

# **Article IV. Professional Status**

## **A. Academic Freedom**

The College subscribes to the following statement on Academic Freedom:

1. In the course of performing duties consistent with one's assignments, any Faculty member is entitled to freedom of discussion provided the discussion has educational value and is relevant to the course or educational support service.
2. Any Faculty member is entitled to full freedom in research and in publication of the results, subject to the adequate performance of her/his primary responsibilities. (Please refer to Board Policy BP 6.05 Copyright, and Board Policy BP 6.06 Intellectual Property Ownership.)
3. The College Faculty member is a citizen, a member of a learned profession, and a member of an educational institution. When she/he speaks or writes as a citizen, or exercises legal or constitutional rights, she/he shall be free from institutional censorship or discipline. However, in extramural utterances, the Faculty member has an obligation not to imply that she/he is an institutional spokesperson.
4. Textbooks and other classroom materials shall be selected by the departmental Faculty. Major purchases of equipment directly related to the Faculty member's subject or service area shall be made with the review of the Faculty from that area. Although not a deciding factor, cost to students should be considered during the textbook selection process. This includes consideration of open educational resources and other materials that are free to students.

## **B. Faculty Evaluation and Success Program**

The primary purpose of the evaluation is to strengthen the Faculty member's teaching and complementary educational service in order to enhance student success. The College is committed to providing ongoing support for the growth and success of Faculty. As part of this commitment, every Faculty member will work in collaboration with his/her supervisor on various components of evaluation listed below. During the Annual Collegial Conference, the Faculty member and the supervisor will discuss challenges and accomplishments of the preceding year and plans for the following year.

A detailed description of the Faculty Evaluation and Success Program is provided in Appendix F. Briefly, the components are:

- a Annual Goals
- b Student Feedback
- c Review of teaching and learning in the form of an observation or materials review
- d Self-Reflection
- e Discussion of the Final Evaluation Rubric in the Annual Collegial Conference

Note: The Annual Collegial Conference is not designed for development of a Performance Improvement Plan (See: *Personnel Policy Statement for College Employees*).

### **C. Faculty Professional Enrichment Funds**

The College shall provide on-going support for the enrichment or improvement of individual Faculty performance. As part of this program, the College will provide Faculty members Professional Enrichment Funds for activities directly related to his/her professional enrichment goals or professional improvement.

Faculty Professional Enrichment Funds shall be allocated annually in the amount of \$1,000 per year. These funds will be carried forward for three years, up to a maximum accrual of \$4,000. Faculty members requiring professional enrichment funds above their account balance may apply for additional support through the Faculty Enrichment Reserve Fund.

Expenditures for Faculty Professional Enrichment Funds are managed by the Faculty member in consultation with his/her Supervising Administrator and in accordance with College policy. All activities and plans must be documented with sufficient information about goals and measurable outcomes so as to provide objective evaluation criteria. A copy of the document authorizing fund expenditure will be signed by the Faculty member and his/her designated Supervising Administrator(s). Authorization to expend the funds for professional enrichment or professional improvement may be secured through consultation with the Faculty member's Supervising Administrator.

An individual Faculty member's professional enrichment fund balance which reaches \$4,000 must be expended during the fiscal year that the maximum is allocated. If not used, the amount of funds exceeding \$3,000 will be appropriated to the Faculty Enrichment Reserve Fund on June 30 of that fiscal year. (Article IV D)

Faculty Professional Enrichment Funds are to be used solely for expenses outlined in this policy. These funds may be used to cover expenses in the following areas:

1. Coursework: The cost of tuition and application fees for credit or non-credit courses from a regionally accredited institution (excluding Pima Community College).
2. Professional materials, memberships, training workshops/classes or certifications to maintain teaching/professional currency. The cost of books, trade journals, professional association memberships or certifications, electronic media, computer software, etc.

**Exclusions and limitations:** All materials or items acquired remain the property of the College.

3. Registration Fees and Travel Expenses: The cost of attendance or presentation at conferences, workshops, and/or seminars within or related to the Faculty member's field of instruction or service, subject to the provisions of the College travel policy.

**Exclusions and limitations:** Reimbursement for international travel other than to Canada or Mexico requires prior approval by the Chancellor (see: RG-2412/A).

4. Professional Presentation or Public Performance: Reimbursement of actual expenses at a professional presentation or public performance within or related to the Faculty member's field of instruction or service.
5. Funds may be used for non-traditional, innovative professional development activities not included in items 1– 4 above.
6. The Campus President or designee will maintain a list of activities authorized for expenditure under the Campus Faculty Enrichment Fund for a three-year cycle.

