

ARTICLE 11: TENURE, PROMOTION, AND RANK

Section 11.1 – Tenure (Continuing Contract)

A. The following unit members shall be eligible for consideration for continuing contracts: Full-time faculty members who have completed three (3) or four (4) years of satisfactory faculty service and professional development at Brevard Community College during a period not in excess of five (5) successive years with such service being continuous except for leave duly authorized and granted. Time shall be counted starting from the beginning of their first Fall Term.

B. All continuing contracts issued shall be based upon

1. Satisfactory service performed in a full-time faculty position and shall be subject to all other requirements and provisions imposed by applicable Florida law or regulation.

2. Supervising Administrator or Provost verification of continuing need as indicated on the application for Tenure. Upon application for tenure, the supervising administrator shall make available to the candidate and the tenure committees the student opinion survey summary statement.

3. Satisfactory completion of a tenure portfolio which shall include, at a minimum, the following.

a. Regular professional self-assessment information.

b. Inclusion of student opinion surveys for each section taught in the first five (5) semesters as part of their full time faculty load (if applicable) pursuant to Article 9, Section 9.2, B

c. Documented evidence of significant and ongoing contribution and/or participation in Professional Development activities as listed below in Section 11.2 following the three (3) year cycle guidelines.

d. Documented evidence of contributions to the faculty member's academic unit (program, department/unit, campus/unit).

4. A super majority recommendation (minimum 66%) by a faculty Campus Tenure Committee

a. When more than one faculty member is eligible for tenure on a campus, each tenure candidate shall have a committee comprised of their Department Chair and/or Program Manager (neither of whom shall be chairperson of the

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committee), and at least three (3) and not more than five (5) faculty members. Faculty members shall be from the discipline of the tenure candidates, or a closely related discipline when adequate numbers of faculty are not available. If necessary, faculty members from the discipline, but from another campus, may be included to fulfill the discipline representation needs. The committee shall select their chairperson.

- b. A Librarian candidate's campus committee will be comprised of the other Librarians on the candidate's campus plus 3 other Librarians.
- c. Campus Tenure Committee may review copies of the administrative evaluations, student opinion surveys, and tenure portfolio.
- d. If the committee recommends tenure, then the chairperson of the Campus Tenure Committee will prepare a letter to the College wide Tenure and Professional Development Committee recommending the candidate for tenure.
- e. A quorum (at least fifty-percent plus one) must be present for committees to take action.
- f. Committee shall be as described in Article 6.16 D.

5. Recommendation by the faculty College-wide Tenure and Professional Development Committee (TPD Committee).

- a. The College-wide TPD Committee will review all tenure applicants recommended by all Campus Tenure Committees
- b. The committee will be composed of tenured faculty members with a maximum of nine (9) and a minimum of five (5) members.
- c. TPD Committee Members shall serve three-year terms with one-third of the members appointed each year. However, to facilitate development of the committee, one-third of the members initially shall be appointed to a one-year term, one-third initially shall be appointed for a two-year term, and one-third initially shall be appointed for a three-year term. No campus shall have the terms of both their members ending at the same time.
- d. A quorum (at least fifty-percent plus one) must be present for committees to take action.
- e. Committee shall be as described in Article 6.16 D.

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6. The candidate must be recommended for tenure by the Campus Tenure Committee, and the College-wide Tenure and Professional Development Committee, before the candidate's name can be sent to the College President for approval.

C. Tenure Timeline

1. By May 1 of the candidate's second year, the candidate must notify the College of his/her intent to apply for tenure during the Fall Term of the third year or the Fall Term of the fourth year.

2. The candidate will be considered for tenure during the Spring Term of the third or fourth year of service to the College as determined by the candidate in his second year.

3. By October 1 of the Fall Term of the candidate's third or fourth year, the candidate must submit an application for tenure and an authorization for tenure committees to review limited access files to the immediate supervising administrator. (See Appendix).

4. By January 10, of the Spring Term of the year of tenure consideration, the candidate must submit the tenure portfolio to his/her immediate supervising administrator

5. By January 20, the Supervising Administrator will present the portfolio, the student opinion surveys, and the three administrative annual evaluations to the candidate's Campus Tenure Committee.

6. By February 1, the Campus Tenure Committees must have met and made recommendations to the College-wide Tenure and Professional Development Committee and copied to the Provost.

