

FULL-TIME FACULTY BARGAINING UNIT MEMORANDUM OF AGREEMENT
Between Community College of Philadelphia and
The Faculty and Staff Federation of Community College of Philadelphia Local 2026

The Community College of Philadelphia, (“the College”) and the Faculty & Staff Federation of Community College of Philadelphia, Local 2026, American Federation of Teachers, AFL-CIO (the “Federation”), each a party and collectively the parties, agree to amend the terms and conditions of the Full-Time Faculty Bargaining Unit Collective Bargaining Agreement, subject to ratification by the bargaining unit and approval by the College’s Board of Trustees, as follows:

1. **Term** - September 1, 2024- August 31, 2028
2. **Wage Increases**
 - a. Year 1 (September 1, 2024-August 31, 2025) - 6.5%
 - b. Year 2 (September 1, 2025- August 31, 2026) – 5.5%
 - c. Year 3 (September 1, 2026-August 31, 2027) - 5.0%
 - d. Year 4 (September 1, 2027-August 31, 2028) – 5.0%
3. **Remove Subtraction Table**
 - a. Remove subtraction table from initial salary step schedule (Exhibit “C”, Section 1(B), Initial Step and Salary) and modify the language of is modified as follows:
For the purpose of step determination, experience prior to 9/1/2001 is conflated 3:1 (years: steps) and experience after 9/1/2001 is credited 1:1. ~~In addition, a number of credited steps will be subtracted depending on the year for which an Employee is hired as follows, to be calculated on line 6 and line 19 on the Step Placement worksheet included below as part of this Exhibit “C.”~~
4. **Benefit Improvements and Other Healthcare Changes**
 - a. **Premium contributions, Deductibles, and Co-Pays will remain the same as in current FTF CBA for PPO plan, HMO plan and prescription plan.**
 - b. **Parental Leave** – Employees who have been employed on a full-time basis for at least one year may take up to 4 weeks of paid parental leave during the first year of their child’s birth or within first year of adoption of child or placement of a foster child. Employee may only take parental leave once per Academic Year (September 1- August 31).
 - c. **Premium Sharing** - Eliminate premium sharing for Personal Choice for full-time employees who earn \$60,000 or below.
 - d. **Domestic Partner Benefits for Full-Time Employees** - Revision to Fair Practices language as follows:
 - A. Neither the Board nor the Federation shall discriminate against any Employee because of race, creed, color, national origin, sex, age, marital status,

sexual orientation, **gender** or membership in (or lack thereof) or activities on behalf of the Federation or any other organization or for any other reason, violative of law.

B. There shall be no restriction on the employment of more than one (1) member of the same family; provided, however, that no Employee will initiate or participate in any institutional decision involving a direct benefit to a member of his/her their family.

C. When a College employee has a ~~same-sex~~ **domestic** partner who meets the standards for spousal equivalency, the Board shall treat this ~~same-sex~~ **domestic** partner in the same manner as an individual married to a College employee for the purpose of all benefits contractually negotiated. For the purposes of this Agreement, the term "spouse" shall include "spousal equivalent," which term is defined as follows:

- (1) An Employee's spousal equivalent is the Employee's sole domestic partner and has a committed relationship, intended to be of indefinite duration, with the Employee; and
- (2) An Employee's spousal equivalent ~~is of the same sex as the Employee and~~ is not married to anyone else; and
- (3) An Employee's spousal equivalent is at least eighteen (18) years old; and
- (4) An Employee's spousal equivalent is not related by blood to the Employee to a degree of closeness which would prohibit legal marriage in the state in which the Employee and the spousal equivalent legally reside; and
- (5) An Employee's spousal equivalent resides together with the Employee in the same residence, and both the Employee and the Employee's spousal equivalent intend to do so indefinitely; and
- (6) An Employee's spousal equivalent and the Employee are jointly responsible for each other's common welfare and share financial obligations. Joint responsibility for each other's common welfare and shared financial obligations will be demonstrated by the prior existence of three of the following: (a) joint mortgage or lease; (b) designation of an Employee's spousal equivalent as primary beneficiary of the Employee's life insurance; (c) designation of an Employee's spousal equivalent as primary beneficiary of the Employee's retirement contract; (d) designation of an Employee's spousal equivalent as primary beneficiary in Employee's will; (e) durable property and health care powers of attorney vested by the Employee in Employee's

spousal equivalent; (f) joint ownership by the Employee and the Employee's spousal equivalent of an automobile, joint bank accounts, or joint credit account.

