

AGREEMENT

Between

RIC/AFT

And the

Council on Post-Secondary Education

2015-2018

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AGREEMENT

In this Agreement entered into this 1st day July, 2015 by and between the Council on Post-Secondary Education, hereinafter referred to as the Council, and the Rhode Island College Chapter of the American Federation of Teachers, Local #1819, American Federation of Teachers, AFL-CIO, hereinafter referred to as the RIC/AFT, the parties hereby agree as follows:

PREAMBLE

The intent and purpose of this Agreement is to promote the quality and effectiveness of education at Rhode Island College, hereinafter referred to as the College, and to maintain high standards of academic excellence in all phases of instruction, scholarship, and professional service at the College. The parties hereto concur that these objectives can best be achieved by means of amicable adjustment of matters of mutual interest. It is recognized by the parties that mutual benefits are to be derived from continual improvement in the position of the College as an institution of higher learning; that reasonable and responsible faculty participation in the formulation of policies under which they provide their services is educationally sound; that effective and harmonious working relationships between the Board Council on Post-Secondary Education and the RIC/AFT are necessary in order that the cause of public higher education may best be served at the College; and that orderly, just, and expeditious resolution of issues which may arise as a result of the provisions of this Agreement are in the best interest of the faculty, the student body, the College, and the public which supports it.

Now, therefore, the parties hereto agree as follows:

ARTICLE 1: RECOGNITIONS AND DEFINITIONS

A. Recognition

- 1.1 Pursuant to and in accordance with all applicable provisions of Section 36-11 of the General Laws of the State of Rhode Island, 1956, as amended, the Rhode Island Council for Post-Secondary Education does hereby recognize the Rhode Island College Chapter of the American Federation of Teachers, Local #1819, AFT/AFL-CIO, as the exclusive bargaining agent for all full-time teaching and research faculty and part-time continuing faculty (as specified in the Memorandum of Agreement entitled "Part-time Continuing Faculty Members Holding Faculty Rank") consisting of Instructors, Assistant Professors, Associate Professors, Professors, and Department Chairpersons but excluding the following: those faculty holding special temporary appointments to replace faculty on leave of absence; the College President, Vice Presidents, Assistant Vice Presidents, Deans, Associate Deans, Assistant Deans, Principal of the Henry Barnard School, Assistants to the Deans, Director of the Library, Director of Institutional Research and Planning, Director of Research and Grants Administration, and those faculty employed under federal grants, as set forth in Case EE #1968.
- 1.2 This Agreement shall be binding upon and is exclusively between the RIC/AFT and the Council on Post-Secondary Education unless otherwise specified herein. All rights and privileges claimed under the terms of this Agreement shall be enforceable only by the RIC/AFT and the Council on Post-Secondary Education unless otherwise specifically provided herein.
- 1.3 This Agreement shall not be construed to prevent the Council on Post-Secondary Council or any agent thereof from meeting with any individual to hear views on any matters, except that as to matters so presented which are proper subjects of collective bargaining. Any changes or modifications of this Agreement shall be made only through negotiations and agreements with the RIC/AFT.
- 1.4 No person or persons represented by the exclusive bargaining agent shall bargain individually or collectively with the Council on Post-Secondary Education concerning any terms or provisions of this Agreement except through the authorized representatives of the RIC/AFT. Faculty will adhere to the provisions of the collective bargaining Agreement.

B. Definitions

- 1.5 The term "Administration" shall be defined as the President and other administrative officers of the College.
- 1.6 The term "Bargaining Unit" refers to the positions which are specified in the certification issued by the Rhode Island State Labor Relations Board.
- 1.7 The term "Council" as used in this Agreement refers to the Rhode Island Council on Post-Secondary Education.
- 1.8 The Terms "College" and "RIC" refer to Rhode Island College.
- 1.9 The Term "Commissioner" refers to the Commissioner of Higher Education or Acting Commissioner of Higher Education for the State of Rhode Island.

- 1.10 The term "Dean" includes reference to the Director of the Center for Management and Technology and the Director of the Library.
- 1.11 The term "Department" as used in this Agreement refers to academic departments of the faculty as may from time to time be approved by the President and when necessary recognized by the Council on Post-Secondary Education.
- 1.12 The unqualified term "Faculty" as used in this Agreement means a member or members of the bargaining unit as defined in Section 1.1 of this Article.
- 1.13 The Term "President" as used in this Agreement means the chief executive officer or acting chief executive officer of Rhode Island College.
- 1.14 The term "Probationary Period" refers to term appointments of faculty preceding the granting of tenure.
- 1.15 The term "RIC/AFT Representative" as used in this Agreement means any representative of the RIC/AFT who has been officially designated in writing as such by the President of the RIC/AFT.
- 1.16 The term "Temporary Appointment" refers to persons who are assigned to temporary positions resulting from the absence of faculty on term appointment or tenure because of sickness, exchange of professorships, approved leaves, emergency personnel situations, such as temporary or unforeseeable enrollment fluctuations, late resignations of faculty, or the inability of an academic department to fill a vacancy with qualified personnel.
- 1.17 The term "Term Appointment" as used in this Agreement refers to the appointment to a tenure-track position offered non-tenured faculty covered by this Agreement.
- 1.18 The term "Working Day" shall mean any day on which the College is open for the transaction of business.
- 1.19 All singular pronouns and relative words written in the masculine, feminine or neuter shall also refer to the plural.
- 1.20 The term "Parties of Interest" shall mean Officers of the RIC/AFT, members of the RIC/AFT Grievance Committee, representatives of the Administration, and witnesses.

ARTICLE 2: COUNCIL ON POST-SECONDARY EDUCATION - RIC/AFT RELATIONSHIPS

A. Council on Post-Secondary Education Authority

- 2.1 The RIC/AFT recognizes that the Council on Post-Secondary Education, the Commissioner, and the Administration of the College have responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the College to the full extent authorized by law except as modified by the terms and conditions of this Agreement.

- 2.2 Except as hereinafter specifically provided, the operation and administration of Rhode Island College, including the right to make rules and regulations pertaining thereto, shall be fully vested in the Council on Post-Secondary Education and its Chairperson and their duly designated representatives. Nothing herein stated shall be construed as a delegation or waiver of any powers or duties vested in the Council on Post-Secondary Education or any agent thereof.
- 2.3 In the event this Agreement or any part of it shall at any time be held to be contrary to law, void, or invalid by any court of competent jurisdiction or any administrative agency having jurisdiction, the parties shall meet to renegotiate the items in question within the two (2) weeks after such a ruling has been made. (See Article XV.)
- 2.4 If there is any inconsistency or conflict between this Agreement and the provisions found in the College Handbook of Policies, Practices, and Regulations, or Council on Post-Secondary Education policy, the provisions of this Agreement shall apply. No organizations within the College may promulgate rules and/or regulations in conflict with this Agreement.
- 2.5 The entire Agreement between the parties consists of the terms herein stated, and this Agreement supersedes and cancels all prior Agreements and memoranda of understanding between the RIC/AFT and the Council on Post-Secondary Education or any agent thereof.
- 2.6 The Council on Post-Secondary Education and the RIC/AFT recognize the importance of the faculty being informed as soon as possible of high-level administrative appointments and other decisions which affect the faculty.
- 2.7 The Council on Post-Secondary Education and the RIC/AFT encourage and favor periodic meetings between the President and the RIC/AFT Representatives for the purpose of discussing the terms and conditions of employment covered by this Agreement and such other matters as fiscal, budgetary or long-range institutional planning, which may be of concern to either party. Such meetings shall be arranged in accordance with applicable circumstances at the mutual convenience of the President and RIC/AFT representatives.

B. Dues Deduction and Agency Fee

- 2.8 The State Controller shall deduct union dues or the service charge each pay period from the wages of all employees in the bargaining unit. The State Controller shall forward promptly to the Treasurer of the RIC/AFT a check representing the amounts so deducted. The union dues or the service charge shall be specified by the RIC/AFT. The College agrees to provide the State Controller with an accurate and timely list of the names of the members of the bargaining unit who are to have either union dues or the service fee deducted from their salary check.
- 2.9 The Council on Post-Secondary Education or its designee shall forward to the Treasurer of the RIC/AFT notice of new employees hired hereafter within the bargaining unit within thirty (30) days after the beginning of the academic year.
- 2.10 In accordance with Title 36-11-2, "Discrimination because of Membership in Employee Organization Prohibited," membership in any employee organization may be determined by each individual employee; provided, however, that all nonmembers shall pay to the employee organization a service charge as a contribution toward the administration of any collective bargaining agreement in an amount equal to the regular monthly dues. Supervisory employees shall not endorse any particular employee organization or, by reason of membership in any such organization, show prejudice or discrimination toward any individual employee. (See Part G of this Article.)

C. Consultation

- 2.11 The Commissioner or his/her designee shall meet with RIC/AFT Representatives once each semester for the purpose of discussing proper subjects of collective negotiations that may arise during the life of this Agreement and to discuss those matters necessary to the implementation of this Agreement which are College-wide in nature, provided each party gives fifteen (15) days written notice to the other party including a copy to the President advising of a time for meeting, and provided each party submits a written agenda no less than five (5) days before the scheduled date of the meeting. It is not the intent of this section to subvert the grievance procedure.
- 2.12 Nothing contained herein shall prevent the RIC/AFT from consulting with the Commissioner at times other than those set above, if matters of mutual concern arise of an urgent or emergency nature.

D. Information and Data

- 2.13 The Council on Post-Secondary Education shall make available any information deemed relevant to RIC/AFT negotiations mutually agreeable to both parties, except that the College shall not be required to compile information and statistics in the form requested which are not already compiled in that form, unless mutually agreeable.
- 2.14 The Council on Post-Secondary Education recognizes the right of the RIC/AFT to have information relative to budget requests. At the time that the Board reviews the budgets, the College will make a copy available to the RIC/AFT. The Council on Post-Secondary Education will provide the RIC/AFT with a copy of the College budget request to the Council on Post-Secondary Education the Council on Post-Secondary Education Budget request (for the College) to the Governor, and the Council on Post-Secondary Education budget allocation to the College.
- 2.15 The RIC/AFT shall be provided with a copy of the agenda of regular meetings of the Council on Post-Secondary Education prior to any such meeting.

E. Individual Contracts

- 2.16 The College may require and enter into individual employment contracts with faculty members in special cases, such as television, provided that said contracts shall be subject to the provisions of this collective bargaining Agreement. Upon request, a designated official of the RIC/AFT will be allowed to review individual employment contracts, exclusive of those specifically provided for in the Agreement.

F. Use of College Facilities

- 2.17 The RIC/AFT shall be allowed, upon appropriate advance notice and where there is no conflict with other scheduled use, to use campus meeting facilities. The RIC/AFT shall meet any additional expense incurred in the furnishing of such space.
- 2.18 A bulletin board shall be reserved for exclusive use of the RIC/AFT in a mutually agreeable location.
- 2.19 The RIC/AFT shall have the right to use faculty mail boxes and College e-mail for communications, including mass distribution.

G. Nondiscrimination

- 2.20 No faculty member shall, on the grounds of sex, sexual orientation, gender identity and expression, race, age, color, religion, national origin, marital status, disability status, political affiliation, or membership in the RIC/AFT, be excluded from participating in, denied benefits, or be subjected to discrimination of any kind.
- 2.21 As sole collective bargaining agent, the RIC/AFT will accept into membership all eligible persons in the bargaining unit without regard to sex, sexual orientation, gender identity and expression, race, age, color, religion, national origin, marital status, disability status, or political affiliation.
- 2.22 All references to employees in this Agreement designate all genders, and wherever the female or male gender is used, it shall be construed to include all employees.
- 2.23 Subject to the rules and procedures of the State Controller, the Committee on Political Education (C.O.P.E.) contributions shall be deducted from the wages of all employees in the unit who sign the appropriate authorization card. The RIC/AFT shall provide the College with a timely list of the names of those faculty from whom C.O.P.E. deductions are to be made.

ARTICLE 3: ACADEMIC FREEDOM

A. Academic Freedom

- 3.1 Academic freedom consists of a body of rights, not written into law but well established in custom and grounded in traditions of long standing in the colleges and universities of the Western world, designed to protect professional scholars and teachers from hazards that might interfere with the obligations to pursue truth. The justification of academic freedom is that it is indispensable to the scholar in the preservation, extension, and dissemination of knowledge. Though it is a specific kind of freedom peculiar to members of the teaching profession in higher education (and in this respect it is somewhat analogous to the freedom of judges from political control in Anglo-Saxon jurisprudence), its benefits ultimately accrue as much to the public at large as the scholars themselves.
- 3.2 The body of rights referred to in Section 3.1 above has been defined and codified in a statement of principles that was prepared over a period of years by representatives of the American Association of University Professors and the Association of American Colleges. Adopted by both organizations in 1941 and later endorsed by many other professional and learned societies, it is known to the profession as "The 1940 Statement of Principles on Academic Freedom and Tenure."

The following passages are pertinent as they relate to this Agreement.

- a. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth, and its free exposition.
- b. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspects is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

- c. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
 - d. The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.
 - e. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As an individual of learning and an education officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he/she is not an institutional spokesperson.
- 3.3 Faculty may freely select the persons they wish to invite to the campus as guest speakers. There shall be no restrictions to control the views expressed by speakers other than those imposed by state and national law. Obviously, an invitation to a speaker does not imply approval or sponsorship of his/her views by the College, nor necessarily by the organization inviting him/her. Both students and faculty possess the same rights as other citizens to hear different points of view and to draw their own conclusions.
- 3.4 Regulations of agencies within the College shall be in accordance with the provisions of Academic Freedom as provided for herein.
- 3.5 The limits of the confidentiality of faculty members' e-mail communications and computer accounts and files shall be as set forth in "The Policy for Responsible Computing at Rhode Island College," as approved by the Council of Rhode Island College, May 2013.

B. Political Activity

- 3.6 The College faculty member is a citizen and, like other citizens, should be free to engage in political activities so far as he/she is able to do so consistently with his/her obligations as a faculty member.
- 3.7 Many kinds of political activity (e.g., holding part-time office in a political party, seeking election to any office under circumstances that do not require extensive campaigning, or serving by appointment or election in a part-time political office) are consistent with effective service as a member of a faculty. Other kinds of political activity (e.g., intensive campaigning for elective office, service in a state legislature, or serving a limited term in a full-time position) will often require that the faculty member seek a leave of absence from the College.
- 3.8 A leave of absence incident to political activity should, when practicable, come under the College's normal rules and regulations for leaves of absence without pay. (See Article IX.)

C. Intellectual Property

- 3.9 The limits of the intellectual property rights of faculty members shall be as set forth in the “Intellectual Property Policy” as approved by the Council on Postsecondary Education.

ARTICLE 4: SELECTION OF DEANS, VICE PRESIDENTS AND THE PRESIDENT

A. Selection of Deans

- 4.10 Whenever a vacancy occurs in one of the positions of Academic Dean or the Director of the Library, the President shall appoint an advisory committee to assist in filling the vacancy. The committee shall normally have seven (7) members drawn from segments of the academic community most immediately concerned or with special knowledge of the requirements of the position to be filled. At least three (3) of the members of the committee shall be faculty members appointed from a list of five (5) names submitted by the RIC/AFT.
- 4.11 The advisory committee shall help assemble by various means, including the solicitation of names by canvass when appropriate, a suitable list of candidates for the vacant office; shall screen the candidates by reviewing their qualifications; and shall make recommendations regarding the candidates to the President.

