by an additional thirty (30) days upon written notice being provided to the faculty member.

5. Notice and Timing Requirements:

   Official notice of overall FPE denials will be provided to affected faculty members from the Associate Dean no later than fourteen (14) calendar days after the deadline established for final FPE determinations. The notice must include information regarding how a faculty member may submit an appeal, if eligible to do so under this section, and the deadline for the submission of any such appeal. A faculty member seeking to appeal an FPE denial under this section must submit a written notice of appeal to the Provost within fourteen (14) calendar days of the notice of denial.

Official notice of rank application denials will be provided to affected faculty members by the deadline established for rank decisions made by the Provost. The notice must include information regarding how a faculty member may submit an appeal and the deadline for the submission of any such appeal. A faculty member seeking to appeal a rank denial under this section must submit a written notice of appeal to the Provost within fourteen (14) calendar days of the notice of denial.

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:

   a. Identify and reinforce good teaching practices because of the demonstrated impact on student learning,

   b. Encourage continuous professional development and life-long learning,

   c. Support reflective practice,

   d. Provide opportunities for professional development, and

   e. 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 member 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 members include not only classroom faculty members for credit-based programming, but also Advisors, Librarians, Counselors, and faculty members in non-credit programming.

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

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

a. 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).

b. All adjuncts will be evaluated a minimum of once every three (3) years.

c. 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.

d. Evaluations will identify and reinforce good practices and will encourage areas for development if any.

e. Evaluators will adhere to the following:

    1) Be academic administrators who have classroom teaching experience, current full-time faculty members at GRCC, or adjunct faculty members at GRCC;

    2) Undergo training as determined by the administration;

    3) Suggest professional development opportunities, including Teaching, Learning, and Distance Education offerings, to adjuncts as appropriate;

    4) Connect adjunct faculty members to other faculty members and to institutional resources as appropriate;

    5) Refer any concerns to the Department Head/Program Director and Associate Dean; and

    6) Demonstrate a high level of professionalism and respect.

    7) Full-time faculty members are encouraged to be observers and to include this as meeting their College Service requirements for their own Evaluation Process.

f. 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.

g. For adjunct faculty members, 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 maintained by Human Resources is the tool used in this evaluation system.

Instructional Laboratory Coordinators shall be eligible for step advancement of one (1) increment on the salary schedule or other negotiated salary increases at the beginning of each academic year. The faculty member will receive the step and/or increase if they meet the requirements listed in the Performance Evaluation, provided they are not an active Performance Improvement Plan. If an Instructional Laboratory Coordinator is otherwise eligible for a merit-based compensation increase which was denied based upon the existence of a PIP, they may receive such increase upon successful completion of the PIP. The merit-based compensation increase will not be retroactive in such circumstances.

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 Laboratory 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. However, if an ECLL faculty member is otherwise eligible for merit-based compensation increase which was denied based upon the existence of a PIP, they may receive such increase upon successful completion of the PIP. The merit-based compensation increase will not be retroactive in such circumstances.

3. ECLL faculty members must annually develop an annual performance and professional development plan and participate in a performance evaluation using the FPE. ECLL faculty members 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	• 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 a learning outcome.
Professional Development	• 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	• 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	• 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 • Attendance at New Faculty Institute • 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 • Some of the above-mentioned responsibilities are exempt for leaves of absence, vacation, school cancellations, and sick days The above-mentioned Additional Responsibilities must be substantially met each year.

ARTICLE 16 – DURATION OF CONTRACT

This Agreement shall be effective as of September 1, 2025 and shall continue in effect until August 31, 2030, except that the Parties agree to reopen this Agreement for negotiations as to wages, benefits, and professional expenses only, for the 2028-2029 and 2029-2030 contract years. Such negotiations may occur any time after January 1, 2028, or as otherwise agreed upon by the parties.

THE BOARD OF TRUSTEES OF THE GRAND RAPIDS COMMUNITY COLLEGE

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Brandy Lovelady Mitchell, Chairperson

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FACULTY ASSOCIATION OF THE GRAND RAPIDS COMMUNITY COLLEGE

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Mike Light, President

BY _____

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BY _____

Holly Christopher, Secretary

BY _____

Meghan VanderMale, Chief Negotiator

APPENDIX A - CALENDARS

Grand Rapids Community College

2025-2026 Academic Calendar

(See separate calendars for ECLL Lab Instructor; Job Training Faculty, 52-week Counselors/Advisors and 52-week Tutorial Coordinators)

Fall Semester, 2025

Wednesday, August 20	Opening Day Meeting/School Meetings
Thursday, August 21	Faculty Preparation
Friday, August 22	Faculty Preparation
Monday, August 25	Day and Night Classes Begin
Monday, September 1	Holiday (Campus Closed)
Friday, September 5	Weekend Classes Begin
Monday, September 29	Counselor Preparation
Monday, October 13	End of the first 7 Weeks
Tuesday, November 25	Faculty Preparation
Wednesday-Sunday, November 26-November 30	Holiday (Campus Closed)
Friday, December 5	Last Friday Night Classes
Saturday, December 6	Last Saturday Classes
Sunday, December 7	Last Sunday Classes
Monday, December 8	Day Exams & Monday Evening Exams
Tuesday, December 9	Day Exams & Tuesday Evening Exams
Wednesday, December 10	Day Exams & Wednesday Evening Exams
Monday, December 15	Grades for 14 Week Classes are due by noon *

Winter Semester, 2026

Friday, January 2	Holiday (Campus Closed)
Wednesday, January 7	Opening Day/Faculty Learning Day
Thursday, January 8	School Meetings
Friday, January 9	Faculty Preparation
Monday, January 1	Day & Night Classes Begin & Weekend Classes Begin
Monday, January 26	Counselor Preparation
Friday, February 27	End of the First 7 Weeks
Monday-Sunday, March 2- March 8	Mid-Semester Break (Weekend classes meet February 28 & March 1)
Friday, April 24	Day Classes End & Last Friday Night Classes
Saturday, April 25	Last Saturday Classes
Sunday, April 26	Last Sunday Classes
Monday, April 27	Day Exams & Last Monday Night Classes
Tuesday, April 28	Day Exams & Last Tuesday Night Classes
Wednesday, April 29	Day Exams & Last Wednesday Night Classes
Thursday, April 30	Commencement
Monday, May 4	Grades for 14 Week Classes are due by noon *

Summer Semester, 2026

Monday, May 4	Restricted Start
Monday, May 11	Day & Night Classes Begin for First 7 Weeks & 14 Weeks
Monday, May 25	Holiday (Campus Closed)
Monday, June 29	End of First 7 Weeks
Tuesday, June 30	Day & Night Classes Begin for Second 7 weeks
Friday, July 3	July 4th Holiday observed (Campus Closed)
Monday, August 17	End of Second 7 Weeks & 14 Weeks
Thursday, August 20	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.*

Grand Rapids Community College

Job Training Faculty, 52-week Counselors/Advisors and 52-week Tutorial Coordinators 2025-2026 Calendar

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

DATE	**DESCRIPTION**
Mon. June 30, 2025 – Thu. July 3, 2025	Job Training Vacation (No Students)
Fri. July 4, 2025	Holiday
Mon. September 1, 2025	Holiday
Wed. November 26, 2025 - Fri. November 28, 2025	Holiday
Wed. December 24, 2025	Holiday
Thu. December 25, 2025	Holiday
Fri. December 26, 2025	Paid Non-Work Day
Mon. December 29, 2025	Paid Non-Work Day
Tue. December 30, 2025	Paid Non-Work Day
Wed. December 31, 2025	Holiday
Thu. January 1, 2026	Holiday
Fri. January 2, 2026	Holiday
Mon. May 25, 2026	Holiday

Grand Rapids Community College

44-week Instructional Laboratory Coordinators and Tutorial Coordinators
2025-2026 Calendar

44-week Instructional Laboratory Coordinators and Tutorial Coordinators work from August 20, 2025 through June 18, 2026, except for the following:

