

ARTICLE 17
HUMAN RESOURCES ISSUES

17.01 Appointment

A. Faculty Appointments and Status

The choice of persons for initial appointments as faculty members, continuation of appointment, and the granting of continuing contract status (See SBE rule 6A-14.0411 Issuance of Continuing Contracts in Appendix X) shall be governed by the appropriate rules of the State Board of Education.

B. Selection of New Faculty

1. When consideration is being given to hiring new full-time or adjunct faculty members, the Board does hereby invite, to the extent feasible, input from current faculty members through formation of appropriate departmental Screening and Search Committees. Screening and Search Committee recommendations will be given reasonable consideration when final decisions regarding employment are made. Final decisions regarding employment rest entirely with the Board.
2. Faculty members shall, with their consent, serve on Departmental Screening and Search Committees.

C. Continuing Contract

Each full-time faculty member to whom a continuing contract has been issued shall be entitled to continue in a position in the College at the salary schedule mutually agreed to by the Board and the Association without the necessity for annual nomination or reappointment until such time as the faculty member resigns or his or her contractual status is changed as prescribed in this Collective Bargaining Agreement.

D. Involuntary Changes

Any involuntary change in a faculty member's status shall be made only for just cause and in accordance with the provisions of this Collective Bargaining Agreement and State Board of Education Rules for operation of Florida's Community/Junior Colleges if and as applicable.

E. Transfers and Exchanges

1. All faculty positions shall be announced internally. Any qualified full-time employee desiring transfer to an announced position shall complete the standard College job application form, ~~be invited to~~ be interviewed by the departmental Search Committee, and be evaluated by the same standards

~~and criteria which apply to all candidates for the position before any external candidate is considered. If, in the judgment of the Search Committee, with the concurrence of the department head and dean or provost, this employee has the necessary qualifications as specified in Search Committee guidelines and is the appropriate instructor to fill the vacancy, the employee shall be recommended for the position. If two or more full-time faculty members who apply are considered equally appropriate for filling the vacancy, PJC seniority will be used as the deciding factor. Concurrent with the notification of the successful candidate, Within two weeks of the college's action on filling the vacancy, all faculty members requesting transfer to the position shall be notified in writing by the appropriate provost or dean of the outcome of the selection process and of the reasons on which that selection was based.~~

~~If, after all qualified internal candidates for a position are considered, the search is expanded externally, any internal candidate may request to remain in the candidate pool for further consideration.~~

2. Temporary and permanent job exchange programs may be available for full-time faculty. Contact the Inservice Office for information.

17.02 Changes in Duty Station or Assignment

A. Primary Duty Station

Each faculty member shall have a primary duty station. The assigned primary duty station, based on the faculty member's campus or center assignment, shall be indicated in the salary letter mailed to the faculty member at the beginning of each contract year.

In the event of a change in the primary duty station, the faculty member shall be given sufficient advance verbal notice by the Board to be followed in a reasonable amount of time with a written confirmation.

B. Temporary Duty

Once a faculty member has been assigned to and has begun the performance of a regular teaching load or schedule of duties for a given term and after the end of the drop/add period plus five (5) work days from Terms I and II and three (3) work days in Term III, he or she will not be assigned to other regular load duties at the same or at a different location from his or her primary duty station without his or her consent, except where the Administration finds that an emergency, exigency, or necessity exists, in which event the needs of the College shall prevail, and the applicable Board rules as to travel allowances and/or per diem shall apply.

- C. **Involuntary Changes in Primary Duty Station or Department Assignment**
When a faculty member is employed by the College, he or she shall have a designated primary duty station and department assignment. These assignments shall be done by the Board in an academically appropriate manner taking into consideration the needs of the college and the qualifications and interest of the faculty member. These assignments shall not be changed without prior consultation with the involved faculty member(s). Assignment to classes at other campuses or departments may be made in consultation with the faculty member in order to make a faculty member's load.

It is the right of the faculty member to be involved during the initial discussion phase prior to any decision regarding reassignment. Reassignments shall not be done arbitrarily nor capriciously. Efforts shall be taken by the Board to prevent changes during the academic year. Any changes during the year shall be for legitimate and justifiable business or academic reasons.