B. Selection of Vice Presidents and the President

- 4.12 The Council on Post-Secondary Education and the RIC/AFT believe it is desirable to include RIC/AFT faculty representatives in the search process for the President, Vice Presidents, and other top- level administrators as a means of providing faculty input.

ARTICLE 5: DEPARTMENT CHAIRPERSONS

A. Duties and Responsibilities

- 5.1 Department chairpersons shall exercise administrative responsibility within their departments under the general direction of the appropriate dean and the terms of this Agreement. They shall supervise the development of programs and curricula; evaluate instruction chiefly to insure improvement therein, but also as a basis for making recommendations to the appropriate dean concerning reappointments, non-renewals, salary increments, promotion, and tenure; submit requests for leaves of absence; submit written specifications for new faculty; make recommendations on initial appointments; propose curriculum changes; determine faculty course assignments and departmental schedules; carry out registration responsibilities; submit the budget request and administer the budget of the department; and perform whatever additional responsibilities are necessary for the successful operation of the department.

The following provisions of this Agreement refer to certain specific duties of department chairpersons but are not limited thereto:

- a. Relationship to departmental advisory committees
Article IX: Departmental Advisory Committees
- b. Faculty appointments, rank, and employment standards
Article X: Faculty Appointments, Rank, and Employment Standards
- c. Faculty evaluations
Article XI: Annual Review of Faculty, Part A, The Process and Part B, The Criteria for Evaluation, Salary Increments, Promotion, and Tenure
- d. Salary recommendations
Article XI: Annual Review of Faculty, Part C, Salary Recommendations
- e. Promotions
Article XI: Annual Review of Faculty, Part D, Promotions
- f. Tenure
Article XI: Annual Review of Faculty, Part E, Tenure
- g. Non-renewals
Article XI: Annual Review of Faculty, Part F, Non-renewals
- h. Leaves of Absence
Article XII: Leaves of Absence

B. Selection of Chairperson

- 5.2 In accordance with the provisions of the Administrative Calendar, on or before December 1 of the third year of the term of a department chairperson whose term is to expire on June 30 of that academic year, faculty in an academic department (as defined in Article I, Part B, Section 1.11) shall meet for the purpose of nominating an individual who would be willing to serve as chairperson. Each academic department shall determine its own procedures for selecting this individual. The departmental process shall provide for consultation with the Chairperson of the departmental student advisory committee where student advisory committees exist. In order to be the Department's nominee the candidate must receive a simple majority of the eligible votes to have his/her name forwarded.
- 5.3 The nomination shall take place only after faculty in the department shall, at an earlier meeting, have agreed upon and published in writing the criteria to be used in selecting a department chairperson and the procedures for participation of faculty on leave.
- 5.4 Prior to selection, the willingness of each nominee to serve as a department chairperson will be confirmed.

- 5.5 Only faculty who are members of the bargaining unit shall be eligible to vote for department chairperson. A majority of the department faculty shall constitute a quorum for the purpose of conducting an election to nominate an individual to serve as department chairperson. Any faculty member who is in the bargaining unit and who holds an appointment in more than one (1) department shall be eligible to serve as department chairperson in those departments of which he or she is a member. No faculty member may serve as department chairperson in more than one (1) department at the same time.
- 5.6 The results of the election to nominate shall be made known as soon as possible by the person or persons conducting the election. The department chairperson shall forthwith transmit in writing the recommendation to the appropriate dean.
- 5.7 The appropriate dean shall review the department's nominee and shall forward the name of the person acceptable to the department together with any comments thereon to the Vice President for Academic Affairs.
- 5.8 The Vice President for Academic Affairs shall review the qualifications of the department's nominee together with any comments thereon and shall forward these together with his/her own comment thereon to the President.
- 5.9 The President shall review the department's nominee together with any comments thereon and shall appoint the department's nominee, except that if he cannot accept the name submitted by the department the selection process shall continue until a nominee acceptable to the President has been recommended by the department.
- 5.10 Only the President may appoint or reject a department's nominee for department chairperson.
- 5.11 Normally the process for selection of a chairperson will be completed by February 1.
- 5.12 Following the completion of the processes herein the President shall have the authority to appoint a chairperson if he rejects the department nominee(s). Before making the appointment the President shall discuss the matter with the RIC/AFT. Any such appointment shall not be made prior to April 15th.

C. Duration of Appointment

- 5.13 The initial appointment of a department chairperson shall be for a three (3) year period and it may be renewed for one (1) further consecutive term according to the provisions outlined in Part B of this Article. If a department chairperson resigns before the end of his/her term, or if he/she is granted a leave for at least one semester, or if a vacancy is created by the death or removal of the department chairperson, a replacement shall be selected as soon as possible in accordance with the procedure specified in Part B of this Article, and shall serve the remainder of the unexpired term. If a vacancy occurs without sufficient notice for it to be filled by this procedure, then until this procedure is completed, an acting chairperson shall be designated by the appropriate dean. If a department chairperson is granted a leave for less than one semester, then an acting chairperson shall be designated by the appropriate dean. A person's length of consecutive service as department chairperson shall usually be no more than six (6) years. In exceptional circumstances, such as the initiation of a new departmental program, or the unavailability of any other qualified person, as determined by the appropriate dean after consultation with the departmental advisory committee, a person may serve as chairperson for nine (9) consecutive years. Such an exception must be approved by the President of the RIC/AFT and the President.

D. Conditions of Appointment

- 5.14 Department chairpersons shall be given an academic year contract (See 5.15). Department chairpersons shall receive salary supplements ranging from a minimum of \$4,593 to a maximum of \$6,889 (effective FY 2015-2016), from a minimum of \$4,731 to a maximum of \$7,096 (effective FY 2016-2017), and from a minimum of \$4,873 to a maximum of \$7,309 (effective FY 2017-2018).

If appointed for a second consecutive term, he/she will receive an additional work-load formula hour, that will continue as part of the chairperson's salary supplement in the remaining years of the chairperson's second term.

The amount that a faculty member receives for assuming the responsibilities of chairperson shall be a matter of agreement following consultations between the faculty member and the Vice President for Academic Affairs, after consultation with the appropriate dean, based upon following considerations:

- a. Number of faculty and staff, including part-time faculty
- b. Number and range of course offerings
- c. Total departmental activity and complexity
- d. Graduate programs

The supplement shall not be a part of the chairperson's base salary, shall be relinquished when the position is vacated, and shall be excluded from the application of the summer session and continuing education payment formula. When the duties and responsibilities of the department chairperson warrant it, he/she shall be given a contract for summer session administration at the summer session salary from one (1) to six (6) formula hours of load credit, the specific amount of load credit to be determined by the Vice President for Academic Affairs in consultation with the chairperson. (See Appendix C for the Schedule of Compensation for summer session employment).

Upon ratification the Union President will be provided with the dollar amounts and FLH for all department chairs. This information will be provided annually (no later than July 1st) to the Union President.

- 5.15 Department Chairpersons serving as chairperson of a department shall carry from five (5) to nine (9) formula hours of load credit, the specific amount to be determined by the Vice President for Academic Affairs after consultation with the appropriate dean and the department chairperson. Over the life of the 2015-2018 Contract, effective July 1, 2015, department chairs will receive a one-time formula load hour (FLH) increase more than the formula load hours received during the 2014-2015 academic year.

E. Summer Replacement Chairperson

- 5.16 a. Department Chairpersons who are to be offered summer session contracts shall be so notified by April 15 preceding the session.

b. When the requirements of the position make summer session administration necessary, as determined by the appropriate dean and the Vice President for Academic Affairs, and a department chairperson does not choose to contract for summer session administration, then the department chairperson shall, with the concurrence of the appropriate dean, designate a faculty member within the department to act on his/her behalf during the summer. Such a faculty member shall receive a contract for summer session administration at the summer session salary rate for from one (1) to six (6) formula hours of load credit, the specific amount of load credit to be determined by the appropriate dean in consultation with the faculty member. (See Appendix C for the schedule of compensation for summer session employment.)

F. Exception to Requirements

5.17 The provisions specified in this Article shall not apply to a newly formed department where the President shall appoint the department chairperson. During the second year of a department's existence, the department chairperson shall be selected in accordance with the procedures specified in Part B of the Article.

G. Centers

5.18 All centers, cooperative programs, projects, or organizations with coordinators shall be assigned, after consultation with the RIC/AFT, to a division, or when appropriate, to a department within the College.

ARTICLE 6: DEPARTMENTAL ADVISORY COMMITTEES

A. Membership

6.1 Departmental advisory committees are comprised of persons within each academic department including the Henry Barnard School and the Library who meet the definition of faculty as defined in Article I, Section 1.11 of this Agreement. Only persons who meet the definition of faculty as defined in Article I, Section 1.12 of this Agreement shall be eligible to vote for members on departmental advisory committees.

6.2 Department faculty determine the size, structure, and method of selection of departmental advisory committees.

B. Role

6.3 The role of the departmental advisory committee is advisory. Its primary area of concern is personnel, including recommendations to the department chairperson on reappointments and non-renewals, salary increments, promotions, tenure, leaves of absence, and filling vacancies. In addition, the committee may be concerned with other departmental matters, including but not necessarily limited to:

- a. Departmental long-range planning
- b. Curriculum development
- c. The department budget
- d. Recruitment of new faculty
- e. Scheduling and course assignments
- f. Improvement of instruction

(See Article V, Part A, Section 5.1: and Article VII, Parts A, B, and C)

- 6.4 The annual evaluation of the teaching performance and other professional activities of the department chairperson is the responsibility of the departmental advisory committee where one exists or the department as a whole where no such committee exists. They shall have the responsibility to transmit this information together with evaluative data about his/her administrative work to the appropriate dean. The evaluation shall include recommendations for salary increments, promotion, tenure, and nonrenewal. (See Article VIII, Part A, Section 8.6)

C. Meetings

- 6.5 Departmental advisory committees shall meet when necessary during the academic year. Each committee shall be responsible for keeping a record of its actions.

D. Procedures

- 6.6 Department faculty members are responsible for a periodic review of the size, structure, method of selection, and operating procedures of departmental advisory committees. These procedures will be forwarded to the appropriate dean for review and comment.

ARTICLE 7: FACULTY APPOINTMENTS, RANK, AND EMPLOYMENT STANDARDS

A. Initial Appointment

- 7.1 New faculty shall be recommended initially by the department chairperson after consultation with the departmental advisory committee or the whole department. The procedures in arriving at such recommendations shall be in compliance with applicable provisions of state and federal laws dealing with equal employment opportunity. The final decision on appointment of any new faculty member shall be made by the President upon the recommendation of the Vice President for Academic Affairs after reviewing the recommendation of the appropriate dean and the department chairperson. The department chairperson shall be notified within two (2) weeks of the President's action on the recommendation through return of the appointment form and/or on-line hiring proposal. (See Article V, Part A, Section 5.1, and Article VI, Part B, Section 6.3.)
- 7.2 All new and vacant faculty positions shall be posted on the bulletin board of the academic department in which the vacancy exists for five (5) working days. All employees, part-time or temporary, applying for a continuing position, shall make a request to the appropriate department chairperson by the deadline set for the receipt of any applications.
- 7.3 Faculty representatives in the department in which a candidate for a full-time teaching position is being interviewed shall be invited to participate in the campus interview process. The department chairperson shall provide such representatives with the date and time at which a candidate for a position will be on campus and be available to meet with them. The interviewing process shall include an opportunity for a candidate to talk with department faculty who have no administrative functions.
- 7.4 If the President, after consultation with the appropriate administrative officers, finds reason to reject a recommendation for appointment, then he/she shall transmit the reasons in writing to the department chairperson concerned.

- 7.5 The terms and conditions of each appointment, including the effective date of appointment, rank, salary, and tenure credit for previous experience, and specific degree expectations for promotion and/or tenure shall be set forth in writing and sent to the candidate by the President or his/her designee before he/she accepts the position. A copy of such communication shall be provided to the RIC/AFT at the time the candidate is appointed. All appointees shall receive a copy of the current Agreement prior to the effective day of appointment. All faculty shall receive a copy of the College Handbook of Policies, Practices, and Regulations early in the academic year.
- 7.6 New faculty shall be recommended initially for joint appointments by the chairperson of the budget line department after consultation with the chair of the joint department and the respective departmental advisory committees. Each faculty member with a joint appointment will be provided one (1) Faculty Load Hour (FLH) for serving as a joint appointment. All applicable provisions of Article VII, Part A of the Agreement shall be employed for new joint appointments.
- Faculty members with appropriate qualifications originally appointed to a single department may request a joint appointment through their department chairpersons. These joint appointments must be approved by both departments, appropriate deans or directors, the Vice President for Academic Affairs and the President. The terms and conditions of the appointment, including its anticipated duration, shall be set forth in writing consistent with the requirements of Article VII, Part A, Section 7.3 in the Agreement.
- 7.7 Termination of a joint appointment and return to a single department may be initiated after three (3) years of inactivity or in the event of changing requirements. Such termination of a joint appointment is acted upon by the President upon the recommendation by the appropriate dean/director and Vice President for Academic Affairs after consultation with the Department chairperson(s) and the faculty member.

B. Rank

- 7.8 There shall be four ranks for members of the teaching faculty as follows: Instructor, Assistant Professor, Associate Professor, and Professor.
- 7.9 Faculty who have served the College with distinction for a period of years shall receive consideration from their departments for the honorary rank of Emeritus/Emerita upon retirement.
- 7.10 Faculty appointed in the ranks of Instructor, Assistant Professor, Associate Professor, and Professor, except those with the designation of temporary or adjunct assignment, prior to achieving tenure shall receive appointments for one (1) year and shall be subject to termination as specified in Article VIII, Section 8.36. The regulations in this Agreement do not apply to faculty on temporary or adjunct appointment.
- 7.11 The titles Adjunct Professor, Cooperating Teacher, and Cooperating Instructor are used for special part-time faculty whose primary professional responsibility is to an agency other than the College. Appointments under these titles are temporary assignments, but may be renewed regularly. Holders of these titles are not included in the bargaining unit and thus are not subject to this Agreement.

- 7.12 Temporary faculty may be employed each year in all ranks. These temporary appointments may be caused by such conditions as the following: the absence of faculty, sickness, study or sabbatical leave, or emergency personal situations. The period of service for such an appointee shall not exceed one (1) year in length. The contract of a temporary employee shall indicate the date of termination of employment at Rhode Island College. Temporary faculty do not accrue time toward tenure, nor do they qualify for annual salary review, consideration for promotion, or the privilege of being granted leave. Part-time appointments by the College shall not be used to circumvent the intent of this Agreement by eliminating the hiring of full-time personnel. When a department has in two (2) consecutive years the full-time equivalent of one and one-half (1 1/2) positions, exclusive of replacements created by leaves or emergencies, the Council shall make every effort to fund an additional full-time position for that department.
- 7.13 These provisions on rank shall apply to all members of the bargaining unit in all academic units and departments within the College.
- 7.14 Rank shall be assigned within academic departments by specification of departmental competency. All appointments to rank, except the honorary rank of Emeritus/Emerita, shall be made with the approval of the department in which rank is granted.

