4.3 Full-Time Non-Tenure-Track Faculty Appointments.

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5.2 Leave for Illness, Injury, Bereavement, and Emergency. This type of leave is intended to be used in those instances when faculty may find it necessary to be absent from assigned duties because of illness, emergency, bereavement, or injury. Whenever possible, faculty will furnish advance notice to the appropriate Unit Administrator of the necessity to take leave in this category. Such leaves are governed by the following provisions:

1. Full-time faculty under contract for at least three (3) quarters will receive twelve (12) days leave commencing the first day upon which work is performed. Such leave entitlement may be accumulated after the first three-quarter period of employment at the rate of one (1) day for each calendar month.
2. Part-time faculty are eligible to accrue and to take illness, injury, bereavement, and emergency leave on a pro-rated basis, to be calculated by the following formula:

 1 day per month x % of assigned workload

The part-time faculty member must work a minimum of one (1) quarter in nine (9) quarters (excluding summer) to maintain previously accrued compensable and non-compensable leave under this section.

1. The formula for calculating the deduction for sick leave used is: (Contact Hours/Weekly Workload) x 30.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |   | **Program Weekly Workload** |   |   |
|   |  | 15 | 18 | 20 | 25 | 30 |
| **Hours Missedand Hours Reported as Leave** | 1 | 2 Hours | 1 H., 40 Min. | 1 H., 30 Min. | 1 H., 10 Min. | 1 H. |
| 2 | 4 H | 3 H., 20 Min. | 3 H. | 2 H., 25 Min. | 2 H. |
| 3 | 6 H | 5 H. | 4 H., 30 Min. | 3 H., 35 Min | 3 H. |
| 4 | 8 H | 6 H., 40 Min. | 6 H. | 4 H., 50 Min. | 4 H. |
| 5 | 10 H | 8 H., 20 Min. | 7 H., 30 Min. | 6 H. | 5 H. |
| 6 | 12 H | 10 H. | 9 H. | 7 H., 10 Min. | 6 H. |
|  |  |  |  |  |  |  |  |  |

1. A faculty member who leaves employment with the District maintains previously accrued sick leave for three (3) years.
2. In the event a faculty member is contracted to assume assignments for any quarter and becomes ill prior to commencing such assignment, such faculty member shall be eligible to use any accrued sick leave benefits, provided the illness is verified in writing with a statement from a health care provider. A "health care provider” is as defined by the federal and state family and medical leave laws.
3. The first 72 hours (12 days) of sick leave used in an academic year (July-June) will be deducted from compensable sick leave. Thereafter, any additional leave up to 72 hours (12 days) in the same academic year will be deducted from any accrued non-compensable leave. Any additional leave beyond the 72 non-compensable hours, in the same academic year, will be charged to compensable leave.
4. Such leave may be taken at any time subject to the following conditions and in compliance with the approval procedures set forth:
5. The District reserves the right to request reasonable proof from a health care provider in the event of leaves for illness or injury which exceeds five (5) days.
6. Bereavement leave, up to a maximum of five (5) days per bereavement, shall be granted in the event of a death in the faculty member's immediate family. In the event of out-of-state-travel for immediate family, an additional amount of leave up to five (5) days may be granted by the Unit Administrator.

Leave time to pay last respects to a very close deceased friend may be granted for a partial day without loss of pay.

