

CHAPTER III

CERTIFICATED PERSONNEL

THE POLICIES IN THIS CHAPTER WILL APPLY TO FACULTY PERSONNEL. FACULTY PERSONNEL INCLUDES CERTIFICATED PERSONNEL OF THE INSTRUCTIONAL, SUPPORT SERVICES, AND ADMINISTRATIVE STAFFS OF THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT.



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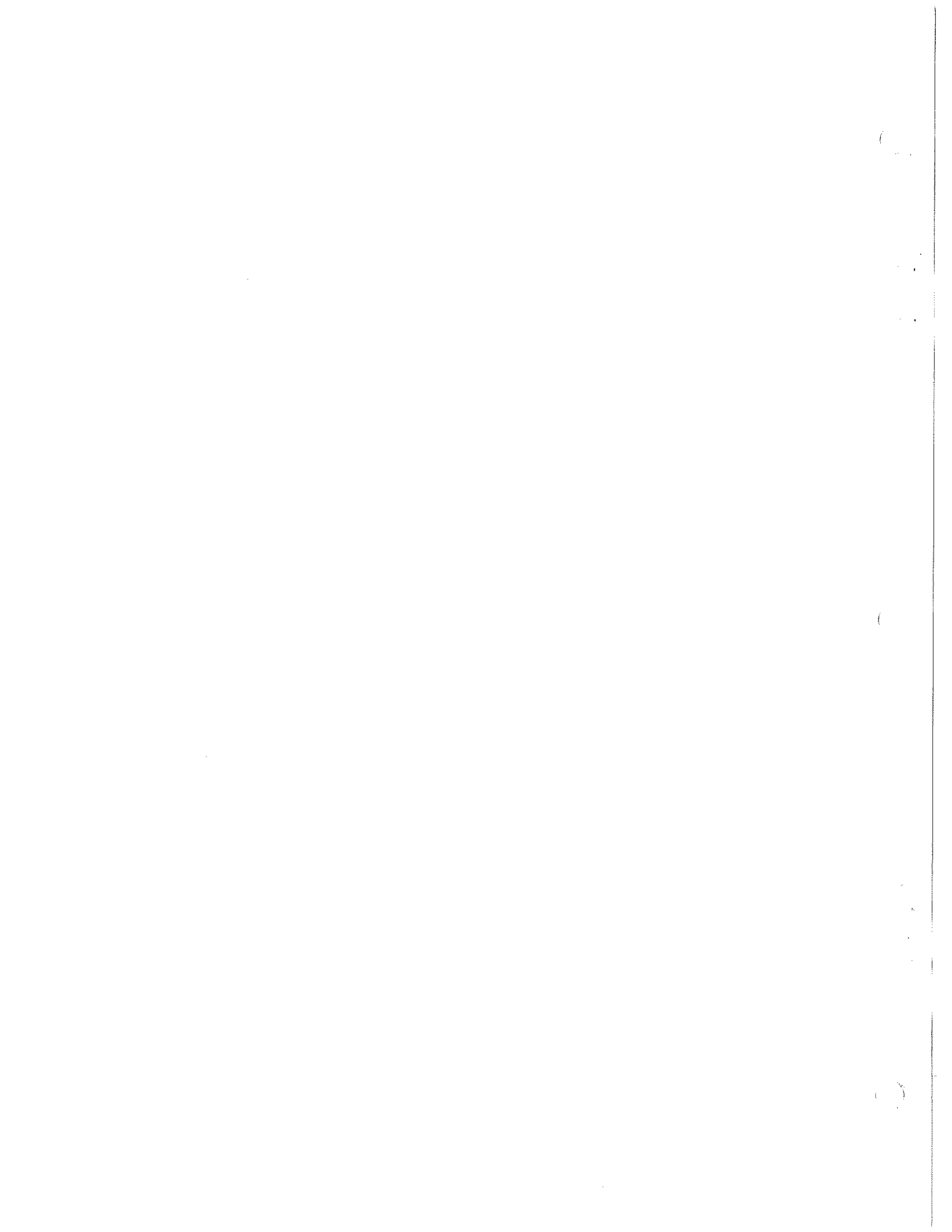
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3.00 DEFINITIONS

- A. A "Faculty Member" includes certificated personnel of the instructional, support services, and administrative staffs of the Maricopa County Community College District.
1. Residential faculty members are faculty members who are employed with the intention that they will be continuing employees.
 2. Part-time faculty are faculty members employed less than full time with their pay prorated on the residential faculty pay schedule.
 3. All other faculty shall be visiting faculty.
 4. An "Appointed Faculty Member" is a certificated employee under a full-time contract for the fourth consecutive year.
 5. A "Provisional Faculty Member" is a certificated employee under contract who has not attained appointed faculty status.
 6. An Appointed Faculty Member shall be designated Professor.
 7. A Provisional Faculty Member shall be designated Instructor.
- B. The "Governing Board" is the Maricopa County Community College District Governing Board.
- C. An "Officer of the College" is a representative of the Governing Board acting in accordance with his/her assigned duties as delegated by the Board.
- D. Chapter III is a District Committee composed of administrative representatives appointed by the President of the District and one faculty representative from each college appointed by the President of the Executive Council. The functions of Chapter III Committee are as follows: To propose and recommend amendments and changes in certificated personnel policies; to initiate necessary

- 3.00 D. changes in procedures; to interpret these policies and procedures as necessary.
- E. Any situation not specifically stated, but within the scope of this chapter may be taken through the President to the Governing Board for determination.

3.01 EMPLOYMENT PROCEDURE

- A. The Executive Dean of each college within the District with the assistance of the Dean of Instruction and Department/Division Chairmen will determine the number and utilization of certificated personnel in each area of instruction in accordance with the established policies of the District.
- B. Interviewing of candidates for the faculty and reviewing of their credentials will normally be done by faculty members of the involved discipline, Department/Division Chairman, the Dean of Instruction, the Executive Dean, and the Vice President for Educational Services. Other personnel may be invited to participate in interviews when warranted. Final recommendations to the President will be made by the Vice President for Educational Services.
- C. The President will make the recommendations for employment to the Governing Board who will make the appointments.
- D. Written notice of appointment will be given to all appointees following Board action. Appointees must file written acceptance within 30 days after notification.
- E. No person presently employed by the Maricopa County Community College District may initiate or participate in any institutional decisions involving a direct benefit to a member or members of his/her immediate family. Such decisions include, but are not restricted to initial appointment, retention, promotion, salary determination, leave of absence, or granting of sabbatical leave.

*Appointments
Action*

F. Visiting Staff

Guidelines for employing visiting staff are as follows:

1. All instructors employed for the visiting staff must meet the employment requirements of the Maricopa County Community College District as stated in Chapter III.

- 3.01 F.
2. Visiting staff will be employed in the same manner prescribed for residential staff and in accordance with the employment procedures in Chapter III.
 3. Employment of visiting staff who are full-time employees of other educational institutions will be avoided.
 4. Not more than 8 semester hours in any discipline nor more than 10 percent of the total hours offered in any discipline, whichever is greater, may be assigned to visiting faculty members.
 5. Visiting faculty will be available outside of class hours when their assistance is needed by students and will show some degree of college accountability.
 6. Residential faculty will be eligible for assignment as visiting staff beyond their normal teaching load.
 7. The Vice President for Educational Services will report to the President's Council on the use of visiting faculty in the District within 6 weeks following the beginning of each semester.

