

One goal of the AFT Seattle Community Colleges, Local 1789 is to help new faculty thrive!

This is our Union-made and extremely accurate handbook for new faculty.

For more information, questions, comments, concerns – call your Faculty Union representatives – the complete list is under Union Representation in this handbook:

Co-Presidents:

*Tracy Lai & Kimberly McRae
206- 934-5478*

District President for Part-time Faculty:

*Dave Eberhardt
206-934-4533*

Senate Presidents:

*North Campus President:
Aryana Bates 934-3612*

*Central Campus President:
Robin Tartow 934-3820*

*South Campus President:
Annette Stofer 934-5351*

The AFT Seattle Community Colleges, Local 1789 represents all faculty in the Seattle district!

We hope you find this handbook useful!

*1500 Harvard Avenue MS
1D0100
Seattle, WA 98122*

<http://aftseattle.wa.aft.org/>



A Union of Professionals

AFT Seattle

**Community Colleges
Local 1789, AFL-CIO**

NEW FACULTY SURVIVAL GUIDE

Designed for the faculty of the Seattle Community Colleges

September 2014

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QUICK INFORMATION

Useful phone numbers (all 206 area code) - Contact info for the specific campuses follows separately.

Name and Function	Number
AFT Seattle office - If we can't find the answer, we know where to refer you!	934-5478
Your department's secretary. This is the person who will give you your contract, who reports your leave, who gets your ID card, gives you a copy of the Agreement, and processes payroll paperwork. S/he DOES NOT make hiring or firing decisions but is usually a wealth of information.	Varies by department - learn it!
Carey Schroyer - District Faculty Development http://dept.seattlecolleges.edu/fd/	934-4103
Payroll and benefits	
Teresa Leahy: Assistance navigating benefits	934-4115
Melissa Stoner: Payroll questions	934-4124
Linda Tran: Part-time benefits questions	934-4388
Susan Engel: Payroll and Benefits Manager	934-4120
Virginia Barnett: SID number requests and Donna Hernandez: Verification of employment	934-4112
Charles Sims: District Human Resources Director	934-4136
Mike Locke: District Email System	934-4089
Betty Lunceford: District Voice Mail/Phone	934-4195
Phone Directory: to find numbers through the phone, once you are in Audix (x6999) log in and type this	**N (last name) #
Phone and email directory: in Outlook - click on the address book icon; you can also use www.insideseattlecolleges.com for a people search	

Useful Weblinks

<http://aftseattle.wa.aft.org/> - your Union's website

dept.seattlecolleges.edu/fd/ - faculty development website

<http://insideseattlecolleges.com> – District intranet – includes info on telephone, benefits, email, websites, salary schedules, and lots of other stuff!

<https://sccdweb.sccd.ctc.edu/seadist6/earnhist/> check your earnings history

<http://people.northseattle.edu/> Faculty and staff home page for North Campus

http://webshare.northseattle.edu/tlc/forfaculty_orientation.shtm new faculty orientation information for North Seattle

<http://www.seattlecentral.edu/it-services/> information on computing needs at Central

<http://tinyurl.com/sscc-tools/> South Seattle CC most frequently requested weblinks

WHAT DO YOU NEED TO KNOW RIGHT AWAY?

1. Do you have an Agreement? This is your contract and you should receive one immediately upon employment. You can get one from the secretary in your division, from the office of the Vice President for Instruction, or call the Union and we'll get one to you.
2. Do you have a salary placement? You should know your salary, and why your salary is what it is! (See the FAQ on pg. 5 and pg. 13 of this handbook for more information)
3. Has an ENSRC or paper contract been issued for you? No one gets paid without an ENSRC – that's Employment Notice and Service Record Change – your department's secretary can give you a copy. If you don't receive an ENSRC, you should receive a thin paper contract with your course information, salary, and pay dates.
4. Did you receive a copy of the course outline for the course you are teaching? Every course has an official course outline that details what must be covered. Sometimes they are outdated, but they are the approved requirements for course content.
5. Do you have an email account, instructor briefcase and access to a computer? Many important notices come **only** by email – you should have an account and you are responsible for checking it! You can use your email ID to get into Inside Seattle Colleges (college intranet) as well as the Instructor Briefcase, which has your course rosters and online grading forms. Your department's secretary supervisor will set you up with the email info. Mike Locke at the District office is the contact person: 934-4089
6. Do you have office space and a telephone? You should have a phone number where students can reach you and office space with a file cabinet (though it may be shared). You should know how to access the voice mail system. The complete guide is at this link in Inside Seattle Colleges: <https://inside.seattlecolleges.com/default.asp?svc=telephone&page=telephone>
7. Do you have a SID or System Identification Number and a PIN number? This is used to identify you, to get you into computers in the classroom, and for lots of other reasons – keep it handy! Email Virginia Barnette (Virginia.barnett@seattlecolleges.edu) with the last four digits of your social security number and she will send both to you. You can change your PIN. You also need this to access your earnings history in payroll.
8. Have you received information about benefits and responded as needed? Theresa Leahy can walk you through your benefits options – 934-4115.
9. Do you know where to make copies? Central and South campuses have copy centers, North does not – there, you need to make copies in your department or send them to Central. Ask your secretary supervisor for the copy code, or the budget number and ask if there are any limits.
10. Do you have chalk or whiteboard pens, tape, index cards, graph or butcher paper, markers, or whatever other supplies you need? Check with the department assistant for where these are kept, and how to order and access them.

11. Do you want to set up a website? The colleges offer different types of computer training. Central has a Faculty/Staff Computer Lab and there are Teaching and Learning Centers at North and South. You can also check out this link in Inside Seattle Colleges for information on getting a site on the District server:

<https://inside.seattlecolleges.com/default.asp?svc=webspace&page=webspace>

Your college's e-Learning office will have information about Canvas-based course sites and training opportunities. **Central:** room 1140, 206.934.4060, dislrn@seattlecolleges.edu

South: RSB building, South side of Library - Offices LIB131 and LIB133.3, (206) 934-7930, elarning@southseattle.edu

North: LB 2237, 206.934.3738, North.eLearning@seattlecolleges.edu

12. Do you know your transportation options? You can pay for parking. Carpooling is available. You may also be able to purchase a subsidized ORCA pass. Check Transportation Services for your campus for the most recent developments. Zipcar is available to full-time employees.

13. Do you know where to eat? For daytime instructors, all three campuses have food service – check out the culinary students work at Central and South Campus in their dining rooms! Food service does tend to be limited in the evening, however.

FREQUENTLY ASKED QUESTIONS

Q: When do we get paid?

A: Pay dates are on the 10th and 25th of each month. They cover the period from the 15th -30th (10th paycheck) and the 1-15th (25th paycheck). If you work in that pay period, you should be paid in a timely manner. Emergency checks can be and have been cut rather than violate state law by failing to pay faculty in a timely manner (page **13** of this handbook).

Q: Can I change my initial salary placement?

A: You must document any rationale for changing within the first 90 days. After that, it is very difficult (though we maintain it is not impossible) but it is up to the discretion of the dean and VP of Instruction, and the change is not retroactive (page **12** of handbook).

Q: Do I need to be on campus for a certain number of hours each week?

A: You need to be on campus during your scheduled class time and office hours (full time faculty only, if you have fewer than 20 student contact hours per week), and during your final exam time. Other work can be done at a time and place of your choosing (page **15** of handbook).

Q: I'm full-time; do I get paid year round?

A: No. Your annual salary can be divided into 18 or 24 equal payments and is distributed from October 10 through June 25th. If you opt for 24 payments, you'll receive 18 from October through June, with 6 additional in a balloon payment on June 25th. You must put the request for this in writing to payroll, and as of this year, you must request the balloon payment annually (page **13** of handbook). IEL Core faculty work year round and are paid in 24 equal checks.

Q: Am I automatically a member of the Union?

A: No, you automatically pay a representation fee, and we represent you, but you must fill out a membership form if you want to be a member (page **9** of handbook).

Q: Where do I find telephone numbers and email addresses?

A: In voice mail - **N(last name) # for phone numbers; in the Outlook address book; in the directory category of the www.insideseattlecolleges.com intranet (page 3 of handbook).

Q: Where can I find syllabus templates and other instructional materials?

A: Your department should keep copies of syllabi for your class that other instructors have used. If you are using a textbook, most book publishers have extensive website resources, including instructor's manuals, PowerPoints, video, and many other resources. And your colleagues are a wealth of information! Ask them to share resources! (page 35 of handbook).

Q: Do I have to purchase my own copy of the textbook?

A: No. Most publishers give "desk" copies to faculty who are using them – you can request them from the publisher. You can even request two so you can put one on reserve in the library for student use.

Q: Is money available for professional development and can I take time off for it?

A: Yes, money is available – the best resource is Faculty Development. Carey Schroyer is our Faculty Development Coordinator – 934-4103. The faculty development website at <http://dept.seattlecolleges.edu/fd/> is an excellent resource. We can receive paid time off for professional development activities (Article 14.5 of your Agreement) with prior approval from the unit administrator. IEL faculty are not eligible for SCCD funds, but are eligible for funds from their particular programs.

Q: Is there a Student Conduct Code?

