Agreement Between the

HILLSBOROUGH COMMUNITY COLLEGE

DISTRICT BOARD OF TRUSTEES

and the

FACULTY UNITED SERVICE ASSOCIATION

An affiliate of the

United Faculty of Florida,
Florida Education Association
National Education Association

and the
American Federation of Teachers

(AFL-CIO)

August 20, 2010 to the beginning of the 2015-2016 academic year
as set forth in Section 4.1, Duration

(Amended June 25, 2014)
ARTICLE 6
FACULTY RIGHTS

6.16 – Tenure and Continuing Contract

A full-time faculty member in a continuing contract position will apply for tenure and the award of a continuing contract upon meeting the eligibility requirements and following the procedures set forth in this section.

Award of tenure (continuing contract) shall be based upon a review of the candidate faculty member’s application, portfolio, relevant supporting documents by the Campus and College faculty Tenure (Continuing Contract) committees as described in subsection (H). The faculty member must also be recommended by his supervising Dean, Campus President, the Vice President for Academic Affairs, and the College President in order to be considered for a continuing contract, as provided below. The final award of a continuing contract will be made by the District Board of Trustees.

The recommendation for tenure (continuing contract) by the faculty tenure committees represents an endorsement and affirmation by his peers that he has met the academic, professional and contractual requirements expected of him as described herein.

Award of a continuing contract is defined as a promise of continued employment in the absence of certain conditions, such as just cause for dismissal, or return to annual contract status, retirement or RIF (Article 10).

A. A continuing contract shall be awarded for service as a full-time instructor, librarian or counselor, provided the conditions set forth in this Article (Article 6.16) have been met.

B. The following classifications shall be considered non-continuing contract appointments; part-time (adjunct) faculty, temporary full-time faculty, grant-funded faculty, grant-match funded faculty, and visiting scholars with teaching duties. The District Board of Trustees may also establish full-time positions that are not eligible for continuing contract. Faculty hired in these positions may be awarded multiple year contracts, annual contracts, or contracts of less than one (1) year. Multiple year contracts shall not exceed three (3) years. All other classifications of full-time faculty positions will be considered eligible to earn a continuing contract. For grant-funded and grant-matched full-time faculty, all service in such positions will be subject to Article 8.1, D. or E., in the event the faculty member is selected through the College Screening committee for a regular full-time appointment. See Section 8.1.D. and E.

C. The Administration will ensure that each eligible faculty member’s personnel file is current and complete with respect to those documents that originate from the Administration. The faculty member will be responsible for timely presentation of documents originating from the faculty member. A faculty member in a position
eligible for the award of a continuing contract should begin assembling his portfolio during his first term of hire by the District Board of Trustees.

D. To be eligible for the award of the continuing contract, the following requirements must be met:

The full-time faculty member must complete five (5) full successive years of service, during a period not in excess of seven (7) years, calculated from the beginning of the fall term of the first year’s contract, with such service being continuous except for leave being duly authorized and granted pursuant to Article 12 of this Agreement. Part-year employment before the fall term begins does not count toward the five (5) year service calculation. A year of service is completed when the faculty member satisfies the terms of a Faculty Basic Year Contract, as defined in Article 2.8 A. One year of service shall include full-time service exclusive of holidays and authorized leave, with the exception being sick leave, vacation leave and duty leave pursuant to Article 12 of this Agreement. Employment as a full-time temporary faculty member may count at the discretion of the faculty as stated in Section 8.1.D.1.

1. The faculty member will be considered for tenure (continuing contract) during the spring term of his fifth year of service to the College, as provided in Section 6.16.E below, based upon the successful performance of duties and demonstration of professional competence as documented on the official Instructional Faculty Evaluation Performance Review form, Librarian and Counselor Evaluation Performance Review form and End-of-Year Verification form.

2. The faculty member must be recommended without reservation by his Dean and reappointed by the Campus President for the sixth year without reservations or specifics as provided by the rules of the State Board of Education. The Dean’s recommendation is based upon consideration of a number of elements, including but not limited to student success, compatibility, educational qualifications, scope and currency of subject matter knowledge, and relevant student feedback.

3. The faculty member must be recommended for tenure (continuing contract) by his campus tenure committee and the College-wide Tenure Committee.

4. The faculty member must complete fifty (50) hours of continuing professional development. The required hours should be earned throughout the five-year period as specified in Article 9.2, and shall be completed before the faculty member submits his portfolio.

5. The faculty member must have participated in ten (10) distinct faculty development modules related to the community college in higher education or to college teaching to be considered for tenure (continuing contract). The faculty development modules will be designated as CCHE for community
college in higher education of CT for college teaching. A minimum of two modules will be offered every term.

6. The faculty member must be recommended to the College President by the Vice President of Academic Affairs.

7. The faculty member must be recommended by the District Board of Trustees for a continuing contract by the College President.

