



2026 – 2030

MASTER AGREEMENT

ALPENA COMMUNITY COLLEGE FACULTY COUNCIL

Michigan Education Association | National Education Association

ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES

Something so close, can take you so far.



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ARTICLE 1

PREAMBLE

Whereas Alpena Community College Board of Trustees has a statutory obligation, pursuant to the Public Employment Relations Act (PERA), Act 379 of the Michigan Public Acts of 1965, to bargain with the legally designated representative of its professional/instructional personnel with respect to hours, wages, and conditions of employment, and having arrived at certain understandings:

Now, therefore, the parties agree as follows:

ARTICLE 2

AGREEMENT

2.1 Parties, Nomenclatures and Signatories

- a. This Agreement is entered into by and between the Alpena Community College Faculty Council, Michigan Education Association (MEA) - National Education Association (NEA), hereinafter called the "Faculty Council," and the Alpena Community College, hereinafter called the "Employer."
- b. In addition, hereinafter, the term "Employee" will refer to all personnel in the bargaining unit represented by the Faculty Council. Other nomenclatures will be used to identify specific representatives within the bargaining unit when appropriate to the context or application of those portions of the Agreement.
- c. Included in these nomenclatures, "Faculty" will be used to refer to those members for whom a majority of their duties are comprised of classroom teaching and instruction. "Professional Staff" will be used to refer to those members for whom a majority of their duties are comprised of work outside of instruction.
- d. Other nomenclatures will be used to identify specific representatives of Alpena Community College as Employer when appropriate to the context of application of those portions of the Agreement. The signatories will be the sole parties to this Agreement.

2.2 Full and Complete Commitments and Amendments

This Agreement constitutes the full and complete statement of commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary and mutual consent of the parties in a written and signed amendment to this Agreement.

2.3 Inconsistent Rules

This Agreement supersedes any rules, regulations, or practices of the Employer that are contrary to or inconsistent with its terms.

2.4 Conflict with Laws

- a. If any provision of this Agreement or any application of the Agreement to any Employee or group of Employees or the Employer shall be found contrary to law, then such provision or application will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.
- b. The parties will attempt to renegotiate any provision of this Agreement that is

found to be contrary to law. Any provision of this Agreement that is found to be contrary to law, but becomes legal during the life of this Agreement, will take immediate effect as soon as permitted by law.

2.5 Terms and Conditions

- a. Any statement of salary and/or working conditions between the Employer and an individual Employee heretofore executed will be subject to and consistent with the terms and conditions of this Agreement. Any statement of salary hereafter executed will be in the form provided in Article 11, Employee Compensation, and will be expressly made subject to and consistent with the terms of this Agreement.
- b. The Faculty Council will immediately be provided with a copy of any base salary or assignment change at the time such statement is issued to an Employee.

2.6 No Strike

The Faculty Council will not engage in strike action against the Employer during the life of this Agreement.

2.7 Mutual Gains Commitments

A mutual gains committee will meet upon request by either party and as needed, to provide a mechanism to maintain communication and to discuss and evaluate issues using methods developed in mutual gains training, regarding but not limited to upholding this agreement, sharing information, and reinforcing strategic planning and budgeting of the College resources based on data that concerns the health and financial viability of the College. Members shall include representatives of the joint negotiation teams. The committee's role is advisory.

ARTICLE 3

RECOGNITION

The Alpena Community College Board of Trustees recognizes the Alpena Community College Faculty Council MEA-NEA as the sole and exclusive bargaining agent for all Employees assigned more than eight (8) equated hours per semester, including librarian, learning skills center professional staff, professional student services personnel, and appropriate grant positions, whether these Employees are assigned, on leave, or layoff.

Excluded from the bargaining unit are all personnel in other bargaining units and those whose positions are administrative within the meaning of PERA.

Persons excluded from the bargaining unit by the previous paragraph, but who are assigned more than eight (8) equated hours of bargaining unit work, are included in the bargaining unit for that portion of their assignment.

ARTICLE 4

AGENCY STATUS

4.1 Membership Status and Payroll Deduction

- a. It is agreed that any Employee covered by the terms of this Agreement may voluntarily join the Faculty Council by completing the membership application and submitting it to the Faculty Council Treasurer.
- b. Within thirty (30) days of the beginning of employment, the Employee may sign and deliver to the College Business Office an assignment authorizing deduction of membership dues. Such authorization shall be voluntary, as it is understood that payment of dues is not a condition of employment. Monies so deducted shall be remitted to the Faculty Council, or its designee, no later than twenty (20) days following deduction.
- c. Pursuant to such authorization, the College Business Office shall make a deduction from the Employee's paycheck in the first pay period of each of the first nine (9) months that the authorization is in effect. The amount of the deduction shall be determined by the Faculty Council each year. To cancel any deduction, the Employee must give written notice to the College Business Office that the authorization is revoked. Written notice of revocation shall be effective to cancel all deductions which are scheduled more than thirty (30) days after the date the written notice is received by the College Business Office.

4.2 Hold Harmless

The Faculty Council agrees to indemnify and save the Employer, its employees, agents, administrators and Trustees harmless against any and all claims, demands, costs, suits or other forms of liability and all court or administrative agency costs and attorney fees that may arise out of, or by reason of, action taken by the Employer, or any of its employees, agents, administrators or Trustees, for the purpose of complying with this Article, provided:

1. The Employer gives timely notice of such action to the Faculty Council, and
2. The Employer cooperates with the Faculty Council and its counsel as required by law, and
3. The Faculty Council shall have complete authority to compromise and settle all claims which it defends under this section.

4.3 Notification

The Treasurer of the Faculty Council will be notified when new Employees are hired and assigned responsibilities by the Employer.

ARTICLE 5

NEGOTIATION PROCEDURES

5.1 Financial Information

The Employer will make available to the Faculty Council upon its request such statistics and financial information related to Alpena Community College and in possession of the Employer as are necessary for the negotiation of collective bargaining agreements, as well as records in possession of the Employer which may be necessary for the Faculty Council to process any grievance.

5.2 Negotiating Representatives

Neither party will have any control over the selection of the negotiating representatives of the other party, and each party may select its representatives from within or outside the college district. It is recognized that no final agreement between the parties may be executed without ratification by the majority of the Board of Trustees and by a majority vote of those members of the Faculty Council voting in accordance with Faculty Council Bylaws. The parties mutually pledge that representatives selected by each will be clothed with all necessary power and authority to make proposals and consider proposals in the course of negotiations, subject only to ultimate ratification.

5.3 Recognition of Resource Person

The Board of Trustees will recognize a designated member of the Faculty Council to act as a resource person to the Board of Trustees on questions that arise concerning agenda items.

5.4 Copies of Agreement

A paper copy of this Agreement will be provided at the time of hire to new Employees. An electronic copy (PDF) will be sent to each Employee upon ratification of the Agreement, and an electronic copy (PDF) of the Agreement will be maintained on the College website. All PDF documents shall be in an accessible form.

ARTICLE 6

EMPLOYER RIGHTS

The Employer is hereby recognized to retain all powers, rights, authority, duties, and responsibilities conferred upon and invested in it by the laws and the Constitution of the State of Michigan and of the United States, except as expressly limited by the terms of this Agreement.

The right to select, assign, hire, schedule, promote, and maintain discipline and efficiency of Employees, and the right to discharge, demote, layoff or discipline for cause, subject to the terms of this Agreement, is recognized by both the Faculty Council and the Employer as the proper responsibility and prerogative of the Employer.

ARTICLE 7

EMPLOYEE RIGHTS

7.1 Legal Rights

- a. The College recognizes that Employees have certain rights and privileges under state and federal law. The Employer also recognizes rights and privileges in its personnel policies. Nothing in this Agreement is intended to impair those rights and privileges and the rights of citizenship.
- b. Employees shall be free from administrative and institutional censorship and discrimination against Employees on the basis of race, creed, color, sex, age, religion, marital status, national origin or ancestry, gender, sexual orientation, citizenship status, genetic information, political status, marital status, familial status, height, weight or disability, veteran's status, membership or participation in, or association with, the activities of any professional or teacher organization or, any other status or characteristic protected by federal law in compliance with federal and state statutes and regulations that pertain to non-discrimination in employment.
- c. Every Employee shall have the protection of all rights pursuant to PERA, Act 379 of the Public Acts of 1965; that the College bargains in good faith and will not discriminate against any Employee with respect to hours, wages, or any other terms of employment because of his/her participation in Faculty Council, collective bargaining, or negotiations with the Employer or his/her initiation of any grievance complaint.
- d. The parties acknowledge and understand that the legal rights of Section are subject to enforcement and legal action as provided by law, but are not contractual in nature and are not subject to the grievance procedure set forth in this Agreement.

7.2 Personnel Files

Employees shall have the right, upon request, to see the contents of their own personnel file, excluding confidential letters of recommendation concerning hire. The personnel file will be the only repository of professional record. Except for routine personnel records, no materials shall be added to a personnel file unless the Employee is notified of such additions and has the opportunity to sign with the right to attach a rebuttal. The Employee will be given an opportunity to examine the materials and will have an opportunity to add a reply in writing for insertion in their personnel file. No additional materials shall be included in the Employee's personnel file without due process.

7.3 Academic Freedom

Academic freedom, subject to accepted standards of professional responsibility, will be guaranteed to Employees, and no special limitations will be placed upon study,

investigation, presentation, and interpretation of facts and ideas.

7.4 Student Opinion Surveys

As the basis for student feedback and constructive course critique, Employees will conduct Student Opinion Surveys in at least one (1) course/professional staff activity each semester using a standard evaluation instrument, Appendix SO/S. The standard evaluation instrument may be implemented in the learning management system (LMS) to help ensure accessibility and documentation of implementation.

A summary analysis of Student Opinion Survey data shall be incorporated into the Self-Authored Assessment Plan per Article 14.2.a. Student Opinion Surveys may not be used as a source of disciplinary action, as they are, at their core, an instrument of continuous improvement. Completed surveys of individual Employees are the property of the non-probationary Employee and are subject to his/her sole control.

Probationary Employees must conduct the Student Opinion Survey in all sections of each course of their assignment each semester and submit it to the Department Chair at the end of each semester.

The Chief Academic Officer conducts a separate Student Opinion Survey as part of the evaluation/review process defined in Article 14 of this Agreement.

7.5 Intellectual Property Rights

Intellectual Property means original works of authorship fixed in any tangible medium of expression.

Intellectual Property created solely by an Employee on the Employee's own time, using the Employee's own equipment and without the use of College resources, shall remain the sole and exclusive property of the Employee. The Employer shall claim no ownership interest in such work unless the Employee voluntarily transfers rights, in whole or in part, through a separate written agreement. Original instructional materials created by an Employee may not be reproduced, distributed, or made accessible to others by the College without the written consent of the Employee.

Course materials developed using College resources—including but not limited to the Learning Management System (LMS) shell, institutional course templates, College-owned or licensed software, publisher-provided materials, institutional equipment, or compensated course development pursuant to Section 9.25—shall be the property of the College unless otherwise agreed upon by the College and Employee. When the College compensates an Employee for course development, including development of the syllabus, LMS structure, textbook integration, and publisher supporting materials, or licensed software components, the resulting course framework or “course skeleton” shall belong to the College.

Personal instructional materials of original authorship that are not developed as part of compensated course development and that do not rely on substantial College resources shall remain the property of the Employee.

Except as otherwise stated in this Master Agreement, it is understood that a Faculty member's lesson plan 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 Employee.

7.6 Electronic Recordings and Surveillance

Electronic recording or surveillance of an Employee for instructional and/or professional purpose or function will occur only with the knowledge and consent of the Employee and as a condition of disciplinary action. Electronic recordings and surveillance related to security camera networks for the sole purposes of campus safety and security are exempt from this provision.

7.7 Rights of Due Process and Just Cause

- a. Disciplinary action will not be taken against any Employee without due process and just cause.
- b. The specific grounds forming the basis for disciplinary action, other than an initial formal verbal warning, will be made available to the Employee and the Faculty Council in writing. Due process and just cause will not apply in the dismissal of a probationary Employee.
- c. The Employer recognizes and agrees to the practice of progressive discipline, which, when appropriate, will include:
 1. verbal warning
 2. written warning
 3. suspension
 4. dismissal
- d. Employees will be notified of the content of a meeting leading to disciplinary action with 24-hour notice unless discipline warrants immediate action or can be accommodated earlier. Notice will include the topic of discussion and rights to representation. Employees are entitled to have present a Faculty Council representative during any meeting which leads to disciplinary action.
- e. Discipline or discharge related to inadequacies observed in an Employee's instructional work with students must be preceded by:
 1. Observation of such inadequacies must be documented and occur more than once.
 2. Written direction that the Employee must improve, with a definition of the

consequences of failure to do so.

3. Opportunity for the Employee to make improvements.
4. Appropriate assistance from the Employer's resources to aid the Employee in his/her improvement.

7.8 Disciplinary Action Based on Professional Evaluations of Non- Probationary Employees

- a. The evaluation of an Employee for disciplinary purposes will be conducted openly and only with his/her knowledge. The removal from assignment, reprimanding, discipline, or dismissal from employment of an Employee as a result of evaluation proceedings must be in accordance with this Article.
- b. An Employee who receives an unfavorable evaluation may, at his/her discretion, obtain an evaluation by another person or persons selected by the Employee with mutual agreement between the Employee and the Employer, provided that no cost is incurred by the Employer to obtain such supplemental evaluators. If a mutual agreement cannot be reached, the evaluation by another person/or persons will be determined by the Faculty Council.
- c. Anonymous (source unknown), unsubstantiated or hearsay statements critical of an Employee may not be used to initiate, support, or continue any evaluation or disciplinary action against an Employee.
- d. Information obtained by means or procedures inconsistent with this Agreement may not be used as a basis for removal from assignment, reprimand, discipline, or dismissal.
- e. In the event a non-probationary Employee believes his/her review procedure, content, conclusions, and/or consequences are inconsistent with the provisions of this Agreement, arbitrary, capricious, or without just cause, he/she may grieve for redress using the steps provided in Article 17, Grievance Procedure.

7.9 Selection of President and Chief Officers

Faculty Council representatives may be involved as appropriate in the selection process for the appointment of the College President and Chief Officers whenever such a position is vacant or a successor is selected for an incumbent.

7.10 General Working Conditions

General working conditions affecting the ability of Employees to meet the provisions of this Agreement will not be substantially altered by the Employer without prior negotiations with the Faculty Council.

ARTICLE 8

DEPARTMENTAL STRUCTURE AND CHAIRPERSON RESPONSIBILITY

8.1 Department Structure

Employees will be assigned to one of five (5) departments, each with its own chairperson. A departmental assignment does not limit an Employee's right nor the Employer's right to accept or be assigned responsibilities in another department, subject to the terms of this Agreement. Departments will be defined as follows:

a. **Industrial Technology Department - Including the Following Courses, Degrees, and Programs:**

Automotive - AUT courses

AAS - Automotive Service & Repair

C - Automotive Service & Repair

C – Automotive Service & Repair – Master Program

Concrete Technology - CON, CST courses

AS - Pre-Construction Management

AAS - Concrete Technology

Manufacturing - APP, CAD, IND, MFG, MET, MRT, WLD courses

AAS - Millwright Technician

AAS - Mechanical Design Technology

AAS - Machine Tool Technology

AAS - Welding Technology

AAS - Industrial Technology

AAS - Industrial Sales

C - Machine Tool Technology, Basic

C - Machine Tool Technology, Advanced

C - Apprentice - Millwright Advanced

C - Industrial Technology

C - Apprentice - Millwright

C - Welding Fabrication

Utility Technology/Electrical - APP, EPT, EST, ELE, UTT courses

BS - Electrical Systems Technology

AAS - Utility Technology

AAS - Electrical Maintenance Technician

AAS - Customer Energy Service

C - Utility Technology

C - Utility Technology - Advanced

C - Apprentice - Electrical Advanced

C - Customer Energy Service

C – Utility Arborist

b. Professional Occupations Department - Including the Following Courses, Degrees and Programs:

Criminal Justice - CRJ courses

AA - Criminal Justice - Transfer
AAS - Criminal Justice - Corrections
AAS - Criminal Justice - Pre-Service
C - Corrections Officer

Computer Technology - CIS, CNS courses

AA - Computer Information Systems
AA - eSports Management
AS - Computer Science
AAS - Network Administration & Cybersecurity
C - Network Administration

Business - BUS, BIS courses

AA - Business Administration
AAS - Accounting
AAS - Business Management
AAS - Small Business Management
AAS - Marketing
AAS - Industrial Sales
AAS - Business Information Systems - Administrative Professional
C - Small Business Management
C - Business Information Systems – Business Service

Nursing/Health - HEA, MED, NUR, PEH, SDE courses

AAS - Registered Nursing
C - Licensed Practical Nursing

c. Language, Arts and Humanities Department - Including the Following Courses, Degrees, and Programs:

ART, ASL, CSS, ENG, FRN, GER, HUM, MUS, PFA, PHL, SPE, SPN, SDE courses

AA - English
AA - Fine Arts
AA - Graphic Design
AA - Liberal Arts – General (Language/Arts/Humanities)
AAS - Graphic Design
AGS - General Studies

d. **Mathematics and Sciences Department - Including the Following Courses, Degrees and Programs:**

BIO, CEM, EGR, MTH, PHS, PHY courses

AS - Biology
AS - Chemistry
AS - General Sciences
AS - Environmental Science
AS - Mathematics
AS - Natural Sciences
AS - Physics
AS - Pre-Dental
AS - Pre-Engineering
AS - Pre-Fisheries and Wildlife Management
AS - Pre-Medicine
AS - Pre-Medical Technology
AS - Pre-Veterinary
AS - Pre-Pharmacy
AGS - General Studies

Water Resource Management (cooperative program)
Pre-Occupational Therapy (Cooperative program)
Pre-Physical Therapy (Cooperative program)
Pre-Medical Lab Technology (Cooperative program)
Pre- Radiography (Cooperative program)
Dental Hygiene (Cooperative program)

e. **Social Sciences Department - Including the Following Courses, Degrees, and Programs:**

ANP, ECN, EDU, GEO, HST, LAW, PLS, PSY, SOC courses

AA - Anthropology
AA - Economics
AA - Education
AA - Geography
AA - History
AA - Liberal Arts – General (Social Sciences)
AA - Political Science
AA – Pre-Law
AA - Psychology
AS - Psychology
AA - Sociology/Social Work
AGS - General Studies
Academic Counseling

8.2 Placement of Programs

Programs within a department will be those registered by the Curriculum Committee, listed by the Registrar's office, and as published in the College Catalog/Handbook. Placement of additional, new, and revised programs within the department structure will occur based on the recommendation of the Department Chairpersons and at the discretion of the Chief Academic Officer.

8.3 Department Chairperson

The Department Chairperson shall be the principal liaison between the administration and his/her Department. Department Chairpersons shall enforce College policies in the administration of their Departments so long as such policies do not conflict with provisions of this Agreement. Department Chairpersons shall present Department recommendations on academic matters to the Chief Academic Officer. Though Department Chairpersons have administrative responsibilities as outlined in Section 8.6 below, they are not considered management.

8.4 Selection of Department Chairperson

The selection of Department Chairpersons will occur, as necessary, in the last month of the spring semester or, in the case of a vacancy in the position, upon selection, with the new Chairperson assuming his/her responsibilities immediately. The selection of the Department Chairperson will be made by majority vote of the department, subject to the approval of the Chief Academic Officer. Disapproval by the Chief Academic Officer may be overridden by a three-quarters ($\frac{3}{4}$) majority vote of the members of the department. Each step of the procedure must be completed within two (2) weeks. An Employee with less than a full load in the department will have a pro rata vote based upon the ratio that the Employee's assigned hours in the department for the current academic year bear to thirty (30) equated hours.

8.5 Term of Office for Department Chairperson

A Department Chairperson shall be selected to serve for a period of three (3) years, and may be selected for succeeding terms of office. If, after a period of one (1) year, the Chief Academic Officer determines that the Department and the College would be better served by a different Chairperson, a different Chairperson may be selected using the procedure set forth in Section 8.4, above. If a vacancy occurs before the end of a term, an election will take place to fill the remainder of that term.

8.6 Responsibilities of Department Chairperson

As requested by and in cooperation with the Chief Academic Officer, Department Chairpersons will assist in recruitment and hiring, scheduling, evaluation, curriculum review, student complaints, and budgeting. Department Chairpersons will hold a minimum of three (3) department meetings per semester for the purpose of preparing schedules and addressing curriculum issues. Department Chairpersons will meet collectively with the Chief Academic Officer at least three (3) times per semester to conduct College business.

Department Chairpersons may be assigned up to ten (10) additional days between the end of a spring semester and the beginning of a fall semester by the Chief Academic Officer for department duties, including mid-summer advising and registration activities. These days shall include four (4) days at the time of mid-summer registration and up to six (6) additional days to be distributed between the end of a spring semester and the beginning of a fall semester upon mutual agreement.

a. Recruitment and Hiring

In cooperation with the Chief Academic Officer, the Department Chairperson will recruit Employees and part-time Faculty, including participation in committees, to recommend and interview applicants for referral to the Chief Academic Officer and the College President. Concerning part-time Faculty, the Department Chairperson will make recommendations for assignment to the Chief Academic Officer. Department Chairpersons will have access to all applicants' files as maintained in the Human Resources Department, where necessary to perform these responsibilities.

b. Course/Section Scheduling

Department Chairpersons will recommend to the Chief Academic Officer a fall, spring, and summer semester/sessions academic course/section schedule, including recommended teaching assignments and section sizes for each Faculty member within their Department. The Chief Academic Officer shall convene a joint session of Department Chairs and Program Directors to review the recommendations and coordinate course/section schedules with other Departments to avoid conflicts, facilitate, and ensure availability to meet student needs.

