

AGREEMENT

Between the

COMMUNITY COLLEGE OF

VERMONT

and

CCV UNITED FACULTY, VSCFF 3180,

AFT VERMONT, AFL-CIO

SEPTEMBER 1, 2025 to

AUGUST 31, 2029

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ARTICLE 1

RECOGNITION

- A. The Vermont State Colleges recognizes the Union as the exclusive bargaining representative for faculty in the following unit, in accordance with the unit certification issued by the Vermont State Employees Labor Relations Board on October 27th, 2017:

Instructors employed by the Community College of Vermont (CCV) who meet the following requirements: 1) have been employed for at least four (4) semesters out of the previous four academic years, or who currently are in their fourth teaching semester; and 2) have taught at least three (3) credit hours in the prior academic year (fall semester, spring semester and summer semester taken together are considered the academic year as defined by CCV).

Credit hours are assigned to courses that bear college-level credit applicable to a degree or certificate and to courses that bear credit not applicable to a degree or certificate. Credit hours are not assigned to noncredit courses.

After initial entry into the bargaining unit, instructors will exit from the bargaining unit following any complete September to August period in which they have not taught at least three credits. August 31st will be considered the exit date (e.g. if someone teaches in the Fall of 2017, they stay in the unit until August 31, 2019, even if they have not taught three credits during that period.)

Excluded from the unit: Full or part time Coordinators of Academic Services, Deans, Associate Deans, Assistant Deans, and Directors; professional, administrative, technical, and clerical employees whose primary assignment or appointment is as a staff person; all full-time employees regardless of position; blue collar, maintenance, security and other non-professional employees; and all other confidential, supervisory, and managerial employees. Also excluded from the unit are all other employees who are otherwise covered by a collective bargaining agreement with the Vermont State Colleges, with the exception of those employees represented by the Part-Time Faculty Federation or the NVU Online unit. Teaching service during a period of employment with CCV in which such an employee was excluded from the unit will not count for future unit eligibility.

- B. Nothing contained in this Article shall be construed to prevent the Board of Trustees, any Board member, or any official of the Vermont State Colleges or CCV from meeting with any individual or organization to hear views on any matter, except that no person or persons represented by the exclusive bargaining agent shall bargain individually or collectively with any of the above-mentioned officials concerning any terms or provision of this Agreement, except through the authorized representatives of the Union.

ARTICLE 2 **DEFINITIONS**

Academic Year: Fall semester, spring semester and summer semester taken together are considered the “academic year” as defined by CCV.

Center: The term “Center” refers to the physical academic centers and the Center for Online Learning, where the Community College of Vermont offers courses.

CCV: The term “CCV” refers to the Community College of Vermont

Chancellor: The “Chancellor” is the chief executive officer of the corporation known as the Vermont State Colleges.

College: The term “College” as used in this Agreement shall refer to the Community College of Vermont.

Coordinators of Teaching and Learning: Coordinators focused faculty support, curriculum planning and development and community outreach.

Coordinators of Student Advising: Coordinators focused on recruitment, retention and helping students meet their educational goals.

Credit Hour: The term “credit hour” as used in this Agreement are the hours of credit assigned to courses that bear college-level credit applicable to a degree or certificate and to courses that bear credit not applicable to a degree or certificate. Credit hours are not assigned to noncredit courses.

Day or Days: Unless otherwise specified, the term “day” or “days” shall refer to a calendar day(s).

Faculty Member: The term “faculty member” as used in this Agreement shall mean any member of the bargaining unit; “faculty” shall mean all members of the bargaining unit.

President: The term “President” refers to the chief executive officer of the Community College of Vermont duly appointed and authorized by the Board of Trustees or a person authorized to act in that capacity

Small Group Instruction: A course format that provides learning equivalent to a regularly scheduled course, with approximately two-thirds of the classroom instruction time which should be scheduled within the originally published time frame.

Syllabus: The term “syllabus” as used in this Agreement shall refer to the public document created using CCV’s Syllabus builder tool, which includes course description and essential objectives, evaluation criteria for grading faculty policies, teaching resources, major assignments and weekly schedule details.

Canvas Syllabus: The term “canvas syllabus” as used in this Agreement shall refer to a resource in the Learning Management System that aggregates assignments by their due date. The Canvas

syllabus page may be modified with text but does not fulfill the function of the syllabus as referenced in this contract.

Union: The term "Union" as used in this Agreement shall refer to CCV United Faculty VSCFF 3180, AFT Vermont, AFL-CIO.

Union Representative: The term "Union Representative" refers to any person who has been officially so designated in writing by the President of the Federation to the President of the College and to the Chancellor.

Vermont State Colleges: The term "Vermont State Colleges" refers collectively to the Board of Trustees, the Chancellor, and the member Colleges.

ARTICLE 3 **MANAGEMENT RIGHTS**

- A. All the rights and responsibilities of the Vermont State Colleges and CCV that have not been specifically provided for in this Agreement, shall be retained in the sole discretion of the Vermont State Colleges and CCV and, except as modified by this Agreement, such rights and responsibilities shall include but shall not be limited to:
1. The right to direct employees; to determine qualifications and criteria in hiring, to determine standards for work and conduct, class sizes, location of work and the class schedules within any limitations of this Agreement; to decide whether or not a particular course should be offered; whether or not it should run in a given semester and whether or not it should be canceled; to establish the academic calendar; to hire, reappoint, assign and retain employees in position; to transfer between site locations in accordance with any procedures described in this Agreement; to subcontract; and, to discipline, suspend or discharge a faculty member for proper cause subject to the provisions of this Agreement;
 2. The right to decide the degrees, programs and curriculum to be offered;
 3. The right to take such action as necessary to maintain the efficiency of the Vermont State Colleges' or CCV's operation within the limits of this Agreement;
 4. The right to determine the organizational structure; the means, methods, budgetary and financial procedures; and the number and type of faculty and other personnel by which the Vermont State Colleges' and CCV's operations are to be conducted;
 5. The right to take such actions as may be necessary to carry out the mission of the Vermont State Colleges and CCV in case of emergencies, provided that the Federation is notified in writing of the emergency and action as soon as possible; and
 6. The right to make rules, regulations, and policies not inconsistent with the provisions of this Agreement.

- B. No action taken by the Vermont State Colleges or CCV with respect to a management or academic right shall be subject to the Grievance and Arbitration Procedures unless the exercise of such right violated an expressly written provision of this Agreement.
- C. Except as otherwise specifically provided, throughout this Agreement, where the Vermont State Colleges or CCV are required to provide notices or to retain documentation, the Vermont State Colleges and CCV reserve the right to provide or retain such required documentation in an electronic form or to otherwise provide required notices electronically or virtually through the Vermont State Colleges' or CCV's web sites or other virtual formats.

ARTICLE 4 **UNION RIGHTS**

A. Individual Contracts

Right and benefit of the faculty members set forth in this Agreement shall be part of any individual contract of employment. In the event of conflict between the terms of an individual contract of employment and the terms of this Agreement, the terms of the Agreement shall be controlling. This Agreement shall be referred to in any employment contracts for bargaining unit work issued to faculty members.

B. Bulletin Boards

1. Each Academic Center shall designate, in a mutually agreeable location, reasonable space on existing bulletin boards for use by the Union. In addition, CCV will place a link to the Union website in the CCV Portal within six (6) months of the ratification of this Agreement.
2. Postings on all such bulletin boards shall be made by, or at the direction of, a Union Representative at the College, who shall furnish copies of all postings to a designated CCV official for CCV records. All such postings shall clearly indicate sponsorship by the Union.
3. The use of the bulletin board shall be restricted to activities of the Union for the following purposes only:
 - a. notice of recreational, educational and social activities;
 - b. notice of election of officers and representatives and results; and
 - c. notice of Union meetings and activities of the Union, its affiliates or parent bodies, other than union campaign materials.

C. Distribution of Materials The Union shall have the right to have material placed directly into mailboxes of all bargaining unit and non-bargaining unit faculty and may use interoffice mail facilities. The Union is free to use CCV email addresses to correspond with faculty.

D. Union Meetings The Union may use college classrooms, and other college meeting rooms for its meetings when such facilities are not otherwise in use. The Union will follow each Center's procedures for scheduling a room. The Union may use Vermont State University (VTSU) meeting rooms, subject to availability and at the discretion of VTSU management,

provided the Union follows VTSU's procedures for scheduling and using rooms. Neither CCV nor VTSU are obliged to staff or change building hours to accommodate union use.

- E. Right to Information Upon receipt of a written request from the Union, the College shall make available any information within its possession or control not exempted by law that is relevant and necessary for the Union to meet its collective bargaining responsibilities or to administer this Agreement. Such information shall be made available within thirty (30) calendar days of the Union's request; if such information is not readily available within said thirty (30) days, unless otherwise agreeable to the parties, the College shall so notify the Union and shall make the requested information available as soon as reasonably possible. When practicable, information shall be provided in Excel file format.

In the third week of each semester, the College will send the CCVUF Lead Representative(s) an electronic list of all Bargaining Unit members that includes the following data:

- A. Name
- B. Personal email address and home/cell phone numbers
- C. Mailing Address
- D. Total number of credit hours taught for CCV
- E. New Bargaining Unit members will be designated as such
- F. The list will include a list of faculty who are no longer in the Bargaining Unit.

ARTICLE 5

DUES/AGENCY FEE

- A. The College shall check off Union dues as set forth in the Union Constitution and By-Laws for all faculty who voluntarily desire to join the Union and remit dues by this method. Procedures for the above shall be followed in accordance with forms provided by the Union.
- B. The College shall deduct dues, for the Union only, from wages earned for credit bearing instruction salaries of all faculty who voluntarily authorize said deductions by the signing of authorization cards. The College shall continue to deduct dues while a faculty member is employed in the bargaining unit unless the Union notifies the College that the faculty member has properly withdrawn authorization. Such deductions shall only be made in equal amounts bi-weekly, beginning the first payroll period after receipt of the authorization card by the Office of the Chancellor or their designated representative and in accordance with the posted faculty payroll schedule. Said monies shall be transmitted biweekly following the pay date in which deductions were withheld to the designated Union treasurer. Included in the remittance will be a list of the faculty who had dues or agency fees withheld. In addition, one updated list will be furnished during the semester upon request of the Union Representative.
- C. If during the life of this Agreement, the Vermont government or the federal government passes, adopts or implements any legislation, regulation or legal decision that involves Agency Fees, then either party can ask to reopen the contract on a limited basis for negotiations on that issue. A party who wishes to reopen the contract for this purpose must notify the other within thirty (30) days of passage or implementation of such legislature,

regulation or legal decision. The parties will then meet within thirty (30) days of such notification.

- D. The Union shall indemnify, defend and save the Vermont State Colleges harmless against any and all claims, demands, suits or other forms of liability that shall rise out of, or by reason of, action taken or not taken by the Vermont State Colleges in reliance upon deduction authorization cards submitted by the Union to the Vermont State Colleges.

