COLLECTIVE BARGAINING AGREEMENT

Between

PACE UNIVERSITY

And

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Definitions

A part-time instructor is no longer in active status, when he or she: (1) is discharged; or (2) resigns; or (3) is not currently teaching or on an approved child care leave of absence and has not received an assignment to teach an upcoming course.

Faculty Handbook: Refers to the 2013 Full Time Faculty Handbook, as may be amended from time to time.

ARTICLE III UNION RIGHTS

3.1 At least twice a year, meetings shall be held at mutually-convenient dates and times among the President[4] of the University and his designated representatives and the President of the Union and no more than five (5) designated representatives from the Union. Proposed tentative agendas shall be exchanged at least two (2) weeks in advance of the meeting. The length of the meeting shall be established by the President following receipt of the proposed agenda from the Union, but shall not be for less than thirty (30) minutes except by mutual agreement.

3.2 The Union will be given exclusive use of one (1) bulletin board at a mutually agreeable location at each campus where adjunct faculty members and/or part-time instructors are currently teaching for the posting of material by the Union. Only material related solely to the Union's role as the bargaining agent for this Unit and not otherwise in violation of University policy may be posted on these bulletin boards.

The Union shall be solely responsible for any and all materials posted on the bulletin board. The Union shall indemnify and hold the University harmless from any and all liability resulting from any and all claims, demands, suits or other actions arising from this provision, including attorneys' fees and the cost of litigation.

3.3 At the University's request and provided adequate space is available, the Union will provide meeting space on campus for union membership meetings for the following enumerated purposes: (1) contract ratification votes; (2) group meetings to explain benefits negotiated with the University no more than once a semester; (3) group wel

3.5 At the beginning of each academic year the Union shall provide the University with a list of all its officers and representatives, including their official mailing and e-mail addresses and phone numbers. If there are changes in these positions during the course of the academic year, the Union will advise the University in writing of such changes as soon as possible.

3.6 At the completion of the first full week and at the end of the seventh (7^{th}) week of each Fall and Spring semester, the University shall provide to the Union a list of all bargaining unit members. At the same time, the University shall also provide a list of all withdrawals from the unit and any other changes of status of unit personnel.

3.7 A Joint Committee consisting of two (2) University representatives and two (2) Union representatives may meet up to four (4) times per academic year to consider issues relating to space and facilities for unit members. Representatives shall be designated by each party following ratification of this Agreement.

ARTICLE IV DUES CHECK-OFF

A. All Adjunct Faculty Members and Part-Time Instructors

1. At least thirty (30) days after commencing employment, as a condition of employment and in accordance with applicable law, all adjunct faculty members and part-time instructors in the unit shall be required to either: (i) become and remain a member of the Union and pay membership dues on all work covered by this Agreement as a condition of continued employment; or (ii) pay an agency fee on all work covered by this Agreement to the Union as a condition of continued employment.
2. For purposes of this Articl H D Q ‡ D J H Q F \ I H H · L V D I H H F K D U J H G E faculty members and part-time instructors in the unit who do not wish to become

members of the Union. The payment of such fee to the Union represents that portion of the membership dues routinely charged to Union members related to collective bargaining and contract administration purposes which is lawfully chargeable to non-members. The Union shall establish the amount of the agency fee in accordance with applicable law. Those who choose to be agency fee payers shall pay the same amount as the dues and may be eligible to receive an annual refund by the Union of the difference between membership dues and agency fees in accordance with applicable law.

3. An adjunct faculty member or part-time instructor in the unit who fails to pay either membership dues or agency fees in accordance with this Article shall be terminated. The effective date for such termination shall be the last day of the semester in which the adjunct faculty member or part-time L Q V W U X F W R U ¶ V I D L O X U H W R S D event any adjunct faculty member or part-time instructor in the unit is terminated pursuant to this Article, the University shall not consider him/her for reemployment unless the Union advises the University that he/she has paid applicable dues or agency fees directly to the Union, including any retroactive dues owed.
4. All valid authorizations shall remain in effect unless revoked pursuant to their terms or this Article.
5. Seven (7) weeks prior to the end of each Fall and Spring semester, the parties shall exchange their respective lists of those adjunct faculty members and part-time instructors in the unit who have submitted valid authorizations.

2. The University shall continue to deduct the amount of dues or agency fees prescribed by the Union for those adjunct faculty members and part-time instructors in the unit who have submitted valid dues or agency fee deduction authorizations.

C. Adjunct Faculty Members and Part-Time Instructors Hired On Or After The Effective Date of This Agreement

1. The University shall make its best efforts to provide new adjunct faculty members and part-time instructors in the unit with the attached check-off Authorization form (Addendum A) at the time the University provides its new-hire paperwork to adjunct faculty members or part-time instructors. Such forms should be submitted to the University directly by the new adjunct faculty members and part-time instructors. The University will provide the Union with copies of the completed forms as soon as practicable.

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and remittance to the Union for agency fee payers shall be done in the same manner as UAFP dues.

4. With respect to the Fall semester, the Authorization Submission Date shall be September 15. With respect to the Spring semester, the Authorization Submission Date shall be February 1.

5. Those who submit authorizations after September 15 (with respect to the Fall semester) or February 1 (with respect to the Spring Semester) and prior to one month before the applicable last pay date of the semester, shall have their dues or agency fees deducted in a lump sum from the last pay check of the semester. The Union shall have the sole obligation to make reimbursements for any overpayments made to the Union, including, but not limited to, any overpayments which result from the 8QLYHUVLW\¶V GHGXFWLRQ RI GXHV RU IHHV

6. With respect to those teaching in the Fall semester, any adjunct faculty member or part-time instructor in the un

not practicable to provide notice by August 1, such notice shall be provided as soon as is practicable.

For those adjunct faculty members and part-time instructors that, in the opinion of the Department Chairperson[6] [7], may be reappointed or reassigned, the Chair shall initiate the process by contacting the adjunct faculty member or part-time instructor to solicit his or her availability for the upcoming semester. The adjunct faculty member or part-time instructor shall respond to the Chair within seven (7) days with his or her availability.