3.02 EMPLOYMENT REQUIREMENTS

Prior to assuming their duties, all certificated employees will meet all certification and health requirements of the Arizona Community College Board and the Maricopa County Community College District, including filing of loyalty oath as required by Arizona Revised Statutes.

- A. For instructional personnel a teaching major of 60 semester hours is required for employment in the Maricopa County Community College District.
- B. For librarians an earned bachelor's degree in Library Science requiring 5 years of college training, or a bachelor's degree plus a certificate of completion of a library course requiring at least 30 semester hours beyond the bachelor's degree will be interpreted to be the equivalent of a master's degree. In either case, the work must be completed in a library school approved by the American Library Association.
- C. Instructors with an occupational certificate must have a bachelor's degree with a major in the teaching field and 3 year's full-time on-the-job experience in the area.

3.03 CERTIFICATION STANDARDS

The Arizona State Board of Directors for Community Colleges, recognizing that superior teaching is the primary objective of a community college faculty, has established certification standards (ARS 15-660) to assist in the formation of faculties devoted to teaching, with rich academic, professional, vocational, and experiential backgrounds.

3.04 FACULTY RETENTION AND DISMISSAL POLICY

A. Issuance of Faculty Contracts

1. Unless a faculty member ^{one specific officer by the GPC} is otherwise notified in writing by an officer of the college on or before March 15, a new contract will be issued to him/her for the ensuing academic year.
2. The faculty member shall indicate acceptance of his/her contract for the ensuing year by signing and returning the contract to the Governing Board or its officer within 30 days after receipt of said contract.

B. Faculty Transfer Policy

The contracts of Maricopa County Community College District state that a certificated faculty member is employed by the District for assignment to a college, the district office, an extension center or a project.

1. Premises Basic to Transfer Determination

- a. The preference of the faculty member for a particular college or district program is satisfied whenever possible.
- b. The transfer of a certificated faculty member from one college/facility to another college/facility is effected for the purpose of
 - (1) Protecting the employment of the faculty member in the event of over-staffing in his/her present assignment; and/or
 - (2) Meeting the staffing needs, numerically and/or educationally, of another college/facility; and/or

3.04 B.1.b.

- (3) Improving working relationships, such as assignment of a faculty member to an area or atmosphere better suited to his/her professional preferences and/or the professional preferences of his/her colleagues.

2. Requisites for Transfer

a. All parties concerned will be involved in the transfer consideration, including transferee, Department/Division Chairmen, appropriate operational deans, executive deans, Vice President for Educational Services, and faculty association presidents of colleges/facilities involved.

b. The determination of transfer will be based upon, but not necessarily limited to, the following factors:

(1) Willingness of transferee;

(2) Convenience of location, residence, and/or travel;

(3) Need for transfer;

(4) Suitability of transfer to all involved parties.

c. The Maricopa County Community College District President will receive the recommendations of all involved parties and take indicated and appropriate administrative action. *→ send to board*

C. Suspension and Dismissal

1. The President of the District may suspend a faculty member at any time for serious breaches of moral or professional conduct. Such suspension shall be effected by written notice to the faculty member and to the Governing Board, setting forth the grounds for the suspension. A suspended faculty member shall be paid his/her full salary until he/she is reinstated or until his/her contract has been legally terminated. *until you have a decision*

2. When the President of the District determines to recommend dismissal of an appointed faculty member, he shall so advise him/her in writing of his decision, specifying the cause or causes of his concern. All faculty members will be notified of their retention or dismissal on or before March 15.

- 3.04 C. - 3. Good and just cause shall not include religious or political beliefs or affiliations unless in violation of the oath of the faculty member.
- How many due process* 4. Members of the discipline at any college may bring to the attention of the Executive Dean and the President their recommendation for a hearing to determine the competency of a faculty member.
- legal counsel responds to recommendation* 5. A provisional faculty member is entitled to a hearing by the administration at the unit level, in the presence of the President of the Faculty Association, with representation by faculty in the area of (specialization), within 5 days after notification of consideration of suspension or dismissal. After such hearing, the unit administration shall make its recommendation to the President of the District along with any option the Faculty Association representatives may desire to submit. Nothing in this provision will deny the defendant his/her constitutional rights.
6. Suspension and Dismissal Procedure for an Appointed Faculty Member
- a. An appointed faculty member who has been suspended or recommended for dismissal or suspension may, within 5 days of receipt of notification, request a hearing before a hearing committee.
- within 5 days* b. Upon such request, a hearing committee shall be constituted and shall be composed of a member of the Governing Board who shall act as chairman, 2 administrators appointed by the Governing Board, and 2 appointed faculty members selected by the faculty.
- Ability to respond* c. The hearing committee shall review the report of the officer of the college, and shall make any investigation deemed necessary to assure a just recommendation. A hearing shall be held not later than 30 days after the appointment of the committee.
- d. The faculty member may appear in person at the hearing and be represented by counsel, if desired, and may present any testimony, evidence, or statements, either oral or written, in his/her behalf.

- 3.04 C.6 e. Within 5 days after completion of the hearing, the hearing committee shall make its recommendations to the Governing Board. *- + suit of M respond*
- f. The Governing Board shall render the final decision for dismissal or for retention of a faculty member within 15 days after the closing of the hearing. *& 5 days of address to Board*

3.05 DUTIES AND RESPONSIBILITIES OF INSTRUCTIONAL FACULTY MEMBERS

A faculty member is expected to perform the usual duties of position and reasonable extracurricular duties in connection with employment as the Governing Board, or as the Board through its chief administrative officer, may assign to the faculty member for the period of the contract and including sufficient hours of campus accountability, maintenance of 1 student conference hour per day, and adherence to class schedule as published.

3.06 DUTIES AND RESPONSIBILITIES OF DEPARTMENT/DIVISION CHAIRMEN

Subject to recommendation of the President to the Governing Board, Department/Division Chairmen will be selected and retained upon agreement of the department/division members and the Executive Dean. They will be directly responsible to the Executive Dean of the college or his/her designated representative. No one may serve as Department/Division Chairman after the contract year in which the person reaches age 65.

3.07 BASIC PRINCIPLES ON FACULTY PARTICIPATION IN POLICY MAKING

- A. Faculty members will be involved in the selection of all college deans including Executive Deans. The procedure to be followed is included in Chapter II of the District Personnel Manual.
- B. The following principles govern the participation of faculty in policy making:
 - 1. Effective means of two-way communication between individual faculty members and the administration shall exist for the protection and promotion of professional practices.
 - 2. Policy and administrative regulations affecting the faculty shall be discussed with the duly constituted faculty organization at the appropriate level before adoption.

- 3.07 B. 3. Policy recommending committees, composed of instructional and administrative faculty, shall be a part of the administrative structure.
4. All committees shall be constituted so as to utilize fully the potential of the instructional staff.
5. Temporary committees shall be kept at a minimum; problems shall be referred to permanent committees whenever possible.

