

Residential Faculty Policies 79-80

Jack King

HARICOPA COUNTY COHHUNITY COLLEGE DISTRICT
 RESIDENT FACULTY POLICIES
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MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

ARTICLE I

POLICY STATEMENT

The Chancellor of Maricopa County Community College District hereby retains and reserves, without limitation, all powers, rights, authority, duties and responsibilities conferred upon the position or vested in the position, by the laws and constitutions of the State of Arizona and the United States, and all rights and powers, to manage the Maricopa County Community College District and direct the faculty members of Maricopa County Community College District except as otherwise provided in this policy.

The Chancellor shall have the right to establish such standards of professional conduct and rules and regulations which are not in conflict with this policy.

It is recognized by the Faculty and Administration that it is desirable, in order to establish the terms and conditions governing employment, for representatives to meet and confer, in good faith, about policies affecting responsibilities and benefits pertaining to Residential Faculty employment. For this reason, this policy statement is adopted by the Governing Board of Maricopa County Community College District (MCCCD) and the MCCCD Residential Faculty.

A. Definitions

1. Residential Faculty Members are members who are employed under a Residential Faculty contract with the intention that they will be continuing employees (hereinafter called faculty members or members).
 - a. Appointed Status is attained by faculty members when employed under a continuing contract for the fourth year and thereafter employed, (hereinafter called appointive members).
 - b. Provisional Status is assigned to all members employed under a continuing contract, who have not attained appointive status (hereinafter called provisional members).
2. Associate Faculty - Residential Faculty who have accepted other than a residential contract - externally funded personnel, their conditions of employment are specified in their contract, however, residential status is not lost. It is understood that if the grant, as funded, conflicts with salary or fringe benefit provisions of this contract, such persons will be paid according to the current District Personnel policies; when any application for a grant is made, it will include requests for sufficient funds to cover person(s) in accordance with current policy.

Article I
Policy Statement

A. Definitions (Cont'd)

3. ~~!!!f !)~~ay Program shall be Monday through Friday starting at 6:00 a.m. and ending at 3:55 p.m., except for a section(s) of a course(s) starting prior to 3:55 p.m. or for a section(s) of a course(s) that are part of an established day curriculum and must be offered after 3:55 p.m. due to unique facility or teacher availability limitations. All service faculty shall meet their hours of accountability between the hours of 6:00 a.m. and 5:00 p.m., unless initially hired under different **circumstances**.
4. Seniority shall be based on continuing residential employment, shall date from the time of formal Governing Board action, and shall determine length of time in service.
5. The Professional Growth Committee is a Governing Board approved District Committee consisting of the Chancellor or designate plus the Dean of Instruction or designate and two (2) faculty representatives from each campus.
6. The Residential Faculty Policy Review Process exists for the purpose of interpretation and recommendation for change in the Residential Faculty Policy manual (See Article II, Section I).
7. Faculty Governance is a process determined by the Residential Faculty members.
8. The College Faculty Presidents are elected representatives of the Residential Faculty of each college.
9. The College Staffing Advisory; Committee shall consist of the Dean of Instruction and at least four (4) faculty members appointed by the Faculty President.
10. Department/Division Chairperson is a faculty member as defined in the Residential Faculty Policy manual with certain administrative functions as defined in the Administrative Policy Manual. (Should department/division chairperson(s) become full-time administrators at any college, those chairperson(s) will not be covered by the Residential Faculty Policy manual.) (See Appendix D)
11. The Meet and Confer Process is a process for the purpose of deliberation and recommendation for change in the Residential Faculty Policy manual.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

ARTICLE II

RESIDENTIAL FACULTY RIGHTS

A. Information

Upon request, the Administration agrees to furnish to the Residential Faculty public information, as defined by law, necessary for the Residential Faculty Committee(s) to function properly.

B. Time for Meetings

Residential Faculty members may participate during hours of accountability (if it does not interfere with scheduled assignments) in meetings and grievance proceedings. Such meetings must not be scheduled to conflict with the scheduled assignment of those Residential Faculty involved.

C. Use of College Facilities

The Residential Faculty shall have the right of access to college buildings for the purpose of Residential Faculty business, providing there is no interference with the regular academic program. The usual facility reservation procedure will be followed, when necessary.

D. Use of School Equipment

The Residential Faculty shall have the right, for the purpose of member representation, to use District equipment at reasonable times at the assigned location, including typewriters, mimeographing machines, other duplicating equipment, provided such equipment is not otherwise in use. The Board will make supplies available at its cost for faculty purposes.

E. Office Space

Adequate office space should be provided for the Residential Faculty at the colleges and District.

F. Mail

Residential Faculty shall have use of intra-college and intra-District mail facilities within present guidelines and policies.

Article II Residential Faculty Rights

G. Participation in Educational 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 Residential Faculty at the appropriate level.
3. Policy recommending committees, including residential instructional faculty, shall be a part of the administrative structure.
4. All Residential Faculty committees shall be constituted so as to fully utilize the potential of the instructional staff.
5. Temporary Residential Faculty committees shall be kept at a minimum; problems shall be referred to permanent committees whenever possible.

H. Board Meetings

1. In accordance with the Board's agenda policy the Chancellor may place on the agenda of each regular Board meeting, as an early item for consideration under "New Business", any matters brought for consideration by the Residential Faculty Governance.
2. The Residential Faculty shall be furnished notice of all meetings of the Governing Board, stating date, time and location. In addition, agendas, minutes, budgetary information, and study materials will be furnished at the same time and in the same form as those furnished the Board.

I. Personnel Policy Revision and Interpretation

The Administration and the Residential Faculty agree to meet and confer for the purpose of discussing policy interpretation and **revision:**

1. Contested interpretation of existing policy, excluding grievance against violations of the policy, shall be submitted to the assigned representatives of the Administration and Faculty. The representatives shall submit recommendations to the Chancellor for adjudication. Such decisions by the Chancellor shall be submitted to the Governing Board as an information item within thirty (30) working days following the original submission to the representatives of the Administration and Faculty.

Article II
Residential Faculty Rights

I. Personnel Policy Revision and Interpretation (Cont'd)

2. Changes shall be submitted to the Chancellor for acceptance.
 - a. Proposed changes in policy shall be submitted in writing.
 - b. If the item under consideration is not of utmost urgency and is contested, it shall be returned to the Administration and Faculty representatives as an agenda item for the next academic year.
 - c. If after reviewing position statements of the residential faculty and the Administration, agreement cannot be reached, and if the item considered is of sufficient urgency, a recommendation shall be made by the Chancellor. Such recommendations shall be submitted to the Governing Board as an action item.
 - d. Item(s) upon which agreement is reached shall be submitted to the Governing Board as action item(s) indicating acceptance and implementation by the Chancellor.

J. Budget Formulation Participation

The Residential Faculty shall receive reasonable notice of budget formulation meetings involving the Administration. Representatives of the Residential Faculty may attend such meetings for informational purposes. The faculty may submit to the College President, prior to the finalization of the proposed budget, recommendations on budget appropriations for programs and priorities.

K. Recruitment and Selection of New Residential Faculty

1. The Residential Faculty shall receive notice when new positions become available or existing positions are vacated. The notice shall explain the basic qualifications, job descriptions, and salary for the position.
2. Faculty members of the involved or related discipline(s) will interview candidates for faculty positions after review of the credentials by the Personnel Office as per discipline standards on file with the Personnel Office at the time of advertising. Other personnel may be invited by the Personnel Director to participate in interviews when warranted. Appropriate recommendation shall be made by those involved.
3. Faculty participation on screening committees shall be utilized to advise the Chancellor in the selection of new administrative personnel. Faculty may serve as members at the executive level at the request of the Governing Board.

Article II
Residential Faculty Rights

K. Recruitment and Selection of New Residential Faculty (Cont'd)

4. All new faculty must meet the same requirements per discipline standards on file with the Personnel Office.
5. All employment procedures will be conducted within Title VII and IX guidelines.

L. Faculty Loai Reductions

1. Members shall be granted 93.0 load hours to prepare and participate in college and District educational policy making per Article II, Section G.
2. The Chancellor shall award 6.0 load hours per year to the Residential Faculty member selected as chairperson of the Professional Growth Committee.
3. Additional load reductions may be granted by the Chancellor to Residential Faculty upon payment of all replacement costs. Additional load reductions shall be requested with sufficient advance notice so as not to disrupt regular college functions.
4. Non-Residential Faculty for replacement shall be a special allocation which is not part of the college basic allocation for Non-Residential Faculty.

M. Discretionary Load Reduction

Fifteen (15) load hours per year of administrative load reduction will be granted each college for assignment to members by the President of the College. Assignments will be reported to the Chancellor, Vice Chancellor for Educational Development and the Governing Board.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

ARTICLE III

RIGHTS OF MEMBERS

A. Instructional Rights

Due process must be available, adhered to, and administered by the local College President. Faculty members are entitled to academic freedom in the classroom in discussion and method or presentation of the subject taught provided that the faculty member informs the student class members that the views presented are those of the member. However, academic freedom also implies that reasonable alternative views will be presented. Reasonableness should also be exercised by the member in meeting institutional/community responsibilities. Instructors will recommend the appropriate textbooks, and subjects or areas of concern. The instructors shall maintain the right and responsibility to determine grades and other evaluations of students.

B. Personal Rights

The Governing Board recognizes that the personal life of a faculty member is not an appropriate concern of the college, provided it does not affect the faculty member's effectiveness in fulfilling professional obligation(s).

C. Appearance Before Governing Board

Members who have exhausted all administrative remedies and desire to appear before the Governing Board will initiate a request through the Chancellor who may make the necessary arrangements for such appearance. If the request is denied by the Chancellor, there shall be a statement of the reason(s) given the member within ten (10) working days.