In the event that the Board foresees the need to make such a change, it shall immediately involve the faculty member in a discussion of the impact of the action. In the course of these discussions the parties shall consider many factors, including but not limited to, natural attrition, alternative actions, voluntary transfer or exchange, (see Section 17.01E), ample notice of all actions, and seniority. The faculty member may be accompanied by the Association President or his or her designee at any and all of these meetings.

17.03 Disciplinary Action

- A. **Definition**

Except as provided in applicable statutes or State Board of Education Rules, discipline of any type shall be based only on a faculty member's work-related performance and administered only by the appropriate administrator. All formal discipline shall be timely, fair, and only for just cause, and shall begin at and proceed to the level of discipline appropriate to the action(s) under consideration. Disciplinary action shall include the following steps of increasing discipline: oral warning, written warning, written reprimand, suspension with or without pay, return to annual contract, and dismissal. If the severity of the actions under consideration so warrants, discipline may begin at a higher level than the first step or proceed to a higher level than the next sequential step. Other unrelated actions subject to discipline are separate events and disciplinary action will begin at the appropriate level. Normally, however, discipline will progress through the steps established above. All discipline, as defined herein, is subject to challenge by the grievance procedure in Article 10 of this Agreement. Anonymous complaints shall not be used as evidence in support of disciplinary actions(s).

B. Procedure

1. An oral warning notifies a faculty member that work-related performance is below standards established by written policies or common professional practice and that more serious disciplinary action will take place if these standards are not achieved within reasonable time frames. If work-related performance continues to be below established standards, then the more severe disciplinary step of a written warning would be initiated; and, if necessary, a written reprimand would be the next step for continued below-standard performance. Warnings and reprimands shall be discussed with the faculty member in person. Documentation of each step in the disciplinary process shall be made by the initiating administrator and acknowledged by the faculty member in accordance with Appendix N of this contract.

2. Any faculty member who is under continuing contract may be dismissed or may be returned to annual contract status for another three (3) years at the discretion of the Board when a recommendation to that effect is submitted in writing to the Board on or before April 1 of any college year, giving good and sufficient reasons therefore, by the President and provided the President's recommendation is approved by a majority of the Board. The faculty member whose contract is under consideration shall be duly notified in writing at least seven (7) days prior to the filing of the written recommendation with the Board, and such notice shall include a copy of the charges and the recommendation to the Board. Should the Board determine that it will consider the charges filed, it shall direct that a petition conforming to the requirements of the model rules of procedure adopted pursuant to Section 120.54(10), Florida Statutes, and including notification to the faculty member of his or her hearing rights, be filed with it and a copy served upon the faculty member. If the faculty member wishes a public hearing, he or she shall notify the Board in writing within ten (10) days after the date of service of the petition. Upon receiving such a request, the Board shall within fifteen (15) days notify the faculty member of the time and place of the public hearing on the charges which shall not be less than fourteen (14) days from the service of the notice unless a different time is agreed to by the parties. The hearing shall proceed in accordance with the provisions of Chapter 120, Florida Statutes, and shall be in substantial compliance with the model rules of procedure, Chapter 28, Florida Administrative Code (FAC), unless the parties mutually agree to an alternative hearing procedure. In the event the employee does not request a public hearing, the Board shall proceed to take appropriate action. Any decision adverse to the faculty member shall be made by a majority vote of the full membership of the Board.