A: Yes! Each campus publishes a Student Handbook – this tells rights and responsibilities for students – It's good to get a copy! The information can also be found on the campus websites.

Q: Should I make copies of all paperwork I submit?

A: Yes. Things go missing from time to time. Keep copies, electronic or paper, of everything that seems important.

YOUR AFT SEATTLE COMMUNITY COLLEGES, LOCAL 1789

We are the union representing the faculty of the Seattle Community Colleges. We represent ALL faculty – full and part-time teachers, librarians, and counselors.

Our mission and goal is to advocate for faculty in our colleges, in the community, and in the state legislature. We believe our educational institutions are stronger, and students are better served, when faculty are treated with respect and professionalism. According to our Constitution, our purpose is:

- “To support high standards of teaching and an excellent learning environment by securing good working conditions for faculty.
- To promote professionalism and collegiality among faculty.
- To represent faculty by upholding and negotiating the collective bargaining agreement.
- To take a proactive approach in improving working conditions through legislative action and state funding.
- To provide a mechanism for the informal mediation of conflicts between faculty.
- To promote solidarity among faculty.
- To promote a mutually supportive relationship with the labor community.
- To actively represent the AFT Seattle in the Washington Federation of Teachers, the American Federation of Teachers, and the Washington State and Martin Luther King County Labor Councils.”

It is also our mission to work with faculty to create a supportive and inclusive community of colleagues. We are the only organization in the colleges dedicated specifically to increasing the voice and power of our faculty. We know we are stronger together than any of us alone!

While we represent all faculty, and all faculty pay the same representation fee, **only those who complete a membership application can be counted as members.** You’ll find the form on the next few pages. We hope you’ll join!

We are part of the American Federation of Teachers, a union of about 1.6 million members nationwide. We are also part of the AFT Washington – which represents about half the community college faculty in the state, as well as paraprofessionals, early learning educators, 4-year college faculty and most recently, exempt professional staff in the community colleges..

We are not the same union that represents the K-12 teachers in Washington; that is the Washington Education Association.

We are also part of the AFL-CIO and affiliated with the Martin Luther King County and WA State Labor Councils.

Our Structure

The AFT Seattle has both district-wide officers and campus officers. Our Faculty Senates are the local arms of the AFT Seattle. Each department can have one faculty senator for every 25 faculty. The Senate President, Secretary, and Part-time Representative for each campus also serve on the

Executive Board. In the pages to follow, you can find the list of our current Executive Board Officers. Your faculty senators will be listed on our website at <http://aftseattle.wa.aft.org/>

Faculty Senates meet monthly on the campuses. The Executive Board meets on the first and third Tuesdays of the month, from 3-5, at the Siegal Center in the district office. Faculty are always welcome to attend!

We hold one All Faculty meeting per quarter for business and pleasure. Please plan to attend!

Lots of Activities!

The AFT Seattle works to build our community through many different events and activities. Our union is formally represented on campus and districtwide committees. The Blotter and Know Your Contract, along with occasional emails from campus and district presidents keep you informed of developments. Look for our coffee breaks on campuses, legislative awareness nights, solidarity actions to support other unions, special meetings on hot topics, and Civil & Human Rights programs. All faculty are always welcome!

COPE: Committee on Political Education

Our salary and benefits are not directly bargained, for the most part, at the bargaining table. State law prohibits us (with some exceptions) from bargaining with the college for local money for salary increases. This means we need to go to the state legislature for salary and benefits.

We are continuing to build an effective political structure. But one thing we know is that to be effective, we need to help elect labor and education friendly candidates. The main way that we help support candidates at the state level is through AFT Washington's COPE fund. If every faculty member gives a little, our ability to help is tremendous! You can have a COPE deduction of as little as \$5 deducted directly from your paycheck and deposited in the COPE account. AFT Seattle can be represented on the AFT WA Cope committee to help decide how the money is spent. You'll find a COPE application in the following pages.

Your Role

Your Union represents you, but our strength is in the activism and participation of our members! Our voice is our collective voice – and through our members, we create our working environment. Our salaries are affected by our local bargaining and through lobbying at the state level. By law, we can only get salary increases when the legislature funds them – so we must be highly engaged both on our campuses and in Olympia.

You pay a representation fee that is 1.14% of your salary if you teach part-time, 1.37% if you are full-time tenured or tenure track and 1.26% (tentative) if you are full-time temporary or non-tenurable (on a 'soft money' contract or in a self-support program).

Please consider giving a little time and energy to help make our colleges better by getting involved! First step, become a member of the AFT Seattle! The membership form is on the following page. Then...

Become an ACTIVE member!

AFT SEATTLE UNION MEMBERSHIP APPLICATION FORM



Return to:
AFT Seattle Community Colleges, Local 1789
1500 Harvard Ave
Seattle, WA 98122

Or through Campus Mail – AFT Seattle
1D0100

(206) 934-5478
email: aftseattle@seattlecolleges.edu

I am applying for membership in the American Federation of Teachers (AFT), AFL-CIO, and in the AFT Seattle Community Colleges Local 1789 (AFT Seattle). I understand my dues make possible the many services and benefits of the AFT Seattle, as well as those of the AFT and our affiliates. I will also receive subscriptions to the *On Campus* newspaper and the *American Educator*, AFT's professional journal. I will also be eligible for AFT Plus services and benefits, including financial, technology, travel, discounts, scholarships, and health benefits.

I authorize the Payroll Office of Seattle Community College District to deduct dues from my salary in the amount certified by the AFT Seattle and to transfer such dues to the treasurer of the AFT Seattle. As AFT Seattle dues change and/or my faculty employment status with the Seattle Community Colleges changes, dues amounts will automatically and appropriately be adjusted. This deduction for dues is to begin immediately and will remain in effect unless changed or terminated by me through written notice to the SCCD payroll office and the AFT Seattle treasurer. (I understand that dues paid to AFT may not be deductible for Federal income tax purposes; however, under limited circumstances, dues may qualify as a business expense according to IRS regulations.)

Name (Print) _____

SS OR SID Number _____

Campus Mailstop _____ Division _____

Office Phone _____ Full-time Part-time (circle one)

Home Address _____ City _____ Zip _____

Home Phone _____ Home e-mail _____

Signature _____ Date _____

(required for membership - if you are teaching in the District, you already have dues deducted; the amount will not increase when you become a member.)

VOLUNTARY COMMITTEE ON POLITICAL EDUCATION (COPE)
APPLICATION

VOLUNTARY COMMITTEE ON POLITICAL EDUCATION (COPE) DEDUCTION- AFT Washington

I want to help elect education and labor friendly candidates!

COPE donation. *Unions cannot use member's dues for political purposes so COPE is a voluntary deduction that funds the union's ability to participate in the political process. In the AFT Seattle Community Colleges Local 1789, we participate with other AFT locals in a statewide COPE fund. All of the COPE contributions go directly toward electing education and labor friendly candidates for state level offices. As of January, 2007 - members can contribute to our statewide AFT WA COPE fund through payroll deduction by completing this information.*

Name (Print) _____ SS OR SID Number _____

Campus Mailstop _____ Office Phone _____

Home Address _____

City _____ Zip _____

I hereby authorize my employer, Seattle Community Colleges, through its officers, agents, and employees, to deduct from that portion of my wages due me the amount indicated below and remit to the AFT Washington Committee on Political Education, 625 Andover Park W, Tukwila, WA 98188-4654:

A monthly contribution in the amount of \$_____ (\$5.00 min. preferred).

Signature (required)

Date

This authorization shall become effective the date signed and shall remain in effect until written notification to cancel is provided to AFT WA Attn: COPE, 625 Andover Park W, Tukwila, WA 98188. Contributions or gifts to AFT WA COPE are not tax deductible as charitable contributions for federal income tax purposes. No employer or union may discriminate against you for contributing or not contributing to a political committee or supporting or opposing a candidate, ballot measure, or political position or party. AFT WA COPE, AFT WA, and AFT will not give your financial information to any other organization for any purpose whatsoever.

