

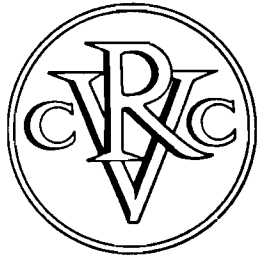
*Contract no. 833*



**Agreement  
between  
Raritan Valley Community College  
Faculty Federation  
and  
Raritan Valley Community College  
Board of Trustees**

**for the period  
July 1, 1990 through June 30, 1993**







PREAMBLE

1           This Agreement is hereby entered into between the Raritan Valley  
2 Community College Faculty Federation, Local No. 2375 AFT, AFL-CIO,  
3 hereinafter referred to as the "Federation" and the Board of Trustees  
4 of Raritan Valley Community College, hereinafter referred to as the  
5 "Board" for the period beginning July 1, 1990 and ending June 30,  
6 1993.

WITNESSETH

8           WHEREAS, The Board and the Federation recognize and declare  
9 that providing quality higher education for the students of the  
10 College is their mutual aim and that the character of such edu-  
11 cation depends in great measure upon the quality, morale, and  
12 dedication of the College faculty, and,

13           WHEREAS, The members of the faculty are particularly quali-  
14 fied to aid and assist in the development of policies and in  
15 determining educational programs for the purpose of making recom-  
16 mendations to the President, and

17           WHEREAS, The Board and the representatives of the Federation  
18 have agreed upon the terms of an agreement between them and have  
19 reached certain understandings which they desire to express in  
20 this agreement, and

1           WHEREAS, The Board has a statutory obligation, pursuant to Chapter  
2 303, Public Laws of 1968, and Chapter 123, P.L. 1975 as amended, to  
3 negotiate with the Federation as the representative of employees  
4 hereinafter designated with respect to the terms and conditions of  
5 employment, and,

6           WHEREAS, The parties have reached certain understandings which  
7 they desire to confirm in this Agreement,

8           In consideration of the following mutual covenants, it is hereby  
9 agreed as follows:

#### ARTICLE I - UNION RECOGNITION

##### 10 UNIT

11           The Board hereby recognizes the Federation as the exclusive and  
12 sole representative for collective negotiations concerning grievances  
13 and terms and conditions of employment for all full-time faculty of  
14 the employer, full-time teaching assistants, librarians, laboratory  
15 assistants, counselors, college nurse, and chairpersons when performing  
16 teaching duties whether under contract, on leave, employed or to be  
17 employed by the Board, but excluding: department chairpersons, deans,  
18 assistant deans, associate deans, full-time administrative services  
19 personnel, managerial executives, classified personnel and adjunct  
20 faculty. For the purposes of this Agreement, department chairpersons  
21 will continue to have faculty rank and may earn tenure. Department  
22 chairpersons' reappointments, promotions and sabbatical leaves will be  
23 covered by a separate procedure to be established by the Board and

1 will not be subject to this collective bargaining Agreement. It is  
2 further agreed that such reappointments, promotions, and sabbatical  
3 leaves granted to chairpersons shall not reduce the number of re-  
4 appointments, promotions and sabbatical leaves intended for other  
5 members of the bargaining unit, either by other provisions of this  
6 Agreement or by established Board policy.

## ARTICLE II - DEFINITIONS

1 All members of the bargaining unit are referred to as "faculty  
2 members" for the purpose of this Agreement only. The term "teaching  
3 faculty" when used hereinafter in this Agreement shall apply to full-  
4 time classroom teachers with academic rank. Definitions covering non-  
5 teaching faculty members of the Federation are as follows:

6 A. Librarians - The librarian is a professional staff member of  
7 the learning resources center who is responsible for the coordination  
8 of the development of the collection, for processing printed and non-  
9 printed materials and assisting in the utilization thereof by students,  
10 staff and public. Librarians work on an academic calendar but may  
11 be required to work, by their supervisor, during periods of time  
12 when the faculty is on holiday or a recess. Individuals who are  
13 required to work during these periods shall be granted compensatory  
14 time off at a mutually agreed upon convenient time. The librarians  
15 may recommend to their supervisor a work calendar for these periods where  
16 they have mutually agreed, among themselves, to a work schedule to  
17 cover the library as required during these periods. A librarian's  
18 work year shall be for 10 months commencing with the faculty reporting  
19 date and ending with the last working day in June and shall have a work  
20 week consisting of 35 hours. Librarians shall be appointed with  
21 academic rank. Librarians shall not be required to work a split shift  
22 unless mutually agreed upon by the faculty member and the  
23 administration.



1 All summer and part-time librarian contracts shall be offered first  
2 to full-time librarians at the per diem rate on a rotation basis as  
3 mutually agreed upon by the Director of the Learning Resources Center  
4 and the librarians. Sick days accumulated by the librarians shall  
5 apply to summer contracts.

6 B. Teaching Assistants - While the specific duties of these  
7 personnel may differ for different departments or divisions, depending  
8 upon the purpose and function of the laboratory, their duties generally  
9 include the assisting of faculty in teaching laboratory sections and the  
10 supervising of staff and student assistants. They are involved in  
11 laboratory preparations and maintenance of laboratories. They test  
12 experiments and make revisions as required. For academic preparation of  
13 laboratories, they shall be allowed a minimum of two (2) and a maximum of  
14 four (4) hours as determined by the appropriate academic dean within their  
15 35-hour work week, including a maximum of 25 lab contact hours. All  
16 academic preparation officially assigned shall be accomplished on campus.  
17 These personnel work an academic calendar with the exception of the  
18 Science Division personnel who may be required to work five days in  
19 addition to the academic calendar, split as required, before the start of  
20 each semester, and shall be paid at per diem rate for this period of time.

21 C. Laboratory Assistants - These personnel provide technical  
22 support to the teaching faculty in the operation and supervision of the  
23 laboratories in the Hotel/Restaurant Management program. They are in-  
24 volved in laboratory preparation and maintenance of laboratories. They  
25 work a 35-hour week, including a maximum of 25 laboratory contact hours.  
26 All academic preparation officially assigned shall be accomplished on  
27 campus. These personnel work a 10-month administrative calendar.

1           D. College Nurse - The College Nurse is a professional staff  
2 member in student affairs, responsible for: (1) the implementation of  
3 policies and procedures related to the operation of the College Health  
4 Services, including the gathering, evaluation and maintenance of student  
5 medical histories and other medically related information; (2) the  
6 provision of emergency medical care to members of the faculty, staff  
7 and student body. He/she serves as a referral agent to public and  
8 private medical resources and facilities within Somerset and Hunterdon  
9 Counties.

10           The College Nurse is appointed to an annual 10-month administra-  
11 tive calendar contract starting on the faculty reporting date to the  
12 last working day in June, without academic rank, and with up to 20  
13 days compensatory time off for up to 20 days worked between June 30  
14 and the faculty reporting date, as determined by the Administration  
15 in consultation with the College Nurse.

16           E. Counselors - A counselor is a professional staff member in  
17 student affairs who counsels and advises students on matters of  
18 educational, vocational, and personal concern. He/she is appointed  
19 to a 12-month administrative calendar without academic rank with one

1 month (22 days) paid vacation, and shall have a work week consisting of  
2 35 hours.

3 In order to facilitate staff development, the Administration agrees  
4 to provide each counselor two days release time per semester as scheduled  
5 by the Administration in consultation with the Counseling staff.

6 Counselors shall be granted compensatory time on an hour for hour  
7 basis in the event they are assigned to work more than 35 hours in any  
8 work week. Compensatory time may be accumulated up to one day before  
9 being taken during a semester. Compensatory time will not be lost if not  
10 taken because a mutually agreeable time could not be scheduled  
11 during the semester.

12 ARTICLE III - BOARD AND FEDERATION RIGHTS AND PRIVILEGES

13 A. The Board of Trustees retain and reserve unto themselves all  
14 rights, powers, duties, authority and responsibilities conferred upon  
15 and vested in them by the laws and constitutions of the State of New  
16 Jersey and the United States of America.

17 B. All other rights, powers, authority and prerogatives of  
18 management possessed by the Board of Trustees are retained, except as  
19 they are specifically limited by the terms and conditions of this  
20 agreement.

21 C. Nothing contained in this agreement shall be construed to  
22 limit the freedom of the Board of Trustees or its agents to deal with  
23 governmental agencies, external educational associations and profes-

1 sional organizations provided, however, that this dealing shall not  
2 repeal, rescind, or otherwise be inconsistent with the terms and con-  
3 ditions of this agreement.

4 D. Duly authorized representatives of the Federation shall be  
5 permitted to transact official Federation business and conduct meetings  
6 on college property at reasonable times.

7 E. Whenever any representatives of the Federation are mutually  
8 scheduled by the Federation and representatives of the Board to parti-  
9 cipate during working hours in meetings such as, but not limited to,  
10 negotiations, grievances, conferences, etc., he or she shall suffer no  
11 loss of pay.

12 F. The Federation and the Board shall have the right to post  
13 notices of concern on faculty bulletin boards. The Federation may  
14 use faculty mail boxes for communications to its members and also use  
15 College mail services, exclusive of the postage meter.

16 G. The Federation may use College facilities, supplies and  
17 equipment such as, but not limited to, typewriters, mimeographing  
18 machines, duplicating equipment, calculating machines, and all types  
19 of audio-visual equipment at reasonable times when the equipment is  
20 not otherwise in use. Payment shall be made periodically for the  
21 aforementioned supplies at College cost prices. The Federation shall  
22 be liable for damage or loss of equipment used for such purposes,  
23 normal wear and tear excepted.