3.08 FACULTY MEMBER LOAD

- A. A full-time load for an instructional faculty member will be 14 to 16 load hours per academic semester. Lecture hours are to be on a 1 to 1 basis. Laboratory hours are to be counted as 0.7 of a lecture hour. Laboratory hours are those clock hours that exceed the credit hours for a given course. By mutual agreement of the faculty member and the administration the former may accrue an overload in the first semester and have a like reduction in the second semester.
- B. If an assignment is made outside the framework of this agreement, the faculty member will be additionally compensated on the basis of the evening load hour rate of pay.
- C. When a faculty member agrees to a day visiting staff contract, his/her additional compensation will be based upon the following procedure:
1. If the result of the subtraction of a single class from the total teaching load is below 14 load hours, the instructor will be compensated for each load hour above 16.
 2. If the result of the subtraction of a single class from the total teaching load is between 14 to 16 load hours, the instructor will be compensated for the total additional class load.
- D. When student contact hours are extremely heavy, adjustments can be made in the number of load hours. Faculty members are encouraged to experiment with new approaches to instruction, involving such things as class size and differentiated staffing within the conditions outlined in this section.
- E. Programs not fitting within the specifications of the above paragraphs will have teaching loads as indicated on the contract. Such exceptions shall be brought to the attention of the President's Council.

- 3.08 F. Instructional faculty will have a minimum of 30 hours per week accountability on the job. Faculty members of the service staff shall be scheduled on campus for 35 hours per week.
- G. In determining pay for part-time faculty members, 18 semester load hours will be used as the full-time pay equivalent in determining prorated salary. (For provisions related to retirement policy, see 3.12L.)

3.09 SUBSTITUTION

- A. Qualified substitute instructors will be employed to replace absent members of the instructional staff when deemed necessary by the Executive Dean.
- B. When qualified substitutes are not available, qualified residential faculty members may be employed as substitutes. (For substitute pay schedule see 3.12P.)

3.10 EVALUATION OF INSTRUCTION

The Executive Dean and Dean of Instruction shall have the right to visit any faculty member when they deem it necessary to do so, and the arrangements for such visitation will be made through the Department/Division Chairmen.

A. Evaluation of Provisional Faculty Members

1. Premises Basic to the Evaluation Program

M. Samalinski

- a. Observation and evaluation will be made by the administration or by qualified personnel designated by the administration.
 - b. The Executive Dean of the College shall have final responsibility for recommending retention after consultation with Department/Division Chairmen and the Dean of Instruction.
 - c. The instructor is to be evaluated on the basis of his/her effectiveness as a teacher, his/her relationship with his/her colleagues and students, and his/her service to the college as a whole.
2. The objectives of the evaluation program are as follows:
- a. To improve teaching performance;

3.10 A.2

- b. To advise the provisional faculty member regularly and specifically of his/her strengths and weaknesses, progress, and overall status;
- c. To inform all levels of administration with the same regularity and specificity of the performance and status of the provisional faculty member;
- d. To determine the desirability of "appointed status."

3. Plan for Evaluating Provisional Faculty Members

- a. Observation of each provisional instructor will be for not less than 3 full class periods, or the equivalent, each year. Within 5 teaching days following each observation, there will be a conference between the instructor and the observer.
- b. Observation of provisional faculty members by administrative personnel must be conducted if the Department/Division Chairman or the provisional faculty member requests such observation.
- c. All written evaluations of provisional faculty members will be made on the approved rating form. These evaluations will be submitted in triplicate and signed by the instructor and the evaluator. One copy will be retained by the instructor, one by the Executive Dean of the College, and the other by the office of the Vice President for Educational Services.
- d. Informal classroom visits by administrative personnel necessary for gathering information, course comparisons, etc., may be conducted at any time and are not to be considered to be observation for the purpose of instructor evaluation.

B. Evaluation of Appointed Faculty Members

The visitation of appointed faculty members will not be done as a matter of routine, but may be done as administrative needs require.

3.11 CONFLICT BETWEEN STUDENT AND FACULTY MEMBER

When there is a disagreement between a student and a faculty member, the proper college authority will work in confidence with the parties to resolve the conflict. The name of the complainant will not necessarily be released unless some action is to be taken in the case. The student and the faculty member will then be brought together by proper college authority.

3.12 SALARY SCHEDULE AND RELATED ITEMS

A. Annual Cost of Living Adjustment

An adjustment during any year in which the salary base is not revised shall be made using January figures of the consumer price index as officially designated by the Bureau of Labor Statistics.

B. Placement on the Salary Schedule

Faculty members teaching in academic areas and support service personnel will be placed on the academic salary schedule. Faculty members working in technical and semi-professional programs for which the District is reimbursed by the State Department of Vocational Education will be placed on the semi-professional salary schedule.

C. Semi-Professional Salary Policies

1. Employment on Semi-Professional Salary Schedule

For employment on the Semi-Professional salary schedule, the faculty member must be teaching 50 percent or more of his/her program in approved occupational courses. Faculty members employed on this schedule, where teaching and business experience are equated for vertical placement, must have their initial teaching schedule stipulated by the Executive Dean of the College recommending the employment. Upon evaluation and approval of this program by the Vice President for Educational Services, the faculty member may then be employed, utilizing business and industrial experience in addition to his/her teaching experience for salary purposes, to a maximum of 6 steps on the salary schedule.

Faculty members in Office Education may not use business experience for vertical placement on the salary schedule. A master's degree is required for employment in any office education area.

3.12 C. 2. Vertical Movement on the Salary Schedule

Instructors employed in either semi-professional, technical, vocational, or certificate programs move vertically on the schedule under the same regulations now in existence; i.e., years of teaching and/or acceptable business and industrial experience is equated up to a maximum of 6 additional steps on the salary schedule. Beyond this point, the faculty member moves one step for each acceptable year of experience within the District. The maximum vertical progression for non-degree faculty members is Step 9.

3. Horizontal Movement on the Salary Schedule

Instructors in the semi-professional, technical, vocational, or certificate programs move horizontally on the salary schedule for each credit hour beyond the minimum entering requirement up to a maximum of 75 semester hours unless the candidate has an earned doctoral degree.

If the administration requires additional study by the non-degree faculty member, his/her salary will be adjusted accordingly.

4. Horizontal Movement on the Salary Schedule for Non-Degree Personnel

- a. To receive credit, non-degree personnel must (1) file a course of study leading to an associate in arts degree or (2) file a listing of technical and general education courses accepted by the Department/Division Chairman, Dean of Instruction, the Executive Dean, and the Professional Growth Committee.
- b. Verification must be provided upon successful completion of such courses.

D. Credit for Prior Experience

1. On the academic schedule credit will be given at the rate of one step on the salary schedule for each year of acceptable experience up to 3 years. Credit for experience beyond 3 years will be at the rate of 1 step for each 2 years of acceptable experience. Any fractional parts will not be counted. The maximum credit allowable for prior experience may not exceed a total of 6 steps on the salary schedule.

- 3.12 D. 2. On the semi-professional schedule 3 years of occupational experience is the minimum requirement for Step 0. Credit for experience beyond Step 0 will be given at the rate of one step for each year of acceptable teaching or occupational experience up to 3 years. Credit for experience beyond 3 years will be at the rate of 1 step for every 2 years of acceptable teaching and occupational experience. Any fractional parts will not be counted.

The maximum prior credit allowable beyond that required for employment may not exceed a total of 6 steps.

3. The placement of full-time non-degree instructional personnel in the Maricopa County Community College District on the salary schedule will be determined upon the recommendation of the Vice President for Educational Services to the President of the District.