1. Emergency leave (not covered by Section 5.4 below) and not to exceed two (2) days per year, shall be granted in the event a faculty member must meet legal, personal or business obligations which unexpectedly arise and cannot be fulfilled outside of the normally posted schedule. Such leave shall exclude attendance at state legislative meetings, lobbying, Association or Union activities or business, fund raising, or other activities of a political nature; leaves for the purpose of seeking prospective employment with another employer, and leaves for holiday or recreational purposes or for gainful employment or self-employment.
2. Transferability
3. Part-time faculty may transfer compensable sick leave balances from another Washington State public community and/or technical college, any state agency, and educational service district, or any other institution of higher education (as defined in RCW 28.b.10.016) when SCCD becomes the sole employer for their part-time employment. Part-time faculty must petition to transfer their sick leave balance any time after the second consecutive quarter in which SCCD has been their sole employer.
4. Part-time faculty hired into a full-time position with SCCD may petition to transfer their compensable sick leave balances from other institutions as defined in 5.2.e above anytime following the day full-time employment commences. Sick leave balances accrued from other Washington State institutions as defined above after the day full-time employment commences cannot be transferred to SCCD.
5. Compensable and non-compensable sick leave earned within the SCCD will be carried forward as earned for part-time faculty hired into a full-time position with SCCD. Upon change from part-time to full-time faculty status, accumulated non-compensable sick leave will be carried forward as non-compensable sick leave.

# **ARTICLE 6 -- PERSONNEL POLICIES**

# 6.1 Personnel Files.

The official personnel file for each faculty member shall be maintained by the District, and that file shall be located at the District headquarters. This paragraph, however, shall not preclude the maintenance of operational files of faculty by their respective unit administrators and all lawful payroll records by the business office. The operational files shall not contain faculty medical information and shall not be used to initiate disciplinary proceedings.

Only the Employee Services office staff, the individual faculty member, the immediate unit administrator, the appropriate vice president, the college president, and the District Chancellor shall have access to the file. All parties having access to the file shall exercise great care to protect the confidentiality of materials in the file. Faculty may review the contents of their own personnel file by appointment with the District Employee Services office. Upon the faculty member's request, a representative of the AFT may be present when the file is being reviewed.

Information may be placed in the personnel file only after a copy has been provided to the faculty member and only after opportunity of at least one (1) calendar week has been provided to sign and date the material and to attach any written response or other documents related to the information in question. The faculty member's signature shall be deemed only an acknowledgment that he or she has seen the material and has been provided such opportunity to respond. The signature shall not signify that the faculty member necessarily agrees with the content of the material. Placement of information in the personnel file must be made within thirty (30) calendar days from the date that the faculty was given the opportunity to sign.

Except in extraordinary, emergency situations, no action may be taken against a faculty member unless such action is based on materials that have been placed properly in the personnel file.

Faculty shall be given a copy of any employment notice (ENSRC) affecting their employment status.

At any time upon mutual agreement between the District and the faculty member, any document will be removed immediately from the District personnel file.

6.2 Complaints

A.. Formal Student Complaints: Pursuant to WAC 132F.121, faculty members will be notified in writing by the appropriate administrator within five (5) working days of receipt of any student complaint which may lead to discipline. Complaints of Discrimination or Harassment will be addressed in accordance with Seattle College District Policy / Procedure 419. When a student complaint reaches the formal level, Student Complaints Officer will send a copy of the formal complaint to the faculty member and unit administrator within five (5) working days. Complaints of Discrimination or Harassment will be addressed in accordance with Seattle College District Policy / Procedure 419. Proceedings will be scheduled at a time mutually agreeable to all parties.

If a faculty member chooses not to participate in the complaint proceeding, or does not acknowledge receipt of the complaint within five (5) working days of the notification of the formal complaint, the complaint may proceed without the faculty member’s direct involvement. The results of the proceeding will be sent to the faculty member, unless s/he is not available, upon its conclusion.

Resolution of the complaint is to be concluded within twenty (20) working days of notifying the faculty member. Either party may request an extension of fifteen (15) working days. Longer extensions must be agreed to by both parties. If the Student Complaints Officer is unable to complete a thorough investigation to report a conclusion, an extension may be requested of up to ten (10) working days.

No student complaint shall result in disciplinary action unless the complaint is reduced to writing., signed, and dated by the complainant or appropriate administrator.

If disciplinary action is deemed appropriate by the unit administrator, s/he shall proceed in accordance with Section 6.3, provided, however, that any documents associated with the discipline shall be treated in accordance with the provisions of Section 6.1 regarding personnel files.