7. By February 21, the College-wide Tenure and Professional Development Committee must have met and made recommendations to the College President

8. All recommendations must be submitted to the Board in time for the March Board of Trustees meeting.

D. Candidates not approved for Tenure must be notified by the Administration by April 1 of non-renewal of their contract.

E. The non-renewal of an annual contract or denial of tenure shall not entitle the person to reasons for such actions or to follow the grievance procedures, or to a hearing (ie., DOAH or arbitration). However, this shall not preclude the use of the grievance procedure to determine whether the process and procedures were followed.

F. All continuing contracts issued shall be based on satisfactory service performed in a full time faculty position and shall be subject to all other requirements and provisions imposed by law or regulation.

G. The parties recognize and subscribe to the appropriate policy of the Board of Trustees Policy Governance Manual and to the supporting section of the College Operational Procedures Manual as the basic policy and procedure for administration of maintenance of continuing contract as it pertains to unit members. However, in the event a conflict occurs, this agreement shall be the controlling document.

Section 11.2 – Maintenance of Continuing Contract

A. The parties recognize the desirability of faculty continuing professional development throughout their employment at the College. Although the College and UFF-Brevard shall jointly set the minimum professional standards for the maintenance of continuing contract, the responsibility for meeting these standards rests solely with the individual faculty member. The College agrees to sponsor programs, seminars, and courses that earn graduate credit or institutional credit. As described in the appropriate Board Policy and Operational Procedure, both course credit hours and non-credit units or a combination of the two may be used to satisfy this requirement.

B. The maintenance of continuing contract period is a six (6)-year or three (3)-year period as provided in Article 10 – Professional Development..

C. For maintenance of continuing contract, during the third-year of the three (3)-year period, or sixth (6th) year of the six-year period, whichever is appropriate, the Faculty member will request prior approval of proposed course work, publications or seminars. For the first five years, the faculty member may request approval at anytime during those five years for proposed or recently completed course work, publications or seminars. All requests shall be made through the College-wide Professional Development Committee. The committee function, structure, role, responsibilities, policies, and procedures will be mutually agreed and established in the Appendices of this agreement.

D. No College funds will be specifically allocated to support maintenance of continuing contract activities, however, activities which qualify for funding under other college programs (tuition reimbursement, sabbatical, etc.) may be used for credit, provided that advance approval is secured.

E. The College supports efforts by faculty members to complete advanced degrees and participate in academic activities such as conferences. The granting of professional leave, when requested in advance by faculty members to take examinations, defend dissertations, or make presentations, will not be unreasonably denied.

Section 11.3 – Promotion

A. The highest degree earned by a faculty member shall be one of the criteria used for determination of both placement in the salary schedule (pursuant to Article 14) and professional rank (or title, pursuant to Article 11.3).

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B. After initial placement in the salary schedule, faculty members who attain additional college credit and/or degrees may apply for promotion in pay grade/category as reflected in Appendix D – Minimum Salary Schedule. Faculty members who meet the minimum qualifications approved by the College and who meet the following criteria shall be promoted to a higher salary grade/category. It shall be the responsibility of the faculty member to notify the Administration regarding the earning of additional credits.

1. The faculty member must obtain the specified number of college credits from an accredited college or university.
2. For an instructional faculty member, the credits must be earned in those areas in which a faculty member is qualified to teach or in those areas directly related to or which enhance classroom instruction.
3. For a librarian or counselor faculty member, the credits must be directly related to the faculty member's field or in education.

B. Master's Degree Credits – A Master's pay grade will be awarded to a faculty member who has earned a Master's degree consisting of at least thirty (30) semester hours but less than sixty (60) semester credit hours of graduate credits.

C. Master's + 30 Graduate Credits – A Master's + 30 pay grade will be awarded to a faculty member who has earned a Master's degree and at least thirty (30) semester hours of additional upper division or graduate credits in his field or in those areas directly related to or which enhance classroom instruction. A Master's + 30 pay grade will also be awarded to a faculty member who has earned a Master's degree consisting of at least sixty (60) semester credit hours.

D. Master's + 60 Graduate Credits – A Master's + 60 pay grade will be awarded to a faculty member who has earned a Master's degree consisting of at least sixty (60) semester credit hours and at least thirty (30) semester hours of additional upper division or graduate credits in his field or in those areas directly related to or which enhance classroom instruction.