1 H. The Board agrees to furnish to the Federation as soon as pos-  
2 sible, upon request to the President of the College, the following  
3 documents:

- 4 1. Approved minutes of Board meetings
- 5 2. Roster of faculty, including salary as  
6 adopted by the Board with faculty members'  
7 addresses and phone numbers
- 8 3. Last known addresses of former faculty  
9 members when requested

10 I. The Faculty Federation shall be assigned private office space  
11 for use of the Faculty Federation President.

12 J. The Board will deduct from the pay of each member of the  
13 bargaining unit from whom it receives a written authorization, the  
14 required amount of monthly dues and will submit such dues monthly to  
15 the Treasurer of the Federation. The Board will also deduct from the  
16 pay of each member of the bargaining unit from whom it receives a  
17 written authorization, deductions for a specified credit union limited  
to Somerset County (savings account only).

18 ARTICLE IV - RIGHTS AND PRIVILEGES OF FACULTY

19 A. Pursuant to the laws of the State of New Jersey, the Board  
20 hereby agrees that all faculty members have the right to organize freely,  
21 join and support the Federation for the purpose of engaging

1 in collective negotiations and other concerted activities for mutual  
2 aid and protection. As a duly appointed body exercising powers granted  
3 under the laws of the State of New Jersey, the Board agrees that it will  
4 not directly or indirectly deprive, discourage, coerce or harass any  
5 faculty member in the enjoyment of any right conferred by the laws of  
6 New Jersey or the constitution of New Jersey and of the United States;  
7 that it will not discriminate against any faculty member with respect  
8 to hours, wages, terms or conditions of employment by reason of his/  
9 her membership in the Federation and its affiliates, his participation  
10 in any activities of the Federation or collective negotiations with  
11 the Board, or his/her institution of any grievance, complaint or pro-  
12 ceeding under this Agreement.

13 B. The provisions of this Agreement shall be applied in a manner  
14 which is not arbitrary, capricious or discriminatory and without regard  
15 to race, creed, religion, color, national origin, age, sex, marital sta-  
16 tus, handicapped or veterans status.

17 C. Every reasonable effort shall be made to involve the faculty  
18 in the various developmental phases of the College's academic and  
19 building programs.

20 D. Faculty members shall not be required to work, teach or per-  
21 form any other function in unsafe or hazardous conditions, nor to per-  
22 form tasks which endanger their health or safety. The physical limi-  
23 tations of any room shall not be exceeded.

1           E. Faculty will not be assigned in an area in which they lack  
2 academic preparation or professional training or equivalent experience  
3 except in cases where the faculty member, the administration, and the  
4 Federation agree this could be to mutual advantage of the faculty mem-  
5 ber and the College.

6           F. Vacancies

- 7           1. For the purpose of this agreement a vacancy  
8 shall be defined as any of the following  
9 situations:  
10           a. The creation of any new position.  
11           b. The consolidation of two or more  
12 existing positions.  
13           c. A significant increase and change in  
14 the responsibilities and duties of the  
15 individual holding a particular  
16 position whereby the duties and  
17 responsibilities of the original  
18 position are significantly changed.  
19           d. A change in the job title or compen-  
20 sation accompanied by the change in  
21 responsibilities and duties set forth  
22 in paragraph "c" hereof.  
23           e. The elevation of a job title to the  
24 rank of dean or higher.

1                                   The parties further agree that a vacancy  
2                                   shall not be declared where there are de  
3                                   minimis changes in job responsibilities  
4                                   without any of the factors cited in "b",  
5                                   "c", "d" and "e" above being present.

6                                   2.    Notice of any professional position vacancy at Raritan  
7    Valley Community College whether it be administrative or faculty, shall  
8    be posted on the faculty bulletin board and on all department/division  
9    bulletin boards for one week prior to its publication elsewhere.

10                                  3.    Faculty members who are applicants for such opening  
11    shall be notified of the disposition of their application prior to the  
12    adoption of the resolution by the Board of Trustees filling such posi-  
13    tion.

14                                  G.    Admission to Courses

15                                  1.    On a space-available basis, all faculty members are to  
16    be granted tuition-free entrance to two courses per semester (credit  
17    and/or community service) at Raritan Valley Community College so long  
18    as there is no conflict with their own assignments as determined by the  
19    appropriate dean.

20                                  2.    On a space-available basis, faculty dependents  
21    (including husband, wife or children) are to be granted tuition-  
22    free entrance to three courses (credit and/or community service)  
23    per semester at Raritan Valley Community College for which they  
24    meet entrance requirements. If the dependent is a full-time,  
25    matriculated student at the College, the limitation on credit  
26    courses per semester will not apply.



1           H.   Official Announcements

2           The College shall make available to the faculty any official  
3 announcements coming to their attention of grants available to the  
4 faculty and of new legislation of interest to the faculty, and the  
5 Federation shall make available to the Director of Resource Develop-  
6 ment and Academic Planning like information.

7           I.   Relief from Instructional Duties

8           A faculty member shall only fulfill administrative functions  
9 voluntarily. When a faculty member does fulfill administrative func-  
10 tions with the authorization of his/her Dean, he/she shall be granted  
11 relief from instructional duties to the extent of the time and effort  
12 involved at the mutual agreement of the appropriate dean and faculty  
13 member.

14          J.   The President of the Federation shall be provided with  
15 copies of all faculty schedules.

16          K.   Just Cause Provision - No faculty member shall be disciplined,  
17 reprimanded, reduced in rank or compensation, or given an adverse evalu-  
18 ation of his/her professional services without just cause.

1           L.    Required Meetings or Hearings - Before the Board or the  
2 President meets with a faculty member regarding any matter concerning  
3 his continued employment, salary, or any increment pertaining thereto,  
4 he/she shall be given one (1) week's prior written notice of the  
5 reasons for such meeting or interview and shall be entitled to have  
6 a representative of the Federation present to advise him and represent  
7 him during such meeting or interview.

8           M.    Professional/Personnel Files

9           There shall be two files: a professional file and a  
10 personnel file. The professional file shall contain any and all infor-  
11 mation relative to the individual's teaching competence and performance,  
12 achievement, research, and contributions of an academic and professional  
13 nature as well as official evaluations necessary for reappointment,  
14 promotion and tenure. The professional file shall be kept in the office  
15 of the appropriate dean. The personnel file shall contain all infor-  
16 mation regarding educational credentials and terms and benefits of employ-  
17 ment as well as material not germane to the professional file. The  
18 personnel file shall be kept in the office of the Director of Personnel.  
19 No other file shall be kept except for pre hiring materials, including  
20 confidential references.

1           A faculty member will be permitted to personally review his/her  
2 personnel/professional files during normal hours of operation. The  
3 individual may place any addition in writing that he/she wishes with-  
4 out limitation. Written request for deletion of certain material from  
5 personnel/professional files may be made to the President by the facul-  
6 ty member.

7           The President's decision shall be final, except where objective  
8 information is viewed as factually incorrect by the faculty member. If  
9 the President refuses to delete the objective information in question,  
10 the faculty member may grieve the presence of the material.

11                   ARTICLE V - APPOINTMENT AND RETENTION OF FACULTY

12           A. Appointments to the faculty of Raritan Valley Community Col-  
13 lege shall be made by the Board of Trustees as provided by law.

14           B. When a prospective employee accepts a position at Raritan  
15 Valley Community College, he/she shall be provided with a copy of this  
16 written Agreement, the position description, and his/her written contract  
17 which shall contain, but not be limited to, the following:

- 18                   1. Title
- 19                   2. Dates for which employment is effective
- 20                   3. The salary rate stated in annual terms as  
21                   well as proration, when applicable

1           4.    The name of the employee

2           5.    Academic rank or grade (where appropriate)

3                   C.    Initial hire - At the time of initial hire, credit for  
4 previous collegiate teaching experience, equivalent teaching experience  
5 other than College teaching, and equivalent business, industrial, or pro-  
6 fessional experience is granted as determined by the administration.  
7 Degrees earned and/or experience should be in the subject field or equi-  
8 valent for which a faculty member is hired.

9                   D.    A person hired as a full-time faculty member for a por-  
10 tion of an academic year shall be paid a proportionate share of an  
11 academic year salary. He shall be afforded full-time benefits of  
12 Blue Cross/Blue Shield health insurance, dental insurance and group  
13 life insurance only. A faculty member shall not be assigned a full  
14 teaching load to be compensated on the basis of a part-time salary  
15 schedule.

16                  E.    Teaching faculty members and librarians shall be con-  
17 sidered probationary employees until tenure is granted and shall be  
18 ineligible to apply for a formal grievance hearing if not reappointed  
19 during the probationary time. Federation members who do not have rank and  
20 who are not eligible for tenure may exercise the right of a hearing before  
21 the President of the College to show just cause for non-reappointment  
22 after a fifth or subsequent contract if the Federation member believes

1 that the non-reappointment is arbitrary, capricious or discriminatory.  
2 The Federation member shall have the burden of proof to show arbitrary  
3 capricious or discriminatory action.

4 F. During the term of this contract there shall be no  
5 general reduction in staff except for good cause, such as a reduction  
6 in College finances and/or reduction in student enrollment. In the  
7 event of such a reduction, tenured bargaining unit members who are re-  
8 trenched are entitled to reemployment rights as per New Jersey Statute  
9 (N.J.S.A 18A:60-3).

10 ARTICLE VI - REAPPOINTMENT, TENURE AND PROMOTION

11 A. Criteria

At this time, as a result of the Ridgefield Park decisions, it is  
12 understood that the establishment of criteria for reappointment, tenure,  
13 and promotions is a management prerogative, and that the following  
14 sections are for information only and can be changed by the Adminis-  
15 tration as they determine appropriate.

