



A Union of Professionals

AFT Seattle

Community Colleges
Local 1789, AFL-CIO

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For more information,
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concerns – call your
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complete list is inside.

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

1500 Harvard Avenue
Seattle, WA 98122

Mail stop: 1 DO 100

[AFT 1789 Website](#)

[2017 – 2020 Agreement](#)

Faculty Survival Guide

*Designed to assist all Faculty of the
Seattle Community Colleges*

September 2018

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WHAT DOES A NEW HIRE NEED TO KNOW RIGHT AWAY?

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, to change your pin number, to access your earnings history and sick/personal leave information, and for lots of other reasons – keep it handy! The administrative assistant in your division office should be able to tell you how to get this information.

Has your teaching contract (electronic or paper) been issued to you?

No one gets paid without one being generated. Your department’s administrative assistant should give you a copy each time one of these is generated for you. If you don’t receive the document at the beginning of your assignment, you should ask about it.

Do you have an Agreement (our CBA)?

This is your contract and you should receive one immediately upon employment. You can get one from the administrative assistant in your division, from the office of the Vice President for Instruction, or from the Union.

Do you have a salary placement?

You should know your salary, and why your salary is what it is! (See the [FAQ](#) of this handbook for more information)

Do you have an email account?

*Many important notices come **only** by email – you should have an account and you are responsible for checking it!*

****At some point in fall quarter 2017, all users will login to campus computers with their **EAD** (Enterprise Active Directory) account (aka their email address) and password. This is already the standard login for Central/SVI campus computers. North, South, and District office technical teams are currently working to get EAD integrated into their networks and phasing it in through Fall quarter.*

Do you have access to Instructor Briefcase and use of a computer?

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 administrative assistant will set you up with the email info.

Do you have a network log-in for classroom computers?

The EAD represents the login and password for classroom computers.

Do you have access to Canvas, both for class shells and for a program or committee?

Do you have information about other on-line platforms that you can access or get support for at your college?

A good place to start is the campus help desk and e-learning offices:

Central: need@seattlecolleges.edu, 206.934.6333

North: nschelpdesk@seattlecolleges.edu, 206.934.3630

South: sscchelp@seattlecolleges.edu, 206.934.5844

District Office: scdhelpdesk@seattlecolleges.edu, 206.934.4128

Do you have office space and a telephone?

Full-time faculty should absolutely have an office, and part-time faculty should have access to a work space, which may be shared, a file cabinet for storage, and place to meet with students. You should have a phone number where students can reach you. You should know how to access the voice mail system. You cannot be required to use your own personal cell phone or phone number for communications with students.

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. Ask your administrative assistant for the copy code, or the budget number to use. You might ask if there are any limits on use so that you aren't surprised later.

Do you have the supplies that you need to do your job?

Check with the department assistant for where these are kept, and how to order and access them. Do you want or need to use specific software or digital tools for your class? Ask how to put in a request for those tools.

Do you know who the important contact people are in your department or other support services?

We have included a blank page for recording names and contact information of the people whom you wish to keep track of.

Did you receive a copy of the Official/Master Course Outline for the class you are teaching?

Every course has an official course outline that details what must be covered. It also states the maximum number of students that can be enrolled in the course.

NEW FACULTY CHECKLIST OF MUST-HAVES

1. [SID and Pin](#) ☐
2. [Teaching Contract for the quarter or year](#) ☐
(Electronic or Paper)
3. [AFT Seattle/SCD Faculty Agreement](#) ☐
4. [Salary Placement](#) ☐
5. [Email account](#) ☐
6. [Instructor Briefcase access](#) ☐
7. [Classroom Computer Network Login](#) ☐
8. [Canvas shell](#) ☐
9. [Workstation \(computer/printer access & storage\)](#) ☐
10. [Copy Machine Access/Copy Center](#) ☐
11. [Department Supply Access \(dry erase markers, etc.\)](#) ☐
12. [Department Contact Information](#) ☐
13. [Master Course Outline for each class assigned](#) ☐

FREQUENTLY ASKED QUESTIONS

When do we get paid?

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 at the appropriate time. Emergency checks can be issued when pay is not received in a timely manner. If you incur bank fees or other costs because you have not been paid on time, ask for help in recouping those costs.

Can I change my initial salary placement?

You must document any rationale for changing initial placement 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 for Instruction, and the change is not retroactive (Appendix A.2 & B.2 in the CBA). You may request AFT Seattle assistance with establishing initial placement.

I'm part-time. What are my paid responsibilities?

There is a list of Professional Obligations for all faculty in Article 6.8 of our contract, List A. Along with those, you are paid to plan lessons, find or create teaching materials, conduct classes, do grading, consult with students as needed to assist them in being successful, and communicate well with administrators, support staff, and colleagues. You are paid to do required paperwork, to use Instructor Briefcase, and to report incidents and safety concerns.

What if I am asked to do unpaid work?

Don't do it! Federal law says that all work must be paid. If you are asked to attend a meeting or do work that is not already covered by your salary, talk with the administrator about the compensation for the work. No one may be coerced or otherwise expected to do unpaid work.

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

You need to be on campus during your scheduled class time and office hours (full time faculty only, and the number varies with program), and during your final exam time. You need to attend required meetings for your division, department, committees, etc. Other work can be done at a time and place of your choosing. Those who teach hybrid and on-line classes adjust time on campus accordingly.

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

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 the remaining 6 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. IEL Core faculty work year round and are paid in 24 equal checks.

I'm part-time. What do I need to know about class cancellation?

If your course is cancelled within three work days prior to the start of the course, you will receive eight hours of pay at the \$35 per hour stipend rate. If the course is cancelled after its scheduled start date, you will also be paid for the percentage of the course taught.

Am I automatically a member of the Union?

No, you need to fill out a membership form if you want to be a member (see the form in this handbook). Members get to participate in running for union office, voting in elections, voting on new contracts, and helping to make other important decisions. AFT Seattle represents all faculty, whether member or not. However, there are many benefits that only members enjoy.

Where do I find telephone numbers and email addresses?

It is easy to find this information in the Outlook email system. Type in a name to do a search. Once the name comes up, right click on the name and open the person's profile. Or look on the college website for people and departments.

Where can I find syllabus templates and other instructional materials?

Your department should keep copies of syllabi 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!

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

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.

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

Yes, money is available to all faculty, full-time and part-time – the best resource is Faculty Development. Yilin Sun is our Faculty Development Coordinator – 934-4103. The faculty development website at <http://facdev.seattlecolleges.edu/> is an excellent resource. The Foundations also offer funds to support faculty. They have their own application process.