E. Responsibilities of Tenure (Continuing Contract) Candidate

1. The faculty member must maintain a portfolio to be submitted as part of the tenure (continuing contract) review process, and to support and document his eligibility for the award of a continuing contract. The portfolio must contain copies of the faculty member’s evaluations completed by the Administration in accordance with Article 9 (1.) (B)(3)(b), of this Agreement (provided by the supervising Dean), copies of the Student Evaluation of Instructional Faculty summary reports (provided by the Administration), and other relevant feedback and recommendations from faculty, administrators, and employers of students, where applicable. The faculty performance review provides quantifiable, measurable evidence of the effectiveness of the faculty member’s execution of primary and other responsibilities and demonstrates the currency and scope of the subject matter knowledge. The portfolio must also contain documented evidence of significant continuing contributions and or participation in the areas listed below, following the general guidelines and schedule specified and outlined in the Tenure Committee Checklist (Appendix P of this agreement) over the candidate’s five-year period:

   a. Participation in professional development activities as specified in Article 9.2
   b. Service on College or educational committees, task forces, panels, boards or the like
   c. Service/contributions to the department, College, profession
   d. Service/contributions to the community

As part of the faculty evaluation each term, the candidate will present documentation of participation in the above areas to his supervising Dean.

2. By May 1 of the tenure (continuing contract) candidate’s fourth year, he must notify the College of his intent to apply for tenure (continuing contract) during the fall term of his fifth year.

3. By October 1 of the fall term of the tenure (continuing contract) candidate’s fifth year, the candidate must submit the Application of Tenure (Continuing Contract) and Authorization of Tenure (Continuing Contract) Committee to Review Limited Access File memo (Appendix J) to the immediate supervising
Dean, the Campus President, and the Campus and College-wide Tenure (Continuing Contract) Committee chairpersons.

4. By January 10 of the spring term of the fifth year, the faculty member must submit his portfolio to the immediate supervising Dean.

F. Responsibilities of the Supervising Dean

The appropriate supervising Dean will work with the faculty member to ensure development of a tenure (continuing contract) portfolio. As part of the faculty member’s evaluation administered each term, the Dean will complete the Tenure/Continuing Contract Progress Evaluation Eligibility form (Appendix O) and discuss the results with the faculty member.

The Dean will attend an annual training program provided by the Administration on tenure and continuing contract. The Dean will verify that the faculty member has met, or will meet upon completion of the spring term, the time of service requirements for tenure and eligibility for continuing contract as specified in Article 6 (6.16) (D) (1) of this Agreement, and will so notify the Campus and College-wide Tenure Committee Chairmen, Campus President, and the faculty member is writing by January 20. The Dean will ensure that copies of student evaluations of the candidate are kept on file at the campus for review by the tenure committees, College President, and Administration and that the provisions of Article 9 (9.1) are followed. The Dean will also ensure that administrative evaluations and End-of-Year Verifications are submitted to the Office of Human Resources to be placed in the candidate’s appropriate personnel file.

G. Responsibilities of Campus President

The Campus President will appoint a Campus Tenure (Continuing Contract) Committee of five tenured faculty members who will convene to review campus tenure candidates’ eligibility for continuing contract. One of the committee members must have served previously on the College-wide Tenure (Continuing Contract) Committee, preferably within the preceding three years, and will be asked to chair the Campus Tenure (Continuing Contract) Committee. By February 20 of the year of tenure consideration, upon review of campus budget and staffing needs, the Dean’s and the Campus Tenure (Continuing Contract) Committee’s recommendations, and the candidate’s portfolio and limited access, the Campus President will notify the candidate in writing of the intention to recommend the candidate for tenure and award continuing contract.

After notification by the Vice President for Academic Affairs as specified in Article 6.16 (1), and prior to the recommendations for continuing contract being presented to the District Board of Trustees, the Campus President or his designee will provide written notice to the faculty member that he is or is not being recommended to the
Board for a continuing contract before the May meeting of the District Board of
Trustees.

H. Tenure (Continuing Contract) Committees

1. The Campus Tenure (Continuing Contract) Committee shall be appointed by the
Campus President to review the applications and to submit a recommendation to
the Campus President. The Campus Tenure (Continuing Contract) Committee
may review copies of the administrative evaluations, student evaluations and End-
of-Year Verifications, as well as the faculty member’s portfolio. The Committee
may interview candidates as well. In this review, the Committee will give first
priority to the consideration of the candidate’s commitment to the mission and
vision of the College, and next to the profession and greater College community.
The committee will use the Tenure (Continuing Contract) Committee Checklist
(Appendix P) to conduct its review. The Campus Tenure (Continuing Contract)
Committee will communicate its recommendation to the Campus President in
writing by February 15

a. to recommend the candidate for tenure recognition and continuing contract;
b. not to recommend the candidate for tenure recognition and continuing
contract;
c. or to recommend that the candidate be allowed to reapply in his sixth year.