3. Any full-time faculty member may be suspended or dismissed by the Board upon recommendation of the President at any time during the College year, provided that no such faculty member may be dismissed during the College year without opportunity to be heard at a public hearing after at least fourteen (14) days notice of the charges and of the time and place of the hearing; and provided further that the charges must be based on immorality, misconduct in office, incompetency, gross insubordination, willful neglect of duty, drunkenness, or conviction of any crime involving moral turpitude. A petition conforming to the requirements of the model rules of procedure, Chapter 28, FAC, specifying the charges and notifying the faculty member of his or her hearing rights shall be filed with the Board and a copy served upon the faculty member whenever such charges are made. The Board may suspend such faculty member without pay pending a speedy, informal hearing if requested by the faculty member. At any such informal hearing, the Board shall determine the necessity to suspend and withhold pay and whether probable cause exists to support the charges. If the Board determines that probable cause exists to support the charges and there exists a necessity of continuing the suspension without pay then it may do so, but if the charges are not sustained upon final hearing the faculty member shall be immediately reinstated and back salary shall be paid. If the Board determines that there is no necessity to suspend without pay, then it shall reinstate the faculty member with pay and, further, it may dismiss the charges if it determines that probable cause does not exist to support same. In cases where a petition for dismissal of a faculty member has been filed with the Board, the Board shall hold a public hearing in accordance with the provisions of Section 120.57, Florida Statutes, and the model rules of procedure, Chapter 28, FAC, unless the parties mutually agree to an alternative hearing procedure. If a hearing is requested by the faculty member, after notice as provided above, the Board shall determine upon the evidence as submitted whether the charges have been sustained, and if the charges are sustained, either to dismiss said faculty member or fix the terms under which said faculty member may be reinstated. If such charges are sustained by a majority vote of full membership of the Board and such faculty member is discharged, the contract of employment shall thereby be canceled.
4. If requested in writing by the faculty member, the Board may utilize the services of a hearing examiner to conduct either formal or informal hearings. The Board shall promptly notify the faculty member of its decision in this regard in writing and shall include in the notice an extract of its minutes which includes the rationale pertaining to the decision.
5. In the event there is at any time a difference between this Article and any provision of Florida Statutes or State Board of Education Regulations, the Florida Statute or the State Board of Education Regulation shall prevail.

6. Nothing in this Article shall be deemed to give any faculty member not on continuing contract status any property interest in his or her employment.
7. Any disciplinary action ordered by the Board of Trustees against a faculty member shall be reviewable only by appeal in accordance with applicable law to the appropriate State of Florida District Court of Appeals.
8. During all disciplinary proceedings, a faculty member shall have the right to consult with, and be represented by, a representative of his or her choice.
9. The faculty member shall have the right to respond to disciplinary action in writing and have that response attached to the report of discipline. If any material is found, through mutual agreement, grievance process, or court proceeding, to be inaccurate or inappropriate, that finding shall be documented in the official personnel file of the faculty member and the inaccurate or inappropriate material shall be placed in the personnel file in a sealed envelope. The sealed material shall not be subject to examination or review except by written agreement between the faculty member and the Board, as part of a related formal grievance procedure, or by court order.

17.04 Personnel Files

There shall be one official personnel file for each faculty member, and it shall be located in the Office of Human Resources. Each official personnel file shall contain two parts: a privacy folder (a separate file) into which health and disability information, evaluative materials, including any disciplinary actions, sealed materials (see Section 17.03B.9.), and performance-related evaluations concerning the faculty member are placed, and a public record file into which initial credentialing records, salary and benefits records, and other non-evaluative materials are placed. Hereafter, a copy of each item placed in the privacy folder will be furnished to the faculty member without having to request it. Each faculty member shall have the right to examine and photocopy the contents of his or her own official personnel file ~~at his or her own expense and~~ during Human Resources Department Office hours. The faculty member may be accompanied by an Association representative.

No anonymous material shall be placed in any faculty member's personnel file. Neither the Board nor its administrative representatives shall establish any separate personnel file which is not available for the faculty member's inspection; however, nothing in this section shall preclude the Board or its administrative representatives from establishing private administrative working files.

Each faculty member shall have the right to place written comments in his or her personnel file in response to any material. Such comment shall be attached to the material to which response is being made.

Anyone who reviews a faculty member's privacy folder shall first record in the file his or her name and title, the date, and the purpose of the review and will sign the entry.

17.05 Worker's Compensation

In cases of injury arising out of and in the course of the faculty member's employment at Pensacola Junior College, worker's compensation laws shall be applied.

17.06 Initial Credentialing

All newly hired full-time faculty members are expected to meet two requirements within their first three to five years of teaching at the college. First, each person must complete the Initial Credentialing Program, a set of forty (40) ~~forty-eight~~ hours of workshops in the following areas.