D. Visitation of Faculty Members

Brief classroom visits by administrative and/or staff personnel may be conducted without notice to the member in situations that need immediate attention for the normal operation of the college. These visits will not be used for the purpose of the instructor evaluation.

E. Evaluation of Provisional Faculty Members

1. Premises Basic to the Evaluation Program

- a. Observation and evaluation will be made by the administration or by qualified personnel designated by the administration.

ARTICLE III
RIGHTS OF MEMBERS

E. Evaluation of Provisional Faculty Members

1. Premises Basic to th Evaluation Program (Cont'd)
 - b, The President of the College shall have the final respon- sibility for recommending retention, after consulta- tion with department/division chairpersons and the Dean of Instruction.
 - c. Professional service to the college and relationship with colleagues and students will be a basis for evaluation.
2. The Objectives of the Evaluation Program are as follows:
 - a. To improve teaching performances;
 - b. To advise the faculty members regularly and specifically of their strengths and weaknesses, progress, and overall **status**;
 - c. To determine the desirability of continued employment and/or appoinitive status.
- 3, The Plan of' the Evaluation Program is as follows:
 - a. Observation of each provisional instructor will be for not fewer than three (3) full class periods, or the equivalent, each year. Within five (5) teaching days following each observation, there will be a conference between the instructor and the observer.
 - b, Observation of provisional faculty members by adminis- trative personnel must be conducted if the departmen,t/ division chairperson or the provisional member requests such observation.
 - c. All written evaluations of provisional members will be made on the approved rating form. These evaluations will be submitted, in triplicate, and signed by the member and the evaluator. A copy will be retained by the member.

F. Evaluation of Appointed Faculty Members

1. Premises Basic to the Evaluation Program
 - a. The visitation and evaluation of appointed faculty mem- bers will not be done routinely, but will be done as administrative needs require.

ARTICLE III
RIGHTS OF MEMBERS

F. Evaluation of Appointed Faculty Members (Cont'd)

- b. Professional service to the college and relationship with colleagues and students will be a basis for evaluation.
2. The Objectives of the Evaluation Program are as follows:
 - a. To provide a uniform and regular method of assessing performance of the appointed faculty member.
 - b. To determine the desirability of continued employment.
3. The Plan of the Evaluation Program is as follows:
 - a. The President of the College shall authorize the administrative evaluation and shall have final responsibility for accepting the completed evaluation and any recommendations therefrom.
 - b. The evaluation will be made by the administrative personnel designated by the President of the College.
 - c. Observation of each appointed member will be for not fewer than three (3) full class periods, or the equivalent. Within five (5) teaching days following each observation, there will be a conference between the instructor and the observer.
 - d. All written evaluations of appointed members will be made on the approved rating form. These evaluations will be submitted in triplicate and signed by the member and the evaluator. A copy will be retained by the member.

G. Evaluation of Faculty Members for Instructional Improvement

1. Each college has an approved evaluation plan developed in concordance with college faculty for purposes of improvement of instruction. Evaluation of faculty members will be made according to the appropriate sections of this plan.
2. Members assigned to two (2) or more colleges shall be evaluated only at the college of primary assignment in conformance with the approved college plan developed in concordance with the college faculty. Members may request to be evaluated at another college in conformance with that college's approved plan.

ARTICLE III
RIGHTS OF MEMBERS

H. Experimental Program Personnel

Members involved in experimental programs retain full rights under the Residential Faculty Policy.

I. Legal Rights

Nothing in this policy shall be construed to deny or diminish any individual rights which a member has under the law.

J. Personnel Files

The District shall maintain the official personnel files which shall contain all materials relevant to the member's employment and shall be the sole repository of such materials with the exception of a college file. Only those letters of recommendation solicited by the Residential Faculty member shall be included in the official file. The college file will contain only duplicated materials from the official District personnel file which are required for administrative purposes. Each file will have attached a record for notation of names, dates, and purposes of persons reviewing the files. Both files will be secured and only authorized personnel shall be permitted to view them. A member shall have the right to:

1. Review of the contents of their files upon request, except letters of recommendation, and the college placement files which, when submitted, request confidentiality.
2. Receive a copy of any documents contained therein, except letters of recommendation.
3. Be notified, in writing, when material is being added to the file(s).
4. Request the inclusion of relevant documents to be added to the file(s).
5. Request the removal of all inappropriate and/or obsolete documents from the files.
6. File a written response to be included whenever negative or derogatory information is placed in the file(s).

K. Personnel Relations

1. All members shall be accorded treatment by their supervisors in a manner befitting the professionalism of both parties. Any criticism of a member's performance shall be made in confidence.

ARTICLE III
RIGHTS OF MEMBERS

K. Personnel Relations (Cont'd)

2. No member shall be disciplined, reprimanded, suspended, or reduced in assignment or compensation without just cause.
3. When any Residential Faculty member is required by the President of the college to appear before the Chancellor, Governing Board or any committee or member thereof, concerning any matters which could adversely affect employment, he/she shall be entitled to have a representative or legal counsel present to advise and/or represent him/her during such meetings or **interviews**.

L. Issuance of Faculty Contracts

1. Provisional Faculty Members

Notice of the Chancellor's intent and reason(s) not to recommend re-employment of a provisional faculty member shall be by delivering it personally to the member or by sending it by Registered or Certified mail, bearing a postmark on or before April 30, directed to the faculty member at his/her place of residence, as recorded in the school district records.

2. Appointed Faculty Members

Unless an appointed faculty member is otherwise notified in writing by an officer of the college on or before March 15, a new contract will be issued for the ensuing academic year. The appointed faculty member shall indicate acceptance of the contract for the ensuing year by signing and returning the contract to the Governing Board or its officer within thirty (30) calendar days after receipt of said contract.

M. Suspension of the Faculty Member

1. Upon a written statement of charges formulated by the Chancellor, charging a faculty member of the District, the Chancellor may immediately suspend the faculty member and give notice of suspension.
2. The notice of suspension shall be in writing and be served upon the member, personally, or by United States Registered mail, addressed to the member at his/her last known address.
3. Any member who has been suspended pursuant to this section shall continue to be paid regular salary during the period of **suspension**.

ARTICLE III
RIGHTS OF MEMBERS

N. Compulsory Leaves of Absence

1. If any certificated faculty member is charged by criminal complaint, information or indictment with any criminal offense, which would be deemed cause for dismissal, the Chancellor may immediately place the member on compulsory leave of absence for a period of time extending for not more than ten (10) days after the date of entry of judgment in the proceedings.
2. Any member placed on compulsory leave of absence, pursuant to this section shall continue to be paid regular salary during the period of compulsory leave of absence.

O. Faculty Member Dismissal

Upon a written statement of charges formulated by the Chancellor, charging that there exists cause for the dismissal of a faculty member of the District, the Chancellor shall give notice to the faculty member of this intention to dismiss at the expiration of thirty (30) days of the date of the service of the notice.

1. Any written statement of charges alleging unprofessional conduct or incompetency shall specify instances of behavior and the acts or omissions constituting the charge so that the faculty member will be able to prepare a defense. It shall, if applicable, state the statutes, rules or written objectives of the Chancellor which the faculty member is alleged to have violated and set forth the facts relevant to each occasion of alleged unprofessional conduct or incompetency.
2. The notice of suspension shall be in writing and served upon the member personally by United States Registered or Certified mail, addressed to the last known address. A copy of the charges shall be attached to the notice.
3. The faculty member shall have the right to a hearing by filing a written request with the Chancellor within five (5) working days of service of notice. The filing of a timely request shall suspend the dismissal procedure, pending the completion of the hearing.
4. Upon such request, a Hearing Committee shall be constituted within five (5) working days and shall be composed of one College President, from another campus, and two (2) members of the Residential Faculty. One (1) of the Residential Faculty members will be selected by the member and the other appointed by the college Faculty President. The member may attend the hearing meetings and present any testimony, evidence, or statements, oral or written, in his/her behalf and be represented by legal counsel.

ARTICLE III
RIGHTS OF MEMBERS

0. Faculty Member Dismissal (Cont'd)

5. The Hearing Committee shall review the report of the President of the College and shall make any investigation deemed necessary to assure a just recommendation. A hearing shall be held, not later than fifteen (15) working days after the appointment of the committee.
6. Within five (5) working days after completion of the hearing, the Hearing Committee shall make its recommendation to the Chancellor, who shall then make a recommendation to the Governing Board. The Governing Board shall render the final decision for dismissal or for retention,

P, MembershiE I and Representation Professional Organizations

1. Residential Faculty members 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.
2. Whatever courtesies are extended to member(s) in the District will be fully and unreservedly extended to all members.
3. 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.

Q. Faculty Transfer Policy

Since the contract of Maricopa County Community College District states that a certificated faculty member is employed by the District, a member may transfer from a discipline or service department at one college to a similar discipline or service department, if qualified in that discipline or service department, at another college according to the following:

1. Premises Basic to Transfer Determination
 - a. The preference of the member for a particular college;
 - b. Protecting the employment of the faculty member in the event of overstaffing in the present assignment;
 - c. Meeting the staffing needs educationally and/or numerically of another college/facility; and/or
 - d. Improving working relationships.

ARTICLE III
RIGHTS OF MEMBERS

Q. Faculty Transfer Policy (Cont'd)

2. Requisites for Transfer

- a. All parties concerned will provide input in the transfer decision including, but not limited to, the following: President of the College, Deans of Instruction, department/division chairpersons of the appropriate colleges, in addition to the member requesting transfer.
- b. The Chancellor will provide, if requested, pertinent facts, and data in a report to the member.
- c. The determination of transfer will be based upon, but not limited to the following considerations:
 - (1) Willingness of transferee;
 - (2) Reciprocal need for transfer;
 - (3) Academic qualifications of transferee;
 - (4) Compatibility within receiving department/division structure.
- d. Members will follow procedures as outlined by Personnel Office.

