

HR HUMAN RESOURCES AND
OD ORGANIZATIONAL DEVELOPMENT
PRINCE GEORGE'S COMMUNITY COLLEGE

EMPLOYEE GUIDE

Revised March 2021





ACKNOWLEDGMENT OF RECEIPT of EMPLOYEE GUIDE for NEW EMPLOYEES

- I acknowledge that a copy of the **Prince George's Community College Employee Guide** is accessible electronically on the College's Human Resources and Organizational Development's portal page at *mypgcc.edu*. I understand that if I have limited computer access, I can request the guide in hard copy form.
- I understand this guide supersedes and replaces all previous versions of the College guide.
- I understand it is my responsibility to become familiar with the contents of the guide, and the parent document "The PGCC CODE: A Compilation of Policies, Rules, Regulations and Procedures."
- I understand all future updates and revisions will be posted on the Human Resources and Organizational Development (HROD) Portal.
- I understand this handbook does not constitute a contract and the College reserves the right to change the contents of the Employee Guide at any time and for any reason with or without notice.
- I will sign a copy of this Acknowledgment of Receipt and return it to my supervisor on the date signed.
- I understand this form will be retained in my personnel file.

Employee's Signature _____
Date

Employee's Name (Please Print) _____
ID #

Supervisor's Signature _____
Date

FOR COMPLETION BY *PROBATIONARY* EMPLOYEES ONLY

I understand that until I am awarded regular status, I am an "at-will" employee whose employment may be terminated at any time at the sole discretion of the College.

Employee's Signature _____
Date

Supervisor's Signature _____
Date

Supervisors: Please return the completed and signed form to Human Resources and Organizational Development at HROD@pgcc.edu or to the HROD Office in Annex B.

Preface

The Employee Guide is designed to be a working guide for new and current employees and to set standards of behavior for a cooperative working environment.

The [Prince George's Community College CODE of Policies, Rules, Regulations and Procedures](#) (CODE) is the official compilation of the policies, rules, regulations, and procedures pertaining to the College.

While this Guide contains summaries and excerpts of CODE policies, rules, procedures and guidelines of interest to staff, its contents are not intended to create a contract of employment nor alter the relationship between Prince George's Community College and its employees. That relationship is governed by the applicable provisions of law, by various policies and regulations set forth in the CODE and by the Collective Bargaining Agreement between Prince George's Community College and the Union, not all of which are contained in the Handbook.

Where there are differences between the provisions set forth in this Guide and those contained in the CODE and Collective Bargaining Agreement, the language in the CODE and the Collective Bargaining Agreement shall prevail.

Because these laws, policies, rules, regulations, procedures, and guidelines may be changed from time to time without notice and without consent, the College reserves the right to modify or eliminate any policy or practice in whole or in part, in individual cases or in general application.

The text of the CODE and any amendments thereto shall be the official text of the policies, rules, regulations, and procedures of Prince George's Community College.

Questions or suggestions regarding the contents of the Employee Guide should be directed to the associate vice president of Human Resources and Organizational Development, Annex B, Room 009.

Note: *Members of the bargaining unit are to adhere to the Agreement entered into by and between the Board of Trustees of Prince George's Community College (the "Board") and the Maryland Council 67 of the American Federation of State, County, and Municipal Employees (AFSCME) and Prince George's Community College Employees Local 1646, AFL-CIO (the "Union"), where applicable.*

Prince George's Community College Employee Guide

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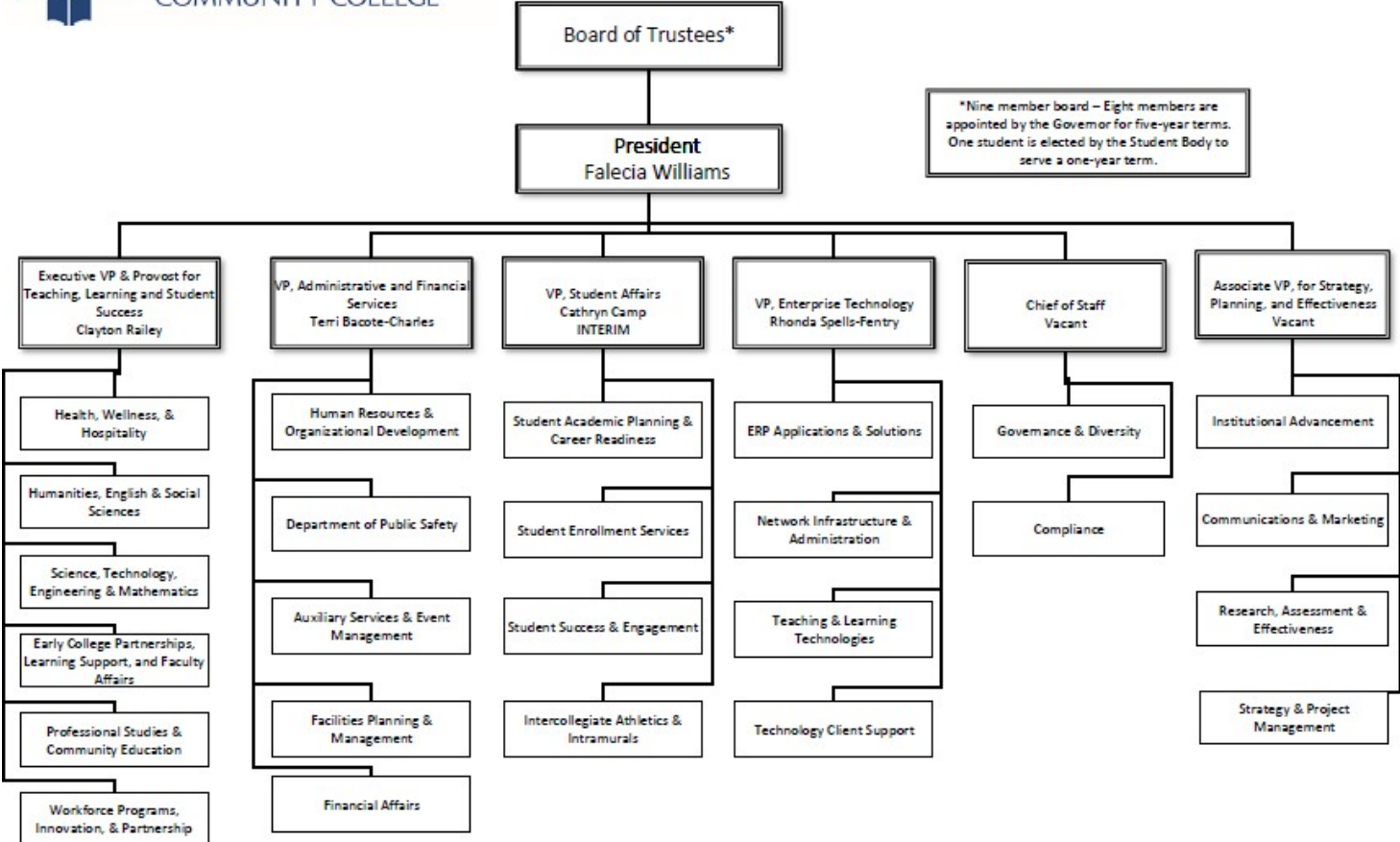
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Organizational Chart



Transforming lives.
PRINCE GEORGE'S
 COMMUNITY COLLEGE

PRINCE GEORGE'S COMMUNITY COLLEGE
APRIL 2021



*Nine member board – Eight members are appointed by the Governor for five-year terms. One student is elected by the Student Body to serve a one-year term.

Values and Guiding Principles

Prince George's Community College values an environment that emphasizes high standards, collaboration and engagement, and pride in the leadership and accomplishments of all members of the College community.

As a learning community, we value:

GUIDING PRINCIPLES
LIVING OUR VALUES THROUGH OUR ACTIONS

EXCELLENCE
We strive to ensure quality outcomes through rigorous learning experiences designed to develop the mind and build character through civic engagement and service learning.

Our Actions:

- We are proactive not reactive.
- We handle and fix problems (not just pass them on).
- We do the right things right the first time.

SUCCESS
We believe all individuals have the potential to realize their goals.

Our Actions:

- We set high expectations for our colleagues and ourselves and hold each other accountable.
- We support innovation and act boldly to be a better Prince George's Community College.

DIVERSITY
We promote opportunities to expand our worldview through exposure to and greater understanding of all peoples, cultures, and lifestyles.

Our Actions:

- We collaborate across the college—understanding we all bring something to the table (we are all in this together).

RESPECT
We treat every person with the same humanity, courtesy, and civility that we expect for ourselves.

Our Actions:

- We model the behavior we expect.
- We agree and disagree in responsible ways.

PROFESSIONALISM
We believe all individuals will approach their responsibilities ethically, fairly, and with high standards.

Our Actions:

- We manage our college resources responsibly.
- We respond to all communications in a timely manner.
- We work with our colleagues to set expectations for which we can be held accountable.

LIFELONG LEARNING
We promote learning and development at all stages of life. We believe learning takes place at all times both inside and outside of the classroom. We honor and embrace all forms of learning, both formal and informal.

Our Actions:

- We change, grow, and adapt.

Maryland State Ethics Commission (*Financial Disclosure*)

All administrators and qualified professional staff are required to file an annual Financial Disclosure Statement with the Maryland State Ethics Commission. Contact Human Resources and Organizational Development for additional information (see Appendix).

Department of Public Safety (DPS)

Safety Regulations

We encourage all students, faculty, staff, and visitors to take an active role in their own safety and security while on campus. By following the guidelines below, you can help maintain a safe environment for everyone at the College.

- ✓ Walk in well-lit and well-traveled areas after dark.
- ✓ Walk with a friend, or call the College Police for an escort, Largo campus, extension 0666.
- ✓ Immediately report all suspicious persons, vehicles, or activities to the College Police.
- ✓ Immediately report all crimes, security problems, or hazardous conditions to the College Police.
- ✓ Keep yourself informed. Check e-mail and bulletin boards for "Campus Safety Alert" notices that pertain to specific security conditions on campus. Take advantage of informational programs sponsored at all college locations.
- ✓ Do not prop open any locked exterior doors or leave ground-floor windows open.
- ✓ Lock your car and secure valuables when using parking facilities.
- ✓ Become familiar with emergency exits and locations of fire alarm pull stations and extinguishers in your building.
- ✓ Lock offices whenever you are not present.
- ✓ Keep office and building keys with you, and do not loan them to unauthorized persons.
- ✓ Always be aware of your surroundings.

Safety and Security Awareness

Security procedures, crime prevention, substance use and abuse, fire safety, and sexual assault are topics covered during new employee orientation and in various programs throughout the academic year. Through partnerships between the College Police and the Health Center, the College sponsors a variety of workshops focused on these topics.

The College's Safety Committee, Technical/Support Staff, and Faculty Senate meet on a monthly basis and a representative from the College Police is in attendance. These forums give its members a direct link to our office to discuss safety and security issues, and promote our Community Policing Philosophy.

Notice of Availability of the Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), an [Annual Security Report](#) is available on PGCC's website.

This website contains information regarding PGCC campus security and personal safety; and the last three years of crime statistics related to PGCC, property owned or controlled by the College, and public property within or immediately adjacent to and accessible from the campus. A hard copy of the Annual Security Report is available upon request at the Largo campus – College Police, 301 Largo Road, Largo, MD 20774 from 8:00 am – 5:00 pm, Monday through Friday, (see Appendix).

Timely Warning Reports

Members of the College community are notified in a timely manner about safety situations and crimes that are considered to represent a threat to students and employees. The primary method of notification is by use of the "Owl Alert" Emergency Text Messaging and E-mail Notification System, and the College-wide e-mail system, in the form of "Safety Alerts". As appropriate, notices are also made through the College voice-mail system and posted on bulletin boards. The College community is strongly encouraged to register their mobile phones, wireless PDAs, pagers and/or preferred email addresses with the "[Owl Alert](#)" Emergency Messaging System.

Courtesy/Emergency Telephones on Campus/CODE Blue Callboxes

On the Largo campus, courtesy telephones are located throughout all College buildings. These phones can be used to call any on-campus number including the College Police. The emergency number for the College Police (0111) has been posted near each telephone. These phones can be used for emergencies, or to request a College Police escort.

Code Blue Emergency Callboxes are activated on the Largo Campus, and available for your use during emergencies. These boxes are located in the parking lots and on the track and fields of the Largo Campus. In

most circumstances, you will be a short distance from a Code Blue Emergency Callbox.

The Code Blue Callboxes are an excellent way of contacting College Police to communicate an emergency and receive immediate response through the push of a single button on the Code Blue Callbox. College Police can also use these callboxes as a public address system to communicate alerts to the College Community through the callboxes amplified speakers.

How to Get Help, Report an Emergency, Report a Crime

Any on-campus activity, to include extension centers, emergencies, criminal acts, or questionable behavior should be reported immediately to the College Police, either in person or by telephone. The College Police can be reached by dialing 0111 or 0666 on a courtesy telephone (Largo) or college telephone. Public telephones are also located in buildings at each extension center. These phones can be used to dial 911 (Prince George's County Police, Fire, and Rescue).

Prince George's Community College also offers courses of study at extension centers located throughout Prince George's County, Maryland. The physical security of these locations is provided by off duty uniform police officers. All emergencies, criminal acts, or questionable behavior at these locations should be reported in person to the security personnel on duty, or by dialing 911. The extension center facility directors are to report all criminal incidents to the Chief of Prince George's Community College Police.

Multi-Hazard Emergency Operations Plan (MEOP)

The College is committed to a safe and secure environment. Whether responding to severe weather incidents, student and staff safety, personal threat situations, facility problems, hazmat spills, etc., it is important for the College to have a plan to command and control these situations, coordinate communication, evacuate students and employees, perform clean-up, and establish business continuity as needed. The College has developed an update to its original emergency communication plan with a new [Multi-Hazard Emergency Operations Plan](#). The plan is a comprehensive working document that identifies emergencies, both man-made and natural disasters, with guidelines for addressing preparedness response and recovery efforts.

Employment Non-Discrimination

Scope

Prince George's Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of

sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this Institution.

Under this policy, this Institution will not discriminate against any person on the grounds of sex, race, age, color, religion, veteran's status, disability, ancestry, marital status, sexual orientation or national origin in its admission policies and practices or any other policies or practices relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment facility or any other property.

One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by oneself or through a representative, file a written complaint with Human Resources and Organizational Development - Employee and Labor Relations unit, Annex B, Reception area or call HROD (see Appendix) for directions on how to fill out a report online via [HR Maxient](#).

Discrimination, Sexual Harassment, and Sexual Misconduct

It is the policy of the College that no member of the College community be subject to any form of unlawful discrimination, sexual harassment, or sexual misconduct. This policy is defined in the College's [Discrimination, Harassment, and Sexual Misconduct Policy](#). Sexual misconduct includes, but is not limited to: sexual harassment, sexual assault, intimate partner violence/abuse, sexual exploitation, and sexual intimidation.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act of 2008, known as the ADAAA, are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities and that require provision of reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Prince George's Community College to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is College policy not to discriminate against qualified

individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

The College will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation, and/or if the accommodation creates an undue hardship to the College. Contact the Benefits Office with questions or requests for an accommodation (see appendix).

Reasonable Accommodations for Disability Due to Pregnancy Act

The Reasonable Accommodations for Disability Due to Pregnancy Act, effective October 1, 2013, requires employers to provide their pregnant employees with certain reasonable accommodations, such as: light duty assignments, change in job duties, work hours, transfer to less strenuous or hazardous positions, or provide leave. For additional information, contact the Benefits Office (see Appendix).

Employee Standards

Scope

In accordance with the College's [Employee Standards](#), each College employee is expected to perform in a manner compatible with their position and with the College's function as a public institution of higher education.

All College employees are expected to:

- Competently perform the duties and responsibilities of their respective position descriptions
- Adhere to scheduled working hours
- Secure required approval for all absences
- Submit required reports on time
- Attend meetings, workshops, orientation, seminars, and lectures as required
- Comply with College policies, rules, regulations, and procedures

In particular, members of the teaching faculty are expected to:

- Meet all scheduled classes on time
- Maintain adequate and accurate student classroom records
- Attend department and division meetings
- Attend commencement exercises, as required

- Maintain scheduled office hours as required
- Submit final grades to the Records and Registration within the required time frame for that grading period
- Ensure that only registered students attend the class

Employee Definitions

Full-time employee is an employee who works 37.5 hours to 40 hours a week per fiscal year and is eligible for all applicable College benefits.

Adjunct Faculty is an employee who is scheduled a class load and other duties not to exceed 1540 hours within a fiscal year and is eligible for College-specified tuition benefits.

Regular Part-time employee/over is an employee who works a set schedule in a department over 500 hours per fiscal year and is eligible for College-specified tuition and universal leave benefits.

Regular Part-time employee/under is an employee who works without a set schedule under 500 hours per fiscal year and is not eligible for College benefits.

On-call employee is an employee who works under 500 hours per fiscal year without a set schedule or with a temporary schedule (such as peak registration) and is not eligible for College benefits.

Employee Classifications, Grades, and Rank

College employees are classified as follows:

Technical/Support Staff – Grades 2-13

Professional Staff – Grades 14-16

Administrative Staff – Grades 17-21

Faculty Staff Rank – Instructor, Assistant Professor, Associate Professor, Professor

New Employee Orientation/Onboarding Program

All new full-time and regular part-time employees are required to attend new employee orientation and participate in the College's onboarding process. The goal is to supplement new hire orientation, support current and new supervisors, support new employees in managing job duties and information, immerse new employees into the culture, policies, practices and work expectations of the College, and provide a pathway to employee engagement and employee success.

Probationary Employees

New employees classified as Professional and Technical/Support staff are considered "probationary" employees until six (6) months have elapsed

from his/her most recent date of hire. Seniority shall not accrue until the employee has successfully completed the probationary period. The discipline or discharge of a probationary employee shall not be the subject of a grievance under the College's Personnel Action Procedures.

Use of Confidential Information, Social Security Numbers and Other Information

Employees of Prince George's Community College are expected to maintain the security, privacy, and confidentiality of College- and student-related data. When handling sensitive information about employees, students, vendors conducting business with the College, and alumni, disclosure of such information is prohibited by the Family Education Rights and Privacy Act of 1974 (FERPA) and The Health Insurance Portability and Accountability Act of 1966 (HIPAA), as well as College policy and procedure and by other applicable laws and regulations. Newly hired employees and current employees are required to have a signed "confidentiality statement" on file in Human Resources.

ID Badges

For safety and identification purposes, all employees must wear a College issued photo ID badge. Photos are taken in the Library, (first floor Accokeek Hall). Lost ID badges can be replaced at a cost of \$10.00. ID badges remain the property of the College and are to be returned to Human Resources and Organizational Development upon resignation, retirement or termination.

Cell Phone Use

Maryland State Law prohibits the use of cellular phones and texting while operating a motor vehicle, except for emergencies. Using a cellular phone or a Personal Digital Assistant (PDA), without a hands-free device, while operating equipment or a motor vehicle increases the risks of distracted driving and accidents which may result in workers' compensation and other legal liabilities. The use of cell phones, PDA devices, and texting when using a College-owned vehicle or equipment is prohibited.

Annual Performance Management Program

Online Performance Appraisals are used by management to provide performance feedback to employees. Non-faculty performance appraisals are conducted on an annual cycle for full-time and regular part-time employees. Employees will receive a performance appraisal on an established date each year.

[Annual Performance Appraisals](#) are to be electronically signed via the online system by the employee, the supervisor, and reviewing official, ensuring that areas of strength, areas for improvement, and job goals

have been identified and met. Also, during the performance review, new job goals are to be established for the next review cycle and clearly articulated. The College's [Performance Management Guide](#) outlines the performance management review process.

Drug/Alcohol-Free Workplace

Prince George's Community College is committed to a drug-free work environment and has adopted a [Drug-Free Workplace](#) Program. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited at Prince George's Community College.

Smoke and Tobacco-Free College and Workplace

Prince George's Community College's Largo campus and applicable extension centers are a smoke and tobacco-free workplace. The [Smoke/Tobacco-Free College and Workplace Policy](#) defines the College's position on a smoke and tobacco-free environment.

Anti-Nepotism

It is the policy of Prince George's Community College to permit the simultaneous employment of members of the same family. However, individual employees will be restricted from supervising or having influencing matters involving the employment of a family member. Specifically, no employee shall initiate or participate in any institutional personnel decision (such as hiring, termination, retention, promotion, salary, leave of absence, benefits, grievances, etc.) or in any performance appraisal affecting a family member.

All current employees and all future applicants for employment shall disclose to Human Resources and Organizational Development the identity of all family members who are employed by the College. This information will be used solely for the purpose of ensuring impartial compliance with this policy, and not for the purpose of influencing any human resources decision.

College Employee and Student Relationships

The College employee and student relationship lies at the foundation of the educational process. As a matter of sound judgment and professional ethics, College employees have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and relationships with students. Further information regarding this policy can be found in the CODE.

College Property

Assigned cell phones, laptop computers, iPads, hard keys, key cards, ID badges, uniforms and any other College property assigned to an employee must be returned to the College upon resignation, retirement or termination of employment. If any of these items are not returned, the employee shall be billed and the amount shall be collected from the employee's final paycheck or through a collection agency.

Hours of Work

Scope

College employees classified as Technical/Support and Professional shall report to work on time at the hour designated by their supervisors. A regular work day shall consist of seven and one half (7.5) hours of work for all college full-time employees except those who work in Facilities and College Police. Facilities and College Police staff work eight (8.0) hours per day. Work days are exclusive of a thirty (30)-minute meal period and two (2) fifteen (15)-minute rest periods per day, **OR** a one (1)-hour meal period per day. The total amount of time used by an employee for meal and rest periods does not exceed one (1) hour per work day.

A regular work day for part-time employees shall consist of the following:

- 4-5-hour work day – employee receives one (1) paid 15-minute break; no lunch
- 6-7-hour work day - employee receives no break; one (1) unpaid 30-minute lunch
- 8 or more-hour day – employee receives two (2) paid 15-minute breaks and one (1) unpaid 30-minute lunch break,

OR

No breaks and one (1) hour lunch break of which 30 minutes are paid and 30 minutes are unpaid.

All employees must record their time using the College's time and attendance system. If you have questions regarding the system, please contact Payroll (see Appendix).

Work Week

The work week shall consist of seven (7) consecutive calendar days, beginning at 12:01am Saturday and ending at 12:00 am the following Friday unless, in its sole discretion, a different workweek is established by the College. A full-time employee's regular workweek shall consist of either thirty-seven and one half (37.5) hours of work or forty (40) hours of

work on five days in each work week. A part-time employee's regular workweek shall consist of number of hours scheduled by the department.

Compensation

Scope

Prince George's Community College periodically reviews its compensation program to ensure that the College's classification structure, position titles, grading system and salary scale are competitive and reflect their relative value within the institution.

Payroll, Pay Periods, and Direct Deposit

The Payroll Office is responsible for payment of all employee wages, processing payroll deductions for taxes, benefits, garnishments, financial and tax reporting to federal, state and local governments, and for maintaining all wage and earnings records for the College.

Kronos is the College's official time and attendance management system. It is an efficient tool for time keeping compliance which automates the collection of time and attendance for payroll processing. All employees except Adjunct Faculty and Instructors are required to document their time using electronic timesheets in Kronos. Non-exempt employees (grades 2-13) will document their daily in/out time, time-off and leave. Exempt employees will document only time-off and leave.

Prince George's Community College employees are paid on a bi-weekly basis at either 20 (faculty) or 26 pay periods per year. All employees are required to enroll in direct deposit which authorizes the College to deposit employee's paycheck electronically into his or her designated checking and/or savings account. Contact the Payroll Office for more information (see Appendix).

Adjustment to Salary Schedules

The Board of Trustees may approve the College to adjust the minimum, control point, and maximum salary schedule for non-faculty employees and adjust the credit or contact pay schedules for faculty and adjunct faculty employees, except for those employees whose salaries are paid from grants or specially funded programs that may not provide for such an adjustment.

Shift Differential

Full-time and regular part-time employees in Technical/Support staff positions (grades 2-13), including non-exempt supervisory positions, where the regularly scheduled work hours fall between 1:00 pm and 10:00 pm (evening shift) or between 10:00 pm and 5:00 am (night shift) may be

eligible to receive a shift differential of 4 percent or 8 percent, respectively. The shift differential will apply if at least 90 percent of the scheduled work hours fall within a shift differential period, i.e. evening or night shift.

Overtime Eligibility

The College will pay overtime for hours “worked” over 40 hours a week for non-exempt employees. Overtime must be pre-approved by the supervisor. All Technical/Support staff employees (grades 2-13) are eligible for overtime. An employee’s regular rate of pay for overtime is paid at 1½ times. Holidays and Sundays that are not a part of the employee’s regular work schedule, are paid at the regular rate plus 1½ times.

Premium Pay

Premium Pay will be paid to non-exempt employees. Premium pay will be paid at the regular rate plus 1½ times an employee’s regular rate of pay for time an employee is required to work during a College closure due to an emergency. Union employees shall be paid at the rate set forth in the Collective Bargaining Agreement.

All employees must track their time using the College’s time tracking system – Kronos.

Pay During Winter and Spring Holidays

For non-exempt employees who are required to work during the Winter and Spring holidays, premium pay will be paid at the regular rate plus 1½ times their regular rate of pay. Union employees shall be paid at the rate set forth by the Collective Bargaining Agreement.

Promotion

A promotion is the advancement of an employee to a vacant position in a higher grade. The employee will receive either the minimum rate of the new grade or a four (4) percent increase of the new position’s “control point,” whichever is higher.

Request for Position Review Guidelines

Non-faculty employees may request a position review by notifying their supervisor. The supervisor will request a Compensation Review that is approved by the next level manager and the area vice president. The supervisor completes the Compensation Review form and submits it, with the approval of the next level manager and area vice president, to Compensation and Classification. The vice president of Administrative and Financial Services approves all recommendations submitted by

HROD's Compensation and Classification unit. Contact Human Resources and Organizational Development for additional information.

Reclassification

A supervisor may request Human Resources and Organizational Development review a position under their supervision for reclassification. The supervisor completes the Compensation Review Form and submits it with next level manager's and area vice president's approvals to Compensation and Classification. The vice president of Administrative and Financial Services approves all recommendations submitted by HROD's Compensation and Classification unit.

If the reclassification or upgrade is approved, the incumbent's salary will be reviewed based on the current salary's relationship to the new grade's control point and the minimum increase for one grade change. The employee will receive either the minimum rate of the new grade or a four (4) percent increase of the new position's "control point," whichever is higher.

Internal Transfers

Employees who apply for a transfer to another position through the College's recruitment process, are considered "applicants" and must qualify for the position. Once transferred, the employee must remain in the position for a minimum of six (6) months before becoming eligible to apply for transfer to another position. A new employee must be out of probationary status or have worked in the position six (6) months or more before becoming eligible to apply for transfer to another position.

Employees, in union positions, who transfer to a new position shall become probationary employees for a six-month period as set forth by the Collective Bargaining Agreement. Employees in non-union positions who transfer enter into a six-month review period.

The College has the authority to transfer employees in its sole discretion based on an ADA accommodation or for operational and/or budgetary needs.

Employees Who Transfer to Positions in Lower Grades

An employee who transfers to a lower grade must meet the minimum education and experience requirements of the lower grade, and will have their salary adjusted to the entry level of the lower grade. If an employee's education and experience exceed the minimum requirements of the lower grade, the employee's salary may be adjusted by up to 10 percent of the entry level of the lower grade, upon approval

of the associate vice president of Human Resources and Organizational Development. Salary adjustments higher than 10 percent must be approved by the vice president of Administrative and Financial Services.

The College's [Procedures Governing Salary Adjustments of Employees Who Transfer to Positions in Lower Grades](#) provide specific details of this process.

Vacancies

Scope

New job opportunities become available from time to time as the College identifies changing business needs due to employee retirements, transfers, or separation from employment. The College is committed to life-long learning and the ongoing professional development and advancement of all employees, and encourages employees to apply for opportunities as they become available.

Internal applicants are qualified for positions by Human Resources. If there are four or more **qualified** internal applicants recommended for a position, selection must be made from this group.

If there are less than four internal applicants qualified, qualified external applicants will be included with the internal applicants for consideration.

Temporary Assignment

If the College requires an employee to work in a temporary assignment that is at least one grade level higher than the position held by the employee, the employee will receive a temporary salary adjustment of four (4) percent or the grade minimum, whichever is greater, for the temporary assignment period. Employees in union positions will be compensated as set forth by the Collective Bargaining Agreement.

Employment Separation

Scope

When an employee separates from the College, the employment relationship ends. The separation can be initiated by the employee or by the College.

Employee Advance Notice to Separate (Voluntary Resignation)

Whenever an employee resigns from the College, they must submit a letter of resignation to their supervisor, and provide a copy to Human Resources. The employee must give the appropriate advance notice, which varies by classification, see below:

Administrative/Professional – Six (6) weeks, (internal transfer) – Four (4) weeks
Technical/Support – Two (2) weeks
Technical/Support Supervisor – Three (3) weeks
Full-time Faculty – Six (6) weeks prior to end of semester (excluding summer session)
Adjunct Faculty – Four (4) weeks
Retirement – Ninety (90) days

Failure to give appropriate advance “written” notice to separate could result in ineligibility for rehire.

Employee Advance Notice of Retirement Incentive Program

If funding is approved, the College provides an incentive to full-time eligible employees who give advance notice of retirement to the College. Employees who give advance notice starting at six months to twelve months prior to retirement will receive a monetary incentive based on length of notice.

Job Abandonment

Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays, without agreed upon notice/contact, shall be considered to have abandoned the job, effective at the end of their normal shift on the third day.

The supervisor shall advise the associate vice president of Human Resources and Organizational Development or designee, in writing at the expiration of the third workday, and initiate termination paperwork on the employee.

Upon written receipt of such advice, the associate vice president of Human Resources and Organizational Development shall give such employee written notice of dismissal, to include that the dismissal will be reconsidered if within 10 calendar days after the date of notice, the employee provides to the associate vice president of Human Resources and Organizational Development compelling information which shows that the employee’s absence did not amount to job abandonment.

If no compelling information is received within the 10-day period, the dismissal is final. Contact Human Resources and Organizational Development for additional information, (see Appendix).

Reinstatement

Former full-time employees who resigned in good standing and are accepted for re-employment within 12 months of separation, in a full-time capacity, will be reinstated with the seniority held at the time of

separation. Any such full-time employee reinstated within 12 months will be returned any sick leave that was on record at the time of separation.

Salary will be commensurate with the position for which they are hired. If the employee returns to the same position, the salary will be reinstated at the rate of pay at time of separation (salary improvements approved by the Board of Trustees prior to reinstatement will not apply).

Workforce Reduction

Should the need for workforce reduction occur, it will be conducted in accordance with fair and orderly procedures which will permit the allocation of available resources among the various units and sub-units of the College as deemed necessary for its efficient administration. For more information please review the procedure on [Workforce Reduction](#).

Furlough

Periodically, employees may be put on temporary leave without pay or "furlough", regardless of whether the employee has paid leave available, to help meet the fiscal needs of the College. These involuntary furloughs may be short or long term per the College's discretion. Employees will be notified 30 days prior to the start of a furlough.

Leave Programs

The College's [Leave Program](#) provides eligible employees with various types of leave. Supervisors have the authority to deny all leave types, except sick leave.

Annual Leave

Full-time employees, except faculty, are eligible for annual leave. Temporary full-time employees do not receive annual leave unless employed for a continuous period of more than six months. Probationary employees are not permitted to use annual leave during this period except at the supervisor's discretion in case of emergency. Regular part-time employees are referred to the Collect Bargaining Agreement; see *Universal Leave*.

Eligibility and Accrual of Annual Leave

Eligible full-time employees earn annual leave per pay period. An employee will earn annual leave on the following schedule:

Years of Service

Days Per Year

0 – 3 years	10
4 – 15 years	16
Over 15 years	21
Administrators	21

An employee may carry forward unused annual leave up to but not more than twenty-five (25) days. Any leave in excess of the maximum amount carried forward to the next fiscal year shall be lost at 12:01 a.m. on July 1 of each fiscal year, provided that, in exceptional circumstances, the College in its sole discretion may permit an employee to carry forward leave for an additional period of time. An employee in pay status for seven (7) or more days in a pay period shall earn all annual leave available for that pay period. An employee in pay status for five (5) or six (6) days in a pay period shall earn one-half (1/2) of the annual leave available for that pay period. An employee in pay status for four (4) or fewer days in a pay period shall earn no annual leave for that pay period.

Use of Annual Leave

Annual leave shall not be used during the time an employee is in probationary status. Employees shall request annual leave at least ten (10) days before the leave is to be taken, unless annual leave is requested for a single day, two consecutive work days, or for extraordinary circumstances.

When leave is requested for a single day, two consecutive work days, or for extraordinary circumstances, an employee shall notify their supervisor as soon as possible that the employee will be unable to report for work, stating the reason for the absence and the desire to use annual leave. Supervisors may deny annual leave but must do so in writing within three (3) days of receipt of a request for annual leave.

Rate of Pay

Employees shall be paid for annual leave at their regular rate of pay, including any shift differential.

Holidays Occurring During Annual Leave

Paid holidays that occur during a period of annual leave are not charged as annual leave.

Sick Leave During Annual Leave

An employee may apply to use sick leave during a period of annual leave, and if such leave is approved, annual leave shall not be charged for any period for which sick leave is charged.

Disposition of Annual Leave upon Termination

An employee who leaves employment shall be entitled to payment for any accrued annual leave. Union employees shall be paid accrued annual leave as set forth in the Collective Bargaining Agreement.

Sick and Safe Leave

The following describes the basis for and manner by which employees may be granted sick and safe leave ("sick leave"). Sick leave is earned leave that employees may be granted when absent from work because of sickness or accidental disability, including but not limited to absences during disability caused or contributed to by pregnancy, and when absent to obtain necessary medical or dental treatment that cannot be reasonably obtained outside of regular work hours. Accrued sick leave may also be granted to permit an employee to care for a spouse, child, parent, or parent-in-law.

Sick leave is available to eligible full- and part-time employees and is consistent with College policy and the Maryland Healthy Working Families Act (MHWFA), including for the reasons required by the MHWFA and for family members as that term is defined by the MHWFA.

Part-time employees do not earn sick leave; they do earn sick and safe leave.

Eligibility and Accrual of Sick Leave

Full-time employees, including twelve - (12) month faculty, shall earn sick leave at a rate of one (1) day of sick leave per month without limit on accumulation. Ten-(10) month faculty accrue ten (10) days per year, without limit on accumulation. Part-time employees earn sick leave pursuant to College policy as governed by the Maryland Healthy Working Families Act (MHWFA). Sick leave is earned per pay period. Sick leave may only be used after it has accrued. Upon providing appropriate verification, a full-time employee hired by the College from a Maryland public school system or public institution of higher education may transfer up to ten (10) days of sick leave per year previously earned, not to exceed one hundred (100) days of sick leave. A full-time employee hired by the College from a public school system or a public institution of higher education outside the state of Maryland may transfer up to ten (10) days of sick leave previously earned.

Use of Sick Leave

Sick leave is charged in minimum increments of one quarter (1/4) hour. When use of sick leave is anticipated, employees are required to request sick leave in advance. When the need for sick leave cannot be anticipated, the employee must notify their supervisor as early as possible

of the day of absence, and on each day of absence thereafter, that the employee will be absent from work and is requesting sick leave. The employee shall also notify their supervisor of the anticipated date of return to work, and is required to provide a note from a health care provider for absences of three (3) or more consecutive work days in duration.

Under certain conditions, a supervisor may request a medical note from a health care provider for sick leave absences of less than three consecutive days; contact Human Resources and Organizational Development for details. An employee who fails to comply with this requirement will be considered absent without authorized leave, and such absence shall be leave without pay, unless it can be demonstrated to the satisfaction of their supervisor that it was physically impossible to notify the supervisor of the absence or the employee's progress toward returning to work. Proper use of sick leave will not be counted as an unauthorized absence.

A consecutive or cumulative period of absence for one calendar day more than half the fiscal year shall cause that year not to count toward probationary period service, or for time in grade, rank, or step for purposes of promotion or advancement. An employee who, because of disability and/or convalescence is absent from work for a consecutive period of more than 28 days shall be placed on extended sick leave. Paid holidays that occur during a period of approved sick leave shall not be charged as sick leave. Employees on extended sick leave are not eligible for accrued leave while absent from work.