ARTICLE 6

UNION OFFICER RIGHTS

- A. Each semester – Fall, Spring, and Summer – the College shall provide the Union with four (4) stipends of \$2000 to be provided to Union officers, or faculty members designated by the Union, for purposes of conducting Union business, including but not limited to contract administration, negotiation, grievances, and participation in the governance of its state and national affiliates.
- B. The Union shall notify the President's office of the particular faculty member who shall receive such funds and will be conducting Union business.

ARTICLE 7

ANTI-DISCRIMINATION

The parties shall not discriminate against any faculty member or against any applicant for employment in positions in the faculty by reason of age, race, creed, marital status, color, sex, gender identity, religion, national origin, citizenship, union activity, political activity, sexual orientation, disability, or membership or non-membership in the Union.

ARTICLE 8

ACADEMIC FREEDOM

- A. The College protects and fosters academic freedom for all faculty regardless of rank or term of appointment.
- B. Faculty members have the right and the responsibility to determine the methods of instruction, the planning and presentation of course materials, and the fair and equitable methods of assessment of student performance and achievement.
- C. While maintaining a respectful environment, faculty are entitled to full freedom of inquiry and the free exchange of ideas in the classroom. Toward that end, each faculty member is responsible for upholding norms of civil discourse, standards of scholarly integrity, and aspirations of truth and justice.

- D. Faculty members, as citizens, have the same freedom as other citizens. However, in written or oral statements made outside the scope of employment at CCV, they may not claim to represent the Community College of Vermont or the Vermont State Colleges without clear authorization to do so. Further, academic freedom does not relieve faculty members of any contractual agreements, such as teaching toward College-prescribed Essential Objectives or for a specified amount of contact time.

ARTICLE 9

RESIDUAL RIGHTS

When any text material, audio/visual material, computer data or programs, or any other instructional aid including online course content is produced, created, or devised by a faculty member in the normal course of their instructional duties, the copyright or other residual rights shall remain the property of the faculty member, and the College shall be acknowledged in any publication, production or other use of such aids after it grants approval for acknowledgment. The copyright or other residual rights in works created by a faculty member at the request of and in exchange for payment by the College shall be the property of the College.

Course descriptions and course syllabi will be provided to CCV to be made available in the public domain. All other course content such as lectures, web links, notes, assignments, and other educational materials will only be available to registered students during the semester in which the course is taught and authorized users.

ARTICLE 10

OUTSIDE EMPLOYMENT

Provided it does not interfere with the performance of the faculty member's normal duties and responsibilities, faculty members shall not be precluded from engaging in outside employment. "Outside employment" as used in this Article refers to work for an employer other than CCV or any other college or entity of the Vermont State Colleges.

ARTICLE 11

HEALTH AND SAFETY

- A. No faculty member shall be required to perform any work under any conditions which jeopardize their health or safety. Any faculty member who has knowledge of such condition(s) shall report such condition(s) in writing to the President or their designee and to the Union representative or designee prior to the filing of a grievance.
- B. The College will maintain an Emergency Operations Plan and will distribute it to faculty each semester. In accordance with the EOP, which may be amended from time to time, each center will form an On-Site Emergency Team and will identify essential personnel and/or roles within the center.

Faculty teaching at centers shall be notified not less than seven (7) days before the start of the semester of the Emergency Operations Plan (EOP) and a site-specific contact for questions and emergent situations.

- C. Upon request by the Union, the College shall make its safety records available for examination each month or in the event of an emergency.
- D. Faculty shall participate in safety information and training programs required by the College and by the Vermont Occupational Safety and Health Administration's "Safety and Health Standards for General Industry." Such training programs shall be held according to a schedule determined by the College. Faculty members attending such programs shall be paid \$35 per hour for time spent at the program.
- E. Faculty shall participate in emergency drills that occur while at a center.
- F. Science Faculty will adhere to the Chemical Hygiene Plan and the Lab Safety Agreement.
- G. Any grievance alleging a violation of this Article may be processed through the final steps of the grievance procedure, but may not be processed to arbitration, provided, however, that any faculty member who is disciplined for refusing to perform work which they allege would jeopardize their health or safety may grieve and arbitrate the disciplinary action in accordance with the Discipline Article.

ARTICLE 12

NOTICE OF VACANCY

- A. Notice of any administrative full- or part-time staff or faculty vacancies at CCV shall be posted on the CCV website at least fifteen (15) days prior to the filling of such vacancy. A vacancy is a position that CCV has decided to fill externally. It does not include openings for single course assignments. A vacancy not filled with a bargaining unit member shall not be subject to grievance and/or arbitration.

ARTICLE 13

PERSONNEL FILES

- A. CCV maintains a digital personnel file for each faculty member. CCV shall determine what personnel information about faculty members shall be maintained, including but not limited to, copies of personnel transactions, official correspondence with the faculty member, peer evaluations, student evaluations, and evaluation reports prepared by the College.
- B. Faculty members shall be notified of any material placed in their personnel file related to conduct, performance, or discipline if the faculty member does not otherwise have access to the information on the portal, has not been copied on correspondence, or has not signed the document. Notification shall be sent to the faculty, via e-mail, within fourteen (14) days of

the information being placed in their digital personnel file. The faculty must electronically sign for receipt of the notification and return the signed receipt to the College.

- C. A faculty member shall have the right to grieve personnel information being maintained by the College about them, which the faculty member alleges to be factually inaccurate, except for Course Feedback forms.
- D. A faculty member has the right to provide relevant personnel information about them to CCV to be maintained electronically. A faculty member shall have the right to respond to any personnel document and to have such response be maintained electronically by CCV. Except for confidential Course Feedback forms, no anonymous evaluations and/or recommendations may be placed in the faculty member's personnel file.
- E. No persons other than those having a legitimate institutional interest may have access to a personnel file without the written permission of the faculty member. Any written permission(s) along with the information disclosed, will be maintained in the personnel file. The personnel file shall be available for examination by the faculty member who shall be entitled to review such file at reasonable hours upon request. Medical records are maintained separately from the personnel file by Human Resources.
- F. Faculty can access much of the information in their personnel files through the CCV portal and may obtain other personnel material maintained by CCV upon request to the Director of Human Resources. The Director of Human Resources shall respond to the request within five (5) business days of receipt of request.

ARTICLE 14 **DISCIPLINE**

The following procedure shall be utilized in faculty disciplinary matters:

A. Scope and Application

- 1. Discipline may include written reprimands, demotions, unpaid suspensions of varying lengths, and termination. Discipline shall not include oral counseling or oral reprimands, nor shall it include annual performance evaluations or other performance reviews. Discipline also shall not include situations where a faculty member is placed on paid administrative leave pending an investigation into alleged misconduct. Significant oral or written complaints against a faculty member are not considered discipline in themselves.
- 2. The Union shall be notified within seven (7) calendar days of any disciplinary action taken against a faculty member.
- 3. Upon receiving a complaint or allegation against a faculty member, CCV will make an initial assessment to determine whether the complaint or allegation warrants further investigation. Any complaints which, if substantiated, may lead to disciplinary

action, will normally be shared with the faculty member in writing within fourteen (14) calendar days. The faculty member shall have the right to Union representation at any investigatory meeting related to the complaint

4. At the President's discretion, a faculty member may be placed on paid administrative leave of absence for a period of up to forty-five (45) calendar days which may be extended by the President in consultation with the Union. The Union shall be notified within seven (7) calendar days of a faculty member being placed on administrative leave:
 - a. to permit the College to investigate or make inquiries into charges and allegations made concerning the faculty member; or
 - b. if in the judgment of the President the faculty member's continued presence during the period of investigation is detrimental to the best interests of the College, students or other faculty, or the ability of the College to carry out its mission effectively.

Faculty placed on administrative leave shall be notified in writing within seven (7) calendar days of the leave and the specific reasons therefore. The administrative leave shall be terminated once the disciplinary process has been completed, the threat of potential harm has ceased to exist, or the leave is determined to have been unnecessary in the first instance. Documentation of administrative leave shall not be used to justify any future disciplinary action nor shall it be considered in any evaluation process.

A faculty member may grieve the imposition of paid administrative leave if they believe that the action was arbitrary or capricious or if they claim it violates Article 7 Anti-Discrimination.

5. The College will adhere to the principle of progressive discipline. However, the parties agree that every disciplinary matter must be judged on all surrounding circumstances and that the penalty imposed may vary based on such circumstances. Some acts of misconduct may warrant a more serious penalty and lesser sanctions may not be appropriate.

B. Written reprimands

The Dean or President or their designees may issue written reprimands to faculty members. Such written reprimands shall be placed in the faculty member's file and also shall be sent to the faculty member.

1. Upon receipt of any written reprimand by the Dean or President or their designees, a faculty member shall have the right to respond in writing and to have such response placed in their personnel file. Any such written response shall be made within seven (7) calendar days of receipt of the written reprimand.

2. The faculty member shall also have the right to meet with the Dean or President, depending on who issued the reprimand, to discuss the reprimand. Such request shall be made in writing within seven (7) calendar days of receipt of the written reprimand.
3. Upon receipt of a request for a meeting, the Dean or President shall hold the meeting within seven (7) calendar days.
4. The meeting shall not be public; a representative of the Union may be present. The Dean or President may alter or withdraw the written reprimand following the meeting or the receipt of the faculty member's written response, or may leave the reprimand as written.

A faculty member may file a grievance over a written reprimand if they believe that the action was arbitrary or capricious or if they claim it violates Article 7 Anti-Discrimination.

5. Such grievance will be filed at Step One unless the President issues the written reprimand, in which case the grievance may be filed at Step Two.

C. Discipline greater than written reprimands

1. The President or a designee shall notify the faculty member in writing whenever the President is contemplating discipline greater than a written reprimand. Such notice shall include a description of the alleged acts and conduct including reference to dates, times and places. The notification shall inform the faculty member of their right to request representation by the Union in any interrogation connected with the investigation or resulting hearing.
2. Upon written request by either party, an informal meeting with the President or designee shall be held no later than one week after the faculty member receives notice of a proposed disciplinary action/penalty greater than a written reprimand. The meeting shall not be public; a representative of the Union and/or the faculty member's counsel may be present.
3. Following such meeting, the President shall make their decision within 14 calendar days on whether discipline is appropriate and if so, what the particular disciplinary action shall be. No discipline proposed under this Section shall be binding and effective that has not been the subject of the meeting provided in this section unless the faculty member waives the right to this meeting by failing to request the meeting.

D. A faculty member may file a grievance over a demotion, suspension or termination if they believe that the action was without just cause. Such grievance will be filed at Step Two of the grievance procedure.

E. The purpose of a Step Two Hearing in a disciplinary grievance shall be the possible adjustment of the matter and need not involve the presentation of evidence or specification of particulars by either party. In the case of a disciplinary grievance regarding a penalty of

demotion, suspension or termination imposed by the College, the faculty member may waive in writing Step Two and proceed to the Vermont Labor Relations Board.

- F. Once the College becomes aware of any alleged acts that may form the basis for discipline under this Article, and except for actions that may constitute a crime, it must initiate disciplinary proceedings under this Article within 180 calendar days of becoming aware of the alleged acts, with the exception of disciplinary action resulting from violations of Policy 311 or Policy 311-A, or any revision of such policies. The time limit for such actions is two years.
- G. All time limits in this Article may be extended by the mutual agreement of the Colleges and the Union.

