
AGREEMENT

between the

SOUTHWEST MICHIGAN EDUCATION ASSOCIATION

ARTICLE II
Board of Trustees Relationship Board Rights and Deductions

- A. The Board shall make available to the Senate, upon its reasonable request, and within three (3) weeks thereafter, such non confidential statistics and financial information, related to Glen Oaks Community College and in possession of the Board, as necessary for negotiation of collective bargaining agreements.

It is understood that this shall not be construed to require the Board to compile information and statistics in the form requested that are not already compiled in that form unless mutually agreeable. The Senate may be asked by the Board to reimburse the expense incurred if the compilation or production of these materials requires an inordinate amount of personnel time or expense.

- B. The faculty Senate, upon request, shall be furnished with an electronic copy of the Agenda of each public meeting of the Board with all the normal non confidential attachments at the same time it is distributed to the Board members.
- C. The faculty Senate, upon request, shall be furnished with an electronic copy of the approved minutes of each public meeting of the Board at the same time regular distribution is made.
- D. Items requested by any professor(s)/instructor(s) represented by the Faculty Senate will be entitled to appear before the Board. Said professors/instructors may discuss, if they so choose, the agenda items with the Board. In particular, the Senate shall be given the opportunity to advise the Board with respect to any major revision of educational policy and construction programs, when pertinent to the quality of instruction, prior to their adoption and/or general publication. Acceptance for discussion of items requested by professors/instructors and appearance before the Board will be in accordance with the following procedures:
1. Prior to the item's adoption on the Board agenda, the professor(s)/instructor(s) will discuss the issue with the appropriate administrator(s).
 2. The professor(s)/instructor(s) will document in writing summaries of discussions with appropriate administrator(s) which show the College President concerted effort has been made to resolve differences before the item is accepted for the Board agenda. Once the College President receives documentation, items presented by the professor(s)/instructor(s) shall be accepted for the Board agenda provided that notification is submitted to the College President by noon on Wednesday the week preceding a regularly scheduled meeting.
 3. It is understood that items requested by the professor(s)/instructor(s) and ensuing discussion with the Board in no way obligates the Board, or abridges its rights, in final decisions affecting revisions of educational policy and/or construction programs. The role of the Senate is limited to advisement. However, it is understood the failure to grant the professor(s)/instructor(s) hearing for presentment of considered opinion in these matters is a violation of this Agreement, recourse for which is described by and limited to the Grievance Procedure (Article XI).

4. Appearance before the Board by professor(s)/instructor(s) represented by the Faculty Senate is not to be construed as representation of recommendations on educational policy and/or construction of programs determined jointly by the several agents constituting the College Forum.

Likewise, procedures outlined in this section of the Agreement (except as qualified in Article II, Section D3) preclude appearance before the Board on items of wages, hours, or working conditions inasmuch as such items appear before the Board only in conjunction with the provisions and procedures outlined in Article XI.

- E. The Senate will be permitted to make use of school facilities and equipment at reasonable times, when such equipment is not otherwise in use. Equipment shall not be removed from the premises without agreement of the administrator responsible for such equipment.
- F. The Faculty bulletin boards and other media of teacher communication for official college business may be used by the Faculty Senate, provided that all Senate materials are clearly identified as such and the Senate assumes all responsibility for such materials.
- G. The Board of Trustees of the College on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, all rights, power, authorities, duties, and responsibilities conferred upon Michigan and the statutes and the Constitution of the United States of America.

load after the Fall semester, such that the faculty member has less than 15 contact hours of base load for the year, the overload from the Fall semester shall be retroactively credited as base load, and any overpayment from the Fall semester shall be offset during the subsequent semester or otherwise to the extent permitted by law.

Faculty may also elect to defer additional Fall overload hours beyond the first two hours of deferred Fall overload, for example, if the faculty member's Winter semester is anticipated to have under 15 contact hours available for base load.

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- v. participation in the improvement and development of academic programs and resources, including recruitment;
- c. college recognized community service, provided that such service is not compensated by an outside funding source, such as:
 - i. volunteer work;
 - ii. advisory board membership
 - iii. participation in nonprofit enterprises;
- d. professional development activities, which include:
 - i. related graduate study;
 - ii. related inservice training;
 - iii. research and other College recognized contributions to a faculty member's area of competence;
 - iv. participation in College recognized professional associations, including teachers' organizations.