(7) [DELETED]

- e. **Sick Leave** - The following language is added to Article XII: Leaves, Section A, Childcare:

For 12 month Faculty, the College shall allow use of four (4) sick days a year for dependent care, except during restricted periods and provided that personal days are exhausted.

- f. **Bereavement Leave**- The language of Article XII: Leaves, Section C, Bereavement, is deleted and replaced with the following:

Employee shall be eligible to take up to five (5) consecutive working days of bereavement leave with pay for the death of an Immediate Family Member.

Immediate Family Member shall include Spouse/Domestic Partner; Parent/Step-Parent/Parent-In-Law; Child/Step-Child; Sibling/Step-Sibling;

Grandparent/Grandchild; or person who is a member of the employee's household as of the date of death, including a person who left the household to go to a nursing home, hospice, or hospital. Employee shall receive one-day bereavement leave for ex-spouse. The College shall consider a written request for the use of non-consecutive bereavement leave days for Immediate Family Members upon written request of the employee which shall not be denied without good reason.

- g. **Dental** –

- i. Dependents may stay on dental plan up to the age of 26.
- ii. Sunset low-enrolled Dental plan – United Concordia Dental Plan. (No new enrollees as of date of MOA).

- h. **Post-Retirement Benefits** –

- i. Sunset Keystone 65 plan.
- ii. Coverage for Shingrix vaccine.
- iii. For at least 2 years after retirement, an automatic response email will be added to a retiree's work email that informs anyone who emails them of their new retiree email address.

- i. **Long-term disability** - No contributions to 403(b)plan when on long-term disability.

- j. **Vision** – Enhanced vision benefits for employees covered by Keystone and current vision benefit for employees covered by Keystone for employees covered by Personal Choice.

- k. **Fertility benefit** - Coverage for fertility treatment (both Keystone and Personal Choice plans) with \$7,500 per employee lifetime max.

5. **Health and Safety Committee** - (See detailed agreement #5 attached.)

6. **Promotion.** The language of Article VI, Section A(1)(g), Initial Appointments, is revised as follows:

The Department Hiring Committee may be required by the Administration to furnish a list, in its order of priority, of recommended applicants to a total of **three (3) ~~two (2)~~** (at least one [1] of whom shall be a qualified member of the Part- time/Visiting Lecturers' Bargaining Unit **and at least one [1] of whom shall be a qualified Instructional Technologist**) for each position to be filled, provided that there is that number of applicants acceptable to the Department Hiring Committee.

7. **Art. VIII.**

- a. **Ranks.** After achieving tenure, a Full-Time Faculty member can change their selection of any of the three workload options one time beginning their first year as tenured faculty. Faculty who are precluded from selecting the 24 credit/ 30 contact hour course load will only be eligible to select from the 27 credit/ 33 contact hour or 30 credit/ 36 contact hour workloads.
- a. **Ranks V-VIII: Course Load and Class-Size Maxima.** Reducing class sizes from 36 to 32 and from 32 to 28. (See detailed agreement #7(b) attached).
- b. **Section J.** Replace requirement for 6 hours advising per semester with current side agreement that allows Full-Time Faculty a choice between Starfish or 6 hours of Advising. (See detailed agreement #7(c) attached).

8. **Article XXIV.** The following language is added to Article XXIV: Educational Technology and Distance Learning, Section B: "Notwithstanding, the foregoing, faculty may be required to teach remotely, where feasible as determined by the Division, during an emergency College closure."

9. **Curriculum Coordinators in Section H.** In Fall and Spring semesters, Curriculum Coordinators shall have as close to 25% released time of the 30 credit/36 contract hour workload as possible. They shall receive one course released with the balance of 25% of the 30 credit/36 contact hours as extended time (*i.e.* 3.75 credits (3 credit released; and .75 credits extended time). Duties of Curriculum Coordinators shall be periodically updated by their Deans.

10. **Anti-racist training** required once every three (3) years.

11. **Pay Errors.** CCP will not seek repayment of overpayments caused by CCP administrative error through no fault of Employee that are more than one (1) year old.

