

AGREEMENT

Between

ALLEN COUNTY COMMUNITY COLLEGE

and

ALLEN COUNTY COMMUNITY COLLEGE-  
NATIONAL EDUCATION ASSOCIATION

Effective for the Academic Years  
**2018-2019 & 2019-2020**

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## RECOGNITION

The Board of Trustees of Allen County Community College (hereinafter referred to as the "Board") and Allen County Community College-National Education Association (hereinafter referred to as the "Association"), as representative of the full-time professional Employees (as defined in K.S.A. 72-5413) of Allen County Community College (hereinafter referred to as "Professional Employees"), enter into this Agreement covering the following terms and conditions of professional service for the Academic Years **2018-2019 & 2019-2020**.

The Association will provide to the President of the College a written list of its officers by September 10 of each academic year and any update to said listing within 30 days after any change.

## ARTICLE I

### SCHOOL YEAR CONTRACT

The school year contract will consist of one hundred seventy-three (173) working days for all Professional Employees unless otherwise agreed. Additional compensation for services rendered by Professional Employees beyond the specifications in this contract shall be stated in separate agreements, which shall set forth the additional time, the nature of the task, and the terms of remuneration.

## ARTICLE II

### ACADEMIC FREEDOM

**Allen is committed to academic freedom. The right to teach the truth about the physical, social, and biological world, so long as it is related to the subject assigned, shall not be abridged.**

**College instructors are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from**

**institutional censorship or discipline, but their special position in the community imposes special obligations. As individuals of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.**

### ARTICLE III

#### PROFESSIONAL WORKLOAD

A. Normal Professional Workload. The normal professional workload shall consist of fifteen (15) credit hours or their equivalent per semester, or thirty (30) credit hours or their equivalent per year for the contract year. No reduction in base contract salaries will be made for Professional Employees who, because of administrative assignment or canceled classes, teach fewer than thirty (30) credit hours per year, exclusive of summer school. In order to offset deficits, Professional Employees will be assigned to teach eight week and/or interim courses or assigned other duties by the Vice President for Academic Affairs.

B. Overload. Full-time Professional Employees will be given the opportunity to teach up to six (6) hours of overload, face-to-face or online, contingent upon availability of classes for which the faculty member is qualified. In the event that a full-time Professional Employee's class or classes do not have sufficient enrollment to make, the full-time Professional Employee cannot take classes assigned to Adjunct or other employees unless the full-time Professional Employee does not have enough hours for a normal professional workload. The Vice-President for Academic Affairs must approve any assignment of classes that exceeds twenty-one (21) credit hours in a semester.

C. Hours on Campus. Full-time Professional Employees shall dedicate a minimum of thirty-five (35) hours for college work week responsibilities. Outside of instructional time (for policy purposes equaling 15 hours per week), full-time instructors shall dedicate a minimum of twenty (20) hours per week to a combination of student time/available presence, service to the college, and professional time.

Fifteen (15) hours per week of this time shall be for onsite (on-campus) presence; five (5) hours per week may be for either onsite (on-campus) presence or presence through appropriate electronic means. If a Professional Employee's normal workload includes off-campus classes (day or night), a pro-rata reduction for travel time and classroom time will be made from the number of hours the Professional Employee is required to be on campus. Overload and/or supplemental contacts will increase the number of hours required on campus proportionately.

D. Preparation Days and In-service Days. Two (2) days at the beginning of each semester shall be designated as preparation days for faculty. Preparation days are for faculty to work individually in their offices to prepare for the upcoming semester. The only externally scheduled meetings during those days are for departmental meetings.

Four (4) in-service days will be available during the academic year (2 each semester).

Neither of these statements is meant to limit the number of meetings that may be called by the administration during other contract days during regular work hours.

E. Class Size. Maximum class sizes will be determined by the Vice President for Academic Affairs after consultation with the appropriate Dean and appropriate Professional Employees.

#### ARTICLE IV

##### RETAINED RIGHTS

Board shall operate and manage the College. It is understood that the rights of Professional Employees are set forth throughout the balance of this Agreement. Such rights shall not be abridged by this Retained Rights clause. However, subject only to the express limitations set forth elsewhere in this Agreement, the Board shall continue to hire, transfer, promote, and demote employees; to discipline, reprimand, suspend or discharge employees

for just cause; to lay off and recall employees; to determine workload, office hours, qualifications for advancement, assignment of work, and select Professional Employees; to make administrative evaluations of employees; to extend contracts; to determine the number of employees to be used in any classification or activity; to prepare, enter into and execute employment contracts between any Professional Employee and the Board which shall include by reference this Agreement; to determine the period, curriculum, and length of any school term or course; to establish or modify rules, regulations, and practices, but which shall not set aside other terms of this Agreement; to close down or move the College or any part thereof or to curtail operations; to establish new departments or operations and to discontinue existing departments or operations, in whole or in part; to purchase or acquire and to sell or dispose of any assets; to control, maintain, and regulate the use of buildings, equipment, and other property of the College; to introduce new or improved methods or equipment; to subcontract work as the Board deems necessary or desirable; to determine the number and location of operations, services, and courses; and otherwise, generally to manage the College and direct the employees. The above rights are not all-inclusive but enumerate by way of illustration the type of rights that belong to the Board. All other rights, powers, or authority which the Board had prior to the signing of this Agreement are retained by it, except those which have been specifically abridged, delegated, or modified by this Agreement; it being understood and agreed that nothing in this Agreement shall restrict or modify the rights and duties of the Board as provided by law.

## ARTICLE V

### ASSOCIATION RIGHTS

A. Duly authorized representatives of the Association shall be permitted to transact official Association business on College property at all reasonable times, provided that College activities are not interrupted.

B. Communication. The Association shall have the use of email and teacher mailboxes for communications to teachers.

C. Use of Facilities and Equipment. The Association shall have the right to use College facilities and equipment, including computers, copiers, other duplicating equipment, calculating machines, telephones, and audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to use. The Association shall have the right to use College buildings at reasonable hours for meetings. No charge shall be made for use of College rooms unless the College incurs additional expenses.

D. Information. The Board agrees to furnish to the Association all information to which it is entitled by law.

## ARTICLE VI

### ASSOCIATION DEDUCTIONS

Payroll Deductions. The Board agrees to deduct membership dues established by the Association from the salary of each employee who has authorized such deduction in writing as provided in K.S.A. 72-8601 and 72-8602. A list of association members shall be submitted to the accounting officer by September 10 of each academic year along with the amount of each individual's deductions.