6.2 Except as otherwise provided herein, appointments shall be for a single semester.

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determined by the Department Chair, performance evaluations, course availability, seniority (based on years of adjunct service at Pace) and the needs of the University. Per credit rates shall not be a factor in determining which adjunct faculty members are reappointed.

Adjunct faculty members who have served at least eight (8) consecutive (Fall and Spring only) semesters, are eligible to apply for annual appointments. For purposes of this paragraph, an adjunct faculty member shall not be deemed to have a break in service if: no course is

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member; and/or due to documented health reasons, the adjunct faculty member is unable to teach for a period of up to one (1) semester.

Adjunct faculty members who have served at least twelve (12) consecutive semesters (Fall and Spring only), are eligible to apply for three (3)-year appointments. For purposes of this

[6] For purposes of this Agreement, when an adjunct faculty member and/or part-time instructor does not report to a Department Chairperson, the adjunct faculty member or part- WLPH° lQ E WXOX FpWWR V¶ LPPHGLDWH VXS

paragraph, an adjunct faculty member shall not be deemed to have a break in service if: no course is available to the adjunct faculty member's assigned full-time faculty member; and/or due to documented health reasons, the adjunct faculty member is unable to teach for a period of up to one (1) semester.

Reappointments may be terminated at any time based on an evaluation(s) as per Article XIII of less than satisfactory. Notwithstanding the above, in no circumstances shall an adjunct faculty member be granted preference over a full-time faculty member for an assignment.

Appointments carry no guaranteed course or credit load and there is no presumption of reappointment thereafter.

The provisions of this Article shall not preclude the University, at its discretion, from awarding adjunct faculty members appointments extending beyond one (1) year.

In the event that a course assigned to an adjunct faculty member is canceled or assigned to a full-time faculty member, the reassignment of any remaining adjunct sections of the same course shall be made at the University's discretion upon consideration of the adjunct faculty member's relative qualifications as determined by evaluations, course availability, seniority (based on years of adjunct service at Pace) and the needs of the University.

Effective with the Fall 2021 semester, an adjunct faculty member will be entitled to a one (1) time payment of up to six (6) credits per academic year if he or she: (a) taught a minimum of six (6) credits per semester for the past eight (8) consecutive semesters (Fall and Spring only); and (b) received a rating of 4.0 or higher in three (3) of the last four (4) years; and (c) was assigned at least three (3) credits less than the average number of credits taught in the prior eight

rate for the extra credit hour will be based on the highest credit hour rate of those who converted the course and the amount will be divided by the number of individuals involved.

ARTICLE VIII WORKLOAD

The maximum course load for adjunct faculty members shall not exceed eleven (11) credits during a semester (Summer II, Fall, Spring, Summer I). This maximum shall include no more than three (3) undergraduate courses.

ARTICLE IX NON-TEACHING RESPONSIBILITIES

Adjunct faculty members and part-time instructors may be invited to serve on Department and University committees.

ARTICLE X CLASS SIZE

Maximum class sizes shall be established and amended from time to time by the University and shall be made available to adjunct faculty members and part-time instructors.

Adjunct faculty members and part-time instructors teaching courses which satisfy the FODVV VL]HV VHW IRUWK LQ WKH 8QLYHUVLW\¶V SROLFLHV Classes may request relief pursuant to those policies, where applicable.

For purposes of this Article, class size shall be determined on the basis of the roster after late registrations, transfers, withdrawals and other adjustments have been made.

Provided this benefit is made available to full-time faculty, all science laboratory classes VKDOO KDYH D ‡ODE SUHS· SHUVRQ DVVLJQHG WR WKH VDPH DGGLWLR manner as for full-time faculty.

Adjuncts will be treated the same as full-time faculty with regard to class size overages as set forth in the Full Time Faculty Handbook, as may be amended from time to time.

14.3 Upon reasonable notice and by appointment, adjunct faculty members and part-time instructors shall be permitted to review their personnel files, excluding confidential material, in the presence of a University representative. Among other items, letters of recommendation relating to appointment or promotion which were solicited and provided under conditions of confidentiality shall be excluded from such review. The University will honor reasonable requests by adjunct faculty members or part-time instructors for copies of documents in their files.

14.4 Adjunct faculty members and part-time instructors shall have the right to respond to documents in this file. With regard to documents contained in the personnel file prior to the execution of this Agreement, such responses shall be filed by the end of the semester during which this Agreement is executed or within sixty (60) days following the execution of this Agreement, whichever is longer. Thereafter, responses to documents shall be filed within two (2) weeks following a review of the file.

14.5 A UAFP representative may accompany adjunct faculty members or part-time instructors when they review their personnel file.

14.6 Access to this personnel file shall be limited to those individuals the University determines have a legitimate reason to review the file.

ARTICLE XV GRIEVANCE PROCEDURE

15.3 The time limits contained in this Article shall not include Saturdays, Sundays and University holidays. All time limits herein are to be strictly construed.

15.4 All references in this Article to particular University titles shall also be deemed to include the designees of the persons holding those titles.

15.5 The University or the Union may consolidate grievances and arbitrations where similar issues exist.

15.6 Informal Procedure for Handling Complaints:

Unit members may present and discuss complaints either with or without a representative of the UAFP. Similarly, a representative of the UAFP may present and discuss a FRPSODLQW RQ EHKDOI RI DQ\ HPSOR\HH RU JURXS RI HPSO supervisor and/or the head of the department involved. This presentation and discussion shall be entirely informal and not be binding on either party. Any settlement, withdrawal or disposition of a complaint at this informal stage shall not constitute a binding precedent in the settlement of similar complaints or grievances. The parties may extend the timelines contained herein in a written agreement signed by the President of the Union and the Sr. Director of Employee and Labor Relations.

