

#### 6.19 – Access to College Mail

The College agrees to make its internal mail service available to each faculty member. Each faculty member will be assigned a mailbox at his home campus and will have access to his mail through mail service personnel and/or a keyed box during reasonable operating hours of the College.

#### 6.20 – Enhancement of Professional Skills

A full-time faculty member successfully completing university courses will be awarded an academic stipend of \$150.00 per semester hour for undergraduate courses and \$200.00 per semester hour for graduate courses, not to exceed six (6) semester hours per academic term. In order to qualify for this stipend, the faculty member must have completed course work approved by the Office of the Vice President for Education and Student Development and must have earned a grade of S or C or better in undergraduate level courses or S or B or better in graduate level courses. Course work should be designed to enhance professional skills and/or teaching abilities.

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

The cost of approved applications may not exceed expenditure by the College of \$30,000 per academic year. No more than 60 percent of the total allocation may be awarded during the Fall Term. A faculty member shall submit an application to the Office of the Vice President for Education and Student Development. The application must be received at least fifteen (15) working days prior to the beginning of the term in which he will be registered.

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

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

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

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

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

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

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

This provision is not applicable to a faculty member on an approved Sabbatical Leave of Absence from the College.

#### 6.21 – Committees

- A. The College will maintain the following Standing Committees consisting of representatives from the Administration, who may be Administrators or staff members, and the faculty, as appropriate, to review and/or prepare recommendations for the College President or designee. Administrators and staff members will not be voting members of the Cluster and Academic Affairs Committees.

Academic Affairs

Academic Standards

Calendar

Cluster

Faculty Development

Instructional Technology

Insurance

Professional Rank

Sabbatical Leave

Student Success, Retention and Placement

Tenure

- B. All members of the Academic Affairs Committee will be faculty, one member plus one alternate recommended by each Cluster. Non-tenured faculty members will be recommended by the Cluster if there are not sufficient tenured faculty members available and willing to serve. The chair of this committee will be a tenured instructional faculty member. The chair will be granted 30 load point release time from instructional duties for each major academic term. If the chair remains equally active during the Summer I and II Terms, the chair will receive 30 load points, which may be release time, for the Summer Term.
- C. The President of FUSA or designee shall timely recommend to and consult with the College over the appointment of faculty members to the committees listed in paragraph A above, other than the Academic Affairs Committee. The College will make the final decision on members of the Standing Committees.