## ARTICLE VII

### GRIEVANCE PROCEDURE

A. Administration/Professional Employee Meetings. An Administrator, or a Professional Employee, or both shall have the right to have a third party present at any meeting between an Administrator and a Professional Employee. If either wishes to bring in a third party who is not an employee of the College, they must notify the other at least 24 hours



in advance. FERPA rights of students shall take precedence in cases involving specific students.

B. Grievances. Grievances of a Professional Employee with respect to the interpretation or application of this Agreement (except matters relating to termination and non-renewal, which shall be handled in accordance with the other provisions of this Agreement and subject to the provisions of K.S.A. 72-5436, et. seq., as amended) shall be handled as follows:

A. Procedures.

Step 1. Informal Procedure - The grievant shall request an informal conference with the Vice President for Academic Affairs within twenty (20) days after the grievant is aware of the grievance or could reasonably have been aware of the facts upon which the grievance is based. The appropriate Dean may attend this conference if requested to do so by either party.

Step 2. Formal Grievance Procedure - If the grievant has been unable to have a conference with the Vice President for Academic Affairs within five (5) days of the above request, or if the grievance has not been resolved through the Informal Procedure set forth in Step 1, the grievant may file a grievance in writing stating in detail the facts of which he complains and the provisions of the Agreements which are alleged to have been violated. Grievances must be filed within fourteen (14) days after the grievant is aware or reasonably could have been aware of the facts upon which the grievance is based, and in any event within six (6) months after the facts or events upon which the grievance is based. Grievances shall be deemed filed when delivered in writing to the President of the College or his designee. One copy of the grievance shall be delivered to the President's office, one to the Vice President for Academic Affairs, one to the appropriate Dean, and one shall be kept by the grievant.

The President will review the grievance and the record of the above procedures, together with any additional information or oral argument presented by the grievant. The President, at his discretion, may also hear other information or oral argument. Within fifteen (15) days after delivery of the grievance at his office, the President shall render his written decision. He shall deliver one copy of the decision to the grievant, one copy to the Vice President for Academic Affairs, and one copy to the appropriate Dean.

If a solution satisfactory to the grievant and the administration has not been reached through the above procedures, the grievant may appeal the decision in writing to the Board within five (5) days after his receipt of the President's decision. The Board or its designee(s) will review the grievance and the record of the above procedures and hear the matter in dispute within thirty (30) days after the matter is presented to them. Any pertinent evidence or argument which the grievant desires to submit or which the Board deems necessary may be presented at such hearing and the parties shall have the right to cross-examine witnesses who are called to testify. The Board will thereafter render its decision in writing within thirty (30) days after the final evidence or information is submitted. One copy of the Board's decision shall be delivered to the grievant, one copy to the President, one copy to the Association's Welfare Committee Chairman, one copy to the Vice President for Academic Affairs, and one copy to the appropriate Dean.

B. Rules

Grievances shall be processed according to the following rules:

1. If at any stage of the grievance procedure, the grievant does not take the next step within the time allotted, the grievance shall be settled in the manner recommended or decided by the Administration at the last step.

2. All reference to number of days in this procedure shall be determined to mean working school days for Professional Employees. In the event grievances are not filed or processed by the grievant in the manner and within the times set forth above, they shall be forever barred.

3. Grievances shall be processed as rapidly as possible. The number of days indicated at each level shall be considered a maximum and every effort shall be made to expedite the process in a shorter period of time. The parties may mutually agree in writing to extend any of such time periods.

4. The grievant may withdraw the grievance at any level.

5. The grievant shall have the right to counsel or an Association representative present with him at each phase in the formal grievance procedure.

6. All documents, communications, and records dealing with the processing of grievances shall be filed separately from the personnel files of Professional Employees.

7. It is agreed that nothing in the above procedures shall be interpreted in such a way as to modify or reduce the rights guaranteed under the constitution and the laws of the United States and the State of Kansas.

## ARTICLE VIII

### REDUCTION IN FORCE AND RECALL

A. Selection. If the Board determines that there is to be a reduction in force, which will result in termination or non-renewal of any probationary, full-time Professional Employee(s), the following procedure shall be followed:

1. The division and/or teaching area as determined by the Administration, where such reduction is to take place, shall be designated by the Administration.

2. Consideration shall be given to any Professional Employee who desires early retirement.

3. Temporary or part-time employees shall be released before regular, full-time Professional Employees, provided the latter are qualified to carry out the assignments of such employees.

4. The Professional Employee(s) in the division and/or teaching area designated by the Administration who has the least seniority (i.e., continuous service as a regular, full-

time Professional Employee since his last date of hire at the College) shall be selected for termination or non-renewal. If two or more Professional Employees have the same seniority, the one with the highest number of graduate credit hours in the teaching area in question will be released last.

5. If the Professional Employee to be released as a result of a reduction in force as specified in this article, has more seniority than a Professional Employee (in another teaching area or division) named by the Professional Employee to be released, he may take the full workload of classes or courses assigned to such other Professional Employee, provided he makes such selection immediately and he is qualified to teach all of the classes or courses which such junior Professional Employee is scheduled to teach at the time the termination or non-renewal is scheduled to take place, providing however, that the more senior Professional Employee has at least an equal evaluation compared to the junior Professional Employee as determined by the most recent evaluation.

B. Service and Benefits. Professional Employees shall retain credit for their length of service up to the time of termination or non-renewal under Section A of this article, but shall not be entitled to earn additional credit for service or receive benefits thereafter.

C. Reemployment. Professional Employees who are terminated or their contracts are not renewed under this article shall retain the right to reemployment until twelve (12) months after the day the Professional Employee's last regular contract was scheduled to terminate, and if the Board decides additional Professional Employees are needed during this time, those shall be eligible for reinstatement, using the same criteria as was used above to determine retention, including the qualification to teach the full normal workload of classes or courses as assigned by the Administration. Any Professional Employees who are not reemployed during this period shall be considered finally terminated at that time without liability to either party.

ARTICLE IX  
PERSONNEL FILES

A. Examination of Files.

1. Each Professional Employee shall have the right to examine the contents of such Professional Employee's personnel file upon request to the Vice President for Academic Affairs, or designee. This personnel file shall contain information that has a direct bearing upon the Professional Employee's professional status at the College.

2. A representative of the Association, at the Professional Employee's request, may accompany the Professional Employee for the examination.

B. Review Derogatory Material.

1. No material derogatory to the Professional Employee's conduct, service, character, or personality shall be placed in the Professional Employee's personnel file unless the Professional Employee is given opportunity to review the material.