DATE	DESCRIPTION
Monday, September 1, 2025	Holiday
Wednesday, November 26, 2025	Holiday
Thursday, November 27, 2025	Holiday
Friday, November 28, 2025	Holiday
Wednesday, December 24, 2025	Holiday
Thursday, December 25, 2025	Holiday
Friday, December 26, 2025	Paid Non-Work Day
Monday, December 29, 2025	Paid Non-Work Day
Tuesday, December 30, 2025	Paid Non-Work Day
Wednesday, December 31, 2025	Holiday
Thursday, January 1, 2026	Holiday
Friday, January 2, 2026	Holiday
Monday, March 2 - Friday, March 6, 2026	Unpaid Non-Work Days
Monday, May 25, 2026	Holiday

Grand Rapids Community College

ECLL Lab Instructor

2025-2026 Calendar

2025 DATES:	**DESCRIPTION**
Monday, August 11	**Option 1 -** First Semester Session - includes home visits and required meetings
Monday, August 18	**Option 2** - ECLL Classroom and Center Set-up
Tuesday, August 19	ECLL Open House
Wednesday, August 20	College, School, Department Meetings
Thursday and Friday, August 21-22	Faculty Classroom Preparation Days
Monday, August 25	ECLL Opens for Fall Semester
Monday, September 1	Holiday
Friday, October 31	Half-day, Afternoon ECLL staff meeting
Tuesday, November 25	Professional Development/Staff Retreat
Wednesday-Friday, November 26-28	Holiday
Tuesday, December 16	Last Work Day
Wednesday-Friday, December 17-19	Non-work Day (Unpaid)
Monday-Tuesday, December 22-23	Non-work Day (Unpaid)
Wednesday, December 24	Holiday
Thursday, December 25	Holiday
Friday, December 26	Holiday Shutdown (Unpaid)
Monday, December 29	Holiday Shutdown (Unpaid)
Tuesday, December 30	Holiday Shutdown (Unpaid)
Wednesday, December 31	Holiday
2026 DATES:	
Thursday, January 1	Holiday
Friday, January 2	Holiday Shutdown (Unpaid)
Monday, January 5	Non-work day (Unpaid)
Wednesday, January 7	Opening Day/Faculty Learning Day
Thursday, January 8	School Meetings
Friday, January 9	Faculty Classroom Preparation Day
Monday, January 12	ECLL Opens for Winter Semester
Monday, February 16	Half-day, Afternoon ECLL Staff Meeting
Monday, March 2 - Sunday, March 8	Mid-Semester Break (Non-work Days/Unpaid)
Thursday, April 30	Commencement – ECLL closed
Friday, May 1	End of Winter Semester/ECLL Closed/Faculty Report
Monday, May 4 - Friday, May 8	Work week for all ECLL Faculty
Monday, May 11- Monday, June 29	First Summer Session
Monday, May 25	Holiday – ECLL Closed
Monday, June 22	**Option 1:** Last Work Day for First Summer Session
Monday, June 29	**Option 2:** Last work day for First Summer Session
Friday, July 3	Holiday (4th of July Holiday Observed)

Grand Rapids Community College

2026-2027 Academic Calendar

(See separate calendars for ECLL Lab Instructor; Job Training Faculty, 52-week Counselors/Advisors and 52-week Tutorial Coordinators)

Fall Semester, 2026	**Description**
Thursday, August 20	Opening Day Meeting/School Meetings
Friday, August 21	Faculty Preparation
Monday, August 24	Day and Night Classes Begin
Friday, September 4	Weekend Classes Begin
Monday, September 7	Holiday (Campus Closed)
Monday, September 28	Advisor and Counselor Preparation
Monday, October 12	End of the first 7 Weeks
Tuesday, November 24	Faculty Preparation
Wednesday-Sunday, November 25-November 29	Holiday (Campus Closed)
Friday, December 4	Last Friday Night Classes
Saturday, December 5	Last Saturday Classes
Sunday, December 6	Last Sunday Classes
Monday, December 7	Day Exams & Monday Evening Exams
Tuesday, December 8	Day Exams & Tuesday Evening Exams
Wednesday, December 9	Day Exams & Wednesday Evening Exams
Monday, December 14	Grades for 14 Week Classes are due by noon *

Winter Semester, 2027	
Wednesday, January 6	Opening Day/Faculty Learning Day
Thursday, January 7	School Meetings
Friday, January 8	Faculty Preparation
Monday, January 11	Day & Night Classes Begin & Weekend Classes Begin
Monday, January 25	Advisor and Counselor Preparation
Friday, February 26	End of the First 7 Weeks
Monday-Sunday, March 1 - March 7	Mid-Semester Break (Weekend classes meet February 27 & February 28)
Friday, April 23	Day Classes End & Last Friday Night Classes
Saturday, April 24	Last Saturday Classes
Sunday, April 25	Last Sunday Classes
Monday, April 26	Day Exams & Last Monday Night Classes
Tuesday, April 27	Day Exams & Last Tuesday Night Classes
Wednesday, April 28	Day Exams & Last Wednesday Night Classes
Thursday, April 29	Commencement
Monday, May 3	Grades for 14 Week Classes are due by noon *

Summer Semester, 2027	
Monday, May 3	Restricted Start
Monday, May 10	Day & Night Classes Begin for First 7 Weeks & 14 Weeks
Monday, May 31	Holiday (Campus Closed)
Monday, June 28	End of First 7 Weeks
Tuesday, June 29	Day & Night Classes Begin for Second 7 weeks
Monday, July 5	July 4th Holiday observed (Campus Closed)
Monday, August 16	End of Second 7 Weeks & 14 Weeks
Thursday, August 19	Summer Session Grades Due by noon *

Fall 2026 and Winter 2027 Semesters each consist of 76 working days.

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

Grand Rapids Community College

Job Training Faculty, 52-week Counselors/Advisors and 52-week Tutorial Coordinators 2026-2027 Calendar

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

DATE	DESCRIPTION
Mon. June 30, 2026 – Thu. July 2, 2026	Job Training – Non-Student-Facing Days
Fri. July 3, 2026	Holiday
Mon. September 7, 2026	Holiday
Wed. November 25, 2026 - Fri. November 27, 2026	Holiday
Thu. December 24, 2026	Holiday
Fri. December 25, 2026	Holiday
Mon. December 28, 2026	Paid Non-Work Day
Tue. December 29, 2026	Paid Non-Work Day
Wed. December 30, 2026	Paid Non-Work Day
Thu. December 31, 2026	Holiday
Fri. January 1, 2027	Holiday
Mon. May 31, 2027	Holiday

Grand Rapids Community College
44-week Instructional Laboratory Coordinators
2026-2027 Calendar

44-week Instructional Laboratory Coordinators work from August 20, 2026 through June 17, 2027, except for the dates set forth below.

DATE	DESCRIPTION
Monday, September 7, 2026	Holiday
Wednesday, November 25	Holiday
Thursday, November 26, 2026	Holiday
Friday, November 27, 2026	Holiday
Thursday, December 24, 2026	Holiday
Friday, December 25, 2026	Holiday
Monday, December 28, 2026	Paid Non-Work Day
Tuesday, December 29, 2026	Paid Non-Work Day
Wednesday, December 30, 2026	Paid Non-Work Day
Thursday, December 31, 2026	Holiday
Friday, January 1, 2027	Holiday
Monday, March 1 - Friday, March 5, 2027	Unpaid Non-Work Days
Monday, May 31, 2027	Holiday

Grand Rapids Community College
42-week Academic Advisors, Counselors and Librarians
2026-2027 Calendar

42-week Academic Advisors, Counselors and Librarians work from August 20, 2026 through June 28, 2027, except for the dates set forth below.