The following courses must be included among these forty hours of workshops:

The College Computer System
The College Student Record System
Policy Highlights
Getting to know the College (History, Mission, etc.)
Sexual harassment In and Out of the Classroom
Cultural Diversity in the Workplace and Classroom
ADA: Classroom Implications
FERPA Guidelines
Student Grievance procedures
Campus and Classroom Safety
Copyright Law

After completing the above courses, the new faculty member shall complete workshops in each of the following categories:

Teaching and Learning
Tests and Measurements
Course Design
Classroom Management
Learning Technologies
Issues Affecting Higher Education

- ~~a. Curriculum and Instruction~~
- ~~b. Psychology of Learning~~
- ~~c. Tests and Measurements~~
- ~~d. The Community College~~

- e. Classroom Management
- f. The Learning-Centered College
- g. Learning Technologies
- h. Sustaining Commitment to Learning

A total of forty (40) ~~forty-eight~~ workshop hours are required for initial credentialing. ~~The required workshops are weighted toward the first three categories.~~ The workshops are generally designed to introduce faculty members to the college's culture and goals, and as such they are useful to both experienced and inexperienced faculty members. The curriculum allows for some workshop electives based on a faculty member's experience and background. ~~The Initial Credentialing Curriculum will include workshops that cover most of the sections required and will result in a portfolio for the award of promotion to Assistant Professor. A portfolio at this level consists of the following sections.~~

- Teaching Responsibilities
- Teaching Philosophy
- Teaching Style
- Course Syllabi
- Sample Student Assignments
- Evidence of Student Learning
- Reflection on Instructional Practice
- Professional Development
- Conclusions

Training may be acquired by means of PJC inservice workshops or through other off-campus structured activities. All off-campus training must be verified and approved by the faculty member's department head in consultation with the Coordinator of Professional Development.

The ~~Academic~~ Vice President for Instructional Affairs may approve other courses, workshops or work experience as substitutes for the above topics provided that the subject content of the course to be substituted is equivalent. A full-time faculty member who has not met all initial credentialing requirements shall not be awarded continuing contract status.

17.07 New Faculty Mentoring

The second requirement is that for the first academic year of service, each new faculty member will be paired with an experienced tenured faculty member. This mentoring program aims to enhance the new faculty member's knowledge of the college and his or her own philosophy of teaching in order to improve overall opportunities for student success, individual professional success, and new faculty retention. In particular, the purpose of the mentoring program is to 1) acculturate new faculty members to the college's vision, mission, and goals; 2) provide a broad understanding of PJC operations and support systems for faculty and students; 3) familiarize new faculty members with their departments; 4) provide an informal and formal support network for new faculty

members; 5) facilitate learning opportunities which encourage excellence in instruction and continuing professional growth; 6) create opportunities for personal and professional contributions to students, the department, the college ~~College~~, and the community; 7) assist new faculty members in the development of their professional development plans ~~and their teaching portfolios~~.

The college ~~College~~ will offer SPD workshops on Mentoring Skills and Responsibilities. These workshops may be used in the Professional Development Plan of a faculty member.

17.08 Professional Development

The parties are committed to the concept that professional development activities benefit the entire College community by promoting scholarship and assisting faculty members in refreshing their skills and spirits. The parties believe that one cannot adequately teach or inspire others to excellence unless one maintains and increases his or her own body of knowledge and aspires to excellence for oneself. The parties further agree that the desired goal of professional development is for each faculty member to take the initiative in planning for and engaging in ongoing professional development activities.

To further these goals, the Board agrees to provide opportunities for faculty members to continue their professional development by conducting on-site and online inservice workshops and providing financial support for formal study, research, travel, and retraining under the College's Staff and Professional Development Program.

A. Professional Development Plan

1. Each faculty member shall complete and report professional development activities on a five-year cycle, starting with the beginning of the faculty member's first year on continuing contract. Each faculty member shall file a professional development plan in the first year of his or her cycle and shall complete the activities specified in that plan during the five-year period. Commencement and completion of professional development plans will continue on a regular five-year cycle.
2. The direction and contents of the professional development plan are primarily the responsibility of the faculty member; however, the plan shall be in harmony with the mission and goals of the department and the College and shall consist of activities related to the faculty member's duties at the College. ~~Each faculty member shall select one of the following options to identify activities for his or her professional development plan:~~
 - a. ~~successful completion of six (6) semester credit hours (or equivalent quarter hours) of college course work related to the faculty member's duties at the College;~~

