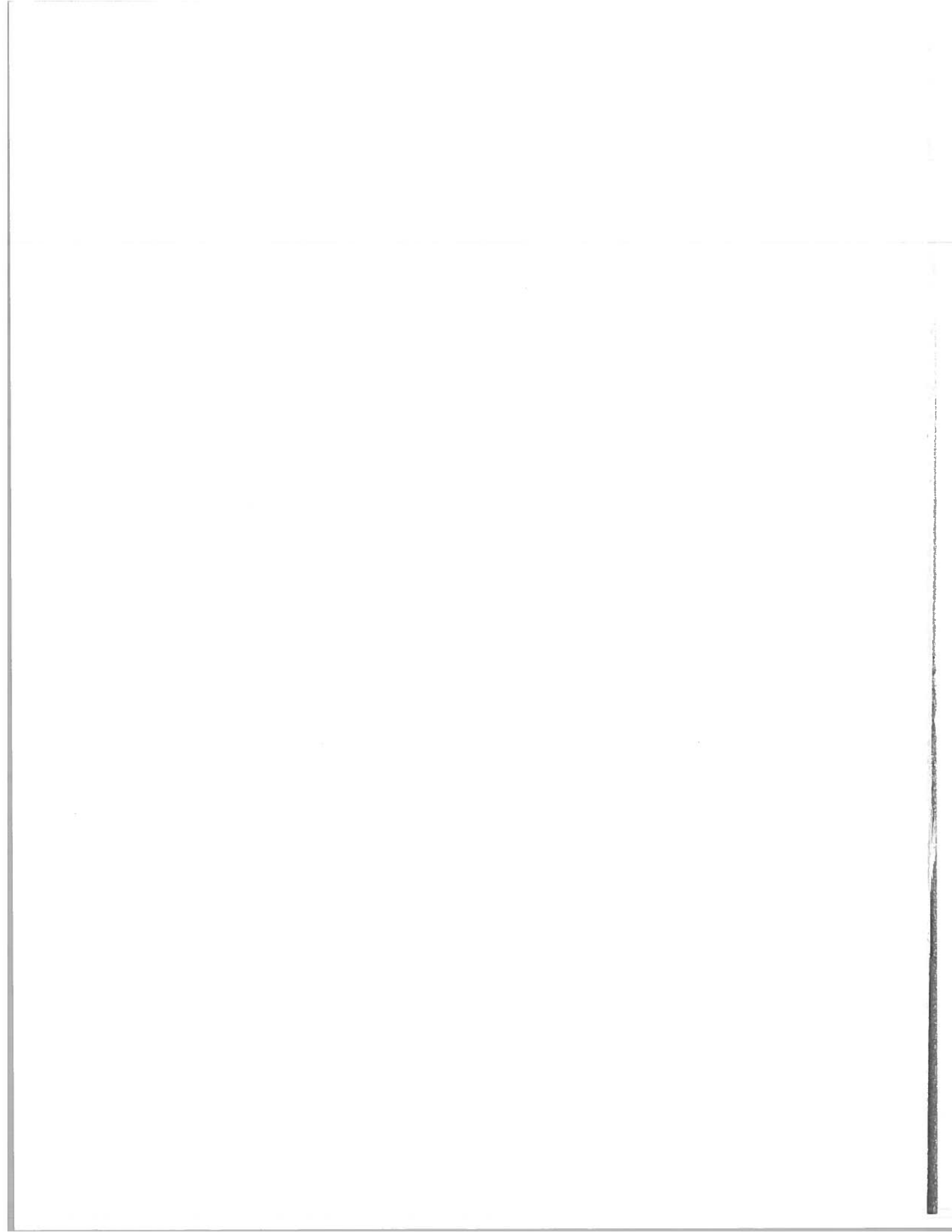


COLLECTIVE BARGAINING AGREEMENT

**University System of New Hampshire Board of Trustees
&
Keene State College Education Association**

July 1, 2014 - -June 30 2017



COLLECTIVE BARGAINING AGREEMENT
between
USNH Board of Trustees
Keene State College
and
Keene State College Education Association
July 1, 2014 -- June 30, 2017

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PREAMBLE

This Agreement between the Board of Trustees of the University System of New Hampshire for Keene State College (hereinafter called the "College") and the Keene State College Education Association, an affiliate of the National Education Association of New Hampshire (hereinafter called the "Association") is made and entered into on June 5, 2015, to set forth agreements reached between the College and the Association with respect to wages, hours, benefits and other conditions of employment for employees in the bargaining unit described in Article I, Recognition, which are effective July 1, 2014.

It is the intent of the parties to encourage harmonious relationships between the Faculty and the Administration, to promote the welfare of the student body, and to ensure continuation of the standards of excellence at Keene State College.

Article I RECOGNITION

The College recognizes the Association as the exclusive bargaining representative for all full-time faculty members and librarians employed at Keene State College pursuant to the Public Employees Labor Relations Board certification in Case No. U-0601, August 20, 2013.

Article II DEFINITIONS

- A. **Faculty Member** Any member of the bargaining unit except where otherwise limited.
- B. **KSCEA or Association** The Keene State College Education Association, affiliated with the National Education Association (NEA) of New Hampshire, its officers and agents.
- C. **College** Keene State College, the administration of Keene State College or the USNH Board of Trustees, its officers and agents. **USNH** University System of New Hampshire.
- D. **Board** USNH Board of Trustees.
- E. **PELRB** New Hampshire Public Employee Labor Relations Board.
- F. **DPEC** Department Peer Evaluation Committee.
- G. **FEAC** Faculty Evaluation Advisory Committee.
- H. **Library Faculty** Full time professional librarians, who are members of the bargaining unit.
- I. **Clinical Faculty** Full time, non-tenure track faculty members, who are members of the bargaining unit, and whose responsibilities typically focus on delivery of instruction with applied focus, as well as service.
- J. **Resident Artist** Full time, non-tenure track faculty, who are members of the bargaining unit, and whose responsibilities focus on teaching, service, and scholarship appropriate to professional artists.

Article III MANAGEMENT RIGHTS

The parties agree that all the rights and responsibilities of the College which have not been specifically provided for in this Agreement are retained in the sole discretion of the College and, subject only to specific limitations in this Agreement, shall include but not be limited to the following:

- A. The right to direct employees; to determine qualifications, promotion and tenure criteria, hiring criteria, standards for work, curriculum; to grant sabbatical and other leaves, and to hire, promote, transfer, assign, retain employees in positions, award reappointments; and to suspend, demote, discharge or take other disciplinary actions against an employee for just cause;
- B. The right to relieve an employee from duty because of lack of work or other legitimate reasons, as stated in Article XIV, Retrenchment;
- C. The right to determine the means, methods, budgetary and financial procedures, and personnel by which the College's operations are to be conducted;

- D. The right to take such actions as may be necessary to carry out the missions of the College in case of emergencies (provided that the College shall subsequently negotiate the effects of such actions on terms and conditions of employment of bargaining unit members);
- E. The right to make rules, regulations, and policies not inconsistent with the provisions of this Agreement and to require compliance therewith;
- F. Notwithstanding the aforesaid rights, the College hereby agrees to consult with the KSCEA before converting any faculty position to PAT status.

Article IV
ACADEMIC FREEDOM

The parties agree to abide by the 1940 AAUP Statement of Principles on Academic Freedom. These principles can be summarized as follows:

- A. It is the policy of the College to maintain and encourage full freedom, within the law, of inquiry, teaching, research, and publication. The College cannot fulfill its purpose of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and/or method.
- B. In the exercise of this freedom, the faculty member may discuss his/her own subject in the classroom; s/he may not, however, claim as his/her right the privilege of discussing in his/her classroom controversial matter which has no relation to his/her subject. The College is obligated to protect and defend faculty members from pressure and harassment connected with their academic and scholarly work.
- C. In his/her role as citizen, every faculty member has the same freedoms as other citizens. However, in his/her extramural utterances s/he has an obligation to make every effort to indicate that s/he is not an institutional spokesperson.
- D. Nothing herein shall be construed as an abridgment of rights guaranteed to the individual faculty member by the Constitution of the United States or the State of New Hampshire.

Article V
FAIR PRACTICES

The College and the Association agree not to discriminate against any faculty member because of race, color, sex, religion, marital status, national origin, disabilities, political affiliation, sexual orientation, lawful political activity, veteran status, membership or non-membership in, or lawful activities on behalf of the Association.

The College and the Association agree to comply with the Age Discrimination in Employment Act of 1967, as amended, and applicable sections of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992.

The College and the Association further agree that they shall not establish a residency requirement for faculty members.

Article VI
GRIEVANCE AND ARBITRATION PROCEDURES

- A. It is the objective of the parties to this Agreement to encourage the prompt and equitable resolution of grievances.
- B. A "grievance" is any dispute or difference concerning the interpretation, application, or claimed violation of any provision of this Agreement, or any specific policy incorporated by reference into this Agreement. A grievance may be initiated by a member or a group of members of the bargaining unit or by the KSCEA.
- C. The parties agree that, except as otherwise specifically provided in this Agreement, the orderly process hereafter set forth shall be the sole method used for the resolution of grievances.
- D. If a grievance is filed under this Article, neither the Grievant nor the Association shall file or process any unfair labor practice charge under RSA 273-A:5I(h) alleging that the Agreement has been breached by the College's conduct giving rise to the grievance, or that such conduct is in any way objectionable under law.
- E. A grievance shall be considered to be formally filed when it is submitted to Step One of this procedure.
- F. General Provisions

1. If a grievance is filed by the KSCEA, the KSCEA may initiate the grievance by filing immediately at Step Two.
2. Failure by the Grievant to comply with the time limitations of Step One shall preclude any subsequent filing of the grievance.
3. Failure by the Grievant at any step of this procedure to appeal within the specified time limits shall be considered acceptance by the Grievant of the decision rendered at the last step.
4. Failure by the College at any step to communicate its response within the specified time limits shall permit the Grievant to proceed to the next step. If the Step Two meeting does not take place within the time limits prescribed or within an extension of time mutually agreed upon; and if the failure to convene the meeting within such time limits is demonstrably the result of bad faith on the part of the College; and if the grievance is appealed to Step Three, the College will pay the full cost of the compensation and expenses of the Arbitrator. Any dispute over the identity of the party responsible for the failure to convene the meeting in a timely fashion will be resolved by the Arbitrator.
5. The time limits in this Article may be extended by mutual agreement.
6. Either party may choose to stop the clock for any grievance filed between the last day of classes of the Spring Semester and the first day of the next academic year. The clock shall resume on the first day of the academic year.
7. Any reference to "days" shall mean calendar days, unless otherwise specified.
8. The filing or pendency of a grievance under the provisions of this Article shall not prevent the College from taking the action complained of, subject however to the final decision on the grievance.

G. Procedure

1. Informal Consultation: The Grievant shall attempt to solve his or her grievance speedily and informally by meetings between those directly affected.
2. Step One - Grievance Consultation: If this informal discussion has failed to achieve a satisfactory resolution of the differences, the Grievant may request a settlement meeting from the appropriate Dean. The request for such a meeting must be made in writing, with a copy to the KSCEA, and should be made as promptly as possible but in no case shall it be made more than forty-five (45) calendar days after the Grievant has become aware of, or reasonably could have known, the action(s) being contested. The submission should describe the basis of the grievance, the relevant facts, provisions of the Agreement alleged to have been violated, the adjustment sought and documents supporting the grievance. The discussion at this level should be open, informal and directed toward developing a mutually acceptable resolution of the grievance. At his/her option, the Grievant may be accompanied at all such meetings by a representative of the KSCEA. The Dean will have twenty-one (21) calendar days in which to resolve the dispute and notify the Grievant and the KSCEA of the status.
 - a. Any resolution reached at this stage of the procedure will be non-precedent-setting and may not be cited by either party in arbitration as the basis for the resolution of any problem or grievance which may arise thereafter.
 - b. In the event both the KSCEA and the College agree that the resolution reached at this stage resolves a continuing or recurring issue in a mutually satisfactory way, they may certify in writing that the resolution will be precedent-setting.
3. Step Two - Grievance Conciliation: If the problem is not resolved to the grievant's and the KSCEA's satisfaction during the Grievance Consultation, the grievance may be submitted to the Provost.
 - a. The grievance may be filed only after efforts to resolve the grievance at the Grievance Consultation have been exhausted and must be filed no later than ten (10) days following the Dean's notification of the grievant and the KSCEA of the resolution, unless an extension of time for filing has been agreed upon between the grievant and the College.
 - b. The Provost will arrange a conciliation meeting to take place within thirty (30) calendar days of the receipt of a Step Two grievance; said meeting will include the grievant, a representative of the Association and representatives of the College appropriate to the problem to be addressed. The Provost will distribute copies of the grievance filings to all participants.
 - c. The Grievant, the KSCEA and the College have the responsibility to provide to the conciliation group documents which can be reasonably expected to contain evidence bearing on the case or which can be reasonably expected to lead to the discovery of such evidence. The college will coordinate the acquisition of such documents and prior to the initial meeting of the conciliation group, if possible. All documents shall be provided within fourteen (14) days after the initial meeting of the conciliation group. Additional relevant evidence not introduced at this Step may be introduced at Step Three.

- d. The conciliation group will meet to review the grievance and attempt to fashion a mutually acceptable resolution. The meetings shall be non-adversarial and each party will extend serious consideration to the views of the other parties. All parties will make available to the others all relevant documents and other evidence bearing upon the grievance.
- e. If the parties are able to reach consensus for the resolution of the grievance, the terms of that resolution, including any remedy agreed upon, will be recorded in writing and will be implemented promptly and in good faith by all parties. If consensus cannot be reached, this will be documented in writing.
 - i. Any resolution reached at this stage of the procedure will be non-precedent setting (except as noted in G.3.e.ii. below) and may not be cited by either party in arbitration as the basis for the resolution of any problem or grievance which may arise thereafter.
 - ii. In the event both the KSCEA and the College agree that the resolution reached at this stage resolves a continuing or recurring issue in a mutually satisfactory way, they may certify in writing that the resolution will be precedent-setting.

4. Step Three - Arbitration

- a. Any grievance which has not been satisfactorily adjusted under the Grievance Procedure may be submitted for settlement under the Arbitration provisions of this Article.
- b. An appropriate grievance as specified in Section B of this Article may be brought to arbitration by the Association only if written notice is served on the College within thirty (30) calendar days of the written documentation of failure to reach consensus at Step Two.
- c. Arbitration shall be conducted by an impartial Arbitrator mutually chosen by the parties. At the option of either party, a Board of Arbitration will be appointed instead, consisting of one (1) representative selected by the KSCEA, one (1) representative selected by the College, and an impartial Chair mutually chosen by the parties.