Nothing in this section shall be construed as taking the place of normal evaluation procedures as set forth below, nor as taking the place of dismissal procedures as set forth in Article 8 of this Agreement. Nor shall this section be deemed to provide the only basis for discipline.

The faculty member shall have the right to AFT representation in implementation of this section.

6.3 Discipline. Discipline shall be only for just cause. A process of progressive discipline will be used. Progressive discipline includes, but is not limited to, the following steps: written warning, written reprimand, suspension without pay and dismissal. The College shall tailor discipline to respond to the nature and severity of the offense, and will not be required to apply progressive discipline where the severity of the offense calls for immediate discharge or imposing discipline at an advanced step. Disciplinary documents and all materials upon which discipline is based shall be treated in accordance with Section 6.1 above. The faculty member shall have the right to AFT representation in any disciplinary proceeding, including investigatory interviews with the employee.

# 6.5 Selection of Faculty.

### Full-Time Faculty

* 1. Full-time tenured faculty will have the opportunity to be significantly involved in the development of the advertised job description qualifications. Except under unusual circumstances, a new full-time faculty position shall be advertised for at least thirty (30) calendar days prior to the date the position is to be filled. Only the campus vice chancellor/president or the District Chancellor may, after consultation with the AFT President, waive this requirement.
	2. College administrators, with the assistance of Employee Services, shall arrange a review of the applicants' qualifications, credentials and other pertinent materials by a candidate selection committee comprised of the following voting members: the unit administrator and three (3) faculty (selected by the tenured faculty of the division). The appropriate affirmative action officer will be an ex-officio member of the candidate selection committee. Interviews of at least five (5) qualified applicants will be held by the candidate selection committee. The committee may interview fewer than five (5) applicants if acceptable to the appropriate vice president. If the committee cannot interview at least five (5) applicants and the vice-president does not concur with the number of applicants the committee has selected to interview, the position will be re-advertised for at least thirty (30) days unless a shorter period of time is mutually agreed to between the committee and the appropriate vice president. Qualified candidates who are on the part-time priority-hiring list of the appropriate campus unit and who apply for the position will be interviewed.

A candidate search committee of more than 3 faculty or a committee of the whole may be established when:

* 1. Faculty in the division make such a request;
	2. A majority of faculty in the division support the request and;
	3. Notification is sent by the college to the AFT President
	4. Based on the candidate selection committee's review of the applicants' qualifications and interviews, the committee will recommend three (3) candidates but may recommend additional candidates. If the committee cannot recommend three (3) candidates and the vice president does not concur with a recommendation of at least two (2), the position will be re-advertised for at least thirty (30) days unless a shorter period of time is mutually agreed to between the committee and the appropriate vice president. The candidates will be recommended by the candidate selection committee via the unit administrator to the appropriate vice president who shall forward his or her recommendations and those submitted by the committee to the campus vice chancellor/president for the final selection.
	5. If the campus vice chancellor/president does not select any of the recommended candidates, he or she shall meet with the appropriate faculty for discussion of the matter and review of selection criteria, after which the selection process will be repeated.
	6. In the event a new or vacant full-time position is opened, current tenured or Core full-time faculty shall have first priority for such positions. Any such faculty member requesting a transfer will submit a transfer request to the HR Administrator and the hiring Unit Administrator within fifteen (15) calendar days. Within the next fifteen (15) calendar days, the faculty member requesting transfer will meet with the candidate selection committee to determine the faculty member's match with the qualifications of the position, the interests of the faculty member and the quality of fit between she/he and the department.

Within five (5) calendar days of this meeting, the candidate selection committee will make a decision regarding the transfer, and the unit administrator will notify the faculty member of the decision. If the decision is to refuse the transfer, the faculty member will be provided with a letter specifying the rationale for the decision. The faculty member will have the option of making a written request for a review of the process by the Vice President for Instruction within five (5) calendar days of the receipt of the letter; the VPI will provide a written response within five (5) calendar days of receiving the request from the faculty member. If the process was followed completely, the decision by the candidate selection committee will stand. If it was violated by the candidate selection committee, the faculty member will be granted an interview at the executive level before any other interviews are conducted for the vacant position.