We can receive paid time off (released time) for professional development activities (Article 14.5 of your Agreement) with prior approval from the unit administrator. IEL

faculty are eligible for funds from their International programs, separate from the District funds.

Is there a Student Conduct Code?

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. Some information is included in this guide.

[Seattle Central \(& SVI\) Student Handbook](#)

[North Seattle Student Handbook](#)

[South Seattle Student Handbook](#)

Should I keep copies of all paperwork I submit?

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

How will I learn about benefits, like sick leave, health care, and retirement?

If you are invited to attend a new employee orientation, it is a great place to hear directly from the folks in the know about these things. Ask the administrative assistant in your program whom to contact with questions. Ask a union rep. Read this guide. A great deal of information has been included.

I'm part-time. Where can I get information about Unemployment Benefits?

Watch for announcements of Unemployment workshops conducted by Natalie Simmons, our District President for Part-time Faculty. That is a good way to get an introduction to eligibility requirements and filing claims. A good source of information that is available all the time is at AFT Washington's website at the following link:

<http://wa.aft.org/unemployment-benefits-1>

The Unemployment process is complicated, and each person has a unique situation that will affect eligibility and benefit levels. Documenting correctly and persisting when your claim has been challenged are the keys to receiving the benefits that you are entitled to get.

Where can I find a copy of the 2017-2020 Agreement online?

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

YOUR AFT SEATTLE COMMUNITY COLLEGES, LOCAL 1789

We are the union representing the faculty of the Seattle Colleges. We represent ALL faculty – full and part-time teachers, librarians, and counselors at North Seattle, Seattle Central and SVI, and South Seattle, as well as all of the branch campuses in the Seattle Colleges District.

Our mission and goals are 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:

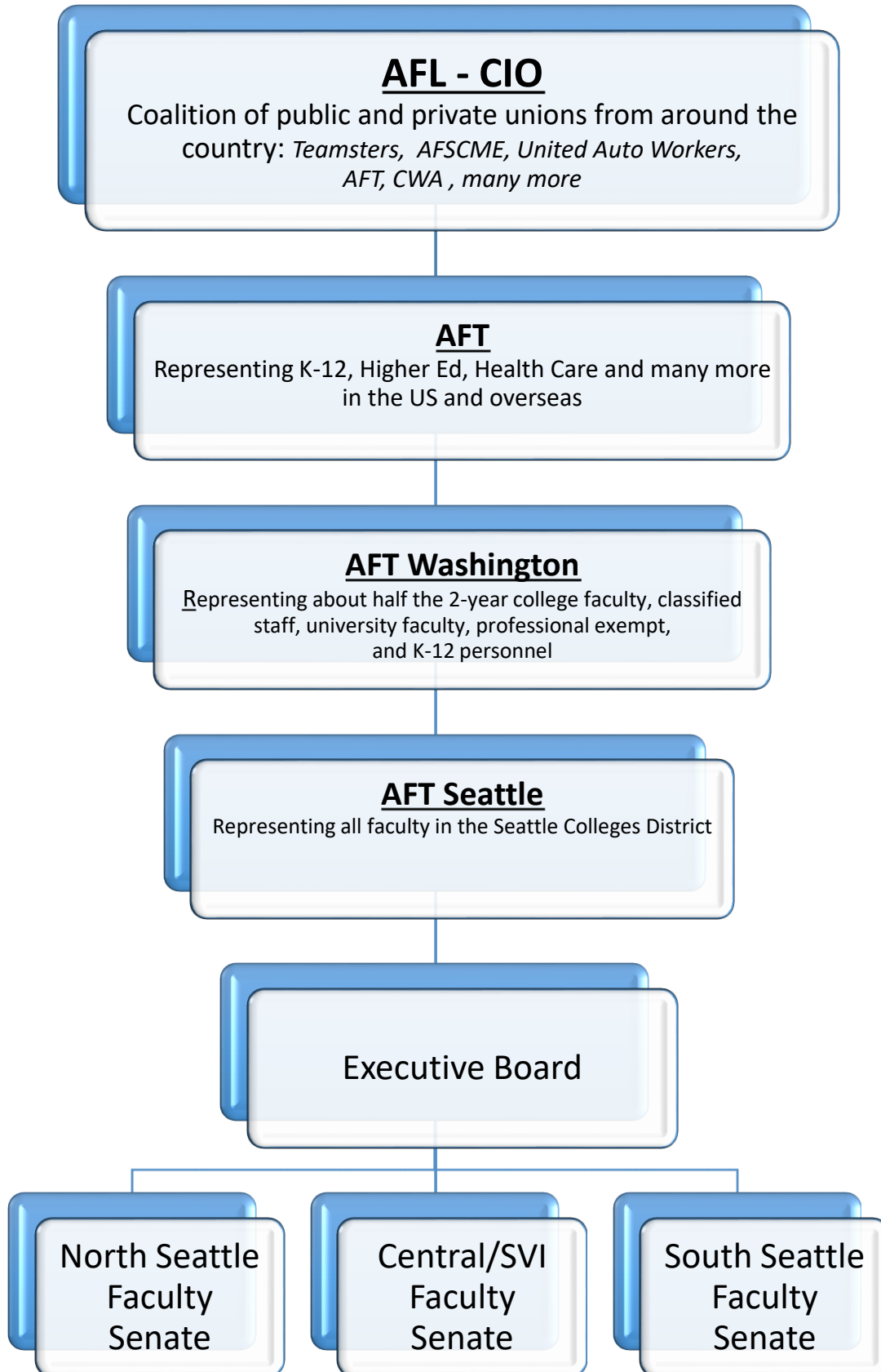
- ✓ “To support high standards of teaching and an excellent learning environment by securing good working conditions for faculty.
- ✓ To promote professionalism and collegiality among faculty.
- ✓ To represent faculty by upholding and negotiating the collective bargaining agreement.
- ✓ To take a proactive approach in improving working conditions through legislative action and state funding.
- ✓ To 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 anyone can be alone!

While we represent all faculty, **only those with a completed [membership application on file with AFT Seattle can be counted as members.](#)**

We are part of the American Federation of Teachers, a union of more than 1.7 million members nationwide as well as 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. They represent the other community & technical colleges not in our federation. We do have common interests and work together when possible.