The procedure for arbitration will be as follows:

- i. An Association representative and a College representative shall communicate promptly to choose an Arbitrator but no later than ten (10) calendar days from the date of the demand for arbitration. The American Arbitration Association shall serve as the administrator for the parties. If no selection can be made within such ten (10) day period, then either party may request lists from the American Arbitration Association, and selections shall be made in accordance with the Rules of that Association.
 - ii. If the College contends at the hearing that the grievance under consideration does not raise an arbitratable issue, and the College has explained its position to the Association at least thirty (30) calendar days prior to the hearing, the Arbitrator or the Board of Arbitration shall first hear and determine separately in accordance with paragraph (d) below, the question of whether an arbitratable issue has been presented. If the Arbitrator or a Board of Arbitration decides that the issue or issues are arbitratable, then the Arbitrator or Board shall have the authority to further hear and determine the merits of the grievance.
 - iii. Hearings and post-hearing activities shall be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association.
 - iv. When a Board of Arbitration is used, the decision of a majority of the Board shall be the decision of the Board of Arbitration. Neither the Arbitrator nor any Arbitration Board shall have the power to add to, subtract from, modify, or disregard any of the provisions of this Agreement, nor shall the Arbitration or any Arbitration Board substitute their judgment for that of the College with regard to any grievance based upon a challenge of management right, subject to the provisions of this Agreement. In deciding a case before them, an Arbitrator or any Board of Arbitration may review whether or not the College has met a specific standard delineated in the Agreement alleged to have been violated.
 - v. Each party shall bear the expense of preparing and presenting its own case. The compensation and expenses of the Arbitrator or the impartial Chair of any Board of Arbitration shall be borne equally by the parties.
- d. Both parties agree to abide by the decisions of the Arbitrator or the Board of Arbitration but shall retain whatever rights they have under the law to challenge the decisions of the Arbitrator or the Board of Arbitration. Any appeal shall be filed within thirty (30) days of notice of the arbitration decision.
 - e. Unless otherwise mutually agreed, each arbitration hearing shall deal with no more than one (1) grievance.

Article VII
PERSONNEL FILES

- A. A personnel file exists as a record of an individual's personnel history, achievements, and contributions to the institution. The uses to which this file is put are important to the faculty member as well as the System. For this reason, personnel files are highly personal and confidential records, and it is important for the faculty member to know what is in his or her file. Authorized personnel and the faculty member determine the content of these files and both may be users of them. ("Authorized personnel" includes those designated by the institution and by the University System.)
- B. All materials within the personnel file, following enactment of this policy, are available for inspection and copying by the individual concerned, with the following exception: materials solicited prior to employment, such as letters of recommendation and files from previous institutions or employers. The individual unit member may make copies of any materials in his/her file at the applicable college rate.
- C. Unsolicited letters, comments or complaints about faculty behavior may or may not end up in the personnel file. Once a complaint has been received, discovery of the merits of the complaint, education of the faculty member, and protection of the complainant are the highest priorities. The faculty member shall be informed within thirty (30) days of such a complaint. Complaints shall be discussed between the Dean and the faculty member. In the case of fear of retaliation, protection of a student complainant shall require Dean discretion and anonymity until the end of the semester. If the complaint is found to have substantive merit, then a written complaint shall be placed in the personnel file in accordance with the provisions of this Article. An individual shall have the right to respond to any materials placed in the personnel file, and such response shall be made part of the personnel file appended to the original material. No material reflecting adversely on an individual's performance or related to any suspension, discharge or other disciplinary action against an individual shall be placed in the personnel file until the individual has been given a copy or notified of the material.
- D. Third parties are not entitled to inspect files. Information available to third parties is limited to name, position, salary and length of time of University System employment. (A third party is defined as a person or group other than the staff member, his/her designee, or an appropriate official of the University System or institution.) Officials of federal or state agencies may have access to personnel files only with a court order or by approval of the System legal counsel in accordance with federal or state regulations. If such access is authorized, each individual so affected will be informed.
- E. The personnel file shall include only pertinent materials and the file is subject to the above conditions. The personnel file is maintained by the campus Human Resource Office. Special files or other materials shall not be kept. Letters of caution, commendation, consultation and reprimand are considered to be of decreasing significance with the passage of time. Current information is given far greater weight than historical data. Should an individual desire to have materials removed from the personnel records which s/he feels to be incorrect or no longer relevant, s/he has the right to request removal. Such a request for removal shall not be unreasonably denied.
- F. Medical records, including mental health records, shall not be part of the employee's regular personnel file. Review of medical records, including mental health records, shall be limited to the necessary benefit administration personnel and the Provost. Any other access shall be only with prior approval of the employee and/or in accordance with Section D of the Article.
- G. No part of this policy shall be in violation of RSA 91-A, New Hampshire's "Right to Know" Law or RSA 275:56. Should new statutes become effective with regard to personnel files and records, the University System will react appropriately to comply with those statutes and will notify all personnel accordingly.

Article VIII
EVALUATION PROCEDURES FOR FULL-TIME TENURE TRACK FACULTY

The evaluation of the professional activities of all faculty in a public institution of higher education is essential for the maintenance of academic and professional standards of excellence. The purpose of faculty evaluations shall be to enhance the improvement of individual professional performance and to provide a basis for various personnel decisions. The parties have created guidelines for promotion and tenure and recommendations for promotion and tenure files. These are included in the KSC Faculty Handbook.

A comprehensive system for faculty evaluation effectively considers materials from students, peers, the immediate academic supervisor and from the faculty member himself/herself.

Faculty evaluations will include: A performance evaluation process for the purpose of professional improvement and contract renewal, and an evaluation process for promotion and tenure. Performance evaluation and recommendations for tenure and promotion in rank will be based on consideration of the following criteria:

1. **Teaching Effectiveness:** In a liberal arts college, teaching is the most important of faculty responsibilities and occurs in a multiplicity of formal and informal settings and models including lecture, seminar, internships, and independent studies. Faculty will provide high quality instruction in class, laboratory, studio and other settings, as evidenced by instructional materials and practices, through peer review and student evaluations.
 2. **Scholarship (Scholarship may include relevant professional activity):** Scholarship can be manifested in many ways, including publication, presentation, and performance. Professional activity often applies theory to practice or may involve work with professional associations. A common thread that runs through these criteria is that the work meets a standard of quality as determined by professional peers.
 3. **Service to the College and students:** College service may take many forms, but normally involves membership or leadership on standing or ad hoc committees at the level of the department, school or all-college. Service to students is primarily through formal and informal advising and mentoring. Teaching, advising and mentoring are overlapping activities of vital significance to the success and professional growth of both student and faculty.
 4. **When itemized in a letter of appointment, professional and/or administrative responsibilities:** The evaluation for promotion and tenure will utilize the performance evaluations as part of the materials reviewed. Evaluations of a junior faculty member shall address progress toward meeting criteria for tenure and shall address progress toward meeting criteria for promotion for those who plan to apply for promotion as indicated in section B.10.a below.
- A. Annual Information and Self-Evaluation Reports and DPEC Reports: At the completion of each academic year all faculty are required to submit an Annual Information and Self-Evaluation Report to their department chair or interdisciplinary program chair. This report is forwarded to the Dean and shall become a part of the faculty member's personnel file. The guidelines for this Report are located in the KSC Faculty Handbook.
- B. Performance Evaluations
1. Each September each department shall select a Department Peer Evaluation Committee (DPEC) from among the tenured faculty for each faculty member in his/her first or third year to be evaluated during the spring of that year. For departments having more than one faculty member to be evaluated, more than one DPEC may be selected. The size and composition of the committee(s) and the manner of selection of the members and chair shall be determined by the members of each department. The department, in consultation with the faculty member, is encouraged to designate a tenured bargaining unit member from another department to serve as a member of his/her DPEC for the purpose of conducting a more comprehensive evaluation.
 2. Each department shall operate under the Guidelines and Procedures for DPEC Evaluations which the KSCEA shall issue with each contract (See KSC Faculty Handbook). These Guidelines shall provide minimum procedures that each DPEC shall follow in order to ensure a full and fair deliberation of a faculty member's case. Nothing in the Guidelines shall contravene any provision of this Agreement. The Guidelines should address procedural issues only and are not intended to address evaluative criteria, standards of review, the weight to be given to criteria or other substantive matters.
 3. Departments will provide untenured faculty members with department-specific criteria and standards of review. Interdisciplinary Programs will provide departments and faculty with criteria and standards of review, when appropriate. Such criteria and standards are considered advisory in nature. Department and interdisciplinary program standards are designed to supplement and cannot contradict or supersede the contract or faculty handbook. Each department will publish its criteria and standards of review consistent with the Memorandum of Understanding on Page 40.
 4. The evaluation process begins with the individual faculty member, who is responsible for keeping and providing to DPEC complete and accurate records of all activities related to his/her professional growth and development.
 5. DPEC Performance Evaluations: The DPEC will submit a written performance evaluation to the dean for each faculty member in his/her first and third years of appointment.
 - a. For faculty in their first year of appointment, the Chair of the DPEC or designee will meet with the faculty member at the end of the first semester to informally review the faculty member's performance during the first semester.
 - b. DPEC reports shall have developmental and evaluative goals. Clear statements assessing progress toward promotion and tenure serve the best interests of both the faculty member and the College. DPEC may recommend non-renewal.
 - c. A DPEC report should be substantive and specific in addressing the faculty member's performance. In performance evaluations, as opposed to tenure and promotion evaluations, an important goal is faculty development; therefore, documented weaknesses should be accompanied by suggestions for improvement. A DPEC report will follow the template published with DPEC guidelines in the Faculty Handbook.

- d. The faculty member being evaluated will sign the DPEC report to indicate awareness of the content. The faculty member shall be provided a copy of, and have the opportunity to respond to, any material used in DPEC deliberations that s/he did not submit. To the extent that the faculty member disagrees with the DPEC report s/he may attach a statement of disagreement.
 - e. DPEC reports, which are advisory in nature, are due in the dean's office by June 1.
6. In the extraordinary event that DPEC fails to present a report by the deadline, the faculty member may, within the next two weeks, add up to three individual evaluation letters from department colleagues to his/her materials.
 7. Dean Performance Evaluations: Deans will provide performance evaluations for faculty in their schools/library by July 1 of a faculty member's first and third year, or in any year in which a non-mandatory DPEC is completed.
 - a. In making his/her evaluation and recommendations, the Dean will consider the DPEC reports, course syllabi, student evaluations, his/her assessment of teaching effectiveness, scholarship (which may include relevant professional activity), as well as service to the College and students, including academic advising, in the development of the overall performance evaluation. When appropriate, the Dean will also evaluate administrative responsibilities pursuant to Article XI.G.2 If the Dean disagrees with the DPEC report, his/her report shall explain why.
 - b. The Dean shall apprise each faculty member and the DPEC Chair of his/her evaluation and the Dean's recommendations before the evaluation report is submitted to the Provost.
 8. A copy of the performance evaluation shall be placed in the faculty member's personnel file with all pertinent documentation.
 9. The faculty member, department or Dean reserves the right to initiate the evaluation process for any year in which the faculty member is not scheduled for a performance evaluation. If the department or Dean initiates the process, then the Dean will notify the faculty member.
 10. Performance Evaluations for Tenured Faculty
 - a. Tenured assistant and associate professors who plan to apply for promotion to the next highest rank shall be evaluated every two (2) years. All other tenured faculty shall be evaluated once every five (5) years. A rotating schedule for this process will be established by each department in consultation with its Dean. However, tenured faculty applying for promotion must have requested to be evaluated within the last two (2) years prior to application.
 - b. Subsequent to promotion to Professor, faculty members shall write a reflective plan that includes a plan for their continued development in teaching, service and scholarship. This plan, which shall be completed within the first year after promotion to Professor will be submitted to the dean.
 - c. Tenured faculty who are to be reviewed will be reviewed in the fall semester.
 11. The following departments shall be recognized for the purpose of peer evaluation, including the establishment of guidelines and assignment of Chairs.

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| <i>1. Art</i> | <i>16. Journalism</i> |
| <i>2. Biology</i> | <i>17. Library</i> |
| <i>3. Chemistry</i> | <i>18. Management</i> |
| <i>4. Communication and Philosophy</i> | <i>19. Mathematics</i> |
| <i>5. Computer Science</i> | <i>20. Modern Languages</i> |

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|---|---|
| <i>6. Economics and Political Science</i> | <i>21. Music</i> |
| <i>7. Education</i> | <i>22. Nursing</i> |
| <i>8. English</i> | <i>23. Physical Education</i> |
| <i>9. Environmental Studies</i> | <i>24. Psychology</i> |
| <i>10. Film</i> | <i>25. Safety and Occupational Health Applied Science</i> |
| <i>11. Geography</i> | <i>26. Sociology, Anthropology, and Criminology</i> |
| <i>12. Geology and Physics</i> | <i>27. Sustainable Product Design and Innovation and Architecture</i> |
| <i>13. History</i> | <i>28. Theater and Dance</i> |
| <i>14. Holocaust and Genocide Studies</i> | <i>29. Women and Gender Studies</i> |
| <i>15. Health Sciences</i> | |

12. It is expressly understood that neither the Association nor any faculty member may file a grievance under Article VI regarding any action of DPEC or any faculty committee under this Section.
13. Upon the recommendation of the Provost, the President shall make final decisions on personnel matters arising from performance evaluations.
14. Performance-based non-renewal
 - a. Performance-based non-renewal decisions will be based upon consideration of the three criteria of teaching effectiveness, scholarship (which may include relevant professional activity), and service to the college and students, including academic advising, as well as administrative responsibilities where appropriate. Such decisions may also include a consideration of the disciplinary record of the faculty member.
 - b. A non-tenured faculty member who is notified of non-renewal of contract may grieve the decision based upon allegations that the procedure for non-renewal has been violated or that there has been a violation of Article V, Fair Practices, or that the decision was arbitrary or capricious. However, only a faculty member with more than two years of service at the College may have an arbitrator review whether or not the decision was arbitrary or capricious.
 - c. Pursuant to Article X.E.1, Faculty with fewer than two (2) years of service may be given one (1) semester's notice of non-renewal. The notice must be postmarked no later than January 10 or July 1.

C. Evaluation for Promotion and Tenure

1. By May 31, the Provost will inform those faculty who are eligible for promotion and/or tenure as defined in Articles IX and X. A copy of this notice will be sent to the Chair of the Faculty Evaluation Advisory Committee (FEAC) and to the Chairs and Deans. The Provost will inform each of these faculty members of the promotion and tenure review timetable and FEAC will inform the faculty members of the materials it requires for review.

2. Individuals to be considered for promotion and/or tenure must inform their Chair before September 1 of the year in which they will be considered so their department can constitute a DPEC.
3. The faculty member shall submit his/her materials for consideration for tenure and/or promotion to DPEC. After the faculty member receives a copy of the DPEC recommendation regarding promotion, s/he may withdraw the application within seven (7) calendar days. If the application is not withdrawn by this deadline, the review process will go forward to completion. If the application is withdrawn, the DPEC letter must be included in subsequent applications.
4. The file and the DPEC recommendation will be made available to the Dean who will write a separate recommendation and forward it to the Provost. FEAC will consider the file and DPEC recommendations and make its summary written recommendation available to the Provost with the complete file. A copy of each recommendation will be sent to the individual faculty member when it is forwarded. In cases where the FEAC and the DPEC have disagreed in their final recommendations on a candidate, the Provost will convene a meeting of representatives of the DPEC and the FEAC, along with the appropriate Dean (who must also have given his or her recommendation) to discuss the candidate's application. This meeting will occur without the candidate being present. This meeting will be held to assist the Provost in arriving at his or her own independent recommendation and to allow a sharing of viewpoints among DPEC, the Dean and FEAC.
5. FEAC shall be composed of eight (8) tenured faculty members from the upper three (3) ranks in accordance with a selection process determined by the KSCEA as outlined in the KSC Faculty Handbook. Each FEAC member will serve a two-year term. Terms will be staggered so half the membership of FEAC will be replaced every year.
6. A five-member panel of FEAC members evaluates individual faculty members for promotion and tenure. The procedure for selecting this panel is outlined in the KSC Faculty Handbook. The Committee shall operate under the Guidelines on Procedures for FEAC Evaluations, which KSCEA shall issue with each contract (See KSC Faculty Handbook). These Guidelines shall provide the minimum procedures that FEAC shall follow in order to ensure a full and fair deliberation of a faculty member's case. Nothing in the Guidelines shall contravene any provision of this agreement. The Guidelines should address process issues only and are not intended to address evaluative criteria, standards of review, the weight to be given to criteria or other substantive matters. Each FEAC is free to supplement such Guidelines should it deem it necessary provided it is in a manner consistent with the Guidelines.
7. The Provost will inform FEAC of the deadline for submission of FEAC's recommendations, which are advisory in nature. If these are not submitted by the stipulated deadline, the College will proceed without committee input. The faculty member's personnel file will be available for review by FEAC.
8. The College shall not arbitrarily reverse FEAC recommendations on promotion and tenure.
9. It is expressly understood that neither the Association nor any faculty member may file a grievance under Article VI regarding any action of the FEAC or any other faculty committee under this Section.
10. Recommendations for tenure will consider the program and enrollment needs of the College as addressed in Article XIV, Retrenchment.
11. The Provost will give his/her recommendations regarding promotions and tenure to the President of the College for review before transmittal to the Board of Trustees for final consideration. A copy of the Provost's recommendations will also be given to the faculty member and to the Chair of FEAC.

