

# **AGREEMENT**

**Between**

**RIC/AFT**

**And the**

**Council on Postsecondary Education**

**2018-2021**



## **Table of Contents**

<b>ARTICLE 1: RECOGNITIONS AND DEFINITIONS</b>	<b>5</b>
<b>ARTICLE 2: COUNCIL ON POSTSECONDARY EDUCATION - RIC/AFT RELATIONSHIPS</b>	<b>6</b>
<b>ARTICLE 3: ACADEMIC FREEDOM</b>	<b>9</b>
<b>ARTICLE 4: SELECTION OF DEANS, VICE PRESIDENTS AND THE PRESIDENT</b>	<b>11</b>
<b>ARTICLE 5: DEPARTMENT CHAIRPERSONS</b>	<b>11</b>
<b>ARTICLE 6: DEPARTMENTAL ADVISORY COMMITTEES</b>	<b>16</b>
<b>ARTICLE 7: FACULTY APPOINTMENTS, RANK, AND EMPLOYMENT STANDARDS</b>	<b>17</b>
<b>ARTICLE 8: ANNUAL REVIEW OF FACULTY</b>	<b>20</b>
<b>A. The Process</b>	<b>20</b>
<b>B. The Criteria for Evaluation, Salary Increments, Promotion, and Tenure</b>	<b>22</b>
<b>C. Salary Recommendations</b>	<b>24</b>
<b>D. Promotions</b>	<b>24</b>
<b>E. Tenure</b>	<b>25</b>
<b>F. Nonrenewal</b>	
<b>ARTICLE 9: LEAVES OF ABSENCE</b>	<b>30</b>
<b>ARTICLE 10: FACULTY LOAD, CLASS SIZE, COURSE ASSIGNMENTS, AND SCHEDULING</b>	<b>36</b>
<b>ARTICLE 11: WORKING CONDITIONS</b>	<b>47</b>
<b>ARTICLE 12: GRIEVANCE PROCEDURE</b>	<b>52</b>
<b>ARTICLE 13: ALTERATION OF AGREEMENT</b>	<b>55</b>
<b>ARTICLE 14: NO STRIKE OR LOCKOUTS</b>	<b>56</b>
<b>ARTICLE 15: SAVINGS CLAUSE</b>	<b>56</b>
<b>ARTICLE 16: TERMINATION OF AGREEMENT</b>	<b>56</b>
<b>Appendix A: Salaries</b>	<b>57</b>
<b>Appendix B: Fringe Benefits</b>	<b>64</b>
<b>Appendix C: Summer Session</b>	<b>73</b>
<b>Appendix D: Extra Compensation Rates and Policies</b>	<b>75</b>
<b>Appendix E: Evaluation of Library Faculty Members</b>	<b>76</b>
<b>Appendix F: Annual Vacation for Calendar Year Library Faculty</b>	<b>77</b>
<b>Appendix G: Annual Vacation for Teaching Faculty on Calendar Year Appointments</b>	<b>78</b>
<b>Appendix H: Retiree Health Insurance Benefit</b>	<b>79</b>
<b>Memoranda of Understanding</b>	<b>80</b>

## **AGREEMENT**

In this Agreement entered into this 1st day July, 2018 by and between the Council on Postsecondary 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 Council on Postsecondary 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 Postsecondary 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 Postsecondary 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 Postsecondary Education unless otherwise specifically provided herein.
- 1.3 This Agreement shall not be construed to prevent the Council on Postsecondary 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 Postsecondary 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 Postsecondary 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 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 Postsecondary 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 POSTSECONDARY EDUCATION - RIC/AFT RELATIONSHIPS

### A. Council on Postsecondary Education Authority

- 2.1 The RIC/AFT recognizes that the Council on Postsecondary 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 Postsecondary 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 Postsecondary 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 Postsecondary 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 Postsecondary Education or any agent thereof.
- 2.6 The Council on Postsecondary 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 Postsecondary 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 each pay period from the wages of all members of the RIC/AFT. The State Controller shall forward promptly to the Treasurer of the RIC/AFT a check representing the amounts so deducted. The union dues 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 RIC/AFT who are to have union dues deducted from their salary check.
- 2.9 The Council on Postsecondary 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.

### C. Consultation

- 2.11 The Commissioner or the Commissioner's 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 Postsecondary 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 Postsecondary 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 Postsecondary Education will provide the RIC/AFT with a copy of the College budget request to the Council on Postsecondary Education the Council on Postsecondary Education Budget request (for the College) to the Governor, and the Council on Postsecondary 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 Postsecondary Education prior to any such meeting.

### E. Use of College Facilities

- 2.16 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.
- 2.17 A bulletin board shall be reserved for exclusive use of the RIC/AFT in a mutually agreeable location.
- 2.18 The RIC/AFT shall have the right to use faculty mail boxes and College e-mail for communications, including mass distribution.



## F. Nondiscrimination

- 2.19 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.
- 2.20 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.
- 2.21 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.
- 2.22 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 the teacher's 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 the teacher's subject, but the teacher should be careful not to introduce into the teacher's teaching controversial matter which has no relation to the teacher's 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 the faculty member speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As an individual of learning and an education officer, the faculty member should remember that the public may judge the faculty member's profession and institution by the faculty member's utterances. Hence the faculty member 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 the faculty member 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 the individual's views by the College, nor necessarily by the organization inviting the individual. 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 the faculty member is able to do so consistently with the faculty member's 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 develop the job description; 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.
- 4.12 In the event of an emergency vacancy, an acting Dean appointment may be made by the Provost/VPAA with input of faculty from the affected school and the RIC/AFT. However, if an interim Dean is to be selected, and the position of the interim Dean is to last longer than one academic year, the procedure for the selection of deans shall be followed.

B. Selection of Vice-Presidents and the President

- 4.13 The Council on Postsecondary 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. In the case of a search for President, and in the interest of a successful search and providing faculty counsel, the RIC/AFT President and the RIC Council Chair shall serve as faculty representatives on the search committee. In the case other top-level administrator searches faculty members shall be selected to serve on these committees by the RIC/AFT President and the RIC Council Chair.
- 4.14 In the event of an emergency vacancy, a temporary Vice President or other top-level administrative appointment may be made by the President with input from the RIC/AFT.

ARTICLE 5: DEPARTMENT CHAIRPERSON

## 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
- 5.2 Library faculty chairpersons shall exercise administrative responsibility related to library faculty within their department under the general direction of the Library Director and the terms of this Agreement. They shall evaluate teaching effectiveness and professional competence (See Appendix E) of librarians chiefly to insure improvement therein, but also as a basis for making recommendations to the Library Director concerning reappointments, non-renewals, salary increments, promotion, and tenure; submit requests for leaves of absence; submit written specifications for new faculty and for adjunct/part-time librarians; select or serve as chair of library faculty search committees; make recommendations on initial appointments; and perform whatever additional responsibilities are necessary for the successful operation of the department.

## B. Selection of Chairperson

- 5.3 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 the candidate's name forwarded.
- 5.4 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.
- 5.5 Prior to selection, the willingness of each nominee to serve as a department chairperson will be confirmed.
- 5.6 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.
- 5.7 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.
- 5.8 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 Provost/Vice President for Academic Affairs.
- 5.9 The Provost/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 the Provost/VPAA's own comment thereon to the President.
- 5.10 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.
- 5.11 Only the President may appoint or reject a department's nominee for department chairperson.
- 5.12 Normally the process for selection of a chairperson will be completed by February 1.

- 5.13 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

- 5.14 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 the department chairperson's term, or if the department chairperson 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

- 5.15 Department chairpersons shall be given an academic year contract (See 5.15). Department chairpersons shall receive salary supplements ranging from a minimum of \$4,994 to a maximum of \$7,061 (effective Spring 2019), from a minimum of \$5,119 to a maximum of \$7,238 (effective FY 2019-2020), and from a minimum of \$5,247 to a maximum of \$7,419 (effective FY 2020-2021).

If appointed for a second consecutive term, the department chairperson 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 Provost/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, the department chairperson 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 Provost/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.

- 5.16 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 Provost/Vice President for Academic Affairs after consultation with the appropriate dean and the department chairperson.

E. Summer Replacement Chairperson

- 5.17 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 Provost/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 the chairperson's 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

- 5.18 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

- 5.19 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 the department chairperson's 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 search committee, and either 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 Provost/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 the President 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 the President's designee before the candidate 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 Provost/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.