ARTICLE 15

GRIEVANCE PROCEDURE

A. Informal Adjustments

Whenever possible, unit member(s) and the Union shall first attempt in good faith to adjust their grievances with the immediate supervisor or within the College's administrative structure, up to the level of the President of the College. The efforts of the unit member(s) and/or Union to resolve the grievances informally do not toll the time for filing a formal Step One grievance.

B. Definition:

The term "grievance" shall be defined as the written complaint of a faculty member, of a group of faculty members, or of the Union, that there has been a violation, misinterpretation, or misapplication of any term of the Agreement or the discriminatory application of a rule or regulation relating to and/or interpreting any provision of this Agreement.

C. Of the three parties in B. above, the one filing the grievance shall be the grievant.

D. The following steps shall be followed for the processing of grievances:

Step One

1. Within thirty (30) calendar days after the grievant could reasonably have been aware of the alleged violation, the grievant (or their representative) shall deliver by email or in person, a written and dated grievance to the Associate Academic Dean overseeing their educational discipline. The clock may be stopped during all recesses in excess of seven (7) calendar days provided the grievant or their representative notifies the College in writing prior to the commencement of the recess. The clock shall start again at the conclusion of the recess. The nature of the grievance, including relevant facts, the provision(s) of the Agreement alleged to have been violated, where relevant, and the adjustment or remedy sought shall be stated.
2. The Associate Academic Dean, or their designee, shall arrange a meeting within seven (7) calendar days of receipt of the grievance. The meeting shall be held at the academic center that constitutes the grievant's primary work site. An alternate meeting location may be determined with agreement of both parties. The meeting shall be among the grievant, a Union

representative and the Associate Academic Dean, or their designee. Each party is also entitled to have another person present. Within seven (7) calendar days of such meeting, a written answer to the grievance shall be forwarded by the Associate Academic Dean, or their designee, to the grievant with a copy to the Union.

Step Two

In the event the grievance is not settled in Step 1, the grievant or their Union representative may present their grievance at Step 2 within seven (7) calendar days of receipt of the Step 1 answer. At this step the grievance shall be presented in writing to the President. Within seven (7) calendar days of receipt, the President, or their designee, shall arrange for a meeting among the grievant, a Union representative and the President or their designee. Each party is also entitled to have another individual present. The meeting shall be held at the College's administrative center in Montpelier. An alternate meeting location may be determined with agreement of both parties. Within seven (7) calendar days of the Step 2 meeting, a written answer to the grievance shall be forwarded by the President to the grievant with a copy to the Union.

Step Three

In the event the grievance is not settled at Step 2, the grievant or their representative may present their grievance at Step 3 within seven (7) calendar days of receipt of the Step 2 answer. At this step the grievance shall be presented in writing to the Chancellor. Within seven (7) calendar days of receipt, the Chancellor or their designee, shall arrange for a meeting among the grievant, a Union representative and the Chancellor or their designee. Each party is also entitled to have another individual present. The meeting shall be held at the Office of the Chancellor in Montpelier. An alternate meeting location may be determined with agreement of both parties. Within seven (7) calendar days of the Step 3 meeting, a written answer to the grievance shall be forwarded by the Chancellor to the grievant with a copy to the Union.

E. Arising from Actions of the President or Chancellor

In cases involving grievances resulting solely from directions or actions of the President or Chancellor depending upon which individual is responsible for creating the alleged grievance, the grievance shall be filed in writing directly with the President or Chancellor within thirty (30) calendar days after the grievant could have reasonably been aware of the alleged violation. The clock may be stopped during all recesses in excess of seven (7) calendar days provided the grievant or their representative notifies the President or Chancellor in writing prior to the commencement of the recess. The clock shall start again at the conclusion of the recess. Within seven (7) calendar days of the filing of the grievance, the President or Chancellor shall arrange a meeting among the grievant(s), the Union Representative(s), and the President or their designee, or the Chancellor or their designee. Each party is also entitled to have another individual present. Within seven (7) calendar days after such meeting, the President or Chancellor shall forward a written answer to the grievant with a copy to the Union at the address specified in the grievance. Such meetings shall normally be conducted at the Office of the President or Chancellor. If the grievance is not then resolved, it may thereafter proceed directly to arbitration under the arbitration provisions of this Agreement.

F. Failure to Adhere to Time Limitations:

1. Failure by the administration to comply with the time limitations in this Article shall permit the grievance to be processed automatically to the next step.
2. Failure of the grievant to comply with the time limitations of the grievance steps set forth in this Article shall preclude any subsequent filing of the grievance.

G. Nothing in this Article shall require a grievant to seek the assistance of the Union or its representative(s) in any grievance proceeding. The grievant may represent themselves or be represented by counsel of their own choice. If a grievant elects not to be represented by the Union, the Union may not intervene, provided that:

1. The grievant notifies the Union in advance of any formal grievance under D. and E. above and of the time and place of such meeting; and
2. The grievant shall forward to the Union a copy of the grievance at each step; and
3. The College or the Chancellor shall promptly provide the Union with a copy of its answer to the grievance at each step of the proceeding. The Union shall have the right to respond in writing to the final answer (with such response, if any, included as part of the personnel record); and
4. No disposition of any such grievance at any such meeting shall contravene, violate, or be inconsistent with any provision of this Agreement, applicable law, or applicable arbitration award; and
5. The disposition of any such grievance shall be without precedent or prejudice to a grievance involving a different grievant(s) or subject matter.

H. Grievance Meetings:

1. Time of all grievance meetings shall be arranged to have as little loss of working time as possible. No pay or benefits shall be lost by the grievant or witnesses called by either party for the purpose of attending grievance meetings. A witness shall be excused from their academic and professional responsibilities and duties only at such times and on such dates as they are required to give testimony.
2. Observers may not attend grievance meetings without the consent of both parties.
3. At grievance meetings, each side may take written notes only.
4. Except as set forth herein the parties agree that no attorneys shall be present at Steps One, Two or Three. An exception will be made for the VSC General Counsel when they serve as the President or Chancellor's designee and for official union representatives who may also be attorneys.

ARTICLE 16
ARBITRATION

- A. Any grievance which has not been satisfactorily adjusted under the grievance procedure may be submitted within thirty (30) calendar days of the Vermont State Colleges' final answer for settlement under the arbitration provisions of 3 VSA 926.
- B. Each party shall bear the expense of preparing and presenting its own case.
- C. If the College or the Union challenges the Vermont Labor Relations Board's finding regarding arbitrability or non-arbitrability, it may, within thirty (30) calendar days after receipt of the award, file suit in a court of competent jurisdiction to seek a judicial determination of the arbitrability of the subject matter.
- D. Unless otherwise mutually agreed, each arbitration hearing shall deal with not more than one grievance.
- E. No pay or benefits shall be lost by the grievant or a reasonable number of witnesses called by either party or called under subpoena for the purpose of attending arbitration hearings. A witness shall be excused from their academic or professional responsibilities only at such times and on such dates as they are required to give testimony. No observer shall be precluded from attending VLRB arbitration hearings on their own time.
- F. As an alternative to a grievance being processed through the Vermont Labor Relations Board, the parties may mutually agree that a grievance be submitted instead to private arbitration.
 - 1. In such a case, the parties will attempt to agree upon an arbitrator. However, if they cannot agree, then, within thirty (30) days of the Step 3 answer, the Union will request a list from the American Arbitration Association and selection shall be made in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association.
 - 2. Arbitration will be conducted in accordance with the Rules of the American Arbitration Association.
 - 3. Each party shall bear the expense of preparing and presenting its own case. The compensation and expenses of the Arbitrator shall be borne equally by the parties.
 - 4. The fees and expenses of the Arbitrator, and the cost of any hearing transcript, shall be borne equally by the Union and the Colleges.
 - 5. Observers may only attend a private arbitration if invited by one or both of the parties.
 - 6. The Arbitrator shall have no power to add to, subtract from, modify or disregard any of the provisions of this Agreement.

7. The decision of the Arbitrator shall be final and binding on the parties, although each side retains whatever rights it has under state or federal law to challenge the decision and award.

ACKNOWLEDGEMENT OF ARBITRATION

The parties understand that this Agreement contains a provision for possible binding arbitration as a final step for a particular grievance. After the effective date of this Agreement, a grievance which the parties agreed to submit to binding arbitration may not also be brought to the Vermont Labor Relations Board. An employee who has declined representation by the employee organization or whom the employee organization has declined to represent or is unable to represent, shall be entitled, either by representing themselves or with the assistance of independent legal counsel, to appeal their grievance to the Vermont Labor Relations Board as the final step of the grievance process in accordance with the rules and regulations adopted by the Board.

ARTICLE 17 **FACULTY EVALUATIONS**

- A. It shall be the responsibility of Coordinators of Teaching and Learning to evaluate the performance of faculty members, utilizing various sources of information such as Course Feedback forms completed by students, individual written student commentary, significant oral student complaints, review of syllabi and other teaching materials, evidence of student learning, and classroom observations. Significant oral student complaints made to a Coordinator, Executive Director or the Dean will be reduced to writing by the Coordinator, Executive Director or Dean and shared with the faculty member within two weeks of complaint.
- B. Any evaluation of teaching performance shall be measured by such areas as:
 1. Knowledge of the subject matter;
 2. Effectiveness in facilitating learning by means or methods such as assignments, lecture, discussion, demonstration, laboratory exercise, experiential learning, practical experience, e-resources and related instructional materials distributing learning via technology and direct consultation with students;
 3. Ability to help students think critically and creatively;
 4. Ability of the faculty member to organize effectively their courses and to communicate effectively their expectations and assignments evidenced in various ways including but not limited to course syllabi;
 5. Effectiveness in using the learning management system and other College technologies to support learning and perform administrative tasks;

6. Effectiveness in addressing learning objectives and assessing learning outcomes in courses; and
7. Effectiveness in designing educational experiences to address the needs of diverse learners.

Faculty shall be presented with specific evaluation criteria prior to the start of the evaluation process that will include rubrics, assessment tools and measures, and forms that will be used in the evaluation process, as may be modified from time to time by CCV's Academic Council. The college shall notify the Union of any changes to specific evaluation criteria within 7 days. See Appendices A and C.

C. Formal Evaluations

The purpose of the evaluation process is to provide feedback, foster clear communication, develop skills, and retain faculty by providing opportunities for faculty to reflect and engage in continuous improvement and where appropriate, raise their performance to acceptable levels.