Article VIII-A

EVALUATION PROCEDURES FOR FULL-TIME CLINICAL FACULTY

- A. Performance evaluations of Clinical Faculty will be conducted by a department or program DPEC and Dean, and in promotion years will include FEAC and Provost review.
- B. DPEC evaluations will be conducted in the first and second year of a Clinical Faculty member's initial appointment, such evaluations due in the dean's office by June 1 of each year. The dean's evaluation will be concluded by July 1 of each year. These evaluations, as well as the classroom observations and student evaluations of fall of the third year, will serve as the basis for renewal decision by the dean in consultation with the department faculty, and such renewal will be communicated by January 10 of the Clinical Faculty member's third year.
- C. If renewed for a second term, such term will be four years, and a DPEC evaluation will be conducted in the fourth year and due June 1 in the dean's office. If the Clinical Faculty member intends to apply for promotion, DPEC, dean, FEAC and provost evaluation will be conducted in the fall of the sixth year on the same timeline as tenure-track faculty promotion. *Renewal* will be based on the fourth and sixth year DPECs, subsequent classroom observations and student evaluations, and

will be communicated by January 10 of the Clinical Faculty member's sixth year. The timing of these and all subsequent personnel actions are in the following table:

| Year | Action | Deadline |
|------|--|--|
| 1 | DPEC | Due to dean June 1 |
| 2 | DPEC | Due to dean June 1 |
| 3 | CF: none Dean: Renewal based on prior DPECs and fall semester evaluations | Renewal notification by January 10 |
| 4 | DPEC | Due to dean June 1 |
| 5 | None | |
| 6 | Fall DPEC (eligible for promotion to Associate CF) | Due to dean/FEAC October XX (this and other dates aligned with TT Faculty tenure and promotion timeline) |
| 7 | Promotion effective if granted; renewal based on DPEC and 6 th year teaching observations/evaluations | Renewal notification by January 10 |
| 8 | DPEC | Due to dean June 1 |
| 9 | None | |
| 10 | DPEC | Due to dean June 1 |
| 11 | Renewal based on 8 th and 10 th year DPECs and fall semester evaluations | Renewal notification by January 10 |
| 12 | Fall DPEC (eligible for promotion to CF) | Due to dean/FEAC October XX (this and other dates aligned with TT Faculty tenure and promotion timeline) |

- D. Clinical Instructors who are renewed for a second term are automatically promoted to Assistant Clinical Faculty rank upon renewal, having met that rank's requirement of a consistent record of successful teaching at that point. Clinical Faculty unsuccessful in applying for promotion are still eligible for renewal, and may reapply for promotion in subsequent years.

Article VIII-B

EVALUATION PROCEDURES FOR FULL-TIME RESIDENT ARTISTS

- A. Performance evaluations of Resident Artists will be conducted by a department or program DPEC and Dean, and in promotion years will include FEAC and Provost review.
- B. DPEC evaluations will be conducted in the first and second year of a resident artist's initial appointment, such evaluations due in the dean's office by June 1 of each year. The dean's evaluation will be concluded by July 1 of each year. These evaluations, as well as the classroom observations and student evaluations of fall of the third year, will serve as the basis for renewal decision by the dean in consultation with the department faculty, and such renewal will be communicated by January 10 of the Resident Artist's third year.
- C. If renewed for a second term, such term will be five years, and a DPEC evaluation will be conducted in the fifth year and due June 1 in the dean's office. If the Resident Artist intends to apply for promotion, DPEC, dean, FEAC and provost evaluation will be conducted in the fall of the sixth year on the same timeline as tenure-track faculty promotion. *Renewal* will be based on the fifth and sixth year DPECs, subsequent classroom observations and student evaluations, and will be communicated by January 10 of the Resident Artist's sixth year. The timing of these and all subsequent personnel actions are in the following table:

| Year | Action | Deadline |
|------|--|--|
| 1 | DPEC | Due to dean June 1 |
| 2 | DPEC | Due to dean June 1 |
| 3 | CF: none Dean: Renewal based on prior DPECs and fall semester evaluations | Renewal notification by January 10 |
| 4 | DPEC | Due to dean June 1 |
| 5 | None | |
| 6 | Fall DPEC (eligible for promotion to Associate CF) | Due to dean/FEAC October XX (this and other dates aligned with TT Faculty tenure and promotion timeline) |
| 7 | Promotion effective if granted; renewal based on DPEC and 6 th year teaching observations/evaluations | Renewal notification by January 10 |

| | | |
|----|--|--|
| 8 | DPEC | Due to dean June 1 |
| 9 | None | |
| 10 | DPEC | Due to dean June 1 |
| 11 | Renewal based on 8 th and 10 th year DPECs and fall semester evaluations | Renewal notification by January 10 |
| 12 | Fall DPEC (eligible for promotion to CF) | Due to dean/FEAC October XX (this and other dates aligned with TT Faculty tenure and promotion timeline) |

Resident Artists unsuccessful in applying for promotion are still eligible for renewal, and may reapply for promotion in subsequent years.

Article IX

RANK QUALIFICATIONS AND CRITERIA

- A. The following full-time tenure track faculty ranks will be recognized:
1. *Instructor*: The initial academic rank for full-time faculty appointments for those who have made some progress toward completion of formal advanced study appropriate to their position or other relevant experience;
 2. *Assistant Professor*: S/he shall have completed the terminal degree appropriate to his/her position;
 3. *Associate Professor*: S/he shall have completed the terminal degree appropriate to his/her position. Shall have a consistent record of successful teaching, of service to the college and students, including academic advising, and of scholarship (which may include relevant professional activity).
 4. *Professor*: S/he shall have completed the terminal degree appropriate to his/her position. Shall have documented a consistent record of development in teaching, of service to the college and students, including academic advising, and of scholarship (which may include relevant professional activity). Shall have documented a record of continuing development in his/her professional identity since the last promotion.
- B. By agreement at the time of appointment and upon recommendation of FEAC, the Provost may accept substantial appropriate professional achievement and/or professional certification in place of the terminal degree in certain fields. Such substitutions are anticipated to be rare relative to appointments normally made to the ranks of Assistant Professor, Associate Professor and Professor.
- C. All faculty tenured as of September 1, 1984, who have met the relevant time-in-rank criteria are eligible to be considered for promotion based on an evaluation of their teaching, service, and scholarly and professional performance.
- D. For library faculty, full-time employment in an appropriate library setting will be considered in lieu of collegiate teaching experience.
- E. Periods of Service
1. After the initial appointment at Keene State College, except as modified by E.2. below, tenure track faculty members may apply for promotion during the academic year in which they complete the following minimum periods of service at Keene State College:
 - a. From Instructor to Assistant Professor: Promotion from Instructor to Assistant Professor will be recommended by FEAC and the Provost upon official evidence of completion of the terminal degree;
 - b. From Assistant Professor to Associate Professor: Five (5) years;
 - c. From Associate Professor to Professor: Five (5) years.
 - d. One year of credit toward promotion to associate professor will be awarded for each year of service as an instructor at Keene State College, up to a maximum of two years.
 2. By agreement at the time of appointment, previous appropriate full-time service at other institutions of higher education shall be considered in meeting a portion of the above minimum time-in-rank criteria. Such substitutions are anticipated to be rare, relative to appointments normally made to the ranks of Assistant Professor, Associate Professor and Professor. The maximum

credit toward time-in-rank will be one (1) year for those appointed at the instructor rank and two (2) years for those appointed at the assistant or associate ranks.

3. The Provost may seek a recommendation from the FEAC and/or DPEC regarding a candidate's experience and credentials in determining qualifications for appointment to a given rank.

F. The following Clinical Faculty ranks will be recognized:

1. *Clinical Instructor*: The initial academic rank for Clinical Faculty appointments for those who have a Master's degree or equivalent experience, and limited teaching experience.
2. *Assistant Clinical Professor*: S/he shall have a consistent record of successful teaching, of service to the college and students, including academic advising, and of certification appropriate to the discipline.
3. *Associate Clinical Professor*: S/he shall have documented a consistent record of development in teaching, of service to the college and students, including academic advising, and of certification appropriate to the discipline. Shall have documented a record of continuing development in his/her professional identity since the last promotion. Shall have served at least five years at the rank of Assistant Clinical Professor.
4. *Clinical Professor*: S/he shall have completed advanced certification or credentials or have established a record of high distinction in professional activities since the last promotion, in addition to a consistent and successful record of development in teaching, of service to the college and students, including academic advising. Shall have served at least five years at the rank of Associate Clinical Professor.

Clinical Faculty positions are most appropriate to address needs within defined areas of teaching expertise or practice, including but not limited to studio, student teaching mentorship, laboratory oversight, applied lessons and practicum supervision.

G. The following resident artist ranks will be recognized:

1. *Resident Artist I*: The initial academic rank for resident artist appointments for those who have a Master's degree or equivalent experience, and limited teaching experience.
2. *Resident Artist II*: S/he shall have a consistent record of successful teaching, of service to the college and students, including academic advising, and of scholarship (which may include relevant artistic activities) Shall have documented a record of continuing development in his/her professional identity since the last promotion. Shall have served at least five years at the rank of Resident Artist I.
3. *Resident Artist III*: S/he shall have documented a consistent record of development in teaching, of service to the college and students, including academic advising, and of scholarship (which may include relevant artistic activities). Shall have documented a record of continuing development in his/her professional identity since the last promotion. Shall have served at least five years at the rank of Resident Artist II.

Article X CONTRACTS AND TENURE

A. The pre-tenure period at Keene State College for all tenure track faculty shall be a minimum of four (4) years in addition to previous full-time service as instructor or higher at other accredited institutions of higher learning, even if the total full-time service in the profession thereby exceeds seven (7) years.

1. Faculty members shall receive one-year contracts for their first six (6) years at the College, in accordance with other provisions of this Agreement.
 - a. After no more than six (6) years of full-time service, a faculty member will be granted tenure or notified that his/her appointment will not be renewed at the end of the following year.
 - b. Instructors are not eligible for tenure.

2. By agreement at the time of appointment to a tenure-track line, previous, appropriate full-time service at other institutions of higher education, or non-tenure track faculty service at Keene State, shall be considered in meeting a portion of the above minimum pre-tenure period.
 - a. The Provost will credit service at the rate of one (1) full year of college teaching outside Keene State College for one (1) year's time toward tenure.
 - b. The maximum credit toward time-in-rank will be one (1) year for those appointed at the instructor rank and two (2) years for those appointed at the assistant or the associate ranks.
 - c. Faculty meeting the time-in-service criterion may be considered for tenure prior to their sixth year at the College.
- B. During the tenure track faculty member's sixth year, s/he will be reviewed for tenure, in accordance with the provisions of the Evaluation Article.
- C. A faculty member will be reviewed for tenure only once.
- D. Faculty members who receive tenure shall not be terminated except for just cause, which shall be defined in accordance with AAUP standards for tenure.
- E. Notice of non-reappointment of a tenure track faculty member shall be given in writing, sent certified mail with return receipt requested, according to the following schedule:
 1. Faculty with less than two (2) years of service may be given one (1) semester's notice of non-renewal. The notice must be postmarked no later than January 10 or July 1.
 2. Faculty with two (2) or more years of service shall be given at least two (2) semesters' notice of non-renewal. The notice must be postmarked no later than January 10 or July 1.
 3. A faculty member who has received a notice of non-reappointment may request and shall be given an oral statement as to the reason(s) for the non-reappointment. Upon request, the reasons given orally will be provided in writing.
- F. When combined the number of Clinical Faculty and Resident Artists will not exceed 11% of the bargaining unit on the first day of the fall semester. Normally, Clinical Faculty and resident artist appointments will initially be for three years, assuming satisfactory performance as demonstrated by evaluation processes noted below, and renewable for subsequent four-year appointments (five year appointments for Resident Artists) as deemed appropriate by the hiring department and dean, and by institutional need as determined by the provost in consultation with the dean and department chair. Such determination of institutional need and/or satisfactory performance for renewal shall not be arbitrary or capricious. If a Clinical Faculty member or resident artist is not renewed, they will serve out the remainder of the academic year.
- G. Performance-based non-renewal decisions for Clinical Faculty or resident artist will be based upon consideration of the criteria of teaching effectiveness and service to the college and students, as well as administrative responsibilities and relevant professional activity, where appropriate. Such decisions may also include a consideration of the disciplinary record of the faculty member.
 1. A Clinical Faculty member or resident artist who is notified of non-renewal of contract may grieve the decision based upon allegations that the procedure for non-renewal has been violated or that there has been a violation of Article V, Fair Practices, or that the decision was arbitrary or capricious. However, only a Clinical Faculty member or resident artist with more than two years of service at the College may have an arbitrator review whether or not the decision was arbitrary or capricious.
 2. Pursuant to Article X.E.1, Clinical Faculty or resident artist with fewer than two (2) years of service may be given one (1) semester's notice of non-renewal. The notice must be postmarked no later than January 10 or July 1.
- H. For renewal, the file and the DPEC recommendation will be made available to the Dean who will write a separate recommendation and forward it to the Provost. A copy of each recommendation will be sent to the individual faculty member when it is forwarded. In cases where the Dean and the DPEC have disagreed in their final recommendations on a candidate, the Provost will convene a meeting of representatives of the DPEC and the Dean to discuss the candidate's application. This meeting will occur without the candidate being present. This meeting will be held to assist the Provost in arriving at his or her own independent recommendation and to allow a sharing of viewpoints among DPEC and the Dean.

Article XI
FACULTY WORKLOAD

A. It is agreed by the parties hereto that the provisions of this Article are intended for the sole purpose of maintaining or enhancing the academic quality of the College.

B. Customary Teaching Assignments

1. For all full-time tenure track teaching faculty, the normal teaching assignment shall be twenty-four (24) academic credit hours for the academic year.

- a. Normally, twelve (12) academic credit hours will be assigned in any one (1) academic semester.
- b. Laboratory, studio, clinic and activity courses shall be equated on the basis of three (3) contact hours per week being equal to two (2) academic credit hours; however, in no instance will contact hours per academic year exceed thirty-four (34), unless this maximum limit is waived by an individual faculty member.

