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MEMORANDUM OF UNDERSTANDING BETWEEN
FLORIDA SOUTHWESTERN STATE COLLEGE
AND
FLORIDA SOUTHWESTERN STATE COLLEGE FACULTY FEDERATION

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This is a Memorandum of Understanding concerning the agreement between the Florida SouthWestern State College, FL (hereinafter "College") and the Florida SouthWestern State College Faculty Federation (hereinafter "Union").

WHEREAS, the College and Union have a Collective Negotiations Agreement (CNA) in effect from July 1, 2016 to June 30, 2019, and

WHEREAS, The College and the Union signed an MOU on August 10, 2016 that stated:
"In the event that no change occurs in the academic structure and Department Chairs and/or Program Coordinators are retained, the FSW Faculty Federation and the College will meet to negotiate terms for Section 6.10 and 6.11. Agreement shall be in the form of an MOU." and,

WHEREAS, no changes were made to the academic structure and Department Chairs and Coordinators have been retained.

NOW, THEREFORE, for and in consideration of the mutual promises to each other, as hereinafter set forth, the parties hereto do mutually agree as follows:

1. The language in the attached addendum will update the current contract.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on May 4, 2017 .

Florida SouthWestern State College
Faculty Federation

By: _Eleanor Bunting_

Title: _FSW-FF Chief Nego._

Florida SouthWestern State College

By: _Susan Bronati_
Director of Human Resources

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Section 8 – Department Chairs

The FSWFF and the Administration agree that the role of the Department Chair is a full-time commitment to the department. Additional compensated duties (either reassign time or stipend) for a Department Chair may be granted by agreement of the FSWFF and the College.

Section 8.11   Department Chairs

Chairs work from the beginning of the faculty duty days during the academic year. The Provost will provide training for first-time Chairs as well as continuing administrative professional development training for continuing Chairs. Only full-time faculty on continuing contract are eligible for the position of Chair. In those rare cases of few eligible continuing contract faculty in a department, the Provost may authorize eligibility for non-continuing contract faculty. A part-time instructor may be appointed only if there is not a qualified full-time faculty members available or willing to accept the assignment. Chairs report to the appropriate Academic Dean.

8.11.1   Election of Department Chairs

Approximately one-third of the Chairs will be elected each year for three year terms. All full-time faculty will be eligible to vote for a Chair in their department of assignment. The Provost will maintain a list of the primary department of assignment for all full-time faculty. In the final year of the three year term between March 1st and March 22nd prospective candidates must submit a memo of nomination to the Provost citing qualifications for the position of Chair. The Provost will select the eligible candidates for election and will provide the most senior member of the department not nominated for consideration by March 31st a sample ballot containing the names of all acceptable candidates for the position of department Chair. In programs where accreditation standards have specific requirements for faculty leadership, nominees must meet those requirements. In cases where faculty who have been nominated but not included on the ballot, a letter of explanation will be provided by the Provost to that faculty member. The most senior member of the department not nominated for consideration will conduct an election by secret ballot for at least 5 business days between April 1 and April 15th. Results of the election will be sent to the Provost. All appointments shall be effective August 1st and will continue for three years culminating on July 31st of the third year. A faculty member may only be elected for two consecutive terms. The Provost may approve a faculty member serving for more than two consecutive terms.

8.11.2   Temporary/Extended Vacancy of Department Chair

Any vacancy in the position of Chair shall temporarily be filled by appointment of the Provost until the next election cycle. In the event of a temporary vacancy of more than two weeks but less than twelve weeks in the position of Chair, the Provost may appoint a temporary Chair to serve until the Chair is able to resume his/her duties. If it becomes apparent that any vacancy will be in excess of twelve (12) weeks, a special election will be held as soon as reasonably possible in the manner described in Section 8.11.1 to elect a temporary Chair to serve until the Chair is able to resume his/her duties or the end of the Chair's term.