C. Standards for Rank

- 7.15 The academic attainment level and professorial experiential requirements for academic rank are set forth below. These standards are used for initial appointment as well as promotion.
- 7.16 Instructor. An Instructor must possess an earned Master's degree or its equivalent in an appropriate field of study and be actively engaged in pursuit of an appropriate, accredited terminal degree in an appropriate field of study.
- 7.17 Assistant Professor. An earned Doctor's degree or appropriate terminal degree from an accredited institution; or an earned Master's degree together with teaching experience in the appropriate field. The major field of graduate work must be that for which candidate is to be assigned a majority of his/her teaching time. The College teaching experience should be in the field or closely related to the field to which the candidate is to be assigned a majority of his/her teaching time.
- 7.18 Associate Professor. Normally, an earned Doctorate or an appropriate terminal degree from an accredited institution in an appropriate field of study, and seven (7) years in rank at the level of Assistant Professor. Appropriate academic/professional experience, as approved by the Department, the appropriate Dean, the Vice President for Academic Affairs, and the President, may be substituted for all or part of the years in rank. Evidence of meritorious academic and teaching accomplishment is a basic requirement.
- 7.19 Professor. Normally only persons with an earned Doctor's degree or appropriate terminal degree and appropriate experience will be employed in this rank. Evidence of academic and teaching accomplishment is a basic requirement.

- 7.20 Terminal Degree. In all departments, the earned Doctorate from an accredited institution is normally the appropriate terminal degree except for the following:
- a. Professional Librarians: Master's degree in Library Science from an accredited library school (ALA) is the appropriate professional degree for academic librarians.
 - b. In the performance field in the Arts, with the exception of music, the appropriate terminal degree is the MFA degree of at least two (2) years of graduate study from an accredited institution.
 - c. Music Performance: normally, the earned Doctorate from an accredited institution is the appropriate terminal degree in music. However, the Master's should be the appropriate terminal degree for those faculty whose primary responsibility is the applied area. Note: The Music Department may employ criteria and guidelines as appropriate under provisions of Article 8.13.

ARTICLE 8: ANNUAL REVIEW OF FACULTY

A. The Process

- 8.1 On or about February 1 of each academic year, each faculty member shall be considered for salary increments; each faculty member holding the rank of Instructor, Assistant Professor, or Associate Professor shall be considered for promotion; and each faculty member on term appointment above the rank of Instructor shall be considered for tenure when eligible as defined in this Agreement. If a faculty member on term appointment is considered for notification of nonrenewal, such notification must be in accordance with the provisions of Part F, Nonrenewal, of this Article.
- 8.2 After consultation with the departmental advisory committee or the department as a whole if no such committee exists, department chairpersons are initially responsible for the annual evaluation of faculty (covering the two preceding academic semesters) concerning salary increment, promotion, tenure and nonrenewal. The department chairperson shall write the evaluation of each faculty member on the official College evaluation and recommendation form. The evaluation shall include a summary description of the individual's contribution during the period under review, a statement relating to the individual's status regarding tenure, and specific recommendations on salary increment, promotion, and tenure. Each faculty member shall be apprised of his/her evaluation and his/her chairperson's recommendations during a personal conference between the department chairperson and the individual faculty member prior to the submission of his/her evaluation to the Administration. The recommendation of the departmental advisory committee shall be included. The evaluation and recommendation form, submitted to the faculty on or about February 1, shall be read and signed by the faculty member to indicate that he/she has read the evaluation but the signature need not imply agreement. The faculty member may append to the evaluation and recommendation form any appropriate comments he/she wishes. Each evaluation by the department chairperson and/or the immediate comparable supervisor shall then be sent to the President through normal administrative channels requiring acknowledgement by the appropriate dean and the Vice President for Academic Affairs. (See Article V, Part A, Section 5.1.)

- 8.3 In case of an unsatisfactory evaluation alleging unsatisfactory teaching performance, the faculty member's classes shall have been observed by the department chairperson or his/her designee from two (2) to five (5) times during the evaluation period. The faculty member shall be notified of the observer's evaluation of his/her performance after each observation and shall be offered constructive criticism, if appropriate, to enable him/her to improve his/her teaching.
- 8.4 No faculty member shall be observed more than twice per semester for the purpose of evaluation by the department chairperson or any other evaluator without the said faculty member being notified at least forty-eight (48) hours in advance.
- 8.5 Whenever an administrator rejects or modifies a recommendation by a department chairperson to the disadvantage of a faculty member with regard to retention, salary increments, promotion, or tenure, he/she shall immediately notify the department chairperson and the faculty member in writing stating his/her reasons. After the evaluation form has been initially acted on by the President, it shall be returned to the department chairperson and the faculty member concerned by April 7 before final action by the President, permitting the faculty member to seek reconsideration by the President. At least ten (10) working days shall be allowed between the return of the form to the faculty member and final action of the President on recommendations.
- 8.6 The annual evaluation for administrative competency of department chairpersons and the principal at the Henry Barnard School is the responsibility of the appropriate dean, but it shall include a provision for the expression of faculty opinion within each department. The annual evaluation of the teaching performance of the department chairperson is the responsibility of the departmental advisory committee where one exists or the department as a whole where no such committee exists. It shall have the responsibility to transmit this information together with evaluative data about his/her administrative work to the appropriate dean.

The annual evaluation for administrative competency of the Director of the Library is the responsibility of the Vice President for Academic Affairs; however, it shall include a provision for the expression of faculty opinion within the department.

- 8.7 In no case shall any evaluation or rating of a faculty member be based on hearsay.
- 8.8 In cases where a faculty member's competence in subject matter is being evaluated, the evaluator shall be competent in the subject matter. For example, in the case of joint appointment (e.g., in Biology and Secondary Education) or appointment in a joint department (e.g., Anthropology/ Geography) evaluation of each departmental competency of any faculty shall be done by a person with that competency. The department chairperson of the academic department in which the faculty member has been assigned for College budgeting purposes shall, after consultation with the other concerned department chairperson, be responsible for the evaluations and recommendations. The exchange of cross-departmental or inter-departmental evaluation data, such as in Secondary Education and the like, shall be forwarded to the appropriate department chairperson. A faculty member receiving load credit for administrative duties shall have that considered in his/her evaluation. In all cases, the appropriate evaluations shall be appended to the annual evaluation form. Nothing in this section shall be construed to preclude the department chairperson from making classroom visitations.

8.9 When a faculty member holding a joint appointment is recommended for tenure and/or promotion, the chairperson in the budget line department shall have primary responsibility for the comprehensive review concerning the faculty member's entire professional career. Evaluation information and recommendations must be solicited from the chairperson and the advisory committee of the joint department on or about December 15th of each year. These evaluations and recommendations must be appended to the annual evaluation form. Recommendations from departments shall be forwarded to the appropriate deans by the chairperson of the budget line department in accordance with Articles 8.2 and 8.8

B. The Criteria for Evaluation, Salary Increments, Promotion, and Tenure

8.10 Teaching effectiveness and professional competence are the main criteria in determining the contributions of a faculty member.

8.11 The teaching effectiveness of the faculty member consists of his/her command of the subject, his/her skill in organizing and presenting his/her material with force and logic, his/her intellectual integrity, his/her enthusiasm for learning both within and without the classroom, his/her ability to motivate students to intellectual curiosity, and his/her actual teaching performance as determined by various techniques of measurement including class visits by the department chairperson, faculty peers, occasional visits by the appropriate dean, and evaluations by students.

8.12 The following shall be used, not necessarily in priority order or limited to the following, in determining the professional competence and other value of a faculty member:

- a. Research, publication, grants in a special field, or creativity and performance in the fine arts;
- b. Leadership and service to the College, including responsibility and creativity in the departmental affairs, service on College committees, and quality of student advisement;
- c. Professional improvement, such as is shown by the completion of additional graduate courses; attendance at professional meetings, and holding office in professional organizations;
- d. Leadership and service to the community, state, or nation where such service is clearly related to the faculty member's professional responsibilities at Rhode Island College.

8.13 Individual departments, divisions, schools or other college subdivisions may develop additional criteria for evaluation as well as standards for defining and implementing such criteria and other criteria found in Section B of this Agreement provided that any such criteria, standards and implementation procedures shall be approved by the Rhode Island College Administration and the RIC/AFT and must be provided to all affected faculty members at least one semester prior to implementation.

8.14 For faculty recommended for tenure and/or promotion, a comprehensive review covering the faculty member's entire professional career shall be submitted by the department chairperson to the appropriate dean in support of that recommendation. This review will include the following:

- a. A statement by the chairperson of the specific duties and responsibilities of the individual faculty member for the tenure and/or promotion review period.
- b. A broad assessment by the chairperson of the teaching effectiveness and of the qualities and contributions of the faculty member, as related to the criteria outlined in Sections 8.11 and 8.12 of this Article.

- c. A tabulation of accomplishments. This tabulation shall include but not be limited to the following:
 - (1) Contributions to the instructional program including new course designs, new or altered programs, or other efforts which have enhanced the instructional program.
 - (2) Journal articles or books published or accepted for publication, papers presented, workshops conducted at professional meetings, and research accomplishments.
 - (3) Offices held in, and services rendered to, professional societies and membership in professional and honor societies.
 - (4) Services to the College and professional services to the community.
 - (5) Student advising.
- d. The comprehensive evaluation shall include a list of teaching assignments for the relevant period of service at Rhode Island College.
- e. An assessment of the department chairperson's comprehensive review and a personal assessment of professional goals may be submitted by the faculty member himself/herself and will become part of the comprehensive review.

8.15 Faculty in each department shall determine and draw up a suitable and appropriate evaluation form or forms (depending on the type of course) to be used by students for instructional evaluation. There shall be student input in the development of evaluation forms. Student input in drawing up these forms may include student advisory committees and/or other interested students in the department's programs. The department chairperson shall present the department's forms to the appropriate dean for his/her information and approval.

C. Salary Recommendations

8.16 Salaries for faculty within the bargaining unit appear in Appendix A. Individual faculty members will receive a copy of the personnel action form (CS-3).

D. Promotions

8.17 Promotion of Instructors. One (1) year contracts shall be issued to Instructors (or persons of equivalent rank) for a maximum of four (4) years. Each year the status of each Instructor shall be considered in accordance with the standards set forth in Part B of this Article, with the following possibilities:

- a. Reappointment in his/her rank but not beyond the fourth year as Instructor in a continuing position;
- b. Promotion; or
- c. Non-reappointment.

8.18 When a decision has been made that an Instructor will not be reappointed, that person should be notified of that decision at the earliest possible time. In any case, an Instructor shall be notified by June 30 of his/her third year if he/she is not to be reappointed beyond the fourth year. If he/she is not so notified by the President, he/she shall be reappointed for a fifth year and shall automatically be promoted to Assistant Professor effective with the beginning of the fifth year.

- 8.19 Promotion of Assistant Professors. Promotion of Assistant Professors shall not be automatic. Seven years shall be considered as the usual period of time to be spent in the rank of Assistant Professor before advancement.
- 8.20 Promotion of Associate Professors. The promotion of Associate Professors shall not be automatic. The College shall have no fixed policy governing the period of time to be spent as an Associate Professor.

E. Tenure

- 8.21 Tenure as an institution in the universities and colleges of the United States, and elsewhere throughout the English-speaking world, is a constitutional instrument for determining the permanent membership of the professional faculty. As such, it conveys both a status and a contingent right. It provides for continuous instead of term appointment. It also provides that an appointment under tenure may not be terminated by the appropriate authorities except for just cause and after the individual has been accorded the rights of due process, as provided for in Section 8.23 of this Article.
- 8.22 Purpose of Tenure. The primary purpose of tenure is to protect and reinforce the academic freedom of the faculty member in carrying out his/her professional duties, namely, the preservation, extension, and dissemination of knowledge. In addition, it protects the freedom of the institution as a whole, and its benefits ultimately accrue to society at large. (See Article III.)
- 8.23 Process of Achieving Tenure. The institution during a stated number of years has the opportunity to observe and evaluate the capabilities and services of a faculty member. Each time the contract of a nontenured faculty member comes up for renewal, the appropriate administrators are charged with responsibility for judging all his/her qualifications. Upon this judgment must be based the decision to reappoint those who have made positive contributions to the College or to terminate those who have failed to adapt themselves to the standards of the institution as specified in Section B, above. Tenure shall be granted only after a thorough review of the faculty member's total contribution to his/her department and to the College; it is granted only after these contributions are deemed significant enough to assure the faculty member of continuous appointment at Rhode Island College. Such an appointment cannot be terminated except by due process as hereinafter provided. Only by action of the Council on Post-Secondary Education does a faculty member acquire tenure.
- 8.24 Dismissal Under Tenure. It is agreed that the President and the Council on Post-Secondary Education may dismiss or suspend an employee on tenure for just cause. A member of the faculty who has been granted tenure may not be dismissed except as provided in the following statement on tenure formulated by a joint conference of committees from the Association of American Universities and the American Association of University Professors:

Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed in writing of the charge against him/her and should have the opportunity to be heard in his/her own defense by all bodies that pass judgment on his/her case. He/she should be permitted to have an adviser of his/her own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of teachers and other scholars, either from his/her own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

The employee shall be notified in writing on or before the effective date of such action according to the following schedule:

1. Suspension: no notice in event of emergency but normally two (2) weeks.
2. Dismissal: twelve (12) months after expiration of an appointment after two (2) or more years with the institution.

If within two (2) weeks of such notification the employee so affected or the RIC/AFT notifies the President in writing that he/she has been unfairly treated and gives his/her reasons therefore, he/she may have his/her case reviewed in accordance with the grievance procedure set forth in this Agreement. (See Article XII.)

- 8.25 Eligibility for Tenure. A year of teaching and research experience for purpose of tenure and promotion of the faculty is defined as follows: a year of teaching experience, which shall consist of two (2) semesters or three (3) quarters, except that three (3) semesters or four (4) quarters taught during one (1) fiscal year (twelve-month period) shall not count for more than one (1) year of credit toward tenure. Teaching in summer sessions or part-time shall not be considered. A year of research or library service shall consist of a fiscal year minus the authorized vacation period.
- 8.26 Awards of tenure or credit toward tenure here for years of service elsewhere shall not be automatic. Whenever they occur, they should be written in the initial contract, upon recommendation of the department in which the person is employed, and approved by the President. They will have the effect of reducing the number of years of service required for eligibility for tenure here.
- 8.27 No Instructor shall be eligible for tenure. Faculty who begin their service at Rhode Island College in the rank of Instructor in a continuing position shall be granted credit for tenure for each year of full-time service at Rhode Island College in that rank to a maximum of four (4) years.
- 8.28 Assistant Professors who begin their service at Rhode Island College in that rank and serve on a full-time basis may be granted credit for one (1) year toward tenure for either:
- a. Each year of previous full-time service in the Rhode Island public higher education system in the rank of Instructor or above to a maximum of three (3) years; or
 - b. Each year of other previous full-time experience in standard college work in the rank of Instructor or above to a maximum of three (3) years credit.

- 8.29 Service in excess of a complete year under 8.28a or 8.28b shall not be counted. The amount of credit, if any, should be indicated in the first contract to be issued.

Non-tenured faculty members on leave for a total of two (2) semesters in separate academic years shall be granted credit toward tenure for the two (2) remaining semesters of teaching service, even though two (2) semesters are in separate academic years. This provision takes effect for those semesters starting in the 1985-86 academic year, and does not apply to such semesters prior to 1985-86. Credit for a single semester of service will not be granted.