15.7 Steps in Formal Procedure:

The Parties agree that it would be in the best interest of both parties to have all IRUPDO JULHYDQFH ILOLQJV WSR Director of Employee and Labor WKH 8QLYH Relations. The Sr. Director of Employee and Labor Relations will forward a copy of the appropriate Step grievance form to the appropriate administrator (Department Chairperson, Dean, or Provost) immediately upon receipt. The timelines set forth in the CBA will remain intact.

Step 1.

The Union shall present a grievance to the Sr. Director of Employee and Labor Relations in writing on the attached mutually developed form (Addendum C) within twenty (20) days following the date the Union became aware of the facts which form the basis of the grievance, or could reasonably have been aware of such facts. The Sr. Director of Employee and Labor Relations shall forward the grievance to the Chairperson and Provost immediately upon receipt. The date of the Step 1 presentation is the date the grievance is submitted to the Sr. Director of Employee and Labor Relations. The basis for the grievance must be set forth with reasonable particularity, including a designation of the Article of the Agreement allegedly violated and the remedy requested. The Union will discuss the grievance with the Department Chairperson.

The Department Chairperson shall render a final written decision within fifteen (15) working days following the receipt of the written grievance. A settlement or resolution of the grievance at this Step shall not be final or binding on the University unless approved in advance in writing by the Provost on the applicable grievance form. A denial of the grievance shall not require the

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If the grievance is not adjusted satisfactorily at this Step, the Union may appeal the grievance to Step 2.

Step 2.

Grievances appealed to Step 2 shall be sent on the attached form to the Sr. Director of Employee and Labor Relations within ten (10) days following a

Step 4.

If the Union is not satisfied with the Step 3 decision, the Union must file a 'HPDQG IRU $UELWUDWLRQ ZLWK WKH $PHULFDQ $U within fifteen (15) days following t KH 3URYRVW¶V GHFLVLRQ 7KH $ D VLQJOH DGYLVRU\ DUE-LWUDWRU VKDOO EH VHOHFWHG W7 WKH F services of the arbitrator, including his or her expenses, if any, shall be borne equally by the parties.

The arbitrator shall issue an advisory opinion not later than thirty (30) GD\V IROORZLQJ WKH GDWH RI WKH FORVH RI WKH opinion shall be in writing and shall set forth findings of fact and recommendations concerning the grievance. The arbitrator may recommend an appropriate remedy only where he or she finds a violation of a specific provision of the Agreement.

The arbitrator shall be without power or authority to issue any advisory opinion: (1) contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement, or applicable law; (2) involving University discretion or University policy, where such discretion or policy is incorporated by reference in this Agreement, except that he or she may include in the advisory opinion in a particular case consideration of whether such University policy was disregarded, or that its discretion or attempted application of University policy under any term of this Agreement was without a rational basis; (3) except as limited by a specific provision of this Agreement, limiting or interfering in any way with the powers,

Grievances that involve adjunct faculty members or part-time instructors in more than one (1) school may be filed by the Union initially at Step 3 of the grievance procedure.

No member of this unit may represent another member of this unit at any level of the grievance or arbitration procedure, other than those officially designated by the UAFP to do so.

15.10 Failure of the Union to comply with the time limitations for filing a grievance shall preclude any subsequent filing of the grievance. Failure by the Union at any step of this procedure to appeal within the specified time limits shall be considered acceptance by the Union and the aggrieved adjunct faculty member or part-time instructor of the decision rendered at the previous step and shall not thereafter be considered subject to the grievance provisions of this Agreement.

15.11 Failure on the part of the University to answer a grievance at any step shall not be deemed acquiescence thereto, but the Union may proceed to the next step as if a decision was rendered at the previous step on the last day due.

15.12 All time limits herein may be extended by mutual written agreement of the Union and the University.

ARTICLE XVI DISCHARGE

Adjunct faculty members with more than four (4) but less than ten (10) Fall and Spring semesters of continuous service, including continuous service prior to the execution of this

capricious. Notwithstanding the foregoing, the University shall have the option to pay the adjunct faculty member for the remainder of his or her salary for the duration of the semester. If such option is exercised by the University, the termination shall not be subject to review or challenge pursuant to the grievance or arbitration procedure or any other appeal procedure, and the adjunct faculty member shall be deemed terminated.

Except as provided in Articles II and V, the procedures above shall be the exclusive pr R F H G X U H I R U U H V R O Y L Q J G L V F K D U J H V G X U L Q J W K H W H U P

ARTICLE XVII PROMOTIONS

ARTICLE XVIII SALARY

Adjunct Faculty Members

Effective September 1, 2021, eligible adjunct faculty members who are members of the unit shall receive an across-the-board increase of two percent (2%).

Effective September 1, 2022, eligible adjunct faculty members who are members of the unit shall receive the same percentage increase received by full-time faculty members in January of 2022. Three-quarters (3/4) of such total shall be paid as an across-the-board increase and one-quarter (1/4) shall be distributed as merit in the same manner as distributed in 2020-21 provided however that those with a 4.0 rating or higher shall receive the maximum merit increase. The University shall notify unit members what, if any, percentage increase they will be receiving by March 1, 2022.

Effective September 1, 2023, eligible adjunct faculty members who are members of the unit shall receive the same percentage increase received by full-time faculty members in January of 2023. Three-quarters (3/4) of such total shall be paid as an across-the

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Notwithstanding the above, effective September 1, 2022, following the application of the September 1, 2022 percentage increases, the minimum per credit rate according to rank for those eligible adjunct faculty members teaching for-credit courses shall be:

Adjunct Instructor/Adjunct Lecturer: $1,160 per credit minimum
Adjunct Assistant Professor: $1,260 per credit minimum
Adjunct Associate Professor: $1,360 per credit minimum
Adjunct Professor: $1,560 per credit minimum

Notwithstanding the above, effective September 1, 2023, following the application of the September 1, 2023 percentage increases, the minimum per credit rate according to rank for those eligible adjunct faculty members teaching for-credit courses shall be:

Adjunct Instructor/Adjunct Lecturer: $1,210 per credit minimum
Adjunct Assistant Professor: $1,310 per credit minimum
Adjunct Associate Professor: $1,410 per credit minimum
Adjunct Professor: $1,610 per credit minimum

To be eligible for the increases, adjunct members of the unit must:

a. have taught a minimum of three (3) credits and at least one (1) semester in the prior

(c) receive the recommendation of the Department Chairperson and the approval of the Dean. The Department Chai

Market/Equity Adjustments

Nothing contained herein shall preclude the University, after prior notice to the Union, from making additional market driven or equity increases to an adjunct faculty member(s) and/or part-time instructor(s) in addition to the increases provided above.