1. *Timelines.* Whenever a faculty member is designated for formal evaluation, as described in 2, below, the supervising Coordinator will provide notice to the faculty member that they will be reviewed prior to the start of the semester. This shall not preclude formal evaluation following unforeseen circumstances or emergent concern.
2. Faculty will be formally evaluated at least once during their first four years as a bargaining unit member. Formal evaluations will be conducted by supervising Coordinators of Teaching and Learning. Faculty will be evaluated at least once every four years thereafter.
3. Formal evaluations will include at least one classroom observation during the semester being reviewed as well as observations from previous semesters; review of all previous Course Feedback forms in the faculty member's file; consideration of individual student feedback; any disciplinary actions; and review of any written reports of classroom observations completed by supervising Coordinators, or designees, or the Dean, or designees. Faculty may also submit a self-evaluation, if they so choose, which will be considered during the formal evaluation.
4. *Classroom Observations.* Faculty will be observed in class or through an online observation by the Coordinator or designee at least once during their formal evaluation.
 - a. In conducting formal classroom observations, the Coordinator shall give two weeks advance notice to the faculty member that they are going to be observed. In all cases, the supervising Coordinator shall meet with the faculty member within 30 calendar days of the observation. The Coordinator will submit to the faculty member a written report on the observed class prior to

the meeting. This written report will be entered in the faculty evaluation system no later than 30 calendar days following the meeting with the faculty member to discuss the classroom observation. The faculty member shall have the right to respond to the report in writing and to have such response placed in their personnel file.

- b. In addition to classroom observations that are conducted during the formal evaluation process, a faculty member may also request that a classroom observation take place at other times.
- c. Nothing in this article shall preclude the Dean, or designee, from observing the faculty member in class at any time.

- 2. Following a review of all evaluative material, the supervising Coordinator will write a formal evaluation of the faculty member for inclusion in their file. The faculty member shall have the right to respond to the evaluation in writing and to have such response placed in their personnel file. Any such written response shall be made within ten (10) calendar days of receipt of the evaluation.

D. Unsatisfactory Teaching Performance. In cases where a faculty member is not meeting expectations, the supervising Coordinator will consult with their supervising Associate Academic Dean before communicating the evaluative assessment to the faculty member.

- 1. After completing a faculty evaluation, the supervising Coordinator shall inform the faculty member in writing that they are not meeting expectations. The supervising Coordinator, in consultation with the faculty, shall create a remediation plan. The faculty member may request to have a Union representative present at any meeting.
- 2. The purpose of a remediation plan is to foster clear communication, develop skills, and retain faculty by providing opportunities and resources for faculty to raise their performance to acceptable levels.
- 3. A remediation plan shall include a detailed statement of where the faculty member is not meeting expectations and measurable objectives for improvement as defined in Appendices A & C and periodic assessments of progress.
- 4. The faculty member will then be observed and evaluated in the successive semester that they next teach.
- 5. The supervising Coordinator will consult with their supervising Associate Academic Dean before providing the second evaluative assessment to the faculty member. The faculty member may provide a written response to the evaluation within ten (10) days. The supervising Coordinator shall meet with the faculty member and their Union representative if requested within ten (10) days to discuss the evaluation and the faculty member's written response.

6. If non-reappointment is the recommended result of the remediation process, a faculty member may file a grievance over non-reappointment as specified in Article 19.E.1. Any challenge by an employee or the Union to any non-reappointment decision will be filed at Step Two of the grievance procedure.
- E. In addition to the formal evaluation procedures described in C. above, the Academic Council will accept and evaluate nominations for an Excellence in Teaching Award to be awarded once per year. Nominations may come from students, faculty or administrators. The Academic Council will evaluate all nominees and select up to three awardees no later than June 1. The Academic Council is under no obligation to select anyone if it does not believe such an award is merited. A faculty member who receives such an award will receive official recognition and an honorarium of \$500.

ARTICLE 18 **WORKLOAD**

- A. Faculty are expected to perform teaching and administrative duties in accordance with the requirements of the College. Such work shall include academic responsibilities, related administrative responsibilities, and reasonable availability to students. Responsibilities of CCV Faculty include:
1. Complete all sections of the syllabus in the Course Syllabus Builder for each course to be taught no later than 30 calendar days before the start date of the semester in which the faculty member is scheduled to teach. [Note: The College considers all CCV syllabi to be in the public domain.]
 2. Submit required orders for textbooks and/or other course materials to the CCV Bookstore or science lab administrator in compliance with stated deadlines. Respond to follow up inquiries regarding such orders in a timely way.
 3. Participate in the Great Beginnings orientation prior to teaching a first semester at CCV.
 4. Build a course in the learning management system for each section being taught, that includes the complete syllabus, and a welcome message no later than two weeks before the start of the semester. For all course modalities, the first week's materials will be made available to students no later than one week before the start of the semester. Online courses must include additional information as stated in the "Course Introductions, Expectations, and Objectives" section of the [Best Practices and Expectations for Quality Online Learning document](#). See Appendix A.
 5. Conduct designated class meetings in compliance with CCV's Credit Hour policy that are held in CCV-designated areas, depending upon course modality. For online classes this means the majority of the course is delivered in the CCV-approved LMS with the use of the CCV- approved video-conferencing software for virtual meetings. Use of outside resources that house student assignments and other significant

activities must be approved by the CTL and appropriate Director or Dean and abide by [VSCS Guidelines for External Teaching/Learning Resources](#). See Appendix B.

6. Submission of weekly attendance records is strongly encouraged.
 7. Provide midterm evaluations to students no later than one week following the midpoint of the course being taught and submit final evaluations and grades for all students on the class roster no later than one week after the final class meeting.
 8. Build a gradebook within the learning management system that aligns with the assessment methods on the course description and maintain an up-to-date course grade for all students.
 9. Complete satisfactorily the Introduction to Online Teaching course prior to teaching a CCV online, synchronous, or hybrid course for the first time. CCV's decision to waive this provision is not grievable.
 10. Comply with all College rules, regulations, policies, and directives. It is the responsibility of CCV to communicate all College rules, regulations, policies and directives to faculty via email at the beginning of each semester.
 11. Perform such other responsibilities and services as may be appropriate to the responsible completion of the foregoing duties, including completion of required VSC training modules.
- B. The parties agree that the College shall hold at least one online Great Beginnings orientation per academic year for new faculty members to provide an initial orientation to the College and its policies and procedures. The Union shall be afforded the opportunity to make a presentation at the orientation to explain membership and financial matters, Union officer and contact information and other pertinent information.
- C. Faculty members shall be under no obligation to grant an incomplete grade to a student. Filing an incomplete grade and then working with the student to fulfill the expectation shall be considered outside of normal course obligations but shall not result in additional compensation.
- D. Determining class size is management's right and responsibility. CCV endeavors to build seminar style classes. If, at the end of the fifth week of the semester, the class has more than 20 enrolled students, CCV will agree to impact bargain.

ARTICLE 19
APPOINTMENTS

- A. All faculty appointments and assignments will be made by the appropriate administrator. All appointments shall be made on a semester or summer session basis and will include assignments for that given semester or summer session as provided in Article 20, Assignments. No appointments shall create any right, interest or expectancy in any further appointments beyond its specific term, except as otherwise provided in this Article.
- B. Faculty who receive an appointment and assignment for a given semester or summer session shall be notified in writing electronically no later than forty-five (45) days prior to the start of a teaching assignment. The faculty member must indicate acceptance of the appointment within fourteen (14) days after the notification. Failure to provide such acceptance within fourteen (14) days will allow the College to rescind the appointment.
- C. The forty-five (45) day requirement of prior notification as addressed in section B above shall be waived if:
 - 1. new and additional sections of that particular course(s) become necessary;
 - 2. the College has a need to appoint a faculty member to a course in a situation that was unanticipated.
- D. In any case where the need to appoint a faculty member to teach a course arises within two weeks of the start of classes, the faculty member to whom the course is offered must indicate acceptance of the offer within 48 hours of CCV's offer (which shall include by email and leaving voice mail messages) or else CCV shall be free to offer the course to another faculty member or administrator.

If the need arises within three days of the start of classes, the faculty member must indicate acceptance within 24 hours of CCV's offer.
- E. A faculty member may receive a notice of non-reappointment from the College after any semester indicating that they will no longer be offered any further appointments with the College due to unsatisfactory teaching performance or misconduct as defined by the provisions of Articles 14 or 17. The reasons for non-reappointment will be stated in writing.
 - 1. A faculty member who receives such a notice of non-reappointment based upon unsatisfactory teaching performance may file a grievance claiming that such action has violated the Anti-Discrimination Article, Academic Freedom Article or that the action taken was arbitrary or capricious. A non-reappointment based on unsatisfactory teaching performance will not be based solely on one semester's worth of teaching. Faculty will be notified no later than 45 days after the end of the semester, in writing, if the administration considers a faculty member's teaching unsatisfactory.

2. A non-reappointment based upon misconduct as opposed to teaching performance may be grieved under the standard of just cause.
- F. Failure to receive an assignment shall not be considered a non-reappointment. A faculty member who has submitted a teaching availability form and does not receive an assignment will be notified of that fact in writing.
 - G. Faculty members will leave the bargaining unit (1) when notified of non-reappointment or discharge by the College or (2) following any complete September to August period in which they have not taught at least three credits. August 31 will be considered the exit date (e.g., if someone teaches in the Fall of 2017, they stay in the unit until August 31, 2019, even if they have not taught three credits during that period). If, after leaving the bargaining unit, they are rehired as a faculty member, they will have to re-qualify for unit membership.
 - H. *Seniority Bridging*. For purposes of seniority under this Article, a former bargaining unit member who left the unit in any Pay Grade and who later re-enters the bargaining unit will have seniority restored (i.e., all newly accrued credits for seniority from the time the person left the bargaining unit will be added to all the seniority previously lost).
 - I. “Contracted courses” are those provided to a specific client or clients outside of normal semester time frames and are therefore not subject to semester appointment and assignment processes of this Agreement. Credit bearing contracted courses may be offered to existing bargaining unit members. A faculty member teaching such credit-bearing courses, however, will still receive seniority credit.

ARTICLE 20

ASSIGNMENTS

- A. All assignments shall be at the College’s sole discretion, subject to other provisions in this Article. The College shall determine the number of assignments and the particular assignment(s) that will be offered to any faculty member. No unit member may be assigned nor shall they accept more than 11 credits per semester at CCV and a combination of CCV and VSC credits that do not exceed 12.
- B. Teaching Availability
 1. In planning appointments and assignments for forthcoming semesters, CCV shall make available a teaching availability form to each faculty member (1) by January 2 for the fall semester appointments and assignments, (2) by July 15 for the spring semester appointments and assignments, and (3) by July 15 for the summer semester appointments and assignments. The teaching availability form shall request the faculty member to provide the following:
 - a. Availability by days of the week and times of the day to teach in the forthcoming semester. The faculty member may also indicate preference

as to which days of the week and times of the day they would like to teach, as well as other relevant considerations.