- 8.30 By June of his/her fifth year of tenure-credited service, an Assistant Professor shall either be recommended for tenure or be notified that he/she will not be reappointed beyond the next year. Assistant Professors approved for tenure by the Council on Post-Secondary Education shall be awarded tenure on July 1 of that year.
- 8.31 Associate Professors and Professors who begin their service at Rhode Island College in that rank shall be considered for tenure during their third year of full-time service at this institution. Associate Professors and Professors approved for tenure by the Council on Post-Secondary Education shall be awarded tenure after completing four (4) years of tenure-credited service.
- 8.32 By June 30 of his/her third year of service, an Associate Professor or Professor who does not have tenure shall either be recommended for tenure or be notified that he/she will not be reappointed beyond the fourth year.
- 8.33 A person who is recommended for promotion to the rank of Associate Professor or Professor to become effective after two (2) or more years of full-time service at Rhode Island College shall be simultaneously recommended for tenure. Promotion and tenure become effective on the same date (July 1 of appropriate year).
- 8.34 Time spent on leave of absence shall not be credited toward tenure.
- 8.35 No individual on a tenure-bearing line who is currently a member of the bargaining unit may be denied tenure solely on the basis of the establishment of quotas.

F. Nonrenewal

- 8.36 Notice of Nonrenewal. Written notice stating the reason(s) that a term appointment is not to be renewed upon expiration is to be given to the employee by the President or his/her representative as soon as possible and not less than:
- a. Three (3) months prior to the end of a term expiring at the end of such employee's first year of service within the institution, but not later than March 1 for terms ending in June and October 1 for terms ending in January.
 - b. Six (6) months prior to the end of a term expiring at the end of such employee's second year of service within the institution, but not later than December 15 for terms ending in June and May 1 for terms ending in January; and
 - c. Twelve (12) months prior to the expiration of such an appointment after two (2) or more years of service within the institution.

- 8.37 Term Appointment Subject to Nonrenewal Procedure. A nontenured faculty member may receive a term appointment of one (1) year at the discretion of the President on recommendation of the department chairperson and the appropriate dean. Renewal or nonrenewal of a term appointment will be based on a series of evaluations. Each time a contract comes up for renewal the Administration is charged with the responsibility of judging all the qualifications of the faculty member. This should be a positive and not a passive judgment.
- 8.38 Written decisions and/or related material denying renewal of employment are confidential and shall not be forwarded to any other employer except with written approval of the employee concerned.

ARTICLE 9: LEAVES OF ABSENCE

A. General Conditions for Leaves of Absence

- 9.1 A sabbatical leave, a leave for graduate study, a leave without pay, a military leave, or a maternity leave shall not be construed as a break in service, except that faculty members on such leaves shall not accrue time for tenure, sabbaticals, study leaves, sick leave, or as expressly prohibited by retirement provisions under law. A paid sick leave shall not be construed as a break in service. A faculty member on leave, with partial or full pay, shall automatically receive any general salary increases and any increases in benefits which are obtained by faculty members not on leave. A faculty member returning from such leave shall receive the appropriate salary and fringe benefits as if he/she had been continuously employed. A faculty member on leave with pay shall retain all fringe benefit entitlements except those expressly prohibited by law.
- 9.2 When a faculty member requests a leave from his/her regular duties at the College, the faculty member shall make application in writing to his/her department chairperson who shall forward it through the appropriate Dean and Vice President to the President for final approval. Accompanying such application shall be a statement suggesting a plan for carrying on the work during the faculty member's absence. (See Article V, Part A, Section 5.1.)
- 9.3 An application for leave which requires budgeted funds shall be submitted by May 1, sixteen (16) months preceding the beginning of the academic year in which the leave occurs, except that late applications will be processed within budgetary limitations.

B. Sabbatical Leave

- 9.4 A member of the faculty who has served as such for at least six (6) years of continuous service, at the rank of Assistant Professor or above may, subject to the approval of the President, be granted a leave of absence for study, research, or other professional improvement, for a period of one (1) year (two semesters) at half pay, or for a period of a half year (one semester) at full pay, with the understanding that he/she shall return to his/her duties at the College for at least two academic years upon the termination of the leave, unless by mutual agreement between the faculty member and the President it is deemed inadvisable. Faculty members may select the semester in which they take a sabbatical leave if they specify it in the initial application. Time spent on approved leave of absence with or without pay does not constitute a break in continuous service; however, such leave time shall not be credited as continuous service.

- 9.5 A member of the faculty, on applying for sabbatical leave, shall present to the department chairperson a comprehensive plan for study, research, or for other professional improvement he/she proposes to take while on leave. The comprehensive plan shall be forwarded to the appropriate dean and must be approved by the Vice President for Academic Affairs and the President before the request for leave is granted.
- 9.6 Credit toward sabbatical leaves earned at another institution within the Rhode Island public higher education system is a matter of negotiation at the time of transfer, but in any case, the faculty member is given, when earned, a maximum of three (3) years toward a sabbatical leave.
- 9.7 The number of faculty members taking sabbatical leave in a given academic year shall be limited to five percent (5%) of the total faculty members; however, the number of faculty members on sabbatical during a given academic year may not be restricted below five percent (5%) unless the number of eligible applicants is below that figure. Nothing in this paragraph precludes the Vice President for Academic Affairs from recommending more than 5% of the faculty for sabbaticals. The President, at his/her discretion, may grant additional sabbaticals beyond the 5% limitation.
- 9.8 Categories of proposals for sabbatical leaves are:
1. Scholarly research and writing or appropriate creative activity; projects for study at the post-doctoral level.
 2. Projects that are related to the improvement of instruction or other professional skills.
 3. Work on doctoral dissertations or comparable activity to complete a doctorate.
 4. Projects to improve the individual's competence.
- 9.9 The following criteria for selection of applicants for sabbaticals shall be considered according to the following priority:
1. The quality of the proposal itself as measured by the degree to which it would contribute to professional growth of the individual and its value to this institution and society.
 2. The length of accrued time toward the sabbatical.
 3. The accomplishments on or as a result of any previous sabbaticals.
 4. The problems involving urgency with respect to time or requiring arrangements long in advance.
 5. The length of service.
 6. Reporting on previous sabbaticals.

- 9.10 In cases where the number of applications exceeds the number that could feasibly be granted leave without jeopardizing the course offerings or other work of a department, the selection shall be made on the basis of total years of service to the College, the time since the last sabbatical, and the merit of the proposed sabbatical leave, as determined by the appropriate dean with the approval of the Vice President for Academic Affairs and the President. If a member is denied a sabbatical leave because the proposed leave would jeopardize departmental or program offerings, the year(s) of postponement shall be credited toward his/her next sabbatical leave. The department chairperson shall submit a recommendation on the merit of the proposed leave proposal based on the criteria found in Section 9.9. The recommendation shall be considered by the appropriate dean, the Vice President for Academic Affairs, and the President.
- 9.11 While on sabbatical leave, a faculty member may receive travel expenses or other financial aid from sources other than the College, provided he/she is not required to perform duties which would interfere with the objective for which leave was granted. Examples of permissible extra income are funds from the Fulbright program and the National Research Council. No compensated employment is permitted during a faculty member's sabbatical leave without the prior written approval of the appropriate dean and the Vice President for Academic Affairs.
- 9.12 At the close of the period of leave, the faculty member shall file with the appropriate department chairperson, the appropriate dean, and the Vice President for Academic Affairs, a report of his/her professional activities during the period of leave.

C. Leave for Graduate Study

- 9.13 A faculty member who has served as such for at least three (3) years may, upon written approval of the President, be granted a leave of absence for the purpose of pursuing graduate study for a period of either a year (two semesters) or a half year (one semester) at one-quarter pay for either period of time. Such faculty member may apply for leave at one-quarter (1/4) pay for periods shorter than one semester. The faculty member shall agree in writing to return to the department of the College which he/she left for a period equivalent to one (1) year for each half year of leave upon the termination of his/her leave, unless by mutual agreement between the faculty member and the President it is deemed inadvisable.
- 9.14 If such a faculty member resigns and does not return to the College after leave, money received must be returned to the College.
- 9.15 A faculty member applying for such leave shall present to the Vice President for Academic Affairs the plan for study he/she expects to pursue while on leave which must be approved by the President before the request for leave is granted.
- 9.16 A faculty member who is on leave for graduate study and who is receiving a salary from the College may accept financial aid in the form of a fellowship or scholarship which does not require the performance of teaching or other duties that would prevent him/her from pursuing a full program of graduate study.
- 9.17 At the close of the period of leave, the faculty member shall file with the Vice President for Academic Affairs an appropriate report.

D. Leave Without Pay

- 9.18 A leave of absence without pay for graduate study or other reasons may be granted to a member of the faculty upon written approval of the President and with the understanding that the faculty member will return to his/her duties at the College for at least one (1) year upon the termination of the leave, unless, by mutual agreement between the faculty member and the President, it is deemed inadvisable. Normally such leave shall be limited to one (1) year.

E. Military Leave

- 9.19 Faculty members who have been with the College for one hundred-eighty (180) or more calendar days within a twelve (12) month period preceding entrance into the United States Armed Forces may apply for a military leave of absence from the College without pay. Such leave, if granted, would continue throughout the duration of service and would be deemed to have expired six (6) months after the date of discharge from the United States Armed Forces or authorized separation from active duty.

F. Military Training Leave

- 9.20 Faculty members who by reason of membership in the National Guard or reserve forces of the United States of America and who are required by the appropriate authorities to participate in training activities or on active duty as part of the National Guard or special duty as a part of the Federal military force, shall be granted military training leave with pay not to exceed fifteen (15) days in any one (1) calendar year. Should the faculty member be required to participate in such training activities for a period greater than fifteen (15) days, he/she shall be granted leave without pay for this purpose.

G. Sick Leave

- 9.21 Sick Leave. In the event of accident or sickness which renders any faculty member temporarily incapable of performing his/her duties, sick leave shall be granted by the College. Sick leave is hereby defined to mean a necessary absence from work due to illness, injury, or exposure to contagious disease and may include absence due to illness in the immediate family of the employee. Immediate family shall be defined as child, step-child, foster child, spouse, domestic partner, parent, or in-law.

The Administration may require a physician's certificate or other satisfactory evidence for each sick leave with pay covering an absence of more than five (5) consecutive working days.

When a faculty member is appointed he/she will be included in the non-classified accrued sick leave system. Accrued rate for faculty will be at the rate of fifteen (15) working days per year to a maximum of one-hundred-twenty (120) working days. However, existing faculty employed as of June 30, 1974, shall carry forward any unused sick leave accumulated as beginning balances. A faculty member may use accumulated sick leave for maternity-related purposes when, for certified medical reasons, she is unable to work.

If, after the entire sick leave allowance for a faculty member has been used, he/she is still unable to resume his/her duties, he/she shall apply for a leave, with or without pay, or resign, and the decision shall rest with the President. Sick leave credit is fully transferable from one institution to another in the Rhode Island system of public higher education.

Sick Leave Bank. The Administration and the AFT shall establish a Sick Leave Bank Committee, consisting of two members appointed by the AFT and two members appointed by the Administration. Each member of the faculty will contribute one day per year of accumulated sick days to the Sick Leave Bank and the time will be deducted from their accrued time, unless the member opts out of the bank, in writing. To be eligible to receive sick days from the sick leave bank, a faculty member must have contributed to the bank, must have exhausted all accumulated leave (sick time and where applicable vacation and personal time), must present medical documentation of a catastrophic illness or injury that is not work-related, and must have borrowed two weeks of sick leave (if available) in accordance with Article 9.21 of the collective bargaining agreement. A faculty member meeting these criteria may request a specific number of days from the Sick Leave Bank Committee, based upon financial hardship and health prognosis. The Sick Leave Bank Committee shall decide the exact number of days a faculty member may receive from the sick leave bank up to a maximum of 60 days. The decision of the Sick Leave Bank Committee shall be final and not subject to the grievance and arbitration provisions of the contract.

H. Parental, Maternity and Family Leave

9.22 Parental, Maternity and Family Leave

- a. Faculty members with one year or more of service shall be granted six (6) weeks of paid parental leave at the birth of a child or the placement of an adopted child under the age of twelve (12) years. Faculty members should provide at least one month's notice prior to the start of the leave, whenever possible. When additional time is needed beyond the six (6) weeks because of medical reasons that time may be charged to sick leave, with proper medical documentation.
- b. Maternity Leave. In the event of pregnancy, leaves of absence shall be granted to faculty with six (6) months or more of service.

After all accrued sick leave and vacation leave have been exhausted, said faculty may be granted, upon request, a leave of absence without pay for a period of six (6) months.

Family Leave (Leave Without Pay). Upon written application a faculty member may be granted a leave without pay, normally not to exceed six months but may be renewed for an additional six months, for reasons of personal illness, disability or other purpose deemed proper and approved by the President. Faculty members on leave without pay due to personal illness, disability, parental leave, or family leave are eligible for up to one year of State paid health benefits and when applicable must pay the employee's share of the optional health plans. If in unusual circumstances a leave is extended for more than one year, the employee must transfer to a direct payment plan for his/her health care if the employee wishes to maintain coverage.

Parental leave means leave by reason of the birth of a child of an employee or the adoption by an employee of a child 16 years of age or less.

A family leave means leave granted to a faculty member to care for a family member, defined as a parent, spouse, domestic partner, child, mother-in-law, or father-in-law. Family leave is granted by reason of serious illness of a family member. Serious illness is defined as disabling, physical or mental illness, injury, impairment or condition that involves inpatient care in a hospital, nursing home, hospice, or outpatient care requiring continuing treatment or supervision by a health care provider. The faculty member shall provide the College with written certification from a physician caring for the person who is the reason for the employee's leave, and such certification shall state the probable duration of the employee's requested leave.

- c. Tenure Period. Whether or not a faculty member eligible for parental or family leave seeks parental or family leave, the faculty member may nonetheless elect to stop the tenure clock for one year, upon written notification to the department chair.

I. Jury Duty

- 9.23 Faculty members who are required to report to court in person in response to a jury duty summons, or who are required to report for jury examination of qualification, or who are required to serve on a jury, shall receive their regular salary during these absences, less their jury pay.

J. Personal Leave - The Library and Henry Barnard School

- 9.24 Each faculty member assigned to the Library or Henry Barnard School shall be entitled to up to four (4) days leave of absence with pay each year for emergencies or to attend to personal matters which cannot be reasonably attended to outside of the normal school day.

K. Leave for Academic and Professional Meetings

- 9.25 Faculty may be granted leaves of absence to attend appropriate academic and professional meetings, to represent the President or the College at off-campus meetings, and to supervise student groups on approved trips. Travel shall be reimbursed in accordance with Rhode Island State travel regulations. The faculty member shall make application in writing to the department chairperson or immediate supervisor who in turn will transmit the application to the President through regular channels. The Administration shall respond promptly to these requests.

L. Bereavement Leave

- 9.26 Each faculty member shall be granted leave with full pay for three (3) days for a death in the immediate family. The immediate family shall include father, mother, brother, sister, husband, wife, son, daughter, grandmother, grandfather, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any person living in the faculty member's household. Days needed beyond three (3) may be taken from sick leave.

M. Leave for Administrative Service

- 9.27 Any faculty member who accepts any full-time continuing position within the Administration after October 1, 1981 shall be considered to be on leave for administrative service. Such a faculty member shall retain all seniority and other rights and entitlements earned through continuous service up to the time he/she was appointed to the administrative position but shall not be permitted to accrue any more seniority and other rights and entitlements until he/she is reassigned to a position in the bargaining unit.
- 9.28 The salary of a faculty member returning from administrative leave or an administrator without previous experience on the Rhode Island College faculty who is reassigned to a faculty position shall be established after a consideration of his/her prior teaching experience and qualifications as a faculty member, his/her salary history as a faculty member considering negotiated salary increases at Rhode Island College that have occurred during his/her tenure as an administrator, and the average compensation of faculty members at the rank and department to which he/she is assigned. The Administration shall have full authority to establish the salary of administrators reassigned to a faculty position.