## B. Rank

- 7.7 There shall be four ranks for members of the teaching faculty as follows: Instructor, Assistant Professor, Associate Professor, and Professor.
- 7.8 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. The President shall have final authority to grant emeritus/a rank, taking into consideration the recommendations of the department, dean and Provost/VPAA.
- 7.9 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.
- 7.10 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.
- 7.11 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.
- 7.12 These provisions on rank shall apply to all members of the bargaining unit in all academic units and departments within the College.
- 7.13 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

- 7.14 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.
- 7.15 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.

- 7.16 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 the candidate's 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 the candidate's teaching time.
- 7.17 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 Provost/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.
- 7.18 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.
- 7.19 Terminal Degree. In all departments, the earned Doctorate from an accredited institution is normally the appropriate terminal degree except for the following:
- a. Professional Library faculty members: Master's degree in Library Science from an accredited library school (ALA) is the appropriate professional degree for academic Library faculty members.
  - 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 the faculty member's evaluation and the faculty member's chairperson's recommendations during a personal conference between the department chairperson and the individual faculty member prior to the submission of the faculty member's evaluation to the Administration. The recommendation of the departmental advisory committee shall be included. The evaluation and recommendation form, submitted to the faculty member on or about February 1, shall be read and signed by the faculty member to indicate that the faculty member 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 the faculty member 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 Provost/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 the chairperson's designee from two (2) to five (5) times during the evaluation period. The faculty member shall be notified of the observer's evaluation of the faculty member's performance after each observation and shall be offered constructive criticism, if appropriate, to enable the faculty member to improve the faculty member's 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 (sequentially the dean, then the Provost/VPAA, then the President) 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, the administrator shall immediately notify the department chairperson and the faculty member in writing stating the 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 of the academic 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 the department chairperson's academic work to the appropriate dean

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 for administrative competency of the Director of the Library is the responsibility of the Provost/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 the faculty member's 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 for the purposes of evaluating overall teaching effectiveness.
- 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 the faculty member's command of the subject, the faculty member's skill in organizing and presenting the faculty member's material with force and logic, the faculty member's intellectual integrity, the faculty member's enthusiasm for learning both within and without the classroom, the faculty member's ability to motivate students to intellectual curiosity, and the faculty member's 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 the dean's 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 the Instructor 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 the Instructor's third year if the Instructor is not to be reappointed beyond the fourth year. If the Instructor is not so notified by the President, the Instructor 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. Five 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 the faculty member's 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 of the faculty member's 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 the faculty member's 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 Postsecondary Education does a faculty member acquire tenure.

8.24 Dismissal and Suspension Under Tenure.

The parties wish to encourage open communication between administrators and faculty and agree that, whenever possible, problems should be resolved informally before these procedures are initiated. The parties agree that this Article shall not be used to restrain faculty members in the exercise of their academic freedom or their rights as citizens.

The parties agree that, except for serious misconduct, dismissal should occur only as the final step in a progressive disciplinary system and each instance of misconduct shall be judged solely on its own factual situation.

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 follows:

Discipline or removal of a tenured faculty member shall be for just cause.

Members of the faculty shall be disciplined by removal, suspension with or without pay, or any lesser form of discipline, or removed for one or more of the following reasons:

- a. Gross incompetence; or permanent inability to perform essential duties and responsibilities;  
or

- b. Serious and/or continued neglect of duty; or
- c. Moral turpitude. This provision shall not be interpreted so as to constitute interference with academic freedom.

Step One: The affected faculty member shall be informed in writing of the charge and, in line with the philosophy of open communication identified above, shall be given the opportunity to discuss the charges informally. Formal disciplinary or removal proceedings can only be initiated by the Provost/VPAA. After the informal conversation, the Provost/VPAA will decide whether or not to initiate formal disciplinary or removal proceedings by serving a written notice of intent to prefer charges upon the faculty member. If issued by the Provost/VPAA, this written notice shall set forth:

- a. The specific charges against the faculty member;
- b. The proposed penalty/consequence.

Step Two: The faculty member in question may, after consultation with a grievance officer of the RIC/AFT, then choose to ask for a faculty committee review of the case, or proceed to Step Three. If they choose a faculty committee, a faculty committee of five faculty members shall be assembled by the Provost/VPAA. This committee shall include faculty members from and outside the individual's department, and shall be developed with an eye to a fair hearing and strict confidentiality. The faculty committee shall be provided with the written notice which includes the specific charges and the proposed penalty.

Within 15 days of service of the written notice of intent to prefer charges, a meeting shall be conducted by the faculty committee with the faculty member, who may be accompanied by a private attorney and/or representatives of the RIC/AFT, to discuss the notice, the preferred charges, the basis of the charges, and the proposed penalty/consequence. In the hearing of charges of incompetence, the testimony should include that of faculty members and other scholars, either from Rhode Island College or from other institutions.

Within five days of the hearing, the faculty committee shall submit their findings and recommendations relating to the charge and the penalty/consequence to the President, along with the stenographic record of the meeting, and any relevant documents or evidence submitted by the faculty member.

Step Three: The President, within five working days of either the issuing of the notice including the charges and the proposed penalty, or if, the faculty member chose to involve a faculty committee, the receipt of the findings, recommendations and related materials of that committee, will conduct a meeting with the faculty member who may be accompanied by a private attorney and/or representatives of the RIC/AFT to discuss the notice, the preferred charges, the basis of the charges, and the proposed penalty/consequence.

Within 15 days of the meeting described above, the President shall, in writing, either:

- a. Withdraw the notice of intent to prefer charges, or
- b. Prefer charges, including a recommended penalty/consequence.

Step Four: Within 10 days of the receipt of the President's letter, the faculty member shall, in writing, either:

- a. Accept the President's decision, or
- b. Appeal, in writing, the President's decision to the Commissioner of Post-Secondary Education.

If the faculty member decides to appeal the President's decision, the President's recommended penalty/consequence shall be held in abeyance.

The Commissioner, or Commissioner's designee, shall conduct a hearing within 15 days, and shall issue a decision in writing within 15 days of the hearing.

Step Five: Within 15 days of the Commissioner's decision, the RIC/AFT, in consultation with the faculty member, shall decide to accept the Commissioner's decision, or to appeal it, under 12.11 of the collective bargaining agreement. If the RIC/AFT decides to proceed to arbitration, the Commissioner's recommended penalty/consequence for the tenured faculty member shall be held in abeyance up to six (6) months from the effective date pending the arbitrator's decision. The Commissioner's decision on non-tenured faculty shall be implemented immediately.

At arbitration, the burden of proof shall be on the College, which proof shall be by clear and convincing evidence.

- 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. Instructors in a continuing appointment who secure a tenure-track 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 the Assistant Professor's fifth year of tenure-credited service, an Assistant Professor shall either be recommended for tenure and promotion to Associate Professor or be notified that the Assistant Professor will not be reappointed beyond the next year. In exceptional cases, including those due to extenuating circumstances, a Department Chair, in consultation with the Dean and the Departmental Advisory Committee, may believe that a candidate not recommended for tenure and promotion can, within one year, sufficiently improve upon their candidacy to qualify for tenure and promotion. In those cases, upon the recommendation of the Department Chair, one additional year will be granted to the candidate in which to strengthen and resubmit a tenure and promotion application. The employment of faculty members who are granted this additional year, but are again denied tenure, shall end on June 30th of that year. Assistant Professors approved for tenure and promotion by the Council on Postsecondary Education shall be awarded tenure and promotion on July 1 of that year.
- 8.31 Associate Professors and Professors who begin their service at Rhode Island College in that rank will normally be considered for tenure during their third year of full-time service at this institution, but may petition the department chair for an earlier consideration. Associate Professors and Professors approved for tenure by the Council on Postsecondary Education shall be awarded tenure on July 1 of that year.
- 8.32 By June 30 of an Associate Professor or Professor's third year of service, an Associate Professor or Professor who does not have tenure shall either be recommended for tenure or be notified that the Associate Professor or Professor 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. Non-Tenured Faculty: Discipline, Dismissal and Non-Renewal

