

## **FACULTY**

**College Service – FT Faculty** – On the last day of classes, it is required that all full-time faculty submit *College Service Activities (Form XIII-E5)*. In the upper part of this form under #1, list all college service activities. In the middle of the form under #2, again list the activities with specific date(s) of participation (if applicable). The “if applicable” language applies to activities that are on-going during a semester and no specific date can be determined. In the lower part of the form under #3, a few immediate supervisors have requested documentation that evidences participation in the college service activities. If this request was made, it should have been done at the beginning of the semester in order to give faculty time to compile documentation as the activity is performed. The contractual list of college service activities is

1. Serving as advisor to student activities;
2. Serving on governance, ad hoc, college standing committees, system-wide task forces or committees, or labor-management committees;
3. Preparing grant proposals;
4. Participating in college, division, department or other related college meetings and/or activities;
5. Participation in the improvement and development of academic programs and resources, including recruitment.
6. Serving as a department chair/coordinator pursuant to Article XX coordinator/program coordinator.

When the 2000-2003 Contract was negotiated with an increase in instructional workloads, the MCCC Negotiating Team stated that there was an understanding at the bargaining table that attending department meetings, division meetings, and all-college meetings; and serving on one (1) committee would fulfill the contractual obligation of being available for college service activities for an average of four (4) hours per week. This requirement has not changed in the 2003-2006 Contract or the 2006-2009 Contract.

**New Language for Faculty** - In the 2006-2009 Contract, there is a new requirement that states, “*No later than October 15 for the fall semester and February 15 for the spring semester, a faculty member shall submit a list of college service activities to be performed during the semester.*” As of this date, the parties have not agreed to a form or an implementation date for this new language. Until further notice from the MCCC, the February 15 date for implementation is on hold. Of course, this might change at the beginning of the spring semester. Chapters, divisions, and/or departments should not be implementing this new language or agreeing to any form. Please note, the MCCC negotiators have made it clear that the purpose of the submission of this *list of activities to be performed* is to provide the immediate supervisor with knowledge of your planned activities for the upcoming semester. The intent was not to increase college service workload, not to begin counting hours, minutes, or seconds, and not to obtain prior approval.

**Student Advising – FT Faculty** – On the last day of classes, it is required that all full-time faculty submit a *Student Advisement Log – Form XIII-E4* including student’s name, program, date of conference, and recommendation/purpose.

## **PROFESSIONAL STAFF**

**College Service – FT Professional Staff** – The professional staff *College Service Activities - Form XIII-E5* is due by December 30 and May 30. These college service activities should have been incorporated in the E-7 form that is completed on July 1 of each year. The contractual list of college service activities is:

1. Service as advisor for college-approved student activities;
2. Service on governance, ad hoc, college standing committees, system-wide task forces or committees; or labor-management committees;
3. Preparing grant proposals;
4. Participating in college, division, department or other related college meetings and/or activities as the President of the College or the President's designee may deem appropriate;
5. Participation in the improvement and development of academic programs and resources, including recruitment.

The new language referenced-above for faculty regarding the submission of activities to be performed **does not apply** to professional staff.

**Student Advising – FT Professional Staff** – Student advising could be part of a professional staff workload and E-7 *if appropriate* by inclusion in the list of responsibilities in the classification specifications for the professional staff title. The *Student Advisement Log – Form XIII-E4* if appropriately assigned is due on December 30 and May 30 each year.

If you have any questions, do not hesitate to contact me.

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