Disposition of Sick Leave at Termination of Employment

Unused sick leave may be carried forward from year to year. Sick leave shall not be paid out upon termination of employment. On retirement, an employee may receive such retirement credit for unused sick leave as may be provided by Maryland State law.

Sick Leave Bank

Each fiscal year the College will provide an open enrollment period during the College's annual "Benefits Open Enrollment Season" during which full-time employees may voluntarily join the College's [Sick Leave Bank](#) (Bank). Up to nine (9) weeks of leave is available in the "Bank." Three days of accrued sick leave is required to join. If the Sick Leave Bank drops below 50 hours, a "special" enrollment is conducted. At this enrollment, employees will be required to contribute additional hours to the "Bank" consistent with the procedures established by the College to ensure that the "Bank" remains viable.

Sick Leave and Maryland State Retirement

Unused sick leave may be converted into retirement credits. For details, contact the Benefits Office (see Appendix).

Holiday Leave

In order to be eligible for paid holidays, a full-time employee must be in a pay status the day before and the day after an approved holiday or the employee will not be paid for the holiday. When a holiday falls on the employee's regular day off, the employee shall not be paid for that day. In such circumstances the employee will be permitted to take a day off within the same pay period, unless the needs of the College require that the day off be taken at a later time.

Union and non-union employees are eligible for holiday pay during the College's spring break. Holiday pay shall not exceed the employee's regularly weekly scheduled hours.

Regular Holidays

Paid holidays for eligible employees will be granted as approved by the Board of Trustees each Fiscal Year. If a holiday falls on a Saturday, it will be observed on the preceding workday (Friday). If a holiday falls on a Sunday, it will be observed on the following workday (Monday).

Winter and Spring Holidays

The College's winter and spring breaks are considered College holidays.

Holiday Pay

Eligible full-time employees who work on a Holiday shall receive pay at the regular rate plus 1½ times his/her regular rate of pay. See example:

Employee is compensated at \$10.00 an hour;

Employee worked 8 hours on a holiday;

Employee receives regular pay for the holiday (\$10 x 8 hours = \$80)

Employee receives holiday pay at 1½ times his regular rate of pay

(\$15.00) an hour for the 8 hours worked (\$15 x 8 hours = \$120)

Total pay for that "holiday" will be regular pay (\$80) plus 1½ times (\$120) or \$200.00.

Holiday during Annual or Sick Leave

If a holiday is observed during an employee's scheduled annual leave or while an employee is on sick leave, the employee will not be charged annual leave or sick leave and will be paid their regular rate of pay.

Personal Leave

Non-faculty full-time employees at their one (1) year of service, as of July 1, are eligible for personal leave. Personal leave may be used for any

reason. Personal leave is use or lose by the end of the fiscal year and does not carry forward to the next fiscal year. Accrued personal leave is not paid out at time of termination from employment with the College.

<u>Technical/Support, Professional</u>	<u>Personal Leave</u>
0 – 1 years	0 days
1 year or more	1 day
Administrators	1 day

Ten-month faculty earn three (3) days, or 24 hours, of personal leave each fiscal year. Personal leave may be used for any reason. Unused personal leave is credited to accumulated sick leave at the end of each contract year.

Other Leave Programs

Family and Medical Leave (FMLA)

Leave Entitlement

An employee who has been employed by the College for 12 months and who completed 1,250 hours of work during the 12-month period immediately preceding the commencement of such leave, will be entitled to leave under the Family Medical Leave Act of 1993 (“FMLA”) in accordance with its provisions by Federal law (whether it is paid and/or unpaid leave). The maximum leave available in any 12-month period is 12 weeks.

An employee who is taking FMLA leave because of the employee’s own serious health condition or the serious health condition of a family member must use all paid sick, annual, and personal leave prior to being eligible for unpaid leave. An employee’s available paid sick, annual and personal leave shall run concurrently with any FMLA leave. For more information or to file necessary paper work, contact the Benefits Office, (see Appendix).

Purposes of Determining Leave Entitlement

For purposes of determining an employee’s leave entitlement under the FMLA, the 12-month period immediately preceding the commencement of leave under the FMLA shall be the applicable measuring period. ***Supervisors, contact the Benefits Office for information on employees who have been absent for three consecutive work days or more and/or have a pattern (five work days***

a month) of medically related absences for additional FMLA information.

Family-related Leaves of Absence

An employee may request a family and medical leave of absence for the family-related reasons indicated below if the employee has been employed for twelve months and has a least 1, 250 hours of work during the twelve-month period preceding a leave. For family-related leaves of absence, an employee's available paid sick, annual, and personal leave shall run concurrently with any FMLA leave.

- Birth of a child
- Placement of child with employee for foster care
- Care of a son, daughter, spouse, or parent (but not in-laws) having a serious health condition
- Children 18 years or older are not included unless they are incapable of self-care due to mental or physical disabilities

Payment of Group Insurance Premiums during FMLA Leave

Each employee on unpaid leave under the FMLA shall remain responsible for paying the employee share of the premium for health coverage elected by the employee and shall directly submit to the College, not later than the employee's normal payday, the amount of premium owed by the employee, unless other arrangements are approved by the College. If the employee fails to timely remit premium payments as required, the College shall make such payments on behalf of the employee and, after the employee's return from such leave, shall deduct (from wages payable to the employee) two times the amount that would otherwise be deducted until the entire amount paid by the College on behalf of the employee has been repaid.

Except as provided in the immediately succeeding sentence, if the employee fails to return to work upon the expiration of leave, any amounts paid by the College toward the premium cost of benefits (including the College's share of such premium costs), shall be a legal debt due and owing from such employee to the College, which the College may institute appropriate legal action to collect.

If, upon expiration of leave under the FMLA, the employee fails to return to work for reasons set forth in Section 104©(2) of the FMLA (Act), then amounts paid by the College towards the premium cost of benefits that represented the College's share of such premium costs, shall not be a debt owed by the employee to the College.

Military Family Leave Provisions (Under FMLA)

The Family and Medical Leave Act was amended by the National Defense Authorization Act for FY 2008 (2008 NDAA) and the National Defense Authorization Act for FY 2010 (2010 NDAA) to provide two important leave entitlements that benefit military families.

Qualifying Exigency Leave

Eligible employees who are the spouse, son, daughter, or parent of a military member may take up to 12 weeks of FMLA leave (whether paid and/or unpaid) during any 12-month period to address the most common issues that arise when a military member is deployed to a foreign country, such as attending military-sponsored functions, making appropriate financial and legal arrangements, and arranging for alternative childcare. This provision applies to the families of members of both the active duty and reserve components of the Armed Forces.

Military Caregiver Leave

Eligible employees who are the spouse, son, daughter, parent, or next-of-kin of a covered service member may take up to 26 weeks of FMLA leave (whether paid and/or unpaid) during a single 12-month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty on active duty. This provision applies to the families of members of both the active duty and reserve components of the Armed Forces.

Military Leave

Short-term Military Leave

An employee required by state or Federal law to report for training or service as a member of the National Guard or the United States Armed Forces Reserve shall be entitled to leave with pay for such purposes for a period not to exceed fifteen (15) days in any twelve (12) month period. Application for such leave shall be submitted in writing to the associate vice president of Human Resources and Organizational Development or designee as soon as the employee receives notice to report for such service or training, with a copy of the employee's military orders provided to Human Resources and Organizational Development and to the employee's supervisor.

Extended Military Leave

An employee (other than a temporary employee) who is called to active duty or to military training under the laws of the State of Maryland or the United States in excess of fifteen (15) days in any

twelve (12) month period shall be eligible for leave without pay during the period of active duty or training. Application for such leave shall be submitted in writing to the associate vice president of Human Resources and Organizational Development or designee as soon as the employee receives notice to report for such service or training, with a copy of the employee's military orders provided to Human Resources and Organizational Development and to the employee's supervisor. An employee on extended military leave will be reemployed in accordance with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Bereavement Leave

All full-time employees shall be entitled to leave with pay for a maximum of five (5) consecutive workdays in the case of death in the immediate family. Immediate family is defined as spouse, child, step-child, parent, parent-in-law, legal guardian(s), grandparent, grandchild, brother, sister (or the spouse of any of them), or any other related person living in an employee's household. Personal bereavement leave must be taken during the period between the date of death and the conclusion of the mourning period, both inclusive. A full-time employee may be granted one (1) day of paid leave to attend the funeral of close relatives who do not fall within the definition of immediate family. Bereavement leave is not available during Winter and Spring holidays. Part-time employees are not eligible for Bereavement Leave.

Departmental Bereavement Leave

In the College's discretion and with approval of the associate vice president of Human Resources and Organizational Development, an employee may be granted up to four (4) hours of paid leave to attend the funeral of a colleague in the employee's department.

Institutional Bereavement Leave

In the College's discretion and with approval of the employee's supervisor and the Office of the President, an employee may be granted up to four (4) hours of paid leave to attend the funeral of a prominent member of the College community.

Professional Leave

In the College's discretion, a full-time employee may be granted leave without loss of pay or without pay for the purpose of attending off-campus training and development meetings. Application for such leave shall be submitted in writing to the employee's immediate supervisor or the supervisor's designee at least ten (10) calendar days prior to the use of such leave. Part-time employees are not eligible for Professional Leave.

Judicial Leave

A full-time employee subpoenaed as a witness in a civil or criminal case, other than a case in which the employee is a party, or an employee ordered to appear for jury duty, shall be entitled to leave with pay for the time required to comply with such subpoena or order. Application for Judicial Leave shall be submitted in writing to the employee's immediate supervisor, with a copy of the subpoena or court order attached, as soon as the employee is served with a subpoena or order to report for jury duty. Upon return, the employee shall submit an official statement from the court indicating the duration of the employee's court service. Part-time employees are not eligible for Judicial Leave.

Administrative Leave

A full-time employee may be granted leave without pay not to exceed twenty-two (22) days with prior written approval of the employee's supervisor and the associate vice president of Human Resources and Organizational Development. Part-time employees are not eligible for Administrative Leave.

Workers' Compensation

An employee who suffers a work-related illness or injury may be eligible for compensation through the Maryland Workers' Compensation Insurance Act as a result of "loss" time from work. The College has established procedures related to Workers' Compensation. Employees must immediately report to the College's health nurse or if the College nurse is unavailable, to their supervisor an illness or injury sustained at work. For additional information, contact Human Resources and Organizational Development (see Appendix).

Extended Leave

In the College's discretion, a full-time employee may be granted extended leave without pay for a period not to exceed twelve (12) months for personal reasons, or for professional development. Employees on approved extended leave shall be eligible to continue their health benefits at their own expense, but shall not be eligible for any other College benefits while on extended leave. Part-time employees are not eligible for Extended Leave.

Sabbatical Leave

[Sabbatical leave](#) is intended for the mutual benefit of the College, administrators, and faculty members granted the leave. The purpose is to encourage academic and institutional revitalization by providing leave for research/creative activities, development of new courses or programs,

expand qualifications and skill sets, contribute and improve instructional and/or institutional services in accordance with the mission and goals of the College.

Universal Leave

Leave for Regular Part-Time Employees

Regular part-time employees who work a minimum of 500 hours each fiscal year, for four (4) consecutive years (with no break in service) are eligible for 30 hours of Universal leave on July 1 following the fourth year of employment. Universal leave must be used within the current fiscal year and cannot be carried over to the next fiscal year or paid out upon termination. Full-time employees with a minimum of four (4) years of service who change their status to regular part-time or leave the employment of the College and return within 12 months from the termination date will be eligible for Universal Leave. Employees in Union positions should refer to this policy as set forth by the Collective Bargaining Agreement.

Leave Without Pay

Leave without pay is leave for which an absent employee is not entitled to be paid. [Leave Without Pay](#) addresses the leave status of employees in the following categories: exhausted accrued leave, unapproved leave, disciplinary action, reduction in force, furloughs, and for adjustments in compensation. An employee's request for leave without pay will not be granted if accrued annual, sick, or personal leave, or universal leave, is available.

Insurance

Group Health, Life, Disability, Vision, Prescription, and Dental Plans Package

A package consisting of group health, life, short- and long-term disability, vision, prescription, and dental coverage (hereinafter referred to as the "Group Health Package") shall be made available to full-time employees. The coverage available under the Group Health Package shall be that set forth in the group insurance contract between Prince George's Community College and the carrier providing the insurance, and/or the rules and regulations adopted by the provider of the coverage.

The Group Health Package shall be governed in all aspects in accordance with the contract between Prince George's Community College and the carrier providing such insurance, and/or the rules and regulations adopted by the provider of the coverage. Employees who elect to be covered under the Group Health Package must participate in

the entire Group Health Package or in accordance with such other option(s) as may be designated by the College. Contact the Benefits Office for additional information about the College's Group Health Package (see Appendix).

Workers' Compensation

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to their supervisor, College health nurse, and the Benefits Office so that the necessary paperwork may be completed and filed. For contact information (see Appendix).

Other Benefits

Retirement

Enrollment in the Maryland State Retirement and Pension System (MSRP) plan or a College-sponsored Optional Retirement Plan (ORP), where applicable, is provided for all eligible employees. A statement of benefits from MSRP is forwarded to employees, where applicable.

Annual statements from an ORP are forwarded to employees by the plan administrator. Proper notice is required upon resignation from the College to remain eligible for rehire (after 45 days). Participating employees from either the Maryland State Retirement and Pension System plan or an ORP plan **must** contact the Benefits Office for additional retirement information.

If funds are approved, a Retirement Incentive of up to \$2,000.00 may be offered each fiscal year. For additional information, contact the Benefits Office (see Appendix).

Tax-Sheltered Annuities

A tax-sheltered annuity is a type of annuity that allows an employee to make contributions from their income to put in a retirement plan. Contact the Benefits Office (see appendix) for a list of tax-sheltered annuity companies participating with the College. Any individual wishing to join a tax-sheltered annuity program may obtain this list and must contact the individual company directly.

Tuition Assistance

The College provides tuition assistance for full-time employees who successfully complete certain courses taken at other institutions of higher

education – on a first come, first served basis. The College president is authorized to make, promulgate, issue, rescind, and amend reasonable rules, regulations, and procedures to carry out this policy.

Tuition assistance for undergraduate courses shall be the lesser of the actual tuition reduced by the amount of any other financial aid received by the employee or the prevailing in-County tuition rate at the College during the semester in which the courses are taken, reduced by the amount of any other financial aid received by the employee.

Tuition assistance for graduate courses shall be the lesser of the actual tuition reduced amount of any other financial aid received by the employee, or 150 percent of the prevailing in-County tuition rate at the College during the semester in which the courses are taken, reduced by the amount of any other financial aid received by the employee.

No employee is entitled to tuition for more than 12 undergraduate credits or 9 graduate credits during one fiscal year. If an employee concurrently seeks assistance for more than one category of courses, and for an employee who also participates in the Employee Tuition Waiver Program, reimbursement shall not exceed the limit for graduate study (9 credits at 150 percent of the prevailing in-County tuition rate of the College.)

The total amount of tuition assistance paid during any fiscal year is limited to the amount authorized by the president and budgeted for this purpose.

Tuition Waiver

The College shall provide a tuition waiver program for full-time and regular part-time employees and adjunct faculty who qualify - on a first come, first served basis. Spouses and dependent children (through age 23) of full-time employees are also eligible.

An employee who regularly works at an extension center of the College may complete transactions for their own participation in the tuition waiver program by email or facsimile. **Tuition waivers do not cover fees associated with the cost of a course registration.**

Employee Assistance Program (EAP)

Resources are available to full-time and regular part-time employees who might need assistance managing the daily stresses of work, home, and family which can negatively impact work performance, and personal and professional relationships.

The Employee Assistance Program (EAP) has resources and the experience to help employees bring things back into balance. Contact

Human Resources and Organizational Development for an EAP brochure and/or for more information, (see Appendix).

Parking

The College offers free or discounted parking at the Largo campus and/or extension centers, where applicable. At the Largo campus, employees must secure a parking pass from Human Resources and Organizational Development to avoid being ticketed. Contact Human Resources and Organizational Development (see Appendix).

Credit Union

The Educational Systems Federal Credit Union provides an inexpensive source of credit at low interest rates. Employees who join the Credit Union may save through payroll deductions and are eligible to apply for loans and other financial services. Further information may be obtained by calling the Credit Union directly at (301) 779-8500. Forms and information are available in the Benefits and Payroll Offices (see Appendix).

Professional and Organizational Development

Professional and Organizational Development (POD) was established to address the educational, organizational, and professional development needs of Prince George's Community College faculty, administrators, and staff.

This is done through three distinct programmatic areas: Leadership Development Programs (leadership development), Employee Engagement Programs (all employee development) and the Institute for Excellence in Teaching and Learning (IETL) (faculty development) all focused to meet the specific development needs of the College community. Employees should contact Human Resources and Organizational Development-[Professional and Organizational Development](#) for additional information (see Appendix).

Discipline and Discharge

Scope

The College has established clear, written standards for employee conduct and performance, fair and equitable procedures for dealing with allegations that the standards have been violated, and reasonable personnel actions to be taken in those cases when a College employee is found to have violated the standards. The underlying assumptions are that both the College and its individual employees will benefit from having these standards in writing and that this will assist both the College and individual employees in acting in a rational, responsible manner in relation to the standards of employee conduct and performance. Disciplinary action is not to be taken without guidance from Human

Resources. The procedures followed by the College in non-faculty [disciplinary actions](#) are set forth in detail in the College CODE, and for members of the union, in the [Collective Bargaining Agreement](#).

Personnel Files

The College will maintain one (1) official personnel file in the Office of Human Resources and Organizational Development for each employee to which the employee will have access upon reasonable notice. Personnel files are the property of the Prince George's Community College. An employee shall make all requests for access to or for a copy of documents within their personnel file to the Office of Human Resources and Organizational Development in writing. Copying fees may be assessed. Upon reasonable notice, within seven (7) working days, an employee may review their personnel file in the presence of a Human Resources representative. An employee shall be permitted to submit to the associate vice president of Human Resources and Organizational Development a written rebuttal to any document placed in their personnel file, and the rebuttal shall be placed in the personnel file. An employee may request removal of a document in their personnel file, after one year, upon approval by the associate vice president of Human Resources and Organizational Development who reserves the right to deny such requests.

College Services

Facilities Management Services

The repair and maintenance of equipment and buildings is a major concern to all employees. Any employee may initiate a request for urgent repairs or corrective maintenance. It is the responsibility of the appropriate dean or director, assisted by the appropriate Senior Team member, if necessary, to follow up on any request. Building coordinators have been designated for each building or portion of larger buildings to follow-up on work requests.

To request routine services or for more information, contact Facilities Management for additional information (see Appendix).

Mailroom

The Mailroom's normal hours of operation are 8:00 am to 4:00 pm, Monday through Friday. Mail is normally delivered to the Largo campus by the United States Postal Service between 9:30 am and 10:30 am daily and picked up at approximately 2:30 pm daily. Mail is also delivered to all Extension Centers. Contact the Mailroom for additional information (see Appendix).

Printing Services

Printing Services are available upon request. Printing Services is located along with the Mailroom with the same hours of operation, 8:00 am to 4:00 pm daily, Monday through Friday. Contact printing services for additional information (see Appendix).

Lactation Services

The College provides a private, clean, and safe location for lactating mothers. Employees may schedule use of the College's lactation services through the Wellness Center. To make a reservation and/or for additional information, see Appendix.

Visitors to the College

Invited and All Other Visitors

Prince George's Community College welcomes visitors to its Largo campus and extension centers. Invited visitors must report directly to their host's department. Visitors conducting business at the Largo campus must report to the College's College Police Department, located in the Facilities Management building to secure a visitor's pass. Visitors to the College's extension centers conducting business must report to the receptionist at each location. Contact College Police for additional information (see Appendix).

Children in the Workplace

Children are not permitted in the workplace due to related safety and legal liability risks. However, in an emergency situation, supervisors may approve children in the workplace for a maximum of two (2) hours if they are not disruptive, while arrangements are being made for them to be picked up.

Appendix

Essential Contacts

Department of Public Safety/College Police

Facilities Management Bldg.
301-546-0666

Facilities Management

Facilities Management Bldg.
301-546-0655

Human Resources & Organizational Development

➤ **Human Resources**

Annexes B & C
301-546-5227

➤ **Professional and Organizational Development**

Accokeek Hall, Room 322
301-546-7552

Mailroom

Lanham Hall, Room 111A
301-546-0615

The Office of Student Engagement and Leadership

Largo Student Center, Room 149
301-546-0853

Title IX Coordinator and ADA/504 Coordinator

Kent Hall, Room 133
301-546-7011

Payroll

Kent Hall, Room 113
301-546-0679

Print Shop

Lanham Hall, Room 111C
301-546-0693

Wellness Center

Bladen Hall, Room 132
301-546-0845

Human Resources and Organizational Development

Staff List	Extension
Dr. Lynne Adams – Associate Vice President	301-546-0050
Deborah Bowles – Coordinator Professional and Organizational Development	301-546-0250
Marlene Poole – Manager of Employee and Labor Relations	301-546-0418
BJ Brooks – Director of Talent, Labor Relations, and Engagement	301-546-0041
Gina Bush – Senior Benefits Specialist	301-546-0607
Zamzam Nur – Administrative Specialist	301-546-2676
Dr. Audrey Davis – Director, Professional and Organizational Learning	301-546-0124
Leslie Jones – Recruitment Specialist	301-546-0612
Mechelle Evans – Senior Recruitment Specialist	301-546-0609
Cheryl George – Benefits Specialist	301-546-0680
Sandra Greer – Program Assistant III	301-546-5277
Janice Cruz – Executive Associate II	301-546-3019
Dizella Jones – HRIS Officer	301-546-0611
Leslie Lee – Recruitment Manager	301-546-0610
Dr. Keith Murvin – Director of Human Resources – Compensation, Classification, Benefits, and Policy	301-546-0606
Sheryl Nelson – Facilitator of Professional and Organizational Development	301-546-0464
Martin (Jon) Powell – HROD Program Specialist	301-546-5226
Sabrina Thomas – Benefits and Compensation Manager	301-546-5211
Christina Mitchell – Sr. Facilitator of Professional and Organizational Development	301-546-0985
HR Generalist I	301-546-0616
Recruitment Specialist	301-546-0189
Coordinator of Labor Relations	301-546-0629
HRIS Specialist	301-546-0024

Constituency Groups By-Laws

By-Laws

of the

**Administrative and Professional
Staff Organization (APSO)**

ARTICLE 1: NAME The name of this organization shall be the Administrative and Professional Staff Organization (APSO) of Prince George's Community College.

ARTICLE 2: OBJECTIVES. The objectives of this organization shall be:

- A. To strengthen collaboration and communication among all college constituencies
- B. To actively participate in the formulation of college policies and procedures, and
- C. To promote professional development for administrative and professional staff.

ARTICLE 3: GOVERNANCE A. The governance of this organization shall be vested in the general membership, with specific duties (such as, but not limited to, calling meetings and recording minutes) assigned to an Executive Committee B. The Executive Committee shall be composed of elected officers, elected representatives and appointed representatives.

- i. **Elected officers.** The officers of the organization are the elected president, president-elect, secretary and immediate past president of the APSO.
- ii. **Elected representatives.** Two at-large members will be elected by the general membership; one will represent the administrative staff and one will represent the professional staff.
- iii. **Appointed representatives.** Each administrative area will appoint a representative to the Executive Committee.

Updated: June 2011 Page 2 of 5

ARTICLE 4: OFFICERS

A. The officers of this organization shall be a president, a president-elect, a secretary and an immediate past president. The president and the president-elect shall each serve a one-year term. The secretary will serve a two-year term.

B. The president and president-elect will alternate representation from the administrative and professional staff. The president-elect will be elected from the administrative staff in even numbered years and the president-elect will be elected from the professional staff in odd numbered years.

C. The president-elect will succeed to the presidency at the end of the incumbent president's term.

- i. The President Elect makes a three-year commitment, one year as president-elect, one year as president, and one year as immediate past president.

D. Election of the president-elect will take place annually in June.

E. Election of the secretary will take place in June of every odd-numbered year.

F. The president will succeed to the position of immediate past president.

G. The new officers will assume their duties on July 1 of the year elected.

H. Officers will be elected by the general membership.

I. A nomination committee of two members shall be appointed by the President to solicit nominations from the APSO membership. If nominations are not forthcoming, the nomination committee shall seek a slate willing to hold the offices.

J. Incumbents may succeed themselves once.

K. Voting will be by secret ballot at a place and with a timeframe to be set by the Executive Committee.

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ARTICLE 5: REPRESENTATIVES In addition to officers, the representatives of this organization shall be elected representatives, appointed representatives, and College Wide Forum Representatives (CWF).

A. Elected Representatives:

i. The elected representatives of this organization shall be two at-large members.

ii. One administrator will be elected to represent the administrative staff and one professional staff member will be elected to represent the professional staff.

iii. The elected representatives shall each serve a two-year term.

iv. Election of the at-large representatives will take place in June of every odd-numbered year. The new elected representatives will take office on July 1 of that year.

v. Elected representatives will be elected by the general membership.

vi. A nomination committee of two members shall be appointed by the President to solicit nominations from the APSO membership. If nominations are not forthcoming, the nomination committee shall seek a slate willing to hold the offices.

vii. Incumbents may succeed themselves once.

viii. Voting will be by secret ballot at a place and with a timeframe to be set by the Executive Committee.

B. Appointed Representatives:

i. Each administrative area will appoint a representative to the Executive Committee. Each area shall determine a method for selecting its representative.

ii. Appointed representatives shall each serve a two-year term.

iii. Appointed representatives will be appointed in June of every even numbered year. New appointed representatives will assume their position on July 1 of that year.

iv. There are no term limits for appointed representatives.

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C. College Wide Forum (CWF) Representatives:

i. The APSO has four (4) representatives to the College Wide Forum (CWF).

ii. Two representatives will be elected from the administrative staff and two representatives will be elected from the professional staff to serve on the CWF.

iii. Each CWF representative will serve a two-year term, with two representatives elected each year (odd/even schedule); with one administrative staff and one professional staff elected each year.

iv. Election of the CWF representatives will take place annually in June.

v. CWF representatives will be elected by the general membership.

vi. A nomination committee of two members shall be appointed by the President to solicit nominations from the APSO membership. If nominations are not forthcoming, the nomination committee shall seek a slate willing to hold the offices.

vii. Voting will be by secret ballot at a place and with a timeframe to be set by the Executive Committee.

ARTICLE 6: MEETINGS

A. Meetings of the general membership shall be called by the president of APSO when the need arises, but no less frequently than once per academic year.

B. Quorum: Fifty-one percent (51%) of the Administrative and Professional Staff shall constitute a quorum.

C. Debate shall be conducted in accordance with Robert's Rules of Order, Revised.

D. Meetings of the Executive Committee of the APSO will be called by the president of the APSO as the need arises but no less frequently than eight (8) times per year. Timely notice of Executive Committee meetings should be advertised and open to all administrative and professional staff.

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ARTICLE 7: AMENDMENTS TO BY-LAWS After adoption, these By-Laws may be amended by a majority vote of the APSO members. Voting will be by secret ballot at place and within a time frame to be set by the APSO Executive Committee. ARTICLE 8: COMMITTEES

A. The Administrative and Professional Staff Organization shall convene four (4) standing committees to include: (1) Policies and Procedures, (2) Communication and Outreach, (3) Professional Development, and (4) Compensation and Advancement.

B. At least one member of the APSO Executive Committee shall be included to serve as a member on each APSO standing committee.

C. The Administrative and Professional Staff Organization Executive Committee shall inform, establish, solicit, charge and dissolve Administrative and Professional Staff Organization ad-hoc committees as necessary.

ARTICLE 8: COMMITTEES

A. The Administrative and Professional Staff Organization shall convene four (4) standing committees to include: (1) Policies and Procedures, (2) Communication and Outreach, (3) Professional Development, and (4) Compensation and Advancement.

B. At least one member of the APSO Executive Committee shall be included to serve as a member on each APSO standing committee.

C. The Administrative and Professional Staff Organization Executive Committee shall inform, establish, solicit, charge and dissolve Administrative and Professional Staff Organization ad-hoc committees as necessary.

By-Laws
of the
Technical and Support Staff
Organization (TSSO)



CONSTITUTION
of the
TECHNICAL and SUPPORT STAFF ORGANIZATION

Article I - Name

The name shall be the "Technical and Support Staff Organization" (TSSO) of Prince George's Community College.

Article II - Purpose

The purpose of the TSSO shall be to:

- Section 1:** Represent and serve the members in accordance with the Constitution and Bylaws of the TSSO;
- Section 2:** Assess the items that concern the membership;
- Section 3:** Participate in the formulation of policies and procedures affecting the constituency;
- Section 4:** Strengthen the communications' network within the organization through cultivating and sustaining employee engagement by continually providing opportunities for two-way discussions and communication of ideas;
- Section 5:** Establish and maintain a welcoming environment through our service to the college community that enables the constituency to foster a spirit of unity and dedication;
- Section 6:** Seek ways to continually acquire specified training to improve job performance;

Section 7: Increase and maintain transparency within the organization's operations;

Section 8: Develop collaborative partnerships with

Article IV – Mission

To support the College's core values by having a talented, skilled and fully engaged constituency who readily embraces organizational and customer service excellence and provides quality assistance in transforming the lives of our students and each other.

Article V – Composition

The organization shall be composed of eligible, non-Union regular full and part-time employees, who are grades 2-13, and who have satisfactorily completed their six-month probationary period.

Article VI – Organizational Structure

Section 1: Officers – The Officers of the TSSO will be a president, vice president, secretary and treasurer.

Section 2: Executive Team – The Executive Team will include all officers and chairs of the Standing Committees.

Section 3: Representatives – The Representatives will facilitate communication throughout the TSSO membership and attend scheduled meetings.

Section 4: College-wide Forum Delegates – The College-wide Forum (CWF) Delegates will attend scheduled TSSO and CWF meetings and participate in the overall governance structure to include active participation on a CWF subcommittee.
Regular meetings of the CWF are held twice a month during the academic year.

Article VII – Meetings

Unless otherwise specified as a closed-session meeting, the Executive Team, Representatives and General Assembly meetings shall be open to the entire membership, and will be conducted in accordance with Robert’s Rules of Order.

Article VIII – College Policy

If the College President and the TSSO cannot agree on proposed changes to existing College policies that affect the TSSO, the TSSO President may request that these matters be brought before the Board of Trustees as an agenda item for consideration.

Article IX – Quorum

Section 1: Representative Assembly – A quorum of the Assembly will consist of a two- thirds majority of the representatives present.

Section 2: General Membership – A quorum of the general membership will consist of a two-thirds majority of the membership present.

Article X – Bylaws

Bylaws are established for the orderly conduct of business. It shall be the duty and responsibility of the Executive Team to formulate new and modify existing Bylaws as required to meet changing conditions. See Bylaws on page five of this document.

Article XI –Amendments

This Constitution may be amended at any meeting of the TSSO Representative Assembly by majority vote of the representatives provided that written notice of the proposed amendment has been given to all TSSO members at least ten (10) working days prior to the Assembly meeting.

Adopted /s/ Suzanne Gell

Chairman Organizational Meeting Date April 18,

1974

Revised /s/ Bruce Vaughan

President Classified Staff Organization Date April 7, 1976

Revised /s/ Ethel Shepard-Powell

President Classified Staff Organization

Date March 2005

Revised /s/ Sandra Dempsey

President

Classified Staff Organization Date June 19, 2006

Draft Revised /s/ Sandra Dempsey

Vice-president Classified Staff Organization-NBU Date May, 2011

Ratified by Technical and Support Staff Organization members

/s/ Sandra Dempsey

Vice-president Classified Staff Organization-NBU

Date June 21, 2011

Ratified by Technical and Support Staff Organization

Crystal G. Amisic

Signature of the TSSO President

May 9, 2017

Date

**BYLAWS
of
TECHNICAL and SUPPORT STAFF ORGANIZATION**

Title I – Name

The name shall be the “Technical and Support Staff Organization” (TSSO) of Prince George's Community College.

Title II – Purpose

The purpose of the TSSO shall be to:

- Section 1:** Represent and serve the members in accordance with the Constitution and Bylaws of the TSSO;
- Section 2:** Assess the items that concern the membership;
- Section 3:** Participate in the formulation of policies and procedures affecting the constituency;
- Section 4:** Strengthen the communications' network within the organization through cultivating and sustaining employee engagement by continually providing opportunities for two-way discussions and communication of ideas;
- Section 5:** Establish and maintain a welcoming environment through our service to the college community that enables the constituency to foster a spirit of unity and dedication;
- Section 6:** Seek ways to continually acquire specified training to improve job performance;
- Section 7:** Increase and maintain transparency within the organization's operations;
- Section 8:** Develop collaborative partnerships with the other employee organizations.

Title III – Jurisdiction

The jurisdiction shall extend to all TSSO members of Prince George's Community College who have successfully completed their six-month probationary period except for those employees specifically prohibited from such representation under the provisions of the National Labor Relations Act.

Title IV – Governing Authority

The affairs of the organization shall be governed by its membership in accordance with the TSSO Constitution and Bylaws and in the following manner:

Section 1: Through action taken by:

- A. Executive Team meetings (Officers and Committee Chairs)
- B. Representatives meetings
- C. General Assembly meetings
- D. Officers in emergency situations

Section 2: General management of the organization's affairs shall be entrusted to the Executive Team and Representatives. However, the membership may overrule the actions of the Executive Team and Representatives, if one of the following occurs:

- A. Authority for the action is not specified in the Bylaws;
- B. A two-thirds majority vote by the membership to repeal the action is taken.

Title V – Membership

Section 1: All TSSO employees – Membership will consist of eligible, non-Union regular full and part-time employees, who are grades 2-13, and who have satisfactorily completed their six-month probationary period.

Section 2: Rights of Members – The members of the TSSO, regardless of work area or type of work, shall be entitled to all rights of the membership in accordance with the TSSO Constitution and Bylaws.

- A. Members shall be entitled to vote on the selection of the TSSO's

Officers and Representatives.

- B. Members are eligible for participation in all organization activities as set forth in the Bylaws including:
 - (i) serving as Officers and Representatives
 - (ii) serving on Standing Committees, and
 - (iii) serving as a Delegate for the College-wide Forum.
- C. Members are entitled to attend all sponsored meetings, unless otherwise specified as a closed-session meeting, and events.

Section 3: Non-Discrimination Policy – Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution.

Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color religion, veteran’s status, disability, ancestry, marital status, sexual orientation or national origin in its admission policies and practices or any other policies or practices relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment facility or any other property.

One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by oneself or through a representative, file a written complaint with Human Resources, Room 105, Kent Hall.

Title VI – Officers

Section 1: Officers shall be elected from the TSSO membership and shall consist of the president, vice president, treasurer, and secretary.

Section 2: Vacancies –

- A. A vacancy in the office of the TSSO president will be filled by the TSSO vice president.
- B. A vacancy in the office of vice president will be filled by special election.
- C. Vacancies in the offices of treasurer and secretary will be appointed by the president.
- D. Vacancies in the offices of president and vice president, where both officers vacate their positions around or at the same time, will be filled by one of three ways:
 - i. Holding a special emergency election through an online voting process to be conducted within a ten (10) day timeframe; or
 - ii. Holding a special emergency meeting of the Executive Team and Representatives to appoint interim leadership; or
 - iii. Giving authority to the Senior Team Advocate to appoint interim leadership.

Title VII – Duties of Officers

Section 1: President – The president shall:

- A. Be responsible for conducting all TSSO business;
- B. Preside at Executive Team, Representative and General Assembly meetings;
- C. Appoint chairs for all standing and ad hoc committees and supervise all TSSO committees;
- D. Attend and represent the TSSO at the College-wide Forum and Board of Trustees meetings;
- E. Perform additional duties that may be assigned by the President of the College, TSSO, or required by the policies of the Constitution;
- F. Earn a stipend as designated by the College President;
- G. Authorize the use of TSSO funds to be used for TSSO-sponsored events and activities.

Section 2: Vice President – The vice president shall:

- A. Work under the direction of the TSSO president;
- B. Perform such duties as may be assigned by the TSSO membership or the TSSO President or the Executive Team;
- C. Represent the President in his or her absence and/or when

necessary;

- D. Earn overtime for meetings attended before or after normal working hours in the absence of the President;
- E. Acquire the approval of his or her immediate supervisor as overtime should be charged to the budget of the respective supervisor's Cost Center.

