

**Summary of Umpqua Community College Faculty Association (UCCFA)  
2017-2021 Tentative Agreements**

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**ARTICLE IX(9) - VACANT POSITIONS**

**A. DEFINITION OF VACANCY**

A vacancy is defined as any bargaining unit position which management determines is going to be filled after being vacated . . .

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**ARTICLE X(10) – EMPLOYEE EVALUATION**

**E. REGULAR EMPLOYEE EVALUATION**

3. For instructors teaching in both online and face-to-face modalities, evaluation will include both modalities.

Corrections: Change existing #3 to #4 and existing #4 to #5.

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**ARTICLE XI (11) - RETRENCHMENT**

**A. DEFINITIONS**

**1. Retrenchment**

a. For purposes of this Article, retrenchment is a reduction in bargaining unit filled positions or a reduction in an employee's workload made necessary by a lack of financial resources, low enrollment, or as a result of technological changes. If retrenchment is necessary, then reduction of personnel or reduction of an employee's workload shall be applied as hereinafter set forth.

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**Article XII (12) – INSTRUCTIONAL AUTHORITY**

**C. DETERMINATION OF GRADES**

No administrator shall change a grade or evaluation unless there has been a miscalculation or a misapplication of course **grading** criteria as specified in the course syllabus resulting in the assignment of an incorrect grade, or unless a change in grade is required by state or federal court.

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**ARTICLE XIII (13) – WORK YEAR**

**A. NORMAL WORK YEAR**

1. The normal academic work year for Faculty will be 174 days. Six (6) paid holidays are included in the paid days for each contract year.
2. Paid holidays shall include Veteran's Day, Thanksgiving Day plus the following Friday, Martin Luther King, Jr. Day, Presidents' Day, and Memorial Day.
3. **Two days will be designated prior to the start of fall term and one day prior to winter term for the sole purpose of classroom preparation.**
4. At least 10 days before adoption, a draft of the College's master calendar will be developed and circulated to employees for input prior to final adoption.

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**ARTICLE XIV (14) - WORKLOAD**

**A. NORMAL WORKLOAD**

1. Instructional Faculty

- a. A workday is defined as the hours an instructional employee is scheduled to be in the classroom, conducting office hours, and performing committee assignments on or off campus.
- b. The annual full time workload shall fall in the range of 43 to 45 Instructional Load Credits (ILCs) or equivalency. ~~Prior faculty member approval will be necessary for the faculty member to teach over 18 ILCs per term, except as provided in Section F.2 below. Mutual agreement between supervisor and faculty member will be necessary to teach over 18 ILC per term.~~ With faculty member approval, part of the full time workload can be a non-classroom instruction-related assignment that does not have an ILC computation. In that event, the College and faculty member will agree on the number of ILCs in the normal workload that are replaced by this assignment. In the case of music and theater, this agreement will be reached, if practicable, by the end of the previous academic year.
- c. Each faculty member will work with his/her immediate supervisor to develop a teaching assignment for each term with consideration of the number of preparations.

2. Non-Instructional Faculty

Normal workload for ~~student services Counselors and Librarians~~ non-instructional faculty shall be based on 40 hours per week of scheduled time.

**B. WORKLOAD REVIEW**

A Faculty member who believes his/her workload to be excessive for any reason may request an administrative review by his/her Division Dean. Such review shall be completed within 15 College working days and a written summary with recommendations shall be furnished to the faculty member and the Association.

**C. INSTRUCTIONAL LOAD CREDITS (ILC)**

Lecture .....	1.00 ILC
Lecture Lab/Lecture Studio (Labs/studios with direct instruction) ....	0.70 ILC
Laboratory/studio .....	0.70 ILC
Nursing Clinical/NSRC .....	1.00 ILC
Nursing Clinical for Integrative Practicum Course (NRS224) .....	0.70 ILC
Cooperative Work Experience (CWE) .....	0.25 ILC per student
Independent study .....	0.20 ILC per student
Project class .....	1.0 ILC per 8 students

~~ABE/GED//ESL/AHSD ... will teach 45 ILC/s per year. Woolley Full-time staff will teach under the Lecture classification.~~

Adult Basic Skills faculty will teach 45 ILCs per year where 14 contact hours are equivalent to one ILC.