16 1. Performance criteria

The following broad and interrelated criteria shall be considered  
17 in assessing candidates for reappointment, tenure and promotion. For  
18 annual reappointment, prior to tenure, these criteria are flexible and  
19 are meant to serve as general guidelines. Not all criteria must be met  
20 each year for reappointment. For tenure each of the general criteria  
21 must be met.  
22

The Board of Trustees and Federation agree that the purpose of  
23 promotion is the recognition of meritorious performance and not merely  
24 the meeting of minimal qualifications.  
25

1 The criteria are as follows:

- 2 a. Satisfactory performance of faculty duties and evi-  
3 dence of effective teaching as documented by self,  
4 administrative and student evaluations and peer  
5 observations or, in the case of non-teaching faculty,  
6 satisfactory performance of duties.
- 7 b. Professional development related to the individual's  
8 disciplines such as:
- 9 1. Successful completion of approved graduate course  
10 work and/or continuing education in one's academic  
11 or related field. In the case of faculty members  
12 who earned a terminal degree in their field, evi-  
13 dence of continued study in that field.
- 14 2. Presenting a professional paper or serving on  
15 panels at regional or national meetings or semi-  
16 nars or active committee membership in regional  
17 or national professional societies and organi-  
18 zations.
- 19 3. Publication(s) in recognized journal(s) pertaining  
20 to a candidate's academic field or publication of  
21 a book(s) or monograph(s).
- 22 4. On-going professional practice in those disci-  
23 plines including, but not limited to, nursing  
24 where professional practice in ones' discipline is  
25 necessary to obtain or maintain certification.
- 26 c. Evidence of college contributions which entail sus-  
27 tained, positive faculty involvement such as:

1 that the non-reappointment is arbitrary, capricious or discriminatory.  
2 The Federation member shall have the burden of proof to show arbitrary  
3 capricious or discriminatory action.

4 F. During the term of this contract there shall be no  
5 general reduction in staff except for good cause, such as a reduction  
6 in College finances and/or reduction in student enrollment. In the  
7 event of such a reduction, tenured bargaining unit members who are re-  
8 trenched are entitled to reemployment rights as per New Jersey Statute  
9 (N.J.S.A 18A:60-3).

10 ARTICLE VI - REAPPOINTMENT, TENURE AND PROMOTION

11 A. Criteria

12 At this time, as a result of the Ridgefield Park decisions, it is  
13 understood that the establishment of criteria for reappointment, tenure,  
14 and promotions is a management prerogative, and that the following  
15 sections are for information only and can be changed by the Adminis-  
16 tration as they determine appropriate.

17 1. Performance criteria

18 The following broad and interrelated criteria shall be considered  
19 in assessing candidates for reappointment, tenure and promotion. For  
20 annual reappointment, prior to tenure, these criteria are flexible and  
21 are meant to serve as general guidelines. Not all criteria must be met  
22 each year for reappointment. For tenure each of the general criteria  
23 must be met.

24 The Board of Trustees and Federation agree that the purpose of  
25 promotion is the recognition of meritorious performance and not merely  
the meeting of minimal qualifications.

1           The criteria are as follows:

- 2           a. Satisfactory performance of faculty duties and evi-  
3           dence of effective teaching as documented by self,  
4           administrative and student evaluations and peer  
5           observations or, in the case of non-teaching faculty,  
6           satisfactory performance of duties.
- 7           b. Professional development related to the individual's  
8           disciplines such as:
- 9           1. Successful completion of approved graduate course  
10           work and/or continuing education in one's academic  
11           or related field. In the case of faculty members  
12           who earned a terminal degree in their field, evi-  
13           dence of continued study in that field.
- 14           2. Presenting a professional paper or serving on  
15           panels at regional or national meetings or semi-  
16           nars or active committee membership in regional  
17           or national professional societies and organi-  
18           zations.
- 19           3. Publication(s) in recognized journal(s) pertaining  
20           to a candidate's academic field or publication of  
21           a book(s) or monograph(s).
- 22           4. On-going professional practice in those disci-  
23           plines including, but not limited to, nursing  
24           where professional practice in ones' discipline is  
25           necessary to obtain or maintain certification.
- 26           c. Evidence of college contributions which entail sus-  
27           tained, positive faculty involvement such as:



- 1 (1) Department Chairpersons
- 2 (2) College Forum and Committees
- 3 (3) Academic Department Committees
- 4 (4) College Ad Hoc Committees
- 5 (5) Committees that involve college-wide pro-
- 6 jects, i.e., Arts Festival, etc.
- 7 (6) Assistance in registration and recruitment
- 8 activities
- 9 (7) Community oriented programs
- 10 (8) Student guidance, counseling and/or club
- 11 advisor
- 12 (9) Major contributions to the college through
- 13 administrative, academic and federation
- 14 leadership.
- 15 d. Evidence of community contributions such as:
- 16 (1) Career advisory committees
- 17 (2) High school visitations
- 18 (3) Work with local school faculty
- 19 (4) Student placement
- 20 (5) Membership and work with community service
- 21 organizations and/or County and State agencies
- 22 and committees
- 23 (6) Development of seminars - e.g., law enforcement
- 24 (7) Guest speaking appearances
- 25 (8) Participation in public awareness programs







1 a Doctorate degree or earned thirty (30) credits  
2 beyond a Master's degree.

3 ACADEMIC EXPERIENCE AND TIME IN RANK

4	<u>Rank</u>	<u>Academic</u>	<u>College Level</u>	<u>Minimum Time</u>
5		<u>Requirement</u>	<u>Teaching</u>	<u>in Previous</u>
6			<u>Experience</u>	<u>Rank at RVCC</u>

7 For promotion to rank of:

8	Instructor	Master's degree		
9		in appropriate		
10		subject area		
11	Assistant	Master's degree		
12	Professor	plus nine credits.		
13		In the case of indi-		
14		viduals who have		
15		earned their gradu-		
16		ate credit in docto-		
17		ral programs that do		
18		not offer a Master's		
19		degree, a Bachelor's		
20		degree plus 39 cre-		
21		redits shall substitute.	5 years	5 years

1	<u>Rank</u>	<u>Academic Requirement</u>	<u>College Level Teaching Experience</u>	<u>Minimum Time in Previous Rank at RVCC</u>
2				
3				
4	Associate Professor	Master's degree plus 18 credits	7 years	5 years
5				
6	Professor	Doctorate; approved terminal degree; or ABD plus additional documented professional development.	9 years	5 years
7				
8				
9				
10				
11	<u>Grade</u>	<u>Academic Requirement</u>	<u>Counseling Experience</u>	<u>Minimum Time in Previous Grade at RVCC</u>
12				
13				
14				
15				
16	<u>For promotion to the rank of:</u>			
17	Counselor I	Master's degree in appropriate subject		
18				
19	Counselor II	Master's degree plus 9 credits	5 years	5 continuous years
20				
21				

<u>Grade</u>	<u>Academic Requirement</u>	<u>Counseling Experience</u>	<u>Minimum time in Previous Grade at RVCC</u>
--------------	-----------------------------	------------------------------	---

4 For promotion to the rank of:

5 6	Counselor III	Master's degree plus 18 credits	7 years	5 continuous years
--------	---------------	---------------------------------	---------	--------------------

7 8 9	Counselor IV	Doctorate or Master's degree plus 30 credits	9 years	5 continuous years
-------------	--------------	--	---------	--------------------

10 c. Exceptions to a and b

11 1. In special cases, recognized achievement in specialized  
 12 fields may be accepted in lieu of graduate course work or con-  
 13 tinuing education for promotion from one rank to another. Nine  
 14 years or more of experience in business, industry or the pro-  
 15 fessions may be considered by the administration to be the  
 16 equivalent of a Master's degree plus nine (9) credits; twelve  
 17 or more years of experience may be considered by the adminis-  
 18 tration to be the equivalent of a Master's degree plus 18 credits.

19 2. The requirement of the doctorate may be waived in speci-  
 20 alized fields in which advanced graduate work on this level is  
 21 unusual or unavailable. In such cases, significant, recognized

1 professional achievement may be an acceptable substitute for the  
2 doctorate.

3 3. It is mutually understood and agreed that the President  
4 of the College may, under extraordinary circumstances, waive the  
5 standard requirements for reappointment and promotion to any  
6 academic rank.

7 B. Review Committees for Reappointment, Tenure and Promotion

8 1. Faculty Review Committees:

9 a. Membership:

10 Four Faculty Review Committees shall be established  
11 to include any following departmental representation:

- 12 - Business, Management, and Computer Information
- 13 Systems
- 14 - English, Social Science and Student Affairs
- 15 (Counselors)
- 16 - Fine and Performing Arts, Humanities and
- 17 Librarians
- 18 - Math, Science and Engineering, Nursing and
- 19 Physical/Health Education

20 b. Selection and Term:

21 Each department shall elect one departmental rep-  
22 resentative from the tenured faculty and a  
23 counselor, where designated, to serve on the com-  
24 mittee for a one-year term. Elections shall be held  
25 by April 15 to select representatives for a term



1 commencing the next academic year. A tenured faculty  
2 member being considered for promotion is not eligible  
3 to serve during a year he/she is being considered.  
4 Each Faculty Review Committee shall elect a Chair  
5 at the first committee meeting.

6 c. Responsibilities:

- 7 1. Using the criteria outlined in Section A.,  
8 Committees will review and assess the qualifi-  
9 cations of each candidate for reappointment,  
10 tenure and promotion. The Committees will  
11 review all pertinent documents including self,  
12 peer, student, chairperson and administrative  
13 evaluations.
- 14 2. Members of the Committee must attend all  
15 scheduled meetings of the Committee. Committee  
16 members who do not attend any scheduled meeting  
17 will be automatically removed from the Committee.
- 18 3. All members are required to cast affirmative or  
19 negative votes. Abstentions will not be permitted.
- 20 4. All candidates for reappointment, tenure and  
21 promotion will be assessed and qualitatively  
22 ranked as follows: Highly Recommended, Recommended,  
23 Recommended with Qualification, and Not Recommended.