AFT SEATTLE COMMUNITY COLLEGES EXECUTIVE BOARD

Position	Name	Mail-stop	Work Phone (206)	Work email @seattlecolleges.edu
District				
Co-President	Tracy Lai	1DO100	934-5478	Tracy.lai
Co-President	Kimberly McRae	1DO100	934-5478	Kimberly.mcrae
President for Part Time	Dave Eberhardt	3NC2415C	934-4533	david.eberhardt
Treasurer	(Tefay Terefe – interim)			
District Co-Secretary	Fran Kato	2BE3122	934-5408	Fran.kato
District Co-Secretary	Anne Richards	2BE4128	934-3746	anne.richards
District Grievance Communications	Larry Silverman	2BE4128	934-2915	larry.silverman
	Jeb Wyman	2BE4128	934-5431	jeb.wyman
Human/ Civil Rights – CO-Chair	Betty Williams & John Martinez	3NC2402	934-4571	Betty.williams
Membership	Kraig Schwartz	2BE4128	934-2911	Kraig.schwartz
Political Action	Allen Stowers	4UNI101	934-6897	allen.stowers
Professional Issues	Michael Taylor	2BE3176	934-4342	michael.taylor
Technology Chair-Co	Aryana Bates	3NC2127	934-6312	Aryana.bates
Technology Chair-Co	Margaret McKibben	3NC2259	934-7019	Margaret.mckibben
Retiree Rep-Co	John Guevarra			rjguevarra@comcast.net
Retiree Rep-Co	Carol Hamilton			chamilton@northseattle.edu
North Senate				
President	Aryana Bates	3NC2127	934-6312	Aryana.bates
Secretary	Suzanne Schlador	3NC2429A	934-4579	Suzanne.schlador
Rep. for Part-time				
Grievance Chair				
Central Senate				
President	Robin Tartow	2BE3176	934-3820	Robin.tartow
Secretary	Kelley McHenry	2BE2101	934-6336	Kelley.mchenry
Rep. for Part time				
Grievance Chair	Denise Vaughn	2BE3122	934-5413	Denise.Vaughn
South Senate				
President	Annette Stofer	4RS002	934-5351	Annette.stofer
Secretary	Esther Sunde	4RS124	934-6663	Esther.sunde
Rep. for Part time				
Grievance Chair				

AFT SEATTLE MENTORING PROGRAM

In 2008, the AFT Seattle began a mentoring program for faculty. The 2007 AFT Seattle Agreement established a promotional increase for faculty members with 10 years of FT service and who agree to be mentors. This mentoring program does not supersede or replace other programs. Instead, it enhances existing programs and can be used where there is no mentoring program in place. The program includes one-on-one faculty mentoring and specialist mentoring. In the Appendix, you'll find a list of the one on mentors and the mentoring specialists! Please check out our website <http://aftseattle.wa.aft.org/> for updates!

One on One Faculty Mentoring

Faculty mentors are matched up with new faculty (or other faculty who would still like a mentor.) The relationship is collegial, not evaluative. The mentorship pair should have an initial meeting to discuss what will be included in the mentoring relationship. They write up what they intend to do and for how long. AFT Seattle likes to have a copy of this agreement for the union's annual report. Some examples are: Meet for coffee or lunch; visit one another's classroom; mentor is a resource person for learning Instructor Briefcase, Outlook, paperwork, etc; check in formally or informally at scheduled interviews; attend committee, conference, or workshop together.

Specialized Mentoring

Faculty mentors are identified as specialists in particular areas. For example: online course specialist, service-learning specialist, library specialist, multi-media specialist, or student conduct specialist. The specialists may schedule a particular time when they are available for calls or consultation.

SALARY STUFF

INITIAL PLACEMENT, ENSRC'S AND PAY DATES!

When you begin work in Seattle, you should get an initial salary placement. This process should not be obscure! In the Appendix, we've included the initial placement forms for full-time, part-time, and professional/technical faculty. You can also go to this link and look under full-time, or part-time faculty : <https://inside.seattlecolleges.com/default.aspx?svc=humanresources&page=documents>

There are five initial placement steps on our salary schedules for full time and three for part-time faculty. They are in Appendices A and B of your Agreement and updates can be found in <https://inside.seattlecolleges.com> under Human Resources/documents. Where you are placed depends primarily on your experience and education. There can be exceptions – if you are in a highly competitive field or you were earning a higher salary in your previous position, or you have another offer for more money, then the college may offer you a higher salary. This is rare in most fields however. Please make sure that you see the initial placement form gets completed. If your department requires more information from you, they may place you on a lower step than you have earned.

You have 90 days from your initial placement date to submit all documentation in case you have been placed lower than you should be. Your adjusted salary will be retroactive to your date of hire. If you miss the 90-day deadline, you cannot receive the retroactive increase, and it is very difficult to have any salary adjustments made.

Your department submits an “Employment Notice and Service Record Change” (ENSRC) for you to ensure that you are paid. You should receive a copy of this – it should include your salary, pay dates, and length of your contract.

For part-time faculty – you should receive an ENSRC or similar pay document each quarter so you can be sure you are being paid accurately. If you find that it is unclear whether you are being paid correctly, check with the secretary supervisor in your division office and/or check with Melissa Stoner at the District Service Center.

For full-time faculty – you will receive an EN&SRC each year. You also have the option of having your paychecks come in 18 equal installments, or in 24 installments – the last 7 paid on the last paycheck of the academic year. You **must** sign up for the 24-installment option annually if you want that option.

You can have your paycheck automatically deposited into your bank account. You will receive a notice when this occurs each pay period.

Pay periods are on the 10th and 25th of each month, starting with October 10. For part-time faculty, new hires may not receive a pay check on the first pay date of the quarter. It’s also important to note that there is no pay check on January 10, and April 10 is the last pay period of winter quarter. So the first payment for Spring quarter is April 25th. In Fall and Winter, there are six pay checks, and in Spring, there are five. For those on alternative teaching schedules, pay dates will be determined by teaching dates.

Although your pay stub will list a certain number of hours, that is the number of hours during the pay period, it is not the number of hours for which you are paid on that particular paycheck. Our salaries are divided into equal payments.

AUTOMATIC DEDUCTIONS

Some deductions are automatically made from your paycheck – you signed a release for this at the time of hire.

These deductions include the usual – taxes, social security, Medicare. They also include health insurance premiums, retirement, and union representation fees.

You can have other items automatically deducted as well. For example, if you give to our AFT WA COPE fund, which gives contributions to political candidates who support education and labor, or to charitable organizations, or the foundations for the colleges – you can have these automatically deducted from your paycheck.

You can also have certain payments automatically deducted – for example, if you have an account with the State Employees or School Employees Credit Unions, you can automatically send money to those accounts directly from your paycheck.

SALARY INCREASES

Big picture first – under current state law, the only time we can get salary increases is when the legislature allocates the money for them, or when we add additional duties and the college pays for the salary increase. This means we need to have a presence in Olympia to ensure we get them, and we need to be clever at the local level in bargaining so we don't increase our workload too much while increasing our salaries. We have increased salaries by adding non-instructional days, by adding a mentoring raise for faculty with 10 years of experience or more, and most recently, by adding a number of slots for part-time faculty to be paid for assuming non-instructional duties.

At the legislative level, we worked to pass an initiative a decade ago that grants us automatic Cost of Living Adjustments (COLA) each year. The legislature can, and has, suspended these increases due to budget shortfalls – 2008 being the last time there was funding. We also try each year to ensure that money for increments is included in the budget. (We don't have step increases; all new money is simply applied to the salary of each person.)

Annual increases come from the COLA – we don't need to do anything to receive them (except, of course, make sure we have a presence in Olympia so they are not suspended!). Other annual increases can come from increment money from the state that is designated for this, and turnover dollars from the district. Turnover dollars are the money saved when a less expensive employee is hired after a more expensive employee leaves the district.

Full-time faculty need to act in order to get a share of the increment/turnover dollars. Each year, the full-timers must submit an annual Experience, Education, and Professional Development report. A sample is in the following pages. The report is completed online and submitted via email to your dean by June 30. If you do not hear otherwise by July 15, you can assume your report was acceptable and you will receive an increase (if we have increment/turnover money) starting at the beginning of the next Fall quarter. Full-time faculty must include professional development in their report. Part-time faculty do not need to submit anything to receive a share of increment or turnover money. The available money will be distributed to all who teach part-time or who take overloads which are paid from the part-time salary schedule. The part-time faculty who receive raises for increasing their non-instructional duties will also do an annual report to document how they completed the plan that they submitted to receive the raise.

SPECIAL NOTE

Check your ENSRC and pay stub regularly! Errors can happen. If you are underpaid, then money is owed to you. If you are overpaid, then you must pay the money back, and it can be painful to learn this after several pay periods.

If you find an error and you were underpaid, corrections can be made retroactive for several years. If you were overpaid, there are options for paying the money back, though the district cannot deduct more than 5% from any one paycheck unless you make arrangements otherwise.

WORKLOAD – OR, WHAT AM I SUPPOSED TO DO?

Your primary obligations as a faculty member are your instructional obligations. Additional obligations for both full-time and part-time faculty are in your Agreement, Article 6.8. Please read this carefully – we won't detail them here, but will address frequent questions and concerns.

WEEKLY WORKLOAD

Each program has a defined number of hours of student contact, per week, for a full-time workload. The hours are defined in Article 11.3 of your Agreement. For example, in transfer/lecture courses, a full-time weekly workload consists of 15 hours of student contact; in ABE/ESL courses, a full-time weekly workload consists of 20 student contact hours. Librarians and counselors have 30 contact hours per week for a full load. Professional/technical faculty and faculty at Seattle Vocational Institute, excluding ABE/ESL, have 25 hours.

OFFICE HOURS, TIME ON CAMPUS, AND COMMITTEE WORK

For full-time faculty – if you teach in a 15-hour program, you are required to post 5 hours of office hours per week. Faculty with 18 contact hours are required to post 2 hours per week. Faculty with 20 hours or more need not post additional hours.

Part-time faculty are expected to be available to students outside of class time, but need not have any office hours posted.

Faculty are required to be on campus for their classes that meet on campus, and for their office hours. Faculty are also required to be available for students during their scheduled final exam time.