The preliminary academic course/section schedule for each semester of the upcoming academic year will be provided to Department Chairpersons by the second (2nd) week of the academic year preceding the year that is the subject of the proposed schedule.

The timeline for building course schedules is provided in Appendix SB and will be reviewed annually.

The parties shall continue to work toward the goal of providing a practical, cost-effective means by which Department Chairpersons can access a common database and input data directly during a prescribed time period in order to facilitate the recommendation and review process.

Before any academic course/section schedule is printed or published (including electronic publication), each Department Chairperson will have at least two (2) weeks to preview the Preliminary Schedule and respond to the Chief Academic Officer with any concerns or proposed revisions. The Final Schedule shall be

provided to the Department Chairpersons at least five (5) days prior to publication.

Department Chairpersons will review course enrollments, along with the Chief Academic Officer, at the time of registration to better place courses and sections offered.

c. Review/Evaluation

Department Chairpersons will coordinate the Department review/evaluation process for non-probationary and probationary Employees, including part-time Faculty, according to the process defined in Article 14, Professional Reviews and Evaluations, of this Agreement.

d. Curriculum Review

Department Chairpersons will serve as ex officio members of the Curriculum Committee. They will help coordinate the development of new courses within the Department, including catalog descriptions, prerequisites, and course outlines. They will conduct an annual review of departmental offerings and prepare necessary evaluations of their department's programs with recommendations for changes and deletions. They will submit all requested changes to the Curriculum Committee for discussion and approval/disapproval as may be appropriate.

In consultation with Faculty of various academic programs, Department Chairpersons will advise the Curriculum Committee on all advanced placement (AP), career and technical education (CTE), direct credit/concurrent enrollment, dual enrollment/enhanced dual enrollment, and early/middle college opportunities pertaining to application of credit for respective programs and relative to all articulation agreements that the College engages.

e. Student Complaint

Department Chairpersons will act as intermediaries for student complaints related to Employees and shall consult the Student Handbook to determine the appropriate procedure, based on the nature of the complaint. If the Department Chairperson is unable to resolve a complaint, the Department Chairperson will refer the matter to the Chief Academic Officer. If the Department Chairperson is the accused, the student will address the matter with another Department Chairperson.

f. Budgeting

Department Chairpersons will assist in the preparation and administration of the department budget by coordinating department requests for instructional materials, supplies, facilities, and capital outlay.

g. Other Duties as Assigned

Other duties may be assigned as necessary so long as the duties assigned to any Department Chairperson do not exceed the equivalent of a full-time load, as defined in this Agreement.

8.7 Program Directors

Program Director assignments that exceed regular position responsibilities will be established by the College and approved by the Chief Academic Officer (CAO) in consultation with the Faculty Council and the respective Department Chair, based on the criteria listed below, and will justify the establishment of director(s).

If the responsibilities do not warrant a program director, additional consultation will be used to establish an appropriate compensation/stipend for the responsibilities listed beyond regular position responsibilities.

A published list of Program Directors will be established as an amendment to this Master Agreement by July 1, 2026. Directorships will be identified within the department structure and commence for three (3) years at the start of the fall semester.

The scope of each directorship and other assignments established shall be defined in writing, with assigned responsibilities aligned with the institution and program's needs.

A Program Director position and any other assignments established will be justified based on the volume and complexity of program operations in one or more of the following responsibilities:

1. Compliance with licensing laws or regulatory requirements
2. Preparation for and administration of state or professional licensing examinations
3. Management of articulation agreements
4. Overseeing the facilitation and maintenance of required student and/or program certifications, including those issued by state agencies or third-party organizations.
5. Volume and intensity of student recruitment and academic advising
6. Coordination of employment pathways, including internships and job placement
7. Assisting the Department Chairperson with academic course and section scheduling for the program.
8. Assisting the Department Chairperson with curriculum review, assessment, and development.
9. Supporting budget planning and development in collaboration with the Department Chairperson.
10. Participating in program-specific activities outside the standard academic year.

Program Directors may be assigned up to ten (10) additional days between the end of the spring semester and the beginning of the fall semester. These shall include:

1. Four (4) days dedicated to mid-summer advising and registration; and
2. Up to six (6) additional days for advising, recruitment, or other program needs, scheduled by mutual agreement.

Program Directors shall submit a standardized year-end report (Appendix PD/AR) to the Chief Academic Officer by the conclusion of the academic year.

If the responsibilities are reduced to a point that no longer justify a program director, additional consultation will be used to establish an appropriate adjustment at the conclusion of a three-year term.

8.8 Selection of Program Director

The selection of a Program Director shall be made by the Chief Academic Officer following consultation with the Department Chairperson. Employees have the right to decline the position.

8.9 Term of Office for Program Director

A Program Director shall be selected to serve for a period of three (3) years and may be selected for successive terms of office. If, after a period of one (1) year, the Chief Academic Officer determines that the program would be better served by a different director, a different director may be established.

ARTICLE 9

WORKLOADS/ASSIGNMENTS

CALENDARS/SCHEDULES

DELIVERY METHODS

9.1 Faculty Workloads/Assignments

a. Full-Time Faculty Workload

Time and service expected of a Full-time Faculty beyond classroom duty hours and customary professional meetings will be contained within a forty (40) hour week.

Full-time Faculty will have a normal two-semester load within the academic year (fall and spring semesters) of at least thirty (30) equated hours, including a minimum load of twelve (12) equated hours each semester. Faculty members not able to meet the thirty (30) equated-hour load during the fall and spring semesters may fulfill their workload requirements during the summer semester/sessions immediately following or through an alternative assignment. Employees interested in taking advantage of this provision are expected to indicate their interest in writing to the Chief Academic Officer by February 1. Not doing so may prevent the Employee from invoking this provision.

b. Part-Time Faculty

1. All Employees having a two-semester load for any academic year (fall and spring semester) of less than thirty (30) equated hours (including any released time granted by the Employer) shall be part-time employees within the bargaining unit, and shall receive a percentage of full salary and benefits calculated by dividing the Employee's annual load by thirty (30).
2. Part-time Faculty within the bargaining unit will schedule office hours proportional to those of full-time Faculty and will assist in student advising.
3. All part-time Faculty within the bargaining unit will share proportionally in all benefits.
4. In temporary emergency situations where there is a need to assign load that exceeds the eight (8) equated hours, but not to exceed nine (9) equated hours, for the duration of one (1) semester, such an assignment may be mutually agreed upon between the College and the Faculty Council in a memorandum of understanding. Part-Time Faculty provisions would not apply for the temporary emergency.

c. Equated Hours (Clock minutes based on Higher Learning Commission)

1. Equated hours to contact hours are calculated in a one-to-one ratio for the following:

Lecture and Recitation
Distance Learning
Scheduled Labs
Nursing Clinical Supervision
Nursing Simulations

*Nursing Faculty Members shall have the first right of refusal on all clinical nursing assignments. Clinical nursing assignments that are not accepted by Nursing Faculty Members shall be assigned to non-Faculty clinical nursing personnel. Such clinical Nursing personnel are excluded from the bargaining unit and shall not become included in the bargaining unit solely on the basis of the number of equated hours of clinical nursing supervision, the provisions of Article 3 notwithstanding.

2. An Employee responsible for independent study will receive equated hours toward his/her load for each student assigned to him/her at a rate equivalent to the number of equated hours for the course times 0.10 (i.e., number of students x hours for the course x 0.10). All independent study assignments shall have the approval of the appropriate Chief Academic Officer and the consent of the Employee.
3. If a Faculty member has a total of three hundred (300) student contact hours or greater in a single semester assigned to them as load, then that Faculty member will not be asked to teach one (1) of their sections for tenths (10ths), whether it is part of their regular load or overload.

d. On-Campus Physical Presence (instructional load and office hours)

In the interest of maintaining institutional balance and ensuring availability of instructional resources to students, each Employee shall maintain a regular on-campus physical presence as part of their assigned workload each semester, excluding summer semester/sessions.

At a minimum, each Employee shall teach no fewer than three (3) contact hours per semester in a Traditional or Hyflex format as defined by this contract (Article 9.24) and shall be physically present on campus on at least two (2) separate days per week during the academic semester. In addition, Employees shall hold on-campus office hours on at least two (2) separate days per week.

Office hours shall be scheduled uniformly throughout the workweek, in increments of no less than thirty (30) minutes, and shall not be held during Common Hour. A minimum of four (4) office hours must be held between 8:00 a.m. and 5:00 p.m. All

Faculty will submit a semester schedule with a minimum of four (4) office hours weekly for student consultation to the Chief Academic Officer within the first (1st) week of classes each semester. Office hours will be posted on office doors and course syllabi.

Students and the Chief Academic Officer will be notified of any changes to scheduled office hours. To meet both student and institutional needs, scheduled office hours should not be changed without the Chief Academic Officer's approval.

Virtual office hours do not replace the on-campus presence requirement for office hours.

Summer Faculty shall be available for consultation with students and schedule office hours as determined by the Faculty member in cooperation with his/her students.

Long-term exceptions to the on-campus physical presence requirements for instructional and office hours may be granted only in extraordinary circumstances and must be approved by the Chief Academic Officer. Long-term exceptions to on-campus presence should not exceed one (1) full semester. Exceptions beyond one (1) full semester shall be temporary in nature and subject to periodic review by the Chief Academic Officer.

Health-related accommodations shall be addressed separately under applicable law and shall not be governed by this provision.

e. Non-Instructional Days

Non-instructional days identified in the Academic Calendar (Appendix AC) of this Master Agreement are required work days, and attendance at established activities is required, including graduation. Non-attendance will be treated as an absence and must be approved by the Chief Academic Officer.

9.2 Professional Staff Workloads

- a. Professional Staff who are asked to teach a course or work hours in addition to their normal annual hours will do so only with appropriate compensation and/or compensatory time off upon mutual agreement between the Employee and Chief Academic Officer.
- b. Additional days outside of the normal academic year will be assigned by April 1. Professional Staff assigned additional days outside the normal academic year may select at least three (3) consecutive weeks during the summer when no additional days may be assigned.

9.3 Overload Distribution

Overload assignments beyond eighteen (18) equated hours in the fall semester and thirty-two (32) equated hours in the academic year (fall and spring semesters) may be assigned only with the consent of the Employee.

Overload assignments shall not infringe upon another full-time Employee's predetermined base load requirements for a semester once base loads have been established through scheduling, except in cases of course cancellations or other necessary adjustments.

All base load and overload assignments must align with the Employee's primary job description before overload is distributed in areas outside of primary responsibilities.

Base load and overload shall be distributed with an emphasis on balance among instructional formats, with priority given to traditional face-to-face sections, followed by online sections, and then lab/clinical assignments.

When overload is available, it shall be offered on a section-by-section basis using a seniority rotation system. College-wide seniority among full-time Employees shall determine the right of first choice, provided the Employee is highly qualified. Overload courses within a discipline will be assigned based on rotation by seniority among qualified Employees within that discipline. This process shall occur after any necessary adjustments due to cancellations.

In the event of a dispute regarding overload distribution among Employees within a discipline and/or department, base load shall be assigned by seniority rotation, section by section, until all Employees who are highly qualified to teach the available courses have met their base load. Once all qualified Employees have met base load, any remaining overload shall be distributed section-by-section according to the same seniority rotation.

If the combination of contact hours assigned to any one Employee exceeds sixty (60) contact hours (two [2] times standard load) and no other qualified Employee is interested in the available overload, Article 15.1.b will be invoked. If it is determined that a new hire is not sustainable or advisable, and qualified adjuncts are not available to absorb the excess overload in a timely manner within the academic year, the overload exceeding the limit may be assigned to a qualified Employee who voluntarily agrees to exceed the limit, after all other options have been exhausted.

At any point of impasse regarding the distribution of overload among Employees, the process may default to the Chief Academic Officer's right of assignment, consistent with the terms of this Agreement.

9.4 Section Size

- a. Corequisite developmental model courses (ENG ALP and accelerated math) will be in close accord with a recommended average of sixteen (16) students per section.
- b. The size of English Composition and Speech courses will be in close accord with a recommended average class size of twenty-five (25) students per section.
- c. Remote Access, Remote, Hybrid, Online, and Hyflex courses will be in close accord with a recommended average of twenty-five (25) students per section.

- d. The size of all other course sections will be in close accord with a recommended average of thirty-three (33) students.

9.5 Office Hours

- a. In the interest of maintaining institutional balance and ensuring availability of instructional resources to students, each Employee shall maintain a regular on-campus physical presence as part of their assigned workload.
- b. Office hours shall be scheduled uniformly throughout the workweek, in increments of no less than thirty (30) minutes, and shall not be held during Common Hour. A minimum of four (4) office hours must be held between 8:00 a.m. and 5:00 p.m. All Faculty will submit a semester schedule with a minimum of four (4) office hours weekly for student consultation to the Chief Academic Officer within the first (1st) week of classes each semester. Office hours will be posted on office doors and course syllabi.
- c. Students and the Chief Academic Officer will be notified of any changes to scheduled office hours. To meet both student and institutional needs, scheduled office hours should not be changed without the Chief Academic Officer's approval.
- d. Virtual office hours do not replace the on-campus presence requirement for office hours.
- e. Summer Faculty shall be available for consultation with students and schedule office hours as determined by the Faculty member in cooperation with his/her students.
- f. Long-term exceptions to the on-campus physical presence requirements for instructional and office hours may be granted only in extraordinary circumstances and must be approved by the Chief Academic Officer. Long-term exceptions to on-campus presence should not exceed one (1) full semester. Exceptions beyond one (1) full semester shall be temporary in nature and subject to periodic review by the Chief Academic Officer.
- g. Health-related accommodations shall be addressed separately under applicable law and shall not be governed by this provision.

9.6 Academic Advising and Summer Advising Core

- a. Students admitted to the College shall be immediately assigned a Faculty member who shall serve as an Academic Advisor to the student for the duration of their program of study at the College or until their declared program of study changes. In an effort to maintain high retention and graduation rates, students shall be directed to their Academic Advisor at the start of their program of study (initial registration) and at approximately the midpoint of program/degree completion.
- b. Assignment of Academic Advisors shall be in close accord with declared

program(s) of study and the Faculty association with such program(s). Faculty members will be assigned specific programs of responsibility, and a list of Academic Advisors for specific programs will be maintained by the Admissions and Registrar offices in close consultation with the Department Chairpersons, Program Directors, Chief Academic Officer, and Faculty Council. The list of Academic Advisors for each program of study will be published and distributed to Faculty Council members by the Chief Academic Officer at the beginning of each academic year.

- c. Academic Advising shall include a shared responsibility for Transfer Advising along with Professional Staff (e.g., Academic Counselors).
- d. Academic counseling shall be defined as limited assistance to students experiencing problems interfering with their educational success, but not clinical counseling. Assistance may include brief crisis counseling and possible referral to community services as a transitional role, but shall relate fundamentally to a student's educational success, identifying and removing barriers to academic success, career, transfer assessment, planning, and exploration.
- e. A Summer Advising Core will be determined by May 1 of each academic year to include all five (5) Department Chairs, Program Directors, and at least one (1) additional Employee from each academic department, or as deemed necessary and appropriate by the Chief Academic Officer in consultation with Department Chairs for purposes of summer advising.
- f. All members of the Summer Advising Core are required to be present on campus for the duration of the four (4) established Advising/Registration dates in June and July per Appendix AC.
- g. Summer Advising Core will be compensated with a stipend, excluding Department Chairs and Program Directors as part of their regular duties and established compensation.
- h. Formal orientation to Academic Advising will be provided to new Employees upon hire, and continuous refresher opportunities will be afforded Employees on an as-needed basis at the request of the Faculty Council.

9.7 Registration

Employees will participate in registration, orientation, and enrollment of students during regularly scheduled workdays (exclusive of summer semester/sessions) except when professional academic duties prevent such participation and prior approval has been given by the Chief Academic Officer.

9.8 Professional Development/Organization Participation

- a. In recognition of the importance of Employee involvement, Employees are expected to participate in professional development activities, community and institutional service (e.g., professional conferences and trainings, college committees, search committees, summer orientations, mentorships, internships, recruitment activities, community service activities, and events).

For purposes of assessing overall institutional engagement, each Employee is expected to briefly summarize any professional development or organization participation annually (per Appendix PD/S) upon request by the Chief Academic Officer.

- b. When the Employer, in its sole discretion, determines that funds are available to do so, the Employer will provide support to Employees seeking professional development opportunities. Such professional development may include, but is not limited to, the following avenues:
 - 1. Tuition-free courses
 - 2. Advanced training
 - 3. Conferences, workshops, and seminars
 - 4. Research and publications
 - 5. Emphasis on Learning Grants
 - 6. Endowed Chair (e.g., Great Teacher Seminar, lectures, etc.)
 - 7. Training for online course development
 - 8. Peer Reviews and Mentoring
- c. Employees are encouraged to participate in conferences and hold office in professional organizations. Upon written request to the appropriate Chief Academic Officer or the President, released time may be granted for such participation. Expenses authorized by the appropriate Chief Academic Officer or the President will be paid according to the College's policy on travel reimbursement, if said Employee is not otherwise reimbursed.
- d. Employees selected by the Faculty Council will be released for Association business during the year, subject to the Faculty Council's confirmation that a qualified Faculty member will cover the assignment, and upon approval of the Chief Academic Officer.

9.9 Faculty Mentorship

A Faculty Mentor shall be assigned by the Chief Academic Officer (CAO), in consultation with the Department Chairperson, for all newly hired Employees for the first year of employment. The mentorship period may be extended during the probationary period at the discretion of the CAO. The Faculty Mentor shall perform the following duties:

- a. Attend the required Chief Academic Officer-led meeting during start-up week.
- b. Conduct one (1) professional evaluation consistent with Article 14.
- c. Provide ongoing review of course outlines, syllabi, teaching materials, and assessment methods.
- d. Hold routine discussions, no less than monthly, addressing teaching experiences, challenges, and instructional practices.

- e. Provide academic advising training, including shadowing opportunities, during designated Advising Days (e.g., General Registration and Early Registration).
- f. Submit a standardized written memorandum form (Appendix FM/R) to the CAO at the conclusion of every academic semester during which the mentorship is in effect, summarizing the mentorship activities, progress, and observations

9.10 Limits of Assignment

Employees will not, without good reason and consent, be assigned responsibilities outside his/her education, training, experience, and/or course delivery method. During the first semester of any assignment outside his/her education, training, experience, and/or course delivery method, an Employee will be informally evaluated and may be formally evaluated in succeeding semesters.

9.11 Summer Co-op Faculty

Faculty members who teach Summer Co-op courses are expected to commit total working hours commensurate with the equated hours for the course. A Faculty work plan shall be developed by the Faculty member and submitted for approval by the Chief Academic Officer. The work plan shall contain minimally the following responsibilities:

- a. Coordinate on-campus interviews between interested Summer Co-op sites and students.
- b. Take appropriate measures to facilitate placement for all Summer Co-op students.
- c. Keep a current, updated list of all co-op placements.
- d. Maintain regular communication and follow-up with co-op students, employers, and the Chief Academic Officer.

9.12 Out-of-District Assignments

Employees will not be assigned duties at any location out of the College district without their consent and Internal Revenue Service mileage reimbursement. Employees assigned to the Oscoda campus will not be assigned duties off campus without their consent and mileage reimbursement based on the I.R.S. mileage rate.

9.13 Evening Sections

Employees assigned an evening section which begins after 6:00 p.m. as part of their normal load will not be assigned, without their consent, a section prior to 9:00 a.m. on a morning after teaching an evening section.

9.14 Saturday Sections

If an Employee is assigned Saturday sections, such courses will be followed by two (2) consecutive calendar days that are free of sections for the affected Employee, unless he/she gives his/her consent otherwise.

9.15 Released Time and/or Grant Work

- a. Employees have the right to refuse any released time and/or grant work assignment.
- b. Released time and/or grant work will constitute teaching hours as set forth in this Article. Part-time Employees in the bargaining unit may be offered additional work under the provisions of this released time/grant section.
- c. Employees who leave a released time and/or grant position will be guaranteed the right to return to their prior position, subject to the layoff/recall provisions of this Agreement.
- d. All grant applications, continuations, or revisions of grants that affect the wages, fringe benefits, or working conditions of an Employee will be reviewed by the Faculty Council prior to the submission of the grant or before the implementation of any change.
- e. In cases where state, federal, or private grant regulations or requirements conflict with this Agreement, special consideration may be needed to protect Employees' rights and yet not impede the Employer's ability to accomplish the goals and objectives of the grant. In these cases where Employees are affected, the designated representatives of the Employer and the Faculty Council agree to meet and confer before any provision of the grant is rewritten or changed.
- f. Employees hired after August 22, 1991 for a position funded by a grant(s), will have seniority as defined in Article 16, Seniority, Layoff, Recall, accrue only within the grant(s) for purposes of layoff, reduction of staff and recall, unless the Employee is assigned during the term of the grant(s) to responsibilities or a teaching assignment outside the grant(s).