2. The Professional Employee shall have the right to answer any such material without regard to when it was placed in the personnel file and the Professional Employee's answer shall be affixed to the material and placed with it in the Professional Employee's personnel file.

C. Employee Additions.

1. Each Professional Employee shall have the right to place additional materials related to his/her professional employment at Allen County Community College in the Professional Employee's personnel file.

ARTICLE X  
SICK LEAVE AND PERSONAL LEAVE BENEFITS

Professional Employees shall receive ten (10) days sick leave and 2 (two) days personal leave per year at the beginning of their contracted year. Unused sick leave may accumulate to a total of ninety (90) days. Personal leave cannot be accumulated. Personal

leave may be taken at any time during the academic year except it may not be scheduled before or after a vacation period or within one (1) week of the end of the semester except in the case of an emergency. Sick leave shall be used:

1. For illness or injury of the Professional Employee, including the time during which a Professional Employee is physically unable to perform normal teaching assignments because of childbearing; or

2. For necessary absence of the Professional Employee due to the illness of a member of his immediate family as defined by the Family and Medical Leave Act of 1993.

No Professional Employee may be assessed more than one (1) day of sick leave in any calendar day. Days used as sick leave shall be contract days.

For each working school day an employee is absent because of illness or injury, including inability to work because of childbearing and/or an absence as defined in paragraph 2, set forth above, after sick leave allowances are exhausted, deductions shall be made from the Professional Employee's salary in an amount equal to 1/173 of the contract salary set forth in the individual contract of the Professional Employee.

Payment of sick leave shall be subject, when requested by the Board, to medical certification from the Employee's physician or, at the Board's option, from the Board's physician.

No Professional Employee or his estate shall be eligible to receive pay for accumulated sick leave at the time he terminates his service with the College unless such Employee has retired. On retirement or elimination of a position when the employee is in good standing, the Professional Employee will receive \$10.00 per day for his accumulated unused sick leave, up to a maximum total of ninety (90) days.

Any absence not qualifying as sick leave will be assigned as personal leave. After personal leave allowances are exhausted, deductions shall be made from the Professional Employee's salary in an amount equal to 1/173 of the contract salary. Personal leave may be used for any purpose determined by the employee. The Professional Employee will develop

lesson plans and a means of conducting classes to be missed. Professional Employees are encouraged to take personal leave at a time less disruptive to their classes, when possible.

### SICK LEAVE POOL

The Sick Leave Pool is intended to be used by participating full-time faculty if they have exhausted their own sick leave and personal days due to a catastrophic illness or injury to themselves. A faculty member may request special consideration for absences due to injury or illness of an immediate family member (spouse, child, parent, grandparent, grandchild, brother, sister, or other person who is wholly dependent upon the employee).

1. Catastrophic illness or injury is defined as a severe health condition (illness, injury, impairment, or physical or mental condition) that involves in-patient care in a hospital, hospice, residential medical care facility, or continuing health treatment by a health care provider so severe in nature as to have caused the employee to exhaust his/her sick and professional leave.
2. The Sick Leave Pool is managed/administered by a committee made up of the bargaining unit. The Sick Leave Pool Committee will meet to make decisions and administer sick leave when applications are submitted.
3. Employees wishing to become eligible for participation must contribute to the pool by September 30 of each academic year. The minimum number of contributed days by each faculty member is two days, and the maximum number of days that may be contributed in a contract year is four.
4. The Sick Leave Pool has a maximum level of 250 contributed sick days. If the sick leave pool falls below ten days, an open enrollment can be determined by a unanimous vote of the Sick Leave Pool Committee. Open enrollment is a condition where any faculty member may contribute a maximum of two additional days in order to increase the number of available days in the Sick Leave Pool.
5. In order to utilize the Sick Leave Pool, the faculty member must have contributed a minimum of two days. The Sick Leave Pool Committee will not entertain requests

from faculty members who have not contributed unless unanimously determined as an exception. Example of an exception: New employees unable to contribute because the Sick Leave Pool has reached its maximum number of days.

6. At least ten working days absence are required before an employee may apply for days from the bank. If approved, these ten days may be covered by the Sick Leave Pool.
7. All applications for Sick Leave Pool days must be accompanied by a physician's statement which states the beginning date of the condition, a description of the illness or injury, and the anticipated date the employee will be able to return to work.
8. Days contributed by Pool members become a permanent part of the Sick Leave Pool and can never be directly refunded to the participant. Participating members may qualify for the use of the Sick Leave Pool days if they exhaust all of their accumulated sick leave and personal days.
9. Employees who use sick leave days from the Pool are not required to pay them back.
10. The Sick Leave Pool may not be used to cover a participant who is receiving pay or is eligible to receive pay from workers compensation, KPERS disability or other disability insurance, or assistance while unable to work.

## ARTICLE XI

### OTHER LEAVE

The Administration may initiate and grant additional leave for purposes it believes will enhance the College program which shall not be charged to an individual's professional or personal leave time under provisions of this Agreement.



## ARTICLE XII

### PROFESSIONAL LEAVE

The Board encourages Professional Employees to belong to local, state, and national professional education associations and to attend and participate in their meetings and activities. Professional Employees shall be entitled to receive professional leave of up to five (5) days per year, without loss of pay, to be used for attending or participating in conferences, meetings, or other activities not related to labor relations which contribute to the professional enrichment of the Professional Employee and which will ultimately benefit the College, other Professional Employees, and students. A maximum of two (2) of these days may be used for educational purposes toward classes of Master's level or above. However, these days may not be combined with any other leave which would result in the professional employee being absent for more than two (2) consecutive days.

Professional Employees who are invited to make presentations of an educational advancement at professional meetings shall receive payment for actual expenses incurred for attending such meetings if those expenses are not paid by the organization sponsoring the meeting. All such expenses shall be recommended for payment by the Board only after they have been approved in advance by the Vice President for Academic Affairs and the President, subject to availability of funds.

## ARTICLE XIII

### BEREAVEMENT LEAVE

Bereavement leave is a benefit granted by the college and is not a benefit considered to be earned. Bereavement leave is granted on a discretionary basis. Bereavement leave will be charged against the employee's accumulated sick leave.

Bereavement leave with pay may be granted for the following reasons:

- a. Death in the immediate family, including spouse or spouses' family (parents, grandparents, brothers, sisters, children, grandchildren, or any person who is wholly dependent upon the employee).
- b. Death of other of close relationship or connection – (individual upon whom the employee was dependent) - with the permission of the president.
- c. A maximum of two (2) days per year may be taken for the death of other individuals, close to the employee, who are not included in the immediate family list.