12. **Modifications to Article XXI: Institutional Participation.** The language of Article XXI, Section B, Initial Appointments, is revised as follows:

For the term of this Agreement, Standing Committees ~~other than the Technology Coordinating Committee (TCC)~~ shall be composed of an equal number of administrators, Employees, and students; ~~the TCC shall be composed of an equal number of administrators and Employees.~~ In all cases, the Employee representatives on Standing Committees shall be designated by the Federation. Standing Committees shall be: Business Affairs Committee, Academic Affairs Committee, Student Affairs Committee and Technology Coordinating Committee. Any changes in the above shall be by mutual agreement.

13. Job Title Change: For Rank A and B faculty, change job title to Instructional Technologist.

Unless otherwise noted herein, all provisions of this Memorandum of Agreement (“MOA”) shall become effective upon ratification of this MOA by the bargaining unit and the College’s Board of Trustees.

[SIGNATURES ON NEXT PAGE]

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Faculty and Staff Federation of the Community College of Philadelphia, Local 2026
of the American Federation of Teachers, AFL-CIO, Classified Bargaining Unit

By : Alexine Fleck
Alexine Fleck (Apr 15, 2025 12:11 EDT)

Name: Alexine Fleck

Date: 04/15/2025

By: Nathaniel House
Nathaniel House (Apr 14, 2025 13:06 EDT)

Name: Nathaniel House

Date: _____

Community College of Philadelphia

By: HT
Epps Harold T. (Apr 11, 2025 11:45 EDT)

Harold T. Epps, Board of Trustees,
Chair

Date: 04/11/2025

Detailed Agreement #5: Exhibit F, HEALTH AND SAFETY COMMITTEE FUNCTIONS

1. Management Commitment to Workplace Safety and Health

- Establish procedures for review and management's response to minutes.
- Submit written recommendations for safety/health improvement/changes and response.
- Evaluate employer's safety/health policies and procedures. Respond in writing to safety committee recommendations. Review corrective action taken by Management.

2. Committee Meetings and Employee Involvement

■ **The Health and Safety Committee shall be led by 2 Co-Chairs, one from College Administration appointees and one from Union appointees to the Committee. The College shall appoint the College Administration Co-Chair and the union shall appoint the Union Co-Chair.**

- Establish procedures for **all** employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information.
- **Create and monitor a communications system in which all employees can report health and safety issues, including a rapid response system for employees to report imminent danger.**
- Include employee agenda items, via Safety Committee membership, for committee meetings.
- Hold monthly meetings. Keep meeting minutes.
- Develop and make available a written agenda for each meeting.
- Take meeting minutes and distribute to management and the safety committee members.
- Include in the meeting minutes all recommendations.

3. Hazard Assessment and Control

- Establish procedures for workplace inspections to identify safety and health hazards.
- Assist the employer in evaluating the accident and illness prevention program. ■ Appoint an inspection team of at least one Union employee representative and one College representative, as necessary.
- Conduct workplace inspections at least quarterly.
- Make a written report of hazards discovered during inspections.
- Make written recommendations for personal protective equipment needs.
- Review corrective measures. Make written recommendation to correct the hazard, and submit it to management for timely response.

4. Safety/Health Planning

- The Health and Safety Committee will review Departmental workplace inspection plans and coordinate their performance on a quarterly basis.

- Develop/establish procedures for an annual review of the College's Health and Safety Committee's effectiveness.
- **Make recommendations for a College policy to respond to poor air quality days.**
- **Make recommendations for a College policy on temperature and noise in classrooms and workspaces on campus.**
- **In the event of a local, state, national, or global health emergency, monitor health emergency safety protocols and form a response team.**

5. Accountability

- Evaluate the College safety and health accountability program.
- Make recommendations to implement supervisor and employee accountability for safety and health.

6. Accident/Incident Investigations

- Establish procedures for reviewing reports completed for all safety incidents, including injury, accidents, illnesses and deaths.
- Review these reports so that recommendations can be made for appropriate corrective action to prevent recurrence.

7. Safety/Health Training for Committee Members

- Identify and make training accessible on standards and codes applicable to the College.
- Provide specific training on your type of business activity.
- Include at a minimum, hazard identification of the workplace and how to perform effective accident incident investigation.
- Identify the location of safety procedures provided with appropriate equipment and inform employees of their location.
- Recommend training for new employees and refresher training on company, department and work location safety practices, procedures and emergency response.
- Management should maintain (and make available to the health and safety committee) records on employee safety training.