9.16 Co-curricular and Extra-curricular Assignments

The assignment of co-curricular and extra-curricular duties (see Appendix ECS) is the responsibility of the College President or his/her designee under the following guidelines:

- a. The decision of whether or not to fill a position, who is assigned to a position, or the removal of an Employee from a co-curricular or extracurricular position is exclusively reserved for the Employer.
- b. If possible, Employees will have their co-curricular or extra-curricular assignments made by August 1 of each year if their duties are to begin during the first semester.
- c. Employees will have co-curricular or extra-curricular assignments that begin during the second semester, made as soon as possible, preferably by December 1 of each year.
- d. New hires will be notified of co-curricular or extra-curricular assignments as soon as it is determined they will have the co-curricular or extra-curricular duty.
- e. Employees may refuse a co-curricular or extra-curricular assignment.

9.17 Academic Instructional Calendar

Courses must be taught on dates either specified in the two-semester academic year calendar or mutually agreed upon by the Employer and Faculty Council. Community service courses taught on a "one-time-only" basis may be started at any time, but courses that are offered more than once are subject to the previous provision.

Employees may not be involuntarily assigned to teach courses that are scheduled at times other than those instructional days specified in the two (2) semester calendar of Appendix AC.

The following provisions will apply to the calendars set forth in Appendix AC:

- a. The workday may include activities such as office hours, placement, workshops, seminars, staff meetings, development, and faculty meetings.
- b. When no specific courses are scheduled during established workdays, the scheduled workdays are to be used for self-directed work activities, unless a specific college-wide activity has been determined by the administration in consultation with the Faculty Council.

9.18 Professional Staff Calendar

The calendar for on-campus full-time Professional Staff will not necessarily coincide with the Faculty academic/work calendar, but will be determined by the Chief Academic Officer with a normal workload of one thousand six hundred and sixty (1,660) annual hours and may include a year-round calendar.

9.19 Off-Campus Break Schedule

When faculty teach traditional off-campus courses, they shall follow the College's official break schedule. If the off-campus location's schedule does not align with the College's breaks, instruction shall continue in accordance with the College's schedule and published syllabus for the course. Acceptable methods of continuation and alternative delivery may include, but are not limited to, using the learning management system or delivering pre-recorded content.

9.20 Approved Absence – Alternative Instruction Plans

Protracted and intermittent instructional time lost for any reason will be addressed via alternative plans (e.g., substitute, departmental coverage, learning management delivery platform, pre-recorded content delivery, etc.) as is reasonably acceptable in academically sound standards in order to achieve course objectives.

9.21 Final Instruction Week – Final Examinations

If an examination is not given during the final instructional week as scheduled by the academic calendar, the class must meet at the time specified in the final /instructional week of the academic calendar/schedule per Appendix AC

9.22 Summer Semester/Sessions

- a. On-campus summer semester/session courses will normally be scheduled for six-week and twelve-week periods; however, summer semester/session courses may be offered over a different time period, provided that the assigned Faculty member and the Chief Academic Officer agree on the date change.
- b. An Employee desiring a summer teaching assignment will notify the Chief Academic Officer by December 1, indicating the courses he/she wishes to teach.
- c. Commitment for all course assignments will be assumed if a course section has not been withdrawn from the official working schedule two (2) weeks prior to the start of the summer courses scheduled, unless the Employee and the administrative representative mutually agree otherwise. Faculty scheduled to teach a summer course will be informed no later than two (2) weeks prior to the start time of the course as to whether the course will be held as advertised and compensated in tenths.
- d. If an approved course for which a commitment is given does not materialize, the Chief Academic Officer will provide an equivalent assignment, if one is available. Acceptance of this alternate assignment is at the option of the Employee who will then be released from the commitment if he/she does not desire the assignment.
- e. If an Employee is paid in tenths for a summer course, he or she may withdraw his or her commitment to teach up to one week before the first day of class.

9.23 Schedule Matrix & Common Hour

All courses will be scheduled according to the Schedule Matrix (Appendix SM) to ensure regular start times, efficiency, and consistency in the scheduling and coordination of course offerings across the curriculum. A common time of one (1) hour twice per week shall be reserved for meetings of the College, committees, and/or the Faculty Council. Faculty shall be available for meetings during these times. The Schedule Matrix is subject to revision upon mutual agreement between the Employer and the Faculty Council.

9.24 Course Delivery Options and Learning Management System

To promote broad student access to courses, the Employer encourages various delivery options:

a. **Non-Distance Learning:**

1. **Traditional** – A synchronous course in which the instructor and student(s) meet in person in a classroom/lab.

b. **Distance Learning*:**

1. **Remote Access** – A synchronous course in which the instructor is in a classroom/lab and the student(s) have the option to attend either in-person or virtually through a virtual collaboration platform such as WebEx. The number of

individual student connections will be at the Employee's discretion and in consultation with the Chief Academic Officer.

2. **Remote** – A synchronous course in which the instructor and student(s) meet virtually through a virtual collaboration platform such as WebEx.
3. **Online** – An asynchronous, but not self-paced, web-based course.
4. **Hybrid** – A course that combines synchronous and asynchronous (Online) delivery options in a predefined proportion.
5. **Hyflex (Hybrid-Flexible)** – A course that offers both a Traditional and/or Remote delivery option with a simultaneous Online option.

*The number of video conferencing systems joining a distance learning course will be limited to two (2). Any additional video conferencing system locations will be mutually agreed upon between the Employee and the Chief Academic Officer.

c. **Qualifications/Trainings for Distance Learning**

All instructors new to distance learning must successfully complete a College-approved training appropriate for the delivery method option prior to being assigned to the course. A copy of the certificate of completion must be submitted to Human Resources.

d. **Learning Management System**

All College courses shall be assigned a College-designated Learning Management System (LMS) course shell.

All distance learning instructors shall populate the LMS course shell with appropriate course content, including a course syllabus, and shall utilize the LMS gradebook. The Student Opinion Survey instrument where applicable per Article 14 may be facilitated through the LMS shell.

Access to LMS courses shall be limited to the Employee as instructor of record, enrolled students, and designated LMS support staff for instructional and technical purposes.

Access by any other individual is restricted to the Chief Academic Officer and requires the Employee's prior approval. Only the Chief Academic Officer may request access to LMS courses for a specific stated reason in writing and for a specified duration of time. The actual access and its duration require full transparency, including the joint physical presence of the Employee and the Chief Academic Officer. The LMS support staff and an additional Employee of the Employee's choosing may be present when the access occurs, if either party prefers.

The College shall ensure systematic standards assessment of online course delivery, including the use of QM-qualified instructors (or equivalent) and established instructional standards based on Blackboard's rubric (Appendix BB/RU) as the standard for quality assurance of online learning. LMS staff shall provide the Employee and the Chief Academic Officer with an annual institutional report on online courses that meet basic Blackboard structural standards of delivery.

When an online course delivery method is part of an Employee's load, the evaluation/review process defined in Article 14 shall prioritize the online delivery format over traditional course delivery in evaluation processes for both the peer review and administrative procedures by the Chief Academic Officer.

9.25 Development of New Courses, Programs, and Online Delivery

- a. When prior approval is granted by Chief Academic Officer for the development of a new course and/or new program (a new course and/or academic program that is not listed in the College taxonomy), the Employee developing the course will be granted release time equal to the contact hours of the assigned course and/or half (1/2) a full-time load for one (1) semester for a program(s). The release time will be granted in the semester prior to and/or during the semester of implementation of the course and/or program.
- b. To incentivize Employees not already trained to provide appropriate levels of distance learning for first-time online instruction (requires training), a one thousand-dollar (\$1,000) stipend will be provided.
- c. Requests for development or redevelopment of existing courses in an online format by an Employee or Employer would result in release time up to the relevant contact hours involved for online development or redevelopment of a course, based on institutional needs as determined by the Chief Academic Officer.
- d. Provisions of development and redevelopment of online content are the property of the Employer, except items of individual authorship.
- e. Development of new courses, programs, and online delivery formats does not preclude the approval of the Curriculum Committee before implementation.

ARTICLE 10

HOLIDAYS, BREAKS, LEAVES, ABSENCES

10.1 Holidays and Breaks

The number of days that Employees meet with students in a year is limited; therefore, every effort should be made to preserve them. This contract assumes full service by Employees except for necessary absences and leaves as covered in this Agreement. Absences taken during the academic year, other than those for which provision has been made under this Agreement, are not permitted.

10.2 Unpaid Leaves of Absences

At the discretion of the Employer, leaves of absence may be granted for the following reasons: Childcare, President's Leave, Exchange, Writing, Travel, Study, Health, and Sabbatical.

a. Childcare

1. An unpaid leave of absence will be granted to any Employee for the purpose of caring for newborn or newly adopted children. An unpaid leave of absence may be granted for other childcare. The Employee must provide (except in an emergency) thirty (30) calendar days' notice of request for leave and indicate the anticipated length of the leave. The leave will not exceed one (1) year in length unless an extension is requested of and granted by the Employer.
2. All rights and privileges possessed at the time of the leave will be maintained, but no additional benefits will accrue (Seniority or its equivalent, accumulated sick leave, points, etc.), and the Employee will return to the point on the salary schedule at which he/she left. An Employee is eligible for the available group insurance benefits, provided proper payments are made by the Employee.
3. An Employee must notify the Employer in writing of his/her intention to return from leave at least sixty (60) calendar days prior to the date of return. Failure to provide such notice will be the equivalent of a resignation. Upon return from leave, the Employee will be assigned to his/her former position, or to another position for which he/she is qualified if his/her former position no longer exists or reassignments would be disruptive.

b. President's Leave

Upon the request of an Employee, other additional leaves may be recommended to the Employer by the President at his/her discretion. An Employee's written request must address placement in position upon return, seniority, accumulated sick leave, fringe benefits, salary schedule placement, and any other matters of concern raised by the President. If the President recommends the leave, the President will set forth to the applicant and the Faculty Council President in writing

the conditions under which the leave will be recommended to the Employer.

c. Exchange

1. Employees may be granted a one (1) year leave of absence with pay to teach in a foreign country, provided that such country agrees to furnish an Employee of like rank or level as determined by the Employer to fulfill the duties of the Employee who is on leave. Eligibility is dependent upon a satisfactory record of at least two (2) years continuous employment with the Employer.
2. While on leave, the Employee will maintain seniority, accumulated sick leave, and will be granted increment credit on the salary schedule as if he/she had been assigned at Alpena Community College during the period of the leave.
3. Notice of intention to return from leave must be sent in writing to the Human Resources Department at least ninety (90) calendar days before the end of the leave year. Failure to provide such notice will be the equivalent of a resignation. The Employer must notify the Employee on leave in writing of the approaching deadline at least thirty (30) calendar days prior to the deadline.
4. The Employee will be returned to his/her former position, or a vacant position within the field of his/her qualifications when he/she returns.

d. Writing, Travel, and Study

1. At the discretion of the Employer, an unpaid leave of up to one (1) year may be granted to an Employee after completion of a satisfactory record of at least two (2) years continuous employment with the Employer, upon application, for the purpose of engaging in writing, travel, or study at an accredited college or university.
2. While on leave, the Employee will maintain seniority, accumulated sick leave, and will be granted increment credit on the salary schedule as if he/she had been assigned at Alpena Community College during the period of the leave.
3. Notice of intention to return from leave must be sent in writing to the Human Resources Department at least ninety (90) calendar days before the end of the leave year. Failure to provide such notice will be the equivalent of a resignation. The Employer must notify the Employee on leave in writing of the approaching deadline at least thirty (30) calendar days prior to the leave deadline.
4. The Employee will be returned to his/her original position or a vacant position within the field of his/her qualifications when he/she returns.

e. Health

1. An Employee who is unable to perform his/her assigned duties because of personal illness or disability and who has exhausted all sick leave available will be granted a leave of absence without pay for the duration of the illness or disability for up to one (1) year. Such extension of this leave may be granted only on the recommendation of the College President.
2. While on leave, an Employee will maintain the same seniority he/she had at the time the leave started and will return to the point on the salary schedule at which he/she left.
3. Notice of intention to return from leave must be received in writing to the Human Resources Department prior to the end of the leave period or any extension. Failure to provide such notice will be the equivalent of a resignation. The Employer must notify the Employee on leave in writing of the deadline for notice at least thirty (30) calendar days prior to the leave deadline. The notice of intention to return must be accompanied by a physician's statement certifying the Employee's physical and emotional fitness to perform the essential functions of the position. The release to return must be furnished by the Employee at his/her expense.
4. When returning from leave of one (1) year or less, the Employee will be placed in his/her original position if it still exists or a vacant position within the area of his/her qualifications. When returning from a leave of one (1) year or more, the Employee will be placed in the first vacancy for which he/she is qualified.

10.3 Paid Leave of Absence

a. Sabbatical

1. A leave of one (1) semester at full pay or two (2) semesters at one-half ($\frac{1}{2}$) pay may be granted to any Employee after seven (7) consecutive years of employment with the Employer.
2. No more than two (2) staff members will be absent on sabbatical leave at one time.
3. Applicants for sabbatical leave must submit a written application that shall state how the leave will enable the Employee to make a definite contribution to the educational process and how the leave will improve his/her teaching/professional skills. A written application must be filed with the College President as soon as possible in the academic year, but no later than March 1 of the academic year preceding the requested leave.
4. All applications will be reviewed for recommendation to the President by a

committee consisting of six (6) members, three (3) appointed by the President and three (3) by the Faculty Council. The committee will consider among other qualifications the following: The written acceptance of the applicant into a graduate program of study, the extent of the applicant's professional study, travel, research, growth, contributions, and successful service during his/her seven (7) years of employment.

A full-time Employee on sabbatical leave will retain sick leave benefits, and salary schedule status. During a sabbatical leave, an Employee will receive the same hospital, medical, surgical (and other Employee benefits) he/she would receive as a full-time Employee. The Employee will be granted increment credit on the salary schedule as if the Employee had been assigned at the College during the period of the leave. The Employer will pay an amount equal to fifty percent (50%) of the contribution of the Employee to the Michigan Public School Employee Retirement Service (MPERS) or an amount equal to fifty percent (50%) of the contribution of the Employee to the Optional Retirement Plan, which is currently the Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA-CREF), for the sabbatical year.

5. Upon return from leave, a full-time Employee will be reassigned to his/her original position or a vacant position within the field of his/her qualifications when the Employee returns.
6. In case of injury to, or other illness of, the Employee during the leave which prevents his/her satisfaction of the purpose of the leave, the sabbatical leave will be terminated and all provisions of sick leave will apply. These provisions will take effect on the first day of the next pay period following notification of said illness to the President, verified by a medical doctor's report.
7. Employees receiving a sabbatical leave must continue their employment with the Employer for a period of two (2) full academic years following the leave. Employees who elect to terminate their employment with the Employer prior to this will repay to the Employer the stipend paid during the sabbatical leave.

b. Emergency Illness Absence

1. Employees required to be absent because of an emergency illness of a member of the immediate family may draw their regular salary, not to exceed five (5) calendar days in any one (1) year. The emergency illness absence days will be deducted from sick leave days, provided that Instructional Make-Up Time, as permitted under Article 9.20, may be used in lieu of or in addition to sick leave days, if approved by the College. If Instructional Make-Up Time is approved, the permitted absence may exceed the limitation of five (5) calendar days per year.
2. The term "immediate family" in this section is defined to include spouse, children or step-children, parents or step-parents, brothers, or sisters of the Employee

and/or spouse, and any of the following living with the Employee at the time of the illness: step-brothers, step-sisters, grandparents or grandchildren, sons-in-law, daughters-in-law of the Employee and/or spouse, and an individual living with the Employee on a non-commercial basis.

c. Personal Sickness Absence

Upon employment, an Employee will receive a bank of thirty (30) sick leave days to be used in case of personal illness during the first two (2) years of employment. Commencing with the third (3rd) year, additional personal sick leave days will be granted at a rate of fifteen (15) work days per year at the beginning of each academic year. Unused sick leave days are cumulative, but may not exceed one hundred eighty (180) days. If the Employee leaves the Employer at the conclusion of one (1) year, sick leave taken in excess of fifteen (15) days is to be deducted from the final paycheck(s). If a physician's release to return is requested, it must be furnished at the Employee's expense.

1. Physical disabilities related to maternity will not be treated differently from any other disability of similar duration.
2. Employees will not receive severance pay for unused sick days either upon retirement or upon termination of this contract, as this policy is a protective benefit granted only to the Employees, per se, of Alpena Community College.
3. A record of accumulated sick leave days will be compiled by the Employer and forwarded to all Employees at the beginning of each academic year.
4. Employees shall be allowed to donate sick days to other Employees on an as-needed basis.

d. Bereavement Absence

1. An Employee absent from duty because of the death of a member of the Employee's immediate family will receive their regular compensation for a period not to exceed five (5) days per occurrence. These days are independent of sick leave days and are non-cumulative.
2. The term "immediate family" as used in this section includes spouse, children or step-children, parents or step-parents, brothers or step-brothers, sisters or step-sisters, grandparents or grandchildren, mother-in-law and father-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law of the Employee and/or spouse, and an individual living with the Employee on a non-commercial basis.

e. Personal Business Leave

Personal business leave is provided for activities that require an Employee's presence during the workday and cannot reasonably be scheduled when the College is not in

session.

Personal business leave is not for vacation or recreational activities.

Each Employee is provided sixteen (16) hours of personal business leave per academic year, limited to no more than four (4) occurrences in any one (1) semester.

Personal business leave is intended for short-term, limited needs. Use of consecutive days is discouraged and may be limited or denied if it creates operational disruption. Requests for consecutive use may require additional justification and approval.

Personal business leave may be taken in one (1) hour increments to minimize disruption to instructional and institutional responsibilities. Hourly use includes time affecting:

1. Instructional periods
2. Office hours
3. Common Hour obligations

However, the following require the use of a full day (8 hours) due to the nature of institutional responsibilities:

1. Semester start-up periods
2. Designated non-instructional/advising days

In limited circumstances, the Chief Academic Officer may approve exceptions to the full day (8 hours) requirement list above, provided that the Employee demonstrates that:

1. the absence is for a qualifying purpose that cannot be rescheduled
2. the time requested is minimal and does not materially interfere with critical institutional responsibilities.
3. all instructional, advising, and institutional obligations are fully covered through an approved alternative arrangement.
4. Makeup for non-instructional time may be a consideration.

Such exceptions are expected to be rare.

Additional unpaid days may be taken upon the Chief Academic Officer's approval.

An Employee intending to use personal business leave must notify the Chief Academic Officer by noon of the preceding workday and establish that his/her absence will be covered by a substitute or other arrangement, satisfactory to the Employer, except in case of an emergency.

Unused personal business leave does not carry over.

f. Act of God Absence

An act of God is defined as an extraordinary, inevitable natural phenomenon, such as a hurricane, earthquake, or flood; a snowstorm, sleet, or other severe weather; an accident; war; a riot; or other major upheaval that occurs and could not have been prevented by reasonable foresight or care.

In only extreme circumstances, Employees who are unable to fulfill their duties due to an Act of God occurring within the Community College Service Area—or directly impacting the Employee's primary residence or required travel route to the College, including locations outside the Service Area—shall not be considered absent without leave. The Employee must notify the Human Resources Department and their immediate supervisor as soon as practicable. The College reserves the right to review and determine the applicability and duration of this provision on a case-by-case basis to ensure it is not misused.

g. Jury Duty Absence

Employees required to serve jury duty will be granted leave without loss of pay or leave. The Employee will remit his/her jury duty pay to the Employer as a condition of receiving full pay during jury duty.

h. Subpoena Absence

Employees required to be absent because of a subpoena, when such is in the line of public service and not a result of a subpoena which has been served on an individual as a result of a violation of the law, will be granted leave without loss of pay or deduction from sick or other personal leave. Any remuneration the said Employee would receive from such service will be signed over to the Employer as a condition of receiving full pay.

i. Physical Examination for the Draft Absence

When an Employee has been ordered to report for a physical examination for the draft, such absence will be granted without loss of pay or deduction from sick or other personal leave.

j. Health Examinations

The Employer reserves the right to request, in writing, a health examination, including testing based on reasonable suspicion that an Employee is under the influence of a controlled substance(s) and/or alcohol during work and work functions. The Employer will provide the format used. When an examination is requested by the Employer, the expense will be paid by the Employer. The cost of medical shots deemed necessary by the Employer for work functions, and not already covered by the Employer health insurance, will be paid for by the Employer.

k. Visitation Day Absence

1. The Employer will grant one (1) visitation day per year for activities that contribute to the teaching/learning process upon the request of the Employee and the Chief Academic Officer. The President may grant additional days at the request of the Chief Academic Officer. These days are not cumulative.
2. Should an Employee be requested by the President to make a visitation, regular pay plus travel expenses will be granted in accordance with the travel expense policy.

10.4 Family and Medical Leave Act

Any leave granted to an Employee under section 11.2 will run concurrently under the provisions of the Family and Medical Leave Act.

ARTICLE 11

EMPLOYEE COMPENSATION

11.1 Salary Schedule Placement

New Employees may be granted up to ten (10) years of appropriate industrial or business experience. Teaching experience up to ten (10) years may be granted. In no case will the total experience granted be greater than a combined maximum of ten (10) years.