8.11.3   Evaluation of Department Chair

Each Chair will be evaluated annually by February 15th, by the Dean and Provost on the performance of their administrative duties. Faculty will evaluate the Chair using an assessment instrument aligned with the related job duties. Evaluations will contain a summative measure of Exceeds Requirements, Meets Requirements, or Does Not Meet Requirements. The Provost may decide to remove

102 a Chair who has been evaluated as Does Not Meet Requirements and such removal may not be grieved
103 under the terms of this agreement. A replacement will be selected per Section 8.11.2.
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105   **8.11.4 Reassigned Time and Stipend - Instructions for Completing Department Chair**
106   **Reassign Time Chart**
107

A. Description of Factors with Weights (in bold)

1. **Number of different adjuncts**
   - *# of different adjuncts for which you are responsible: 10*
2. **Number of new adjuncts annually**
   - *Average # of new adjuncts annually for which you are responsible: 12*
3. **Number of sections taught by adjuncts at your site (includes responsibility for section management, assessment oversight)**
   - *# of sections (each CRN is a section) taught by adjuncts at your site for which you are responsible: 3*
4. **Number of sections taught by adjuncts (non-DE) at other sites (includes responsibility for section management, assessment oversight)**
   - *# of sections (each CRN is a section) taught by adjuncts at other sites (include online courses for which you are responsible): 4*
5. **Number of sections taught by dual enrollment adjuncts (includes responsibility for section management, assessment oversight)**
   - *# of sections (each CRN is a section) taught by dual enrollment adjuncts for which you are responsible: 10*
6. **Number of sections taught by full-time faculty at any site (includes responsibility for section management, assessment oversight)**
   - *# of sections (each CRN is a section) taught by full-time faculty for which you are responsible: 2*
7. **Number of degrees/certificates**
   - *# of degrees in your area of responsibility: 10*
   - *# of certificates not subsets of degrees: 10*
   - *# of certificates that are direct subsets of degree: 5*
   - *# of degrees or certificates offered online: 5*
8. **Number of disciplines**
   - *# of disciplines in area of responsibility: 2*
9. **Number of different courses**
   - *# of different courses for which you have direct responsibility (overseeing syllabi, assessment, etc.) Each course should only be counted by one individual across the College. Do not count selected studies. (NOTE: All scheduling and faculty supervision is counted in #1 - 4): 5*
10. **Number of outside accreditations**
    - *# of outside accreditations. Include only accreditations for which there is regular reporting, site*
    - *visits and recurring program accreditation. Do not include affiliations. 300*
11. **Number of partnerships/agreements**
    - *# of partnerships/agreements with external groups (exclude standard articulation agreements): 5*
12. **Number of fieldwork sites**
    Fieldwork sites are defined as off-campus locations where instruction takes place and which require contact from a Chair. A site can be counted as both an active and a new site.

- *# of Active Sites - Count only those sites which have had student placements within this annual time frame. Do not count active sites which have had no contact from the Chair but instead from others, such as internship course instructor: 4*
- *# of New Sites - Count sites first established during this annual time (approval was given by the organization for student placement) that might not yet have students assigned during this annual time frame. Also count sites first established during this annual time and have had students assigned: 2*
- *# of Inactive Sites (Maintenance): Count those sites which were active (students were placed there in the past) but no students have been placed within this annual time frame. To be counted these sites must still be viable options for student placement and require contact and maintenance of the relationship. 2*
- *# of Attempted Site Establishments: Count those sites in which new site establishment was attempted within this annual time, but approval was denied by the organization: 2*

13. **Equipment (maximum 80 points)**
    Equipment is defined as hardware, software, or other instructional equipment unique and essential to a program. The Chair must have oversight (defined as active and direct for this equipment regardless of status as instructor of course. (i.e. equipment-related work counted here would <u>not</u> be the responsibility of the course instructor or staff such as a lab technician.)

    - *Oversight of Equipment – The Chair directly manages equipment which requires active intervention by the C/C at least once a week: 5*
    - *Seeking equipment – C/C has primary and ongoing responsibility for selecting and acquiring (purchasing) non-routine equipment for program, and has done so one to five times in this cycle: 5*
        - *If responsibility for selecting and acquiring (purchasing) equipment for program, and has been done six or more times in this cycle: Add 10 more points*
    - *Funding equipment – C/C has written at least one internal funding proposal (Strategic Initiative (SI), Marketing Initiative (MI) in this cycle: 5*
        - *C/C has written at least one external funding proposal (grant) in this cycle: 10*
    - *NOTE: If both an internal and external funding proposal have been written in this cycle then total is 15 points.*
    - *Training others – Nature of equipment requires the C/C to train faculty or staff on use/application of the equipment. A training session must require preparation on the part of the C/C and the training session must be a minimum of one hour long. Such training has occurred one to five times in this cycle: 10*
        - *If six or more training sessions have occurred in this cycle: Add 10 more points*
14. **Departmental oversight for academic support centers** *(ie. Math Center, Writing Center, Oral Communication/Foreign Language Center) (50)*

B.   **In completing the chart, please keep these points in mind:**

- In calculating adjuncts, sections, etc., use the annual number, including the previous summer and the fall and spring semesters for the current academic year.
- The work load reported for each factor should be captured only once for each area.. Remember that the chart is intended to capture the workload associated with serving as Chair. It does not include responsibilities that a Chair undertakes as a faculty member (for example, serving as an advisor, supervising field placements in the role as a course instructor, etc.) unless taken on by some special level of responsibility for this function in the role as Chair.