If the Campus Tenure (Continuing Contract) Committee and The Campus
President both recommend the candidate as eligible for tenure and continuing
contract, the Campus Tenure Committee chairperson will prepare a letter
informing the College-Wide Tenure (Continuing Contract) Committee of the
decision. The Campus Tenure (Continuing Contract) Committee chairperson may
also be asked to attend meetings of the College-wide Tenure (Continuing
Contract) Committee as non-voting members at the request of the College-wide
Tenure (Continuing Contract) Committee chairperson.

2. The College-wide Tenure (Continuing Contract) Committee shall be appointed by
the College President to review the portfolios, interview the candidates and to
submit a recommendation. The Committee will be composed of seven (7) or
more continuing contract faculty members, representing both AS and AS, the
discipline(s) or area(s) of the continuing contract candidate(s), and diversity in
terms of gender and ethnicity. Members of the College-wide Tenure (Continuing
Contract) Committee may serve for up to three (3) years. The Tenure (Continuing
Contract) Committee will review each candidate’s file with the faculty member’s
signed authorization, and consider all documentation included for continuing
contract recommendation. A quorum must be present for the Committee to take
action. If there are too many tenure candidates for a single College-wide Tenure
(Continuing Contract) Committee to effectively review, a second committee may
be created, following the procedure under this Section. Campus Tenure
(Continuing Contract) Committee chairpersons may be asked to attend meetings
of the College-wide Tenure (Continuing Contract) Committee as non-voting members at the request of the College-wide Tenure (Continuing Contract) Committee chairperson.

The College-wide Tenure (Continuing Contract) Committee(s) will review the candidate’s tenure portfolio using the Tenure (Continuing Contract) Committee Checklist (Appendix P) to verify that the faculty member has met the eligibility requirements for continuing contract as specified in Article 6 (6.16) (D-E) of this Agreement. The Committee will also review student and administrative evaluations and other relevant feedback, recommendations and documentation supporting the faculty member’s candidacy contained within the portfolio and or in the faculty member’s Limited Access File. In this review, the committee will give first priority to consideration of the candidate’s commitment to the mission and vision of the College, and next to the profession and greater College community.

The College-wide Tenure (Continuing Contract) Committee will interview candidates after reviewing their files and portfolios in order to conduct a preliminary determination of eligibility. In the interview, the candidate may be asked to explain or clarify information contained in their portfolio or in other supporting documentation. The candidate may also be asked to provide additional supporting documentation at the time of the interview, or in a timely fashion in advance of the committee’s final recommendation. The committee may also request additional information from the Administration, with such requests directed to the office of Vice President of Academic Affairs.

The College-wide Tenure (Continuing Contract) Committee will communicate its decision by April 1. The Committee Chairperson will submit, in writing, to the Vice President of Academic Affairs, the consensus decision reached by the Committee on each candidate:

a. to recommend the candidate for tenure recognition and continuing contract;
b. not to recommend the candidate for tenure recognition and continuing contract;
c. or to recommend that the candidate be allowed to reapply in his sixth year.

3. In order to serve on a tenure (continuing contract) committee, a faculty member must complete the joint HCC and FUSA tenure committee training.

I. Administration Recommendations for Sixth Year

The Campus President may recommend that the candidate be allowed to reapply for tenure and continuing contract in his sixth year.

J. Responsibilities of the Vice President for Academic Affairs
The Vice President for Academic Affairs will review the recommendation of the College-wide Tenure Committee and either transmit it to the College President or return it to the College-Wide Tenure (Continuing Contract) committee with written instructions to provide additional details for further consideration of clarification. Such instructions may require the committee to reconvene and review the recommendations as specified by the Vice President. If the final determination is that the candidate will not have received a recommendation for tenure and continuing contract, the Vice President will provide written notification to the appropriate Campus President. The office of the Vice President for Academic Affairs will provide written notice in a timely fashion to FUSA on all continuing contract decisions.

K. Responsibilities of the College President and Board of Trustees

The College President will recommend candidates for recognition of tenure and award of continuing contract to the District Board of Trustees by the May Board meeting (or the next regular Board meeting if none is held in May) based upon the candidate’s successful performance of duties, demonstration of professional competence, and the needs of the college. To be considered for recommendation by the President, the faculty member must be recommended for a continuing contract by the Campus and College-wide Tenure (Continuing Contract) Committees.

If approved by the Board, the continuing contract shall be granted at the beginning of the annual college contractual period after the five (5) year service requirements are completed.

The College President will inform the faculty member in writing of the Board’s action by the week following the Board action.

L. Regardless of the stated term or other provision of any appointment, written notice that an annual contract appointment will not be renewed will be given to the faculty member by March 15 in advance of the expiration of the appoint. The non-renewal of an annual contract shall not entitle the person to reasons for non-renewal or to a hearing (i.e., DOAH or arbitration).

M. Any faculty member who receives a continuing contract shall be entitled to continue in a position at the College at the Board-approved salary without needing an annual reappointment by the Board, until the faculty member resigns or his contractual status changes as outlined in this Agreement.

N. Prior to the award of a continuing contract, the faculty member shall have the same academic freedom that faculty members with a continuing contract have.
O. In accordance with the rules of the State Department of Education, the Board shall have the right to dismiss a faculty member under a continuing contract or return the faculty member to an annual contract.