1                   A candidate must receive a majority vote in  
2                   one of the above categories.

3                   5. Confidential committee recommendations and  
4                   written documentation supporting the recom-  
5                   mendations shall be forwarded to the Dean of  
6                   Instruction and Professional Standards Com-  
7                   mittee by October 15 for Reappointment and  
8                   Tenure, and by February 15 for Promotion.

9                   2. Professional Standards Committee:

10                   a. Membership, Selection and Term:

11                   The Committee shall include four faculty mem-  
12                   bers appointed by the Federation and four  
13                   members appointed by the President, in-  
14                   cluding the Dean of Instruction who shall  
15                   serve as Chair. Members will be appointed  
16                   annually to two-year staggered terms.

17                   b. Responsibilities:

18                   1. Using the criteria outlined in Section A.,  
19                   the committee will review and assess the quali-  
20                   fications of all candidates for reappointment,  
21                   tenure and promotion. The Committee will review  
22                   all pertinent documents including evaluations  
23                   and the recommendations of the Faculty Review  
24                   Committee and interview all candidates for  
25                   tenure and promotion. The Committee may

1                   augment the review process by conducting classroom  
2                   observations for faculty members being considered  
3                   for reappointment in the third or fourth year, in  
4                   the fifth year for candidates for tenure, and in  
5                   all cases for promotion.

6                   2. All Committee members will have voting re-  
7                   sponsibilities.

8                   3. All members are required to cast affirmative  
9                   or negative votes. Abstentions will not be per-  
10                  mitted.

11                  4. All candidates for reappointment and tenure  
12                  will be assessed and qualitatively ranked as  
13                  follows: Highly Recommended, Recommended, Recom-  
14                  mended with Qualification, and Not Recommended.  
15                  A candidate must receive a majority vote in one  
16                  of the above categories.

17                  5. Confidential committee recommendations and  
18                  written documentation supporting the recommen-  
19                  dations and qualitative ranking shall be for-  
20                  warded to the Vice President for Academic and  
21                  Student Affairs by December 1 for reappointment  
22                  and tenure and April 1 for promotion.

23                  D. Application for Promotion:

24                  Faculty members who meet the eligibility require-  
25                  ments for promotion and wish to be considered for  
26                  promotion in the next academic year, shall submit

1 a formal application to the Chair of the Professional  
2 Standards Committee on or before December 1. The  
3 faculty member must submit along with his/her  
4 application, specific documentary statements  
5 detailing how he/she has fulfilled the criteria  
6 outlined in Section A of this Article.

7 E. Schedule for Review and Recommendations for  
8 Reappointment, Tenure and Promotion:

9 1. Reappointment and Tenure:

10 a. Faculty Review Committee shall forward  
11 recommendations to the Professional  
12 Standards Committee by October 15.

13 b. Professional Standards Committee shall  
14 forward recommendations to the Vice  
15 President for Academic and Student  
16 Affairs by December 1.

17 c. The Vice President for Academic and  
18 Student Affairs shall forward recom-  
19 mendations to the President of the  
20 College by January 15.

21 d. Notice of intent to reappoint shall be  
22 given in writing no later than the last  
23 day of February during the first year  
24 of service and not later than the last  
25 day of January thereafter. Faculty  
26 members shall have until March 15 to

1 notify in writing the President of the  
2 College of his/her decision to continue  
3 or terminate employment.

4 2. Promotion:

- 5 a. Faculty Review Committees shall forward  
6 recommendations to the Professional  
7 Standards Committee by February 15.
- 8 b. Professional Standards shall forward  
9 recommendations to the Vice President for  
10 Academic and Student Affairs by March 15.
- 11 c. The Vice President for Academic and Student  
12 Affairs shall make his/her recommendations  
13 to the President of the College by May 1.
- 14 d. The President of the College shall forward  
15 his/her recommendations to the Board of  
16 Trustees by the end of the academic year.  
17 The Board of Trustees will act upon the  
18 recommendations on or before June 30.
- 19 e. The College will make a good faith effort to  
20 notify each faculty member of the Board's de-  
21 cision regarding promotions within 48 hours  
22 after the Board meeting at which such decisions  
23 are approved. Faculty members who are not pro-  
24 moted shall be scheduled for an interview with  
25 the Dean of Instruction as soon as possible but  
26 generally not longer than two weeks following

1 notification. The reasons for non-promotion  
2 shall be stated in writing upon the written  
3 request of the faculty member involved.  
4

ARTICLE VII - PERFORMANCE REVIEW

5 A. Purposes:

- 6 1. To acknowledge teaching effectiveness, professional  
7 achievement and college/community contributions.  
8 2. To strengthen faculty development and promote  
9 quality instruction.  
10 3. To provide a sound and reasonable basis for recom-  
11 mending faculty for reappointment, tenure and promo-  
12 tion.

13 B. Procedures:

14 1. Self Evaluation:

15 Each faculty member, tenured and untenured, shall  
16 submit a completed annual self evaluation to the Dean  
17 of Instruction prior to commencement. The self  
18 evaluation shall include evidence of teaching  
19 effectiveness, professional development, college and  
20 community contributions, records of course and/or  
21 program development.

22 2. Student Evaluations:

Student evaluation of instruction shall be adminis-

1                   tered each semester in at least two (2) classes for  
2                   all faculty members. Evaluations shall be completed  
3                   by December 1 for the Fall Semester, and May 1 for  
4                   the Spring Semester. Departments may add an  
5                   instrument of their choice as an additional  
6                   evaluation, on a trial basis, with the approval of  
7                   the Dean of Instruction. Such instrument may replace  
8                   the existing evaluation form on a College-wide basis  
9                   should it better serve the needs of the College,  
10                  as determined by the Administration.

11                  3.   Peer Teaching Observations:

12                  a.   Each non-tenured faculty member, including  
13                        Teaching Assistants, will be observed at least  
14                        once (1) during each academic semester. Tenured  
15                        faculty members will be observed at least once  
16                        (1) every two (2) academic years. Faculty in  
17                        academic areas not eligible for tenure, upon the  
18                        completion of five years of employment, shall be  
19                        evaluated once (1) every two (2) years. Peer ob-  
20                        servers and the class(es) to be observed will be  
21                        selected by mutual agreement between the faculty  
22                        member and his/her Department Chairperson.  
23                        Department Chairpersons will forward to the Dean  
24                        of Instruction by October 1 an annual schedule  
25                        for peer observations of all departmental tenured  
26                        and untenured faculty. The schedule will

- 1 identify the peer observer and class(es) to be  
2 observed.
- 3 b. Faculty members being observed will be given  
4 at least five (5) working days notice prior to  
5 any class observation.
- 6 c. Prior to the class observation, the faculty  
7 member being observed shall submit to the  
8 peer observer a written statement of course  
9 learning objectives, a course outline or  
10 syllabus, and a sample examination or criteria  
11 for student evaluation.
- 12 d. Class observations shall last for one full class  
13 period.
- 14 e. Peer observers shall submit within seven (7)  
15 working days a typed observation report with  
16 recommendations for those areas which require  
17 improvement. A conference to discuss the report  
18 with the faculty member will be scheduled  
19 by the peer observer.
- 20 f. A copy of the report, course materials, and any  
21 written responses prepared by the faculty member  
22 will be forwarded to the Dean of Instruction for  
23 review and placement in the faculty member's  
24 professional file.
- 25 g. Non-tenured faculty members may request  
26 additional teaching observations. Such requests  
27 shall be made to the Department Chairperson



1                   who shall, within the semester, schedule the addi-  
2                   tional observations requested.

3           4.   Chairperson's Evaluations:

4           a.   Class observation-Chairperson's teaching observations  
5           shall follow the same procedures as outlined for peer  
6           observations in B. 3.

7           1)   Each non-tenured faculty member will have at  
8           least one class observation per year performed  
9           by his or her department chairperson.

10          2)   Each tenured faculty member will have at least  
11          one such observation every three years.

12          b.   Evaluations:

13          1)   The Chairperson's evaluations of faculty members  
14          will be sent to the Dean of Instruction.

15          2)   The Chairperson is to review the evaluation with  
16          the faculty member prior to submitting it to the  
17          Dean of Instruction.

18          c.   The Chairperson will submit to the Dean of Instruction  
19          an annual evaluation of each faculty member identi-  
20          fying strengths, weaknesses, accomplishments and con-  
21          tributions, and recommendations for strengthening  
22          performance. At the same time, a copy of the evalu-  
23          ation will be submitted to the faculty member. The  
24          faculty member may submit a written response, which

1 will be attached to the Dean's copy of the Chair-  
2 person's evaluations. Confidential recommendations  
3 for reappointment, tenure, promotion and sabbatical  
4 leaves will also be submitted by the Chairperson.

5 5. Administrative Evaluation:

6 The Dean of Instruction or designee shall prepare an  
7 evaluation summary for each untenured faculty member  
8 once (1) every year and each tenured faculty member  
9 once (1) every three years. The summary will identi-  
10 fy strengths and accomplishments and contributions,  
11 reflect the assessments of the Faculty Review and  
12 Professional Standards Committees and include recom-  
13 mendations for strengthening performance. Individual  
14 conferences will be scheduled to review the evaluation  
15 summary with the faculty member.

16 C. Materials for Performance Review:

17 All materials described in Article VII, Section C., will be  
18 placed in the faculty member's professional file.

19 Materials shall include:

- 20 1. Self evaluation.
- 21 2. Student evaluations.
- 22 3. Peer teaching observations.
- 23 4. Chairperson's evaluation.
- 24 5. Administrative summary evaluation.

ARTICLE VIII - SALARY POLICY

1           A.    The Board agrees that the initial salary for faculty  
2                    appointments for the duration of this contract shall not be  
3                    less than the amount shown below for each rank.  These  
4                    minimum salaries shall also apply to all current members  
5                    of the bargaining unit in their present rank and upon  
6                    promotion to a higher rank or grade.