Abuse of this benefit may be grounds for disciplinary action or termination.

When it is necessary for an employee to utilize bereavement leave, the employee's immediate supervisor must be notified at the earliest opportunity.

The individual is responsible for notification of the absence to the personnel officer.

#### ARTICLE XIV

##### MILITARY LEAVE

See Appendix Page (31)

#### ARTICLE XV

##### MEDICAL (INCLUDING MATERNITY) LEAVE

A medical leave of absence with sick pay benefits as are applicable under Article X, Sick Leave Benefits, shall be granted upon written request for a reasonable period of time (as defined by the Family and Medical Leave Act of 1993) to any Professional Employee who because of illness, accident, or other medical reason (including childbearing by the Professional Employee), is physically unable to perform normal teaching assignments, provided the employee intends to return to work at the end of the leave. For purposes of such leave, "physical inability to perform the normal teaching assignments" shall be shown by medical certification from the employee's physician, or, at the Board's option, from the Board's physician.

## ARTICLE XVI

### APPLICATION FOR LEAVES OF ABSENCE

Leaves of absence without pay may be taken for appropriate reasons upon mutual agreement of the Professional Employee and the President. Professional Employees who desire to take advantage of leaves of absence shall request such leaves in writing on forms provided by the President and shall give reasonable advance notice of such absence.

## ARTICLE XVII

### FACULTY EVALUATION PROCEDURE AND INSTRUMENTS

See Appendix Page 32

## ARTICLE XVIII

### EXTRA-CURRICULAR INVOLVEMENT AND COMMITTEE ASSIGNMENTS

A. General. Professional Employees shall assist with enrollment for the fall, spring, and summer sessions, student registration, student advising, and sponsoring club activities. All Professional Employees shall be on campus and be available to assist during fall and spring final enrollment.

B. Committees and Extra-Curricular Student-Related Activities. Assignment to College committees is considered a regular part of a Professional Employee's duties, but no Professional Employee shall be responsible for serving on more than two standing institutional committees by administrative appointment. Professional Employees are expected to participate in a reasonable amount of extra-curricular student-related College activities and ad hoc committee or task force assignments that take place during the contract day.

C. Sponsors. Duties and compensation for activities mutually agreed upon between the Professional Employee involved and the Board of Trustees shall be set forth in a supplemental contract as allowed by law.

D. Professional Employees who are assigned and perform extra-curricular duties of ticket seller, ticket taker, scorekeeper, or clock operator or other duties agreed upon at College activities will be compensated at the rate of no less than \$20.00 for each assignment. These assignments will be made on a voluntary basis and the College Administration may make these assignments to individuals other than Professional Employees.

## ARTICLE XXIX

### OUTSIDE EMPLOYMENT

The primary obligation of Professional Employees is owed to the Allen County Community College. Professional Employees will not engage in outside employment on campus or use, without prior approval of the Board or their designee, College facilities. Outside employment in any case shall not affect adversely their professional status.

## ARTICLE XXX

### MEAL TICKETS

Each full-time Professional Employee in the academic year will receive 125 meal tickets. Each full-time Professional Employee who desires to receive the meal tickets will sign for them and receive them in bulk through the appropriate administrative office on or before September 1 of the contract year. Full-time Professional Employees who desire additional meal tickets may purchase additional tickets in packets of 10 at the rate charged to the College by the contracted Food Service.

Meal tickets may be used on "Special Nights" only with additional payment determined by the Food Service Director.

ARTICLE XXI

SALARY

A. Salary Commitment. Salary commitments are subject to availability by budgetary resources as determined by the Board.

B. Salary Schedule. The modified salary schedule below will be in effect for the **2018-2019 & 2019-2020** academic years. Each full-time faculty member's salary will be based on his/her **2017-2018** base salary.

**Each current full-time faculty member will receive an increase of 3 percent on his/her salary for the 2018-2019 academic year. Each current full-time faculty member will receive an increase of 3 percent on his/her salary for the 2019-2020 academic year based on his/her 2018-2019 base salary.**

\$1,000 in additional salary will be added to the above for each of the educational advances toward higher degrees outlined below, in accordance with the Agreement and Board policy, and which occur during the contract period.

MS - MS+7, MS+7 - MS+15, MS+15-MS+22, MS+22 - MS+30, MS+30 - MS+37,  
MS+37 - MS+45 or Specialist Degree, MS+45 or Specialist Degree to ED/PhD,  
ED/PhD-ED/PhD+7, ED/PhD+7-ED/PhD+15

**The following minimum/maximum salaries will be in effect for the 2018-2019 academic year.**

**3 per cent will be added to each minimum/maximum for the 2019-2020 academic year.**

**2018-2019**

BS	MS	MS+7	MS+15	MS+22	MS+30	MS+37	MS+45/SPEC	EdD/PhD
38,995	41,886	42,249	42,608	42,973	43,333	43,692	44,778	45,500
52,028	58,534	60,704	62,873	65,042	67,212	68,657	70,824	73,716
<b>EdD/PhD+7</b>		<b>EdD/PhD+15</b>						
43,890	46,288							
74,324	76,172							

C. Longevity

Upon completion of their fifth, tenth, fifteenth, and twentieth years at ACCC, professional employees who are in good standing, as determined by their satisfactory fulfillment of contractual and professional responsibilities and satisfactory evaluations, shall be awarded on their next academic year contract raises as follows:

<u>5 years</u> \$500	<u>10 years</u> \$1,000	<u>15 years</u> \$1,000	<u>20 years</u> \$500
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C. Education Allocation for Hiring Purposes and Hiring Schedule

- ◆ Full-time college teaching experience shall be considered at a year for year credit.
- ◆ Any college teaching in the new employee's teaching field(s) whether done as an adjunct instructor or as a graduate student, will be counted toward experience with 30 credit hours = one year experience. For the college teaching hours to count, the instructor must have had sole instructional responsibility for the classroom and responsibility for assigning grades.
- ◆ College teaching in areas other than the new employee's teaching field(s) shall be counted at the rate of 1 year = .5 years credit experience.
- ◆ Job-related experience shall be considered at the rate of 1 year = .5 years credit experience, not to exceed 3 years total credit. Job-related experience shall be defined as experience directly related to instruction or to the subject matter being taught.
- ◆ High school teaching experience shall be considered at the rate of 1 year = .5 years credited experience, not to exceed 5 years total credit.