AFT Seattle has both district-wide officers and campus officers. These officers serve on the Executive Board as the elected leadership and decision-making body. Our Faculty Senates are the local college-based arms of AFT Seattle. Senators are selected by their peers to represent their division or department. Each “unit” can have one faculty senator for every 25 faculty. The Senate President, Part-time Representative and Grievance Chair for each campus serve on both the Faculty Senate for their campus and the Executive Board. [Here](#) you can find the list of our current Executive Board Officers. Documents such as our Constitution and By-Laws are on our website at <http://aftseattle.wa.aft.org/> (The current agreement/contract is available [here](#).)

The Executive Board meets twice per month during academic terms, on the first and third Tuesdays, in the late afternoon, generally in Siegal Center. In summer quarter, we meet once per month, or as needed. These meetings are open to our members, who may observe as guests.

Faculty Senates meet monthly during the academic year on their respective campuses. The Senate sets their meeting schedule. The meetings are open to our members, who may observe as guests.

We hold one membership meeting per quarter for business and enjoyment. They are rotated around the District and are sometimes held off-campus. These meetings are a time to be involved in the business and decisions of AFT Seattle, as well as to make connections across the District and participate in activities.

Lots of Activities!

The AFT Seattle works to build our community through many different events and activities. Your participation is needed to ensure that we are a democratic, effective, and transparent organization. AFT Seattle has committees, such as Human and Civil Rights that need members to join and guide the work of the union. Look for social gatherings, coffee breaks, orientations, union-sponsored speakers and trainings, as well as chances to attend events hosted by our community and labor partners. In addition, we hold legislative actions—Lobby Day visits to Olympia, meetings with legislators, and gatherings to take action on important political issues. The union leadership keeps you informed through campus email, Action Network messages to those who share with us your personal email address, personal conversations, a union newsletter, solidarity actions to support other unions, and occasional special meetings on hot topics. Our union is formally involved in approving the faculty members who serve on campus and districtwide committees. We are part of the AFL-CIO and affiliated with the Martin Luther King County Labor Council and the Washington State Labor Council who will need our members as delegates.

Your Role as an AFT Seattle Member

Our union’s strength is in the activism and participation of our members! Our power is in our collective voice – and through our members, we bring about the changes that we want. We can have political influence through the legislature or the State Board for Community and Technical Colleges. We can speak to the Board of Trustees and college

administrators. We can get involved in initiatives and coalitions that further our values. We negotiate a new contract every few years, giving us a chance to improve our working conditions and professional opportunities.

Our salaries have not kept pace with the cost of living in Seattle and its environs. The time commitment for the faculty job has also increased over time. These factors 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 or allows us to bargain local funds – so we must be highly engaged both on our campuses and in Olympia. Members should communicate directly with lawmakers as often as possible to keep our issues front and center. The legislature has no constitutional obligation to fund Higher Ed needs, so we have to fight a constant battle.

You support AFT Seattle financially by paying member dues of 1.15% of your salary if you teach part-time, and 1.38% if you are full-time tenured, tenure track, full-time temporary or non-tenurable such as IEP CORE faculty, (on a 'soft money' contract or in a self-support program). Faculty who are not members of the union do not pay anything to support the work of the union but are represented by the union just the same.

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!

(Membership form [below](#))

Become an ACTIVE member!

- ✓ **Attend membership meetings**
- ✓ **Reply to invitations to participate**
- ✓ **Let us know what interests you, and we will find a way to get you involved!**
- ✓ **Be informed about union news. Subscribe to the Stand, an on-line newsfeed from the Washington State Labor Council, found at www.thestand.org**

AFT SEATTLE EXECUTIVE BOARD OFFICERS

Position	Name	Mail-stop	Work Phone	Work email
			(206)	@seattlecolleges.edu
District				
President	Annette Stofer	1DO 100	934-5478	Annette.Stofer
President for Part-Time	Natalie Simmons	4UNI 101		Natalie.Simmons
Treasurer	John Toutonghi	4UNI 101	934-6486	John.Toutonghi
District Secretary	Esther Sunde	4RS 124	934-6663	Esther.Sunde
Communications				
Negotiations	David Krull	4TEC 140	934-6726	David.Krull
Human/ Civil Rights	Zahra Alavi	4IEC	934-6467	Zahra.Alavi
Membership Chair	Albert Engel	4RAH 101	934-7946	Albert.Engel
Political Action				
Professional Issues	Tish Lopez	4RAH 101	934-5872	Leticia.Lopez
Technology Chair	Shireen Deboo	3NC Library	934-7716	Shireen.Deboo
District Grievance	Larry Silverman	2BE 4128	934-2915	Larry.Silverman
North Senate				
President	Elizabeth Goulet	3NC2429A	934-7016	Elizabeth.Goulet
Rep. for Part-time				
Grievance Chair	Davene Eyres	3NC 2429	934-4515	Davene.Eyres
Central Senate				
President	Chris Conley	2 BE 3122	934-6347	Chris.Conley
Rep. for Part time	Erin Gibbons	2SAM 110	934-3129	Erin.Gibbons
Grievance Chair	Denise Vaughn	2BE 3122	934-5413	Denise.Vaughn
South Senate				
President	Libby Schoene	4UNI 100	934-6456	Elizabeth.Schoene
Rep. for Part time				
Grievance Chair	Holly Gilman	4UNI 100		Holly.Gilman
2017 – 2020 AFT 1789 Agreement is listed here				

AFT SEATTLE UNION MEMBERSHIP APPLICATION FORM

**Return to:**

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

Or via Campus Mail – AFT Seattle, 1D0100
Questions: call (206) 934-5478

email: albert.i.engel@gmail.com

I am applying for membership in AFT Seattle Community Colleges Local 1789, the American Federation of Teachers (AFT), AFL-CIO. I understand my dues support the many services and benefits of the AFT Seattle, the AFT and our affiliates. I will receive subscriptions to AFT's professional publications. I will also be eligible for AFT Plus services and benefits, including financial, technology, travel, discounts, scholarships, and health benefits. I will be eligible to vote and run for office in AFT Seattle.

I authorize the Payroll Office of Seattle College District to deduct dues from my salary in the amount certified by the AFT Seattle (full-time faculty 1.38%, and part-time faculty 1.15%) and to transfer such dues to the account 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 SCD payroll office and the AFT Seattle Treasurer.

(* required information)

Name* (Print) _____ SID #* _____

Home Address* _____

City* _____ Zip* _____

Mobile Phone* (_____) _____ Home Phone* (_____) _____

Non-Work e-mail* _____

Campus* _____ Division/Department* _____

Campus Mailstop _____ Office Phone X _____ Office Bldg & Number _____

(check one)* Full-time _____ Part-Time _____ Priority Hire Part-time _____

Signature* _____ **Date*** _____

Note (this form is required for membership - if you are teaching in the District, you are already having a representation fee deducted; the amount will not increase when you become a member.)