7	Professor and Counselor IV	\$40,900
8	Associate Professor and Counselor III	\$35,000
9	Assistant Professor, Counselor II, 10                    and College Nurse	\$30,750
11	Instructor and Counselor I	\$26,000
12	Teaching Assistant	\$23,370
13	Laboratory Assistant	\$22,870

14           B.    The salaries of each member of the bargaining unit hired  
15                    prior to the Fall, 1990 semester shall be increased by  
16                    8% on September 1, 1990, by 7.5% on September 1, 1991,  
17                    and by 7% on September 1, 1992.

18           C.    Maximum salaries for each rank or grade for the duration of  
19                    this Agreement are summarized below:

20	Professor and Counselor IV	\$65,000
21	Associate Professor and Counselor III	\$57,500
22	Assistant Professor, Counselor II, 23                    and College Nurse	\$49,000
24	Instructor and Counselor I	\$41,000
25	Teaching Assistant and Laboratory 26                    Assistant	\$37,500

1 E. The following are the overload rates for the period covered  
2 by this Agreement:

3	<u>Academic Year</u>	<u>Rate</u>
4	1990-91	\$540
5	1991-92	\$570
6	1992-93	\$600

7 F. Salary increments for promotion from one rank or grade to  
8 another shall be five percent (5%), or the difference  
9 between the member's salary (after any annual increase and  
10 the promotion increase) and the minimum for the new rank,  
11 whichever is greater.

12 G. Pay Days - The Board shall have prepared monthly payrolls  
13 for the period September through June (10 months). Faculty  
14 members shall be paid one half of the net amount due them  
15 for each month on the fifteenth and last day of the month,  
16 or on the last day of school prior to the fifteenth or last  
17 day of the month if the fifteenth or last day of the month  
18 shall fall on weekends or holidays. Faculty members may  
19 elect to receive their ten (10) months pay over twenty (20)  
20 or twenty-four (24) payments. All deductions such as  
21 hospitalization and pension will be based on a 20-pay plan.  
22 If faculty members elect to be paid on twenty-four (24)  
23 payment plan, the 20th through the 24th payment for that  
24 year will be made to those persons on June 30th of each  
25 year.

ARTICLE IX - WORKLOAD

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21

- A. The workload formula is applicable only to full-time teaching faculty who are members of the bargaining unit as recognized in the Board-Faculty Agreement. The formula's use is restricted to the two semester academic year. It is not designed for use between the fall and spring semester nor in the period following the spring session, nor in the summer, either in pre-session or regular session, even if portions of these sessions fall within the period covered by the contract.
  
- B1. The annual workload for faculty shall be 30 contact hours per academic year; 15 contact hours shall constitute a normal workload for each academic semester.
- 2. Assigned Overload: Contact hours assigned in excess of 15 per semester or 30 per academic year, will be compensated at the overload rate based on the contact hour(s) in excess of fifteen (15) in the fall semester, or contact hours in excess of thirty (30) for the academic year.
- 3. The normal workload of 30 contact hours per academic year may be unevenly assigned between the fall and the spring semesters by mutual agreement between the faculty member

1                   and the administration. Under this provision, it is  
2                   understood that overload compensation will be paid for  
3                   contact hours in excess of 30 for the academic year.

- 4                   4. Faculty who are assigned to teach large groups with  
5                   multiple discussion sections shall be considered in load  
6                   for the semester with 12 contact hours and a minimum  
7                   student load of 125 students.
- 8                   5. The normal workload shall include one to three separate  
9                   preparations per semester. If more than three preparations  
10                  are assigned, a maximum of four course sections shall  
11                  constitute a complete workload.
- 12                 6. No more than seven (7) sections of English Composition may  
13                  be assigned to a faculty member each academic year, and no  
14                  more than four (4) sections will be assigned in any one  
15                  semester. Class size in all English Composition course  
16                  sections will be limited to 23 students.
- 17                 7. In the case of licensed programs such as nursing, three  
18                  hours in load will be the maximum off-campus faculty  
19                  preparation time.
- 20                 8. The following provisions further define the workload for  
21                  faculty members in physical education:
  - 22                 a. All physical education courses shall receive full  
23                 contact hour credit.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27

- b. The annual workload of 30 contact hours may include the assignment of physical education activity courses, non-activity courses, or a combination thereof. Should a physical education faculty member be assigned four (4) separate course preparations of non-activity courses, this will constitute a full load.
  - c. Where modular courses are taught, the normal workload may be unevenly assigned between the two modules in a given academic semester by the administration.
  - d. Service as a coach may be assigned. The Administration will make every effort to consult with faculty members before making such assignments. No faculty member will be assigned more than one coaching assignment per semester without his/her consent. Contact hours for coaching assignments will be agreed on in advance by the Administration and the faculty member, and will take into account travel time to and from road contests.
9. Laboratory: The workload for teaching faculty whose assignment includes laboratory supervision/instruction or laboratory evaluation shall be calculated as follows:
- a. Supervision and instruction: A faculty member assigned to supervise and provide instruction in a laboratory shall receive credit for one contact hour for each hour of scheduled laboratory.
  - b. Evaluation: Each hour of a scheduled laboratory evaluated by a teaching faculty member but supervised

1 by other than the teaching faculty member will be  
2 calculated as one-quarter (1/4) of a contact hour.

3 10. A maximum of two (2) evening course sections may be  
4 assigned as part of the normal workload. The  
5 administration will consider the personal situations of  
6 individual faculty members when assigning evening courses,  
7 and make every effort to rotate evening course assignments  
8 equitably within each academic department.

9 C. Elected Overload

- 10 1. Faculty members shall receive preference to teach courses  
11 which will place them in elected overload. The selection  
12 of courses shall be made by the Dean of Instruction in  
13 consultation with the faculty.
- 14 2. Elected overload shall be compensated at the overload rate  
15 times the number of course contact hours.
- 16 3. Elected overload assignments are limited to two (2) courses  
17 per semester and two (2) courses during each summer  
18 session. No faculty member may teach two (2) successive  
19 courses in elected overload during the regular academic  
20 year or in any of the summer sessions until every teaching  
21 faculty member in the discipline who has requested such an  
22 assignment has been assigned a course. Assignments will be  
23 based on academic qualifications and experience at the  
24 college, and shall be made by rotation order as determined  
25 by the faculty in the discipline.

26 D. In computing load the administration shall determine which  
27 courses shall constitute load and which courses shall



1                   constitute overload. The faculty member shall receive  
2                   his/her assignment at the earliest practical time and it  
3                   shall be finalized no later than the 11th day of classes  
4                   each semester.

5           E. Each faculty member shall be assigned no more than 240  
6           students each semester (or in the case of physical  
7           education faculty, no more than 240 students per module).

8           1. Class: A class is a conventional group of up to 40  
9           students. This definition shall restrict class size in  
10           this category.

11           2. Large group: A large group is a class which combines  
12           lecture with multiple discussion sections.

13           3. Laboratory: A laboratory includes traditional science  
14           laboratories such as used in the teaching of Biology,  
15           Chemistry, Physics, and Engineering. Included also are  
16           laboratories, clinicals, and studios used in the teaching  
17           of courses in such disciplines as Business, Computer In-  
18           formation Systems, Fine and Performing Arts, Nursing, and  
19           Office Systems Technologies.

20           4. Seminar: A seminar is a group of fewer than 17 students.

21           F. All teaching faculty must schedule at least four (4) office  
22           hours per week. Office hours are not to be scheduled  
23           during the College hours. Each faculty member with an  
24           elected overload shall schedule one office hour per week  
25           for each elected overload class section. Office hours  
26           shall be scheduled to provide maximum convenience for the  
27           students as determined by the administration in  
28           consultation with faculty members.

- 1 G. Cooperative Education, Internships, and Independent Study
- 2 1. A faculty member supervising a student(s) enrolled in
- 3 cooperative education or internship shall be compensated at
- 4 one-fifth (1/5) of the overload rate per student. The
- 5 maximum number of such students assignable to a faculty
- 6 member will be fifteen (15) students per semester.
- 7 2. A faculty member supervising a student(s) enrolled in
- 8 independent study shall be compensated at one-fifth (1/5)
- 9 of the overload rate per student. The maximum number of
- 10 such students assignable to a faculty member will be ten
- 11 (10) students per semester.
- 12 3. A faculty member who is assigned two (2) courses in elected
- 13 overload may not be assigned additionally more than nine
- 14 (9) students in cooperative education or internship, five
- 15 (5) students in independent study, or seven (7) students in
- 16 any combination thereof.
- 17 H. Summer Assignments: Faculty assigned to teach in any
- 18 summer session, pre-session, or the period between the fall
- 19 and spring semesters will be compensated at the overload
- 20 rate per contact hour.
- 21 I. The Federation President shall have a reduced workload of
- 22 20%.
- 23 J. Exceptions to the above workload formula may be made with
- 24 the mutual agreement of the Dean of Instruction and the
- 25 individual faculty member. All such exceptions will be
- 26 recorded in the faculty member's personnel file and sent
- 27 to the Faculty Federation President.

ARTICLE X - EDUCATIONAL, INSURANCE AND MISCELLANEOUS BENEFITS

1           A. Educational Benefits

2           A faculty member shall be entitled to reimbursement  
3           of tuition for graduate studies or continuing education  
4           sessions equal to fifteen (15) credits in any period  
5           beginning in September and ending in August, no more  
6           than six (6) of which can be in continuing education  
7           units. A faculty member shall be entitled to reimburse-  
8           ment for no more than six (6) credits in any given  
9           semester, except if the faculty member is on a sabbatical  
10          leave or professional leave he/she may be reimbursed for  
11          up to nine (9) graduate credits in any given semester.  
12          First year personnel will be limited to six (6) credits  
13          during their first year, starting with the second  
14          semester of their first year of employment. Reimbursement  
15          shall be at the graduate credit hour rate for Rutgers,  
16          The State University, or at 75 percent of the existing  
17          rate of the institution the faculty member is  
18          attending, whichever is the greater amount.