B. Instructional Workload

1. The standard faculty instructional workload shall be thirty (30) hours over the academic year beginning in the Fall Semester of each year. With no more than three (3) preparations per semester and no more than five (5) preparations per year for "load" and as many additional preparations for overload as determined necessary by the college. For the purpose of this article, a preparation will consist of each independent, stand-alone, non-duplicated course offering and all its pertinent parts (laboratory, clinical, etc.)
2. If the situation arises where course cancellations bring an instructor/professor below 30 credits, other duties can be assigned in order to maintain full time employment load. Such duties will be preferably of a teaching nature but could include instructional duties
3. Giving full-time instructors and professors a full teaching load will be given priority assignments to annual faculty or part-time instructors. Staffing will follow the guidelines presented in Article V.
4. If a faculty member agrees

1. Office Hours: During the academic year, faculty members shall maintain at least five (5) posted office hours per week on at least (2) days of the week. It is understood that

ARTICLE VII
Summer and Extra-Contractual Teaching

A. Extra-contractual teaching duties shall be teaching or duties for which the professor/ instructor shall

2016-2017 academic year. Personal time may be taken by making prior arrangements with the Chief Academic Officer or President, in 2 hour increments, not exceeding 16 hours or 2 consecutive work days at a time without written consent from the CAO or the College President. Additional hours may be allowed at the discretion of the CAO or the College President.

D. Military Leave

The College agrees to comply with all laws related to military service.

E. Sabbatical Leave

All sabbatical leaves shall be limited to purposes that clearly promise reciprocal advantage to the college, as determined by the College President, through the enhancement of personal competence by study, research, writing, travel, or cognate pursuits, or a combination thereof. While the College is not required to grant sabbatical leave, a professor may be allowed up to one year of sabbatical leave. The professor will apply for sabbatical leave to the Professional Development Committee. The Professional Development Committee will review the application and make a recommendation to the College President. Approval will be granted at the discretion of the College President. Said application shall be made no later than January 1 for Fall Semester or July 1 for Winter Semester. The salary of a professor on sabbatical leave for a full academic year (30 hours) shall be computed at 50% of the step and level that the professor would be on if he or she were present at the college. If the professor requests less than a full academic year, the following sabbatical salary schedule will be used:

1. One semester (15 hours) of an academic year will be compensated at 100% of the professor's step and level.
2. Any amount of sabbatical time between one semester and one full academic year shall be compensated proportionally between the 100% for one semester (15 hours) and 50% for a full year (30 hours). To be eligible for sabbatical leave, a professor must have served five years with Glen Oaks Community College. A professor who received a sabbatical leave may be required to return funds advanced in salary and fringes ("compensation") in the event of the occurrence of one of the following: a) The professor fails to complete the agreed upon program, b) The professor leaves the employ of the college on his or her own volition before completing two years of employment after returning from the sabbatical. The professor shall pay the college back based on the following formula: $\text{compensation} \times \frac{30 - (\text{hours taught while on sabbatical})}{30} = \text{amount subject to repayment}$. This repayment amount shall be paid in full at the time of the triggering occurrence, and, with respect to occurrence b) shall be prorated over two years at 25% per semester for the fall and winter semesters. The Faculty Senate agrees that any effort on the part of the college to collect such funds owed above shall not be subject to the grievance procedure. On return from such leave, a professor may receive an adjustment of level in the salary schedule, but not an adjustment in step. After receiving sabbatical leave, a professor will be eligible for another such leave after he/she has completed five additional years of service to the college.

F. Leave Without Pay

Professors/Instructors may be granted leave without pay upon application submitted to and approved by the College President.

G. Holidays

Professors/Instructors will follow the school calendar and other agreements specified in their letter of appointment.

H. Family Leave

The College agrees to comply with the FMLA. All optional aspects of the FMLA shall be at the Employer's discretion consistent with notice requirements under the FMLA. All leaves shall run concurrent with, and not in addition to, leaves provided under FMLA.

I. A professor/instructor who is a president, vice president, secretary, or treasurer of an organization dealing with professional concerns shall be allowed time to attend meetings concomitant with his or her duties of said organizations upon prior request and approval from the Chief Academic Officer without loss of salary.