Section 3: Treasurer – The treasurer shall:

- A. Prepare an annual budget at the beginning of each fiscal year with the assistance of the President for review and approval by the Executive Team and the Representatives;
- B. Responsible for maintaining accurate records of the TSSO Fund account(s);
- C. Prepare and give monthly reports at the Executive Team and Representatives' meetings;
- D. Serve on the Institutional Effectiveness Standing Committee of the College- wide Forum.
- E. Perform other duties as assigned by the President.

Section 4: Secretary – The secretary shall:

- A. Be responsible for preparing, distributing and filing the minutes (paper and electronically) of all General Assembly, Representative, and Executive Team meetings;
- B. Be responsible for establishing and notifying the executive committee, representatives and general membership of meetings;
- C. Maintain an ongoing calendar of events for the organization;
- D. Perform duties as may be assigned by the president or the Executive Team.

Title VIII – Duties of the Representatives

Section 1: The Representatives shall:

- A. Take action on behalf of the TSSO membership on business brought to its attention by the president, Executive Team, Standing Committees, Ad hoc Committees, or by membership petition;
- B. Use the respective communication networks to transmit and receive information pertaining to TSSO concerns.
- C. Serve on Reviewing Screening Committees conducted by Human

Resources.

- D. Participate on Standing Committee Teams;
- E. Attend Representative meetings;
- F. Carry out other duties as assigned by the president.

Section 2: Vacancies – Representative vacancies may be filled by:

- A. Notifying the membership that a vacancy exist;
- B. Nominating a TSSO member to fill a vacancy;
- C. Appointing a TSSO member designated by the president;
- D. Voting majority of all present representatives at a normally scheduled Representative Meeting.

Title IX – TSSO Committees

Section 1: The Executive Team shall:

- A. Consist of all officers and chairs of Standing Committees, and shall convene in regular meetings no less than once a month, or as often as its members deem necessary to conduct the organization's business.
- B. Convene meetings which are open to all members except when the Executive Team is in Executive session. No final action may be taken by this group except in open session.

Section 2: The Standing Committees shall be the:

- A. **Communications Committee** – is dedicated to serving as facilitator of information to the Technical and Support Staff. It is our desire and goal to present and deliver the most relevant and pertinent topics/issues pertaining to the livelihood of our community. The dissemination of information to our readers is one of our top priorities, using the newsletter, web page, or flyers.
 - i. Report news about the Technical and Support Staff Organization in the form of our webpage (portal), a newsletter and/or flyer.
 - ii. Compose articles to highlight issues and events as they affect the Technical and Support Staff Organization.
 - iii. Maintain the Portal page.
 - iv. Interview TSSO members on their points-of-view, values and

decisions of work-related issues as they affect and shape the organization.

- v. Make sure all flyers/posters are posted on bulletin boards throughout the campus community.
- vi. Make sure all meetings (Representatives, Annual Meetings with Dr. Dukes, etc.) are sent via email and or appointment to the Technical and Support Staff. Ensure that all meetings are sent via email to the campus community with the approval of the President.

B. Professional Development Committee – will develop a program of training courses that are scheduled throughout the year for the TSSO employees.

- i. Implement and coordinate two workshops per fiscal year for TSSO employees.
- ii. Coordinate with Human Resources to establish funding of workshops and assessment of future training needs of TSSO employees.
- iii. Develop a list of topics that will encompass a variety of interests for TSSO employees.
- iv. Provide a communicative bridge of the professional development needs of our TSSO employees back to our TSSO executive team and the college professional development division.

C. Policies and Procedures Committee – shall be responsible for the following:

- i. Developing and recommending to the TSSO policies and procedures affecting staff.
- ii. Recommending, in conjunction with the Human Resources, revisions to the Employee Handbook.

D. Fund Development and Outreach Committee (*formerly the Sunshine Committee*) – shall be responsible for recognizing and acknowledging individual TSSO employees' significant events.

- i. The chair is responsible for maintaining accurate records of the Nexus Committee Fund account, and shall give reports to the president.
- ii. The committee shall be responsible for conducting fund raising events, with the proceeds deposited directly into the Nexus Committee Fund.
- iii. The chair will collaborate with Human Resources for the planning of the service awards and retirement ceremonies.

- iv. The committee will recognize and acknowledge any TSSO employees regarding bereavement and personal/professional accomplishments.

Section 3: Special Committee Assignments

- A. College-wide Forum "CWF" (comprised of the president, vice president and two elected delegates to the CWF)
 - i. All Delegates will assist with evaluating and initiating policies and procedures for the College in an open and collegial manner.
 - ii. A vacancy of an elected CWF Delegate will be filled by special election.
- B. Ad Hoc Committee (established as necessary)

Title X – Absences, Removals and Resignations

Section 1: Absences –

- A. Officers, Committee Chairs and Representatives are required to attend all regularly scheduled meetings.
- B. Each Officer, Committee Chair and Representative shall be permitted two absences per academic year. A third absence shall result in an Executive Team action to send a letter of non-attendance to the party in question. A fourth absence shall result in an Executive Team action to initiate replacement of the member in question or determine other appropriate action to ensure that the respective position is adequately represented.

Section 2: Removal from Office – Any officer may be removed from office by a two-thirds majority vote of the Executive Team at a scheduled meeting in which a quorum is present and the decision serves the best interest of the organization.

- A. Written notice and the reason for the action must be submitted in writing to the officer at least fifteen (15) working days before final action is taken.
- B. Electronic notice and reason for the removal must be sent to the membership at least ten (10) working days before final action is taken.

Section 3: Resignation from Office –

- A. If for reasons of health, change in employee status, or any other compelling reason an Officer, Committee Chair or Representative resigns from his or her position, the Executive Team requests notification as early as possible so that plans for a replacement can be made according to the terms and conditions outlined in Title VI, Section 2: Vacancies, and Title VIII, Section 2: Vacancies.
- B. The Executive Team also requests that all documents and materials regarding the TSSO be returned immediately to the TSSO President or designee.

Title XI – Expenses from Generated Funds

Section 1: Generated Funds are funds that are received through fundraising activities which may involve an exchange of goods, services or donations to the TSSO.

- A. The lines of authority for all generated fund account(s) reside with the President and Treasurer. They will have overall responsibility for maintaining, implementing and enforcing the appropriate internal procedures.
- B. The Treasurer will be responsible for overseeing the expenditure of all funds to include requests for transfer of funds or expenses, reimbursement of expenses, and payment of invoice/bills, and for reporting all fund activities to the President, Executive Team and Representatives.

Section 2: Allowable Expenses –

- A. These are expenses necessary and appropriate to conduct College business on behalf of the TSSO. A complete list of these expenses is available on page 56 of the *Procurement and Contracting Manual* which can be found on the Portal. They include:
 - i. Grocery store items and refreshments under \$200
 - ii. Magazine subscriptions
 - iii. Memberships
 - iv. Office supplies if not available in the Stock Room and approved by the Procurement Office
 - v. Overnight shipping charges (FedEx, UPS, etc.)

- vi. Catering for College-related business events through Thompson Hospitality (outside caterers prohibited unless under \$200)
- B. Exceptions to the list may be granted on an individual basis. If an exception is made, a copy of the email authorization from the Accounting Office and/or the Procurement Office should be retained for the approved transaction.

Section 3: Prohibited Expenses –

- A. These are expenses which are restricted from purchase by the College. A complete list of these expenses is available on page 56 of the *Procurement and Contracting Manual* which can be found on the Portal. They include –
 - i. Alcoholic beverages
 - ii. Tobacco
 - iii. Cash advances
 - iv. Catering exceeding \$200 – any caterer other than Thompson Hospitality on the Largo Campus
 - v. Consulting services
 - vi. Personal items
- vii. Purchases that are not related to College business (i.e., dinner for employees who work late)

Section 4: Gift Cards – are treated as cash and must be tracked appropriately just like any other payment. Anyone receiving a total of \$600 or more in total payments that includes a gift card, must have a W-9 on file. Additionally, a 1099 will be issued.

Title XII – Elections

Section 1: Officers shall be elected from the TSSO membership and shall consist of the president, vice president, treasurer and secretary.

Section 2: Representatives and CWF delegates shall be elected from the TSSO membership.

Section 3: Nominations and Elections – Nomination of candidates for TSSO offices should be held in the month of May for each election year.

Section 4: Ballot Election and Term of Office:

- A. Election of the Officers, Representatives and CWF delegates shall be by secret ballot during each election year;
- B. Installation of the Officers, Representatives and CWF delegates will be conducted by the President of the College or his or her designee, and be held by the third week of June;
- C. The Officers, Representatives and CWF delegates will assume their responsibilities on July 1 and will serve a term of two years in office.

Section 5: Run-off Election – In the case where two candidates tie for an office or offices, a run-off election shall be conducted between those candidates.

Section 6: Term of Office and Term Limits –

- A. Each person elected shall hold only one office at a time.
- B. Each officer shall serve no more than two consecutive terms (four years) in the same office.

Title XIII – Assessments

A special assessment may only be approved by a majority vote by secret ballot of the members. The question must be presented to each member at least ten (10) working days in advance of the meeting.

Title XIV – Amendments to the Bylaws

After adoption, these Bylaws may be amended by a majority vote of the Representatives present at an Assembly meeting if the proposed amendment has been introduced at a previous meeting and has been advertised to the membership at least ten (10) working days in advance of the meeting.

HANDBOOK ADDENDUM

Election Team Procedures

1. The President will appoint a Chair to conduct all elections.
2. The Chair will select the Election Team members from the constituency.
3. No member of the Election Team shall be a candidate for office.
4. This Team shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the TSSO Constitution and Bylaws, ensuring reasonable opportunity for each member to nominate and vote for the candidate of their choice.
5. This Team shall certify election results and notify all candidates within two working days of the close of the election.
6. All questions concerning the conduct and challenges of the election shall be determined by the Election Team, subject to the right of appeal to the TSSO membership.
7. General Provisions:
 - a. The nominee in any election receiving the most votes cast shall be declared elected.
 - b. In the case of a tie, the vote shall be taken again in a Run-off Election.
8. Ballots shall be held by the Election Team Chair for one month after the election, then destroyed, barring any appeal(s).

Oath of Office

Each elected Officer, Representative and CWF delegate of the TSSO shall be duly installed by the President of the College upon taking the following oath:

I (give name), hereby accept the office of the (name of office) of the TSSO with full knowledge of the responsibilities and duties of such office. I promise to faithfully perform my duties according to the Bylaws and the TSSO Constitution.

Faculty Handbook of the Faculty Organization (FO)

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PREFACE

The *Faculty Handbook* is designed to assist faculty of Prince George's Community College in performance of their daily duties, and is organized by major topic areas, which a faculty member may encounter in the execution of one's day-to-day responsibilities.

This *Faculty Handbook* is a compilation of existing policies, procedures, and guidelines, which apply to the role of the individual faculty member. For this reason, the handbook should not be considered a part of the contract of employment between the College and a faculty member. This is further explained in the Notice below.

A full *Faculty Handbook* is produced every three years. In the two intervening years, only pages indicating changes will be produced and distributed. Changes will only be made as they are approved. It is anticipated that this will happen during the same academic year that the changes are approved.

In accordance with this plan, the **FY15 materials constitute a full *Faculty Handbook***. Please note that the handbook is available on the College's portal site, and hard copies will no longer be distributed.

Suggestions concerning changes in format or material should be directed to the appropriate vice president, the president of the Faculty Organization, and the senior academic administrator to the vice president for Academic Affairs.

NOTICE

This handbook is a summary of specific information, which has been selected to assist faculty members of Prince George's Community College in the performance of their duties.

For this reason, the contents of this handbook are not intended to be a part of the contract of employment between the College and any of its employees and are governed by the applicable provisions of law and by various policies and procedures and regulations, which have been adopted by the Board of Trustees, or by authority delegated to the president, not all of which are summarized in this handbook.

Because these laws, policies, procedures, and regulations may be changed from time to time, the College reserves the right to change the contents of this handbook at any time.

**CHAPTER 1
REGULATIONS CONCERNING
ACADEMIC FREEDOM AND TENURE**

§9-201 of the College CODE

A. Foreword:

These regulations are designed to enable Prince George's Community College (hereinafter called the "College") to protect academic freedom and tenure and the requirements of academic due process. The principles implicit in these regulations are for the benefit of all who are involved with or are affected by the policies and programs of the College.

B. Definitions:

As used in these regulations, the following definitions shall apply:

1. *Faculty member* means a person employed by the College on a full-time basis as a member of the teaching faculty or as a librarian or counselor, other than one whose employment as such is a member of the classified staff.
2. A faculty member employed on a *Fixed-Term Contract* means one whose appointment will end on a clearly defined termination date, unless extended for a period of no more than one additional year or part thereof, without notice of nonrenewal. A part-time (or adjunct) contract is a fixed-term contract, which may be terminated before the termination date for such cause that the College president, acting in good faith, determines is good cause for termination.
3. A faculty member employed on an *annual contract* means one who may expect appointment for the succeeding year unless he/she receives written notice of nonrenewal by the date stated in this regulation.

4. A faculty member with *tenure* means one whose employment will continue unless terminated in accordance with this regulation.

C. Statement of Terms of Appointment:

1. The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions, or modifications of an appointment and any special understandings, or any notices incumbent upon either party to provide, will be stated or confirmed in writing and a copy will be given to the faculty member.
2. All full-time appointments are of two kinds:
 - a. Tenured appointments
 - b. Untenured appointments
3. All untenured appointments are of two kinds:
 - a. Fixed-Term Contract
 - b. Annual Contract

D. Tenured Appointments:

1. The president will determine openings for a tenured position based on the need to attract and to retain a competent work force necessary for the efficient operation of the College, at which time applications for tenure will be solicited.
2. In order to be eligible for a tenured position, the faculty member must have been employed at least five years as a full-time faculty member at the College, at least two years of which must immediately precede the application for tenure. Except as provided in Section O below and except for extended sick leave, time spent on authorized leave of absence will count as eligible service unless the leave occurred within the two years immediately preceding the application for tenure or unless the individual and the College agree

to the contrary at the time leave is granted. In addition, the faculty member must have attained the rank of associate professor or higher before applying for tenure.

E. Annual Contract:

1. Written notice that an annual contract appointment is not to be renewed at the end of the academic year will be given by the appropriate vice president to the faculty member as follows:
 - a. Not later than April 15 of the first academic year of service
 - b. Not later than March 15 of the second continuous academic year of service
 - c. Not later than December 15 after three or more continuous academic years of service at the College
2. A faculty member on a probationary appointment during the 1986-1987 academic year who would be entitled to greater notice of nonrenewal under the prior Regulation on Academic Freedom and Tenure, shall continue to be entitled to receive not less than the notice to which he/she was entitled during the 1986-1987 annual year.

F. Termination of Appointment by the Faculty Member:

A faculty member may terminate his appointment effective at the end of an academic year, provided that he gives notice in writing at the earliest possible opportunity, but not later than May 15, or 30 days after receiving notification of the terms of his appointment for the coming year, whichever date occurs later.

The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or other opportunity.

G. Termination of Appointment by the College:

1. Termination of an appointment before the end of its term may be affected by the College only for cause.
2. If termination takes the form of a dismissal, it will be pursuant to the procedure specified in Section H.
3. If termination of an appointment during its term or without the notice provided in this regulation is based upon financial exigency or bona fide discontinuance or reduction in size of a program or department of instruction, Section H will not apply, but the faculty member shall be able to have the issues reviewed by the Faculty Grievance Committee, with the ultimate review of all controverted issues by the Board of Trustees. In every such case the faculty member concerned will be given notice as soon as possible and never less than a contract year's notice if tenured, and if untenured, such notice, if any, as is provided in this regulation, or in lieu thereof he/she will be given severance salary for any such period, unless the board shall determine that the budgetary conditions leading to such financial exigency preclude such notice or severance salary and shall uniformly apply such determination to all faculty members terminated at that time because of financial exigency. Before terminating an appointment because of discontinuance or reduction in size of a program or department of instruction the College will make every effort to place affected faculty members in other suitable positions. If an appointment is terminated pursuant to this section, the released faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline. To the extent the provisions of the Reduction In Force Policy and Rules do not conflict with the other provisions of this section, they shall be applied in terminations pursuant to this section.
4. Termination for medical reasons of a tenured or non-tenured appointment before the end of the period of

appointment or without such notice of nonrenewal as may be required by these regulations, if any, will be based upon clear and convincing medical evidence which, if the faculty member so requests, shall be reviewed by the Faculty Grievance Committee before a final decision is made by the board on the recommendation of the president of the College.

H. Dismissal Procedures:

1. Adequate cause for dismissal will be related, directly and substantially, to the fitness of the faculty member in his professional capacity as a teacher, librarian, or counselor. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.
2. Dismissal of a tenured faculty member at any time, or of an untenured faculty member before the end of the period of appointment or without such notice of nonrenewal as may be required by these regulations, if any, will be preceded by:
 - a. Discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement.
 - b. Informal inquiry by the duly elected faculty committee which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the president.
 - c. A statement of charges, framed with reasonable particularity by the president or his/her delegate.
3. A dismissal, as defined in Section H (1), will be preceded by a statement of reasons, and the individual concerned will have the right to be heard initially by the elected faculty committee. A member will remove himself/herself from the case, either at the request of a party or on his/her own initiative, if he/she

deems himself/herself disqualified for bias or interest. Each party will have a maximum of two challenges without a stated cause. The Faculty Senate shall provide for alternates, or for some other method of filling vacancies on the hearing committee resulting from disqualification, challenge without stated cause, illness, resignation, or any other reason.

- a. Service of notice of hearing with specific charges in writing will be made at least 20 days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If a faculty member waives a hearing, but denies the charges against him/her or asserts that the charges do not support a finding of adequate cause, the hearing tribunal will evaluate all available evidence and rest its recommendation upon the evidence in the record.
- b. The committee, in consultation with the president and faculty member, will exercise its judgment as to whether the hearing should be public or private.
- c. During the proceedings, the faculty member will be permitted to have an academic advisor and counsel of his/her choice.
- d. At the request of either party or the hearing committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.
- e. A verbatim record of the hearing or hearings will be taken and a typewritten copy will be made available to the faculty member without cost to him/her, at his/her request.
- f. The burden of proof that adequate cause exists rests with the College, and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

- g. The hearing tribunal will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
- h. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the College will, in so far as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.
- i. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee determines that the interest of justice requires admission of his statement, the committee will identify the witness, disclose his statement, and if possible provide interrogatories.
- j. In a hearing involving charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.
- k. The hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- l. The findings of fact and the decision will be based solely on the hearing record.
- m. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including considerations by the Board of Trustees. The president and the faculty

member will be notified of the decision in writing and will be given a copy of the record of the hearing.

- n. If the hearing committee concludes that the adequate cause for dismissal has not been established by the evidence in the record, it will so report to the president. If the president rejects the report, he will state his reasons for doing so, in writing, to the hearing committee and to the faculty member, and provide an opportunity for response before transmitting the case to the Board of Trustees. If the hearing committee concludes that adequate cause for dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons.

I. Action by the Board of Trustees:

If dismissal or other penalty is recommended, the president will, on request of the faculty member, transmit to the Board of Trustees the record of the case. The board's review will be based on the record of the committee hearing, and it will provide opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives. The decision of the hearing committee will either be sustained, or the proceeding returned to the committee with specific objections. The committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary.

The board will make a final decision only after study of the committee's recommendation.

J. Suspensions:

Until the final decision upon termination of an appointment has been reached, the faculty member will be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to himself/herself or others is threatened by his/her continuance. Before suspending a faculty member, pending an ultimate determination of his/her status through the College's hearing machinery, the administration will

consult with the Faculty Grievance Committee. Suspension is appropriate only pending a hearing. A suspension, which is intended to be final is a dismissal, and will be dealt with as such. Salary will continue during the period of suspension.

K. Terminal Salary or Notice:

On the recommendation of the faculty hearing committee or the president, the Board of Trustees may determine what, if any, payments will be made beyond the effective date of dismissal, taking into account the length and quality of service of the faculty member.

L. Academic Freedom:

All members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, formulated by the Association of American Colleges and the American Association of University Professors. The following web address contains further information about Academic Freedom: http://www.aacu.org/About/statements/academic_freedom.cfm .

M. Academic Freedom of Nontenured Faculty:

If a faculty member alleges that considerations violative of academic freedom significantly contributed to a decision not to reappoint him/her, his/her allegation will be given preliminary consideration by the Faculty Grievance Committee, which will seek to settle the matter by informal methods. His/her allegation shall be accompanied by a statement that he/she agrees to the presentation, for the consideration of the faculty committee, of such reasons and evidence as the College may allege in support of its decision. If the difficulty is unresolved at this stage, and if the committee so recommends, the matter will be heard in the manner set forth in Sections H and I, except that the faculty member making the complaint is responsible for stating the grounds upon which he/she bases his/her allegations, and the burden of proof shall rest upon him/her. If he/she succeeds in establishing a prima facie case, it is incumbent upon those who made the decision not to reappoint him/her to come forward with evidence in support of their decision.

N. Administrative Personnel:

The foregoing regulations apply to administrative personnel who hold academic rank, but only in their capacity as faculty members. Where an administrator alleges that a consideration violative of academic freedom significantly contributed to a decision to terminate his/her appointment to his/her administrative post, or not to reappoint him/her, he/she is entitled to the procedures set forth in Section M.

O. Political Activities of Faculty Members:

Faculty members, as citizens, are free to engage in political activities. Where necessary, leaves of absence may be given for the duration of an election campaign or a term of office, on timely application, and for a reasonable period of time. The terms of such leave of absence shall be set forth in writing, and the leave will not affect unfavorably the tenure status of a faculty member, except that time spent on such leave will not count as probationary service unless otherwise agreed to.

P. Grievance Procedure:

If any faculty member feels that he/she has cause for grievance in any matter other than dismissal proceedings—such matters as salaries, assignment of duties, assignment of space or other facilities, and propriety of conduct—the faculty member may petition the elected Faculty Grievance Committee for redress. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any factual or other data, which the petitioner deems pertinent to his/her case. The committee will have the right to decide whether or not the facts merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The committee may seek to bring about a settlement of the issue satisfactory to the parties. If, in the opinion of the committee, such a settlement is not possible or is not appropriate, the committee will report its findings and recommendations to the petitioner and the appropriate administrative officer and faculty body. The petitioner will, at his/her request, be provided an opportunity to present his/her case to them.

The grievance committee will consist of a number fixed by the Faculty Senate of tenured faculty members elected at large. No department chairman or administrative officer shall serve on the committee.

Q. Conflicts with Other Code Provisions:

In the event of conflict between the terms of this regulation and the terms of other provisions of the Code, the terms of this regulation shall prevail, and the president, as editor of the Code, is authorized to amend conflicting terms of other Code provisions to conform to this regulation.

R. Fixed Term:

A faculty member on a fixed-term contract has no expectation of continued employment beyond a specified date, except where a fixed-term appointment of one year or less is extended for a period not to exceed one additional year. A fixed-term contract may be terminated by the president prior to the end of the specified period of appointment for just cause.

CHAPTER 2 ACADEMIC RESPONSIBILITIES OF AN INDIVIDUAL FACULTY MEMBER

TEACHING FACULTY

A. Function:

To develop and carry out in each assigned course a planned instructional program designed to facilitate student learning, and to serve as an informed, participating member of an instructional department, division, and the College community. To this end, a faculty member must maintain currency in content areas, continually explore different teaching methods and strategies to improve classroom effectiveness, carefully plan and structure instructional material and its presentation to accommodate a diversity of student abilities and learning styles, devise appropriate means of evaluating student learning, and participate actively not only in the learning process, but also in the overall improvement of the institution and its services.

B. Responsibilities:

1. To develop instructional materials and methodologies most appropriate for each assigned class, considering the requirements of academic rigor and subject content, as well as student abilities, learning styles, and instructional needs.
2. To carry out reasonable and equitable student evaluation by providing frequent and timely evaluation and feedback to students, culminating in the timely submission of final grades. (A fine of \$100 will be imposed for late submission of final grades.)
3. To maintain office hours for purposes of student academic advisement and assistance with specific class problems.
4. To keep abreast of developments in one's specific areas of professional expertise through an on-going plan for professional development.

5. To maintain an interest in innovative instructional techniques and to experiment with new approaches that may enhance the teaching-learning process.
6. To foster a classroom and campus climate of mutual respect and civility among faculty, staff, and students.
7. To participate in departmental, divisional, and College-wide planning and governance activities, including committee service, instructional improvement projects, and other such efforts.
8. To carry out routine duties of a faculty member conscientiously and effectively. These include:
 - a. Participating in scheduled professional development activities.
 - b. Preparing and updating of course syllabi.
 - c. Participating in selection of textbooks and other required course materials.
 - d. Participating in student advisement and registration procedures, as assigned.
 - e. Providing appropriate orientation at first class meeting, including a written outline of course objectives, requirements, attendance policy, grading system, textbook and other instructional materials, and office hours.
 - f. Meeting all scheduled classes, or, if required to be absent, notifying staff promptly.
 - g. Maintaining accurate class records, including complete attendance records.
 - h. Ensuring that only properly **registered students*** enter classes.
 - i. Monitoring student progress and providing early warnings of academic problems to students and support service units.

- j. Maintaining a classroom environment that encourages student participation in the learning process.
- k. Participating in meetings, workshops, and professional activities consistent with the role of a professional educator.
- l. Participating in peer and administrator evaluations.
- m. Submitting grade/attendance records to divisional office at the end of each semester.
- n. Communicating instructional needs and recommendations to department chair.

* Children of properly registered students are included in this prohibition.

OTHER RESPONSIBILITIES

A. Teaching Load and Related Procedures for Teaching Faculty (see §9-101 of the College CODE):

- 1. The normal teaching load for full-time, ten-month contract members is 30 equivalent credit hours (ECH) per academic year, excluding extra contractual teaching, if any.
 - a. If the faculty member and department chair agree, and the dean approves the arrangement, a regular teaching load assignment of up to 18 ECH in one semester and not less than 12 ECH in the other may be made without additional authorization.
 - b. **Note:** In special circumstances, with the concurrence of the faculty member and the appropriate vice president, a regular teaching load assignment of up to 21 ECH in one semester and not less than 9 ECH in the other may be made.

2. The maximum annual adjunct credit teaching assignment is 28 equivalent credit hours (ECH).
 - a. Chairs may assign an adjunct up to 12 ECH for fall semester, 12 ECH total for Intersession and spring semester, and 12 hours overall for summer sessions, not to exceed a total of 28 ECH for the 12-month time frame.
 - b. In addition to the 28 ECH, adjuncts may be assigned 84 clock hours for various services that are paid on an hourly basis.
 - c. A combination of ECH and additional hours cannot exceed 1540 hours (28 credits x 52 hours = 1456 hours, plus 84 "extra" hours).
3. Faculty carrying a full-time teaching load excluding weekenders and hybrids may teach no more than 80 percent of that load online in any given semester. (Generally, all faculty will be expected to teach at least one full-semester course.)
 - a. Exceptions can be made at the determination of the Chair and Dean depending on the needs of the department.
 - b. Faculty must attend all department, division, and/or college-wide meetings as well as other responsibilities.
4. Adjunct faculty teaching assignments may be totally face-to-face, online, hybrid or a combination of those modalities at the determination of the Chair and Dean depending on the needs of the department.
5. For purposes of determining teaching load, no distinction is made in contact hour assignments based on mode of instruction (e.g., lecture, laboratory, studio, etc.) of regularly scheduled classes.
6. Under certain circumstances, particularly where instruction is individualized (e.g., Cooperative Education, Honors contracts, etc.), teaching load

assignments may be compensated on a pro rata basis proportional to student enrollment. All such exceptions must be approved by the appropriate vice president.

7. With the approval of the executive vice president and provost, faculty assigned to combined or over-sized sections, generally having an enrollment in excess of 40 students, may be awarded one additional ECH of load credit.
8. Except where limitations are imposed as part of an approved plan for remediation in the context of the faculty evaluation process (see section I below), all full-time faculty may voluntarily accept overload assignments to the extent that such assignments are available. Overload assignments are limited to not more than two courses or eight (8) load hours; however, the dean may authorize overloads of up to three courses or thirteen (13) load hours, whichever is less, in any semester or summer session. Leave banking participants may "bank" up to eight (8) load hours in any semester or for both summer sessions combined. Overload pay, for full-time faculty, whether such extra-contractual assignments are taken during the academic semester or summer session, is in accordance with the established Full-Time Overload Pay Schedule; placement on this schedule is based on academic rank.
9. Department chairs receive a teaching load reduction of 20 percent to 60 percent, based on department size factors, to handle their managerial responsibilities. At least one-half of their reduced load hours must be scheduled on a weekly basis.
10. The Faculty Senate officers receive teaching load reductions as follows: president, nine (9) ECH per academic year; vice president, four (4) ECH per academic year.
11. The instructional dean may deny summer and/or overload teaching assignments to a faculty member as a component of a program of remediation aimed at improving the faculty member's teaching performance in accordance with the *Faculty Evaluation Plan*. The dean's decision to impose this restriction represents a

professional judgment made on the basis of the faculty member's teaching performance as evidence by the dean, ILS, peer evaluator, and/or student evaluations, compared to College-wide, divisional, or departmental norms and standards. Any such limitations of a faculty member's usual prerogatives shall be conveyed to the faculty member in writing by the dean at or within a reasonable time of their discussion of the deficiencies that led to this action.

12. Ordinarily, members of the full-time faculty receive first consideration for specific teaching assignments consistent with their skills and expertise; however, department chairs are empowered to make teaching assignments as needed to ensure adequate staffing of all scheduled sections. Efforts will be made to ensure that disadvantageous teaching schedules, as may be required from time to time, are distributed fairly and equitably among the faculty of a department or division.
13. Nonteaching overload or reassigned time assignments, including tutoring, advising, and other instructional support activities, require 30 hours of service per semester for each load hour assigned.
14. Full-time faculty may teach *cross-over* assignments in other divisions or areas of the College as outlined in Section M below (**Credit-Noncredit Instructional Load**).
15. It is the policy of the Board of Trustees that the non-teaching Student Services faculty and librarians shall have twelve month appointments, at 120 percent of the total each would receive on the faculty ten-month salary schedule. Further, non-teaching Student Services faculty and librarians shall have a 37.5 hour work week.

B. Office Hours:

1. Faculty are expected to schedule at least one office hour for each course they teach.
2. All face-to-face office hours should be scheduled around the faculty member's class schedule to accommodate students over the course of a week.

- Faculty should be willing to accommodate students by appointment as well.
3. While it is not recommended that instructors have only face-to-face office hours for online courses, at least one hour of the total office hours should be held on campus to give students that opportunity.
 4. Office hours for online and hybrid courses can be held in the following ways with the approval of the Chair:
 - a. Synchronous online chats
 - b. Skype or similar virtual communication tool
 - c. Face-to-face office hours
 - d. College email or phone discussions during a scheduled office hour
 5. Adjuncts that teach totally online do not need to schedule face-to-face offices hours; however, they should be willing to meet with students by appointment.
 6. Full-time and adjunct faculty teaching online, hybrid, and/or face-to-face courses are expected to respond to student emails and phone calls within 24 hours with the exception of weekends and holidays. Faculty should maintain regular communication with students.

C. Course Syllabus and Textbook:

1. A detailed syllabus is required for each course offered at the College. A Course Master Syllabus is prepared by the faculty and approved by the department chair and dean. A full set of Course Master Syllabi is housed in each instructional division. Instructors may prepare individual course syllabi reflecting legitimate instructional differences among faculty teaching the same course, but such syllabi shall conform to the basic course objectives/outcomes established by the department.
2. Faculty are required to distribute First Day Handouts to their classes. These handouts should include the curriculum objectives and should be made using the First Day Handout template found on the College portal. .

3. Textbook selections are recommended by the faculty assigned to teach the course and approved by the dean, who shall ensure that such textbooks facilitate student achievement of basic course objectives/outcomes established by the department and are consistent with anticipated student skill levels. With the dean's approval, a textbook may be replaced by required readings or other materials.

D. Class Records:

1. Faculty members are expected to keep accurate records of attendance and performance of their students. Roll taking should commence the first day of scheduled classes in each session. Faculty members should be aware that College attendance records may serve as the basis for approval or denial of student financial aid or may be required for litigation.
2. Up-to-date class rosters are available to all faculty through Owl Link. Roll taking should occur each day the class meets for the first three weeks of class and once a week thereafter. This is to ensure that students are properly enrolled and appearing on their rosters. Only those students can be graded at the end of the course. Those whose names have been dropped or whose names have never appeared are not enrolled and should not be allowed to continue in the course.

Questions about a student's enrollment status should be referred to the director of Admissions and Records

3. Each teaching faculty member must submit attendance and academic evaluation records, or copies thereof, including records of all quizzes, tests, examinations, and any other evaluation component, to the divisional office at the end of each semester or summer term. Evaluation records provide a basis for resolving student grade complaints.
4. The format of the attendance/evaluation records is to be left to the discretion of the instructor, unless prescribed by the division or department, but

regardless of format, these records should be clear, legible, and easily read and interpreted.

E. Class Attendance Policy:

All students are expected to regularly attend their classes. Those who are absent from one or more classes should be held responsible for whatever material they have missed by their absence. Individual faculty members (or the members of a department collectively) may establish specific attendance policies, including the contribution of attendance and class participation toward student grades in individual courses. Students must be notified in writing of any such requirements at the beginning of the term. Copies of all such requirements also must be on file in the office of the division offering the course. It is the student's responsibility to understand clearly any announced attendance requirements for a course he or she is taking and to act accordingly.

The College requires that any student who stops attending a class before the end of the third week of the semester (or who never attended) be given a final grade of "Q" if the student fails to properly withdraw. Faculty are to submit the "Q" grade in Owl Link by going to the Final Grade Roster.

F. Final Examinations/Final Grades:

1. Except where departmental or divisional policies mandate a course final examination, individual instructors may determine whether or not a final examination will be given. This information must be contained within the course syllabus used by the instructor. If a final examination is given, it should be given during the designated final examination period for the class. If a final examination is not given, the instructor will be expected to conduct a class session during the scheduled final examination time slot in order to ensure that the state's required number of class hours have been met.
2. All grades must be submitted online through Owl Link. Final grades may be submitted as soon as they are available but in all cases must be submitted by the deadline published in the class schedule. Faculty must

also report those who are registered but who do not attend in the first 20 percent of a course by assigning a final grade of Q as soon as the 20 percent (third week) date for a class has been reached. The final grade submitted to the Admissions and Records Office is the official course grade that will appear on a student's permanent record. Except for final grade appeals which are adjudicated to the student's favor (see **Grade Appeals**) or cases of procedural or recording errors corrected by authorized administrators, any change in a final grade must be initiated by the instructor who originally assigned the grade and be submitted to the division's dean for approval.

G. Grade Appeals:

The Board of Trustees **Policy on Student Rights and Responsibilities** provides each student with the right "to fair and unbiased academic evaluations based upon defined course-appropriate criteria. Those criteria shall be set forth in writing and distributed by the instructor at the beginning of each course." The Office of Academic Affairs has developed the following procedure to implement this policy in a fair and equitable manner, based on the form titled "Student Complaint/Appeal Process":

Appeals of final grades are generally resolved within the division offering the course in which the appeal occurs. Questions about grades and performance in class should normally be discussed first with the instructor. Appeals that are not resolved in this fashion, or that are not suitable for resolution in this way (e.g., complaints about instructor behavior), should be referred to the department chair, who will attempt to resolve the issue. Where this is not successful, the instructional dean, as the administrative supervisor of the division's faculty, will examine the matter and provide a ruling. Appeals of the dean's decision may be directed to the appropriate vice president, whose decision in all such matters shall be final.

Time Limit for Final Grade Appeals: Final grades may be appealed by students to the end of the subsequent regular semester (i.e., fall or spring).

H. Individualized Student Instruction:

Under certain circumstances, particularly in cases where a faculty member is providing instruction to students individually or in small groups, overload compensation may be based on the number of students supervised. This procedure is applicable to the following situations:

1. Where the appropriate vice president authorizes the staffing of course enrolling fewer students than would normally constitute a class.
2. Where the instructor assigned provides individualized instruction to each enrolled student undertaking independent study.
3. Where the faculty member is serving as a cooperative education supervisor.

In all such cases, approval must be given in advance by the vice president. Approval will be given for individual student compensation only in those cases where instructional activities cannot be accommodated through regular class offerings. Compensation under this provision is limited to part-time and/or overload assignments, and is determined at the rate of one-fifth contact hour per registered student.