P. A Tenure (Continuing Contract) and Continuing Contract Timeline shall be included as Appendix K.

Q. In order to provide for a transition period for full-time faculty in process of being considered for tenure (continuing contract), faculty who have completed their contractual tenure (continuing contract) contributions during 2012-2013, 2013-2014, 2014-2015 academic years will be evaluated using the 2010-2013 contract.
ARTICLE 9

FACULTY EVALUATION AND DEVELOPMENT

9.1 – Performance Evaluation of Faculty

The parties recognize the importance and value of the evaluation process for assisting the progress and success of both newly-employed and experienced faculty. The evaluation of faculty shall be the responsibility of the Administration. The purpose of faculty evaluation is to promote the highest quality student instruction and faculty job performance by assuring opportunities for evaluation, self-assessment, encouragement of continued professional growth and development. The Administration shall not assign the evaluation of faculty members to Program Managers and/or department chairs who are members of the same bargaining unit.

A. Overview

Faculty evaluations consist of the following:

Evaluation Performance Review (to be conducted by supervising Dean)

- Formal observations
- Written evaluation to include documentation on the formal observation and the extent to which primary and other professional responsibilities are met.
- Faculty response
- (optional) Student Evaluations

B. Evaluation Performance Review (to be conducted by supervising Dean)

1. Formal Observations

The supervising Dean for each full-time faculty member in the department may conduct one or more unannounced classroom visitations each year. The supervising Dean for each library and counselor faculty may conduct one or more unannounced visitations in the faculty member’s workplace each year. The observation should be at least one contact hour in duration. No formal observation of a faculty member shall be conducted covertly. Faculty teaching distance learning courses will provide the Dean “student level” access to their course(s) upon request for evaluation purposes.

2. Written Evaluation

a. Forms

The faculty member’s supervising Dean shall formerly evaluate the faculty member’s performance using the Faculty Evaluation Performance Review form,
which is included in Appendices B, C, D, and E. The Instructional Faculty Evaluation Performance Review form (Appendix B), the Librarians Evaluation Performance Review form (Appendix C), the Counselors Evaluation Performance Review form (Appendix D), the Program Managers Evaluation Performance Review form (Appendix E), and the Student Evaluation for Full-Time Faculty (Appendix F) are the only official instruments for evaluation purposes.

Faculty members must complete the End-of-Year Form.

b. Timeframes

For all non-tenured faculty, the first evaluation of a faculty member shall occur within the first twelve (12) weeks of the fall and spring terms of an academic year. Each non-tenured faculty member will be evaluated once each fall and spring term. The completed written evaluation must be returned to the non-tenured faculty within five (5) weeks of the observation.

Failure of the supervising Dean to evaluate a non-tenured faculty member as required by this contract shall be conclusive proof that the faculty member’s performance is considered “Satisfactory” for that term.

For tenured faculty, a formal evaluation will take place at least once every year during a major term or during the summer term if on full-time status. The formal evaluation may be waived for no more than two years by mutual written consent of the supervising Dean and the faculty member, in which case, the evaluation is satisfactory. If the evaluation is waived, the faculty member is still obligated to establish goals each year. The completed written evaluation will be returned to the faculty member within five (5) weeks of the observation.

Failure to evaluate a tenured faculty member as required by this contract shall be conclusive proof that the faculty member’s performance is considered satisfactory for that year.

c. Deficiencies

The Administration will identify, where appropriate, any deficiencies and provide suggestions or otherwise assist the faculty member with any necessary correction or remediation. A second or third evaluation of a faculty member will be at the discretion of the faculty member’s supervising Dean or at the request of the faculty member and in accordance with the requirements outlined in this Article. In completing the appropriate Faculty Evaluation Performance Review form, the faculty member’s supervising Dean shall complete the appropriate sections of the form to ensure the following:

1. the notification of the faculty member if deficiencies exist that require correction;
2. an explanation of any deficiencies as noted and the expected improvement;
3. if deficiencies are noted, the assistance that the Administration will provide to enable the faculty member to improve performance; and
4. the time frame established to demonstrate improvements.

d. Personnel File

The faculty member’s completed Faculty Evaluation Performance Review form and Appendices and written response, if any, shall be filed in the employee’s Limited Access personnel file.

e. Post-Evaluation Conference

The faculty member’s supervising Dean will provide the faculty member with a copy of the completed Faculty Evaluation Performance Review form and shall meet with the faculty member at a post-evaluation conference. The conference will include a discussion about student success and retention as well as next year’s goals. The Faculty Evaluation Performance Review form and any addenda shall be signed by both the faculty members and his/her supervising Dean. The faculty member’s signature shall not necessarily mean agreement with the evaluation, but awareness of the content of the Faculty Evaluation Performance Review form.