ARTICLE XIX OTHER PLAN PARTICIPATION

19.1 Life Insurance –Adjunct faculty members who have taught at least three (3) credit hours during each of at least five (5) continuous academic years, including academic years prior to the execution of this Agreement, and are in active status may participate at no cost to the adjunct faculty member in life and accidental death and dismemberment (AD&D) insurance coverage based upon rank as follows:

Rank	Amount of Coverage
Professor	$5,000

19.4 Pre-Tax Health Care Reimbursement Account – Provided this benefit is available to full-time faculty, the University shall make a pre-tax health care reimbursement account available to adjunct faculty members and part-time instructors on the same basis as full-time faculty except that the maximum annual contribution shall be one thousand dollars ($1000). Enrollment information will be posted on the Human Resources web page.[10]

19.5 § 403-b Supplemental Retirement Accounts – Provided this benefit is made available to full-time faculty, adjunct faculty members and part-time instructors who are in active VWDWXV PD\ SDUWLFLSDWH LQ D 403-b Supplemental Retirement Accounts in the same manner as full-time faculty. Enrollment information will be posted on the Human Resources web page.

19.6

University sponsored Academic Federal Credit Union in the same manner as full-time faculty.

Provided this benefit is made available to full-time faculty, WKH 8QLYHUVLW\¶V OHD
management system will be made available to adjunct faculty members who are teaching in the same manner as full-time faculty.

Provided this benefit is made available to full-time faculty, WKH 8QLYHUVLW\¶V OHD
management system will be made available to part-time instructors who are teaching in the same manner as full-WLPH IDFXOW\ ZKHQ LQ WKH 8QLYHUVLW\¶V OHD
management system is needed to perform their teaching duties.

21.4 Provided this benefit is made available to full-time faculty, adjunct faculty members and part-time instructors who are in active status shall be entitled to library privileges in the same manner as full-time faculty.

21.5 Provided this benefit is available to full-time faculty, adjunct faculty members and part-time instructors who are teaching shall have access to inter-campus transportation in the same manner as full-time faculty.

21.6 Adjunct faculty members and part-time instructors shall have access to photocopying services where and when they are available to full-time faculty.

21.7 The University will make a good faith effort to provide adjunct faculty members and part-time instructors with access to office space, computers and internet access. Alleged YLRODWLRQV RI WKLV SDUDJUDSK VKDOO EH VXEMHFW WR
Procedure.

21.8 Travel Costs - Adjuncts will be treated the same as full-time faculty as set forth in the Travel and Expense Reimbursement Policy, as may be amended from time to time.

ARTICLE XXII ONLINE EDUCATION

Unit members that attend training required by the University shall be compensated at the rate of $45/hour provided University predetermined length of time and course completion

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course offerings, objectives, activities, resources, and priorities; to establish and administer policies, procedures, rules and regulations and direct and control University operations; to alter, extend, reduce or discontinue existing programs, units, schools, courses, equipment, facilities, and locale of operations; to determine or modify the type of personnel to perform duties, the number, qualifications, scheduling, responsibilities and assignment of adjunct faculty members and part-time instructors; to establish, maintain, modify or enforce standards of performance, conduct, order and safety; to evaluate, to determine the timing and content of evaluations, and to

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The University shall also have the right to establish, alter or amend any practices and/or ‡WHUPV DQG FRQGLWLRQV RI HPSOR\PHQW· QRW VSHFLILFD

24.2 The above listing of management rights is not intended to be exhaustive and does not exclude other management rights not specified herein, nor shall the exercise or non-exercise of rights constitute a waiver of any such rights by the University.

24.3 No action taken by the University with respect to management or academic rights shall be subject to the grievance procedure herein or collateral suit unless the exercise thereof violates an express written provision of this Agreement.

ARTICLE XXV SAVE HARMLESS/ZIPPER CLAUSE

Should any provision of this Agreement, or any application thereof, be found to be unlawful by virtue of any federal or state tribunal, such provision shall be null and void, but in all other respects the provisions of this Agreement shall continue in full force and effect for the life thereof.

Except as otherwise provided herein, this Agreement constitutes the entire Agreement between the parties governing all mandatory and permissive subjects of collective bargaining. It supersedes all oral or written agreements heretofore made and may not be changed, modified or amended except by an explicit agreement in writing signed by authorized agents of the parties. The parties agree that in negotiations leading to this Agreement, each had the full opportunity to present and discuss all subjects which they were obliged to discuss. Consequently, there shall be no reopening of negotiations without the written consent of both parties.

The failure of either party to insist upon performance of the terms and conditions of this Agreement by the other in any one (1) or more instances shall not be construed as a waiver or relinquishment of the rights of either party to expect and require future performance of any such terms and conditions by the other. Notwithstanding any such failure, the obligations of the

parties to such future performance of its terms and conditions shall continue in full force and effect.

ARTICLE XXVI PRINTING AND DISTRIBUTION

Department Chairperson with a copy to Human Resources at the earliest possible opportunity, but not later than four (4) weeks prior to the meeting of the last class that the adjunct faculty member plans to teach.

Except when granted a waiver as provided below, failure to provide such four (4) weeks written notice shall be deemed a resignation and shall result in the adjunct faculty member being ineligible for rehire.

The University may grant an adjunct faculty member a waiver of these requirements and/or consequences in extenuating circumstances.