**General Exclusions and Limitations:** Expenses associated with the following activities are not eligible for reimbursement: club advising, committee work, time spent reading for your profession, time spent in preparation for professional presentations or public performance, student tours for which the Faculty member is not compensable, guest lecturing at the College, and performance of duties and responsibilities of the Faculty member's regular assignment or during the Faculty member's 40 hours of accountability. In addition, expenses related to equipment, such as office equipment, computers, and computer peripheral equipment are not eligible for reimbursement.

**Fiscal Accountability:** During the Annual Collegial Conference, the Faculty member and Supervising Administrator will identify complete and incomplete activities (if any). For any incomplete activities for which College funds were expended, the Supervising Administrator will notify the appropriate Administrator to determine if repayment of funds is required. If repayment is required, the Executive Vice Chancellor for Finance and Administration shall determine the schedule for repayment.

**Appeal Process:** A Faculty member denied the use of his/her Professional Enrichment Funds will be informed of the decision and reason(s) in writing. The Faculty member may first appeal the denial to their President. Assignments not approved by the Campus President may be appealed once, in writing, to the Chief Human Resources Officer whose decision is final.

## **D. Faculty Enrichment Reserve Fund**

Each Regular Faculty member receives \$1,000 on July 1 in Faculty Professional Enrichment Funds. These funds will be carried forward for three years, up to a maximum of \$4,000. On June 30, the amount of funds exceeding \$3,000 will be appropriated to the Faculty Enrichment Reserve Fund provided an additional \$1,000 is allocated for the following fiscal year.

Starting July 1, 2019, these funds will be carried forward for four years, up to a maximum of \$5,000. On June 30, 2019 the amount of the funds exceeding \$4,000 will be appropriated to the Faculty Enrichment Reserve Fund provided an additional \$1,000 is allocated for the following fiscal year. This staggered increase to a \$5,000 maximum is to ensure a sufficient fund balance in the Reserve during the transition.

Faculty Enrichment Reserve Funds are set aside by the College to assist Faculty members in meeting their professional enrichment goals or for professional improvement. The Reserve Fund also can

provide support for Faculty-initiated professional development activities that enrich or improve the teaching, learning or complementary educational services environment on any campus.

These funds are particularly appropriate for Faculty members who have expended their accounts and for Provisional Faculty, who do not receive Professional Enrichment Funds. Funds in individual Faculty accounts must be designated, encumbered, or expended before Reserve funds may be used. However, any Faculty member is encouraged to apply for these funds regardless of his or her individual professional enrichment account balance, especially for faculty-led initiatives and professional development activities on campuses.

### **Reserve Fund Management**

The Faculty Enrichment Reserve Fund will be managed by a Standing Committee consisting of six Faculty members and one campus Dean or Vice President, with the support of Human Resources. It is the role of the Committee to ensure equitable use of the Reserve Funds among all Faculty applicants.

Representatives on the Committee will be elected by the full-time faculty at each campus, with elections being conducted under the supervision of the Provost Office. In March, nominations will be requested from Faculty. If only one nomination from any campus is received, the nominee will become the representative for that campus. If multiple nominations for any campus are received, a campus election will be held by secret ballot in April. Individuals elected will begin serving a two-year term on the Committee, commencing the following fall semester. Representatives are eligible to serve more than one term of office. All seven representatives are voting members, with one faculty member serving as chair. Every effort will be made to ensure that each campus has representation. Any full-time Faculty member teaching regularly for PimaOnline may represent Community Campus.

During the 2017/2018 academic year, the Provost Office will facilitate the elections process for the first Standing Committee, to be concluded no later than September 30, 2017. The elected representatives will serve until May 31, 2019, at which point the normal election cycle will go into effect. Until October 31, 2017, applications for Reserve funds will continue to be approved by the Campus President.

If a representative applies for Reserve funds during his/her term of office, the representative shall recuse himself/herself from the committee decision. If a representative must vacate the position temporarily for a period lasting a semester or less (e.g., accepts a temporary provisional appointment, goes on sabbatical or other leave, or is unable to attend Committee meetings for any other reason), the position may be filled in an acting capacity by any full-time Faculty member from the same campus. If a representative is unable to finish his/her term of office with more than a semester of the term remaining, or if a position remains vacant for any other reason, an interim election to select a replacement may be held following the procedures outlined above for regularly scheduled elections.