- 8.36 The RIC/AFT recognizes the authority of the College and the Council to suspend, dismiss or take other appropriate action against a non-tenured faculty member prior to the expiration of a term contract for just cause. Except for very serious misconduct, disciplinary action shall be progressive. A non-tenured faculty member may be disciplined for unsatisfactory performance related to gross negligence, serious misconduct, continuing neglect of duty, or moral turpitude. Prior to discipline being enacted, a term-limited faculty member shall have the opportunity to discuss the concern with the Provost/VPAA. Representatives of the RIC/AFT shall, upon the request of the faculty member, attend any meeting relating to proposed disciplinary action. A term-limited faculty member shall receive a written statement of reasons for any disciplinary action. If the faculty member considers such disciplinary action to be improper, he/she may appeal the decision in accordance with the grievance procedure.
- 8.37 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 the President's 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.
- 8.38 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 and the Provost/VPAA. 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.
- 8.39 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 the faculty member 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 the faculty member's regular duties at the College, the faculty member shall make application in writing to the faculty member's department chairperson who shall forward it through the appropriate Dean and Provost/Vice President of Academic Affairs 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 the faculty member shall return to the faculty member's 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, in consultation with the department chairperson and dean, 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 the faculty member proposes to take while on leave. The comprehensive plan shall be forwarded to the appropriate dean and must be approved by the Provost/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 Provost/Vice President for Academic Affairs from recommending more than 5% of the faculty for sabbaticals. The President, at the President's 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 Provost/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 the faculty member's 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 Provost/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 the faculty member 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 Provost/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 Provost/Vice President for Academic Affairs, a report of the faculty member's 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 the faculty member left for a period equivalent to one (1) year for each half year of leave upon the termination of the 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 Provost/Vice President for Academic Affairs the plan for study the faculty member 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 the faculty member 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 Provost/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 the faculty member's 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, the faculty member 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 the faculty member's 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 the faculty member 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, the faculty member is still unable to resume the faculty member's duties, the faculty member 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. All provisions of paid leave above shall apply in all cases where any employee covered by this contract whose spouse or domestic partner gives birth or adopts a child, when such leave is requested by the employee.

A faculty member upon request shall be granted a workload adjustment for one semester, either the semester in which the event occurs or the following one. In the case of a qualifying event which occurs between Commencement and the opening of the academic year, that event shall be treated as if it occurred in the fall semester. In the case of a qualifying event which occurs between the last day of the fall semester exam period and the first day of the spring semester, that event shall be treated as if it occurred in the spring semester. The workload adjustment shall include a complete release from teaching if so desired by the faculty member, so long as a full workload is maintained through creative/scholarly activities and/or service.

- b. Maternity Leave. In the event of pregnancy or adoption, leaves of absence shall be granted to faculty with six (6) months or more of service.

After all accrued 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 the employee's health care if the employee wishes to maintain coverage. All provisions of unpaid leave above shall apply in all cases where any employee covered by this contract whose spouse or domestic partner gives birth or adopts a child, when such leave is requested by the employee.

*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. All provisions of unpaid leave above shall apply in all cases where any employee covered by this contract whose spouse or domestic partner gives birth or adopts a child, when such leave is requested by the employee.

- 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 four (4) 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 four (4) 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 the individual was appointed to the administrative position but shall not be permitted to accrue any more seniority and other rights and entitlements until the individual 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 the individual's prior teaching experience and qualifications as a faculty member, the individual's salary history as a faculty member considering negotiated salary increases at Rhode Island College that have occurred during the individual's tenure as an administrator, and the average compensation of faculty members at the rank and department to which the individual 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 2017 and ending Spring 2019 and the four (4) semesters beginning Fall 2019 and ending Spring 2021.
- 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 (50 minutes or its equivalent) 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 and with Department Chairs, determine the classes that need to be taught in a given term in order for students to successfully maintain their progress toward degree completion. These courses will be designated as "required." No later than two weeks prior to the first day of class in the semester, department chairs, after consultation with the Dean, will establish a minimum anticipated enrollment for all required courses and will inform all faculty members of the status of their courses. If a designated required course has at least 70% of anticipated enrollment, the faculty member will receive full pay, but otherwise, the following formula will apply for these and all other courses. No later than one week prior to the first day of class, faculty members 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). If the one week deadline is missed, faculty will teach the course at full-pay. Faculty will have two days after notification to respond. Classes with fewer than five students are not eligible for the additional course preparation credit.

## B. Class Size

- 10.9 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

- 10.10 In recognition of the specialized duties required to coordinate and prepare for laboratory sections, faculty members shall be paid for laboratory coordination according to the following formula:

Number of Sections:	Preparation/Coordinator Load:
1-2	1 Faculty Load Hour
3-5	1.5 Faculty Load Hours
6+	2 Faculty Load Hours

- 10.11 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.
- 10.12 Laboratories in Psychology, Mathematics and Computer Science, and in Departments within the School of Business. Laboratory assignments (as distinguished from lecture/recitation portions of courses) in Psychology, Mathematics and Computer Science, and in Departments within the School of Business 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.
- 10.13 Technical Education Laboratories. Each contact hour of Technical Education laboratories shall be granted one-half (1/2) formula hours load credit.

## D. Special Programs

- 10.14 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.
- 10.15 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

- 10.16 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.
- 10.17 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

- 10.18 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.
- 10.19 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

- 10.20 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.
- 10.21 Faculty will record the total number of advisees as listed in the "My Advisees" section of MyRIC, on the workload forms that are completed at the beginning of each semester. Department chairs shall make advising assignments. Faculty will receive additional compensation for advising more than 30 students, as long as every faculty member in the department is advising at least 30 students from that department, unless the department chair and the dean otherwise agree. Compensation rates beyond 30 students shall apply to all faculty members, including department chairs, assistant chairs, and program directors. Each semester, the Director of Faculty Advising will distribute a report to deans, department chairs, and the RIC/AFT President about the advising totals of all RIC faculty members within each department. Faculty members who agree to accept advisees beyond 30 students shall be subject to assignment to the limit of, but not beyond, the range below to which they agree to be assigned. Advising beyond the 30 student limit will be compensated at the following rates:

31-45 advisees will be compensated at .5 formula load hour per semester

46-60 advisees will be compensated at 1 formula load hour per semester

61-75 advisees will be compensated at 1.5 formula load hour per semester

76-90 advisees will be compensated at 2 formula load hour per semester

91-105 advisees will be compensated at 2.5 formula load hour per semester

- 10.22 Advisement to Student Organizations. No faculty member shall be required to serve as a faculty adviser to a student organization unacceptable to the faculty member.

#### 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. Faculty members shall provide notice to their department chair of their application for research reassigned time. Research reassigned time shall be distributed by the Committee for Faculty Scholarship and Development based upon procedures codified in the Committee By-laws and approved by the RIC/AFT President, the Provost/VPAA and the RIC Council Chair. 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, and may not have more than 14 credits of workload overall for the semester.

- 10.27 The Committee for Faculty Scholarship and Development shall receive \$100,000 each year for use in Academic Years 2018-2019, 2019-2020, and 2020-2021. Additional funding of at least \$10,000 is to be awarded from the Provost/VPAA in July of each year. Funds not used in any academic year will be added to the following year's available monies.



10.28 A Committee for Faculty Scholarship and Development shall distribute funds for faculty research and development, and research reassigned time. The Committee will consist of four (4) faculty members appointed by the RIC Council, four (4) faculty members appointed by the RIC/AFT President, and the Director of the Center for Research and Creative Activity (appointed by the Provost/VPAA). Committee members shall be selected to broadly represent each of the College's Schools. The selection process for these committee members, their terms of service, and their duties including the approval process, shall be codified in Committee by-laws, and approved by the RIC/AFT President, the RIC Council Chair and the Provost/VPAA

The Committee shall:

- Develop clear proposal evaluation criteria based on a discussion with stakeholders.
- Award support for travel, conference attendance, supplies, professional and pedagogical activities, and other reasonable research related expenses.
- Offer opportunities for funding twice a year.
- Oversee faculty scholarship, research and development funding without differentiating among "scholarship," "research" and "development."
- Utilize a simple and standardized online application system. Smaller awards (for requests of \$1500 and under) will require only a brief application. Larger awards up to \$5000 may entail a more significant application process, as identified in Committee by-laws. Faculty members are eligible to apply for two awards, with no more than one large award application a year.
- Establish and maintain proposal deadlines, a review process, award procedures and other processes for the Committee's operation that will be reviewed and approved by the RIC/AFT President, the Provost/VPAA, and the RIC Council Chair and codified in the Committee by-laws.

The Committee's recommendations will be forwarded to the Provost/VPAA, who shall consult with the Deans. The Committee will list all of the applicants, project titles, requested amounts to be awarded, and reasons for refusals. The authority for awarding the funds shall be the Provost/VPAA's whose decisions regarding awards shall not be grievable.

#### I. Special Departmental Activities

##### 10.29 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.

### 10.30 Library

- a. Normally, Library faculty members shall be employed on a calendar year contract. Library faculty may request a change from a calendar to an academic year schedule, or vice versa. In that case, approval must be given by the Department Chair, the Director of the Library, and the Provost/VPAA. Library faculty members 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 Library faculty member shall be considered to represent three (3) hours of actual work and shall be deducted from the regular work week of the Library faculty member.

### 10.31 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 the faculty member's 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.

