



Agreement Between the

HILLSBOROUGH COMMUNITY COLLEGE

DISTRICT BOARD OF TRUSTEES

and the

FACULTY UNITED SERVICE ASSOCIATION

An affiliate of the

United Faculty of Florida,

Florida Education Association

National Education Association

and the

American Federation of Teachers

(AFL-CIO)

**August 20, 2010 to the beginning of the 2013-2014 academic year
as set forth in Section 4.1, *Duration***

(Amended August 24, 2011)

fusa
faculty united service association

6.20 – Enhancement of Professional Skills

A full-time faculty member successfully completing university courses will be awarded an academic stipend of up to \$1,200 per semester for undergraduate courses and \$1,800 per semester for graduate courses, not to exceed six (6) semester hours per academic term. The stipend amount may not exceed the actual cost of the course(s). In order to qualify for this stipend, the faculty member must have completed course work approved by the Office of the Vice President for Academic Affairs and must have earned a grade of S or C or better in undergraduate level courses or S or B or better in graduate level courses. Course work should be designed to enhance professional skills and/or teaching abilities.

A faculty member may also attend approved seminars or workshops that are required for certification within the faculty member's discipline or are within an area where the College desires additional certification/training. The faculty member will be advised of the amount of approved reimbursement prior to attending; unless prior approval of the amount is obtained, no reimbursement will be made. The faculty member must provide verification of seminar/workshop attendance to qualify for reimbursement. The reimbursement may, at the College's option, come from tuition reimbursement or FSPD.

The cost of approved applications may not exceed expenditure by the College of \$49,000 per academic year. No more than 60 percent of the total allocation may be awarded during the Fall Term. A faculty member shall submit an application to the Office of the Vice President for Academic Affairs. The application must be received at least fifteen (15) working days prior to the beginning of the term in which he will be registered.

Applications submitted by faculty working to meet the minimum certification requirements made necessary by changes effected by the relevant accrediting agency(ies) will have priority over all other applications.

Applications submitted by tenured faculty members seeking higher degrees will be given second priority.

Applications submitted by tenured faculty members seeking to enhance or extend current skills will be given third priority.

Applications submitted by non-tenured faculty members seeking higher degrees will have fourth priority.

Applications submitted by non-tenured faculty members seeking to enhance or extend current skills will be given last priority.

Monies available under Section 6.17 will not be used for faculty development hours under Section 6.16.

When circumstances force a faculty member to change an approved course, he may adjust his application by submitting a new course for approval by the Vice President for Academic Affairs.

8.1 – Responsibilities

G. Faculty Members Accepting an Administrative Position

A tenured faculty member who accepts an administrative position serves in that position at the will of the College President. Nothing in this Section of the Contract grants any faculty member any rights to or to continue in any administrative position. If the faculty member has return rights to the faculty under this Section, the faculty member may be returned or may elect to return to faculty status as hereinafter set forth.

1. Reentry of tenured faculty currently in an Administrative Position.

- a. Any tenured faculty member who is offered and accepts an administrative position will be placed on Administrative Leave, removed from the faculty salary line and placed on an administrative salary line. The tenured faculty member will retain the right to return to a faculty position under this paragraph until June 30 following five (5) full years on an administrative assignment. If the tenured faculty member who is on an administrative assignment does not elect to return to faculty status by giving written notice to the College President on or before February 15 immediately preceding the June 30 date set forth above, the faculty member will be considered to have voluntarily resigned as a faculty member and will therefore lose his/her continuing contract status. Nothing contained in this Agreement grants a right to any future administrative assignment to any tenured faculty member who chooses to remain in administration by resigning his/her faculty position as set forth in this paragraph. The decision as to whether a tenured faculty member voluntarily returns to the faculty status within the period provided under this paragraph and thereby retains his/her continuing contract status is at the sole discretion of the faculty member.

8.4 – Instructional Faculty Overloads

- A. The Basic Year Contract requires the faculty member to teach 150 load points in the Fall and Spring Terms. If a faculty member chooses to teach overloads as provided by the Contract, the faculty member will be compensated for overloads as provided in Article 14.
- B. To request an overload, a full-time instructional faculty member will submit a written request for an overload to his immediate Administrative Supervisor prior to the first instructional day of the term. If the need arises, the Administration may request overload hours to meet the needs of the College.