### **Application and Authorization**

1. A Faculty member must apply for Faculty Enrichment Reserve Funds by submitting a request to the Committee using a straightforward process developed by the Committee. The request should include: Name, Campus, Department; Date of Submission; Description of Proposed Activity; and a brief statement explaining how the Faculty member, PCC students, the campus, the department,

and/or the College will benefit. If funds remain in the individual Faculty member's accounts, the proposal must include an explanation of how the funds are designated to be used. A budget including all costs such as transportation, meals, lodging, registration fees and miscellaneous costs should also be submitted. A copy of the request will be sent to the Supervising Administrator.

2. The proposed activity may support the Faculty member's annual goals or it may be used for professional improvement; or it may be innovative in nature; or it may address a specific goal or topic identified by the campus (i.e. technology, internet teaching, alternative delivery modalities, or program review benchmarking). Faculty Enrichment Reserve Funds are to be used solely to cover expenses as defined in the Faculty Professional Enrichment Funds for approved expenditure activity.
3. Funds may also be allocated to support proposed activities such as presentation at an international, national or regional conference or attendance at a conference as an international, national or regional officer. In addition, funds may be used to support nontraditional professional development opportunities. All international travel must conform to current college travel policies.
4. Applications will be reviewed on a monthly cycle and must be submitted to the Committee by the first Friday of the month. Those submitted after the deadline may be reviewed in the next cycle. The Committee may review late applications out of cycle; however, it is expected that Faculty will plan accordingly. During periods when the faculty Committee members are unavailable, for example when off contract, the Committee will appoint designee(s) to approve any requests, typically the Dean or Vice President on the Committee. No request will be processed during periods when the College is closed, for example over Rodeo break.
5. The Committee will authorize the use of any Reserve funds and will respond to applications with a rationale for approval or denial as soon as possible and no later than the third Friday of the month.
6. The Committee will submit an end-of-year report listing activities authorized for expenditure, their costs, and requests that were denied with rationale to the Provost for publication.

## **E. College Support of Faculty Professional Development**

When the Faculty member and supervisor agree that attendance at a conference, workshop, or other professional development activity supports the Faculty member's responsibility to maintain currency in his/her discipline (Article I E, Principle III), the College will compensate substitutes, when necessary, for all classes, including voluntary overloads, that the Faculty member misses while engaged in this activity. Additionally, the Faculty member will not be required to use accumulated leave (Article VI) while at the conference/professional development activity. Appropriate travel documents must be submitted and approved prior to the commencement of the activity.

## **F. Membership in Professional Organizations**

Faculty of the District shall have complete freedom in selecting the professional organizations they may wish to join, without coercion of any kind from any officer or employee of the District.

The use of coercion or pressure by an administrative officer or other District employee or any association or its officers to influence any Faculty member or other employee to join or refrain from joining any organization shall be deemed unprofessional conduct.

## **G. Charitable Organizations**

Contributions to any private or public charitable organization are recognized as voluntary actions on the part of each Faculty member.

## **H. Faculty Support**

The College is committed to supporting its instructional program. The College shall provide clerical/secretarial and technological support to meet the needs of academic personnel provided sufficient resources are available. The College shall support and encourage collaboration and professional development in innovative instruction and communication with students. The administration shall periodically review, not less than once every three years, the College workload and budget to determine levels of instructional support.

## **I. College-Wide Committees, Working Groups, and Task Forces**

1. By October 15 of each year, the following information about College-wide standing committees, working groups and task force groups shall be made available to PCCEA and Faculty Senate Presidents:
  - a. A list of all such committees and membership;
  - b. The Faculty and Administrative co-Chairs;
  - c. The charge to the committees;
  - d. Calendar of days and meeting times.

Information is posted at <http://www.pima.edu/about-pima/college-organization/index.html>

2. If a new standing committee, working group, or task force is approved, the above information shall be made available within two weeks to PCCEA and Faculty Senate by the Chancellor's office or designee.
3. Approved minutes of College-wide standing committee and task force meetings shall be made available to PCCEA and Faculty Senate upon request. The administration will be responsible for providing appropriate staff support (i.e., keeping minutes and scheduling rooms).

## **J. Governing Board Appearances**

1. A Faculty member is expected to discuss, and attempt to resolve, his/her concerns with the appropriate line Administrators prior to bringing them to the attention of the Board.
2. A Faculty member desiring to appear before the Governing Board in open session, other than during citizens interim to address a campus concern or issue, shall apply through the appropriate Campus President to the Chancellor for such appearance.

3. A Faculty member desiring to appear before the Governing Board in open session, other than during citizen's interim to address a College-wide concern or issue, shall apply to the Chancellor for such an appearance.