19          All reimbursed courses taken must be in an approved  
20          degree program or be related to the individual's work  
21          function at the College. Approval to enroll in a reim-  
22          bursed graduate or continuing education course must be  
23          obtained from the appropriate Dean prior to enrollment.  
24          A faculty member shall be reimbursed for one-half  
25          cost, at the above rate, upon enrollment; the

1 remaining portion to be reimbursed upon satisfactory  
2 completion of course. A faculty member shall reimburse the  
3 College for courses not completed. In no case shall the  
4 Board pay for thesis or dissertation continuation. In all  
5 cases, it is the obligation of the faculty member to verify  
6 that reimbursable courses are not thesis or dissertation  
7 continuations.

8 Prior to approval, this benefit is subject to budget  
9 limitations.  
10

11 B. Insurance Coverage

- 12 1. Each faculty member shall receive the right of personally  
13 prepaying premiums of all insurances to which he/she is  
14 entitled prior to or during any officially approved leave  
15 of absence without pay.
- 16 2. The Board shall maintain liability insurance for an amount  
17 equal to that provided all other college employees for all  
18 faculty members while they are conducting official college  
19 business. The Board shall insure against any civil action  
20 that would be brought against any faculty member for any  
21 act or omission arising out of and in the course of the  
22 performance of his/her duties of his/her office, position  
23 or employment.
- 24 3. The personal insurance coverage accruing to a faculty  
25 member shall be that term insurance provided in conjunction  
26 with the retirement system through the State of New Jersey.

1 C. Health Insurance

- 2 1. Each faculty member shall receive, at no cost to the  
3 faculty member, full family coverage for eligible  
4 dependents under the New Jersey State Health Benefits  
5 Program (New Jersey Blue Cross/Blue Shield Series 14/20  
6 Program Coverage including Rider J., and Major Medical).
- 7 2. Each faculty member shall be entitled to reimbursement of  
8 up to \$150 per fiscal year for the purpose of obtaining a  
9 general physical examination (including gynecological  
10 exams and ophthalmic exams as part of the general physical  
11 examination, as well as any laboratory work required).  
12 To obtain the benefit, a faculty member must present a  
13 personal reimbursement form and receipt(s)  
14 stating that a general physical examination(s) was  
15 completed. In the event that more than one receipt is  
16 submitted for reimbursement, the faculty member must submit  
17 all receipts at one time. If a faculty member so chooses  
18 he/she may skip a fiscal year and apply that \$150 to a sum  
19 total of up to \$300 for an examination(s) in the next  
20 fiscal year.
- 21 3. During the term of the agreement, the Board of Trustees  
22 shall provide a dental insurance plan for members of the  
23 Federation with benefits comparable to the coverage  
24 provided by CIGNA's Schedule XII. Premium costs will be  
25 borne by the Board of Trustees. The Board will give first  
26 preference to a plan which will allow Federation members to  
27 expand coverage to include families (husband, wife and

1 children) of members of the Federation. If coverage is  
2 available, premium costs for families shall be borne  
3 individually by Federation members.

4 D. Miscellaneous Benefits

- 5 1. If the Administration requires a faculty member to operate  
6 his personal motor vehicle in the performance of regular  
7 business of the College, the College shall reimburse the  
8 faculty member at the State rate per mile to cover all  
9 motor vehicle expenses, including insurance, paid by the  
10 faculty member. However, before using his personal  
11 vehicle, a faculty member agrees to provide a minimum of  
12 five (5) working days advance notification to reserve a  
13 College vehicle.
- 14 2. For the duration of this Agreement, Child Care Center fees  
15 for children of bargaining unit members will be as follows:

16  
17 For the first child, employees earning:

18	Less than \$20,000	-	\$150/month
19	20,000 - 29,999	-	180/month
20	30,000 - 39,999	-	210/month
21	40,000 or more	-	240/month

22 Attendance for additional children will be billed at one  
23 half ( $\frac{1}{2}$ ) the rate of the first child.

ARTICLE XI - FACULTY FACILITIES

- 1           A. The Board agrees to provide the teaching faculty with  
2 office space of such a nature that the counseling of  
3 students can be conducted in a satisfactory manner.
- 4           B. Telephone - In or near the faculty work areas or offices,  
5 telephones will be conveniently placed; however, no attempt  
6 will be made to adhere to a fixed ratio of telephones per  
7 faculty member.
- 8           C. Faculty Lounges - There shall be adequate faculty lounges.  
9 These should be comfortable and quiet.
- 10          D. Conference Rooms, Etc. - There will be adequate conference  
11 rooms available to the faculty for purposes of departmental  
12 meetings, special meetings, and the like.
- 13          E. Library, Supplies, Equipment, Storage, Special Purposes  
14 Rooms - So far as budgetary considerations allow, the Board  
15 will attempt to provide adequate space for supplies and  
16 storage as well as special purpose rooms and equipment  
17 rooms.
- 18          F. Rest Rooms - Adequate rest rooms shall be provided.
- 19          G. Special Services - Duplicating, Secretarial, Etc. - The  
20 faculty shall be provided with secretarial and clerical  
21 assistance.
- 22          H. The Board shall provide adequate parking facilities for  
23 faculty at no charge.





- 1           3. Sabbatical leave may be for one semester or two semesters  
2           in duration. Full salary at the salary rate which he/she  
3           would have received if he/she had remained actively  
4           employed will be paid for a one semester leave, and half  
5           salary of the salary rate which he/she would have  
6           received if he/she had remained actively employed will  
7           be paid for a two semester leave.
- 8           4. It is the intent of the Board to grant a minimum of two and  
9           a maximum of five sabbatical leaves during an academic year  
10          taking into consideration the budgetary limitations on  
11          granting such leaves as well as the professional plans of  
12          various faculty members whose superlative past performance,  
13          promise and plans for leave are demonstrably superior. At  
14          least one of the minimum of two sabbaticals to be granted  
15          by the Board each year shall be for one semester, unless  
16          the Faculty Sabbatical Leave Committee recommends  
17          otherwise. In the event that the maximum of five (5)  
18          sabbatical leaves are granted during an academic year,  
19          at least two of those sabbaticals will be for the full  
20          academic year.
- 21          5. Applications from faculty members for sabbatical leaves  
22          shall be submitted to a Faculty Sabbatical Leave Committee,  
23          with a copy to the appropriate Dean and Chairperson no  
24          later than December 1st of the year preceding the academic  
25          year for which the sabbatical leave is requested.  
26          Applications shall contain a detailed prospectus of the  
27          intended activity, including purpose, objectives and plans,

1 and shall explicitly describe how the proposed activity  
2 will increase the recipient's value to the College.

3 6. The Faculty Sabbatical Leave Committee shall consist of  
4 five (5) members of the tenured faculty, appointed by the  
5 President of the College, representing broadly the academic  
6 disciplines within the College. The Committee shall  
7 evaluate applications for sabbatical leave, shall interview  
8 applicants and shall forward to the President of the  
9 College the names of those faculty members whom the  
10 Committee recommends for sabbatical leave by January 31.  
11 In addition, the applicant's Deans shall forward their  
12 recommendations to the President. The President shall make  
13 his/her recommendations to the Board of Trustees and the  
14 Board shall act on these recommendations at the regular  
15 February meeting. The decision with respect to the  
16 granting or refusal to grant more than two sabbatical  
17 leaves shall be a matter wholly within the discretion of  
18 the Board and such decision shall not be subject to  
19 grievance, except where the procedures stated in this  
20 Article are violated.

21 7. The recipient of a sabbatical leave retains such rights of  
22 regular employment as status on salary schedule,  
23 retirement, medical benefits, insurance and tenure.  
24 However, he/she is obligated to return to continue his/her  
25 employment at the College for at least one academic year  
26 after completion of his/her sabbatical leave and shall be

- 1                   3. Sabbatical leave may be for one semester or two semesters  
2                   in duration. Full salary at the salary rate which he/she  
3                   would have received if he/she had remained actively  
4                   employed will be paid for a one semester leave, and half  
5                   salary of the salary rate which he/she would have  
6                   received if he/she had remained actively employed will  
7                   be paid for a two semester leave.
- 8                   4. It is the intent of the Board to grant a minimum of two and  
9                   a maximum of five sabbatical leaves during an academic year  
10                  taking into consideration the budgetary limitations on  
11                  granting such leaves as well as the professional plans of  
12                  various faculty members whose superlative past performance,  
13                  promise and plans for leave are demonstrably superior. At  
14                  least one of the minimum of two sabbaticals to be granted  
15                  by the Board each year shall be for one semester, unless  
16                  the Faculty Sabbatical Leave Committee recommends  
17                  otherwise. In the event that the maximum of five (5)  
18                  sabbatical leaves are granted during an academic year,  
19                  at least two of those sabbaticals will be for the full  
20                  academic year.
- 21                  5. Applications from faculty members for sabbatical leaves  
22                  shall be submitted to a Faculty Sabbatical Leave Committee,  
23                  with a copy to the appropriate Dean and Chairperson no  
24                  later than December 1st of the year preceding the academic  
25                  year for which the sabbatical leave is requested.  
26                  Applications shall contain a detailed prospectus of the  
27                  intended activity, including purpose, objectives and plans,

1 and shall explicitly describe how the proposed activity  
2 will increase the recipient's value to the College.