Wolf Creek Job Corps will teach under the Block Time classification where 25 contact hours are equivalent to 1 ILC.

Large lecture

Up to 49      1.00 ILC/hr

50 to 64      1.25 ILC/hr

65 and over    1.50 ILC/hr

For the purpose of ILC calculations, the student "counts" for a class will be determined at the end of the second week.

Art Gallery Director/Collection Curator 3 ILC release/term

#### **D. COACHING/ATHLETIC DIRECTOR WORKLOAD**

##### **1. Coaching**

Full time faculty members, who are head coaches of varsity sports as part of their regular assignment, will be provided a minimum release time of nine (9) credit hours per academic year.

##### **2. Athletic Director**

A full time faculty member who is the athletic director as part of his/her regular assignment will be provided a minimum release time of six (6) credit hours per academic year.

#### **E. NURSING PROGRAM DIRECTOR (851-021-0005 (23) WORKLOAD**

##### **1. Registered Nursing/Licensed Practical/Certified Nursing Assistant**

a. Roles and responsibilities in accordance with Oregon State Board of Nursing Division 21 (851-021-0040) Standards for Approval: Organization and Administration for Registered Nursing/Practical Nursing Programs.

b. Roles and responsibilities in accordance with Oregon State Board of Nursing Division 61 (851-061-0080) Nursing Assistants Standards for Program Approval: Faculty Qualifications and Responsibilities.

**2. A full time faculty member who is the Nursing Program Director will be provided a minimum release time of thirty three (33) credit hours/ILC per Academic year. No overload ILC may be earned by the Nursing Program Director.**

#### **F. OVERLOAD**

**1.** Overloads shall be paid after an employee exceeds 45 ILCs during the regular academic year at seventy-five percent (75%) of the individual faculty members contracted rate.

A faculty member shall not be permitted to teach more than nine (9) ILCs in overload in any basic work year.

**2.** Planned overloads must be mutually agreed upon prior to spring term by the faculty member and the Division Dean and Department Chair.

## G. UNDERLOAD

1. Underload is defined as less than forty-three (43) ILCs during the work year.
2. No faculty member with a full-time contract (1.0 FTE) will receive less than the contracted salary for an underload, unless he/she refuses to teach a class which would bring him/her up to the basic contract workload. Faculty members whose loads would fall below forty-three (43) ILCs may be assigned special underload professional assignments by the Division Dean within their 174 day contract, in order to reach the expected forty-three (43) ILCs, unless the faculty member cannot qualify for special professional assignments. If no additional class is available or a special professional assignment cannot occur, the faculty member will not be required to take on an additional assignment or course the following year or during summer term.

## H. LOW ENROLLMENT

If any class has fewer students than the cut off number established for regular term and summer by College procedure, the **College supervisor** may, 1) cancel the course, in which case Section F G.2 of this Article will apply; 2) decide to run the course if the course meets the exception criteria, at 100% of ILC rate; or 3) run the course with a prorated ILC based on the percentage of minimum enrollment, if both the faculty member and the **College supervisor** agree.

For purposes of that ILC calculation, the student count will be taken at the ~~end~~ **beginning** of the second week. The maximum ILCs to be assigned by this process is the normal ILC load for the class.

## I. SUMMER ASSIGNMENTS

1. Summer term assignments, unless part of regular load, shall be paid at 80% of the faculty member's salary rate based on the following fall salary schedule.
2. The option of summer employment shall be first offered to members of the unit, based on seniority, who are qualified to teach the class.
3. Summer assignments shall be voluntary.