- b. Indication (including preferences) of courses that the faculty member is interested in teaching and believes they are qualified to teach.
 - c. Indication (including preferences) of the academic center(s) (including online) at which the faculty member is interested in teaching.
 - d. Indication (including preferences) of the format(s) in which the faculty member is interested in teaching.
 - e. Indication of number of courses desired.
 - 2. CCV shall provide such forms, and the faculty member shall complete such forms, in a virtual format on an appropriate website as determined by CCV. CCV will provide faculty members and the Union with a link to the website and instructions for completion of the form. Each faculty member shall remain responsible for completion of the form and timely submission in accordance with the subsequent provisions of this Article.
 - 3. It shall be the responsibility of each faculty member to complete the course availability form not later than thirty (30) days after the form has been made available on the dates indicated in B.1 above.
 - 4. Any failure to complete and submit the form in a timely fashion shall render the faculty member ineligible for consideration for appointment for the semester being planned. CCV's decision to waive this provision is not grievable.
 - 5. CCV shall consider the information provided by the faculty member on the teaching availability form in planning for semester assignments. However, it is understood that the distribution to and receipt from a faculty member of a teaching availability form does not obligate CCV in any way to provide an appointment or a particular assignment to the faculty member, except as provided in other sections of this Article.
- C. Except in the case of a personal or family medical emergency or catastrophic event, if an assigned faculty member withdraws from teaching one or more courses less than thirty (30) days prior to the beginning of the semester, they shall be ineligible for consideration for a teaching assignment for the subsequent semester. CCV's decision to waive this provision is not grievable.
- If a faculty member at any time indicates that they will not be able to fulfill a given appointment and assignment, CCV shall be free to offer the course to another faculty member or administrator.
- D. Effective September 1, 2025, faculty members who are in Pay Grades 2 or above shall be offered at least one 3- or 4-credit course for each fall and spring semester to which they are

appointed. Faculty members in Pay Grade 3 shall be offered one additional 3- or 4-credit course over the academic year. These assignments will be offered provided that:

1. There is an available course being offered for which the faculty member is qualified for which the faculty member has indicated interest on the Teaching Availability form;
 2. The available course is offered at a day and time consistent with the faculty member's stated interest and availability as listed on the Teaching Availability form; and
 3. The College shall decide in its sole discretion to which course the faculty member will be assigned when there is more than one course being offered for which the faculty member is qualified.
- E. In the case of assignments to faculty beyond the required course assignments delineated in Section D above, CCV shall consider all of the following factors in deciding whether a faculty member will receive an available assignment: (1) the credentials and qualifications (including sub-specialties and areas of particular expertise) of both current unit members and other available faculty members from within and outside CCV; (2) the teaching experience of both current and other available faculty members from within and outside CCV; (3) evaluations and work performance of unit faculty members, pursuant to the Faculty Evaluations Article; (4) the stated availability of unit faculty members based upon the teaching availability form; (5) diversity considerations; (6) the need to increase the number of faculty available to teach in a particular discipline or schedule if there are only one or two faculty available to teach in that discipline or schedule; and (7) seniority as defined in section G of this Article. Seniority is the tie breaker, if everything else is equal. Such decisions shall not be made arbitrarily or capriciously.
- F. While full time professional staff members, coordinators, other administrators and non-bargaining unit faculty will not receive preference for course assignments, nothing shall preclude the College from assigning courses to such individuals in accordance with section E of this Article. For the purpose of ongoing staff development, however, the College reserves the right to assign up to six (6) courses each year to qualified staff members who otherwise may not have received assignments under Section E of this Article.
- G. The term "seniority" as used in this Article shall be based upon the number of credit hours taught by a faculty member at CCV. The starting date for calculating this number of credits hours shall be the fall semester of 2003. A faculty member may grieve any factual errors in their credit hours.
- H. The College retains the sole right to decide whether or not a course is offered, and once offered, whether it has sufficient enrollment to run. The College may decide at any time not to offer or not to run a particular course.
1. Faculty shall receive a cancellation payment of 10% of the amount that was to be paid for a course in the event that the assignment is retracted within thirty (30) days prior to the first class meeting.

2. Faculty shall receive a cancellation payment of 25% of the amount that was to be paid for a course, plus a proportional amount for all class meetings held, in the event that the assignment is retracted after a first class meeting.

ARTICLE 21

PAY GRADES

- A. Effective September 1, 2018, a faculty member, for the purpose of determining eligibility for pay grade promotion, shall be assigned a pay grade based on the number of credit hours they have taught at CCV. The starting date for calculating the number of credit hours shall be the fall semester of 2003. Pay grades are:
 - Pay grade 1: Bargaining unit members with less than 60 credit hours taught
 - Pay grade 2: Bargaining unit members with 60 to 119 credit hours taught
 - Pay grade 3: Bargaining unit members with 120 or more credit hours taught
- B. Faculty members will automatically be promoted to the next pay grade following the accumulation of the required number of credit hours taught at CCV as set out in Section A of this Article.

ARTICLE 22

FACULTY COMPENSATION AND PROFESSIONAL DEVELOPMENT

- A. Faculty shall be paid at the following rates for credit work, effective with the first full pay period in September:

	Year 1	Year 2	Year 3	Year 4
Pay Grade 1	1559 (60 inc)	1606 (47 inc)	1654 (48 inc)	1704 (50 inc)
Pay Grade 2	1623 (62 inc)	1672 (49 inc)	1722 (50 inc)	1774 (52 inc)
Pay Grade 3	1691 (65 inc)	1742 (51 inc)	1794 (52 inc)	1848 (54 inc)

1. The rates above are minimum per-credit rates, and nothing shall preclude the College from offering higher rates at its discretion.
2. Those faculty teaching lab science courses shall receive four (4) teaching credits for the purposes of pay grade and seniority. Such faculty will also receive an additional stipend of \$2,600 for each such lab science course.
3. In special circumstances, independent study is an alternative to a standard course; course instruction is provided by a faculty member to one or two students in limited cases to meet the graduation requirements of degree students.

Independent study course credits will not count towards the overall per semester credit cap at CCV and across the VSCS.

Effective September 1, 2025, and less any money already paid out to the faculty member for such work, faculty teaching independent studies shall be compensated \$775 per student per three credit independent study, and \$1030 per student per four credit independent study. All independent studies must be approved in advance by the Coordinator or designee.

4. In special circumstances, faculty may be offered a Small Group Instruction format for a course with 7 students or less enrolled. It will be compensated at 75% of the regular contractual rate and require two thirds of the scheduled course contact hours. If additional enrollment (8 or more) is added prior to the start date, the course will revert to a normal course with full faculty compensation. No new students will be admitted once that class starts. The faculty member to whom a Small Group is offered must indicate acceptance of the offer within two business days of CCV's offer. Faculty may reject the offer of a small group without penalty.
- B. The pay schedule will be posted on faculty.ccv.edu. The start and end dates of payments are dependent upon the start and end date of each individual class. All payments by the College will be made in accordance with College procedure, and within normal processing time of the College. Unsigned contracts may result in delayed payment.

C. Stipends for academic and other committee work

Faculty who are elected or appointed to an academic committee or other College committee shall be compensated for their work during an academic year (September to June) at the following rates:

1. Faculty elected or appointed to co-chair an academic or curriculum committee of Academic Council shall receive a stipend of \$4,500 per year.
2. Faculty elected or appointed to co-chair the Diversity, Equity, and Inclusion Committee (DEI Committee) or other College committees that may be established in the future, shall receive a stipend of \$2,500 per year.
3. Faculty elected or appointed to serve as a member of an academic/curriculum committee of Academic Council, or DEI Committee or the Faculty Policy Representative to Academic Council or other College committee shall receive a stipend of \$2,250 per year.
4. Faculty elected or appointed to serve on the Safety Committee shall receive a stipend of \$750 per year.

D. Retirement contributions

1. Faculty may participate in the Vermont State Colleges retirement plan (SRA) through TIAA by contacting the payroll office for enrollment forms or downloading and filling out the salary reduction agreement on faculty.ccv.edu.

2. Faculty can make pre-tax reductions and/or post-tax salary reductions (Roth option). Faculty will be allowed up to three (3) loans against their pre-tax account at any time, subject to the plan provisions. Contributions are subject to the IRS maximum for employment at the VSC.
3. There will be no College match on any faculty contributions to the plan.
4. The VSC reserves the right to change the retirement plan and/or the carrier at its discretion with prior notice to the Union and faculty.

E. Professional Development Funds

1. Effective September 1, 2018, the College shall put aside, on an annual basis, an amount equal to \$120 per bargaining unit member.
2. Professional development funds leftover at the end of the fiscal year shall be carried over to the next fiscal year for distribution, provided, however, that at no time shall the total amount of funds exceed \$100,000.
3. Money from this fund will only be used for bargaining unit faculty.
4. These funds shall be used to reimburse: travel relevant to professional development, including attendance at professional meetings; tuition for courses relevant to professional development; and other activities relevant to professional development.
5. Faculty may access these funds by making prior application in writing to the Academic Dean. Approval for reimbursement shall be at the discretion of the Dean and shall not be withheld arbitrarily or capriciously. Any denial of funds will come with a detailed explanation of the decision.
6. If the day and time of a professional development activity conflicts with an in-person or synchronous online class, the faculty member may apply for professional leave as provided in Article 25.
7. Applications for professional development funds must be submitted by October 1, with a decision by the College by October 15, for professional activity between November 1 and April 30. Applications must be submitted by April 1, with a decision by the College by April 15, for professional activity between May 1 and October 31. Faculty may apply after October 1 and April 1 but will be considered only if funds still remain. Faculty having used funds in excess of \$120 within the previous twelve (12) months will not be considered unless funds remain after other applicants have been approved.
8. In no instance shall reimbursements exceed the actual expenditures of the faculty member, as attested to by receipts for expenses.

9. The Dean shall report the current balance in the professional development fund to Academic Council and to Union leadership on a monthly basis, including amounts awarded, recipients of awards, and the purpose for which the funds were used.

ARTICLE 23 **MILEAGE REIMBURSEMENT**

- A. If the College requires faculty members to attend a College-sponsored meeting or event during the academic year, the College shall provide travel reimbursement at the applicable rate per mile. This shall not include commuting travel between a faculty member's home and the center(s) where they teach.
- B. In addition, the College shall pay mileage reimbursement for certain non-required College-sponsored meetings or events including Graduation, and professional development events hosted by Academic Council or its curriculum committees.
- C. Faculty members seeking reimbursement for travel shall comply with all applicable VSC policies and procedures, including VSC Policy 424: Travel Policy. Faculty requesting travel reimbursement shall do so using the online form available on the portal.

ARTICLE 24 **JURY DUTY**

A faculty member who is required to serve on a jury, or is required to report to court in person in response to a jury duty summons, or is required to report for jury examination, or to qualify for jury duty, shall make reasonable efforts to make up missed class(es) either in person or online. Faculty members will be paid their regular salary while performing jury duty provided that they do not request or receive payment for their jury service. If they do receive payment for their service from the court, CCV shall pay faculty members the difference between their regular salary and any jury service payment. Faculty members must provide evidence of their service and any payment received from the court, if so requested.