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Part-Time Instructors

Part-time instructors may resign by giving written notice to the Department Chairperson with a copy to Human Resources at the earliest possible opportunity, but not later than two (2) weeks prior to the meeting of the last class that the part-time instructor plans to teach. Except when granted a waiver as provided below, failure to provide at least two (2) weeks written notice shall be deemed a resignation and shall result in the part-time instructor being ineligiblwo (2) weeks written noti

The University may [illegible] a part-time instructor's resignation under these

[illegible] paid a pro-rated

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Addendum A
Dues Authorization form

Dues Deduction Authorization Form
for Paycheck Deduction of Union Dues or Agency Fees

Union of Adjunct Faculty at Pace (UAFP)

NOTE: This form does NOT make you a UAFP member. To join the UAFP, please visit https://uafp.net/become-a-member/,

Addendum B
Evaluation Forms

College of Health Professions
Adjunct Performance Review and Evaluation
PERSONAL AND CONFIDENTIAL

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Category	Assessment of Attainment Department Chair Comments & Evaluation	Performance Rating*
Part I: Teaching Performance Didactic course (if applicable)		Please use decimals for accuracy
Instructional Delivery		0.0
a. Uses a variety of instructional approaches/methodologies b. Experiments with new teaching methods materials, and technologies in the classroom and assignments c. Uses technology to enhance learning and teaching d. Uses techniques that encourage active student participation e. Presents course material in a clear and well-organized manner f. Uses current research and/or consulting to enhance teaching effectiveness g. Communicates at a level appropriate to the class h. Demonstrates enthusiasm for the subject matter and for teaching		
Instructional Design		0.0
a. Develops and communicates learning objectives for the course b. Prepares clear and detailed course syllabi c. Presents challenging course materials d. Revises course content regularly to keep it up to date e. Enhances [illegible] f. Develops or enhances student critical thinking skills g. Prepares new courses, modifies existing courses h. Incorporates global, ethical and diversity issues i. Prepares assessments that evaluate the achievement of the course objectives j. Prepares assessments that are fair and valid k. Focuses on student learning and outcomes		
Course Management		0.0
a. Uses class time productively b. Meets the class for the assigned time period c. Returns exams and/or assignments promptly and with meaningful comments/feedback d. Keeps students apprised of grades throughout the course e. Submits grades promptly		

Part II: (if applicable) Teaching Performance – Clinical course(s)				
Category	Assessment			Performance Rating*
Markers of Excellence: Clinical Teaching Please refer to the rubric on page 1 to review the directions to consider in giving your overall rating in each category for Teaching Performance – clinical course(s)	N/A	NM 1	PM 2	

Part III: Overall Performance Rating

The Overall Performance Rating is an opportunity to provide an overall performance rating including all applicable components, describing to what extent the

_____ _____ _____

Course Management x Uses class time productively x Meets the class for the assigned time period x Returns exams and assignments promptly and with meaningful comments/feedback x Keeps students apprised of grades throughout the cours x Submits grades promptly		0.0
Availability and Guidance to Students x Is available to students as needed x Provides informed and accurate information and advice t students relating to course requirements and expectation x Guides student research where applicable		0.0
	Sum of Ratings: 0.0 after entering the ratings, please click on the number above and press to generate thecalculation	
	Numerical average (out of 4): 0.0 after finalizing the sum, please on the number above and press F9 to generate the average	

Additional Evaluator's Comments:

Overall Performance Rating

The Overall

Sands College of Performing Arts
Adjunct Performance Review and Evaluation
PERSONAL AND CONFIDENTIAL

& µ o š Ç D u Œ [• E u W Course(s):

UID#:

Category	Assessment of Attainment Department Chair Comments & Evaluation	Performance Rating*
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Course Management

Addendum C
Grievance form

Please note that depending on the nature of the grievance steps may be skipped as per Provision 15.7 of the CBA.

$ VHWWOHPHQW RU UHVROXWLRQ RI WKH WUELHMLDQDFH FDUWEWKGVLQJWRQ WK
8QLYHUVLW\ XQOHVV DSSURYHG LQ DGYDQFH WKH ZDSLSWOLFDEOH HWKLHVYDQ

67(3 ± 'HDQ± $SSHDOV PXVW EH ILOHG DZELWKLQ WKH (PSOR'RUHHF WHRQDRMLRQ
ZLWKLQ WHQ GDGVHFRQGLQJ GDWHSHFWRUDLQW HWHSHFWRU / DERU DQG (PSOR\HH
5HODWLRQV IRUZDUG WKH JULHYDQFH WRWWKH XHSDQ DQHGHUSRY7KH LGPP
WKH 6WHS ILOLQJ JUL\LWKDQGEWZHWWKH EP6LWWLHGHPRRWKRI /DERU DQG (P
5HODWLRQV

3OHDVH DWWDFK D QDUUDWLYH WR QWKLRUIRUXE PWLKDWL QJSHFKLLVHJUWHKYDQ
L H UHDVRQ QRWWVHSWL'VLMSHGVZLWWRQ6LRUURQV SHU,BUOLQJ DV SHU 3URY
SOHDVH EH VXUH WEPLQWFLRXGHVSWHKFHLILHGR LQ 6WHS

*ULHYDQW¶V 6LJQDWXUH UHTXLUHG	QRW
8QLRQ 5HSUHVHQWDWLYH¶V 6LQDWXUH	
'DWH 6WHS 6XEPLWWHG	

'LVSRVLWLRQ

8QOHVV RWKHUZLVHG PXSWRQDEO\WKDHJUHHUWKLDOY³7UHHQ'HDQ D ILQDO ZULWWH
ZLWKLQ ILIWHQ IRØRRUQLQJ GEHFWHQSJUHHWDKFHZUL,WWV PHHWLQJ DW WK
WKH ILIWHQ ZRNVSRQJG GVDVOWREPHJWKHWGRDWXKQRQWR'KPKHHZLWWHQ
UHVSRQVH ZLOO EH PVDKGHH *DYLDLYDDQEWOIRQEWGR3Q2LRQFHY LD W