- ◆ No experience below the high school level will be considered in hiring

**Hiring Schedule 2018-2019. Schedule for 2019-2020 will increase 3 per cent.**

<b>BS</b>	<b>MS</b>	<b>MS+7</b>	<b>MS+15</b>	<b>MS+22</b>	<b>MS+30</b>	<b>MS+37</b>	<b>MS+45/SPEC</b>	<b>EdD/PhD</b>
<b>38,995</b>	<b>41,886</b>	<b>42,578</b>	<b>43,270</b>	<b>43,960</b>	<b>44,654</b>	<b>45,344</b>	<b>46,036</b>	<b>46,728</b>
<b>45,614</b>	<b>48,505</b>	<b>49,197</b>	<b>49,890</b>	<b>50,581</b>	<b>51,273</b>	<b>51,963</b>	<b>52,645</b>	<b>53,347</b>
<b>EdD/PhD+7</b>		<b>EdD/PhD+15</b>						
<b>47,491</b>	<b>47,937</b>							
<b>54,053</b>	<b>54,772</b>							

- ◆ Experience shall be allocated at \$600-800 per year of experience added to the base amount in each category.
- ◆ A new faculty member shall not be hired at a salary that exceeds the maximum amount for his/her educational category, regardless of prior teaching or job-related experience.
- ◆ A new instructor will not be hired at a higher salary than a person in the same department with like teaching experience and educational achievements.

ARTICLE XXII

OVERLOAD, EXTRA, AND SUMMER PAY

**A Professional Employee, who teaches in excess of the normal professional workload set forth in Article IV "Professional Workload," shall be compensated at the rate of \$600 per credit hour for all modes of delivery.**

All "by arrangement" classes taught by Professional Employees will be paid at one half the overload rate, **but compensation cannot exceed the amount of tuition received.**

**Under special circumstances, and approved by the Vice President for Academic Affairs, a course by arrangement may be taught and paid at the regular by arrangement rate for students in their last term, if that course is required for graduation in their degree or certificate program.**

**Normal course shell design is paid at 3/4 of the overload rate (\$450 per credit hour).**

**Course shell design using an outside host will be paid at 1/3 of the normal course shell design rate (\$150 per credit hour)**

**Beginning in 2018-2019, there will be no additional compensation for Professional Employees who teach an Interactive Television, Video Conferencing, Online Course, or other alternative mode of delivery as a part of their regular load.**

#### ARTICLE XXIII

##### SUPPLEMENTAL CONTRACTS

The Board retains the right to establish supplemental contracts covering assignments and pay which are agreeable to the Board and the Professional Employee to whom the supplemental contract is issued. Such Supplemental Contract shall be voluntary and neither the Board nor any Professional Employee shall be required to enter into any such contract.

#### ARTICLE XXIV

##### GROUP INSURANCE

The Board's contribution will pay up to \$650 per month toward **single** premiums for medical insurance **and \$750 per month for all other medical insurance plans** sponsored by the College for all full-time Professional Employees who elect to participate in such an insurance program. **In addition, the Board will contribute up to \$25 per month as a match to a qualified Health Savings Account (H.S.A.), or the difference between the employee monthly benefit and the cost of the corresponding monthly plan for medical and dental insurance combined, whichever is greater, for any employee who has a High Deductible**



**Health Plan.** The medical insurance provided by the College for participants will be that currently provided by the College or a substantially equivalent plan.

Should the Board (or its designated representative) determine that change(s) in the medical insurance plan sponsored by the College is necessary, the Board, or its designee, will notify the Association as to the proposed change(s). **A Standing Institutional Benefits Committee appointed by the President and composed of 15 full-time employees, at least 5 of which are Professional Employees, will meet to evaluate insurance programs and make recommendations for change. Recommendations receiving at least 2/3 (10) of the votes of the committee will be forwarded to the President's Council. The President's Council will present the recommendation to the Board of Trustees at its next regularly scheduled meeting.**

#### ARTICLE XXV

##### IRC SECTION 125 CAFETERIA SALARY REDUCTION PLAN

A Section 125 Cafeteria Salary Reduction Plan, provided through a company or companies approved by the Board and the Association will be available to Professional Employees. This will enable the Professional Employees to purchase selected non-taxable fringe benefits subject to compliance with the Internal Revenue Service Code. Benefits available through this plan will include insurance products, dependent care reimbursement plan, and a medical expense reimbursement plan.

Professional Employees will make timely filing of any forms required to participate in the Section 125 Plan.

Enrollment in the benefit plans provided under the Section 125 Plan, selection of coverage, and any changes in selected coverage by a Professional Employee shall be subject to the terms and conditions of the plan documents, benefit agreements, and the rules and regulations governing such plans as promulgated by the Internal Revenue Service.

An IRC Section 125 Cafeteria Salary Reduction Plan committee composed of one Professional Employee appointed by the Association, one support staff personnel appointed

by the Vice President for Finance and Operations, and one administrator appointed by the President, will meet as requested by the Board or Professional Employees to evaluate the plan and/or the Internal Revenue Service Codes. The committee will make any recommendations to the Board, Administration, Professional Employees, and other employees of the College as to any proposed changes.

#### ARTICLE XXVI

##### TUITION AND BOOK RENTAL FOR SPOUSES AND CHILDREN OF EMPLOYEES

The board shall pay for tuition and book rental fees for spouses and dependent children, as defined by the IRS, of professional employees. All other fees will be paid by the student. A minimum cumulative GPA of 2.0 is required to receive and retain this grant.

#### ARTICLE XXVII

##### EARLY RETIREMENT - PROFESSIONAL EMPLOYEES

Early Retirement - Professional Employees

The Allen County Community College Board of Trustees and the Allen County Community College - KNEA agree to implement the following voluntary Early Retirement Policy. Professional Employees who find it necessary or desirable may elect to take early retirement under the terms and conditions set forth in this policy. Early retirement shall be by mutual consent of both the board and the employee:

Eligibility - A professional employee is eligible for early retirement if such employee:

- (1) Is currently a full-time professional employee of the college.
- (2) Has twenty (20) years or more full-time professional employment service with the college.

Application - A professional employee may apply for early retirement by giving written notice to the college president. Such written notice shall be submitted on or before the 15th

day of April preceding the anticipated retirement date. Any deviation from the deadline must be approved by the Board.