ARTICLE 25 **LEAVES OF ABSENCE**

A. Sick Leave

1. In any case where extended illness or disability, or caring for a family member (spouse, partner in a civil union, parent, or a child) who is experiencing a serious health condition, prohibits the faculty member from completing their semester assignments(s), they shall continue to be paid for the rest of the semester provided:
 - a. they have completed 60% of the semester's scheduled class meeting times;
and

- b. they submit a medical doctor's certificate verifying that the faculty member will be unable to complete the semester due to their own or a family member's serious illness or disability. The certificate must contain enough details to support the request.
2. In cases where the faculty member who has an extended illness or disability leaves prior to completing sixty percent (60%) of the semester's scheduled class meeting times, the faculty member may submit a request to the Academic Dean or their designee to take leave. The Academic Dean or designee will have the discretion to place the faculty member on paid leave provided the faculty member has verification that they will return in time to complete 60% of the semester's scheduled class time.
 - a. The decision of the Academic Dean or their designee shall not be arbitrary or capricious, and shall be based on factors such as the information provided by the physician, the past attendance record of the faculty member, whether a class can be covered through temporary arrangements during the faculty member's leave, or whether CCV can hire a replacement to cover the rest of the semester.
 - b. If leave is granted under these circumstances, upon their return, the faculty member will receive pay retroactively for the period during which they were out on sick leave.
 - c. If the leave is for three (3) weeks or less, faculty members shall provide assignments through the learning management system and take other steps as appropriate to cover their classes. If the leave is for longer than three (3) weeks, the Academic Dean or designee shall find necessary replacement faculty.
3. In no case shall a leave where the faculty member has completed 60% of the semester's scheduled class meeting times impact a faculty member's seniority. In no case shall a leave impact a faculty member's future appointment (as set forth in the Articles on Appointments and Assignments). CCV may require medical documentation from the faculty member which certifies they are medically able to return to work before allowing the faculty member to resume teaching.
4. If a faculty member is unable to complete 60% of the se semester, the faculty member shall be paid pro rata for the amount of work performed.

B. Bereavement Leave

1. A faculty member shall be granted up to five (5) consecutive days of paid leave, which includes the day of the funeral, upon the death of the faculty member's spouse or partner in a civil union, parent, or child.
2. A faculty member shall be granted up to three (3) consecutive days of paid leave, which includes the day of the funeral, upon the death of the faculty member's sibling, grandparent, grandchild, parent-in-law, brother- or sister-in-law, son- or daughter-in-law.

3. Requests for bereavement leave for individuals other than the family members described above may be granted by the President or the President's designee.

C. Professional Leave

Upon two weeks' notice of request for professional leave, the President or the President's designee may grant a faculty member leave for up to five (5) consecutive days. Requests for professional leave include faculty taking leave to attend external professional development. The request shall include a description and justification of the requested leave and a plan for coverage or rescheduling of duties that would be missed. Such permission shall not be withheld unreasonably. The College shall provide a written explanation for any denial of such leave within seven (7) days of the request. If the matter is not resolved, they may file a grievance at Step 2 and the decision will be final.

D. Unpaid Leaves of Absence

1. In the case of the birth of a child, adoption of a child, or placement of a child in foster care in the home of the faculty
 - a. Faculty will be entitled to take up to one full year unpaid leave without it impacting their placement in the bargaining unit.
 2. Faculty will be entitled to take up to two successive semesters unpaid leave without it impacting their placement in the bargaining unit to address their extended illness or disability, or to care for a spouse, partner in a civil union, parent, or a child with a serious illness.
 - a. Faculty must apply for the leave, in writing, prior to the start of the semester and the faculty member must provide a medical doctor's certificate which contains enough details to support the request.
 - b. Cancellation payments do not apply when a faculty member indicates they are not able to fulfill a given appointment and assignment.
- E. In any case of approved leave of absence for themselves, whether it is paid or unpaid, CCV may require medical documentation from the faculty member which certifies they are medically able to return to work before allowing the faculty member to resume teaching.

ARTICLE 26
FACILITIES

- A. CCV will make space available in each Center where faculty can prepare for classes and meet privately with students.
- B. Upon request by a faculty member, academic centers shall remain open for up to thirty (30) minutes after the end of the last class to enable faculty to meet with students.

- C. Unless otherwise needed by the College, the available space referred to A. above shall be made available when the Center is open between semesters or sessions for a faculty member provided they have received a commitment by the college to teach in the subsequent semester.
- D. The College agrees that office space for faculty will be considered when planning new academic centers or in renovating or expanding existing academic centers.
- E. Before the semester begins the College shall ensure that all facilities and technology, whether equipment, LMS, software subscriptions, or other materials used for instructional purposes will be in working order. If the faculty member is unable to resolve the issue immediately with help, it is the responsibility of the faculty member to submit a helpdesk ticket and simultaneously notify their supervisor about issues they are having with facilities or technology. If the issue persists, they shall notify the Dean of Administration. It is the responsibility of the College to provide resolution to problems with same in a timely manner. If the matter is not resolved, the faculty member may file a grievance at Step 2 and the decision will be final.

ARTICLE 27

FACULTY GOVERNANCE

- A. The Union, as elected bargaining agent, retains the exclusive right to negotiate and reach agreement on all matters pertaining to wages, benefits, and terms and conditions of employment. Without waiving this right, the Union recognizes the desirability of democratic faculty governance in areas of academic concern. Such faculty governance shall be implemented through, but not limited to, faculty participation within the Academic Council, the governance body established to: assess the quality and effectiveness of all academic programs; to approve new academic programs brought by its curriculum committees; to oversee the degree-granting process; to review and recommend academic policies to the President for approval; and to ensure that CCV provides the best teaching and learning experience to students.
- B. Recognizing the final determining authority of the President, matters of academic concern shall be initiated by the Academic Council or by the President or Academic Dean through the Academic Council, which shall consider the matter and respond within a reasonable time.
- C. Membership
 - 1. The Academic Dean chairs the Academic Council.
 - 2. Membership of the Academic Council shall consist of the Dean of Students, the Dean of Academic Technology, two associate academic deans, staff and faculty co-chairs of each of the Council's curriculum committees, one academic center Executive Director, a faculty representative on the Council's policy committee, a library staff representative, an information technology staff representative, and a student representative who shall be appointed for a term of one year. CCV has the discretion

to select a different mix of administrators to serve on Academic Council provided that the total number of non-faculty members does not exceed fourteen.

3. The curriculum committees develop, evaluate, and assess programs to ensure their accessibility and quality. The Union will organize elections for the positions of co-chair and members of the curriculum committees, as well as the faculty representative to sit on the policy committee of Academic Council, when more than one faculty member is interested in the position. If a position is not contested, the Union will select faculty to serve as co-chairs and members of each of the curriculum committees and to sit on the policy committee of Academic Council. Staff co-chairs of the curriculum committees will be chosen by center Executive Directors, in consultation with the Academic Dean.
4. The membership of each curriculum committee shall include up to six (6) faculty members selected by the Union and up to five (5) staff members selected by Executive Directors, in consultation with the Academic Dean. The term of Academic Council and curriculum committee members is for two (2) years. All selections of Academic Council and curriculum committee members are subject to the President's approval. Such approval shall not be withheld arbitrarily or capriciously. In the event a faculty member is not approved by the President, the Union retains the right to fill the vacancy.
5. The Union will submit a list of the faculty elected/selected to serve as co-chairs and members of the curriculum committee, as well as the faculty representative on the policy committee, to the Academic Dean no later than July 1. In the event that the Union fails to submit sufficient faculty members to serve as co-chairs or committee members by July 1, the President will appoint faculty members to fill any such vacant positions.
6. If a vacancy occurs in any Academic Council staff position prior to or on December 31, the President will appoint a replacement for the remainder of the academic year. If a staff vacancy occurs after December 31, the position will remain open until new appointments are made for the subsequent academic year.
7. If a vacancy occurs in an Academic Council faculty co-chair, the faculty representative on the Council's policy committee or curriculum positions prior to or on December 31, the Union shall select a replacement to serve for the remainder of the academic year. If a faculty vacancy occurs after December 31, the position will remain open until new appointments are made for the subsequent academic year.
8. The Academic Council will create working groups as needed in order to fulfill its responsibilities. At least one faculty member of the Academic Council will be invited to join each Council working group.

ARTICLE 28
SEPARABILITY

In the event any provision of this Agreement in whole or in part is declared to be illegal, void or invalid by any Court having jurisdiction over the matter at issue or any administrative agency having such jurisdiction, all of the other terms, conditions, and provisions of this Agreement shall remain in full force and effect to the same extent as if that provision had never been incorporated in this Agreement and in such event, the remainder of this Agreement shall continue to be binding upon such parties hereto. Any provision which is so declared illegal, void, or invalid shall be renegotiated upon ten (10) days notice by either party, provided such renegotiation is not prohibited by law. If the grievance and arbitration provisions established by Vermont law which are in existence upon the effective date of this Agreement are modified or voided by action of the State Legislature or any state administrative agency, then such grievance and arbitration provisions shall be renegotiated.

ARTICLE 29
NO STRIKE OR LOCKOUT

- A. The Union, on behalf of its officers, agents, and members, agrees that so long as this Agreement or any written extension hereof is in effect, it shall neither conduct nor support any strike, slow-down, refusal to cross any picket line, sit-down, or organizational primary picketing.
- B. CCV and the Vermont State Colleges agree that there shall be no lock-out during the term of this Agreement.

ARTICLE 30
EFFECT OF AGREEMENT

- A. This instrument constitutes the entire Agreement of the Vermont State Colleges and the Union, arrived at as a result of collective bargaining negotiations, except such amendments hereto as shall have been reduced in writing and signed by the parties.
- B. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands with respect to any subject or matter not excluded by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and the opportunity are set forth in this Agreement. Therefore, the Vermont State Colleges and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement except as provided in Article 28, Separability, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed the Agreement.

ARTICLE 31
DURATION AND RENEWAL

This Agreement shall continue in full force and effect until midnight, **August 31, 2029**, and shall automatically renew each year unless either party notifies the other, in writing, of its desire to negotiate one or more articles by April 30 of the year in which the contract is due to expire. Once such notice has been given, this Agreement shall continue in force until agreement on a successor contract has been reached and ratified by the parties.

In witness thereof, the Community College of Vermont and the Vermont State Colleges have caused this instrument to be executed by its duly authorized representative(s) and the Union has caused this instrument to be executed by its duly authorized representative(s), as signified below:

COMMUNITY COLLEGE OF VERMONT

BY: Joyce Judy DATE: 11/11/2025
Joyce Judy, President
Community College of Vermont

VERMONT STATE COLLEGES

BY: Elizabeth Mauch DATE: 11/11/2025
Elizabeth Mauch, Chancellor
Vermont State Colleges

BY: Eileen "Lynn" Dickinson DATE: 11/11/2025
Eileen "Lynn" Dickinson, Chair
Board of Trustees

CCV UNITED FACULTY, VSCFF 3180, AFT VERMONT, AFL-CIO

BY: VJ Welter DATE: 11/11/2025
Valerie Welter
Lead Negotiator

Appendix A

Best Practices and Expectations for Quality Online Learning

Part B. Best Practices and Expectations for High-Quality Online Instruction

This document is based on the New England Commission of Higher Education (NECHE), Commission on Institutions of Higher Education Guidelines for the Evaluation of Distance Education, Quality Matters (QM) Program Standards, Maine Community College and CCV's Center for Online Learning Standards.