11.2 Salary Schedules

For 2026-2030, all salary schedules will be adjusted accordingly:

- a. 2026-2027 – the salary schedule will increase by four percent (4.0%) above the 2025-2026 salary schedule. Step advancements will occur where applicable.
- b. 2027-2028 – the salary schedule will increase by no more than three percent (3.0%) and no less than two and one-half percent (2.5%) above the 2026-2027 salary schedule. Such increase will be calculated by averaging the annual change in the Consumer Price Index (CPI - *12-Month Percent Change* in CPI for the calendar year 2026 as reported by the *U.S. Bureau of Labor Statistics for all items in U.S. city average, all urban consumers, not seasonally adjusted*) and the annual change in general fund college revenues (calculated as a weighted average of state appropriations, local property taxes, and tuition from the 2025-2026 fiscal year). See Appendix SS for example of formula. Step advancements will occur where applicable.
- c. If CPI and/or College revenue should either increase or decrease by seven percent (7%) or higher in the 2027-2028 fiscal year of this Agreement, the salary schedules of this Agreement will be opened for reconsideration of the remaining two years, 2028-2029 and 2029-2030. If the seven percent (7%) trigger does not present itself, the following adjustments pertain for 2028-2029 and 2029-2030.
- d. 2028-2029 – the salary schedule will increase by no more than three and one-quarter percent (3.25%) and no less than two percent (2.0%) above the 2027-2028 salary schedule. Such increase will be calculated by averaging the annual change in the Consumer Price Index (CPI - *12-Month Percent Change* in CPI for the calendar year 2027 as reported by the *U.S. Bureau of Labor Statistics for all items in U.S. city average, all urban consumers, not seasonally adjusted*) and the annual change in general fund college revenues (calculated as a weighted average of state appropriations, local property taxes, and tuition from the 2026-2027 fiscal year). See Appendix SS for example of formula. Step advancements will occur where applicable.
- e. 2029-2030 – the salary schedule will increase by no more than three percent (3.0%) and

not less than two percent (2.0%) above the 2028-2029 salary schedule. Such increase will be calculated by averaging the annual change in the Consumer Price Index (CPI - 12-Month Percent Change in CPI for the calendar year 2028 as reported by the U.S. Bureau of Labor Statistics for all items in U.S. city average, all urban consumers, not seasonally adjusted) and the annual change in general fund college revenues (calculated as a weighted average of state appropriations, local property taxes, and tuition from the 2027-2028 fiscal year). See Appendix SS for example of formula. Step advancements will occur where applicable.

Calculations for state appropriation do not include Unfunded Actuarial Accrued Liability (UAAL) payments or capital outlay project funding. If a state appropriation is designated for a specific non-operational purpose, mutual gains will be employed to determine the appropriate calculation.

11.3 Part-Time Employees with a Degree

Pay for Part-time Employees within the bargaining unit with a degree will be calculated using the following formula:

$$\text{Pay} = (\text{appropriate full-time pay}) * (\text{equated hours}) / 30$$

11.4 Longevity Pay

Annual longevity payments will be made in accordance with the provisions of Appendix LP.

11.5 Overload

Courses taught in addition to a normal full-time load of thirty (30) equated hours per academic year will be paid at the following rates:

- a. Equated hours above thirty (30) and less than or equal to thirty-two (32) = \$573.99 for 2026-2027 and 2027-2028; \$588.34 per equated hour for 2028-2029 and 2029-2030.
- b. Equated hours above thirty-two (32) = \$861.51 for 2026-2027 and 2027-2028; \$883.05 per equated hour for 2028-2029 and 2029-2030.
- c. Overload pay for the academic year will be calculated and paid as follows:
 1. Equated hours in excess of eighteen (18) in the fall semester shall be paid by the eighth (8th) week of that semester.
 2. Equated hours in excess of thirty (30) for the academic year, less overload previously paid, shall be paid by the eighth (8th) week of the spring semester.

3. Overload will be paid in one (1) payment per semester.
- d. Overload hours taught by an Employee will not be used to calculate the need for additional full-time Employees.

11.6 Summer Semester/Sessions Additional Load Pay Schedule

Employees choosing to teach summer courses in addition to a normal load will be paid at \$1,032.74 for 2026-2027 and 2027-2028; \$1058.56 per equated hour for 2028-2029 and 2029-2030.

11.7 Salary Payment

- a. Base salaries will be paid in twenty-six (26) equal payments (twenty-seven [27] respectively determined by the number of Fridays in an academic year) or nineteen (19) equal payments every other Friday.
- b. Once a payment option is determined, it will remain in effect during the following Agreement year unless the Employee notifies the Payroll Department regarding changes of payment choice in writing by August 1 or within one (1) week of ratification of this contract, whichever is later.
- c. Compensation other than base salary and overload will be identified on an itemized statement, and both the compensation and statement will be included with the Employee's paycheck near the midpoint of each semester during an assignment. A copy of each semester's itemized load sheet will be provided to each Employee each semester.

11.8 Points

Upon prior approval of the Chief Academic Officer, the following are items that qualify as post-employment salary schedule points and must be closely related to areas of assignment or assist the Employee in improving instructional or work skills. Once points have been awarded, they will be permanently retained by the Employee.

- a. Points will be evaluated during the month of March each year by the Points Evaluation Committee made up of the Chief Academic Officer, the Director of Human Resources, the President of the Faculty Council, and the Chairperson of the Faculty Council's Personnel Policies Committee (or their designated representatives). Application for points must be made within one (1) year after they have been earned.

- b. Changes in salary category will take effect at the start of the next contract year after points have been confirmed and approved by the Points Evaluation Committee based on a prior approval form.

c. **Points Equivalencies**

1. One (1) semester of graduate credit hour = Maximum of one (1) point.
2. One (1) semester undergraduate credit hour with the recommendation of the Chief Academic Officer prior to taking the course = Maximum of one (1) point. A limit of five (5) undergraduate credits per salary category.
3. Graduate and undergraduate semester hours used for placement on the BA/BS + 15, BA/BS + 30, MA/MS + 15, MA/MS + 30 and MA/MS + 45 salary categories must be earned after completion of the appropriate degree.
4. No more than one-third (1/3) of the points necessary for placement on any salary schedule column may be other than graduate and under-graduate credit points respectively.
 - i. Maximum of three (3) points per professional peer reviewed publication. Number of points awarded to be evaluated by the Points Evaluation Committee. Submitters will be asked to describe publication editing process.
 - ii. Maximum of two (2) points per project for Research with the recommendation of the Chief Academic Officer to conducting the research. For recommendation, a research design proposal needs to be submitted. Number of points awarded to be evaluated by the Points Evaluation Committee.
 - iii. A maximum of three (3) points per course or workshop to be evaluated by the Points Evaluation Committee. Points for non-credit courses or workshops, in the area of the Employee's assignment, with the approval of the Chief Academic Officer prior to attending the non-credit course or workshop will be awarded at the rate of eight (8) hours to sixteen (16) hours of attendance = 0.5 point and seventeen (17) hours or more will be reviewed by the Chief Academic Officer for determination of points. No points will be awarded for events or activities under eight (8) hours.

11.9 Department Chairpersons

- a. Each Department Chairperson will receive an annual stipend equal to sixteen percent (16%) of the MA/MS +15, Step 1 on "The Salary Schedule for Employees," Appendix SS.

- b. Department Chairpersons will each be assigned three (3) equated hours of release time in the fall and spring semester as part of their normal load annually for their duties, including summer duties.
- c. A Department Chairperson may not be assigned a workload exceeding fifteen (15) equated hours per semester without their written permission.
- d. When the Department Chairperson is a member of the Professional Staff, compensation for three (3) equated hours (1-1) of release time will be provided to that Employee in addition to Department Chairperson pay.

11.10 Program Directors

Program Directors will each be assigned three (3) equated hours of release time in the fall and spring semesters, as part of their normal load, for their duties, including summer duties. Any additional days beyond the ten (10) day summer duties will be mutually agreed upon by the Chief Academic Officer and the Employee and compensated as an agreed-upon stipend.

11.11 Contract Coordinators

Contract Coordinators may be deemed necessary by the College for some programs and their relationship with industry for purposes of coordinating special needs related to specific industry programming. Compensation for Contract Coordinators will be paid as a stipend, to be determined on a case-by-case basis and mutually agreed upon by the Employee and the Chief Academic Officer.

11.12 Lab Maintenance

Employees assigned duties involving care and repair of instructional equipment after school hours will be paid six hundred and seventy-five dollars (\$675.00) for each year of the assignment. Such assignments may be made at the discretion of the Chief Academic Officer after consultation with the appropriate Department Chairperson.

11.13 Summer Advisor Core

Employees participating in the Summer Advisor Core (excluding Department Chairs and Program Advisors) will be paid a one-time three-hundred-dollar (\$300) stipend for facilitating advising throughout the summer between graduation day and start-up week, with a focus on the scheduled Advising/Registration days in June and July, where attendance is required. Summer Advisor Core participants (excluding Department Chairs and Program Advisors) will also be paid the additional assignments hourly rate for physical presence at the College on the scheduled June and July dates.

11.14 Faculty Mentors

Employees serving as Faculty Mentors will receive a one-time two-hundred-dollar

(\$200) stipend for each semester they serve as a Faculty Mentor.

11.15 Additional Assignments

An hourly rate of thirty dollars (\$30.00) will be paid for all approved hours worked for the following additional assignments, subject to the discretion of the Chief Academic Officer:

1. Summer advising and registration
2. Enrichment programs
3. Internship supervisors (Remuneration and work beyond five (5) hours requires the prior written approval of the Internship Coordinator or Chief Academic Officer)
4. Summer search committee members (only for scheduled committee meetings)
5. Any recruitment activities
6. Research agreements

Additional assignments or duties beyond the Employee's regular position responsibilities, approved by the Chief Academic Officer, may be compensated by a mutually agreed-upon stipend.

11.16 Travel Pay

On January 1 of each year, the reimbursement for an Employee's authorized use of his/her personal automobile for travel will be adjusted to the current I.R.S. allowable rate.

ARTICLE 12

DEDUCTIONS

12.1 Authorized Payroll Deductions

Employees may authorize the following payroll deductions, which will continue in effect from year to year unless revoked in writing:

1. Faculty Council (MEA/NEA) Membership Dues
2. MEA/NEA PAC
3. United Way
4. MEA Financial Services
5. Tax-sheltered Annuities
6. Life Insurance
7. Alpena Community College Foundation
8. Health Savings Account
9. Health Insurance Premium Contribution (Insurance is cancelled if deduction is cancelled)

12.2 Deductions for Unauthorized Absences

Deductions for unauthorized absences will be computed on the basis of the number of contracted days and the Employee's base salary. Additional deductions may be made for overload, special duties, or extra responsibilities that were not fulfilled due to non-performance by the individual. The amount to be deducted shall be calculated based upon the portion of the assignment that was not fulfilled times the salary (including overload) for absence, the extra responsibility, or extra duty. Before any deduction is made, the Employee will be given, in writing, all information that forms the basis for the deduction. He/she will be given the opportunity to challenge the deduction before the appropriate administrator.

ARTICLE 13

EMPLOYEE BENEFITS

13.1 Health Insurance

- a. The Employer shall provide the following Michigan Education Special Services Association (MESSA) insurance for a full twelve (12) month period for the Employee and his/her eligible dependents as defined by MESSA. A designee of the Board of Trustees shall sign an Employer Participation Agreement.

The Employer shall pay to the Employee's Health Savings Account (HSA) any amounts exceeding the aggregate difference between the premium and the hard cap set by Michigan Public Act 152 of 2011 (MI PA 152) through a mutually agreed upon smoothed distribution. Smoothing shall be accomplished by taking the aggregate of premiums and subtracting from the aggregate caps. The total will be distributed directly to the Employees' HSA based on single or two person/full family premiums paid on the first (1st) payroll of each month based on nineteen (19) or twenty-six (26) payroll format.

In the event premiums exceed the aggregate cap for the plan, the Employee shall contribute through payroll deduction toward their premium using a mutually agreed upon smoothed distribution. Smoothing shall be accomplished by taking the aggregate cap for the plan and subtracting from the aggregate premiums. The total funds due will be allocated to the members based on single or two (2) person/full family premiums paid, and contributions will be processed monthly through payroll deduction on the last payroll of each month prior to premium due date based on nineteen (19) or twenty-six (26) payroll format. If significant changes occur within MI PA 152, the Employer and Association will mutually agree on how to handle the impact of the changes.

- b. MESSA Medical Plan(s) with Rx, Long-Term Disability (LTD), Dental, Vision, and Term Life Accidental Death & Dismemberment (Term Life AD&D)
- c. Plan B: LTD, Dental, Vision, and Term Life AD&D
- d. Each Employee not electing Medical Plan A will be provided with Plan B coverage. Employees hired after August 17, 2014, will receive the following cash-in-lieu of health insurance stipend: Full-family subscribers will receive a total of \$4061.00; Two-party subscribers will receive a total of \$3,480.65; Single subscribers will receive a total of \$1,657.30. Each of the above amounts will be paid in four (4) equal payments on the last pay of each quarter (e.g., for Full-family - 4 x \$1,115.25).

This option is not available when both husband and wife are Employees of Alpena Community College nor shall dual coverage be provided in these instances. The Employee must annually sign a document stating that they have other health insurance coverage and indemnifying the Employer from any liability in connection with medical costs. The Employee may elect to retain this amount in cash or apply

this amount to tax-sheltered annuities, or non-taxable variable options available through MEA Financial Services, MESSA, or other companies available through the Employer.

Employees declining PAK A hired prior to August 17, 2014 that were receiving cash-in-lieu of health insurance on August 16, 2014, will continue to receive an additional one hundred and twenty-five dollars (\$125.00) per month excluding retirement, provided by the Employer to be applied on an individual basis to the purchase of any of the MESSA Fixed or Variable Options and/or MEA Financial Services Fixed or Variable Annuities.

- e. All Part-time Employees within the bargaining unit will share proportionately in all fringe benefits.
- f. Any amounts exceeding the Employer subsidy will be payroll deducted.

13.2 Hospital-Medical Insurance

- a. MESSA with Rx.
- b. An Employee must inform the Human Resources Department of any change in coverage status with thirty (30) days of occurrence. An Employee will assume the responsibility of repaying the Employer for any overpayment made on a policy in excess of what the Employee is entitled to receive.
- c. Responsibility for enrollment to receive this benefit rests with the Employee.
- d. This benefit is limited to one (1) plan per household.
- e. The parties understand in the event the minimum deductible necessary for a medical plan to comply with HSA eligibility is increased beyond the current deductible level in MESSA ABC Plans, the deductible will automatically adjust to meet the federal minimum requirement.

13.3 Long-Term Disability Insurance

- a. MESSA Long-Term Disability (LTD) insurance for each Employee. The protection provided will include payment of no less than sixty-six and two-thirds percent ($66\frac{2}{3}\%$) of an Employee's monthly contractual salary to a maximum benefit of \$5,000 per month, with the following options: Pre-existing condition waiver, mental/nervous waiver, alcoholism/drug addiction waiver and ESP rider. Contractual salary will include any overload, off-campus instruction, maintenance, vocational, department chair, and/or extra-curricular assignment pay. Benefits will commence on the one hundred eightieth (180th) day of disablement or at the termination of the Employee's college sick leave benefits, whichever is later.
- b. For a disability that commences prior to age sixty-one (61) that is a continuous disability, benefits will continue as long as disabled but not to exceed age sixty-five (65). For a disability that (a) commences at age sixty-one (61) and after, or (b) a recurrent disability (after six (6) months return to work) that commences at age sixty-

one (61) and after, benefits are payable for five (5) years or until age seventy (70), whichever occurs first.

13.4 Dental Insurance

MESSA/Delta Dental Plan PPO (Point of Service) with Orthodontic Rider and sealants, including internal and external coordination of benefits (COB), for all Employees and their eligible dependents as defined by MESSA.

13.5 Vision Care

MESSA Vision Service Plan-3 Plus (VSP-3+) Vision insurance to all Employees limited to one (1) plan per household.

13.6 Life Insurance

MESSA Term Life Accidental Death & Dismemberment (Term Life AD&D) insurance protection in the amount of fifty thousand dollars (\$50,000) or two (2) times annual salary whichever is greater up to the cap established by MESSA for all Employees.

13.7 Wellness Center

Employees, spouses and unmarried dependent children, as defined by the Internal Revenue Service (I.R.S.) for personal income tax reporting and Wellness Center regulations, shall have free usage of the Wellness Center facilities for the duration of this Agreement as long as the center is in operation.

13.8 Tuition-Free Courses

During each contract year, the Employer will make available at no cost in tuition, student activity fee, technology fee, registration fee, and facilities fee for up to sixteen (16) contact hours of Alpena Community College courses per person for Employees, emeritus Employees, their spouses, and unmarried dependent children as defined by the Internal Revenue Service (I.R.S.) for personal income tax reporting, including laid-off Employees subject to recall and their unmarried dependent children.

13.9 Payment for Advanced Training

- a. Employees who earn graduate credit, or up to a maximum of five (5) hours of undergraduate credit with prior approval of the Chief Academic Officer, from an accredited institution will be reimbursed as shown below per semester credit hour up to a maximum of six (6) semester hours per year. To qualify for reimbursement, the Employee must obtain prior written consent from the Chief Academic Officer and the course(s) must not be tuition-free courses taken at Alpena Community College under the terms of this Agreement (work applying directly toward a graduate degree will be approved if requested). Request for payment is to be made in May of each year for work completed prior to May 1 and payment will be made in June.

- b. The rate for additional training will be the lesser of full tuition or \$250.00 per credit hour.

13.10 Tax-Sheltered/Tax-Deferred Annuities

To elect a tax-sheltered/tax deferred annuity, the Employee shall enter into a salary reduction agreement. Annual tax-sheltered/tax-deferred annuity deductions are authorized for each Employee up to the amount provided by law. Employees may select an insurance carrier of their choice within the College approved list.

13.11 Section 125 Plan

The Employer will provide without cost to the union a qualified Section 125 Plan.

13.12 Retirement

The Employer shall continue to pay the Employer's contribution for the members enrolled in the Michigan Public School Employees Retirement System (MPERS) as has been customary in the past.

13.13 Optional Retirement Plan

The provisions listed below shall be included as part of the Alpena Community College optional retirement plan as required by Public Act 296 of 1994. This statute mandates that the Employer offer a defined contribution retirement plan for full-time Employees as an option to the defined benefit retirement plan through the Michigan Public School Employees Retirement System (MPERS).

Plan Provider:	Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA)
Effective Date:	No later than January 1, 1998, or at such date agreed upon by mutual consent
90-Day Window:	90 Days from effective date of plan
Eligibility:	Full-time faculty, supervisors, and managers
Contributions:	College pays a maximum contribution of 12%
Vesting:	Full/immediate
Selection of Accounts:	Seven account choices selectable by the Employee
Withdrawal Rules:	Cash or annuity - 100% at age 55 or older
Transportability:	Nationwide
Health, Dental, Vision:	None

13.14 Termination of Insurance Benefit

The following provisions will govern the termination of insurance benefit premium payments in the event of a retirement or resignation:

- a. Except as set forth in Section 13.14.b below, benefit payments will discontinue the end of the month that contains the effective date of the Employee's resignation or retirement.
- b. Employees who are retiring at the completion of the full academic year under MPSERS or the optional retirement plan in section 13.13 above will make application to MPSERS for retirement benefits by March 31st. Upon submission of the application to MPSERS, the Employee will provide a copy to the Human Resources Department.
 1. The Employee's retirement application with MPSERS will request insurance benefit initiation effective the first day of the month following the effective date of the Employee's resignation (i.e., if the effective date is May 15, benefit initiation must be requested for June 1).
 2. When the Employee receives written notification from the State Retirement System as to the effective date of his/her benefits, the Employee will provide a copy to the College's Human Resources Department.
 3. The Employer will continue all insurance benefit payments through the end of the month containing the effective date of the resignation. The Employer will continue to pay hospitalization plan premium payments beyond this date if there is a period of time (maximum of three months) between the Employee's effective date of resignation and the initiation of benefits under the MPSERS plan.
 4. The College President and Faculty Council President may, as they deem appropriate in an individual case involving extenuating circumstances, mutually agree to extend the three (3) month time period in Section 13.14.b.3 above, where hospitalization insurance benefit implementation by MPSERS is delayed.
- c. In that there are no insurance benefits under the option plan in Section 13.13, Employees will receive hospitalization plan premium payments where appropriate for June, July, and August.

13.15 Emeritus Status

Retiring Employees who have been employed full-time for ten (10) or more years may be considered for emeritus appointment on the recommendation of the Faculty Council and the administration. All courtesies extended to the active staff will apply to emeritus Employees.

ARTICLE 14

REVIEWS AND EVALUATIONS FOR PROFESSIONAL DEVELOPMENT

14.1 Purpose and Protocol

- a. The Employee, Faculty Council, and the Employer mutually recognize the importance and value of an Employee review process focused on the professional development, effectiveness, and improvement of instruction and student services.
- b. Each Employee, upon employment, or at the beginning of an instructional period when his/her responsibilities vary appreciably from those previously assigned, whichever is later, will be apprised in writing of the specific terms of his/her responsibilities.
- c. Employees will be informed of the specific criteria upon which they will be reviewed or evaluated according to the provisions of this Article.
- d. Performance of an Employee's duties in release time and/or grant assignments shall be reviewed separately from the Employee's regular duties.
- e. During start-up week of each semester, the Chief Academic Officer will notify Employees of the tentative times and dates of the reviews and provide a copy of the criteria to be used for the reviews/evaluations per the provisions of this Article 14.