- C. A faculty member on a Basic Year Contract who teaches 150 load points in the Fall Term and 150 load points in the Spring Term may request an overload in each of the respective terms. If overloads are available within the discipline, a faculty member rated “Satisfactory” on his/her evaluation will be granted an overload of up to 90 load points by the immediate Administrative Supervisor. Faculty members rated “Acceptable but needs some improvement” may be permitted to teach an overload; the decision as to whether they are eligible to teach an overload and, if eligible, the number of overload points that can be taught are within the discretion of the immediate Administrative Supervisor. If such overload is granted, the overload shall not exceed 60 overload points.

Overload assignments within a discipline shall be distributed equitably by the immediate Administrative Supervisor among faculty with a “Satisfactory” evaluation who request an overload. Faculty members with a satisfactory rating will receive preference over those with an “Acceptable but needs some improvement” rating who are approved for an overload by his/her immediate supervisor. Any additional overload in excess of those set forth above will be at the discretion of the faculty member’s immediate Administrative Supervisor.

ECONOMICS
14.1 – Initial Placement in Salary Range

- A. A faculty member shall meet the minimum qualifications established for a position which may include a Bachelor's degree, Master's degree, Master's plus thirty (30) semester hours or an earned Doctorate degree from a regionally accredited college or university or international equivalent as verified by a credentialing agency approved by the College.
- B. Each faculty member shall be assigned to one of the following salary grades which will determine the individual's salary level:

Salary Grade

Grade III

Grade II

Grade II+

Grade I

The minimum criteria for each salary grade will be as follows:

- 1. Grade III – the faculty member shall have met criteria for a Bachelor's degree plus college faculty experience.
 - 2. Grade II – the faculty member shall have met criteria for a Master's degree with a minimum of eighteen (18) semester hours in the field.
 - 3. Grade II+ - the faculty member shall have met criteria for a Master's degree plus thirty (30) semester hours in his teaching field or in a second teaching, librarian, or counseling field in excess of the Master's degree or a Master's degree of sixty (60) or more hours. A Master's degree of sixty (60) or more semester hours shall qualify for Grade II + (Master's + 30).
 - 4. Grade I – the faculty member shall have met criteria for a Doctorate degree in major field.
- C. A new faculty member (including full-time temporary, grant-funded faculty, and non grant-funded) may be paid above the minimum salary grade for prior experience as hereinafter provided. The prior experience must be relevant teaching, librarian or counselor experience. The amount of pay above minimum shall be approved by the Executive Director of Human Resources, provided entry pay cannot exceed 10% of the minimum for the salary grade under Section 14.2. Except as permitted in paragraph E below, the President may authorize up to 20% above the minimum.
 - D. A new faculty member (including full-time temporary, grant-funded faculty, and non grant-funded) with relevant, directly related teaching or non-teaching experience in instructional, technical or vocational fields, in business, libraries,

counseling, or in the Armed Forces may be paid above the minimum for prior experience as defined hereinafter. Relevant, related teaching or non-teaching experience is defined as work experience as instructor or at the journeyman, technician engineer or trained employee level in the field for which hired. The amount of pay above minimum shall be determined by the Executive Director of Human Resources, provided that it cannot exceed 10% above the minimum for the salary grade under Section 14.2. The Administration will determine credit to be received.

14.2 – Salary Range

A. Salary Grades

A faculty member shall be assigned to the appropriate salary grade based on Section 14.1. The faculty salary range on the Basic Year Contract, beginning with the commencement of the Fall Term or the date of ratification of this contract, whichever is later, will be as follows:

FACULTY SALARY RANGE

2011-2012 Academic Year

Salary Grade	Minimum	Maximum
III	\$40,487	\$70,025
II	\$42,548	\$73,630
II+	\$44,814	\$77,597
I	\$47,081	\$81,561

- B. Each faculty member employed during the 2010-2011 academic year shall receive an increase in base pay equal to two (2) percent. In September 2011, the Parties will meet to bargain any additional lump sum salary increases for each faculty member employed during the 2010-2011 academic year.

14.3 – Promotions

- A. **Criteria** – For the term of this Agreement, a faculty member who meets the minimum qualifications approved by the Board and who meets the following criteria shall be promoted to a higher salary grade:
1. The faculty member must obtain the specified number of identified college credits from a regionally accredited college or university or an international equivalent as verified by a College-approved credentialing agency approved by the College.
 2. For an instructional faculty member, the credits must be earned in those areas in which a faculty member is qualified to teach; in a second teaching, librarian, or counseling field; or in those areas directly related to or which enhance classroom instruction.

3. For a librarian or counselor faculty member, the credits must be directly related to the faculty member's field; in a second teaching, librarian, or counseling field; or in those areas directly related to or which enhance classroom instruction.