10.32 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.

10.33 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.

- 10.34 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

- 10.35 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 the faculty member's 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

- 10.36 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.
- 10.37 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.
- 10.38 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.
- 10.39 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.
- 10.40 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.
- 10.41 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. Joint Appointments

- 10.42 Research: Research requirements for a joint appointment may not exceed those of any other faculty member of the Home Department. Peer-reviewed research from the Secondary Department along with peer reviewed interdisciplinary research will be recognized by the budget-line or “Home Department.”
- 10.43 Service: Service requirements for a joint appointment may not exceed those of any other faculty member of the Home Department. At the beginning of each academic year, the Department Chairs of the Home and Secondary Department will jointly develop the service requirements for each Joint Appointee, especially as they relate to committees and department meeting attendance. Both departments should take into account the number of faculty in each department and the demands placed on the Department of Educational Studies by the various exogenous agencies to which joint appointee faculty members are required to respond.

Other service expectations in the Home or Secondary Department must be adjusted to allow for activities such as assessment and accreditation so as not to exceed the service requirements for any other faculty member. Given the unique service requirements of Joint Appointees, they may, without prejudice, opt out of serving on departmental committees, which entail significant hours of work, such as a curriculum or search committee, but they are not to be excluded from such committees.

- 10.44 Teaching: The Home and Secondary Department Chairs shall write agreements (hereinafter “MOU”) for each joint appointment clarifying the division of teaching load between the home and secondary department.

When practical as in the case of multidisciplinary courses such as Practicum, Joint Appointments should be jointly observed by a member of the Home and Secondary Departments in order to better assess the dual areas of expertise demonstrated by the joint appointment. Each department observer will use the evaluation instrument from his or her respective department.

Upon initiation of a search for each joint appointment, and for each current joint appointee, an MOU will be created by both the Home and Secondary Departments that will clarify the expectations of the joint appointment as related to teaching load in each department. The MOU will conform to the Collective Bargaining Agreement. For joint appointment positions being searched, the MOU will serve as the basis for the advertisement of the position, and all candidates for the position are to be made aware of the MOU. The MOU must be agreed to by both Deans and the VPAA, with the consultation of the President of the RIC/AFT.

For new faculty members, after the successful completion of the joint appointment’s first year, the jointly appointed faculty member may request modifications to the first MOU with the agreement of both the Home and Secondary Department Chairs and both Deans. If there is a disagreement, the VPAA will act as the tiebreaker. After the first year, the MOU may be revised upon request of the joint appointment faculty member, not more frequently than every three years.

- 10.45 Annual Review: Information or data requested of faculty shall conform to the Home Department's format. In the annual review, both the Home and Secondary Departments must have statements reflecting adequate progress towards tenure or promotion. If either department indicates that inadequate progress is being made, the department must provide specific feedback as to how the inadequacy should be addressed.
- 10.46 In Tenure and Promotion Review: For joint appointments, the chair in the Home Department solicits evaluation and recommendation from the DAC of the Home Department as well as from the chair and DAC of the Secondary Department (§8.9). The Home Department chair is responsible for making the ultimate departmental recommendation regarding tenure and promotion.
- 10.47 Joint Appointee Advisor: In order to provide advice and support to the joint appointees, and to the department chairs and DACs of the two departments, a Joint Appointee Advisor shall be appointed from among the current or previous joint appointments for a three-year term, with continuation for a second term by mutual consent and compensation consisting of 0.5 FLH per semester. The selection of the Joint Appointee Advisor will be made by the Vice President of Academic Affairs in consultation with the RIC/AFT President. The Advisor will meet with all joint appointees at least once a year, and will serve to educate the chairs and DACs about the unique role of the joint appointee, but will not have any direct role in tenure and promotion decisions.
- 10.48 Support: Joint appointments may direct a sabbatical request to either the Home or Secondary department (not both), with notification to the other department, based on the nature of the sabbatical request in consultation with the Department Chair and Dean. Joint appointments will qualify for sabbaticals at the same timeline as all faculty members.

Joint appointments are able to request funding or reassigned time for projects, papers, and other enterprises from the Deans of their respective Schools and the VPAA.

#### 10.49 **Joint Appointment Changes:**

Changes in the line of Joint Appointments may arise because of new opportunities, changes in faculty interest or focus, or difficulties in the original joint appointment. In all cases involving changes to a joint appointment, the President must approve the change based on the recommendation of the Provost/VPAA, the appropriate deans, and the appropriate department chairs.

- a. Making changes to a budgeted appointment. If a change in the primary department is requested (but the joint appointment will be retained), the requester needs to consult with the affected faculty member, the appropriate department chairs, and the appropriate dean(s), who need to consult with the budget office before the deans make their recommendation to the Provost/VPAA. If any affected party disagrees with that recommendation, they may submit a letter to accompany the dean(s) recommendation.
- b. Discontinuation of a Joint Appointment. The requester needs to clarify the terms under which a faculty member would be allowed to discontinue a joint appointment. This review needs to demonstrate new opportunities, changes in faculty interest or focus, or difficulties in the original joint appointment. The receiving department needs to agree to have the faculty member 100% in their department. The same procedure used for making changes to a budgeted appointment identified above (section a) shall be followed.

#### M. Assignment and Scheduling of Courses

- 10.50 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.
- 10.51 A faculty member shall normally be notified of the faculty member's class schedule no later than thirty (30) days prior to the beginning of the semester by being presented with a written dated copy of the faculty member's schedule.
- 10.52 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.
- 10.53 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.

#### N. Off-Campus Courses

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.

#### O. Courses Delivered Through Electronic Means

- 10.54 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 the Provost/VPAA. Faculty members may accept or reject opportunities to teach courses partially or fully through electronic means without prejudice.

## 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 the faculty member's individual obligations to the College.

### B. Calendar Committee

- 11.2 There shall be established a Calendar Committee whose function shall be to advise the President on the academic calendar exclusive of the Henry Barnard School. Such a committee shall be composed of members drawn from segments of the academic community and shall include faculty members appointed from a list submitted by the President of the RIC/AFT, as well as staff and administration. The chairperson and secretary of the committee shall be elected by and from its membership. The calendar shall be finalized five (5) years in advance. Each year, the Committee shall report to the President, not later than December 1, its recommendations for the next academic year yet to be scheduled. It is understood that the President shall make the final decision concerning the academic calendar.
- 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 the Principal by the Calendar Committee, the Principal shall so notify the Committee in writing stating the Principal's 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 the faculty member's College duties and assignments; therefore, the College expects that no faculty member will engage in any outside consultation or teaching activity which may prevent the faculty member 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 Provost/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 Provost/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 the faculty member wishes to teach in the forthcoming session. If the faculty member responds affirmatively, the faculty member shall indicate which courses, workshops, and programs the faculty member 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 the employee's official personnel file at any time during normal business hours and to file a statement in response to any item placed in the employee's file, provided, however, any letters of recommendation solicited in connection with the employee's employment shall not be available to that employee, or to the employee's 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 the faculty member's cost all documents in the faculty member's 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, rest room facilities, and, in new and newly renovated spaces (after September 1, 2018), convenient and private lactation rooms 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 There shall be established a Facilities Committee whose function shall be to advise the President on facilities, access, health and safety, and master planning. Such a committee shall be composed of members drawn from among faculty, staff, and administration. At least three of the faculty members shall be selected from a list submitted by the President of the RIC/AFT. The Vice President for Administration and Finance will serve on this committee ex officio. The chairperson and secretary of the committee shall be elected by and from its membership.

11.29 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 the VPAF's 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 the VPAF's 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 the VPAF's designee shall respond in writing confirming the meeting and invite those members of the VPAF's staff who may be directly concerned to participate in the discussion.

## H. Retrenchment

11.30 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, the faculty member shall so advise the College, and indicate the date the faculty member believes to be correct.

- f. In the event of program curtailment, the RIC/AFT may offer alternate modes of curtailment to the Council on Postsecondary Education for its consideration.

#### I. Transfer

11.31 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 the faculty member's outgoing department chairperson a comprehensive review of the faculty member's 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 the faculty member's 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

11.32 In the event that a faculty member intends to resign, the faculty member 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 Postsecondary 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 that faculty member's 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 Postsecondary 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 the member's 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 Winter 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 the aggrieved's 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 the aggrieved's 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 the President's 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 the President's decision, setting forth the reasons thereof in writing to the grievant and to the RIC/AFT President or the RIC/AFT President's designee no later than five (5) working days after having heard the grievance.