I. Faculty Absences:

1. Adjunct faculty are not entitled to paid leave. When an adjunct faculty member is absent from duty or makes no arrangement for approved classroom substitute (see **Substitute Instructors**), the adjunct faculty member receives no compensation for the class(es) missed.
2. Full-time faculty members are covered by sick and personal leave as described in the Leave Program below; absences of full-time faculty teaching overload assignments for additional compensation are treated according to Section C of the Leave Program.

J. Leave Program

1. Sick Leave: Sick leave for ten month teaching faculty is administered according to the following provisions which are designed to provide equitable treatment of all such faculty members, regardless of their specific assignments. Sick leave is based on an assumed 40 hour equivalent workweek to permit the conversion of accumulated sick leave into days for retirement credit purposes in a manner equivalent to that for other employees.
 - a. Ten-month faculty do not earn, nor may charge absences to, sick leave during summer session employment.
 - b. Sick leave is earned at a semester rate of twice the number of assigned weekly instructional hours, which is the combined total of teaching contact hours and assigned office hours. However, the full 80 hour annual allotment of sick leave that is earned through the normal 20 hour per week instructional assignment, is advanced at the start of each contract year to each ten-month teaching faculty member. Unused sick leave is accumulated without limit. Adjustments to the faculty member's sick leave balance are made at the end of each contract year.
 - c. Sick leave is not earned for overload or summer session teaching assignments. Accumulated sick leave may be used for absences from overload assignments due to illness during the regular academic year. Absences from summer session or any other assignments not scheduled within the College's regular academic year, however, may not be charged to sick leave.
 - d. Sick leave for ten-month faculty is charged on the basis of one hour of sick leave for each assigned instructional hour, without daily limit. However, no more than 40 hours of sick leave may be charged within any one calendar week.

2. Collegial System: In certain situations, as outlined herein, a "collegial system" of absence coverage may be employed, in which case the faculty member is not charged sick leave. A collegial system is an arrangement whereby a qualified peer, full- or part-time, approved in advance by the supervisor, covers a faculty member's class or other assignment with the understanding that the College will not provide remuneration or benefits, but that the peer may expect to receive corresponding assistance from the faculty member. Use of collegial system coverage in allowable cases shall be limited to instances and durations judged by the supervisor to be consistent with sound educational practice. In addition, any outstanding class coverage obligations incurred by full-time faculty to part-time instructors, which are not fulfilled by the end of the semester in which the collegial coverage occurred, revert to substitute pay adjustments for the part-time colleague and appropriate leave (sick, personal, or unpaid) charges to the faculty member, as if collegial coverage had not been employed. Subject to these restrictions, collegial coverage may be used under the following conditions:
 - (a) any cases of absence from part-time, overload, or summer session teaching;
 - (b) any cases of absence from regular instructional assignment when a faculty member's accumulated sick leave has been exhausted;
 - (c) a single day's absence or the first day of a multiple-day absence, but not more than one such day in any semester.
3. A consecutive or cumulative period of absence for one calendar day more than half the scheduled College class days for ten month teaching faculty members in a semester shall cause that semester not to count toward probationary period service, nor for time in grade, rank or step for purposes of promotion or advancement.

K. Personal Leave

1. Personal leave is earned leave for which a ten-month faculty member is paid when absent from work to fulfill

personal obligations such as the observance of religious holidays, family emergencies, and the like.

2. Personal leave is credited to a faculty member at the beginning of the contract year during which it is to be earned. Upon termination of employment, a faculty member repays the College for any unearned personal leave for which the faculty member has been paid. Unused personal leave is credited to accumulated sick leave at the end of each contract year.
3. A ten-month teaching faculty member earns three (3) days, or 24 hours, of personal leave per year.
4. Personal leave for ten-month faculty is charged on the basis of one (1) hour of leave for each assigned instructional hour, without daily limit.
5. The collegial system, as described below may be employed in cases of absences of one full day or a portion thereof for personal reasons, with the limitation of one such absence in a semester, except where the faculty member's personal leave has been exhausted and the supervisor determines that a bona fide personal emergency exists and that continued collegial coverage is in the best interests of the College.

L. Substitute Instructors:

1. In cases of instructor absence where substitution is not arranged "collegially," the faculty member will arrange for a paid substitute with the chair's approval.
2. In all cases, the names of the absent faculty member and all substitutes must be recorded on the weekly absence report.
3. Substitutes assigned by the department chair or dean are paid at the appropriate rate depending on their years of service, rank, and degree. If applicable, the faculty member will be charged either personal or sick leave for his/her absence.

4. In cases where the collegial system is used, the faculty absence is reported on the Faculty Absent Report under the heading "overload instruction" or "part- time instruction," and the name of the substitute is listed in the corresponding space with a notation that no pay is requested.

M. Student Registration:

1. No instructor, full- or part-time, is permitted to enroll a student, and hand carry, or submit a registration form for a student.
2. Instructors are not authorized to admit students to filled sections. Instructors who are willing to admit additional students during the late registration/add- drop period should ask their dean or department chair to authorize a capacity override for an individual student. Faculty should also be aware that the College has a waitlist system in place during registration periods. No one can be registered for a section for which there is an active waitlist other than the students whose names appear at the top of the waitlist in question.
3. Faculty should be aware of the registration limitations in effect during the late registration/add-drop period (first week of classes). Students may register for a class, capacity permitting, only if that class has not met more than once. Late registration is NOT permitted for classes which meet only once a week and which have already met. This policy was developed in response to faculty concerns about the difficulty of teaching constantly changing classes during the first week of the semester, and therefore, should be enforced through strong faculty cooperation.
4. Under no circumstances will students be permitted to register for a course after the third week of the semester. Beyond this date, the College cannot receive state aid for additional student enrollments. Students whose names do not appear on the class roster by this date should be informed that they are not registered and cannot receive a grade for the course.

Such students will not be permitted to register for the course during the same semester and should be discouraged from continuing to attend class. Student complaints about their registration status should be referred to the Admissions and Records Office (Bladen Hall 126, telephone extension 0801).

N. Commencement and Professional Development Days Absences

1. Requests for excused absence from Commencement or professional development days which normally precede the start of each semester are to be filed with the dean at least two weeks in advance of the scheduled event when possible. If the dean concurs in the request, the request is forwarded to the vice president for Academic Affairs for approval.
2. Excused absences will be handled as personal leave. Such absences in excess of a faculty member's Personal Leave allocation will be treated as leave without pay.
3. Absences due to illness or other such unanticipated situations will be treated in the usual fashion. The dean may, at his or her option, request appropriate documentation to verify the nature of the absence.
4. Charges to allocated leave will be as follows:
 - a. Commencement - 4.0 hours
 - b. Professional Development Days: actual hours absent or 8.0 hours for a full day's absence.

O. Credit-Noncredit Instructional Load:

1. *Cross-over* faculty load assignments may be made between credit instructional divisions or between the credit and noncredit instructional areas of the College with the agreement of the faculty member, department chairs, and deans concerned, subject to the approval of the appropriate vice president(s).

2. The Workforce Development and Continuing Education contribution to such split loads will be paid at the faculty member's overload rate with the credit division carrying the balance of the salary involved.
3. All components of a credit/noncredit instructional assignment will be expressed in terms of load hours (average weekly ECH) for purposes of record keeping and pay.
4. In such instances of split loads, it shall be the responsibility of the "sending" dean to furnish the "receiving" division/area appropriate evidence and documentation of the faculty member's qualifications for the cross-over assignment.
5. The faculty member shall be operationally responsible to the "receiving" dean for that part of the split load in the latter's division/area, but the two deans concerned shall make arrangements between them for evaluating the faculty member shared, subject to the latter's concurrence.
6. Workforce Development and Continuing Education will administer its own student evaluation forms except when the faculty member who is teaching a split load is scheduled for an evaluation under the *Faculty Evaluation Plan*. In this instance, the student evaluation form will be administered in the noncredit classes and the results will be tabulated with those from the credit sections.

P. Disabled Students:

Students with documented disabilities may request academic accommodations through the Disability Support Services Office (DSS) in Bladen Hall 124. These services comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 which mandate program accessibility for students with disabilities in postsecondary institutions receiving federal funds. The College is obligated to provide reasonable accommodations, auxiliary aids, and services to qualified students with disabilities to ensure their

effective participation in all College programs and services.

Students requesting academic accommodations are required to contact the Disability Support Services Office (B-124) or call (301) 546-0838 (voice) or (301) 546-0122 (TTY) to establish eligibility for services and accommodations. Students with documented disabilities should discuss the matter privately with their instructors at the beginning of the semester and provide a copy of their Student/Faculty Accommodation Form. This form will note the appropriate accommodations that the student is requesting and ask faculty to assist accordingly based on their syllabus and departmental expectations. Any questions regarding the accommodations should be directed to the Disability Support Services Program Director. Please be advised that students do not have to disclose a disability to the College if they are not requesting services.

A list of teaching tips for students with disabilities can be found in the booklet *Teaching Students with Disabilities*. This information also can be found on the PGCC Home Page. Contact the Program Director of Disability Support Services or the Program Assistant at extension 0838 for a copy of the booklet.

CHAPTER 3 DEPARTMENT CHAIR POSITION DESCRIPTION AND SELECTION

A. TITLE: INSTRUCTIONAL DEPARTMENT CHAIR

B. RESPONSIBLE TO: Dean of the Division

C. FUNCTION: The department chair is a member of the departmental faculty charged with additional managerial and leadership responsibilities. The chair oversees the operations of the department, providing educational leadership to the faculty, academic information and advice to students, and administrative support to the dean. The chair serves as leader and spokesperson for the department, assuming responsibility or ensuring instructional quality within that unit.

D. DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the department chair are organized into principal areas of Academic Leadership, Supervision, Management and Budget, and Advising of Students.

1. Academic Leadership

- a. Convenes and presides over departmental faculty meetings.
- b. Sets departmental goals, with assistance of faculty.
- c. Initiates and monitors plans for meeting departmental goals.
- d. Develops departmental policy with the advice and consent of the faculty.
- e. Champions departmental initiatives at division level and above.
- f. Participates in the divisional planning process to formulate annual objectives, provides evidence of achievement, and plans appropriate curriculum/course offerings.
- g. Promotes the maintenance of appropriate instructional standards within the department.

- h. Initiates and is responsible for timely review, revision, and outcomes assessment of existing courses, as well as guides the development of new programs, courses, and instructional delivery systems.
- i. Develops plans for marketing, student recruitment, student retention, and resource development efforts as needed.
- j. Plans for faculty and staff development within the department.
- k. Recommends faculty for College committees and task forces.
- l. Develops departmental recruitment and hiring plan.
- m. Supports diversity and multicultural awareness within the department.
- n. Creates and maintains effective communications within the department as well as across the College and outside the College on behalf of the department. This may include communication with counseling staff, Admissions and Records, advisory committees, and external organizations.
- o. Represents the department and College on external committees and in external forums.
- p. Assists the dean in establishing and maintaining appropriate articulation agreements with schools and Colleges and affiliations with external organizations.

2. Supervision

- a. Performs the duties of immediate line supervisor (ILS) as specified in the current edition of the Faculty Evaluation Plan and in the College's Personnel Actions Procedures.
- b. Initiates recruitment and chairs the review/screening committee of all full-time instructional faculty and provides recommendations of the committee to the dean on full-time faculty reappointments.
- c. Supports College affirmative action goals in hiring.

- d. Initiates recruitment, screens and hires adjunct faculty.
- e. Initiates recruitment, screens, hires and evaluates classified staff, as authorized by the dean.
- f. Supervises authorized departmental coordinators.
- g. Oversees the orientation, supervision and evaluation of adjunct faculty, initiating termination action when necessary.
- h. Approves and oversees reporting of faculty absences and the assignment of substitute instructors subject to the concurrence of the dean.
- i. Advises dean in use of the Leave Banking Program.

3. Management and Budget

- a. Collaborates with the Continuing Education and Workforce Development staff in the scheduling, staffing, and delivery of courses.
- b. Coordinates course scheduling with appropriate College personnel to broaden and diversify curriculum through honors, weekend, distance learning and other nontraditional delivery modes.
- c. Develops schedules of courses and teaching assignments and makes other instructional programming decisions, subject to the review and approval of the dean.
- d. Cancels under-enrolled sections and makes other scheduling/staffing decisions subject to the concurrence of the dean.
- e. Recommends for the dean's approval the allocation of divisional released time assignments for departmental coordination and/or instructional development projects.
- f. Prepares and reviews departmental information, schedules, programs/course descriptions, and requirements for the catalog and other College publications.

- g. Coordinates the development of the annual department budget requests to the dean; administers the department annual operating budget, establishing priorities for the allocation of fiscal resources.
- h. Initiates for the dean's approval purchase requests and petty cash vouchers for departmental instructional supplies and other allowable expenditures within the guidelines set by the dean.
- i. Assists the support staff in coordinating the inventory, maintenance, and repair of instructional equipment assigned to the department.
- j. Oversees the effective utilization of special purpose facilities assigned to the department (e.g., art gallery, language labs, music practice rooms, etc.).
- k. Monitors deficiencies in physical facilities and equipment utilized by the department to help ensure an adequate learning environment.
- l. Approves the selection of and coordinates ordering of textbooks and other instructional materials.
- m. Maintains current and accurate Course Master Syllabi for all department course offerings.
- n. Allocates conference and local travel funds within the department in consultation with faculty, subject to the dean's concurrence.

4. Advising of Students

- a. Advises students concerning programs of study, admission, transfer, degree requirements, and courses offered by the department
- b. Approves course section overrides, course repeats, prerequisite exemptions, course substitutions, grade changes, and other student requests, within guidelines set by the dean.
- c. Reviews and resolves student academic complaints, subject to the dean's review; forwards to the dean for

adjudication student complaints not resolved at the departmental level or complaints involving the department chairperson.

- d. Ensures the accuracy of information provided to students through liaison with other student support units of the College and through review of College publications.

SELECTION OF DEPARTMENT CHAIRS

See §9-205 of the College CODE

- A. **Policy.** It is the policy of the Board of Trustees to appoint department chairs upon the recommendation of the president to the board after he has received the recommendations of appropriate members of his administrative staff as to the efficient and effective organization of academic departments within the instructional divisions of the College and the faculty member within each authorized department best equipped to carry out the duties and responsibilities of this position.
- B. **Delegation to the President.** The College president is authorized to make, promulgate, issue, rescind, and amend reasonable rules, regulations and procedures to carry out this policy.
- C. **Rule: Department Chairs Selection Procedures.**
 - 1. **Purpose.** The purpose of this rule is to implement the College's policy on the Selection of Department Chairs.
 - 2. **Term of Office.** Each department chair shall be appointed by the board for a term of two consecutive academic years. A department chairperson so appointed shall hold office unless the chair, dean, and Vice President for Academic Affairs agree that an interim chair will serve for the leave period. The interim arrangement shall be reconsidered if the leave period extends beyond one academic year. However, if a chair accepts an appointment as an interim administrator, then that chair would have until the end of his or her two-year appointment as chair to resume the position.

3. **Appointment of Acting Department Chairs.** If a department chair's position becomes vacant, the president, upon recommendation of the appropriate vice president, shall appoint an acting department chair. If the appointment of the acting department chair occurs within the final semester of the department chair's current term of appointment, that individual serves the balance of the term. Otherwise, the acting department chair serves until a successor is appointed under the regular procedures for department chair selection described in (4.) below. The successor department chair shall thereupon take office for the balance of the original term of appointment.

4. **Selection Procedure.**
 - a. Not later than March 1 of the year in which incumbents' terms of office expire, or at such time that the need becomes apparent, the deans of the instructional divisions shall solicit within the departments of their respective divisions applications for department chairs' positions. Any full-time faculty member serving on continuing appointment, at least one-half of whose most recently assigned academic year teaching load was within a given department, shall be eligible to apply. Incumbent chairs shall be eligible for reappointment without limit.

 - b. Applicants shall submit to the dean by March 15, a written expression of interest, which shall contain a summary of the applicant's qualifications for the position.

 - c. Except where the incumbent department chair applies for reappointment and is unopposed, two representatives, neither of whom is a candidate for department chair, shall be elected by the departmental faculty prior to March 31, to serve as a nominating committee. For good cause, the dean may seek representation from the divisional faculty at large.

- d. If an incumbent department chair seeks reappointment without opposition, the dean shall conduct by March 31, a referendum, by secret ballot, of all full-time faculty members assigned to the department, to determine the level of support for the incumbent's reappointment. The dean shall appoint from within the divisional faculty two disinterested faculty members to assist in the referendum process and to tally the results. Taking due consideration of the results of the referendum, the dean, within five working days, in consultation with the departmental faculty, takes one of the following actions:
1. Concurs in the reappointment of the incumbent department chair and forwards this recommendation to the vice president.
 2. Arranges for the election of two faculty representatives as specified in (c.) above and, in consultation with these representatives, nominates an eligible faculty member to the vice president for appointment as department chair.
 3. Declines to nominate any candidate for department chair. In this instance, the dean shall present written justification for the action to the department faculty and shall direct the department to reopen the application and review process.
- e. In the instance of a contested selection process or a single applicant who is not the incumbent, the nominating committee shall interview all eligible applicants and may, at its option, convene a special department meeting to assist in the determination of a consensus. The nominating committee, by the third Tuesday in April, shall forward its recommendation to the dean, who within five working days, takes one of the following actions:

1. Concurs in the committee's recommendation and recommends the appointment of the nominee to the vice president.
 2. Declines to concur in the committee's recommendation and recommends the appointment of another eligible candidate to the vice president.
 3. Declines to nominate any candidate for department chair. In this instance, the dean shall present written justification for the action to the department faculty and shall direct the department to reopen the application and review process.
- f. If the dean elects to reopen the nomination process as permitted in (d) (3) and (e.) above, and the renomination process does not result in a recommendation acceptable to the dean, the vice president shall resolve the issue as set forth in (g.).
- g. In the event that a department has no applicants for department chair, or that no applicant has received the nomination of the dean, or that the dean's nominee is not acceptable to the vice president, the vice president shall take one of the following actions:
1. Designate an acting department chair.
 2. Merge the department with a suitable existing department within the same division.
 3. Advertise and recruit for the department chair position provided a full-time faculty position is authorized for this purpose by the president.
- h. The vice president shall recommend department chairs for appointment to the president, who shall present his recommendation to the board for their action.

5. Release Time Hours for Department Chairs
 - a. Department chair release time hours are based on the FTEs from the previous academic year.
 - b. The FTEs are computed by dividing the total number of ECHs assigned for full-time and adjunct faculty for the fall and spring semesters by 30.
 - c. The department chair release time hours are assigned as follows:
 - (1) Less than 6 FTEs = 3 credit hours per semester
 - (2) 6 - 17.9 FTEs = 6 credit hours per semester
 - (3) 18 or more FTEs - 9 credit hours per semester
 - d. Exceptions to this rule must be approved by the vice president for Instruction.

SUMMER COMPENSATION FOR DEPARTMENT CHAIRS

- A. **Purpose.** The purpose of this administrative procedure is to set forth the conditions under which summer compensation may be provided for department chairs.
- B. **Definitions.** As used in this procedure, the following definitions shall apply:
 1. *Department Chair* means the ten month faculty member responsible for an academic department.
 2. *Summer Service Contracts* means coordinating specific departmental activities, such as summer course/workshop and full-time and adjunct faculty recruitment/screening required during the summer period, which cannot be accommodated during the week prior to the beginning of the faculty contract year.

3. *Week Preceding Beginning of the Faculty Contract Year* means the week preceding the commencement of the ten month faculty contracts.

C. **Procedure.**

1. Week Preceding Beginning of the Faculty Contract Year.

- a. Department chairs shall be authorized to work during the week preceding the beginning of the faculty contract year.
- b. Compensation will be offered at a rate determined by the Vice President for Academic Affairs.
- c. Supervision shall be provided by the vice president, his /her staff, and the instructional divisions' deans.
- d. This period may be used by the vice president to schedule meetings, workshops, and other activities involving the department chairs and instructional administrators.
- e. The vice president may determine, in certain cases, that such service is not necessary.

2. Summer Service Contracts.

- a. Deans may initiate requests to the vice president for summer service contracts for department chairs.
- b. Compensation will be provided for this service.
- c. Ordinarily, up to 90 hours of service can be authorized by the vice president, who shall be responsible for authorizing the number of hours to be worked, and who, along with the dean, shall be responsible for the specific work schedule to be followed, and the duties to be completed under the agreement.

D. Summer Session Guidelines

1. Two five-week summer sessions are offered during each summer term. Classes are held from 8 a.m. to 10 p.m. daily. Exact dates and course offerings are available in early spring. Summer session teaching assignments are recommended by the department chair and approved by the dean.
2. Full-time faculty teaching on an overload basis outside of their regular 10-month contract year (summer session) are paid in accordance with the Adjunct Faculty Salary Schedule. Such faculty will be entitled to longevity increments in accordance with the Adjunct Faculty Salary Schedule. Longevity increments will be based on accumulated ECH of full-time and overload teaching at Prince George's Community College.
4. The first pay check for Summer I and the last pay check for academic year for full-time faculty normally are combined.
5. Absences from summer session teaching assignments are treated in the same manner as absences from adjunct/overload teaching assignments.
6. Room changes or changes in scheduled class times are not permitted except as approved by the dean.
7. Regular academic year regulations are fully applicable to summer session terms; for exceptions, consult the appropriate dean.

CHAPTER 4

FACULTY EVALUATION PLAN

I. INTRODUCTION

The Faculty Evaluation Plan is a comprehensive evaluation system designed to assess all aspects of a faculty member's professional life—performance of major functional responsibilities, departmental service, College service, and professional development. The Plan's primary intent is to assess and enhance job performance by giving faculty members an opportunity to identify strengths and correct weaknesses. It also provides evidence to support an application for promotion and/or tenure, as well as useful data for the purposes of retention or dismissal.

The Faculty Evaluation Plan operates on these assumptions:

1. Faculty members are accountable for their job performance and responsible for complying with procedures specified in the Faculty Evaluation Plan.
2. All aspects of job performance will be assessed, using a number of evaluators who are in positions to judge a faculty member's job performance from different points of view. Assessment by recipients of service is a required component of the Faculty Evaluation Plan; an optional assessment by a peer evaluator will be included at the request of the faculty member.
3. The evaluation conference provides a setting for discussion of faculty performance including strengths and weaknesses and, where appropriate, the identification of activities likely to improve job performance.
4. While termination of employment can be based on evidence generated by the Faculty Evaluation Plan, such decisions may be prompted by a number of other considerations, such as fiscal exigency, the persistence of serious problems related to nonperformance of duties, or unprofessional conduct.
5. Faculty members are entitled to due process and fairness. The Plan provides safeguards against violations of privacy, against anonymous or unsubstantiated allegations, against secret files, and against the insertion of information at late stages of the decision-making process.

6. Faculty members are entitled to know in advance the criteria and procedures used to evaluate them. The Plan also ensures that evaluation criteria and procedures are the same for all faculty serving in similar functions. All persons making recommendations see the same data in the same evaluation folder.
7. All faculty evaluation folders are forwarded to the appropriate vice president. After review, the vice president returns the entire folder to the department/division where it is kept on file. The original Form D-1 and any responses to Form D-1 are forwarded to the College's Central File, and copies are placed in the evaluation folder.
8. The faculty member may file a rebuttal related to any assessment component of the Evaluation Plan. A rebuttal must be submitted to the ILS, with a copy to the dean, within five workdays of receiving the assessment. All rebuttals received within the appropriate deadlines become part of the faculty member's evaluation folder. All faculty members have the right to appeal the Evaluation Summary and Performance Rating (Form D-1) to the appropriate vice president. A written appeal to the vice president must be submitted within 10 workdays of the faculty member receiving Form D-1.
9. The Faculty Evaluation Plan is a living document subject to review and revision on a regular basis. The Faculty Senate and the College administration will share and discuss any recommended changes with one another before presenting those recommendations to the president of the College.

II. TYPES OF EVALUATION

The Faculty Evaluation Plan recognizes the various roles that faculty members assume in providing service to the College. Over the course of their professional careers at Prince George's Community College, many faculty members are assigned or take on a number of different responsibilities in addition to their primary job functions. In addition to serving as classroom teachers, counselors, or librarians, faculty members may also serve as department chairs, coordinators, directors, academic assistants, and instructional developers. To ensure that each faculty member is evaluated in terms of his or her assigned functions, the Faculty Evaluation Plan provides varied evaluation methods to assess the following faculty roles:

Chairpersons
Coordinators
Counselors
Librarians
Teaching Faculty

Faculty members whose responsibilities include more than a single primary function are evaluated separately and distinctly in terms of their various assignments. For example, a faculty member serving as a department chairperson will be evaluated as a chairperson and, in a separate evaluation, as a member of the teaching faculty. In general, a job function will be assessed if that function is being carried out at the time of the faculty member's regular evaluation.

Each of the four major faculty roles (teaching faculty, chairpersons/coordinators, counselors, and librarians) is defined in terms of Major Functional Responsibilities (MFRs). Evaluation includes a written assessment of each of the MFRs, along with an overall performance rating assigned jointly by the ILS and dean. Supporting documentation includes evidence of performance of MFRs, classroom or other appropriate job function observations, and assessments by appropriate recipients of service. A final evaluation summary and performance rating are discussed in an evaluation conference and recorded. *(In the event of a difference of opinion between the ILS and the dean about the assigned performance rating, the dean will have the final decision about the rating assigned.)*

III. OUTLINE AND CHART OF EVALUATION STEPS

Teaching Faculty

The evaluation of full-time teaching faculty includes assessments made by (1) the immediate line supervisor (ILS) and, if applicable, the program coordinator, (2) recipients of service (students enrolled in the classes taught by the evaluatee), (3) the division dean, and, if desired, (4) a peer. The evaluation process consists of eight major activities:

- (1) Major Functional Responsibilities. The evaluatee will use Form A-1 with relevant attachments to demonstrate how he/she is fulfilling the major functional responsibilities (MFRs). Commentary will be included with an attachment only as necessary for clarification or to explain its relevance to the MFR.
- (2) Teaching Observation. At least one teaching observation visit will be conducted by the ILS and, if applicable, the program coordinator, the dean, an optional peer, and, if necessary, a faculty member selected by the ILS to assist in discipline-based content assessment. Observers will complete a written assessment on Form B.
- (3) Optional Peer Evaluation. A peer, selected by the evaluatee, may assess performance of the MFRs based on observation and/or the evaluatee's commentary. The peer records his or her assessment on Form B and sends it to the evaluatee who decides whether to submit the peer evaluation to the ILS. If the ILS receives a peer evaluation, it must be appended to the Evaluation Summary and Performance Rating (Form D-1) and, if applicable, submitted to the appropriate dean or vice president. The evaluatee also may use the peer's assessment for the purpose of supporting promotion and tenure documentation or as part of a rebuttal. At the evaluatee's request, the peer may attend and contribute to the evaluation conference.
- (4) Instructor Evaluation. Instructor evaluations will be administered in all evaluatee classes (Form C).
- (5) Evaluation Summary and Performance Rating. The evaluatee, ILS, dean, and, if applicable, program coordinator, discipline expert, or optional peer will meet in an evaluation conference to discuss all evaluative input and, if appropriate, formulate and agree upon a set of objectives or remediation plan for the

evaluatee. A performance rating will be assigned and recorded on Form D-1. The evaluation summary and performance rating must be forwarded to the evaluatee and appropriate vice president for review at which point the evaluatee may appeal the evaluation summary or performance rating to the vice president.

- (7) Optional Rebuttal. The evaluatee may file a rebuttal related to any assessment component of the evaluation Plan as submitted on Forms A-2, B, C, or D-1. Rebuttals must be placed in the evaluation folder within five workdays of receiving the assessment.

- (8) Vice Presidential Review. The appropriate vice president will review the evaluation summary and performance rating (Form D-1) and may require additional evaluative input, including additional teaching observations and instructor evaluations. After completing Form D-1, the vice president returns the entire folder to the department/division where it is kept on file. The original Form D-1 and any responses to Form D-1 are forwarded to the College's Central File, and copies are placed in the evaluation folder. If an appeal has been filed, the vice president must prepare a written response that addresses the issues raised in the appeal or conduct and document a resolution conference. Any additional evaluative input, comments on Forms D-1, and/or vice president's response to an appeal must be sent to the evaluatee for review.

Student Development Services Faculty

The evaluation of full-time faculty counselors includes assessments made by (1) the immediate line supervisor (ILS) and, if applicable, the program coordinator, (2) recipients of service, (3) the dean of Student Development Services (unless the dean also serves as the faculty member's ILS), and, if desired, (4) a peer. The evaluation process consists of eight major activities:

- (1) Major Functional Responsibilities. The evaluatee will use Form A-1 to bring to the attention of the ILS any materials or accomplishments related to the major functional responsibilities (MFRs) listed on Form A-1 about which the ILS may not be aware; e.g., professional development activities, community service, counseling innovations. Typically, two or three pages are an adequate length for the Form A-1 commentary.
- (2) Optional Observation. In some cases, it may be appropriate for an ILS, coordinator, or dean to conduct an observation of the faculty member (e.g., counseling a student, teaching, conducting a workshop). Observation evaluators will complete a written assessment on the appropriate version of Form B.
- (3) Optional Peer Evaluation. A peer, selected by the evaluatee, may assess performance of the major functional responsibilities based on observation and/or the evaluatee's commentary. The peer records his or her assessment on the appropriate version of Form B and sends it to the evaluatee who decides whether to submit the peer evaluation to the ILS. If the ILS receives a peer evaluation, it must be appended to the Evaluation Summary and Performance Rating (Form D-1) and, if applicable, submitted to the appropriate dean. The evaluatee also may use the peer's assessment for the purpose of supporting promotion and tenure documentation or as part of a rebuttal. At the evaluatee's request, the peer may attend and contribute to the evaluation conference.
- (4) Recipients of Service. The counselor and ILS will mutually identify and agree upon a representative list of recipients of service from whom assessments will be solicited. Recipients of service may include students, faculty, staff, administrators, and community representatives served by the faculty member. Appropriate versions of Form C will be used for assessment.

- (5) Evaluation Summary and Performance Rating. The counselor, ILS, dean, and if applicable, other administrators, coordinators, or optional peer will meet in an evaluation conference to discuss all evaluative input and, if appropriate, formulate and agree upon a set of objectives or remediation plan for the evaluatee. A performance rating will be assigned and recorded on Form D-1. The evaluation summary and performance rating must be forwarded to the evaluatee and appropriate vice president for review at which point the evaluatee may appeal the evaluation summary or performance rating to the vice president.
- (7) Optional Rebuttal. The evaluatee may file a rebuttal related to any assessment component of the evaluation Plan as submitted on Forms A-2, B, C, or D-1. Rebuttals must be placed in the evaluation folder within five workdays of receiving the assessment.
- (8) Vice Presidential Review. The vice president for Student Services will review the evaluation summary and performance rating and may require additional evaluative input. If the ILS is the vice president, the evaluation review will be conducted by the president or his designee. After completing Form D-1, the vice president returns the entire folder to the department/division where it is kept on file. The original Form D-1 and any responses to Form D-1 are forwarded to the College's Central File, and copies are placed in the evaluation folder. Any additional evaluative input, comments on Form D-1, and/or a vice president's response to an appeal must be sent to the evaluatee for review. If an appeal has been filed, the vice president must prepare a written response that addresses the issues raised in the appeal or conduct and document a resolution conference.

Faculty Librarians

The evaluation of full-time faculty librarians includes assessments made by (1) the immediate line supervisor (ILS), (2) recipients of service, and, if desired, (3) a peer. Part-time faculty librarians are evaluated by an ILS who is one of the full-time librarians. The evaluation process for full-time faculty librarians consists of eight major activities:

- (1) Major Functional Responsibilities. The evaluatee will use Form A-1 to bring to the attention of the ILS any material or accomplishments regarding the major functional responsibilities (MFRs) listed on Form A-1 about which the ILS may not be aware; e.g., professional development activities, community service. Typically, two or three pages are an adequate length for the commentary.
- (2) Optional Observation. In some cases, it may be appropriate for the ILS or director to conduct an observation of the faculty member (e.g., information literacy, conducting a workshop). Observation evaluators will complete a written assessment on the appropriate version of Form B.
- (3) Optional Peer Evaluation. A peer, selected by the evaluatee, may assess performance of the major functional responsibilities based on observation and/or the evaluatee's commentary. The peer records his or her assessment on the appropriate version of Form B and sends it to the evaluatee who decides whether to submit the peer evaluation to the ILS. If the ILS receives a peer evaluation, it must be appended to the evaluation summary (Form D-1). The evaluatee also may use the peer's assessment for the purpose of supporting promotion and tenure documentation or as part of a rebuttal. At the evaluatee's request, the peer may attend and contribute to the evaluation conference.
- (4) Recipients of Service. The librarian and ILS will mutually identify and agree upon a representative list of recipients of service from whom assessments will be solicited. Recipients of service may include students, faculty, staff, administrators, and community representatives served by the faculty member. Appropriate versions of Form C will be used for assessment.
- (5) Evaluation Summary and Performance Rating. The librarian, ILS, and if applicable, other administrators, coordinators, or optional

peer will meet in an evaluation conference to discuss all evaluative input and, if appropriate, formulate and agree upon a set of objectives or remediation plan for the evaluatee. A performance rating will be assigned and recorded on Form D-1. The evaluation summary and performance rating must be forwarded to the evaluatee and appropriate vice president for review at which point the evaluatee may appeal the evaluation summary or performance rating to the vice president.

- (7) Optional Rebuttal. The evaluatee may file a rebuttal related to any assessment component of the evaluation Plan as submitted on Forms A-2, B, C, or D-1. Rebuttals must be placed in the evaluation folder within five workdays of receiving the assessment.
- (8) Vice Presidential Review. The vice president for Academic Affairs will review the evaluation summary and performance rating and may require additional evaluative input. After completing Form D-1, the vice president returns the entire folder to the department/division where it is kept on file. The original Form D-1 and any responses to Form D-1 are forwarded to the College's Central File, and copies are placed in the evaluation folder. Any additional evaluative input, comments on Form D-1, and/or a vice president's response to an appeal must be sent to the evaluatee for review. If an appeal has been filed, the vice president must prepare a written response that addresses the issues raised in the appeal or conduct and document a resolution conference.

Chairpersons and Coordinators

The evaluation of department chairpersons includes assessments made by (1) the immediate line supervisor (ILS), (2) recipients of service, and, if desired, (3) a peer. The area dean is the chairperson's ILS. The evaluation process consists of eight major activities:

- (1) Major Functional Responsibilities. The evaluatee will use Form A-1 to bring to the attention of the ILS any materials or accomplishments related to the major functional responsibilities (MFRs) listed on Form A-1 about which the ILS may not be aware; e.g., professional development activities, curriculum development. Typically, two or three pages are an adequate length for the commentary.
- (2) Recipients of Service. The evaluatee and ILS will mutually identify and agree upon a representative list of recipients of service from whom assessments will be solicited. Recipients of service must include departmental faculty and staff and may include other faculty members, coordinators, administrators, classified staff, students, and community representatives.
- (3) Evaluation Summary and Performance Rating. The chair and dean or director will meet in an evaluation conference to discuss all evaluative input and, if appropriate, formulate and agree upon a set of objectives or remediation plan for the evaluatee. A performance rating will be assigned and recorded on Form D-1. The evaluation summary and performance rating must be forwarded to the evaluatee and appropriate vice president for review at which point the evaluatee may appeal the evaluation summary or performance rating to the vice president.
- (4) Optional Rebuttal. The evaluatee may file a rebuttal related to any assessment component of the evaluation Plan as submitted on Forms A-2, B, C, or D-1. Rebuttals must be placed in the evaluation folder within five workdays of receiving the assessment.
- (5) Vice Presidential Review. The appropriate vice president will review the evaluation summary and performance rating and may require additional evaluative input. After completing Form D-1, the vice president returns the entire folder to the department/division where it is kept on file. The original Form D-1 and any responses to Form D-1 are forwarded to the College's Central File, and copies are placed in

the evaluation folder. Any additional evaluative input, comments on Form D-1, and/or a vice president's response to an appeal must be sent to the evaluatee for review. If an appeal has been filed, the vice president must prepare a written response that addresses the issues raised in the appeal or conduct and document a resolution conference.