14.2 Non-Probationary Employee Review Procedures

Non-probationary Employee status acknowledges professional competence in the assigned discipline(s). Thereafter, every three (3) years, reviews shall be for the purpose of assessing the effectiveness of the Employee's activities aimed at maintaining or enhancing his/her competence and shall follow the process detailed below in this section 14.2 and its corresponding subsections. The emphasis by the Employer shall be on maintaining and/or enhancing this competence to serve the best interest of the College and its students.

a. Professional Development Portfolio

A Professional Development Portfolio, Appendix PDP and PDP/F shall be completed by the Employee under review prior to the end of the semester in which the review process is scheduled.

Upon completion of the review processes, using feedback from a peer consultation (Appendix PC/F), administrative review/conference (Appendix AR/F), and reflection on student opinion surveys (Appendix SO/S) since the last review process, the Employee will complete a Professional Development Portfolio by providing a self-assessment in the form of Appendix PDP inclusive of PDP/F and evidence of

professional development and proficiency relative to duties highlighting strengths and areas for growth.

A complete Professional Development Portfolio will include the following:

1. One (1) example of continued development and proficiency in professional pursuits from among the following (only one [1] area need be represented):
 - i. Instructional materials
 - ii. Demonstrations of modes of delivery
 - iii. Student assessment and evaluation materials, including examples of student assignments
 - iv. Curriculum development
 - v. Shared governance
 - vi. Professional engagement
 - vii. Professional development activities
 - viii. Community outreach projects
 - ix. Innovation techniques and learning experiences
 - x. Advising and recruitment activities, etc.
2. Complete/signed Peer Consultation (Appendix PC/F)
3. Complete/signed Administrative Review (Appendix AR/F)
4. A summary overview and a few representative samples of feedback from the Student Opinion Survey (Appendix SO/S) as collected since the last review.
5. Complete/signed Professional Development Portfolio (Appendix PDP/F)

b. Peer Consultation

1. One (1) Peer Consultation shall be conducted by the tenth (10th) week of the semester during a mutually agreed time/course/delivery format between the Employee under review and one (1) non-probationary Employee serving as a Peer Review Mentor, as approved by the Chief Academic Officer.
2. The consultation will be conducted openly and only with the knowledge of the Employee using the form provided in Appendix PC/F, Peer Consultation.
3. The Peer Consultation shall be based on the direct observation of Employee and student interaction in the classroom, laboratory, and/or other assigned locations where Employee duties are performed. Online courses should be prioritized over traditional classroom observations as part of a rotation of delivery formats when applicable. Course syllabi, examinations, quizzes and other appropriate materials used in performance of the Employee's assignment, including participation in committee meetings, curriculum development, student advising, and when relevant academic counseling, may be reviewed in the process based on predetermined criteria for review in Appendix PC/F, Peer Consultation.

OR

A Reverse Peer Consultation per Appendix RPC/F may be an alternative to the traditional Peer Consultation format and provide the opportunity for the Employee to engage with a Peer Review Mentor who can model effective pedagogical techniques in the classroom (including possibly various delivery formats), laboratory, and/or other assigned locations where the Peer Review Mentor's duties are performed for the observing Employee to learn from a Peer Review Mentor's approach. Online courses should be prioritized over traditional classroom observations as part of a rotation of delivery formats when applicable. Course syllabi, examinations, quizzes, and other appropriate materials used in the Peer Mentor's performance will be available for mentoring purposes of the Employee.

4. The Employee shall include a copy of the completed and signed Peer Consultation form in their final Professional Development Portfolio

c. Administrative Review and Conference

1. Administrative Review

- i. One (1) Administrative Review/Conference shall be conducted openly and only with the knowledge of the Employee by the tenth (10th) week of the semester during a mutually agreed time/course/delivery format between the Employee and Chief Academic Officer.
- ii. The review will be conducted openly and only with the knowledge of the Employee using the form provided in Appendix AR/F, Administrative Review.
- iii. The Administrative Review shall be based on the direct observation of Employee and student interaction in the classroom (including possibly various delivery formats), laboratory, and/or other assigned locations where Employee duties are performed. Online courses may be reviewed simultaneously with observations of traditional/alternative formats, when applicable. Course syllabi, examinations, quizzes, and other appropriate materials used in performance of the Employee's assignment, including participation in committee meetings, curriculum development, student advising, and, when relevant, academic counseling, may be reviewed in the process based on predetermined criteria for review in Appendix AR/F, Administrative Review.
- iv. At the end of the scheduled time/course where such administrative review is conducted, direct discussion with students by the Chief Academic Officer may be conducted in the absence of the Employee using the guidelines for review of student opinion within the Appendix AR/F. A Faculty Council member chosen by the Employee and arranged by the Employee may be present to help facilitate the discussion if the exercise is employed.

2. Administrative Conference

- i. A written administrative report consisting of Appendix AR/F shall be presented to the Employee at an Administrative Conference within two (2) weeks following completion of the administrative review process by the Chief Academic Officer and shall describe the Employee's strengths and areas for growth. Faculty Council representatives may be present at this meeting if the Employee chooses.
- ii. The Employee will be given a copy of the report for review and opportunity to discuss the report with the Chief Academic Officer.
- iii. The administrative report will be signed and dated by the Employee, indicating that he/she has read the report; it does not indicate concurrence with the report or its conclusions or recommendations. A copy of the signed and dated report will be provided to the Employee.
- iv. An Employee has the right to attach a written reply to the administrative report.
- v. Review proceedings, resultant observations, reports, and any Employee response will be part of the Employee's Professional Development Portfolio retained in the Employee's personnel file and will be disclosed to third parties only as permitted or required by law unless the affected Employee chooses to disclose the results to others.
- vi. If the provisions of this subsection 14.2.c pertaining to the Administrative Review and Conference are not completed for any reason, the process defaults to the next review cycle for said Employee on the three (3) year rotation and the provisions of 14.2.b stand alone as satisfactory completion of the non-probationary Employee's Professional Development Portfolio.

d. Wrap-up of Professional Development Portfolio

1. At the end of the review process, completed and signed copies of Appendices PC/F, AR/F, and PDP/F shall be submitted to the Department Chairperson and to the Chief Academic Officer prior to the end of the semester of the scheduled review process.
2. A completed Professional Development Portfolio, inclusive of these completed appendices, shall be filed in the Employee's personnel file and will be disclosed to third parties only as permitted or required by law unless the affected Employee chooses to disclose the results to others.
3. The Chief Academic Officer may exercise the option of conducting a follow-up conference after receipt of the final Professional Development Portfolio. Faculty

Council representatives may be present at this meeting if the Employee chooses.

4. If a program for improvement is warranted by the review process, the clear details of a professional development plan will be laid out in writing and be mutually agreed upon with a detailed schedule for completion of improvement goals. The Employee will be afforded first opportunity to receive Professional Staff Development funds to help achieve the goals of the improvement plan.

14.3 Probationary Employee Evaluation Procedures

Employees shall be considered probationary Employees for their first two (2) academic years of employment and subject to the following evaluation procedures as a condition of continued employment and non-probationary status.

All probationary Employees will be assigned a Faculty Mentor by the Chief Academic Officer for their first year, per Article 9.9.

Probationary Employees must conduct the Student Opinion Survey (Appendix SO/S) in all sections of each course of their assignment each semester, notwithstanding Article 7.4, and submit them (including the raw data – hard or electronic copy from Blackboard) to the Department Chair at the end of each semester. A summary overview of feedback from the Student Opinion Survey (Appendix SO/S) must be compiled and included in the Professional Development Portfolio.

a. Department/Faculty Evaluations

1. Evaluations of probationary Employees shall be conducted each semester by two (2) non-probationary Employees for the duration of a two (2) year probationary period.
2. The evaluations shall be completed by the tenth (10th) week of the semester.
3. The Department Chairperson and the Faculty Mentor will serve as evaluators for both semesters of the first year of probation. If the Department Chair is the Faculty Mentor, then another non-probationary Employee must serve as a second evaluator.
4. Other non-probationary Employees may conduct evaluations in the second year of probation upon approval by the Chief Academic Officer, as recommended by the Department Chairperson.
5. All evaluations shall be conducted using the Peer Consultation Form, Appendix PC/F.

6. The Reverse Peer Review may be used only in the second year of probation as recommended by the Department Chair and Faculty Mentor and determined by the Chief Academic Officer.
7. The reviews will be conducted openly and only with the knowledge of the probationary Employee. The consultation shall be based on the direct observation of Employee and student interaction in the classroom (including possibly various delivery formats), laboratory, and other assigned locations where Employee duties are performed. Online courses should be prioritized over traditional classroom observations as part of a rotation of delivery formats when applicable Course syllabi, examinations, quizzes and other appropriate materials used in performance of the Employee's assignment, including participation in committee meetings, curriculum development, student advising, and when relevant academic counseling, may be reviewed in the process based on predetermined criteria for review in Appendix PC/F, Peer Consultation.
8. All completed and signed copies of department/faculty evaluations will be submitted to the Department Chair once completed and no later than the end of the twelfth (12th) week of the semester.

b. Administrative Evaluations

1. Probationary Employees will be evaluated by the Chief Academic Officer in writing once during each semester of the probationary period by the 10th week of each semester.
2. The evaluation will be conducted openly and only with the knowledge of the Employee. An administrative evaluation will be based on direct observation of Employee and student interaction in the classroom (including possibly various delivery formats), laboratory, services, and other assigned duties of the Employee. Online courses may be reviewed simultaneously with observations of traditional/alternative formats, when applicable. Course syllabi, examinations, quizzes, and other appropriate materials used in performance of the Employee's assignment, including participation in committee meetings, curriculum development, student advising, and, when relevant, academic counseling, may be reviewed in the process based on predetermined criteria for review in Appendix AR/F, Administrative Review/Conference.
 - i. At the end of the scheduled time/course where such administrative review is conducted, direct discussion with students by the Chief Academic Officer may be conducted in the absence of the Employee using the guidelines for review of student opinion within the Appendix AR/F. A Faculty Council member chosen by the Employee and arranged by the Employee may be present to help facilitate the discussion if the exercise is employed.

3. A written administrative report in the form of a completed Appendix AR/F shall describe the Employee's strengths and areas for growth within two (2) weeks following each evaluation.
4. The Employee will be given a copy of the report for review and opportunity to discuss the report with the Chief Academic Officer. Faculty Council representatives may be present at this meeting if the Employee chooses.
5. Each administrative report will be signed and dated by the Employee indicating that he/she has read the report; it does not indicate concurrence with the report or its conclusions or recommendations.
6. The filed report shall not contain material not previously discussed with the Employee.
7. An Employee has the right to attach a written reply to the administrative report.
8. Evaluation proceedings, resultant observations, reports, and any Employee response will be retained in the Employee's personnel file and will be disclosed to third parties only as permitted or required by law unless the affected Employee chooses to disclose the results to others.

c. Professional Development Portfolio

1. Upon completion of each semester iteration of the Department/Faculty Evaluation and Administrative Evaluation processes, using feedback from *these evaluations, student opinion surveys, and self-assessments relative to duties*, the probationary Employee will highlight a thorough consideration of strengths and areas for growth following the format of Appendix PDP and PDP/F, Professional Development Portfolio.
2. A Professional Development Portfolio consisting of completed and signed Appendixes PC/F, AR/F, and PDP/F shall be submitted to the Department Chairperson and the Chief Academic Officer by the Probationary Employee prior to the end of the second, third, and fourth semesters of probation.

d. Department Assessments

1. The Department Chairperson shall submit a written assessment of the probationary Employee's strengths and weaknesses to the Chief Academic Officer based on the probationary evaluations, including the Student Opinion Survey data submitted to the Department Chairperson, prior to the end of the first, second, and third semesters of employment.
2. The Employee will be provided a copy of the Department Assessments and have an opportunity to respond to them in writing. The Employee may direct that his/her written response be attached to the Department Assessments.

e. Department Recommendation

1. Based on the consensus of those non-probationary Employees who conducted the evaluations, the Department shall issue an internal memorandum to the Chief Academic Officer recommending continued non-probationary employment or discharge at the end of the third semester of probation.

f. Administrative Recommendation for Non-Probationary Employment Status

1. Department assessments and recommendations will be considered by the Chief Academic Officer and the College President in forming their decision for continued employment.
2. A probationary Employee who remains an Employee following successful completion of the probationary period shall be deemed a non-probationary Employee.
3. The Employer retains the exclusive right to discharge Employees during their probationary period, and such action as deemed appropriate by the Employer shall not be subject to the grievance procedure.
4. Probation may be extended for a third year upon the recommendation of the Department and the approval of the Chief Academic Officer.

14.4 Delegation of Administrative Review and Evaluation

With respect to administrative review or evaluation of Nursing Faculty, the Chief Academic Officer may, but is not required to, delegate the duties of administrative review, evaluation, assessment, and/or reporting as described in all subparagraphs of Sections 14.2 and 14.3 to the Director of Nursing.

Additional review and/or evaluation may be necessary for specific Employees based on program-specific accreditation requirements. All such additional requirements will be identified in writing based on the specific accreditation association requirements and be brought to the attention of the Faculty Council and affected Employees at the beginning of each semester when such provisions become relevant or change.

ARTICLE 15

VACANCIES AND NEW POSITIONS

15.1 Vacancies and New Positions

A vacancy is defined as an existing position at the start of a semester that is unfilled due to a resignation, transfer, dismissal, retirement, death, leave of absence, or disability that is expected to last for one (1) or more semesters.

A new position is defined as a position created to meet the academic and institutional needs of the College by employing someone in a position previously not existing at the College.

Vacancies and new positions will be filled in the following manner:

a. **Determination to Fill a Vacancy**

When a vacancy occurs, the Human Resources Director, Chief Academic Officer, and Chief Financial Officer or their designees, will meet with the Department Chairperson for the Department to which the vacant position is assigned, together with two (2) Employees selected by the Faculty Council, to determine whether to fill the vacancy.

This ad hoc committee shall meet within thirty (30) calendar days of the date the vacancy is confirmed and shall make a recommendation to the President whether to fill the vacancy, when to fill the vacancy, and how to fill the vacancy. The committee's recommendation is advisory.

b. **Determination to Create and Fill a New Position**

As part of the mutual gains process at the center of this Agreement (Article 2.7), the process of determining to create and fill new positions will convene annually at the start of each academic year and proceed as necessary based on data and process provided below.

Together with Department Chairpersons, the Chief Academic Officer will maintain an aggregated list of current instructional staff, loads, and projections for new Faculty and Professional Staff needs based on a standardized form highlighting comparative load within each department, including full-time, overload, part-time, and non-bargaining unit load of existing staff on a ten (10) year longitudinal perspective.

Proposals for new positions (including related to new program development) should include the following where applicable:

1. Projected load for the position(s) needed based on comparative load data

2. Enrollment projections in the subject area(s)
3. Market demands and projected growth potential
4. Curriculum changes that impact institutional needs

In evaluating the need for new positions, and relative to overall staffing needs and funding resources within the College (excluding fully grant funded positions), priority consideration shall be given to the creation of a new Full- time position(s) where either of the following exist:

1. If equated hours in a single discipline, taught by Instructors outside the bargaining unit, exceed sixty (60) over the course of four (4) consecutive semesters (excluding courses taught during the summer semester/sessions specified in the calendar). For purposes of this paragraph, the term “discipline” shall mean all courses containing the same three (3) letter prefix in the published course description contained in the current ACC catalog. Interdisciplinary focus for proposed position(s) will be considered where appropriate and beneficial to maximizing institutional resources.
2. If the number of Full-time Faculty members is less than forty-six (46).

On or before October 15 each year, Department Chairpersons may submit to the Chief Academic Officer any requests for new positions within their departments.

After considering the recommendations of Department Chairpersons, or any recommendations stemming from the larger mutual gains process, the Chief Academic Officer will submit a recommendation for creating and filling a new position(s) to the College President and relevant planning and budgeting committee(s) for review and action by November 30 each year.

The final determination for the creation of new positions shall be made by the President no later than the end of the fall semester of each academic year, in order to begin posting of the position no later than February of each year, unless circumstances require exceptions to such deadlines.

c. Position Profile

When the vacancy or a new position is confirmed, the Chief Academic Officer will consult with the relevant Department Chairperson(s) within fourteen (14) calendar days to establish such factors as they deem appropriate, including but not limited to, the following:

1. The nature of the position to be filled
2. Qualifications for the position
3. Job description
4. Establish the search/selection committee

d. Notification and Posting

1. Notification of all vacant or new positions to be filled, including released time and administrative positions, will be made to the Faculty Council and to each individual Employee, including those on layoff. Positions will be posted at locations mutually agreed upon by the parties.
2. The notification and posting will be made by the first pay date following the determination to fill the vacancy or new position. Such notification shall include a general description of the position and qualifications. Those Employees on layoff will be notified by first class mail. Employees will have fourteen (14) calendar days from the post office registration date in which to apply.

e. Search

The search/selection committee will, at a minimum, be comprised of three (3) faculty members, agreed upon by the Department Chair and Chief Academic Officer, to review and interview applicants and make a recommendation to the College President for an executive interview and determination of employment.

f. Application

1. An Employee may apply at any time during the posting period. Employees who apply will be given preference over outside applicants if they are equally qualified, subject to the provisions of Article 16, Seniority, Layoff, Recall.
2. An Employee desiring assignment to a new or vacant position will submit the same application package required of external applicants to the Chief Academic Officer or designated representative.
3. An Employee not selected for a position will be notified of the decision at the time of the appointment. Upon request, the Employee may meet with the President or his/her designee to discuss the decision. A written summary of the conference will be provided upon the request of the Employee.

g. Return to Employee Assignment

1. An Employee who becomes an administrator and who desires to return to Employee status may do so within two (2) years of the effective date of assignment to the administrative position. That Employee will be entitled to exercise such rights as he/she may have had prior to such assignment, including seniority as defined in Article 16, Seniority, Layoff, Recall. Such seniority may be used in determining the order of a reduction in force under Article 16, Seniority, Layoff, Recall.
2. When the administrator does not return to Employee status within the two (2) year period, he/she will lose all rights, including seniority, he/she may have had under this or past Agreements.

3. If a vacancy is created by transfer of an Employee to an administrative position, the person hired to fill such vacancy shall be subject to layoff for a period of two (2) years, without application of the provisions of Article 16, Seniority, Layoff, Recall, if the administrator returns to Employee status.

h. Temporary Assignment

A temporary assignment may be made by the Chief Academic Officer in cooperation with the affected Department Chairperson at which time a vacancy occurs due to an extended absence, resignation, transfer, dismissal, retirement, death, leave of absence or disability of an Employee, unless load may be met by an Employee subject to layoff who is highly qualified to teach the load. Part-time non-bargaining unit Faculty may fill a temporary vacancy for a maximum of two (2) consecutive semesters. Seniority rights under the contract will not be granted by virtue of a temporary assignment. A temporary assignment may be made by the Employer without posting or advertising for not more than two (2) semesters at which time the position will be posted as described in section 15.1.d.

ARTICLE 16

SENIORITY, LAYOFF, RECALL

16.1 Seniority

- a. Seniority is defined as the length of time an Employee is in the bargaining unit since the date of hire. The date of hire is defined as the first day the Employee was scheduled to begin his/her employment responsibilities as a new or rehired Employee, except that a person who is hired into a permanent position immediately following a temporary hire will have his/her seniority begin with the starting date of the temporary hire.
- b. Employees who have the same date of hire will have their seniority ranking determined by a drawing in which the affected Employees participate. The drawing will be conducted jointly by representatives of the Employer and the Faculty Council. The drawing will be held within fourteen (14) calendar days after the affected Employees begin their employment.
- c. A seniority list of all Employees, including laid off Employees, will be developed by October 1 and revised by the Employer and Faculty Council annually and/or upon the employment of each new Employee, and will become Appendix SL of this Agreement. If no objection to a seniority list is made within thirty (30) calendar days of delivery of a new or revised seniority list to the Faculty Council members, the seniority list shall be conclusive and binding as to the seniority of those Employees on the list.

16.2 Qualifications

An Employee will be deemed highly qualified in a field of study if he/she has a Master's degree in that field or in a closely related field, experience and/or training in the workplace, eighteen (18) or more graduate credits in a closely related field, or experience having taught related courses for more than five (5) years.

16.3 Departments

"Departments," for purposes of this Article, are defined in Article 8, Departmental Structure and Chairperson Responsibility, of this Agreement.

16.4 Program Elimination

The Employer will provide six (6) months advance notice in writing of plans to eliminate a program or programs after prior consultation with the Faculty Council. In the event of program eliminations, the Employer is not required to include the program (and courses, if any) in the published schedule.

- a. Within a Department affected by a program elimination, the order of reduction or layoff will be non-bargaining unit personnel, provided there are Employees who are

highly qualified for the assignment of the non-bargaining unit personnel, then Employees by reverse order of seniority in the Department, provided the remaining Employees in the Department are highly qualified to fill the positions and assignments remaining in the Department per the job description.

- b. For an Employee teaching in a Department of which he/she is not a full-time member, seniority in the Department shall be calculated by the number of semesters that the Employee has taught a course in the Department, divided by two (2) and rounded up to the nearest whole number. Seniority applies only to the course(s) taught in that Department or those courses of lower content.