- 12.10 Council on Postsecondary 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 Postsecondary Education or the agent's 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 the Commissioner's designee shall hold an informal hearing with the grievant and a RIC/AFT Representative. The Commissioner or the Commissioner's designee shall communicate that individual's decision in writing to the aggrieved employee, the appropriate dean, the President, and the RIC/AFT President within fifteen (15) working days of the Commissioner's 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 Postsecondary 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 Postsecondary 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 Postsecondary 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 Postsecondary 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 Postsecondary Education agrees to make available to the aggrieved and/or the aggrieved's representative all data relevant to the grievance not privileged under the law which is within the possession of the Council on Postsecondary 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 Postsecondary Education

- 12.23 The grievant, the RIC/AFT, and the Council on Postsecondary 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 the grievant(s)' behalf.
  - d. To call upon others to give testimony in the grievant(s)' behalf.
  - e. To question, either personally or through counsel of the grievant(s)' 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 the chairperson's 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 Postsecondary 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, 2018, and shall remain in full force and effect until the 30th day of June, 2021.
- 16.2 It shall be automatically renewed from year to year thereafter commencing the 1st day of July, 2021, 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 \_\_\_\_\_,  
2018:

**For the Council  
On Postsecondary Education**

\_\_\_\_\_  
\_\_\_\_\_  
**Chairman, Council on Postsecondary Education**

\_\_\_\_\_  
\_\_\_\_\_  
**President, Rhode Island College**

\_\_\_\_\_  
\_\_\_\_\_  
**Director of Labor Relations  
Team**

\_\_\_\_\_  
  
\_\_\_\_\_

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

**Chief Negotiator**

**President of RIC/AFT**

**Past President, Member Negotiating**

**Member, Negotiating Team**

**Member, Negotiating Team**

## APPENDIX A

### SALARIES

#### A.1 Salary Structure: Salary Chart A:

As part of the implementation of the salary correction process recommended by the salary consultant, the salary charts shall be those proposed by the salary consultant. The parties shall begin the salary correction process recommended by the consultant in this 2018-2021 CBA, and intend to complete the salary correction process recommended by the consultant in the successor to the 2018-2021 CBA.

After implementation of the salary correction process recommended by the salary consultant, the median salary increment in each rank (salary increment six of thirteen salary increments between the minimum and maximum) of Salary Chart A (A.10) shall be fixed to the national average salary in rank for faculty members of institutions similar to Rhode Island College (large public master's granting institutions).

During each year of the 2018-2021 collective bargaining agreement a 2% inflationary factor shall be added to the salary charts.

The thirteen salary increments in each rank shall cover a range spread of 65%, with a midpoint difference of 15% at Associate, and 20% at Full. The increments will increase by 5% each increment prior to increment six (median), and 4% after that.

#### A.2 Salary Structure: Salary Chart B (Compensating at a Premium):

Faculty members in fields that are compensated at a premium, and for which the college may be at a competitive disadvantage in hiring, will be compensated and hired according to Salary Chart B (A.11), which shall be derived by increasing the increments of the Salary Chart A by 10%.

For the life of the 2018-2021 contract, the fields included in Salary Chart B are Computer Science and those in the School of Business.

All other faculty shall be compensated and hired according to Salary Chart A.

If there are substantial changes in compensation patterns during the life of the contract such that chairs are having substantial difficulty recruiting, hiring or retaining quality faculty, individual chairs, in consultation with the deans of their schools, may present evidence of the changing compensation pattern and petition for inclusion of their faculty in Salary Chart B. Approval for that shift must be given by the President of the RIC/AFT, the President of Rhode Island College, and the Chair of the Post-Secondary Council. The RIC/AFT and the Post-Secondary Council will negotiate which fields shall be included in Salary Chart B during each contract negotiation.

If a field is deemed to be no longer in Salary Chart B, the faculty affected will return to Salary Chart A and to the appropriate increment in that chart according to years in rank (or salary in the event the faculty member has fewer than six years of service), but shall not be reduced in salary.

#### A.3 Increment Placement:

Each year, the Salary Increment for each tenure-track or tenured faculty member shall be determined by placing faculty member into Salary Chart A or Salary Chart B according to rank, field, and years in rank. Under some circumstances, such as a higher initial hiring salary or a higher salary prior to promotion, faculty members with fewer than six years in rank shall be placed in the salary chart at a higher increment

than years of rank would suggest, but upon attainment of the sixth (median) increment, the faculty member shall remain at median until they have sufficient years in rank to qualify for a performance increment or earn an earlier placement into a higher increment through exceptional teaching, research or service.

As part of the implementation, all tenured faculty members promoted between 2013-2018 shall be placed into the Salary Increment which is +2 salary increments higher than the increment they would have otherwise qualified for according to years in rank, and shall then progress one increment per year until the sixth (median) increment is reached. If after the 2.5% increase of 7/1/2019, faculty members with fewer than six years in rank are currently making more than their years in rank would suggest, they shall be moved into the increment according to their salary, but no higher than sixth (median) increment. All tenure-track or tenured faculty members who are promoted effective July 1, 2019, and later shall be moved into the lowest salary increment in the next rank which provides a salary increase of at least 2.5%, and shall progress one increment per year until the sixth (median) increment is reached.

#### A.4 Performance Increments:

All tenure-track or tenured faculty members shall move up one salary increment per year until the sixth increment (median) is reached. After reaching the median, faculty will become eligible for salary increments according to the following schedule and will receive an increment increase if they are performing at or above expectations, and are recommended for incremental increases in accordance with Article 8.2

If in their annual review for that year, faculty members are performing at expectation, above expectation, or at an outstanding level (see performance rubric), they shall move

- To salary increment seven after seven years in rank.
- To salary increment eight after nine years in rank,
- To salary increment nine after eleven years in rank,
- To salary increment ten after fourteen years in rank,
- To salary increment eleven after seventeen years in rank, and
- To salary increment twelve after twenty years in rank.

Faculty members performing below expectation or unsatisfactorily shall remain at their current increment until they attain an annual performance review “at” or “above” expectation.

#### A.5 Exceptional Performance Increases

Department chairs in consultation with the Departmental Advisory Committee may at any time recommend faculty members for an early move to a higher salary increment in the case of truly exceptional teaching or professional competence (including research, leadership and service to the college, community, state or nation, or professional improvement), or in the case of changing national compensation patterns. These individuals shall be moved no more than one salary increment higher than their peers with similar time in rank, and shall thereafter progress one increment ahead of where they otherwise would be according to years in rank (or according to placement based upon salary if the affected faculty member has fewer than six years in rank). Upon promotion, a faculty member with an exceptional performance increase shall be placed in the next increment that provides a raise of at least 2.5%, but shall no longer be considered one increment ahead of their peers with similar time in rank. Faculty members may qualify for only one exceptional performance increase per rank. The Department Chair shall make a recommendation as part of the annual evaluation process. The President shall make the final decision about exceptional performance increases, and the decision shall not be grievable.

#### A.6 Performance Rubric:

Five Level Rating Scale	Descriptors	Descriptions:
5	Outstanding	Performance is superior, far above what is required. Employee consistently exceeds highest standards.
4	Above Expectation	Performance is consistently above normal expectations and standards. Excels when compared to others performing the same job.
3	At Expectation	Performance is consistent with what is expected and considered acceptable. Referred to as “doing a good job.” Understands and demonstrates basic principles, techniques and procedures necessary for efficient job performance.
2	Below Expectation	Performance is generally below the minimum requirements for the job.
1	Unsatisfactory	Performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action.

#### A.5 Starting Salaries:

Beginning in 2019-2020, minimum starting salaries for a new Assistant Professor shall be arrived at using the following formula:

1. The faculty member shall be paid the base minimum salary in rank for their relevant Salary Chart,
2. Plus one additional salary increment for a terminal degree, and
3. \$530 for each year of experience of teaching at the collegiate level, or each year of other relevant experience.

If market considerations suggest that faculty members should be hired at a salary higher than the base minimum of the relevant salary increment chart, the department chair may recommend a higher base minimum salary, which must be approved by the Dean and the Provost/VPAA. Upon a successful hire, that new base minimum salary shall then be used in part 1 of the above formula. Faculty members shall be placed according to this salary into the appropriate increment, and will progress as identified in A.3 and A.4.

#### A.6 Salaries for 2018-2019

- a. Faculty within the bargaining unit employed as of January 1, 2019 shall receive a general increase of 2.5% across-the-board, and then, if necessary be brought up to the minimum of the salary structure in rank. These changes will be effective January 1, 2019.