E. For the purposes of rank/title and pay grade, in those fields where a terminal degree is less than a doctorate (such as a Master of Fine Arts, Master's degree in Library Science or Library and Information Sciences, or Master of Professional Studies degrees) the terminal degree shall entitle the faculty member to special consideration as identified in the table below.

F. To be eligible for a promotion in salary or rank, a faculty member must have earned a "Satisfactory" or better on at least two (2) evaluations in the previous five (5) years with a "Satisfactory" or better on the most recent evaluation.

G. Salary increases and promotions to a higher salary grade shall be effective at the beginning of the next academic term after that in which the faculty member submitted a completed application with appropriate documentation of the credits earned.

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H. Compensation for promotion in salary grade is detailed in Article 14 – Salaries and Compensation.

Section 11.4 – Rank (Title)

A. Continuing contributions to the College and participation in College activities shall be recognized through the awarding of professional rank in accordance with all the following criteria:

1. Minimum Qualifications - in the following table, years of service statements refer to minimum years of service.

a. All degrees and hours must be from regionally accredited institutions or their equivalents.

b. Up to ten years prior college-level or university-level faculty experience may be substituted for BCC faculty experience on a 2:1 ratio with every two-years prior experience substituting for one year BCC experience.

INSTRUCTOR	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
All non-tenured, full-time faculty will hold the rank of Instructor.	Doctorate, upon award of tenure.	Doctorate with 5 years full-time faculty experience at BCC	Doctorate with 8 years full-time faculty experience at BCC
	Master's + 60, award of tenure, and 4 years full-time faculty experience at BCC	Master's + 60 with 6 years full-time faculty experience at BCC	Master's +60, with 9 years full-time faculty experience at BCC
	Master's +30, or terminal degree, award of tenure, and 5 years full-time faculty experience at BCC	Master's + 30, or terminal degree, with 8 years full-time faculty experience at BCC	Master's +30, or terminal degree, with 10 years full-time faculty experience at BCC
	Master's degree, award of tenure, and 6 or more years full-time faculty experience at BCC	Master's degree, with 9 years full-time faculty experience at BCC	
	Bachelors degree, award of tenure, and 8 or more years full-time faculty experience at BCC		

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2. Evaluation – To be eligible for a promotion in rank (or title), a faculty member must have earned a “Satisfactory” or better on at least two (2) evaluations in the previous five (5) years with a “Satisfactory” or better on the most recent evaluation.

3. Contributions and/or Participation – The faculty member must present documented evidence of significant continuing contribution and/or participation in at least three (3) of the following areas, one of which must be professional development activities. Copies of Faculty Development and Self-Assessment reports, as submitted during the evaluation and self-assessment process, and signed by the appropriate administrative supervisor, are appropriate evidence. The responsibility for meeting these criteria rests solely with the individual faculty member.

- a. Participation in College or educational committees;
- b. Participation in community groups or projects;
- c. Contributions to the profession (such as conference presentations, professional publications, professional organization memberships and activities, grant writing);
- d. Participation in professional development activities.

4. Peer Recommendation – The faculty member must be recommended by two peer members (who may be inter-disciplinary).

B. The faculty member who satisfies the criteria set forth in A, 1 through 4 above may apply for academic rank promotion on the appropriate form (Appendix O).

1. The request with appropriate documentation of attainment of items A.1-3 above shall be presented to the Campus Provost for verification.

2. Pursuant to Article 6.16, a sub-committee composed of at least four (4) tenured faculty members will review the applications for professional rank and make recommendations to the College President.

C. The College President may request special consideration of rank for one candidate per year, or more upon mutual agreement, based upon experience and service prior to employment at BCC.

1. The request with appropriate documentation of prior experience, service, and commitment as appropriate to 11.4.B above shall be submitted to the appropriate Campus Provost for verification and recommendation to the College President.

2. Pursuant to Article 6.16, a sub-committee composed of at least four (4) tenured faculty members will review the application for special consideration of professional rank and make recommendations to the College President.

D. No College funds will be specifically allocated to support professional rank; however, activities which qualify for funding under other College programs (tuition fee waiver, sabbatical,

enhancement of professional skills, etc.) may be used for credit, provided advance approval is secured.

E. College President's Approval – The faculty member's promotion must be approved by the College President.

F. Compensation for promotion in rank is detailed in Article 14 – Salaries and Compensation.