2. Preparations

- a. No more than three (3) preparations per academic semester shall be assigned to a faculty member. Appropriate adjustments will be made for laboratory, studio, clinic, activity, performance groups and team taught courses which are offered for only a portion of a semester or are related to other lecture preparations.
- b. Student teaching supervision or internship supervision will not be counted as a preparation.
- c. In a team teaching situation, each teacher will be credited with a preparation.

C. From time to time faculty may be assigned coordination duties related to certain aspects of the academic program.

1. Certain coordination duties shall be granted credit hour equivalents according to the following schedule:

| <i>Credit Hour Equivalents per Semester</i> | |
|---|------------------|
| <i>Student Teaching</i> | <i>eight (8)</i> |
| <i>Theatrical Design</i> | <i>four (4)</i> |
| <i>Technical Theatre</i> | <i>four (4)</i> |
| <i>ITW and IQL</i> | <i>four (4)</i> |

2. If any other such academic coordination duties are added during the life of this Agreement, the appropriate equivalent shall be agreed to by the parties.

D. Supervising of Student Teachers

- 1. Faculty members assigned to supervise student teachers shall receive four (4) academic credit hours for each one (1) to eight (8) students they supervise.
- 2. No one shall be assigned more than twenty-four (24) students during any one (1) semester.

E. Independent Study: All independent studies for the Fall and Spring semesters shall be compensated at the rate of \$40 per credit hour. The faculty member must receive Dean approval for such independent study work prior to undertaking such work. The Deans will work with the departments to develop criteria for independent studies.

F. Overload

- 1. Overload assignments are not encouraged for KSC faculty and are especially discouraged for faculty whose assignments include reassigned time. Any additional assignment shall be designated overload.
 - a. Overload assignments may be scheduled according to department/divisional needs and with the consent of the faculty member, and shall result in either compensation as specified below or reduced workload in the subsequent semester.
 - b. For each academic credit hour above the normal 24 credit hour load, all faculty shall be compensated at the rate of \$1100 per credit hour.

G. Additional Reassigned Time

1. Options exist for faculty to be assigned or to apply for reassigned time. The potential purposes for reassigned time can be wide-ranging, but will normally be related to the three areas of teaching effectiveness, scholarship and related professional activities and service to the Collège, or administrative responsibilities as described in this section. All individual or departmental/program requests for reassigned time, whether for a semester, year, or longer, must be submitted to the Provost and may be approved at his or her discretion. All such reassignments will be documented in an appointment letter describing the assignment and its duration. The KSCEA President shall receive a copy of each letter of reassignment.

Examples of reassigned time include but are not limited to:

- a. A faculty member may apply for a one-course reduction in teaching load for the purpose of improving teaching. Only one such reduction will be granted every seven years.
 - b. A faculty member may be assigned, or may request, partial or full reassignment for purposes of leadership in a special role, for a special project or for coordination duties related to certain aspects of the academic program. Such administrative projects will be considered in the faculty member's overall workload for the year. However, it is understood that these duties may also be assigned to non-unit personnel.
 - c. A faculty member may request reassigned time for scholarship or research. When granted, such time will not be considered "significant College sponsorship" toward the development of any intellectual property developed during that time.
2. In some circumstances, a faculty member will be hired or will move into a position that has significant ongoing administrative responsibilities along with significant modifications to teaching, scholarship and service expectations. In these instances, the appointment letter (upon hire or upon assignment to this role) will clearly delineate the balance of expectations for the specific appointment. A copy of the letter will be shared with the KSCEA President, who may discuss the appointment with the Provost.
 3. The College and the KSCEA will decide by mutual agreement which reassigned time instances should be included in the contract.
 4. One course of reassigned time shall be granted to the Chairs of the Senate, the Academic Overview Committee, and the FEAC per year. The President of the KSCEA shall receive two courses of reassigned time per year. Two courses of reassigned time for the Fall semester only shall be given to the Curriculum Committee at least one of which will be given to the Chair of that Committee.
 5. In addition to annual professional enhancement funds and eligibility for other internal application-based funding, Clinical Faculty are eligible for enhanced professional development leave every seventh year. Such leave may take the form of reassigned time for up to two courses in total, over either a semester or an academic year. Such funding will be by application to the provost, with consultation and approval by the department chair and dean on both the project's content and on department staffing. Application will be made in the sixth year, and the dean and/or provost may propose alternative support based on college staffing needs. Clinical Faculty positions are not eligible for sabbatical leave or retirement transition incentives.

H. Office Hours

1. Faculty members shall maintain a minimum of three (3) office hours per week on three (3) different days per week during the regular semester.
2. Faculty will post and maintain their office hours and are encouraged to have evening office hours at least one (1) day per week to accommodate non-traditional students.

I. Academic Advising

1. Each department or interdisciplinary program that offers a major shall work with the Elliot Center to develop an equitable and effective advising program. The Provost or his/her designee shall work with the KSCEA to issue College-wide basic standards and guidelines for the development of these advising programs. Such guidelines will include examples of what might be included in an advising program, such as peer advising and course-based advising. The standards and guidelines will also indicate what administrative resources will be available to assist in developing and implementing these programs.

2. As part of these advising programs, each faculty member shall expect to be assigned student advisees and/or comparable service to students, such as advising student organizations or student honor societies. In no event shall the number of advisees assigned to any faculty member exceed twenty-one (21) students without the consent of the faculty member.
3. It is expected that every department and interdisciplinary program that offers a major will have an advising program in place.

J. Librarians

1. For all library faculty the normal teaching assignment shall be twelve (12) academic credit hours for the academic year.
 - a. Normally six (6) academic credit hours will be assigned in any one (1) academic semester
2. During the course of the calendar year, library faculty will be granted 20 scholarship days.

Such scholarship days must be used for original research, scholarly writing, visiting a collection or other scholarship related activity. They are not to be used simply to maintain currency in the faculty member's field, nor are they to be used for attending conferences, workshops, classes, etc. that are currently supported.

There is no requirement that a faculty member must request such days. Unused days will not roll over from year to year

Any such days will be scheduled by the faculty member in consultation with the Dean of the Library.

K. Clinical Faculty and Resident Artists

1. Teaching load of Clinical Faculty will normally be 16 credit hours per semester and the teaching load for Resident Artists will normally be 12 credit hours per semester with appropriate contact hours as determined by the department and dean. Ongoing expectations of reassigned time for responsibilities specific to each position will be articulated in the appointment letter. Overloads will be compensated at the KSCEA rate.
2. Service responsibilities to the department include attending and participating in department meetings and committee assignments, student advising/mentoring, and school- and/or college-wide service responsibilities.

L. In keeping with the traditions of a mature higher education community and in accord with our mission, the College and the KSCEA strongly encourage faculty participation in important ceremonies, events and tournaments. These include but are not limited to: Opening Ceremonies; All-College faculty meetings; Honors Convocations; the Academic Excellence Conference; Commencement and organized alumni visitations.

M. The teaching responsibilities and other duties of each faculty member as specified in this Article will be assigned by the Deans, subject to the approval of the Provost.

N. For each academic course taught by the faculty in the summer or winter term, the faculty member will be paid \$1225 per credit hour. Full compensation shall be paid when classes have six (6) or more students. Classes with less than 4 students will be cancelled. Classes with 5 or 4 students will be prorated at 5/6 and 4/6 respectively. Classes with 1-3 students will be compensated at the independent study rate per student. Faculty teaching multiple course sections in a summer or winter term will receive full pay for each section when enrollment averages 9 students per section, and the smallest enrollment in a section is 4 or more. Independent study rate shall be \$125 per credit (\$500 per 4-credit course). For music lessons during the summer or winter term, the faculty member will be paid \$45/ lesson hour for the duration of this Agreement.

In addition, the College will set aside \$30,000 to be used over the life of this Agreement to support professional development in connection with the College's summer programs.

O. Department Chairs

1. Each of the departments listed below will have a department Chair to serve as the academic leader of the department and to facilitate communication and operations between faculty and the deans. The leadership of department Chairs is key in managing the department's present and promoting its future and the goal of fostering student success.
2. Except in unusual circumstances, Chair duties shall be confined to the academic year. Such circumstances may include, but are not limited to, such activities as summer search committees, responding to unanticipated staffing needs, special equipment purchases, and the like.
3. Chair Responsibilities

The chair is the academic leader of the department and, as such, works in consultation with the members of the department. The chair serves as the liaison between the department and the administration.

The College shall provide administrative support to enable the chair and the department to efficiently and effectively fulfill responsibilities and expectations. While other faculty may assign work to administrative assistants, the chair has first priority on the use of such assistants.

As part of their service responsibilities, faculty shall cooperate with the chair in making sure department responsibilities are carried out. The chair delegates, oversees and facilitates the execution of these general departmental responsibilities. Such department responsibilities include but are not limited to:

- a. Conducting peer evaluation in a timely manner in accordance with the collective bargaining agreement
- b. Maintaining and updating an academic advising plan
- c. Curriculum planning and program assessment
- d. Coordinating and communicating between the department faculty and the library faculty/staff about collections, library instruction, and other library services and resources
- e. Maintaining a liaison with the Elliot Center and developing a process for determining transfer credit, course substitution, and waivers for major and minor requirements
- f. Responding to inquiries about department programs from current and prospective students both individually and in open houses

The chair's responsibilities also include the following specific duties:

- a. Call, preside at and keep records of department meetings
- b. Manage the department budget
- c. Attend College-wide chair meetings and other administrative meetings, advising the department of the content and results of such meetings as they impact department operations and curriculum. This shall include an annual meeting with the Dean to discuss department concerns and faculty service contributions.
- d. Designate faculty as department representatives and for service on College committees
- e. Convene and oversee screening committees for hiring new faculty in accordance with College policies and report departmental recommendations in a timely manner
- f. Develop and monitor teaching schedules arranged in accordance with College guidelines and the programmatic needs of students
- g. Convene and oversee department committees
- h. Organize and oversee DPECs. Ensure that DPECs are convened; that appropriate deadlines are established and that DPEC reports are prepared and submitted in a timely way. In accordance with Article VII, receive and review the DPEC reports to ensure that they reflect contract and DPEC guidelines and reflect consistent evaluation methods and standards.
- i. Advise faculty members of the receipt of any complaint of a student and make efforts to resolve student/faculty disputes before such matters reach the Dean, consistent with established College processes for such complaints.
- j. Provide input to the administration in the evaluation of administrative assistants.
- k. Recommend the hiring and retention of adjuncts; be aware of and follow the provisions of the collective bargaining agreement between the College and the Adjunct Association as it applies to them; follow any evaluation responsibilities for chairs delineated in the collective bargaining agreement between the College and the Adjunct Association. (See interpretative letter of understanding).

As part of the College's preparation for any renegotiations of the adjunct agreement, the chairs will be consulted as to any suggestions for change, including any changes to the evaluation system.

- P. Assistant Deans will have no supervisory authority which can impact a faculty member's workload or employment status.

Interpretative letter of understanding

The parties agree to the following interpretation of the chairs' evaluation responsibilities under the Adjunct Association collective bargaining agreement.

1. Chairs shall read and review the student evaluations of all adjuncts in their department each year but are not required to submit any written reports on such evaluations, except as may be required in performing the periodic formal evaluations provided for in Article 11 (G) and (H) of the Adjunct Association contract.
2. It will be the responsibility of the Dean to see that the student evaluations are collected from each adjunct and to maintain copies of such evaluations on file. The Dean's office will provide the chair with copies of all such evaluations for the chairs' review after they are collected at the end of each semester
3. Chairs are responsible for receiving and reviewing the syllabi and all other written materials relating to performance that may be submitted by or about an adjunct faculty member or oral commentary or complaints. However, chairs are not required to submit any written reports about such materials except as may be required in performing periodic formal evaluations provided for in Article 11 (G) and (H) of the Adjunct Association contract.
4. Chairs will perform classroom observations of adjuncts upon the request of the adjunct. Chairs have the discretion to observe an adjunct's class whenever there is a concern about the adjunct's performance. (Article 11 (F))
5. Chairs will follow the formal evaluation provisions of Article 11 (G) and (H) of the Adjunct Association contract.
6. With regard to the evaluation of non-unit adjuncts in their first four semesters, no formal written evaluations or reports by the chair will be required. However, each chair will read and review any student evaluations, will review the performance of such adjuncts and will provide his or her recommendation to the Dean as to whether such an adjunct should be appointed to a fifth semester of work.
7. It is understood the chair may from time to time responsibly delegate some of these evaluative functions to other members of the department, provided the chair does so in a manner that does not conflict with any provision of the Adjunct Association contract. Nonetheless, the chair carries the final responsibility for ensuring that all of these duties vis a vis the adjuncts are carried out.

8. Eligibility and Selection

- a. Eligibility to be Chair: Any full-time, tenured faculty member eligible to vote for a Chair in the department is eligible to be Chair after two (2) years of service in the department. No person may be elected or appointed Chair without his/her consent.
- b. Voting members: Bargaining unit faculty. However, it is understood that a 60% majority of the bargaining unit faculty in any department may decide to allow other non-unit members the right to vote.
- c. The Chair is elected by a majority of the voting members of a department. This procedure applies to the election of interim or acting Chairs. The Dean will be informed in writing of the results of the election.

In the event there is no agreement in the department, the Dean shall have the right to appoint an interim Chair for a period not to exceed six (6) months, provided, however, that the person shall not be an individual rejected by the voting members of the department. If at the expiration of this second period of time the department has still not agreed upon a new Chair, the Provost, or his/her designee, will assume the Chair's functions for that department until such time as the department can agree upon and elect a Chair.

- d. The Chair shall be elected no later than the end of the Fall semester with an effective date of the appointment the upcoming July 1. Newly elected Chairs shall normally serve three (3) year terms with a limit of two (2) consecutive terms.

9. Removal of the Chair

Non-performance. When the department Chair is not properly performing his/her duties in accordance with this Article, the Dean may remove the Chair from office. Prior to such a removal, the Chair shall be advised in writing of the reasons for the proposed removal, and shall have sufficient time to respond, in writing, to the Dean prior to a final decision being made.

Recall. The majority of the voting members of a department may request that the Dean remove the Department Chair and the Dean may, in his/her sole discretion, take such action. Only under exceptional circumstances would a Dean not honor a majority vote of a department for the removal of a department Chair. The request from the majority of the voting members must be signed by those faculty members making the request, and must contain reasons for the request. *A Department Chair can only be recalled after s/he has assumed the responsibilities of the position.*

A copy of the removal request will be provided to the Chair, and sufficient time will be allowed for the Chair to respond, in writing, to the Dean prior to his/her decision for removal. The recall process applies at any point after the Chair's election under Art.XI.4.

When such action is taken by the Dean, a special election must be held under the terms described above until the next regularly scheduled department election.

- 10. Evaluation of the Chair: Performing the duties of Chair shall be considered service to the College for purposes of promotion and tenure. Specific evaluations of Chairs (other than election and/or removal from office as described above) shall not be conducted.
- 11. Reassigned Time for the Department Chairs: See the following chart at the conclusion of Article XI.
- 12. Stipend: All department chairs will receive an annual stipend of \$4000.
- 13. Seat capacity (the number of students that may enroll in a class), including ISP courses, is set by departments in consultation with the dean. In the event there is disagreement between the department and dean, the seat capacity shall be set by the Provost after consultation with the parties. The Provost will not arbitrarily determine the seat capacity in a course.

Chairs will consider equity of workload (number of students taught per faculty member) among department faculty when making course assignments and schedules.

The parties agree that the distribution of faculty workload needs to be fair and equitable. The College and KSCEA will continue to discuss clear strategies that will provide this equity.