#### A.7 Salaries for 2019-2020

- a. Faculty within the bargaining unit employed as of July 1, 2019 shall receive a general increase of 2.5% across-the-board.
- b. All tenure-track or tenured faculty members shall also receive the Salary Correction amount for the 2019-2020, arrived at according to the following formula. The 2019-2020 Correction Amount shall be the difference between the faculty member's 1/1/2019 salary plus 2.5% and the faculty member's 2019-2020 Salary Increment, divided by 3.

#### A.8 Salaries for 2020-2021

- a. Faculty within the bargaining unit employed as of July 1, 2020 shall receive a general increase of 2.5% across-the-board.
- b. All tenure-track or tenured faculty members shall also receive the Salary Correction amount for 2020-2021, arrived at according to the following formula. The 2020-2021 Correction amount shall be the difference between the faculty member's 7/1/2019 salary plus 2.5% and the faculty member's 2019-2020 Salary Increment, divided by 2.

#### A.9 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 ( $\text{Base Pay}/180 \times 10$ .) 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 A.10:**  
**SALARY CHARTS: Salary Chart A**

<b>2018-2019</b>	<b>Minimum</b>						<b>Midpoint</b>	<b>Performance Increments</b>					<b>Maximum</b>
<b>Rank</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Assistant	\$55,278	\$57,932	\$60,714	\$63,629	\$66,685	\$69,887	\$73,243	\$75,970	\$78,799	\$81,733	\$84,777	\$87,934	\$91,208
Associate	\$63,595	\$66,649	\$69,849	\$73,203	\$76,719	\$80,403	\$84,264	\$87,401	\$90,656	\$94,032	\$97,533	\$101,165	\$104,932
Full	\$76,233	\$79,894	\$83,730	\$87,751	\$91,965	\$96,381	\$101,009	\$104,770	\$108,672	\$112,718	\$116,916	\$121,269	\$125,785

<b>2019-2020</b>	<b>Minimum</b>						<b>Midpoint</b>	<b>Performance Increments</b>					<b>Maximum</b>
<b>Rank</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Assistant	\$56,383	\$59,091	\$61,928	\$64,902	\$68,018	\$71,285	\$74,708	\$77,490	\$80,375	\$83,368	\$86,472	\$89,692	\$93,032
Associate	\$64,867	\$67,982	\$71,246	\$74,668	\$78,253	\$82,011	\$85,949	\$89,149	\$92,469	\$95,912	\$99,484	\$103,188	\$107,031
Full	\$77,758	\$81,492	\$85,405	\$89,506	\$93,804	\$98,309	\$103,029	\$106,866	\$110,845	\$114,973	\$119,254	\$123,695	\$128,301

<b>2020-2021</b>	<b>Minimum</b>						<b>Midpoint</b>	<b>Performance Increments</b>					<b>Maximum</b>
<b>Rank</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Assistant	\$57,511	\$60,272	\$63,167	\$66,200	\$69,379	\$72,710	\$76,202	\$79,039	\$81,983	\$85,035	\$88,202	\$91,486	\$94,893
Associate	\$66,164	\$69,342	\$72,671	\$76,161	\$79,818	\$83,651	\$87,668	\$90,932	\$94,318	\$97,830	\$101,473	\$105,252	\$109,171
Full	\$79,313	\$83,122	\$87,113	\$91,296	\$95,680	\$100,275	\$105,090	\$109,003	\$113,062	\$117,272	\$121,639	\$126,168	\$130,867

**Appendix A.11:**  
**SALARY CHARTS: Salary Chart B**

<b>2018-2019</b>	<b>Minimum</b>						<b>Midpoint</b>	<b>Performance Increments</b>					<b>Maximum</b>
<b>Rank</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Assistant	\$60,805	\$63,725	\$66,785	\$69,992	\$73,353	\$76,876	\$80,567	\$83,567	\$86,679	\$89,907	\$93,255	\$96,727	\$100,329
Associate	\$69,955	\$73,314	\$76,834	\$80,524	\$84,391	\$88,443	\$92,690	\$96,141	\$99,721	\$103,435	\$107,286	\$111,281	\$115,425
Full	\$83,857	\$87,883	\$92,103	\$96,526	\$101,161	\$106,019	\$111,110	\$115,247	\$119,539	\$123,990	\$128,607	\$133,396	\$138,363

<b>2019-2020</b>	<b>Minimum</b>						<b>Midpoint</b>	<b>Performance Increments</b>					<b>Maximum</b>
<b>Rank</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Assistant	\$62,021	\$65,000	\$68,121	\$71,392	\$74,820	\$78,413	\$82,178	\$85,239	\$88,413	\$91,705	\$95,120	\$98,662	\$102,335
Associate	\$71,354	\$74,780	\$78,371	\$82,134	\$86,078	\$90,212	\$94,544	\$98,064	\$101,716	\$105,503	\$109,432	\$113,507	\$117,734
Full	\$85,534	\$89,641	\$93,946	\$98,457	\$103,185	\$108,139	\$113,332	\$117,552	\$121,930	\$126,470	\$131,179	\$136,064	\$141,131

<b>2020-2021</b>	<b>Minimum</b>						<b>Midpoint</b>	<b>Performance Increments</b>					<b>Maximum</b>
<b>Rank</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Assistant	\$63,262	\$66,300	\$69,483	\$72,820	\$76,317	\$79,981	\$83,822	\$86,943	\$90,181	\$93,539	\$97,022	\$100,635	\$104,382
Associate	\$72,781	\$76,276	\$79,938	\$83,777	\$87,800	\$92,016	\$96,435	\$100,025	\$103,750	\$107,613	\$111,621	\$115,777	\$120,088
Full	\$87,244	\$91,434	\$95,824	\$100,426	\$105,248	\$110,302	\$115,599	\$119,903	\$124,368	\$128,999	\$133,803	\$138,785	\$143,953

## 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 2018-2021 contract the health insurance benefits extended to bargaining unit members shall be those for which the Director of Administration has contracted in accordance with RIGL 36-12 including but not limited to health insurance, prescription, dental and vision/optical benefits.

The State shall, after meeting and conferring with the Union, have the right to offer any other health care plans to State employees during the term of this agreement provided participation is voluntary and such plans do not result in a higher employee co-share percentage. If the State offers such voluntary plans, those that elect to participate will be included in the pool of insured for the purpose of determining the working rate for the primary plan outlined in the Collective Bargaining Agreement. The provision shall expire at 11:59 P.M., June 30, 2021.

For the period between 7/1/2018 and 12/31/2018 the health insurance benefits, terms, premium sharing and costs shall be those negotiated in the 2015-2018 Contract.

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

<i>Effective July 1, 2018:</i>			
Individual Plan		Family Plan	
Less than \$107,373	20%	Less than \$53,686	15%
\$107,373 and above	25%	\$53,686 to less than \$107,373	20%
		\$107,373 and above	25%

The State will maintain the current health benefits through December 31, 2018, through a product provided by United Health Care, or a substantially equivalent package of benefits delivered through a PPO.

The Co-Share contribution Salary level for full time and part-time employees shall be increased based on the employee's annualized total rate of pay. The Co-Share percentage levels for eligible employees shall be increased by 2.5% effective January 1, 2019, by 2.5% July 1, 2019, and by 2.5% July 1, 2020.

<i>Effective January 1, 2019</i>			
Individual Plan		Family Plan	
Less than \$110,057	20%	Less than \$55,028	15%
\$110,057 and above	25%	\$55,028 to less than \$110,057	20%
		\$110,057 and above	25%



<i>Effective July 1, 2019</i>			
Individual Plan		Family Plan	
Less than \$112,808	20%	Less than \$56,404	15%
\$112,808 and above	25%	\$56,404 to less than \$112,808	20%
		\$112,808 and above	25%

<i>Effective July 1, 2020</i>			
Individual Plan		Family Plan	
Less than \$115,629	20%	Less than \$57,814	15%
\$115,629 and above	25%	\$57,814 to less than \$115,629	20%
		\$108,992 and above	25%

Employee Waiver shall be \$1,001 (prorated at \$38.50 per pay period).

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

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.

### **Wellness Program:**

Employees participating in the State's medical plan and who meet the wellness criteria established by the State, in consultation with the Union, shall receive a reduction in medical insurance co-share payments as set forth in the "Wellness Incentives" section below.

The Wellness Incentive program will integrate preventative and wellness behaviors into the medical plan. Examples of possible activities include completion of the Health Assessment, obtaining a primary care physician, wellness coaching programs, preventive screening, non-smoker or completion of smoking cessation program, and/or participation in a program that measures key points in assessing an individual's overall health, as set forth in the "Wellness Incentives" section below.