Part-time faculty are not paid for committee work, nor for non-instructional days. While we recognize that many part-time faculty do a LOT of additional work, you can not be required, nor should you be coerced, to do so. There is a simple and effective way to engage part-time faculty in additional duties – pay them for it! There are now a specified number of faculty (who have worked at least three years in the district) who have been approved for a raise for a variety of work that was previously unpaid.

Full-time faculty are expected to participate on committees and engage in curriculum development and review.

HOW DOES WORKLOAD AFFECT PAY?

For full-time faculty, courses beyond your weekly workload are paid from the part-time salary schedule.

Part-time faculty are hired on a quarterly basis. Your workload depends upon the number of hours you teach, relative to a full-time workload in your program. For example, if you teach one five credit, lecture course, your weekly workload is 5 hours. That is 5/15 or 33% of a full-time workload. Your salary is based upon this. Part-time faculty are NOT paid an hourly rate (except for substituting) – you are paid a quarterly salary to take into account the instructional work you do

outside of the classroom (preparing for class, grading, etc). For example, look at Appendix B, our current salary schedule – if you teach 33% of a full-time workload, and you are placed at Step 3A on the salary schedule, you will be paid $\$14,213 * .3333$ or $\$4,737.19$ per quarter. You may see an ‘hourly’ rate on your ENSRC. It is not a useful number to focus on.

BENEFITS

We are fortunate to have a very good benefits package with the Seattle Colleges. There are frequently additional benefits you can optionally purchase – it is best to keep updated frequently by checking the District Benefit website: go to <http://insideseattlecolleges.com>, click on the payroll and benefits link, then find your category of employee (PT or FT). In this section, we will focus on leave, health care, and retirement benefits. Information on benefits can be found in Article 5 of your Agreement.

SICK LEAVE

Commencing with the first day of employment, full-time faculty with an annual contract receive 12 days of sick leave. After the first year, sick leave accumulates at the rate of one day per month. Your sick leave continues to accumulate as long as you are employed.

Part-time faculty also receive one day of sick leave per month and are eligible to use sick leave upon employment.

For full-time faculty, one day is defined as six hours for sick leave purposes.

For part-time faculty, one day is 6 hours multiplied by the % of a full-time workload – so, if you teach 33%, your sick leave ‘day’ is 2 hours.

As long as you have a contract for the quarter or year, you can use your sick leave.

You accumulate sick leave that you do not use. You can use this leave as you need it. You can also share leave with other faculty or employees who need it when you have accumulated more than 132 hours. You must maintain a balance of 132 hours when considering donations or cashing out excess sick leave.

If you are sick, notify your dean. Ask early on what the sick leave policy is in your department (eg: when are substitutes called in?). Your dean may ask for verification from a health care provider for absences greater than five days.

If you have accumulated sick leave in another college, and Seattle becomes your primary employer, you can transfer your sick leave from that college to Seattle. Similarly, you can generally transfer sick leave balances from Seattle to another college in the WA state system.

PERSONAL LEAVE

Full-time faculty receive three personal leave days per year, commencing on the first day of the contract. If you don’t use them during that year, you lose them.

Part-time faculty receive one day per quarter in Fall, Winter, and Spring quarters. An unused personal day can carry over into the next quarter, but a maximum of two days can be used in one quarter. Unused days are lost.

All unused personal leave days are wiped out at the end of Spring quarter.

You need not get 'approval' for a personal leave day. You must notify your dean as soon as possible that you will be taking one however. Personal leave must not be used for gainful employment or self-employment.

PROFESSIONAL LEAVE

Tenured faculty with three years of experience can apply for paid sabbatical leave or return-to-industry leave. Look at Article 5.10 for details.

All faculty are eligible for leave for professional development activities with advance approval from your dean. (Article 14.5)

Other Leaves – check out Article 5 for info on parental leave, military leave, jury duty, and unpaid leave.

HEALTH CARE

Every faculty member with a workload of 50% or more is eligible for medical and dental benefits.

Full-time: benefits begin your first quarter as a full-time faculty member and remain in place throughout your employment.

Part-time: benefits begin the second quarter in which you teach 50% or more. You can combine your workload from other higher education institutions to be eligible (for eg: 33% at SCCD; 33% at Edmonds or the UW). You must notify the District if you qualify because of your work elsewhere (otherwise, how would they know?)

When you teach for three consecutive quarters at 50% or more, you will receive benefits during the fourth quarter as well (usually summer). This is a great perk – but it is important to know that your premiums for all summer month (June-August) are deducted from your last paycheck of Spring quarter – that can come as a shock if you have an expensive plan!

Once you have been eligible for health care benefits for two years, you will also qualify for 'health care averaging' in a quarter when your workload drops below 50%. The Benefits Office sends out a reminder each spring, to which faculty need to respond by answering questions that help determine if you are eligible for averaging. This is an opt-in benefit. (Respond even if you don't know whether you are eligible.) One caveat on this – simultaneous employment in the two year colleges counts towards averaging, but employment in the four year colleges does not.

If you drop below 50% and lose benefits, you are eligible to self-pay on COBRA for 18 months. If you return during the 18 month period, you will begin benefits again as soon as you have a 50% or greater workload.

You have 31 days to initially enroll. If you do not submit your forms, you (no dependents) will be automatically enrolled in the Uniform Medical and Dental plans. You can change your health care plan each year during the open enrollment period (usually the month of November). New plans begin in January of the coming year. It is unclear how the Affordable Care Act impacts individuals and their dependents. Check with the District office for help when needed.

The payroll and benefit department keeps their website very updated and very thorough. <https://inside.seattlecolleges.com> will get you there. In addition, the benefits staff are very helpful and will happily advise you on the different options available to you. Linda Tran is the Benefits Specialist for Part Time Faculty and can be reached at 934-4388. Times are set aside early each quarter to assist part time faculty who are newly eligible for benefits with the enrollment

We also have a detailed description of health care benefits and averaging on our website at <http://wa.aft.org/aftseattle> under the section on part-time faculty.

The Affordable Care Act may have affected COBRA and other health care related situations, so the best advice is to speak to the District's benefits specialists about using COBRA.

RETIREMENT - <https://inside.seattlecolleges.com> for complete information.

Faculty who teach 50% of a full-time workload or above participate in TIAA-CREF, our mandated retirement system. The district matches contributions at 100%, you pay 5% of your earnings if you are under age 35; 7.5% for 36-49; 10% for 50 .

Full-time faculty are eligible the first month of employment.

Part-time faculty are eligible the second consecutive quarter at 50% or more. You maintain retirement benefits no matter what your workload, but if you drop to 0% - you must wait again until your second quarter at 50% or more. (Part-time faculty can officially retire from the District by meeting certain thresholds for age and length of service. Ask for help to navigate the process if you believe you may be eligible.)

ACADEMIC DISHONESTY, PLAGIARISM, AND CLASSROOM CIVILITY

ACADEMIC DISHONESTY AND PLAGIARISM

This is the law on academy dishonesty and plagiarism. You might want to add this to your syllabus and explain it during the first week of classes.

You can find it online: <http://apps.leg.wa.gov/wac/default.aspx?cite=132C-120>

Washington Administrative Code: Academic dishonesty

Academic dishonesty includes cheating, plagiarism, fabrication, and facilitating academic dishonesty.

- (1) Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic activity.
- (2) Plagiarism includes submitting to a faculty member any work product that the

student fraudulently represents to the faculty member as the student's work product for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as part of the student's program of instruction.

(3) Fabrication is the intentional and unauthorized falsification or invention of any information or citation in an academic activity.

(4) Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to violate a provision of this section of the disciplinary code.

Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:

(a) Any student who commits or aids in the accomplishment of an act of academic dishonesty shall be subject to disciplinary action.

(b) In cases of academic dishonesty, the student's final grade may be adjusted. The instructor may also refer the matter to the vice-president of student services for disciplinary action.

CLASSROOM CIVILITY

Teachers have a legal obligation to maintain a safe and secure environment in their classrooms. We want to ensure an atmosphere that is conducive to learning and higher education. In the case of a disruptive, aggressive, or threatening student, consider the following:

Know the student conduct code.

<http://apps.leg.wa.gov/wac/default.aspx?cite=132C-120> The following section of the code is especially valuable to stipulate in your syllabus (a legally binding document).

Washington Administrative Code: Classroom conduct

Faculty have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

An instructor has the authority to exclude a student from any single class session during which the student is disruptive to the learning environment. The instructor shall report any such exclusion from the class to the vice-president of student services or designee who may summarily suspend the student or initiate conduct proceedings as provided in this procedure. The vice-president of student services may impose a disciplinary probation that restricts the student from the classroom until the student has met with the vice-president of student services and the student agrees to comply with the specific conditions outlined by the vice-president of student services for conduct in the classroom. The student may appeal the disciplinary sanction according to the disciplinary appeal procedures.

If a student is disruptive, cite the code and explain specifically why the behavior is inappropriate. Usually, this is best accomplished outside the classroom and away from other students. Try to remain cool, calm, and collected. Assure the student that if the behavior persists, he/she will be required to leave the classroom.