Detailed Agreement #7(b): Article VIII, Hours of Work

ARTICLE VIII HOURS OF WORK

A. Ranks V-VIII: Course Load and Class-Size Maxima

All full-time faculty must select a type of contract for the Fall & Spring Semesters (their Academic Year Contract) upon hire in accordance with the workload options outlined below. Once faculty select a workload option, they cannot decrease their workload option for the remainder of their employment with the College. Faculty may increase their workload to a higher workload option with the approval of the Vice President of Academic & Student Success.

(1) (a) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 24 credit hours, 27 credit hours or 30 credit hours for the academic year, with three (3) contact hours being equal to two (2) credit hours for laboratories. For all Employees hired after May 1, 2019 in disciplines listed in this section, course load options shall be 27 credit hours or 30 credit hours for the academic year, with three (3) contact hours being equal to two (2) credit hours for laboratories and culinary arts cooking courses.

ARCHITECTURE, DESIGN, AND CONSTRUCTION (ADC)
APPLIED ENGINEERING & TECHNOLOGY (AET)
AUTOMOTIVE TECHNOLOGY (AT)
BIOMEDICAL EQUIPMENT TECHNICIAN (BMET)
CHEMISTRY (CHEM)
COMPUTER INFORMATION SYSTEMS (CIS)
COMPUTER SCIENCE (CSCI)
CULINARY ARTS (CULA)
ENGINEERING (ENGR)
PHYSICS (PHYS)
SCIENCE, TECHNOLOGY, AND SOCIETY (STS)

In laboratories, the maximum number of students shall be dependent on the number of student stations. The number of students in a lecture class shall not exceed a maximum of **32** students.

(b) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 24 credit hours or 30 credit hours for the academic year with three (3) contact hours being equal to two (2) credit hours for laboratories. For all Employees hired after May 1, 2019 in disciplines listed in this section, course load options shall be 30 credit hours for the academic year with three (3) contact hours being equal to two (2) credit hours for laboratories.

BIOLOGY (BIOL)

In laboratories, the maximum number of students shall be dependent on the number of student stations. The number of students in a lecture class shall not exceed a maximum of **32** students.

(2) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 24 credit hours, 27 credit hours or 30 credit hours for the academic year with three (3) contact hours being equal to two (2) credit hours for laboratories. For all Employees hired in disciplines listed in this section, course load options shall be 27 credit hours

or 30 credit hours for the academic year with three (3) contact hours being equal to two (2) credit hours for laboratories.

ACCOUNTING (ACCT)
AMERICAN SIGN LANGUAGE (ASL)
ANTHROPOLOGY (ANTH)
ART (excluding studio courses) (ART)
ASL/ENGLISH INTERPRETING (INT)
BLACK STUDIES (BLAS)
BEHAVIORAL HEALTH/HUMAN SERVICES (BHHS)
BUSINESS LEADERSHIP (BUSL)
COMPUTER FORENSICS (CF)
CRIMINAL JUSTICE (CJ)
DIGITAL FORENSICS (DF)
COUNSELING (COUN)
EARTH SCIENCE (EASC)
ECONOMICS (ECON)
EDUCATION (ED)³
FASHION MERCHANDISING AND MARKETING (FMM)
FINANCE (FIN)
FIRE SCIENCE (FSCI)
FOUNDATIONAL MATHEMATICS (FNMT)
1 GENDER STUDIES (GS)
GEOGRAPHIC INFORMATION SYSTEMS (GIS)
GEOGRAPHY (GEOG)
HEALTH (HLTH)
HISTORY (HIST)
HUMANITIES (HUM)
INTERDISCIPLINARY STUDIES (IDS)
LEADERSHIP (LEAD)
MANAGEMENT (MNGT)
MARKETING (MKTG)
MATHEMATICS (MATH)
MUSIC (MUS)
PARALEGAL STUDIES (PLS)
PHILOSOPHY (PHIL)
POLITICAL SCIENCE (POLS)

PSYCHOLOGY
(PSYC) REAL
ESTATE (RE)
RELIGIOUS
STUDIES (RS)
SOCIOLOGY (SOC)
TOURISM AND HOSPITALITY MANAGEMENT (THM)

For the disciplines listed in this section (2), the number of students in a class shall not exceed a maximum of **32** students.

