

Article I. General Information

A. Preamble

Effective learning requires the creation and maintenance of an educational atmosphere that is conducive to learning. Central to such a learning climate are open and honest interaction among students, Faculty members, and the Administration, adequate financial support for educational programs, fair and equitable employment procedures, fair and adequate Faculty remuneration, and the observance of the legal and professional rights of all persons in the educational process. After meeting-and-conferring with the Pima Community College Education Association (an affiliate of the Arizona Education Association and the National Education Association), to promote an effective learning environment, the Board of Governors of Pima County Community College District adopts this policy. By establishing this policy in writing, the Board of Governors is taking positive action to improve the educational climate and policies of the College, ensure individual legal and professional rights, and establish employment procedures that shall be explicit and equitable.

B. Policy Statement

WHEREAS, the Pima County Community College District Governing Board has recognized Pima Community College Education Association (PCCEA) as the Faculty representative group which, in accordance with PCCCD Board Policy 4001, provides input for the development of personnel policies specific to the responsibilities or contractual obligations and benefits for regular, full-time Faculty, as well as wages, salaries and working conditions; and such recognition does not exclude input from others; and

WHEREAS, the Governing Board of Pima County Community College District has entered into the "meet-and-confer" process in order to promote harmonious relations between the Faculty and the Board, and to permit input for the development of personnel policies directly and substantially related to wages, salaries, working conditions for Faculty in order to encourage an efficient and high level of educational service to the community, and to foster open and honest relations among the Faculty, Administration, and the general College community.

NOW, THEREFORE, BE IT RESOLVED that the Pima County Community College District Governing Board adopts this policy statement as the expression of personnel policies that are unique to full-time regular Faculty at Pima County Community College District. This policy statement revokes, modifies, and supersedes any and all Faculty personnel policy statements that may have existed previously. This policy statement and the *Personnel Policy Statement for College Employees* contain the personnel policies of the Pima County Community College District Governing Board regarding Faculty.

These personnel policies herein shall govern employment practices involving Faculty after their effective date. The provisions of these policies, however, do not apply to nor govern the employment practices of the Faculty before the effective date of the policies. Such employment practices must be construed and dealt with according to the provisions of the policies existing at the time of the specific employment practice in question.

The Governing Board of Pima County Community College District reaffirms that the personnel policies contained herein are the personnel policies of the Governing Board and may be supplemented, modified or deleted, without restrictions, by the Pima County Community College District Governing Board pursuant to its statutory authority.

Nothing in these personnel policies shall inhibit, restrict, modify and/or supersede the Board's responsibilities and/or authority pursuant to and in compliance with any state or federal law, executive order, agency rule or guidelines. If any provision of this policy statement is in conflict with any accrediting agency, state or federal law, executive order or guideline, or any provisions or regulations pertaining thereto, the provisions of such orders, laws, federal regulations, and rules shall prevail. All other provisions or applications of this policy statement shall remain in full force and effect. When such conflict occurs, the College will notify the Faculty representative group and, whenever possible, collaborate with the group to investigate solutions.

The provisions of this policy statement are declared to be severable and if any section, subsection, sentence, clause or phrase of this policy statement shall for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this policy statement.

C. Definition and Coverage

The term Faculty includes all full-time regular Faculty who meet the definitions in the *Personnel Policy Statement for College Employees* (the Common Policies). Adjunct Faculty are not covered by the Faculty Personnel Policy Statement. Adjunct Faculty responsibilities are outlined in the Adjunct Faculty Handbook.

Provisional Faculty appointments are made non-competitively or on a limited competitive basis. Provisional Faculty are represented by PCCEA. Terms and conditions of employment for Provisional Faculty appointments shall not include: seniority except as outlined in Article III C or Personal Faculty enrichment fund allocation. The salary for Provisional Faculty is based on step one and educational attainment (see Appendix A).

D. Policy Implementation

Administrative procedures followed in implementing this document shall be made publicly available.

The Chief Human Resources Officer and/or designee is responsible for interpreting the policies in the Faculty Personnel Policy Statement.

E. Code of Ethics of the Education Profession

1. Preamble

The Faculty member, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence and the nature of democratic principles. Essential to these goals are the protection of academic freedom as defined in Article IV A,

and the guarantee of equal educational opportunity for all. The Faculty member recognizes the magnitude of the responsibility inherent in teaching and providing complementary educational services. The Faculty member accepts the responsibility to adhere to the highest ethical standards and conduct.

This Code of Ethics indicates the aspiration of all Faculty members and provides a standard by which to evaluate a Faculty member's conduct.

2. Principle I - Commitment to the Student

The Faculty member strives to help each student realize her or his potential as a worthy and effective member of society. The Faculty member therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the Faculty member:

1. shall encourage and support students in independent action in the pursuit of learning;
2. shall endeavor to ensure student learning, success, and retention;
3. shall promote student access to varying points of view;
4. shall provide faithful and opportune information relevant to students' progress;
5. shall make reasonable efforts to protect students from conditions harmful to their learning, health, and safety;
6. shall create and provide educational experiences so students are not intentionally exposed to embarrassment or disparagement;
7. shall abide by State and Federal laws and local ordinances prohibiting discrimination and shall provide teaching and complementary educational services that respect differences in race, color, religion, sex, national origin, age, disability, veterans status, sexual orientation, gender identity and any other legally protected category, and shall work to ensure that no student experiences unlawful discrimination by exclusion from participation in any program, denial of benefits and/or granting unfair advantage;
8. shall maintain professional relationships with students and not engage students for private advantage; and
9. shall maintain confidentiality regarding information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

3. Principle II - Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the Faculty member shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the Faculty member:

1. shall represent himself/herself accurately and honestly in any application for a professional position(s) or in any other representation of professional qualifications, and shall make full disclosure of all material facts related to competencies and qualifications;
2. shall maintain confidentiality regarding information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
3. shall refrain from false or malicious statements about colleagues or about candidates for professional positions;
4. shall refuse any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions;
5. shall encourage persons who are qualified in respect to character, education or other relevant attribute(s) to enter into the profession; and
6. shall work to ensure that only qualified Faculty members engage in the practice of teaching and delivery of complementary educational services.

4. Principle III – Commitment to the College

The Faculty member, believing in the mission of the College, demonstrates and promotes organizational values in his/her teaching and other service for the College. The work of the professional Faculty member includes service to students, the profession, the College, the campus and Pima County. The roles of the professional Faculty member include instructor and provider of complementary educational services, departmental colleague, College and community citizen, mentor and applied researcher. Therefore, the inclusion and participation of Faculty members in the life of the College is essential in creating a culture conducive for student learning.

In fulfillment of the obligation to the College, the Faculty member:

1. shall promote rational dialogue and debate about the standards, strengths, achievements, opportunities and challenges of the College;
2. shall provide educational leadership and service to the College for institutional advancement;
3. shall help create readiness for institutional change;

4. shall respect, respond to, and advocate for the needs of the diverse external community;
5. shall exercise professional ethics and individual accountability in the discharge of all duties, assignments and service to the College;
6. shall remain current in his or her discipline and curriculum by engaging in life-long learning and in professional development activities designed to enhance his or her skills, abilities and knowledge;
7. shall collaborate with other members of the College community to fulfill the College's mission;
8. shall use his/her professional judgment to select appropriate materials and resources and to identify and recommend delivery systems to support student success; and
9. shall participate in institutional activities and processes that create an environment which makes the College an employer of choice.