If another incident occurs, require the student to leave. If he/she refuses, have the phone number for Security on your cell phone's speed-dial. NSC – 206.934.3636, SCC – 206.934.5442, SSC – 206.763.5157, SVI – 206.934.4933

Fill out a Student Conduct Incident Report and submit it to the Vice-President for Student Affairs the same day. It's important to initiate this documentation to prevent a pattern from continuing to develop. The best way to deal with these issues is to take action immediately, before they set a tone that suggests this type of unwanted behavior will be tolerated. Taking action is the best way to keep us all safe and sane, teachers and students alike. Rules on FERPA (privacy laws) and Threat Assessment are available from your Security Director.



STUDENT CONDUCT INCIDENT REPORT (SAMPLE)

COMPLAINANT INFORMATION

Your Name _____	Today's Date _____	
<input type="checkbox"/> SCCD Staff Administrator <input type="checkbox"/> SCCD Faculty <input type="checkbox"/> SCCD	<input type="checkbox"/> NSCC <input type="checkbox"/> SCCC <input type="checkbox"/> SVI <input type="checkbox"/> SCCC	
Office/Division _____	Supervisor _____	
Mail Stop _____	Phone/work (____) _____	Phone/home (____) _____

You are filing a formal student conduct complaint. Please be aware that:

1. Your name (complainant) and the BASIS FOR THE COMPLAINT **will** be shared with the respondent (charged party).
2. A copy of your written complaint **may** be made available to the charged party

Date and Time of Incident _____

Location of Incident _____

RESPONDENT INFORMATION (Charged Party) - The person you are making a complaint against is the respondent.

Name _____	SID _____
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Address _____	City _____	Zip _____
Phone/home_(_____) _____ _____	Phone/work_(_____) _____ _____	

BASIS FOR THE COMPLAINT (Please check all that apply) Student misconduct may include, but is not limited to any of the following. For full description of student misconduct refer to Seattle Community College District Procedures 375.30

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> a. Intentional disruption of teaching, research, administration, campus activities
<input type="checkbox"/> b. Physical or verbal abuse, harassment of any person on campus premises
<input type="checkbox"/> c. Academic dishonesty (including plagiarism)
<input type="checkbox"/> d. False statements or false charges against the colleges or members of the college community
<input type="checkbox"/> e. Forgery, alteration or misuse of documents, funds, records, I.D.
<input type="checkbox"/> f. Theft from or damage to campus property or of a member of the college community
<input type="checkbox"/> g. Hazing
<input type="checkbox"/> h. Possession of illegal firearms and weapons, explosives, dangerous chemicals, etc.
<input type="checkbox"/> i. Other | <input type="checkbox"/> j. Possession, consumption, intoxication, or distribution on campus of alcohol, controlled substances or unlawful drugs
<input type="checkbox"/> k. Failure to comply with direction of campus officials or identify oneself to persons when requested
<input type="checkbox"/> l. Participation in an activity which disrupts normal operations of the college
<input type="checkbox"/> m. Obstruction of the free flow of pedestrians or vehicular traffic on college premises
<input type="checkbox"/> n. Conduct which is disorderly, lewd, or indecent; breach of peace; aiding, abetting breach of peace on the campus
<input type="checkbox"/> o. Sexual harassment
<input type="checkbox"/> p. Malicious harassment and stalking
<input type="checkbox"/> q. Smoking inside campus building
<input type="checkbox"/> r. Improper use, of computer equipment and or, access. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

• Please describe on a separate sheet of paper: **what** happened, **why** it happened, **how** it happened. **It is extremely important to be as specific as possible. Provide dates, time, witnesses and specific detailed information.**

• Attach the description of the incident to this form.

•Remember to *sign and date* description and submit it to your campus student conduct officer.

*SEATTLE COMMUNITY COLLEGE DISTRICT PROCEDURES 375.50.2 STATES: Academic dishonesty i.e., entrance testing, plagiarism, cheating, etc. may warrant disciplinary action. The instructor, through the associate dean, may refer the matter to the vice president of students or designee for disciplinary action. An instructor need not give credit for work which is the product of cheating, plagiarism or other student misconduct. However, the lowering of a course grade is not allowed in cases of cheating, misconduct and plagiarism.

FULL-TIME – TENURE

Function and purpose of the Tenure Committee

A. What the contract says...

Primary purpose of the tenure committee, in addition to monitoring and evaluation, is to assist the probationer in meeting the requirements of assigned duties and in fulfilling the objectives set by the committee.

B. Monitoring and evaluation ...

Your tenure committee will work closely with you throughout the first three years as a probationer. You don't get much say in who those folks are, but you want to cultivate them as your advocates. They will take their role seriously. Each tenure committee member will observe you each quarter (though there may be quarters when one or more will focus on something else, like your syllabi, or collegiality) and is responsible for writing up a report each quarter.

Helpful Hints

1. Read the contract language on the tenure process! (Article 7)
2. Tenured faculty on the committee can act as a buffer. For example, if you sense that the probationer is being asked to sit on multiple committees or take on classroom overloads, or teach beyond the seven hour span unnecessarily, the tenured faculty can speak out at the time of the occurrence and during the tenure meetings.
3. Keep current on the information that will go into the file to avoid a rush at the end and needless panic.
4. We recommend finding a faculty mentor who is not on your tenure committee for additional support without evaluation.
5. Ask to meet with the committee member after the observation to get a sense of what the report will read.

The committee (Article 7.2 in your Agreement)

5 individuals, 3 faculty elected by faculty peers in the administrative unit

1 student select by Associated Student Body (preferably w/knowledge of program)

Unit Administrator

The calendar (Article 7.5)

1st year: recommendation three weeks prior to end of the second quarter

2nd year: recommendation three weeks prior to end of the fifth quarter

3rd year: final recommendation by second week of 8th quarter.

May extend for one to three quarters (excluding summer) IF the committee believes the probationer needs extra time to complete a professional improvement plan already in place.

IV. Evaluation and Monitoring (Primarily 7.4) – NO SURPRISES!

A. Every department should have performance criteria already established. At the very first tenure committee meeting, the criteria should be reviewed and discussed by the committee, and personalized to fit the needs of the probationer. The committee should agree, at this first meeting, on the criteria that will be used to evaluate the probationer.

Helpful Hints

1. A campus wide template exists which is quite broad (may or may not exist at South). The committee reviews the template and adapts it to suit the probationer. The performance criteria should be clear so the committee and the probationer will know what is to be evaluated.
2. Use the criteria as a reference at each meeting (and certainly when completing the tenure reports each quarter!) Consider any revisions in the criteria annually.

B. Evaluations should be based upon the performance criteria and may include student response, classroom observation, peer evaluation, supervisor evaluation, self-evaluation. Committee members should visit the classroom each quarter and submit written reports of the visit. Reviewing syllabi, committee performance, and collegiality – anything that is included in the performance criteria should have ways of being evaluated.

Helpful Hints

1. Use more than one type of evaluation format to evaluate the different criteria. For example – the classroom observation form (if there is one) should discuss only criteria that can be observed in the classroom. Other performance criteria should be evaluated separately.
2. The probationer also gives a quarterly report – best if word processed ahead of time so it can be included in the tenure notebook rather than buried in the minutes. This quarterly report should address things you have accomplished or didn't accomplish during the quarter. It can also include a list of goals or activities you want to accomplish prior to the next quarterly meeting.
3. Committee members meet with the probationer one on one after the observation (and before the tenure committee) to provide feedback and offer suggestions. It is helpful if the observation form is already completed so that the probationer knows exactly what the observer's comments will be to the larger committee. Meeting before the observation might be helpful.

C. Committee holds a minimum of one meeting quarterly for a review conference. The substance of the meetings should be recorded in writing. The probationer should have knowledge of ALL probationary information – written records of all conferences, reports, and evaluations – all of the information that will inform the tenure decision should be known to the probationer and signed by the probationer as soon as possible.

Helpful Hints

1. Minutes from the previous meeting are approved at the beginning of the meeting. IF there is disagreement about what the minutes include, discuss at the meeting and make appropriate amendments. Minutes should not be submitted as final until this process has occurred.
2. If there is a need for multiple meetings in the same quarter, be sure that all meetings have recorded minutes. The same process should be followed as above.

When there are concerns or problems

A. Any areas needing improvement must be put in writing and discussed as soon as possible in conference. “A professional improvement plan intended to address these areas must be developed and reviewed by the committee.” If there are concerns – they should be documented, and a plan to address them developed with clear and specific objectives.

Helpful Hints

1. Don't let problems slide – if there are areas to work on, identify them, and offer suggestions for improvement.
2. Work individually with the probationer when you can to help with areas that need improvement.

B. Comments that are not solicited by the committee will not be placed in the tenure file without the agreement of the members of the committee. Probationers can respond, in writing, to any documents.

C. If a complaint of substance that might affect the committee's decision is brought to a meeting or to committee members, and the probationer has not been previously informed, the committee will defer a decision for at least 2 working days to give the probationer a chance to respond.

PART-TIME: GUIDE TO THE AGREEMENT

The faculty contract is long and at times confusing. Included here is a list of the Articles and Sections of the contract that have the most relevance to part-time faculty. When needed, explanations have also been included to help make the contract language clearer. This list is fairly long, so the most important sections will be marked with “**Top Priority**”.

