AGENDA ITEM #4

exceeds seven (7), the total credits assigned to the faculty member will be reduced by one (1) credit per each additional preparation.

**Subd. 5. Office Hours.** Each instructor shall post and maintain one (1) office hour or one (1) hour of student availability in some other campus location per week for each three (3) credits taught to a maximum of fifteen (15) credits. Additional office hours or student availability may be scheduled at the instructor’s option.

**Subd. 6. Department and/or Division Coordinators.** The college president may establish, through the Shared Governance Council at each college, department and/or division coordinator positions as needed. If such positions are established they shall be based upon the faculty members’ community of interest and shall be done in accordance with the following:

A. **Selection Process.** The faculty members in each department and/or division may annually submit to the college president a list of at least two (2) acceptable candidates for the position of department and/or division coordinator. The college president shall appoint the department and/or division coordinator from among the acceptable candidates. However, if none of these will voluntarily accept the appointment, or if no list is submitted, then the college president may select and appoint no later than May 15 a department and/or division coordinator from the department for a one (1) year term for the following year.

B. **Responsibilities.** Department and/or division coordinators shall coordinate the activities of the department and/or division, and may responsibly direct other members of the bargaining unit in their department and/or division only, but may not exercise other supervisory responsibilities as defined by M.S. 179A.03, Subd. 17.

C. **Compensation.** The administration at each college shall establish, through the Shared Governance Council, the tasks and responsibilities that will be assigned to each department and/or division coordinator. After these tasks and responsibilities have been established, a credit equivalence shall be assigned to department, and/or division coordinators for their coordination responsibilities. If there are ten (10) or fewer F.T.E. faculty positions in the department and/or division, the credit equivalence shall be no less than three (3) per semester unless the chapter president, coordinator and college president agree in writing to a lesser amount. If there are more than ten (10) F.T.E. faculty positions in the department and/or division, at least one (1) additional equated credit per semester shall be assigned for each additional ten (10) FTE faculty positions or fraction thereof. Normally, the equated credits will be used in determining release time from other assignments. However, in cases where the release time cannot reasonably be granted without undue disruption of the responsibilities of the department and/or division, the administration may elect to pay for the equated credits as overload pay. Also, the administration may in such cases elect to assign part of the equated credits as release time and the rest as overload pay.
D. **Overload Limitation.** Department and/or division coordination overload pay may exceed the forty percent (40%) overload limitation; but if it does, such department/division coordinator shall not be eligible for additional overload pay, extra weeks, or summer school.

E. **Consolidated Campuses:** At consolidated campuses where departments/divisions are combined, an alternate process for designating departments/division and electing chairpersons may be implemented by mutual agreement of the administration and the MSCF. The compensation of the elected chairperson shall be pursuant to the provisions of the faculty member’s former unit designation. An alternate method for compensation may be implemented at the request of the faculty member and upon agreement of the college president and the MSCF.

**Subd. 7. Occupational Program Coordinators.** The college president or designee may determine that an occupational program shall have a coordinator who shall responsibly direct other members of the bargaining unit in the program, but not exercise other supervisory responsibilities as defined in M.S. 179A.03, Subd. 17. Such coordinator shall be selected and appointed by the president, and be given a minimum credit equivalence of three (3) credits per semester, unless the MSCF chapter president, coordinator and college president agree in writing to a lesser amount.

**Section 3. Teaching Faculty in the former UTCE Bargaining Unit.**

**Subd. 1. Credits and Contact Hours.** Faculty in the former UTCE bargaining unit may be assigned an annual maximum of up to thirty-two (32) credits or up to twenty-seven (27) contact hours per week. Whenever either limit has been reached the instructor may accept additional credit or contact hour assignments as overload. When making part-time assignments, the credit/contact hour limitation shall be a proration of the FTE.

For purposes of calculating a “student contact hour” one (1) lecture credit equals one (1) weekly student contact hour and one (1) lab credit equals two (2) weekly student contact hour. Two (2) weekly student contact hours in any lab is equal to one (1) lab credit.

**Subd. 2 Department/Division Chairpersons.** The administration and the MSCF chapter(s) shall designate various departments/division consistent with the college’s mission. Designation of departments/divisions shall occur once each year. All faculty members shall be a member of at least one (1) department and/or division. Each designated department/division will have a chairperson according to the following:

A. **Selection Process.** When such chair positions have been established an election shall be held by the faculty members of each department/division. The two candidates from each division/department receiving the most votes in a secret ballot election shall be submitted to the college president. The college president shall appoint the division/department chairperson from among the acceptable candidates no later than May 15 to a one (1) year term for the following year. However, if none of the candidates will voluntarily accept the appointment, or if no list is submitted, then the
college president may select and appoint a department/division chairperson from the department/division for a one year term no later than May 15.

B. **Duties.** The department/division chairperson shall coordinate the activities of the department/division through a regular consultation with all members of the department/division, the Shared Governance Council and the college president.

C. **Method of Compensation.** Any faculty member appointed to a position of department/division chairperson may mutually agree with the administration to one of the following: the stipend of two thousand five hundred dollars ($2,500); release time in addition to the stipend of two thousand five hundred dollars ($2,500); or release time equal to a minimum of two thousand five hundred dollars ($2,500) based on the faculty members’ annual base salary prorated. Compensation may be shared by up to three (3) faculty members by mutual agreement between the faculty members, the MSCF chapter and the college president or designee.

D. **Overload Limitation.** Department/division coordination overload pay may exceed the forty percent (40%) overload limitation; but if it does, such department/division coordinator shall not be eligible for additional overload pay, extra weeks, or summer school.

E. **Consolidated Campuses.** At consolidated campuses where departments/divisions are combined an alternate process for designating departments/divisions and electing chairpersons may be implemented by mutual agreement of the administration and the MSCF. The compensation of the elected chairperson shall be pursuant to the provisions of the faculty member’s former unit designation. An alternate method for compensation may be implemented at the request of the faculty member and upon agreement of the college president and the MSCF.

**Subd. 3. Travel Time.** Compensation for travel will be determined by the following:

A. When a faculty member is assigned to travel between campuses or sites on the same day, the travel time shall be applied to the faculty member’s student contact hours. The travel time shall be determined by dividing the number of miles between the work locations by fifty (50).

B. When a faculty member is assigned to travel to different campuses or sites on alternating days, mileage compensation will be determined by Article 18 for travel from the faculty member’s permanent work location to and from the assigned location.

**Subd. 4. Preparations for Faculty Teaching General Education Disciplines (See Paragraph 2 of 1999 BMS Order).** When possible, without disrupting the normal class offerings, a maximum of three (3) separate class preparations may be assigned. A faculty member normally will not be assigned more than six (6) class preparations for classes of three (3) or more credits in an academic year. More than six (6) class preparations may