E. Professional Growth Increments

Faculty members will be granted additional increments to their base salary for acceptable credit, including the doctoral degree, as indicated on the current salary schedule (See pages 35-38.)

F. Advancement Through the Schedule After Employment

1. Restrictions and Exceptions

Upon recommendation of the President of the District, a faculty member shall be advanced vertically through the steps of the salary schedule at the rate of 1 step per year of service in the performance of his/her assigned duties. Advancement through the schedule is subject to the following restrictions and exceptions:

- a. A faculty member who has worked in this District more than 1 semester of the school year shall be advanced one vertical step on the schedule. If employment has been for 1 semester or less, or employment is for 1/2 the regular load or less, the faculty member will remain on the same step of the schedule for the following year. However, if a faculty member is working on a fractional time basis from year to year, he/she will receive the fractional part of the normal increment.

3.12 F.1.

- b. An employee may be advanced vertically through the steps of the schedule provided he/she has completed in each 5-year period 3 semester hours of approved study or 3 hours of approved non-academic credit. Non-academic credit may not be used for successive 5-year periods. The 3 hours must be completed prior to the beginning of the new contract year. New employees will have until the beginning date of their second contract to complete the 3 semester hours requirement. Faculty members with a doctoral degree in their teaching area will be exempted from these requirements.

2. Increment Withholding

Intention
The President of the District may withhold his recommendation for vertical advancement through the salary schedule and ~~any salary increase~~ ^{shown} other than cost of living may be withheld for any of the following reasons:

- a. Lack of sufficient success in the classroom;
- b. Giving insufficient time and effort to duties assigned or failure to perform a reasonable amount of extracurricular activities; or
- c. Lack of cooperation in the adopted policies of the District.

The President will make his recommendation upon the advice of a committee composed of the Vice President for Educational Services, the Executive Dean of the College, and 2 representatives from the Faculty Association Executive Council.

3. Granting of Additional Horizontal Increments

- a. The granting of additional horizontal increments mentioned in Section 3.12, F.4, will be credited, for work that is completed, when the contract is written. Transcripts must be on file in order for a faculty member to be credited with additional work. A faculty member who takes summer classes or performs non-academic activities during the summer with the intent of such work qualifying him/her for additional increments must have such work completed with transcripts, grade slips, or some official notice on file with the

District office, no later than June 30, except that increments will be granted for 4 or more credits completed prior to the beginning of the fall semester.

as Larnesh b. Graduate level ~~courses~~ in the major teaching area will be credited automatically provided *out* an official transcript is furnished indicating satisfactory completion.

Prior approval must be obtained before credit can be granted for ~~undergraduate~~ courses, any course taken outside the major teaching area, or for any non-academic type of activity. *out*

c. 24 semester hours of approved study are required to progress to Step 12.

4. Professional Growth Increments

This personnel policy permits faculty members to advance on the salary schedule through longevity as well as various types of activities directly relating to increased professional competency.

This policy is essentially a method of recognizing, in a substantial way, the efforts of faculty members as they engage in professional activities related to their service in the District.

In order to provide a logical interpretation of this policy, the Professional Growth Committee has been established, composed of the following personnel: President of the Maricopa County Community College District or his representative, plus the Dean of Instruction and 2 faculty members from each college.

a. Requests for approval of credit for summer courses should be submitted prior to May 15 of each year. Requests will be accepted and considered after this date, but no ex post facto approval can be assured.

A request for approval must be submitted far enough in advance to allow the committee sufficient time to take action. Requests which do not allow sufficient time for committee run the risk of an ex post facto disapproval.

b. No request for academic credit will be approved for course work accomplished earlier than 2 years prior to the submission of the request.

c. Transcripts or other evidence of satisfactory completion of college courses must be submitted as soon as possible.

(1) Transcripts, grade slips, or other indication of courses satisfactorily completed, or written evidence of non-academic activity satisfactorily performed should be submitted to the District Professional Personnel Office as soon as completed. No contractual change will be made for the existing contract for any work completed after August 31 of the same year.

debt

(2) "Satisfactory completion" is interpreted in the positive sense. This may be fulfilled by any of the usual indications that the course was actually completed, and that the faculty member did not "fail" in his/her endeavor.

d. Credit for clinics or conferences or workshops, each dealing with the same general subject will be granted for no more than 4 semester hours. One hour credit will be granted for each 35 hours spent in preparation, outside time, and attendance at the clinic, workshop, or conference.

Maximum credit allowable in clinics, workshops, and conferences will be 12 hours credit.

G. Horizontal Advancement on the Faculty Salary Schedule

1. College Courses Satisfactorily Completed

a. Graduate Courses

Graduate courses in teaching field or approved course of study for an advanced degree are automatically approved, provided that a transcript of the course work or other evidence is submitted showing satisfactory completion.

b. Undergraduate Courses in Teaching Field

debt Undergraduate courses may be approved if justified by the faculty member's specific teaching assignment. Undergraduate credit will be approved only under unusual circumstances.

c. Courses Outside Teaching Field

- (1) Generally, undergraduate courses outside teaching field will be disapproved. Exceptions may be made for courses of current importance.
- (2) Graduate courses outside teaching field will be accepted if directly related to the professional responsibility of the faculty member. Courses required for certification deficiencies, such as the "Junior College" course, will not be accepted for advancement on the salary schedule.

delete

Credit may be granted for the "Junior College" course to meet the 3 credits in 5 years' requirement. Courses taken as a part of a program of studies for the education specialist or doctor's degree will be approved. In special cases, courses for a master's program will be considered by the committee.

2. Non-Academic Activity

A faculty member may receive a maximum of 20 hours non-academic credit on the salary schedule. A clear and complete description of the non-academic activity must be submitted with the request for credit approval.

a. Credit for Travel

- (1) A maximum of 6 credit hours may be granted for travel.
- (2) One credit may be granted for each 10 consecutive days of travel.
- (3) An itinerary must be submitted prior to travel. A written report must be submitted upon return. Credit for travel in foreign countries will be granted subject to approval. Consideration will be given in special instances for approval to trips within the continental United States. A complete description and justification for the travel will be required.

delete

b. Credit for Work Experience

- (1) A maximum of 9 credit hours may be granted for work experience.
- (2) The work must be directly related to subject field.
- (3) One credit may be granted for each 35 clock hours of work experience.
- (4) The work must be performed during summer vacation period unless prior approval is granted by the committee.
- (5) A request for credit approval and statement of justification must be submitted in advance.
- (6) A letter from employer stating duties and hours worked is required on completion of the work experience.

c. Credit for Other Professional Activity

- (1) One credit hour may be granted for each 35 clock hours of service.
- (2) The activity must be performed outside normal responsibilities and outside regular working hours.

H. Department/Division Chairmen

The rate of pay for Department/Division Chairmen will be determined by the number of faculty members in each department/division as of October 1. The number of faculty members in the department/division will be totalled including fractions, rounded to the nearest whole number, and this total will determine Department/Division Chairmen's pay.