## J. OFFICE HOURS

Faculty members shall hold one (1) office hour per week per 3 ILCs up to a maximum of five (5) hours per week. Office hours will accommodate both online and face-to-face students. ~~Virtual and face to face office hours will be proportionate based on type of teaching assignment (online, hybrid or face to face).~~

## K. PROFESSIONAL RESPONSIBILITIES OF INSTRUCTORS

The College Board views the duties of staff members as responsibilities which require devotion of considerable time and effort on the part of each individual. Instructors are professional educators as well as professionals within their disciplines; therefore, the goal of each instructor should be excellence of performance in the educational process.

The Work Week — The Board recognizes that the performance of professional duties cannot necessarily be contained within traditional work hours. However, the Board and the community expect the full-time staff member to devote at least forty hours each week to preparation, instruction, student conferences, and other **academic** work of the college community. During the regular school

session the full-time staff member is expected to devote weekly- in addition to the classroom time involved in his teaching assignment - at least:

1. Five regularly scheduled office hours on days and at times he/she finds appropriate to student needs. These hours may be virtual in proportion to the online load;
2. Five additional unscheduled campus hours in academic advising, student contact, consultation with colleagues, or other professional work;
3. Fifteen hours in preparation, either on or off campus.

The faculty member is also expected to be available each day of the regular working week to meet professional obligations.

## **L. UCCFA FACULTY ASSOCIATION PRESIDENT**

The UCC Faculty Association President will be provided 4.5 ILC release time during the regular academic year to conduct UCC Faculty Association responsibilities. The UCC Faculty Association President will determine when release time will be used.

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#### **ARTICLE XIV (14) - WORKLOAD**

##### **M. ADVISING ASSIGNMENT**

Beginning in 2018-19 faculty will begin a two year transition into advising. All faculty will complete advisor training and will be approved by the Provost prior to advising students. Advisees will not be assigned until training has been completed. Training will be provided during the faculty member's normal work year.

For 2018-19, faculty will begin advising up to 15 advisees. Any new full time faculty will not advise student their first year, but will complete advisee training and be mentored by an experienced faculty advisor. An advisee is defined as a degree or certificate seeking student, taking at least 6 credits each term (fall, winter, spring) per academic year. Faculty will transition towards 30 advisees the following year. Advising more than 30 students will be by mutual agreement and compensated at the faculty member's regular ILC rate (not overload) of 0.05 per student per year. All efforts will be made to assign students in areas that faculty are leading or familiar with unless by mutual agreement.

In circumstances when a faculty member is not qualified to advise, an appropriate load of departmental, programmatic, or college work will be assigned equivalent to 30 advisees per year. Equivalent duties must be pre-approved and mutually agreed upon.

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#### **ARTICLE XV (15) - FACULTY DEPARTMENT CHAIRS**

##### **F. RELEASE TIME**

1. Faculty department chairs shall receive a regular faculty contract with release time, stipend, or combination of release time and stipend equivalent to 3-5 ILCs per quarter.

2. The amount of release time, stipend, or combination of release time and stipend for each department chair will be determined by mutual agreement between the department chair and division Dean based on the Department Chair Compensation Guidelines. The guidelines will be developed during the 2017-2018 academic year by an ad hoc committee of four faculty and three academic administrators.
3. The Department Chair Compensation Guidelines will provide criteria and procedure by which the department chair and Division Dean can reach agreement on chair compensation.
4. Faculty members on the compensation guidelines ad hoc committee will be selected by UCCFA. Faculty members assigned to the committee will include department chairs from a wide representation of campus departments.
5. Compensation for department chairs will remain at a minimum, status quo with the 2016-17 academic year until guidelines are developed and implemented.
6. Release time may be increased above the 3-5 ILC's per quarter, as stated in F.1. of this section, for additional responsibilities that are outside the job description, as described in Section E. of this article, by mutual agreement between the department chair and the Division Dean.