(3) (a) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 30 contact hours or 36 contact hours for the academic year. For all Employees hired after May 1, 2019 in disciplines listed in this section, course load shall be 36 contact hours for the academic year.

ART (STUDIO COURSES AND CERAMICS)

(b) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 30 contact hours, 33 contact hours or 36 contact hours for the academic year. For all Employees hired after May 1, 2019 in disciplines listed in this section, course load options shall be 33 contact hours or 36 contact hours for the academic year.

PHOTOGRAPHIC IMAGING (PHOT)

(c) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 24 contact hours, 27 contact hours or 30 contact hours per academic year for those faculty who teach lectures only, or 30 contact hours, 33 contact hours, or 36 contacts per academic year for those faculty who teach a combination of modes (lecture, laboratory, clinical). For all Employees hired after May 1, 2019 in disciplines listed in this section, course load options shall be 27 contact hours or 30 contact hours per academic year for those faculty who teach lectures only, or 33 contact hours or 36 contacts per academic year for those faculty who teach a combination of modes (lecture, laboratory, clinical).

ALLIED HEALTH (AH)
DENTAL HYGIENE
(DH)
DIAGNOSTIC MEDICAL
IMAGING (DMI) NUTRITION
(NUTR)
MEDICAL ASSISTING (MA)
MEDICAL LABORATORY
TECHNICIAN (MLT) OPHTHALMIC
(OPH)
PUBLIC HEALTH (PH) RESPIRATORY CARE TECHNOLOGY (RESP)

The total workload for the year shall be computed as follows:

All Lecture			
Workload	24 contact hours (all lecture) (*Not available for Employees hired after May 1, 2019)	27 contact hours (all lecture)	30 contact hours (all lecture)
Semester 1	12 contact hours (all lecture)	15 contact hours (all lecture)	15 contact hours (all lecture)
Semester 2	12 contact hours (all lecture)	12 contact hours (all lecture)	15 contact hours (all lecture)
	Receives 24 credit/30 contact hour salary	Receives 27 credit/33 contact hour salary	Receives 30 credit/36 contact hour salary

or

Combination of lecture, lab and/or clinical each semester			
Workload	30 contact hours (combination lecture, lab and/or clinical) (*Not available for Employees hired after May 1, 2019)	33 contact hours (combination lecture, lab and/or clinical)	36 contact hours (combination lecture, lab and/or clinical)
Semester 1	15 contact hours (combination of lecture, lab and/or clinical)	18 contact hours (combination of lecture, lab and/or clinical)	18 contact hours (combination of lecture, lab and/or clinical)
Semester 2	15 contact hours (combination of lecture, lab and/or clinical)	15 contact hours (combination of lecture, lab and/or clinical)	18 contact hours (combination of lecture, lab and/or clinical)

	Receives 24 credit/30 contact hour salary	Receives 27 credit/33 contact hour salary	Receives 30 credit/36 contact hour salary
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or

It is possible to have one semester all lecture and the other semester a combination of lecture, lab and/or clinical.

	Lecture only one semester and Lecture, lab and/or clinical combination other semester		
Workload	Not available for Employees hired after May 1, 2019		
Semester 1	12 contact hours (all lecture)	12 contact hours (all lecture)	15 contact hours (all lecture)
Semester 2	15 contact hours (combination of lecture, lab and/or clinical)	18 contact hours (combination of lecture, lab and/or clinical)	18 contact hours (combination of lecture, lab and/or clinical)
	Receives 24 credit/30 contact hour salary	Receives 27 credit/33 contact hour salary	Receives 30 credit/36 contact hour salary

(d) For Employees in disciplines listed in this section, course load shall be 30 contact hours NURSING (NURS) The total workload for the year shall be computed as follows:

30 contact hours	Combination of lecture, lab and/or clinical each semester
Receives the 24 credit/30 contact hour salary	

For those disciplines specified in this paragraph (3) that meet in laboratories, the maximum number of students shall be dependent on the number of student stations. The number of students in a lecture class shall not exceed a maximum of **32** students. In any event, where team teaching had been utilized in the past, it may continue and with respect thereto, the aforesaid maxima shall not apply.