R. Retrenchment Policy

If Enrollment projections indicate that any District college will be overstaffed during the forthcoming academic year, the staffing Committee at each college shall recommend which discipline(s)/service area(s) are overstaffed and shall submit their recommendation for reducing the Appointive Residential Faculty to the authorized level to the President of the College no later than May 1st.

1. Whenever overstaffing is found to exist in any discipline/service area, the first consideration will be transfer to another college and first priority will be given to volunteer(s) in the overstaffed discipline(s)/service area(s),
2. Member(s) with seniority in the District will have the first option of choice of transfer within the discipline/service area for which they are qualified. Transferees with seniority in the District will have the first option of choice of transfer, first option of return to their original position(s) should any of the positions open within one (1) year.

ARTICLE III
RIGHTS OF MEMBERS

R. Retrenchment Polict (Cont'd)

3. When only one eligible transferee is recommended by the Chancellor, the receiving college must accept that transferee. When more than one transferee is recommended, the receiving college may select from those recommended. Unresolved recommendations will be adjudicated by the Chancellor, in consultation with the involved college Faculty President(s), chairperson(s) and the President(s) of the College(s).
4. If a college remains overstaffed after the preceding steps have been taken, faculty members shall be assigned teaching/service load hours in an area of competency in the Continuing Education program at any college, with preference given to the resident college of the member.
5. When no assignments are available in a faculty member's teaching/service area in the Continuing Education program, the Dean of Instruction will communicate the college Staffing Committee's recommendation to the President of the College. The faculty member(s) affected will be transferred to any vacancy that exists for which the member(s) may have a teaching/service minor. Under this condition, the member(s) will be given a reasonable time to expand the teaching/service minor to a major, with assistance from District resources.
6. After the above conditions have been met, one or more of the following actions may be utilized to retain educationally qualified members.
 - a. The teaching/ service load may be distributed among two (2) or more colleges which have course/service openings, day or evening, to maintain a full load.
 - b. Upon recommendation of the President of the College, a reduction of teaching/service load with a proportional contract and retention of proportional benefits may be offered before contracts are offered to non-residential faculty. (The remaining portion of the benefits may be assumed by the member.)
7. If no vacancies occur under any of the above conditions, the Chancellor will review the Staffing Committee's recommendations (See R.5.), and make recommendation(s) for transfer, retention, or dismissal to the Governing Board.

ARTICLE III
RIGHTS OF MEMBERS

R. Retrenchment Policy (Cont'd)

8. Members shall have the option of reinstatement for two (2) years and shall be reinstated in inverse order of being laid off, provided he/she is qualified to perform the assignment for which he/she is being recalled and is recommended for reinstatement by the Chancellor.
9. In case of recommendation for termination to the Governing Board, the member shall be entitled to all rights of due process.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

ARTICLE IV

COMPENSATION

A. Salary Schedules

All Residential Faculty members shall be paid according to the salary schedules in Appendix E.

B. Salary Placement

1. Residential Faculty members shall be placed and shall advance on the appropriate salary schedule.
2. Placement of full-time instructional member(s) on the salary schedule will be determined by the Personnel Office in compliance with Section C below.

C. Credit for Prior Experience

On the academic schedule, a Master's degree is required for placement on Step 0. Occupational placement requires a Bachelor's degree and three (3) years of occupational experience or five (5) years of occupational experience as a minimum for placement on Step 0. Credit will be given at the rate of one (1) step on the salary schedule for each year of acceptable experience up to three (3) years. Credit for experience beyond three (3) years will be at the rate of one (1) step for each two (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 six (6) steps on the salary schedule.

D. Horizontal Movement on the Salary Schedule

1. All Residential Faculty members move horizontally on the salary schedule for each credit hour beyond the minimum entering requirement up to a maximum of seventy-five (75) semester hours unless the member has earned the doctoral degree.
2. To receive credit, non-degree members must (a) file a course of study leading to an Associate in Arts degree, or (b) file a listing of technical and general education courses accepted by the department/division chairperson, Dean of Instruction, the College President, and the Professional Growth Committee.
3. If the administration requires additional study by the non-degree faculty member, the salary will be adjusted accordingly.
4. Residential 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 Appendix E)

ARTICLE IV
COMPENSATION

E. Vertical Movement. Throu!! the Schedule

A Residential Faculty member may be advanced vertically through the steps of the salary schedule at the rate of one (1) step per year of service in the performance of assigned duties.

Increment Withholdin&

Upon recommendation of the College President, the Chancellor of the District may withhold the recommendation for vertical advancement through the salary schedule 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 adherence in the adopted policies of the District.

Notification must be made prior to April 15.

Any faculty member so deprived is entitled to a hearing.

The Chancellor will make his recommendation upon the advice of a committee composed of the Vice Chancellor for Educational Development, the President of the College, and two (2) members from the faculty appointed by the local college Faculty President.

F. Restrictions and Exceptions to Advancement

1. A Residential Faculty member who has worked in this District more than one (1) semester of the school year shall be advanced one (1) vertical step on the schedule. If employment has been for one (1) semester or less, the faculty member will remain on the same step of the schedule for the following year.
2. Twenty-four (24) semester hours of approved study are required to progress to Step 13.
3. The maximum vertical progression for non-degree faculty members is Step 9, unless a prescribed plan of educational/professional development is completed.

ARTICLE IV
COMPENSATION

G. Other Paid Duties and Benefits

All other paid duties, rates of pay, as well as, other benefits, for Residential Faculty shall be in the Appendices (A, B, C, D, E) of this Residential Faculty Policy manual.

II. Employment for Less than Contract Year

Members working less than the regular contract year, pay shall be prorated on the basis of the number of days actually worked.

I. Employment of Retired Instructors

(See Appendix C, Section F.)

J. Professional Growth Activities

Professional Growth activities are administered in compliance with Appendix A.

MARICOPA COUNTY COLLEGE DISTRICT

ARTICLE V

EMPLOYMENT CONDITIONS

A. Calendar

1. Contract Year

The regular contract year for Residential Faculty shall consist of 196 contract days of which 170 shall be days of accountability. (Mid-August through mid-May)

Prorated regular Residential Faculty contracts of a duration greater than 196 days, after consultation with the chairperson of the involved discipline/service area may be offered by the President of each college (s) with approval of the Chancellor.

2. Paid Holidays

The following holidays shall be contract days on which no work will be required, but regular pay will continue: Independence Day, Labor Day, Veteran's Day, Thanksgiving Recess, Christmas Recess, President's Day, Spring Recess [five (5) working days], and Memorial Day.

- a. The foregoing will be paid holidays only if they fall within any member's contractual period.
- b. If the chairperson of the affected discipline/service area and the President of the College determines that faculty members should work identified paid holidays, recess, compensatory hour(s), day(s) equal to the time worked shall be granted.

3. In-Service and Orientation Days

The regular contract year shall include a minimum of one (1) day each semester which will be used by the individual member in preparation for the opening of each semester.

B. Residential Instructional Staff Positions

1. Residential instructional staff authorized positions at any college are based upon full-time day student equivalents (FTSE), averaged from the 45th day count of the preceding Fall and Spring terms, converted to full-time teacher equivalents (FTTE) on the basis of a fifteen (15.0) credit load. FTTE -

ARTICLE V
EMPLOYMENT CONDITIONS

B. Residential Instructional Staff Positions_ (Cont'd)

1. (Cont'd)

student ratios are adjusted on the basis of a 27:1 ratio for academic courses, 20:1 for occupational courses, and 10: 1 for health related courses. Average load shall be determined by staffing ratio area.

2. The college shall be staffed at 90% of the projected enrollment with full-time Residential Faculty. However, for the purpose of department/ division growth, flexibility, and unusual staffing requirements, any college may utilize qualified non-residential personnel. The requests of department/ division chairpersons will be given consideration prior to staffing approval by the College President. The College Staffing Committee will be informed.
3. If teaching load within any department/division by non-residential personnel equals one (1) or more full-time teacher equivalents (FTTE) for two (2) continuing semesters, the college shall make every effort to bring about the hire of full-time Residential Faculty members.
4. If FTSE, adjusted by academic, occupational, and health ratios, based on an averaged 45 day count of the preceding Fall and Spring term, produces a FTTE of less than 90% of the college's previous year's FTTE, the College will be considered to be overstaffed. Should this condition occur, a study of the factors relating to the condition shall be made by the college Staffing Committee and appropriate administrative action will be taken.

C. Faculty Member Load

1. A full-time load for an instructional faculty member will be 30-32 load hours per academic year. Lecture hours are to be on a one (1) to one (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.

ARTICLE V
EMPLOYMENT CONDITIONS

C. Faculty Member Load (Cont'd)

a. Instructor Load for Large Classes

TYPES	STUDENTS	LOAD
Regular General Classes	0 - 59	Regular Load
Lecture	60 - 89	1.5 x Regular Load
	90 & Over	2 x Regular Load
Math	0 - 52	Regular Load
	53 - 75	1.5 x Regular Load
	76 & Over	2 x Regular Load
English Composition	0 - 44	Regular Load
	45 - 59	1.5 x Regular Load
	60 & Over	2 x Regular Load

b. Field Trip Courses

(1) During the Academic Year

Credit - 1.0 per calendar week (minimum of five (5) days for first week)

Load - 0.0 No pay for faculty since all days are paid as work or vacation

(2) Summer

Credit - 1.0 per calendar week (minimum of five (5) days for first week)

Load - 1.0 The first five (5) days and
.17 per day of field trip in excess of five (5) days

2. When an instructional faculty member does have a load in excess of thirty-two (32) hours per academic year, he/she will be additionally compensated on the basis of the evening load hour rate of pay for each hour in excess of thirty-two (32), payment is to be made during the second semester.
3. Experimental loading may be utilized in occupational and/or interdisciplinary programs if approved by the Chancellor.