3. Faculty Response

a. Written Response

A faculty member who considers the Faculty Evaluation Performance Review form to be incomplete, inaccurate or unjust shall have the right to attach a written response to the Faculty Evaluation Performance Review form within fourteen (14) working days of the Post-Evaluation Conference. The faculty member’s supervising Dean shall sign the faculty member’s written response to his Faculty Evaluation Performance Review form, which shall indicate awareness of the contents of the faculty member’s written response. The Administration shall take no action against a faculty member for including a written response to the evaluation or complaining of a contract violation in the evaluation process.

b. Appeal of an Evaluation

A faculty member who disagrees with the factual contents of the Faculty Evaluation Performance Review form or who claims the Administrator failed to follow evaluation procedures, shall have the right to file a grievance at Step 1 of the grievance procedure as outlined in Article 11 of this Agreement. If the grievance relates to the factual content of the evaluation, the burden of proof will be upon the grievant to demonstrate by clear and convincing evidence that the factual content of the evaluation is wrong.

c. Union Representation at Evaluation
A faculty member shall have the right to have a Union representative present at
the post-evaluation conference or when the faculty member is being placed on
formal notice of delinquency in his professional performance.

C. Student Evaluation of Instruction Faculty

Students shall complete a formal student evaluation questionnaire for instructional faculty
members on the Student Evaluation for Full-Time Faculty in Appendix F, or on any
mutually agreed upon replacement questionnaire, at approximately the point that two-
thirds (2/3) of the courses, laboratories, or clinicals have been completed. In the fall
term, the courses, laboratories or clinicals will be chosen by the faculty member and in
the spring term one will be chosen by the supervising Dean. The person conducting the
evaluation will obtain, distribute and collect the evaluation questionnaires. This
questionnaire is to be utilized by the faculty member for improvements in his
performance and in the course. The supervising Dean may elect to review and discuss
recent student evaluations with the faculty member. The Student Evaluation for Full-
Time Faculty will be returned to the faculty member after grades are submitted, and no
copies will be filed in the faculty member’s personnel file, except that copies of the
student evaluation will be retained for non-tenured faculty members for use in the tenure
process. Upon completion of the tenure process, the evaluation will be removed and
returned to the faculty member. During the first one-third (1/3) of the term, faculty
members may request an additional course student evaluation for assessment purposes.

Results of the student evaluations may be used by the faculty member’s supervising Dean
in conducting and preparing the Instructional Faculty Evaluation Performance Review
(Appendix B). Items 1 through 16, or any mutually agreed upon revisions of these items,
will be considered on the Student Evaluation form currently in use. If 30% or more,
rounded up or down to the next whole number, of the responses to any single question(s)
on the form are marked “disagree” or “strongly disagree” in any two out of three
consecutive terms in which student evaluations are conducted in the faculty member’s
class, the supervising Dean conducting the faculty member’s evaluation may use such
responses under “Other Supervising Dean Comments” in the evaluation. The supervising
Dean may also write positive comments on the Faculty Evaluation Performance Review
in the “Other Supervising Dean Comments” section based on student evaluations.

Instructional faculty teaching distance learning courses will be evaluated by students
through an online evaluation instrument. The process used to administer the online
evaluation, gather data, and retain evaluation feedback will follow the same guidelines as
set forth in the preceding paragraph.

Students will be provided a secure Web-based interface in which to complete an
evaluation anonymously and without replication. This interface will be accessible only to
students enrolled in the course at the time of the evaluation. Faculty will be provided
with a report summarizing student responses and feedback for the selected course
section(s). The online evaluation instrument may be used on a pilot basis to evaluate on-
site classes to determine the feasibility of using the online instrument for all student evaluations in the future.

9.2 Faculty Development

A. Faculty will participate in a minimum of ten (10) hours of faculty development activities each year, over and above in-service, except for those parts of in-service specifically designated as faculty development by the Administration.

B. Faculty who are continuing contract candidates must also complete ten (10) modules as specified in Article 6.16.

9.3 Faculty Planning Session

A. The administration and faculty representative of FUSA have worked together to develop a goals and accomplishment approach that aligns with the College’s strategic planning process.

B. Faculty will enter or affirm goals by May 1 of each academic year.

9.4 Post-Tenure/Continuing Contract Reward Review

A. Faculty Periodic Review

For a faculty member on continuing contract (tenure), a peer review will be conducted every five years following the award of continuing contract. This review will be conducted by the faculty member’s peer review committee. The committee will consist of three (3) faculty members as described below:

- One (1) faculty member from the same teaching field/discipline as the faculty member, to be designated by the faculty member.

- One (1) faculty member from the same campus as the faculty, to be designated by the supervising Dean.

- The cluster chairperson from the faculty member’s cluster who will act as the committee chairperson.

All members of the committee must be tenured and on continuing contract.

The committee members will review the documentation provided to them by the faculty member and his supervising Dean. This information will include and be limited to forms as described in 9.1, B 2. a., including End-of-Year Verification forms, Faculty Planning and Goals summary reports, and other materials documenting the faculty member’s service to the department, college and community.