Course Introductions, Expectations, and Objectives. Before the start of the semester, the faculty will...

- ☐ Clearly explain the structure of the course and how students should get started;
- ☐ Clearly explain communication expectations for forums, email, and assignments;
- ☐ Describe plans for feedback to students and response time (normally 48 hours or less);
- ☐ Provide an introduction and contact information;
- ☐ Ask students to introduce themselves to the class in the first week to build community online;
- ☐ Provide a course description and syllabus that explains all course policies and how students will meet course learning objectives;
- ☐ Build a gradebook within Canvas that aligns with the assessment methods on the course description;
- ☐ Clearly explain the course grading policy, including information about grades for work submitted late.

Course Design and Delivery. The design of CCV online classrooms is clear, consistent, and up to date. The online classroom...

- ☐ Demonstrates proficiency with the technologies used, including effective use of Canvas tools for facilitating course activities, sharing information, engaging students with learning, and linking to available CCV resources;
- ☐ Is free of typographical errors, dead web links, and outdated, inaccurate, and duplicated information;
- ☐ Presents access to course evaluations and other mechanisms to encourage student feedback that can be used for course improvements;
- ☐ Supports logical, consistent, and efficient navigation throughout the course;
- ☐ Ensures course activities and design comply with all design standards detailed on the Course Design Rubric.

Faculty Presence and Communication. Instructors model, foster, and mediate professional communication. A good online instructor is a present instructor who...

- ☐ Routinely engages in asynchronous online class meetings, discussions, and labs for a series of clearly delineated class meetings throughout the entire semester;
- ☐ Ensures that, for every hour spent in online course activities (e.g., discussion forums, chat sessions, group work, etc.), students are required to spend a minimum of 2 hours per week on reading, writing, research, and other independent work (most classes are 3 credit hours, meaning students will spend 3 hours in class and at least 6 hours on homework each week);
- ☐ ***Logs into the course regularly and posts in the discussion forum daily or at least 3 times a week in order to respond to student inquiries and promote student learning by responding to each student each week;***
- ☐ ***Maintains a substantive presence by directing the discussion and feedback towards the learning objectives, not simply commending good student work;***
- ☐ Manages course participation by modeling expected behavior in all course communications;
- ☐ Reminds and encourages students to participate in midterm/final course evaluations.

Course Resources. Online courses should prioritize resources that are current and easily accessible from multiple platforms. While maintaining rigor and course objectives, faculty can incorporate resources that...

- ☐ Align with current curriculum and textbook editions;
- ☐ Incorporate Open Educational Resources (OER) when possible and appropriate;
- ☐ Meet all accessibility and ADA Standards as described on the Course Design Rubric;
- ☐ Encourage students to use campus and online support services such as tutoring, advising, career and library resources as provided through the Academic Support Guide included in every Canvas course;
- ☐ Highlight and use college library resources such as databases, journal articles, and e-books when appropriate;
- ☐ Provides materials that are current, properly cited, and representative of multiple perspectives on course topics;
- ☐ Presents an array of resources and assignments that accommodate various student learning styles.

Learner Evaluation and Assessment. Prompt, regular evaluation and feedback facilitate learning and communicate to students that their academic work is important. The online classroom...

- ☐ Includes learning assessment that aligns with course learning objectives and is supported by course activities and resources;
- ☐ Details specific criteria used to evaluate student work and participation;
- ☐ Displays grades and additional feedback in the gradebook within one week for any student work that factors into the final course grade;
- ☐ Presents diverse activities that provide opportunities for engagement and active student learning;
- ☐ Provides mid-semester and final evaluations of students that are completed by the deadlines.

Appendix B

VSCS Guidelines for External Teaching/Learning Resources

Guidelines for Use of External Teaching/Learning Resources



The rapidly expanding availability of web-based and other technology resources with educational applications offers opportunities for faculty to enhance student engagement and learning. Instructors may find an external resource that meets a teaching need not met by technology maintained and supported by the VSC. Faculty and staff should get approval for the use of external technology resources from IT staff as well as the Cybersecurity Team before deploying them in a course.

External Resources

Most external technology resources require students to create separate accounts, with separate logins. Apart from the inconvenience of separate logins for students and faculty, college IT staff can't access those accounts for support or troubleshooting, and they can't provide instructions for use of unfamiliar programs. External technology resources may also present security risks and FERPA / GDPR violations if they store sensitive data, such as grades.

Faculty who use external technology resources must take responsibility for training students in the use of those resources and for ensuring that sensitive data does not reside on non-VSCS systems or that an appropriate contract is in place with the vendor if sensitive data will be stored on a non-VSCS system. Increasingly, the VSC is incorporating external platforms into existing systems (an "LTI integration") while maintaining data security and the convenience of single sign-on. TurnItIn plagiarism detection, Office 365 OneDrive, Respondus Lock-Down Browser, and Badgr are examples of these LTI integrations.

The Americans with Disabilities Act (ADA) establishes requirements for the accessibility of VSC resources. All LTI integrations must be assessed for accessibility prior to adoption to ensure that they are ADA compliant.

Canvas LTI Integration Request

There are resource, usability, accessibility, and security considerations when implementing a new LTI integration (a direct connection between an external resource and Canvas). This process was created to ensure proper vetting of these integration requests. Faculty interested in making a request should first consult the VSCS Guidelines for Use of External Teaching/Learning Resources.

To request a new LTI integration, please enter a ServiceDesk ticket with the category of Canvas and the subcategory of LTI Integration. Please include details about what the resource and this integration is supposed to do, the additional functionality it will provide, and the scope of applicability of the integration (is it a resource integration desired for use across multiple curriculum areas or course sections, for example?).

The VSC Chief Academic Officer will consider the priority of the request based on the stated use case and consultation with the faculty requestor and/or relevant academic departments and deans, who will determine whether the product is ADA compliant. The request will then be passed to the VSC Cybersecurity Team to evaluate the vendor and the security of our data. If there are current contractual agreements or additional security details about the vendor in question, please provide them with the request. Finally, the VSCS Canvas Admin Team (CATs) will evaluate the product and its integration for any potential usability impact on the VSCS's configuration of Canvas. The requester will be notified of the final decision.

Managing Sensitive Data

The Vermont State Colleges have a number of operational data security policies which define “secure” and address information sensitivity, security practices, and data access security. The complete text of these policies can be found at: <https://www.vsc.edu/board-of-trustees/policies-procedures/>. All employees are responsible for adhering to these policies.

From a teaching and learning perspective there are often questions about how these policies apply to Canvas, various file portability products (the VSCS-supported Office 365 OneDrive as well as Google Drive, Dropbox, etc.), blogging tools like WordPress, and communications related to student progress and advising. Key considerations include FERPA and GDPR and the volume of data that needs to be transmitted or stored.

Data storage

Data is classified as either Private or Protected according to the VSCS Information Sensitivity Policy 627-1 (found at: <https://www.vsc.edu/wp-content/uploads/2018/12/627-1-VSCS-Information-Sensitivity-Policy.pdf>). Public information may be stored on any VSCS device or VSCS drive including personal and shared drives. Private information should only be stored on a VSCS desktop computer, VSCS encrypted device, VSCS personal drive, or on VSCS Microsoft OneDrive. VSCS data should not be stored on removable media or any non-VSCS device, nor should it be saved or uploaded to any non-VSCS entity, system, or vendor without a specific contract in place signed by both parties ensuring the confidentiality, integrity, and availability of VSCS data as well as compliance with FERPA, GDPR, and State of Vermont privacy laws and requirements.

Communications about a student with a third party, vendor, or contractor

To ensure compliance with FERPA and to maintain student confidentiality, the guidelines below must be followed:

- When discussing any private information via email, recipients of the communication should be limited to those with a need to know.

- Private information about any student can be sent via email or discreetly shared via phone, however, email communications must adhere to the VSCS Secure Email Transmission Policy 617-1 and the VSCS Secure Email Transmission Procedure 617-1a found at: <https://www.vsc.edu/wp-content/uploads/2019/01/617-1-VSCS-Secure-Email-Transmissions-Policy.pdf> and <https://www.vsc.edu/wp-content/uploads/2019/01/617-1a-VSCS-Secure-Email-Transmissions-Procedure.pdf>, and there must be a contractual agreement in place signed by both parties that ensure the confidentiality, integrity, and availability of VSCS data and that the third party will adhere to all FERPA, GDPR, and Vermont State privacy laws and requirements in regards to VSCS data.

Appendix C
Faculty Observation and Evaluation Forms
Course Design Rubric

Forms for Faculty Evaluations

This is the content from the electronic forms in FIS or Web Applications and Tools.

Class Observation Form

*Submitted electronically by observing coordinator and reviewed by faculty member.
Observing coordinator and faculty member sign off on final version using electronic signatures.*

1. Good instructors foster a respectful classroom environment. In this course, the instructor:

	Observed	Not Observed	Needs Improvement	Comments
Treats students in a positive and respectful manner				
Makes good use of class time				
Responds to students' needs and provides helpful feedback on their academic progress				
Appears to be fair and approachable to all students				
Appears to be reasonably available to students				
Sets and upholds standards for classroom behavior that supports learning for all				

2. Good instructors are motivated and, in turn, motivate others. In this course, the instructor:

	Observed	Not Observed	Needs Improvement	Comments
Sets challenging goals for students				
Demonstrates enthusiasm for learning				
Demonstrates enthusiasm for the subject he/she is teaching				
Helps students to become effective learners				

3. Good instructors create a classroom environment that is dynamic and connected. In this course, the instructor:

	Observed	Not Observed	Needs Improvement	Comments
Provides opportunities for hands-on learning				
Provides opportunities for students to reflect on their learning in a meaningful way				
Makes connections between classroom content and the world at large with an eye to respect for diversity				
Uses technology appropriately to enhance learning				

4. Good instructors share their knowledge with students in a contextual, organized and relevant manner. In this course, the instructor:

	Observed	Not Observed	Needs Improvement	Comments
Demonstrates strong knowledge of the subject				
Presents activities for different types of learners				
Appears to be well-prepared and organized				
Clearly articulates his/her expectations				
Makes good use of materials or textbooks				

5. Good instructors encourage collaboration and dialogue. In this course, the instructor:

	Observed	Not Observed	Needs Improvement	Comments
Promotes student-to-student dialogue through the use of small groups				
Generates effective discussions and questions				
Encourages students to share their knowledge and skills with each other				

6. Good instructors provide opportunities for active learning. In this course, the instructor:

	Observed	Not Observed	Needs Improvement	Comments
Creates opportunities for students to actively apply their knowledge and skills				
Develops assignments that promote critical thinking and research				
Develops activities that encourage students to problem-solve and take risks in their learning				

7. Good instructors help students to develop as learners. In this course, the instructor:

	Observed	Not Observed	Needs Improvement	Comments
Creates an environment of safety and trust in the classroom				
Provides opportunities for students to examine their thoughts, values, and assumptions				
Develops activities that are challenging but not frustrating to students				

8. Good instructors provide ongoing assessment to learners. In this course, the instructor:

	Observed	Not Observed	Needs Improvement	Comments
Assesses students in a way that helps them grow as learners				
Connects tests, assignments and other material to the content and objectives of the course				
Demonstrates the process of giving and receiving appropriate feedback				

9. Additional comments regarding the observation (e.g. group dynamics, classroom management, instructor problem-solving, etc.):

Faculty Evaluation Form

*Submitted electronically by supervising coordinator and reviewed by faculty member.
Supervising coordinator and faculty member sign off on final version using electronic signatures.*

Section 1: Teaching and Learning Environment

	Comments
Classroom Observation: Demonstrates practices that support student development and success as individual learners and as a community of learners, as described in the Principles of Good Teaching & Learning.	
Evaluation feedback from students: Addresses feedback from any classroom assessment techniques (CAT) administered during observation by the evaluating coordinator or post-observation feedback gathered directly from students via phone, surveys, and/or course evaluation summaries.	
Overall Teaching and Learning: Areas of particular strength or concern based on the Principles of Good Teaching and Learning and the expectations outlined in the Faculty Evaluations article of the CCV Faculty Agreement.	