3 6. The Faculty Sabbatical Leave Committee shall consist of  
4 five (5) members of the tenured faculty, appointed by the  
5 President of the College, representing broadly the academic  
6 disciplines within the College. The Committee shall  
7 evaluate applications for sabbatical leave, shall interview  
8 applicants and shall forward to the President of the  
9 College the names of those faculty members whom the  
10 Committee recommends for sabbatical leave by January 31.  
11 In addition, the applicant's Deans shall forward their  
12 recommendations to the President. The President shall make  
13 his/her recommendations to the Board of Trustees and the  
14 Board shall act on these recommendations at the regular  
15 February meeting. The decision with respect to the  
16 granting or refusal to grant more than two sabbatical  
17 leaves shall be a matter wholly within the discretion of  
18 the Board and such decision shall not be subject to  
19 grievance, except where the procedures stated in this  
20 Article are violated.

21 7. The recipient of a sabbatical leave retains such rights of  
22 regular employment as status on salary schedule,  
23 retirement, medical benefits, insurance and tenure.  
24 However, he/she is obligated to return to continue his/her  
25 employment at the College for at least one academic year  
26 after completion of his/her sabbatical leave and shall be

1 placed on the salary schedule at the level he/she would  
2 have achieved had he/she remained actively employed during  
3 the period of his/her absence. The recipient may accept a  
4 grant, fellowship or similar monies usually identified with  
5 graduate or post-doctoral study, but employment during  
6 sabbatical leave for increased income is incompatible with  
7 the purpose of this program.

8 8. Recipients of sabbatical leaves shall immediately upon  
9 their return to the College, submit to the President, their  
10 Dean and their colleagues, a comprehensive written report  
11 of such activities and accomplishments of the leave and its  
12 value to the College.

13 B. Leave of Absence (Without Pay)

14 Any faculty member who has been employed at Raritan Valley  
15 Community College for a least three (3) full years may  
16 apply for a leave of absence without pay. Applications  
17 shall be filed with the appropriate Dean not later than  
18 March 1 preceding the academic year that the leave shall  
19 commence. In an emergency situation the faculty member  
20 shall make application as soon as possible to the  
21 appropriate Dean. The appropriate Dean and Vice President  
22 for Academic and Student Affairs shall review the  
23 application and submit it with their recommendations to the  
24 President. The President of the College will transmit the  
25 application with his recommendation to the Board of  
26 Trustees. Tenure shall not accrue during leaves of  
27 absence. A faculty member shall not be eligible for salary

1 increases while on such leave of absence without pay.

2 C. Maternity Leave

3 Maternity leave, in compliance with State and Federal Law,  
4 shall be treated the same as any other disability.

5 D. Death or Illness

6 1. Five days of bereavement leave shall be granted to faculty  
7 members in the event of death in the immediate family  
8 (natural or surrogate parents, wife, husband, son or  
9 daughter), and other members of the immediate family.

10 2. All faculty members shall be entitled to twelve (12) days  
11 of sick leave each academic year, with the following  
12 exceptions: after five (5) years of service, librarians,  
13 lab assistants, and the College nurse shall be entitled  
14 to thirteen (13) days and counselors to fifteen (15) days  
15 of sick leave per year. Such leave will be accum-  
16 lated for use in event of illness to be used in  
17 subsequent years as needed. The Board may require  
18 proof of illness. Upon retirement from the College at age  
19 62 or over, with fifteen (15) years or more of full-time  
20 consecutive service at the College, the faculty member  
21 shall receive a lump sum payment equal to 25 percent (25%)  
22 of the unused portion of his/her accumulated sick leave up  
23 to a maximum of 25 days payment, computed at the average  
24 per diem rate he/she has earned at the College (i.e., this  
25 in effect means that if a faculty member has accumulated  
26 100 days of sick leave, he/she will be paid for 25% of

1 that accumulated time.) Accumulated sick days in excess of  
2 one hundred (100) are not subject to percentage  
3 compensation.

4 3. Sick Leave Bank - A sick leave bank will be established  
5 for use by faculty members who have suffered an ex-  
6 tended disability and/or catastrophic illness and have  
7 exhausted their own sick leave. The bank will be admin-  
8 istered by a committee of two (2) administrators ap-  
9 pointed by the President and one (1) faculty member  
10 appointed by the Federation.

11 a) At the end of each fiscal year, all faculty  
12 members may contribute unused sick days which  
13 are in excess of their statutory entitlement  
14 of ten (10) days per year for personal  
15 illness.

16 b) In order to be eligible to use the sick leave  
17 bank, a faculty member must have contributed  
18 at least two days within the prior two fiscal  
19 years to the bank. Exceptions may be con-  
20 sidered in extraordinary circumstances. A  
21 faculty member must also have at least one con-  
22 tinuous year of employment.

23 c) The total sick leave bank shall not exceed one  
24 thousand (1,000) days. A faculty member must  
25 contribute to the bank in order to maintain  
26 his/her eligibility, even when such contribu-

1                   tion would cause the bank to exceed the maximum  
2                   of 1,000 days. In that case, the contribution  
3                   of sick days will be recorded, but the bank  
4                   limit will remain at 1,000 days.

- 5                   d) The Personnel Office shall maintain the record of  
6                   contributions and withdrawals from the sick leave  
7                   bank.
- 8                   e) An eligible faculty member may present a claim  
9                   to the Personnel Office for additional sick leave  
10                  from the bank after all personal sick leave days  
11                  are exhausted. Upon presenting such a claim,  
12                  the faculty member must present a medical certifi-  
13                  cate signed by a licensed physician indicating the  
14                  nature of the illness or injury, an indication of  
15                  when the period of disability began, and, if  
16                  possible, when it is expected that the employee  
17                  will be able to return to normal duties. The  
18                  Board reserves the right to employ a physician  
19                  of its own choosing to render a second opinion.
- 20                  f) Claims for sick leave from the bank may not be  
21                  made for illness or injury resulting from a job-  
22                  related condition which falls under the worker's  
23                  compensation laws.
- 24                  g) Claims for sick leave from the bank may not be made  
25                  during the time when the employee is eligible for  
26                  disability benefits under the Alternate Benefit  
27                  Plan.



1 h) No faculty member may claim more than ninety (90)  
2 days from the bank in any twelve (12) month period.  
3 Once a faculty member has used a total of ninety  
4 (90) days during any twelve (12) month period, he/  
5 she is not eligible for further withdrawals from  
6 the bank until he/she has worked twelve (12) addi-  
7 tional months of continuous service.

8 Faculty members whose claims are validated using the above  
9 criteria will be paid as follows:

10	<u>Years of Continuous Service</u>	<u>Percentage of Salary to be Paid</u>
11	2 to 3 years	50%
12	4 to 5 years	70%
13	6 or more years	80%

14 E. Professional Days

15 Up to three (3) days for each academic year, with pay, may  
16 be taken at the discretion of the appropriate Dean to  
17 attend professional meetings. The faculty member shall  
18 make every effort to attend professional meetings. The  
19 faculty member shall make every effort to insure that  
20 his/her academic responsibilities are met during  
21 his/her absence.

22 F. Personal Leave

23 Leave shall be permitted for matters which cannot be cared  
24 for on free time and which would result in legal, business

1 or family disadvantage if not cured at the appropriate  
2 time. For all faculty except counselors and librarians,  
3 one day per year shall be granted as personal leave for  
4 such purposes and shall not be accumulative. Librarians  
5 shall be granted two (2) days and counselors shall be  
6 granted three (3) days per year as personal leave for such  
7 purposes, which days shall not be accumulative. Such leave  
8 must be requested five (5) days in advance to his/her  
9 appropriate Dean, except in emergency situations, the  
10 faculty member shall give prior notification as soon as  
11 possible to the appropriate Dean. The faculty member shall  
12 make every effort to have his responsibilities met for that  
13 day. Personal leave is not to be used in conjunction with  
14 the first or last day of the calendar or with any vacation  
15 period.

16 ARTICLE XIII - ADDITIONAL GENERAL CONDITIONS

- 17 A. Teaching Hours
- 18 1. Teaching faculty may be scheduled to teach within a Monday  
19 through Friday daily eight-hour period except by mutual  
20 agreement of the faculty member and the Dean of  
21 Instruction. In the event that a teacher is scheduled to  
22 teach beyond 6:00 p.m., within his workload, he/she will  
23 not be scheduled on the succeeding day sooner than twelve  
24 (12) hours following the close of his evening class, except  
25 by mutual agreement of the faculty member and the Dean of  
26 Instruction.

- 1           2. Tentative teaching assignments shall be issued to all  
2           teaching faculty at least three weeks before the beginning  
3           of the semester. Faculty may exchange teaching  
4           assignments, provided that the transferees are qualified to  
5           teach the course, subject to the approval of the Dean of  
6           Instruction.
- 7           3. Faculty members shall be present on campus for all  
8           professional duties and obligations, including classes,  
9           departmental meetings, faculty meetings, student conference  
10          hours, convocations and commencement. Attendance at full  
11          faculty meetings and departmental meetings shall be  
12          required. Absence from these meetings without written  
13          permission of the appropriate administrator shall  
14          constitute a loss of work and hence, a docking of pay. The  
15          administration will make every effort to hold full faculty  
16          meetings upon 72 hours' notice.
- 17          4. Teaching faculty members shall not be required to be in  
18          attendance at the College during Christmas and Spring  
19          recess, or on Sunday or during intersession, or at other  
20          times when classes are not in session except when required  
21          to do so by the calendar except by mutual agreement of the  
22          faculty member and administration. The time of any faculty  
23          member during the examination period not required for the  
24          administration of examinations may be utilized for  
25          departmental meetings, full faculty meetings, committee  
26          meetings, Faculty Federation meetings, and course  
27          preparation.

1           B.   Calendar  
2           Whenever any holiday falls on a Saturday or Sunday and the  
3           State of New Jersey transfers its observance to the  
4           preceding Friday or following Monday, then that Friday or  
5           Monday shall be considered the holiday for all faculty at  
6           the College.