16.5 Reduction in Force

- a. The College and the Faculty Council have a mutual interest in averting an Employee reduction. Nevertheless, they recognize that due to substantial decrease in student enrollment or financial conditions, a reduction in force is deemed necessary by the College in its sole discretion. The following steps will be taken before any reduction:
 - 1. The College will determine the department in which the layoff shall occur.
 - 2. Non-bargaining personnel within the department will not be assigned courses, as long as any Employee is highly qualified (Article 16.2) to teach such course(es).
 - 3. The least senior Employee shall be assigned available load where highly qualified prior to overload determination within a department.
 - 4. If the Employee is highly qualified (Article 16.2), load shall be met by teaching in other departments before overload or non-bargaining personnel are assigned load.
 - 5. If only a partial load can be identified, the Employee is given the option to work as a part-time Employee as defined by Section 9.1.b or go into layoff status. If layoff status is chosen, partial load will be assigned as either overload to other highly qualified Employees or to non-bargaining personnel (Article 3).
- b. For an Employee teaching in a Department of which he/she is not a full-time member, seniority in the Department shall be calculated by the number of semesters that the Employee has taught a course(s) in the Department, divided by two (2) and rounded up to the nearest whole number. Seniority applies only to the course(s) taught in that Department or those courses of lower content.

16.6 Notification

No reduction (assigned a load less than full load but not less than eight (8) equated hours) or layoff (assigned a load below eight (8) equated hours) will take place

without prior consultation with the Faculty Council. An Employee will not be reduced by more than one-third (1/3) of his/her prior semester load, excluding overload, or laid off without sixty (60) calendar days prior written notice for second semester and ninety (90) calendar days prior written notice for fall semester.

16.7 Recall

- a. Employees, in the reverse order of reduction or layoff, will be offered any vacancy or opening for which they are highly qualified by experience and/or training in departments in which they have been assigned or have taught.
- b. In the event of recall from layoff, the Employer will notify a laid-off Employee of recall by registered letter at his/her last known address.
- c. It will be the responsibility of each Employee to notify the Employer of any change of address by registered letter. The Employee's address as it appears on the Employer's records will be conclusive when used in connection with layoffs, recall, or other notice to an Employee.
- d. A laid off Employee will have fifteen (15) calendar days from the post office registration date of the letter to notify the Employer of his/her intent to return and must be able to return within thirty (30) calendar days of said notification.
- e. Upon his/her return, each Employee will be granted the same status regarding salary and fringe benefits that were his/hers at the time of layoff. Advanced training acquired during such release will apply toward placement on the salary schedule.

16.8 Recall for Less Than Full-Time Employees

- a. In the event an Employee is assigned less than a full load, but not less than eight (8) equated hours, the Employee will at his/her written request be unassigned and placed on the recall list provided the request is made within five (5) calendar days of the end of late registration. An Employee who exercises this option may be required to meet his/her assignment for the next two (2) full instructional weeks following the date the written request is received. The recall period for an Employee who exercises this option is one (1) year from the first day of the semester during which the request is made.
- b. If an Employee who is on the recall list refuses a recall to a position which is not a reduction of his/her last semester's work assignment, and which commences at the beginning of an academic year, and the notice of recall is made at least thirty (30) days prior to the beginning of that academic year, and unless the inability to return is because of health reasons, that Employee will be removed from the recall list and will be considered to have voluntarily terminated his/her employment.
- c. The length of the recall period for non-probationary Employees, unless otherwise provided, will be the number of years of service as an Employee up to seven (7) years. It is understood that the layoff period for the purpose of recall will begin the

first day of the first semester (exclusive of summer semester/sessions) following the notification of layoff. This provision applies to all Employees currently on layoff. All rights to recall are lost in the event the Employee is not recalled within the aforementioned period.

- d. The published schedule of courses will, for each Faculty not on layoff, include the Faculty's name and will reflect a load at least equal to the established minimum full-time load.
- e. The published schedule of courses will, for each Faculty notified of layoff, reflect a minimum full-time load or a load as great as the prior semester's actual load, whichever is less. The load may be scheduled with a "staff" designation. It shall be the sole discretion of the College President to determine if any of these scheduled courses will be taught.

16.9 Insurance

Laid-off Employees will be provided twelve (12) months hospital/medical insurance which will start after the expiration of the hospital/medical insurance provided to the Employee during his/her employment. The insurance shall be as available to the Employee prior to the layoff and according to Article 13, Employee Benefits. The benefit may be provided through the terms of the insurance coverage obtained for Employees or by the Employer, or through a combination of both. This paragraph is subject to the rules and regulations of the insurance carrier.

ARTICLE 17

GRIEVANCE PROCEDURE

17.1 Definition

A grievance is a claim by an Employee or the Faculty Council that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement by the Employer. A grievance may include a claim that College Policy conflicts with this Agreement. A grievance may be processed as provided in this Article.

17.2 Purpose

The primary purpose of this procedure is to secure, as near to the initial step as possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings will be kept as confidential as may be appropriate at each level of the procedure. Nothing herein will be construed as limiting the right of any Employee with a problem to discuss the matter informally with the appropriate member of the administration.

17.3 Process

The Faculty Council will establish a Personnel Policies Committee and will process grievances of Employees in the following manner:

a. Step One (Written)

A grievance will be discussed with the appropriate administrator within fourteen (14) calendar days of the alleged violation. If no resolution is reached through this discussion, the Administration and Personnel Policies Committee will convene to assess whether the mutual-gains process is appropriate and can be used to resolve the matter. If the mutual gains process is used, the timeline will be mutually agreed upon.

If an issue is made known to the Faculty Council and the Employer outside of the fourteen (14) days and is deemed of reasonable merit, then the Faculty Council and College will assemble mutual gains dialogue to determine how to proceed in a manner to best reconcile the situation.

b. Step Two (Written)

In the event the matter is not resolved in Step One, the grievance may be submitted in writing on the official "Grievance Report Form," Appendix GR/F, to that administrator in Step One within fourteen (14) calendar days following the discussion in Step One.

1. A Step 2 grievance may be presented by:

- i. An Employee accompanied by a Faculty Council representative.
 - ii. A Faculty Council representative if the Employee so requests.
 - iii. A Faculty Council representative in the name of the Faculty Council.
2. All written grievances must be specific. An Employee involved in a grievance must sign it. The grievance must contain a statement of the facts upon which the grievance is based and the remedy requested.

c. Step Three (President)

1. If the grievant is not satisfied with the decision in Step Two, or Step One in the case where the President is the immediate supervisor, the Faculty Council Grievance Committee will determine whether or not there is a legitimate grievance.
2. Should the committee decide that no valid grievance exists, the Faculty Council processing of the grievance will be dismissed by written notice (copy to grievant and President), with the Faculty Council not being obligated to provide any assistance to the Employee, including legal and/or financial; however, the grievant may continue the grievance only through Step Three (President).
3. If the grievance is not dismissed by the Faculty Council, the Grievance Report Form will be submitted to the President with a Statement of Intention attached within fourteen (14) calendar days of receipt of the written answer in Step Two, or Step One when the President is the immediate supervisor.
4. The President will meet with the Faculty Council Grievance Committee within fourteen (14) calendar days of receiving the written grievance and attached statement.
5. The President will issue a written decision, with supporting reasons, within fourteen (14) calendar days of the meeting. One (1) copy of the decision shall be sent to the Employee(s) and two (2) copies to the Faculty Council.

c. Step Four (Arbitration)

1. If the Faculty Council is not satisfied with the disposition of the grievance at Step Three or the Step Three-time limits expire without a written response from the President, then only the Faculty Council may submit the grievance to final and binding arbitration under the rules of the American Arbitration Association which will act as administrator of the proceedings.
2. If a Demand for Arbitration is not filed within thirty (30) calendar days of the date of disposition of the grievance at Step Three or the date the Step Three-time limit expires without a written response, whichever date is later, then the grievance will be deemed withdrawn.

3. Neither party will be permitted to assert any grounds or evidence at arbitration that was not previously disclosed to the other party.
4. The arbitrator will have no power to alter, add to, or subtract from the terms of this Agreement. However, it is mutually agreed that the arbitrator is empowered to include in his/her award such financial reimbursements as he/she judges to be proper. Each party will bear the full costs for its side of the arbitration and will pay one-half (1/2) of the costs of the arbitrator.

17.4 Rights to Representation

When an Employee is not represented by the Faculty Council, the Faculty Council will have the right to be present and to state its views at all stages of the grievance process.

17.5 Miscellaneous

- a. A grievance may be withdrawn at Steps One through Three without prejudice. A grievance withdrawn at Step Four, after the selection of the Arbitrator, shall be with prejudice.
- b. No reprisals will be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
- c. All documents, communications, and records dealing with a grievance will be filed separately from the personnel files of the participants.
- d. The number of days indicated at each step should be considered a maximum, and every effort should be made to expedite the process. The time limits may be extended by mutual consent. If the grievance is filed on or after May 1, the time limits may be reduced in order to effect a solution prior to the end of the school year or as soon thereafter as practical.

ARTICLE 18

REPRISAL CLAUSE

The parties hereby expressly agree that there shall be no reprisals, loss of pay, disciplinary action of any kind or nature whatsoever, or any penalties imposed upon the other, their members or Employer as a result of any acts or actions which occurred or took place during the bargaining process leading to this Agreement.

ARTICLE 19

DURATION

This Agreement will be effective as of JULY 1, 2026, and will continue in effect through JUNE 30, 2030. This Agreement will expire at the expiration date indicated unless it is extended for a specific period or periods by mutual written agreement of the parties.

FACULTY COUNCIL:

Matthew G. Bedard, Faculty Council President, Matthew G. Bedard

Timothy M. Kuehnlein, Jr., Negotiator, Timothy M. Kuehnlein, Jr.

Timothy Onstwedder, Jr., Negotiator, Timothy Onstwedder, Jr.

Robert O. Mills, Negotiator, Robert O. Mills

Eric M. Kennedy, Negotiator, Eric M. Kennedy

Deborah K. Larson, UniServ Director, Deborah K. Larson

As ratified on May 21, 2026

BOARD OF TRUSTEES:

John Briggs, Chairman of the Board, John Briggs

Donald C. MacMaster, President, Donald C. MacMaster

Nicholas J. Brege, Negotiator, Nicholas J. Brege

Paige H. Gordier, Negotiator, Paige H. Gordier

Melissa A. Guy, Negotiator, Melissa A. Guy

Jaimie N. Wilson, Negotiator, Jaimie N. Wilson

Karen J. Bennett, Attorney, Karen J. Bennett

As ratified on May 21, 2026

APPENDIX AC – ACADEMIC CALENDAR

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR - FALL 2026

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
August				
Start-up	24-28	Orientation/Advising/Registration	5 days	
1 st Week	31-Sept 4	Classes begin (August 31)		5 days
September				
2 nd	7-11	Labor Day (September 7)		4 days
3 rd	14-18			5 days
4 th	21-25			5 days
5 th	28-Oct 2			5 days
October				
6 th	5-9			5 days
7 th	12-16	Open House (October 16 – Inst. Day)		5 days
8 th Week	19-23			5 days
9 th	26-30			5 days
November				
10 th	2-6	Advising/Registration (November 3)	1 day	4 days
11 th	9-13			5 days
12 th	16-20	Fall Break (November 16)		4 days
13 th	23-27	Thanksgiving (November 26-27)		3 days
14 th	30-Dec 4			5 days
December				
15 th	7-11			5 days
16 th Week	14-18	Final Instruction Week (blocks)		4 days
	21	(Grades due by Noon)	0.5 day	
			non-instructional 6.5 days	instructional 74 days 30-14M/16W 30-15T/15H 14-F
			80.5 TOTAL WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR - SPRING 2027

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
January				
Start-up	4-8	Orientation/Advising/Registration	5 days	
1 st Week	11-15	Classes begin (January 11)		5 days
2 nd	18-22			5 days
3 rd	25-29			5 days
February				
4 th	1-5			5 days
5 th	8-12	Winter Break (February 12)		4 days
6 th	15-19	Winter Break (February 15-16) PD		3 days
7 th	22-26			5 days
March				
8 th Week	1-5			5 days
9 th	8-12			5 days
10 th	15-19	Advising/Registration (March 17) or based on regional K-12 schedule determined in previous August	1 day	4 days
11 th	22-26			5 days
	29-April 2	Spring Break (March 29-April 2) GF 26 – E 28		
April				
12 th	5-9			5 days
13 th	12-16			5 days
14 th	19-23			5 days
15 th	26-30			5 days
May				
16 th Week	3-7	Final Instruction Week (blocks)/ Graduation (May 6)	1 day	3 days
	10	(Grades due by Noon)	0.5 day	
			non-instructional 7.5 days	instructional 74 days 30-15M/15W 30-15T/15H 14-F
			81.5 TOTAL WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR - SUMMER 2027

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
May				
1 st Week	17-21	1 st 6/12-week classes begin (May 17)		5 days
2 nd	24-28			5 days
3 rd	31-June 4	Memorial Day (May 31)		4 days
June				
4 th	7-11	Advising/Registration (June 8-9)		5 days
5 th	14-18			5 days
6 th	21-25			5 days
July				
7 th Week	28-July 2	1 st 6-week grades due (Noon June 28) 2 nd 6-week classes begin (June 28)		5 days
8 th	5-9	Advising/Registration (July 7-8)		5 days
9 th	12-16			5 days
10 th	19-23			5 days
11 th	26-30			5 days
August				
12 th Week	2-6			5 days
	9	2 nd 6/12 week grades due (Noon August 9)	0.5 day	
			non-instructional	instructional
			0.5 days	59 days
				11-M
				12-T
				12-W
				12-H
				12-F
			59.5	
			TOTAL	
			WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR – FALL 2027

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
August				
Start-up	23-27	Orientation/Advising/Registration	5 days	
1 st Week	30-Sept 3	Classes begin (August 30)		5 days
				5 days
September				
2 nd	6-10	Labor Day (September 6)		4 days
3 rd	13-17			5 days
4 th	20-24			5 days
5 th	27-Oct 1			5 days
October				
6 th	4-8			5 days
7 th	11-15	Open House (October 15 – Inst. Day)		5 days
8 th Week	18-22			5 days
9 th	25-29	Advising/Registration (October 26)	1 day	4 days
November				
10 th Week	1-5			5 days
11 th	8-12			5 days
12 th	15-19	Fall Break (November 15)		4 days
13 th	22-26	Thanksgiving (November 25-26)		3 days
14 th	29-Dec 3			5 days
December				
16 th Week	6-10	Final Instruction Week (blocks)		4 days
	13	(Grades due by Noon)	0.5 day	
			non-instructional 6.5 days	instructional 74 days 30-14M/16W 30-15T/15H 14-F
			80.5 TOTAL WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR – SPRING 2028

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
January				
Start-up	3-7	Orientation/Advising/Registration	5 days	
1 st Week	10-14	Classes begin (January 10)		5 days
2 nd	17-21			5 days
3 rd	24-28			5 days
4 th	31-Feb 4			5 days
February				
5 th	7-11	Winter Break (February 11)		4 days
6 th	14-18	Winter Break (February 14-15)		3 days
7 th	21-25	PD - 21		5 days
8 th Week	28-March 3			5 days
March				
9 th	6-10			5 days
		Advising/Registration (March 15) or based on regional K-12 schedule determined in previous August		
10 th Week	13-17		1 day	4 days
11 th	20-24			5 days
	27-31	Spring Break (March 27-31)		
April				
12 th	3-7			5 days
13 th	10-14	GF 14 - E16		5 days
14 th	17-21			5 days
15 th	24-28			5 days
May				
16 th Week	1-5	Final Instruction Week (blocks)/ Graduation (May 4)	1 day	3 days
	8	(Grades due by Noon)	0.5 day	
			non-instructional 7.5 days	instructional 74 days 30-15M/15W 30-15T/15H 14-F
			81.5 TOTAL WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR – SUMMER 2028

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
May				
1 st Week	15-19	1 st 6/12-week classes begin (May 15)		5 days
2 nd	22-26			5 days
3 rd	29-June 2	Memorial Day (May 29)		4 days
June				
4 th	5-9	Advising/Registration (June 6-7)		5 days
5 th	12-16			5 days
6 th	19-23			5 days
7 th Week	26-30	1 st 6-week grades due (Noon June 26) 2 nd 6-week classes begin (June 26)		5 days
July				
8 th	3-7	4 th of July (July 4) Advising/Registration (July 5-6)		4 days
9 th	10-14			5 days
10 th	17-21			5 days
11 th	24-28			5 days
August				
12 th Week	31-August 4			5 days
	7	2 nd 6/12 week grades due (Noon August 7)	0.5 day	
			non-instructional	instructional
			0.5 days	58 days
				11-M
				11-T
				12-W
				12-H
				12-F
			58.5	
			TOTAL	
			WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR – FALL 2028

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
August				
Start-up	21-25	Orientation/Advising/Registration	5 days	
1 st Week	28-Sept 1	Classes begin (August 28)		5 days
September				
2 nd	4-8	Labor Day (September 4)		4 days
3 rd	11-15			5 days
4 th	18-22			5 days
5 th	25-29			5 days
October				
6 th	2-6			5 days
7 th	9-13	Open House (October 13 – Inst. Day)		5 days
8 th Week	16-20			5 days
9 th	23-27	Advising/Registration (October 24)	1 day	4 days
10 th	30-Nov 3			5 days
November				
11 th	6-10			5 days
12 th	13-17	Fall Break (November 15)		4 days
13 th	20-24	Thanksgiving (November 23-24)		3 days
14 th	27-Dec 1			5 days
December				
15 th	4-8			5 days
16 th Week	11-15	Final Instruction Week (blocks)		4 days
	18	(Grades due by Noon)	0.5 day	
			non-instructional 6.5 days	instructional 74 days 30-15M/15W 30-15T/15H 14-F
			80.5 TOTAL WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR – SPRING 2029

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
January				
Start-up	8-12	Orientation/Advising/Registration	5 days	
1 st Week	15-19	Classes begin (January 15)		5 days
2 nd	22-26			5 days
3 rd	29-Feb 2			5 days
February				
4 th	5-9			5 days
5 th	12-16	Winter Break (February 16)		4 days
6 th	19-23	Winter Break (February 19-20) PD		3 days
7 th	26-March 2			5 days
March				
8 th Week	5-9			5 days
9 th	12-16			5 days
10 th	19-23	Advising/Registration (March 21) or based on regional K-12 schedule determined in previous August	1 day	4 days
	26-30	Spring Break (March 26-30) GF 30 - E1		
April				
11 th	2-6			5 days
12 th	9-13			5 days
13 th	16-20			5 days
14 th	23-27			5 days
15 th	30-May 4			5 days
May				
16 th Week	7-11	Final Instruction Week (blocks)/ Graduation (May 10)	1 day	3 days
	14	(Grades due by Noon)	0.5 day	
			non-instructional 7.5 days	instructional 74 days 30-15M/15W 30-15T/15H 14-F
			81.5 TOTAL WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR – SUMMER 2029

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
May				
1 st Week	21-25	1 st 6/12-week classes begin (May 21)		5 days
2 nd	28-June 1	Memorial Day (May 28)		4 days
June				
3 rd	4-8	Advising/Registration (June 5-6)		5 days
4 th	11-15			5 days
5 th	18-22			5 days
6 th	25-29			5 days
July				
7 th Week	July 2-6	1 st 6-week grades due (Noon July 2)		4 days
		2 nd 6-week classes begin (July 2)		
		4th of July (July 4)		
8 th	9-13	Advising/Registration (July 11-12)		5 days
9 th	16-20			5 days
10 th	23-27			5 days
11 th	30-August 3			5 days
August				
12 th Week	6-10			5 days
	13	2 nd 6/12 week grades due (Noon August 13)	0.5 day	
			non-instructional	instructional
			0.5 days	58 days
				11-M
				12-T
				11-W
				12-H
				12-F
			58.5	
			TOTAL	
			WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR – FALL 2029

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
August				
Start-up	20-24	Orientation/Advising/Registration	5 days	
1 st Week	27-31	Classes begin (August 27)		5 days
September				
2 nd	3-7	Labor Day (September 3)		4 days
3 rd	10-14			5 days
4 th	17-21			5 days
5 th	24-28			5 days
October				
6 th	1-5			5 days
7 th	8-12	Open House (October 12 – Inst. Day)		5 days
8 th Week	15-19			5 days
9 th	22-26	Advising/Registration (October 24)	1 day	4 days
10 th	29-Nov 2			5 days
November				
11 th	5-9			5 days
12 th	12-16	Fall Break (November 15)		4 days
13 th	19-23	Thanksgiving (November 22-23)		3 days
14 th	26-30			5 days
December				
15 th	3-7			5 days
16 th Week	10-14	Final Instruction Week (blocks)		4 days
	17	(Grades due by Noon)	0.5 day	
			non-instructional 6.5 days	instructional 74 days 30-15M/15W 30-16T/14H 14-F
			80.5 TOTAL WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR – SPRING 2030

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
January				
Start-up	7-11	Orientation/Advising/Registration	5 days	
1 st Week	14-18	Classes begin (January 14)		5 days
2 nd	21-25			5 days
3 rd	28-Feb 1			5 days
February				
4 th	4-8			5 days
5 th	11-15	Winter Break (February 15)		4 days
6 th	18-22	Winter Break (February 18-19) PD		3 days
7 th	25-March 1			5 days
March				
8 th Week	4-8			5 days
9 th	11-15			5 days
10 th	18-22	Advising/Registration (March 20) or based on regional K-12 schedule determined in previous August	1 day	4 days
	25-29	Spring Break (March 25-29)		
April				
11 th	1-5			5 days
12 th	8-12			5 days
13 th	15-19	GF 19 – E 21		5 days
14 th	22-26			5 days
15 th	29-May 3			5 days
May				
16 th Week	6-10	Final Instruction Week (blocks)/ Graduation (May 9)	1 day	3 days
	13	(Grades due by Noon)	0.5 day	
			non-instructional 7.5 days	instructional 74 days 30-15M/15W 30-15T/15H 14-F
			81.5 TOTAL WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR – SUMMER 2030

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
May				
1 st Week	20-24	1 st 6/12-week classes begin (May 20)		5 days
2 nd	27-31	Memorial Day (May 27)		4 days
June				
3 rd	3-7	Advising/Registration (June 4-5)		5 days
4 th	10-14			5 days
5 th	17-21			5 days
6 th	24-28			5 days
July				
		1 st 6-week grades due (Noon July 1)		
		2 nd 6-week classes begin (July 1)		
7 th Week	July 1-5	4th of July (July 4)		4 days
8 th	8-12	Advising/Registration (July 10-11)		5 days
9 th	15-19			5 days
10 th	22-26			5 days
11 th	29-August 2			5 days
August				
12 th Week	5-9			5 days
	12	2 nd 6/12 week grades due (Noon August 12)	0.5 day	
			non-instructional	instructional
			0.5 days	58 days
				11-M
				12-T
				12-W
				11-H
				12-F
			58.5	
			TOTAL	
			WORKDAYS	

Note: Sections meet 30 days per semester for a total of 150 minutes over 15 weeks = total of 2250 minutes. Calendar-based 15 weeks with one week to account for holidays and one additional week for Start-Up = 17 total.