The committee members shall use the Periodic Review checklist (Appendix) to verify that since the award of a continuing contract, or their last Periodic Peer Review, the faculty member has documented contributions in the following areas:
- Participation in professional development activities as specified in Article 9.2
- Service on College or educational committees, task forces, panels, boards or the like
- Service and or contributions to department, College, profession and community service

The signed Periodic Review form will be returned to the supervising Dean by the chairperson, with a copy provided to the faculty member.

The Periodic Review will be implemented 2014-2015 and include forms originating 2013-2014.

B. Administrative Periodic Review

1. The Deans’ recommendation to the campus president is based upon consideration of a number of elements, including but not limited to the faculty member’s periodic review, student success, compatibility, educational qualifications, scope and currency of subject matter knowledge, and student feedback.

2. If a faculty member feels that the findings of the review were based on incomplete or incorrect information, they will have up to thirty (30) days to provide additional information and a statement that addresses their concern(s) to their supervising Dean. The supervising Dean will have thirty (30) days from receipt of the faculty member’s statement to act on the matter, resolving it on their own or returning it to the committee for further consideration.

   The Periodic Review form and any addenda shall be signed by both the faculty member and the supervising Dean. The faculty member’s signature shall not necessarily mean agreement with the review, just awareness of the content of the form.

3. The campus president will make a recommendation to the college president and the Board of Trustees based on his review of the dean’s and committees’ recommendations.

4. Each district board of trustees may, upon recommendation of the President, maintain a faculty member on continuing contract, terminate a full-time faculty employee under continuing contract, or return the employee to an annual contract for failure to meet post-award performance criteria, or for cause in accordance with college policies and procedures upon recommendation by the president and approve by the board. The president or designee shall notify the full-time faculty employee in writing of the recommendation and shall afford the full-time faculty employee the right to formally challenge the action in accordance with the policies and procedures of the college. As an alternative to the hearing rights provided by college policies and procedures, the employee may request an administrative hearing
in accordance with Chapter 120, F.S., by filing a petition with the board within twenty-one (21) days of receipt of the recommendation of the president.

5. Implementation of post-tenure (continuing contract) award review will begin spring term 2015. Each spring term twenty percent (20%) of the tenured faculty will be reviewed. The initial groupings will be determined through random selection process in the fall of 2014, and faculty will be notified of their post-tenure review group and year. Newly tenured faculty will be reviewed five years following the year of continuing contract award and stay within that yearly group for subsequent reviews. Faculty in DROP (Deferred Retirement Option Program) will be excluded from the review process.
ARTICLE 14

ECONOMICS

14.1 – Initial Placement in Salary Range

A. A faculty member shall meet the minimum qualifications established for a position which may include a Bachelor’s degree, Master’s degree, Master’s plus thirty (30) semester hours or an earned Doctorate degree from a regionally accredited college or university or international equivalent as verified by a credentialing agency approved by the College.

B. Each faculty member shall be assigned to one of the following salary grades which will determine the individual’s salary level:

   Grade III

   Grade II

   Grade II+

   Grade I

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

1. Grade III - the faculty member shall have met criteria for a Bachelor’s degree plus college faculty experience.

2. Grade II - the faculty member shall have met criteria for a Master’s degree with a minimum of eighteen (18) semester hours in the field.

3. Grade II+ - the faculty member shall have met criteria for a Master’s degree plus thirty (30) semester hours in his teaching field or in a second teaching, librarian, or counseling field in excess of the Master’s degree.

4. Grade I - the faculty member shall have met criteria for a Doctorate degree in major field.

C. A new faculty member (including full-time temporary, grant-funded faculty, and non-grant-funded) may be paid above the minimum salary grade for prior experience as hereinafter provided. The prior experience must be relevant teaching, librarian or counselor experience. The amount of pay above minimum shall be approved by the Executive Director of Human Resources, provided entry pay cannot exceed ten percent (10%) of the minimum for the salary grade under Section 14.2. Except as permitted in paragraph D below, the President may authorize up to twenty percent (20%) above the minimum.
D. A new faculty member (including full-time temporary, grant-funded faculty, and non-grant-funded) with relevant, directly related teaching or non-teaching experience in instructional, technical or vocational fields, in business, libraries, counseling, or in the Armed Forces may be paid above the minimum for prior experience as defined hereinafter. Relevant, related teaching or non-teaching experience is defined as work experience as instructor or at the journeyman, technician engineer or trained employee level in the field for which hired. The amount of pay above minimum shall be determined by the Executive Director of Human Resources, provided that it cannot exceed ten percent (10%) above the minimum for the salary grade under Section 14.2. The Administration will determine credit to be received.

14.2 – Salary Range

A. Salary Grades

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

<table>
<thead>
<tr>
<th>Salary Grade</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>$40,487</td>
<td>$71,275</td>
</tr>
<tr>
<td>II</td>
<td>$42,548</td>
<td>$74,880</td>
</tr>
<tr>
<td>II+</td>
<td>$44,814</td>
<td>$78,847</td>
</tr>
<tr>
<td>I</td>
<td>$47,081</td>
<td>$82,811</td>
</tr>
</tbody>
</table>

B. Each faculty member employed during the 2013-2014 academic year shall receive an increase in base pay equal to $1,250.00 plus $40.00 per year of service at the College. If the increases cause a faculty member to reach or exceed the maximum of the pay range, the difference shall be paid in a lump sum and not added to the base salary.

