



Overview of Faculty Contract (CBA)

The MCCEA encourages every new faculty member to read the faculty contract upon hiring. If you have questions after reading, please contact either your union divisional representative or the EA Grievance Officer, who is an expert on contract content.

All faculty members should also check their MCC email account regularly, as both the MCCEA and the College primarily communicate with faculty via email. (If you have trouble accessing your MCC email, call 2-HELP from your office phone for technical assistance.)

TEACHING LOAD: Each discipline has its own established load defined in terms of contact hours, usually between 12-18 hours for full-time faculty. Full-time faculty can teach additional hours (overload) once they have finished their first probationary semester. Part-time faculty can teach up to 3/5 load of a full-time faculty member in their discipline.

CLASS SIZE: There is a master list of maximum class sizes, and faculty members cannot sign enrollment override slips once this maximum has been reached.

ABSENCE REPORTING: Each semester, faculty must report absences via WebAdvisor every three weeks. We're sent reminders, as well as step-by-step instructions on how to use WebAdvisor, via MCC email.

SUBMITTING GRADES: Faculty must submit midterm and final grades for fall/winter classes and final grades for spring/summer classes. We're notified of the deadline for submitting grades well in advance. The CTL (Center for Teaching and Learning) offers a how-to session on submitting grades each semester.

- COURSE SYLLABI:** Each faculty member must supply students with a course syllabus that includes course objectives, the attendance policy, and the plagiarism policy. All syllabi at MCC must also include a statement about DisAbility Services. Your division office has example syllabi on file.
- MEETINGS:** There is a mandatory (for full-time faculty) meeting on the fourth Tuesday of every month at 3:00 p.m. Locations and agendas for these meetings are sent via MCC email. Divisions and disciplines may also have regular monthly meetings, usually Tuesdays at 3 pm. These meetings are optional for part-time and adjunct faculty.
- OFFICE HOURS:** Part-time and adjunct faculty are not required to hold regular office hours, although they must make contact information available to students, be available to meet with students at the student's request, and regularly check MCC email and voice mail. Full-time faculty are required to hold six "engagement hours" per week. "Engagement hours" can include attendance at CTL sessions, traditional office hours, or committee work; more details are in the CBA. Engagement hours need to be approved by your division dean at the beginning of each semester.
- GRADUATION:** Commencement is on the Saturday of the last week of Winter semester, held at the Dort Federal Credit Union Events Center in Flint. Full-time faculty members must participate in commencement exercises every other year, starting with the year of hire. This is mandatory. Regalia is provided by the College. Part-time and adjunct faculty may participate in commencement exercises, if they wish.
- STUDENT CONDUCT:** The MCCEA has worked extensively with the Registrar and Dean of Counseling and Student Development to create a Student Code of Conduct that protects both faculty and student rights. We encourage all faculty members to familiarize themselves with it. The URL for the Code changes from time to time, so ask your dean or union division rep for the most recent online location. The Code pages also contain a flowchart that instructs faculty what to do if a student violates the Student Code of Conduct.
- Students have the right to file complaints against faculty/staff. These are normally handled at the division level.
- EVALUATION:** Part-time faculty are evaluated during their first term and then every second term, up to three visits. Adjunct faculty are evaluated every three years. Full-time faculty are evaluated once a semester during their probation.

BENEFITS:

You will receive an overview of your benefits from HR during your new faculty orientation. However, here is some quick information:

Healthcare: Full-time, part-time, and adjunct faculty are eligible to receive health insurance, including vision and dental, through the college. Open Enrollment for health insurance occurs every November.

Tuition waiver: Faculty and staff, along with their dependents and spouses, are eligible for free tuition for all MCC classes. A GPA of 2.0 must be maintained.

Tuition waiver for graduate study: MCC will reimburse full-time faculty for up to 75% of their tuition costs if they choose to pursue an additional graduate degree in their field.

Travel money: Both full-and part-time faculty are granted travel funds to use for conferences and professional development. See your division's DG (divisional governance) for details. Should you need additional money for professional development, you can apply through the VPAA's office.

Sick and emergency time: *This is discussed in detail in Article XII of your faculty contract.*

Full-time faculty are credited with ten days of Sick/Emergency time at the beginning of each academic year. Part-time faculty accumulate one hour of Sick/Emergency/Personal Business time per weekly contact hour being taught, up to fifty hours. Full-time faculty cannot use Sick/Emergency time for personal business, but they are given two Personal Business days per academic year. These can be used for situations not involving illness, death, or other emergencies. Faculty members may donate unused Sick/Emergency time to colleagues who have exhausted their sick bank. Days taken off for professional development, military service, or jury duty are not deducted from a faculty member's sick bank. The only faculty members who accumulate paid vacation time are Academic Success Specialists and Student Success Specialists.