Article 1 – Recognition, page 2 – explains that all faculty are represented by the AFT Seattle.

Article 2-Union Rights, page 2-3

2.1 Agency Shop explains that all faculty pay representation fees, or membership dues. The fees are the same for members and non-members.

2.2 Non-Discrimination – no retaliation for union membership or activities, including filing a grievance.

2.9 Distribution of Agreement states that all faculty shall receive a copy of the Agreement. If you haven’t received one, talk to your division office.

Article 4-Salary and Rates of Pay, pages 5-12

4.1 Definitions explains the various categories of faculty.

4.3 Full-time Non-Tenure-Track Faculty Appointments explains under what circumstances a part-timer can be given a full-time teaching assignment.

4.4 Initial Placement gives some deadlines for determining and challenging initial placement on the salary schedule.

4.6 Faculty Program Coordinators – 4.6.b makes it clear that the duties and compensation for these positions may be reviewed. Faculty should not be working more hours than they are being compensated for. A review lessens the likelihood of this happening, and faculty have the right to ask for a review when needed. Part-time faculty may apply to become a coordinator; the process for choosing coordinators should be open and inclusive. All faculty in a division have the right to give input into the selection of faculty program coordinators for their department/division. Job descriptions for coordinators should include NO supervisory duties—coordinators do not hire, fire, or discipline other faculty.

4.8 Summer School spells out who has priority for summer teaching assignments. In summer there may be very limited teaching possibilities for part-time faculty without priority hire status. Priority hire part-time faculty and full-time faculty have equal rights to summer assignments (Article 10.7. FT and PT faculty on the priority hiring list have priority for summer assignments.) Assignments are on a rotating basis. The rotation schedule should be established by the division faculty in conjunction with the unit administrator. The schedule should be in writing and available to the program faculty.

Top Priority Article 5—Fringe Benefits, pages 12-23

All sections are important, but below are specific highlights.

5.2.b Leave for Illness, Injury, Bereavement and Emergency

All part-time faculty earn 1 day of sick leave per month, pro-rated to percentage of workload, up to 12 per year. Sick leave is earned as soon as a person is employed. This sick leave is compensable, meaning that it can be shared or cashed out according to state regulations. Sick leave earned before the 2003 Agreement went into effect is non-compensable and will remain that way. When a person has both compensable and non-compensable leave, the compensable leave is used first for 12 days, and then non-compensable will be used for 12 days, and then back to compensable, if needed, during one academic year. When compensable sick leave is shared with someone whose salary is lower than the person contributing the leave, the amount of leave given is adjusted so that the monetary value of the leave doesn't change in the process of giving it. Sick leave accruals can be checked on-line where you get pay notification. Look for "Leave Balances."

Sick leave may be used for personal sickness, caring for a sick family member, bereavement when there is a death of friend or family member, and emergency situations.

5.4 Personal Leave: Part-time faculty have one day of personal leave per quarter (excluding summer), pro-rated to percentage of workload. Faculty should notify the unit administrator of intent to take personal leave in advance (according to Article 6.8) whenever possible. It is not required that faculty give a specific reason or explanation when taking personal leave. This leave accumulates during an academic year (fall, winter, spring) if unused, but part-time faculty may not use more than 2 personal days in a quarter. Unused personal days are lost at the end of spring quarter.

5.13 Insurance Programs explains eligibility requirements for medical benefits. One note: A part-timer becomes eligible for health benefits in the second consecutive quarter of employment at 50% or more.

There are two provisions in the law that effect health care coverage for part-time faculty. First is the "Mader decision," which most frequently affects coverage during the summer, but also may affect coverage during other quarters. Second is 'averaging language' in state law, which allows for continued benefits during a quarter of reduced or no workload, as explained below.

The Mader decision means that faculty who are eligible for benefits during the three quarters prior to summer are considered continuing employees and will be eligible for benefits during the summer, regardless of workload. This decision also applies to other quarters, as long as the faculty member worked the three previous quarters and was eligible for benefits during those quarters.

The averaging law enables part-time faculty to continue their health benefits in a quarter when they may not be eligible (workload below 50%) as long as they had an *average* workload of 50% for the two years prior to the quarter in question. Eligibility can be obtained through employment at any of the community colleges, but four year university employment is not considered for averaging.

To be eligible for averaging, you must "opt in" by replying to a message from the benefits office each year in the spring and be found eligible for averaging.

5.16.a,b Special Retirement Privileges Part-time faculty who meet the eligibility requirements may take advantage of the special privileges offered by the District.

Top Priority Article 6—Personnel Policies, pages 23-35

6.1 Personnel Files explains access to our files and what may be included in the files.

6.2 Complaints tells what must happen for complaints against faculty to lead to discipline or other administrative action. Any faculty member facing a complaint is encouraged to get union representation. A union rep can help to explain the process and watch that it is followed as required.

6.3 Discipline: faculty are entitled to AFT representation in any disciplinary proceeding, including investigative interviews with the employee.

6.4 Health and Safety When a faculty member has concerns about health and safety conditions in the workplace, put the concern in writing and give it to an administrator. This will require a response within 3 business days, insuring that the concern will get prompt attention.

6.5.b Selection of Faculty—Part-time The faculty and unit administrator of each department/division, will develop a registry of qualified applicants for part-time faculty employment, in an effort to use more care in hiring new instructors, and avoid so much last minute hiring.

6.7 Peer Observers Full-time and Priority Hire part-timers are eligible to serve as peer observers. On an annual basis, there will be a call by unit administrators for eligible faculty to express interest. Those who are chosen by their colleagues will complete a training conducted by faculty development and will complete up to five observations through the academic year. Faculty Development will determine the procedures for observers to follow. Peer observers will receive a \$500 stipend. When unit administrators make observation assignments, both the observee and the observer have the right to request someone different, if warranted.

6.8 Professional Obligations lists instructional and non-instructional responsibilities of faculty. There are two worthy of note—supplying a syllabus to students and administrators, and responding to work-related communications when requested. These are obligations that all instructors are expected to meet. Faculty may be evaluated on our performance of these obligations. Part-time faculty performing those obligations that are listed exclusively for full-time faculty are encouraged to ask about compensation for taking on extra responsibilities.

6.9 Academic Freedom applies to all faculty, full- and part-time.

6.10 Evaluation of Faculty and Programs describes the requirements for evaluation of faculty by students and administration. For student evaluations of our classes, faculty can use the online course evaluation, the coded course forms available from the district, department/division-developed forms, or an evaluation form designed by the individual faculty member. This article tells the specifics in how to conduct anonymous student evaluations, how often student evaluations must be done, how much access administrators must have to these evaluations, and additional information about comprehensive evaluation of faculty.

Evaluations are the property of the faculty member, and the best way to benefit from them is to see them promptly after the quarter ends. Faculty members using district forms may ask that results be sent to both the dean and themselves. Faculty have the right to review student evaluations before sending them to the dean, unless it is the evaluation selected by the dean as

their administrative evaluation for the year. Faculty should not review evaluations until after grades have been submitted at the end of the quarter. To insure the integrity of the student evaluation process, student anonymity must be protected in whatever methods are used to administer the evaluations. Guidelines are included in this article.

6.11 Selection of Unit Administrator, section a.1, explains how the screening committee needs to be formed. Part-time faculty are not excluded from serving on this committee. The outgoing unit administrator may not serve on the committee to choose his/her own replacement, unless the faculty agree that this is acceptable.

Top Priority Article 10—Provisions Regarding Part-time Faculty, pages 47-51

10.2 Released Time for Professional Activities applies to part-time faculty, but there is no guarantee that released time will be approved by an administrator.

10.4 Compensation for Cancelled Classes tells under what conditions part-time faculty receive compensation when our assigned classes are cancelled or reassigned to another instructor, and what amount of compensation will be received.

10.7 Priority Hiring List tells how part-time faculty can qualify for priority hire status and increased job security. This section was revised for the new 2013-2016 Agreement to clarify the rights of the priority hire faculty, and to strengthen this benefit, to an extent.

a. To qualify for Priority Hire, a part-timer must teach an average of 50% or more for 9 of 12 consecutive quarters (excluding summer), not a minimum of 50% per quarter. Nine quarters is sufficient if the 50% average workload is achieved.

b. When a part-timer has achieved Priority Hiring status, a number of things need to happen.

1. Each quarter, a division or department needs to update the priority hire list, including new PH part-timers and the number of hours that each PH faculty has taught in the division/department. The hours determine a person's seniority on the list in the division/department.

2. When teaching assignments are being made, PH faculty have the right of first refusal for courses being offered which are on his/her qualifying list. Right of first refusal means getting first chance at teaching certain courses before those faculty who are lower on the PH list, or who are non-PH. The qualifying list is those courses that a person taught during the period in which they were qualifying to get PH status, or courses that have been added to their list after getting PH status.

If classes are available, PH faculty have a right to a consistent workload from quarter to quarter, and that workload is intended to keep him/her at benefits levels, so at least 50% of a full-time load.

c. Each quarter, a dean may send letters to PH faculty to cancel their guaranteed workload for the next quarter. It is hoped that deans send these letters only to those PH faculty for whom they will probably not have a consistent workload. Even those who receive the cancellation of guaranteed workload retain the right of first refusal, just as if they hadn't received the letter. If the department/division offers courses for which they have priority, they must be offered the assignment before those with less priority. Faculty members are encouraged to keep in contact with the division office to see whether courses become available.