ARTICLE 10: FACULTY LOAD, CLASS SIZE, COURSE ASSIGNMENTS, AND SCHEDULING

A. Faculty Load: Basic Considerations

- 10.1 Academic Work Week. The academic work week shall consist of five (5) days, normally Monday through Friday, with course assignments between 8:00 a.m. and 10:00 p.m. Without the written consent of the faculty member involved, the time spent between the beginning of the first teaching period and the end of the last for any one day shall not exceed eight (8) hours, but faculty may be assigned either late afternoon or evening classes as part of their normal load. Without the written consent of the faculty member involved, no faculty member who teaches a course scheduled to end at 10:00 p.m. will be required to teach before 10:00 a.m. the next day. No faculty member may be required to teach on a weekend (Saturday or Sunday) without his or her written consent.
- 10.2 Faculty Load Policy. The average teaching load per semester shall be twelve (12) formula hours of credit. Faculty shall meet all scheduled assignments unless prior arrangements have been approved by the department chairperson who shall report such arrangements to the appropriate dean promptly. Faculty may not cancel classes or other contractual commitments without such approval. In case of emergencies, the faculty member shall notify the department chairperson as soon as possible. In the case of absences for more than one (1) week from scheduled assignments, arrangements must be approved by the appropriate dean or as provided in the Leave policy. (See Article IX, Section 9.2.)
- 10.3 A faculty member may be assigned a load greater or less than the average in a particular semester, but the College shall hold to its policy that an individual faculty load shall average twelve (12) formula hours during the four (4) semesters beginning Fall 2015 and ending Spring 2017 and the four (4) semesters beginning Fall 2017 and ending Spring 2019.

- 10.4 When a compelling need exists, a faculty member may request a reduced workload with a commensurate reduction in salary, pursuant to the procedure described in Section 9.2. Such reduced workload will not normally extend beyond one year. If the faculty member's workload is at least half-time, health benefits shall be continued as if the employee were working full-time, at the employer's expense less any applicable employee's share. No health benefits shall be granted if the workload is less than one-half.
- 10.5 In addition to this normal twelve (12) hour load, a faculty member meets other professional responsibilities during the academic year, such as serving on College committees, advising student activities, attendance at commencements, convocations, academic functions, and academic advisement of students, which bear no load credit except as outlined below in other sections of this Article. Faculty members shall keep a reasonable number of regularly scheduled office hours to be determined after consultation and approval of the department chairperson and the appropriate dean. The schedule shall be posted and supplied to the departmental secretary.
- 10.6 Basic Formula. Each formal class hour for which students receive full credit shall be considered a formula hour for faculty load credit. (Since a formal class hour is normally considered to require two (2) hours of additional work, the formula hours shall be construed to represent three (3) hours of actual work.)
- 10.7 Additional-Course Preparation. For each different course preparation after the second, faculty shall add one (1) formula hour to their teaching load credit. Additional-course preparation credit shall not apply to courses in which students receive one (1) or less semester hour credit unless otherwise provided in this Agreement or by mutual agreement of the department chairperson and the appropriate dean.
- 10.8 Low-Enrolled Classes. Deans determine minimum class size. Faculty may be offered the opportunity, but shall not be required, to teach low-enrolled classes at the rate of one (1) formula hour teaching load credit per semester for the first student and one-half (1/2) formula hour load credit for each additional student (not to exceed the full rate for the course). Classes receiving less than three (3) formula load credits are not eligible for the additional course preparation credit."

B. Class Size

- 10.9 Under ordinary circumstances lecture and/or discussion sections shall be restricted to a maximum of thirty (30) students. In extraordinary circumstances, lecture and/or discussion sessions may be expanded to thirty-two (32) students, with advance notice to the faculty member. A faculty member teaching twelve (12) formula hours shall be normally responsible for 75-100 students. Load adjustments shall be made on an individual basis in schedules requiring responsibility for a significantly greater number of students.
- 10.10 Small Group Instruction. Classes intended to involve extensive student discussion and/or participation shall be restricted to such smaller size as is consistent with the purpose of the course.
- 10.11 Large Group Instruction. Large group instruction by one or more faculty member(s) shall be granted load credit as determined in consultation between the faculty member and department chairperson with the approval of the appropriate dean, taking into consideration the course format and size.

C. Laboratory Assignments

- 10.12 Physical or Biological Science Laboratories. Laboratory assignments in a physical or biological science course shall carry full formula load credit for the contact hours for the first two (2) laboratory assignments of the same instruction in the same course in the same semester, and load credit for half the laboratory contact hours for the third or further assignment.
- 10.13 Laboratories in Psychology, Mathematics and Computer Science, and in Departments within the School of Management. Laboratory assignments (as distinguished from lecture/recitation portions of courses) in Psychology, Mathematics and Computer Science, and in Departments within the School of Management shall carry one (1) formula hour of load credit for each contact hour for the first laboratory section taught by an instructor in a particular course in a particular semester, and one-half (1/2) formula hour credit for each contact hour for the second or further section.
- 10.14 Technical Education Laboratories. Each contact hour of Technical Education laboratories shall be granted one-half (1/2) formula hours load credit.

D. Special Programs

- 10.15 Faculty teaching in programs or courses offered through the Department of Education, or other institutions, agencies, or subventionary projects, shall receive load credit and have such courses scheduled within their regular assignment. If it is not feasible to make such assignments within the normal load because of time or other constraints, then opportunities for teaching for additional or overload compensation shall be made known to faculty in writing, as far in advance as practicable and in any case at least two (2) working days prior to the assignment of anyone to teach the course.
- 10.16 Responsibility for selection and assignment of faculty to such programs or courses shall rest with the department chairperson subject to the approval of the appropriate dean. Overload assignments shall be made only with the consent of the faculty member. Assignment to courses not under Rhode Island College jurisdiction shall be made only with the consent of the faculty member.

E. Individual Instruction

- 10.17 Graduate Theses, Essays, or Dissertations. Faculty members shall be granted one-half (1/2) formula load credit for each student credit hour of graduate thesis or M.A.T. essay or CAGS field project or doctoral dissertation, up to a maximum of six (6) formula load credits per individual student per project. No additional course-preparation credit shall be given for assignments described in this section.
- 10.18 Independent Study and Directed Reading. The supervision of Independent Study shall carry one (1) formula hour teaching load credit per semester for the first student in each area of student assignment, and one-half (1/2) formula hour teaching load credit for each additional student, with the understanding that normally not more than four (4) students shall be assigned to a faculty member. No additional-course preparation credit shall be given for assignments described in this section.

F. Practicum and Student Teaching

- 10.19 Practicum. Courses that include field experiences outside of scheduled class time and individual observation visits may qualify for practicum compensation formula. Normally, the formula is one to five (1-5) students equals three (3) faculty load hours, six to eight (6-8) students equals four (4) faculty load hours, nine to ten (9-10) students equals five (5) faculty load hours, and eleven to twelve (11-12) students equals six (6) faculty load hours. The number of hours shall be determined in consultation between the faculty member and the department chairperson with the approval of the appropriate dean.
- 10.20 Student Teaching. The supervision of one (1) student in student teaching, based on a minimum of three (3) formal observations per semester, shall be considered the equivalent of one-half (1/2) of one formula hour. Supervision of student teaching is not eligible for load credit for additional-course preparation. Faculty using their own automobiles in conjunction with the above assignments shall be reimbursed for mileage at the approved State travel regulations.

G. Advisement

- 10.21 Academic Advisement. Student academic advising is an important faculty service function, one in which all faculty are required to participate. No faculty member shall be required to accept, or be penalized for not accepting, more than thirty (30) advisees in any semester, except in connection with a program or supervisory assignment in which load credit is given for the latter assignment.
- 10.22 Advisement to Student Organizations. No faculty member shall be required to serve as a faculty adviser to a student organization unacceptable to him/her.

H. Special Services

- 10.23 Special Assignments. Faculty load credit for the collection, supervision, and scheduling of College-sponsored displays and exhibits may be granted on the basis of one (1) formula hour for 45-55 hours of involvement per semester.
- 10.24 Load credit for College sponsored activities which do not conform to the usual instructional format, such as direction of theatrical, debate, dance, musical or athletic groups, shall be evaluated on the basis of 45-55 hours of involvement per semester for one (1) formula hour up to a maximum of four (4) formula hours per semester. Under unusual circumstances exceptions may be arranged at the discretion of the department chairperson with the approval of the appropriate dean.
- 10.25 Testing and Services of a Professional Nature. An assignment involving testing and services of a professional nature shall be evaluated on the basis of 45 - 55 contact hours per semester. In particular, this provision is applicable to faculty participation in testing or evaluation for credit by examination, proficiency, or equivalency.

10.26 Research. The Administration will provide at least 48 formula hours of credit per semester for the purpose of reassigning faculty from direct teaching responsibilities to specific and approved projects in scholarship, creative endeavors, public service, and/or applied research (including, but not limited to, research on student performance, assessment and accreditation). Allocations of this time reassignment will be distributed among faculty from the five academic schools in a manner, which considers (a) the relative size of the various schools, and (b) particular faculty needs and opportunities for productive use of the reassigned time. Said reassigned time will be requested by individual faculty and will require the approval of the department chairperson, appropriate academic dean, and the Vice President for Academic Affairs. Faculty members who receive three or more formula hours of credit of reassigned time from teaching under the provisions of this section will not be eligible for over load compensation during the semester of reassignment.

I. Special Departmental Activities

10.27 Art

- a. In studio art courses, faculty shall receive one (1) formula hour of load credit for each semester hour assigned to the course; however, a total teaching load in art shall not exceed eighteen (18) contact hours per week.
- b. Faculty assigned to Art Education 340 shall receive three (3) formula hours of load credit for the first section taught, and two (2) for each subsequent section, but this course shall not be eligible for additional-course preparation credit.

10.28 Library

- a. Librarians shall be employed on a calendar year contract and shall be assigned a 35- hour nonscheduled work week, to be determined by the Director of the Library.
- b. Each formal class hour taught by a librarian shall be considered to represent three (3) hours of actual work and shall be deducted from the regular work week of the librarian.

10.29 Music

- a. Faculty assigned to Music Education 341 shall receive three (3) formula hours of load credit for the first section taught, and two (2) formula hours of load credit for each subsequent section, but this course shall not be eligible for additional-course preparation credit.
- b. In Music 161, 162, and 163, each section shall carry three (3) formula hours of load credit, but these courses shall not be eligible for additional course-preparation credit.
- c. In Music 104, 105, 106, 107, 110, and 111, each section shall carry two and one-half (2 1/2) formula hours of load credit, but these courses shall not be eligible for additional-course preparation credit.
- d. Faculty load credit for applied music lessons may be granted on the basis of one (1) formula hour for every two (2) fifty-minute lessons per week averaged over one semester and, one (1) formula hour for every three (3) thirty-minute lessons. Applied music courses carry no additional-course preparation credit.

- e. Normally, no faculty member may have more than half of his/her load allocated to applied music.
 - f. Coaching two (2) ensembles of music in Music 164 is allocated one (1) formula hour of load credit. This course shall not be eligible for additional-course preparation credit.
- 10.30 Nursing--Supervision of Clinical Practice Time. In the supervision of clinical practice time in Nursing, one (1) formula hour of load credit shall be granted for each one and one-half (1 1/2) hours of contact per week averaged over the semester. Normally, the faculty-to-student ratio shall be one faculty to six to eight students in the clinical practice areas. The appropriate faculty-to-student ratio for each section shall be determined by the Dean in consultation with the department chair.
- 10.31 Physical Education. In Physical Education assignments, each contact hour of floor or field work or coaching shall be considered a half formula hour; however, a total teaching load in Physical Education shall not exceed twenty (20) contact hours per week.
- 10.32 Counseling and Educational Psychology--Supervision of School Psychology Interns. Faculty supervising school psychology interns who are not under certified school psychologists shall be assigned one (1) formula hour load credit per semester. One-half (1/2) formula hour load credit shall be granted for each supervised student who is under a certified school psychologist. Faculty members assigned to teach the seminar accompanying the school psychology internship course shall receive three (3) formula hours load credit.

J. Contingency Provision

- 10.33 Faculty load credit for specialized departmental or College activities not included above - e.g., K-12 Coordinators, Director of Medical Technology program, Director of School Psychology program, serving as Assistant to Department Chairperson, etc. -- is to be determined by consultation between the faculty member and his/her chairperson with the approval of the appropriate dean. Faculty members who have responsibilities for special programs or projects shall be granted up to three (3) formula hours of load credit per semester as determined by the appropriate dean in consultation with the faculty member.

K. Henry Barnard School

- 10.34 Faculty Load Credit at the Henry Barnard School. At the Henry Barnard School one (1) full time equivalent (FTE) shall equal twenty- four (24) credits of faculty load per Henry Barnard School academic year.
- 10.35 Henry Barnard School Day. The length of the pupil day at the Henry Barnard School shall be six (6) hours and twenty (20) minutes. Teachers shall be present ten (10) minutes before and ten (10) minutes after the pupil day. Teaching of College classes, scheduled practicum conferences, carport duty (lasting 10 minutes beyond the teacher day) and not more than eight (8) monthly faculty meetings may take place outside these hours.
- 10.36 Henry Barnard School Supervisory Duties. Henry Barnard School faculty members shall not be assigned carport duty; nor shall such faculty members be assigned other supervisory duties before or after the teacher day if assistant teachers are available to provide coverage.

- 10.37 Henry Barnard -- Duty-Free Lunch Period. Every full-time Henry Barnard School faculty member shall have one (1) duty-free lunch period per day, not less than thirty (30) minutes in duration, which shall be within the six (6) hour and twenty (20) minute pupil day.
- 10.38 Henry Barnard School Substitutes. Except in cases of emergency, no regular full-time Henry Barnard School faculty member shall be required to cover the entire class day or a portion thereof of an absent faculty member.
- 10.39 Henry Barnard School -- Teaching Program. Faculty assigned to the Henry Barnard School shall be notified no later than ten (10) working days prior to the end of the school year in June of the following:
- a. The subjects they will teach next year.
 - b. The grades of the subjects they will teach next year.
 - c. Any special or unusual classes they will teach next year.

L. Assignment and Scheduling of Courses

- 10.40 While the assignment of courses and the expression of the faculty member's preferences in the scheduling thereof shall be the responsibility of the department chairperson or comparable supervisor, the needs of the College and its students shall be the primary consideration in scheduling classes.
- 10.41 A faculty member shall normally be notified of his/her class schedule no later than thirty (30) days prior to the beginning of the semester by being presented with a written dated copy of his/her schedule.
- 10.42 Changes in a faculty member's program may be made if emergencies arise, and such changes shall also be in writing and dated. In making necessary changes, the department chairperson shall make every effort to consult with the affected faculty member in the interest of arriving at the best solution for all concerned.
- 10.43 A copy of each faculty member's class schedule and changes to said schedule shall be forwarded to the College Bookstore, along with a copy of each faculty member's book list.

M. Off-Campus Courses

- 10.44 Faculty who are assigned off-campus courses as part of their regular semester load will be reimbursed for travel in accordance with State Travel Regulations.

N. Courses Delivered Through Electronic Means

- 10.45 Any faculty member planning the use of electronic delivery of course materials with an accompanying reduction in the amount of student in-class lecture or recitation time must receive approval of the department chairperson, appropriate dean, and academic vice president.