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**ARTICLE XVII (17) – INTELLECTUAL PROPERTY RIGHTS**

3. All materials, processes, or inventions developed by an employee with greater than minimis use of College time . . .

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**ARTICLE XVIII (18) - SALARY**

**A. SALARY SCHEDULE**

1. The 2017-19 salary schedule is set forth as Appendix A.1. This schedule shall apply to all members of the bargaining unit and shall not be deviated from except as provided through this Agreement or through mutual consent of the Association and the College. The 1% increase in base salary will be paid retroactive to July 1, 2017.
2. **The 2018-19 salary schedule is set forth as Appendix A.2. This schedule shall apply to all members of the bargaining unit and shall not be deviated from except as provided through this Agreement or through mutual consent of the Association and the College. For 2018-2019, the schedule includes a deletion of the previous step 1, the addition of a new step 15, a 1% increase in base salary, and maintenance of a 3.4% step. Because of the elimination of a step, faculty will remain on the same step number as in 2017-2018, but will be compensated the equivalent of a step increase in salary that reflects the 1% increase in base plus a 3.4% step increase.**
3. **The 2019-21 salary schedule is set forth as Appendix A.3. This schedule shall apply to all members of the bargaining unit and shall not be deviated from except as provided through this Agreement or through mutual consent of the Association and College. Normal step advancement will resume as referenced in Article XVIII. C.**

**4. Effective 2019-20, faculty who have completed a full academic year at step 15 will receive an annual longevity increase of 1% to base for each year past step 15, in addition to any other salary schedule adjustments.**

**Appendix A.1  
Umpqua Community College Faculty Association  
2017-18 Full-time Faculty Salary Schedule**

<b>Step</b>	<b>2017-18</b>	<b>Step</b>	<b>2017-18</b>	<b>Step</b>	<b>2017-18</b>
1	\$44,715.06	6	\$52,851.38	11	\$62,467.86
2	\$46,235.01	7	\$54,648.80	12	\$64,591.71
3	\$47,806.99	8	\$56,506.40	13	\$66,787.99
4	\$49,432.01	9	\$58,427.25	14	\$69,058.73
5	\$51,113.13	10	\$60,413.38	15	\$71,407.00

The 2017-18 salary schedule includes a 1% increase.

**Appendix A.2  
Umpqua Community College Faculty Association  
2018-19 Full-time Faculty Salary Schedule**

<b>Step</b>	<b>plus 1%</b>	<b>2018-19</b>	<b>New Steps</b>	<b>Adjusted schedule 2018-19</b>
1	\$447.15	\$45,162.21	1	\$46,697.36
2	\$462.35	\$46,697.36	2	\$48,285.06
3	\$478.07	\$48,285.06	3	\$49,926.33
4	\$494.32	\$49,926.33	4	\$51,624.26
5	\$511.13	\$51,624.26	5	\$53,379.89
6	\$528.51	\$53,379.89	6	\$55,195.29
7	\$546.49	\$55,195.29	7	\$57,071.46
8	\$565.06	\$57,071.46	8	\$59,011.52
9	\$584.27	\$59,011.52	9	\$61,017.52
10	\$604.13	\$61,017.52	10	\$63,092.54
11	\$624.68	\$63,092.54	11	\$65,237.63
12	\$645.92	\$65,237.63	12	\$67,455.87
13	\$667.88	\$67,455.87	13	\$69,749.32
14	\$690.59	\$69,749.32	14	\$72,121.07
15	\$714.07	\$72,121.07	15	\$74,573.19
16	Added	\$74,573.19		

The 2018-19 schedule has been adjusted to include a 1% increase, deletion of step 1 from the 2017-18 schedule of \$45,162.21 and addition of step 16, which becomes the new step 15.

For 2018-19 everyone is getting a 4.4% raise, but will stay on the same step # they were on for 17-18.