DATE	DESCRIPTION
Monday, September 7, 2026	Holiday
Wednesday, November 25	Holiday
Thursday, November 26, 2026	Holiday
Friday, November 27, 2026	Holiday
Monday December 14, 2026 - Tuesday January 5, 2027	Unpaid Non-Work Days
Monday March 1 - Friday, March 5, 2027	Unpaid Non-Work Days
Monday May 3 - Friday May 7, 2027	Unpaid Non-Work Days
Monday, May 31, 2027	Holiday

Grand Rapids Community College

ECLL Lab Instructor

2026-2027 Calendar

2026 DATES:	**DESCRIPTION**
Monday, August 10	**Option 1 -** First Semester Session - includes home visits and required meetings
Monday, August 17	**Option 2** - ECLL Classroom and Center Set-up
Tuesday, August 18	ECLL Open House
Thursday, August 20	College, School, Department Meetings
Friday, August 20	Faculty Classroom Preparation Days
Monday, August 24	ECLL Opens for Fall Semester
Monday, September 7	Holiday
Friday, October 30	Half-day, Afternoon ECLL staff meeting
Tuesday, November 24	Professional Development/Staff Retreat
Wednesday-Friday, November 25-27	Holiday
Tuesday, December 15	Last Work Day
Wednesday-Friday, December 16-18	Non-work Day (Unpaid)
Monday-Wednesday, December 21-23	Non-work Day (Unpaid)
Thursday, December 24	Holiday
Friday, December 25	Holiday
Monday, December 28	Holiday Shutdown (Unpaid)
Tuesday, December 29	Holiday Shutdown (Unpaid)
Wednesday, December 30	Holiday Shutdown (Unpaid)
Thursday, December 31	Holiday
2027 DATES:	
Friday, January 1	Holiday
Monday, January 4	Non-work day (Unpaid)
Wednesday, January 6	Opening Day/Faculty Learning Day
Thursday, January 7	School Meetings
Friday, January 8	Faculty Classroom Preparation Day
Monday, January 11	ECLL Opens for Winter Semester
Wednesday, February 17	Half-day, Afternoon ECLL Staff Meeting
Monday, March 1 - Sunday, March 7	Mid-Semester Break (Non-work Days/Unpaid)
Thursday, April 29	Commencement – ECLL closed
Friday, April 30	End of Winter Semester/ECLL Closed/Faculty Report
Monday, May 3 - Friday, May 7	Work week for all ECLL Faculty
Monday, May 10- Monday, June 28	First Summer Session
Monday, May 31	Holiday – ECLL Closed
Monday, June 21	**Option 1:** Last Work Day for First Summer Session
Monday, June 28	**Option 2:** Last work day for First Summer Session
Monday, July 5	Holiday (4th of July Holiday Observed)

Grand Rapids Community College

2027-2028 Academic Calendar

(See separate calendars for ECLL Lab Instructor; Job Training Faculty, 52-week Counselors/Advisors and 52-week Tutorial Coordinators)

Fall Semester, 2027	**Description**
Thursday, August 19	Opening Day Meeting/School Meetings
Friday, August 20	Faculty Preparation
Monday, August 23	Day and Night Classes Begin
Friday, September 3	Weekend Classes Begin
Monday, September 6	Holiday (Campus Closed)
Monday, September 27	Advisor and Counselor Preparation
Monday, October 11	End of the first 7 Weeks
Tuesday, November 23	Faculty Preparation
Wednesday-Sunday, November 24-November 28	Holiday (Campus Closed)
Friday, December 3	Last Friday Night Classes
Saturday, December 4	Last Saturday Classes
Sunday, December 5	Last Sunday Classes
Monday, December 6	Day Exams & Monday Evening Exams
Tuesday, December 7	Day Exams & Tuesday Evening Exams
Wednesday, December 8	Day Exams & Wednesday Evening Exams
Monday, December 13	Grades for 14 Week Classes are due by noon *

Winter Semester, 2028	
Wednesday, January 5	Opening Day/Faculty Learning Day
Thursday, January 6	School Meetings
Friday, January 7	Faculty Preparation
Monday, January 10	Day & Night Classes Begin & Weekend Classes Begin
Monday, January 24	Advisor and Counselor Preparation
Friday, February 25	End of the First 7 Weeks
Monday-Sunday, February 28 - March 5	Mid-Semester Break (Weekend classes meet February 26 & February 27)
Friday, April 21	Day Classes End & Last Friday Night Classes
Saturday, April 22	Last Saturday Classes
Sunday, April 23	Last Sunday Classes
Monday, April 24	Day Exams & Last Monday Night Classes
Tuesday, April 25	Day Exams & Last Tuesday Night Classes
Wednesday, April 26	Day Exams & Last Wednesday Night Classes
Thursday, April 27	Commencement
Monday, May 1	Grades for 14 Week Classes are due by noon *

Summer Semester, 2028	
Monday, May 1	Restricted Start
Monday, May 8	Day & Night Classes Begin for First 7 Weeks & 14 Weeks
Monday, May 29	Holiday (Campus Closed)
Monday, June 26	End of First 7 Weeks
Tuesday, June 27	Day & Night Classes Begin for Second 7 weeks
Tuesday, July 4	July 4th Holiday observed (Campus Closed)
Tuesday, August 15	End of Second 7 Weeks & 14 Weeks
Friday, August 18	Summer Session Grades Due by noon *

Fall 2027 and Winter 2028 Semesters each consist of 76 working days.

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

Grand Rapids Community College

Job Training Faculty, 52-week Counselors/Advisors, and 52-week Tutorial Coordinators 2027-2028 Calendar

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

DATE	DESCRIPTION
Mon. June 28, 2027 – Fri. July 2, 2027	Job Training – Non-Student-Facing Days
Mon. July 5, 2027	Holiday
Mon. September 6, 2027	Holiday
Wed. November 24, 2027 - Fri. November 26, 2027	Holiday
Thu. December 23, 2027	Holiday
Fri. December 24, 2027	Holiday
Mon. December 27, 2027	Paid Non-Work Day
Tue. December 28, 2027	Paid Non-Work Day
Wed. December 29, 2027	Paid Non-Work Day
Thu. December 30, 2027	Holiday
Fri. December 31, 2027	Holiday
Mon. May 29, 2028	Holiday

Grand Rapids Community College
44-week Instructional Laboratory Coordinators
2027-2028 Calendar

44-week Instructional Laboratory Coordinators work from August 19, 2027 through June 15, 2028, except for the dates set forth below.

DATE	DESCRIPTION
Monday, September 6, 2027	Holiday
Wednesday, November 24, 2027	Holiday
Thursday, November 25, 2027	Holiday
Friday, November 26, 2027	Holiday
Thursday, December 23, 2027	Holiday
Friday, December 24, 2027	Holiday
Monday, December 27, 2027	Paid Non-Work Day
Tuesday, December 28, 2027	Paid Non-Work Day
Wednesday, December 29, 2027	Paid Non-Work Day
Thursday, December 30, 2027	Holiday
Friday, December 31, 2027	Holiday
Monday, February 28 - Friday, March 3, 2028	Unpaid Non-Work Days
Monday, May 29, 2028	Holiday

Grand Rapids Community College
42-week Academic Advisors, Counselors and Librarians
2027-2028 Calendar

42-week Academic Advisors, Counselors and Librarians work from August 19, 2027 through June 26, 2028, except for the dates set forth below.

DATE	DESCRIPTION
Monday, September 6, 2027	Holiday
Wednesday, November 24, 2027	Holiday
Thursday, November 25, 2027	Holiday
Friday, November 26, 2027	Holiday
Monday, December 13 - Tuesday January 4, 2028	Unpaid Non-Work Days
Monday, February 28 - Friday March 3, 2028	Unpaid Non-Work Days
Monday May 1 - Friday May 5, 2028	Unpaid Non-Work Days
Monday, May 29, 2028	Holiday

Grand Rapids Community College

ECLL Lab Instructor

2027-2028 Calendar

2027 DATES:	**DESCRIPTION**
Monday, August 9	**Option 1 -** First Semester Session - includes home visits and required meetings
Monday, August 16	**Option 2** - ECLL Classroom and Center Set-up
Tuesday, August 17	ECLL Open House
Thursday, August 19	College, School, Department Meetings
Friday, August 20	Faculty Classroom Preparation Days
Monday, August 23	ECLL Opens for Fall Semester
Monday, September 6	Holiday
Friday, October 29	Half-day, Afternoon ECLL staff meeting
Tuesday, November 23	Professional Development/Staff Retreat
Wednesday-Friday, November 24-26	Holiday
Tuesday, December 14	Last Work Day
Wednesday-Friday, December 15-17	Non-work Day (Unpaid)
Monday-Wednesday, December 20-22	Non-work Day (Unpaid)
Thursday, December 23	Holiday
Friday, December 24	Holiday
Monday, December 27	Holiday Shutdown (Unpaid)
Tuesday, December 28	Holiday Shutdown (Unpaid)
Wednesday, December 29	Holiday Shutdown (Unpaid)
Thursday, December 30	Holiday
Friday, December 31	Holiday