The written notice shall include:

- (1) A statement of the applicant's desire to take early retirement.
- (2) The anticipated date of KPERS retirement.
- (3) The applicant's birth date and age on the date of retirement.
- (4) The current mailing address and telephone number of the applicant.
- (5) The number of years the applicant has been employed by the college.
- (6) The applicant's current annual base salary.
- (7) Whether the applicant desires health insurance coverage through the college's health insurance program by deduction of premiums from the early retirement if such a program exists.

Following final action by the Board of Trustees on any application for early retirement, the president shall notify the applicant, in writing, of final disposition and date and amount of annual early retirement benefits to be paid.

Benefits - An eligible professional employee who elects to take early retirement is entitled to receive annually from the College a sum of money equal to a percentage of the final salary paid. Final salary paid is the average of the highest three years in the five years preceding date of retirement. The sum of the employee's nine month supplemental and overload contracts will be used in determining each year's salary.

- (1) For employees that retire prior to 61 years of age =  
Step 1 = 20% not to exceed \$6,500 a year for five years.
- (2) For employees that retire at 61 years of age =  
Step 2 = 17% not to exceed \$6,000 a year for four years.
- (3) For employees that retire at 62 years of age =  
Step 3 = 15% not to exceed \$5,200 a year for three years.
- (4) For employees that retire at 63 years of age =

Step 4 = 13% not to exceed \$4,500 a year for two years.

(5) For employees that retire at 64 years of age =

Step 5 = 10% not to exceed \$3,500 a year for one year.

Terms and Conditions - The following terms and conditions shall apply to the early retirement plan:

- (1) The Board of Trustees retains the right to adopt the early retirement incentive program on a year to year basis;
- (2) Any application for early retirement benefit shall be granted by the Board of Trustees subject to the other provision of this provision if the program is adopted for the following year;
- (3) The annual early retirement benefit shall be payable by the College in monthly payments starting with KPERS retirement date;
- (4) A professional employee taking early retirement shall have the option to maintain health insurance coverage through the College's health insurance program by agreeing to a deduction of health insurance premiums from the early retirement benefits;
- (5) All early retirement benefits, including the option to maintain health insurance, shall automatically terminate at the time a professional employee reaches age 65;
- (6) A professional employee who takes early retirement shall have the responsibility to keep the College informed of such professional employee's current mailing address and telephone number;
- (7) A professional employee who takes early retirement shall not thereafter be eligible for regular employment by the College. Such regular employment shall constitute cancellation of the early retirement agreement with the Board of Trustees and shall relieve the Board of Trustees of any further early retirement obligations to the professional employee;

(8) Should the Board of Trustees decide not to adopt the early retirement incentive program in any given year, all professional employees who were on the program prior to the non-adoption will continue on the program until the completion of their 64th year of age or Step 5 of paid benefits;

(9) If any provision of this early retirement plan is determined to be in violation of federal or state laws or regulations, then the entire plan shall immediately terminate and shall be of no further force or effect unless readopted by the Board of Trustees.

## ARTICLE XXVIII

### SAVINGS CLAUSE

In the event that any provision of this Agreement is found to be inconsistent with existing statutes or ordinances, the provisions of such statutes or ordinances shall prevail and, if any provision herein is determined to be invalid and unenforceable by a court or other authority having jurisdiction, such provisions shall be considered void, but all other valid provisions here of shall remain in force and effect.

## ARTICLE XXIX

### GENDER

Wherever appropriate in this Agreement, words used in the singular may be read in the plural, words used in the plural may be read in the singular, and the masculine gender shall be deemed equally to refer to the female gender.

## ARTICLE XXX

### PROFESSIONAL EMPLOYEE DRESS

Professional Employees are expected to dress in such a way as to merit the respect due a professional person who works with students, parents, associates, community leaders, and the general public.

DATED at Iola, Kansas, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

THE ALLEN COUNTY COMMUNITY COLLEGE

By: \_\_\_\_\_

THE ALLEN COUNTY COMMUNITY COLLEGE - NEA

By: \_\_\_\_\_

## APPENDIX

### EMERGENCY/MILITARY LEAVE

#### I. POLICY

##### 1.00 GENERAL STATEMENT

1.01 All members of the full-time staff are included in the Emergency/Military Leave Policy.

##### 2.00 SPECIFIC STATEMENTS

2.01 The administration is authorized to excuse an employee from duties without pay for emergencies of short duration.

2.02 Employees required to fulfill military service obligations shall be granted a military leave of absence without pay and shall be entitled to the benefits provided under the Uniformed Services Employment and Reemployment Act of 1994.

2.03 An employee shall be granted a maximum of 12 working days per fiscal year for active duty training or for an emergency declared by the President of the United States or the Governor of Kansas that activates the employee. Active duty for training or emergencies in excess of 12 working days in a fiscal year shall be charged to military leave without pay, or at the employee's request, to accrued vacation leave. The above military leave for training or emergencies during the 12 working days will be with full regular pay less the amount the employee is compensated by the military.

## EVALUATION PROCEDURE

### I. POLICY

#### 1.00 GENERAL STATEMENTS

1. The evaluation procedure and instruments are subject to negotiation with the faculty association and the Board of Trustees. The evaluation instruments are attached to the Master Agreement.
2. The evaluation procedure shall be as follows in this policy.
3. All full-time faculty shall be evaluated by students and administrators and shall have the right of self-evaluation.

### II. PROCEDURE

#### 2.00 SPECIFIC STATEMENTS

1. The evaluation procedure shall be conducted for the purpose of improving instruction and the teaching/learning process. An effective continuous professional evaluation is essential for the college to attain its objectives. Thus the evaluation shall provide a basis for (1) professional self-improvement, (2) recognition of excellence in teaching, and (3) assistance in decisions of retention or dismissal of instructional staff.
2. The following instruments shall be used in faculty evaluations: (1) student evaluation of instructors, (2) administrative evaluation of instructors, and (3) the instructor's self-evaluation. The Vice President for Academic Affairs may also ask for other supporting materials; i.e., grade books, plans, syllabi, etc.
3. The Vice President for Academic Affairs shall be responsible for all full-time faculty evaluations. The Dean working most closely with the instructor will conduct the administrative evaluation of instruction.
4. As provided by statute, all instructors in the first two consecutive years of employment shall be administratively evaluated at least once in the spring and fall semester. In their third and fourth year of employment, all instructors shall be administratively evaluated at least one time a year.



After the fourth year of employment, all instructors shall be administratively evaluated at least once every three years.

