

Article 6 - Faculty Contracts and Engagement

Section 1. Faculty Categories

For the purposes of this Article:

Academic Non-Instructional Faculty are bargaining unit members in the following subcategories: Counseling faculty and Library faculty.

Academic Instructional Faculty are all bargaining unit members not in the Academic Non-Instructional category.

Section 2. “A” Contract

The “A” contract is a 12-month contract that is normally reserved for faculty members engaged in year-round programs or work responsibilities. Faculty members on “A” contracts accrue annual leave and sick leave. Job or time responsibilities are as follows:

A. Academic Instructional Faculty

1. Up to fifteen (15) Instructional Units (IUs) on average each spring and fall semester.
2. Thirty-eight (38) IUs per year, which may include a maximum of eight (8) IUs during summer.
3. Minimum of ten (10) hours per week on average for class preparation and curriculum revision/development.
4. Minimum of five (5) hours per week on average scheduled office hours and/or contact hours.
5. Minimum five (5) hours per week on average for professional development and/or college service.
6. Activities shall occur within a 35-hour workweek.

B. Academic Non-Instructional Faculty

1. Assigned activities shall occur within a 35-hour workweek.
2. Included within the 35-hour workweek is a minimum of five (5) hours per week on average for professional development and/or college service.
3. Schedules are assigned and approved by the respective Associate Vice President/Deans/Department Chairs.

Section 3. “B” Contract

The “B” contract is the basic contract for Academic Instructional Faculty. Academic faculty “B” contracts are for fall and spring semesters including 5 business days prior and 3 business days after the 16-week fall and spring semesters. Holidays as delineated on the Academic Calendar are not considered working days.

Faculty members on “B” contracts may accept supplemental appointments that are for college service during periods of time outside the contract service dates (e.g., teaching during summer session). Faculty members on “B” contracts do not accrue annual leave but do accrue sick leave.

A. Academic Instructional Faculty

1. Minimum of thirty (30) IUs per academic year; not including summer semester.
2. Minimum of ten (10) hours per week on average for class preparation and curriculum revision/development.
3. Minimum five (5) hours per week on average scheduled office hours and/or contact hours.
4. Minimum five (5) hours per week on average for professional development and/or college service.
5. Activities shall occur within a 35-hour workweek.

B. Academic Non-Instructional Faculty

1. Assigned activities shall occur within a 35-hour workweek.
2. Included within the 35-hour workweek is a minimum five (5) hours per week on average for professional development and/or college service.

Section 4. “B+” Contract

A “B+” contract adds 21 days to the normal “B” contract. It is used selectively for administrative, academic leadership, and other services performed by faculty.

1. The additional 21 days will be selected by the faculty member and approved by the Chair, Dean, and Vice President of Academic Affairs in collaboration with the faculty member.
2. The additional 21 days cannot include service dates that are part of the “B” contract.

Section 5. Required Events

Faculty will participate in the following events in person each year, which occur within the academic calendar and contract dates:

- Convocation meeting at the start of each academic term as scheduled;
- School/Department meetings held throughout the academic year as scheduled by the academic Deans, Department Chair, Director;
- Commencement: Academic faculty will be required to attend one CSN graduation or commencement event annually (every year) from the following list and limited to three hours in length:
 - CSN commencement. Faculty attending CSN commencement ceremonies will be allowed to borrow caps and gowns from CSN at no cost. Commencement will be scheduled within “B” contract dates.
 - CSN graduation pinning ceremony.
 - Academic School graduation or commencement event.
 - Department graduation or commencement event.
 - Cultural or specific group graduation or commencement event, including but not limited to any ethnic-based student graduation, LGBTQ graduation, etc.

Any requests for exceptions shall be submitted within 7 calendar days in advance of the scheduled event, through the Department Chair/Director for consideration and recommendation. Final approval will be the authority/discretion of the school Dean/Director/Associate Vice President. Unapproved absences will be subject to leave without pay.

Section 6. Commencement Committee

CSN-NFA will be invited to participate, with at least two appointees, on any review, planning, and/or recommending group or committee for CSN Commencement.