- ~~b. successful completion of three (3) semester credit hours (or equivalent quarter hours) of college course work related to the faculty member's duties at the College or forty five (45) hours of PJC professional development inservice activities plus maintenance of program specific professional certification/licensure;~~
- ~~c. successful completion of three (3) semester credit hours (or equivalent quarter hours) of college course work related to the faculty member's duties at the College plus forty five (45) clock hours in seminars, workshops, and/or conferences with structured learning activities related to the faculty member's duties at the College;~~
- ~~d. successful completion of an alternate plan of professional development which shall contain activities related to the faculty member's duties at the College and which may include any of the above listed activities as well as other structured independent learning activities, including, but not limited to significant curriculum development, publication of scholarly articles, publication of a textbook or treatise, presentation of seminars, workshops, conferences, or scholarly papers, or other similar activities appropriate to the faculty member's discipline;~~
- ~~e. successful completion of six (6) in-field graduate semester credit hours (or the equivalent in-field graduate quarter hours) not previously completed for credit;~~
- ~~f. successful completion of three (3) in-field graduate semester credit hours (or the equivalent in-field graduate quarter hours) not previously completed for credit plus completion of forty five (45) clock hours of PJC professional development inservice activities not previously completed.~~

Each faculty member shall develop his or her five-year plan in consultation with his/her department head. The PDP will include projects that contribute to substantive growth of the faculty member. The PDP may include a large, multi-year project or several smaller projects in the areas of Teaching/Job Functions, Professional Development/Scholarly Activity, and Service (to the department, College, community, and discipline, as applicable).

3. If the faculty member does not meet the current Southern Association of Colleges and School's (SACS) standards for adequate "professional and scholarly preparation" in his or her primary teaching field, the faculty member shall submit and follow a professional development plan designed to correct that deficiency. Faculty members with SACS deficiencies, who have currently approved plans on file, shall if necessary, amend such plans during the next annual review and evaluation with the department head.

The amended plan shall document the faculty member's start toward meeting the appropriate SACS requirement. In no case shall this section be construed to require a faculty member neither to complete professional development activities beyond the minimum nor to complete such professional development in less than the five-year cycle. If meeting these requirements necessitates a time commitment beyond the normal number of OPA hours, the faculty member, the department head, and the ~~Academic~~ Vice President for Instructional Affairs shall meet to determine appropriate alternate arrangements. Such arrangements may include, but are not limited to, release time, professional leave, reduced office hours, and sabbaticals; in no case shall such arrangements be arbitrary or capricious.

4. ~~Each faculty member selection option a, b, c, or d shall determine the details of the plan in consultation with his or her department head during the first year of his or her current certification, credentialing, or professional development cycle. The plan shall be entered on the Professional Development Plan form (Appendix Q) and submitted to the department head to be approved and then forwarded to the , dean, provost or associate vice president for recommendation and then to the Academic Vice President for review and Director of Professional Development for approval. If the administrator at any level does not recommend the plan, he or she shall explain the reason(s) in the comment section of the Professional Development Plan form, but may not in any manner alter the original plan. The reasons shall not be arbitrary or capricious.~~

5. ~~Each faculty member selecting option e or f above shall determine the details of the plan independently during the first year of his or her current certification, credentialing, or professional development cycle, enter the details on the Professional Development Plan for (Appendix O-Q), and submit copies for the record to the department head and to the Inservice Office.~~

~~In field course work shall be taken at an accredited institution and shall be limited to graduate courses in the subject matter or discipline area of the faculty member's teaching assignment (or counseling or LRC assignment as appropriate) and to graduate courses in higher education, vocational education, curriculum development, and instructional methodology, as related to the faculty member's duties at the College.~~

56. Each faculty member's professional development plan shall be reviewed annually by the faculty member and his or her department head during the faculty evaluation process and amended if appropriate. Because availability of professional growth activities is not always predictable, the

plan may be amended at other times of needed. The process to amend the plan shall parallel the procedure outlined in item four (4) ~~or five (5)~~ above as appropriate.