When two (2) or more present faculty are equally qualified based on the above criteria, then the most senior will be selected. If a faculty member applies after that fifteen (15) calendar day period then that person will be considered on the same basis as other applicants.

* 1. A full-time instructor who intends to vacate a full-time position through transfer, retirement, approved leave, or resignation will notify the unit administrator in writing. When the Administration receives official notification that a full-time faculty position will be vacated, the AFT will be informed of the vacancy within 30 working days after official notification is received.

When a full-time vacancy occurs because of retirement, resignation, or unpaid leave, the position will normally be filled with a temporary full-time faculty member in accordance with Article 4.3 by the end of the following quarter. In the event that the vice president for instruction (or equivalent) determines that budgetary constraints or program reductions make replacement with a full-time faculty member inadvisable, the appropriate vice president (or equivalent) will meet with the involved faculty, the unit administrator, and an AFT representative, no later than the end of the quarter following the vacancy (fall, winter, spring, excluding summer) before making a decision. The purpose of the meeting will be to discuss program staffing needs.

1. Part-Time Faculty

Any interested faculty in each department/division in conjunction with the unit administrator shall develop a registry of qualified available candidates to be considered for part-time positions as the need occurs, except in cases of emergency. Faculty shall have the opportunity to be involved in the development of the job description, screening criteria and the selection process.

6.6 Annual Hiring Plan. The District will provide a hiring plan, on an annual basis, to the Faculty Diversity and Inclusion Committee and the AFT, for targeting under-represented groups.

The District and the AFT will abide by the plans for diversity, equity, and inclusion as established or modified by the Board of Trustees. A copy of the most recent plan will be forwarded to the AFT upon approval.

6.10 Evaluation of Faculty and Programs.

The AFT Seattle and the District are committed to ongoing evaluation to ensure quality teaching and professional conduct of faculty.

### Observation Guidelines

Observations will be scheduled at a mutually agreed upon time. The purpose of the observation is to provide feedback intended to support the professional development of the faculty member. The unit administrator reserves the right to conduct more than one administrative observation per quarter. However, if more than two observations are conducted within the quarter, a written explanation will be provided to the faculty member.

If a program has opted to meet the standards of a professional organization or accrediting body which requires a member of the profession to evaluate performance of skills, formative evaluations by a faculty member in the same program may be conducted and included as part of the administrative evaluation.

### Evaluation Guidelines

Faculty within a department in conjunction with the unit administrator will develop criteria by which faculty will be evaluated. Such criteria will be provided to the faculty member within thirty days of the first day of the quarter.

We underscore the distinction between faculty peer observation and administrative evaluation of faculty. Administrative evaluation will be conducted by the unit administrator or a faculty member's supervisor and should include classroom observation, review of student evaluations, a written summary of faculty performance based upon previously determined criteria, a discussion with the faculty member, and a response and signature of the faculty member. The signature does not confer a faculty member's agreement with its contents. After review of the evaluation, if deemed unsatisfactory, an improvement plan may be devised. Such a plan may include peer observation and mentoring by faculty colleagues.

### Classroom Student Evaluation Guidelines

Faculty will conduct quarterly student evaluations. Student evaluations will be given to the administrator as defined for each faculty group specified in this article. Should an evaluation be developed by an individual faculty member, it will include questions assessing the faculty member's strengths, areas for improvement and general feedback. The faculty member being evaluated shall not be present in the classroom while the students are completing the evaluation. Student evaluations for at least one class each year may be administered by the administration. Administration reserves the right to review all student evaluations for the previous three quarters in which the faculty member has taught if a student complaint has been filed.