C. The parties agree to re-open the Agreement in 2014-2015 for the purpose of negotiating Article 14 and up to 2 additional articles as designated by each party.

14.3 – Promotions

A. **Criteria** – For the term of this agreement, a faculty member who meets the minimum qualifications approved by the Board and who meets the following criteria shall be promoted to a higher salary grade:

1. The faculty member must obtain the specified number of identified college credits from a regionally accredited college or university or international equivalent as verified by a College-approved credentialing agency.
2. For an instructional faculty member, the credits must be earned in those areas in which a faculty member is qualified to teach; in a second teaching, librarian, or counseling field; or in those areas directly related to or which enhance classroom instruction.

14.4 – Overload Compensation

A. For an overload assignment awarded in accordance with Article 8, Sections 8.3, 8.4 and 8.5, a faculty member shall receive $73.00 beginning January 1, 2014 academic year per overload point for teaching overloads (except as otherwise provided for accredited Health Science Programs).
TENURE COMMITTEE CHECKLIST
APPENDIX P

Tenure Candidate: ____________________________ Term: ______________
Campus: ______________ Academic Dean: __________________________

1. **Evaluations of Faculty Completed by the Administration**: (provided by the dean)

   Article 9 (9.1)(B)(3)(b) of the HCC/FUSA contract states that each non-tenured faculty member will be evaluated once each fall and spring term. Failure of the supervising dean to evaluate a non-tenured faculty member as required by the contract shall be conclusive proof that the faculty member’s performance is considered “satisfactory” for that term.

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2. **Professional Contributions**: (completed by faculty member: file copies provided by the dean)

   As a part of the Faculty End of Year verification, a faculty member submits information once per year on his or her professional accomplishments to the institution and certifying that he has met all of his scheduled classes and posted office hours except when on approved leave.

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3. **Student Evaluation of Instructional Faculty (provided by the dean)**

   Article 6 (6.16)(F) of the contract states that the dean will ensure that copies of student evaluations of the candidate are kept on file at the campus for review by the tenure committees and the college president.

   Article 9 (9.1)(C) of the contract states that no copies of student evaluations will be filed in the faculty member’s personnel file, except that copies of the student evaluation will be retained for non-tenured faculty members for use in the tenure process. Upon completion of the tenure process, the evaluation will be removed and returned to the faculty member.

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4. **The Portfolio:**

Article 6 (6.16) (E)(1) of the contract states that the tenure candidate must maintain a tenure portfolio to be submitted as part of the tenure process.

A. The portfolio must contain copies of the faculty member's evaluations completed by the Administration and copies of the Student Evaluation of Instructional Faculty summary reports. The portfolio may contain other relevant feedback, including but not limited to, recommendations from faculty and administrators.

The portfolio must also contain documented evidence of continuing contributions and/or participation in the following four (4) areas:

1. **Documented evidence of participation in college or educational committees**

   - **Year One** – One (1) committee in addition to Cluster
     - Yes □ No □
   - **Year Two** – Two (2) committees per year in addition to Cluster
     - Yes □ No □
   - **Year Three** – Two (2) committees per year in addition to Cluster
     - Yes □ No □
   - **Year Four** – Two (2) committees per year in addition to Cluster
     - Yes □ No □
   - **Year Five** – Two (2) committees per year in addition to Cluster
     - Yes □ No □

   **Examples of category:** on a continued or annual basis, cluster sub-committees, task forces, SACS committees, textbook or curriculum committees, AS program advisory committees, college-wide or campus committees, screening committees, institutional and campus advisory councils. Note: A committee must consist of two or more members.

   **Examples of documentation:** minutes from committee(s) in which the faculty member participated and/or letters from committee chairmen confirming the faculty member's participation.

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<th>Category</th>
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Please provide documentation for each category.
2. **Documented evidence of participation in professional development activities as specified in Article 9.2.B.**

   a. Documented evidence of participation in college faculty development activities for a minimum of ten (10) hours per year.

   ![Table]
   
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<tr>
<th>Year</th>
<th>Yes □</th>
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<td>Year One</td>
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<td>Year Five</td>
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   **Examples of category:** Attendance at workshops, faculty presentations, seminars, conferences; recertification, maintenance of licensure, undergraduate/graduate courses. Note: The 15 hours per year of college faculty development activities may include, but not be limited to, undergraduate, graduate or dissertation hours (where 1 credit hour = 15 faculty development hours).

   b. Documented evidence of participation in ten (10) distinct faculty development modules related to the community college in higher education or to college teaching.

   The modules can be earned throughout the five year period, provided they are completed before the faculty member submits his tenure portfolio. As an alternative, graduate-level courses in the community college in higher education or in college teaching will be considered and must be approved by the Vice President of Academic Affairs or his designee.