ACADEMIC CALENDAR – FALL 2030

<u>Month/Week</u>	<u>Day</u>	<u>Event</u>	<u>Non-Instructional</u>	<u>Instructional</u>
August				
Start-up	19-23	Orientation/Advising/Registration	5 days	
1 st Week	26-30	Classes begin (August 26)		5 days
September				
2 nd	2-6	Labor Day (September 2)		4 days
3 rd	9-13			5 days
4 th	16-20			5 days
5 th	23-27			5 days
6 th	30-Oct 4			5 days
October				
7 th	7-11	Open House (October 11 – Inst. Day)		5 days
8 th Week	14-18			5 days
9 th	21-25	Advising/Registration (October 23)	1 day	4 days
10 th	28-Nov 1			5 days
November				
11 th	4-8			5 days
12 th	11-15	Fall Break (November 15)		4 days
13 th	18-22			5 days
14 th	25-29	Thanksgiving (November 28-29)		3 days
December				
15 th	2-6			5 days
16 th Week	9-13	Final Instruction Week (blocks)		4 days
	16	(Grades due by Noon)	0.5 day	
			non-instructional 6.5 days	instructional 74 days 30-15M/15W 30-16T/15H 14-F
			80.5 TOTAL WORKDAYS	

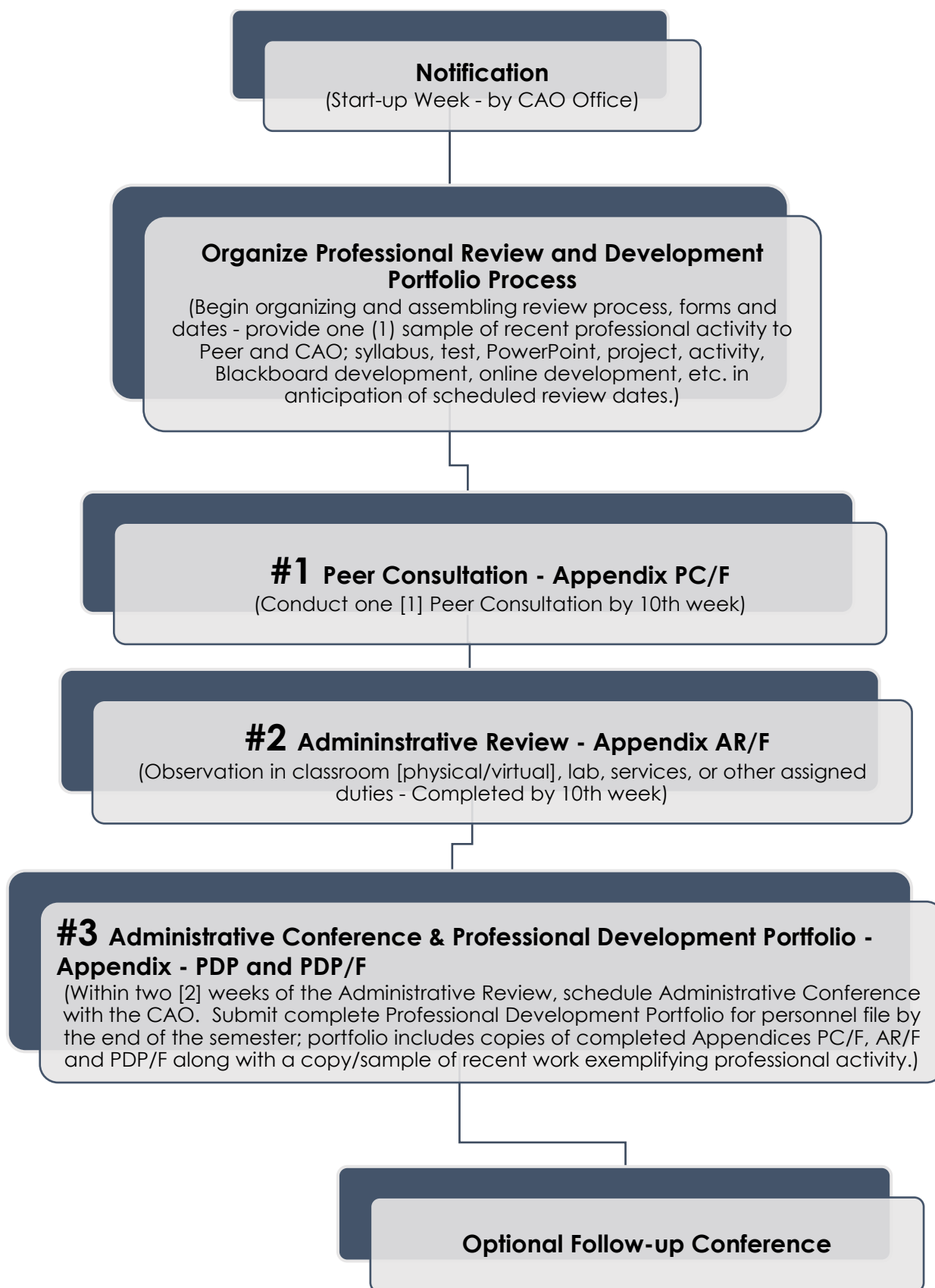
APPENDIX SM – SCHEDULE MATRIX (Fall & Spring, 6-12 Week Summer)

Legible documents are available on ACC's Staff Website (SharePoint)

[illegible][illegible][illegible]

APPENDIX SB – SCHEDULE BUILD (Timeline)

Who	What	Deadlines for Fall & Summer Schedule Development	Deadlines for Spring Schedule Development
Registrar VP of Instruction	Distribute Academic Calendar Define calendar dates for terms (Start-up, start/end dates for terms, holidays, instruction days, work days, etc.).	Oct 1	March 1
Office of Information Technology	Copy the tentative schedule in Ellucian Make available to Office of VP for Instruction	Nov 1	April 1
VP of Instruction Department Chairs	<u>SCHEDULE REVISIONS</u> Review previous year/semester schedule for needed revisions accounting for appropriate number of sections and offerings in proposed schedule based on current needs; cross-referencing for conflicts as much as possible. Changes must be submitted on Course Authorization Form	Nov 1- Dec 1	April 1- May 1
VP of Instruction	<u>SCHEDULE DRAFT to Chairs</u>	January Start-up	August Start-up
VP of Instruction	Convene a joint session of Department Chairs and Program Directors	Prior to Feb 1	Prior to Sept 15
Department Chairs	<u>FINAL EDITS to SCHEDULE DRAFT</u> Changes must be submitted on Course Authorization Form	Feb 1	Sept 15
Facilities Management VP of Instruction	Import schedule into ESRM Resolve room conflicts	Feb 8- Registration	Sept 15 - Registration
VP of Instruction Department Chairs	Schedule goes public via Self Service – correct errors as needed asap	First Week of March	First Week of October
	Orientation, Advising and Registration begins	Last Week of March	Last Week of October



APPENDIX PDP – PROFESSIONAL DEVELOPMENT PORTFOLIO (Process and Form – pg. 2 of 3)

APPENDIX PDP/F - PROFESSIONAL DEVELOPMENT PORTFOLIO FORM (pg. 1 of 2)

Directions:

The Employee completes the form after the Peer Consultation and Administrative Review/Conference. A copy is submitted to the Department Chair and Chief Academic Officer, along with one (1) Peer Consultation (Appendix PC/F) per Article 14.

Develop
Satisfactory
Strength

A. Instruction/Advising (e.g., experiences in classroom, advising, etc.)				
1.	Creates a climate conducive to learning			
2.	Communicates effectively with students: is appropriate, provides clear explanations, informs students of progress in a timely manner			
3.	Meets as scheduled, including beginning and ending class on time or maintains hours of service as scheduled within the department			
4.	Schedules and maintains posted office or scheduled service hours to advise students on an individual basis and to respond to students' needs			
5.	Teaches courses or provides services consistent with college catalog/curriculum			
6.	Uses effective methods of presentation			

Comments:

B. Assessment of Student Learning (e.g., grading rubrics, examples of student portfolios)				
1.	Provides evidence of integration of student outcomes and appropriate assessment measures employing multiple measures			
2.	Evaluates students to measure progress towards mastery of educational outcomes			

Comments:

C. Maintenance of Curriculum (e.g., accomplishments in curriculum development, review/revisions, etc.)				
1.	Develops course syllabi, when applicable, which meets appropriate college/discipline standards and requirements			
2.	Course objectives, core competencies and course outline are consistent			

Comments:

D. Shared Governance (e.g., committees, departmental participation, student advisor, etc..)				
1.	Displays behavior consistent with professional ethics			
2.	Participates in departmental, campus and college activities			
3.	Works cooperatively with colleagues and staff			
4.	Identifies and deals constructively with areas in which improvement is needed			
5.	Works collaboratively with other department members to assume equitable share of department responsibilities			
6.	Accepts and fulfills primary responsibilities and duties as part of contractual duties			

Comments:

E. Professional Development (e.g., professional memberships, conferences/presentations/publications, etc.)				
1.	Demonstrates discipline specific skills and knowledge			
2.	Utilizes appropriate materials that assist students in meeting educational outcomes			
3.	Pursues opportunities for professional growth and development			
4.	Maintains appropriate appearance			

Comments:

APPENDIX PDP – PROFESSIONAL DEVELOPMENT PORTFOLIO (Process and Form – pg. 3 of 3)

APPENDIX PDP/F - PROFESSIONAL DEVELOPMENT PORTFOLIO FORM (pg. 2 of 2)

Summary/Insights from Peer/Administrative Reviews

Summary/Insights from Student Opinion Surveys (as collected since last review)

Comments of Overall Professional Engagements and Development Achievements

Self-Recommended Professional Development Plans

Signature (Employee) Date

APPENDIX PC/F - PEER CONSULTATION FORM (pg. 1 of 2)

Directions:

In advance of the scheduled review, the Employee provide to the Peer Consultant a copy of the appropriate peer consultation form along with samples specified in the Professional Development Portfolio, per Article 14. The Peer Consultant completes the form after review and consults with the Employee within two (2) weeks. Signed copy goes to the Employee within two (2) weeks.

Develop
Satisfactory
Strength

A. Instruction/Advising (e.g., experiences in classroom, advising, etc.)				
1.	Creates a climate conducive to learning			
2.	Communicates effectively with students: is appropriate, provides clear explanations, informs students of progress in a timely manner			
3.	Meets as scheduled, including beginning and ending class on time or maintains hours of service as scheduled within the department			
4.	Schedules and maintains posted office or scheduled service hours to advise students on an individual basis and to respond to students' needs			
5.	Teaches courses or provides services consistent with college catalog/curriculum			
6.	Uses effective methods of presentation			

Comments:

B. Assessment of Student Learning (e.g., grading rubrics, examples of student portfolios)				
1.	Provides evidence of integration of student outcomes and appropriate assessment measures employing multiple measures			
2.	Evaluates students to measure progress towards mastery of educational outcomes			

Comments:

C. Maintenance of Curriculum (e.g., accomplishments in curriculum development, review/revisions, etc.)				
1.	Develops course syllabi, when applicable, which meets appropriate college/discipline standards and requirements			
2.	Course objectives, core competencies and course outline are consistent			

Comments:

D. Shared Governance (e.g., committees, departmental participation, student advisor, etc..)				
1.	Displays behavior consistent with professional ethics			
2.	Participates in departmental, campus and college activities			
3.	Works cooperatively with colleagues and staff			
4.	Identifies and deals constructively with areas in which improvement is needed			
5.	Works collaboratively with other department members to assume equitable share of department responsibilities			
6.	Accepts and fulfills primary responsibilities and duties as part of contractual duties			

Comments:

E. Professional Development (e.g., professional memberships, conferences/presentations/publications, etc.)				
1.	Demonstrates discipline specific skills and knowledge			
2.	Utilizes appropriate materials that assist students in meeting educational outcomes			
3.	Pursues opportunities for professional growth and development			
4.	Maintains appropriate appearance			

Comments:

APPENDIX PC/F - PEER CONSULTATION FORM (pg. 2 of 2)

Summary Observations of Reviewer/Evaluator

Recommended Professional Development Activities

Signature (Peer Consultant)

Date Response by Employee

Signature (Employee)

Date

A copy of this form should be retained by both the Employee and the Peer Consultant upon completion of the consultation. A copy will be included by the Employee in the final Professional Development Portfolio submission to the Chief Academic Officer and Department Chairperson.

APPENDIX RPC/F – REVERSE PEER CONSULTATION FORM (pg. 1 of 2)

Directions: As part of a scheduled consultation, the Employee observes the Peer Mentor in professional engagement activities and then completes the following form within two (2) weeks.

Based on the following areas, what insights have you as the Employee under review gained for professional development by observing/consulting with your Peer Mentor?

A. Teaching

B. Assessment of Student Learning

C. Maintenance of Curriculum

D. Shared Governance

E. Professional Development

APPENDIX RPC/F – REVERSE PEER CONSULTATION FORM (pg. 2 of 2)

General Summary Observations

Recommended Professional Development Activities as a Result of Observations/Mentoring

Signature (Employee)

Date Comments by Peer Mentor

Signature (Peer Mentor)

Date

A copy of this form should be retained by both the Employee and the Peer Mentor upon completion of the consultation. A copy will be included by the Employee in the final Professional Development Portfolio submission to the Chief Academic Officer and Department Chairperson.

APPENDIX AR/F - ADMINISTRATIVE REVIEW FORM (pg. 1 of 3)

Directions:

In advance of the scheduled review, the Employee provides to the Chief Academic Officer a copy of the appropriate sample specified for the Professional Development Portfolio, per Article 14. The Chief Academic Officer completes this form upon review of the Employee and engages a conference with the Employee within two (2) weeks. A signed copy is provided to the Employee.

Develop
Satisfactory
Strength

A. Instruction/Advising (e.g., experiences in classroom, advising, etc.)				
1.	Creates a climate conducive to learning			
2.	Communicates effectively with students: is appropriate, provides clear explanations, informs students of progress in a timely manner			
3.	Meets as scheduled, including beginning and ending class on time or maintains hours of service as scheduled within the department			
4.	Schedules and maintains posted office or scheduled service hours to advise students on an individual basis and to respond to students' needs			
5.	Teaches courses or provides services consistent with college catalog/curriculum			
6.	Uses effective methods of presentation			

Comments:

B. Assessment of Student Learning (e.g., grading rubrics, examples of student portfolios)				
1.	Provides evidence of integration of student outcomes and appropriate assessment measures employing multiple measures			
2.	Evaluates students to measure progress towards mastery of educational outcomes			

Comments:

C. Maintenance of Curriculum (e.g., accomplishments in curriculum development, review/revisions, etc.)				
1.	Develops course syllabi, when applicable, which meets appropriate college/discipline standards and requirements			
2.	Course objectives, core competencies and course outline are consistent			

Comments:

D. Shared Governance (e.g., committees, departmental participation, student advisor, etc..)				
1.	Displays behavior consistent with professional ethics			
2.	Participates in departmental, campus and college activities			
3.	Works cooperatively with colleagues and staff			
4.	Identifies and deals constructively with areas in which improvement is needed			
5.	Works collaboratively with other department members to assume equitable share of department responsibilities			
6.	Accepts and fulfills primary responsibilities and duties as part of contractual duties			

Comments:

E. Professional Development (e.g., professional memberships, conferences/presentations/publications, etc.)				
1.	Demonstrates discipline specific skills and knowledge			
2.	Utilizes appropriate materials that assist students in meeting educational outcomes			
3.	Pursues opportunities for professional growth and development			
4.	Maintains appropriate appearance			

Comments:

APPENDIX AR/F - ADMINISTRATIVE REVIEW FORM (pg. 2 of 3)

Summary Observations of Chief Academic Officer

Recommended Professional Development Activities

Signature (Chief Academic Officer) Date Response by Employee

Signature (Employee) Date

A copy of this form should be retained by both the Employee and the Peer Mentor upon completion of the consultation. A copy will be included by the Employee in the final Professional Development Portfolio submission to the Chief Academic Officer and Department Chairperson.

APPENDIX AR/F - ADMINISTRATIVE REVIEW FORM (pg. 3 of 3)
ADMINISTRATIVE REVIEW OF STUDENT OPINION – GUIDELINES (pg. 3 of 3)

Evaluator Guidelines:

- a. Divide the class into groups (recommended 5 students per group when possible).
- b. Have each group select a leader who will record the responses of the group.
- c. Read the student guidelines to the class and explain to each group the need for achieving consensus before recording responses.
- d. Allow the students to answer the following three questions (if students appear uncomfortable, leave the room while they conduct their discussion):
 - 1. What do you like most about this course?
 - 2. What suggestions do you have for improving this course?
- e. Once the students have assembled their list of responses, have all groups report and explain their findings.
- f. Listen, ask any clarification questions and make a master list of data for each question.
- g. Type the outcome and provide a copy of it along with a verbal explanation to the instructor of the course.

Student Guidelines:

- a. Respond as carefully and with complete detail to each of the two questions.
 - 1. What do you like most about this course?
 - 2. What suggestions do you have for improving this course?
 - b. Before recording a response to any question, make sure that every member of your group agrees with what is being communicated.
-

APPENDIX SO/S – STUDENT OPINION SURVEY (Faculty use only)

Instructor: _____ Course Name: _____ Section #: _____

Instructions: In an effort at continuous course improvement, your instructor would appreciate your thoughts on the following questions. Please think back over the semester and be as detailed and thorough as possible in your responses.

1. What did you like best about this course?
2. What suggestions do you have for helping your instructor improve this course in subsequent semesters?