2028 DATES:	
Non-work day (Unpaid)	
Wednesday, January 5	Opening Day/Faculty Learning Day
Thursday, January 6	School Meetings
Friday, January 7	Faculty Classroom Preparation Day
Monday, January 10	ECLL Opens for Winter Semester
Wednesday, February 16	Half-day, Afternoon ECLL Staff Meeting
Monday, February 28 - Sunday, March 5	Mid-Semester Break (Non-work Days/Unpaid)
Thursday, April 27	Commencement – ECLL closed
Friday, April 28	End of Winter Semester/ECLL Closed/Faculty Report
Monday, May 1 - Friday, May 5	Work week for all ECLL Faculty
Monday, May 8- Monday, June 26	First Summer Session
Monday, May 29	Holiday – ECLL Closed
Monday, June 19	**Option 1:** Last Work Day for First Summer Session
Monday, June 26	**Option 2:** Last work day for First Summer Session
Tuesday, July 4	Holiday (4th of July Holiday Observed)

Grand Rapids Community College

2028-2029 Academic Calendar

(See separate calendars for ECLL Lab Instructor; Job Training Faculty, 52-week Counselors/Advisors and 52-week Tutorial Coordinators)

Fall Semester, 2028	**Description**
Thursday, August 24	Opening Day Meeting/School Meetings
Friday, August 25	Faculty Preparation
Monday, August 28	Day and Night Classes Begin
Monday, September 4	Holiday (Campus Closed)
Friday, September 8	Weekend Classes Begin
Monday, October 2	Advisor and Counselor Preparation
Monday, October 16	End of the first 7 Weeks
Tuesday, November 21	Faculty Preparation
Wednesday-Sunday, November 22-November 26	Holiday (Campus Closed)
Friday, December 8	Last Friday Night Classes
Saturday, December 9	Last Saturday Classes
Sunday, December 10	Last Sunday Classes
Monday, December 11	Day Exams & Monday Evening Exams
Tuesday, December 12	Day Exams & Tuesday Evening Exams
Wednesday, December 13	Day Exams & Wednesday Evening Exams
Monday, December 18	Grades for 14 Week Classes are due by noon *

Winter Semester, 2029	
Wednesday, January 3	Opening Day/Faculty Learning Day
Thursday, January 4	School Meetings
Friday, January 5	Faculty Preparation
Monday, January 8	Day & Night Classes Begin & Weekend Classes Begin
Monday, January 22	Advisor and Counselor Preparation
Friday, February 23	End of the First 7 Weeks
Monday-Sunday, February 26 - March 4	Mid-Semester Break (Weekend classes meet February 24 & February 25)
Friday, April 20	Day Classes End & Last Friday Night Classes
Saturday, April 21	Last Saturday Classes
Sunday, April 22	Last Sunday Classes
Monday, April 23	Day Exams & Last Monday Night Classes
Tuesday, April 24	Day Exams & Last Tuesday Night Classes
Wednesday, April 25	Day Exams & Last Wednesday Night Classes
Thursday, April 26	Commencement
Monday, April 30	Grades for 14 Week Classes are due by noon *

Summer Semester, 2029	
Monday, April 30	Restricted Start
Monday, May 7	Day & Night Classes Begin for First 7 Weeks & 14 Weeks
Monday, May 28	Holiday (Campus Closed)
Monday, June 25	End of First 7 Weeks
Tuesday, June 26	Day & Night Classes Begin for Second 7 weeks
Wednesday, July 4	July 4th Holiday observed (Campus Closed)
Tuesday, August 14	End of Second 7 Weeks & 14 Weeks
Friday, August 17	Summer Session Grades Due by noon *

Fall 2028 and Winter 2029 Semesters each consist of 76 working days.

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

Grand Rapids Community College

Job Training Faculty, 52-week Counselors/Advisors, and 52-week Tutorial Coordinators
2028-2029 Calendar

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

DATE	DESCRIPTION
Mon. July, 3 2028	Job Training – Non-Student-Facing Day
Tue. July 4, 2028	Holiday
Wed. July 5, 2028 – Fri. July 7, 2028	Job Training – Non-Student-Facing Days
Mon. September 4, 2028	Holiday
Wed. November 22, 2028 - Fri. November 24, 2028	Holiday
Fri. December 22, 2028	Holiday
Mon. December 25, 2028	Paid Non-Work Day
Tue. December 26, 2028	Paid Non-Work Day
Wed. December 27, 2028	Paid Non-Work Day
Thu. December 28, 2028	Holiday
Fri. December 29, 2028	Holiday
Mon. January 1, 2029	Holiday
Mon. May 28, 2029	Holiday

Grand Rapids Community College
44-week Instructional Laboratory Coordinators
2028-2029 Calendar

44-week Instructional Laboratory Coordinators work from August 24, 2028 through June 21, 2029, except for the dates set forth below.

DATE	DESCRIPTION
Monday, September 4, 2028	Holiday
Wednesday, November 22, 2028	Holiday
Thursday, November 23, 2028	Holiday
Friday, November 24, 2028	Holiday
Friday, December 22, 2028	Holiday
Monday, December 25, 2028	Holiday
Tuesday, December 26, 2028	Paid Non-Work Day
Wednesday, December 27, 2028	Paid Non-Work Day
Thursday, December 28, 2028	Paid Non-Work Day
Friday, December 29, 2028	Holiday
Monday, January 1, 2029	Holiday
Monday, February 26 - Friday, March 2, 2029	Unpaid Non-Work Days
Monday, May 28, 2029	Holiday

Grand Rapids Community College

42-week Academic Advisors, Counselors and Librarians

2028-2029 Calendar

42-week Academic Advisors, Counselors and Librarians work from August 24, 2028 through June 25, 2029, except for the dates set forth below.

DATE	DESCRIPTION
Monday, September 4, 2028	Holiday
Wednesday, November 22, 2028	Holiday
Thursday, November 23, 2028	Holiday
Friday, November 24, 2028	Holiday
Monday December 18- Tuesday January 2, 2029	Unpaid Non-Work Days
Monday, February 26 - Friday, March 2, 2029	Unpaid Non-Work Days
Monday April 30 - Friday May 4, 2029	Unpaid Non-Work Days
Monday, May 28, 2029	Holiday

Grand Rapids Community College

ECLL Lab Instructor
2028-2029 Calendar

2028 DATES:	**DESCRIPTION**
Monday, August 14	**Option 1 -** First Semester Session - includes home visits and required meetings
Monday, August 21	**Option 2** - ECLL Classroom and Center Set-up
Tuesday, August 22	ECLL Open House
Thursday, August 24	College, School, Department Meetings
Friday, August 25	Faculty Classroom Preparation Days
Monday, August 28	ECLL Opens for Fall Semester
Monday, September 4	Holiday
Friday, November 3	Half-day, Afternoon ECLL staff meeting
Tuesday, November 21	Professional Development/Staff Retreat
Wednesday-Friday, November 22-24	Holiday
Tuesday, December 19	Last Work Day
Wednesday-Thursday, December 20-21	Non-work Day (Unpaid)
Friday, December 22	Holiday
Monday, December 25	Holiday
Tuesday, December 26	Holiday Shutdown (Unpaid)
Wednesday, December 27	Holiday Shutdown (Unpaid)
Thursday, December 28	Holiday Shutdown (Unpaid)
Friday, December 29	Holiday
2029 DATES:	
Monday, January 1	Holiday
Wednesday, January 3	Opening Day/Faculty Learning Day
Thursday, January 4	School Meetings
Friday, January 5	Faculty Classroom Preparation Day
Monday, January 8	ECLL Opens for Winter Semester
Wednesday, February 14	Half-day, Afternoon ECLL Staff Meeting
Monday, February 26 - Sunday, March 4	Mid-Semester Break (Non-work Days/Unpaid)
Thursday, April 26	Commencement – ECLL closed
Friday, April 27	End of Winter Semester/ECLL Closed/Faculty Report
Monday, April 30 - Friday, May 4	Work week for all ECLL Faculty
Monday, May 7- Monday, June 25	First Summer Session
Monday, May 28	Holiday – ECLL Closed
Monday, June 18	**Option 1:** Last Work Day for First Summer Session
Monday, June 25	**Option 2:** Last work day for First Summer Session
Wednesday, July 4	Holiday (4th of July Holiday Observed)