B. Completion of the Professional Development Plan

1. Completion of the activities included on the professional development plan shall occur between the date of initial credentialing or the expiration date of the last valid certification or professional development plan and the same day and month five years in the future. Upon completion of the activities in the plan, but not later than the expiration date of the plan, the faculty member shall submit a report to the department head documenting such completion.
2. Upon a faculty member's submission of a written request, all applicable receipts, and properly completed SPD and college forms, the Board will reimburse the faculty member for college course tuition/matriculation fees or seminar/workshop registration fees for activities completed as part(s) of an approved professional development plan, provided that all college and SPD procedures specified in the SPD Handbook have been satisfied in advance, and provided that the total amount of reimbursement for any five-year period does not exceed the cost of six Florida resident graduate semester credit hours applicable at the time of registration for the course(s)/event(s), unless in the judgment of the ~~Academic~~ Vice President for Instructional Affairs additional reimbursement is warranted.

17.09 Promotions

The instructional faculty, library faculty, and counseling faculty shall hold professorial ranks of Instructor, Assistant Professor, Associate Professor, and Professor.

A. General Considerations

1. Instructors, Assistant Professors, and Associate Professors shall be selected for promotion to the next higher rank upon recommendation to the President through the promotion process.
2. The principal criterion for promotion shall be teaching or job effectiveness.
3. Promotion to a higher professorial rank shall be awarded in order to recognize a faculty member's teaching or job effectiveness, professional development, and effective service as an educator.
4. A new faculty member without an earned doctorate degree shall be employed at the rank of Instructor. If a faculty position remains unfilled

after an attempt by a Search Committee to fill it, the faculty in the affected department and the Academic Vice President shall meet to determine whether or not the rank of Assistant Professor will be offered to subsequent applicants for that position.

5. The attainment of an earned doctorate from an accredited institution shall result in the automatic advancement to the rank of Assistant Professor. Such advancement shall take place according to the provisions of Section 15.03 Educational Achievement Incentive. Faculty members advancing in this manner shall not be eligible for further promotions until the conditions of Section ~~17.08A.6~~ 17.09A6 below are met.
6. No faculty member shall be eligible for consideration for promotion until two (2) full years have been served in a rank, and a promotion cannot take effect until the faculty member has served three (3) full years in a rank. A year in rank will run from August to August. ~~However, a faculty member who begins his or her employment during Term I of an academic year~~ However, a faculty member who serves one day more than half of the scheduled contract year (i. e. 83 days) shall be credited with having served a full year in rank for purposes of the promotion process. New faculty will be considered eligible upon completion of all requirements defined in 17.06 and 17.07 and two full years at the current rank.
7. Except as provided in 17.09A.5, changes in professorial rank shall not be made before the faculty member has earned continuing contract. Promotion and continuing contract can, however, be awarded simultaneously.

B. Requirements for Rank Advancements

1. Assistant Professor

The years spent as Instructor focus professional growth on activities directly associated with acculturation to PJC and teaching and learning. ~~Upon Successful~~ successful completion of both the Initial Credentialing Program and the Mentoring Program, ~~will be reflected in a teaching portfolio. Upon completion of an acceptable portfolio~~ and at least three academic years of demonstrated consistently successful teaching, a new faculty member will be considered for continuing contract. Upon earning continuing contract a faculty member will be ~~awarded~~ eligible for promotion to the rank of Assistant Professor.

2. Associate Professor

Upon promotion to Assistant Professor, a faculty member is expected to continue to model successful teaching and to add more service to the college, department, community and/or discipline if he or she wishes to advance in rank.

After at least two academic years as Assistant Professor, a faculty member may apply for promotion to Associate Professor ~~and submit a portfolio that is updated and expanded to include evidence of college service and service to the community and/or discipline.~~ Upon completion of an ~~acceptable portfolio and~~ at least three academic years of demonstrated consistently successful teaching, and service to the community and/or discipline, a faculty member may be considered for promotion to the rank of Associate Professor.

Faculty members awarded initial placement as Assistant Professor must successfully complete both the Initial Credentialing Program and the Mentoring Program, and complete at least three academic years of demonstrated consistently successful teaching, to be considered for continuing contract. Upon completion of ~~an acceptable portfolio~~, at least three academic years of demonstrated consistently successful teaching, and earning continuing contract status a faculty member will be ~~considered~~ eligible for promotion to the rank of Associate Professor.