14. Additional Provisions

a. Professional development opportunities and training of value to the Chairs will be encouraged by the Provost's office. The College will provide a one time amount of \$500 to faculty serving their first term as department chair. This money may be used by the chair to attend workshops, conferences, or other activities, or to purchase materials that will assist the chair in developing his/her leadership skills and ability to serve the department.

b. Reassigned time: Chairs Reassigned Time Formula

| Size | Faculty FTE's | Reassigned Time | Departments |
|------|----------------|------------------|-------------|
| A | 0.00 to 3.99 | None | n/a |
| B | 4.00 to 13.99 | 2 courses (8.0) | 18 |
| C | 14.00 to 23.99 | 3 courses (12.0) | 9 |
| D | 24.00 & above | 4 courses (16.0) | 1 |

The full Time Equivalent faculty (FTE) for each department was calculated using Fall 2014 data and will be used for the life of the contract.

| Department | Fall 2014 FTE | 2014-15 RA Time | 2015-16 RA Time | 2016-2017 RA Time |
|--|--------------------------|----------------------------|----------------------------|------------------------------|
| <i>Art</i> | 18.3 | 12 | 12 | 12 |
| <i>Biology</i> | 13.5 | 12 | 12 | 12 |
| <i>Chemistry</i> | 8.7 | 8 | 8 | 8 |
| <i>Communications and Philosophy</i> | 13.6 | 12 | 12 | 12 |
| <i>Computer Science</i> | 5.7 | 8 | 8 | 8 |
| <i>Economics and Political Science</i> | 10.2 | 12 | 8 | 8 |
| <i>Education</i> | 32.3 | 16 | 16 | 16 |
| <i>English</i> | 15 | 16 | 12 | 12 |
| <i>Environmental Studies</i> | 7.8 | 8 | 8 | 8 |
| <i>Film</i> | 10.3 | 8 | 8 | 8 |
| <i>Geography</i> | 7.6 | 8 | 8 | 8 |
| <i>Geology and Physics</i> | 11 | 12 | 8 | 8 |
| <i>Health Sciences</i> | 17 | 12 | 12 | 12 |
| <i>History</i> | 10 | 8 | 8 | 8 |
| <i>Holocaust and Genocide</i> | 4.7 | 8 | 8 | 8 |
| <i>Journalism</i> | 6.2 | 8 | 8 | 8 |
| <i>Library</i> | | 8 | 8 | 8 |
| <i>Management</i> | 10.7 | 12 | 8 | 8 |
| <i>Mathematics</i> | 14 | 12 | 12 | 12 |
| <i>Modern Languages</i> | 11.3 | 12 | 8 | 8 |
| <i>Music</i> | 21.5 | 12 | 12 | 12 |
| <i>Nursing</i> | 5.9 | 0 | 0 | 0 |
| <i>Physical Education</i> | 14.9 | 8 | 12 | 12 |
| <i>Psychology</i> | 18.3 | 12 | 12 | 12 |
| <i>Safety and Occupational Health Applied Sciences</i> | 12.8 | 8 | 8 | 8 |
| <i>Sociology, Anthropology and Criminology</i> | 13.3 | 8 | 8 | 8 |
| <i>Sustainable Product Design and Architecture</i> | 10 | 8 | 8 | 8 |
| <i>Theater and Dance</i> | 12.1 | 8 | 8 | 8 |
| <i>Women and Gender Studies</i> | 4.3 | 8 | 8 | 8 |
| Totals: | 139.1 | 284 | 268 | 268 |

P. Interdisciplinary Program Chairs

1. Each interdisciplinary program identified below will have a program chair to serve as the academic leader and to facilitate communication and operations between faculty and the deans. All program chairs shall be full time faculty.
2. Except in unusual circumstances, program chair duties shall be confined to the academic year. Such circumstances may include, but are not limited to, such activities as summer search committees, special equipment purchases, and the like.
3. Program Chair Responsibilities: The program chair serves as the academic leader of the interdisciplinary program. Individual program chair responsibilities will be the same as those of department chairs in each instance where the chair's interdisciplinary program is the functional equivalent of a department. (See Article XI. Section N.3.)
4. Miscellaneous Provisions: Eligibility and selection of program chairs will follow the process outlines for department chairs. The procedure for removal of the program chair will also follow the guidelines for department chairs. Evaluation of program chairs will also follow the department chair process outlined in Article XI. Section N.3.
5. Compensation: Interdisciplinary program chairs will receive annual stipends and reassigned time according to the schedule below. The College and the Association agree that while responsibilities on Interdisciplinary Program Chairs are similar to those of Department Chairs, the workloads differ enough to justify different compensations schedules.

| Interdisciplinary Program | Annual Reassigned Time | Annual Stipend |
|----------------------------------|------------------------|----------------|
| American Studies | 4 credits | \$3500 |
| General Science | 8 credits | \$3500 |
| Integrated Thinking and Writing | 8 credits | \$3,500 |
| Integrated Quantitative Literacy | 8 credits | \$3,500 |
| Criminal Justice | 4 credits | \$3,500 |

Q. College committee workloads and limitations

1. For tenure purposes and for promotions prior to tenure, the College, DPEC and FEAC will only consider service on up to an average of two (2) college-wide committees (non-departmental) per year. Service beyond the two committee per year average shall have no bearing on such decisions.
2. First-year faculty members in this bargaining unit, who have no prior service credit, will have no other service obligations beyond the usual departmental obligations and first-year faculty orientation. These faculty shall not participate in DPEC.
3. Untenured faculty members will not be required to chair any college-wide committees but such service may be considered for promotion or tenure.

R. KSCEA and the College agree that ongoing and systematic documentation of student learning and reflection on what is learned from the assessment process is essential both for improvement of teaching and learning, curriculum revision and external accountability. To support the work of faculty in completing evidence-based decision making about programs and curriculum, the College will identify two days during the contractual period for departments to complete the work of outcomes-based assessment. While the collection of data, evidence or other materials necessary for systematic reflection should be routine and occur throughout the academic year, there is no expectation that the analysis and interpretation of the evidence by the department will exceed the days set aside for this purpose.

1. Because the Integrative Studies Program is a developing initiative, funding will be allocated annually for the life of this contract to compensate the faculty for completing outcomes-based assessment of the program (based on a schedule determined by the Associate Provost and Assessment Steering Committee). However, the parties agree that some of the ISP work may occur outside the contractual period.

2. This provision reaffirms the KSCEA/KSC Assessment Statement approved by the parties on November 20, 2008 and in the MOU on Assessment at the end of this agreement. The College will allocate funding, consistent with the Assessment Statement, each year to support faculty assessment work.
 - a. These funds will be allocated by the Assessment Steering Committee, composed of three (3) elected faculty, one (1) from each School, and three (3) appointed representatives of the Provost and one (1) representative from the KSCEA for a total of seven (7) members.
 - b. Specific guidelines for the committee will be developed by the steering committee. These guidelines and any changes will be subject to ratification by both the KSCEA Executive Board and the Provost. In general these monies are designated to assist departments/programs course-based and programmatic assessment activities.
 - c. These funds are intended to be used for such things but not limited to: conference costs, assessment instruments, consultants, and buying a one course reduction per year per department/program so a faculty member can focus on their department or program's assessment.
3. Faculty members are entitled and encouraged, but not required, to use assessment work as appropriate in their portfolio to document teaching effectiveness, scholarship and/or service.
4. Departments are responsible for curricular revisions resulting from assessment discussions.
5. The College will work with departments to provide appropriate resources and professional development experiences for faculty engaged in assessment activities.
6. Since programmatic learning outcomes assessment is about self-improvement, administrative intervention and involvement will be limited to collecting information from departments that 1) ensures that programmatic assessment is ongoing and 2) allows the College to meet federal, state or other accreditation requirements.

Article XII

WORK YEAR

- A. For tenure track teaching faculty, the work year shall begin the Monday of the week before classes begin and shall end two (2) weeks after the final day of examinations for the spring semester. Since the obligations of some Clinical Faculty positions are tied to external agencies and events (e.g., public school academic year, athletic playoffs) and designed to meet specific curricular needs, the contractual obligation for Clinical Faculty may flex to begin before KSC's academic year or end after the academic year.
- B. For library faculty, the normal work year shall be on a continuous year round basis.
 1. The exception shall be that, on an internally-established schedule approved by the Provost, one (1) librarian per year shall be able to take a leave without pay for the period beginning three (3) weeks after the final day of examinations for the spring semester and ending one (1) week prior to registration for the fall semester.
 2. Library faculty vacation
 - a. Library faculty shall receive thirty (30) days of paid vacation per calendar year (January 1 to December 31). Library faculty shall be eligible to carry over a maximum of five (5) days of vacation from one calendar year to the next.
 - b. Notwithstanding the above, the following applies to library faculty receiving sabbaticals:
 - i. Library faculty will not receive additional vacation during sabbaticals.
 - ii. Library faculty on full year sabbatical will have their pre-sabbatical vacation balance restored upon return from the sabbatical.
 - iii. Library faculty on a half-year sabbatical will be provided with up to five days of their unused vacations from prior to the sabbatical period plus the new year 30 day allotment effective immediately upon their return.
 - c. Vacation shall be scheduled at a time mutually agreeable to the employee and the Library Dean
 - d. A maximum of thirty (30) days of unused vacation shall be paid upon termination of employment or retirement.

- e. In the event that the library is closed during the December holiday period, librarians may elect to work in the library or work elsewhere on professional activity. This applies to those days not otherwise covered by official holidays.

Article XIII

SYSTEM-WIDE VACANCIES AND TRANSFERS

- A. Consistent with Equal Employment Opportunity legislation, faculty who desire to apply for vacancies within USNH shall be seriously considered for such vacancies before individuals not currently employed within the system are selected.
- B. USNH shall notify faculty and KSCEA of all academic, professional and administrative vacancies which exist within USNH as soon as such vacancies are advertised.
- C. Faculty members may only be transferred within USNH under extraordinary circumstances.
- D. No faculty member shall be reduced in rank, or lose time in service or rank, or lose tenured status as a result of transfer under Section C; nor shall s/he suffer a reduction in salary for the same or similar duties.

Article XIV

RETRENCHMENT

- A. Retrenchment as a result of financial considerations, program curtailment, elimination of courses or other reasons shall be applied as hereinafter set forth.
 - 1. The College retains the sole and exclusive right to determine the need for retrenchment, the magnitude of the retrenchment and the programs and disciplines within which retrenchment shall take place.
 - 2. The College shall notify the Association of any planned retrenchment and agrees to make available to the Association any financial or other data relating to the decision to retrench.
 - 3. The College shall give consideration to alternatives to retrenchment, such as attrition, shared load and reassignment, prior to retrenchment.
 - 4. When retrenchment becomes necessary, the College shall consider the following factors in deciding which faculty shall be retrenched:
 - a. Academic qualifications and teaching ability;
 - b. Projected staffing needs and ability of faculty to meet those needs;
 - c. Affirmative Action goals;
 - d. Seniority. When factors a., b., and c. are equal, seniority shall govern.
 - 5. Consistent with Section 4. (a.-c.) above, full-time faculty will not be retrenched when the needs giving rise to the retrenchment can be met by the termination of temporary employees.
 - 6. The College shall notify faculty members of retrenchment according to the following schedule:
 - a. For faculty with less than two (2) years of service, at least one (1) semester before the expiration of an appointment.
 - b. For faculty with two (2) or more years of service, at least two (2) semesters before the expiration of an appointment.
- B. Persons removed as a result of retrenchment shall be advised of the opportunity for re-employment in the same position at the College for one (1) year succeeding the retrenchment year. Persons removed as a result of retrenchment shall be advised of, and may apply for, other unit positions at the College which may become vacant for one (1) year succeeding the retrenchment year. Such faculty must apply for such vacancies within ten (10) days after receipt of notice, and they will be given preference for the position, if qualified, consistent with affirmative action goals.

The faculty member so reinstated or appointed under section (a) above shall not lose any of his/her previous seniority; however, s/he shall not accumulate seniority while retrenched. Any such offer of reinstatement or appointment under Section B. 1. above must be accepted within twenty (20) days of receipt of such offer. Faculty who are retrenched have an obligation to maintain with the College their current mailing address.

- C. Seniority under this Article shall be defined as length of service from most recent date of hire at USNH.

Article XV
SABBATICAL LEAVE

- A. Tenure track faculty members with the rank of assistant professor or above and Resident Artists with the rank of Resident Artist I or above become eligible for a sabbatical leave of absence for professional development upon completion of six (6) full years of full-time service in the rank of instructor or above, not including time spent on previous leaves without salary.
1. Subsequent eligibility for sabbaticals shall be upon completion of six (6) years of full-time **academic** years service upon return from the previous sabbatical.
 2. Leaves of up to one (1) semester with full salary or two (2) consecutive semesters with half salary may be granted. For library faculty the sabbatical will be for either six months at full salary or twelve (12) months at half salary. Twelve month sabbaticals will begin on July 1; six month sabbaticals will begin on either July 1 or January 1.
 - a. Such leaves shall constitute continuous service time for the purpose of general salary increases and benefits.
 - b. The faculty member will accrue service time in rank for promotion, tenure and seniority.
 - c. Sabbatical leaves are granted with the agreement that the recipient shall return to the service of the College for at least one (1) year or reimburse the full amount of salary received and the College's share of the benefits provided while on leave.
 - d. No such leave shall be considered a termination or breach of the contract of employment and the faculty member on sabbatical leave shall be entitled to the same position occupied prior thereto except as affected by the operation of Article XIV, Retrenchment.
 3. A sabbatical leave is for the purpose of professional study and research which promises to contribute to the development of the faculty member in relation to his/her capacity at the College.
 - a. Applicants for sabbatical leave must develop a specific proposal which outlines the benefits expected for both the College and the individual.
 - b. Any sabbatical leave must have the approval of the Provost.
 - c. Faculty who have completed their sabbatical shall send a report on their sabbatical activities to the Dean and the Provost by the end of the semester following the sabbatical.
 4. Nothing in this Article shall be construed to prevent any faculty member on sabbatical leave from receiving a grant for further study from any institution of learning other than USNH.
- B. The KSCEA shall conduct an election for a six-member sabbatical committee consisting of tenure-track faculty members.
1. This committee shall receive all applications for sabbatical leaves at a time and in a manner which it shall determine and announce.
 2. Individual proposals shall be reviewed by five of these six committee members, and each sabbatical applicant may select the five to serve as his/her committee.
 3. The entire committee shall review and prioritize the applications and make its advisory recommendations to the Provost.
- C. The Provost shall not arbitrarily reject the recommendations of the Sabbatical Leave Committee.

Article XVI
LEAVES WITHOUT PAY

- A. Leaves without pay may be granted at the discretion of the College for appropriate reasons for a period of up to one (1) year. Such leaves may be extended for one (1) additional year at the discretion of the College.

1. If a faculty member is granted a leave without pay, the College will continue to pay its share of any benefits for 120 days, provided, however, that if the faculty member does not return to work, s/he may be required to reimburse the College for the benefit costs.
2. Faculty on leaves of absence without pay shall not accrue service time in rank for promotion, tenure, or seniority. Such leaves shall not constitute a break in service time for the purpose of general salary increases and benefits. When such leaves of absence are initiated by the College for reasons of professional improvement, the faculty member will accrue service time in rank for promotion, tenure and seniority.