IV. FREQUENCY OF EVALUATION

Schedule/Frequency	Evaluation
<i>Regular evaluations</i>	
Years 1 and 2	Comprehensive evaluation for all full-time faculty.
Every 2 nd year	Comprehensive evaluation every two years beyond the second year for full-time faculty who do not have tenure.
Every 4 th year	Comprehensive evaluation every four years after the faculty member has attained tenure. A recipient of service evaluation will be administered every two years.
<i>Special evaluations</i>	
Every year*	A partial evaluation (ILS-approved MFRs only) is required of faculty receiving three or more equivalent credit hours (ECH) per semester to coordinate institutional initiatives, centers, and programs (e.g., Collegian Center, International Education Center, Tutoring Center).
Every 2 nd year*	A partial evaluation (ILS-approved MFRs only) is required of department chairs and all faculty receiving three or more ECH per semester of departmental reassigned time. Where applicable, this evaluation is to occur in the second year of each two-year term.
Any year	<p>A full-time member of the faculty may undergo a comprehensive or partial evaluation in any year by written request of the faculty member or the ILS. If an ILS requests an evaluation and the faculty member disagrees, the faculty member may send a written rebuttal to the ILS and dean; the dean will decide whether or not to proceed with the evaluation.</p> <p>A member of the faculty applying for promotion or tenure must have a comprehensive evaluation within one year of application.</p>

*If a comprehensive evaluation is required in the same year, then this partial evaluation will be part of the comprehensive evaluation.

V. APPEALS AND GRIEVANCES

The Plan seeks to provide appropriate checks and balances, and ample opportunities for review, appeal, and dispute resolution.

Review. A faculty member or ILS may seek advice and assistance from the Plan coordinator regarding questions and concerns related to Plan administration and procedures. The coordinator can provide general information and advice, interpret Plan provisions, take action to ensure the fair administration of the Plan, and authorize appropriate exceptions to Plan procedures. Consultation with the Plan coordinator should be the first step taken if a faculty member or ILS has questions related to the administration of the Plan and its procedures.

Appeals. Upon completion and review of the Evaluation Summary and Performance Rating (Form D-1), the faculty member may submit a written appeal to the appropriate vice president based on grounds related to personal bias, procedural error, denial of due process, or infringement of academic freedom. Such appeals must be filed within 10 workdays after the faculty member receives the Evaluation Summary and Performance Rating (Form D-1). The findings and conclusions of the vice president are final and not subject to further appeal.

Grievances. Nothing in the Plan shall be construed as limiting the right or ability of an aggrieved faculty member to seek redress under the College's grievance procedures.

VI. DUTIES OF PLAN COORDINATOR

The Plan coordinator, who shall be appointed by the president of the College, has the following responsibilities under the Plan:

1. Prior to the start of the fall semester, the coordinator prepares a specific timetable of applicable submission dates and deadlines.
2. The coordinator ensures his or her availability to faculty members to provide information and advice; such availability shall include scheduled group presentations and individual office appointments.
3. The coordinator is responsible for interpreting any and all provisions of the Plan and communicating such interpretations to responsible administrators and faculty.
4. The coordinator makes appropriate reasonable exceptions to the procedures contained herein where such exceptions expedite the evaluation process and remain within the spirit of the Plan.
5. The coordinator cooperates with the appropriate appellate and grievance bodies to facilitate the resolution of appeals and complaints under the Plan.

APPENDIX A: EVALUATION TIMETABLE

General Timetable for Evaluation

At the beginning of each academic year, the coordinator of the Plan will issue specific deadline dates in accordance with the Plan's General Timetable and that year's holiday and vacation schedule.* See Table A at the end of this section for a summary timetable. Faculty members applying for promotion and/or tenure should consult the *Faculty Promotion and Tenure Application Procedure* handbook for additional deadline information.

*Some dates may vary in certain areas. For example, dates for faculty in Student Services will be determined by the dean of Student Development Services.

A. General Deadlines

1. Evaluation Notification: **Second Friday in September**
Deans will notify faculty members scheduled to receive regular, special, or recipients of service evaluations and their respective ILSs. Deans will also indicate whether they intend to observe a faculty member's class or job function as required or allowed by the Plan. Notwithstanding this decision, the dean may later elect to observe a class or job function based on the ILS's evaluation summary.

Faculty members who are not scheduled for evaluation but who elect to initiate any portion of the faculty evaluation process for professional development purposes or to secure additional supporting material for promotion or tenure must notify their dean and ILS.

2. Major Functional Responsibilities, Preparation: **Third Friday in September**
Major functional responsibilities (MFRs) have been defined on respective versions of Form A-1 for teaching faculty, faculty counselors, faculty librarians, and chairpersons. Faculty who serve in other roles (e.g., academic assistants, chairpersons, coordinators, directors, instructional developers, researchers) must prepare a set of major functional responsibilities on Form A-1 for the assignment being evaluated. These MFRs must be approved by the ILS. Once approved, the ILS submits the new or modified MFRs to the faculty member's evaluation file, with copies to the Plan coordinator, the dean, and the evaluatee.

3. Major Functional Responsibilities
Each faculty member must submit a completed Form A-1 to his or her ILS and, if applicable, to the program coordinator, dean, or optional peer by:

(a) Fourth Friday in October

Annual, chairs, and faculty applying for promotion and/or tenure who are also being evaluated during the application year.

(b) Fourth Friday in January

Fixed-term and tenured faculty

(c) As Arranged

Faculty-initiated and special evaluations

4. Major Functional Responsibilities, ILS Response
The ILS must complete Form A-2 and send copies to the evaluatee, dean, and optional peer by:

(a) Second Friday in November

Annual, chairs, and faculty applying for promotion and/or tenure who are also being evaluated during the application year.

(b) Second Friday in February

Fixed-term and tenured faculty

(c) As Arranged

Faculty-initiated and special evaluations

5. ILS (and Dean) Observation

The ILS, in consultation with the evaluatee, will schedule a mutually agreeable time for a classroom or job function observation by the ILS and, if applicable, the program coordinator, dean, or optional peer by:

(a) Fourth Friday in October

Annual, chairs, and faculty applying for promotion and/or tenure who are also being evaluated during the application year:

(b) Fourth Friday in February

Fixed-term and tenured faculty

- (c) **As Arranged**
Faculty-initiated and special evaluations

6. Notification of Optional Peer Review: **Third Friday in September**

Evaluatees who wish to receive and use an optional peer review must advise their ILS of this request in writing by the third Friday in September or waive the privilege of peer review for the academic year.

7. Instructor Evaluations

Instructor evaluations must be administered after at least 33 percent of a class has been completed. In courses that are conducted for less than a semester (e.g., twelve weeks, half-semester, weekenders, or situations in which the instructor participates for less than the full semester), Instructor Evaluations are handled in a corresponding manner (after at least 33 percent of the course has been completed). For 15-week classes, evaluations should be administered by the following dates (adjust accordingly for other formats):

- (a) **First Monday in October to Third Friday in November**
Annual, chairs, and faculty applying for promotion and/or tenure who are also being evaluated during the application year

- (b) **First Monday in October to Third Friday in November**
Fixed-term and tenured faculty

- (c) **As Arranged**
Faculty-initiated and special evaluations

8. Other Recipients of Service Evaluations

Recipients of service evaluations must be conducted and be made available to the ILS before the evaluation summary is prepared.

- (a) **Second Friday in November**
Annual, chairs, and faculty applying for promotion and/or tenure who are also being evaluated during the application year

- (b) **Fourth Friday in November**
Fixed-term and tenured faculty

- (c) **As Arranged**
Faculty-initiated and special evaluations

9. Evaluation Conference

The purpose of the evaluation conference is (1) to make sure that all of the evaluation forms in the evaluation folder are completed properly and (2) to discuss the faculty member's job performance. This conference should be held by:

- (a) **Second Friday in February**
Annual, chairs, and faculty applying for promotion and/or tenure who are also being evaluated during the application year

A dean and/or ILS may request and schedule an evaluation conference for annual contract faculty before December 8.

- (b) **Third Friday in March**
Fixed-term and tenured faculty

- (c) **As Arranged**
Faculty-initiated and special evaluations

10. Evaluation Summary and Performance Rating

The evaluation summary and performance rating, Form D-1, must be completed and presented to the faculty member for a signature by:

- (a) **First Friday in March**
Annual, chairs, and faculty applying for promotion and/or tenure who are also being evaluated during the application year

- (b) **Fourth Friday in March**
Fixed-term and tenured faculty

- (c) **First Friday in April**
Faculty-initiated and special evaluations

B. Special Evaluations

Faculty members may be evaluated in any year at their own request. The request for an optional, unscheduled evaluation should be submitted in writing to the ILS by the **second Friday of September**, with

copies to the Departmental/Division Evaluation File. A special, optional evaluation, if requested, should consist of the same components as a regularly scheduled evaluation.

The dean may require a special unscheduled evaluation of a faculty member if the dean determines that such an evaluation is justified by prior evaluation findings, or will assist the dean in adjudicating a personnel action brought against the faculty member, or is part of a prescribed remediation plan developed at a previous evaluation conference.

In addition, the dean or vice president, for good cause, may require one or more classroom or job function observations of a faculty member at any time during the academic year. Upon such notification of a classroom or job function observation by the dean or vice president, the faculty member shall meet with the dean and/or vice president within five calendar days to discuss the reasons for such an observation and to set a mutually acceptable date for the observation which shall be completed within ten calendar days of the meeting. Any classroom or job function observations and assessments shall be recorded on Form B.

The dean or vice president may also require, for good cause, instructor evaluations from students in one or more classes (or other recipients of service) at any time during the academic year. Upon such notification, the faculty member shall meet with the dean and/or vice president within five calendar days to discuss the reasons for such an evaluation and to set a mutually acceptable date for the recipients of service evaluation, which shall be completed within ten calendar days of the meeting. Any classroom or job function observation and assessment shall be recorded on Form B.

C. Adjunct Faculty: Teaching

Adjunct faculty are evaluated by using the Instructor Evaluation Form (Form C) and, if necessary, a classroom or job function observation by the ILS, program coordinator, or a designated full-time faculty member (Form B). Upon completion of these evaluation components, the ILS will prepare a brief evaluation memorandum and, if appropriate, recommends for or against future employment.

Teaching adjunct faculty are evaluated during their first two semesters of service and every alternate semester of service thereafter. These alternate semester evaluations shall continue until the adjunct faculty

has taught twenty-four (24) or more credit hours. Adjunct faculty who have taught 24 or more credit hours and whose latest evaluations are satisfactory may, at the discretion of the ILS, be evaluated every sixth semester of service or every third year, whichever comes first. Instructor evaluations are required for all adjunct faculty; classroom observations are optional at the discretion of the ILS or designated representative.

Administrators, coordinators, administrative assistants, counselors, and librarians who teach credit courses are considered adjunct faculty for the purpose of evaluating their teaching. Adjunct librarians are evaluated by a full-time librarian designated as the adjunct librarian's ILS. Supervisory observations (Form B) are required; recipients of service evaluations are optional at the discretion of the ILS or designated representative.

TABLE A: FACULTY EVALUATION PLAN DEADLINES			
Faculty Categories and Evaluation Responsibilities	Annual, Chairs, and Promotion/Tenure	Fixed-Term and Tenured	Faculty-Initiated and Special
1. Deans notify faculty scheduled for evaluation. 2. Faculty electing to be evaluated notify dean and ILS. 3. Faculty who wish to receive an optional peer review must advise their ILS of this request in writing.	2 nd Friday in September	2 nd Friday in September	2 nd Friday in September
A-1: MFR Modified	3 rd Friday in September (only if modified)	3 rd Friday in September (only if modified)	3 rd Friday in September (only if modified)
A-1: MFR	4 th Friday in October	4 th Friday in January	TBA
A-2: MFR Assessment	2 nd Friday in November	2 nd Friday in February	TBA
B: Teaching Observation	4 th Friday in October	4 th Friday in February	TBA
C: Instructor Evaluations (dates are for 15-week classes; adjust accordingly for other formats)	1 st Monday in October through 3 rd Friday in November	1 st Monday in October through 3 rd Friday in November	TBA
C: Other Recipients of	2 nd Friday in November	4 th Friday in November	TBA

Service Evaluation			
D-1: Evaluation Summary and Performance Rating	1 st Friday in March	4 th Friday in March	TBA
Vice Presidential Review	Varies*	May 1	TBA

A faculty member may write a rebuttal statement to Forms A-2, B, C, or D-1 within 5 workdays of receipt of the form. Submit rebuttal statements to the ILS.

*Vice presidential review varies depending on faculty category. Tenure applications are reviewed by the fourth Friday in April, and Promotion applications are reviewed by the third Friday in April.

APPENDIX B: PROCEDURES FOR USE OF FORMS

MAJOR FUNCTIONAL RESPONSIBILITIES

The faculty member will receive or, if appropriate, prepare a set of major functional responsibilities (MFRs) for the assignment being evaluated. If new MFRs are established for a specific assignment (e.g., coordinator) or modified in any way, they must be approved by the evaluatee's immediate line supervisor. The ILS records the new or changed MFRs on Form A-1 and provides a copy to the evaluatee.

FORM A-1, MAJOR FUNCTIONAL RESPONSIBILITIES

Each faculty member will present documentation that supports performance of the MFRs. These documents should be introduced by a brief commentary that highlights major accomplishments and brings to the attention of the ILS any accomplishments for which other documentation is not available. The original Form A-1 is placed in the evaluation folder with, if applicable, copies to the faculty member's coordinator and/or peer. Evaluatees should keep a copy of Form A-1 for their own files.

FORM A-2, ILS RESPONSE TO FACULTY MEMBER'S MFRs

The ILS will prepare a Form A-2 in response to the faculty member's MFRs (Form A-1). The ILS must explain any aspects with which he/she does not agree. The ILS may also make any general comments relative to the faculty member's MFRs. Form A-2 is forwarded to the faculty member and dean or director within at least five workdays before the evaluation conference.

Within five workdays of the receipt of (Form A-2) the ILS's response to the faculty member's MFR Commentary, the evaluatee may prepare and submit a rebuttal and forward the rebuttal to the dean, the ILS, and, if applicable, the program coordinator.

FORM B, FACULTY TEACHING OBSERVATION

Teaching Faculty

A faculty member's classroom teaching must be observed as part of the evaluation process. Each observer completes Form B after visiting the class and reviewing the material supplied by the faculty member. All classroom observers (including the required or optional observations by program coordinators, deans, and/or optional peers) must complete and

sign Form B within five workdays of the class observation. Class observations should be scheduled at least one week before the deadline for the ILS's response to the faculty member's MFRs. The class should be selected to afford a representative sample of the evaluatee's teaching methods. In turn and in advance of the observation, the evaluatee is expected to provide all class observers with a description of class objectives, the course syllabus, and a representative sample of tests and handouts.

Nonteaching Faculty

In some cases, it may be appropriate to observe faculty members who serve as counselors, librarians, chairpersons, and coordinators (e.g., counselors who teach courses, librarians who conduct bibliographic instruction, coordinators who conduct workshops). When nonteaching faculty members are observed, observers must complete and sign the appropriate version of Form B within five workdays of the observation. Observations should be scheduled at least one week before the deadline for the ILS's response to the faculty member's MFR Commentary. The evaluatee may be asked to provide observers with a description of the objectives and strategies for the session.

Observers

Upon completion of Form B, an observer should send the original to the ILS and provide copies to the evaluatee. The ILS should place the original in the evaluation folder.

Immediate Line Supervisor. The ILS is always one of the classroom observers for teaching faculty. When a faculty member's teaching load is split between two credit instructional departments or divisions, the ILS of the secondary teaching field may be invited by the faculty member or the ILS of the primary field to conduct a classroom observation in the secondary discipline. The secondary field ILS may also take part in the evaluation conference.

Dean

1. The dean must make a classroom observation for teaching faculty in their first five years of service. For evaluations after the fifth year of service and where no problems are anticipated, the dean is not required to make a class or job function observation.

2. The dean has the right to make classroom or job function observations of all faculty being evaluated and attend all evaluation conferences.
3. If the faculty member being evaluated is a department chair, the dean functions as the ILS, and the ILS provisions apply.
4. Prior to the evaluation conference, and after reviewing the ILS's response to the faculty member's MFRs (Form A-2) and, if applicable, the faculty member's rebuttal(s), the dean may schedule an observation (Form B).
5. The dean must make a class or job function observation and take part in the evaluation conference in all follow-up evaluations to unsatisfactory performances.

Optional Peer Evaluator. The faculty member may request assessment by a peer of his or her choice. The peer's assessment is provided directly to the evaluatee and does not become part of the formal evaluation material unless the evaluatee elects to include the peer evaluation. If an observation is conducted, the peer must use Form B in the same manner as other observers. Peer review assessment may also be used to support applications for promotion or tenure, for personal professional improvement, or as part of a rebuttal.

Selection of Class for Observations. Ordinarily, each observer makes a single visit. The class selected should be representative of the faculty member's primary teaching area. The faculty member and the observer should agree on the section, time, and place of the class visited. If there is disagreement, the observer and the faculty member shall each select a class, and the observer will evaluate both classes.

When the faculty member has teaching responsibilities in more than one department or division, the class to be observed and the ILS involved come from the department or division in which the faculty member has the most class-contact hours in the year of evaluation. If there is an equal number of hours, the faculty member has the right to choose the course to be evaluated; the ILS responsible for formally evaluating the faculty member will be the one with oversight of that course. In any case, the other ILS may attend the evaluation conference.

FORM C, INSTRUCTOR EVALUATION

Teaching Faculty

Both the ILS and the faculty member should agree on the time for instructor evaluations, which shall take place within the time frame specified by the Plan and published by the Plan coordinator. Completed forms are sent to the chair and shared with the dean. Copies are given to the faculty member only after grades have been submitted for the semester in which the evaluations were completed.

Instructor Evaluation responses should be compared on various questions with those received by other faculty members in the department. Attention also should be paid to the class being taught; e.g., upper level vs. introductory courses, day vs. evening classes. Instructor evaluation results should be discussed in the evaluation conference.

Nonteaching Faculty

For nonteaching faculty, including counselors, librarians, chairpersons, and coordinators the ILS and evaluatee will mutually identify and agree upon a representative list of recipients of service from whom assessment will be solicited. If possible, the list should include students, faculty, staff, and administrators who have been served by the faculty member.

For nonteaching faculty, the appropriate deans and ILSs are responsible for developing Recipients of Service forms. Recipients of service forms must specify the same evaluation criteria and procedures for all faculty serving in similar functions.

Completed recipients of service evaluations are submitted to the ILS and shared with the dean or director, with copies given to the faculty member. Recipients of service evaluation responses should be compared on various questions with those received by other faculty members in the area. Recipients of service evaluation results should be discussed in the evaluation conference.

FORM D-1, EVALUATION SUMMARY AND PERFORMANCE RATING

The purposes of the evaluation conference are (1) to make sure that all the evaluation forms in the evaluation folder are completed properly and (2) to discuss the faculty member's job performance.

Participants. The responsible ILS, faculty member being evaluated, and, if applicable, coordinator and/or optional peer attend the evaluation conference. If a faculty member teaches in more than one division or department, all appropriate ILSs may attend. An ILS who has not visited a class should not comment on what he or she has not observed. The dean must attend evaluation conferences under those circumstances mandated in the Plan and may elect to attend any or all evaluation conferences.

Preparation. The ILS schedules the conference and notifies all participants of the time and place; the timetable issued by the coordinator of the Plan must be followed. The original ILS Response to Faculty Member's MFR Commentary (Form A-2) must be available to all participants at least five workdays before the evaluation conference.

Conference Discussion. Ideally, the conversation during the conference is friendly, honest, helpful, and open. The focus should be on specific areas of faculty achievement as well as on specific actions that could improve faculty performance. The following items may be discussed during the conference:

1. Review all forms for completeness, accuracy, adequate comments, proper signatures, etc.
2. The evaluatee's Form A-1.
3. The ILS's Response to Faculty Member's MFRs (Form A-2).
4. Evaluations on Forms B and C.
5. Professional development activities undertaken since last evaluation as well as ongoing professional development projects.
6. Department and College service.
7. Discussion of any rebuttals or optional peer reviews.
8. Assessment of the degree to which the faculty member has met any previously stated objectives and evaluation recommendations.

Student complaints or poor assessments on specific items on Forms A-2, B, or C may indicate to the ILS or dean that there are questions about the faculty member's effectiveness. These issues must be discussed at the

evaluation conference. The faculty member may be required by the ILS or dean to undertake specific remedies that may include one or more of the following:

1. Visiting other faculty members' classes.
2. Reviewing other teaching or professional methods.
3. Workshop participation and/or taking courses.
4. Working directly with a colleague.
5. Other appropriate activities.

Disposition of Forms

- On the Evaluation Summary and Performance Rating (Form D-1), the ILS and dean provide a brief summary of the discussion and describe what, if anything, the faculty member was asked to do to remedy any weaknesses.
- The ILS and dean then assign a performance rating. *(In the event of a difference of opinion between the ILS and the dean about the assigned performance rating, the dean will have the final decision about the rating assigned.)*
- Once the rating has been assigned, Form D-1 is signed by all the participants and placed in the evaluation folder. Any attachments and rebuttals are signed by their authors and placed in the evaluation folder as well. These attachments remain part of the evaluation folder as it continues through the evaluation process.
- The evaluation folder is then forwarded to the vice president. After completing Form D-1, the vice president returns the entire folder to the department/division where it is kept on file.
- The original Form D-1 and any responses to Form D-1 are forwarded to the College's Central File, and copies are placed in the evaluation folder held in the departmental/division file.

APPENDIX C: ADMINISTRATIVE PROCEDURES

Instructor Evaluations

The ILS or other appropriate administrator is responsible for designating those who will administer the Instructor Evaluation forms. This person may NOT be the faculty member being evaluated but may be another faculty member, one of the classified staff in the division, or the coordinator of an extension center. For faculty teaching weekend, late night, or extension center classes, a student may be designated to administer the forms during the last thirty minutes of the period after the faculty member has left the classroom. The student should collect them, seal them in a pre-labeled envelope, and deliver the envelope to the dean or designated representative--but not to the faculty member being evaluated.

THE FACULTY MEMBER SHALL NOT CONVERSE ABOUT THE EVALUATION FORMS WITH THE STUDENTS OR SAY ANYTHING TO INFLUENCE THE STUDENTS' RESPONSES BEFORE THEY FILL OUT THE FORMS.

The person administering the forms should do no more than distribute the forms and pencils, inform the students where the directions are to be found, and tell them they have 20 minutes to complete the forms. The distributor may answer questions needed to clarify the directions or the meaning of a question, but **under no circumstances** should that person make comments that would influence the students' responses. After the distributor collects the forms, they must be given to the ILS or designee as soon as possible without the distributor or anyone else looking at them. Failure to follow the above procedure can invalidate the results and disqualify the candidate from promotion or tenure.

The ILS or designated representative must arrange for photocopying all students' written comments, separated by section but with no other identification of their authors. The ILS or designee must ensure that the raw forms are then bundled and sent to Information Systems for tabulation. The tabulations and copies of student comments must be placed in the faculty member's folder in the Departmental/Division Evaluation File at least ten workdays before the Evaluation Conference is held. Instructor evaluations and comments about an individual faculty member are confidential and should be seen only by persons reading the material as part of the evaluation process or conducting College-authorized research.

Recipients of Service Evaluations

Non-teaching faculty members and their ILS will mutually identify and agree upon a representative list of recipients of service from whom assessment will be solicited. Appropriate versions of Form C will be developed and used for assessment.

The ILS or other appropriate administrator is responsible for administering the forms. This person may NOT be the faculty member being evaluated but may be another faculty member or one of the classified staff in the division.

The ILS or designated representative must arrange for photocopying all students' written comments and a typescript of all comments by College personnel. All comments about an individual faculty member are confidential and should be seen only by persons reading the material as part of the evaluation process.

Changes in Faculty Evaluation Plan

The Faculty Evaluation Plan may be changed by the actions of several groups: the Faculty Senate, the administration, or the Board of Trustees. Minor, editorial changes may be made by the Plan coordinator with notification to the Faculty Senate and administration.

1. Submission of Suggestions. Any member of the College community may submit suggestions for changes in the Faculty Evaluation Plan to the Faculty Senate or Plan coordinator. The suggestions should be submitted at least 15 calendar days prior to the first Faculty Senate meeting in March.
2. Faculty Senate. It is the responsibility of the Faculty Senate to review, update, and propose changes in the evaluation process. Minor changes may be recommended by the Faculty Senate to the Plan coordinator or president of the College. Major changes, as determined by the Faculty Senate, must be approved by the faculty organization--either at a meeting of that body or by referendum. If a majority of the full-time faculty approves the major change(s), the change(s) will be forwarded to the Board of Trustees through the president.
3. College Administration. It is the responsibility of the College administration to review and recommend to the president changes in the evaluation process. Major changes to the Plan must be

shared with the Faculty Senate, submitted to the College president, and approved by the Board of Trustees.

4. Coordinator of the Plan. Editorial changes to correct errors, omissions, and inconsistencies may be made by the coordinator of the Plan with notice to the Faculty Senate and administration.
5. Board of Trustees. The provisions of the Evaluation Plan are not to be regarded as a contract between the Board of Trustees and any faculty member, nor shall they be deemed to give rise to any express or implied right to expectation of promotion, tenure, defacto tenure, or continued employment. The Board of Trustees reserves the right to alter or amend the provisions of this policy and to make exceptions to this policy when deemed in the best interests of the College.

APPENDIX D: MAINTENANCE OF RECORDS

A number of files may be maintained concerning each faculty member. Among these there should be a file called the Central File that contains the only information to be used for faculty evaluation and for making tenure and promotion decisions.

- I. CENTRAL FILE--The Evaluation File
 - A. Purpose. To maintain a performance record for faculty evaluation and for making promotion and tenure decisions.
 - B. Place. To be maintained in the Human Resources and Organizational Development office by the personnel officer.
 - C. Content of Central File. The following materials, and nothing else, shall be in a faculty member's Central File:
 1. Permanent
 - a. Evaluation Summary and Performance Rating forms (Form D-1), and any rebuttals or relevant attachments thereto.
 - b. Records of awards and honors that relate to faculty job performance.
 - c. Additional information placed in the file at the faculty member's request.
 - d. Other materials relating to the faculty member's job performance designated permanent in nature and placed in the file subject to the provisions set forth in sections C., 3., General, a. and G. Depository Guidelines, below.
 2. Transient

Additional forms will be maintained under the following circumstances:

 - a. Those records of personnel actions that the appropriate vice president judges to be relevant to the evaluation of a faculty member's job performance shall be deposited and kept in the

Central File subject to the time limit imposed by Section 10(iii) of the Personnel Action Procedures: after a period of three years during which no further personnel action is taken on the matter in question, or when the pending action is resolved, whichever comes later.

- b. Other materials relating to the faculty member's job performance designated transient in nature and placed in the file subject to the provisions set forth in sections C., 3., General a. and G., Depository Guidelines, below.

3. General

- a. Other materials may be placed in a faculty member's Central File upon written instructions to the personnel officer from the appropriate vice president not sooner than fifteen calendar days after a copy of the materials proposed to be placed in the Central File have been given to the faculty member, who shall have an opportunity within ten calendar days to furnish written comments that shall also be placed in the Central File. At the time of placement, the vice president shall designate such materials as being permanent or transient (i.e., for only that year's evaluation process).
- b. Under no circumstances will anonymous material be placed in the Central File.
- c. Under no circumstances will hearsay materials be placed in the Central File.

D. Access to Central File. Access to a faculty member's Central File shall be restricted to

- 1. The faculty member being evaluated, who may make copies of all materials in the file?
- 2. The faculty member's supervisor(s).
- 3. the president of the College and the coordinator of the Plan, who shall have access to the evaluation materials

for the purpose of ensuring that proper procedures are followed.

- E. Record of Copies. The personnel officer shall keep a signed log of all copies requested from any faculty member's file for any reason. This log shall include the date, the reason for the copy, the specific information copied, and the recipient of the copies. All copies will be made only by the personnel officer or her or his designated agent.

- F. Return of Files. All persons, except the faculty member being evaluated, who have received copies of materials in the Central File shall return all copies by the close of the evaluation procedure. The chairpersons of the review and appeals committees shall be responsible for the collection and return of all copies received by members of their committees. Upon their return, all such copies shall either be retained in the Central File or shall be destroyed at the discretion of the personnel officer.

- G. Depository Guidelines.
 - 1. All materials deposited in the Central File must be signed and dated by either the author or the depositor and must be logged in at the time of deposit.

 - 2. Under no circumstances shall "memos for the record" or any form of correspondence, report, or memo be deposited into any faculty member's file, except materials outlined in C., Content of Central File, above, or unless copies of same have been given to the faculty member, to any other party mentioned in such memoranda or letter, and to the next level of authority above the writer of such memoranda. The provisions of this paragraph do not apply to such materials deposited by the faculty member in his or her own file.

 - 3. Under no circumstances will material go through channels other than the appropriate administrative channels. Copies of all correspondence that are to be placed in any file regarding the faculty member must be served on the faculty member fifteen calendar days before being placed in the files. The faculty member shall have the right within fifteen calendar days after

service of such material to furnish written comments, which must also be placed in the files. There are no cases where confidentiality of the sender must be respected.

4. Materials deposited by anyone may be removed by the authors if notice of such removal is given to the faculty member.

II. PERSONNEL FILE--Materials from this file cannot be used for evaluation or for promotion/tenure decisions unless requested by the faculty member.

A. Purpose

To provide a record of an individual's professional activities and accomplishments.

B. Place

Maintained in the Personnel Office by the personnel officer. The appropriate vice president will review all materials for adjustments in rank, salary, or tenure before they are made part of a faculty member's personnel file.

C. Contents

1. Initial job application and materials on which a hiring decision was made, such as credentials, educational transcripts, letters of reference, etc.
2. Past PGCC contracts, if appropriate.
3. Correspondence dealing with the position, such as requests for promotion, tenure, or special leaves.
4. Letters of commendation.
5. The record of all personnel actions taken.

D. Depository Guidelines

1. The contents of the personnel file are governed by the same regulations that govern the materials of the Central File.

2. Under no circumstances will material go through channels other than the appropriate administrative channels. Copies of all correspondence that are to be placed in any file regarding the faculty member must be served on the faculty member fifteen calendar days before being placed in the files. The faculty member shall have the right within fifteen calendar days after the service of such material to furnish written comments, which must also be placed in the files. There are no cases where confidentiality of the sender must be respected.

III. DIVISION AND DEPARTMENT FILES

- A. Purpose. To assist a dean, director, or department chairperson, and other supervisors in keeping useful records about their personnel.
- B. Place. The appropriate office.
- C. Contents. Left to the discretion of the possessor but subject to Central File regulations previously described.
- D. Procedures Governing Use.
 1. Confidential. The faculty member and appropriate supervisors shall have access to these files. Other persons shall have access only with written approval of the faculty member.
 2. Unofficial. These materials are to be used by the supervisor for routine decisions in his or her area of jurisdiction. If a possessor wishes to make some of this material part of the official record, he or she must follow the procedures for placing the material in the Central File or personnel file.
- E. Depositing Guidelines.

Same as for Central File and personnel file.

APPENDIX E: GLOSSARY

ACADEMIC YEAR: In this document *only*, "academic year" refers to the period from the first day of classes in the fall semester to the last day of classes in the spring semester.

BOARD: The Board of Trustees

ILS: Immediate line supervisor shall mean the department chairperson or appropriate administrator immediately responsible for supervision of the faculty member.

MAJOR FUNCTIONAL RESPONSIBILITIES (MFRs): A set of responsibilities representing the primary job functions for a faculty member in a particular assignment. Although the MFRs for teaching faculty, counselors, librarians, and department chairs have been predetermined, they may be modified with ILS approval if the faculty member assumes unique responsibilities (e.g., clinical training, project coordination). Faculty members serving as coordinators, directors, academic assistants, researchers, or instructional developers must develop an appropriate set of major functional responsibilities subject to approval by their ILSs.

PRESIDENT: The president of the College.

SERVICE OF DOCUMENTS (submitted, forwarded, served, presented, sent, given to, etc.):

Method: Campus mail may be used to effect service of documents on a faculty member during the academic year. At other times, service by postal delivery may be made.

Time: Service shall occur at time of deposit in the campus mail, U.S. mail, delivery services, fax, or upon personal delivery. When action is to be taken within a stated time after service, an extension of such time shall be liberally allowed in cases of justified absence of the faculty member at the time of service from the campus or place of address.

COORDINATOR OF THE PLAN: The person designated by the president for being responsible for the overall coordination and operation of the Plan. This person, with the concurrence of the president, shall have the right to establish such reasonable procedures as appear necessary to assure the smooth operation of the Plan. Any changes in the Plan shall be reported to the Faculty Senate and to all administrators responsible for faculty supervision.

PEER: Ordinarily, a faculty member within the evaluatee's same department or division is asked by the evaluatee to serve as a peer evaluator. A faculty member from another division may be asked to serve as a peer.

WORKDAY: Every day except Saturdays and Sundays, College holidays, and other days the College is closed.

The following definitions represent the criteria that will be used to assign overall performance ratings for faculty members:

Exceeds Expectations - The faculty member completely and consistently meets job-related performance standards in the four areas of teaching or primary responsibility, departmental participation, College service, and professional development. In addition, the faculty member demonstrates exemplary performance in the area of teaching and at least one of the other three areas listed above. Examples may include development of new courses or programs, workshop facilitation, presentation at regional or national conferences, College-wide committee leadership, leadership of state or national organizations, and obtaining external grant funding.

Fully Meets Expectations - The faculty member completely and consistently meets job-related performance standards in the four areas of teaching or primary responsibility, departmental participation, College service, and professional development. This will include positive recipient of service evaluations and classroom observations, and documented departmental participation, College service, and professional development. The faculty member's performance in some areas may occasionally exceed requirements.

Needs Improvement - The faculty member's performance requires improvement in any of the major functional responsibilities, including any of the four areas of teaching or primary responsibility, departmental participation, College service, or professional development. This is an advisory evaluation in that performance deficiencies are identified and a specific plan for improvement (with proposed timeline) is included in the written evaluation summary.

Unsatisfactory - The faculty member has failed to meet performance standards specified in the major functional responsibilities (e.g., inadequate recipients of service evaluations, lack of compliance with department, division, or College rules and standards). There is need for immediate and significant improvement in specific performance areas; performance deficiencies are identified and a specific plan for

improvement (with proposed timeline) is included in the written evaluation summary. This rating may result in initiation of termination proceedings.

The following definitions are taken directly from the Regulations on Academic Freedom and Tenure (revised 1996):

FACULTY MEMBER: ". . . means a person employed by the College on a full-time basis as a member of the teaching faculty or as a librarian or counselor, other than one whose employment as such is a member of the classified staff."

FACULTY MEMBER ON A "FIXED-TERM CONTRACT": ". . . means one whose appointment will end on a clearly defined termination date, unless extended for a period of no more than one additional year or part thereof, without notice of nonrenewal. A part-time contract is a fixed term contract which may be terminated before the termination date for such cause that the College president, acting in good faith, determines is good cause for termination."

FACULTY MEMBER ON AN "ANNUAL CONTRACT": ". . . means one who may expect appointment for the succeeding year unless he receives written notice of nonrenewal by the date stated in this regulation." This term refers to untenured, continuing faculty members.

FACULTY MEMBER WITH TENURE: ". . . means one whose employment will continue unless terminated in accordance with this regulation."

APPENDIX F: SAMPLE FORMS

Form A-1, Major Functional Responsibilities (Faculty Counselors)

Form A-1, Major Functional Responsibilities (Faculty Librarians)

Form A-1, Major Functional Responsibilities (Teaching Faculty)

Form A-2, ILS Assessment of Faculty Member's Major Functional Responsibilities (Faculty Counselors)

Form A-2, ILS Assessment of Faculty Member's Major Functional Responsibilities (Faculty Librarians)

Form A-2, ILS Assessment of Faculty Member's Major Functional Responsibilities (Teaching Faculty)

Form B, Faculty Teaching Observation

Form C, Instructor Evaluation

Form D-1, Evaluation Summary and Performance Rating

Form D-2, Faculty Member's Reply to Evaluation Summary and/or Performance Rating

FORM A-1, MAJOR FUNCTIONAL RESPONSIBILITIES (Faculty Counselors)

Faculty Member _____ Academic
Year _____

Division _____ Department _____

The following major functional responsibilities are the job requirements for faculty counselors.