~~The college and the PJCFA will offer SPD workshops on Building a Teaching Portfolio. The portfolio for promotion to Associate Professor, regardless of initial placement, will include all of the sections required for initial credentialing plus 1) Evidence of College Service; and 2) Community and/or Discipline Service.~~

3. Professor

Faculty members who have earned the rank of Associate Professor are expected to continue both modeling best practices in supporting student learning and demonstrating service to the college, department, community and/or discipline. Advancement to Professor carries with it additional obligations to both teaching and the institution. Those seeking advancement to Professor shall expand their responsibilities to include any or all of the following: act as mentors to junior faculty members and/or adjuncts, provide demonstrated committee leadership, conduct research, ~~and/or~~ present at conferences or forums, or help to develop conferences or forums, or serve as panel chairs for conferences or forums, or demonstrate substantive involvement in the academic life of the College mutually agreed to with the administration. To be considered for the rank of Professor, a faculty member must ~~submit an acceptable portfolio,~~

complete at least three academic years as Associate Professor, and demonstrate consistently successful teaching.

C. Process of Promotion

1. On or before November 15 rosters of eligible faculty members shall be sent to department heads and directors by the ~~Academic~~ Vice President for Academic Affairs.
2. On or before December 1 of each year, department heads and directors shall send written notification to faculty members who are eligible for promotion. Faculty members shall be selected for promotion from among those faculty members who are eligible and apply.
3. On or before February 1 of each year, each faculty member who is eligible for and desires promotion may submit a written application for promotion together with appropriate documentation to his or her department head or director. The College's official promotion application form (Appendix R) must be used. The complete promotion package shall not exceed a total of seventeen (17) fifteen (15) letter size single-sided pages. The documentation shall address teaching and/or job effectiveness, professional development and scholarly activity growth, and service to department, College, PJC, and service to the community, and/or discipline. (See Appendix S.) If a faculty member chooses not to submit student evaluations with the promotion application, the faculty member shall submit other evidence of teaching effectiveness. All of the materials submitted shall remain the property of the College.
4. Following the deadline date for submission of faculty promotion application forms and materials, the promotion process shall proceed according to the order and dates contained in the Promotion Process Chart which follows Section ~~17.08B.12~~ 17.09C.12.
5. At Level I of the promotion process, each department head or director shall review all promotion applications and materials submitted to his or her office and assign points for each applicant following the Faculty Promotion Criteria (F.P.C.) in Appendix S. Each department head shall consult with the involved dean and/or provost, discussing the applicants' packets and the points assigned.

Each department head or director shall use Appendix S to provide a written explanation of points assigned and a written recommendation for each applicant he or she recommends for promotion or an explanation of the reason(s) for not recommending promotion. A copy of Appendix S

shall be attached to the applicant's application packet for forwarding to the next level.

6. Not less than two weeks before the department head or director forwards the promotion materials to the next level, he or she shall invite each applicant within the department to discuss privately the content and assessment of his or her promotion materials, including the applicant's strengths and areas in which improvement is needed, a thorough explanation of the points assigned according to the F.P.C. and delineated on the completed Appendix S. If the faculty member chooses not to meet with the department head, he or she shall provide a written statement to that effect to be included in the packet. If the faculty member declines the conference and fails to provide such written notice, the department head/director shall still be considered to have met his or her obligation regarding the promotion conference.

At or before this conference the faculty member shall be given a copy of the completed Appendix S and any other material added to the packet since it was submitted by the faculty member.

At the conclusion of the conference, the department head/director and faculty member will complete Appendix T. The signed copy of Appendix T shall then be forwarded to the next level along with the faculty member's application package.

7. Each department head or director shall provide a written narrative explaining the process used to assess the promotion materials and to assign points and shall submit the explanation, application packets with Appendices S and T attached to the next level by the date specified in the Promotion Process Chart, Section ~~17.08B.12~~ 17.09C.12.
8. At Level II the appropriate provost shall review the promotion materials for his or her area of responsibility and shall determine that the faculty member has discussed his or her application packet with the department head or declined to do so as specified in Section ~~17.08B.6~~ 17.09C.6.