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<th>Category</th>
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   Total of 10 modules over the course of Years 1 - 5

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<th>Category</th>
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3. **Documented evidence of contributions to the Department, College, or Profession:**

   ![Table]
   
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<thead>
<tr>
<th>Year</th>
<th>Yes □</th>
<th>No □</th>
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<td>Year One</td>
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<tr>
<td>Year Five</td>
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</table>

   **Examples of category:** Working on special projects, grants, program reviews, etc. for the department or the college; presenting at college or faculty development workshops; grant writing; professional publications; attending professional conferences and sharing best practices; club advisors; course coordinators; other contributions to the college such as volunteering at graduation, campus beautification.
Examples of documentation: copies of the books, articles, and multi-media publications; workshop, seminar, and or conference program(s) confirming participation; letters of appreciation or invitation verifying participation.

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<th>Category</th>
<th>Documentation Provided</th>
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4. Documented evidence of participation in Community groups or projects for a minimum of five (5) hours per year.

<table>
<thead>
<tr>
<th>Year One</th>
<th>Yes □ No □</th>
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<tbody>
<tr>
<td>Year Two</td>
<td>Yes □ No □</td>
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<tr>
<td>Year Three</td>
<td>Yes □ No □</td>
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<tr>
<td>Year Four</td>
<td>Yes □ No □</td>
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<tr>
<td>Year Five</td>
<td>Yes □ No □</td>
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Examples of category: Participation in the community, such as mentoring or tutoring students; participation in groups or events or activities sponsored by the Red Cross, American Cancer Society, United Way, etc.; service on board(s) or community-oriented organizations, youth activities. Participation in community service should be voluntary and non-paid.

Examples of documentation: letters of appointment, minutes of meetings, certificates or letters of appreciation. Local media (newspapers, etc.) accounts of the event denoting tenure candidate’s participation; evidence of awards received for services rendered.

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D. Tenure Committee Interview Question(s):

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
COMMENT(S) (Note: comments recorded in this document will be part of public record)
# END OF YEAR VERIFICATION

**Instructional Faculty**

Submitted in accordance with the current HCC-FUSA Agreement

<table>
<thead>
<tr>
<th>Name</th>
<th>Colleague ID (Not SSN)</th>
<th>Discipline</th>
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<table>
<thead>
<tr>
<th>Current Campus</th>
<th>Dean</th>
<th>Term</th>
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## I. Faculty Report on Primary and Other Responsibilities:

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<tbody>
<tr>
<td>A.</td>
<td>Attended all scheduled classes except when on approved leave</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>B.</td>
<td>Attended required scheduled in-service activities except when on approved leave.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C.</td>
<td>Maintained required office hours, except when on approved leave, and was available for additional office hours by appointment.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>D.</td>
<td>Participated in developing, revising and implementing a course or program as needed.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>E.</td>
<td>Attended all required scheduled district-wide, campus-wide and area meetings unless on approved leave.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>F.</td>
<td>Developed a syllabus that clearly defined the grading policy which enabled the student to determine how the course grade would be calculated.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>G.</td>
<td>Developed a syllabus that clearly defined course outcomes.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>H.</td>
<td>By the end of the second week of class, distributed the syllabus to students and provided the dean with a copy.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>I.</td>
<td>Endeavored to provide accommodation for disabled students as recommended by the coordinator of services for students with disabilities.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>J.</td>
<td>Attended graduation unless excused or on approved leave.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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## II. Faculty Report on Contributions

### College or Educational Committees

- Contributions to the Department, College, or Profession
- Community Groups or Projects
- Other Contributions or Comments

## III. Faculty Report on Development

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Location</th>
<th># Hours</th>
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<td>Copy</td>
<td>Dean</td>
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<tr>
<td>Copy</td>
<td>Faculty member</td>
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# 2-1-028 Fill-in (Draft 08/13)
Faculty Self-Assessment

FACULTY GOAL-SETTING PLAN
For Academic Year: 20xx-20xx

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Employee ID</th>
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<tbody>
<tr>
<td>Reporting Campus:</td>
<td>Cluster:</td>
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<tr>
<td>Reporting Dean:</td>
<td>Discipline/Program:</td>
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**Faculty Goal Area:**

**Goal:**

**Areas of Broad Interest:**
- Improving Teaching/Learning Skills
- Improving Assessment Strategies
- Technological Innovation
- Diversity
- Other

**Target Date:**

Recommendation from a program review or external accreditation

*This goal relates to the following:*

- College Goal:
- Strategic Initiative:
- Dean Unit Objective:
- Campus Objective:
- Cluster Outcome:
- Student Learning Outcome:
- Other Goals/Initiatives Addressed by Objective:

<table>
<thead>
<tr>
<th>Expected Outcome</th>
<th>Means of Assessment</th>
<th>Results of Assessment</th>
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**Status:**

**Status Date:**

**Use of Assessment Results:**