### Evaluation

* 1. Post-tenure Evaluation of Full-Time Faculty
1. Student evaluations: Results from one quarterly student evaluation each year will be given to the unit administrator.
2. Administrative evaluation: Every three (3) years, each faculty member will have a comprehensive administrative evaluation of the faculty member’s professional obligations as defined by Article 6.8, a review of student evaluations, a written self-evaluation, and classroom observation by the unit administrator or faculty member’s supervisor. The Vice President for Instruction or his/her designee will review concerns from either the faculty member or the unit administrator about the outcome of the evaluation process.
3. Performance Review: The unit administrator may conduct performance review at any time. In such instance, the faculty member shall be required to meet with a committee comprising two tenured faculty members and the administrator. They shall notify the AFT Seattle and the appropriate vice president that performance review is being initiated. The performance review committee will review and evaluate the faculty member's performance, using a variety of means for assessment, which may include student evaluation and classroom observation. As required, the committee will recommend methods for improvement and for monitoring the process and correction of the faculty member's performance. The committee will provide the vice president with quarterly reports on the progress of the review and will submit a final report not later than one year from the start of the review process. This report will indicate either satisfactory completion of the process, a need for extension, or a finding of no resolution.

To select two faculty members for the review committee, the faculty member and the unit administrator shall each prepare a list of three names, from which the two committee members shall be selected by mutual agreement. If no agreement is reached, the campus senate president for the AFT Seattle and the appropriate vice president will each choose one member from the two lists.

* 1. Tenure-track Full-Time Faculty and Probationary Core Faculty

The evaluation process for full-time faculty on the tenure track is described in Article **7**. Evaluation for IEL probationary Core faculty is in Appendix H.10.

* 1. Non-Priority Hire Part-Time Faculty, Including Temporary Full-Time Faculty without Priority-Hire Status
1. Student evaluations: Part-time faculty not on the priority-hire list (PHL) as defined in Section 10.7 and those appointed to a full-time temporary position who have not previously attained priority-hire status shall provide the results of all anonymous student evaluations to the unit administrator.
2. Administrative evaluation: It is the intent of the SCCD administration to conduct evaluations of non-priority-hire faculty as early as possible in a faculty member's employment in an SCCD instructional unit. Administrative evaluation should occur before the beginning of the fifth quarter within the nine (9) out of twelve (12) quarter sequence outlined in Article 10.7.a.
	1. Priority-Hire (PHL) Faculty, including Temporary Full-Time Faculty with Priority Hire Status
3. Student evaluations: Results from quarterly student evaluations from one class per year will be given to the unit administrator.
4. Administrative evaluation: Every three (3) years, each faculty member will have a comprehensive administrative evaluation of the faculty member’s professional obligations as defined by Article 6.8, a review of student evaluations, a written self-evaluation by the faculty, and classroom observation by the unit administrator or faculty member's supervisor.
	1. Special-funded, full-time, non-IEL faculty
5. Student evaluations: These faculty shall provide the results of all anonymous student evaluations to the unit administrator. Upon satisfactory completion of nine (9) quarters (excluding summer), these faculty will conduct anonymous student evaluations quarterly and submit the results from one (1) class per year to the unit administrator.
6. Administrative evaluation: It is the intent of the SCCD administration to conduct evaluations of these faculty as early as possible in a faculty member's employment in an SCCD instructional unit. Administrative evaluation should occur before the beginning of the fifth quarter of employment.
7. Once every three (3) years, there will be an administrative evaluation of each faculty member's professional obligations as defined in Article 6.8, a review of student evaluations, a written self-evaluation, and classroom observation by the unit administrator or faculty member’s supervisor
8. The Vice President for Instruction or his/her designee will review concerns from either the faculty member or the unit administrator about the outcome of the evaluation process.
9. Program Review: Each unit/program (instructional, library, counseling) will hold at least one meeting annually to discuss unit/program outcomes with the unit administrator and faculty.