'DWH RI 6WHS 'LVSRVLWLRQ	
'HDQ¶V 6LJQDWXUH	
3URYRVW¶V 6LJQDWXUH UHTXLUHG	LI

$ VHWWOHPHQW RU UHVROXWLRQ RI WKH WUELHMLDQDFH FDUWEWKGVLQJWRQ WK
8QLYHUVLW\ XQOHVV DSSURYHG LQ DGYDQFH WKH ZDSLSWOLFDEOH HWKLHVYDQ

67(3 ± 3URYRVW ± 0ZLVWKEWKHHGHWRULRIDQERUPSOR\HH 5HODWLRQV ZLW
GD\V IROORZLQJ D GHFLVLRQ DW 6WHSRU DQGH(PSOR\HH 5HODWLRQV
IRUZDUG WKH JULHYDQFH ZDV VXEPLWWHGQR(PSOR\HH 5HODWLRQV
GDWH WKH JULHYDQFH ZDV VXEPLWWHGQR(PSOR\HH 5HODWLRQV

3OHDVH DWWDFK D QDUUDWLYH WR QWKLRVUIRVXEPLWKDWLQJ SHUFKLLVHJUWKHDQ
L H UHDVRQ QRWWVHWSWL'LMSHGVZLWWRQLRURQV SHU,BULOLQJ DV SHU 3URY
SOHDVH EH VXUH WEPLQWFORXGHV SWHKHLIHGR LQ 6WHS

*ULHYDQW¶V 6LJQDWXUH UHTXLUHG	QRW
8QLRQ 5HSUHVHQWDWLYH¶V 6LQDWXUH	
'DWH 6WHS 6XEPLWWHG	

'LVSRVLWLRQ

8QOHVV RWKHUZLVHG PXSWRQDEOWKDHJUHHUVWWHRU³KKM RHRYGHVLJQHH VKDOO
WKH 8QLRQ LQ ZZUHQWWL\QJ ZZRKULQQLQWJ WDLQJ D,W DWRHYH 6WHS RFFXUV WKH
ZRUNLQJ GDRQWRVKDHVS EHJLQ WR UXQHIHUWRPWKH7KHDWZHLRWWHKQHUHVSRQ
PDGH DYDLODEOH WR WKH *ULHYDQW DQG 8QLRQ YLD WKH +5 2IILFH

'DWH RI 6WHS 'LVSRVLWLRQ	
3URYRVW¶V 6LJQDWXUH	

67(3

,I WKH 8QLRQ WWLVVQLRHG \ZQW@KMWRKHH Q6WH Q °Q DÐJE ª Dg `À`Îrg$$cQ áÀ•V 0••`0 Cð À •€

Addendum D
Tuition Remission Benefits (Adjunct Faculty and PT Staff)

21 &$0386 78,7,21 5(0,66,21 $'-81

2Q &DPSXV 7XLWLRQD5HEHPQWHVLWRQSUYRYLGXHGWWVRWDKGHMLXQFW ID
VSRXVH GRPHVWLGHSSDHUQWGQHQUW DFQKGLOGUHQ RWURFDWWGLHWQ GWC3DDV
8QLYHUVLW\

*UDGXDWH FRXUVHVDPZLHWWKXKERMCHGFLWQ JWJRRXWGHUGZHEHGDE OWKH
7XLWLRRQPRUH LQIRUPDWLRQ

%(1(),76

2Q &DPSXV 7XLWLRQ 5HRQLVVLWRKQH FWRXYLHWUHVERQOD,QGVWWKWX*WLQR Q
*,) \$OO RWKHU FQKJDOUDEVIHLHQVFOXGWWHLFKDWLJHVVIRRUVDFUH QR
LQFOXGHG DQG DULHOWK\HRUHWKSHQVWXEGVHQWQ 7EXHLQHLRQVVHDPY D
XQGHU WKH 2Q &DPSXWL7RQ VWUFRQU5HPLGR LQDPOWDFURYDHQUJHVPHHQFW
VXFK DV WXWRULDOV LQGHSHQGHQWVWXGVWV ZRUFKRDXUHV
DFFHSWHG IRU FUHGLW DW 3DFH

1RQ FUHGLW RU FHUSWULRLEHDPWHHDURXGUHWRSYRHH RQO\ DQG ZK
GLUHFWO\ UHODWHGVHVIR RQWUDFWREVKHDLQQVLYHULFHW\R%HQ
UHTXLUHPHQWV DQG DSSOLFDWLRQ SURFHGXUHV

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3\$57 7,0( )\$&8/7<

'XULQJ WKH ILUVW HHQDU SRDUWSOWLRLHEDFKXOWR\ UDHUFHHLHYH
UHPLVVLRQ IRU DOOW SWUKRHJUQDHPFVXWLFYHSV9%XVLWQKHV3V3URJUD
3V\FKRORJ\ 3URJUDP EHQKGRDOORGRDFZR UHDOODSWUWRHJUDVPSHFLDO
SURJUDPV DUHLWDLRQ UWRRLVVLRQ

2Q FDPSXV WXLWLRQQFUWHHPVLWGLWRQ LV L DOIRUVJHPLV DIWHU
IXOO \HDU RI HPSOLRQEHQDXJKQG DKWY QEDWKHVSLUFRUHGEWGHPL
\HDU 7KH DGMXQEQQWLYI HWKLHJKEOLRXUWHDEKLWQKJ WKH VDPH
DFDGHPLF \HDU DSSOLFDWLRQ EVHRLQVJKEESWDLWXGWERQ6XGR QRV

63286('20(67,& 3\$571(5

(OLJLEOH WR UHFEHLWHU VHXDLUWLRQEPOSORUHJQDVPLQH[FHSW
([FXWLYH %XVLQHVV 33UR'JU3VRFKRO\ 3WRHU/DZ 6DFKGR O
DQG DOO GRFWRUDO RJUURDPVDRUVHF7HKLRYHHQ3HWXLWWSLRQEE \HD
RI HPSOR\PHQW WKLWLRQQ FUHPPSLXVWLRQ LV LQFEHDWSHGFLDO
SURJUDPV