Use attachments to demonstrate how you are fulfilling these responsibilities. Number the attachments to match the major functional responsibilities (MFRs). Include commentary with an attachment only as necessary for clarification or to explain its relevance to the MFR. Send the original form and supporting documents to your ILS by the due date published by the plan coordinator with copies to your dean, and, if applicable, coordinator and/or peer. Keep a copy for your own files.

MAJOR FUNCTIONAL RESPONSIBILITIES

1. **Student Advising.** Delivers academic, personal, or career advising/guidance, and/or counseling in an effective, informative, and timely manner to individual students or groups of students that will enable the student to create and carry out a plan of study leading to the student's goal attainment, graduation, or transfer to an upper division program of study.
2. **Individual Counseling.** Demonstrates effective application of counseling and helping skills in assisting students to resolve and work through psychological and emotional issues or problems and personal concerns that may affect their academic success and personal development.
3. **Professional Competence-General.** Shows knowledge of assigned professional areas; keeps abreast of new developments in the profession and applies them appropriately; adheres to professional ethics.
4. **Professional Competence-Reference.** Demonstrates effective application concerning College degree/certificate programs including current transfer policies and use of ARTSYS; has awareness of and utilizes up-to-date- technology; demonstrates ability to refer students to appropriate agencies for long-term counseling or

College departments for specific assistance outside their area of expertise.

5. **General Administrative Duties.** Fulfills administrative duties as required. This may include keeping accurate records, maintaining scheduled office hours, conducting training for faculty and staff, or coordinating specific program areas. *No attachment necessary. ILS will confirm.*
6. **Departmental Participation.** Participates actively and thoughtfully in department meetings. Shares in departmental responsibilities, including but not limited to committees, special projects, departmental self-studies and program reviews, etc. *Attach evidence or results of such participation.*
7. **College Service.** FACULTY IN THEIR FIRST YEAR: *Indicate area(s) of interest for College service during the coming year. Faculty are expected to participate in the newly-hired faculty professional development program.*
FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: *Takes an active role in planning, presenting, or carrying out College-related activities and events either on- or off-campus—for example committee membership, mentoring, presentations, event planning, obtaining external funding, etc. More experienced faculty members are encouraged to pursue leadership roles in state, regional, or national organizations. Attach evidence of participation and results of such service.*
8. **Professional Development.** FACULTY IN THEIR FIRST YEAR: *Indicate area(s) of interest and the specific, measurable, professional development goals toward which you will work during the next year. Faculty are expected to participate in the newly-hired faculty professional development program.* FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: *Participates in professional activities that, for example, advance the faculty member's knowledge in the field, contribute to knowledge in that field, develop the faculty member's knowledge in a new field, advance instructional effectiveness, etc. More experienced faculty members are encouraged to share their knowledge and skills with other faculty members. Attach evidence of participation in professional activities since your last evaluation. Briefly explain how these activities have helped you to achieve the specific, measurable, professional development goals set at your last evaluation. Identify specific new or continuing goals and how progress toward them will be measured for the next evaluation.*

9. **If appropriate, add any additional MFRs approved by the ILS.** This may include duties for which the faculty member receives release time. *Whenever possible, attach evidence that these additional responsibilities are being fulfilled.*

Faculty Member (Signature)

Date

FORM A-1, MAJOR FUNCTIONAL RESPONSIBILITIES (Faculty Librarians)

Faculty Member _____ Academic Year

Division _____ Department

The following major functional responsibilities are the job requirements for faculty librarians.

Use attachments to demonstrate how you are fulfilling these responsibilities. Number the attachments to match the major functional responsibilities (MFRs). Include commentary with an attachment only as necessary for clarification or to explain its relevance to the MFR. Send the original form and supporting documents to your ILS by the due date published by the plan coordinator with copies to your dean, and, if applicable, coordinator and/or peer. Keep a copy for your own files.

MAJOR FUNCTIONAL RESPONSIBILITIES

1. **Professional Competence--General.** Shows knowledge of assigned professional areas; keeps abreast of new developments in the profession and applies them appropriately; adheres to professional ethics.
2. **Professional Competence--Reference.** Has awareness of and utilizes up-to-date reference materials and technology; conducts reference interviews and provides one-on-one instruction in accordance with the Learning Resources Division Information Literacy Basic Guidelines, such as determining the extent of information needed and accessing, evaluating, incorporating, and using that information efficiently, effectively, critically, and ethically.
3. **Professional Competence--Information Literacy Instructional Methods.** Adheres to instructional materials and subject content established for instruction in information literacy as prescribed by the Learning Resources Division Information Literacy Basic Guidelines.
4. **Student Assessment and Evaluation.** Carries out reasonable, timely, and equitable student assessment of course outcomes using the Learning Resources Division *Information Literacy Learning*

Outcomes. Assessment methods engage student's critical thinking skills.

5. **Professional Duties.** Performs primary and secondary assignments in accordance with generally accepted library standards; exhibits willingness and ability to communicate with constituents; demonstrates ability to organize work in assigned areas.
6. **General Administrative Duties.** Fulfills administrative requirements of meeting all scheduled classes/appointments or promptly notifying staff of absences; keeping accurate assessment records; maintaining scheduled office hours; and responding promptly to requests from coordinators, department chairs, or deans. *No attachment necessary. ILS will confirm.*
7. **Departmental Participation.** Participates actively and thoughtfully in department meetings. Shares in departmental responsibilities, including but not limited to committees, special projects, departmental self-studies and program reviews, course assessment, etc. *Attach evidence or results of such participation.*
8. **College Service.** FACULTY IN THEIR FIRST YEAR: *Indicate area(s) of interest for College service during the coming year. Faculty are expected to participate in the newly-hired faculty professional development program.*
FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: Takes an active role in planning, presenting, or carrying out College-related activities and events either on- or off-campus—for example committee membership, mentoring, presentations, event planning, obtaining external funding, etc. More experienced faculty members are encouraged to pursue leadership roles in state, regional, or national organizations. *Attach evidence of participation and results of such service.*
9. **Professional Development.** FACULTY IN THEIR FIRST YEAR: *Indicate area(s) of interest and the specific, measurable, professional development goals toward which you will work during the next year. Faculty are expected to participate in the newly-hired faculty professional development program.* FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: Participates in professional activities that, for example, advance the faculty member's knowledge in the field, contribute to knowledge in that field, develop the faculty member's knowledge in a new field, advance instructional effectiveness, etc. More experienced faculty members are encouraged to share their knowledge and skills with other faculty members. *Attach evidence*

of participation in professional activities since your last evaluation. Briefly explain how these activities have helped you to achieve the specific, measurable, professional development goals set at your last evaluation. Identify specific new or continuing goals and how progress toward them will be measured for the next evaluation.

10. **If appropriate, add any additional MFRs approved by the ILS.** This may include duties for which the faculty member receives release time. *Wherever possible, attach evidence that these additional responsibilities are being fulfilled.*

Faculty Member (Signature)

Date

FORM A-1, MAJOR FUNCTIONAL RESPONSIBILITIES (Teaching Faculty)

Faculty Member _____ Academic Year _____
Division _____ Department _____

The following major functional responsibilities are the job requirements for teaching faculty.

Use attachments to demonstrate how you are fulfilling these responsibilities. Number the attachments to match the major functional responsibilities (MFRs). Include commentary with an attachment only as necessary for clarification or to explain its relevance to the MFR. Send the original form and supporting documents to your ILS by the due date published by the plan coordinator with copies to your dean, and, if applicable, coordinator and/or peer. Keep a copy for your own files.

MAJOR FUNCTIONAL RESPONSIBILITIES

1. **Instructional Content.** Adheres to instructional materials and subject content of appropriate academic rigor as established by the department for each course. Engages students in the learning process. Instruction addresses each course's academic outcomes. Content exercises students' critical thinking skills. *Attach course syllabi with academic outcomes.*
2. **Instructional Methods.** Explores and uses different teaching methods and strategies to improve instruction and learning outcomes for all students. Instruction develops students' critical

thinking skills. *Attach evidence of activities and/or assignments demonstrating different instructional methods.*

3. **Student Assessment and Evaluation.** Carries out reasonable, timely, and equitable student assessment using departmental requirements or guidelines. Assessment methods engage students' critical thinking skills. *Attach a sampling of assignments and tests or quizzes.*
4. **Class Administrative Duties.** Informs students in writing during first week of class of all course requirements including outline of course objectives, attendance policy, grading system, College and departmental policies regarding plagiarism/cheating, textbook, other instructional materials, office hours, and contact information. *Attach policy statements or first-day handout if not part of syllabus (see MFR #1).*
5. **General Administrative Duties.** Fulfills administrative requirements of meeting all scheduled classes or promptly notifying staff of absences; keeping accurate class attendance and assessment records; maintaining scheduled office hours; submitting final grades in a timely fashion; and responding promptly to requests from course or distance learning coordinators, department chairs, or deans. *No attachment necessary. ILS will confirm.*
6. **Departmental Participation.** Participates actively and thoughtfully in department meetings. Shares in departmental responsibilities, including but not limited to committees, special projects, departmental self-studies and program reviews, course assessment, etc. *Attach evidence or results of such participation.*
7. **College Service.** FACULTY IN THEIR FIRST YEAR: *Indicate area(s) of interest for College service during the coming year. Faculty are expected to participate in the newly-hired faculty professional development program.*
FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: Takes an active role in planning, presenting, or carrying out College-related activities and events either on- or off-campus—for example committee membership, mentoring, presentations, event planning, obtaining external funding, etc. More experienced faculty members are encouraged to pursue leadership roles in state, regional, or national organizations. *Attach evidence of participation and results of such service.*

8. **Professional Development.** FACULTY IN THEIR FIRST YEAR: Indicate area(s) of interest and the specific, measurable, professional development goals toward which you will work during the next year. Faculty are expected to participate in the newly-hired faculty professional development program. FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: Participates in professional activities that, for example, advance the faculty member's knowledge in the field, contribute to knowledge in that field, develop the faculty member's knowledge in a new field, advance instructional effectiveness, etc. More experienced faculty members are encouraged to share their knowledge and skills with other faculty members. *Attach evidence of participation in professional activities since your last evaluation. Briefly explain how these activities have helped you to achieve the specific, measurable, professional development goals set at your last evaluation. Identify specific new or continuing goals and how progress toward them will be measured for the next evaluation.*
9. **If appropriate, add any additional MFRs approved by the ILS.** This may include duties for which the faculty member receives release time. *Wherever possible, attach evidence that these additional responsibilities are being fulfilled.*

Faculty Member (Signature) _____ Date _____

FORM A-2, ILS ASSESSMENT OF FACULTY MEMBER'S MAJOR FUNCTIONAL RESPONSIBILITIES (Faculty Counselors)

Faculty Member _____ Academic Year _____

Department _____ Date _____

Use an attachment to fully explain if you do not concur that the faculty member has fulfilled his/her responsibilities. Send the original to the dean by the due date published by the plan coordinator with copies to the faculty member and, if applicable, coordinator and/or peer. Keep a copy for your own files.

1. **Student Advising.** Delivers academic, personal, or career advising/guidance, and/or counseling in an effective, informative, and timely manner to individual students or groups of students that will enable the student to create and carry out a plan of study leading to the student's goal attainment, graduation, or transfer to an upper division program of study.

ILS Concur (comment optional) ILS does not concur, with explanation

2. **Individual Counseling.** Demonstrates effective application of counseling and helping skills in assisting students to resolve and work through psychological and emotional issues or problems and personal concerns that may affect their academic success and personal development.

ILS Concur (comment optional) ILS does not concur, with explanation

3. **Professional Competence-General.** Shows knowledge of assigned professional areas; keeps abreast of new developments in the profession and applies them appropriately; adheres to professional ethics.

ILS Concur (comment optional) ILS does not concur, with explanation

4. **Professional Competence-Reference.** Demonstrates effective application concerning College degree/certificate programs including current transfer policies and use of ARTSYS; has awareness of and utilizes up-to-date- technology; demonstrates ability to refer students to appropriate agencies for long-term counseling or College departments for specific assistance outside their area of expertise.

ILS Concur (comment optional) ILS does not concur, with explanation

5. **General Administrative Duties.** Fulfills administrative duties as required. This may include keeping accurate records, maintaining

scheduled office hours, conducting training for faculty and staff, or coordinating specific program areas.

__ILS Concur (comment optional) ILS does not concur, with explanation

6. **Departmental Participation.** Participates actively and thoughtfully in department meetings. Shares in departmental responsibilities, including but not limited to committees, special projects, departmental self-studies and program reviews, etc.

__ILS Concur (comment optional) ILS does not concur, with explanation

7. **College Service.** FACULTY IN THEIR FIRST YEAR: *Indicate area(s) of interest for College service during the coming year.* FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: Takes an active role in planning, presenting, or carrying out College-related activities and events either on- or off-campus -- for example committee membership, mentoring, presentations, event planning, etc. More experienced faculty members are encouraged to pursue leadership roles in state, regional, or national organizations.

__ILS Concur (comment optional) ILS does not concur, with explanation

8. **Professional Development.** FACULTY IN THEIR FIRST YEAR: *Indicate area(s) of interest and the specific, measurable, professional development goals toward which you will work during the next year. Faculty are expected to participate in the newly-hired faculty professional development program.* FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: Participates in professional activities that, for example, advance the faculty member's knowledge in the field, contribute to knowledge in that field, develop the faculty member's knowledge in a new field, advance instructional effectiveness, etc. More experienced faculty members are encouraged to share their knowledge and skills with other faculty members.

__ILS Concur (comment optional) ILS does not concur, with explanation

9. **If appropriate, add any additional MFRs approved by the ILS.** This may include duties for which the faculty member receives release time. *Wherever possible, attach evidence that these additional responsibilities are being fulfilled.*

ILS Concur (comment optional) ILS does not concur, with explanation

ILS's general comments (optional, attach separate sheet if necessary):

ILS (Signature)

Date

If the faculty member wishes, he or she may submit a written response to the ILS within five workdays. Any such response will become part of the evaluation.

**FORM A-2, ILS ASSESSMENT OF FACULTY MEMBER'S MAJOR FUNCTIONAL
RESPONSIBILITIES (Faculty Librarians)**

Faculty Member _____ Academic Year

Department _____ Date

Use an attachment to fully explain if you do not concur that the faculty member has fulfilled his/her responsibilities. Send the original to the dean by the due date published by the plan coordinator with copies to the faculty member and, if applicable, coordinator and/or peer. Keep a copy for your own files.

1. **Professional Competence--General.** Shows knowledge of assigned professional areas; keeps abreast of new developments in the profession and applies them appropriately; adheres to professional ethics.

___ ILS Concur (comment optional) ILS does not concur, with explanation

2. **Professional Competence--Reference.** Has awareness of and utilizes up-to-date reference materials and technology; conducts reference interviews and provides one-on-one instruction in accordance with the Learning Resources Division *Information Literacy Basic Guidelines*, such as determining the extent of information needed and accessing, evaluating, incorporating, and using that information efficiently, effectively, critically, and ethically.

___ ILS Concur (comment optional) ILS does not concur, with explanation

3. **Professional Competence--Information Literacy Instructional Methods.** Adheres to instructional materials and subject content established for instruction in information literacy as prescribed by

the Learning Resources Division *Information Literacy Basic Guidelines*.

ILS Concur (comment optional) ILS does not concur, with explanation

4. **Student Assessment and Evaluation.** Carries out reasonable, timely, and equitable student assessment of course outcomes using the Learning Resources Division *Information Literacy Learning Outcomes*. Assessment methods engage student's critical thinking skills.

ILS Concur (comment optional) ILS does not concur, with explanation

5. **Professional Duties.** Performs primary and secondary assignments in accordance with generally accepted library standards; exhibits willingness and ability to communicate with constituents; demonstrates ability to organize work in assigned areas.

ILS Concur (comment optional) ILS does not concur, with explanation

6. **General Administrative Duties.** Fulfills administrative requirements of meeting all scheduled classes/appointments or promptly notifying staff of absences; keeping accurate assessment records; maintaining scheduled office hours; and responding promptly to requests from coordinators, department chairs, or deans.

ILS Concur (comment optional) ILS does not concur, with explanation

7. **Departmental Participation.** Participates actively and thoughtfully in department meetings. Shares in departmental responsibilities, including but not limited to committees, special projects, departmental self-studies and program reviews, course assessment, etc.

ILS Concur (comment optional) ILS does not concur, with explanation

8. **College Service.** FACULTY IN THEIR FIRST YEAR: *Indicate area(s) of interest for College service during the coming year.*
FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: Takes an active role in planning, presenting, or carrying out College-related activities and events either on- or off-campus -- for example committee membership, mentoring, presentations, event planning, etc. More experienced faculty members are encouraged to pursue leadership roles in state, regional, or national organizations.

ILS Concur (comment optional) ILS does not concur, with explanation

9. **Professional Development.** FACULTY IN THEIR FIRST YEAR: *Indicate area(s) of interest and the specific, measurable, professional development goals toward which you will work during the next year. Faculty are expected to participate in the newly-hired faculty professional development program.* FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: Participates in professional activities that, for example, advance the faculty member's knowledge in the field, contribute to knowledge in that field, develop the faculty member's knowledge in a new field, advance instructional effectiveness, etc. More experienced faculty members are encouraged to share their knowledge and skills with other faculty members.

ILS Concur (comment optional) ILS does not concur, with explanation

10. **If appropriate, add any additional MFRs approved by the ILS.** This may include duties for which the faculty member receives release time. *Wherever possible, attach evidence that these additional responsibilities are being fulfilled.*

ILS Concur (comment optional) ILS does not concur, with explanation

ILS's general comments (optional, attach separate sheet if necessary):

ILS (Signature)

Date

If the faculty member wishes, he or she may submit a written response to the ILS within five workdays. Any such response will become part of the evaluation.

**FORM A-2, ILS ASSESSMENT OF FACULTY MEMBER'S MAJOR FUNCTIONAL
RESPONSIBILITIES (Teaching Faculty)**

Faculty Member _____ Academic Year

Department _____ Date

Use an attachment to fully explain if you do not concur that the faculty member has fulfilled his/her responsibilities. Send the original to the dean by the due date published by the plan coordinator with copies to the faculty member and, if applicable, coordinator and/or peer. Keep a copy for your own files.

1. **Instructional Content.** Adheres to instructional materials and subject content of appropriate academic rigor as established by the department for each course. Instruction addresses each course's academic outcomes. Content exercises students' critical thinking skills.

__ ILS Concur (comment optional) ILS does not concur, with explanation

2. **Instructional Methods.** Explores and uses different teaching methods and strategies to improve instruction and learning outcomes for all students. Instruction develops students' critical thinking skills.

__ ILS Concur (comment optional) ILS does not concur, with explanation

3. **Student Assessment and Evaluation.** Carries out reasonable, timely, and equitable student assessment using departmental requirements or guidelines. Assessment methods engage students' critical thinking skills.

__ ILS Concur (comment optional) ILS does not concur, with explanation

4. **Class Administrative Duties.** Informs students in writing during first week of class of all course requirements including outline of course objectives, attendance policy, grading system, College and departmental policies regarding plagiarism/cheating, textbook, other instructional materials, office hours, and contact information.

__ILS Concur (comment optional) ILS does not concur, with explanation

5. **General Administrative Duties.** Fulfills administrative requirements of meeting all scheduled classes or promptly notifying staff of absences; keeping accurate class attendance and assessment records; maintaining scheduled office hours; submitting final grades in a timely fashion; and responding promptly to requests from course or distance learning coordinators, department chairs, or deans.

__ILS Concur (comment optional) ILS does not concur, with explanation

6. **Departmental Participation.** Participates actively and thoughtfully in department meetings. Shares in departmental responsibilities, including but not limited to committees, special projects, departmental self-studies and program reviews, course assessment, etc.

__ILS Concur (comment optional) ILS does not concur, with explanation

7. **College Service.** FACULTY IN THEIR FIRST YEAR: *Indicate area(s) of interest for College service during the coming year.*
FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: Takes an active role in planning, presenting, or carrying out College-related activities and events either on- or off-campus -- for example committee membership, mentoring, presentations, event planning, etc. More experienced faculty members are encouraged to pursue leadership roles in state, regional, or national organizations.

__ILS Concur (comment optional) ILS does not concur, with explanation

8. **Professional Development.** FACULTY IN THEIR FIRST YEAR: *Indicate area(s) of interest and the specific, measurable, professional development goals toward which you will work during the next year. Faculty are expected to participate in the newly-hired faculty professional development program.* FACULTY IN THEIR SECOND AND SUBSEQUENT YEARS: *Participates in professional activities that, for example, advance the faculty member's knowledge in the field, contribute to knowledge in that field, develop the faculty member's knowledge in a new field, advance instructional effectiveness, etc. More experienced faculty members are encouraged to share their knowledge and skills with other faculty members.*

 ILS Concur (comment optional) ILS does not concur, with explanation

9. **If appropriate, add any additional MFRs approved by the ILS.** *This may include duties for which the faculty member receives release time. Wherever possible, attach evidence that these additional responsibilities are being fulfilled.*

 ILS Concur (comment optional) ILS does not concur, with explanation

ILS's general comments (optional, attach separate sheet if necessary):

ILS (Signature)

Date

If the faculty member wishes, he or she may submit a written response to the ILS within five workdays. Any such response will become part of the evaluation.

FORM B, FACULTY TEACHING OBSERVATION

Faculty Member _____ Academic Year _____

Division _____ Department _____

Observer _____ Date of Observation _____

The following performance expectations and indicators are designed to help inform teaching faculty, ILS's, and deans during the evaluation process. These performance expectations are based on research that has identified the characteristics of an effective instructor and the performance indicators are examples of behaviors associated with each performance expectation. The purpose of this evaluation tool is to give faculty and administrators an instrument to describe and differentiate expectations for faculty competence for annual evaluation. Hopefully, this tool will accomplish the following:

- *Provide faculty with professional language to talk about and build evidence for what they know and do that impacts student learning.*
- *Encourage faculty to evaluate what they do that makes a difference for their students.*
- *Encourage administrators to assess an instructor's strengths and weaknesses using evidence-based assessment.*
- *Help faculty and administrators build professional development plans to improve and strengthen best teaching practices.*

Performance Expectations	Performance Indicators/ Comments
1. Preparation for instruction	
2. Presentation of instruction	
3. Materials and methodology	
4. Communication of lesson	
5. Classroom learning climate	

6. Knowledge of subject matter	
7. Expectations for student achievement	
8. Assessment of student performance	
9. Classroom management	

Attach additional comments and suggestions using separate sheets as necessary.

Send the original form and any attachments to the dean within five workdays of the observation. Send copies to the faculty member and ILS.

If the faculty member wishes, he or she may submit a written response to the ILS within five workdays. Any such response will become part of the evaluation.

Form B, Faculty Teaching Observation

Explanation of performance expectations. *The following performance “indicators” are included as guidelines to illustrate and provide examples of each “expectation.” The indicators are not all-inclusive! They are only intended to help faculty and administrators develop a common understanding about the expectations and provide a common language for discussing teaching performance as it pertains to these expectations:*

Performance Expectations	Performance Indicators/ Comments
1. Preparation for instruction	<ul style="list-style-type: none"> -Uses available materials and resources. -Chooses activities relevant to the curriculum. -Chooses instructional strategies and activities appropriate to student abilities. -Demonstrates flexibility in planning. -Develops long-range and daily lessons.
2. Presentation of instruction	<ul style="list-style-type: none"> -Demonstrates knowledge of effective teaching practices. -Orients students to the lesson. -Informs students of learning objectives -Relates the lesson to previous and future lessons. -Presents new material clearly and logically. -Models, demonstrates, and provides examples. -Provides opportunities for students to practice independently. -Conducts smooth transition from one activity to another.
3. Materials and methodology	<ul style="list-style-type: none"> -Demonstrates ability to conduct lessons using a variety of methods. -Organizes materials, supplies, and equipment prior to the lesson. -Integrates materials and resources smoothly into a lesson. -Identifies available supplemental resources. -Uses technology, if appropriate, effectively.

4. Communication of lesson	<ul style="list-style-type: none"> -Speaks clearly, correctly, and coherently. -Puts ideas across logically. -Writes clearly, correctly, and coherently. -Demonstrates enthusiasm, vigor, involvement, and interest.
5. Classroom learning climate	<ul style="list-style-type: none"> -Fosters an environment conducive to learning. -Uses student interest and background to engage students. -Encourages participation from all students. -Responds appropriately to questions. -Creates a climate in which students display initiative and assume a personal responsibility for learning. -Gives constructive criticism and praise. -Makes an effort to know each student by name.
6. Knowledge of subject matter	<ul style="list-style-type: none"> -Teaches accurate and up-to-date information. -Coordinates learning content with instructional objectives. -Uses effective examples and illustrations. -Presents learning content in a logical sequential order.

Continued on the following page.

Form B, Faculty Teaching Observation

Explanation of performance expectations, continued.

7. Expectations for student achievement	<ul style="list-style-type: none">-Establishes a level of difficulty that encourages success beyond the knowledge level.-Communicates expectations of performance to students.-Uses evaluative feedback to determine level of skill acquisition.-Uses higher order questioning techniques to promote critical thinking.
8. Assessment of student performance	<ul style="list-style-type: none">-Makes methods of evaluation clear and purposeful.-Monitors student progress through appropriate formative and summative methods.-Provides feedback and re-teaches when necessary.-Provides feedback about student performance.-Prepares assignments that reflect the material that has been taught.
9. Classroom management	<ul style="list-style-type: none">-Establishes and clearly communicates parameters for student classroom behavior.-Promotes self-discipline.-Demonstrates fairness and consistency.-Starts class promptly.-Minimizes management time.-Manages discipline problems in accordance with the College's policies.

Form C, Instructor Evaluation

Questions

Each will be followed with a Likert scale from which the student will select a response.

1. The instructor provided me with a course syllabus (including expected learning outcomes and course requirements) at the beginning of the semester.
2. Throughout the semester the instructor made references to the expected outcomes and other course goals and objectives.
3. The instructor was interested in and enthusiastic about the subject matter.
4. The instructor treated me with courtesy and respect.
5. The instructor consistently started class on time.
6. The instructor created an atmosphere in which I was free to ask questions and participate in discussions.
7. The instructor explained the subject matter in ways that helped me understand.
8. The instructor was prepared for class each day.
9. The instructor provided assignments and activities that helped me understand the subject.
10. The textbook(s) was an important resource for me.
11. Other resources provided by the instructor (web sites, study guides, etc.) were useful for me.
12. The instructor prepared fair and objective exams and assignments, based on the learning outcomes, goals, and objectives for the course.
13. The instructor returned completed assignments to me in a timely manner.

14. The instructor responded to e-mail messages, phone calls, etc. in a timely manner.
15. The instructor provided me with useful comments, written or oral, about tests and assignments.
16. The instructor made me aware of outside resources I could use to get help with the course (such as his/her office hours, library resources, web sites, the Tutoring, Writing, and Math Centers, etc.)

FORM D-1, EVALUATION SUMMARY AND PERFORMANCE RATING

Faculty Member _____ Academic Year _____

Purpose of this evaluation:

4th) ___regular (___year of full-time, continuous employment; e.g.,
___special _____

DIRECTIONS TO THE ILS AND DEAN: Check the lines below to verify that the following required components of the evaluation have been reviewed and discussed at the evaluation conference. Other aspects of current job performance that the members of the conference deem appropriate and relevant may be discussed as well.

- _____ Form A-1
- _____ Form A-2
- _____ Forms B
- _____ Forms C
- _____ Peer reviews (if performed)
- _____ If relevant, the degree to which faculty member has met any previously stated objectives and evaluation recommendations
- _____ New goals/objectives, if any, and progress toward promotion and tenure
- _____ The performance rating

Write a summary of the evaluation. Address the faculty member's strengths, identify any areas of job performance that may need improvement, and establish goals. **This evaluation summary must be typed on a separate page and attached to this document.** Include the name of the faculty member and the year of the evaluation; title the document "Evaluation Summary."

PERFORMANCE RATING (see definitions below):

- _____ Exceeds expectations
 - _____ Fully meets expectations
 - _____ Needs improvement (evaluation summary must include a plan for improvement)
 - _____ Unsatisfactory (evaluation summary must include a plan for improvement)
-

ILS

Date

Dean

Date

Coordinator or peer (if appropriate)

Date

Faculty member

Date

The signature of the faculty member acknowledges receipt of this document, including the evaluation summary, but does not imply agreement with the summary/assessment.

_____ The faculty member should initial this line **only** if he or she disagrees with the evaluation summary and/or the performance rating, and should submit Form D-2 to the ILS within five workdays.

After page 1 of Form D-1 has been signed by all appropriate parties the dean is to forward this form, the attached evaluation summary, and (if applicable) Form D-2 to the vice president with copies to all evaluation conference participants.

VICE PRESIDENT'S REVIEW:

_____ Concur with evaluation summary and performance rating

_____ Do not concur with evaluation summary and/or performance rating

(Attach a written explanation if vice president does **not** concur.)

Signature of vice president

Date

The vice president is to forward the completed Form D-1, all attachments, and (if applicable) Form D-2 to the Central File with copies to all evaluation conference participants within five workdays of the vice president's review.

*****DEFINITIONS OF PERFORMANCE RATINGS*****

Exceeds expectations - The faculty member completely and consistently meets job-related performance standards in the four areas of teaching or primary responsibility, departmental participation, College service, and professional development. In addition, the faculty member demonstrates exemplary performance in the area of teaching and at least one of the other three areas listed above. Examples may include development of new courses or programs, workshop facilitation, presentation at regional or national conferences, College-wide committee leadership, leadership of state or national organizations, and obtaining external grant funding.

Fully meets expectations - The faculty member completely and consistently meets job-related performance standards in the four areas of teaching or primary responsibility, departmental participation, College service, and professional development. This will include positive recipient of service evaluations and classroom observations, and documented departmental participation, College service, and professional development. The faculty member's performance in some areas may occasionally exceed requirements.

Needs Improvement - The faculty member's performance requires improvement in any of the major functional responsibilities, including any of the four areas of teaching or primary responsibility, departmental participation, College service, or professional development. This is an advisory evaluation in that performance deficiencies are identified and a specific plan for improvement (with proposed timeline) is included in the written evaluation summary.

Unsatisfactory - The faculty member has failed to meet performance standards specified in the major functional responsibilities (e.g., inadequate recipients of service evaluations, lack of compliance with department, division, or College rules and standards). There is need for immediate and significant improvement in specific performance areas; performance deficiencies are identified and a specific plan for improvement (with proposed timeline) is included in the written evaluation summary. This rating may result in initiation of termination proceedings.

FORM D-2 FACULTY MEMBER'S REPLY TO EVALUATION SUMMARY AND/OR PERFORMANCE RATING

Faculty Member _____ Academic Year

Department _____ Date _____

Use this form, plus attachments as appropriate, to explain your disagreement with the evaluation summary and/or performance rating. Send the original to the ILS within five business days. Keep a copy for yourself.

CHAPTER 5 PROMOTION AND TENURE PLAN

I. INTRODUCTION

When faculty members are eligible and apply for promotion or tenure, all aspects of their professional life—teaching or principle area of responsibility, departmental participation, College service, and professional development—will be assessed. The promotion and tenure application process operates on these assumptions:

1. Faculty members are accountable for their job performance and responsible for complying with the promotion and tenure application procedures specified in this document.
2. It is the responsibility of a faculty member seeking promotion or tenure to present a portfolio that demonstrates his/her qualifications for promotion and/or tenure. It is assumed that all faculty members will fulfill their functional responsibilities. Candidates for promotion and tenure should be those faculty members who demonstrate exceptional job performance.
3. In documenting his/her significant contributions, the candidate may include statements from persons who are in positions to judge his/her job performance from different points of view: recipients of service, College and professional colleagues, committee chairs, department chairpersons, program directors, deans, and vice presidents.
4. Faculty members are entitled to due process and fairness. The promotion and tenure application process provides safeguards against violations of privacy, against anonymous or unsubstantiated allegations, against secret files, and against the insertion of new materials at late stages of the decision-making process.
5. The promotion and tenure application process provides various opportunities for either a written rebuttal or an appeal. In addition, a faculty member with concerns of bias or violations of the College Code at any step of the process may seek redress through the College's grievance procedures.

6. Faculty members are entitled to know in advance the general criteria and procedures used to assess their applications for promotion and tenure. The promotion and tenure application procedures in this document spell these out in detail, and they are the same for all members of the faculty serving in similar functions.
7. Persons and committees making promotion and tenure recommendations shall do so only after fair and impartial consideration of the performance and qualifications of the candidates. All discussions of candidates' portfolios and the committee meetings and deliberations must be confidential.

College policy requires that no one be discriminated against because of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran. To ensure that all persons are treated fairly, the Faculty Promotion and Tenure Application Procedure establishes a standard, performance-oriented assessment system with job-related criteria, definitive procedures, adequate safeguards against arbitrary or capricious actions, and the right of candidates to appeal.

Definitions

Eligibility. Eligibility for promotion or tenure is based on the faculty member (1) having achieved a minimum level of education and experience or rank, (2) having completed a number of full-time years in service, and (3) having received certain performance ratings on comprehensive evaluations. Eligibility for promotion or tenure will be determined near the end of the spring semester based on the assumption that experience and years of service requirements will be met by the end of the academic year. Eligibility is determined by the completion of Form P for promotion or Form T for tenure.

Application. Application for promotion or tenure refers specifically to the submission of a portfolio. This is done in the fall semester, after all requirements for eligibility have been met.

II. PROMOTION

A. Criteria for Promotion

General criteria for promotion

1. *Education and experience.* A candidate must meet minimum levels of formal education and full-time-equivalent teaching experience. For the purpose of promotion, full-time-equivalent teaching experience is determined as the number of full-time years of teaching credited at the time of hire plus the number of years in service at PGCC.
2. *Years in service.* Prior to application for promotion, a candidate must have a certain number of full-time years in service as a member of the Prince George's Community College faculty.
3. *Job performance.* A candidate for promotion must meet or exceed standard levels of performance in all four areas of (1) teaching or primary responsibility, (2) departmental participation, (3) College service, and (4) professional development. This criterion is fulfilled by having performance ratings of "fully meets expectations" or "exceeds expectations" on the two most recent comprehensive evaluations prior to application for promotion.
4. *Significant contributions.* Promotion at all levels requires the accomplishment of at least one significant contribution. For promotion to the rank of associate or full professor, the candidate must show that he or she has made significant contributions in all four areas of (1) teaching or primary responsibility, (2) departmental participation, (3) College service, and (4) professional development. All significant contributions must demonstrate the candidate's commitment to high-quality education. Some examples of significant contributions follow:

Teaching/primary responsibility (e.g., developed a new course, employed or shared an innovative and effective teaching method, or employed a new service activity or reference resource). A significant contribution in this area must be supported with an assessment or other appropriate evidence.

Departmental participation (e.g., served as a course coordinator, led a course or program assessment, played a key role in program development, or chaired a textbook review committee).

College service (e.g., actively served on a College committee or in the Faculty Senate, mentored faculty, carried out College assessment, served as a collegian center coordinator, advised or mentored students, or led a substantive in-service workshop). Service may be at the division or College level. Service to the community must be related to the candidate's position at the College to count as College service.

Professional development (e.g., presented at a regional or national conference, completed coursework relevant to the discipline or faculty role at an accredited institution, produced a peer-reviewed external publication, or served on a statewide or national professional committee).

A candidate may present as a significant contribution an activity for which the candidate has received compensation (e.g., served as a course coordinator or department chair). However, if the candidate has received compensation for a significant contribution, the candidate must demonstrate that his or her activities have gone beyond the expected level of service for which the candidate received compensation. For example, a candidate who has been compensated for serving as a course coordinator may not simply present serving as a course coordinator as a significant contribution. However, if in the role of course coordinator the candidate made an extensive revision of the curriculum, led an assessment of the course, or made some other substantial contribution, that may be considered a significant contribution.

Specific criteria for promotion

All specific criteria for promotion must be completed prior to application.

For promotion from instructor to assistant professor.

1. *Education and experience.* The candidate must meet one of the following minimum education and experience requirements:
 - a. A master's degree and two years full-time-equivalent teaching experience.
 - b. A certificate/license/bachelor's degree and three years full-time-equivalent teaching experience.
2. *Years in service.* Two years of service at the instructor level.

3. *Job performance.* Performance ratings of “fully meets expectations” or “exceeds expectations” on the two most recent comprehensive evaluations.
4. *Significant contributions.* The candidate must demonstrate **one significant contribution** in the area of teaching or primary responsibility. This significant contribution must have been made since beginning full-time faculty service at PGCC. A complete assessment is not required, but this significant contribution must be supported with an assessment plan or other appropriate evidence.