(4) For all Employees hired prior to May 1, 2019 in disciplines listed in this section, course load options shall be 24 credit hours, 27 credit hours or 30 credit hours for the academic year. For all Employees hired after May 1, 2019 in disciplines listed in this section, course load options shall be 27 credit hours or 30 credit hours for the academic year.

ENGLISH
(ENGL) WORLD
LANGUAGES

For these disciplines, the number of students in a class shall not exceed **28** students, (as more fully specified as to world languages in Exhibit “A” to the Letter of Agreement, attached hereto and made a part hereof), except that for English 101, 109, 125, the maximum number shall be 23 and for English 102, 104, 108, 112, 114, 115, 116, 120, 131, 132, 135, 136, 137, 142, 205 and 210, the maximum number shall be 25. For English 141, the maximum number shall be 20. In Humanities courses, the maximum number of students shall be **28**.

(5) In developmental and remedial courses, the number of students in a class shall not exceed 20.

(6) In Counseling 101, the maximum number of students shall be 23.

(7) Class-size maxima as determined for normal academic year loading shall prevail for courses and sections taught by part-time teachers, through overload and summer teaching, and in offerings of the Division of Adult and Community Education and Corporate Solutions or their successors in function; provided, however, that this paragraph shall not apply to credit-free offerings of the Division of Adult and Community Education and Corporate Solutions or their successors in function.

(8) (a) Exceptions to the above maxima are allowable to permit:

(i) Innovative educational experimentation, and/or

(ii) To provide for educationally exceptional experiences.

(b) Anything herein to the contrary notwithstanding, with respect to television courses given by bargaining unit members, a sub-committee composed of three (3) individuals designated by the College and three

(3) individuals designated by the Federation shall be formed forthwith following ratification of the Labor Agreement. In addition, an individual mutually agreed upon by the parties hereto shall serve on the committee and shall be its Chairperson.

The committee shall meet and discuss the program and advise the respective bargaining teams of the College and the Federation regarding the committee members’ thinking on such matters as credit for load (and whether work pertaining to the program should be done in load or as an overload), class size considerations, course design, course materials and the like. Also, the committee shall be free to utilize such resource people and data as is deemed appropriate.

The College and the Federation shall be bound by the final, complete recommendation of a majority of the committee. Until such recommendation or arbitration award is issued, the program shall be considered experimental.

Anything herein to the contrary notwithstanding, television courses shall be considered a form of Distance Learning.

(9) Class-size maxima shall be calculated as of the date on which drop-and-add ends in each session or academic year semester.

(10) An Employee shall be assigned no more than three (3) preparations per semester provided, however, that a first-year teacher shall have no more than two (2) preparations for his/her first semester at the College unless such a schedule is administratively impossible and provided, further, that for Employees teaching English and Foreign Languages the maximum number of preparations shall be two (2) per semester unless the Employee requests additional preparations.

(11) Each teaching Employee shall maintain a minimum of six (6) office hours per week except for office hours for those teaching in the Allied Health Programs, which shall be a minimum of five (5) per week. Office hours for each such Employee shall be held on at least three (3) separate workdays and shall be posted not later than one (1) calendar week after the beginning of classes in a location immediately outside the Employee's office.

(12) Disciplines added to the offerings of the College during the period of this Agreement shall be placed within that section among sections 1 through 4 with which they are most similar in consultation with the Federation and on the basis of the facts.

(13) Any team teaching requires College's prior approval and its prior agreement as to allocations of course load credit.

(14) **The Department Head may request, and faculty members may volunteer to instruct up to an additional four (4) student(s) above the class maximum in any course that has a 32 or 28 student maximum. The College shall not take any adverse action against a faculty member based upon their decision to volunteer or not to volunteer to instruct additional students.**

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Detailed Agreement #7(c): Article VIII, Section J

Full-Time Faculty may elect to complete the Starfish Progress Surveys at the 20% and 50% points of the semester for all students in all of their classes; provided however, that there are no 50% Starfish Progress Surveys for 7-week terms and as such no 50% Starfish Progress Surveys are required to be completed for any 7-week courses assigned to faculty. The Starfish Progress Surveys require faculty to make entries for students as to whether they are progressing well (i.e. a "kudo" can be raised) or if there are concerns, then various "flags" may be raised with additional comments.

Full-time Faculty who complete the Starfish Progress Surveys will not be required to complete their 6 hours of advising requirement for that semester.