ARTICLE V
EMPLOYMENT CONDITIONS

D. Accountability

1. To meet the thirty (30) hours per week of accountability, instructional Residential Faculty members are required to meet all classes as scheduled and, in addition, to maintain one (1) hour per day as a scheduled office hour; the remaining time to be spent in scheduled class related activities and in College/District activities.
2. To meet the thirty-five (35) hours per week of accountability, service faculty members are required to meet scheduled department/division assignments and other College/District related activities.
3. Within the hours of accountability, all members are required to maintain equity of assignments and to participate in non-teaching assignments.
4. Administrative approved reassigned time shall be part of the hours of accountability; and other paid activities beyond the base contract will not.
5. The President of the College shall develop a list of approved extra-curricular assignments, with the advice and recommendation of the College Faculty President. Faculty assignments shall be determined by the President of the College after consultation with the College Faculty President.
6. The Residential Faculty assumes reasonable responsibility for District/College facilities and equipment under its **supervision and control**.
7. Non-teaching professional responsibilities may be assigned by the Chancellor or designate (which may include participation in faculty curricular and educational development meeting(s), in-service training program(s), ceremonial exercises, and such other activities as may reasonably be required for the full and proper discharge of the member's responsibilities.)

E. Assignments Beyond the Regular Contract - (See Appendix C)

F. Substitution

Qualified substitute instructors may be employed to replace absent members of the instructional staff when deemed necessary by the College President. Qualified residential members may be employed as substitutes. (Substitute Pay Schedule - Appendix C)

ARTICLE V
EMPLOYMENT CONDITIONS

G. Hirin_g_ and Retirement Practices

All employment procedures will be conducted within Affirmative Action guidelines.

1. Employment Requirements

Prior to assuming their duties, all Residential Faculty members will meet all certification 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. The Maricopa County Community College District, whether for purposes of initial employment or for vertical or horizontal advancement on the salary schedule, recognizes only those academic credits and/or degrees earned at accredited institutions eligible for inclusion in the Education Directory, Colleges and Universities, U. S. Department of Health, Education and Welfare. Accrediting reference will be kept current and on file in the District Personnel Office.

2. Retirement Procedures

- a. Members who attain retirement age, as defined by Statute, during a semester, may be allowed to complete that academic year with full benefits. (Requires written request and positive Governing Board action.)
- b. Members who wish to be considered for continuing employment after reaching the age of seventy (70) must use the following procedures:
 - (1) Initiate a request for consideration for continued employment addressed to the Director of Personnel through the immediate supervisor and the concerned College President or appropriate Vice Chancellor.
 - (2) Submit the request **six** (6) months prior to the normal retirement date and repeat each year thereafter.
 - (3) Pass a yearly physical examination based on standard criteria, indicating satisfactory health.

ARTICLE V
EMPLOYMENT CONDITIONS

G. 2.b. Retirement Procedures (Cont'd)

- (4) Receive a recommendation for continued employment in the same capacity, or in a different job with curtailed duties and hours, from the supervisors through the concerned College President or appropriate Vice Chancellor.
- (5) Paramount consideration in recommending continued after the age of seventy (70) to the Governing Board will be:
 - (a) Economics of the District;
 - (b) Availability of work;
 - (c) Ability of the employee to perform satisfactorily
- (6) Submit the Request to the Director of Personnel for Governing Board consideration and approval;
- (7) Members on extended continued employment on reaching the age of seventy-five (75) shall automatically retire at the end of the affected contract period.

H. Part-time Residential Faculty Members

1. In determining pay for part-time members, with no additional assigned responsibilities, eighteen (18.0) semester load hours will be used in determining prorated salary.
2. For an appointed member carrying less than a full load and prorated accountability, fifteen (15.0) semester load will be used in determining prorated salary.
3. The member will, at three-fourth (3/4) load or above, receive and will continue to receive all full-time member benefits.
4. The appointed member will receive benefits provided that less than three-fourth (3/4) status occurs as a result of illness, disability, retirement, and/or administrative approval.

I. Sabbatical Leaves

Sabbatical leaves may be granted to qualified members of the faculty. The administration and conditions of sabbatical leave shall be governed by the policy as stated in Appendix A.

ARTICLE V
EMPLOYMENT CONDITIONS

J. Unpaid Leaves

The Governing Board may approve extended leave [for not more than one (1) year] for a member upon recommendation of the Chancellor. A member 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, insurance, and sabbatical leave, unless insurance is paid for by the faculty member.

K. Professional Unpaid Leaves

Those leaves which are recommended by the Professional Growth Committee and relate to the faculty member's assigned duties. Therefore, the member is entitled to continuing service credit (advancement on salary schedule and continuous credit for sabbatical leave). The administration and conditions of professional unpaid leave shall be governed by the policy as stated in Appendix A.

L. Personal Unpaid Leaves

Those leaves requested by the faculty member which are granted for any other reason and for which the member receives no continuing service credit.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

ARTICLE VI

RESOLUTION OF CONTROVERSY

(May be superceded by adoption of a universal
Grievance Procedure prior to July 1₁ 1978)

A. Conflict Between Student and Faculty Member

When there is a complaint by a student against a member, the proper college authority will work in confidence with the parties to resolve the conflict. A member will not be required to respond to any complaint which is not in writing over complainant's signature or to complaints which do not have specific documentation of incidents, i.e., dates, times, etc. This complaint must be made available to the member involved. Grievance and due process procedures will be in conformance with the agreement.

B. Complaints About Teaching Materials

In the event that a complaint is made about textbooks, library materials or other instructional materials used by the District, or in the event that petitions for censorship, removal or expurgation of textbooks, library materials or other instructional materials are received by the District, the following procedure shall be followed:

1. The complainant shall be required to set forth the objections and complaints in writing, and to date and sign the same.
2. Such objections shall first be reviewed by a committee designated by the Administration and College Faculty President, comprising of members competent in the field of study to which the teaching material belongs.
3. The committee will submit its findings, in writing, to the Chancellor, who will determine recommendations to the Governing Board.
4. Any teaching material, textbook, or library material shall remain in use unless and until the Governing Board shall formally conclude to take action to remove the same.

C. Grievance Procedure

In the case of a grievance the matter will be reported and the following procedure will apply:

ARTICLE VI
RESOLUTION OF CONTROVERSY

C. Grievance Procedure (Cont'd)

1. Definitions

a. **Grievance**

A "grievance" is a written claim based upon the interpretation, application, or violation of Board policies, or decisions of unfair or inequitable treatment.

b. Aggrieved Person

An "aggrieved person" is the person or persons making the claim.

c. Party in Interest

A "party in interest" is the person(s) making the claim or any person who might be required to take action, or against whom action might be taken in order to resolve the claim.

D. Procedure in Case of Violation or Alleged Violation of Policy

Every effort shall be made to resolve year-end grievances prior to the end of the academic year.

Level 1 - Members with a grievance shall first discuss it with their immediate supervisor(s) and other concerned persons with the objective of resolving the matter.

Level 2 - If the aggrieved person is not satisfied with the disposition of the grievance at Level 1, or if no decision has been rendered within five (5) working days after the presentation of the grievance, the member may file the grievance, in writing, with the College Faculty President and the College President. Within ten (10) working days after receipt of the written grievance, the College President, the College Faculty President, and the aggrieved person will meet in an attempt to resolve the grievance.

Level 3 - If the aggrieved person is not satisfied with the disposition of the grievance at Level 2, or if no decision has been rendered within ten (10) working days, the member may file the grievance in writing, with the Chancellor and the Executive Council President. Within ten (10) working days after the receipt of the written grievance, the Chancellor, the College Residential Faculty President, the Executive Council President, and the aggrieved person will meet in an attempt to resolve the grievance.

ARTICLE VI
RESOLUTION OF CONTROVERSY

D. Procedure in Case of a Violation or Alleged Violation of Policy (Cont'd)

Level 4 - If the aggrieved person is not satisfied with the **disposition of the grievance at Level 3, or if no decision has been reached within ten (10) working days after the meeting,** the aggrieved member may file a written grievance with the Executive Council President, who will arrange a meeting with the Executive Committee of the Council and the aggrieved person. If the **committee determines that a grievance does, in fact exist,** it may by written notice to the Chancellor within fifteen (15) working days after receipt of the request from the aggrieved person, submit the grievance to the Chancellor for decision. After fifteen (15) **working days, there has been no decision or the decision is unacceptable** to the Residential Faculty representatives, they will recommend that the matter be placed on the agenda of the Governing Board to be considered in Executive Session. The Chancellor will receive this request and place the matter on the agenda and schedule an Executive Session for the Executive Council and the Chancellor with the Governing Board. The Governing Board shall render a written decision within fifteen (15) working days.

E. Rights of Members

1. Faculty Hember Representative

Aggrieved persons may be represented at all stages of the grievance procedure, either by themselves and/or representative or legal counsel.

2. Reprisals

No reprisals of any kind shall be taken by the Governing Board or by any member of the administration against any party in **interest, any representative, any member, or any other participant** in the grievance procedure by reason of such participation.

F. Miscellaneous

1. Written Decisions

Decisions rendered at Level 1, which are unsatisfactory to the aggrieved person and all decisions rendered at Levels 2 and 3, or 4, on the grievance procedure shall be in writing, setting forth the decision and the reasons therefor, and shall be transmitted promptly to all interested parties.

ARTICLE VI
RESOLUTION OF CONTROVERSY

F. Miscellaneous (Cont'd)

2. Sefarate Grievance File

All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any participants. A member shall have access to all documents pertaining to his/her grievance and may acquire copies of **same**.