For promotion from assistant professor to associate professor.

1. *Education and experience.* The candidate must meet one of the following minimum education and experience requirements:
 - a. A doctorate and four years full-time-equivalent teaching experience.
 - b. A master’s degree + 30 and four years full-time-equivalent teaching experience.
 - c. A master’s degree and five years full-time-equivalent teaching experience.
 - d. A certificate/license + bachelor’s degree and eight years full-time-equivalent teaching experience.
2. *Years in service.* Four years of service at the assistant level.
3. *Job performance.* Performance ratings of “fully meets expectations” or “exceeds expectations” on the two most recent comprehensive evaluations prior to application for promotion.
4. *Significant contributions.* The candidate must demonstrate a total of **four significant contributions**, with one significant contribution in each of the four areas of (1) teaching or primary responsibility, (2) departmental participation, (3) College service, and (4) professional development. These significant contributions must have been made since achieving the rank of assistant professor or since beginning full-time faculty service at PGCC, whichever is most recent.

For promotion from associate professor to full professor.

1. *Education and experience.* The candidate must meet one of the following minimum education and experience requirements:
 - a. A doctorate and nine years full-time-equivalent teaching experience.
 - b. A master's degree + 30 and ten years full-time-equivalent teaching experience.
 - c. A certificate/license + master's degree and twelve years full-time-equivalent teaching experience.
2. *Years in service.* Five years of service at the associate level.
3. *Job performance.* Performance ratings of "fully meets expectations" or "exceeds expectations" on the two most recent comprehensive evaluations prior to application for promotion.
4. *Significant contributions.* The candidate must demonstrate a total of **six significant contributions**, with one significant contribution in each of the four areas of (1) teaching or primary responsibility, (2) departmental participation, (3) College service, and (4) professional development. These significant contributions must have been made since achieving the rank of associate professor or since beginning full-time faculty service at PGCC, whichever is most recent.

B. The Promotion Application Process

Eligibility for promotion: Form P

A candidate must establish eligibility for promotion by completing Form P. This is done in the spring semester prior to application for promotion. A candidate must have received a comprehensive performance evaluation within the two-year period prior to the semester in which he or she applies for promotion. This evaluation must be complete before beginning the application process. A candidate who is not scheduled for a regular evaluation during this time frame should request one in accord with the Faculty Evaluation Plan.

Application for promotion: the portfolio

An eligible candidate for promotion applies for promotion by submitting a portfolio. The portfolio will include a copy of Form P, copies of Form D (including Evaluation Summaries) from the last two comprehensive evaluations, and descriptions and evidence of significant contributions.

Thus, the portfolio must contain the following documents, and only these documents, in the following order:

1. Form P
2. Form D and Evaluation Summary from each of the last two evaluations
3. Significant contribution(s), teaching/primary responsibility
4. Significant contribution(s), departmental participation
5. Significant contribution(s), College service
6. Significant contribution(s), professional development

Each significant contribution should be described in narrative form and supported with evidentiary documentation. Make clear why each contribution is a "significant contribution."

Do not describe any contributions other than the specific number required for promotion to the particular rank. If the requirement is for four significant contributions, then describe only four significant contributions. Portfolios that include descriptions of significant contributions beyond the required number will be rejected (except as described in the following paragraph).

A candidate who is applying for promotion and tenure simultaneously may submit a single portfolio for both. If the number of significant contributions required for tenure and promotion are not equal, the candidate must describe a number of significant contributions equal to the greater of the two.

Assemble the portfolio in a single, 1.5" three-ring binder. If plastic sheet covers are used, then place no more than two sheets (facing front and back) in each such that pages need not be removed for review.

C. Promotion Review

Confidentiality

All persons reviewing an application for promotion are expected to treat all materials under consideration and all deliberations regarding the application as confidential.

Review of applications

1. Form P is reviewed by the dean who signs it and forwards it to the vice president, who reviews and signs it and returns it to the candidate with copies to the ILS and dean. If eligible, the candidate places the original Form P into the promotion portfolio.
2. The candidate applies for promotion by completing the portfolio and delivering it to the plan coordinator by the specified date and time. The plan coordinator then delivers the portfolio to the candidate's ILS.
3. The ILS reviews the promotion portfolio and verifies that it is complete and properly organized. If so, the ILS makes a recommendation for or against promotion on Form R. If and only if the recommendation is against promotion, then comments are required on Form R. The ILS inserts Form R into the portfolio after Form P, forwards the portfolio to the Division Promotion Committee, and provides a copy of Form R to the candidate. If the candidate does not agree with the recommendation, then he or she has five working days to write a rebuttal. Any rebuttal is inserted into the portfolio after Form R. The ILS is to return any portfolio that is incomplete or improperly organized to the candidate.

Once the ILS forwards a portfolio to the Division Promotion Committee, the portfolio will continue the process of review as described below. The candidate may withdraw the portfolio at any stage of the process.

4. The Division Promotion Committee reviews the portfolio and makes a recommendation for or against promotion on Form R. If and only if the recommendation is against promotion, then comments are required on Form R. The chair of the committee signs Form R, sends a copy to the candidate, and forwards the portfolio to the dean. If the candidate does not agree with the recommendation, then he or she has five working days to write a rebuttal. Any rebuttal is inserted into the portfolio after Form R.
5. The dean reviews the portfolio and makes a recommendation for or against promotion on Form R. If and only if the recommendation is against promotion, then comments are required on Form R. The dean signs Form R, sends a copy to the candidate, and forwards the portfolio to the College-wide Promotion Committee. If the candidate

does not agree with the recommendation, then he or she has five working days to write a rebuttal. Any rebuttal is inserted into the portfolio after Form R.

If the recommendations from the Division Promotion Committee and the dean are both against promotion, then the portfolio is not forwarded and promotion is not awarded. In such instances there may be no appeal.

6. The College-wide Promotion Committee reviews the portfolio and makes a recommendation for or against promotion. If the recommendation is for promotion, then the chair of the committee signs Form R, sends a copy to the candidate, and forwards the portfolio to the vice president. If and only if the recommendation is against promotion, then the chair is required to make comments on Form R, sign Form R, and send a copy to the candidate. The candidate has ten working days to submit an appeal to the chair of the Promotion and Tenure Appeals Committee. Any appeal and the resulting statement from the Promotion and Tenure Appeals Committee are inserted by the chair of the Promotion and Tenure Appeals Committee into the portfolio after Form R. The chair of the Promotion and Tenure Appeals Committee forwards the portfolio to the vice president and sends copies of its statement to the candidate and the chair of the College-wide Promotion Committee. If there is no appeal, then the chair of the College-wide Promotion Committee forwards the portfolio to the vice president.
7. The vice president reviews the portfolio and either concurs or does not concur with the recommendation of the College-wide Promotion Committee. If the vice president concurs, then the vice president signs Form R, sends a copy to the candidate, and forwards the recommendation to the president of the College. If the College-wide Promotion Committee has recommended against promotion and the vice president concurs, the candidate may not appeal the decision of the vice president. If the vice president does not concur, then the vice president is required to make comments on Form R, sign Form R, and send a copy to the candidate. The candidate has ten working days to submit an appeal to the chair of the Promotion and Tenure Appeals Committee. Any appeal and the resulting statement from the Promotion and Tenure Appeals Committee are inserted by the chair of the Promotion and Tenure Appeals Committee into the portfolio after Form R. The chair of the Promotion and Tenure Appeals Committee forwards the portfolio to the president of the College and sends copies of its statement to the candidate and the

vice president. If there is no appeal, then the vice president forwards the recommendation to the president of the College.

8. The president of the College makes a recommendation to the Board of Trustees.

D. The Division Promotion Committees

Composition of the Division Promotion Committees

1. *Membership.* All members of the division promotion committees must be **full-time faculty with the rank of associate professor or higher**. Each division committee will consist of **five* elected voting members**, including the chair. Candidates for promotion and their ILs are not eligible to serve.

*Each division committee must include at least one member from the department of each candidate. In the event that the number of departments represented by candidates exceeds five, then that division committee will include one member from each of the represented departments.

2. *Elections.* Members will be elected by each division during the first division meeting of the academic year that occurs after the deadline for submission of promotion applications. For each department from which there is a candidate, the nominee from that department who receives the most votes is automatically elected, regardless how many votes are cast for other division nominees. Any remaining vacancies will be filled by those remaining nominees who receive the most votes. All elected members will serve terms ending at the end of the academic year. A candidate for promotion may not be nominated to serve on the committee.
3. *Chair.* At its first meeting of the academic year, the committee will elect a chair and a vice chair from its membership. The vice chair will preside over a meeting in the event that the chair cannot preside.
4. It is the duty of the dean's office to keep a record of membership of its division promotion committee and who is serving as chair and vice chair. The dean's office is responsible for forwarding this information to the plan coordinator.
5. *Disqualification.* If any member of the committee feels unable to render a fair decision regarding a candidate, then that member must

disqualify himself or herself from committee proceedings while that candidate is being considered. Replacements will be selected by the dean.

Internal Procedures

1. **Only those materials in the faculty member's promotion portfolio can be considered during committee deliberations. Incomplete portfolios will be remanded and will not be considered.**
2. Each committee member will carefully review all of the portfolios for promotion in that division. After the portfolios have been studied, any committee member may ask the candidate for clarification of items in the portfolio.
3. Members of the committee may neither make nor request changes to any materials in the portfolio.
4. Members of the committee are to treat all materials under consideration and all deliberations as confidential.

Recommendations

After evaluating all portfolios, the chair of the committee will complete its section of Form R for each candidate and forward each portfolio to the dean. The committee makes a recommendation either for or against promotion; if and only if the committee makes a recommendation against the award of promotion, then comments must be included on Form R. A copy of Form R will be sent to the candidate.

After receiving recommendations from the committee, the dean may convene and attend a meeting of the committee for the purpose of clarification regarding a recommendation.

E. The College-wide Promotion Committee

Composition of the College-wide Promotion Committee

1. *Chair.* The vice-president of the Faculty Organization will serve as the non-voting chair of the committee. The chair is responsible for convening the first meeting of the committee in a given academic

year. The committee will then determine an appropriate meeting schedule, and the chair will preside over all meetings except as described below.

2. *Membership.* All voting members of the committee must be **full-time faculty with the rank of associate professor or higher**. The committee will consist of **nine elected voting members** plus the chair.
3. One voting member of the committee will be elected from each academic division (SSB, Health Sciences, Learning Foundations, Liberal Arts, and STEM), one from Student Services, and one from Learning Resources.
4. Two at-large voting members will be elected by the Faculty Senate.
5. Voting members will serve staggered two-year terms. Members from SSB, Health Sciences, Learning Foundations, and Liberal Arts will be elected one year; members from STEM, Student Services, Learning Resources, and the at-large members the next. Members may serve no more than two terms in succession.
6. At its first meeting of the academic year, the committee will elect a vice chair from its membership. The vice chair will preside over a meeting in the event that the chair cannot preside.
7. Prior to the beginning of each academic year, the vice president of the Faculty Organization will notify the President of the Faculty Organization and the deans of the appropriate areas as to what positions need to be filled.
8. Disqualification. If any member of the committee feels unable to render a fair decision regarding a candidate (including situations where a committee member is a candidate for promotion), then that member must disqualify himself or herself from committee proceedings while that candidate is being considered.

Internal Procedures

1. **Only those materials in the faculty member's promotion portfolio can be considered during committee deliberations. Incomplete portfolios will be remanded and will not be considered.**
2. Each committee member will carefully review all of the portfolios for promotion. After the portfolios have been studied, any committee

member may ask the candidate for clarification of items in the portfolio.

3. Members of the committee may neither make nor request changes to any materials in the portfolio.
4. Members of the committee are to treat all materials under consideration and all deliberations as confidential.

Recommendations

After evaluating all portfolios, the chair of the committee will complete its section of Form R for each candidate and forward each portfolio to the vice president. The committee makes a recommendation either for or against promotion; if and only if the committee makes a recommendation against the award of promotion, then comments must be included on Form R. A copy of Form R will be sent to the candidate.

After receiving recommendations from the committee, the vice president may convene and attend a meeting of the committee for the purpose of clarification regarding a recommendation.

III. TENURE

As described in §8-208 of the College Code, the president of the College will announce the number of tenure openings at least 90 days prior to the recommended deadline for submission of Form T, Eligibility for Tenure.

A. Criteria for Tenure

All criteria for tenure must be completed prior to application.

1. *Rank.* A candidate for tenure must hold the rank of associate or full professor.
2. *Years in service.* A candidate for tenure must have completed at least six years of full-time service as a member of the PGCC faculty prior to application for tenure.
3. *Job performance.* A candidate for tenure must meet or exceed standard levels of performance in all four areas of (1) teaching or primary responsibility, (2) departmental participation, (3) College service, and (4) professional development. This criterion is fulfilled by having performance ratings of “fully meets expectations” or “exceeds expectations” on the two most recent comprehensive evaluations prior to application for tenure.
4. *Significant contributions.* A candidate for tenure must show a total of **five significant contributions** since he or she became a full-time member of the PGCC faculty. The candidate must show one significant contribution in each of the four areas of (1) teaching or primary responsibility, (2) departmental participation, (3) College service, and (4) professional development. All significant contributions must demonstrate the candidate’s commitment to high-quality education. Some examples of significant contributions follow:

Teaching/primary responsibility (e.g., developed a new course, employed or shared an innovative and effective teaching method, or employed a new service activity or reference resource). A significant contribution in this area must be supported with an assessment or other appropriate evidence.

Departmental participation (e.g., served as a course coordinator, led a course or program assessment, played a key role in program development, or chaired a textbook review committee).

College service (e.g., actively served on a College committee or in the Faculty Senate, mentored faculty, carried out College assessment, served as a collegian center coordinator, advised or mentored students, or led a substantive in-service workshop). Service may be at the division or College level. Service to the community must be related to the candidate's position at the College to count as College service.

Professional development (e.g., presented at a regional or national conference, completed coursework relevant to the discipline or faculty role at an accredited institution, produced a peer-reviewed external publication, or served on a statewide or national professional committee).

A candidate may present as a significant contribution an activity for which the candidate has received compensation (e.g., served as a course coordinator or department chair). However, if the candidate has received compensation for a significant contribution, the candidate must demonstrate that his or her activities have gone beyond the expected level of service for which the candidate received compensation. For example, a candidate who has been compensated for serving as a course coordinator may not simply present serving as a course coordinator as a significant contribution. However, if in the role of course coordinator the candidate made an extensive revision of the curriculum, led an assessment of the course, or made some other substantial contribution, that may be considered a significant contribution.

B. The Tenure Application Process

Eligibility for tenure: Form T

A candidate must establish eligibility for tenure by completing Form T. This is done in the spring semester prior to application for tenure. A candidate must have received a comprehensive performance evaluation within the two years prior to the semester in which he or she applies for tenure. This evaluation must be complete before beginning the application process. A candidate who is not scheduled for a regular evaluation during this time frame should request one in accord with the Faculty Evaluation Plan.

Application for tenure: the portfolio

An eligible candidate for tenure applies for tenure by submitting a portfolio. The portfolio will include a copy of Form T, copies of Form D

(including Evaluation Summaries) from the last two evaluations, and descriptions and evidence of significant contributions. Thus, the portfolio must contain the following documents, and only the following documents, in the following order:

1. Form T
2. Form D and Evaluation Summaries
3. Significant contribution(s), teaching/primary responsibility
4. Significant contribution(s), departmental participation
5. Significant contribution(s), College service
6. Significant contribution(s), professional development

Each significant contribution should be described in narrative form and supported with evidentiary documentation. Make clear why each contribution is a "significant contribution."

Do not describe any contributions other than the required five.

Portfolios that include descriptions of more than five significant contributions will be rejected (except as described in the following paragraph).

A candidate who is applying for promotion and tenure simultaneously may submit a single portfolio for both. If the number of significant contributions required for tenure and promotion are not equal, the candidate must describe a number of significant contributions equal to the greater of the two.

Assemble the portfolio in a single, 1.5" three-ring binder. If plastic sheet covers are used, then place no more than two sheets (facing front and back) such that pages need not be removed for review.

C. Tenure Review

Confidentiality

All persons reviewing an application for promotion are expected to treat all materials under consideration and all deliberations regarding the application as confidential.

Review of applications

1. Form T is reviewed by the dean who signs it and forwards it to the vice president, who reviews and signs it and returns it to the candidate with copies to the ILS and dean. If eligible, the candidate places the original Form T into the tenure portfolio.
2. The candidate applies for tenure by completing the portfolio and delivering it to the plan coordinator by the specified date and time. The plan coordinator then delivers the portfolio to the candidate's ILS.
3. The ILS reviews the tenure portfolio and verifies that it is complete and properly organized. If so, the ILS makes a recommendation for or against tenure on Form R. If and only if the recommendation is against tenure, then comments are required on Form R. The ILS inserts Form R into the portfolio after Form T, forwards the portfolio to the Division Tenure Committee, and provides a copy of Form R to the candidate. If the candidate does not agree with the recommendation, then he or she has five working days to write a rebuttal. Any rebuttal is inserted into the portfolio after Form R. The ILS is to return any portfolio that is incomplete or improperly organized to the candidate.

Once the ILS forwards a portfolio to the Division Tenure Committee, the portfolio will continue the process of review as described below. The candidate may withdraw the portfolio at any stage of the process.

4. The Division Tenure Committee reviews the portfolio and makes a recommendation for or against tenure on Form R. If and only if the recommendation is against tenure, then comments are required on Form R. The chair of the committee signs Form R, sends a copy to the candidate, and forwards the portfolio to the dean. If the candidate does not agree with the recommendation, then he or she has five working days to write a rebuttal. Any rebuttal is inserted into the portfolio after Form R.
5. The dean reviews the portfolio and makes a recommendation for or against tenure on Form R. If and only if the recommendation is against tenure, then comments are required on Form R. The dean signs Form R, sends a copy to the candidate, and forwards the portfolio to the College-wide Tenure Committee. If the candidate does not agree with the recommendation, then he or she has five

working days to write a rebuttal. Any rebuttal is inserted into the portfolio after Form R.

If the recommendations from the Division Tenure Committee and the dean are both against the award of tenure, then the portfolio is not forwarded and tenure is not awarded. In such instances there may be no appeal.

6. The College-wide Tenure Committee reviews the portfolio and makes a recommendation for or against tenure. If the recommendation is for tenure, then the chair of the committee signs Form R, sends a copy to the candidate, and forwards the portfolio to the vice president. If and only if the recommendation is against tenure, then the chair is required to make comments on Form R, sign Form R, and send a copy to the candidate. The candidate has ten working days to submit an appeal to the chair of the Promotion and Tenure Appeals Committee. Any appeal and the resulting statement from the Promotion and Tenure Appeals Committee are inserted by the chair of the Promotion and Tenure Appeals Committee into the portfolio after Form R. The chair of the Promotion and Tenure Appeals Committee forwards the portfolio to the vice president and sends copies of its statement to the candidate and the chair of the College-wide Tenure Committee. If there is no appeal, then the chair of the College-wide Tenure Committee forwards the portfolio to the vice president.
7. The vice president reviews the portfolio and either concurs or does not concur with the decision of the College-wide Tenure Committee. If the vice president concurs, then the vice president signs Form R, sends a copy to the candidate, and forwards the recommendation to the president of the College. If the College-wide Promotion Committee has recommended against promotion and the vice president concurs, the candidate may not appeal the decision of the vice president. If the vice president does not concur, then the vice president is required to make comments on Form R, sign Form R, and send a copy to the candidate.

The candidate has ten working days to submit an appeal to the chair of the Promotion and Tenure Appeals Committee. Any appeal and the resulting statement from the Promotion and Tenure Appeals Committee are inserted by the chair of the Promotion and Tenure Appeals Committee into the portfolio after Form R. The chair of the Promotion and Tenure Appeals Committee forwards the portfolio to the president of the College and sends copies of its statement to the

candidate and the vice president. If there is no appeal, then the vice president forwards the recommendation to the president.

8. The president of the College makes a recommendation to the Board of Trustees.

D. The Division Tenure Committees

Composition of the Division Tenure Committees

1. *Membership.* All members of the division tenure committees must be **full-time faculty with tenure and the rank of associate professor or higher**. Each division committee will consist of **five* elected voting members**, including the chair. Candidates for tenure and ILSs are not eligible to serve.

*Each division committee must include at least one member from the department of each candidate. In the event that the number of departments represented by candidates exceeds five, then that division committee will include one member from each of the represented departments.

2. *Elections.* Members will be elected by each division during the first division meeting of the academic year that occurs after the deadline for submission of tenure applications. For each department from which there is a candidate, the nominee from that department who receives the most votes is automatically elected, regardless how many votes are cast for other division nominees. Any remaining vacancies will be filled by those remaining nominees who receive the most votes. All elected members will serve terms ending at the end of the academic year.
3. *Chair.* At its first meeting of the academic year, the committee will elect a chair and a vice chair from its membership. The vice chair will preside over a meeting in the event that the chair cannot preside.
4. It is the duty of the dean's office to keep a record of membership of its division tenure committee and who is serving as chair and vice chair. The dean's office is responsible for forwarding this information to the plan coordinator.
5. *Disqualification.* If any member of the committee feels unable to render a fair decision regarding a candidate, then that member

must disqualify himself or herself from committee proceedings while that candidate is being considered. Replacements will be selected by the dean.

Internal Procedures

1. **Only those materials in the faculty member's tenure portfolio can be considered during committee deliberations. Incomplete portfolios will be remanded and will not be considered.**
2. Each committee member will carefully review all of the portfolios for tenure in that division. After the portfolios have been studied, any committee member may ask the candidate for clarification of items in the portfolio.
3. Members of the committee may neither make nor request changes to any materials in the portfolio.
4. Members of the committee are to treat all materials under consideration and all deliberations as confidential.

Recommendations

After evaluating all portfolios, the chair of the committee will complete its section of Form R for each candidate and forward each portfolio to the dean. The committee makes a recommendation either for or against tenure; if and only if the committee makes a recommendation against the award of tenure, then comments must be included on Form R. A copy of Form R will be sent to the candidate.

After receiving recommendations from the committee, the dean may convene and attend a meeting of the committee for the purpose of clarification regarding a recommendation.

E. The College-wide Tenure Committee

Composition of the College-wide Tenure Committee

1. *Chair.* The vice-president of the Faculty Organization will serve as the non-voting chair of the committee. The chair is responsible for convening the first meeting of the committee in a given academic year. The committee will then determine an appropriate meeting schedule, and the chair will preside over all meetings except as described below.

2. *Membership.* All voting members of the committee must be **full-time faculty with tenure and the rank of associate professor or higher**. The committee will consist of **nine elected voting members** plus the chair.
3. One voting member of the committee will be elected from each academic division (SSB, Health Sciences, Learning Foundations, Liberal Arts, and STEM), one from Student Services, and one from Learning Resources.
4. Two at-large voting members will be elected by the Faculty Senate.
5. Voting members will serve staggered two-year terms. Members from SSB, Health Sciences, Learning Foundations, and Liberal Arts will be elected one year; members from STEM, Student Services, Learning Resources, and the at-large members the next. Members may serve no more than two terms in succession.
6. At its first meeting of the academic year, the committee will elect a vice chair from its membership. The vice chair will preside over a meeting in the event that the chair cannot preside.
7. Prior to the beginning of each academic year, the vice president of the Faculty Organization will notify the President of the Faculty Organization and the deans of the appropriate areas as to what positions need to be filled.
8. Disqualification. If any member of the committee feels unable to render a fair decision regarding a candidate, then that member must disqualify himself or herself from committee proceedings while that candidate is being considered.

Internal Procedures

1. **Only those materials in the faculty member's promotion portfolio can be considered during committee deliberations. Incomplete portfolios will be remanded and will not be considered.**
2. Each committee member will carefully review all of the portfolios for promotion. After the portfolios have been studied, any committee

member may ask the candidate for clarification of items in the portfolio.

3. Members of the committee may neither make nor request changes to any materials in the portfolio.
4. Members of the committee are to treat all materials under consideration and all deliberations as confidential.

Recommendations

After evaluating all portfolios, the chair of the committee will complete its section of Form R for each candidate and forward each portfolio to the vice president. The committee makes a recommendation either for or against awarding tenure; if and only if the committee recommends against tenure, then comments must be included on Form R. A copy of Form R will be sent to the candidate.

After receiving recommendations from the committee, the vice president may convene and attend a meeting of the committee for the purpose of clarification regarding a recommendation.

F. Post-Tenure Salary Improvements

Full-time faculty with tenure may continue to apply for and receive post-tenure salary improvements.

Criteria

All criteria must be completed prior to application.

1. *Tenure.* The candidate must be a tenured member of the full-time faculty. A tenured associate professor who meets the education and experience criterion for full-professor must obtain the rank of full professor before applying for a post-tenure salary improvement.
2. *Years in service.* Four years of service since obtaining tenure or since the last promotion or post-tenure salary improvement was awarded, whichever was most recent.
3. *Job performance.* A performance rating of "fully meets expectations" or "exceeds expectations" on a comprehensive evaluation completed within two years prior to application.
4. *Significant contributions.* The candidate must demonstrate a total of **four significant contributions**. At least one contribution must be in

the area of (1) teaching or primary responsibility; and at least one contribution must be in the area of (2) departmental participation OR (3) College service. All significant contributions must have been made since obtaining tenure, the last promotion, or the last post-tenure salary improvement, whichever is most recent.

Application and review

The application and review processes for a post-tenure salary improvement is the same as that for tenure.

IV. PROMOTION AND TENURE TIMETABLE

Activity	Recommended Deadline*	
Eligibility		
The president of the College announces the number of tenure openings.	At least 90 days prior to the 4 th Friday in April	
Candidate must submit Form P (Eligibility for Promotion) and/or Form T (Eligibility for Tenure) to dean.	April 4 th Friday	
Dean will notify faculty members whether they have been approved as eligible for promotion and/or tenure.	May 2 nd Friday	
Application		
Candidate applies for promotion and/or tenure by submitting a portfolio to plan coordinator.	September 4 th Wednesday	
Plan coordinator checks-in portfolio and delivers it to the appropriate division office for review by the ILS.	October 1 st Friday	
ILS makes recommendation for or against on Form R and delivers portfolio to division office for review by the appropriate committee.	Tenure October 3 rd Friday	Promotion October 4 th Friday
Tenure Application Review and Recommendations		
Portfolio is made available to Division Tenure Committee.	October 3 rd Friday	
Division Tenure Committee makes recommendation for or against on Form R and delivers portfolio to dean.	November 1 st Friday	
Dean makes recommendation for or against on Form R and delivers portfolio to the plan coordinator.	November 3 rd Friday	
College-wide Tenure Committee makes recommendation for or against on Form R and delivers portfolio to the appropriate VP.	February 2 nd Friday	
The VP meets with the Chair of the College-wide Tenure Committee to discuss their recommendation, completes Form R, and makes a recommendation to the College president.	March 1 st Friday	
The president sends recommendation to Board of Trustees.	Prior to April Board of Trustees meeting	

*The plan coordinator may adjust deadlines as necessary (e.g., in the event that review is delayed by an appeal), with notification to the candidate.

IV. PROMOTION AND TENURE TIMETABLE, continued

Promotion Application Review and Recommendations	
Portfolio is made available to Division Promotion Committee.	October 4 th Friday
Division Promotion Committee makes recommendation for or against on Form R and delivers portfolio to dean.	November 2 nd Friday
Dean makes recommendation for or against on Form R and delivers portfolio to the plan coordinator.	December 1 st Friday
College-wide Promotion Committee makes recommendation for or against on Form R and delivers portfolio to the appropriate VP.	February 3 rd Friday
The VP meets with the Chair of the College-wide Promotion Committee to discuss their recommendation(s), completes Form R, and makes a recommendation to the College president.	March 2 nd Friday
The president sends recommendation to Board of Trustees.	Prior to April Board of Trustees meeting

V. REBUTTALS AND APPEALS

A. Review

A faculty member or ILS may seek advice and assistance from the coordinator of the Faculty Promotion and Tenure Application Procedure regarding questions and concerns related to administration. The coordinator can provide general information and advice, interpret procedural provisions, and take action to ensure the fair administration of all procedures. Consultation with the coordinator should be the first step taken if a faculty member or ILS has questions related to the administration of the Faculty Promotion and Tenure Application Procedure.

B. Rebuttals

A candidate for promotion or tenure may prepare and submit a written rebuttal after any step of the review process up to and including review by the dean. All rebuttals must be sent to the ILS, with a copy to the individual evaluator or appropriate committee chair, within five working days of receiving the particular recommendation. The ILS is responsible for inserting the rebuttal into the candidate's portfolio prior to the next review. All rebuttals become part of the promotion or tenure application portfolio and are subject to review by subsequent evaluators.

C. Appeals

Appeal of recommendation by the College-wide committee

A candidate may file an appeal in response to a recommendation against promotion or tenure by the respective College-wide committee. An appeal must be submitted in writing to the Promotion and Tenure Appeals Committee within ten working days of receipt of the decision by the College-wide committee. The scope of the written appeal is limited to addressing the written comments made on Form R by the College-wide committee. The candidate may include in the appeal evidence/documentation not previously included in the portfolio, provided this information is of clear relevance to the written comments made on Form R. The candidate may not use the appeals process as an opportunity to add extraneous information to the portfolio or to describe an additional significant contribution. The written appeal and the response of the

Promotion and Tenure Appeals Committee are to be inserted into the portfolio prior to review by the vice president.

Appeal of recommendation by the vice president

Only in the event that the College-wide committee recommends promotion or tenure and the vice president does not concur, then the candidate may file an appeal in response to the vice president's decision. An appeal must be submitted in writing to the Promotion and Tenure Appeals Committee within ten working days of receipt of the decision by the vice president. The scope of the written appeal is limited to addressing the written comments made on Form R by the vice president. The candidate may include in the appeal evidence/documentation not previously included in the portfolio, provided this information is of clear relevance to the written comments made on Form R. The candidate may not use the appeals process as an opportunity to add extraneous information to the portfolio or to describe an additional significant contribution. The written appeal and the response of the Promotion and Tenure Appeals Committee are to be inserted into the portfolio prior to review by the president of the College.

In the event that the College-wide committee's recommendation is against the award of promotion or tenure, and the vice president concurs, then the candidate may not appeal the decision of the vice president. The opportunity to appeal in such cases is in response to the recommendation of the College-wide committee.

Promotion and Tenure Appeals Committee

1. *Composition.* The Promotion and Tenure Appeals Committee is composed of five regular voting members and two alternates elected for one-year terms by the Faculty Senate at its first meeting of the academic year. The seven members must be tenured, associate or full professors, and they may not be serving on the current College-wide Promotion or Tenure Committees. The alternates are expected to attend all meetings.
2. *Disqualification.* A committee member must disqualify himself or herself from voting on any appeal if the committee member believes that he or she is unable to render a fair decision, if the

committee is considering his or her own appeal, or if the member was already involved in the appeal being heard.

3. *Chair.* The first meeting of the committee will be convened by the coordinator of the Faculty Promotion and Tenure Application Procedure. At this first meeting all members of the committee will vote to elect a chair and a vice chair. It is the duty of the chair to convene subsequent meetings of the committee and to notify appellants and members of the committee as to the time and place of any meeting to consider an appeal. The vice chair will assume all the duties of the chair in the absence of or when directed to do so by the chair.
4. *Deliberations.* Members of the committee will review the appellant's portfolio, including all comments on Form R, the written appeal, and any relevant evidence included with the written appeal. At the direction of the committee, the chair of the committee may make a written request of the appellant, the chair of the College-wide committee, or the vice president for clarification of information in any of the documents under consideration. The written request and any response will be attached to the final written decision of the committee. After considering this information (and any information gathered in a hearing, if applicable), the voting members hearing the appeal will vote on an action.
5. *Actions.* The committee will vote either to (a) concur with the recommendation of the College-wide committee or vice president, or (b) not concur with the recommendation of the College-wide committee or vice president. In either case, the chair of the committee or his or her designee from the committee will draft a summary response of the committee's decision. After the draft has been approved by members of the committee, the chair of the committee will place the final, signed response (along with the original appeal and any attachments as described above) into the appellant's portfolio. A copy of the response is given to the appellant.
6. *Timetable.* The committee must complete its review and place its written response into the appellant's portfolio within twenty working days of the receipt of the written appeal.

D. Grievances

Notwithstanding rebuttals or appeals, a faculty member with concerns of bias or violations of the College Code at any step of the process may seek redress through the College's grievance procedures.

By-Laws
of the
Faculty Organization
at
Prince George's Community College



Revised 2-5-2015

Definitions:

The Faculty Organization: Another name for “The Faculty.” This organization includes all teachers and college personnel with current faculty status, either full-time or adjunct. Adjunct membership is based upon inclusion in an active adjunct employment pool.

The Faculty Senate: The representative body elected by the Faculty Organization to handle faculty affairs. It includes officers and senators representing specific faculty areas.

Faculty Organization Committee: An elected or appointed committee that reports to the Faculty Senate. Examples include the, Adjunct Faculty Committee, and Faculty Salary and Benefits Committee.

College-wide Committee: A committee dealing with college-wide needs or efforts that may include both faculty members and other members of the college community. Examples include the College-wide Forum (CWF) and Academic Council.

I. Name

The name of the organization governed by these *Bylaws* shall be “the Faculty Organization of Prince George’s Community College” (herein called “the Faculty Organization”).

II. Purpose

The purpose of the Faculty Organization is to enact, support, and advance Prince George’s Community College’s beliefs about education as articulated in our philosophy of education, within all aspects of college goal-setting, planning, and operations, including but not limited to the following goals:

- A. setting and promoting appropriate professional standards for the faculty
- B. representing the faculty viewpoint in decision-making at the college
- C. promoting the well-being of all full-time and adjunct faculty members

These purposes shall be accomplished through actions of the Faculty Senate, an elected representative body, elected officers of The Faculty Organization, and appointed faculty representatives on

various college-wide planning and governance councils, committees, and boards.

III. Membership of the Faculty Organization

All full-time and adjunct faculty members of Prince George's Community College are voting members of the Faculty Organization.

IV. Nominations and Elections

- A. Unless otherwise specified in these *Bylaws*, senators, and other representatives of the Faculty Organization shall be elected (or appointed) for two-year terms commencing June 1 and ending May 31. In order to maintain continuity from year to year, and as specified elsewhere in these *Bylaws*:
1. Elections for two-year positions shall be staggered so that approximately one-half of the positions are elected in even-numbered years and the remainder in odd-numbered years.
 2. Prior to submitting their respective names for nomination, each faculty member shall make appropriate arrangements with her or his dean, chair, director, or other appropriate supervisor, in order to assure that future teaching/work assignments do not conflict with relevant published regular meeting schedules.
 3. General elections shall be held by mid-term of each spring semester. The secretary may conduct special elections at any time during the academic year if necessary.
 4. Newly elected officers, senators, and other representatives shall generally assume their new duties on June 1.
 5. In order to assure smooth transitions in representation and leadership, all in-coming and out-going officers, senators, and representatives shall coordinate closely with their respective counterparts during the remainder of each spring semester following an election.

- B. The secretary shall solicit nominations for all ballot openings from all members of the Faculty Organization, no later than the first Monday in November each year.
- C. No one shall be nominated to an elected Faculty Organization position without her or his explicit consent. Nominations shall be in writing (email included) and co-signed by both the nominator (if any) and the nominee. Nominations will include a bio of the nominee, to include his or her name, title, department, length of time at the college, prior college service, prior Faculty Senate service and a brief platform statement. A member of the faculty may nominate him/herself for a position.
- D. The secretary shall publish the names, bios and available platform statements for all eligible nominees, no later than the first Friday in February each year.
- E. The Faculty Senate and its officers shall assist the secretary in providing at least one opportunity for members of the Faculty Organization to “meet the candidates” and review bios and platform statements prior to each spring semester election.
- F. The secretary shall conduct annual Faculty Organization elections by written or electronic ballot during a seven-day period that ends no later than the first Friday in March each year.
- G. The secretary shall take all reasonable steps to assure that written or electronic ballots are made accessible to all members of the Faculty Organization.

V. Faculty Senate

It is the responsibility of the Faculty Senate to represent the members of the Faculty Organization in all matters.

- A. There shall be twelve full-time elected area senators and eight adjunct elected area senators to the Faculty Senate. Each senator, whether full-time or adjunct, represents all full-time and all adjunct faculty members within his/her respective area.