**Appendix A.3**  
**Umpqua Community College Faculty Association**  
**2019-21 Full-time Faculty Salary Schedule**

<b>Step</b>	<b>2019-21</b>	<b>Step</b>	<b>2019-21</b>	<b>Step</b>	<b>2019-21</b>
1	\$46,697.36	6	\$55,195.29	11	\$65,237.63
2	\$48,285.06	7	\$57,071.46	12	\$67,455.87
3	\$49,926.33	8	\$59,011.52	13	\$69,749.32
4	\$51,624.26	9	\$61,017.52	14	\$72,121.07
5	\$53,379.89	10	\$63,092.54	15	\$74,573.19

Beginning in 2019, all full time faculty who have been on Step 15 for a full academic year will receive an annual longevity increase of 1% to their base, in addition to any other salary schedule adjustments.

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**ARTICLE XIX (19) - EMPLOYEE BENEFITS**

**A. INSURANCE BENEFITS AVAILABLE**

For each eligible full-time (1.0 FTE) faculty member who has elected to participate, for the 2018-19 academic year the College shall make available beginning July 1, 2018, a maximum of \$1,280.00 per month toward the purchase of the following insurance benefits:

1. Full Family Medical
2. Full Family Vision
3. Full Family Dental

Bargaining unit members who are less than 1.0 FTE shall receive a pro-rated share of the College's contribution based on the percent of their regular workload.

The College will also pay the premium for employee AD &D/Group Life - \$30,000.

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**ARTICLE XIX (19) – EMPLOYEE BENEFITS**

**F. EARLY RETIREMENT**

1. Eligibility for early retirement benefits shall be contingent upon the faculty member meeting the following standards:
  - a. The minimum age for full early retirement benefits shall be 58 years;
  - b. The faculty member shall have completed a minimum of fifteen (15) years of full-time (1.0 FTE) service for the College.
  - c. The faculty member shall have retired under PERS.
  - d. The faculty member must have begun work in a full-time (1.0 FTE) position prior to July 1, 2007.
2. Early retirement benefits shall include the following:
  - a. For a faculty member who began work in a full-time (1.0) position prior to July 1, 2007, the College shall contribute towards the insurance premiums for the member and his/her spouse the same amount contributed towards insurance for active members. Such



benefits/premium payments for the retired faculty member will continue for the life of the faculty member or until the retired faculty member becomes Medicare eligible. Such benefits/premium payments for the retired faculty member's spouse will continue for the life of the faculty member's spouse or until the retired faculty member's spouse becomes Medicare eligible.

b. Early retirement does not preclude the faculty member from continuing employment on a part-time or contract basis at the option of the College.

3. Approved paid or unpaid leaves of absence, excluding sabbaticals, do not constitute a break in continuous years of service, but will not be counted as time served for this option.

4. A minimum of six (6) months' notice must be given prior to the planned date of retirement. This requirement may be waived by the College President.

5. A "Lifetime Pass" will be granted to any retiring faculty member who has worked at the College for ten or more years. The pass will entitle the faculty member and one guest to free admission to college-sponsored events including athletic events. This pass will also allow the faculty member and their spouse/domestic partner for free tuition to classes.

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## **ARTICLE XXV (25) - TERM AND EXECUTION OF THE AGREEMENT**

### **A. DURATION**

This Agreement shall be effective as of July 1, 2017. It shall be binding on the College and the Association and shall remain in full force and effect through June 30, 2021 except that the Association shall have the right to re-open Articles XVIII. Salary, XIX. Employee Benefits, and Article XIV. M. Advising Assignments, and both the College and the Association have the right to re-open one other article of their choice. If either party chooses to re-open any article(s), they shall specify the Article and notify the other party in writing by February 15, 2019 of their intent to re-open and bargain.

### **B. SUCCESSOR AGREEMENT**

Negotiations for a successor agreement shall begin by April 1, 2021. If the contract expires prior to completion of negotiations, the College shall maintain the status quo of the Contract, including mandatory subjects of bargaining to the extent required by state law.