

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE ADMINISTRATION & FACULTY ASSOCIATION  
OF  
BROOME COMMUNITY COLLEGE**

The undersigned understand and agree to a clarification and updating of language in the current collective bargaining agreement (2012-2015) for contract for **Article 36 — PROMOTIONS**. The attachment contains the full text of the article as revised. New text is indicated by underscore. The article attached here adds to the previous collective bargaining agreement language contained in the above referenced article.

The parties further agree that this modification of the collective bargaining agreement is to be effective September 1, 2012 upon signing by the parties.

**ARTICLE 36 - PROMOTIONS**

A. Faculty Procedures for Academic Ranked Faculty (F3, F4 and F6)

Each faculty member who chooses to stand for promotion must have continuing appointment, or may stand for promotion in the year he/she stands for continuing appointment. The faculty member seeking promotion must submit an Application for Promotion, along with a three-year Professional Development Plan approved by the appropriate PDMC and the Division AVP/Dean/Director or EVP&CAO/Vice President and sequentially followed throughout the three year period prior to the final year of application.

1. Initiation – Faculty will submit to the Department Chair/Supervisor and the AVP/Dean/EVP&CAO/VP a completed Application for Promotion at least three years prior to standing for promotion per the college calendar. Faculty will initiate promotion applications early in the fall semester of the first year of their PDP by submission of the completed Application for Promotion.
2. Professional Development Plan – The Professional Development Plan will be drawn up by the candidate with the active assistance of the Professional Development Mentoring Committee with the Department Chair/Director and the Division AVP/Dean/EVP&CAO/Vice President. The professional development plan is intended to be a vital document that is amenable to change and modification. Changes to the document require the approval of the Committee, the Chair/Director and the Divisional AVP/Dean/EVP&CAO/Vice President.

The professional development plan will focus upon the following general areas: teaching effectiveness, personal professional development, and service to Department, Division, College, and community, as noted in Article 40-C.

Completing the plan means completing the activities specified in an approved professional development plan, as revised and approved, over a three year period of time. During the third year of activity under direction of the plan, the candidate shall submit appropriate documentation, including reports from her/his Professional Development Mentoring Committee, to the Department Promotion and

Appointment Committee for its recommendation on the candidate's promotion. Upon completed review, the P&A Committee forwards the packet to the Chair/Director.

B. Committee Procedures

1. Department Promotion and Appointment Committee – Reference Article 4, #14

The Promotion and Appointment Committee will review all relevant documentation submitted by candidates and forward all documentation, together with their recommendations, to the Chair/Director, who will, in turn, recommend to the AVP/Dean/EVP&CAO/VP. When there is a disagreement among the three entities, they must meet and attempt to reach agreement. Whether or not agreement is reached, the candidate's packet and the final recommendation(s) of each will then be submitted to the CPE by the AVP/Dean/EVP&CAO/Vice-President.

In cases where small departments do not have sufficient numbers to meet the minimum specified in Article 4, #14, the AVP/Dean, will develop a list of prospective Promotion and Appointment Committee members from his/her administrative area. Subsequently, the Chair/Director, in consultation with the AVP/Dean, will select the requisite number of committee members from the list. In such cases, candidates for promotion will be allowed to exclude one Chair/Director/AVP/Dean appointee, and requests for additional exclusions will be considered by the AVP/Dean. The granting of such additional exclusions shall not be unreasonably withheld.

The EVP/CAO, shall compile an all-college list of ranked and tenured faculty who are eligible to serve on Promotion Committees. Called in alphabetic order, all eligible faculty are obliged to serve, and to the extent possible, none will serve a second time until every faculty member has served once.

2. Committee on Professional Evaluation (CPE) – Reference Article 4, #13

The Secretary of the Faculty Association will organize CPE elections in the five areas represented. Faculty with rank and continuing appointment from each of the five areas shall elect one representative to the Committee. Faculty who themselves are applying for promotion are not eligible to serve during the year their promotion materials are reviewed by the CPE.

The Committee shall make recommendations on all promotion requests for those employees covered by this agreement. They may use all evaluation reports and materials along with recommendations of the Promotion and Appointment Committee, the Department Chairperson/Director, and AVP/Dean/EVP&CAO/Vice President.