Grand Rapids Community College

2029-2030 Academic Calendar

(See separate calendars for ECLL Lab Instructor; Job Training Faculty, 52-week Counselors/Advisors and 52-week Tutorial Coordinators)

Fall Semester, 2029	**Description**
Thursday, August 23	Opening Day Meeting/School Meetings
Friday, August 24	Faculty Preparation
Monday, August 27	Day and Night Classes Begin
Monday, September 3	Holiday (Campus Closed)
Friday, September 7	Weekend Classes Begin
Monday, October 1	Advisor and Counselor Preparation
Monday, October 15	End of the first 7 Weeks
Tuesday, November 20	Faculty Preparation
Wednesday-Sunday, November 21-November 25	Holiday (Campus Closed)
Friday, December 7	Last Friday Night Classes
Saturday, December 8	Last Saturday Classes
Sunday, December 9	Last Sunday Classes
Monday, December 10	Day Exams & Monday Evening Exams
Tuesday, December 11	Day Exams & Tuesday Evening Exams
Wednesday, December 12	Day Exams & Wednesday Evening Exams
Monday, December 17	Grades for 14 Week Classes are due by noon *

Winter Semester, 2030	
Wednesday, January 2	Opening Day/Faculty Learning Day
Thursday, January 3	School Meetings
Friday, January 4	Faculty Preparation
Monday, January 7	Day & Night Classes Begin & Weekend Classes Begin
Monday, January 21	Advisor and Counselor Preparation
Friday, February 22	End of the First 7 Weeks
Monday-Sunday, February 25 - March 3	Mid-Semester Break (Weekend classes meet February 23 & February 24)
Friday, April 19	Day Classes End & Last Friday Night Classes
Saturday, April 20	Last Saturday Classes
Sunday, April 21	Last Sunday Classes
Monday, April 22	Day Exams & Last Monday Night Classes
Tuesday, April 23	Day Exams & Last Tuesday Night Classes
Wednesday, April 24	Day Exams & Last Wednesday Night Classes
Thursday, April 25	Commencement
Monday, April 29	Grades for 14 Week Classes are due by noon *

Summer Semester, 2030	
Monday, April 29	Restricted Start
Monday, May 6	Day & Night Classes Begin for First 7 Weeks & 14 Weeks
Monday, May 27	Holiday (Campus Closed)
Monday, June 24	End of First 7 Weeks
Tuesday, June 25	Day & Night Classes Begin for Second 7 weeks
Thursday, July 4	July 4th Holiday observed (Campus Closed)
Tuesday, August 13	End of Second 7 Weeks & 14 Weeks
Friday, August 16	Summer Session Grades Due by noon *

Fall 2029 and Winter 2030 Semesters each consist of 76 working days.

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

Grand Rapids Community College

Job Training Faculty, 52-week Counselors/Advisors, and 52-week Tutorial Coordinators 2029-2030 Calendar

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

DATE	**DESCRIPTION**
Mon. July 2, 2029 – Tue. July 3, 2029	Job Training – Non-Student-Facing Days
Wed. July 4, 2029	Holiday
Thurs. July 5, 2029 – Fri. July 6, 2029	Job Training – Non-Student-Facing Days
Mon. September 3, 2029	Holiday
Wed. November 21, 2029 - Fri. November 23, 2028	Holiday
Mon. December 24, 2029	Holiday
Tue. December 25, 2029	Paid Non-Work Day
Wed. December 26, 2029	Paid Non-Work Day
Thu. December 27, 2029	Paid Non-Work Day
Fri. December 28, 2029	Holiday
Mon. December 31, 2029	Holiday
Tue. January 1, 2030	Holiday
Mon. May 27, 2030	Holiday

Grand Rapids Community College
44-week Instructional Laboratory Coordinators
2029-2030 Calendar

44-week Instructional Laboratory Coordinators work from August 23, 2029 through June 20, 2030, except for the dates set forth below.

DATE	DESCRIPTION
Monday, September 3, 2029	Holiday
Wednesday, November 21, 2029	Holiday
Thursday, November 22, 2029	Holiday
Friday, November 23, 2029	Holiday
Monday, December 24, 2029	Holiday
Tuesday, December 25, 2029	Holiday
Wednesday, December 26, 2029	Paid Non-Work Day
Thursday, December 27, 2029	Paid Non-Work Day
Friday, December 28, 2029	Paid Non-Work Day
Monday, December 31, 2029	Holiday
Monday, January 1, 2030	Holiday
Monday, February 25 - Friday, March 1, 2030	Unpaid Non-Work Days
Monday, May 27, 2030	Holiday

Grand Rapids Community College
42-week Academic Advisors, Counselors and Librarians
2029-2030 Calendar

42-week Academic Advisors, Counselors and Librarians work from August 23, 2029 through June 24, 2030, except for the dates set forth below.

DATE	**DESCRIPTION**
Monday, September 3, 2029	Holiday
Wednesday, November 21, 2029	Holiday
Thursday, November 22, 2029	Holiday
Friday, November 23, 2029	Holiday
Monday December 17- Tuesday January 1, 2030	Unpaid Non-Work Days
Monday, February 25 - Friday, March 1, 2030	Unpaid Non-Work Days
Monday April 29 - Friday May 3, 2030	Unpaid Non-Work Days
Monday, May 27, 2030	Holiday

Grand Rapids Community College

ECLL Lab Instructor
2029-2030 Calendar

2029 DATES:	**DESCRIPTION**
Monday, August 13	**Option 1 -** First Semester Session - includes home visits and required meetings
Monday, August 20	**Option 2** - ECLL Classroom and Center Set-up
Tuesday, August 21	ECLL Open House
Thursday, August 23	College, School, Department Meetings
Friday, August 24	Faculty Classroom Preparation Days
Monday, August 20	ECLL Opens for Fall Semester
Monday, September 3	Holiday
Friday, November 2	Half-day, Afternoon ECLL staff meeting
Tuesday, November 20	Professional Development/Staff Retreat
Wednesday-Friday, November 21-23	Holiday
Tuesday, December 18	Last Work Day
Wednesday-Friday, December 19-21	Non-work Day (Unpaid)
Monday, December 24	Holiday
Tuesday, December 25	Holiday
Wednesday, December 26	Holiday Shutdown (Unpaid)
Thursday, December 27	Holiday Shutdown (Unpaid)
Friday, December 28	Holiday Shutdown (Unpaid)
Monday, December 31	Holiday
2030 DATES:	
Tuesday, January 1	Holiday
Wednesday, January 3	Opening Day/Faculty Learning Day
Thursday, January 4	School Meetings
Friday, January 5	Faculty Classroom Preparation Day
Monday, January 7	ECLL Opens for Winter Semester
Wednesday, February 13	Half-day, Afternoon ECLL Staff Meeting
Monday, February 25 - Sunday, March 3	Mid-Semester Break (Non-work Days/Unpaid)
Thursday, April 25	Commencement – ECLL closed
Friday, April 26	End of Winter Semester/ECLL Closed/Faculty Report
Monday, April 29 - Friday, May 3	Work week for all ECLL Faculty
Monday, May 6- Monday, June 24	First Summer Session
Monday, May 27	Holiday – ECLL Closed
Monday, June 17	**Option 1:** Last Work Day for First Summer Session
Monday, June 24	**Option 2:** Last work day for First Summer Session
Thursday, July 4	Holiday (4th of July Holiday Observed)

APPENDIX B – 2025-2028 SALARY SCHEDULES

B-1 Thirty-Two (32), Forty-Two (42), and Fifty-Two (52) Week Classroom Faculty, Librarians, Counselors, Job Training, and Advisors (hired as an Advisor before July 1, 2023, or hired at any time as a Program Director).

A. THIRTY-TWO (32)-WEEK ANNUAL COMPENSATION

All faculty members compensated under this Appendix shall be compensated based upon the Group Starting Salary (GSS) set forth below, and as cumulatively modified according to the terms set forth herein.