My voluntary membership and payroll deductions shall be irrevocable for a period of one year from the date of signature or until the expiration date of the collective bargaining agreement between the employer and the union, whichever occurs sooner, and for year-to-year thereafter unless I give the employer and the union written notice of revocation of my membership not less than 10 days and not more than 25 before the end of the annual period beginning with the date of my signature on this form. This card supersedes any prior payroll authorization card I signed. I recognize that my authorization of membership and dues deductions, and the continuation of such authorization from one year to the next, is voluntary and not a condition of my employment.

Signature _____ Date _____

(Revised: August 2018)

VOLUNTARY COMMITTEE ON POLITICAL EDUCATION (COPE) INFORMATION

COPE: Committee on Political Education

Contributions to COPE allow individuals to give monetary support, through AFT Washington, to candidates in state-level races who support the goals of workers and educators. AFT Seattle can be represented on the AFT WA Cope committee to help decide how the money is spent

If every faculty member gives a little, our ability to help is tremendous! There are several ways to give. A one-time contribution can be made by check or credit card. You can set up automatic payment from your bank account. Or you can have a COPE contribution of as little as \$1 deducted directly from each paycheck and deposited in the COPE account. The amount you give is up to you and can be adjusted. You can request a COPE application from a union officer for automatic payroll deduction and submit the various copies as directed. Or fill out the form on-line for other giving options at <http://wa.aft.org/take-action> and look for the COPE information.

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. Legislators need to hear from us so that they can represent our interests.

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

For members who want to help elect education & labor friendly candidates!

COPE donation. *Unions cannot use member's dues for political campaigns and contributions, 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. We send a representative to COPE committee meetings so that our interests are considered in decision-making.*

Contributions may be one-time or set up on a regular schedule. They may be paid by check, PayPal, payroll deduction or as a withdrawal from a bank account. COPE contributions are not tax deductible. Visit www.wa.aft.org for more information.

Contact us at 206-934-5478 or email to Annette Stofer, John Toutonghi, Albert Engel or another of your AFT Seattle officers for a form.

If you choose to have payroll deduction used for these contributions, the form includes 4 copies that need to be distributed to all relevant parties.

WORKING CONDITIONS—SALARY

When you begin work in Seattle, you get an initial salary placement. This process should not be obscure! Full-time faculty have just one initial placement step, although there may be competitive reasons to consider a higher placement. On pages 16, we've included a link to the initial placement criteria and forms for part-time faculty, and the form is found on pages 19-20. You may request AFT Seattle assistance regarding initial placement.

Appendix A in our CBA covers salary provisions for Full-time Faculty. Appendix B covers Part-time Faculty. There are three initial placement steps on our salary schedules for part-time faculty. Our current Agreement and updates can be found in <https://inside.seattlecolleges.com> under Human Resources/documents or on the AFT Seattle website at <http://aftseattle.wa.aft.org/>. For Part-time Faculty, where you are placed on the salary schedule depends primarily on your experience and education. For all faculty, there can be exceptions made – 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 submit all relevant information to support your salary placement and that the initial placement form gets completed in a timely manner. If your department requires more information from you, they may place you on a lower step than you deserve.

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 a document 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 a 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 the appropriate person at the District Service Center. Find information on the Seattle Colleges District website. A union rep can also help you.

For full-time faculty – you will receive a contract each year that states your salary, amount of pay per pay period, and other details. You have the option of having your paychecks come in 18 equal installments, or in 24 installments – the last 7 paid as a balloon payment on the last paycheck of the academic year. You will receive a form from HR on which you choose between the two options.

You can have your paycheck automatically deposited into your bank account. You will receive a notice in email when this occurs each pay period. Your electronic pay stubs are accessed with your SID number and pin number that were assigned to you.

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 for part-time faculty, and April 10 is the last pay date of winter quarter. So the first payment for Spring quarter is April 25th. In Fall and Winter, for part-time faculty, there are six pay checks, and in Spring, there are five. During Summer quarter, there are four pay periods during July and August. For those on alternative teaching schedules, pay dates will be determined by teaching dates.

Each pay stub will report a number of hours worked. It should be the total number of instructional hours divided by the number of pay checks for the quarter. We are paid a salary, rather than an hourly amount. So the number of hours and hourly rate of pay that show on the pay stub are less than meaningful.

INITIAL SALARY PLACEMENT

All newly-hired faculty may have AFT Seattle representation when establishing their initial salary placement. This is a contractual right that can be advantageous.

Newly-Hired Full-time faculty now have only one initial placement step— [Step 9](#), although extraordinary factors may be considered for a higher placement.

Newly-hired Part-time faculty may be placed on cluster [1a, 2a, or 3a](#).
([Initial Salary Schedule Placement for Part-time Faculty form](#))

INITIAL PLACEMENT SALARY SCHEDULES 2018-2019

Full Time Faculty Salary Schedule
Initial Placement/Pro-rata Salary Ranges
2018-2019
Adjusted for 3% COLA

Step	Full-time (Annually)
9	\$60,170
10	\$61,124
11	\$62,076
12	\$63,031
13	\$63,982
14	\$64,937
15	\$65,888
16	\$66,844
17	\$67,798
18	\$68,749
19	\$69,704
20	\$70,657
21	\$71,613
22	\$72,566
23	\$73,518

Steps 5-8 were bought out/eliminated in 2017, so the lowest salary step is now 9.
It is the initial salary placement for new hires, except for competitive reasons.

Note: This salary schedule does not include any type of increment or stipend pay.

PART-TIME FACULTY SALARY SCHEDULES--2018-2019

As of July 1, 2018 - 3.0% COLA

GENERAL

	A	B	C	D	E
Step 1	14843	14961	15286	15473	15555
Step 2	15695	15988	16153	16520	16585
Step 3	16765	16836	17174	17340	17765
Step 4	17931	18059	18362	18527	18676
Step 5	18951	19116	19333	19579	19850
Step 6	20292	20292	20292	20292	20292

SVI

	A	B	C	D	E
Step 1	15140	15261	15592	15783	15866
Step 2	16009	16307	16476	16850	16917
Step 3	17101	17173	17518	17686	18121
Step 4	18289	18420	18729	18898	19049
Step 5	19330	19498	19720	19970	20247
Step 6	20698	20698	20698	20698	20698

IEL

	A	B	C	D	E
Step 1	13225	13331	13620	13787	13859
Step 2	13984	14245	14392	14719	14777
Step 3	14938	15001	15302	15450	15829
Step 4	15976	16091	16360	16508	16640
Step 5	16885	17032	17226	17445	17687
Step 6	18080	18080	18080	18080	18080

SVI and IEL adjusted per Appendix B.1.