The Committee on Professional Evaluation shall accept the judgment of the faculty member's Professional Development Committee concerning equivalences, once the Committee on Evaluation has established appropriate guidelines.



If the CPE initially determines that they are not going to make a positive recommendation, they shall notify the candidate. Before finalizing a negative recommendation the CPE must meet with the AVP/Dean/EVP&CAO/Vice President, Chair/Director and the faculty on the candidate's Promotion and Appointment Committee who will explain in detail to the CPE the rationale for their recommendation(s). In turn, the CPE will explain where it finds the candidate deficient. The CPE will finalize their report by majority vote and forward same to the President.

3. Professional Development Mentoring Committee – Reference Article 4, #12

Two ranked faculty with continuing appointment from the candidate's Department are chosen by the candidate and the Department Chair/Director with the approval of the Division AVP/Dean/Director or, in the absence of an AVP/Dean/Director, the EVP&CAO/Vice President. The candidate has the right to change faculty on the Committee once a year. (In cases where there are not two ranked and continuing faculty from the candidate's Department whom the candidate finds acceptable, these members must be solicited from within the candidate's Division.)

C. Administrative Action

1. The President of the College – The President or his/her designee shall review the recommendations and the report from the CPE and forward his/her recommendations and the complete report from the Committee to the Board of Trustees. If the President does not recommend for promotion, the individual shall receive from the President a statement of reasons for such denial.
2. The Trustees of the College – The Trustees consider and act upon the recommendation of the President. An individual may appeal a promotion denial by the President in writing to the Board of Trustees prior to their action on promotion and recommendations only if the individual had been recommended by the CPE. The Trustees shall consider each written appeal and, if they also deny promotion, render a written decision to each appellant specifying their reasons.
3. Promotional Adjustments – The promotional adjustment shall be ten percent (10%) of the employee's current base salary.

D. Criteria – In addition to the evaluation criteria specified in Article 40-C of this agreement, candidates for promotion must also meeting the following conditions:

1. Professional Development Plan – Individual faculty members who apply for promotion must complete and gain approval for a three-year Professional Development Plan and execute that plan successfully as guided by their PDMC over a three year period. Plans which include equivalencies must also be approved by the President or her/his designee.
2. Credit/Credit Equivalents – Formal coursework and professional credit equivalent training approved by the candidate's Professional Development Mentoring Committee in advance of application of these equivalencies are as follows:

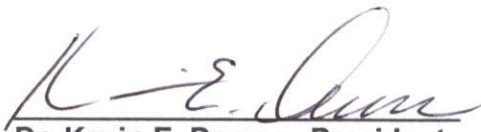
- Assistant Professor: a master's degree or higher from a regionally accredited institution certified by an accrediting agency such as the Middle States Association of Schools and Colleges. Credits beyond the thirty (30) graduate credits will be applicable to the next promotion from Assistant to Associate Professor.

- Associate Professor: 15 graduate credits beyond a master's degree or higher. Nine (9) of these credit hours may be equivalences certified by the faculty member's Professional Development Mentoring Committee, Chair/Director and AVP/Dean/EVP&CAO/Vice President. Credits beyond the thirty (30) graduate credits that resulted in the master's degree, not used for promotion from Assistant Professor to Associate Professor will be applicable to the next promotion from Associate Professor to Professor.

- Professor: 30 graduate credits beyond a master's degree. Fifteen (15) of these credit hours may be equivalences certified by the faculty member's Professional Development Mentoring Committee, Chair/Director and AVP/Dean and EVP&CAO/Vice President. In exceptional cases, the AVP/Dean/EVP&CAO/Vice President, and Director and Professional Development Mentoring Committee can recommend that the President waive up to 30 graduate credit hours for promotion.

Qualifying coursework taken either before or during employment with the College shall be considered toward eligibility for promotion. Candidates intending to use credit equivalencies shall include these as part of the three-year Professional Development Plan as approved by the PDMC, the AVP/Dean/Director, and the EVP&CAO/Vice President.

**For the College**

  
Dr. Kevin E. Drumm, President

Date: 3/22/13

**For the Faculty Association**

  
David Michalak, President

Date: 3/22/13

**Witnesses**

Name: Patricia O'Day

Date: 3/22/13

Name: Anna O'Halligan

Date: 3-22-13