Annual YDR Modification: For each earned or credited YDR FPE (as defined in Article 15), a faculty member's GSS shall be modified as follows:

1) First thirteen (13) earned or credited YDR FPEs: 3.70% increase to the GSS for each such YDR FPE.

2) All subsequent earned or credited YDR FPEs up to twenty-nine (29): 0.40% increase to GSS for each such YDR FPE.

Additional One-Time Modifications: In addition to the annual YDR modifications set forth above, a faculty member will receive a one-time GSS cumulative modification for each of the following:

1) Tenure: 3.70% increase to the GSS.
2) Associate Professor: 3.70% increase to the GSS.
3) Full Professor: 6.50% increase to the GSS.
4) Nineteen (19) earned or credited YDR FPEs: 5.00% increase to the GSS.
5) Twenty-four (24) earned or credited YDR FPEs: 5.00% increase to the GSS.
6) Twenty-nine (29) earned or credited YDR FPEs: 5.00% increase to the GSS.

Thirty-two (32)-Week Group Starting Salaries:

Bachelor's Degree

2025-2026	2026-2027	2027-2028
$62,155	$64,020	$65,620

Master's Degree

2025-2026	2026-2027	2027-2028
$67,130	$69,144	$70,872

B. 42-WEEK ANNUAL COMPENSATION

All faculty members compensated under this Appendix shall be compensated based upon the GSS set forth below, and as cumulatively modified according to the terms set forth herein.

Annual YDR Modification: For each earned or credited YDR FPE (as defined in Article 15), a faculty member's GSS shall be modified as follows:

1) First thirteen (13) earned or credited YDR FPEs: 3.70% increase to the GSS for each such YDR FPE.

2) All subsequent earned or credited YDR FPEs up to twenty-nine (29): 0.40% increase to GSS for each such YDR FPE.

Additional One-Time Modifications: In addition to the annual YDR modifications set forth above, a faculty member will receive a one-time GSS cumulative modification for each of the following:

1) Tenure: 3.70% increase to the GSS.
2) Associate Professor: 3.70% increase to the GSS.
3) Full Professor: 6.50% increase to the GSS.
4) Nineteen (19) earned or credited YDR FPEs: 5.00% increase to the GSS.
5) Twenty-four (24) earned or credited YDR FPEs: 5.00% increase to the GSS.
6) Twenty-nine (29) earned or credited YDR FPEs: 5.00% increase to the GSS.

42-Week Group Starting Salaries:

Bachelor's Degree

2025-2026	2026-2027	2027-2028
$71,124	$73,258	$75,089

Master's Degree

2025-2026	2026-2027	2027-2028
$76,935	$79,243	$81,224

C. FIFTY-TWO (52)-WEEK ANNUAL COMPENSATION

All faculty members compensated under this Appendix shall be compensated based upon the GSS set forth below, and as cumulatively modified according to the terms set forth herein.

Annual YDR Modification: For each earned or credited YDR FPE (as defined in Article 15), a faculty member's GSS shall be modified as follows:

1) First thirteen (13) earned or credited YDR FPEs: 3.50% increase to the GSS for each such YDR FPE.

Additional One-Time Modifications: In addition to the annual YDR modifications set forth above, a faculty member will receive a one-time GSS cumulative modification for each of the following:

1) Tenure: 3.50% increase to the GSS.
2) Associate Professor: 3.50% increase to the GSS.
3) Full Professor: 6.50% increase to the GSS.
4) Nineteen (19) earned or credited YDR FPEs: 5.00% increase to the GSS.
5) Twenty-four (24) earned or credited YDR FPEs: 5.00% increase to the GSS.
6) Twenty-nine (29) earned or credited YDR FPEs: 5.00% increase to the GSS.

Fifty-two (52)-Week Group Starting Salaries:

Bachelor's Degree

2025-2026	2026-2027	2027-2028
$83,805	$86,319	$88,477

Master's Degree

2025-2026	2026-2027	2027-2028
$90,778	$93,501	$95,839

B-2 ECLL Instructors

A. HOURLY RATES

Step	2025-2026	2026-2027	2027-2028
1	$33.00	$33.99	$34.84
2	$33.95	$34.97	$35.84
3	$34.92	$35.97	$36.87
4	$35.92	$37.00	$37.93
5	$36.95	$38.06	$39.01
6	$38.02	$39.16	$40.14
7	$39.11	$40.28	$41.29
8	$40.24	$41.45	$42.49
9	$41.40	$42.64	$43.71
10	$42.00	$43.26	$44.34
11	$42.60	$43.88	$44.98
12	$43.22	$44.52	$45.63
13	$43.82	$45.13	$46.26

B. LONGEVITY SERVICE PAY

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

B-3 Tutorial Coordinator Faculty

All faculty members compensated under this Appendix shall be compensated based upon the GSS set forth below, and as cumulatively modified according to the terms set forth herein.

A. BACHELOR'S DEGREE

Annual YDR Modification: For each earned or credited YDR FPE (as defined in Article 15), a faculty member's GSS shall be modified as follows:

1) First thirteen (13) earned or credited YDR FPEs: 3.20% increase to the GSS for each such YDR FPE.

Additional One-Time Modifications: In addition to the annual YDR modifications set forth above, a faculty member will receive a one-time GSS cumulative modification for each of the following:

1) Tenure: 2.00% increase to the GSS.
2) Associate Professor: 2.00% increase to the GSS.
3) Full Professor: 3.00% increase to the GSS.
4) Nineteen (19) earned or credited YDR FPEs: 1.00% increase to the GSS.
5) Twenty-four (24) earned or credited YDR FPEs: 1.00% increase to the GSS.
6) Twenty-nine (29) earned or credited YDR FPEs: 1.00% increase to the GSS.

Bachelor's Degree Group Starting Salaries:

2025-2026	2026-2027	2027-2028
$64,867	$66,813	$68,483

B. MASTER'S DEGREE

Annual YDR Modification: For each earned or credited YDR FPE (as defined in Article 15), a faculty member's GSS shall be modified as follows:

1) First thirteen (13) earned or credited YDR FPEs: 3.50% increase to the GSS for each such YDR FPE.

Additional One-Time Modifications: In addition to the annual YDR modifications set forth above, a faculty member will receive a one-time GSS cumulative modification for each of the following:

1) Tenure: 3.50% increase to the GSS.
2) Associate Professor: 3.50% increase to the GSS.
3) Full Professor: 6.50% increase to the GSS.
4) Nineteen (19) earned or credited YDR FPEs: 5.00% increase to the GSS.
5) Twenty-four (24) earned or credited YDR FPEs: 5.00% increase to the GSS.
6) Twenty-nine (29) earned YDR FPEs: 5.00% increase to the GSS.

Master's Degree Group Starting Salaries:

2025-2026	2026-2027	2027-2028
$69,392	$71,474	$73,261

B-4 Collaborative Pianist Faculty

All faculty members compensated under this Appendix shall be compensated based upon the GSS set forth below, and as cumulatively modified according to the terms set forth herein.

Annual YDR Modification: For each year earned or credited YDR FPE (as defined in Article 15), a faculty member's GSS shall be modified as follows:

1) First thirteen (13) approved YDR FPEs: 3.50% increase to the GSS for each such YDR FPE.

Additional One-Time Modifications: In addition to the annual YDR modifications set forth above, a faculty member will receive a one-time GSS cumulative modification for each of the following:

1) Tenure: 3.50% increase to the GSS.
2) Associate Professor: 3.50% increase to the GSS.
3) Full Professor: 6.50% increase to the GSS.
4) Nineteen (19) earned or credited YDR FPEs: 5.00% increase to the GSS.
5) Twenty-four (24) earned or credited YDR FPEs: 5.00% increase to the GSS.
6) Twenty-nine (29) earned or credited YDR FPEs: 5.00% increase to the GSS.

Collaborative Pianist Group Starting Salaries:

2025-2026	2026-2027	2027-2028
$43,046	$44,337	$45,446

B-5 Academic Advisors (Hired after July 1, 2023)

All faculty members compensated under this Appendix shall be compensated based upon the GSS set forth below, and as cumulatively modified according to the terms set forth herein.

A. BACHELOR'S DEGREE

Annual YDR Modification: For each earned or credited YDR FPE (as defined in Article 15), a faculty member's GSS shall be modified as follows:

1) First thirteen (13) earned or credited YDR FPEs: 2.50% increase to the GSS for each such YDR FPE.