B. Dependent Care Leave

1. No more than once every two (2) years a faculty member who requests it shall be granted a leave of absence without pay for dependent care.
 - a. Exceptions to the two (2) year requirement may be made on the basis of emergency, hardship or need.
 - b. Dependents shall include children, step-children, spouse or spouse relationship, parents and/or grandparents.
 - c. Such leave shall be guaranteed for a period of fifteen (15) weeks without pay and shall normally commence at the beginning of a semester.
 - d. In the event that the dependent care leave follows a pregnancy-related disability, the unpaid leave shall be in addition to any paid sick or disability leave.
2. Extensions beyond fifteen (15) weeks of unpaid dependent care leave shall be considered on a case-by-case basis.
3. When a faculty member is granted a leave for dependent care, the College will continue to pay its share of any benefits for 120 days, provided however, that if the faculty member does not return to work, s/he may be required to reimburse the College for benefit costs.
4. A faculty member on a dependent care leave shall return to his/her former position at the expiration of his/her leave.
5. Nothing contained in this Article shall limit a faculty member from exercising his/her rights under the Family and Medical Leave Act of 1993.

Article XVII

**SHORT-TERM DISABILITY,
PREGNANCY-RELATED, AND PARENTAL LEAVES**

A. Faculty members are provided paid leave for short-term disability; pregnancy-related disability, and/or parental leave as follows:

1. When a member of the faculty is unable to perform his/her duties and responsibilities due to a temporary disability including pre-natal and post-natal pregnancy-related disability, s/he can apply for a temporary disability leave. A leave due to disability is paid leave in accordance with USNH Benefits Policy. In addition, a faculty member may apply for a leave without pay in accordance with Article XVI. A faculty member whose disability may end during a semester can elect to take a leave of absence without pay in accordance with Article XVI and, where applicable, the USNH benefits policy. A faculty member may elect to return to his or her job at the end of the disability leave.
2. A faculty member who becomes a mother or father through birth or adoption will be eligible for a maximum of twelve (12) weeks of paid parental leave of absence starting with the arrival of the child. If the leave does not also involve a pregnancy-related disability leave for the faculty member, the leave may be requested to commence with the beginning of the subsequent academic semester.
 - a. The faculty member shall inform his/her supervisor in writing, as early as possible, of the intent to use parental leave.
 - b. Parental leave will run concurrently with up to the first twelve weeks of post-natal pregnancy-related disability leave.
 - c. When both parents work for the College, the maximum combined parental leave they may take is 12 weeks.
 - d. If the faculty member decides to return to work prior to the end of 12 weeks, s/he shall provide written notice at least 14 days prior to the return date.

- e. If the faculty member accrues vacation/sick leave, the period of parental leave shall first include the use of accumulated sick leave.
 - f. Paid leave taken under this provision shall run concurrently with any leave granted under the Family and Medical Leave Act of 1993.
3. Faculty with a qualified Family Medical Leave (FMLA) need may request a reduced teaching load or alternative assignment when the anticipated FMLA need is expected to persist for greater than one month and is due to a serious medical condition of a spouse, parent or child. The Provost shall make the final assignment in consultation with the appropriate dean. The Provost shall not arbitrarily reject any request for a reduced teaching load or alternative assignment.
- B. The faculty member shall initiate discussion with the appropriate dean regarding arrangements for returning to work prior to the commencement of the leave, where possible.
 - C. Upon return from such leave, the faculty member will be guaranteed either a teaching assignment or another professional arrangement. The Provost shall make the final assignment in consultation with the appropriate dean.
 - D. The College will make available to the faculty member information concerning alternative professional work assignments which may include but are not limited to research, projects, team teaching, part-time duties, scholarship, and non-classroom duties. Such information shall be available at the Deans' offices and at the Office of Human Resources. The details of potential professional work assignment may be developed by the faculty member, the faculty member in conjunction with other staff, or by the administration.
 - E. A faculty member who is on such a leave for at least six (6) consecutive weeks shall have the option, in consultation with the administration, of having the academic year count or not count as service toward promotion, tenure, reappointment or sabbatical. The determination must be made prior to the end of the academic year in which the leave is taken and cannot be changed subsequently.

Article XVIII
OTHER LEAVES

For other, specific language regarding long-term disability leaves, professional leaves, bereavement leave, jury duty leave and military leave, refer to the University System of New Hampshire benefits policies.

Article XIX
MISCELLANEOUS WORKING CONDITIONS

- A. Facilities, Equipment and Services
 - 1. The College will provide office space for each faculty member equipped with a desk, two chairs, a bookcase and filing cabinet. No more than two (2) faculty members will be assigned to an office.
 - 2. Faculty members shall have reasonable access to secretarial assistance, duplicating services, and supplies for the preparation of teaching materials, examinations and related materials.
 - 3. All rights and privileges of access to library materials and services currently available shall continue.
 - 4. Each faculty member shall have reasonable access to telephone services including the use of the New Hampshire in-state line and out-of-state long distance service for academic business.
 - 5. Faculty will have a computer, basic office software, e-mail accounts, internet access and reasonable access to printing for purposes of carrying out their professional responsibilities.
- B. Professional Enhancement Funds: The parties believe Professional Enhancement Funds provide important support for faculty and their professional work. Each faculty member is given an annual allotment on July 1 and is expected to use or designate the use of these funds by the following May 15th. These funds are not transferable between faculty members prior to the May 15th deadline.
 - 1. Each faculty member shall be allowed \$1350 for professional enhancement for FY15, \$1450 for FY16 and \$1500 for FY17. The proposed use of this allocation must be designated by each faculty member by May 15. The allocation for FY16 may be spent by the faculty member anytime between July 1, 2015 and May 15, 2017. If the faculty member is carrying over funds from FY16 then the total amount a faculty member may spend between July 1, 2015 and May 15, 2017 is \$2950.

2. Appropriate use of professional enhancement funds shall include, but not be limited to, professional travel and/or materials used in research or teaching.
 - a. Each faculty members shall inform their Dean or Director of the use and/or designated use of funds by May 15.
 - b. Each faculty member must use customary College purchasing procedures. All requests for reimbursement must be submitted during the fiscal year in which the expense is incurred.
4. Professional enhancement funds not so designated by May 15 will be transferred to the School's professional enhancement fund, and faculty in the School may request those funds for additional professional enhancement.
5. In the event that no successor agreement is concluded by June 30, 2017, the language of the above shall continue through June 30, 2018.

C. Faculty Development Pool

1. Effective the beginning of FY15, the administration shall set aside \$45,000 for the Faculty Development Pool from which all bargaining unit members may apply for Faculty Development funds. For FY16, the amount shall be \$50,000, and for FY 17, the amount shall be \$55,000.
2. Faculty Development Pool Supplement: Interest from the Trustee fund dedicated to faculty development shall be added to the pool of money available for faculty development described.
3. The parties have agreed to a set of guidelines for the Faculty Development Pool which are included in the Faculty Handbook. A joint faculty-administration committee shall evaluate proposals and recommend grant recipients to the President of the College.
 - a. Applicants for moneys from the Faculty Development Pool shall submit proposals for research, education, program development, or professional activities.
 - b. Such grants shall be used to cover expenses including, but not limited to, costs of equipment, research, travel, and tuition. This program is independent of and complementary to other College programs such as the Sabbatical Leave program.
 - c. Any unexpended funds shall be carried over and added to funds available for succeeding years.
- D. As resources permit, the Provost may support additional requests for professional development through such activities as attending seminars, presenting papers or serving a related function in a professional meeting.
- E. Faculty members traveling on approved official business and/or institutional trips shall be reimbursed for reasonable expenses in accordance with existing College policies.
- F. The College and the faculty agree to abide by applicable federal and state laws concerning health and safety in the workplace. The College shall mail the minutes of the College Safety Committee meetings to the President of the KSCEA.
- G. The College will provide prompt payment for all compensated work by bargaining unit members. Except as otherwise provided in Article XI (G), payment shall begin no later than four (4) weeks after the work is initiated and be completed no later than four (4) weeks after it is finished.
- H. The parties hereby specifically incorporate into this Agreement by reference the College's Intellectual Property Policy. Any changes to this policy during the term of this Agreement shall be subject to review and agreement between the College and the KSCEA.
- I. The parties hereby specifically incorporate into this Agreement by reference the College's Computer Network Use Policy, as those policies may be amended from time to time.

Article XX
ASSOCIATION RIGHTS

A. College-Association Communication

1. It is agreed that the College Administration and the Executive Committee of the Association will meet periodically to discuss and attempt to resolve problems of mutual concern.
 - a. Two (2) such meetings may be called upon the request of the Administration or the President of the Association each semester and during the summer, with additional meetings as mutually agreed.
 - b. Agendas, which shall include items of mutual concern, and length of meetings (not to exceed eight (8) hours each) shall be agreed upon within seven (7) days of such meetings.
2. The President of KSCEA shall confer on a regular basis with the Provost and the President of the College, or their designees.
3. The College shall provide the President of the Association, as soon as available, a copy of the advance agenda of monthly meetings of the Board of Trustees and a copy of the minutes of such meetings.
4. The College shall make available to the Association, upon its request and within a reasonable time thereafter, such information and data as are necessary for collective bargaining and/or the implementation of this Agreement. The College shall not be obliged to prepare, or to otherwise produce, such information or data in any other form than already exists at the time of the request if such preparation or production would be unreasonably burdensome.
5. Faculty members as individuals or representatives of the Association shall be permitted to participate in conferences or meetings with a representative of the College regarding grievance step meetings or meetings under this Article, with adequate release time and no loss in pay or other penalties. Such meetings shall be scheduled at times which shall not unreasonably interfere with the operation of the College.
6. The College shall provide within thirty (30) days of execution of this contract, a copy of this Agreement to each member of the Association's bargaining unit and an additional twenty (20) copies to the Association, as well as electronically.
7. The administration shall forward a copy of the initial appointment letter of each new faculty member to the President of KSCEA.
8. When a new appointment is made, the administration shall send a copy of this contract with the appointment letter.
9. Before the beginning of their first academic year, the College shall provide each new faculty member with a copy of the existing FEAC guidelines for promotion and tenure. Such guidelines are subject to periodic change in accordance with the Collective Bargaining Agreement.
10. The President of the Association shall have the courtesy of the floor at all College Senate meetings.
11. The KSCEA reserves the existing right to submit advisory opinions on curricular, programmatic and policy matters to the Chair of the College Senate. When such opinions are submitted, the Chair of the Senate will distribute the opinion to the Senate as a whole or to the appropriate committee in a reasonable time period before discussion and a vote take place.
12. The College must notify the Association and follow the process adopted by the Keene State College Senate when a Major and/or Minor is to be eliminated:
 - a) The Association will be notified by the College ten (10) days after R+30 if a Major and/or Minor is declared at risk.
 - b) The Association will be kept apprised of all efforts made to improve recruitment and retention of students in majors and/or minors at risk.
 - c) The Association will be notified of all majors and/or minors to be eliminated and the outcome of the Keene State College Senate vote on said majors and/or minors.
 - d) The Association will be notified of the Provost's final recommendation for majors and/or minors subject for elimination.
 - e) The Provost shall not arbitrarily remove a major or minor.
 - f) This process will conform to the retrenchment policy outlined in the collective bargaining agreement for tenure-track faculty.

- g) If a member(s) of the bargaining unit are to be re-assigned to other duties outside the scope of their original hire letter or tenure-track or Clinical Faculty lines are to be transferred to another program/department the Association must be consulted.
- h) The Provost shall not arbitrarily transfer or re-assign tenure-track or Clinical Faculty due to the elimination of a major or minor.

B. Association Use of Facilities

- 1. The Association shall have the right to make reasonable use of College space, facilities, and equipment in accordance with present College procedures, for activities relating to its position as the recognized representative of the members of its bargaining unit.
- 2. The Association shall be entitled to reasonable use of the campus mail, without cost, in accordance with College procedures. The Association agrees to limit its use to material directly related to its function as collective bargaining agent.
- 3. The Association shall have the right to post, at appropriate designated places on the campus, bulletins and notices relevant to official Association business.
- 4. Duly authorized representatives of KSCEA shall be permitted to transact official KSCEA business on campus at reasonable times.
- 5. The College shall provide KSCEA, at the Association's option, with adequate on-campus office space, equipped with standard office furnishings sufficient for two (2) persons. The current per square foot cost for operation and maintenance will be charged to the Association. Computer and telephone costs and office furnishings maintenance costs will be borne by the Association.
- 6. The Association shall continue to be entitled to hold meetings at reasonable times. The Association, its officers, and members shall not engage in Association activities which unreasonably interfere with normal College operations.

C. The College shall deduct, in equal installments from October through May, the regular annual dues or service fee of the Association from the pay of each bargaining unit member who has submitted a payroll deduction form, or the bargaining unit member may request a single, lump-sum payroll deduction for dues or the service fee. The Association will provide the College with the completed deduction forms for dues or the service fee. Deductions authorized by faculty members submitted to the College after October 1 shall begin no later than three (3) weeks after submission.

- 1. The amount to be deducted shall be certified by the Association to the College and the aggregate deductions shall be remitted monthly to KSCEA together with an itemized statement containing the names of the faculty members with the amount of dues or service fee deducted for each one. Remittance to the Association shall be made by the last day of the month following the month in which such deductions have been made.
 - a. Effective July 1, 2007, all employees covered by this Agreement who are members of the bargaining unit shall be required to pay dues or a service fee for the expenses incurred by the Association related to collective bargaining, including but not limited to negotiations, grievance and arbitrations, and actions taken under RSA 273-A, in an amount not greater than Association dues.
 - b. Employees have the right to object to the payment of a service fee or to the amount of the service fee. The Association will provide written justification to the employee for the amount of the service fee charged. Employees who object shall notify both the employer and the Association of the specific objections by certified mail, return receipt requested, no later than November 1 in each academic year. The Association will provide written justification to the employee for the amount of the service fee charged.
 - c. The only grounds for an exception to the dues or service fee shall be for an employee who is a member of a bona fide religious organization that specifically objects to the payment of dues or a service fee to public employee labor organizations. The employee who objects on these grounds shall provide appropriate documentation, including but not limited to his/her membership in such an organization and a copy of the organization's statement regarding such membership to the Association.
- 3. Membership in the Association shall be continuous. Any change from dues paying membership status to agency fee status shall be for the next academic year and must be made by the employee no later than May 15 of the current academic year in writing to the employer and the Association by certified mail, return receipt requested.

4. Employees whose appeal of the service fee is not sustained shall be subject to collection of the fee through the appropriate legal measures under New Hampshire law.
 5. The Association shall hold the College harmless with regard to any action arising out of its compliance with this section.
- D. Participation in activities of collective bargaining and faculty representation by KSCEA officers and committee membership shall be considered a service activity similar to other committee work at the College.