A minimum of 3 faculty members, including the Department/Division Chairman, will be recognized for pay purposes. Pay is determined at the rate of 10 percent of base salary plus an additional 1 percent of base for each member of the department/division including the Department/Division Chairman. The Department/Division Chairman is granted released time as follows:

3.12 H. Number in Department/Division	Administrative Implementation		Total Released Time
	1st Sem.	2nd Sem.	
1-4	0	0	0
5-8	0	3	3
9-12	0	6	6
13-16	3	6	9
17 or more	6	6	12

I. Extracurricular Activities

All certificated employees are expected to bear a reasonable share of extracurricular duties as part of their regular contractual obligations. Employees shall be paid for certain supervisory work required for activities supported by admission fees or activities provided from student/college activity funds. The rate of pay for the latter shall be as follows:

Campus Supervision. \$5.00 per hour

Chaperone activity shall not exceed 3 hours. Exception may be granted to exceed 3 hours per event provided that it is a "special" event and provided that such request is made in advance to the Vice President for Business Services and approved.

Testing. \$5.00 per hour

All Others \$3.00 per hour*

*Ticket takers, ticket sellers, workers at track meets are not to exceed 2-1/2 hours per event.

A maximum of \$5.00 per day on school days and \$15.00 per day on non-school days will prevail for each day's supervision of off-campus activities involving more than one day. ??

J. Insurance Coverage

1. Hospitalization/Major Medical

a. The District provides 100 percent of insurance cost for each employee's participation in a hospitalization/major medical insurance program.

3.12 J.1

- b. Upon the exhaustion of sick leave, employees will continue to have their premiums paid for by the District for the hospitalization/major medical insurance based upon the following schedule.

<u>YEARS OF SERVICE</u>	<u>PREMIUM PAYMENT PERIOD</u>
0-2 years, inclusive	3 months
3-5 years, inclusive	6 months
6-15 years, inclusive	12 months

- c. Hospitalization/major medical premium payments beginning July 1, 1973 and for subsequent periods will be based on cost experience for employees and cost experience for dependents separately.

2. Disability

- a. When an injury causes lost time to an employee of 8 days or more, the Industrial Commission pays 65 percent of the employee's wages during such lost-time period up to and including the fourteenth day and 65 percent of the employees' average earning retroactive to the first day of injury. In cases where more than 14 days' time is involved, the District will at the option of the employee pay the additional 35 percent and charge same to the employee's accumulated sick leave at the rate of 35 percent of 1 day for each day of such lost time. (See Industrial Commission Insurance chart on page 34.)

- b. *delete* Employees who are totally disabled and exhaust their sick leave will continue to receive their full salaries for the remainder of the contract year. When an employee is totally disabled and is receiving Industrial Commission compensation payments, he/she may not receive more than the difference between the Industrial Commission payment and the amount of the salary.

- c. *delete* When an employee returns to duty, he/she must pay back the sick leave coverage extended through this disability as it is earned and in full. Any person unable to return to duty shall enjoy a waiver of any liability. *11/28*

3.12 J. 3. Term Life Insurance

The District will pay for \$12,000 of life insurance coverage per employee. Employees will then be able to purchase an additional \$6,000 or \$12,000 of life insurance at the same rate per thousand as is paid by the District.

4. Insurance Benefits Covering Faculty Carrying Reduced Load

A faculty member carrying less than a 3/4 load who is or has been an appointed faculty member will receive and continue to receive all insurance coverage and benefits the same as any other appointed faculty member, provided that the less than 3/4 status is occasioned by illness, disability, or retirement.

K. Sheltered Annuities

The Governing Board has authorized the participation of employees in sheltered annuity programs. The employee may direct the District to deduct a designated amount from his/her salary for the purchase of such an annuity provided the company he/she selects is on the list of companies approved by the Insurance Committee and is in accord with legal requirements.

L. State Retirement System and Social Security

Certificated employees are members of the Arizona State Employees Retirement System and the Federal Old Age and Survivors Insurance program.

1. A certificated employee who reaches age 62 before July 1 of any year may under circumstances beneficial to both the District and the individual faculty member continue in either part or full-time employment. If the employment is to be less than full-time, the pay shall be prorated on regular salary rate and 15 hour teaching load per semester. Any employment after 65 is on a year-to-year basis with Board approval and provided that all of the following 3 conditions are met:
 - a. The employee requests continuance.
 - b. The employee passes a physical examination which will be given by a school physician indicating that his/her health is satisfactory.

3.12 L.1.b.

In the event the employee does not pass the physical examination given by the school physician and subsequently gets an examination by his/her own physician which indicates he/she is able to continue in the job for another year, this statement from his/her own physician must be reviewed by the school physician. If the school physician concurs with the findings of the employee's physician, the employee will have successfully met the requirements of this section.

- c. The employee must be recommended for re-employment by the President of the District.
2. When an employee reaches the age of 70, he/she shall be permitted to complete his/her contract year in which he/she reaches age 70.

M. Salary Deductions

1. An employee may be granted leave to participate in a professional, patriotic, or civic duty without loss of salary. If, as in temporary military service or jury duty, compensation is received for these outside services which is less than that earned normally, the salary paid by the District will be the difference between the amount received and the regular salary.
2. Unapproved absence for personal reasons will result in loss of salary. Such absences include holidays other than those on the school calendar. Should an employee be required involuntarily to appear in court and be reimbursed for such appearance, his/her pay for time missed will be the difference between his/her salary and the compensation received. Deductions from the salary of faculty will be on the basis of one day's pay computed from the yearly contract salary for each day missed. Deductions for 12-month employees will be at the daily rate calculated from their contract figure for each day missed. For employees required to work beyond the regular contract year, the deduction per day during the extended part of the year will be 1/5 of the weekly rate for such extended part of the year.

N. Long Term Service and Terminal Contract

Faculty are eligible to receive terminal contracts for long term service under the following conditions:

- 3.12 N. 1. Years of service beyond year in which employee reaches age 65 do not apply.

A person who has 15 approved years in the District and wishes to retire as early as 62 is entitled to the terminal contract.

A person who has served in the District continually since its inception and retires at age 62 or over and has completed less than 15 years of approved service is entitled to a reduced terminal contract. (This provision includes persons who retired at the end of the 1971-72 and 1972-73 school year.)

Individuals who plan to retire will notify the President's office by November 15 preceding retirement in June or July.

When an individual has indicated in writing his/her plan to retire at the end of the school year, no reversal of this decision will be allowed except in the cases listed below:

- If a replacement has been hired & except in the cases listed below*
- a. In the event the certificated employee is unable to give the required notice of retirement as a result of ill health, accident, or other unforeseen event, the required notice of retirement is waived, and terminal pay benefits shall be paid in a lump sum upon retirement.
 - b. In the event of death of a certificated employee during the year in which he/she becomes eligible for the above benefit, the spouse or dependent children (if any) shall receive the terminal pay prior to close of the contract year provided such contract was written previous to death.

2. Amount of Payment

The terminal contract for faculty members having reached the age 62-65 who request retirement after 15 years of service is \$1,500.00.

The reduced terminal contract is based on the rate of \$100.00 per year of approved service.

3. Method of Payment

The last applicable contract shall be revised to include terminal payment and shall be paid during

3.12 N.3. the last half of fiscal year between January 1 and June 30. Payment may be equally distributed over this period of time or held back to be paid in the final check.

O. Compensation for Irregularities

Certificated employees who work other than the regular hours and/or carry other than normal extracurricular assignments shall have their regular load adjusted to compensate for working the irregular hours.