Principles of Good Teaching and Learning

- Good instructors foster a respectful classroom environment (e.g., treat students with respect and fairness, make good use of class time, respond to students in a timely manner and provide helpful feedback, uphold standards for classroom behavior that support learning for everyone).
- Good instructors are motivated and, in turn, motivate others (e.g., set challenging goals for students, demonstrate enthusiasm for learning and for the subject they are teaching, help students become effective learners).
- Good instructors create a classroom environment that is dynamic and connected (e.g., provide opportunities for hands-on learning, provide opportunities for reflection, make meaningful connections, and use technology to enhance learning).
- Good instructors share their knowledge with students in a contextual, organized and relevant manner (e.g., demonstrate strong content knowledge, structure activities for different types of learners, are well prepared and organized, make good use of texts and materials, and clearly articulate expectations).
- Good instructors encourage collaboration and dialogue (e.g., promote student to student dialogue, generate effective discussions, encourage students to share knowledge and skills with each other).
- Good instructors provide opportunities for active learning (e.g., create opportunities for students to apply their knowledge and skills, develop assignments that promote critical thinking and research, construct activities that support problem-solving).
- Good instructors help students to develop as learners (e.g., create an environment of safety and trust, provide opportunities for students to examine their assumptions and values, develop activities that are challenging but not frustrating).
- Good instructors provide ongoing assessment to learners (e.g., assess students in a way that helps them grow as learners, connect tests and other assessments to the objectives of the course, demonstrate the process of giving and receiving appropriate feedback, effectively use the learning management system and other College technologies to support student learning).

Section 2: Professionalism in the Academic Environment

	Comments
Areas of particular strength or concern based on CCV's expectations for professionalism and the expectations outlined in the Workload article of the CCV Faculty Agreement	

- CCV faculty meet contractual obligations in timely manner (e.g., meet deadlines for submitting textbook order and completing course description/syllabus, online gradebook, training modules, teaching contract, grades, and evaluations).
- CCV faculty prepare for and attend scheduled course meetings (e.g., start classes on time and in a prepared manner, and maintain an appropriate presence in the classroom).
- CCV faculty provide meaningful feedback to students (e.g., respond to course assignments and exams and inquiries in a timely manner).
- CCV faculty participate in professional development (which may include CCV or non-CCV trainings or workshops, job-related activities to enhance classroom currency, professional associations or memberships, steps to maintain licensure or certification, etc.).

Section 3: Opportunities for Continuous Improvement

Comments:

Section 4: Overall Evaluation

___Meets Expectations

___Currently not meeting expectations

Appendix C (see accompanying guidance at Appendix A)

This document is based on the New England Commission of Higher Education (NECHE), Commission on Institutions of Higher Education Guidelines for the Evaluation of Distance Education, Quality Matters (QM) Program Standards, Maine Community College and CCV's Center for Online Learning Standards, the California Community Colleges Online Education Initiative Course Design Rubric, and the Canvas Course Evaluation Checklist v2.0.

CCV Course Design Rubric and Online Best Practices

Part I. Course Design Rubric

Rubric Item	Aligned	Not Aligned	Comments
Course Structure			
LMS Homepage	<input type="checkbox"/> Home page is uncluttered and welcoming, contains faculty contact information, and clearly directs students to a single starting point. Students are anchored and oriented throughout the semester.	<input type="checkbox"/>	
Faculty Contact Information	<input type="checkbox"/> Faculty contact information is clearly posted and includes guidance regarding desired boundaries and expectations for response times.	<input type="checkbox"/>	
Faculty Policies	<input type="checkbox"/> Policies regarding attendance, late work, etc. are clear, easy to locate, and consistent with the course syllabus published.	<input type="checkbox"/>	
Evaluation Criteria	<input type="checkbox"/> Criteria for determining final grade is clearly articulated, including weights for all assignments and activities.	<input type="checkbox"/>	
Gradebook Set-Up	<input type="checkbox"/> Gradebook includes all items contributing to the final grade in the course and aligns with grading scheme in CCV Evaluation System Policy .	<input type="checkbox"/>	
Feedback and Grading Expectations	<input type="checkbox"/> Expectations for timely and regular feedback and grading from faculty are clearly stated. Faculty clearly state where and how feedback will be provided to students.	<input type="checkbox"/>	
Faculty Profile and Welcome	<input type="checkbox"/> Course contains a welcome message from faculty with background information that engages students.	<input type="checkbox"/>	
Participation Expectations	<input type="checkbox"/> Expectations for participation are clearly articulated regardless of course format.	<input type="checkbox"/>	
Course Navigation	<input type="checkbox"/> Course navigation menu contains only those items required for the course and links to support resources. Unused tools are hidden from student view to decrease possible confusion.	<input type="checkbox"/>	
Course Organization	<input type="checkbox"/> Course organized into meaningful modules (e.g., weeks, topics, units). Each contains overview and learning objectives. Organization is logical, consistent, and predictable throughout course.	<input type="checkbox"/>	
Course Content			
Community Building	<input type="checkbox"/> Students are encouraged to populate their LMS profile including profile picture or image. Students are provided with opportunities to have community-oriented interactions with other students and faculty, including the use of an introductory discussion and/or activity.	<input type="checkbox"/>	

Course Learning Objectives	☐	Course essential learning objectives are clearly stated and directly tied to each unit of instruction, learning resources, and assessment activities. When individual module or unit learning objectives are used, alignment with course essential objectives is made explicit.	☐	
Teaching Materials and Resources	☐	Teaching materials and resources are provided throughout the course that engage multiple learning styles. Multimedia resources are provided, as appropriate.	☐	

Active Learning	☐	Active learning opportunities are encouraged and lead to the development of higher-order thinking and problem-solving skills, such as critical reflection and analysis. Examples of activities that provide the opportunity to apply learning include experiential learning, case studies, and problem-based activities.	☐	
Peer Learning Opportunities	☐	Course is designed to promote peer learning through discussion, participation, small group work etc. Student interaction methods are designed to include students from diverse cultures with varying communication preferences.	☐	
Diversity, Equity, Inclusion, and Bias	☐	Course materials and assignments include multiple, diverse voices. Critical examination of bias is encouraged.	☐	
Content Current	☐	Course content is updated regularly to reflect current thinking in the field. Correct assignment dates and all links are working correctly.	☐	
Spelling/Grammar/Plain Language/Citations	☐	Text portions of the course are free of spelling and grammatical errors. Appropriate citations are used throughout. Plain language is used for clear and direct communication.	☐	
Originality	☐	Course contains an appropriate balance between third-party resources, such as textbooks or instructional supplements, and original contributions by faculty.	☐	
Copyright	☐	Use of course materials consistent with fair-use laws.	☐	

Assessment

Assessment Activities	☐	Assessment activities are authentic demonstrations of student learning and are clearly aligned with course learning objectives.	☐	
Assessment Variety and Frequency	☐	A variety of assessment strategies are used, both formative and summative, allowing for diverse and frequent demonstrations of learning. Low-stakes assessments occur frequently throughout the semester to assess knowledge and skills before high-stakes assessments.	☐	
Instructions	☐	Assessment instructions and expectations are clearly outlined, including time limits, submission requirements, any permitted use of resources, and opportunities for retake or resubmission.	☐	
Rubrics	☐	Rubrics are used to assess student participation and work and are provided to students in advance, as appropriate.	☐	
Course Assessment	☐	Faculty provides several opportunities for student assessment of course and feedback during the semester. Faculty reminds and encourages students to participate in final course evaluations.	☐	
Student Self-Assessment	☐	Students have the opportunity for self-assessment.	☐	

Accessibility & Usability

Text Formatting	☐	Text is formatted with descriptive titles and headings to improve readability and navigation. Section headers are formatted as headers. Text uses a web-accessible font (e.g., Verdana, Arial, or Calibri) with a standard size of at least 12 pt. High contrast text or background is used.	☐	
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Usability	☐	LMS presentation is uncluttered allowing for students to easily locate information. There is sufficient use of contrast between text and background allowing for content to be easily viewed on individual pages.	☐	
Text Content	☐	Text is readable by assistive technology, including all documents and document formats, such as PDFs, and any text used as part of an image or visual element. Text is used instead of images of text	☐	

		(e.g. screenshots) to convey information.		
Hyperlink Text	☐	Hyperlink text is descriptive and is understandable out of context. Includes words or phrases to provide context to screen readers. (e.g., use "Canvas Guide- Hyperlink" rather than "Canvas Guide")	☐	
Multimedia Content	☐	Captions are provided for all live audio content in synchronized media. Closed Captions are provided and always visible for all pre-recorded audio and video content or an equivalent text or audio alternative is provided.	☐	
Color and Effects	☐	Text, graphics, and images are understandable when viewed without color. Course is free of any text effects, such as blinking or flashing.	☐	
Accessibility of Integrated Tools and External Documents	☐	External documents and third-party technologies meet accessibility standards and have been approved through VSCS process.	☐	
Mobile Usability	☐	Course organization and content integrity maintained when viewed on a student mobile device.	☐	

Technology & Tools				
Technology Requirements and Skills	☐	Technology requirements and skills related to the use of websites, software, audio, video, recordings, and hardware are clearly stated and supported with resource information.	☐	
Technology Support	☐	Direct links to technical support and/or troubleshooting tips are provided wherever they may be needed throughout the course. Students are provided with clear directions for seeking technological assistance including the appropriate help service depending on need. For example, students are directed to publisher technical assistance for help with publisher produced resources.	☐	
Expectations Regarding Use	☐	Clear expectations are provided regarding the use of technology, including video recordings (privacy, virtual etiquette, etc.)	☐	
Policy Compliance	☐	Required technology and tools are in compliance with VSCS and CCV policy, including policy restrictions and considerations around recordings.	☐	
Integrated Tools	☐	E-learning tools, applications, and other third-party technologies are fully integrated into the LMS for a seamless student experience including synching assessments to gradebook and single sign-on/account creation and data sharing.	☐	