J. The Glen Oaks Faculty Senate shall be granted four (cumulative) days leave of absence per year, without loss of pay, for the conduct of Senate business. Additional days may be granted with the consent of the Chief Academic Officer

K. Sick Bank

1. A faculty sick day bank has been established with a maximum number of 62 days. When the number of days remaining in the bank falls to 31 days or fewer each fulltime faculty member shall contribute one day to supply the bank. If a faculty member has fewer than five days of sick leave accumulated when it is time to supply the bank that faculty member will be given the option of contributing one of his/her remaining days or contributing one day at the start of the next academic year.
2. A professor/instructor who has exhausted his or her accumulated sick days may draw up to a maximum of thirty (30) days per academic year from the sick bank upon application to the college business office, provided there are sufficient days in the bank.
3. Sick bank days may be used for the same purpose as are personal accumulated sick days according to the provisions of paragraph A of this Article.

L. Jury Duty

A faculty member who is summoned and reports for jury duty or is subpoenaed and reports as a witness in any judicial hearing shall receive a leave of absence and shall be paid at his or her regular salary rate.

ARTICLE IX
Continuity of Employment

A. Probation

1. Newly employed instructors shall be placed on probationary status for four (4) years. If, during or at the end of the first thirty-six (36) calendar months from the date of hire (hereinafter referred to as the "at will" period), performance is unacceptable, as determined by the Chief Academic Officer, the instructor may be terminated.

When minimum requirements established by the college, along with the four (4) year probationary period have been satisfied, the instructor is eligible to apply for continuing contract.15 Td ()TT7002 Tw -ta-2 (r)3 (uc)4 (t)- 6u113 (e)-6 (m)5Tj -ng

without pay; reduction in compensation, or occupational advantage; discharges; or other actions of a disciplinary nature. Any such discipline, including adverse evaluation of bargaining unit member performance, shall be subject to the grievance procedure set forth herein including arbitration. The specific grounds for disciplinary action will be presented in writing to the Faculty Senate member and the Faculty Senate no later than at the time discipline is imposed.

1. Progressive Discipline A program of progressive discipline shall be followed. The following progression of discipline shall be followed prior to the imposition of any other economic discipline on any member of the bargaining unit:
 - a. Oral warning, then
 - b. Written warning, then
 - c. One day suspension without pay, then
 - d. Additional suspension without pay, then
 - e. Discharge.

No suspension shall adversely affect any other rights or benefits under this Agreement. The parties recognize that the severity of an offense may provide just cause for the acceleration of the above progression of discipline up to and including immediate termination of employment.

2. Association RepresentationA Facu
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the material to be placed in the file is not work related or in error, the material will be corrected or expunged from the file, whichever is appropriate.

Materials of a disciplinary nature shall remain in the personnel file but shall only be used for the purposes of progressive discipline for a period of 24 months from the date of the most recent disciplinary action.

F. Probation

1. Newly employed instructors shall be placed on probationary status for four (4) years. If, at the end of the first thirty six (36) month period (hereinafter referred to as the “at will” period), performance is unacceptable, as determined by the Chief Academic Officer, the instructor may be terminated. Notice of any such termination shall be given in compliance with the following deadlines:
 - a. If the instructor is hired at the commencement of an academic year, a minimum of forty-five calendar days prior to layoff.
 - b. If the instructor is hired after the start of an academic year but before March 30th of that year, on or before the first anniversary date of the first day of full-time work; and
 - c. If the instructor is hired after March 30th but before the end of an academic year, minimum of forty-five calendar days prior to layoff.

Ordinarily, the beginning of the probationary period coincides with the beginning of the academic calendar; full-time instructors starting their contractual duties after the beginning date of the academic calendar shall be allowed to apply that calendar year as one full year toward the completion of the required four-year probationary period. However, the probationary status may be extended for any instructor who does not meet the minimum requirements, if applicable, set by a State of Michigan agency, for his or her teaching assignment or is not in possession of an earned Master's Degree at the end of four years. The probationary status of each instructor shall be extended as long as he or she progresses toward full approval, and at a rate approved by the college not to exceed four (4) years. (This provision does not apply to an instructor teaching machine tool, welding or automotive courses, but said instructor will be required to comply with the provisions of Article V.D.6) The minimum standards for advancement to continuing contract will be provided to probationary members by the Chief Academic Officer upon hiring. When minimum requirements set by the college have been satisfied, the instructor shall be advanced to continuing contract if the four-year probationary period has been satisfied. Advancement is subject to review and recommendation by the Peer Review Committee (made up of the Chief Academic Officer, 2 continuing contract faculty selected by the Senate Executive Committee). A tie vote is to be broken by the College President.