5. The Board of Trustees reserves the right to permit administrative evaluations more frequently than the minimum provided in statute when a specific and documented pattern of events indicates a need for evaluation outside of the regular evaluation cycle.
6. The appropriate Dean, i.e. The Dean for the Iola Campus, The Dean for the Burlingame Campus, The Dean for Online Learning will, whenever possible, observe the instructor's class of choice. Class selections for observation would be rotated between online and onsite and with an even distribution among classes taught. Instructors shall be notified at least seven (7) working days prior to their required scheduled evaluation. For online observations, the Dean will be enrolled in the course as a student and shall have access for 48 hours in the predetermined week. For evaluations outside of the regular evaluation cycle, instructors shall be notified at least ten (10) working days prior to the added evaluation. Written notification shall document the specific basis for the added evaluation. No administrative evaluation shall be conducted during the first two weeks or last two weeks of a semester.
7. All instructors shall be evaluated by the students in one of their classes each semester, allowing for instructor choice whenever possible. Class selections for student evaluations should be rotated between online and onsite and with an even distribution among classes taught.
8. The Dean may adjust the scheduled visit at the request of the instructor or as needed allowing for conflicting schedules or online technology issues, but reserves the right to visit the class originally scheduled if desired.
9. Following the scheduled evaluation visit, the Dean shall schedule a conference with the instructor. The Dean shall review the results of the evaluation with the instructor as related to the position function and items addressed on the evaluation instrument.
10. The Dean may develop, with input from the instructor, an action plan. Such plan shall be on file with the Vice President for Academic Affairs and shall be monitored.
11. The Dean shall attempt to hold a conference with the instructor seven (7) working days or less after the evaluation. In no instance shall the conference take place more than fifteen (15) working days after the evaluation.
12. The Dean and the evaluated instructor must sign the administrative and self-evaluation. Both shall be kept on file for at least a three-year period.

Signing does not imply agreement, only that both parties have reviewed the evaluations.

13. The instructor may request, in writing to the Vice President for Academic Affairs and the appropriate Dean within ten (10) working days, a conference with the Vice President for Academic Affairs and the Dean to discuss points of disagreement concerning the evaluation. The instructor shall submit a written statement at the time of this conference. The Dean may also prepare a written response to the evaluation or may choose not to. The instructor's response and Dean's response shall become part of the record. Forms for student evaluation and administrative evaluation are attached to this policy as IV-B-1.6A, IV-B-1.6B, IV-B-1.7A, IV-B-1.7B, IV-B-1.8A, IV-B-1.8B.

ALLEN COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
POLICY AND PROCEDURES

ADMINISTRATIVE EVALUATION OF INSTRUCTION IN ONSITE COURSES

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

1. The instructor provided a syllabus that met Allen Community College requirements.

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

2. The instructor provided introductory instructions, expectations, and requirements for the course.

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

3. *Instructions and due dates were presented clearly*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

4. *The instructor provided specific criteria (including grading criteria) for assignments and projects.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

5. *The objectives/learning outcomes for the course were clear and connected to the content.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

6. *The course was well organized.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

7. *The instructor took into consideration different learning styles by using a variety of teaching techniques, media, and resources.*

- 1 strongly agree
- 2 agree

- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

8. *The activities, instruction, tests, quizzes, projects, papers and reports were academically challenging, discipline based, and varied.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

9. *The instructor promoted student engagement.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

10. *The instructor provided clear and useful feedback.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

11. *The instructor's responses to questions were helpful.*

- 1 always
- 2 most of the time
- 3 rarely
- 4 never

Comments:

12. The instructor created a respectful atmosphere conducive to learning.

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

13. The instructor utilized discipline appropriate technology to support student learning.

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

Evidence of Quality Practices:

A.

B.

C.

General Comments:

A.

B.

C.

ADMINISTRATIVE EVALUATION OF INSTRUCTION IN ONLINE COURSES

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_ Onsite/Online: \_\_\_\_\_

14. The *instructor* provided a syllabus that met Allen Community College requirements.

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

15. The *instructor* provided introductory instructions, expectations, and requirements for the course.

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

16. Instructions and due dates were presented clearly

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

17. The *instructor* provided specific criteria (including grading criteria) for assignments and projects.

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

18. *The objectives/learning outcomes for the course were clear and connected to the content.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

19. *The course was well organized.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

20. *The course took into consideration different learning styles by using a variety of teaching techniques, media, and resources.*

- 6 strongly agree
- 7 agree
- 8 uncertain
- 9 disagree
- 10 strongly disagree

Comments:

21. *The activities, instruction, tests, quizzes, projects, papers and reports were academically challenging, discipline based, and varied.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

22. *The course promoted interaction through discussion boards and weekly announcements.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree

5 strongly disagree

Comments:

23. *The instructor provided clear and useful feedback.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

24. *The instructor's responses to questions were timely and helpful.*

- 1 always
- 2 most of the time
- 3 rarely
- 4 never

Comments:

*The instructor created a respectful atmosphere conducive to learning.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

25. *The instructor used Blackboard and its technologies proficiently.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

Evidence of Quality Practices:

A.

B.



C.

General Comments:

A.

B.

C.

### SELF EVALUATION OF INSTRUCTION IN ONSITE COURSES

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

26. *The instructor provided a syllabus that met Allen Community College requirements.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

27. *The instructor provided introductory instructions, expectations, and requirements for the course.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

28. *Instructions and due dates were presented clearly*

- 1 strongly agree
- 2 agree
- 3 uncertain

- 4 disagree
- 5 strongly disagree

Comments:

29. *The instructor provided specific criteria (including grading criteria) for assignments and projects.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

30. *The objectives/learning outcomes for the course were clear and connected to the content.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

31. *The course was well organized.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

32. *The instructor took into consideration different learning styles by using a variety of teaching techniques, media, and resources.*

- 11 strongly agree
- 12 agree
- 13 uncertain
- 14 disagree
- 15 strongly disagree

Comments:

33. *The activities, instruction, tests, quizzes, projects, papers and reports were academically challenging, discipline based, and varied.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

34. *The instructor promoted student engagement.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

35. *The instructor provided clear and useful feedback.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

36. *The instructor's responses to questions were helpful.*

- 1 always
- 2 most of the time
- 3 rarely
- 4 never

Comments:

37. *The instructor created a respectful atmosphere conducive to learning.*

- 1 strongly agree
- 2 agree

- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

38. The instructor utilized discipline appropriate technology to support student learning.

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

Evidence of Quality Practices:

A.

B.

C.

General Comments:

A.

B.

C.