# 6.11 Selection of Unit Administrator.

1. Selection of Unit Administrator: The following guidelines apply to the selection of a unit administrator.
	1. The appropriate vice president will convene a committee-of-the-whole or a representative faculty group. The candidate search committee will comprise the following voting members: faculty selected by the faculty of the administrative unit, and a unit administrator selected by the vice president, and, if applicable, other employee(s) with a reporting relationship to the unit administrator position in question.Faculty will comprise the majority of the committee and the votes. The unit administrator serving on the candidate search committee shall be someone other than the outgoing unit administrator unless agreed upon by the faculty of the unit and the vice president. This committee shall be involved in the development of the job description, screening criteria, and the search processEx-officio (non-voting) members may participate on candidate search committees. The search committee will be chaired by the unit administrator on the committee.
	2. The search committee, acting as noted in item 1 above, will recommend at least three (3) candidates to the appropriate vice president. The vice president will forward the list of candidates, along with his or her recommendations, to the campus president. The vice president, at her/his discretion, may approve the search committee forwarding on fewer than three final candidates.
	3. If the campus president does not select any of the recommended candidates, she or he shall meet with the search committee for discussion of the matter and review of selection criteria, after which the selection process will be repeated.

### Interim Replacement of Unit Administrator

1. When the need for an interim appointment occurs, the AFT Seattle President and the affected faculty will be notified immediately by the District.
2. The vice president will submit the job description of the vacated unit administrator position to the affected faculty. If the responsibilities of the position have significantly changed, a generic unit administrator job description shall be used.
3. Faculty may submit names of potential candidates among those to be considered by the vice president within seven (7) calendar days after receipt of the job description from the vice president.
4. The vice president will inform the faculty in writing of his/her selection for the interim appointment, and the reasons for that selection.
5. Interim appointment will be for up to six months, during which time the search process for a permanent unit administrator will commence as described in section (a) above.
6. In the event a successful hiring process cannot be completed within the six month period, faculty in the unit will have an opportunity to provide feedback to the vice president regarding the interim unit administrator's performance. Such feedback will be shared with the AFT Seattle President prior to an extension of the original appointment. AFT Seattle and affected faculty will be informed of the status of the permanent search, and the vice president will meet with the search committee to identify appropriate next steps in the process.
7. The interim appointment will be extended until the hiring process has been successfully completed. Unit faculty shall have an opportunity to provide feedback every six months the interim unit administrator is in the position.

7.2 Tenure Review Committee Selection.

1. The Tenure Review Committee for each probationer will consist of five (5) individuals, to include three (3) tenured faculty representatives. If possible, the faculty representatives will be chosen from the specific discipline or subject area of the probationer. The fourth member of the committee will be the unit administrator, who also will chair the Tenure Review Committee. The fifth member will be a student representative appointed by the Associated Student Body in accordance with procedures for such appointment established by the Student Body Government. The student may be a full-time or part-time student and, to the extent possible, shall be knowledgeable of the probationer's discipline or field of specialty.