After reviewing all materials submitted, the provost or dean will endorse the department head's recommendation as specified in Appendix S (Page S-3) and will forward all application packets to the next level by the date specified in the promotion process chart which follows Section ~~17.08B.12~~ 17.09C.12.

9. At Level III each Joint Promotion Committee (See Section ~~17.08C~~ 17.09D. below) member shall review all materials submitted and shall individually rank each applicant based on the material presented in the application materials. The individual Committee members' rankings shall

be averaged, and using this average the Committee shall develop a prioritized list of applicants. The Committee shall list the names of the faculty members it recommends for promotion, the number of which is specified in Section ~~17.08D~~ 17.09E.

Upon agreement by five or more members of the Joint Promotion Committee, the committee may recommend to the Academic Vice President a number of promotions different from that determined in accordance with Section ~~17.08D~~ 17.09E. If there are promotion packets a member of the Joint Promotion Committee feels may not meet the qualifications for promotion, the committee will consider each individual who may not meet the qualifications separately and vote as to whether that individual will be recommended for promotion. A vote to recommend promotion under these circumstances will require a vote of 5 or more members of the committee. Any recommendation that varies from Section ~~17.08D~~ 17.09E must include written justification by the Joint Promotion Committee.

The Committee shall forward the list of faculty members it recommends for promotion and all promotion materials to the next level by the date specified in the promotion process chart which follows (Section ~~17.08B-12~~ 17.09C.12).

10. At Level IV the ~~Academic Vice President~~ for Instructional Affairs shall review all materials submitted, determine that the specified process of promotion has been followed, and forward the prioritized list to Level V for approval.
11. Upon approval of promotions by the President of the College, and not later than May 7th, the Academic Vice President shall send to the provosts, deans, department heads, directors, and the President of the Faculty Association a listing of the candidates for promotion, indicating those who were awarded promotions. Concurrently, each applicant shall be sent a letter from the ~~Academic Vice President~~ for Instructional Affairs, on the same day by the same means of delivery, indicating the outcome of his or her promotion application. The letter sent to a faculty member denied promotion shall summarize the categories needing improvement. The faculty member shall include activities related to identified weaknesses in his or her professional development plan and shall receive credit towards the plan for completing those approved activities. One week following the mailing of the letters to the promotion applicants, a listing of those receiving promotions shall be forwarded to the Institutional Advancement Office for publication in the Green and White.
12. (Incorporate current chart)

D. Joint Promotion Committee

1. The Joint Promotion Committee shall consist of seven (7) members, three (3) members from the full-time faculty, and four (4) members from the academic administrative staff, one of whom shall be designated as the Chair. Committee members from the faculty shall hold the rank of Professor.
2. The President of the Faculty Association and the ~~Academic~~ Vice President for Instructional Affairs shall consult to select the seven (7) committee members on or before March 1. These members shall be appointed by the ~~Academic~~ Vice President for Instructional Affairs and shall be representative of the district.
3. Committee members shall serve from March 1 to May 7.
4. The Chair of the Committee shall vote only to break a tie.

E. Number of Promotions

The Board shall annually award a reasonable number of faculty promotions, the number of which shall normally be equal to the average number of promotions awarded over the past five academic years with a maximum yearly deviation of one promotion. Promotions resulting from the attainment of an earned doctorate shall be separate from and in addition to this number. The Board may, at its discretion, grant additional promotions. Upon the recommendation of the Joint Promotion Committee (as specified in Section ~~17.08.B.9~~ 17.09C.9), the Vice President for Academic Affairs, and the President, the Board may, at its discretion, grant fewer promotions. The awarding of fewer promotions shall not affect the five year average used to determine the number of promotions awarded in subsequent years.

17.10 Travel Expenses

Full-time faculty members shall be reimbursed for in-district and out-of-district travel in accordance with policies and procedures in effect at the time, when required, authorized, and approved.

The policies and procedures referred to above are as stated in the Faculty and Staff (Employee) Handbook and they will not be changed during the term of this Agreement unless mandated by the Florida Statutes or Florida State Board of Education Administrative Rules.

Any improvement in travel reimbursement accorded to non-faculty employees shall be offered, by letter of agreement, to faculty members on the same terms.

PJCFA 3/17/10