Article XXI
SALARY

A. Beginning with the 2014-15 academic year (except as otherwise noted)

1. Tenure track faculty promoted effective with the 2014-15 academic year shall receive the following promotion increases over their June 30, 2014 salaries:

| | |
|-----------------------------------|----------|
| Associate to Full Professor | \$12,000 |
| Assistant to Associate Professor | \$10,000 |
| Instructor to Assistant Professor | \$2,750 |

2. Following such promotion increases, any tenure track faculty member who has not reached the rank minimum salary level described in section A. 3 shall be raised to that minimum
3. For 2014-15, no tenure track faculty member shall be paid below the following rank minimum for his or her rank

| | |
|---------------------|----------|
| Instructor | \$56,050 |
| Assistant Professor | \$62,960 |
| Associate Professor | \$70,160 |
| Professor | \$83,760 |

4. Effective on July 1, 2014, each continuing tenure track faculty member shall receive a 2% across the board increase based on his or her salary effective June 30, 2014.
5. Clinical Faculty and Resident Artists promoted effective with the 2014-15 academic year shall receive the following promotion increases over their June 30, 2014 salaries:

| | |
|---|---------|
| Clinical Associate/Resident Artist II to Full Clinical Professor/Resident Artist III | \$6,500 |
| Clinical Assistant/Resident Artist I to Clinical Associate Professor/Resident Artist II | \$5,000 |
| Clinical Instructor to Clinical Assistant Professor | \$3,500 |

6. Following such promotion increases, any Clinical Faculty member or resident artist who has not reached the rank minimum salary level described in section A. 5 shall be raised to that minimum
7. For 2014-15, no Clinical Faculty member or resident artist shall be paid below the following rank minimum for his or her rank

| | |
|---|----------|
| Clinical Instructor | \$51,500 |
| Clinical Assistant Professor/Resident Artist I | \$55,000 |
| Clinical Associate Professor/Resident Artist II | \$60,500 |
| Clinical Professor/Resident Artist III | \$68,250 |

8. Effective on July 1, 2014, each continuing Clinical Faculty member or resident artist shall receive a 2% across the board increase based on his or her salary effective June 30, 2014.

B. Beginning with the 2015-16 academic year (except as otherwise noted)

1. Faculty promoted effective with the 2015-16 academic year shall receive the following promotion increases over their June 30, 2015 salaries:

| | |
|-----------------------------------|----------|
| Associate to Full Professor | \$12,000 |
| Assistant to Associate Professor | \$10,000 |
| Instructor to Assistant Professor | \$2,750 |

2. Following such promotion increases, any faculty member who has not reached the rank minimum salary level described in section B. 3 shall be raised to that minimum
- 3 For 2015-16, no faculty member shall be paid below the following rank minimum for his or her rank

| | |
|---------------------|----------|
| Instructor | \$57,740 |
| Assistant Professor | \$64,850 |
| Associate Professor | \$72,260 |
| Professor | \$86,270 |

4. Effective on July 1, 2015, each continuing tenure-track faculty member shall receive a 3% across the board increase based on his or her salary effective June 30, 2015 or as modified by the promotion increase.
5. Clinical Faculty and resident artists promoted effective with the 2014-15 academic year shall receive the following promotion increases over their June 30, 2014 salaries:

| | |
|---|---------|
| Clinical Associate/Resident Artist II to Full Clinical Professor/Resident Artist III | \$6,500 |
| Clinical Assistant/Resident Artist I to Clinical Associate Professor/Resident Artist II | \$5,000 |
| Clinical Instructor to Clinical Assistant Professor | \$3,500 |

6. Following such promotion increases, any Clinical Faculty member or resident artist who has not reached the rank minimum salary level described in section B.5 shall be raised to that minimum
- 7 For 2015-16, no Clinical Faculty member or resident artist shall be paid below the following rank minimum for his or her rank

| | |
|---|----------|
| Clinical Instructor | \$53,050 |
| Clinical Assistant Professor/Resident Artist I | \$56,650 |
| Clinical Associate Professor/Resident Artist II | \$62,310 |
| Clinical Professor/Resident Artist III | \$70,300 |

8. Effective on July 1, 2015, each continuing Clinical Faculty member or resident artist shall receive a 3% across the board increase based on his or her salary effective June 30, 2015.

C. Beginning with the 2016-17 academic year (except as otherwise noted)

1. Faculty promoted effective with the 2016-17 academic year shall receive the following promotion increases over their June 30, 2016 salaries:

| | |
|-----------------------------------|----------|
| Associate to Full Professor | \$12,000 |
| Assistant to Associate Professor | \$10,000 |
| Instructor to Assistant Professor | \$2,750 |

2. Following such promotion increases, any faculty member who has not reached the rank minimum salary level described in section C. 3 shall be raised to that minimum
- 3 For 2016-17, no faculty member shall be paid below the following rank minimum for his or her rank

| | |
|---------------------|----------|
| Instructor | \$59,470 |
| Assistant Professor | \$66,800 |
| Associate Professor | \$74,430 |
| Professor | \$88,860 |

4. Effective on July 1, 2016, each continuing tenure-track faculty member shall receive a 3% across the board increase based on his or her salary effective June 30, 2016 or as modified by the promotion increase.
5. Clinical Faculty and Resident Artists promoted effective with the 2014-15 academic year shall receive the following promotion increases over their June 30, 2016 salaries:

| | |
|---|---------|
| Clinical Associate/Resident Artist II to Full Clinical Professor/Resident Artist III | \$6,500 |
| Clinical Assistant/Resident Artist I to Clinical Associate Professor/Resident Artist II | \$5,000 |
| Clinical Instructor to Clinical Assistant Professor | \$3,500 |

6. Following such promotion increases, any Clinical Faculty member or resident artist who has not reached the rank minimum salary level described in section C.5 shall be raised to that minimum
7. For 2016-17, no Clinical Faculty member or resident artist shall be paid below the following rank minimum for his or her rank

| | |
|---|----------|
| Clinical Instructor | \$54,640 |
| Clinical Assistant Professor/Resident Artist I | \$58,350 |
| Clinical Associate Professor/Resident Artist II | \$64,180 |
| Clinical Professor/Resident Artist III | \$72,410 |

8. Effective on July 1, 2016, each continuing Clinical Faculty member or resident artist shall receive a 3% across the board increase based on his or her salary effective June 30, 2016.

- C. For purposes of this Agreement, continuing faculty are defined as those on the payroll as of June 30 in the calendar year in which the salary increase takes place, including those on approved paid and unpaid leaves, who have not resigned before the effective date of this agreement or have not been issued a terminal contract resulting from unsatisfactory evaluation.
- D. Any faculty member who would be eligible to receive a promotion stipend and/or rank minimum adjustment in an academic year subsequent to 2010-11 shall receive that stipend and/or adjustment even if a successor agreement has not been reached by the start of that year. If increases in the amounts for promotion and/or rank minimum are negotiated, they will be given retroactively to eligible employees.
- E. A faculty member who is appointed and serves as an assistant dean shall receive a minimum adjustment in salary of 10% of salary or \$10,000, whichever is greater (annualized) for the period of time that s/he serves in that capacity.

Article XXII

BENEFITS (SUPPLEMENTAL COMPENSATION)

Unless otherwise qualified by this Agreement, faculty members covered by this Agreement shall receive the benefits approved and outlined in the Board of Trustees and USNH policy USY-V-A including the definitions and coverage for spouses and dependents associated with recognized legal marriages and/or civil unions and details regarding access to an exception-appeal process for requesting same-sex domestic partner coverage.

The faculty at Keene State College may designate a representative to the USNH System Personnel Policy Council which regularly proposes benefits modifications and makes recommendations to the Administrative Board. Should a committee be established to examine levels of benefits in other institutions of higher learning in comparison to the University System of New Hampshire, the Association shall send a representative to serve on the committee.

A. Medical Benefits

1. Employees shall be permitted to select from any of the medical options included in the University System Flexible Benefits Plan. The employee/employer contribution to medical plan Option B (POS-Point of Service Plan) will be calculated based on the formula described below:

Employer/Employee Contribution Formula

| <i>Employer</i> | | <i>Employee</i> | |
|-------------------|-----|-----------------|-----|
| <i>Single</i> | 83% | | 17% |
| <i>Two Person</i> | 78% | | 22% |
| <i>Family</i> | 76% | | 24% |

The employer shall also provide an HMO plan and shall subsidize the selection of such HMO by a Faculty member in the following manner. A faculty member who selects the designated HMO shall contribute towards the premiums at the following premium contribution rates:

| <i>Employer</i> | | <i>Employee</i> | |
|-------------------|-----|-----------------|-----|
| <i>Single</i> | 89% | | 11% |
| <i>Two Person</i> | 85% | | 15% |
| <i>Family</i> | 81% | | 19% |

These rates of contribution will apply to any medical plan offering whose total premium rates are below those of Option B.

Co-pays for both POS and HMO options include \$20 co-pay for primary care visits; \$35 co-pay for specialist visits; \$200 in-hospital admission co-pay; \$100 co-pay for emergency room treatment; and \$50 out-patient admission co-pay. Prescription drug co-payments are \$5/25/40 for the Tier One, Tier Two, and Tier Three levels respectively of the Prescription Co-Pay Schedule of Benefits.

2. The employer shall be free, in its discretion, to offer new plans for faculty to select in addition to those offered as of the effective date of this Agreement.

Significant modifications to the level of coverage or to the internal fees and co-payments required for Option B will trigger a meet and discuss obligation between the parties in those cases where the employer is proposing changes.

No agreement shall mean no change in Option B.

The parties agree that there is no obligation to negotiate in cases where an insurance carrier, at its own initiative, unilaterally changes the Option B plan in a way which reduces the level of coverage or increases the internal fees and required co-payments and imposes such changes on the employer and where there is no alternative plan for Option B that maintains or exceeds current coverage or maintains or reduces internal fees and co-payments.

The parties also agree that there shall be no obligation to negotiate in cases where plans must be modified due to changes in law or external regulation.

In cases where the impetus for change in Option B comes from the carrier and choices are offered to the employer, the parties will immediately commence negotiations over the choices. Where the parties cannot reach agreement within 30 days of the date upon which the Association is notified of the proposed changes, then the carrier choice that provides the closest coverage (same or above) for Option B will be selected.

With regard to health plans other than Option B, whenever a carrier indicates that there will be significant modifications to the level of coverage or to the internal fees and co-payments required for such plans, the employer will negotiate such proposed changes and any alternatives with the Association. Where the parties cannot reach an agreement within 30 days of the date upon which the Association is notified of the proposed changes, then the carrier choice that provides the closest coverage (same or above) will be selected.

B. Other Supplemental Compensation

The parties agree that those moneys specified by employees may be placed in "pre-tax" accounts to be used to cover non-reimbursed medical costs and dependent care. Such deposits may be made up to, and including, the maximum amount permitted by law.

C. Retirement

1. Contributions: Faculty members will continue to be eligible for contributions to retirement the same as described in University System benefit policy, except that there will be no "waiting period" in order to be eligible for the

standard option retirement contribution match of 10%. Section USY-V-7.2.3.1 titled "Initial Contribution Level" shall not apply.

2. Vesting: Faculty members will be vested in retirement plans as described in University System policy USY-V-A-7.2.7 with the following exceptions:
 - a. If the College terminates or non-renews a faculty member, that faculty member's retirement contributions (employer and employee) will be immediately vested.
 - b. Faculty members hired before January 1, 2004 will be eligible for prior distribution provisions of the plan if they enroll and make contributions to the plan prior to July 1, 2004.
3. Faculty will be offered all levels of program as made available to USNH employees requiring employee contributions to receive employer matching contributions as follows:

| | If hired and enrolled prior to October 1, 2012 | If hired and enrolled October 1, 2012 or later |
|--------------------------------------|--|---|
| High Level (called "Standard" Level) | 6% employee contribution receives 10% employer contribution plus either ARC or retiree medical coverage | 6% employee contribution receives 10% employer contribution |
| Middle Level | 4% employee contribution receives 6% employer contribution plus either ARC or retiree medical coverage. | 4% employee contribution receives 6% employer contribution |
| Low Level (called "Alternate" level) | 2.5% employee contributions receives 4% employer contribution plus either ARC or retiree medical coverage. | 2.5% employee contributions receives 4% employer contribution |

D. ARC/Retiree Medical

USNH Policy USY-V-A-7 shall apply as follows: Faculty members hired on or after 6/30/95 but before 07/01/2011 shall be eligible only for ARC. Faculty members hired before 6/30/95 shall be eligible for the transition plan described in USY-V-A-7.4. On or before March 31, 1995, such faculty members made a written selection of either the Medicare supplemental plan or ARC (Additional Retirement Contribution). Plan selections and eligibility are described in USY-V-A Section 7. If the faculty member did not select ARC, he/she remains in the current Medical supplemental plan, subject to the eligibility requirements of the plan. All other aspects of the USY-V-A Section 7 shall remain the same.

E. Career Transition Plan options are described in Article XXIII and not in Board of Trustee policy.

Article XXIII

CAREER TRANSITION PLAN AND RETIREMENT OPTIONS

- A. Goal: The parties recognize that the decision to retire from the College is an extremely important one for both the faculty member and the College. The decision can be made easier, however, if there are a variety of options available which may suit the varying needs and interests of the faculty member and College. Consequently, consistent with the fiscal constraints on the College and the efficient delivery of educational services, the parties have agreed to the following options for eligible faculty who are contemplating retirement.
- B. Faculty who qualify as retirees from USNH, having ten (10) years of status USNH service, who are age 62 or older, and are enrolled in a USNH medical plan prior to retirement are assured continuing access to the USNH medical coverage per system policy guidelines (see USY V.A.7.4) until they are eligible for Medicare coverage. The USNH policy requiring a retired faculty member to pay 50% of the premium for dependent health insurance after three years (as described in USNH policy USY V.A.7.4.4.2) will not apply to unit members.

- C. This agreement affirms that current KSCEA faculty who are age 70 and ½ or older are eligible, **but not required**, to make annual minimum distribution withdrawals from their USNH retirement accounts while remaining active Keene State employees. Minimum distribution withdrawals may be made annually.
- D. Keene State offers several plans to facilitate the transition to retirement for our faculty. Responsibility for verifying individual eligibility for retirement options will be assigned to the Office of Human Resources. Eligible faculty members who are considering retiring or are otherwise leaving the College have the following options:
1. **Option One: Career Transition Incentive Plan (CTIP)** In each year of the contract, faculty will be offered the opportunity to apply for CTIP. CTIP recipients will receive compensation and benefits as described below. Note, this option is **not** available to any faculty member retiring under Option Two.
 - a. **Number of Awards.**
 - i. In the first two years of the contract, the number of CTIP Awards will be limited to sixteen (16) awards—no less than 6 and no more than 8 in the first year—two of which will be awarded at the Provost's discretion. With the exception of those awarded on a discretionary basis, all CTIP s will be awarded to the faculty applicants with the highest combined index of age plus service. The College may at its discretion exceed the limit, providing additional awards from among the qualified, eligible applications for CTIP.
 - ii. In the third year of the contract, ten (10) CTIPs will be awarded to the qualified faculty who apply and who have the highest index of combined age and service. The College may at its discretion provide additional awards from among the qualified, eligible applicants for CTIP.
 - iii. In the event a successor agreement is not in place when this contract expires, the parties agree to extend the process as described to provide ten (10) awards to the qualified faculty who apply and who have the highest index of combined age and service. All elements of the plan, including criteria, plan design, application deadlines, notification, and verification will be continued.
 - b. **Eligibility.** KSCEA faculty will be eligible to receive the **Career Transition Incentive Plan** if the faculty member has fifteen (15) years or more of status USNH service and is a minimum 59 years of age.
 - c. **Plan Benefits.**
 - i. CTIP Awardees will be allowed to retain USNH provided dental care and life insurance at the active employee premium rates for a period of three years.
 - ii. CTIP Awardees will receive a stipend equal to 57.5% of his/her final annual salary rate. For purposes of this calculation, salary shall consist of any stipend for Chairperson duties or for formal interim appointments as described in University System Policy (USY V.F.8.6). The stipend may be paid bi-weekly over a 12- or 24-month, schedule or may be paid as a one-time lump-sum payment. The stipend is subject to withholding and is not considered "regular earnings." The choice to receive the stipend as a one-time lump-sum payment or over the course of either a 12-or 24-month schedule must be stated at the time of the CTIP application. Stipend payments begin effective July 1st following retirement. Lump-sum payments will be made within 30 days of the effective retirement date (June 30).
 - iii. CTIP Awardees may choose to retain access to medical coverage OR elect to receive a one-time \$10,000 payment. The choice to elect medical coverage or take the payment must be stated at the time of the CTIP application.
 1. Medical coverage option will provide access to the "active-KSCEA-employee coverage" for a period up to three years or to age 65, whichever comes first.
 2. Faculty enrolled in Retiree Medical will have the option to maintain coverage till age 65 and to maintain coverage for enrolled spouses until spouse reaches age 65 and/or for dependents as long as the dependents are otherwise eligible.
 - d. **Application.**
 - i. CTIP applications for retirement effective June 2015 and June 2016 will be announced and an application made available no later than March 15, 2015. Completed applications for CTIP must be received in the Office of Human Resources no later than 5 p.m. on April 30, 2015. Retirement date must be stated at time of application. Final determination of awardees and notification to recipients will be made no later than May 15, 2015.
 - ii. Each subsequent year, the application period for CTIP will be open from February 1 through March 31 for retirements effective June 30 after the subsequent academic year. Completed applications for CTIP must be received in the Office of Human Resources no later than 5 p.m. on March 31 each year.