7.4 Evaluation of a Probationer.

1. Evaluation of a probationer may include quarterly student evaluations, student compliments, student complaints, classroom observation, peer evaluation, supervisory evaluation, self-evaluation, committee work, and curriculum design. This evaluation must include performance against criteria established by the faculty/administrative unit and reviewed when a new probationer is hired. If the unit does not establish criteria, the unit administrator may establish the necessary criteria for evaluation of a probationer. The criteria must be reviewed and discussed by the tenure review committee and may be revised to fit the needs of an individual probationer by the agreement of the committee.
2. The tenure review committee will be responsible for furnishing the probationer with appropriate performance criteria and objectives in written form, to include the methods of performance evaluation to be used. The committee will hold a minimum of one (1) quarterly review conference with the probationer. The substance of these conferences will be recorded in written form and will be forwarded through administrative channels to the appropriate vice-president or campus president. Observed areas needing improvement should be put in writing and discussed in conference as soon as possible. A professional improvement plan intended to address these areas must be developed and reviewed by the committee. Both the committee and the probationer must be aware that the primary purpose of the 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.
3. As an indication that the probationer has knowledge of all probationary information, the written records of all conferences, reports, and evaluations will be disclosed to and signed by the probationer by the end of the quarter in which they are produced, or, if not available at that time, no later than the following quarter.
4. The tenure review committee members will each arrange at least one (1) of the following per quarter (excluding summers) with teaching probationers: a classroom observation an evaluation of committee work, or an evaluation of the probationer’s curriculum. These observations and evaluations will be recorded in written form as part of the probationer's evaluation materials.
5. Documents other than those produced or requested by members of the tenure review committee will not be placed in the tenure record except by the agreement of the members of the committee. Probationers have the right to respond in writing for the record to any documents placed in their record. If complaints of substance that may affect the decision are brought to a committee meeting or to committee members, and the probationer has not been previously informed, a decision by the committee will be deferred for at least two (2) working days to provide the probationer an opportunity to respond before a decision is made.

9.1 Seniority List. The Fall Quarter 1993 seniority list under the predecessor Agreement as published in its final form shall be carried forward and shall be deemed correct in all material respects. The District shall update the seniority list as new full-time faculty are employed and shall provide corrected individual pages for affected faculty, unit administrators, and the AFT. The complete list shall be updated annually and distributed to full-time faculty by November 15 of each year.

10.4 Compensation for Canceled Classes. Part-time faculty (excluding full-time faculty who are teaching beyond workload) shall be compensated for eight (8) hours at the stipend rate if the course is cancelled within three (3) work days prior to the start of the course. Part-time faculty whose course is cancelled after the course’s scheduled start date shall be compensated for eight (8) at the stipend rate plus the percentage of the course taught. In the event a part-time faculty member is reassigned to a class with the same course number, or is a PH faculty member with a guaranteed workload for the quarter, no additional compensation beyond the course salary will be required. (See Article 11.6.b.4.)

12.3 Budget Development.

a. Budgeting will include the participation of all budgetary units and all appropriate members of the College community. Budgeting process guidelines will be based upon generally accepted College and University Budgeting/Accounting Principles and not in conflict with Office of Financial Management and State Board for Community College Education requirements.

b. The District chancellor will meet and confer with the DFSGC about the District budget prior to its submission to the Board of Trustees.

 The District Chancellor or designee shall meet in November and in April with the DFSGC to review District budgetary matters. Opportunity for timely input regarding major District budgetary matters shall be provided prior to determination.

c. The DFSGC will be provided with a copy of the approved initial annual budget and quarterly updates.

d.

# **ARTICLE 16 – eLEARNING**

16.1 Definition. A “substantially online course” (SOC) is a credit course or section offered by the District that has asynchronous, displaced faculty-student communication for at least 90% of the course contact hours.  (Displaced faculty-student communication means that the faculty member and the students are not in the same room during instruction).

16.2 Workload.

1. SOCs in Faculty Workload: No faculty member shall be required to teach an SOC as part of their load, unless it becomes necessary for a full-time or part-time priority-hiring list faculty to fill their workload. With the approval of their Unit Administrator, full-time faculty may be allowed to maintain a full-time load teaching SOCs.
2. If it becomes necessary for a full-time or part-time priority-hiring-list faculty member to teach an SOC in order to meet a full-time load requirement or a part-time priority-hiring-list assignment, the District will provide professional development in conducting SOCs for that particular modality upon the first assignment of such a course. In the event of a change in the District-supported learning management system (LMS), the District will provide training and continued support for all faculty.
3. Class size: The class capacity, also known as class size, for SOCs shall be no more than thirty (30) students or the Master Course Outline class capacity, whichever is fewer.
4. Class schedule: SOCs shall be scheduled in the same manner as non-eLearning classes offered by the college.

17.9 Re-openers. The parties agree that the salary provisions of this Agreement shall be reopened at the request of either party any time additional funds become available that are eligible to be used for faculty salary increases.

