

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

The undersigned understand and agree to a clarification and addition of language in the current collective bargaining agreement (2012-2015) for contract **Article 49 – PROFESSIONAL DEVELOPMENT RECOGNITION INCREMENT FOR NONCLASSROOM/ PROFESSIONAL FACULTY.**

Faculty in progress with Professional Development Recognition Increment will have the option to continue with the prior contract language of this article if they so choose.

New text is indicated by underscore to distinguish from the existing language.

**Article 49 – PROFESSIONAL DEVELOPMENT RECOGNITION INCREMENT FOR NONCLASSROOM/ PROFESSIONAL FACULTY.**

Scope: Opportunity to apply for a professional development recognition increment shall be available to regular employees not covered by the promotional process.

B. Purpose: Recognition of professional development and educational achievement beyond the level of routine job expectations.

Timing of Request for Consideration:

An employee shall be considered to be at the base level at the time of hire. He/she must have completed three (3) years under the approved professional development plan at the base level in order to submit a packet in consideration for a Level I increment. Members without continuing appointment may submit a packet for a professional development increment in the year they stand for continuing appointment.

An employee must complete three (3) years at Level I also under a professional development plan approved as above before being eligible to request consideration for a second increment, Level II. An employee must complete three (3) years at Level II also under a professional development plan approved as above before being eligible to request consideration for a third increment, Level III. In no event shall an employee be eligible to receive more than three (3) increments by this process.

Procedures:

a. Initiation: Faculty will initiate the professional development recognition increment by filing an Application for Professional Development Recognition increment with his/her immediate supervisor per the college calendar.

b. Professional Development Plan

The professional development plan will be drawn up by the candidate with the active assistance of the Professional Development Mentoring Committee and the department

Chair/Director/Supervisor. The plan is then forwarded to the Dean/Director/VP for approval. The approved professional development plan will be sent to the EVP/CAO by the Dean/Director/VP. The professional development plan is intended to be a vital document that is amenable appropriate to change and modification. Changes to the document require the approval of the PDMC, Chair/Director/Supervisor and Dean/VP.

The professional development plan will focus on professional expertise and development, including educational achievement, work effectiveness, and professional competence, and evaluation criteria as noted in Article 40-C. Completing the plan means completing the activities specified in an approved professional development plan. An employee not interested in being considered for this increment is not required to submit a professional development plan.

At such time as an employee wishes to begin the process of qualifying for a professional development recognition increment however he/she must develop and file a professional development plan as specified above.

c. Committee Procedures: Upon completion of the Professional Development Plan, the candidate, if s/he chooses to submit a packet for consideration for a Professional Development Recognition Increment, shall submit it along with proper documentation, including a report from the PDMC to the candidate's Chair/Director/Supervisor.

The Chair/Director/Supervisor will review the application packet and forward it along with his/her letter of recommendation to the Dean/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 Recognition Review Committee by the Dean/VP.

#### E. Supporting Documentation:

The packet submitted in consideration for the professional development Recognition Increment shall include the following:

(1) Evidence of the completion of the goals of the professional development plan including evidence of educational achievement.

(2) Indications of work effectiveness.

(3) Evidence of professional competence.

(4) Professional Development Mentoring Committee recommendation.

(5) Other evaluation(s) (if appropriate)

b. Evidence of educational achievement shall include a minimum of 15 units of supervisor approved course work and/or learning experiences related both to the professional development plan and area of job responsibility.

The 15 units may include:

(1) Credit course work:

One (1) unit shall equal one (1) credit from an accredited institution of higher education. Credits beyond the employee's minimum degree requirement for employment may be used toward the recognition increment, even if earned before hire. Credits not used

toward a Professional Development Recognition Increment may be used toward a subsequent increment.

(2) Non-credit course work such as seminars, webinars, and workshops. One (1) unit shall equal 15 hours of non-credit educational experience.

(3) Learning attained through specific, supervisor assigned job–related learning experiences. One (1) unit shall equal 30 hours of supervisor assigned job-related learning experiences.

(4) No more than eight (8) units shall be from any category.

c. Indications of work effectiveness and professional competence shall include evidence of:

(1) Demonstrated knowledge of the field.

(2) Application of the technology of the field.

(3) Influence, rapport, effectiveness in working relationships with faculty, staff and/or students served.

F. Review for Recognition:

a. A Recognition Review Committee shall be formed consisting of two (2) deans and one (1) director designated annually by the President or his/her designee and one (1) department chairperson and one (1) regular employee as defined in the scope section of this article both designated annually by the Faculty Association President. The committee shall make written recommendations to the appropriate Vice President or the lead administrator in the organizational structure if that is not a Vice -President.

b. The appropriate Vice President (or the lead administrator in the organizational structure if that is not a Vice -President) shall receive the written recommendation of the Recognition Review Committee and forward his/her written recommendation to the President.

c. The President shall review the recommendations of the Recognition Review Committee and the appropriate Vice President (or the lead administrator in the organizational structure if that is not a Vice -President). Based upon his/her review, the President's decision to grant or deny a professional development recognition increment shall be both final and a non-grievable matter. The President's decision shall be reported to the Board of Trustees for their information.

d. In the case of a negative recommendation at any level in the review process, the employee shall receive a statement of reasons therefor.

e. Candidates who are unsuccessful may meet with their Professional Development Mentoring Committee to review the feedback and revise the existing Professional Development Plan. The PDMC will recommend a 1-3 year extension to the revised plan and submit for approval to the Dean/VP. The faculty member will submit the packet upon completion to the PDMC for consideration. The procedures in "D" will then be followed for the review process.

Increment Adjustment: The increment adjustment shall be \$2,500.

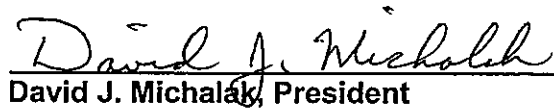
The parties further agree that this clarification of the collective bargaining agreement is to be immediately effective.

For the College

  
Dr. Kevin E. Drumm, President

Date: 2/6/14

For the Faculty Association

  
David J. Michalak, President

Date: 2/7/14

Witnesses

Name: Patricia O'Day

Date: 2/6/14

Name: Paul R. [Signature]

Date: 2/7/14