3. Forms

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the District and the Executive Council and given appropriate distribution so as to facilitate operation of the greivance procedure.

4. Meetin and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article. All meetings or hearings shall be at a time convenient to the member and shall not interfere with his/her work schedule.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

ARTICLE VII

EFFECT OF POLICY

A. Separability

In the event that any provision of this policy is contrary to any Residential Faculty policies adopted by the District prior to the effective date of this policy acceptance, the provisions of this policy shall apply. In the event that any provisions of these policies shall be declared invalid by any court of competent jurisdiction, such decisions shall not invalidate the entire policy, it being the express intention of the parties that all other provisions not declared invalid shall remain in full force and effect.

B. Statement of Good Faith

Both parties agree that during the course of developing this policy, each party had the unlimited opportunity of making proposals, assessing proposals and analyzing positions. The parties further assert that all obligations and benefits herein are the result of voluntary agreement. This document contains the full and complete agreement reached on issues considered. No amendment or supplement to this policy shall be deemed effective unless agreed upon according to the provisions of Article II, reduced to writing, and approved by the Governing Board.

C. Compliance Between Individual Contract and Policy

Any individual contract between the Board and an individual instructor hereafter executed shall be subject to and consistent with the terms and conditions of this policy. An individual contract cannot contain language inconsistent with this policy.

D. Renewal and Process for Successor Agreement

This policy statement shall automatically renew each July 1 for successive terms of one (1) year, unless either party shall give to the other written notice of reopening, no later than December 15, 1979, specifying the subject(s) or section(s) to be reopened, the parties shall enter into discussion of the subject(s) or section(s) thus reopened no later than January 15, 1980. In the event Governing Board policy is not changed in the reopened sections by April 3, 1980, the current policy shall prevail.

ARTICLE VII
EFFECT OF POLICY

E. Policy Distribution

Copies of this policy shall be printed and distributed at the expense of the District within fifteen (15) days after Governing Board approval. The policy document shall be presented to all instructors now employed, hereafter employed, or considered for employment by the Board. Additional copies of Residential Faculty Policies will be available in the Personnel Department of MCCC.

F. Date of Implementation for Policy Change(s)

Any change in policy from prior year will become effective July 1, 1979, and shall continue in effect or terminate, as provided in Section D above.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

APPENDIX A

PROFESSIONAL GROWTH RESIDENTIAL FACULTY
POLICIES, PROCEDURES AND GUIDELINES

The Maricopa County Community College District has established a policy permitting instructors to advance on the salary schedule through longevity as well as various types of activities directly relating to increased professional competency. The liberality of the policy and the absolute requirement for the utmost care in the expenditure of public monies demands complete adherence to the concepts of the policy and valid justification of all requests for salary advancement.

The policy is essentially a method of recognizing in a substantial way, the efforts of members as they engage in professional activity related to their service to the District. The policy is not primarily designed as a means of rewarding the member financially, nor is it intended that compensation be provided for activity considered to be a part of a member's professional obligation.

Because of the great variety of activities which are recognized and the even greater range of individual request, it is frequently necessary to apply interpretive judgment to determine whether the request comes within the purview of the policy. Part of the responsibility of the Professional Growth Committee is to make such determinations, and will use the vehicle of a sub-committee.

As a means of providing uniformity in the making of judgment, a statement of guidelines has also been prepared. It is hoped that these guidelines will be helpful in the interpretation of the policy, and that all concerned will familiarize themselves with them prior to the submission of future requests.

A. Professional Growth Advancement

1. General Information

- a. For a faculty member to be credited with horizontal increments, transcripts, grade slips, or official notices must be on file in the District Personnel Office showing satisfactory completion by September 1 of the contract year.
- b. Requests for approval of credit for summer courses should be submitted before April 15 of each year.
- c. No request for academic credit will be approved for any activity accomplished earlier than two (2) years prior to the submission of the request.

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

A. Professional Growth Advancement (Cont'd)

1. General Information (Cont'd)

- d. Prior approval as distinguished from approval means the faculty member must request approval from the Professional Growth Committee before commencing the activity. PRIOR APPROVAL IS REQUIRED FOR TRAVEL, CLINICS, CONFERENCES, AND WORKSHOPS.

B. Policy and Guidelines for Horizontal Advancement on the Faculty Salary Schedule

1. Approval of Individual College Courses

a. Graduate Courses Within Subject Field

Policy

Graduate level courses for which credit is granted, and not previously taken within the subject field are almost always approved.

b. Undergraduate Courses Within Subject Field

(1) Policy

Undergraduate courses within the subject field will be acceptable if approved.

(2) Guidelines

(a) Undergraduate courses within the subject field must be justified in terms of the member's specific educational responsibility. It is assumed that the acceptance of individuals as members of the faculty is proof that they have properly accomplished the required background to be hired in the first place.

(b) Therefore, it will be only in very unusual circumstances that this kind of undergraduate credit will be approved. The Dean of Instruction will have to attest, in writing, to the fact that the individual's responsibilities will be in an area in which sufficient competency is lacking.

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

B. Policy and Guidelines for Horizontal Advancement on the Faculty Salary Schedule (Cont'd)

1. Approval of Individual Courses (Cont'd)

c. Graduate Courses Not within Subject Field

Graduate courses not within the subject field are acceptable if the course has a direct application to the professional responsibility of the member. Courses required for the correction of certification deficiencies will not be accepted for advancement on the salary schedule, e.g., "The Community College" course.

d. Undergraduate Courses Not Within Subject Field

(1) Policy

Undergraduate courses not within the subject field may be acceptable if approval is given.

- (2) Special Consideration will be given to certain **courses because of their academic relevance or timeliness**. A full statement of justification must accompany the request. Except for extra-ordinary circumstances, all other undergraduate courses will be disapproved.

2. Approval of College Courses While Pursuing a Degree

a. Graduate Degree

(1) Policy

When the faculty member has a graduate course of study program signed and approved by the accredited institution granting the degree, a single blanket request for approval of all courses is submitted. This will obviate the need for requesting approval of each course as it is taken.

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

B. Policy and Guidelines for Horizontal Advancement (Cont'd)

2. Approval of College Courses \ihil Pursuing i_ Degree (Cont'd)

a. Graduate De_&ree (Cont'd)

(2) Guidelines

It is not true that all graduate degrees advance the cause of the professional competency of the member. Specific justification must be supplied to prove that the completion of the degree will produce specific benefit and credit to the field of responsibility. Exceptions will be made for degrees leading to a probable future assignment.

b, Undergraduate D egree

Policy

Faculty members who are pursuing the Associate in Arts degree must place a certificate degree petition on file with the District Personnel Office after consultation with their Dean of Instruction. Those pursuing the Bachelor's degree must file a "program of study", as outlined by the degree-granting institution and approved by the Dean of Instruction. A single request for approval of the program of study may be submitted. This will obviate the need for requesting approval of each course as it is taken.

3. Approval of Non-AcademicActivity

The maximum non-academic activity credit allowed to advance on the salary schedule will be limited to twenty (20) credit hours of the total seventy-five (75) hours possible. A clear and complete description of the non-academic activity must be submitted with the request for credit approval.

a. Travel

(1) Policy

One (1) credit will be granted for each consecutive ten (10) days of travel. The maximum credit allowable in the area is six (6) credit hours.

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

B. Policy and Guidelines for Horizontal Advancement (Cont'd)

3. Approval *i* Non-Academic Activity (Cont'd)

a. Travel (Cont'd)

(2) Guidelines

(a) A complete itinerary must be submitted along with the credit request form prior to the actual travel. Justification for the travel will be required.

(b) An acceptable written report must be submitted to the District Personnel Office upon return.

b. Work Experience

The work experience must be directly related to the member's field of responsibility and one (1) credit will be granted for each thirty-five (35) clock hours of work experience. The maximum credit allowable in this area is nine (9) credit hours.

c. Clinics, Conferences, and Workshops

(1) Policy

One (1) credit hour will be granted for each eighteen (18) hours in clinics, conferences, or workshops. The maximum credit allowable in this area is twelve (12) credit hours. (Note guidelines below,)

(2) Guidelines

(a) A statement of justification must be submitted prior to attending the clinic, conference, or workshop.

(b) A copy of the official Agenda or program must be submitted with the request.

(c) The faculty member, upon accumulation of eighteen (18) approved clinic, conference, workshop hours, must submit evidence of completion to the District Personnel Office for credit on the salary schedule.

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

B. Policy and Guidelines for Horizontal Advancement (Cont'd)

3. Approval of Non-Academic Activity (Cont'd)

d. Other Professional Activity

Policy

One (1) credit will be granted for each thirty-five (35) clock hours of service performed. The activity must be in addition to the professional responsibilities of the instructor, and these activities must occur outside the regular hours of accountability.

C. 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 the sabbatical leave is to upgrade the educational program of the college by improving faculty competency.

2. 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 Chairperson and one (1) 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.

3. Application and Recommendation Procedures

a. The President of each college shall publish an informational listing of persons eligible for sabbatical leave for the following year.

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

C, Sabbatical Leave (Cont'd)

3, Application 1111cl Recommendation Procedures (Cont'd)

- b. Applications shall be returned to the Dean of Instruction for forwarding to the Sabbatical Leave Sub-committee no later than November 15. 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 recommendations to the Chancellor before February 1.
- d. Sabbatical leave recommendations shall be presented to the Governing Board by March 15.
- e. Applicants will be notified by the Chancellor following Governing Board action.
- f. Recommendations made in the Spring are for the Fall semester of that calendar year and the Spring semester and Summer of the next calendar year.

4. Criteria for Sabbatical Selection

Criteria for sabbatical selection will include, but will not be limited to the following: (The order of listing does not indicate a priority).