### SELF EVALUATION OF INSTRUCTION IN ONLINE COURSES

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

39. The instructor provided a syllabus that met Allen Community College requirements.

- 1 strongly agree
- 2 agree

- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

40. *The instructor provided introductory instructions, expectations, and requirements for the course.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

41. *Instructions and due dates were presented clearly.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

42. *The instructor provided specific criteria (including grading criteria) for assignments and projects.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

43. *The objectives/learning outcomes for the course were clear and connected to the content.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

44. The course was well organized.

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

45. The course took into consideration different learning styles by using a variety of teaching techniques, media, and resources.

- 16 strongly agree
- 17 agree
- 18 uncertain
- 19 disagree
- 20 strongly disagree

Comments:

46. The activities, instruction, tests, quizzes, projects, papers and reports were academically challenging, discipline based, and varied.

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

47. The course promoted interaction through discussion boards and weekly announcements.

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

48. The instructor provided clear and useful feedback.

- 1 strongly agree
- 2 agree
- 3 uncertain

- 4 disagree
- 5 strongly disagree

Comments:

49. *The instructor's responses to questions were timely and helpful.*

- 1 always
- 2 most of the time
- 3 rarely
- 4 never

Comments:

50. *The instructor created a respectful atmosphere conducive to learning.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

51. *The instructor used Blackboard and its technologies proficiently.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

Comments:

Evidence of Quality Practices:

A.

B.

C.

General Comments:

A.

B.

C.

STUDENT EVALUATION OF INSTRUCTION IN ONSITE CLASSES

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

**Part 1: Evaluating My Learning**

52. *I participated actively in the course.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

53. *On average how many hours a week outside of class did you spend on the course?*

- 1 1-3
- 2 4-6
- 3 7-9
- 4 10-12
- 5 13+

54. *Approximately how many times were you absent from your course?*

- 1 1-3
- 2 4-6
- 3 7-9
- 4 10-12
- 5 13+

55. *Approximately how many total credit hours, including this semester, have you taken?*

- 1 1-12
- 2 13-24
- 3 25-36
- 4 37-48
- 5 49+

56. *What level of study skills do you feel is necessary to complete this course?*

- 1 expert
- 2 advanced



- 3 intermediate
- 4 beginner
- 5 never used

**Part 2: Evaluating the Instructor**

57. *The instructor provided introductory instructions, expectations, and requirements for the course.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

58. *Assignment instructions and due dates were presented clearly*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

59. *The instructor provided specific grading criteria for major assignments and projects.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

60. *Major assignments graded by the instructor were returned in time to allow me to process instructor feedback and apply it to the next assignment.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

61. *The instructor was available for questions via e-mail, phone, office hours and before or after class.*

- 1 always
- 2 most of the time
- 3 rarely
- 4 never

62. *The instructor provided clear and useful feedback.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

63. *The instructor created an atmosphere of respect in the course.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

**Part 3: Evaluating the Course Content**

64. *The course syllabus was provided.*

- 1 yes
- 2 no

65. *The objectives/learning outcomes for each part of the course were clear.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

66. *The tests, quizzes, projects, papers and reports challenged me to learn the course outcomes.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

67. *The course took into consideration different learning styles by using a variety of teaching techniques, media, and resources.*

- 21 strongly agree
- 22 agree
- 23 uncertain
- 24 disagree
- 25 strongly disagree

68. *The course improved my understanding of the subject.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

69. *The course promoted student interaction.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

70. *The course was well organized.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

71. *This course met my expectations.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

72. *Please describe the activities which most enhanced your learning in this course. . .*

73. *Please describe the activities which least enhanced your learning in this course. . .*

## STUDENT EVALUATION OF INSTRUCTION IN ONLINE CLASSES

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

### **Part 1: Evaluating My Online Learning**

74. *I participated actively in the course.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree

5 strongly disagree

75. *On average how many hours a week did you spend on the course?*

- 1 1-3
- 2 4-6
- 3 7-9
- 4 10-12
- 5 13+

76. *On average how many times a week did you log onto your course?*

- 1 1-3
- 2 4-6
- 3 7-9
- 4 10-12
- 5 13+

77. *How many total online courses, including this semester, have you taken?*

- 1 1-3
- 2 4-6
- 3 7-9
- 4 10-12
- 5 13+

78. *What level of computer skills do you feel is necessary to complete this course?*

- 1 expert
- 2 advanced
- 3 intermediate
- 4 beginner
- 5 never used

**Part 2: Evaluating the Instructor**

79. *The instructor provided course navigation instructions and other introductory tips.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

80. *Assignment instructions and due dates were presented clearly*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

81. *The instructor provided specific grading criteria for major assignments and projects.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

82. *Major assignments graded by the instructor were returned in time to allow me to process instructor feedback and apply it to the next assignment.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

83. *The instructor responded to my questions within 24 hours during the week.*

- 1 always
- 2 most of the time
- 3 rarely
- 4 never

84. *The instructor provided clear and useful feedback.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

85. *The instructor created an atmosphere of respect in the course.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

### **Part 3: Evaluating the Course Content**

86. *The course was well organized.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

87. *The course syllabus was consistently available online.*

- 3 yes
- 4 no

88. *The objectives/learning outcomes for each part of the course were clear.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

89. *The tests, quizzes, projects, papers and reports challenged me to learn the course outcomes.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

*The course took into consideration different learning styles by using a variety of teaching techniques, media, and resources.*

- 26 strongly agree
- 27 agree
- 28 uncertain
- 29 disagree
- 30 strongly disagree

90. *The course improved my understanding of the subject.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

91. *The course promoted student interaction.*

- 1 strongly agree
- 2 agree
- 3 uncertain
- 4 disagree
- 5 strongly disagree

92. *This course met my expectations.*

- 1 strongly agree
- 2 agree
- 3 uncertain

- 4 disagree
- 5 strongly disagree

93. Please describe the activities which most enhanced your learning in this course. . .

94. Please describe the activities which least enhanced your learning in this course. . .

**Allen County Community College  
Instructional Evaluation and Development Record**

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Semester: \_\_\_\_\_

Items Discussed:

1. Student Evaluation of Instruction -
2. Self-Evaluation of Instruction -
3. Administrative Evaluation of Instruction -
4. Professional Development Plan -

Discussion concerning the topics listed above took place on \_\_\_\_\_  
 \_\_\_\_\_ 20 \_\_\_\_\_.  
 (Year) (Month) (Day)

Participants in the conference were:

(Signature) (Optional)	(Position)
(Signature) (Optional)	(Position)
(Signature) (Optional)	(Position)

**I understand that, if I disagree with any of the above items, I have the right to respond in writing not later than two weeks from the above conference date.**