For those faculty who do not receive the letter, and do have a guaranteed workload for the next quarter, a dean may have to reassign them and “bump” a less senior part-timer, or may make an alternative work assignment that is not necessarily teaching in order to maintain their consistent workload in the event that their class is cancelled or reassigned to a full-timer.

d. This section explains the process for someone to be removed from the PH list. Anyone receiving notification of removal procedures should contact a union representative for help in making sure that the process is followed correctly.

e. A person loses PH status if he/she officially resigns or does not teach for 4 consecutive quarters (excluding summer). It is advisable to take a leave rather than to resign if you are not absolutely sure that you don't wish to return to your division to teach.

10.9 Availability for Student Consultation explains that part-timers are not contractually obligated to post and hold office hours, but do need to be available to students outside of class. It's best not to post specific office hours, as it can be seen as a formal commitment to students during those times.

***Top Priority* Article 11—Operational Policies, pages 51-56**

11.2 Instructional Day says that teaching assignments cannot span more than seven hours in a day without the agreement of the faculty member.

11.3 Weekly Workload Paragraph 1 is especially important! This paragraph ensures that faculty members have a right to be involved in the decision-making process within their programs. Make use of this provision and get involved!

11.6 Course Cancellation tells what factors should be considered when canceling courses.

Article 12—Policy Development and Implementation, pages 56-59

12.2 District and Campus Joint Committees

Part-time faculty are encouraged to get involved in joint committees. Members of joint committees should report this participation on the Annual Education, Experience and Professional Development Report (see Appendix B for information).

Article 13—Curriculum Development, pages 59-60

13.1 Curriculum Approval/Review Process tells about getting approval for new courses.

13.4 Ownership explains how to determine when the college/district owns materials produced by faculty. It is always a good idea to write up the terms of any agreement to produce new courses, materials or curriculum, including ownership and payment. There is an “On-Line Course Development Agreement” that can be used as a guide for other sorts of agreements. Request a form from the AFT Seattle or Faculty Development.

Article 14—Professional Development, pages 60-62

14.1 Faculty Development Program describes the program and Fac. Dev. Advisory Committee. The program supports part-time faculty as well as full-time faculty.

14.3 Tuition Waivers are available to part-time community college faculty who work 50% or above for taking courses at state-funded educational institutions. Ask your secretary supervisor for the Tuition Waiver form. While tuition will be waived if you are given a spot in a class, there will be a processing fee that you will have to pay.

***Top Priority* Article 15—Grievance Procedure, pages 62-66**

The grievance procedure sets up a process for faculty to take action when they believe that the contract has been violated or applied incorrectly. Faculty should be aware of how the procedure works and whom to contact in the union to get assistance in determining whether a situation warrants a grievance. Timeliness is extremely important; grievances can be lost simply because of delays in filing. As soon as you believe there is a contract violation, contact the union and let someone help you decide what to do about it.

Individual faculty members have the right to file a grievance without the participation of the union. The same rules and time limits apply. Individual faculty may not take a grievance to arbitration.

***Top Priority* Article 16—eLearning, pages 66-67**

There is new language in the 2013-2016 Agreement regarding on-line, distance, and e-learning. There is clarity around “substantially on-line courses” to differentiate them from other types of courses that use technology to a great extent. Anyone teaching on-line or hybrid courses should be familiar with the language in this section.

***Top Priority* Appendix B: Part-time Salary Provisions, pages 75-81**

Salary charts, initial salary placement, and advancement are fully explained in this section. An important result of recent negotiations is that section B.3.b will be implemented in the 2014-2015 academic year. Criteria for awarding the limited number of raises available are still to be worked out. Information will be shared with part-time faculty as progress is made on the specifics.

Appendix C—Instructional Calendar, pages 82-83, tells how the start and end dates of each quarter are determined. It also identifies observed holidays.

Appendix F—Community and Contract Service Salary Plans, pages 95-96
Both F 1 and F 2 are sometimes called Continuing Ed. These are non-credit, non-graded courses.

F.1 Community Service Courses are supported by student tuition or fees.

F.2 Contract Service Courses – these classes are supported by an outside organization such as a business.

Appendix G—Special Provisions Relating to Seattle Vocational Institute, pages 97-99

There is an important change for the ABE/ESL faculty at SVI in the new Agreement. The workload for this group has changed from 25 hours per week **to 20 hours per week**, matching all other ABE/ESL faculty in the District.

SVI operates under faculty contract provisions that are sometimes different from those for other faculty in the district. Those differences are listed in this appendix and include weekly

workload, pay, and summer quarter. Other provisions in the contract are the same for SVI faculty except for these specifically listed in this section. Salary provision for part-time faculty at SVI can be found in Appendix B.

Appendix H—Intensive English Programs, pages 100-111

H.1 Scope lists the sections of the agreement that don't apply to faculty in the Intensive English Programs. Sections in Appendix H address many of them, but are specific to the IEP's. Those contract provisions not listed as exclusions do apply to IEP faculty. Salary provisions for part-time IEP faculty can be found in Appendix B.

Many sections are relevant to both part-time and full-time (core) faculty. Those that refer only to core faculty include H.5; H.6.A, B, and G; and H.10

H.3 includes language from 11.3 that gives faculty the right to be involved in decisions that affect scheduling, class size and other things that affect instruction. Faculty members are encouraged to assert this right whenever appropriate and be fully involved in decision-making.

Appendix I—Telecourses and Correspondence Courses, pages 112-113 -- This section contains definitions that are important for those involved in these types of courses. Not many faculty fall under this provision.

QUICK INFORMATION LIST -- SOUTH CAMPUS

Every faculty member should have:

An orange book – AFT Seattle/SCCD Agreement for 2013-2016

An ENSRC (Employment Notice and Service Record Change) -- look this over carefully, it tells you pay rates, pay dates and for what you are being paid!

Office Space, telephone access, voice mail, email

Access to a photo copy machine and the budget number (if needed)

If you are missing any of these, contact your Division Assistant or Dean.

Important resources:

Advising 934-5387 4RS011

Computing services -- 934-7930

Website development -- Sara Newman 934-6698

Counseling Services (for students) -- 934-5387 4RS048

Faculty Development -- Carey Schroyer 934-4103

Media services -- 934-5384

Parking -- 934-5157 4RS058

Above 50% with benefits: Can get a parking permit and a bus pass paid for through a payroll deduction.

Below 50% : go to division secretary for form with % of workload, go to cashier; can buy parking permit at % of workload.

Purchase "Orca Pass" for the quarter for use on a variety of public transportation options.

Security 934-5157 or 934-0911 or use a yellow emergency phone or a phone on the emergency towers with the blue lights

Faculty Union <http://wa.aft.org/aftseattle>

Co-President: Tracy Lai 934-5478

Co-President: Kimberly McRae 934-5478

PT President: Dave Eberhardt 934-4533

Senate President: Annette Stofer 934-5351

Secretary: Esther Sunde 934-6663

PT Rep:

Grievance chair:

Your division also has at least one Faculty Senator who is your Union representative.

QUICK INFORMATION LIST -- NORTH

Every faculty member should have:

An orange book – AFT Seattle/SCCD Agreement for 2013-2016

An ENSRC (Employment Notice and Service Record Change) -- look this over carefully, it tells you pay rates, pay dates and for what you are being paid!

Office Space, telephone access, voice mail, email

Access to a photo copy machine and the budget number (if needed)

If you are missing any of these, contact your Division Assistant or Dean.

1. Advising (for students) 934-3658
2. Computing Needs:

Help Desk (technical difficulties) 934-3630

Teaching/Learning 934-3776

eLearning 934-3738

3. Faculty Development Carey Schroyer 934-4103
4. North Faculty Development Coordinator – Toni Anderson 934-3730
5. Parking: 934-3636 3NC1252
6. Faculty Union: <http://aftseattle.wa.aft.org/>
7. Counseling Services (for students) 934-3676 3NC2445
8. Media Services 934-3611
9. Security 934-3636

Co-President:	Tracy Lai	934-5478
Co-President:	Kimberly McRae	934-5478
PT President:	Dave Eberhardt	934-4533
Senate President:	Aryana Bates	934-3612

Secretary:	Suzanne Schlador	934-2579
PT Rep:		
Grievance chair:		

Your division also has at least one Faculty Senator who is your Union representative.

QUICK INFORMATION LIST -- CENTRAL

Every faculty member should have:

- An orange book – AFT Seattle/SCCD Agreement for 2013-2016
- An ENSRC (Employment Notice and Service Record Change) -- look this over carefully, it tells you pay rates, pay dates and for what you are being paid!
- Office Space, telephone access, voice mail, email
- Access to a photo copy machine and the budget number (if needed)

If you are missing any of these, contact your Division Assistant or Dean.

Advising 934-4068 2BE1105

Computing Services: Call the NEED Line -- X6333
Help developing websites: NEED line X6333

Counseling Services (for students) Each division has one, ask Division Assistant for the name and number.