&+,/'5(1

(OLJLEOH WR UHFEHLWHU VHXDLUWLRQEPOSORUHJQDVPLQIRU WKH
GXUDWLRQ RI WKH DPGMXQFWLF WHSEHRORWH\QRWHHDQGKHDYLQJ

FRPSOHWH D 0DVWHUQVRGUH&6HRLQ /XEURO WKEGXSDHFH GHJUH
WXLWLRQ

7R WKH HQG RI XLHPJHVWKUEILRUWKRGD\GH$UHRU XRQGHUJUDGX
GHJUHH RQO\ LI PDPWQLFHGOD\WLRQ WRLDJHRQ EHQHUHWV FH
WKH HQG RI WKH VHPHVWHU IROORZLQJ WK ELUWKGD\

0XVW FRQWLQXHKWRJSURYLGHWHDXEOLQFOXGHRQDVHD
VHPHVWHU SHU DFEGHULFWRQDLQXKLWERHQXHDWI\ %RUHDN
VHUYLFH JUHDWHUWKDQ HVPXRQWKVRUH\HDUVDERLHVPSORQPH Q

352&('85(6

$IRUPXVW EH FRPSOHWHG EHQHKZKWHQVHDWH DGGUHSSGHU 7KH
FRPSOHWHG DSSOLFEDPLWRQHEXWWR -EXHPDXD SSHUVRXDOEHEV MRKH
GDWH V LQGLFDWHG EHORZ

x)DOO VHPHVWHU $XJXVW

x 6SULQJ VHPHVWHU 'HFHPEHU

x 6XPPHU , 0D\

x 6XPPHU ,, -XQH

,I DQ\ GHDGOLQH GDWWKHD8QLYHUVLWRQDLWKHLVGHQRWOHSHQ H[W
WKH ILUVW EXVLQHVV GD\ IROORZLQJ WKH WK

7KH 2IILFH RI 6WXGH2QWV $ZLVLOVWHQGHWKHLQWRIRU DO
FKDUJHV 7KLV LQYRRLFHGD2QG &DKPHSXDSSOLFDWLRQ5HFLDWLRQ
EH VXEPLWWHG E\ WKH HWKPS2OHLFHH RI GHX G6HQW ZKLVEKWZDOO
FUHGLW WKH VWXGHQWP\RXDFWRRXQWKRUQWLRQ 5HPL

7$3 (/,*,%,/,7<

7KH DSSOLFDQW PXVWUHPSVWO$H3WHSWKLHRQGWHUPLQHWK
WKH DSSOLFDQW VSRXVH RU FKLG LV HLJLEOH IRU 7$3

x ,I WKH ([SUHVWL7$3WLSRQ LQGELLFDLWHFVDQHKPHDXSVWOEKHFN 3
9 $ RI WKH 2Q &DF5HXPL7XLRQ$SSOLFDWLRQ7$3I WKH ([S
$SSOLFDWLRQ LQGWF DWHVH HUHLJHEHGXFWKWKHL2QW&DWRSX
7XLWLRQ 5HPLVVLRQ[DZXUG7$E\ EWHQHHPDWLVOXOHRZRG)D

21 &$0386 78,7,21 5(0,66,21 ± 37 6

2Q &DPSXV 7XLWLRQ EHQHILWV WRSURYLGHVWDWH WR WSKDHULW WLPH
VSRXVH GRPHVWLGHSSDHUQVGQHQW DFKGLOGUHQ GHSHQGHQW DFKLOGUHQ
8QLYHUVLW\

$Q\ VFKRODUVKLS YRLUWRVSKUHRY L8GQHLGY HWUXPLDWLERQ LDPVVDLFVWWHDGQ EH 2
&DPSXV 7XLWLRQ 5HPLVVLRQ 3OHDV

$IWHU \HDUV RI HPSOR\PHQW LQ UHPLVVLRQ LV LQ

ò

)RU ([DPSOH ([HFXWLYH $VVLVWDQW RU 6HFUHWDULDO 3URJUDPV HWF &RQWDFW 26$ 0RUVWDO RI IRU 6SHFLDOLVW 3URJUDPV

7R WKH HQG RI ZLWKLQ WKUHH PRQWKV DIWHU UHFHLYLQJ WKH HPSOR\HU JUDGX GHJUHH RQO\ LI FDQGLGDWH QLFHGO SUHVHQWV WR WKH HQG RI WKH VHPHVWHU IROORZLQJ WK ELUWKGD\

%UHDNV LQ VHUYLFH RQ WHKDWZHLO WKHDQ EH OVKRUW RI \HD HPSOR\PHQW

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$ 7XLWLRQ 5HPLVVLRQ E)HUFRPSOHWHG UHDFKG VZKHQ F ODVVHV DGGHG RU GURSSHG 7KDWFLRQS HWXWWG EHSXEDQWV IRU DSSURYDO E\ WKH GDWH V LQGLFDWHG EHORZ

-)DOO VHPHVWHU $XJXVW
- 6SULQJ VHPHVWHU 'HFHPEHU
- 6XPPHU , 0D\
- 6XPPHU ,, -XQH

If any deadline date falls on a day the University is not open, the deadline is extended to the first business day following the 15th.