ARTICLE 11: WORKING CONDITIONS

A. Academic Year

11.1 The academic year shall extend from the date of annual activities that mark the opening of College, i.e., the Administrative Conference one (1) week prior to the scheduled start of classes, through Spring Commencement, provided that the faculty member has completed his/her individual obligations to the College.

B. Calendar Committee

11.2 The academic calendar shall be established by the President.

11.3 There shall be established a Calendar Committee whose function shall be to advise the Principal of the Henry Barnard School on the academic calendar. The Committee shall be composed of four (4) members, two (2) appointed by the Dean and two (2) appointed by the RIC/AFT. The Chairperson and Secretary of the Committee shall be elected by and from its membership. The Committee shall report to the Principal with its recommendations for the next academic year not later than April 1 of the preceding academic year.

If the Principal cannot accept certain recommendations submitted to him/her by the Calendar Committee, he/she shall so notify the Committee in writing stating his/her reasons thereof. The Committee shall reconsider its recommendations in light of the Principal's reasons and present its revised recommendation to the Principal within two (2) weeks of its receipt of the Principal's objections. The final decision concerning the academic calendar for the Henry Barnard School rests with the Dean of the School of Education and Human Development.

C. Outside Consultation and Employment

11.4 A faculty member's primary professional responsibility is to perform fully all of his/her College duties and assignments; therefore, the College expects that no faculty member will engage in any outside consultation or teaching activity which may prevent him/her from fulfilling that obligation. Outside professional activities for financial gain, such as writing, consultation, research, and artistic activities are desirable when not pursued to the extent that they interfere with the discharge of professional responsibilities and duties required by this Agreement. Faculty members may engage in professionally relevant outside consulting or teaching activity provided:

- a. that the faculty member notifies the appropriate dean in writing, in advance of the consulting or teaching activity, and if possible, no less than sixty (60) days prior to the commencement of said activity;
- b. that the Department Chairperson or the appropriate dean or the Vice President for Academic Affairs may require the faculty member to cease such outside consulting or teaching activity if it interferes with the normal duties of the faculty member;
- c. that any and all use of the College's personnel, facilities, services or equipment in conjunction with the faculty member's outside consultation or teaching activity be approved by the College in writing in advance of such use; and

- d. that arrangements for the use of College personnel, facilities, and services, or equipment shall provide for reimbursement of costs and overhead to the College as determined by the appropriate dean in consultation with the department chairperson, unless specifically authorized by the Vice President for Academic Affairs.

D. Summer Session

- 11.5 No later than December 1 of each year the department chairperson shall distribute a form indicating the proposed departmental program for the forthcoming summer session. Each faculty member shall indicate whether or not he/she wishes to teach in the forthcoming session. If he/she responds affirmatively, he/she shall indicate which courses, workshops, and programs he/she wishes to teach or direct.
- 11.6 The qualification of a faculty member to teach specific courses or in a particular field shall be determined by the department chairperson.
- 11.7 Faculty members who are to be offered summer session contracts shall be so notified by March 1 preceding the session, with terms of employment, including such specific details as weeks of involvement, number of credit hours, cancellation provisions and salary.
- 11.8 Notification of cancellation shall be made to the faculty member by the opening day of the summer session.
- 11.9 The courses are scheduled by the Director of the Summer Session in consultation with the department chairperson. Normally, summer session programs are scheduled over two (2) six-week sessions with programs of various lengths.
- 11.10 Normally, the maximum load for Rhode Island College faculty in either six-week session shall not exceed eight (8) formula hours per session but no more than a total of fourteen (14) formula hours for both sessions.
- 11.11 Faculty shall have equal priority and first consideration to teach summer session courses within their assigned discipline.
- 11.12 The schedule of compensation for summer session faculty is found in Appendix C.

E. Personnel Files

- 11.13 The College shall maintain an official personnel file for each employee subject to this Agreement. Such file shall contain copies of personnel transactions, official correspondence with the employee, and the evaluation reports prepared by the College.
- 11.14 The employee shall have the right to examine his/her official personnel file at any time during normal business hours and to file a statement in response to any item placed in his/her file, provided, however, any letters of recommendation solicited in connection with his/her employment shall not be available to that employee, or to his/her representative.
- 11.15 A designated member of the RIC/AFT, having written authorization from the employee concerned, and in the presence of a representative of the College Administration, may examine the official personnel file of that employee, except for the limitation provided above, if the examination relates to a filed grievance, a grievance in preparation, or written charges preferred against the employee by the College.

- 11.16 Copies of materials in an employee's official personnel file shall be permitted for official College purposes for use at formal proceedings or grievance reviews or for the express use of the individual employee, but shall not be permitted for any other purpose.
- 11.17 A faculty member shall have the right to reproduce at his/her cost all documents in his/her personnel file, except as noted in Section 11.15.
- 11.18 No anonymous material shall be placed in a faculty member's personnel file.
- 11.19 Materials shown to be false or unsubstantiated shall be removed from the faculty member's official personnel file. The burden of proof of false or unsubstantiated material shall rest with the faculty member.
- 11.20 Departmental Files. Each academic department may maintain a file for each faculty member to include copies of materials in the official personnel file. In addition, materials such as summaries of student evaluations, summaries of teaching load and course assignments, reprints of activities, reviews of exhibits, and the like shall be placed in the departmental file. The same rights of access and the same provisions for use of materials as indicated in 11.15 shall apply to departmental files.
- 11.21 The College Administration shall be responsible for maintaining a separate file on grievances under process arising from the provisions of this Agreement. Materials pertaining to completely processed grievances which are placed in the faculty member's personnel file shall be completed and shall contain a statement concerning the final disposition of the grievance in accordance with Section 11.15.
- 11.22 Each faculty member shall be responsible for providing material for an up-to-date personnel file.

F. Individual Conferences

- 11.23 Faculty members requested to attend an evaluation meeting with a dean, principal, vice president, or the President, shall be given prior notice.
- 11.24 Whenever data are used in an evaluation which leads to disciplinary action, such data shall be supplied to the faculty member prior to initiation of such disciplinary action.

G. Facilities for Faculty

- 11.25 Each faculty member shall be assigned office space.
- 11.26 Every effort will be made to provide individual office space for faculty holding the rank of Professor or Associate Professor.
- 11.27 The Administration of Rhode Island College recognizes the importance of satisfying the comforts, security, and privacy needs of its faculty by providing preparation and consultation space and facilities adequate to conduct extra-classroom activities. Therefore, work space, conference space, storage space, office equipment, a telephone, and rest room facilities will be made available to all faculty. The Administration of the College also recognizes the importance of maintaining a clean, safe and comfortable environment for all professional activities. In addition, faculty will have access to clerical services and be provided with a free identification card showing their faculty status.

11.28 The Vice President for Administration and Finance recognizes the importance of meeting with the faculty from time to time to discuss concerns in the areas of physical plant facilities. The Vice President for Administration and Finance or his/her designee shall meet with the RIC/AFT Committee on Instructional Facilities to discuss their concerns provided at least two (2) days advance notice is given in writing to the Vice President for Administration and Finance or his/her designee and an agenda is included. Concerns considered to be of an urgent nature may be given immediate attention and the two (2) day notice period may not be invoked. The Vice President for Administration and Finance or his/her designee shall respond in writing confirming the meeting and invite those members of his/her staff who may be directly concerned to participate in the discussion.

H. Retrenchment

11.29 Retrenchment as the result of financial or program curtailment shall be applied in the following manner:

- a. Termination of employment of incumbents of positions which are subject to retrenchment shall be made from among incumbents holding the same or similar positions in the unit, department or program, as appropriate.
- b. Consistent with the educational mission of the department or division affected, termination shall first take place as follows:
 - (1) Among the part-time employees in the department or division before full-time employees are terminated.
 - (2) Among full-time employees holding academic rank, such terminations shall be made from those holding temporary appointments before the termination of employees holding continuing appointments. Such removal shall be made in the inverse order of appointment within each such group.
 - (3) Among other full-time professional employees, such termination shall be made in the inverse order of original appointment, provided, however, such removal shall be made from among employees having temporary appointments before the removal of employees having term appointments.
- c. The President shall notify the persons affected as soon as practicable recognizing that, where circumstances permit, the following notice of termination should be provided:
 - (1) For those holding a term appointment, at least four (4) months.
 - (2) For those holding tenure, at least one (1) year.
- d. Persons removed as a result of retrenchment shall be advised of the opportunity for reemployment in the same or a similar position at the College for a period of two (2) years, and must accept such offer within fifteen (15) days after such offer, except where extenuating circumstances exist, such acceptance to take effect not later than the beginning of the semester immediately following the date such offer was made. The College shall make every reasonable effort to place an incumbent so separated within the College, provided that a suitable position for which the person is otherwise qualified is available for such appointment. The College shall also make reasonable effort to assist a faculty member who has been retrenched to find other suitable employment.

- e. Seniority. The original appointment shall mean the date of first appointment to a tenure-bearing position at the College followed by continuous uninterrupted service within the College up to the time of reduction and abolishment of position; but in cases where such time of service is equal, the faculty member having the higher academic rank shall be considered as having the higher seniority; but when the two are equal, the faculty member having the greater time in service in rank shall be considered as having the greater seniority. Authorized leave of absence shall not be deemed an interruption of service with the College. In the event an incumbent believes such data have been incorrectly determined, he/she shall so advise the College, and indicate the date he/she believes to be correct.
- f. In the event of program curtailment, the RIC/AFT may offer alternate modes of curtailment to the Council on Post-Secondary Education for its consideration.

I. Transfer

11.30 The following guidelines shall be used to govern the transfer of faculty:

- a. The Administration shall inform and consult with the RIC/AFT in advance of any proposed transfer of faculty from one academic department to another.
- b. Faculty transferring into an academic department shall maintain their rank and College-wide seniority.
- c. A faculty member transferring from one academic department to another shall receive from his/her outgoing department chairperson a comprehensive review of his/her professional career in accordance with provisions of Section 8.14. A copy of this review, which shall be sent to the chairperson of the faculty member's receiving department, must be attached to any future comprehensive review prepared in accordance with provisions of Section 8.14.
- d. The transfer of a faculty member from one academic department to another shall not affect his/her eligibility for any and all leaves.
- e. Normally, no faculty member may be transferred into a department in which retrenchment is anticipated within three (3) years following the transfer.
- f. In the event that the department to which the faculty member has been transferred has any question regarding the competency of the faculty member to teach in that department, the department, in consultation with the appropriate dean, shall recommend a plan for the retraining of the faculty member subject to the approval of the Administration.

J. Resignations

11.31 In the event that a faculty member intends to resign, he/she must provide the Administration with at least one semester's notice of resignation. If failure to comply with this notice requirement results in a salary overpayment to the faculty member, the faculty member shall immediately make plans to reimburse the College.

ARTICLE 12: **GRIEVANCE PROCEDURE**

A. Purpose

- 12.1 It is the declared objective of the RIC/AFT and the Council on Post-Secondary Education to encourage the prompt and informal resolution of complaints and grievances of faculty members as they arise and to promote recourse to orderly procedures for the satisfactory adjustment of grievances.

B. Definitions

- 12.2 For the purpose of this Agreement a "complaint" may be any point at issue in which a faculty member feels his/her rights or benefits have not been afforded. Any employee in the bargaining unit or the RIC/AFT on behalf of the employee or itself may lodge an informal complaint. A complaint may, but need not, constitute a grievance. If an employee in the bargaining unit has a complaint, it shall be processed through the informal procedure for handling complaints as set forth in Section 12.4 of this Article.
- 12.3 For the purpose of this Agreement the term "grievance" means any difference or dispute between the Council on Post-Secondary Education and the RIC/AFT or any employee with respect to the interpretation, application, or violation of any of the provisions of this Agreement that shall be presented in writing.

C. Procedure for Handling Complaints

- 12.4 Any member of the bargaining unit may present and discuss his/her complaint with or without a RIC/AFT Representative with the department chairperson involved or the comparable immediate supervisor. Such presentation and discussion shall be entirely informal. The RIC/AFT may make informal complaints to the appropriate administrator in line with this procedure. Any settlement, withdrawal or disposition of a complaint at this informal stage shall not constitute a binding precedent in the settlement of similar complaints or grievances.

D. Procedure for Handling Grievances

- 12.5 For the purpose of handling grievances, working days during the Christmas recess and Spring recess shall not be used to compute the time limitations contained in this Article.
- 12.6 For the purpose of this Agreement the terms aggrieved and grievant shall include an individual or a group of employees represented by the RIC/AFT, or the RIC/AFT on its own behalf.
- 12.7 The aggrieved may file his/her written grievance with the appropriate dean, or with the comparable immediate supervisor, not later than fifteen (15) working days following the grievant's knowledge of the act, event, or commencement of the condition which is the basis of the grievance.
- 12.8 College Level -- Step 1. The aggrieved shall discuss his/her grievance with the appropriate dean or comparable immediate supervisor, who shall attempt to resolve the grievance within five (5) days of its receipt and shall render a written decision to the grievant with copies to the President and the President of the RIC/AFT no later than five (5) days after having heard the grievance.

- 12.9 College Level -- Step 2. If the grievance is not satisfactorily resolved through Step 1, the grievant or the RIC/AFT may submit the grievance in writing within ten (10) working days to the President. The President or his/her designee shall meet within seven (7) working days of the receipt of the grievance, with the grievant and a RIC/AFT Representative to discuss the grievance. The President shall issue his/her decision, setting forth the reasons thereof in writing to the grievant and to the RIC/AFT President or his/her designee to later than five (5) working days after having heard the grievance.
- 12.10 Council on Post-Secondary Education Level -- Step 3. If the grievance is not satisfactorily resolved through Step 2, the grievant or the RIC/AFT may submit the grievance in writing to the Commissioner, the agent who has been designated to hear grievances on behalf of the Council on Post-Secondary Education or his/her designee within ten (10) working days following completion of Step 2. A copy of all materials which came forth in the grievance procedure to that level shall be enclosed. Within ten (10) working days of the receipt of the grievance, the Commissioner or his/her designee shall hold an informal hearing with the grievant and a RIC/AFT Representative. The Commissioner or his/her designee shall communicate his/her decision in writing to the aggrieved employee, the appropriate dean, the President, and the RIC/AFT President within fifteen (15) working days of his/her receipt of the grievance.
- 12.11 Arbitration -- Step 4. If a grievance is not settled under Section 12.10, such grievance shall only at the request of the RIC/AFT or the Council on Post-Secondary Education be referred to the American Arbitration Association in accordance with its rules then obtaining.
- 12.12 All submissions to arbitration must be made within ten (10) working days after the grievance procedure decision under Section 12.10.
- 12.13 The decision of the arbitrator shall be final and binding upon the parties. The expense of such arbitration shall be borne equally by the parties of this Agreement.
- 12.14 Only grievances arising out of the provisions of the Agreement relating to the application or interpretation thereof may be submitted to arbitration.
- 12.15 The arbitration proceedings shall be private and only parties of interest shall be allowed to attend the proceedings unless mutually agreed to otherwise by the parties.

E. General Provisions

- 12.16 The above grievance procedure supersedes all previous grievance procedures.
- 12.17 No grievance may be brought by a member of the bargaining unit against another member of the bargaining unit.
- 12.18 No reprisals of any kind shall be taken by the Council on Post-Secondary Education or any agent thereof against any party in interest, any witnesses, any member of the RIC/AFT Grievance Committee, or any other participant in the grievance procedure by reason of such participation.
- 12.19 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made by both parties to this Agreement to expedite the process.