### **Health Insurance Benefits:**

The State will maintain the current health benefits through December 31, 2018, through a product provided by UnitedHealthcare, or a substantially equivalent package of benefits delivered through a PPO. Effective

January 1, 2019, the State shall offer three plan designs called Anchor Plus Plan, Anchor Plan and Anchor Choice with HSA Plan. These plan designs shall include the following components:

- A Medical Necessity program
- A PCP Coordination of Care program
- A Place of Service Tiering for Imaging Services program
- A Cancer Support program
- Bariatric Resource Services

**A) Anchor Plus**

In Network Deductible\* \$500 (\$1,000 family)  
In Network Out of Pocket Max\*\* \$1,000 (\$2,000 family)  
Out of Network Deductible \$1,000 (\$2,000 family)  
Out of Network Out of Pocket Max \$5,000 (\$10,000 family)  
In-Network Coinsurance 10%  
Out of Network Coinsurance 30%

\*The family deductible is cumulative, meaning any combination of items covered by the deductible paid by family members counts toward the deductible until the full amount of the deductible has been met.

\*\*The in-network out-of-pocket maximum is a combined out-of-pocket maximum with the pharmacy out-of-pocket maximum.

The following in-network copays shall be in effect for the Anchor Plus Plan:

- 1) Preventative care office visits are covered in full;
- 2) Office visit (non-preventative) PCP - \$15 copay;
- 3) Specialist office visit - \$25/\$50 copay (higher specialist copay applies without referral under PCP Coordination of Care);
- 4) Chiropractic care- \$15 copay;
- 5) Diagnostic tests (X-rays, blood work) – no charge;
- 6) Imaging (CT/PET Scans, MRIs)- coinsurance applies after deductible (covered in full after deductible if an imaging center is used);
- 7) Inpatient hospital –coinsurance after deductible;
- 8) Outpatient surgery-coinsurance after deductible;
- 9) Mental Health/Substance Use Disorder – inpatient: coinsurance after deductible, outpatient: \$15 copay;
- 10) Emergency room - \$125 copay;
- 11) Ambulance- covered in full;
- 12) Urgent care - \$50 copay;
- 13) Physical therapy, occupational therapy and speech therapy - \$15 copay.

**B) Anchor Plan:**

In Network Deductible\* \$1,000 (\$2,000 family)  
In Network Out of Pocket Max\*\* \$2,000 (\$4,000 family)  
Out of Network Deductible \$2,000 (\$4,000 family)  
Out of Network Out of Pocket Max \$6,000 (\$12,000 family)  
In-Network Coinsurance 10%  
Out of Network Coinsurance 30%

\*The family deductible is cumulative, meaning any combination of items covered by the deductible paid by family members counts toward the deductible until the full amount of the deductible has been met.

\*\*The in-network out-of-pocket maximum is a combined out-of-pocket maximum with the pharmacy out-of-pocket maximum.

The following in-network copays shall be in effect for the Anchor Plan:

- 1) Preventative care office visits are covered in full;
- 2) Office visit (non-preventative) PCP - \$15 copay;
- 3) Specialist office visit - \$25/\$50 copay (higher specialist copay applies without referral under PCP Coordination of Care);
- 4) Chiropractic care -\$15 copay;
- 5) Diagnostic tests (X-rays, blood work) – no charge;
- 6) Imaging (CT/PET Scans, MRIs) – coinsurance applies after deductible. (Covered in full after deductible if an imaging center is used);
- 7) Inpatient hospital- coinsurance after deductible;
- 8) Outpatient surgery- coinsurance after deductible;
- 9) Mental Health/Substance Use Disorder – in-patient: coinsurance after deductible, outpatient: \$15 copay;
- 10) Emergency room - \$150 copay;
- 11) Ambulance – Covered in full;
- 12) Urgent care- \$50 copay;
- 13) Physical therapy, occupational therapy and speech therapy -\$15 copay.

### **C) Anchor Choice with HSA Plan:**

Each member that enrolls in the Anchor Choice Plan with HSA shall receive an HSA contribution from the State in the amount of \$1,500 for individuals or \$3,000 for families. Fifty percent (50%) of each State HSA contribution shall be deposited on January 1<sup>st</sup> and 50% shall be deposited on July 1<sup>st</sup> during each year of the collective bargaining agreement.

The State will not pro-rate its HSA contributions for members enrolling after January 1<sup>st</sup> or July 1<sup>st</sup>.

In Network Deductible\* \$1,500 (\$3,000 family)

In network Out of Pocket Max\*\* \$3,000 (\$6,000 family)

Out of Network Deductible\* \$2,250 (\$4,500 family)

Out of Network Out of Pocket Max\*\* \$4,500 (\$9,000 family)

In-Network Coinsurance 10%

Out of Network Coinsurance 30%

\*The family deductible is cumulative, meaning any combination of items covered by the deductible paid by family members counts toward the deductible until the full amount of the deductible has been met.

The in-network and out of network deductibles and out-of-pocket maximums are combined deductibles and out-of-pocket maximums with the pharmacy deductibles and out-of-pocket maximum.

The following in-network copays shall be in effect for the Anchor Choice HSA Plan:

- 1) Preventative care office visits are covered in full;
- 2) Office visit (non-preventative) PCP- coinsurance after deductible;
- 3) Specialist office visit copay- 10% /30% after deductible. (Higher specialist coinsurance applies without referral under PCP Coordination of Care);
- 4) Chiropractic care- coinsurance after deductible;
- 5) Diagnostic tests (X-rays, blood work) – coinsurance after deductible;

- 6) Imaging (CT/PET Scans, MRIs) – coinsurance after deductible. (Covered in full after deductible if an imaging center is used);
- 7) Inpatient hospital- coinsurance after deductible;
- 8) Outpatient surgery-coinsurance after deductible;
- 9) Mental Health/Substance Use Disorder – in-patient: coinsurance after deductible, outpatient: coinsurance after deductible;
- 10) Emergency room copay- coinsurance after deductible;
- 11) Ambulance: coinsurance after deductible;
- 12) Urgent care copay-insurance after deductible;
- 13) Physical therapy, occupational therapy and speech therapy copay-coinsurance after deductible.

Employee Drug Copay: Effective January 1, 2019, the following in-network copays shall be in effect:

**A) Anchor Plus Plan and Anchor Plan:**

The drug copay for a 31-day supply shall be as follows:			
Tier 1	Tier 2	Tier 3	Tier 4
\$10.00	\$35.00	\$60.00	\$100.00

The drug copay by mail order shall be as follows:		
Tier 1	Tier 2	Tier 3
\$20.00	\$70.00	\$120.00

Mail order network pharmacies: 3-month supply of a prescription drug for two (2) copayments. Maximum fill is a 3-month supply.

**B) Anchor Choice with HSA Plan:**

On the Anchor Choice Plan with HSA, members shall pay the full retail rate for most prescriptions prior to meeting the deductible. However, if the medication is listed on the pharmacy benefit manager's preventive therapy drug list, the applicable copay amount shall apply instead of the full retail rate. For all covered drugs, after the deductible is met, the applicable copay amount shall apply until the applicable OOPM is met.

The drug copay after deductible for a 31-day supply shall be as follows:			
Tier 1	Tier 2	Tier 3	Tier 4
\$10.00	\$35.00	\$60.00	\$100.00

The drug copay after deductible by mail order shall be as follows:		
Tier 1	Tier 2	Tier 3
\$20.00	\$70.00	\$120.00

Mail order network pharmacies: 3-month supply of a prescription drug for two (2) copayments. Maximum fill is a 3-month supply.

The State will provide a vision/optical care program for the employee.  
Dental and Vision Programs:

**A) Dental:**

The State will provide a dental plan for the employees and their family. The coverage shall be \$1,200 through December 31, 2018.

Effective January 1, 2019, the State will provide a dental plan for employees and their family. The coverage shall be \$1,500 per calendar year, in addition to the enhancements below.

The State will offer benefit enhancements, including two buy-up options. Said modified plan enhancements shall include:

- Add sealants as a preventive benefit for children under age 14, covered at 100%
- Remove the \$400 inside maximum for periodontal services
- Increase the lifetime maximum for orthodontic services from \$850 to \$1,500
- Extend coverage to dependent children to age 26

For the buy-up plans, the additional cost above the modified plan shall be paid for by the employees choosing the buy-up at 100% paid through increased premium co-shares.

**B) Vision:**

The State will provide a vision plan for employees and their family. Effective January 1, 2019, the State will offer benefit enhancements, including buy-up option(s). Said modified plan enhancements shall include:

- Increase retail frame allowance from \$65 to \$100
- Increase elective contact lens allowance from \$18 to \$30
- Add a contact lens exam copay of up to \$30
- Extend coverage to dependent children to age 26

For the buy-up plans, the additional cost above the modified plan shall be paid for by the employees choosing the buy-up at 100% paid through increased premium co-shares.