1. Full-time area senators shall be elected to represent each of the following divisions:

Full-Time Faculty Area Senators	
Elected in even years	Elected in odd years
Health Sciences (1)	Health Sciences (1)
Learning Foundations (1)	Learning Foundations (1)
Liberal Arts (1)	Liberal Arts (1)
Science, Technology, Engineering and Mathematics (1)	Science, Technology, Engineering and Mathematics (1)
Social Sciences and Business (1)	Social Sciences and Business (1)
Learning Resources (1)	Student Services (1)

2. One adjunct area senator shall be elected to represent the following eight areas:

Adjunct Faculty Area Senators	
Elected in even years	Elected in odd years
Science, Technology, Engineering, and Mathematics	Learning Resources
Liberal Arts	Health Sciences
Student Services	Social Sciences and Business
Learning Foundations	Workforce Development and Continuing Education (WDCE)

- B. Full-time and Adjunct faculty area senators shall be elected during their respective January division meetings. Results of elections shall be reported to the secretary of the Faculty Organization.
- C. There shall be two full-time elected at-large senators to the Faculty Senate.
- D. One elected vice president, one elected adjunct vice president and one elected secretary of the Faculty Organization shall be members of the Faculty Senate. After one year in office, the vice president will serve for one year as president and then for one year as the past president. They shall be referred to throughout this document as president, vice president, adjunct vice president, secretary and past president of the Faculty Organization.
- E. The Chairs Council shall nominate and elect one department chair to serve as a non-voting liaison representative to the Faculty Senate each year.
- F. Terms of service

1. *Area senators*

All full-time and adjunct area senators shall be elected to serve staggered two-year terms commencing June 1 and ending May 31. As indicated in the area senator tables above, approximately one-half of these senators

shall be elected in even years and the remainder in odd years. All area senators shall be eligible for reelection.

2. *At-large senators*

At-large senators shall serve staggered two-year terms, with one senator being elected in even years and the other in odd years. At-large senators shall be eligible for reelection.

G. Nomination and election of senators

1. The secretary shall conduct all elections for area and at-large senators in accordance with the procedures outlined in Section IV of these *Bylaws*. (See also Section VIII.)

2. *Area senators*

- a. All area senators shall be elected during their respective area division meetings in January of each year in accordance with the procedures outlines in Section IV of these *Bylaws*.
- b. All full-time area senators shall be elected by the full-time and adjunct faculty members that they represent.
- c. All adjunct area senators shall be elected by the full-time and adjunct faculty members that they represent.
- d. In each senator election, the candidates who receive the most votes shall be elected senator.

3. *At-large senators*

- a. All at-large senators shall be elected by the full-time and adjunct members of the Faculty Organization.
- b. One at-large senator shall be elected in even years. The other at-large senator shall be elected in odd years.
- c. Every faculty member may vote for one at-large candidate.

H. Duties of senators

1. Each area senator shall stay current with the business of the Faculty Senate, and attend all of its meetings. Prior to any absence, senators shall familiarize a selected alternate with the details of proposed Senate actions, and following any absence, that alternate shall brief that senator regarding the Senate proceedings.
2. At-large senators shall stay current with the business of the Faculty Senate and attend all of its meetings. Prior to any absence, senators shall familiarize a selected alternate with the details of proposed Senate actions, and following any absence, that alternate shall brief that senator regarding the Senate proceedings.
3. The secretary shall be notified regarding all alternates in attendance.
4. Any senator may be dropped from membership in the Faculty Senate after missing three consecutive meetings without sending an alternate and shall be considered as resigned.
5. All members of the Faculty Organization shall have electronic access (email, portal site, etc.) to copies of the agenda and minutes for each meeting of the Faculty Senate. All area senators shall maintain open two-way communications with those members of the faculty they represent.
5. Failure to fulfill the above responsibilities shall be cause for recall.

I. Recall of senators

1. Recall of an area senator may be initiated by circulating a petition among the members of the faculty who are represented by that senator. Any of these represented faculty members may initiate such a petition. The senator shall be recalled if more than 50 percent of the represented faculty members sign the petition. The president of the Faculty Organization shall, within five days of receiving such a petition, declare in writing that the senator is out of office.
2. A petition for recall of an at-large senator may be initiated by any member of the Faculty Organization.

The president of the Faculty Organization shall present that petition to the Faculty Senate for approval. If approved by the Faculty Senate, the president shall then post an electronic petition among all members of the Faculty Organization. An at-large senator shall be recalled if at least 40 percent of the members of the Faculty Organization sign the petition for recall. The president of the Faculty Organization shall, within five days of receiving such a petition, declare in writing that the senator is out of office.

3. The Faculty Senate may, by a two-thirds vote, recommend the recall of any senator. The president shall forward any approved recommendation for recall of an area senator for consideration by the represented members of the faculty, who in turn shall decide whether or not to initiate a recall petition. The president shall initiate a recall petition for an at-large senator after the Faculty Senate approves such a recommendation.

J. Vacancies in the Faculty Senate

1. *Area senators*

Any vacancy in an area senator position shall be filled within one month by special election. The secretary, in coordination with the Division Dean, shall organize and coordinate all such special elections, and all represented faculty members shall be eligible to vote in these elections.

2. *At-large senators*

Any vacancy in an at-large delegate position shall be filled by appointment. The president of the Faculty Organization shall appoint an eligible member of the Faculty Organization to serve the remainder of the term, subject to confirmation by the Faculty Senate.

3. *Members of committees and faculty representatives*

In the event that a committee membership or representative position becomes vacant, the secretary will immediately solicit nominees to fill the position on

an interim basis. Once nominations have closed, the Faculty Senate will elect one of the nominees to serve the remainder of the term.

VI. Officers of The Faculty Organization

A. Officers and eligibility for office

1. The officers of the Faculty Organization shall be one president, one vice president, one adjunct vice president (elected from among eligible adjunct faculty members), and one past president. They shall be referred to throughout this document as president, vice president, adjunct vice president and past president of the Faculty Organization.
2. Any faculty members who are and intend to remain full-time members of the Faculty Organization for the next three academic years, shall be eligible for election to the office of vice president, and subsequently serve one-year terms as president and past president. At least two years of prior service on the Faculty Senate is preferred.
3. The adjunct vice president shall be deemed eligible when they have satisfactorily completed at least four (4) adjunct contracts in a two (2) year period teaching credit courses, be recommended by their academic chair and approved by their dean. Full-time members of other constituencies within the college are not eligible for this position.

B. Terms of office

An elected vice president shall serve one year as vice president, one year as president and one year as past president. Each one year term shall commence on June 1 and end on May 31. The adjunct vice president shall receive a two-year contract compensated at 2 ECH for each semester (fall, and spring) in their term. Together with their teaching contracts, their total annual "load" shall not exceed the annual teaching hour limitations established by the college.

C. Nomination and election of officers

The secretary shall conduct all elections for Faculty Organization Officers in accordance with the procedures outlined in Section IV of these *Bylaws*.

1. A Faculty Senate secretary, elected for a two-year term, shall duplicate handouts, record minutes, and maintain attendance records for all meetings of the Faculty Senate and the Faculty Organization. The secretary will be compensated with two hours of reassigned time during each fall and spring semester.
2. The secretary and president shall work together as appropriate to prepare, edit, and provide electronic access to Faculty Senate and Faculty Organization information for all members of the Faculty Organization, including but not limited to meeting agendas and minutes.
3. The secretary shall maintain Faculty Senate digital files (including reference copies of the minutes and agendas), assist in maintenance of the Faculty Organization portal Site, conduct all elections, reserve all rooms needed for meetings, request any audio-visual equipment (including GoToMeeting), keep meeting attendance records and perform other duties as assigned.

D. Responsibilities of the president

1. To preside at regular meetings of the Faculty Senate.
2. To call special meetings of the Faculty Senate and meetings of the entire Faculty Organization as necessary, and to preside at those meetings.
3. To transmit action recommendations of the Faculty Senate to college planning or governance councils (e.g., the CWF), committees, boards, the president of the college, or the Board of Trustees as appropriate.
4. To monitor progress and keep the Faculty Senate informed concerning the status of all pending recommendations.
5. To coordinate with other constituency leaders, and to inform these leaders on a timely basis of appropriate recommendations going forward from the Faculty

Senate, so that the other constituencies can forward supporting and dissenting recommendations if they so desire.

6. To serve on the Academic Council.
7. To serve as a member of the College-wide Forum.
8. To convene the Faculty Handbook and Bylaws Committee.
9. To represent the viewpoint of the Faculty Organization to the president and senior team of the college, the Board of Trustees, and the community at large.
10. To represent the faculty on public occasions.
11. To assure that appropriate members of the faculty are appointed, subject to confirmation by the Faculty Senate, to all college planning and governance councils, committees, and boards, including members of all non-elected Faculty Organization committees. (See also Section VIII.)
12. To assure that appropriate schedules are maintained and published for regular meetings of the Faculty Senate and all standing and elected committees of the Faculty Organization.
13. To promote the creation, maintenance, and publication of appropriate regular meeting schedules for all college planning and governance councils, committees, and boards that include positions for faculty representatives.
14. To work with deans and department chairs in order to:
 - a. Promote the creation, maintenance, and publication of appropriate meeting schedules for all college divisions, departments, areas, and clusters that include members of the faculty.
 - b. Minimize conflicts among scheduled classes, faculty teaching/work assignments, and published regular meeting schedules.
15. To vote on questions before the Faculty Senate when the president's vote is required to break a tie.

16. Any responsibilities not expressly given to others shall reside with the president of the Faculty Organization until otherwise assigned by the Faculty Senate.

E. Responsibilities of the vice president

1. To serve in place of the president of the Faculty Organization whenever the president is unable to serve.
2. To chair the College-wide Promotion Committee.
3. To chair the College-wide Tenure and post-tenure salary improvement Committee.
4. To consult with the president, past president and adjunct vice president of the Faculty Organization.
5. To co-convene and chair meetings of the Faculty Salary and Benefits Committee.
6. To perform other duties as assigned by the president of the Faculty Organization.
7. The vice president shall be eligible to vote on all questions before the Faculty Senate, except when the vice president is presiding in place of the president. In that event, the vice president shall vote only on those questions requiring an additional vote to break a tie.

F. Responsibilities of the adjunct vice president

1. To serve in place of the president of the Faculty Organization whenever the president, vice president or past president are unable to serve.
2. To chair the Adjunct Faculty Committee.
3. To consult with the president, vice president and past president of the Faculty Organization.
4. To co-convene and chair the Faculty Salary and Benefits Committee and chair committee meetings in the absence of the Faculty Senate vice president.
5. To perform other duties as assigned by the president of the Faculty Organization.
6. The adjunct vice president shall be eligible to vote on all questions before the Faculty Senate, except when the adjunct vice president is presiding in place of the president. In that event, the adjunct vice president

shall vote only on those questions requiring an additional vote to break a tie.

G. Responsibilities of the past president

1. To co-chair the Academic Council.
2. To serve on the Institutional Effectiveness Committee.
3. To consult with the president, vice president and adjunct vice president of the Faculty Organization.
4. To serve in place of the president of the Faculty Organization whenever the president or vice president are unable to serve.
5. To perform other duties as assigned by the president of the Faculty Organization.

H. Removal from office

1. Any motion by a member of the Faculty Senate to remove the president, vice president, adjunct vice president, past president or secretary of the Faculty Organization from office shall be considered by the Faculty Senate.
2. If such a motion is passed by a two-thirds vote of the Faculty Senate, it shall automatically go to referendum of the entire voting membership of the Faculty Organization. The secretary shall conduct the referendum. In the case that a motion is made to remove the secretary from office, the president shall conduct the referendum.
3. The president, vice president, adjunct vice president or past president may be removed from office by a two-thirds vote of those casting written or electronic ballots, provided that at least two-thirds of the members of the Faculty Organization cast ballots.

I. Vacancies

1. In the event of a vacancy in the office of the president, the vice president shall assume the presidency immediately.

2. In the event of a vacancy in the office of vice president, vice president for adjuncts, past president or secretary, the president shall appoint a replacement subject to confirmation by the Faculty Senate.
3. In the event of simultaneous vacancies in the offices of president and vice president, the past president shall convene the Faculty Senate for the purpose of electing an interim president and interim vice president from among the members of the Faculty Senate. In accordance with the following provisions, the secretary shall conduct an election for a permanent replacement slate of officers:
 - a. If these simultaneous vacancies occur after the annual spring election and before June 1, and if a new slate of officers has already been elected, then that slate shall assume their duties immediately rather than waiting until June 1.
 - b. If these simultaneous vacancies occur after January 1 and before the spring elections have closed, then a replacement slate of officers shall be elected to appropriate new terms during the annual spring election, but the elected slate shall assume their duties immediately, rather than waiting until June 1.
 - c. Otherwise, the secretary shall conduct a special election for a replacement slate of officers within two months of when the vacancies occur. The newly elected slate shall assume their duties immediately, and shall serve until May 31 at the end of the current academic year following the special election.

VII. Meetings and Conduct of Business

A. Faculty Senate meetings

1. Regular meetings of the Faculty Senate shall normally be held twice monthly.
2. Special meetings of the Faculty Senate shall be called:
 - a. At the direction of the president of the Faculty Organization.

- b. At the request of five or more members of the Faculty Senate.
 3. A quorum is defined as one-half of the membership of the Faculty Senate.
 4. A simple majority of those present and voting at a meeting of the Faculty Senate is sufficient to carry any motion (except those relating to removal of the president, vice president, adjunct vice president, past president or secretary of the Faculty Organization or the amendment of these *Bylaws*; both of which require a two-thirds majority of those present and voting).
 5. The president of the Faculty Organization does not vote on matters before the Senate unless the president's vote is needed to break a tie.
 6. All meetings of the Faculty Senate shall be conducted in accordance with Roberts Rules of Order.
 7. Meetings of the Faculty Senate shall be open to all members of the faculty. Nonmembers may be invited by the president of the Faculty Organization or by a majority vote of the Faculty Senate.
 8. An agenda for each regular meeting of the Faculty Senate shall be sent electronically to all members of the Faculty Organization in advance of the meeting.
 9. Significant actions of the Faculty Senate and other issues of importance to the faculty shall be reported to all members of the Faculty Organization.
- B. Faculty Organization meetings
1. Any member of the Faculty Organization may request the president of the Faculty Organization or the Faculty Senate itself to call a meeting of the entire Faculty Organization.
 2. Meetings of the entire Faculty Organization shall be called:
 - a. At the discretion of the president of the Faculty Organization.
 - b. When required by a motion passed by the Faculty Senate.
 - c. At least once during the year.

3. The time, place, and subject of a meeting of the entire Faculty Organization shall be published no less than 48 hours in advance.
4. Meetings of the entire Faculty Organization are primarily for the dissemination of information and for general discussion of issues. The only action that can be taken at such a meeting is passage of a motion calling for a referendum on a particular issue.
5. There is no quorum requirement at a meeting of the Faculty Organization.

C. Referenda

1. The general purpose of a faculty referendum is to measure, by popular vote, faculty consensus or the lack thereof regarding a specific issue.
2. These *Bylaws* specify a referendum process to be followed in order to remove from office an elected officer of the Faculty Organization. (See also Section VI.H)
3. Any other matter shall go to referendum as a result of the following circumstances:
 - a. A vote to do so by the Faculty Senate.
 - b. A vote to do so at a meeting of the entire Faculty Organization.
4. Appropriate referendum issues include, but are not limited to, major modifications of The Faculty Handbook, The Faculty Evaluation Plan, and institutional policies and procedures affecting promotion and tenure.
5. The outcome of any faculty referendum shall be binding for the Faculty Organization, the Faculty Senate, its officers, and its committees, and advisory but non-binding for the administration and Board of Trustees.
6. Unless otherwise specified, all members of the Faculty Organization may vote on any referendum issue. If it is determined, however, that a particular referendum issue affects only full-time or only adjunct members of the Faculty Organization, then the Faculty Senate may vote to restrict voting on that specific issue to either the full-time or the adjunct faculty.

7. In accordance with these *Bylaws*, the secretary shall conduct all referenda by means of written or electronic ballot available to all appropriate voting members of the Faculty Organization and returned over a seven-day period. (See also Section VIII.G)

VIII. Committees and Representatives

- A. The Faculty Senate shall establish, charge, and dissolve Faculty Organization committees as necessary.
- B. Unless specified otherwise, faculty positions on college-wide committees shall be filled by members of the Faculty Organization appointed by the president of the Faculty Organization and confirmed by the Faculty Senate.
- C. Faculty positions on review/screening committees shall be filled by members of the Faculty Organization appointed by the president of the Faculty Organization without the need of confirmation by the Faculty Senate; except when the position under review is at the level of academic dean, vice-president, or president of the college, in which case appointments must be confirmed by the Faculty Senate.
- D. It is recommended that at least one member of the Faculty Senate be included among the members of the Faculty Organization serving on each Faculty Organization or college-wide committee. This will facilitate communication between the Faculty Senate and the various committees. However, we recognize that it may not always be possible to accommodate this recommendation. Also, this recommendation could at times conflict with the desired goal of getting more members of the faculty involved in committee service.
- E. The Faculty Senate shall receive reports and recommendations from all committees upon which members of the Faculty Organization serve, and shall decide upon appropriate action. Each Faculty Organization committee shall keep copies of agendas and minutes of meetings on file.
- F. All standing committees of the Faculty Organization shall meet in accordance with regular published schedules. Committee chairs may schedule additional meetings as needed.
- G. Any elected or appointed faculty representative on any Faculty Organization or college-wide council, committee, or board may be dropped from membership after missing three

consecutive meetings and shall be considered as resigned. Replacement members shall be appointed by the president of the Faculty Organization and confirmed by the Faculty Senate on an interim basis, until replaced by the appropriate procedure.

H. Faculty Organization committees

1. *Adjunct Faculty Committee*

- a. The purposes of the Adjunct Faculty Committee are to:
 - i. Promote and maintain open communication channels among the adjunct faculty and the college community;
 - ii. Communicate appropriate professional standards to the adjunct faculty;
 - iii. Promote adjunct faculty participation in appropriate opportunities for professional development and college service;
 - iv. Promote the well-being of all adjunct faculty members within the college community;
 - v. Consult with and advise the adjunct vice president
 - vi. Consult and coordinate with representatives of the Academic Affairs, the Office of Workforce Development and Continuing Education and Student Services regarding adjunct faculty issues, viewpoints, and needs;
 - vii. Present adjunct faculty issues, viewpoints, and needs to the Faculty Organization officers, Faculty Senate, the Faculty Salary and Benefits Committee, the TLC Advisory Committee, and through appropriate faculty representatives to all other college governance councils, committees, and boards.
- b. Membership of the Adjunct Faculty Committee shall consist of the eight elected adjunct senators to the Faculty Senate, the adjunct vice president,

and include one designated representative of the Vice President for Workforce Development and Continuing Education and Student Services.

- c. Meetings of this committee shall be open to all members of the Faculty Organization, both adjunct and full-time.

2. *Faculty Salary and Benefits Committee*

- a. The purposes of the Faculty Salary and Benefits Committee are to:
 - i. Represent both full-time and adjunct faculty members' recommendations regarding salary, pay and benefits.
 - ii. Solicit recommendations for salary and benefit studies from the general membership of the Faculty Organization at least once during each academic year;
 - iii. Receive recommendations for salary and benefit studies from the Faculty Senate;
 - iv. Study the salary and benefits needs of both the full-time and adjunct faculty, including but not limited to recommendations received from the general membership of the Faculty Organization and from the Faculty Senate;
 - v. Develop appropriate proposals for recommended changes to both full-time and adjunct faculty salary and benefits programs;
 - vi. Present these proposals to the Faculty Senate for consideration;
 - vii. Present and promote all approved salary and benefits proposals to the appropriate office;
 - viii. Monitor the status of all salary and benefits proposals, and provide regular status reports to the Faculty Senate.
- b. Membership of the Faculty Salary and Benefits Committee shall consist of the vice president of the Faculty Organization, the adjunct vice

president, two members of the adjunct faculty, and six elected full-time members of the Faculty Organization.

- i. The vice president and adjunct vice president shall co-convene the committee.
- ii. Elected full-time members shall serve three-year terms.
- iii. These terms shall be staggered so that two full-time members are elected each year.
- iv. Each member of the Faculty Organization may vote for two full-time candidates. New three-year terms will be filled by those candidates receiving the most votes. Any vacant two-year or one-year term(s) shall be filled by the respective runner-up candidate(s).
- v. The Adjunct Faculty Committee shall appoint the two adjunct members to this committee each year.

3. *Faculty Handbook and Bylaws Committee*

There shall be a Faculty Handbook and Bylaws Committee convened by the president of the Faculty Organization.

- a. The *Faculty Handbook* is designed to assist all faculty members of the college in the performance of their daily duties. It represents a compilation of important policies, procedures, and guidelines that apply to the roles and responsibilities of individual faculty members. These *Faculty Organization Bylaws* are published in the *Faculty Handbook*.
- b. The *Faculty Handbook* is not a part of the formal contract of employment between the college and a faculty member, but as a condition of employment, all faculty members are required to comply with its provisions.
- c. To accommodate efficient and effective operation of the college, the *Faculty Handbook*

is subject to periodic changes that reflect changes in the policies, procedures, and guidelines of the institution.

- d. All changes to the *Faculty Handbook* shall be subject to review by the Faculty Handbook and Bylaws Committee, and recommendations from the Faculty Senate, in accordance with the procedures described below. In order to take effect at the start of the next academic year, proposed changes to the *Faculty Handbook* must be presented to the Faculty Handbook and Bylaws Committee, not later than April 1.
- e. The Faculty Handbook and Bylaws Committee shall:
 - i. Review the *Faculty Handbook* and *Bylaws* at least once during each academic year, and identify appropriate changes.
 - ii. Receive and review recommendations for change from the entire college community, including but not limited to the Faculty Senate, members of Faculty Organization, and members of the administration.
 - iii. Present recommendations regarding changes to the *Faculty Handbook* and *Bylaws* for timely consideration by the Faculty Senate.
 - iv. Coordinate incorporation of approved changes into the *Faculty Handbook* with appropriate members of the administration.
- f. Proposed changes to the *Faculty Handbook* shall be presented for consideration at a scheduled meeting of the Faculty Senate. After being presented to the Faculty Senate, the proposed changes shall be shared electronically with all members of the Faculty Organization. The Senate shall vote on the proposed changes no sooner than the next regular meeting following that at which the changes were proposed.

- g. In the event that the Faculty Senate, the Faculty Handbook and Bylaws Committee, and members of the administration are unable to concur on proposed changes to the *Faculty Handbook*, the president of the Faculty Organization shall present any contended issues to the college president and/or the Board of Trustees for resolution.
- h. Membership of the Faculty Handbook and Bylaws Committee shall consist of the president of the Faculty Organization, at least one full-time and one adjunct senator to the Faculty Senate, and an unspecified number of other appointed members from the Faculty Organization. The Faculty Senate shall confirm all of these appointments.

I. Representatives of the Faculty Organization

1. *The College-wide Forum*

The number of faculty representatives to the CWF is determined by the bylaws of the CWF. Two of the representatives will be the president and the past president of the Faculty Organization. The remaining faculty representatives will be elected for two-year terms during spring elections; terms will be staggered so that half are elected each spring. One of the representatives will be an adjunct faculty member. However, if no adjunct faculty member is available to serve, a full-time faculty member may be elected in that position.

2. *The Teaching and Learning Center (TLC) Advisory Committee*

The goal of the Teaching-Learning Center is to foster improvement in instruction, and thereby student learning. The director of the Teaching-Learning Center chairs the TLC Advisory Committee.

- a. The Faculty Senate shall appoint one full-time senator to serve on the TLC Advisory Committee,

and to keep the Senate informed regarding committee activities.

- b. The Adjunct Faculty Committee shall appoint one adjunct faculty representative to serve on the TLC Advisory Committee, and to keep both the Adjunct Faculty Committee and the Faculty Senate informed regarding committee activities.
- c. Membership on the TLC Advisory Committee is open to interested full-time and adjunct faculty. The manager of the Teaching-Learning Center, in conjunction with existing members of the committee, shall strive to recruit a diverse group of faculty who represent a broad variety of faculty professional development interests and needs.

3. *The Sabbatical Leave Committee*

There will be a Sabbatical Leave Committee to evaluate sabbatical proposals. An applicant may not serve on the committee. The Sabbatical Leave Committee will have the following composition:

- i. Four faculty members appointed by the Faculty Senate.
- ii. Three administrators selected by the Administrative Staff Organization (including at least one academic dean).

4. *The Faculty Grievance Committee*

The College has established the Faculty Grievance Committee to impartially facilitate the resolution of a grievance initiated by a faculty member (§9-201 of the College Code). The Faculty Grievance Committee is not a committee of the Faculty Organization. However, it is the role of the Faculty Organization to elect members of the faculty to serve on the Faculty Grievance Committee.

The Faculty Grievance Committee shall consist of nine tenured faculty members (eligibility to be determined

by the Regulations Concerning Academic Freedom and Tenure), each elected for a term of two years. Terms shall be staggered, so that five committee members shall be elected one year (the even-numbered fiscal year) and four members shall be elected the next year.

During the annual spring elections, each member of the Faculty Organization may vote for as many candidates as are running for new two-year terms. New two-year terms shall be filled by those candidates receiving the most votes. Any vacant one-year term(s) shall be filled by the runner-up candidate(s).

IX. Compensation

A. Officers

The college provides annual workload reductions for Faculty Senate officers:

- a. The president of the Faculty Organization shall be provided with nine equivalent credit hours (ECH) of reassigned time during each academic year, no more than five of which shall be taken in either one of the fall and spring semesters.
- b. The vice president of the Faculty Organization shall be provided with four ECH of reassigned time during each academic year,
- c. The adjunct vice president of the Faculty Organization shall be provided with four ECH of reassigned time during each academic year.
- d. The past president of the Faculty Organization shall be provided with four ECH of reassigned time during the academic year.
- e. If and when there is a need to extend the workload of one or more Faculty Senate officers beyond the end of the academic year, these officers shall be entitled to negotiate supplemental ECH contracts to cover these extended workloads.

- f. The Faculty Senate shall periodically review the workloads of Faculty Senate officers, and when appropriate, recommend adjustments in corresponding workload reductions. The president of the Faculty Organization shall subsequently negotiate with the college president and his or her staff regarding these recommended adjustments in workload reductions.

B. Secretary

The college shall provide the secretary of the Faculty Organization with an annual workload reduction of four ECH of reassigned time during each academic year.

If and when there is a need to extend the workload of the Secretary beyond the end of the academic year, the Secretary shall be entitled to negotiate a supplemental ECH contract to cover this extended workload.

C. Adjunct faculty

1. The adjunct vice president, the Adjunct Committee and the Faculty Salary and Benefits Committee shall study the issue of compensation for adjunct faculty members who participate in professional development and college service activities, and formulate appropriate recommendations for consideration by the Faculty Senate. Based upon recommendations of the Faculty Senate, the president of the Faculty Organization shall subsequently negotiate with the college president, senior team and their respective staff regarding recommended adjunct compensation.

X. Recommendations of the Faculty Senate

- A. Recommendations from the Faculty Senate shall be transmitted by the president of the Faculty Organization (or by an appointed representative of the Faculty Senate) to the president of the college; the appropriate administrator; or the appropriate governance council, committee, or board; for appropriate action.
- B. All recommendations that are to be carried forward shall also be reported by the president of the Faculty Organization to

appropriate leaders of other constituency organizations on a timely basis, so that those constituency organizations can present supporting or dissenting recommendations.

- C. If the president of the Faculty Organization decides that appropriate action has not been taken by the president of the college or the appropriate college planning or governance group, and that the issue cannot be resolved through ordinary channels, (s) he shall always have the option of recourse to the Board of Trustees of the college.

XI. Faculty Senate Excellence Awards

The Faculty Senate Excellence Award (FSEA) recognizes one full-time and one adjunct faculty who have made significant contributions to Prince George's Community College's mission through demonstrated excellence in teaching, scholarship, and service. Through this award, PGCC intends:

1. To publicly acknowledge the achievements of its faculty members in creating an academically engaged environment.
2. To demonstrate to the community the exemplary standards of academic professionalism to which the faculty members of PGCC are dedicated.
3. To encourage faculty within PGCC to pursue the highest levels of excellence in every aspect of their work (consistent with the best of academic traditions).

The awards will be presented at the annual Honors Convocation or as part of another suitable public occasion.

A. Eligibility criteria for Full-time Faculty Award

1. A minimum of five years of full-time service.
2. Sustained competence in the classroom and/or innovation in developing a learning environment at PGCC.

[Some examples of possible evidence may include, but are not limited to: Teaching – statement of teaching philosophy, teaching awards, peer and supervisor

reviews, certificates of participation in teaching workshops or related faculty development programs, student ratings of instruction, etc.]

3. Extended professional development and/or significant scholarship.

[Some examples of possible evidence may include, but are not limited to: Scholarship – evidence of professional development, scholarly activities, evidence of presentations, publications, creative projects, etc. Professional development may be relevant activities prescribed or offered by PGCC or another accredited institution of higher education or a national or statewide academically focused association or affinity group, e.g., AFAACT, MCAPD, or other similarly constituted or recognized organization.]

4. Highly effective service to the college beyond contractual obligations.

[Some examples of possible evidence may include, but are not limited to: Service – evidence of commitment and collegiality and service to the department, school, college, university, or the community, peer or supervisory evaluations, awards and recognition, grants, committee appointments, letters of recommendation, etc. Examples in PGCC could include educational program and course development, evaluation/selection of teaching materials and vendor selection under the direction of a dean or department chair, acting as liaison between their department and career services, financial aid, college resources, college and department advisor, the college nurse and health services, etc., voluntarily mentoring and tutoring beyond the context of their assigned courses or as assigned by their department chair, volunteering as staff assistants for PGCC graduation/commencement ceremonies, working shifts of service during peak registration, official college functions, volunteering to help guide new students in orientation to the college, etc.]

5. Recommended but **not required**: Significant service to the community.

[Some examples of possible evidence may include, but are not limited to: Service – evidence of non-college related involvement in national, state, or community nonprofit or governmental organizations such as the K-12 public school system (to include recognized and authorized non-public schools and charter schools), the library system, or community service and charity-based volunteer organizations.

Eligibility criteria for **Adjunct Faculty Award**

1. A minimum of five semesters and 30 credit hours of part-time service. Service must be completed prior to the semester in which the award is presented.
2. Sustained competence in the classroom and/or innovation in developing a learning environment at PGCC.

[Some examples of possible evidence may include, but are not limited to: Teaching – statement of teaching philosophy, teaching awards, peer and supervisor reviews, certificates of participation in teaching workshops or related faculty development programs, student ratings of instruction, etc.]

3. **Recommended but *not required*:** Any continual activity/ies that demonstrate a high level of commitment or service to the learning environment at PGCC as well as extended professional development and/or significant scholarship

[Some examples of possible evidence may include, but are not limited to: Scholarship – evidence of professional development, scholarly activities, evidence of presentations, publications, creative projects, etc. Professional development may be relevant activities prescribed or offered by PGCC or another accredited institution of higher education or a national or statewide academically focused association or affinity group, e.g., AFAACT, MCAPD, or other similarly constituted or recognized organization.]

B. Nominations

1. Send nominations to the Past President of the Faculty Organization no later than the day of spring commencement. Nominations will then be forwarded to the chair of the FSEA Selection Committee. Members of the FSEA Selection Committee may not submit nominations.

Nominations are to be submitted on the FSEA Nomination Form (Appendix I), which will be e-mailed to the faculty during the latter portion of the spring semester. The form can also be requested from any Senator or Officer of the Faculty Organization.

2. Any member of the PGCC community may submit nominations. The nominee's consent is required.
3. A nominee must meet the first eligibility criterion given above prior to the semester in which the award is to be presented. The person making the nomination is expected to assist the nominee in documenting the remaining eligibility criteria (see below).
4. Although more than one person may assist a nominee in completing the application, one "nominator" signs the nomination form and serves as the contact person for the chair of the selection committee.

C. The Nomination Packet

1. The nomination packet for the Faculty Senate Excellence Award consists of the following items:
 - a. A current resume or curriculum vitae.
 - b. A statement from the nominee that addresses the eligibility criteria.
 - c. Letters of support/recommendation. These may be written by employees of PGCC, students, and/or members of the community at large. Letters should directly address one or more of the eligibility criteria.

2. The nominator is expected to assist the nominee in producing the aforementioned statement and requesting letters of nomination.
3. The nomination packet should be assembled by the nominator in a folder or 3-ring binder (no larger than .5"). Any submission over .5" will be rejected and returned. The nomination packet may also be submitted via email.
4. **The nomination packet is NOT a "portfolio"!** Preparing a nomination packet should not be a burden on either the nominee or the nominator. The nomination packet should be viewed as an opportunity to tout the nominee's accomplishments, but it should be concise.
5. Nominations of first-time nominees who did not win an award during a given award cycle will be retained by the selection committee and will be automatically reviewed during the next award cycle, unless the nominee requests the application not be considered again. The nominee may update materials in a retained nomination packet prior to the application deadline.

D. The Faculty Senate Excellence Award Selection Committee

1. *Membership.* The selection committee will consist of the five most recent winners of the award who are still employed at the college. The longest-serving full-time member of the committee, who has not already chaired the committee, will serve as the chair of the committee. The Faculty Senate may appoint vacancies as needed.
2. *Duties of the chair.* The chair has the following responsibilities:
 - a. During the spring semester, informing the faculty of the award procedures and soliciting nominations from the faculty.
 - b. Convening the committee and leading the meetings.

- c. Notifying the winners in advance of the awards presentation, and informing them that they may invite family and friends to the awards presentation.
 - d. Notifying nominees who did not win, in advance of the awards presentation.
 - e. Notifying the president of the Faculty Organization of the award winners, and providing him or her with the winners' applications for the purpose of preparing remarks. The president of the FO is to return the applications to the nominees after the awards presentation.
 - f. Working with the president of the Faculty Organization to purchase plaques or other suitable awards for the winners.
 - g. Returning applications to nominees or retaining them as appropriate.
3. *Review of applications.* Members of the committee will select winners only after thoroughly and fairly reviewing all applications. The committee may ask a nominee for clarification of information in an application, but neither nominees nor committee members may insert additional materials after the submission deadline. The committee will strive to select a single winner for each of the two awards.
4. *Timeline.* Reviews are to be completed and winners selected by the first Friday in October.
5. *Confidentiality.* Members of the committee will treat applications as confidential. Members of the committee will not announce the winners of the awards prior to their being announced in public at the awards presentation; except that the chair will notify the all nominees as described previously (sections D.2.c and d).

XII. Amendments

These *Bylaws* may be amended by a two-thirds majority vote of the senators present and voting at a meeting of the Faculty Senate. Proposed amendments of these *Bylaws* shall be presented to the Faculty Handbook and Bylaws Committee for consideration. In accordance with these *Bylaws*, the Faculty Handbook and Bylaws Committee will review the proposed amendments, and then present its recommendations at a scheduled meeting of the Faculty Senate. After being presented to the Faculty Senate, the proposed amendments shall be shared electronically with all members of the Faculty Organization. The Faculty Senate shall vote on proposed amendments not sooner than the next regular meeting following that when the amendments were presented to the Senate.

APPENDIX I

Faculty Senate Excellence Award Nomination Form

Nominations for the award are due to the chair of the selection committee on or before the day of spring commencement.

To be eligible for the full-time award, the nominee must complete at least five years of full-time faculty service at PGCC prior to the semester in which the award is presented.

To be eligible for the adjunct award, the nominee must complete at least five semesters and 30 credit hours of part-time service at PGCC prior to the semester in which the award is presented.

This is a nomination for (check one) _____ the full-time award *or* _____ the adjunct award.

Nominee: _____ Department: _____

Signature: _____ Date: _____

The nominator must be a current member of the PGCC faculty and is expected to assist the nominee in completing his or her application for the award.

This nomination form must be accompanied by a cover letter that concisely describes why the nominee is deserving of the award. This letter is addressed to the "Chair of the Selection Committee," is signed by the nominator, and may not exceed two pages in length.

Nominator: _____ Department: _____

Office phone: _____ PGCC e-mail: _____

Signature: _____ Date: _____

Applications for the award are due to the chair of the selection committee by the second Friday in September.

Prince George's Community College
301 Largo Road
Largo, Maryland 20774