SVI : 1.02% of General Schedule

IEL: .891% of General Schedule

Initial Salary Schedule Placement for Part-time Faculty

Seattle Colleges: Effective July 1, 2018

Instructor Name:

SID:

Campus:

Division:

This form places newly hired part-time faculty on the part-time faculty salary schedule. Permanent placement will be contingent upon submission of required records and documentary evidence within ninety (90) days of employment. Thereafter, any changes made in salary placement as the result of records or documentation submitted after the permanent evaluation will not be retroactive.

Placement is per Appendix B.2:

Salary Schedule for New Part-time Faculty:

The initial placement steps are **1A**, **2A**, and **3A**. Placement above Step 3 may only be made in cases where such placement is necessary for competitive reasons.

	General PTF A	SVI A	IEL A
Step 1	14843	15140	13225
Step 2	15695	16009	13984
Step 3	16765	17101	14938
Step 4	17931	18289	15976
Step 5	18951	19330	16885
Step 6	20292	20698	18080

Placement Criteria:

Placement at 1A

- ☐ Master's degree in applicable instructional field
Degree Field: _____ Granting Institution: _____

- ☐ **OR** Five year's educational preparation and/or qualification for the appropriate vocational, and/or professional/technical certificate within the field of instruction.
Description of educational preparation or certificate qualification: _____

Placement at 2A

- ☐ Doctoral degree **OR** 3 years full-time equivalent related teaching experience at an accredited post-secondary educational institution
Degree Field: _____ Granting Institution: _____

Teaching Dates: _____ Institution(s): _____

Vocational or Professional/Technical Programs

- ☐ Three full-time equivalent years teaching the subject **OR** 5 years related work experience in the Prof./tech/ or vocational field
Teaching Dates: _____ Institution(s): _____

Applicable work history: _____

Placement at 3A

- ☐ Doctoral degree **AND** 3 full-time equivalent years related teaching experience at an accredited post-secondary educational institution
Degree Field: _____ Granting Institution: _____

Initial Salary Schedule Placement for Part-time Faculty

Seattle Colleges: Effective July 1, 2018

Teaching Dates:

Institution(s):

- ☐ **OR** Master's degree **AND** 7 years related teaching experience at an accredited post-secondary educational institution

Degree Field:

Granting Institution:

Teaching Dates:

Institution(s):

Vocational or Professional/Technical Programs

- ☐ Advanced certification(s) **AND** 3 years full-time equivalent teaching experience,
Certification:

Granting organization / institution:

- ☐ **OR** 7 years related work experience in the professional/technical or vocational field **AND** 3 years teaching experience.

Teaching Dates:

Institution(s):

Applicable work history:

Placement above Step 3:

Rationale:

Quarterly Salary Rate:

Instructor date

Dean date

Evaluator date

VP / President date

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 dues (if you have signed up as a member).

You can have other items automatically deducted as well. For example, if you give to our AFT WA COPE fund, 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

How do our salaries increase? There is a variety of ways. For full-time faculty, check Appendix A, and for part-time faculty, Appendix B.

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. For the 2015-2017 budget period, they approved a proviso that allowed us a one-time chance to bargain local funds. We negotiated a 2% salary increase for all faculty under that proviso.

Some ways that salaries have been increased:

- By adding non-instructional days
- By adding a tenure raise
- By adding a mentoring raise for faculty with 10 years of experience or more
- By adding new duties
- By adding a raise for earning an additional degree
- By passing legislation for things such as Equity Money for Part-time Faculty
- Through COLAs (Cost of Living Adjustments)
- With increment and turnover money
 - The full-time faculty will soon begin using a revised annual Experience, Education, and Professional Development form to plan out non-instructional duties for the year. You will then submit it as a report at the end of the year, confirming that work was completed (*A sample will be made available once the revisions are completed.*) The report is completed online and submitted via email to your dean by June 15. If you do not hear otherwise by July 15, you can assume your report was acceptable. If there is increment and/or turnover money available for full-time faculty, you will receive an equal dollar share as an increase to salary, starting at the beginning of the next Fall quarter.

- 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.

SPECIAL NOTE

Check your pay documents 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 agree otherwise.

If you don't receive notification of salary changes, check with the secretary supervisor who processes pay documents, or contact the Human Resources office on your campus to request the documents.

BENEFITS INFORMATION

Benefits, including types of leave and insurance, are covered in Article 5.

We are fortunate to have a very good benefits package with the Seattle Colleges. In this section, we will focus on leave, health care, and retirement benefits. There are additional benefits you can optionally purchase – and they can be found on 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).

Leaves

All absences must be reported to your Unit Administrator in a timely fashion. Various types of leave need to be used as described in the relevant section of our contract. The Unit Administrator must approve substitutes, as they impact program budgets. Substitutes must be qualified faculty who are employees of the institution. Classes cannot be covered by volunteers, teaching assistants, or interns. Faculty should not agree to combine a class with your own because another instructor is absent. This is disruptive to both of the student groups, and there is no additional pay for covering another class during your own teaching time. Use of leave is surrendered when faculty agree to cover for each other, you make up the time, or you conduct class on-line or in an alternate mode. If you do choose an alternative to taking a day of leave, and your administrator approves it, there should be no deduction from your leave accruals.

SICK LEAVE

All faculty earn paid sick leave. See Article 5.2.

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, pro-rated to percentage of workload, 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

Personal leave, Article 5.4, is available to all faculty.

New in 2017, all faculty who work in summer receive one personal day, pro-rated to workload, that does not carry over, so if it isn’t used, it is lost.

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 Fall, Winter, and Spring, you lose them. The faculty member may choose when to use these days.

IEP Core Faculty have four personal leave days per year, commencing on the first day of summer quarter. The faculty member may choose when to use these days.

Part-time faculty receive one day per quarter worked in Fall, Winter, and Spring. 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 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 and Core IEP faculty with at least three years of experience may 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 and released time for these activities, with advance approval from your dean. (Article 14.5)

Other Leaves – check out Article 5 for information 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 state institutions of higher education to be eligible (for eg: 33% at SCD; 33% at Edmonds or the UW). You must notify the District if you qualify because of your work elsewhere (otherwise, how would they know?) Watch for an email asking you about your work at multiple institutions.

