



Overview of Faculty Contract (CBA)

The MCCEA strongly recommends that every new faculty member take the time to read over the faculty contract upon hiring. If you have questions, please contact either your divisional representative or your Grievance Officer, who is an expert on contract content.

We also strongly encourage all faculty members to check their MCC email account regularly, as both the MCCEA and the College communicate with faculty via email on a regular basis. If you have trouble accessing your MCC email, please call 2-HELP for technical assistance.

CALENDAR: Fall and winter semesters are each 15 weeks long. Fall semester begins the Tuesday after Labor Day; winter semester begins the second Saturday in January. Spring and summer semesters are each 7 ½ weeks long. Spring semester begins the Wednesday after graduation. Summer semester begins the Monday after spring semester ends. Some spring classes run for 10 weeks. Online classes always run for 15 weeks.

MCC is closed for the following holidays: Labor Day, Thanksgiving Day (and the day after), Martin Luther King Jr. Day, Memorial Day, and the Fourth of July.

In addition, MCC is closed the week between Christmas and New Year's.

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 which cannot be increased. Faculty members cannot sign overload slips once this maximum has been reached.
- ABSENCE REPORTING:** Each semester, faculty must report absences via WebAdvisor every three weeks. Faculty will be sent reminders, as well as step-by-step instructions on how to use WebAdvisor, via their MCC email. Faculty do not have to report absences after week 12.
- SUBMITTING GRADES:** Faculty must submit midterm and final grades for fall/winter classes and final grades for spring/summer classes. Grades must be submitted via WebAdvisor. Faculty will be notified of the deadline for submitting grades well in advance. Faculty are advised to check their MCC email in the days following submission of grades in case of error. 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 will have example syllabi on file.
- MEETINGS:** There is a mandatory (for full-time faculty) meeting on the fourth Tuesday of every month from 3-4:30 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: http://www.mcc.edu/18_policies/student_code_of_conduct.shtml The above link also contains 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:

Health care: Full-time, part-time, and adjunct faculty are eligible to receive health insurance, including vision and dental, through MCC (MESSA Blue Cross/Blue Shield). The College has Open Enrollment for health insurance 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.