Confirmation and notification to recipients of CTIP awards will be made no later than May 1st following the application cycle.

- e. **Verification.** It will be the responsibility of the Office of Human Resources to validate and confirm the eligibility of all applications for CTIP. Faculty applying for CTIP will be required to provide proof of age by providing a birth certificate copy.
- f. **Acceptance**
 - i. For CTIP awards effective June 30, 2015 the award will be considered "accepted" and irrevocable unless declined in writing and submitted to the Office of Human Resources before June 15, 2015.
 - ii. For CTIP awards in subsequent cycles, the award will be considered "accepted" and irrevocable unless declined in writing and submitted to the Office of Human Resources before June 1st.
- g. **Non-Grievability** Except as to matters of process, neither the Association nor a faculty member shall have the right to grieve the discretionary award (or non-award) of a CTIP application.

- 2. **Option Two: Reduction in FTE in Transition Year(s)** A faculty member may choose to transition to retirement by reducing his/her FTE to a range between 50% and 80%, receiving pro-rated salary while maintaining full-benefits eligibility for a period up to three years. This retirement transition provision allows the retiring faculty member to access 403B monies while still an active employee. To be eligible, the retiring faculty member must be at least 59 and ½ years old and have ten (10) years of status USNH service. Requests for this option must be made in writing and are subject to approval by the Dean and Provost. Faculty requesting and being granted a retirement transition under this option are not eligible to apply for the CTIP Plan (Option 1).

E. Adjunct post retirement work option - The parties agree that retirees, including all Career Transition Incentive plan recipients, who wish to maintain some work connection with the College, can apply and shall be considered adjunct and non-tenure-track employment. Such a retiree shall work in an adjunct capacity. This includes but is not limited to:

- As a classroom instructor.
- As an advisor of independent studies.
- As a mentor to new faculty.
- In limited cases, as a member of special curriculum or other committees where the insights of the retiree may be particularly relevant.
- As an advisor to students.
- In some other consultative or service role.
- As an ambassador for the College working with the admissions office in recruiting new students.
- As a representative of the College in system activities such as the study of transferability of credits among USNH institutions and post-secondary NH institutions.

Retirees, at their request, shall be offered a service opportunity with the College for at least the first year following retirement. The payment and duties shall be negotiated between the retiree and the College, provided, however, the minimum payment per semester shall be the equivalent of overload compensation for teaching one four credit course. The offer of work and the rate of pay may be greater by agreement of the retiree and the College. After one year, the decision by the College to continue employment (or not) is completely discretionary. A faculty member working after retirement shall be dealt with in the same manner and in accordance with the College's policies on adjunct faculty. At no time are such retirees to be considered as members of the bargaining unit for any purpose. Nothing in this agreement shall be construed as an admission by the Board that it has any duty to bargain with the Association over retirees.

Article XXIV
HEALTH AND SAFETY

Faculty members shall not be required to work in unsafe or hazardous conditions that may endanger their health, safety or physical well-being.

Article XXV
NO STRIKE OR LOCKOUT

- A. The Association, on behalf of its officers, agents and members, and all faculty members agree that so long as this Agreement or any written extension hereof is in effect, there shall be no strikes, slow-downs, walkouts, or withholding of services.

- B. Any member of the unit who violates the provisions of this Article will be subject to discipline, including discharge.
- C. The Association agrees to indemnify the College for all expenses and damages that occur as a result of prohibited activity under Section A of this Article when such action is publicly condoned by the Association. In the event of a prohibited strike under this Article, the Association agrees to use every reasonable effort to inform members of the unit of the illegality of such activity and of the Association's policy of opposition to such activity.
- D. The College agrees that it shall not invoke any lockouts for the life of this Agreement or any written extension thereof.

Article XXVI
SEPARABILITY

If any provision of this Agreement or any application of the Agreement shall be found contrary to law or invalid by any court of competent jurisdiction or any administrative agency having jurisdiction, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications of this Agreement shall continue in full force and effect.

Article XXVII
DURATION

This agreement shall continue in full force and effect from July 1, 2014, until midnight June 30, 2017, and shall be automatically renewed from year to year thereafter, unless by January 5 of the year in which the Agreement is expiring either party notifies the other in writing by registered mail of its desire to terminate or amend the Agreement. In preparation for the next contract both parties will exchange interest statements by January 15, of 2017.

**MEMORANDA OF UNDERSTANDING
BETWEEN THE USNH BOARD OF TRUSTEES AND
THE KEENE STATE COLLEGE EDUCATION ASSOCIATION**

1. MEMORANDUM OF AGREEMENT ON ADVISING

The College and the Association are committed to increasing the effectiveness of academic advising. The College will work with the departments and interdisciplinary programs that offer a major on a flexible approach to advising that will include but not be limited to one or more of the following: 1) increase the number of full-time faculty in the discipline, 2) modify the curriculum so that at least some of the academic advising load will be handled through credit courses, 3) use group advising where this can be effective, and 4) assign faculty from related disciplines with lighter advising loads to advise students in affected disciplines. The College and the Association will also work together to: 1) evaluate current practices in advising; 2) gather systematic data on advising both at Keene and elsewhere; 3) develop the basics of good advising; 4) develop the criteria for good faculty practice; and 5) discuss the possibility of pilot programs for evaluating the effectiveness of faculty members in advising students.

2. MEMORANDUM OF AGREEMENT ON HEALTH AND DENTAL BENEFITS

The parties agree that the cost, availability and options concerning health insurance are important compensation issues for the faculty and the college. The parties agree that it would be advantageous for representative(s) of the faculty to participate in exploring health coverage initiatives with the system administration and to share thoughts and information regarding this area. Therefore, during the life of this agreement, representatives of the Association will meet with System representatives to review benefit issues, particularly health coverage options.

3. MEMORANDUM OF AGREEMENT ON PARKING

Faculty and staff vehicles with current decals may be parked in commuter lots (use as overflow lots) only if all faculty and staff lots are full. Commuter parking areas are: Madison, South; Madison, North; the Student Center lot (to the north side of the Science Center), the Bruder Street lot, South, and the Winchester Street lot.

4. MEMORANDUM OF AGREEMENT ON SCIENCE LAB SUPPORT

For each year covered by this agreement, \$10,000 will be appropriated by the College for expenditures for laboratory support in the School of Sciences and Social Sciences.

5. MEMORANDUM ON CONFLICT MANAGEMENT

Unmanaged conflict can be a serious impediment to the realization of the interests of both the faculty and the administration. Conflict may occur in areas and around issues that are not covered by the collective bargaining agreement and thus not subject to the grievance procedure. The parties agree that the management of conflicts between and among members of the Keene State College community may warrant greater and/or more formal attention than is currently devoted to it. They will remain vigilant for areas of concern, mutually seek and jointly consider options and alternatives for the healthy management of conflict.

6. MEMORANDUM OF AGREEMENT ON FACULTY DINING ROOM

The parties agree that the faculty-staff dining room provides needed space for on-campus dining at mid-day as well as opportunity for faculty and staff to engage in collegial discussion.

7. MEMORANDUM OF AGREEMENT ON CDC

The CDC when filling open slots will give priority to children of KSC faculty, staff and students.

8. MEMORANDUM OF AGREEMENT REGARDING DPEC CRITERIA AND STANDARDS OF REVIEW

KSCEA and the College agree that all parties are served by having clearly established criteria for promotion and tenure evaluations. The parties also understand, however, that these criteria can vary from department to department. In the interest of fairness to the candidate, openness in the process and guidance for evaluators, each department and interdisciplinary program will develop discipline-specific criteria and standards for review.

The document will be developed in consultation with the Dean and reviewed by the Provost and Deans for consistency of standards across departments and schools. The final versions shall be shared with KSCEA and made available electronically. All new faculty will receive copies of the guidelines for their department and for any interdisciplinary programs in which they teach.

9. MEMORANDUM OF AGREEMENT ON PEDAGOGY

Pedagogy in higher education is in transition as more research is completed on how students learn and the best teaching practices to promote student success. The College may invite participation in pilot programs or trial and experimentation in these techniques, which may be undertaken voluntarily. Non-participation in a pilot or trial will have no bearing on tenure and promotion.

Additionally, the College agrees to provide appropriate resources for professional development experiences that will prepare faculty to participate in a pilot or trial program.

10. MEMORANDUM OF AGREEMENT ON ASSESSMENT

The KSCEA and KSC agree that programmatic assessment is fundamental to the quality and integrity of our curricula. Assessment of programmatic learning outcomes is a community activity designed to support student learning in a formative manner. This statement provides clarification specific to the individual faculty member's responsibilities and how data collected can, and cannot, be used. This statement will not supersede the collective bargaining agreement (CBA) between the University System and the KSCEA and will not impinge upon faculty's rights and protections regarding academic freedom in the classroom as guaranteed by the CBA.

We also agree that assessment is expected to be a routine activity, embedded in the curricula development and revision processes. As such, faculty are a core component of the ongoing assessment program at the college. The information collected through assessment should be used by the faculty to engage in reflective curricular improvement.

It is expected that each member of the bargaining unit will participate in programmatic assessment. This includes participating in departmental assessment activities, including development of programmatic learning outcomes, collection of data and subsequent discussions about the data and, ultimately, ways to improve student learning. Assessment techniques should be as unobtrusive as possible and the method of data collection should be generally accepted as appropriate for assessing student learning.

As stated above individual faculty members are expected to participate in course based and programmatic assessment, however, each faculty member will have the right to approve the method of program assessment that occurs in their courses, teaching, or content areas, based on department discussions. Results of programmatic assessment activities conducted in individual courses will not identify specific faculty or be used punitively in formal peer evaluation processes, course assignments, committee work and in any other facet of a faculty member's work life at KSC. However, recognizing the critical role of assessment in supporting the curricular transformation necessary to support effective teaching and learning at KSC, a faculty member's participation or decision not to participate in assessment activities can be considered.

Faculty are also encouraged to participate in course-based assessment for all courses they teach, evaluating whether the student learning outcomes for the course were met. Individual faculty members can choose the method of assessment to be used in their courses. Course-based assessment activities are for the benefit of the faculty member, the results for personal use, self-improvement, and to support departmental curricular revisions, where appropriate. By its very nature, assessment addresses the dual dynamic of teaching and learning on both the part of the student and the teacher.

Since participation in programmatic and course-based assessment is expected of all faculty members, the degree of participation can be considered during faculty evaluations for promotion and tenure. A faculty member's participation will be considered with other teaching and service responsibilities. However as stated above the results from both forms of assessment may not be used in this evaluation. If a faculty member chooses to engage in the scholarship of academic assessment, these activities will also be considered during promotion and tenure evaluations. In fact, it is conceivable that a faculty member's work in assessment might be used to demonstrate effectiveness in teaching, service and/or scholarship. (A decision not to participate in the scholarship of assessment may not be used as a criterion for promotion and tenure evaluations.)

Departments and the College will take measures to insure that the results of specific programmatic assessment, or a cycle of programmatic assessment activities, will not be available by individual course or faculty member in any form. Given that circumstances don't always allow anonymity, if this information is obtained it will not be introduced into promotion and tenure considerations. The results of programmatic and course-specific assessment activities are expected to support reflective curricular transformation and active and ongoing professional development for the faculty member.

Specifically, if the administration, department chair or other faculty obtain assessment results associated with an individual course or faculty member, these results will not be used to justify reassignment of courses, reassignment of other faculty duties, or participation a specific program.

Further:

- Faculty members are entitled and encouraged, but not required, to use assessment work as appropriate in their portfolio to document teaching effectiveness, scholarship and/or service.

- Departments are responsible for curricular revisions resulting from assessment discussions.
- The College will work with departments to provide appropriate resources and professional development experiences for faculty engaged in assessment activities.
- Since programmatic learning outcomes assessment is about self-improvement, administrative intervention and involvement will be limited to collecting information from departments that 1) ensures that programmatic assessment is ongoing and 2) allows the College to meet federal, state or other accreditation requirements.
- The College will establish an Assessment Development Pool setting aside \$30,000 each year starting July 1, 2012. These monies will allow faculty members and departments/programs to apply for money to fund programmatic and course-based assessment efforts as required by NEASC. These funds are not to replace existing funds provided by the Provost's office for NCATE, VSA, Integrative Studies and other continuing forms of programmatic accreditation or any other college activity or program for which funds are presently allocated.
- These funds will be allocated by the Assessment Steering Committee, three elected faculty, one from each School, and three appointed representatives of the Provost and one representative from the KSCEA (Seven members total).
- Specific guidelines for the committee will be developed by the steering committee by October 31, 2009. These guidelines will be subject to ratification by both the KSCEA Executive Board and the Provost. In general these monies are designed to assist departments/programs with course-based and programmatic assessment activities.
- These funds are intended, but not limited to, such things as: conference costs, assessment instruments, consultants, summer stipends, and buying a one course reduction so faculty members can focus on their department or program's assessment.

11. MEMORANDUM ON REOPENING OF THE CONTRACT

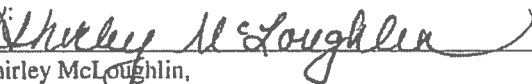
The parties agree that if, as a result of the current negotiations between the University of New Hampshire and the UNH-AAUP, the UNH faculty represented by the AAUP received a smaller percentage reduction in medical and retirement benefits (as measured from a base point of January 1, 2011) than the Keene full time faculty received (as also measured from a base point of January 1, 2011), then the KSCEA has the option to ask the College to reopen the collective bargaining agreement to negotiate over such benefit issues. If the KSCEA makes such a request to reopen, the College will comply and the parties will begin such negotiations within 30 days


SIGNATURE PAGE

IN WITNESS WHEREOF, The Board had caused this instrument to be signed and sealed by its duly authorized representatives and the Association has caused this instrument to be signed and sealed by its duly authorized representative in July 2015.

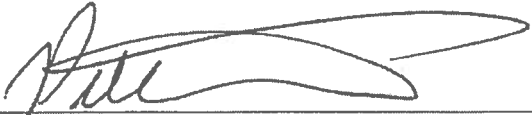

*Keene State College Education Association
KSCEA/NEA*

Keene State College

By: 
Shirley McLoughlin,
President, KSCEA 2015-2016

By: 

Anne Huot
President, Keene State College



Peter Stevenson
President, KSCEA 2014-2015