When you teach for three consecutive quarters at an average of 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 months (July-September) are deducted from your last paycheck of Spring quarter – that can come as a shock if you have an expensive plan or missed the email messages!

Once a part-time faculty member has 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.) Your work at multiple institutions is relevant to this benefit. Be sure to opt in at each college.

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 in a healthcare plan. If you do not submit your forms, you (no dependents) will be automatically enrolled in medical and dental plans. You can change your health care plan each year during the open enrollment period (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, the use of COBRA, and other healthcare matters. Check with the District office for help when needed.

The payroll and benefit department keeps their website information updated and very thorough. The website is <http://www.seattlecolleges.edu/HR/>. In addition, the benefits staff are very helpful and will happily advise you on the different options available to you.

RETIREMENT

Both Full-time and Part-time faculty are eligible to retire when they meet the requirements on age and years of service. Articles 5.15 and 5.16 cover this topic. Check for complete information at <https://inside.seattlecolleges.edu> or speak to a benefits expert in District Human Resources.

Faculty who teach 50% of a full-time workload or above participate in TIAA or PERS, our mandated retirement system choices.

Full-time faculty are eligible to make and receive retirement fund contributions 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 to re-establish eligibility.

WORKING CONDITIONS

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.

RIGHTS

The right to be paid for work. Federal law requires that employers pay for all work that is performed. Faculty are salaried employees, and for full-time faculty, it is difficult to establish just how much work is required. The list of professional obligations in Article 6.8.A & B is a very helpful guide. For part-time faculty, it is clearer what is required to complete our teaching assignments and professional obligations. Activities beyond that require additional pay. It is not acceptable to volunteer time and effort, and it is not acceptable for administrators to expect part-timers to take on responsibilities without compensation.

The right to be involved in decision-making: Article 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!

The right to be involved with the selection of the Unit Administrator: Article 6.11 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.

The right to professional development opportunities: Article 10.2 Released Time for Professional Activities tells that part-time faculty as well as full-time have a right to released time from teaching to participate in Professional Development, but prior approval from the Unit Administrator is required and may not always be granted.

The right to Academic Freedom: Article 6.9 applies to all faculty members, full- and part-time. Academic Freedom allows you to make decisions about assignments, course activities, grading, classroom management, and other matters related to how you conduct your courses.

Academic Freedom doesn't extend to personal interactions, use of district resources, and other venues outside of the "classroom" for which you have responsibility, contrary to popular belief.

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 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 unless you receive an additional stipend to offer scheduled office hours.

Each program has a defined number of hours of student contact, per week, for a full-time workload. The hours are listed in Article 11.3 of your Agreement. The weekly workload determines how many office hours a full-time faculty member is required to schedule. For example, in transfer/lecture courses, a full-time weekly workload consists of 15 hours of student contact plus 5 office hours, or for lecture/lab combinations, the contact hours and office hours add up to 20. In Basic Studies Programs, including ABE/GED/HSC/ESL courses, a full-time weekly workload consists of 20 student contact hours, so no office hours are required, until Fall 2019, when the contract hours will change to 18. Librarians and counselors have 30 contact hours per week for a full load. Professional/technical faculty and faculty at Seattle Vocational Institute, have 25 contact hours. These last groups are not required to hold office hours, but should be available to students outside of class as needed.

Part-time faculty are expected to be available to students outside of class time, but need not have any office hours posted. In fact, be cautious about posting office hours. Students see it as a promise to be available during those posted times.

Faculty are required to be on campus for their classes that meet on campus, and for their office hours. Many faculty teach on-line or hybrid classes. Office hours can be held in ways that work for the students and instructor. Faculty are also required to be available for students during their scheduled final exam time.

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 $\$15,599 * .333$ or \$5194.47 per quarter. You may see an 'hourly' rate on your ENSRC. It is not a useful number to focus on.

RESPONSIBILITIES

6.8 Professional Obligations lists instructional and non-instructional responsibilities of faculty. The first list tells what all faculty need to do. The second is additional duties for Full-time faculty.

There are two obligations worthy of note—supplying a syllabus to students and administrators, and responding to work-related communications when requested. Email is a major mode of communication at all levels in the Seattle Colleges District.

Faculty may be evaluated on our performance of these obligations.

Part-time faculty performing those obligations that are listed exclusively for full-time faculty should be compensated for the work.

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.

Professional Behavior Required:

All employees of the Seattle Colleges District are expected to act professionally at all times. We need to abide by relevant laws and policies.

- Use District resources appropriately and ethically.
- Have consistent, non-discriminatory rules, grading policies, and classroom behavior.
- Understand what discrimination and sexual harassment are, and don't participate in unacceptable practices. When a complaint is made to the Human Resources department, they are required by law to investigate. If a complaint is lodged against you, have documentation about what transpired, and contact a union rep for advice and support. If you feel you have been discriminated against, you can report it to HR or call 1-800-233-3247 – the WA State Office of Human Rights.

CONTRACT PROVISIONS FOR ALL FACULTY

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. Revisions to this section were made in the new 2017-2020 Agreement.

Priority hire part-time faculty and full-time faculty have equal rights to summer assignments. Each Division/Department should have a written procedure that is decided collaboratively by the Unit Administrator and the faculty. All eligible faculty should be placed on one list, and the previous summer's teaching opportunities should be considered when determining who has priority for assignments in the upcoming summer term. Clear criteria should be set that give an equitable opportunity to eligible faculty. In summer there may be very limited teaching opportunities for part-time faculty without priority hire status.

6.1: Personnel Files- explains access to our files and what may be included in the files. Nothing can be put into your personnel file without your knowledge.

6.2: Formal Student 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. (This provision was revised and no longer includes other kinds of complaints, such as those between co-workers. The Unit Administrator and Human Resources will handle those sorts of complaints.)

6.3: Discipline- faculty are entitled to AFT representation in any disciplinary proceeding, including investigative interviews with the employee. This provision was revised to clarify progressive discipline.

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.

Article 12—Policy Development and Implementation: Revisions to this section were made in the new 2017-2020 Agreement.

12.2: District and Campus Joint Committees- We have three new joint committees—Faculty Diversity and Inclusion Committee (FDIC), District Faculty Shared Governance Committee (DFSGC), and Instructional Innovations Committee (IIC). The founding members of the committees will help to establish purpose, procedures, and other relevant

guidelines. AFT Seattle will support the work of the faculty on the committees as needed. There is some information in the Agreement about each committee and how the members will be chosen. AFT Seattle hopes these committees give faculty a greater voice in vital aspects of running a healthy institution.