P. Substitute Pay

Substitute instructors will be paid \$24.00 per day. Two or more classes shall be considered a full day.

One-half day is the minimum for which a substitute will be paid.

Residential staff members who serve as substitutes will be reimbursed at the rate of \$8.00 per clock hour or major portion thereof. Not more than \$24.00 may be paid per day per absence.

Q. Employment for Less than Nine Months

Should a certificated employee be required to work less than the regular contract year, his/her pay shall be prorated on the basis of the number of days actually worked.

R. Employment for More than Nine Months, Including Extended Day Division and Summer Schools

Should a faculty member work more than the regular contract year, including summer and extended day division schools, he/she shall be paid according to the appropriate pay schedule.

A faculty member performing non-teaching duties outside the contract year which are similar to regular contractual duties shall be paid at the rate of a full-time certificated faculty member.

S. Radio and Television Instruction (See page 41.)

T. Jury Duty

Pay received for jury duty shall be turned over to the District or a deduction of such amount will be made from the faculty member's pay.

3.12 U. Stipend for District Approved Activity

When a faculty member is absent to engage in a District approved activity for which he/she receives a stipend, he/she will either remit the stipend to the District or a pay deduction will be made for the period of absence (as per County Attorney's opinion).

3.13 LEAVE

A. Sick Leave

Faculty members on a nine-month contract are allowed 10 days of sick leave per year. Twelve-month employees are allowed 13 days of sick leave per year. Other employees covered by this schedule are allowed days proportionate to the number of months of annual employment. Part-time employees are allowed sick leave days prorated in the same manner as their salary. These days are accumulated indefinitely.

Sickness in order to qualify under the above provisions must be such as to confine the person. He/she may be required to present a physician's certificate as proof of illness.

An absence of not more than 5 days for any 1 occurrence may be charged to an employee's sick leave when such absence is due to the death or serious illness of the employee's spouse, father, mother, child, brother, sister, father or mother of spouse, or foster parent to the extent of accumulated sick leave. This policy is applicable only after the employee has begun work in the particular year to which the leave may be charged. Travel time not to exceed 5 work days for any 1 occurrence may also be charged against sick leave.

The provisions of sick leave apply when an employee is prevented by illness from starting work at the beginning of school. However, should an employee fail to appear at the beginning of the contract year for any reason other than illness, his/her leave for that contract year will be reduced proportionally by the time elapsed before he/she assumes duties. All sick leave provisions apply when an employee is prevented by illness from starting work at the beginning of the contract year.

B. Special Leave

Special leave not to exceed 2 days per contract year (non-accumulative) may be granted on the basis of need

3.13 B. with evidence that the activity for which the leave is granted can be accomplished at no other time than on the work day involved. Requests may be made before or after the fact and are subject to approval by the Executive Dean and the President of the faculty. Such absence will be charged to the faculty member's sick leave.

C. Military Leave

Under the provisions of ARS 38-610 officers and employees of the State, or of any county, city or town, or any agency or political sub-division thereof, shall be granted leaves of absence from their duties without loss of time, pay or efficiency rating, on all days during which they are employed on training duty under orders with any branch of the armed forces of the United States, for a period not to exceed 15 working days in any 1 calendar year. The period of time spent in training under orders shall not be deducted from the vacation period with pay to which an officer or employee is otherwise entitled. Valid evidence of orders must be presented to the Executive Dean of the College to assure continuation of salary while on leave.

D. Sabbatical Leave

1. Purpose of Leave

Sabbatical leaves are granted to qualified members of the faculty for intellectual stimulation normally to be attained by study, research, travel, suitable work experience, or other creative activity. The purpose of sabbatical leave is to upgrade the educational program in the school by improving faculty competency.

2. Eligibility

- a. A faculty member shall be eligible for sabbatical after serving 12 consecutive semesters as a resident faculty member in the Maricopa County Community College District, provided that he/she will not have reached the age of 65 before completion of 2 full years of teaching after returning from leave.
- b. Faculty members are eligible for additional sabbatical leave after completing 12 consecutive semesters following the prior sabbatical.

- 3.13 D.
- c. Time spent on official non-sabbatical leave shall not be counted as part of the consecutive semesters but does not interrupt the accumulation of time required for eligibility for a sabbatical.
 - d. Every eligible faculty member shall be given equal consideration in granting sabbatical leave.
 - e. In any year 3 percent of the faculty of each college may be granted sabbatical leave for 1 year, and such other second semester leaves may be recommended by the administration to the Professional Growth Committee that would not hinder the educational program.

3. Administration of Sabbatical Leave Policy

The Sabbatical Leave Sub-Committee of the Professional Growth Committee shall administer sabbatical leave policy. The Sub-Committee shall consist of the Professional Growth Committee Chairman and one representative from each of the other colleges. The duties of the Sub-Committee shall be (1) to prepare application forms; (2) to screen applicants; (3) to make recommendations for sabbatical leaves to the Professional Growth Committee.

4. Application Procedure

- a. The Executive Dean of each college shall publish a list of persons eligible for sabbatical leave for the following year and shall provide them with application forms by September 1.
- b. Applications shall be returned to the Dean of Instruction for forwarding to the Sabbatical Leave Sub-Committee no later than November 1 of the school year preceding the requested leave. The Sabbatical Leave Sub-Committee may request additional written or oral explanations of proposals.
- c. The Sub-Committee shall submit its recommendations to the Professional Growth Committee. The Professional Growth Committee shall present its list of approved recommendations to the President of the District before February 1.

3.13 D.4.

- d. The administration will recommend the granting of sabbatical leaves as early as possible.
- e. Applicants will be notified by the District President following Board action.

5. Criteria for Sabbatical Selection

Criteria for sabbatical selection will include but will not be limited to the following:

- a. Service to the District;
- b. Completion of advanced degrees;
- c. Completing resident requirement for an advanced degree;
- d. Research and publication;
- e. Curriculum and materials development;
- f. Planned and approved travel related to the subject field;
- g. Practical training or job experience in a subject related field;
- h. Updating of knowledge in subject field.

6. Compensation and Financial Arrangements

- a. A faculty member on 1 year sabbatical leave will receive full pay for 1/2 of contract year and 3/4 pay for the second 1/2 of the contract year.
- b. Special awards shall not be deducted if they are intended to defray additional expenses.
- c. If job experience is remunerated, appropriate, but not necessarily proportionate, adjustment will be made in the leave salary.
- d. Employees on sabbatical leave will be paid at the same interval as other employees unless some other arrangement is made that is mutually satisfactory to the recipient and the administration.

3.13 D.6.

- e. The faculty member's status shall not change while on leave, and the time spent on sabbatical leave will not interrupt his/her progress on the salary schedule. The faculty member receiving the sabbatical will return to a position of the type agreed to in writing before going on leave.
- f. A faculty member on sabbatical will retain his/her status as a member of the teacher retirement fund according to the regulation of the State Retirement System.
- g. If a faculty member is unable to complete his/her sabbatical program because of accident or illness, he/she shall be allowed to modify his/her program and shall continue to receive his/her contract benefits, provided he/she has furnished satisfactory notification and evidence of the situation to the Professional Growth Committee.
- h. In case of alleged failure to follow sabbatical program, the President will appoint a fact-finding committee to study the case. The committee will include the Executive Dean and the faculty organization president of the college involved, and the chairman of the Professional Growth Committee. The committee will inform without recommendation its findings to the President. The President will determine appropriate action and will advise the Professional Growth Committee of the results.