APPENDIX SS – SALARY SCHEDULE (pg. 1 of 2)

SALARY SCHEDULE

2026-2027 (4.0%)

Step	Non-Degree	Non-Degree with RN or Associate Degree	BA/BS	BA/BS +15	BA/BS +30	MA/MS	MA/MS +15	MA/MS +30	MA/MS +45	Doctorate	Step
1	55,435	56,005	55,909	57,585	59,263	61,505	63,177	64,863	66,539	71,006	1
2	57,956	58,500	59,559	61,271	62,974	65,542	67,254	69,172	70,960	75,514	2
3	60,452	60,985	62,122	63,833	65,542	68,392	70,102	72,381	74,088	78,653	3
4	63,217	63,761	64,978	66,684	68,392	71,524	73,234	75,514	77,510	82,071	4
5	65,971	66,516	67,829	69,533	71,243	74,663	76,371	78,933	80,937	85,492	5
6	68,766	69,323	70,674	72,381	74,663	78,075	79,788	82,354	84,349	88,912	6
7	71,531	72,090	73,522	75,233	78,075	81,501	83,210	85,777	87,774	92,327	7
8	74,859	75,417	76,942	78,653	81,501	84,917	86,630	89,194	91,473	96,036	8
9	78,172	78,730	80,320	82,071	84,917	88,340	90,046	92,899	95,181	99,735	9
10	-	-	-	85,492	88,340	91,756	93,754	96,598	98,883	103,450	10
11	-	-	-	88,912	91,756	95,464	97,460	100,312	102,590	107,155	11
12	-	-	-	-	98,008	101,750	103,768	106,646	108,954	113,855	12

Equivalents

BA/BS = Bachelor's Degree or Associate degree and US Department of Labor (USDOL) journeyman license or equivalent or USDOL master license or equivalent

BA/BS = Michigan Concrete Association Advanced Concrete Level II Technician Certification

BA/BS = Automotive Service Excellence (ASE) Master Mechanic License

BA/BS + 15 = Bachelor's degree or Associate degree and USDOL journeyman license or equivalent plus 15 additional college credits or USDOL master license or equivalent plus 15 additional college credits

BA/BS + 30 = Bachelor's degree or Associate degree and USDOL journeyman license or equivalent plus 30 additional college credits or

USDOL master license or equivalent plus 30 additional college credits

MA/MS = Master's Degree or Bachelor degree and USDOL master license or equivalent

MA/MS +15, +30 and +45 require a master's degree

APPENDIX SS – SALARY SCHEDULE (pg. 2 of 2)

EXAMPLES OF FORMULA

CPI for the calendar year 2018	2.40%				
	FY 2017	FY 2018	% of Total	% Change	Weighted Average
State*	5,999,144	5,813,726	40%	-3.09%	-1.25%
Tuition	5,750,924	5,856,138	41%	1.83%	0.74%
Prop Tax	2,546,312	2,587,075	18%	1.60%	0.29%
Total	#####	14,256,939		-0.28%	-0.22%
Weighted value (CPI + weighted revenue average divided by 2)					1.09%
Actual percentage wage increase for FY 2019					2.00%
CPI for the calendar year 2019	1.80%				
	FY 2018	FY 2019	% of Total	% Change	Weighted Average
State*	5,813,726	5,979,994	42%	2.86%	1.19%
Tuition	5,856,138	5,949,188	41%	1.59%	0.66%
Prop Tax	2,587,075	2,623,497	18%	1.41%	0.26%
Total	#####	14,552,679		2.07%	2.10%
Weighted value (CPI + weighted revenue average divided by 2)					1.95%
Actual percentage wage increase for FY 2020					3.00%
CPI for the calendar year 2020	1.20%				
	FY 2019	FY 2020	% of Total	% Change	Weighted Average
State*	5,979,994	5,487,014	38%	-8.24%	-3.14%
Tuition	5,949,188	6,221,352	43%	4.57%	1.98%
Prop Tax	2,623,497	2,688,545	19%	2.48%	0.46%
Total	#####	14,396,911		-1.07%	-0.70%
Weighted value (CPI + weighted revenue average divided by 2)					0.25%
Actual percentage wage increase for FY 2021					3.00%
CPI for the calendar year 2021	4.70%				
	FY 2020	FY 2021	% of Total	% Change	Weighted Average
State*	5,487,014	6,112,179	41%	11.39%	4.69%
Tuition	6,221,352	5,965,030	40%	-4.12%	-1.66%
Prop Tax	2,688,545	2,757,927	19%	2.58%	0.48%
Total	#####	14,835,136		3.04%	3.52%
Weighted value (CPI + weighted revenue average divided by 2)					4.11%
Actual percentage wage increase for FY 2022					1.50%
* Does not include UAAL payment (These funds are received as revenue and then immediately expensed and returned back to the State)					

APPENDIX LP – LONGEVITY PAY

2026/2027 - 2027/2028

After 8 years and 2 years at maximum salary	\$ 1,077.00
After 11 years and 2 years at maximum salary	\$ 2,180.00
After 15 years and 2 years at maximum salary	\$ 3,282.00
After 25 years and 2 years at maximum salary	\$ 4,372.00

2028/2029 - 2029/2030

After 8 years and 2 years at maximum salary	\$ 1,104.00
After 11 years and 2 years at maximum salary	\$ 2,235.00
After 15 years and 2 years at maximum salary	\$ 3,364.00
After 25 years and 2 years at maximum salary	\$ 4,481.00

APPENDIX ECS – CO/EXTRA-CURRICULAR ASSIGNMENTS AND STIPENDS

Alpena Community College encourages the development of co-curricular and extra-curricular activities and the involvement of Faculty and Professional Staff in the promotion of the following services and activities. The recommended stipends listed below are guaranteed to members of the Alpena Community College Faculty Council who perform these functions.

Assignment Description	2026-2030
Positions developed by the College	\$1,663
Coordinator of Special Events	\$1,663
Nursing Association Advisor	\$1,663
Language Society Advisor	\$1,663
Strategy Club Advisor	\$1,663
Drama Advisor	\$1,663
Student Leadership Commission Advisor	\$1,663
Science Olympiad Coordinator	\$1,663
Literary Publication Advisor	\$1,663
Honor Society Advisors	\$1,663
Coordinator of Athletics	\$4,989
Coordinator of Intramurals	\$4,765
Head Coach (Basketball)	\$5,543
Head Coach (Other Sports)	\$3,774
Assistant Coach (Basketball)	\$2,772
Assistant Coach (Other Sports)	\$1,663

APPENDIX SL – SENIORITY LIST

If any inaccuracy is found in this Seniority List, it is to be immediately corrected so as to be consistent with this Agreement. Any error in the listed seniority of one person will not be a basis for superseding or affecting the proper seniority of another person.

1993

GOUGEON, THOMAS

2000

SEXTON, SHAWN

ROTHE, DANIEL

2001

KUEHNLEIN, TIM

2003

VESOTSKI, AMBER

ONSTWEDDER, TIM

RATZ, TIM

2005

BANCROFT, NICHOLAS

LANCASTER, JEWEL

CAMERON, MEGHAN

2006

PINES, HEATHER

2007

RATZ, SCOTT

2008

PEARSALL, SVEN

2010

CUMMINS, DAVID

2015

BEDARD, MATTHEW

2017

PAAD, ANDREW

2019

RUEHLE, DUSTIN

SCHULTZ, THERESA

2020

KENNEDY, ERIC

GAMAGE, PAUL

2021

SCHORN, BRIAN

COOK, SUSAN

MILLS, ROBERT

SCHOPFER, BONNIE

2022

LEE, SANGHYUN

SMITH, RICKY

2023

CAMPBELL, AMANDA

MCKENZIE, TERRY

ROWDEN, MELANIE

BASTOW, JOSEPH

BOHLEN, GINGER

MCCOY, VICKI

SOLTYSIAK, ANGELA

RAMACHER, ALEXA

2024

MAYO, DOUGLAS

WILTSE, WALTER

REPKE, WESLEY

2025

BOROWICZ, JODIE

WERTH, DANE

BURT, SARAH

DZIEDZIC, RYAN

ZARSKE, KYLE

KILBOURN, JEREMY

2026

PLANTE, MATTHEW

KAUFFMAN, CHRISTOPHER

APPENDIX PD/AS – PROFESSIONAL DEVELOPMENT ANNUAL SUMMARY

Name:

Date:

Period: May 15th, _____ through May 14th, _____

Teaching:

List teaching-related activities such as: program development, curriculum development, and preparation of new courses and course material.

Professional Development:

Completion of QM training, conferences attended, creative works, workshops, certifications, or coursework.

Service:

Campus: committee membership, search committees, mentoring, advising, orientations, recruitment activities

Community: service organizations, coaching, volunteer activities, etc.



Anthology Exemplary Course Program Rubric

The Exemplary Course Program (ECP) recognizes instructors and course designers whose courses demonstrate best practices in four major areas: **Course Design, Interaction and Collaboration, Assessment, and Learner Support**. Submitted courses are evaluated by a peer group of customers using the Exemplary Course Program Rubric.

Scores and Values in the Exemplary Course Program Rubric

The Exemplary Course Program Rubric uses numerical point values for each standard. These point values (from 1 to 5) have been assigned to indicate the relative importance of that standard, with values of 5 representing compulsory standards. Compulsory standards must be met to receive an Exemplary Course Award.

Compulsory Standards:

- Goals and objectives are clearly written as measurable outcomes to ensure that learners are aware of course expectations (e.g., SMART)
- Content is made available or grouped into manageable segments (e.g., presented in distinct learning units or modules)
- Course activities are designed in a way that clearly demonstrate their connection to learning outcomes
- Course design provides clear and structured guidance that helps learners engage with the content and proceed through the course (e.g., clear instructions, course orientation)
- The design and delivery of content supports inclusive pedagogy by integrating alternative options (e.g., transcripts), enabling assistive processes (e.g., voice recognition), and provides different options to support and engage students with diverse learning needs and preferences
- Text, images, and other multimedia are accessible
- Course activities include interactive components/elements (e.g., role playing, peer reviews, group projects, discussions)
- Learners are provided a rubric or scoring guidelines to evaluate participation and interaction
- It is clear to learners how performance in assessments will be evaluated (e.g., rubric, scoring guidelines, section in syllabus)
- Formative and summative assessments occur regularly throughout the course to gauge student success and inform learner progress toward course objectives
- Multiple types of assessments are used (e.g., research project, objective test, discussions, etc.)
- Orientation materials explain how to navigate both the learning management system (LMS) and the course



- Contact information for the instructor is easy to find
- Course/institutional policies are clear and easy to find
- Course materials use widely accepted formats to ensure usability and compatibility with various devices and assistive technologies (e.g., PDF, DOCX, PPTX)
- Learners have the opportunity to give formative feedback to the instructor regarding course design, content, and presentation of course delivery

There are 191 total points available in the Exemplary Course Program Rubric. To receive an Exemplary course rating, a score of at least 85% must be earned. Ratings of Compelling and Promising will be awarded with scores of 80% and 70%, respectively.

Exemplary 85% (162 points or more)

Compelling 80% (153-161 points)

Promising 70% (134-152 points)

Course Design

Course Design addresses elements of instructional design. For the purpose of this rubric, course design includes such elements as structure of the course, learning objectives, organization of content, and instructional strategies.

Interaction and Collaboration

Interaction and Collaboration can take many forms. The ECP criteria place emphasis on the type and amount of interaction and collaboration within an online environment.

Interaction denotes communication between and among learners and instructors, synchronously or asynchronously. Collaboration is a subset of interaction and refers specifically to those activities in which groups are working interdependently toward a shared result. This differs from group activities that can be completed by learners working independently of one another and then combining the results. A learning community is defined here as the sense of belonging to a group.

Assessment

Assessment focuses on instructional activities designed to measure progress toward learning outcomes, provide feedback to learners and instructors, and/or enable grading or evaluation. This section addresses the quality and type of learner assessments within the course.



Learner Support

Learner Support addresses the support resources made available to learners taking the course. Such resources may be accessible within or external to the course environment. Learner support resources address a variety of learner services.

Exemplary Course Program Indicators

Standard Categories and Subcategories	Exemplary Standard	Points	Achieved / Not Achieved
1.0 Course Design			
Goals and Objectives	1.1 Goals and objectives are clearly written as measurable outcomes to ensure that learners are aware of course expectations (e.g., SMART)	5	
	1.2 Goals and objectives are easily located within the course and visible in a variety of areas (e.g., within the syllabus and each individual learning unit)	4	
Content Composition and Structure	1.3 Content is made available or grouped into manageable segments (e.g., presented in distinct learning units or modules)	5	
	1.4 Content is enhanced with multimedia (e.g., video, audio, images)	4	
	1.5 Course design is consistent, and content is well-organized	4	
Learner Engagement	1.6 Course activities are designed in a way that clearly demonstrate their connection to learning outcomes	5	
	1.7 Course design provides clear and structured guidance that helps learners engage with the content and proceed through the course (e.g., clear instructions, course orientation)	5	
Technology Use	1.8 LMS tools are used efficiently to reduce the labor intensity of learning (e.g., providing links to needed resources, using native LMS tools where available)	4	
	1.9 Course contains technology to enhance the learning experience by actively engaging students with the course content (e.g., interactive e-textbooks, incorporating videos and podcasts, links to online databases)	3	
	1.10 Technology is used in ways that transcend traditional, teacher-centered instruction (e.g., peer-led instruction, personalized learning pathways, flipped classroom)	3	
Accessibility of Course Design	1.11 The design and delivery of content supports inclusive pedagogy by integrating alternative options (e.g., transcripts), enabling assistive processes (e.g., voice recognition), and provides different options to support and engage students with diverse learning needs and preferences	5	
	1.12 Text, images, and other multimedia are accessible	5	
	1.13 The course engages students through diverse sensory and learning methods, allowing each learner to interact with the content according to their preference and need	4	

Standard Categories and Subcategories	Exemplary Standard	Points	Achieved / Not Achieved
2.0 Interaction and Collaboration			
Collaboration Strategies	2.1 Course activities include interactive components/elements (e.g., role playing, peer reviews, group projects, discussions)	5	
	2.2 Communication strategies promote critical reflection or other higher order thinking aligned with learning objectives	4	
	2.3 There are a variety of collaborative opportunities for learners to communicate (e.g., live meetings, chat, discussions, messages)	3	
Development of Learning Community	2.4 Collaboration activities reinforce course content and learning outcomes, while building workplace-useful skills (e.g., teamwork, cooperation, negotiation, consensus-building)	4	
	2.5 Learner-to-learner as well as learner-to-instructor interactions are required as part of the course	3	
	2.6 Course activities are designed to help build a sense of community, rather than each learner working independently	2	
Interaction Logistics	2.7 Learners are provided a rubric or scoring guidelines to evaluate participation and interaction	5	
	2.8 Guidelines are written clearly (e.g., quantity of interactions, levels of participation)	4	
	2.9 Expectations for interaction are clearly outlined (e.g., what constitutes a substantive response in discussion forums)	4	
3.0 Assessment			
Learner Expectations	3.1 It is clear to learners how performance in assessments will be evaluated (e.g., rubric, scoring guidelines, section in syllabus)	5	
	3.2 Assessments measure the goals, objectives, and content to which they are aligned	4	
	3.3 Instructions are written clearly and presented inline (e.g., grading, acceptable file formats, due dates, number of attempts, required posts)	4	
	3.4 Templates or examples of quality work are provided to the learner where appropriate (e.g., successful research papers from prior semesters, template with guidelines, written discussion responses)	4	
Assessment Design	3.5 Formative and summative assessments occur regularly throughout the course to gauge student success and inform learner progress toward course objectives	5	
	3.6 Multiple types of assessments are used (e.g., research project, objective test, discussions, etc.)	5	
	3.7 Assessments are designed to mimic authentic environments to facilitate knowledge transfer (e.g., role playing, scenario-based questions, clinical experience, practicum)	4	
Learner Self-Assessment	3.8 Opportunities for learner self-assessment and progress tracking are provided (e.g., practice test/quiz, journal, self reflection, knowledge check, etc.)	3	
	3.9 Self assessments are purposeful and clearly marked as such	2	



Standard Categories and Subcategories	Exemplary Standard	Points	Achieved / Not Achieved
4.0 Learner Support			
Orientation to Course and LMS	4.1 Orientation materials explain how to navigate both the LMS and the course	5	
	4.2 Orientation materials are readily identifiable within the context of the course	3	
	4.3 Information regarding required/optional technology, including how to access/acquire, and any additional costs, is provided	3	
Instructor Contact Information and Communication	4.4 Contact information for the instructor is easy to find	5	
	4.5 Instructor methods for collecting and returning work are clearly explained (e.g., submission details, acceptance of early or late assignments)	4	
	4.6 Acceptable communication methods for contacting the instructor are identified and included (e.g., email, phone, messages, chat, social media)	4	
	4.7 Expected response time for instructor replies and grading/feedback is included	4	
	4.8 The instructor's role within the course is explained (e.g., full instructor versus facilitator of self-paced course, etc.)	4	
Course/Institutional Policies and Support	4.9 Course/institutional policies are clear and easy to find	5	
	4.10 Information on how to obtain technical and academic support is clear and easy to find	4	
	4.11 Information on how to access disability services is clear and easy to find	4	
Digital Accessibility and Technical Factors	4.12 Course materials use widely accepted formats to ensure usability and compatibility with various devices and assistive technologies (e.g., HTML, DOCX, PPTX)	5	
	4.13 Lengthy/large files are broken into smaller segments for improved content consumption and usability	3	
	4.14 Multimedia is optimized for web delivery and accessibility (e.g., videos are streamed whenever possible, graphics are optimized for web delivery, captions and transcripts are provided)	2	
	4.15 If technology is required for a specific learning activity, the link to that technology is included along with the instructions and a link to any accessibility information	2	
Feedback	4.16 Learners can give formative feedback to the instructor regarding course design, content, and presentation of course delivery	5	
	4.17 Feedback mechanisms allow learners to participate anonymously in course evaluation (e.g., course evaluation information is listed in syllabus, via course announcement, link to institutional announcement, etc.)	3	
	Total Points	191	



For more information about the Exemplary Course Program, please visit anthology.com/exemplary-course-program or email us at ecp@anthology.com.

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APPENDIX PD/AR – PROGRAM DIRECTOR ANNUAL REPORT (pg. 1 of 3)

(This form should be completed no later than the final grades due.)

Program Name:

Department:

College/Division:

Program Director (Name):

Review Period (Academic Year):

Date Completed:

Section I – Program Overview

Total Student Enrollment (current): _____

Number of Annual Graduates: _____

Credential(s) Offered: _____

Accrediting / Licensing Bodies: _____

Section II – Assessment of Program Director Responsibilities

For each responsibility below, indicate the level of volume and complexity, provide justification, and estimate annual time commitment.

1. Compliance with Licensing Laws or Regulatory Requirements

Rating: ☐ Minimal ☐ Moderate ☐ Significant ☐ Extensive

Description / Responsibilities:

Estimated Annual Time Commitment: _____

2. Preparation for and Administration of State or Professional Licensing Examinations

Rating: ☐ Minimal ☐ Moderate ☐ Significant ☐ Extensive

Description / Responsibilities:

Estimated Annual Time Commitment: _____

3. Management of Articulation Agreements

Rating: ☐ Minimal ☐ Moderate ☐ Significant ☐ Extensive

Description / Responsibilities:

Estimated Annual Time Commitment: _____

4. Oversight of Student and/or Program Certifications

Rating: ☐ Minimal ☐ Moderate ☐ Significant ☐ Extensive

Description / Responsibilities:

Estimated Annual Time Commitment: _____

5. Volume and Intensity of Student Recruitment and Academic Advising

Rating: ☐ Minimal ☐ Moderate ☐ Significant ☐ Extensive

Description / Responsibilities:

Estimated Annual Time Commitment: _____

6. Coordination of Employment Pathways (Internships, Job Placement)

Rating: ☐ Minimal ☐ Moderate ☐ Significant ☐ Extensive

Description / Responsibilities:

Estimated Annual Time Commitment: _____

7. Assistance with Course and Section Scheduling

Rating: ☐ Minimal ☐ Moderate ☐ Significant ☐ Extensive

Description / Responsibilities:

Estimated Annual Time Commitment: _____

8. Curriculum Review, Assessment, and Development

Rating: ☐ Minimal ☐ Moderate ☐ Significant ☐ Extensive

Description / Responsibilities:

Estimated Annual Time Commitment: _____

9. Budget Planning and Development Support

Rating: ☐ Minimal ☐ Moderate ☐ Significant ☐ Extensive

Description / Responsibilities:

Estimated Annual Time Commitment: _____

10. Program Activities Outside the Standard Academic Year

Rating: ☐ Minimal ☐ Moderate ☐ Significant ☐ Extensive

Description / Responsibilities:

Estimated Annual Time Commitment: _____

Section III – Summer Assignment Justification

Program Directors may be assigned up to ten (10) additional days between the end of the spring semester and the beginning of the fall semester.

☐ Four (4) days – Mid-summer advising and registration

Additional Days (up to six)

Number of Additional Days Requested: _____ (maximum 6)

Purpose(s): ☐ Advising ☐ Recruitment ☐ Certification / Compliance ☐ Curriculum / Accreditation ☐ Other

Justification: _____

Program Director (Signature): _____

APPENDIX FM/R – FACULTY MENTORSHIP REPORT (pg. 1 of 2)

(This form should be completed no later than the final grades due.)

To: Chief Academic Officer (CAO)

From: Faculty Mentor

Semester: _____

Department: _____

Mentee (Newly Hired Employee): _____

Date of Submission: _____

1. Overview of Mentorship Activities

Provide a concise summary of all mentorship engagements conducted during the semester.

Summary:

2. Professional Evaluation (per Article 14)

Indicate the date the professional evaluation was conducted and summarize key findings.

Evaluation Date: _____

Summary of Evaluation:

3. Review of Course Materials

Document the ongoing review of course outlines, syllabi, teaching materials, and assessment methods.

Summary of Review Activities:

4. Monthly Discussions

Confirm compliance with the requirement of routine (no less than monthly) discussions and summarize instructional themes, challenges addressed, and developmental progress.

Dates of Discussions:

Summary of Topics and Outcomes:

5. Academic Advising Training

Describe all advising-related guidance provided, including shadowing opportunities during designated Advising Days.

Advising Activities Summary:

6. Mentor Observations and Recommendations

Provide evaluative comments regarding the mentee's progress, instructional practices, professional engagement, and readiness for independent faculty responsibilities.

Observations and Recommendations:

7. Additional Comments (Optional)

Mentor Attestation: I affirm that the mentorship activities described above are accurate and complete for the reporting semester.

Faculty Mentor Signature: _____

Date: _____

Mentee Signature: _____ (indicates reviewed – may provide comments separate sheet)

Date: _____

CAO Review: _____

Date: _____

APPENDIX GR/F – GRIEVANCE REPORT FORM (pg. 1 of 2)

Grievance Number _____

1. Step One (Written)

Grievant(s):

Administrator:

Date of Meeting: _____

Others Attending Meeting:

2. Step Two (Written)

Date of Filing: _____ Date Cause of Grievance Occurred: _____

Statement of Grievance/Contract Violations(s):

Statement of Relief Sought:

Date Received by Administrator: _____

APPENDIX GR/F – GRIEVANCE REPORT FORM (pg. 2 of 2)

Disposition of Grievance by Administrator:

Signature of Administrator: _____ Date: _____ (Advance to Step Four if the President is the immediate supervisor.)

3. **Step Three (President)**

Date Disposition of Step Two Received: _____

Disposition of Grievance by Faculty Council Grievance Committee:

Signature of Faculty Council Representative: _____ Date: _____

Date Filed with President: _____

Date Received by President: _____

Disposition of Grievance by President:

Signature of President: _____ Date: _____

4. **Step Four (Arbitration)**

Date Disposition of Step Four Received: _____

Date Submitted to Arbitration: _____

Disposition and/or Award by Arbitrator:

Signature of Arbitrator: _____ Date _____