Article 13—Curriculum Development

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.

14.3: Tuition Waivers - are available to community college faculty who work 50% or above for taking courses at state-funded educational institutions including the universities. Fairly recently, the tuition waiver was extended to BAS programs, opening opportunities for our own Professional/Technical faculty to enroll in the Teach Tech program and earn a teaching degree. Ask your administrative assistant 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.

Appendix C: Instructional Calendar -

This section specifies the start and end dates for each quarter during the year. There are programs that don't follow this calendar, and the faculty should be given clear, timely information about the teaching schedule.

Appendix D and Attachment A: Reduction-in-Force and Unit Lists -

There are a variety of reasons that a reduction-in-force might take place, including program reduction, suspension, or termination; and declaration of a state of financial emergency. This section explains the process as well as the rights of faculty. The program unit list in Attachment A has been recently updated and will be annually from now on.

Appendix E: Enhanced Hiring of Full-Time Tenured Faculty -

This is a newly negotiated provision that guarantees new full-time positions that are not replacements for positions already in existence but currently vacant.

Appendix F: Community and Contract Service Salary Plans (pages 95-96)

Both F1 and F2 are also called Continuing Ed. These are non-credit, non-graded courses.

Appendix G: Special Provisions Relating to Seattle Vocational Institute -(pages 97-99) 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.

There are big changes underway at SVI. It is being integrated into Seattle Central College where it will operate more as a division of the college than a separate institute. Basic Studies at Central now offers the ABE/GED/ESL classes at SVI. As further changes occur, AFT Seattle will be involved in protecting the rights of the faculty.

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. The ones not on that list apply to IEL faculty as well as all other faculty. Sections in Appendix H are specific to the IEP's. 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.

FULL TIME FACULTY PROVISIONS: TENURE TRACK & CORE

Article 7 and H.10

Function and purpose of the Tenure Committee:

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.

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

- ✓ Read the contract language on the tenure process! (Article 7)
- ✓ 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.
- ✓ Keep current on the information that will go into the file to avoid a rush at the end and needless panic.
- ✓ We recommend finding a faculty mentor who is not on your tenure committee for additional support without evaluation.
- ✓ 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)

5 individuals, 3 faculty (elected by faculty peers in the administrative unit), 1 student (selected by Associated Student Body; preferably w/knowledge of program), and 1 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.

Helpful Hints

- ✓ The probationer also gives a quarterly report. It is highly recommended to type this ahead of time using a computer and include it in the tenure notebook instead of being "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.
- ✓ 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.
- ✓ 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.

Evaluation and Monitoring (Primarily 7.4) – NO SURPRISES!

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

- ✓ 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.
- ✓ 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.
- ✓ Evaluations should be based upon the performance criteria and may include student response, classroom observation, peer evaluation, supervisor evaluation, evaluation of committee work and curriculum work, and 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.

- ✓ 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.
- ✓ 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.
- ✓ 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

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

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

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 last minute hiring.

6.8.A: Professional Obligations for part-time faculty are listed in this section. Work that is not found on this list is beyond the instructional contract, so additional pay needs to be given. This would include committee work, special projects, and many other things that faculty get involved in. Without additional pay, the work cannot be required, and no one should be coerced into doing work for free.

6.9 Evaluation of Faculty and Programs describes the requirements for evaluation of faculty by students and administration. **Revisions to this section were made in the new 2017-2020 Agreement.** 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.

The requirements for evaluation vary by category of faculty. Article 6.9.D spells out the requirement for each group.

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.

Revisions to this section were made in the new 2017-2020 Agreement. The period of time covered by compensation was shortened to three business days in order to reduce the incentive to cancel classes. The compensation was changed to eight hours at the stipend rate so that all faculty receive the same amount in compensation.

10.7 Priority Hiring List tells how part-time faculty can qualify for priority hire status and increased job security. In our recent negotiations, we made a small revision about the consistent workload that needs to be offered, calling for rounding

up in instances where that wasn't happening before. This gives an advantage to the Priority Hire faculty member.

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.

When a part-timer has achieved Priority Hiring status:

1. Each quarter, a division or department needs to update the priority hire list, including new PH part-timers and the total number of hours that each PH faculty has taught in the division/department from the beginning of their employment in that department. The hours determine a person's seniority on the list of all of the Priority Hire faculty in the group.
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 being assigned to teach before those faculty who are lower on the PH list, before full-time faculty who want a moonlight assignment, and before those who are non-PH part-timers. 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.

Revisions to this section were made in the new 2017-2020 Agreement. If classes are available, PH faculty have a right to a consistent workload from quarter to quarter that is based on the consistent percentage workload they had while in the qualifying period. Sometimes that consistent workload doesn't match what is normally available in the program, so rounding up to a higher percentage has been added to the new agreement. At a minimum, the workload is intended to keep the faculty member at benefits levels, so at least 50% of a full-time load.

10.7c: PHL faculty have job security and a guarantee of a consistent workload in an upcoming quarter **unless** a dean sends 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, reassign a course that would be a moonlight assignment for a full-timer, or may make an alternative work assignment that is not necessarily teaching. The Agreement calls for the Unit Administrator to maintain the PHL faculty member's

consistent workload in the event that their class is cancelled or reassigned to a full-timer.

10.7d: 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.

10.7e: 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.

APPENDIX 3: EEPD REPORT

ANNUAL EXPERIENCE, EDUCATION, AND PROFESSIONAL DEVELOPMENT REPORT

Please refer to SCD/AFT Seattle Agreement Appendix A.3 for information about use of the EEPD report. Full-time faculty use the form for pre-planning professional development and non-instructional activities for an upcoming year. At the Spring quarter Development Day, faculty groups will meet to discuss program needs and district or campus activities that faculty can support. Faculty can then prepare their plan using the form, and turn it into the Unit Administrator by June 15. The work in the plan will be completed in Fall, Winter, and Spring of the upcoming academic year. By the next June 15, the full-time faculty will report successful completion of the work for the year along with a new EEPD plan for the upcoming year.

For an increment on the full time salary schedule, professional development activities must be included in this report. (2018-19 is the first year in which the pre-planning approach will be used. AFT Seattle welcomes your feedback on the change in the system.)

For an increment on the part-time salary schedule, teaching experience in the district is the only requirement. No report is necessary from the faculty. However, professional development and other involvement in the district may be documented on this report and submitted to the Unit Administrator. The form may also be used by a part-time faculty member and Unit Administrator to plan paid non-instructional work assignments.