D.5 Implementation of a Reduction-in-Force

1. The District Chancellor shall determine the extent of budget reduction for the District Office and each of the three campuses necessitated by the financial emergency and shall provide the AFT with appropriate information on the budget and planned reductions at both district and campus steps. The AFT will be consulted concerning any proposed modification in applying the District allocation model.
2. The District Chancellor, after consultation with the AFT president, shall determine the number of academic employees to be terminated within each program unit of the District Office.
3. The appropriate campus president, after consultation with the campus AFT vice presidents, shall determine the number of academic employees to be terminated within each program unit at each respective campus.
4. Specific academic employees within each affected program unit shall be selected for termination on the basis of seniority, the academic employee with the least seniority in the affected program unit being first selected for termination.
5. If an employee's position is eliminated under the application of this procedure, that employee shall have the right of retention in the other program units in which she/he is included in accordance with this procedure.
6. With respect to the application of seniority as applied in Section 8.1.j or in case of a fiscal emergency as declared by the State Board for Community and Technical Colleges, such application shall be applied without respect to race, sex, color, ethnicity, or national origin; however, the Annual Hiring Plan (Article 6.6) and goals are themselves not in conflict with the law and shall be maintained (though not binding). Comparison of actual employment data with plans and goals may reveal barriers to equal opportunity or the need to increase outreach and recruitment efforts.

H.10 Core Faculty: The following rules on attaining Core Faculty status for IEL Full-time Faculty are established: (a) to protect faculty employment rights and faculty involvement in the establishment and protection of these rights in the Seattle Community College District, and (b) to define a reasonable and orderly process for the appointment of faculty to Core status, or for the nonrenewal of probationary faculty.

1. Evaluation of a Probationer.
2. Evaluation of a probationer may include quarterly student evaluations, student compliments, student complaints, classroom observation, peer evaluation, supervisory evaluation, self-evaluation, committee work, and curriculum design. This evaluation must include performance against criteria established by the faculty/administrative unit and reviewed when a new probationer is hired. If the unit does not establish criteria, the unit administrator may establish the necessary criteria for evaluation of a probationer. The criteria must be reviewed and discussed by the Core Status review committee and may be revised to fit the needs of an individual probationer by the agreement of the committee.
3. The Core Status review committee will be responsible for furnishing the probationer with appropriate performance criteria and objectives in written form, to include the methods of performance evaluation to be used. The committee will hold a minimum of one (1) quarterly review conference (excluding summers) with the probationer. The substance of these conferences will be recorded in written form and will be sent via administrative channels including the executive dean, if appropriate, to the vice-president or campus president. Observed areas needing improvement should be put in writing and discussed in conference with the probationer as soon as possible. A professional improvement plan intended to address these areas must be developed and reviewed by the committee. Both the committee and the probationer must be aware that the primary purpose of the 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.
4. As an indication that the probationer has knowledge of all probationary information, the written records of all conferences, reports, and evaluations will be disclosed to and signed by the probationer by the end of the quarter in which they are produced, or, if not available at that time, no later than the following quarter (excluding summers).
5. The Core Status review committee members will each arrange at least one (1) of the following per quarter (excluding summers) with teaching probationers: a classroom observation, an evaluation of committee work, or an evaluation of the probationer’s curriculum. These observations and evaluations will be recorded in written form as part of the probationer's evaluation materials.
6. Documents other than those produced or requested by members of the Core Status review committee will not be placed in the Core status record except by the agreement of the members of the committee. Probationers have the right to respond in writing for the record to any documents placed in their record. If complaints of substance that may affect the decision are brought to a committee meeting or to committee members, and the probationer has not been previously informed, a decision by the committee will be deferred for at least two (2) working days to provide the probationer an opportunity to respond before a decision is made.

Appendix I—see TA that needs clean up

Article 17.11, Duration, will be updated if and when the new contract is ratified.