- 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 of job experience in a subject related field;
- h. Updating of knowledge in subject field.

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

C, Sabbatical Leave (Cont'd)

5, Compensation and Financial Arrangements

- a. A Faculty member on sabbatical leave will receive full pay for one-half ($\frac{1}{4}$) of the contract year and three-fourths ($\frac{3}{4}$) pay for the second one-half ($\frac{1}{4}$) of the contract year. A summer sabbatical, defined as ten (10) weeks in length, may be granted. Summer sabbatical pay will be ten (10) load hours.
- b. If the sabbatical activity includes remuneration from other than the HCCCD, the sabbatical proposal must clearly state all financial arrangements, The Professional Growth Committee may recommend (1) a sabbatical with regular pay; (2) an adjustment in sabbatical leave salary; (3) a leave without pay, or (4) denial of the proposal,
- c. 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 and all other faculty benefits shall accrue.
- d. The faculty member's status shall not change while on leave and the time spent on sabbatical leave will not interrupt 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.
- e. Faculty members on sabbatical will retain their status as members of the teacher retirement fund according to the regulation of the State Retirement System.

6. Policy

- a. Faculty members shall be eligible for sabbatical after serving twelve (12) consecutive semesters as Residential Faculty members in the Maricopa County Community College District; provided that they will not have reached the age of 70 before completion of two (2) full years of teaching after returning from leave.
- b. Faculty members are eligible for additional sabbatical leave after completing twelve (12) consecutive semesters following the prior sabbatical.

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

C. Sabbatical Leave (Cont'd)

6. Policy (Cont'd)

- c. Every eligible faculty member following specified Professional Growth procedures shall be given equal consideration in granting sabbatical leave.
- d. In any year, three (3%) percent of the Residential Faculty of each college may be granted sabbatical leave for one (1) academic 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.
- e. Members on sabbatical leave may not receive any remuneration from MCCCDC other than that provided by the sabbatical leave policy.
- f. Members on sabbatical leave may not participate in voluntary services to the District or to College/District faculty governance unless permission is granted by the Professional Growth Committee and the Chancellor.
- g. A summer sabbatical may be granted only if the goal cannot be accomplished during either a Fall or a Spring semester. A summer sabbatical may not be taken in conjunction with a regular semester sabbatical.
- h. Any change in the sabbatical proposal must be formally approved by the Board or its delegate upon recommendation of the Professional Growth Committee.
- i. Faculty members unable to complete their sabbatical programs because of accident or illness, shall be allowed to modify the programs and shall continue to receive contract benefits, provided they have furnished satisfactory notification and evidence of the situation to the Professional Growth Committee.
- J. In case of alleged failure to follow the sabbatical proposal, the Chancellor will appoint a fact-finding committee to study the case. The committee will include the College President, the College Faculty President, and the Chairperson of the Professional Growth Committee. The committee will inform without recommendation its findings to the Chancellor who will determine appropriate action.

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

C. Sabbatical Leave (Cont'd)

7. Performance Reports

To insure that the members on sabbatical have begun their leave according to plan, they shall submit a statement indicating this to the Vice Chancellor for Educational Development, the College President, and the Professional Growth Committee no later than thirty (30) days after the beginning of each semester and summer. Sabbatical salaries will be suspended if this requirement is not fulfilled.

8. 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 a written report for full-time study programs.
- b. The recipient will be required to sign a note for the sabbatical salary which shall be forgiven at the rate of one (1) semester for each two (2) semesters of contract fulfilled. A summer sabbatical will be considered a one (1) semester sabbatical for this obligation. If the recipient is unable to fulfill the term of the note due to death or disability, the Governing Board shall declare the note void.

D. Professional Unpaid Leaves

1. Purpose of Leave

Professional Unpaid Leaves not to exceed two consecutive semesters are granted to appointive 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 the Professional Unpaid Leave is to upgrade the educational program of the college by improving faculty competency.

2. Administration of Professional Unpaid Leave Policy

The Professional Growth Committee shall administer Professional Unpaid Leave Policy.

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

D. Professional Unpaid Leaves (Cont'd)

3. Application Procedures

The application shall be returned to the Dean of Instruction for forwarding to the Professional Growth Committee no later than January 15 and shall include:

- a, A statement of objective of proposed leave;
- b. A statement relating proposed leave to assigned duties;
- c. A letter from the department chairperson;
- d, A letter from the Dean of Instruction;
- e. (If work related) a letter stating duties and responsibilities,

The Professional Growth Committee may request additional written or oral explanations of proposals.

4. Recommendation Procedures

- a. The Professional Growth Committee shall present its list of recommendations to the Chancellor before February 1.
- b. Professional Unpaid Leave recommendations of the Professional Growth Committee shall be presented by the Chancellor with his/her recommendations to the Governing Board by March 15.
- c. Applicants will be notified by the Vice Chancellor for Employee Relations following Governing Board action.

5. Criteria for Professional Unpaid Leave

Criteria for Professional Unpaid Leave selection will include, but will not be limited to the following: (The order of listing does not indicate a priority)

- a, Service to the District;
- b. Completion of advanced degrees;
- c. Completing resident requirement for an advanced degree;

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

D. Professional Unpaid Leaves (Cont'd)

S. Criteria for Professional Unpaid Leave (Cont'd)

- 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. Policy

- a. Any change in a Professional Unpaid Leave Proposal must be formally approved by the Board or its delegate.
- b. In case of alleged failure to follow the Professional Unpaid Leave Proposal, the Chancellor may appoint a fact-finding committee to study the case. The committee will include a college president, the college faculty president and the chairperson of the Professional Growth Committee. The committee will submit a finding of fact to the Chancellor who will determine appropriate action.

7. Performance Reports

- a. To insure that the members on Professional Unpaid Leave have begun their leave according to plan, they shall submit a statement indicating this to the Vice Chancellor for Educational Development and the Professional Growth Committee no later than thirty (30) days after the beginning of each semester.
- b. A final report stating benefits and professional growth acquired shall be made to the Professional Growth Committee.
- c. Failure to meet requirements as stated in D.6.a. and D.7.a.&b. shall cause the Professional Unpaid Leave to revert to the classification of Personal Unpaid Leave.

APPENDIX A
PROFESSIONAL GROWTH RESIDENTIAL FACULTY POLICIES,
PROCEDURES AND GUIDELINES

D. Professional Unpaid Leaves (Cont'd)

7. Performance Reports (Cont'd)

- d. Faculty members unable to complete their Professional Unpaid Leave Programs because of accident or illness, shall be allowed to modify the programs and shall continue to receive contract benefits, provided they have furnished satisfactory notification and evidence of the situation to the Professional Growth Committee.

E. Professional Growth Projects

1. General information - Residential members are eligible to apply for professional growth funds to:
- a. Participate in programs, projects, or experiences which will increase knowledge, skills, or attitudes enhancing one's role at the college.
- b. Develop projects or programs for one or more certificated staff to improve knowledge, skills, or attitudes in a particular area.

F. Professional Growth Travel and Expenses

The Governing Board will allocate to the Professional Growth committee a sum for travel and expenses to attend professional activities. The expenditures of such funds shall be administered by the College Travel Committee in compliance with Professional Growth policies.

G. Appeal Procedures

Written appeal should be submitted directly to Professional Growth Committee. Member(s) may also appear before the Committee.

H. Budget - 1979-1980

1. Travel	\$ 60,000
2. Projects	59,000
3. Sabbaticals	1651000
	\$284,000

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

APPENDIX B

BENEFITS

A. Tax Sheltered Annuities

The Governing Board has authorized the participation of members in tax sheltered annuity programs, from those companies approved by the Insurance Committee and in accord with legal requirements.

B. Tuition Waiver

Fees and/or tuition for all classes, including special interest, will be waived for any Residential faculty member.

C. Travel Expenses

A Residential Faculty member traveling on prior approved college business shall be reimbursed for expenses, as stated in current travel procedures.

D. Insurance

1. Hospitalization/Major Medical

- a. The District provides 100 percent of insurance costs for each member's participation in a hospitalization/major medical insurance program.
- b. In the event of the exhaustion of sick leave, members shall have accrued payments for premiums with the District for the hospitalization/major medical insurance, based upon the following schedule:

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

2. Income Disability Coverage

The District presently supplies the member with long-term disability insurance to an amount of 66-2/3% of the first \$650.00 of the contract salary or \$433.33 a month maximum to age 65. The waiting period shall be ninety (90) calendar days or exhaustion of all sick leave, whichever comes last.

APPENDIX B
BENEFITS

D. Insurance (Cont'd)

3. Term Life Insurance

The District will pay for \$25,000 of life insurance coverage per employee. Employees will then be able to purchase an additional \$12,000, \$18,000, \$25,000, or \$30,000 of life insurance at the same rate per thousand as is paid by the District.

4. There shall be member representation on the Insurance Committee that determines basic coverage and selects the most competitive bid offered by financially responsible companies.

5. The insurance coverage provided by the District for faculty members in the course of their employment will also be provided in the same manner for those faculty members while on sabbatical or other paid leaves of absence.

6. Those faculty members on leave without pay, will have the right to continue their coverages for health and life insurance by payment of the group rate premium prevailing at the time of such leave.

7. A faculty member teaching under a part-time contract after retirement because of age, health, or by agreement between the retiree and the college, shall have their health insurance premium paid by the District.

E. State Retirement and Social Security

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

2. An appointed member wishing to accept early retirement may continue in part-time employment. Pay shall be prorated on a regular salary rate, based on a 15-hour teaching load per semester.