It shall be the responsibility of the faculty member to notify the Administration regarding the earning of additional credits

- B. **Master's + 30 Graduate Credits** – A Master's + 30 pay grade will be awarded to a faculty member who has earned at least thirty (30) semester hours of upper division or graduate credits in his field or in those areas directly related to or which enhance classroom instruction (including education/teaching coursework or coursework in a separate field that can be used to credential the faculty member to teach in a separate discipline that is taught at the College) since the date of conferral of the first Master's degree. A Master's degree of sixty (60) or more semester hours shall qualify for Master's + 30. No faculty member shall be granted retroactive pay for credits towards an earned Master's + 30. Master's + 30 status granted prior to ratification of this Agreement will remain in effect.
- C. **Compensation for Promotion** – A faculty member shall receive compensation for promotion to a higher salary grade at the same rate as the lowest paid employee in the higher salary grade with the same number of years of faculty service with the College, or at 6% above the employee's current salary, whichever is higher.

This salary increase and the promotion to a higher salary grade shall be effective at the beginning of the next academic term in which a faculty member applied for a promotion presenting the documentation of the credits earned.

14.4 - Overload Compensation

For an overload assignment awarded in accordance with Article 8, Sections 8.3, 8.4 and 8.5, a faculty member shall receive \$70.00 retroactive to the beginning of the 2011-2012 academic year per overload point for teaching overloads (except as otherwise provided for accredited Health Science Programs).

14.5 – Program Manager and Coach Compensation

- A. A faculty member will be compensated for performing the basic duties of a Program Manager per term as follows:
 1. **Instructional Program Manager**
 - a. **Tier One** – Thirty (30) release points per Fall and Spring Terms plus \$2,100 per Fall and Spring Terms and \$1,050 per seven-week Summer Session (or \$2,100 if Summer Sessions are combined into a single fourteen (14) week term. If the session is more than seven (7) weeks but less than fourteen (14) weeks, the \$2,100 will be prorated.

- b. Tier Two – Tier Two Program Managers are defined as having responsibility for more than ninety (90) sections (equivalent to at least a minimum of 2400 load points) per Fall or Spring semester or equal to or more than 20 adjunct faculty per Fall or Spring semester. Tier Two Program Managers shall be compensated as Tier One plus an additional thirty (30) points release time per Fall or Spring semester.

At the discretion of the Dean if two seven (7) week terms are taught during the summer, a second summer session contract of seven (7) weeks may be offered to the Program Manager.

2. **Librarian or Counselor Program Manager**

7.5 hours release time per week from normal duties to perform the on-campus duties of Program Manager plus \$2,100 for Fall and Spring Terms. Summer Session \$1,050 per seven (7) week Summer Session (or \$2,100 if Summer Sessions are combined into a single fourteen (14) week term). If the session is more than seven (7) weeks but less than fourteen (14) weeks, the \$2,100 will be prorated.

At the discretion of the Dean, if two seven (7) week Summer Sessions are available, a second summer session contract of seven (7) weeks may be offered to the Program Manager.

- B. The extra compensation will be paid with the regular bi-weekly paycheck once the system is able to do so.

C. **Other Responsibilities**

A faculty member may enter into a supplemental activity agreement with the Administration for services outside of his contractual duties for the College at a compensatory rate which is mutually agreed upon between the faculty member and the Administration.

D. **Coaching Responsibilities**

The faculty member who serves as an Interscholastic Coach for the College will be compensated with 50% release time for each of the Fall and Spring Terms during which the faculty member serves as a coach.

- E. A collaborative task force shall continue to meet to address program manager duties which will be presented as part of the next negotiations.

14.6 – Substitute Teaching

In accordance with Article 8.7, for a substitute teaching assignment for up to and including two consecutive weeks, the faculty member shall be paid at the rate of thirty dollars (\$30) per contact hour. Compensation for a substitute teaching assignment in excess of two consecutive weeks shall be paid at the established instructional overload rate prorated over the number of class meetings and retroactive to the first day of substitution.

14.7 – Professional Conference

The College will encourage each faculty member to attend professional conferences. If a faculty member's request to attend a professional conference is approved, a faculty member will be reimbursed to the full extent allowed by the laws of the State of Florida for the expenses incurred.

14.8 – Union Release Time

The College shall provide one thirty (30) point release time in the Fall and Spring Terms to a Union representative to engage in activities directly related to grievances, arbitration, meetings with faculty and/or administration, bargaining, or other such Union matters as may be required.

For non-instructional faculty members, time equivalent to the credit hours shall be provided as released time in the above instances.

Faculty members on released time pursuant to this section shall retain all rights and responsibilities as other faculty members including, but not limited to, salary increases.