

**ARTICLE 3**  
**~~Information and Communication~~**  
**DEFINITIONS**

Whenever used in this Agreement, the terms defined in this section have the meaning or reference indicated:

3.1 – College

Brevard Community College.

3.2 – Board

The District Board of Trustees of Brevard Community College.

3.3 – Administrator

An employee so designated by the Board whose duties include but are not limited to supervising and evaluating other employees, recommending the employment/termination of other employees, managing College resources and facilities.

3.4 – Administration

The group of employees designated by the Board as administrators.

3.5 – Agreement

The contract between the Board and the Union.

3.6 – Association/Union

The United Faculty of Florida (UFF) Chapter at Brevard Community College. Affiliated with the FEA, NEA, AFT, and the AFL-CIO, this is the exclusive certified bargaining agent of faculty in the bargaining unit. Also known as UFF-BCC. When referring to official notifications and communications, “the union” shall mean the President of UFF-BCC.

3.7 – Bargaining Unit

All full-time Faculty (counselors, librarians and teachers, as certified by the Florida Public Employee Relations Commission in Case No. 8H-RC-754-4219 issued May 18, 1976.)

A. Included Personnel – All full-time teaching faculty, librarians, and counselors.

B. Excluded Personnel – All employees not specifically included.

### 3.8 – Contracts

A. Faculty Basic Academic-Year Contract – The term of duty for full-time faculty typically consisting of those class days in the sixteen (16) week Fall and Spring Terms plus no more than five (5) in-service days. However, the actual start and end dates may be modified as provided in Article 8 but shall not exceed a required 158 workdays per year over approximately 32 workweeks.

B. Faculty Extended Year Contract – The term of duty for full-time faculty consisting of those class days in the Basic Academic-Year Contract plus no more than one (1) additional in-service day, and additional workdays as may be required by program, discipline, or department needs. The actual days and number of days worked may be modified as provided in Article 8. A faculty member with an Extended-Year Contract will have his/her Basic Year daily rate of pay pro-rated upward for duty days in excess of that year’s Faculty Basic Academic Year Contract.

C. Faculty Twelve-Month Contract – A faculty member on a Twelve-Month Contract shall work the same number of days as the Administrative Contract for that year which shall include paid vacation days and paid holidays. A faculty member with a Twelve-Month Contract will have his/her Basic Academic-Year Daily Rate of Pay pro-rated upward for duty days in excess of that year’s Faculty Basic Academic-Year Contract.

### 3.9 – Faculty Classifications

#### A. Full-Time Regular Faculty

1. Instructional Personnel – Those faculty members whose primary responsibility is teaching.

3. Counselors – Those faculty members whose primary responsibility is counseling.

3. Librarians – Those faculty members whose primary responsibility lies within the Library or related area.

B. Full-Time Temporary Faculty – Includes full-time temporary faculty positions established for a limited period not to exceed two consecutive academic years. Temporary full-time faculty positions will be renewable on an annual basis. Temporary full-time faculty enjoy all benefits of this Agreement, except as noted in Article **8.1.D.**, *Temporary Full-Time Faculty*.

C. Grant-Funded Faculty – Those temporary full-time non-tenured faculty members (instructional, counseling or library), whose positions are funded by grants. These faculty members shall receive annual contracts with the required duties and responsibilities restricted by the terms and conditions of the grant. Grant-funded faculty positions will be renewable on an annual basis for the duration of the grant. Grant-funded faculty enjoy all benefits of this Agreement, except as noted in Article **8.1.E.**, *Grant-Funded Faculty*.  
The classification definitions contained in this Agreement shall be exclusive for the duration of this Agreement.

3.10 – Supervising Administrator

Administrator with direct supervisory responsibility over a full-time faculty member. May be Provost, Associate Provost, or Dean of Libraries depending on faculty member involved.

3.11 – In-Service Day

A district-wide contractual day of service scheduled on a non-teaching day.

3.12 – College President

The President of Brevard Community College as designated by the Board.

3.13 – Campus Provost

The chief administrator responsible for a particular campus at the College.

3.14 – Executive Director of Human Resources

The administrator designated to represent the College in the administration of this Agreement. If changes in this designation are made, the union will be notified.

3.15 – Work/Contact Hours

Clock Hour – Sixty (60) minutes

Office Hour – Sixty (60) minutes

Contact Hour – Fifty (50) minutes

Clinical Contact Hour – Fifty (50) minutes

Semester Hour – The unit of course credit as specified in the College catalog

3.16 – Department Chairperson

An instructional or non-instructional faculty member assigned to act as coordinator and liaison between the supervisors and the full-time faculty in an academic department. Department chairpersons shall have no supervisory responsibilities with regard to other full-time members of the faculty, but will assist the supervisors on each campus to carry out their duties and who will assume responsibility for implementation of the curriculum for an instructional or non-instructional program or cluster of programs. Chairperson duties will be established through collective bargaining and will be listed in the Appendix to this Agreement.

3.17 – Program Manager

An instructional or non-instructional faculty member assigned to act as coordinator and liaison between the supervisors and the full-time faculty in specific programs such as Health Sciences requiring program-level leadership. Program Managers shall have no supervisory responsibilities with regard to other full-time members of the faculty, but will assist the supervisors on each campus to carry out their duties and who will assume responsibility for implementation of the curriculum for an instructional or non-instructional program or cluster of programs. Program

Manager duties will be established through collective bargaining and will be listed in the Appendix to this Agreement.

3.18 – Program and/or Curriculum Coordinator

An instructional or non-instructional faculty member who assumes certain specific responsibilities within a program or cluster of programs to assist the Dean and/or the Department Chairperson. Coordinator duties will be established through collective bargaining and will be listed in the Appendix to this Agreement.

3.19 – Full-Time Faculty – Overload Teaching Assignments

An overload teaching assignment is any course taught by a full-time faculty member during the term when the faculty member has already completed his/her basic contractual obligations.

3.20 – Daily Rate of Pay Calculation

The daily rate of pay calculation for a Basic Year Contract (nine [9] months) will be determined by dividing the number of contractual days for that academic year into the faculty member's contractual salary. A College Year Contract salary will be computed by multiplying the daily rate of pay by the number of contractual days for that year in a College Year Contract. A Twelve-Month Contract salary will be computed by multiplying the daily rate of pay by the number of contractual days for that year in the Twelve-Month Contract.

3.21 – Classroom

Classroom includes both the traditional classroom and the virtual classroom.

3.22 – Seniority

Relative position within faculty bargaining unit determined by total number of years employed as a full-time faculty member at Brevard Community College.

Original Article 3 – Information and Communication moved to Article 7 – Union Rights

Tentative Agreement Date: \_\_\_\_\_

For BCC-BOT:

For UFF-BCC:

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**Date: 6/10/2009**

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**UFF-Brevard Proposal: Article 3**

**Previously: new language**

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