F. Reimbursement for Unused Sick Leave: Retirement or Death in
Service -- --- ---

1. Faculty members who have a minimum of ten (10) years and credit for a maximum up to fifteen (15) years of continuous satisfactory service at the time of death or retirement from

APPENDIX B
BENEFITS

F. Reimbursement for Unused Sick Leave ... (Cont'd)

1. (Cont'd)
the District shall have their final contract amount adjusted to reflect payment on a proportional basis for their unused accumulated sick leave allowance.
2. The amount of the contract adjustment shall be computed as follows: The daily salary rate of the last current contract of the retiree will be multiplied by twenty-five (25%) percent, this product not to exceed Thirty Dollars (\$30.00) per day. This product will then be multiplied by the number of unused sick days to determine the retirement/death benefit.

<u>YEARS OF SERVICE TO DEATH OR RETIREMENT</u>	MAXIMUM NUMBER OF UNUSED ACCUMULATED SICK DAYS ALLOWED
15	150
10	100

3. For the purpose of implementing the policy for payment of unused sick leave, retirement shall not be designated as an age, but rather an act. Each employee who wishes to retire must so stipulate in writing. This option may not be exercised more than once in this District.

G. Leaves of Absence

1. Sick Leave

Members on a nine (9) month contract are granted ten (10) days of sick leave per year. Other employees covered by this Article 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. Such sick leave shall be credited to said faculty members as earned. Each member shall be given an accounting of sick leave upon written request to the Personnel Office,

2. Sick Leave shall be available for disabilities caused by pregnancy.
3. An absence of not more than five (5) days for any one (1) occurrence may be charged to a member's sick leave when such absence is due to the death or serious illness of a member's spouse, father, mother, child, brother, sister, or the father

APPENDIX B
BENEFITS

G. Leaves of Absence (Cont'd)

3. (Cont'd)

or mother of spouse, or foster parent to the extent of accumulated leave. This is applicable only after the member has begun work in the particular year to which the leave may be charged. Travel time, not to exceed five (5) working days for any one (1) occurrence may also be charged against sick leave.

4. All provisions of sick leave apply when a member is prevented by illness from starting to work at the beginning of school. However, should a member fail to appear at the beginning of the contract year for any reason other than illness, leave and salary for that contract year will be reduced proportionately by the time elapsed prior to assumption of duties.

5. Special Lea

a. Each faculty member shall be allowed three (3) days of special leave a year if such leave is approved by the President of the College. Special leave of absence shall be charged to the faculty member's sick leave and is non-accumulative in nature.

b. A member shall be granted leave to participate in a professional or civic duty without loss of salary if prior approval is granted by the Vice Chancellor for Employee Relations. Such absences shall not result in loss of sick leave.

6, Absence Due to Quarantine

A member absent from work when they are not ill, solely as a result of a quarantine declared by a public health official shall receive full pay during said period. Such absence will be charged against a member's accumulated sick leave, unless such quarantine is caused by employment conditions.

7, Absence Due to Compensable Injury

Absence due to a compensable injury as defined as industrial injury and incurred in the course of the member's employment shall not be charged against the member's sick leave days. The college shall pay to such member the difference between his regular salary and the benefits received by him under Industrial Compensation.

APPENDIX B
BENEFITS

G. Leaves of Absence (Cont'd)

8. Jury Duty

Pay received for jury duty, less mileage reimbursement, shall be deposited with the District or a deduction of such amount shall be made from the faculty member's pay. There shall be no loss of sick leave.

9. Military Leave

Under the provisions of A.R.S. 38-610, officers and employees of the State, or of any County, City or Town, or any agency or political subdivision 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 fifteen (15) working days in any one (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 College President to assure continuation of salary while on leave.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

APPENDIX C

RESIDENTIAL FACULTY EXTRA PAY FOR EXTRA DUTY

1978 - 1979

A. Authority to Establish Rates of Payment

1. Authority shall be delegated to the Chancellor 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 policy. Such action shall be reported to the Governing Board in an informational manner, and, where possible, a uniform rate shall be included in the policy the year following its establishment through this provision. A member performing non-teaching duties outside the contract year which are similar to regular contractual duties shall be paid at the appropriate residential contract rate.
2. A member performing non-teaching duties outside the contract year which are similar to regular contractual duties shall be paid at the appropriate residential contract rate.

B. Assignments Beyond the Regular Residential Base Contract

Residential faculty may be permitted to work an additional fifteen (15.0) load hours or one-half (1/2) of their residential day load per academic year beyond the residential base contract of which not more than nine (9.0) load hours may be concurrent. This does not include addendum contracts for duties other than teaching.

C. Honorarium Payments

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

1. A guest appearance for a scheduled event;
2. Shall be approved in advance through the Office of the Vice Chancellor for Educational Development;
3. Shall not exceed Fifty Dollars (\$50) per appearance which shall be interpreted to mean per date of appearance.

D. Co-op/Work Experience/Student Coordination

Sixty-three hundredths (0.63%) percent of the base per student.

APPENDIX C
RESIDENTIAL FACULTY EXTRA PAY FOR EXTRA DUTY

E. Forum Series

(Residential Faculty participation) Not to exceed two (2) per year in District ~ One Hundred Fifty (\$150) dollars per performance.

F. Evening Progr

During the academic year Residential Faculty members and retired MCCCDC Residential Faculty members shall be paid at the rate of 2.54% of the base per load hour.

G. Member Substitute f

1. Members who serve as substitutes will be reimbursed at the rate of Eight (\$8) dollars per clock hour or major portion thereof, to a maximum of Sixty-four (\$64) dollars per day.
2. Members substituting for Continuing Education shall receive the instructor's pay for that class session.

H. Pay for Supervision in th Evening Program

To be assigned to the Department for Residential Faculty for distribution by the Dean of Continuing Education in consultation with the Day Department Chairperson. Compensation for the first base unit of a class will be computed using the Evening Program rate and the following formula:

1. Pay for supervising sixteen (16) to thirty (30) sections will be at the three (3.0) load hour extended day rate.
2. Pay for supervising thirty-one (31) sections or more will be at the six (6.0) load hour extended day rate.
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.

I. Summer

Summer pay for Residential Support Service Faculty is three (3.0) load hours equivalent for each fifty (50) duty hours of service, scheduled in the service area. A summer teaching load shall consist of not more than fifteen (15.0) load hours of which not more than nine (9.0) load hours may be concurrent.

APPENDIX C
RESIDENTIAL FACULTY EXTRA PAY FOR EXTRA DUTY

I. Summer (Cont'd)

1. Residential Instructional Faculty - 2.18% of the base per load hour
2. Extended Contracts for Educational Development Projects - 1.90% of the base per week [thirty (30) clock hours]
3. Professional Growth Projects (No student participation) - 1.90% of the base per week [thirty (30) clock hours]
4. Extended contract for faculty member performing non-teaching duties outside the contract year which are similar to regular contractual duties. - 2.18% of the base per load hour

J. Non-Classroom Instructional Activities - \$5.00/hour

1. Private Music Lessons - \$5.00 per hour.

ACTIVITY	%_OF BASE	EXTENDED CONTRACT WEEKS
Band, Director(s)	8.0	2
Assistant(s)	6.5	1
Choir, Director(s)	6.5	
Forensics, Director(s)	8.0	
Assistant(s)	6.5	
Theatre, Director(s)	6.5	[per major production, not to exceed four (4)]
Opera, Director(s)	6.5	[per major production, not to exceed four (4)]
Student Government Advisor(s)	6.5	
Intramural Director(s)	6.5	

K. Radio and Television Instruction

Thirty-five (35) students in English Composition classes, forty (40) students in Mathematics classes, and fifty-five (55) students in all other classes shall constitute a base unit. If enrollment in any given course would otherwise overload an instructor, a new section, with a residual instructor shall be created. Compensation for the first base unit of a class will be computed using the Evening rate and the following formula:

APPENDIX C
RESIDENTIAL FACULTY EXTRA PAY FOR EXTRA DUTY

K. Radio and Television Instructio_11 (Cont'd)

Radio Instruction (live or initial)	- One (1.0) load hour/ credit hour
Radio Instruction (residual)	- One-half (0.5) load hour/credit hour
TV Instruction (live or initial)	- Two (2.0) load hours/ credit hours
TV Instruction (residual)	- One-half (0.5) load hour/credit hour

For each base unit exceeding the first, with any fractional portion prorated, additional compensation shall be computed by the formula:

Radio and TV instruction (live or residual) one-third (0.33) load hour/credit hour.

L. Course Manaers

Faculty members who supervise radio, television, or newspaper courses or sections in which they were not responsible for the course work development, will be paid at the residual rate as follows:

One-half (0.5) load hour for each instructor supervised.

M. Athletic Stifends

	><Head Coach	= (H)
	><Assistant Coach	= (A)
\$1,081	Athletic Director	(A) *
2,459	Archery	
3,360	Baseball	(H) *
2,016	Baseball	(A) *
3,286	Basketball, Women	(H) *
1,794	Basketball, Women	(A) ' '
3,286	Basketball, Men	(H) *
1,972	Basketball, Men	(A) *
2,035	Cross Country	
4,081	Football	(H) *
2,449	Football	(A) *
2,226	Golf	
2,141	Gymnastics	(H) *
1,285	Gymnastics	(A) *
3,360	Softball	(H) *
1,679	Softball	(A) *

APPENDIX C
 RESIDENTIAL FACULTY EXTRA PAY FOR EXTRA DUTY

M. Athletic Stipends (Cont'd)

\$2,226	Tennis	
2,883	Track	(H) *
1,730	Track	(A) *
2,756	Volleyball	
3,233	Wrestling	(H) *
1,940	Wrestling	(A) *
636	Trainer - Football	
636	Trainer -Basketball/Wrestling	
636	Trainer -Baseball/Track/Other	
636	Trainer - Women Fall Semester	
636	Trainer - Women Spring Semester	

N. Athletic Director

Pay is determined at the rate of ten (10%) percent of base salary, plus an additional one (1%) percent of the base for each sport in the program. In addition, each Athletic Director will receive an extended contract for two (2) weeks; before each school year and two (2) weeks after. Reduced load will be granted to a maximum of six (6.0) load hours per year for Athletic Directors. Duties and responsibilities for administrative load of Athletic Directors will be found in Administrative Policy manual.

IMARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

APPENDIX D

DEPARTMENT/DIVISION CHAIRPERSONS

A, Selection

Department/division chairperson(s) shall be selected from the membership of the department/division, as prescribed by the local college plan, which has been developed in consultation with the college Residential Faculty. [Should department/division chairperson(s) be full-time administrators at any college, those chairperson(s) will not be covered by the Residential Faculty Policy manual.]

B. Load Reduction

The teaching load reduction for department/division chairpersons will be determined by the number of FTTE in each division/department, adjusted as of October 1st. The number of Residential Faculty members in the department/division will be totaled, including chairpersons and fractions, rounded to the nearest whole number, and this total will determine department/division chairperson's supervisory load. Clerk-Steno support will be assigned for assistance to department/division chairpersons on a ratio/scale per college. Administrative load reduction shall be assigned as follows:

DEPARTMENT/DIVISION CHAIRPERSON

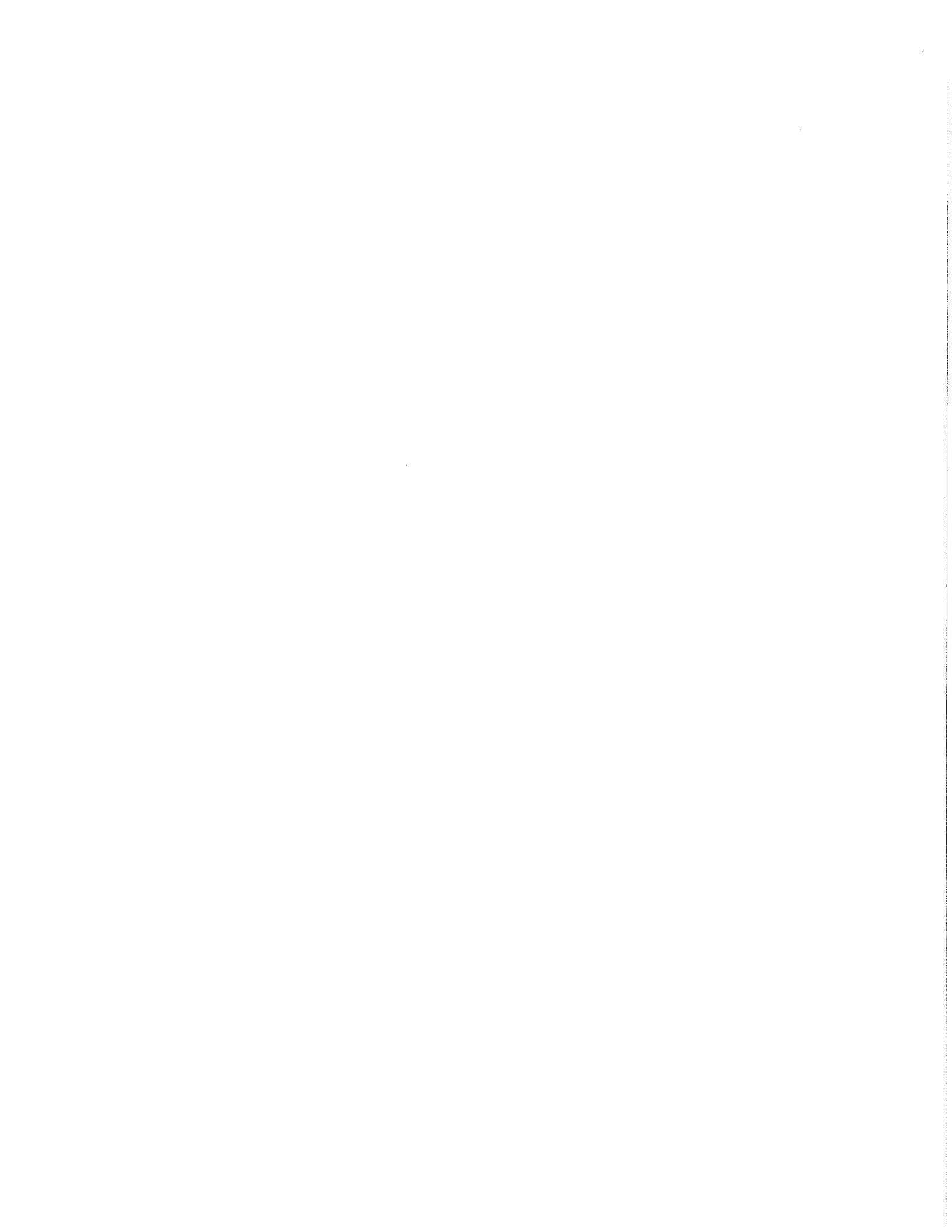
DEPARTMENT MEMBERS	<u>ADMINISTRATIVE LOAD</u>	<u>CLERK-STENO SUPPORT</u>
3 - 8	0	$\frac{3}{4}$
9 - 16	6.0	$\frac{1}{2}$
17 & Above	9.0	1

The above administrative load may be supplemented by the College President through the use of the discretionary load reduction (Article II, Section M).

APPENDIX D
DEPARTMENT/DIVISION CHAIRPERSONS

C. Department/Division Chairperson's Pay

1. The number of full-time teacher equivalent (FTTE) in the department/division will be totaled, including fractions, rounded to the nearest whole number, and this total will determine department/division chairperson's pay. A minimum of three (3) faculty members, including the department/division chairperson, will be recognized for pay purposes.
2. Pay is determined at the rate of ten (10%) percent of the base salary, plus an additional one (1%) percent of base for each member of the department/division, including the department/division chairperson.



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

1979-1980 PROVISIONAL SALARY SCHEDULE

[ON \$J1,848 Base 7% Down .3% (\$35.54 Semester Hour)]

STEP; \$829

<u>STEPS</u>	MA	<u>+12</u>	+20	+24	+36	+40	+48	+60	+75	Doctorate
0	J1,848	12,274	12,559	12,701	13,127	13,270	13,554	13,980	14,514	15,047
	12,677	13,103	13,388	13,530	13,956	14,099	14,383	14,809	15,343	15,876
2	13,506	13,932	14,217	14,359	14,785	14,928	15,212	15,638	16,172	16,705
3	14,335	14,761	15,046	JS,188	15,614	15,757	16,041	16,467	17,001	17,534
4	15,164	JS,590	JS,875	J6,017	16,443	16,586	16,870	17,296	17,830	18,363
5	15,993	16,419	16,704	16,846	17,272	17,415	17,699	18,125	18,659	19,192
6	J6,822	17,248	17,533	17,675	18,101	18,244	18,528	18,954	19,488	20,021
7	17,651	18,077	18,362	18,504	18,930	19,073	19,357	19,783	20,317	20,850
8	18,480	18,906	19,191	19,333	19,759	19,902	20,186	20,612	21,146	21,679
9	19,309	19,735	20,020	20,162	20,588	20,731	21,015	21,441	21,975	22,508
J0	20,138	20,564	20,849	20,991	21,417	21,560	21,844	22,270	22,804	23,337
11	20,967	21,393	21,678	21,820	22,246	22,389	22,673	23,099	23,633	24,166
12	21,796	22,222	22,507	22,649	23,075	23,218	23,502	23,928	24,462	24,995

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
 1979-1980 APPOINTIVE SALARY SCHEDULE

[ON \$12,502 **Base 7% Down .3% Across (\$37.50 Semester Hour)**]

STEP= \$875

STEPS	11A	+12	+20	+24	+36	+40	+48	+60	+75	Doctorate
0	12,502	12,952	13,252	13,402	13,852	14,002	14,302	14,752	15,315	15,877
1	13,377	13,827	14,127	14,277	14,727	14,877	15,177	15,627	16,190	16,752
2	14,252	14,702	15,002	15,152	15,602	15,752	16,052	16,502	17,065	17,627
3	15,127	15,577	15,877	16,027	16,477	16,627	16,927	17,377	17,940	18,502
4	16,002	16,452	16,752	16,902	17,352	17,502	17,802	18,252	18,815	19,377
5	16,877	17,327	17,627	17,777	18,227	18,377	18,677	19,127	19,690	20,252
6	17,752	18,202	18,502	18,652	19,102	19,252	19,552	20,002	20,565	21,127
7	18,627	19,077	19,377	19,527	19,977	20,127	20,427	20,877	21,440	22,002
8	19,502	19,952	20,252	20,402	20,852	21,002	21,302	21,752	22,315	22,877
9	20,377	20,827	21,127	21,277	21,727	21,877	22,177	22,627	23,190	23,752
10	21,252	21,702	22,002	22,152	22,602	22,752	23,052	23,502	24,065	24,627
11	22,127	22,577	22,877	23,027	23,477	23,627	23,927	24,377	24,940	25,502
12	23,002	23,452	23,752	23,902	24,352	24,502	24,802	25,252	25,815	26,377
13				24,777	25,227	25,377	25,677	26,127	26,690	27,252

A - Education-2.54% of base-\$ per load--\$317
 B - Extended Contract-1.90% of base-\$ per week--\$238
 C - Summer Sessions-2.18% of base-\$ per load hr-\$273

EXTENDED DAY DIVISION -- ACADEMIC YEAR
 Residential Staff (2.54% of base) --\$317.00/load hour
 Visiting Staff:
 (0-12 semester experience inclusive) 2.08% of base\$260.00/load hour
 (13 & above semesters experience inclusive) 2.26% of base ..\$282.00/load hour

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