**Flex Plan**

The State will offer a medical flexible spending account plan in addition to the dependent care flexible spending account plan. Flexible spending accounts permit employees to payroll deduct a portion of their pay on a pre-tax basis for the payment of qualified medical and dependent care expenses.

**Wellness Incentives**

In addition to the Diabetes Prevention Program, the following wellness incentives shall be available to employees up to a maximum of \$1000 per year.

**A) Rewards for Wellness**

1. Employees participating in the State's medical plan and who meet the wellness criteria established by the State, in consultation with the Union, shall receive a reduction in medical insurance co-share payments up to a maximum of \$500 per year. Activities shall be available for completion between January 1<sup>st</sup> and December 31<sup>st</sup> of each calendar year (an "activity year"). The earned reductions in medical insurance co-share payments shall be awarded to active employees participating in the State's medical plan in the first half of the calendar year following each activity year.

2. The Rewards for Wellness program will integrate preventative and wellness behaviors into the medical plan. Examples of possible activities include completion of the Health Assessment, wellness coaching programs, preventive screenings, non-smoker or completion of smoking cessation program, and/or participation in a program that measures key points in assessing an individual's overall health.

#### **B) Annual Preventive Exam Incentive**

1. Employees participating in the State's medical plan and who obtain a qualifying annual preventive exam will receive an annual one-time \$250 reduction in medical insurance co-share payments. Qualifying preventive exams are limited to the following: annual physical exam, annual gynecological exam, prenatal obstetrical exam. The earned reductions in medical insurance co-share payments for qualifying preventive exams obtained during a calendar year (an "exam year") shall be awarded to active employees participating in the State's medical plan in the second half of the calendar year following the exam year.
2. Employee spouses that are covered under the State's medical plan shall be eligible to participate in the Annual Preventive Exam Incentive. Employee policy holders participating in the State's medical plan whose spouse obtains a qualifying preventive exam during an exam year will receive an annual one-time \$250 reduction in medical insurance co-share payments. Qualifying preventive exams are limited to the following: annual physical exam, annual gynecological exam, prenatal obstetrical exam. The earned reductions in medical insurance co-share payments for qualifying preventive exams obtained during an exam year shall be awarded to active employees whose spouses participate in the State's medical plan in the second half of the calendar year following the exam year.

#### **C. Diabetes Prevention Program (DPP) Completion Incentive**

Employees that attend a minimum of 20 out of 25 sessions in the Diabetes Prevention Program (DPP), as certified by the program administrator (currently YMCA of Greater Providence), shall receive a one-time taxable \$500 cash incentive reward.

The co-share deductions per pay period are listed on the state website: <http://www.employeebenefits.ri.gov/Health Co-Share>

- 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 Postsecondary 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 the faculty member's 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 2019

The summer session salary for teaching summer school in 2019 shall be as follows (per formula hour):

<u>Rank</u>	<u>Salary</u>
Instructor	\$1,278
Assistant Professor	\$1,535
Associate Professor	\$1,791
Professor	\$2,046

#### Summer Session Rates in Summer 2020

The summer session salary for teaching summer school in 2020 shall be as follows (per formula hour):

<u>Rank</u>	<u>Salary</u>
Instructor	\$1,310
Assistant Professor	\$1,573
Associate Professor	\$1,836
Professor	\$2,097

- 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 \$273 per student per credit in the 2019 Summer I, \$280 per student per credit in 2019 Summer II, and \$287 in 2020 Summer.
- 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>Spring 2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Formula Rate Per Credit, for Course Carrying College Credit	\$1,322	\$1,355	\$1,389

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 \$79 per class hour of 50 minutes in Spring 2018, \$81 in 2019-2020 and \$83 in 2020-2021.

No academic year faculty shall receive as extra compensation, exclusive of summer session and department chairperson stipend, any more than 20 percent of the faculty member's 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 LIBRARY FACULTY MEMBERS**

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 the faculty member's 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 Postsecondary 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 the faculty member, such faculty member or the faculty member's estate shall be entitled to receive full pay for each day of vacation to the faculty member's 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 the library faculty member's regular rate of pay for the holidays specified above when such holidays fall on the faculty member's regularly scheduled work days, and shall be credited with the number of hours in the faculty member's official work schedule for that day; however, if a Library faculty member is required to work on a holiday which falls on the faculty member's regularly scheduled work day, the library faculty member shall be credited with the number of hours in the faculty member's 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 Postsecondary 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

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:

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For the RIC/AFT

\_\_\_\_\_  
For the Council on Postsecondary 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 Provost/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

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For the Council on Postsecondary Education and the  
College

Date: \_\_\_\_\_

Date: \_\_\_\_\_



MEMORANDUM OF UNDERSTANDING  
COURSES DELIVERED THROUGH ELECTRONIC MEANS COMMITTEE

Within thirty days of the ratification of this Agreement, the parties agree to engage members of the current RIC Online task force to examine issues related to developing and teaching courses and programs intended to use a fully online delivery format. -The committee, consisting of four administrative appointees and four RIC/AFT appointees, will recommend current and best practices related to class size, incentives for course development, technical and administrative support, and online course evaluation.

The committee shall complete its work by the end of the Spring 2019 semester for subsequent negotiation and then implementation at the opening of the Fall 2019 academic semester.

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For the RIC/AFT

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For the Council on Post-Secondary  
Education and the College

Date: \_\_\_\_\_

Date: \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING  
FACULTY ADMINISTRATIVE WORK COMMITTEES

Within thirty days of the ratification of this Agreement, the parties agree to establish three committees for the purpose of examining issues related to faculty members who take on additional non-chair administrative duties, and for making recommendations for improvements. The committee shall complete their work by the end of the Spring 2019 semester, for implementation at the opening of the Fall 2019 academic semester. The committees' composition and work will be as follows:

In response to agreed-upon need to regularize and clarify the duties (including accreditation), selection process and term length for Education Program Coordinators, and to develop equitable pay structures for those positions across the School of Education, a committee will examine the status quo and make recommendations for language for the elements identified above. The committee will consist of three administrative appointees and three RIC/AFT appointees.

In response to the agreed-upon need for regularizing and clarifying the duties, selection process and term length for faculty members who take administrative duties that are not those of chairs or Education Program Coordinators, and to develop equitable pay structures for those roles across the College, a committee will examine the status quo and make recommendations for language for those areas. The committee will consist of three administrative appointees, and three RIC/AFT appointees.

In response to the agreed-upon need for clear guidelines regarding assessment and accreditation duties and pay, a committee of six people will be formed, consisting of three RIC/AFT appointees, and three jointly-selected appointees.

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For the RIC/AFT

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For the Council on Post-Secondary Education and the College

Date: \_\_\_\_\_

Date: \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING  
COMMITTEE ON HBS CHAIR AND HBS PRINCIPAL DUTIES

Within thirty days of the ratification of this Agreement, the parties agree to establish a joint committee for the purpose of developing the roles and responsibilities of the Henry Barnard School Chairperson and Principal, both separately and in relationship to each other. The committee shall be comprised of three representatives designated by the President of the RIC/AFT, and three representatives designated by the Provost/VPAA. Included among the recommendations of the committee will be roles and responsibilities of the Chair and Principal relative to the annual evaluation and tenure and promotion process. The committee will forward its recommendations to the President of the RIC/AFT and to the Provost/VPAA by April 15, 2019, with any recommendations accepted by the parties to be implemented for the beginning of the Fall Semester 2019, unless the parties mutually agree otherwise.

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For the RIC/AFT

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For the Council on Post-Secondary Education and the College

Date: \_\_\_\_\_

Date: \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING  
FULL-TIME, NON-TENURE TRACK FACULTY COMMITTEE

Within thirty days of the ratification of this Agreement, the parties agree to establish a committee to examine the benefits and challenges of establishing full-time, non-tenure track clinical, and practice faculty who will be deployed as long-term members of the faculty.

The committee shall be composed of six members. The RIC/AFT shall recommend three members, at least one of whom shall have held a term-limited appointment, and three members appointed by the Provost/VPAA. The committee shall complete their work by April 1, 2019, with recommendations and implementation subject to negotiation between the parties.

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For the RIC/AFT

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For the Council on Post-Secondary Education and the College

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 2018-2021 (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 2018-2021 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 \$279 per student per credit in Summer 2019 and \$286 per student per credit in Summer 2020.

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 Provost/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

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For the Council on Postsecondary 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

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For the Council on Postsecondary Education and the  
College

Date: \_\_\_\_\_

Date: \_\_\_\_\_