

## **KNOW YOUR DCE CONTRACT Spring 2011**

### **Salary Increase-January 2011**

DCE faculty will receive a 1.5% salary increase pursuant to the terms of the collective bargaining agreement. The DCE per credit salary schedule is as follows:

<b>Step 1</b>	<b>\$859</b>
<b>Step 2</b>	<b>\$920</b>
<b>Step 3</b>	<b>\$989</b>
<b>Step 4</b>	<b>\$1,038</b>

DCE faculty will move from salary Step 1 to salary Step 2 upon teaching the sixth class and move to Step 3 upon teaching the eleventh class. Step 4 is effective upon attaining 8 years of seniority at the college. New faculty at the college would normally start at Step 1, but may start at Step 2 or 3 of the salary schedule based on degrees, qualifications, and experience. Members are encouraged to become familiar with the schedule so that any error can be easily addressed.

Unit members compensated on an hourly basis shall receive a 1.5% increase to their current hourly rate for assignments effective January 2011

The laboratory component of a course will be paid at the rate of 1.5:1 (1.5 contact hours per week during a regular semester = 1 credit salary).

Faculty will be paid through the state HRCMS biweekly payroll system. Salary payments should begin approximately four weeks into the semester and then every two weeks thereafter through the end of the semester.

### **Reappointment Rights and Seniority**

Reappointment rights are effective after teaching five courses over three consecutive fiscal years at the college. These courses do not have to be in the same department. Teaching two or more courses per year in a work area at the college earns one-year seniority. One course in one area and one course in another area in a year provide one-year seniority in each work area. Loss of accrued seniority results after a two-year break in service at the college. Canceled courses do not count toward a break in service.

### **Appointment**

Faculty with reappointment rights will be provided a Teaching Availability Form. This is to solicit teaching preferences and time availability for the next semester. The form is usually sent and/or submitted electronically. It is important to check your college email and become familiar with the system used at your college. The college will assume that you are not interested in teaching if the form is not returned in a timely manner.

A tentative appointment for one course shall be assigned first to those unit members with the longest seniority. You should, under normal circumstances, be notified of your assignment five

weeks prior to the beginning of classes. You should be given a contract indicating the course(s) and salary to which you have been assigned. Your course must run in the event that an administrator who hires, fires, or evaluates DCE faculty is teaching a course in DCE.

### **Course Material**

Faculty must submit the course syllabus within one week of the beginning of classes. This should include the items appearing on the course material checklist contained in the collective bargaining agreement. Please note that DCE faculty enjoy academic freedom which provides for professional latitude in fulfilling one's contractual obligations in this regard. An Interaction Plan must also be submitted for distance education courses.

Instructors have the right to choose their text book(s). The exception to this is when it is a departmental selection and DCE faculty are given an opportunity to participate in the decision making process, or when the appointment is made as the semester is to begin.

### **Evaluation**

Student evaluations are conducted each semester and are conducted during the second or third to the last week of the course. A classroom observation must be conducted prior to the unit member attaining reappointment rights. Classroom observations can only be conducted after that point for stated written reasons. The evaluator must use the classroom observation form found in the DCE contract.

### **Missed classes**

Missed classes must be made-up by four possible means with the approval of the college. One must either schedule a make-up class; add time to the remaining class meetings; assign a paper, project, or a self-directed learning experience which will require a time span equivalent to one class period; or by another method that is proposed by the unit member.

### **Maximum Class Size**

Maximum class size was reduced from that of the previous DCE contract. The class size maximum for traditional courses is 32 students. The maximum class size of 22 students will be utilized for English Composition, English as a Second Language, Introductory Foreign Languages, and remedial/developmental courses.

### **Faculty Meetings**

DCE faculty will not be required to attend more than one faculty meeting per semester.

**The DCE Collective bargaining agreement is available on the MCCC website <http://www.mccc-union.org/> or a copy can be obtained from your local MCCC chapter.**

If you have any questions on the DCE contract, call DCE Grievance Coordinator Joe Rizzo at 603-898-6309 / [Grievance-DCE@mccc-union.org](mailto:Grievance-DCE@mccc-union.org)