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C.   **Summer Assignment** – Based on College needs a Chair who is required to work during summer will have assignment dates and payment according to the chart below. When there is a transition to a new Chair, the dean is responsible for coordinating with the outgoing and incoming Chair to determine working days. Returning and non-continuing Chairs will follow the 2013-16 contract through the end of summer 2017. New Department Chairs under this agreement will begin their duties July 1, 2017. Compensation will be assigned to each Chair per the chart below:

Required Assignment 1	Stipend
2 working days before the start of Summer A and Summer B	$3,000
1st day of classes for Summer A and Summer B	
9 working days prior to the first faculty duty day in the Fall semester	
Work day = 8:30a.m.-4:30p.m.	
Aside from the dates and times noted above, faculty will perform other duties as they deem necessary. Deans and faculty may agree to adjust days and times where appropriate.	

Required Assignment 2	Stipend
7 working days of which 5 must be before the first faculty duty day in the Fall semester	$1,500

D.   **Other Considerations**

1. A Department Chair cannot serve as the Chair of an academic standing committee.
2. For those departments that work on other than a 3 credit course schedule, up to a 2 credit adjustment may be made where 1 credit = $1,000.

Department Chairs	Total Points	Tot Comp	Total Adj Reassign	Reassign Time Fall Spring	Stipend
ACADEMIC SUCCESS	650.7	8	11	6	$5,000
ACCOUNTING, BUSINESS, SUPERVISION & MANAGEMENT	884.4	8	14	12	$2,000
AS IN SOCIAL & HUMAN SERVICES & CCC ADDICTION SERVICES	552.5	16	9	6	$3,000
AS PARALEGAL	567.4	8	9	6	$3,000
CARDIOPULMONARY SCIENCES	402.3	8	7	6	$1,000
CRIMINAL JUSTICE, CRIME SCENE, & PUBLIC SAFETY ADMINISTRATION	542.2	8	9	6	$3,000
ELEMENTARY EDUCATION	835.9	12	14	12	$2,000
ENGLISH	1084	18	18	12	$6,000
HUMANITIES, FINE ARTS, MUSIC	1045	18	17	12	$5,000
MATHEMATICS	1072	18	17	12	$5,000
NATURAL SCIENCES	1290	18	21	12	$9,000
NETWORKING, PROGRAMMING, ARCHITECTURE/CONSTRUCTION, & CIVIL ENGINEERING	570.8	8	9	6	$3,000
SOCIAL SCIENCES	1339	18	22	12	$10,000
SPEECH & FOREIGN LANGUAGE	496.2	18	8	6	$2,000

218 **E.   Frequency of Review Process**
219
220 The Chair model review process will occur every three years. However, if significant changes in Chair
221 responsibilities occur part way through a review cycle, the Chair may request a special review. This
222 request should be sent to the Dean, who will review and take appropriate next steps. Recommendations
223 for changes to reassign hours mid-cycle must be approved by the Provost.
224
225 This process will be piloted over the remainder of the current contract (ending June 30, 2019). At the end
226 of the pilot either side can request to renegotiate the weights for any factor in the grid. Assignment of
227 reassigned hours is not subject to the grievance process.
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229 **8.12   Coordinators**
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231 Coordinator assignments can be requested by a Dean and created by the Provost when needed. If there are
232 multiple faculty members interested in the position an election may be held. A part-time instructor shall be
233 appointed only if there is not a qualified full-time faculty member available or willing to accept the
234 assignment.
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236 The duties and compensation of the Coordinator shall be listed in writing and agreed to by the Provost and
237 the FSWFF before the assignment begins. Compensation shall be in the form of hour(s) of reassigned time
238 or a stipend and the assignment is not to exceed one year but may be renewable on an annual basis.
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