7           C.   Attendance at College Functions  
8           Faculty members attending those functions for which  
9           academic attire is required shall have said attire  
10          furnished by the College at no charge. Faculty members  
11          must attend certain scheduled functions of the College;  
12          these are specified to be convocations and commencement.

13          D.   Audio-Visual/Book Publications  
14          Audio-visual materials such as tapes, video-tapes, slides,  
15          etc. or books written by faculty members while employed at  
16          the College shall be the property (with all rights thereto)  
17          of the faculty member who produced the material. For  
18          materials developed as a result of assignment by the  
19          College, the faculty member retains ownership subject to  
20          the following exceptions:

- 21           1. The College can use the material for its academic programs
- 22           2. The College is to be reimbursed to the extent of its direct  
23           contribution

24          E.   Student Grievance  
25          Faculty members shall be notified as to the nature of any  
26          student grievance within five (5) days of the commencement  
27          of an investigation of that grievance, except in cases

1 where confidentiality is an overriding concern (e.g.,  
2 sexual harrassment).

3 Upon investigation, if the College Administration finds  
4 probable cause and the nature of the grievance is not of a  
5 serious nature to warrant disciplinary action, the  
6 Administration shall attempt to resolve the matter  
7 informally. No permanent record shall be kept of such  
8 informal investigations or the resolution thereof.  
9 However, if the Administration finds probable cause and the  
10 nature of the grievance is of a serious nature to  
11 potentially warrant disciplinary action, the Administration  
12 shall advise the faculty member and the Federation  
13 President of the grievance.

14 The College Administration shall investigate the grievance  
15 and hold a hearing within 30 school days. The last ten  
16 (10) school days prior to the hearing, the faculty member  
17 shall receive all details available at that time regarding  
18 the grievance including the name of the grievant and  
19 related details. Additional information brought to light  
20 regarding the grievance during the ten (10) days prior to  
21 the hearing shall be made available to the faculty member  
22 as soon as possible. Following the hearing, the  
23 Administration shall make a recommendation to the College  
24 President within ten (10) days.

25 F. Class Changes

26 The master class schedule for each semester will be  
27 constructed on the basis of information provided by the

1 several Departments. Prior to submitting data, the  
2 academic Dean of Instruction, or his/her designee, will ask  
3 faculty members of his/her unit for suggestions as to the  
4 times and locations of classes which should be scheduled.  
5 Faculty members will have five (5) days (excluding Saturday  
6 and Sunday) to submit their suggestions. A faculty request  
7 for special consideration will be submitted to the Dean of  
8 Instruction or his/her designee for approval.  
9 After the master schedule has been completed and no later  
10 than the eighth (8th) day of classes, changes will be made  
11 only after the faculty member's request has been approved  
12 by the Dean of Instruction.

13 ARTICLE XIV - SETTLEMENT OF DISPUTES PROCEDURE

14 In the adjustment of complaints and grievances, the  
15 Federation shall be represented by a Grievance Committee  
16 selected and designated by the Federation. Matters  
17 involving interpretation, application or performance of  
18 this Agreement shall be taken up as follows: (note -  
19 Definition of a "grievant" - a "grievant" is the faculty  
20 member or faculty members or the Federation making a  
21 grievance or claim.)

22 FIRST STEP - The grievant will first discuss the grievance  
23 with his immediate supervisor within ten (10) working days  
24 from the time the grievant had knowledge of such facts as  
25 would constitute a violation of this Agreement. At such

1 meeting, the grievant shall be entitled to have present a  
2 representative of the Federation. If the grievant and  
3 supervisor do not reach an agreement, the matter shall be  
4 reduced to writing within five (5) working days by the  
5 grievant in a letter setting forth the full nature of the  
6 claim, the complete factual basis upon which it is based,  
7 and the demand for relief. One copy shall be sent to the  
8 Grievance Committee, one to the supervisor, and one to the  
9 Vice President of Administrative and Financial Affairs.  
10 SECOND STEP - Within twenty (20) working days after the  
11 receipt of the letter, the Vice President of Administrative  
12 and Financial Affairs or his representative shall render a  
13 written decision either approving the grievance and  
14 granting the relief requested or rejecting the grievance  
15 and setting forth the reasons for the rejection.  
16 THIRD STEP - The Grievance Committee (or the grievant)  
17 within twenty (20) working days of the Vice President's  
18 decision will notify the Vice President in writing that  
19 he/she requests binding arbitration to resolve the  
20 grievance as it had been stated in Step I. The procedure  
21 after the receipt of the request for binding arbitration  
22 will be as follows:

- 23 A. The parties shall attempt to choose an arbitrator. In the  
24 event that the parties are unable to agree on a mutually  
25 acceptable arbitrator within five (5) working days of the  
26 institution of the Third Step, the Public Employment

1 Relations Commission shall then be requested to submit  
2 panels from which the arbitrator shall be selected.

3 B. The College and the grievant shall bear the expense of  
4 their own legal and special representatives; the expense of  
5 the arbitrator and the cost of the meeting room shall be  
6 borne equally by the College and the grievant.

7 C. Jurisdiction of the arbitrator shall be according to the  
8 terms and conditions set forth in the rules of the  
9 Public Employment Relations Commission.

10 D. Matters reserved by statute or regulation to the Board of  
11 Trustees shall not be subject to arbitration.

12 E. The award of the arbitrator shall be final and binding on  
13 both parties if rendered pursuant to the rules prescribed  
14 by the Public Employment Relations Commission.

15 F. The award of the arbitrator shall be implemented within  
16 twenty (20) days from the date of the decision or sooner  
17 depending on the nature of the issues involved.

18 G. In the event a grievance is filed fifteen (15) days prior  
19 to commencement, the grievance shall be filed directly to  
20 Step Two and a response to the grievance shall be made  
21 within five (5) working days.

22 H. Both parties agree that at least one week prior to any  
23 arbitration, that each side will furnish to the other, a  
24 list of all witnesses, copies of all writings, documents  
25 and correspondence which may or will be presented at the  
26 arbitration hearing.



1                   ARTICLE XV - APPLICATION OF PROVISIONS OF AGREEMENT

2           A.   Copies of this Agreement shall be reproduced by the Board  
3                   in pocket form and indexed and distributed to all faculty  
4                   members now employed.

5           B.   If any provision of this Agreement or any application of  
6                   this Agreement to any employee or group of employees is  
7                   held to be contrary to law by a court of competent  
8                   jurisdiction, then such provision or application shall not  
9                   be deemed valid and subsisting, except to the extent  
10                  permitted by law, but all other provisions or applications  
11                  shall continue in full force and effect.

12          C.   No-Strike Clause

13                   The Federation agrees that it will refrain from any strike,  
14                   work stoppage, slowdown, or other job action and will not  
15                   support or condone any such job action. The Board of  
16                   Trustees agrees that it will refrain from locking out  
17                   Federation members.

18          D.   Understanding Clause

19                   This Agreement incorporates the entire understanding of the  
20                   parties on all matters which have or could have been  
21                   subject of negotiations, whether or not within the  
22                   knowledge or contemplation of either or both of the parties  
23                   at the time they negotiated or evaluated this Agreement.

24          E.   Successor Agreement

25                   The Parties agree to meet on or before February 1, 1993 for  
26                   the purpose of simultaneously exchanging negotiating  
27                   demands.



## INDEX

### A

Agreement	
Application.....	65
Duration.....	66
Announcements.....	13
Appointments.....	15
Attendance at College Functions.....	60
Audio Visual Material.....	60

### B

Benefits	
Child Care Center.....	48
Dental.....	47
Educational, Waiver.....	12
Reimbursement.....	45
for Full-Time Temporary Faculty.....	16
Health.....	47
Insurance.....	47
Miscellaneous.....	48
Physical Exam.....	47
Retirement.....	54
Bereavement.....	54
Board of Trustees, Rights and Privileges.....	7

### C

Class Changes.....	61
Class Size.....	43
Committees	
Faculty Review.....	26,27,28,30,31
Grievance.....	60
Professional Standards.....	28,29,30,31
Sabbatical Leave.....	52
Sick Leave Bank.....	55
Contract, Faculty.....	15
Co-op Program.....	44
Counselors.....	6

D	
Definitions.....	4
E	
Evaluation.....	32
Administrative.....	36
Chairpersons.....	35
Peer.....	33
Self.....	32
Student.....	32
F	
Facilities.....	49
Faculty, Rights and Privileges.....	9
Federation, Rights and Privileges.....	7
Files.....	14,36
G	
Grievance, Faculty.....	62
Grievance, Student.....	60
H	
Hearings.....	14
Hours.....	58
I	
Independent Study.....	44
Initial Hire.....	15
Insurance.....	46
Internship.....	44
J	
Just Cause Provision.....	13

L

Lab Assistants.....	5
Leave of Absence.....	53
Librarians.....	4

M

Maternity Leave.....	54
Meetings.....	14

N

No-Strike Clause.....	65
Nurse, College.....	6

O

Office Hours.....	43
-------------------	----

P

Personal Leave.....	57
Preamble.....	1
Probation.....	16
Professional Days.....	57
Promotion.....	17-26,29,31

R

Rank, Academic.....	20-25
Reappointment.....	17-26,30
Reimbursement	
Educational.....	45
Mileage.....	48
Physical Exam.....	47
Relief from Instruction.....	13
Representatives.....	2
Retention.....	16
Retrenchment.....	17
Rights.....	7-11

S

Sabbaticals.....	50
Salary .....	37-38
Sick Leave.....	54
Successor Agreement.....	65

T

Teaching Assistants.....	5
Teaching Hours.....	58
Tenure.....	17-20,30

U

Understanding Clause.....	65
Union Recognition.....	2
unit.....	2

V

Vacancies.....	11
----------------	----

W

Workload.....	4-7,39-44
---------------	-----------