7KH 2IILFH RI 6WXGH2Q6W $ZLVLOLW WHQGHUHL QW WRXLGHQW RI RU DO FKDUJHV 7KLV LQYRLFHG2QG &KDUHSXS S7XLWLRQ 5HPLFLDWLRQ EH VXEPLWWHG E\ WKH HWKHS2OHFHH RI 6FKX G2G6W 8KVLEKVWDOO FUHGLW WKH VWXGHQW7PVRXQEWRXQW KHVULXRQW 5HPL

(PSOR\HHV PXVW EDHWLXQ DWFRWUYHHHLWHXWKGLD EKDQHJHR 6KR HPSOR\PHQW FODVHV HRFFSFXRU\RHU VLHSDKU DLWYHHVUVULRVR WKKHH8QRX UHVSRQVLEOH IRU DRSUKHD W XGWSLRRQWQRQE\DW KGHH8QHUY HUVL 7$3 (/,*,%,/7<

7KH DSSOLFDQW PXVW8UHRVPS7$3WSS8KLRQ[WHWRHUP7L$QHWZKHW WKH DSSOLFDQW VSRXVH RU FKLOG LV HOLJLEOH IRU 7$3

- ,I WKH ([SUHVV7L7$3WSLSRQ LQGELLFDLWHFVDQHKHPXSSO EKFN 3 9 $ RI WKH 2Q &DP5HPVL V7XLRQ5HSS OLFDWLRQ7$3I WKH ([S $SSOLFDWLRQ LQGWF D3WHFVH HUHLVHEHGXFWKWKUL2QW&DRSX

7 X L W L R Q 5 H P L V V L R Q [D Z O U G 7 $ E \ E W H Q H P L W L O D X O U H R Z R G) D
F R P S O \ Z L W K W K H S U E H F G H K X H U H V L G E Z L E H O D U H W L R Q U H Y F D
R I W K H 2 Q & D P S X V 7 X L R Q 5 H P L V V L R Q 3 U R F H H G L Q J V L Q
8 Q L Y H U V L W \ V 2 Q & D P S X V 7 X L W L R Q 5 H P L V V L R Q 3 U R J U D

x ,I W K H ([S U H V V O 7 $ 3 W K H D S S O L F D Q W P X V W F K H 3 D Q R & D P S X V 7 X L R Q L
7 $ 3 W K H D S S O L F D Q W P X V W F K H 3 D Q R & D P S X V 7 X L R Q L
$ S S O L F D W L R Q 7 K H U H V S R Q G L Q J S D U W \ V K R X O G F R Q W D L Q D O O W K H L Q I R U P D W L R Q U H T X L U H G E \ W K L V I R U P D Q G D Q \ R W K H U L Q I R U P D W L R Q W K D W L V U H F R U G V L Q W K H H Y H Q W W K H U H D U H D Q \ T X H V W L R Q V

K W W S V Z Z Z S D F H H G F X H V K X E H D Q H U L W \ R U J W R S H U V X W H G L F H
V W D I I R Q F D P S X V W X L W L R Q U H P L V V L R Q

Addendum E
Tuition Remission Benefits (Full time Faculty)

21 &$0386 78,7,21 5(0,66,21 ±)7)$&8/7<

2Q &DPSXV 7XLWLRQL5YHHPQL WWRL PWQK R VHJ ZKFROODDV VHDWWMRHUQFGULHQGJL
3DFH 8QLYHUVLW\ 2RQQ&5HPPSLXW/7RXQWFLRYLHWJVRRQQG\OWKHWWXU
FKDUJHV LQFOXGLQJ DUDJEHVIRU DGFDWLQHVFOHXGVHUHWWHG
LQ FODVVHV ZLOO QRW EH DOORZHG GXU

H[FHHG WKH JUHDWLHWUL RQ WKRHFRRVGHWXHDH OLQV/RU &6
RI WKH 6SHFLDOL3QRJHUSHPQGXHQW FKLOGVXHQLRFPXSYWR D
$IWHU DJH WKHWXULWHRQHEHQHILWSHHFLDSW3IRRJWDKPV
DV ([HFXWLYH %XVLQHVV 3URJHUDP ' 3V\EKRORJLFDO3WUHDWPHQW /DZ
6FKRRO DQG DOO GRWWRUVKRSUROJEDPWXULHVFLRQEHQILV
WXLWLRQ UHPLVVLRQWEHQHILGWRMHWKHWHKVHWFHKULOGQ VWXQV
1RQ &UHGLW RU &VHUWV1RFJDUMDHPV&RXUH QRW FRYHUHG

(/,*,%,/,7<

7XLWLRQ 5HPLVVLRQYEHQHILW DQG XQGHUQWKHP2QV&LRQS3UR7JXLDV
GR QRW FRYHU VSHFLDOL]HGKDUVDWXQJWHRHQDWWXQGHFUHGLWV HV
FRQGXFWHG RII FDPSXVHZKLFK DRUH FUHGLWV EHX3DFHH IHGHUVH D
DOO ODWH IHHV DHUGH DDQVGR DQUHWWFKRHWWKSHRQWXEGLHQLW\ +RZHY
*HQHUDO ,QVWLWXWLRQ)HH *,H<G 0p°€: 0`0€

$SSOLFDWLRQ LQ GLVFLSOLQH HQJLQHHULQJ EHJLQV ZLWK D SUHOLPLQDU\ GLVFXVVLRQ RI &DVFDGH 7XLWLRQ 5HPLVVLRQ [DFZXOPUG7$E\EWHKQHHPLDWLVODXQGHUWDNLQJ)D FRPSO\ ZLWK WKH SUHFHGHQW NXUHHVLQGEHZLVHOO OLDHWLRQV UHQYRDFQ RI WKH 2Q &DPSXV 7XLWLRQ RQ SS5HFLFLDWLRQHUDG3DFEHHQ HILWV 8QLYHUVLW\ V 2Q &DPSXV 7XLWLRQ 5HPLVVLRQ 3URJUD

x ,I WKH ([SUHVSVOLFDWH3WSRQ LQGLFDWH1V2 WKDWJWEKHDISRSOL 7$3 WKH DSSOLFDQWW P9XV%W RK MFKNH 32QR&D5HPFXVV7XLRQL $SSOLFDWLRQ 7KH UDSWOLFDQWWHV(KRXOBWLR7$3RSUSKOLFKH UHFRUGV LQ WKH HYHQW WKHUH DUH DQ\ TXHVWLRQV

KWWSV ZZZ SDFH HGFXHKXEHDQHLHWVRXQGZHRQQXWOMGXFH FDPSXV WXLWLRQ UHPLVVLRQ