- 12.20 All grievances filed on or after May 1 shall be processed in the same manner as any other grievance, but shall be filed simultaneously at levels below the Commissioner. A failure of the representative of the College or Council on Post-Secondary Education to meet and/or answer a grievance at any of the levels of the grievance procedure within the time limits provided shall require the representatives of the College or Council on Post-Secondary Education at the next Level to meet and/or answer said grievance within said time period.
- 12.21 In the event that a grievance occurs from the action of a dean, vice president, or the President, the grievance procedure contained herein shall commence at the point of origin.
- 12.22 The Council on Post-Secondary Education agrees to make available to the aggrieved and/or his/her representative all data relevant to the grievance not privileged under the law which is within the possession of the Council on Post-Secondary Education, except the confidential information obtained in the initial employment of the employee. Effective with the 1987-88 academic year, the Administration will provide the RIC/AFT, upon request, with a copy of the Personal Data Reports and Tabulation of Accomplishments of faculty members if said information is relevant to a filed grievance or a grievance in preparation. The College shall not be required to compile information and statistics which are not already compiled in that form unless mutually agreeable.

F. Rights of Grievant, the RIC/AFT and the Council on Post-Secondary Education

- 12.23 The grievant, the RIC/AFT, and the Council on Post-Secondary Education, or its designated representative(s) shall have the following rights:
- a. To be present at the hearing(s).
 - b. To hear testimony given.
 - c. To give testimony in his/her (their) behalf.
 - d. To call upon others to give testimony in his/her (their) behalf.
 - e. To question, either personally or through counsel of his/her (their) representative, any person giving testimony.

G. Time Limits

- 12.24 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step. Failure at any step of this grievance procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step. The time limits specified in the grievance procedure may be extended in any specific instance by mutual written agreement.

H. Notification

- 12.25 When appropriate, the dean shall notify the department chairperson of grievance resolutions and personnel decisions affecting members of his/her department.

ARTICLE 13: **ALTERATION OF AGREEMENT**

- 13.1 It is hereby agreed that any alteration or modification of this Agreement shall be binding upon the parties hereto only if agreed to in writing by both parties.
- 13.2 The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all the terms and conditions herein.

ARTICLE 14: **NO STRIKE OR LOCKOUTS**

- 14.1 The RIC/AFT and its members will not cause, call, or sanction any strike, work stoppage, or slowdown, nor will the Council on Post-Secondary Education lock out its employees during the term of this Agreement.
- 14.2 It is agreed that all provisions of this Agreement are binding on all faculty in the bargaining unit.

ARTICLE 15: **SAVINGS CLAUSE**

- 15.1 Should any provisions of the Agreement, or any application thereof, be unlawful, by virtue of any federal or State law, such provisions of this Agreement shall be null and void, but in all other respects the provisions of this AGREEMENT SHALL CONTINUE IN FULL FORCE AND EFFECT FOR THE LIFE THEREOF.

ARTICLE 16: **TERMINATION OF AGREEMENT**

- 16.1 This Agreement shall be effective as of the 1st day of July, 2011, and shall remain in full force and effect until the 30th day of June, 2013.
- 16.2 It shall be automatically renewed from year to year thereafter commencing the 1st day of July, 2013, unless either party shall notify the other in writing at least ninety (90) days prior to the anniversary day that it desires to modify this Agreement.
- 16.3 In the event that such notice is given, negotiations shall begin no later than thirty (30) days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations and until a new Agreement is executed.
- 16.4 In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.
- 16.5 A copy of this Agreement will be distributed to each faculty member covered by the Agreement.

In witness whereof, the parties hereto have set their hands this _____ day of _____, 2016:

**For the Council
On Post-Secondary Education**

**For the Rhode Island College/
American Federation of Teachers**

Chairman, Council on Post-Secondary Education

Chief Negotiator

President, Rhode Island College

President of RIC/AFT

Director of Labor Relations

Past President, Member Negotiating Team

Member, Negotiating Team

Member, Negotiating Team

APPENDIX A

SALARIES

A.1 Salaries for 2015-16

- a. Faculty within the bargaining unit employed as of July 1, 2015 shall receive a general increase of 3.0% across-the-board (effective July 1, 2015).
- b. The following shall be the salary range for faculty on academic year contracts within the bargaining unit from July 1, 2015 to June 30, 2016.

<u>Rank</u>	<u>Salary Range</u>
Instructor	\$42,279-\$58,840
Assistant Professor	\$50,068-\$94,707
Associate Professor	\$57,848-\$110,451
Professor	\$66,744-\$136,285

- c. Faculty whose 2015-16 salary is below the 2015-16 maximum and whose recommended increases will take him/her above the maximum for 2015-16 shall receive the recommended increases; however, that portion of the salary in excess of the maximum shall not accrue to the salary base.

A.2 Salaries for 2016-2017

- a. Faculty within the bargaining unit employed as of July 1, 2016 shall receive a general increase of 3.0% across-the-board (effective July 1, 2016).
- b. The following shall be the salary range for faculty on academic year contracts within the bargaining unit from July 1, 2016 to June 30, 2017.

<u>Rank</u>	<u>Salary Range</u>
Instructor	\$43,547-\$60,605
Assistant Professor	\$51,570-\$97,548
Associate Professor	\$59,583-\$113,765
Professor	\$68,746-\$140,374

- c. Faculty whose 2015-16 salary is below the 2016-17 maximum and whose recommended increases will take him/her above the maximum for 2016-17 shall receive the recommended increases; however, that portion of the salary in excess of the maximum shall not accrue to the salary base.

A.3 Salaries for 2017-2018

- a. Faculty within the bargaining unit employed as of July 1, 2017 shall receive a general increase of 3.0% across-the-board (effective July 1, 2017).
- b. The following shall be the salary range for faculty on academic year contracts within the bargaining unit from July 1, 2017 to June 30, 2018.

<u>Rank</u>	<u>Salary Range</u>
Instructor	\$44,853-\$62,423
Assistant Professor	\$53,117-\$100,474
Associate Professor	\$61,370-\$117,178
Professor	\$70,808-\$144,585

- c. Faculty whose 2017-18 salary is below the 2017-18 maximum and whose recommended increases will take him/her above the maximum for 2017-18 shall receive the recommended increases; however, that portion of the salary in excess of the maximum shall not accrue to the salary base.

A.4 Promotional Increments:

Effective July 1, 2015, promoted faculty shall receive the following additional overall salary increments, effective on the date of their promotion:

	<u>July 1, 2015</u>	<u>July 1, 2016</u>	<u>July 1, 2017</u>
Associate Professor	\$3,500.00	\$3,605.00	\$3,713.00
Professor	\$4,300.00	\$4,429.00	\$4,562.00

Effective July 1, 2015, all faculty members shall be compensated no less than the rank promotional increment plus the rank minimum.

A.5 Special Provision:

Henry Barnard School Faculty will receive compensation for ten (10) additional days beyond the required one hundred eighty (180) days. Each year said faculty shall receive supplements to base salary in accordance with the following formula (Base Pay/180 X 10.) Of the additional days, four (4) shall be between the last week of August and the last week of June. The remaining six (6) days shall be used, at the teacher's discretion, between July and August to compose articles, complete research, and compile evidence to support tenure/promotions requests.

APPENDIX B

FRINGE BENEFITS

- B.1 **Disability Insurance.** All faculty covered by this Agreement are subject to and have the benefits of the State ERS or TIAA Group Insurance Policy whichever applies. Faculty who are members of TIAA-CREF or who will be eligible for the membership in the future and who have one (1) year of service at the College are covered by disability insurance.
- B.2 **Health Insurance.** For the term of the 2015-2018 contract the health insurance benefits extended to eligible employees by the State shall be those for which the Director of Administration has contracted in accordance with RIGL 36-12, and shall include health insurance, prescription, dental, and vision/optical benefits. The waiver payment for eligible employees will become \$1,001 on 1/1/16.

	Health Insurance Cost
In-Network Deductible	\$250 (\$500 family) (effective 1/1/16)
In-Network OOP Max	\$500 (effective 1/1/16)
OON Deductible	\$500 (effective 1/1/16)
OON OOP Max	\$3,250 (\$6,500 for family) (effective 1/1/16)
PCP Copay	\$15 (effective 1/1/16)
Spec Copay	\$25 (effective 1/1/16)
Urgent Care Copay	\$50 (effective 1/1/16)
ER Copay	\$125 (effective 1/1/16)
RX Plan (G/F/NF)	\$7/\$25/\$45 (effective 1/1/16)

The Wellness Plan shall be made available as of 1/1/16.

*The \$500 family deductible is cumulative, meaning once any combination of family members has paid \$500 toward items covered by the deductible, the deductible has been met.

Premium Sharing: For the term of the 2015-2018 contract, all employees will participate in premium sharing on a percentage of premium basis.

Individual

Less than \$101,210	20%
\$101,210 and over	25%

Family

Less than \$50,605	15%
\$50,605 to less than \$101,210	20%
\$101,210 and above	25%

Effective July 1, 2008 there will be a ten percent (10%) cap on premium escalation.

In the event of mid-contract changes in plan design, the parties agree to reopen the contract to negotiate the impact of those changes.

If two (2) State employed spouses hired into state service on or after July 1, 2015 are covered under one State family insurance plan, the co-share set forth in this Collective Bargaining Agreement shall be determined based on the income of the higher earner of the two (2) spouses as determined by the total rate of pay. Further, the spouse that does not receive insurance through the State but is covered by their State employed spouse will not receive the waiver payment.

For clarification purposes only, employees on paid or unpaid leave are responsible for their regular co-share payment for health insurance (i.e. medical, dental, and vision). Failure to make such payments may result in termination of such benefits upon thirty (30) days' notice.

B.3 Life Insurance. All faculty covered by this Agreement are subject to and have the benefits of the State Group Life Insurance Program.

B.4 Retirement Program. Faculty who are exempt from the merit system of the State of Rhode Island shall be required to participate in the Teachers Insurance and Annuity Association (TIAA) or other retirement programs made available by the Council on Post-Secondary Education after two (2) years of service and attainment of age 30 as a condition of employment and as provided by law. Faculty who are members of the Rhode Island Employee Retirement System at the time of employment shall be excepted. Participation is permitted, on a voluntary basis, on completion of two (2) years of employment for eligible employees under 30 years of age.

B.5 Tuition Waiver.

Tuition waiver is applicable only to full-time non-classified employees of the Council for Postsecondary Education. Waiver of fees shall be limited strictly to tuition. The individual must pay for all other fees, books, supplies, travel, and other expenses. The level of eligibility for members of the bargaining unit shall be unrestricted.

Tuition waiver only applies to institutions under the jurisdiction of the Council for Postsecondary Education. This waiver applies to the employee's spouse or domestic partner, as defined in RIGL §36-12-1, and dependent children, as defined below, who are pursuing courses in a regular study program for credit at the first baccalaureate level only at any institution, and who are taking courses at one of the three institutions under the Council of Postsecondary Education's jurisdiction. In the event of an employee's death, the tuition waiver benefit shall be provided for those spouses or domestic partners, as defined in RIGL §36-12-1, and dependent children, as defined below, who have been accepted or are enrolled at the time of such death and who maintain continuous enrollment. For purposes of this policy, "dependent children" is intended to refer to a child, as defined in Internal Revenue Code §§ 117(d), 132(h), and 152(f)(1), of the eligible employee, for whom the eligible employee is entitled to claim and does claim a dependency deduction on their federal personal income tax return under Internal Revenue Code Section 152, including Section 152(e), or both of whose parents are deceased and who has not attained age 25.

An employee must provide evidence of marriage, domestic partnership, or dependency in order to receive a tuition waiver hereunder.

However, pursuant to RIGL §16-97.7 no eligible employee of the Council for Postsecondary Education, his

or her spouse, domestic partner or dependent children, shall receive a tuition waiver as a result of employment status with the Council for Postsecondary Education, without first consenting to the public disclosure of the existence and amount of the waiver. This applies to any waiver at the Community College of Rhode Island, Rhode Island College, and/or the University of Rhode Island.

To be eligible to receive a tuition waiver for any semester or session at an institution under the Council's jurisdiction, an employee of the Council for Postsecondary Education must be a full time employee on the date of the first day of classes for that semester or session.

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If an employee is an otherwise "eligible employee" but is on leave without pay, neither the employee nor his or her spouse or domestic partner, as defined in RIGL §36-12-1, or dependent children are eligible for tuition waiver unless specifically approved by the institution.

Tuition waivers are not applicable to non-credit courses.

- B.6 Travel. Travel shall be in accordance with State travel regulations after approval has been granted by the appropriate dean.
- B.7 Workers' Compensation. Faculty members are eligible for Workers' Compensation benefits in accordance with the General Laws of Rhode Island and regulations as applicable.
- B.8 Henry Barnard School Priority. Children of Rhode Island College faculty members are given priority in enrollment in Henry Barnard School up to a maximum of 20% of the total school population. Acceptance is determined on the basis of vacancies which occur and the date of application. No special priority is given to siblings. A faculty member who wishes his/her child to be considered as an applicant for Henry Barnard School must secure an application from the Henry Barnard School office and file that application with the Principal. Applicants are usually notified of their acceptance by May 15 of the year preceding enrollment. Faculty have the right to apply for scholarship aid for dependents who attend Henry Barnard School.
- B.9 Tuition Waivers for Spouses, Dependents, and Domestic Partners of Deceased Faculty Members. Spouses, dependents, and domestic partners of faculty members with seven (7) years or more of full-time service who die while in the employ of the institution shall be vested with the right to have tuition fees remitted when pursuing courses for credit at the baccalaureate level.

APPENDIX C

SUMMER SESSION

C.1 The summer session salary for teaching summer school shall be as follows (per formula hour):

Summer Session Rates in Summer 2015

The summer session salary for teaching summer school in 2015 shall be as follows (per formula hour):

<u>Rank</u>	<u>Salary</u>
Instructor	\$1,147
Assistant Professor	\$1,377
Associate Professor	\$1,606 53
Professor	\$1,835

Summer Session Rates in Summer 2016

The summer session salary for teaching summer school in 2016 shall be as follows (per formula hour):

<u>Rank</u>	<u>Salary</u>
Instructor	\$1,181
Assistant Professor	\$1,418
Associate Professor	\$1,654 703
Professor	\$1,890

Summer Session Rates in Summer 2017

The summer session salary for teaching summer school in 2017 shall be as follows (per formula hour):

<u>Rank</u>	<u>Salary</u>
Instructor	\$1,216
Assistant Professor	\$1,461
Associate Professor	\$1,704 54
Professor	\$1,947

C.2 Summer session compensation will be paid at the rate specified for the faculty member's rank held at the time the services are performed.

C.3 Compensation for directing students in research problems, thesis preparation or individual instruction shall be \$266 per student per credit for the life of the Agreement.

C.4 Additional compensation for weeks of involvement beyond the usual time for a summer session course shall be 0.5 percent per week.

C.5 Faculty teaching classes with 12 or more students enrolled at the end of the second day of class will be

compensated at the rate of 100% of the formula hour rate according to rank.

- C.6 Faculty teaching classes with fewer than 12 students enrolled at the end of the second day of class will be compensated at the rates listed below for each formula hour according to rank:

<u>Number of Students</u>	<u>Compensation Rate/Formula Hour</u>
11	90%
10	80%
9	70%
8	60%
7	50%

- C.7 Faculty, at the time of signing the Summer School contract, shall have the option of declining to teach a class with fewer than 12 students enrolled on the first day of class.