7. Return from Sabbatical

- a. Each faculty member returning from leave shall file a written report with the Professional Growth Committee. It is suggested that the report be planned in consultation with the administration before the leave is taken. An official transcript will serve in lieu of written report for full-time study program.
- b. The recipient will be required to sign a note for the sabbatical salary which shall be forgiven at the rate of 1 semester for each 2 semesters of contract fulfilled. If the recipient is unable to fulfill the terms of the note due to death or disability, the Board shall declare the note void.

3.13 D. 8. Performance Report

To insure that the faculty member on sabbatical has begun his/her leave according to plan, he/she shall submit a report to the Vice President for Business Affairs, the Executive Dean of the college, and the Professional Growth Committee no later than 30 days after the beginning of each semester. Sabbatical salary will be suspended if this requirement is not complied with.

E. Leave Without Pay

The Governing Board may approve extended leave for any certificated personnel upon recommendation of the President. Faculty on such extended leave shall return to the same position in the college or one equal to it in another college in the District and shall retain all employment benefits except salary and insurance, unless paid for by the faculty member, and advancement on the salary schedule.

3.14 APPEARANCE BEFORE GOVERNING BOARD

Certificated employees desiring to appear before the Governing Board will apply through the Executive Dean of the college to the President who will make the necessary arrangements for such appearance.

3.15 MEMBERSHIP IN AND REPRESENTATION BY PROFESSIONAL ORGANIZATIONS

- A. Personnel of the District will have complete freedom in selecting the professional organizations they may wish to join without coercion of any kind from any officer or employee of the District.
- B. Whatever courtesies are extended to recognized employee organizations in the District will be fully and unreservedly extended to all employee organizations.
- C. The use of coercion or pressure by an administrative officer or other District employee to influence any faculty member or other employee to join or refrain from joining any organization will be deemed unprofessional conduct.

3.16 OUTSIDE ACTIVITY

- A. No certificated employee of the District will engage in any outside activity which will in any way interfere with

- 3.16 A. his/her ability to carry out his/her assignment. It will be the responsibility of the employee to notify the Executive Dean of any such activities.
- B. Employees may be permitted to work up to the equivalent of 6 load hours per week in the Extended Day Division or on the visiting staff in addition to a full-time day schedule.
- C. Teachers 65 years of age or older may not teach in both the day and Extended Day Division sessions unless granted permission to do so by the President of the District after consultation with the Executive Dean of the college.
- D. Permission of the President must be obtained before an employee accepts outside activities during any period when he is on duty with the college as specified in Section 3.08.

3.17 PROCEDURE IN CASE OF VIOLATION OR ALLEGED VIOLATION OF CHAPTER III

In the case of an administrator being charged with a violation of Chapter III, the matter will be reported to the Faculty Executive Council for its deliberation.

If the Council considers the charge substantial, then the information will be presented to the President of the District. The President will confer with the administrator in question. The President will confer within 30 days with the Executive Committee of the Executive Council (Executive Committee is made up of Executive Council officers and faculty college presidents.) concerning his findings and the action to be taken. If the Executive Committee is not in agreement with the proposed action by the President of the District, it will recommend to the Executive Council that the matter be placed on the agenda of the Board of Governors to be considered in executive session. The President will receive this request and place the matter on the agenda and schedule an executive session for the Executive Committee and the President of the District with the Governing Board.

CERTIFICATED PERSONNEL

EXTENDED DAY DIVISION

(THESE PROVISIONS DO NOT APPLY TO COLLEGES THAT HAVE INTEGRATED DAY AND EXTENDED DAY DIVISION PROGRAMS)

3.18 EMPLOYMENT PROCEDURE

- A. The Dean of the Extended Day Division will determine the need for certificated personnel in the Extended Day Division program in accordance with the established policy of the District.
- B. Interviewing candidates and screening credentials of candidates will normally be done by Department/Division Chairmen and the Dean of the Extended Day Division, who will submit a list of recommendations to the Executive Dean of the college for his/her approval.
- C. Prior to assuming their duties, all certificated employees must meet the following requirements:
 - 1. File a valid junior college credential with the administration;
 - 2. File a loyalty oath;
 - 3. Submit evidence of satisfactory x-ray.

3.19 SUPERVISION OF FACULTY MEMBERS, EXTENDED DAY DIVISION

- A. Supervision of faculty members will be the responsibility of the Dean of the Extended Day Division. He/she will establish a procedure for evaluation of visiting faculty by coordinators, Department/Division Chairmen, and such other supervisory personnel as may be required. Extended Day Division faculty members shall be evaluated no more than twice per semester unless additional administrative evaluations are deemed necessary.
- B. Reimbursement for Supervision in the Extended Day Division
 - 1. Pay for supervising 16 to 30 sections will be at the 3 load-hour extended day rate.
 - 2. Pay for supervising 31 sections or more will be at the 6 load-hour extended day rate.

3.19 B. 3. When a faculty member is requested to evaluate a visiting faculty member he/she shall be paid at the same rate as if he/she were teaching the class.

3.20 RELATION TO DEPARTMENT/DIVISION CHAIRMEN, EXTENDED DAY DIVISION

Liaison with the Department/Division Chairmen of the day program shall be maintained through the Dean of Instruction and the Dean of the Extended Day Division.

3.21 SALARY SCHEDULE, EXTENDED DAY DIVISION

See page 41.

INDUSTRIAL COMMISSION INSURANCE

Time Missed	Compensation from the Industrial Commission	Compensation from School District	Charge against Sick Leave Account
Less than 8 calendar days	None	Full pay for time missed until sick leave expires.	Day for day on time missed. Example: 5 work days missed - charge sick leave 5 days
8 through 13 calendar days	Approximately 65% of normal wages for time missed, excluding first 7 calendar days.	Balance of full pay for 8th through 13th calendar days until sick leave expires.	For that portion of time compensated by District. Example: 8 work days missed - charge sick leave 5 full days plus approximately .35 x 3 = 1.05 or a total of 6.05 days.
14 calendar days or more	Approximately 65% of normal wages for time missed, including the first 7 calendar days.	Balance of full pay for all the time missed until sick leave expires.	For that portion of time compensated by District. Example: 20 work days missed - charge sick leave approximately .35 x 20 = 7 days

Payroll adjusts sick leave account in accordance with the above schedule

CERTIFICATED
 APPOINTIVE SALARY SCHEDULE
 1973-1974

	<u>MA</u>	<u>EdD/PhD</u>
Step 0	\$ 8,543	\$10,850
Step 1	9,141	11,448
Step 2	9,739	12,046
Step 3	10,337	12,644
Step 4	10,935	13,242
Step 5	11,533	13,840
Step 6	12,131	14,438
Step 7	12,729	15,036
Step 8	13,327	15,634
Step 9	13,925	16,232
Step 10	14,523	16,830
Step 11	15,121	17,428
Step 12	15,719*	18,026
Step 12A	16,317**	18,224**

*Base for MA+24 only

**Applies to faculty who are on the 12th
 step in 1972-1973

Hours over master's paid at rate of \$25.63 per semester hour.

24 semester hours of approved study are required to progress to Step 12.

