

Section 6. Evaluation Forms

There shall be standard evaluation forms.

**ARTICLE XII
PROMOTION**

Section 1. Definition

Promotion recognizes quality of performance by means of an increase in compensation, as provided herein. Within the current delegation of authority, all promotion-eligible candidates shall be promoted if the President determines that they meet the standards for promotion in this Agreement.

Section 2. Standard for Promotion

The standard for promotion shall be the individual's quality of performance of professional responsibilities as provided in Article X, Section 1 of this Agreement and the individual's job description. Consideration shall be given to all evaluative material in the applicant's file generated since the applicant's previous promotion or original appointment to the college, whichever is more recent.

In the case of teaching faculty, for promotion to all ranks the major area of emphasis shall be growth and demonstrated competence in teaching and related responsibilities; for promotion to professor or associate professor, additional consideration shall be given to demonstrated growth and effectiveness in community service, contribution to the college, and professional development and, additionally, for promotion to professor, effective academic leadership. In the case of promotion to professor or associate professor, it is recognized that a teaching faculty member may not be outstanding in all of the additional areas.

In the case of administrators, counselors and librarians, the major areas of emphasis shall be growth and demonstrated competence in performance of professional responsibilities as set forth in Article X, Section 4 and in the job description.

Section 3. Eligibility

Teaching faculty members who meet applicable minimum qualification for a higher rank as established by the employer, attached hereto as Schedule B for informational purposes only (or who have an appropriate equivalency in accordance with Board policy, provided that the determination of appropriateness shall be subject to the grievance process only), and administrators, counselors, and librarians who have served, as of the date of publication of the eligibility list, at least three (3) years in their present rank or classification at their college and who have not been promoted during that three-year period are eligible for consideration for promotion.

Half-year service shall be rounded up to a full year. For teaching faculty, “half-year” service is service beginning no later than the first day of the Spring semester. For ACL’s, “half-year” is service beginning after October 1st but before the first day of the Spring semester. Increases that result from rounding up the half-year shall be effective with the last full pay period of January. Prior service on full-time special appointments, which the employer determines is similar, shall be credited.

The Board may waive the time-in-rank or classification requirement in the case of unit members who have rendered exceptional service which merits recognition. Fulfillment of the minimal formal requirements for promotion to a higher rank or classification creates no right to promotion, which remains within the discretion of the President.

Section 4. Salary

Upon promotion, a unit member’s annual salary shall be increased by an amount as provided below in addition to the negotiated general wage increase and increment for the contract year in which the promotion becomes effective:

(a) For Community College professionals, salaries between the minimum and the top step, the increase shall be one step, but not beyond the top step.

(b) For teaching faculty salaries between the minimum and the top step for the new rank, the increase shall be at least one step at the new rank or to the minimum for the new rank, whichever is greater, but not beyond the top step.

Section 5 Procedures for Promotion

The following procedures shall govern consideration for promotion at the college level. The President or his designee is responsible for insuring that the procedures are followed.

(1) The President shall annually, by October 1, publish a list of those persons within the college who are eligible for promotion consideration as provided in Section 2 of this Article.

(2) Candidates for promotion must, by January 5, submit an application for promotion to the President on a form prescribed by the employer.

(3) At each college there shall be one Promotion Committee. At the merged campuses, that committee shall be made up of three sub-committees, one consisting of Congress bargaining unit members, one consisting of Federation¹ bargaining unit members and a third consisting of AFSCME² bargaining unit members. These committees shall be chosen in accordance with each union’s current contract

¹ Federation of Technical College Teachers, AFT, Local 1942, AFL-CIO.

² American Federation of State, County and Municipal Employees, Local 2480, Council 4.

d. In the event that a unit member is not recommended for promotion, the management person shall inform the unit member, in writing, of the areas needing improvement.

The foregoing shall not be deemed to limit the right of the President to consult other management representatives as provided in this paragraph (5). Prior to making her/his decision, the President shall meet and discuss her/his intended decision with the Promotion Committee. Where there are differences between the President and the committee, the committee may forward a statement of the reasons for its position to the Chancellor, with a copy to the President.

The President shall forward her/his decision respecting promotions and a copy of the recommendations of the Promotion Committee to the Board by April 15 or as soon thereafter as the appeals process has been completed, but no later than May 15. The President shall inform the person concerned, in writing, of her/his decision. When the President determines that a candidate has failed to meet the standards for promotion, she/he will provide specific written suggestions for areas of improvement.

Section 6. Funding

It is anticipated that the cost of promotions shall be paid out of funds provided for such purpose in the collective bargaining agreement. Should such funds prove insufficient, the parties shall bargain over the appropriate response; however, such bargaining shall not result in additional costs to the collective bargaining agreement. The promotion process shall continue unaffected; however, no promotion shall be made until the funding issue is resolved.

Section 7. Merit Recognition

Nothing in this Article shall prevent the Board from providing merit recognition to unit members in the form of lump-sum payments. (See side letter Re: Merit Pay.)

**ARTICLE XIII
TERMINATION OR REASSIGNMENT FOR SPECIAL REASONS³**

Section 1. Definitions

A. Termination of employment or reassignment to a lower-paid position for special reasons is a decision by the employer to terminate or reassign a member of the bargaining unit for economic or programmatic reasons.

B. Economic reasons relate to financial exigency and shall include, but are not limited to, the reduction or termination of funds provided pursuant to a federal, State or private grant, or pursuant to the Comprehensive Employment and

³ See Memorandum of Agreement re: Wage Concessions at page 123.