APPENDIX D

EXTRA COMPENSATION RATES AND POLICIES

The schedule of compensation for courses taught through the Office of Continuing Education shall be as follows for the life of Agreement, effective with the Fall, 2015 semester:

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Formula Rate Per Credit, for Course Carrying College Credit	\$1,21 <u>6</u>	\$1,25 <u>2</u>	\$1,29 <u>0</u>

Two-hour labs are paid at 1.5 times the formula rate per credit. Three-hour labs are paid at 2.25 times the formula rate per credit.

The salary for teaching Continuing Education courses that do not carry College credit shall be \$77 per class hour of 50 minutes.

No academic year faculty shall receive as extra compensation, exclusive of summer session and department chairperson stipend, any more than 20 percent of his/her academic year salary in any single academic year and normally may not carry more than four (4) formula hours outside of load in any semester.

APPENDIX E

EVALUATION OF LIBRARIANS

Library faculty members perform a multifaceted role within the academy. Responsibilities include: teaching through individual and group instruction; providing access to information through evaluating, selecting, organizing and managing information resources; managing the digitization of collections for the preservation of materials and to enhance local, national and international access; engaging in scholarship through research and publication; and participating in service, professional development, and institutional and consortial governance.

Rhode Island College Library Faculty in the discharge of their professional duties are regarded as engaged in teaching. The teaching effectiveness of a library faculty member consists of his/her knowledge and skill in applying the theory and practice of librarianship in the fulfillment of the following activities which are included among the responsibilities of the positions held:

1. Planning, designing and managing library operations and services, including virtual and physical library spaces, to serve the diverse and changing needs and preferences of our students and college community.
2. Planning, designing, and providing formal and informal instruction which imparts the knowledge and skills required for research fluency and information literacy and which promotes academic excellence and independent, lifelong learning.
3. Evaluating, selecting and managing information and knowledge resources, both tangible and digital, in relationship to the curricular and research needs of the college community and in accordance with principles of academic and intellectual freedom.
4. Organizing, describing, managing and providing physical and intellectual access to library and other collections, both tangible and digital, according to professional standards and practices, and integrating the metadata for these resources into local and national databases for the purpose of collaboration and resource sharing.
5. Evaluating, selecting and managing information technology products and tools for providing and enhancing access to information and knowledge resources, both onsite and remotely, for students and faculty, as well as for providing and enhancing access to the library's and college's unique resources for the benefit of the wider scholarly community.

The criteria in Section 8.11 are to be applied by various measurements including occasional visits and observations by faculty peers and the Director of the Library, and when appropriate, by consortial peers engaged in the provision of similar and shared library services.

APPENDIX F

ANNUAL VACATION FOR CALENDAR YEAR LIBRARY FACULTY

The annual vacation for a full-time Library faculty member shall total twenty-two (22) working days. Working days shall refer to five (5) days per week. In accordance with RIGL 36-6-18, Library faculty with twenty (20) years or more of service shall be allowed an additional five (5) vacation days.

Vacation time shall be allowed to accumulate to a maximum of forty-four (44) working days. The time and number of days of vacation to be taken are to be mutually agreed to in advance by the faculty member and the Director of the Library/Director of the Curriculum Resources Center. A faculty member may earn an additional twenty-two (22) days but may not carry more than forty-four (44) days beyond the first pay period of the calendar year. Library faculty on calendar year appointments who change to academic year appointments must discharge all accumulated vacation time prior to the change. Vacation time shall accrue at the rate of six (6) hours per pay period.

All Library faculty members on calendar year appointments shall be guaranteed ten (10) consecutive vacation days per year. No vacation may be taken until such a faculty member shall have served in the employ of the Council on Post-Secondary Education for six (6) months; however, this time shall be included when crediting vacation time.

When the service of any Library faculty member on a calendar year appointment shall be terminated by resignation, death, dismissal or otherwise, and such faculty member shall not have used annual vacation time equal to the vacation credits due him/her, such faculty member or his/her estate shall be entitled to receive full pay for each day of vacation to his/her credit as of the date of termination.

The following shall constitute the official holidays: New Year's Day, Memorial Day, Independence Day, Victory Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, and any day on which a general election of State Officers is held, as Election Day.

Each Library faculty member on a calendar year appointment shall be entitled to time off at his/her regular rate of pay for the holidays specified above when such holidays fall on his/her regularly scheduled work days, and shall be credited with the number of hours in his/her official work schedule for that day; however, if a Library faculty member is required to work on a holiday which falls on his/her regularly scheduled work day, he/she shall be credited with the number of hours in his/her official work schedule for that day plus the number of hours actually worked. This time is to be considered compensatory time. When any holiday shall fall on the scheduled day off within the scheduled work week of any faculty member on a calendar year contract, a mutually agreeable work day within the next work week may be substituted.

APPENDIX G

ANNUAL VACATION FOR TEACHING FACULTY ON CALENDAR YEAR APPOINTMENTS

The annual vacation for full-time calendar year teaching faculty members shall total twenty-two working days. The time and number of vacation days to be taken are to be mutually agreed to in advance by the faculty member, the Department Chairperson, and the appropriate academic Dean/Director.

All teaching faculty members on a calendar year appointment shall be guaranteed at least ten (10) consecutive vacation days per year. No vacation may be taken until such a member shall have served in the employ of the Council on Post-Secondary Education for six (6) months; however, this time shall be included when crediting vacation time.

Vacation time may not be discharged by teaching faculty member during the time of scheduled instructional assignments.

Vacation time shall accrue at the rate of six (6) hours per pay period.

The appropriate Dean/Director shall maintain records of annual leave accruals and discharges. Annual leave must be discharged in the same fiscal year in which it was earned.

APPENDIX H
AGREEMENT
PERTAINING TO RETIREE HEALTH INSURANCE BENEFIT

Retiree Health Insurance – OPTION 1

Changes in retiree health insurance coverage will be effective July 1, 2008; the Pre-65 retiree health insurance will be eliminated, and the Post-65 Medicare supplemental coverage will still be available.

The employee contribution towards retiree health coverage shall be as follows:

1/1/08 -	.5% of base salary
7/1/08 -	.75 of base salary
7/1/09 -	.9% of base salary

Eligible employees retiring before July 1, 2008 from active service with the BOG shall receive the same retiree health care insurance benefit that is currently offered, with the following cost sharing:

Pre 65 Medical Coverage

Years of Service	Age at Retirement	Employer's Share	Employee's Share
10-15	60	50%	50%
16-22	60	70%	30%
23-27	60	80%	20%
28+	Any	90%	10%
28+	60	100%	0%
35+	Any	100%	0%

Post 65 Medicare Supplemental Coverage

Years of Service	Employer's Share	Employee's Share
10-15	50%	50%
16-19	70%	30%
20-27	90%	10%
28+	100%	0%

Stipulations for retirement after June 30, 2008

Employees retiring after June 30, 2008, who are not yet 65 years of age will no longer be entitled to the Pre 65 Medical Coverage but may purchase health insurance coverage at the actual retiree premium rate for themselves and their spouses. Upon attaining the age of 65 these employees shall receive the Post 65 Medicare supplemental coverage based on their years of service at their retirement age.

Employees retiring after June 30, 2008, who are at least 65 years of age shall receive the Post 65 Medicare supplemental coverage in accordance with the table above for Post-65 Medicare supplemental coverage.

Agreed to by:

For the RIC/AFT

For the Council on Post-Secondary Education and the College

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
LIMITED- TERM APPOINTMENT

The Administration may offer a restricted number of one-year, two year, and three-year non- tenure appointments. Such appointments shall be referred to as "limited-term appointments." Excluding replacements of faculty on leave, an academic department may have no more than one position or 11% of its faculty (whichever is greater) on limited-term appointments. The total number of such appointments at Rhode Island College shall not exceed 8% of the total number of budgeted continuing positions in any given semester. Such faculty members are entitled to the rights, privileges, and responsibilities provided to continuing full-time faculty at the College including all negotiated salary increments and fringe benefits. However, such faculty shall not be eligible for tenure, or accrue time toward tenure nor be eligible for study leaves or sabbatical leaves, or to accrue time toward such leaves.

Any faculty member whose first limited-term appointment was granted prior to January 1, 1993 may receive reappointments to such one-year, two-year, or three-year limited-term appointments at the discretion of the President, upon the recommendation of the department chairperson, the appropriate dean/director, and the Vice President for Academic Affairs.

Any faculty members whose first limited-term appointment is granted on or after January 1, 1993, shall not be eligible to serve more than six (6) years in such limited-term appointments.

Limited-term faculty who have completed six (6) years of service shall have the right to participate in personnel decisions, serve as department chairpersons, and serve as members of departmental advisory committees.

If a limited-term appointment is to be renewed then the faculty member will receive written notice from the President to that effect by March 1 of the year in which the limited-term appointment is scheduled to terminate.

If a limited-term appointment is to be terminated prior to the original expiration date, the Administration shall provide the appointee with three (3) months' notice during the first year and six (6) months during the second or third years.

For the RIC/AFT

For the Council on Post-Secondary Education and the
College

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
PRESIDENT'S SALARY ADJUSTMENTS

A fund of \$225,000 for 2015-2016, \$150,000 for 2016-2017, and \$150,000 for 2017-2018 shall be available to the President each year of the Agreement for making salary adjustments to individual faculty based on considerations of salary equity according to rank and department, market, and/or performance, among other considerations. Such increments shall accrue to the individual member's salary base. Each year the President of RIC shall provide the President of the RIC/AFT with a list of the faculty members awarded increases, and the amount of the increase. The President's decisions regarding the award of such adjustments shall be final.

For the RIC/AFT

For the Council on Post-Secondary Education and the
College

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
FACULTY DEVELOPMENT FUND

During the term of the 2015-2018 Agreement the College will establish a fund to support faculty development and support of professional activities. The procedure used for awarding these funds will be determined by a Committee comprised of two representatives designated by the President and three designated by the President of the RIC/AFT. This Committee shall convene within two weeks of the parties' ratification of the 2015-2018 Agreement, and shall forward its recommended procedure for implementation by the parties not later than one month from its convening. The authority for awarding the funds will be under the control of the President whose decisions regarding awards shall not be grievable.

The fund will receive fifty thousand (\$50,000) on July 1, 2015, July 1, 2016 and July 1, 2017. This memorandum shall expire on June 30, 2018.

For the RIC/AFT

For the Council on Post-Secondary Education and the
College

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
ADVISEMENT COMMITTEE

As proposed by RIC/Council on 11-23-15, a 3 person Committee (one chosen by the RIC/AFT, one chosen by the College, and the Faculty Advising Director) is to begin its work by March 15, 2015 and complete its work by June 15, 2015, with recommendations subject to ratification by the parties.

For the RIC/AFT

For the Council on Post-Secondary Education and the
College

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
SALARY STRUCTURE COMMITTEE

Commencing within thirty days of the parties' ratification of the TA, the parties shall jointly develop a Request for Proposals (RFP), and then jointly review proposals and jointly select a consultant to study the faculty salary structure at RIC, to take into consideration the competitiveness concerns of the RIC/AFT and the College, and to make a recommendation on a salary structure. Implementation of any recommendations from the consultant shall be subject to negotiation between the parties, which shall begin within 60 days of the parties' receipt of the consultant's report.

For the RIC/AFT

For the Council on Post-Secondary Education and the
College

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
SUMMER SESSIONS FOR THE DURATION OF THE CONTRACT

In the interest of expanding the offerings of the college during the summer sessions, it is hereby agreed that the normal maximum load for Rhode Island College faculty in either six-week session found in the Agreement between the Council for Postsecondary Education and the RIC/AFT 2015-2018 (Article 11.10) shall be extended to twelve (12) formula hours per session and no more than a total of sixteen (16) formula hours for both sessions. This extension shall be in effect for summer sessions during the 2015-2018 contract. All other provisions relating to summer session are unchanged.

In recognition of the fact that graduate courses should normally be smaller than undergraduate courses, that faculty put in a greater amount of work teaching graduate courses, and that students pay a higher tuition for such courses, the following compensation scheme will be used for all graduate courses (500 level or above) during the two summer sessions.

In courses with 9 or more students, faculty will get full pay, and the class will not be cancelled. In courses with 5-8 students, faculty will get full pay, but the dean can choose to cancel the course. In courses with 1-4 students, faculty will receive the directed-study payment of \$266.00 per student per credit.

There is no change in the faculty's right to decide whether or not to teach a course.

Because courses held at the combined 300/500 level are populated primarily by undergraduates, compensation will be determined in accordance with Appendix C of the RIC/AFT contract, unless unusual circumstances prevail, in which case the faculty member may appeal to the VPAA.

In recognition of the fact that clinical nursing courses are capped at 8 students, the following compensation scheme will be used for such courses during the two summer sessions:

In courses with 7 or 8 students, faculty will receive full compensation.

In courses with 6 students, faculty will receive 90% of full compensation.

In courses with 5 students, faculty will receive 80% of full compensation.

There is no change in the faculty's right to decide whether or not to teach a course.

For the RIC/AFT

For the Council on Post-Secondary Education and the
College

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
JOINT APPOINTMENT COMMITTEE

Within thirty days of the ratification of this Agreement, the parties agree to establish two joint committees for the purpose of examining issues related to the joint appointment of faculty and making recommendations for improvements to the parties. The committees will be formed by April 1, 2015, and they shall complete their work by June 30, 2015, for implementation at the opening of the 2015-2016 academic year. The committees' composition and work will be as follows:

In response to the faculty's call for assistance in the practicum and student-teaching placement process and for faculty load recognition of the responsibilities associated with program coordination, accreditation, and program reviews, a committee will examine the current methods and resources for student placements and suggest needed changes. The committee will consist of two administrative appointees and two RIC/AFT appointees.

In response to the faculty's request for clear guidelines regarding the responsibilities of joint appointments, a committee of three people will be formed, consisting of one administrative appointee, one RIC/AFT appointee, and one jointly-selected appointee. Using the language of the report of the Task Force on Joint Appointments, the committee will be charged to:

- a. Establish clear guidelines regarding the responsibilities of joint appointments to each of the departments to which they belong;
- b. Develop wording that allows for a flexible ratio between the two departments that can be readjusted to meet changing needs with the agreement of both departments and the joint appointment, with the total combination of time commitment not to exceed the normal time commitment of a faculty member;
- c. Ensure that policies and expectations reside somewhere and are available in writing at all times to joint appointments and their department chairs;
- d. Review and, as needed, clarify guidelines regarding expectations for joint-appointment faculty for sabbatical, tenure and promotion, retention, and evaluation;
- e. Recommend ways to streamline and condense processes and procedures and avoid duplication of paperwork such as the Personal Data Form;
- f. Make any other recommendations to the college for highlighting, valuing, and honoring the work of joint-appointment faculty.

For the RIC/AFT

For the Council on Post-Secondary Education and the
College

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
SECTIONS 10.29 AND 10.31

The RIC/AFT (the Union) and the RI Council on Postsecondary Education (the Council) agree that in the event that Art Education 340 and Music Education 241 change to three credit courses, Sections 10.29 and 10.31 of the Contract shall be deleted. Until such time as this change may take place, Sections 10.29 and 10.31 of the Contract shall remain in full force and effect.

For the RIC/AFT

For the Council on Post-Secondary Education and the
College

Date: _____

Date: _____