CERTIFICATED
 PROVISIONAL SALARY SCHEDULE
 1973-1974

	<u>MA</u>	<u>Edd/PhD</u>
Step 0	\$ 8,096	\$10,282
Step 1	8,663	10,849
Step 2	9,230	11,416
Step 3	9,797	11,983
Step 4	10,364	12,550
Step 5	10,931	13,117
Step 6	11,498	13,684
Step 7	12,065	14,251
Step 8	12,632	14,818
Step 9	13,199	15,385
Step 10	13,766	15,952
Step 11	14,333	16,519

Approved credits beyond the MA are paid at the rate of \$24.29.

Additional information about salary schedule is available in the District offices and at the administrative offices at each college.

SEMI-PROFESSIONAL
 APPOINTIVE SALARY SCHEDULE
 1973-1974

	<u>MA</u>	<u>EdD/PhD</u>
Step 0	\$ 8,543	\$10,850
Step 1	9,141	11,448
Step 2	9,739	12,048
Step 3	10,337	12,644
Step 4	10,935	13,242
Step 5	11,533	13,840
Step 6	12,131	14,438
Step 7	12,729	15,036
Step 8	13,327	15,634
Step 9	13,925	16,232
Step 10	14,523	16,830
Step 11	15,121	17,428
Step 12	15,719*	18,026
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Step 7	12,065	14,251
Step 8	12,632	14,818
Step 9	13,199	15,385
Step 10	13,766	15,952
Step 11	14,333	16,519

Approved credits beyond the MA are paid at the rate of \$24.29.

Additional information about salary schedule is available in the District offices and at the administrative offices at each college.

For instructors teaching in occupational associate degree or certificate programs, the minimum entrance requirement into the salary schedule would be accomplished with a Bachelor's Degree, plus 3 years of acceptable industrial experience and vocational certification (Step 0). The master's degree may be used in lieu of 3 years of acceptable industrial experience.

The placement of full-time, non-degree instructional personnel at Maricopa Technical College on the salary schedule will be determined upon the recommendation of the Vice President for Educational Services to the President of the District.

CERTIFICATED
VISITING STAFF SALARY SCHEDULE
1973-1974

Semesters* Experience

0-6, inclusive	\$200.00/load hour
7-12, inclusive	210.00/load hour
13 and above, inclusive	220.00/load hour

*Only those semesters during which a visiting staff member teaches at least 1 credit course in the District will be used to determine pay rate. Such semesters need not be consecutive.

Summer school teaching is not included.

CERTIFICATED EXTRA PAY

FOR EXTRA DUTY

1973-1974

AUTHORITY TO ESTABLISH RATES OF PAY AND PAYMENT:

Authority shall be delegated to the President from the Governing Board to establish reasonable rates of pay and to authorize such payments (during the fiscal year) which may not be specifically covered by this Chapter. Such action shall be reported to the Governing Board in an informational manner, and, where possible, a uniform rate shall be included in the Chapter the year following its establishment through this provision.

CONSULTATION FEES

Consultants may be contracted with for specialized services provided budgetary provision has been made. The rate of pay shall not exceed \$100.00 per day plus expenses unless accepted by the President, in advance. The number of days of authorization must be approved in advance through the Office of the Vice President for Educational Services.

HONORARIUM PAYMENTS:

Payment of an honorarium may be allowed under the following conditions:

1. A guest appearance of a recognized expert from outside the District for a scheduled class or event;
2. Shall be approved in advance through the Office of the Vice President for Educational Services;
3. Shall not exceed \$50.00 per appearance which shall be interpreted to mean per date of appearance.

CERTIFICATED EXTRA PAY

FOR EXTRA DUTY

1973-1974

Co-op Skills Application/Supervision \$ 55.00/student/
semester

Extended Day Division

Academic Year

Residential			240.00/load hour
Visiting Staff	0-6	semesters* experience, inclusive	200.00/load hour
	7-12	semesters* experience, inclusive	210.00/load hour
	13 and above	semesters* experience, inclusive	220.00/load hour

*Only those semesters during which a visiting staff member teaches at least 1 credit course in the District will be used to determine pay rate. Such semesters need not be consecutive.

Summer school teaching is not included.

Summer School, 1973 only

Residential	200.00/load hour
Visiting Staff	200.00/load hour

Forum Series

(Resident Faculty Participation)	150.00/performance
Not to exceed 2 per year within District	

Non-Classroom Instruction Activities 5.00/hour

Radio and Television Instruction

The compensation per credit hour for the first 35 students in English composition classes, the first 40 students in mathematics classes, and the first 55 students in all other classes will be:

Radio Instruction (Live or Initial)	200.00/credit hour
Radio Instruction (Residual)	100.00/credit hour
TV Instruction (Live or Initial)	500.00/credit hour
TV Instruction (Residual)	250.00/credit hour

Special Interest Faculty 10.00/clock hour**

**Exception - permission of President of the District

CERTIFICATED EXTRA PAY

FOR EXTRA DUTY

1973-1974

<u>ACTIVITY</u>	<u>PERCENT</u>	<u>INCREMENT</u>	<u>EXTRA WEEKS</u>		<u>RELEASED TIME</u>	
<u>Coaching</u>						
Football, Head Coach	14.0	\$1,196	3	\$834	5.1	(1)
Football, Assistant	8.0	683	2	576	1.7	(1)
Basketball, Head Coach	12.5	1,068	2	576	1.7	(1-2)
Basketball, Assistant	7.0	598	1	288	1.7	(1)
Baseball, Head Coach	12.5	1,068	1	288	3.4	(2)
Baseball, Assistant	7.0	598	-	-	1.7	(2)
Track, Head Coach	12.5	1,068	1	288	3.4	(2)
Track, Assistant	7.0	598	-	-	1.7	(2)
Wrestling, Head Coach	12.5	1,068	2	576	1.7	(1-2)
Wrestling, Assistant	7.0	598	1	288	1.7	(1 or 2)
Tennis, Men	6.5	555	-	-	1.7	(2)
Tennis, Women	6.5	555	-	-	1.7	(2)
Cross Country	6.5	555	-	-	1.7	(1)
Golf	6.5	555	-	-	1.7	(2)
Intramurals, Men	6.5	555	-	-	-	
Intramurals, Women	6.5	555	-	-	-	
<u>Athletic Director</u>						
Head	14.0	1,196	2	576	6.0	(3-3)
Assistant	7.5	641	-	-	-	
<u>WAA</u>	6.5	555	-	-	-	
<u>Band</u>						
Director	8.0	683	2	576	-	
Assistant	6.5	555	1	288	-	

CERTIFICATED EXTRA PAY

FOR EXTRA DUTY

1973-1974

<u>ACTIVITY</u>	<u>PERCENT</u>	<u>INCREMENT</u>	<u>EXTRA WEEKS</u>	<u>RELEASED TIME</u>
<u>Choir</u>	3.0	\$ 256	- -	-
<u>Forensics</u>				
Director	8.0	683	- -	-
Assistant	6.5	555	- -	-
<u>Student Government</u>	6.5	555	- -	-
<u>Law Enforcement</u>	6 hours	1,728 <i>pc</i> 1440	- -	-
<u>Theatre</u>				

A total of \$2,000.00 per college per year will be allowed for 4 productions. The determination of which instructors shall share in this total amount shall be made at each college.

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CERTIFICATED PERSONNEL

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