ON THE JOB: RESOURCES FOR CLASSROOM INSTRUCTION

Do you want assistance with options for using technology and on-line platforms for your classes? Need to complete Canvas training? Each college has resources and support people. The E-Learning office can supply information and help you connect with the right people.

Campus	Room	Phone	Email
Central	1140	206-934-4060	dislrn@seattlecolleges.edu
South	RSB LIB131, LIB133.3	206-934-7930	elearning@southseattle.edu
North	LB 2237	206-934-3738	north.eLearning@seattlecolleges.edu

- Faculty Development: Their website has the most up to date information on events and faculty and curriculum grants. <http://facdev.seattlecolleges.edu/>
- 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.

The libraries at Seattle Colleges are committed to providing students and instructors with information resources and instruction to support learning outcomes, develop critical information literacy skills, and encourage lifelong learning. The libraries provide:

- Access to thousands of books, e-books, media materials, digital periodicals, and specialty databases
- Customized instruction sessions tailored to your course material and assignments
- Online research guides that can be built into your CANVAS online classroom
- Research help via the help desk, email, phone or 24/7 chat
- Course reserve services to make textbooks and other limited access resources available to your students for short-term borrowing
- Support in identifying and adopting Open Educational Resources for your course readings

Consider your campus librarians your instructional partners and contact us with questions, book requests, assignment collaborations, and more.

Seattle Central & SVI <http://libguides.seattlecentral.edu/library/faculty>

North Seattle <http://libguides.northseattle.edu/welcome>

The Teaching and Learning Center (TLC) on each campus has services that include adult learner instructional design and employee training and support around digital literacy and instructional applications. They provide assistance and training with the use of computers, software programs, scanners and other technology tools, assist with email, instructor briefcase, roster, grades, logins, Canvas, etc. Faculty are also encouraged to attend free "hands-on" technology workshops. The TLC is also an ideal location to meet and collaborate with other faculty and staff.

North – LB 3231C		Hours
Website:	http://webshare.northseattle.edu/tlc/	Monday -Thursday: 8am -8pm Friday: 8am - 4pm
Resources:	<p>PC and Macintosh computers for general use. Help and tutoring is readily available. There are also scanners, CD-ROM burners, and color and black and white printers.</p> <p>The classroom area provides a community-centered location to offer a variety of pedagogical and technological learning labs. It also serves as an extension of the lab at hours of peak use.</p> <p>The conference room provides a place for meetings, pedagogical learning labs, and general discussions on a wide range of subjects. Part-time instructors can also use the conference room as a work space to grade papers, prepare lecture notes, or create course materials.</p>	

Central – BE 3111		Hours
		<u>Fall, Winter, Spring Quarters</u> Mon.-Thurs. 8 – 6 Fri. 8 – 4
Website:	http://www.seattlecentral.edu/tlc/index.php	<u>Summer:</u> Mon. – Thurs. 8 – 4:30 <u>Quarter Break:</u> Mon. – Fri. 8 – 4:30
Resources:	PC and Macintosh computers for general use with help and tutoring is readily available from technicians and instructional designers (one PC is connected to	

the student network). Printers scanners, video cameras, webcams, headsets, smart pen, tablets, are also available to learn and use.

South – LIB 140		Hours
Website: http://sites.southseattle.edu/tlc/	The TLC is open during library hours	
	<u>Fall 2017:</u> Mon.-Thurs. 8 – 7:30 Fri. 8 – 4	
Resources:	The TLC team, rooms and services include adult learner instructional design training resources and all employee training and support around digital literacy and instructional applications like Canvas, Panopto, Office 365, Google Apps for Education, Zoom and LyndaCampus	

FACULTY SUPPORTING FACULTY

It's possible to have a mentor. Full-time faculty with at least 10 years of FT service and who agree to participate receive a raise to mentor others. The list of mentors is available from the office of the Vice President for Instruction. It might be necessary to check with a few mentors to find the right match. The program includes one-on-one faculty mentoring and specialist mentoring.

One on One Faculty Mentoring: Faculty mentors are matched up with new faculty or others who would like support of some kind. 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. 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.

Campus Resources:

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, and they serve all students. Counselors are available to help address crisis situations, to make presentations to classes, and so much more.

Media Resources: Media needs have changed as computers and technology in the classroom makes it easier to access the resources we need without additional equipment. However, the colleges maintain inventories of projectors and audio/video players that can be used when needed. Check in the Library.

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-120-065>

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:

If a situation is dangerous, call 9-1-1.

Know the student conduct code. It is listed online [here](#).

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 they will be required to leave the classroom if necessary. Document the incident promptly, and report it to the Unit Administrator who can give advice and support. Should it become necessary for the college to take action, having a record of all unacceptable behavior is needed to back up the decision.

When student behavior is disruptive, inappropriate, or otherwise in violation of the student code of conduct, the instructor has the right to require the student to leave for the remainder of the class period. **If the student refuses, have the phone number for Security on your cell phone's speed-dial.**

Security on Campus:

North	206.934.3636
Seattle Central & District Office	206.934.5442
South	206.934.5157
SVI	206.934.4933

Complete 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 that protect students) and Threat Assessment are available from your Security Director.

STUDENT CONDUCT INCIDENT REPORT (SAMPLE)

COMPLAINANT INFORMATION

Your Name _____ Today's Date _____

☐ SCCD Staff ☐ SCCD Faculty ☐ NSCC ☐ _____
☐ SCCD Administrator ☐ SCCC ☐ SSCC ☐ SVI

Office/Division _____ Supervisor _____

Mail _____ Phone/work (____) _____ Phone/home (____) _____
Stop _____ _____ _____

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 _____

Zip _____

Address _____ City _____

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

QUICK INFORMATION

Useful phone numbers (all 206 area code):

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 administrative assistant. 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!
Yilin Sun - District Faculty Development http://dept.seattlecolleges.edu/fd/	934-4103
Payroll and benefits	
Assistance navigating benefits	934-4115
Payroll questions—FT Faculty	934-4124
Payroll questions—PT faculty	934-4086
Part-time benefits questions (For last names A – M)	934-4388
Part-time benefits questions (For last names N – Z)	934-3152
Payroll and Benefits Manager	934-4120
SID number requests and Verification of employment	934-4112
District Chief Human Resources Officer	934-4136
Phone Directory: to find numbers through the phone, once you are in Audix (x6999) log in and type this, or check in Outlook for contact information	**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

<http://insideseattlecolleges.com> – District intranet – includes info on telephone, benefits, email, websites, salary schedules, and lots of other stuff! Check your earnings history, pay stubs and leave balances, too.

<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 weblink