Additional One-Time Modifications: In addition to the annual YDR modifications set forth above, a faculty member will receive a one-time GSS cumulative modification or each of the following:

1) Tenure: 2.00% increase to the GSS.
2) Associate Professor: 2.00% increase to the GSS.
3) Full Professor: 3.00% increase to the GSS.
4) Nineteen (19) earned or credited YDR FPEs: 1.00% increase to the GSS.
5) Twenty-four (24) earned or credited YDR FPEs: 1.00% increase to the GSS.
6) Twenty-nine (29) earned or credited YDR FPEs: 1.00% increase to the GSS.

Bachelor's Degree Group Starting Salaries:

2025-2026	2026-2027	2027-2028
$63,869	$65,785	$67,430

B. MASTER'S DEGREE

Annual YDR Modification: For each earned or credited YDR FPE (as defined in Article 15), a faculty member's GSS shall be modified as follows:

1) First thirteen (13) earned or credited YDR FPEs: 4.00% increase to the GSS for each such YDR FPE.

Additional One-Time Modifications: In addition to the annual YDR modifications set forth above, a faculty member will receive a one-time GSS cumulative modification for each of the following:

1) Tenure: 4.00% increase to the GSS.
2) Associate Professor: 4.00% increase to the GSS.
3) Full Professor: 6.50% increase to the GSS.
4) Nineteen (19) earned or credited YDR FPEs: 1.00% increase to the GSS.
5) Twenty-four (24) earned or credited YDR FPEs: 1.00% increase to the GSS.
6) Twenty-nine (29) earned or credited YDR FPEs: 1.00% increase to the GSS.

Master's Degree Group Starting Salaries:

2025-2026	2026-2027	2027-2028
$66,092	$68,075	$69,777

B-6 Instructional Laboratory Coordinators

A. SALARY SCHEDULE

44-Week								
2025-2026			2026-2027			2027-2028		
Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's	Step	No Degree/ Bachelor's	Master's
1	$54,220	$54,893	1	$55,847	$56,540	1	$57,243	$57,954
2	$55,576	$56,928	2	$57,243	$58,636	2	$58,674	$60,102
3	$56,929	$59,641	3	$58,637	$61,430	3	$60,103	$62,966
4	$58,286	$62,349	4	$60,035	$64,219	4	$61,536	$65,824
5	$59,641	$65,058	5	$61,430	$67,010	5	$62,966	$68,685
6	$61,015	$67,771	6	$62,845	$69,804	6	$64,416	$71,549
7	$62,371	$70,479	7	$64,242	$72,593	7	$65,848	$74,408
8	$63,723	$73,186	8	$65,635	$75,382	8	$67,276	$77,267
9	$65,078	$75,898	9	$67,030	$78,175	9	$68,706	$80,129
10	$66,436	$78,608	10	$68,429	$80,966	10	$70,140	$82,990
11	$67,791	$81,318	11	$69,825	$83,758	11	$71,571	$85,852
12	$69,192	$84,028	12	$71,268	$86,549	12	$73,050	$88,713
13	$70,570	$86,736	13	$72,687	$89,338	13	$74,504	$91,571
14	$71,969	$89,447	14	$74,128	$92,130	14	$75,981	$94,433

B. LONGEVITY PAY

1) 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

2) 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

B-7 Terminal Degree Pay

Degree	2025-2028 Amount
Terminal Degree (Earned Doctorate, JD or Master of Fine Arts)	$6,700

B-8 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 (excluding themselves) and for each additional full-time faculty member whose FPE is reviewed by the Department Head/Program Director (as assigned by the Provost, or designee). This amount is calculated in Fall semester and applied to both Fall and Winter semesters.

A. DEPARTMENT HEAD COMPENSATION

All release time and floating release time is in contact hours except as specified.

Department	***Release Time** (All release time is in contact hours unless otherwise specified)	****Release Time** (All release time is in contact hours unless otherwise specified)
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
Business	9.0	2.00
English	9.0	2.00
Academic Advising and Transfer Center	18.5 (hours per week)	0.00
Job Training	8.00*** (hours per workweek per year)	0.00
Tutorial Coordinators	8.00*** (hours per workweek per year)	0.00
Librarians	7.00*** (hours per workweek per year)	0.00

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
Director of Occupational Therapy Assistant	6.5	1.42
Director of Imaging Sciences	6.5	1.42

* Except as specified, this column designates 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. The amount of floating release time specified shall be modified for the 2025-2026 and 2026-2027 academic years only, as follows: one half (.5) hour shall be added to the specified amount of floating release for the 2025-2026 academic year; and one hour (1.0) shall be added to the specified amount for the 2026-2027 academic year. The additional “floating” release time hours are for all department heads and program directors. The additional “floating” release time hours may be taken as equated overload.

Floating release may be allocated 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.

*** Half of this release time may be taken as equated overload upon mutual agreement between the Department Head and the College.

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:

   - Occupational Support Services
   - TRIO Student Support Services/STEM program
   - Disability Support Services
   - Center for Counseling and Well-Being

C. SPECIAL ASSIGNMENT COMPENSATION

1. Department heads shall receive a 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. New program development (needs study, advisory committee development, and curriculum development) (one half [.5] contact hour stipend).

   b. Chairing a search committee for full-time faculty hiring (one half [.5] contact hour stipend).

   c. Chairing a portfolio review committee (one quarter [.25] contact hour stipend for each report submitted to a chaired committee).

   Other special projects approved by the Dean (one half [.5] contact hour stipend). 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 members. That process will include ensuring that all special assignment opportunities including the hours or contact hours equivalent pay is published for all faculty members to review in advance of Fall base load assignments. The process will include how faculty members 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-9 Overload

	2025-2028
First eight (8) Years of Service*	$1,061
Completion of eight (8) Years as Full-time Faculty and promotion to Associate Professor, if eligible	$1,231

***** Full-time faculty members shall remain at this tier for a minimum of eight (8) years. Full-time faculty members 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-10 Adjunct Faculty Rate Schedule

	2025-2028
First four (4) years of service	$1,061
First four (4) years of service with terminal degree	$1,084
Completion of four (4) years of service*	$1,231
Completion of four (4) years of service with terminal degree*	$1,254
***Adjuncts hired before March 19, 2013**:*	
Bachelor degree**	$1,231
Master degree**	$1,310
Terminal degree**	$1,332

* 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). 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 or Program Director 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. To qualify for these rates, an adjunct must have been hired before March 19, 2013; and must have taught a course at the College between March 19, 2013 and August 1, 2025.

B-11 Hourly Rate Schedules

Position/ Assignment	2025-2028
Part-Time Hourly Advisors, Librarians, Counselors and ESL Facilitators	$41.05
Course Revision & Development (see Article 6.I.2)	$45.00
Test Development, Proctoring & Grading (see Article 6.C.9)	$45.00

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-12 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 members, who are not full-time faculty members, will be considered adjunct faculty members and will be paid according to the Base Load Assignment for Applied Music Composition chart:

Academic Year	1 Hour Lesson	30 Minute Lesson
2025-2028	$54.00	$27.00

B-13 Distance Learning Compensation (Article 6.H)

Online Template Creation – Compensation equals the course development hourly rate (B-11) times fifteen (15) times the number of credit hours of the course.