Parking 934-6932 2BE1112
Above 50% with benefits: Can get a parking permit and a bus pass paid for through a payroll deduction.
Below 50% : go to division secretary for form with % of workload, go to cashier; can buy parking permit at % of workload.
Purchase "Orca" pass for the quarter for use on a variety of public transportation options.

Media Services 934- 4053

Security 934-5442

Faculty Development: Carey Schroyer 934-4103

Key Cards: Your division Secretary will furnish you with a key card to access your classroom. You can call security for emergency access.

Faculty Union: <http://aftseattle.wa.aft.org/>

Co-President:	Tracy Lai	934-5478
Co-President:	Kimberly McRae	934-5478
PT President:	Dave Eberhardt	934-4533
Senate President:	Robin Tartow	934-3830
Secretary:	Kelley McHenry	934-6336
Grievance chair	Denise Vaughn	934-5413

Your division also has at least one Faculty Senator who is your Union representative.

WHERE CAN I FIND RESOURCES FOR CLASSROOM INSTRUCTION?

- Colleagues in your department! Check out copies of syllabi (available from the office), make sure you are given a course outline, and talk to other faculty!
- Faculty Development: <http://www.seattlecolleges.edu/facultydevelopment/>
- Teaching and Learning Centers on the Campuses (vary in their pedagogical tools)
Central: <http://seattlecentral.edu/faclab/>
North: <http://webshare.northseattle.edu/tlc/>
see esp: http://webshare.northseattle.edu/tlc/forfaculty_pedagogy.shtm
South: <http://sites.google.com/a/southseattle.edu/tlc/>
- Campus libraries and media centers; Seattle Public and King County libraries.
- Publishing companies: If you are using a textbook, chances are the author/publishing company has some great resources for you, both online and in hard copy. Don't be afraid to ask for all the teaching resources available!
- Your discipline's professional association and journals have good suggestions.
- Small sampling of some fun sites –
 - <http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm> teaching tips (including 100 tips for the first three weeks) from the University of Hawaii.
 - <http://www.ntlf.com/html/lib/bib/bib.htm> compilation of resources, many full text
 - http://collegeuniversity.suite101.com/article.cfm/resources_for_college_teachers lots of tips and articles on teaching and being a teacher
 - Search for open and other downloadable textbooks.

Got a great resource? Let us know! Email: aftseattle@seattlecolleges.edu!

USEFUL TIPS NOT OTHERWISE COVERED IN THE GUIDE!

The library is helpful! The librarians will hold sessions for your classes upon request. In addition, many faculty put a copy of their reading materials on reserve. Reserving texts for library use only is the best way to ensure the materials will be there for students who need them.

Classroom etiquette is important for good collegial relationships! Please erase the board, put the chairs back, and let the teacher coming in have about 5 minutes before class to set up.

Counselors help faculty too! If you have concerns about students, or need advice about difficult classroom situations, the counselors can help. At Central Campus, there is a counselor for each division, at North and South there are fewer counselors, but they are SUPER helpful! Look for the contact info on the campus Quick Info sheets in this guide.

All campuses have, and have access to, a wealth of media resources – they have video projectors for showing videos and DVDs (in case your classroom is not computer equipped) and they can get far more with enough time to order. Call or visit the media center in advance to schedule the materials you need. Contact info is in the Quick Info sheet for your campus.

Discrimination and sexual harassment are serious issues. When a complaint is made to the Human Resources department, they are required by law to investigate. If you feel you have been discriminated against, you can call 1-800-233-3247 – the WA State Office of Human Rights.

We are a district, with a District Chancellor and Human resource and payroll departments. Each campus also has an administrative unit. They are:

Central

President: Paul Killpatrick

Vice President of Instruction & Student Services: Wai-Fong Lee (interim)

Vice President of Student Services: Diane Coleman (interim)

Human Resources: Kathryn Woodley

North

President: Warren Brown

Vice President of Instruction: Mary Ellen O’Keeffe

Vice President for Student Services: Marci Myer

Human Resources: David Bittenbender

South

President: Gary Oertli

Vice President of Instruction: Donna Miller-Parker

Vice President for Student Services: Rosie Rimando

Human Resources: Kathy Vedvick

APPENDIX 1 –INITIAL PLACEMENT FORMS

[Form - Initial Salary Placement Full time Academic](#)

[Form - Initial Salary Placement Full time Vocation](#)

[Form - Initial Salary Placement Part-time Faculty](#)

APPENDIX 2: INITIAL PLACEMENT SALARY SCHEDULES 2008-2009

Part-time Faculty Salary Schedule - 2014-15

Part Time Faculty Salary Schedule 2014 – 2015

Step 1 \$13,006 \$13,116 \$13,418 \$13,592 \$13,668
Step 2 \$13,798 \$14,070 \$14,224 \$14,566 \$14,626
Step 3 \$14,794 \$14,860 \$15,174 \$15,328 \$15,724
Step 4 \$15,878 \$15,998 \$16,279 \$16,433 \$16,571
Step 5 \$16,827 \$16,981 \$17,183 \$17,412 \$17,665
Step 6 \$18,075 \$18,075 \$18,075 \$18,075 \$18,075

A B C D E

Step 1 \$11,588 \$11,687 \$11,956 \$12,110 \$12,178
Step 2 \$12,294 \$12,536 \$12,673 \$12,978 \$13,032
Step 3 \$13,182 \$13,241 \$13,520 \$13,657 \$14,010
Step 4 \$14,148 \$14,254 \$14,505 \$14,642 \$14,765
Step 5 \$14,993 \$15,130 \$15,310 \$15,514 \$15,740
Step 6 \$16,105 \$16,105 \$16,105 \$16,105 \$16,105

A B C D E

Step 1 \$13,266 \$13,379 \$13,686 \$13,863 \$13,941
Step 2 \$14,073 \$14,351 \$14,508 \$14,857 \$14,918
Step 3 \$15,090 \$15,158 \$15,477 \$15,634 \$16,039
Step 4 \$16,196 \$16,318 \$16,605 \$16,762 \$16,902
Step 5 \$17,163 \$17,321 \$17,527 \$17,761 \$18,019
Step 6 \$18,437 \$18,437 \$18,437 \$18,437 \$18,437



Seattle Community Colleges
ANNUAL EXPERIENCE, EDUCATION, AND PROFESSIONAL DEVELOPMENT REPORT
Academic Year 2014 - 2015

*Submit the completed form or a narrative version including the same information via email to your Unit Administrator **by June 30, 2015***

Please refer to SCCD/SCCFT Agreement Appendices A.3 and B.2 for advancement information.

For an increment on the full time salary schedule, professional development activities must be included in this report.

For an increment on the part-time salary schedule, teaching experience in the district must be reported. In addition, professional development and other involvement in the district may be documented on this report.

First Name: _____ Last Name: _____ Part-time Full-time

College: _____ Division/Dept: _____ Unit Administrator: _____

1. Check the category that best describes activities engaged in throughout the year which support the faculty member's present or future instructional assignment and professional interests. Please check all that apply, completion of each is not required for an increment.

PROFESSIONAL, EXPERIENCE, AND EDUCATION DEVELOPMENT ACTIVITIES COMPLETED	
<input type="checkbox"/>	A. Employment experience in the District and/or outside of the District (PT Faculty only).
<input type="checkbox"/>	B. Credits necessary for undergraduate or graduate degree programs or vocational Certification or other credit courses.
<input type="checkbox"/>	C. Conferences, seminars, workshops, colloquia, institutes, lectures, field or research study, etc. offered by the District, other higher education institutions, involvement in industrial or professional organizations.
<input type="checkbox"/>	D. Activities for professional-technical certification and development.
<input type="checkbox"/>	E. Activities which support District, college and/or division goals (eg: division, campus, district committees, advisor for student orgs., marketing, community liaison)
<input type="checkbox"/>	F. Joint committee participation: joint committee and faculty representative participation.
<input type="checkbox"/>	G. Ex-officio faculty representatives to Board of Trustees.
<input type="checkbox"/>	H. Original publications, presentations.

2. Please list the activities you engaged in during the period from **July 1, 2014 to June 30, 2015** which fall into the categories above.

3. Discuss how the activities support District, college and/or divisional/program goals and objectives.

Alternative Format: Write a narrative describing your activities as they relate to the categories above. Include specific activities and how the activities support District, college, and/or division/program goals and objectives.

Signatures can be typed and submitted via email

Faculty Signature: _____ Date: _____

Approval will be assumed upon submission unless the report does not contain information about professional development as discussed above and in A.5 below. Annual increases on this model will be assumed if the faculty member is not informed otherwise by the appropriate unit administrator by July 15.

If approval is not granted by the unit administrator, appeal of the decision may be made to the appropriate vice president. The final decision will be made by the Vice President.

Advancement Increment: Approved Denied

Rationale for denial: _____

Unit Administrator Signature: _____ Date: _____

VP for Instruction Signature: _____ Date: _____

VICE PRESIDENT OF INSTRUCTION - PLEASE RETURN APPROVED FORM TO THE DISTRICT HUMAN RESOURCE OFFICE.