B-14 Retirement Pay (Article 7.X)

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

B-15 New Faculty Institute Per Diem

Newly hired faculty members 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 Advisor
2. Academic Governing Council AGC Representative (Senate Chair)
3. Adjunct Instructor
4. Assistant Baseball Coach
5. Assistant Basketball Coach
6. Assistant Cross-Country Coach
7. Assistant Golf Coach
8. Assistant Soccer Coach
9. Assistant Softball Coach
10. Assistant Volleyball Coach
11. Baseball Coach
12. Basketball Coach
13. Campus Band Director
14. Collaborative Pianist
15. College Choir Director
16. Collegiate Advisor
17. Concert Choir Director
18. Coordinator (Program)
19. Counselor
20. Cross Country Coach
21. Culinary Coach
22. Department Head of Academic Advising and Transfer Center
23. Department Head of Academic Support and Tutoring Services (Tutorial Coordinators)
24. Department Head of Applied Technology
25. Department Head of Architectural and Mechanical Design
26. Department Head of Automotive
27. Department Head of Biological Science
28. Department Head of Business
29. Department Head of Computer Information Systems
30. Department Head of Criminal Justice
31. Department Head of English
32. Department Head of Exercise Science
33. Department head of Job Training
34. Department Head of Language & Thought
35. Department Head of Manufacturing
36. Department Head of Mathematics
37. Department Head of Physical Science
38. Department Head of Psychology
39. Department Head of Social Sciences
40. Department Head of Student Learning Resources (Librarians)
41. Department Head of Visual Arts
42. Display Magazine Advisor
43. ECLL Instructor
44. ESL Facilitator
45. Faculty Professional Development (Multiple assignments)
46. Forensics/Drama Coach
47. Golf Coach
48. Guitar Ensemble Director
49. Honors Program Coordinator
50. Instructional Laboratory Coordinator
51. International Studies Program Coordinator
52. Jazz Orchestra Director
53. Job Training Instructor
54. Kent Philharmonic Director
55. Librarian
56. Madrigal Singers Director
57. Orchestra Director
58. Program Director of Allied Health
59. Program Director of Child Development/ECLL
60. Program Director of Dental Auxiliary
61. Program Director of Disability Support Services

62. Program Director of Hospitality Education
63. Program Director of Imaging Sciences
64. Program Director of Music
65. Program Director of Nursing
66. Program Director of Occupational Support Programs
67. Program Director of Occupational Therapy Assisting
68. Program Director of the Center for Counseling and Well Being
69. Program Director of Theater
70. Program Director of TRIO/Student Support Services
71. Radiation Safety Officer
72. Shades of Blue Director
73. Soccer Coach
74. Softball Coach
75. Tutorial Coordinator
76. Volleyball Coach
77. Wind Ensemble Director

APPENDIX D – EXTRA CURRICULAR REMUNERATION

A. ATHLETIC COACHES *

2025-2028					
Title	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**
Assistant Coach (Baseball, Cross Country, Golf, Soccer, Softball, Volleyball)	$4,148	$4,664	$5,184	NA	NA
Head Coach (Baseball, Cross Country, Golf, Soccer, Softball, Volleyball)	$7,775	$8,293	$9,329	NA	NA
Assistant Coach (Basketball)	$5,184	$5,703	$6,222	$6,740	$7,259
Head Coach (Basketball)	$8,814	$9,329	$9,846	$10,365	$11,403

* 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.

All athletic coaches will also receive the following additional one-time payment on the first pay date for adjunct faculty and overload payments during the semester in which official competition takes place:

- Basketball Head Coach: $650
- All other Head Coaches: $600
- Basketball Assistant Coach: $325
- All other Assistant Coaches: $300

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

2025-2028					
Title	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**
Chamber Orchestra	$1,468	$1,630	$1,793	$1,955	$2,120
College Choir	$980	$1,086	$1,193	$1,304	$1,412
Collegiate Advisor	$5,159	$5,674	$6,193	$6,707	$7,223
Concert Choir	$1,468	$1,630	$1,793	$1,955	$2,120
Culinary Coach	$3,094				
Display Art Advisor	$4,250	$4,508	$4,767	$5,026	$5,286
Display Print Advisor	$4,250	$4,508	$4,767	$5,026	$5,286
Forensics/Drama Coach	$1,031	$1,547	$2,064	$2,581	$3,094
Guitar Ensemble	$1,468	$1,630	$1,793	$1,955	$2,120
Jazz Orchestra	$980	$1,086	$1,193	$1,304	$1,412
Kent Philharmonic Orchestra	$1,468	$1,630	$1,793	$1,955	$2,120
Madrigal Singers	$980	$1,086	$1,193	$1,304	$1,412
Radiation Safety Officer*	$3,612				
Shades of Blue	$980	$1,086	$1,193	$1,304	$1,412
Wind Ensemble	$1,468	$1,630	$1,793	$1,955	$2,120

* The Radiation Safety Officer pay rate applies to two (2) Radiation Safety Officer positions within the College's CVT and Dental Programs, respectively. Each such position shall receive the assigned rate. However, these positions may be assigned to one (1) faculty member.

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

A. PROJECT SEMINAR COURSES

Number of Students	Course 291 One (1) Credit	Course 292 Two (2) Credits	Course 293 Three (3) Credits
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

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

One Credit	$85.00
Two Credits	$170.00

C. 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 – SSE, YDR, AND PORTFOLIO STANDARDS FOR THE 2025-2026 ACADEMIC YEAR

A. To meet SSEs in the 2025-2026 academic year, a faculty member must meet the following standards:

Category	Annual Satisfactory Standards
Teaching	● 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	● 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	● Participation in departmental advising plan each academic year, as appropriate. Faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer. ● May include other activities.
College Service	● 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	● Grades are reported by contractual deadlines ● Keeping accurate student academic records ● Making a reasonable effort to participate in meetings related to their faculty function as scheduled by their Associate Provost, Dean, Department Head or Program Director, provided they are scheduled during a normal work day during the academic year ● Meeting classes during the time scheduled and for the appropriate length of time required by the Collective Bargaining Agreement ● In the absence of an approved leave of absence, the following events must be attended: • Opening Day; • Faculty Learning Day; • Commencement; • School Meetings; and • Department/School professional development. ● Keeping accurate student academic records and/or grades as required based on faculty role.

Category	Annual Satisfactory Standards
Additional Responsibilities Continued	● Holding office hours as required by the contract. ● Complete mandatory compliance training Some of the above-mentioned responsibilities are exempt for leaves of absence, vacation, school cancellations, and sick days

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

B. To meet YDRs in the 2025-2026 academic year, a faculty member must meet the following standards:

Category	Annual Satisfactory Standards
Teaching	● 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	● 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	● Participation in departmental advising plan each academic year, as appropriate. Faculty may choose to complete these activities in the Summer, but they cannot be required to do them in Summer. ● May include other activities.
College Service	● 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	● A minimum of one (1) substantive project each year. A “substantive project” 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).

Category	Annual Satisfactory Standards
Additional Responsibilities	● Grades are reported by contractual deadlines ● Keeping accurate student academic records ● Making a reasonable effort to participate in meetings related to their faculty function as scheduled by their Associate Provost, Dean, Department Head or Program Director provided they are scheduled during a normal work day during the academic year ● Meeting classes during the time scheduled and for the appropriate length of time as required by the Collective Bargaining Agreement ● In the absence of an approved leave of absence, the following events must be attended: • Opening Day; • Commencement; • Faculty Learning Day; • Commencement; • School Meetings; and • Department/School professional development. ● Keeping accurate student academic records and/or grades as required based on faculty role. ● Holding office hours as required by the contract. ● Complete compliance training Some of the above-mentioned responsibilities are exempt for leaves of absence, vacation, school cancellations, and sick days.

* Important Note regarding Release Time and Equated Overload: For SSEs, YDRs, tenure, promotion, and merit-based compensation increases, faculty may not count activities for which they receive equated overload. Faculty may count activities performed for release time toward their SSEs, YDRs, tenure, promotion, and merit-based compensation increases.

C. Portfolio Requirements for Tenure And Promotion for Portfolios submitted in 2025-2026:

1. 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.

2. 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

3. 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.

4. 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 members to explain how they have met the expectations for tenure or promotion. Focus questions noted earlier can assist

faculty members with formulating the narrative.

5. Documentation

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

APPENDIX G - 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, or
6. Any combination of the above.

APPENDIX H - MEMOS OF UNDERSTANDING

Title	Approved Date
Administrative Investigations	November 29, 2007
Grandfathered Pay	April 28, 2017
Grandfathered Pay – Longevity Training	April 28, 2017

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 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 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 Spoelman
Faculty Chief Negotiator

11/29/07
Date

Kathy Keating
GRCC Chief Negotiator

11.29.07
Date

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.

Lisa W. Vogel
For the GRCC faculty Association

4/28/17
Date

Kathy Keeney
For Grand Rapids Community College

4/28/17
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.

Lisa W. Doege
For the GRCC Faculty Association

4/28/17
Date

Kathy Keeley
For Grand Rapids Community College

4/28/17
Date