B. Program Closures, Revisions and Reductions.

If a program is closed, reduced significantly or a major curriculum revision causes a reduction in the number of faculty members needed to support that portion of the College's curriculum the following procedure will be used:

1. Upon the completion of data analysis that reveals questionable viability of a program, the college will provide notice to the Faculty Senate, and affected faculty members.
2. Upon the determination that a closure/change has been approved by the Board of Trustees all faculty involved will receive immediate notification of the closure/change and its effect on staffing.
3. The faculty members who will be displaced from the closed, revised or reduced program shall be selected from those teaching within the program in the following order:
 - a. Faculty members who are not on continuing contract (i.e. Instructors) shall be laid-off first, provided those remaining have the then-present credentials, qualifications and ability to perform the remaining program(s). The order in which Instructors will be laid-off shall be determined by the Chief Academic Officer based upon the College's educational needs, the relative education of the competing instructors, and the teaching experience of the competing instructors. Such determinations shall not be made on an arbitrary or capricious basis. The Chief Academic Officer will provide his/her rationale in writing to the Faculty Senate.
 - b. If there are no Instructors, then continuing contract faculty members (i.e. Professors) shall be selected in reverse seniority order. The term "seniority" shall be defined as the length of service of a professor commencing with the first day of actual work. If there are two (2) or more professors who have a same first day of actual work, the date of their letter of appointment shall be considered the first date of work for staff reduction purposes. If there are two (2) or more employees who have a same first day of actual work and a same date of letter of appointment, the Chief Academic Officer shall decide the professor which shall be laid off based upon the College's educational needs, the relative education of the competing professors, and the teaching experience of the competing professors. The Chief Academic Officer will provide his rationale in writing to the Faculty Senate.
4. All faculty members who are displaced from the closed/changed area(s) will have the option to either accept a lay-off voluntarily or attempt to schedule a full-time teaching load through a bumping process. The definition of the phrase "full-time teaching load," for use under this section only, shall be teaching any number of courses, contact hours or equated hours which creates a teaching load close enough to 30 hours that teaching any additional course(s) would require an overload situation.

The bumping process shall occur as follows:

The Chief Academic Officer shall convene a meeting of all displaced full-time faculty members and all full-time faculty members with less seniority than the most senior displaced full-time faculty member for the purpose of bumping teaching loads. At

- b. If there are no Instructors then continuing contract faculty members (i.e. Professors) shall be selected in reverse seniority order. The term "seniority" shall be defined as the length of service of a professor commencing with the first day of actual work. If there are two (2) or more professors who have a same first day of actual work, the date of their letter of appointment shall be considered the first date of work for staff reduction purposes. If there are two (2) or more employees who have a same first day of actual work and a same date of letter of appointment, the Chief Academic Officer shall decide the professor which shall be laid off based upon the College's educational needs, the relative education of the competing professors, and the teaching experience of the competing professors. The Chief Academic Officer will provide his rationale in writing to the Faculty Senate.

3. The President of the College will provide written notice of their layoff to the faculty members in accordance with Article IX.

D. Recall Procedure

When circumstances shall be appropriate, each professor/instructor placed on layoff as aforementioned shall be reinstated in inverse order of this placement on layoff provided they have the then-present credentials, qualifications and ability to teach the classes. Such re-employment shall not result in loss of status or credit for previous years of service. No new full-time appointments shall be made within two (2) years while there are available professors/instructors on layoff and who are credentialed and qualified to fill the vacancies unless such professors/instructors shall fail to advise the College President within fifteen business days (15) from date of notification by the College President of positions available.

E. Miscellaneous Provisions Related to Lay-offs, Recalls and Closures

1. All employees who leave the bargaining unit and return to the bargaining unit shall receive credit for the previous seniority which was accumulated within the bargaining unit.
2. Laid-off faculty will be given the opportunity to accept up to 24 contact hours of part-time assignments for which they are credentialed and qualified. It shall be the responsibility of the laid-off faculty member(s) to notify the Chief Academic Officer of their acceptance of any part-

When a vacancy exists, the following provisions will be followed:

1. The administration shall determine if it is appropriate to fill the vacancy or to offer a new position in its place.
 2. If a vacancy occurs the position shall be filled within one year of the occurrence of the vacancy or prior to the start of the next academic year whichever is later.
- G. All notices of faculty vacancies shall originate from the Chief Academic Officer. First consideration shall be given existing full-time faculty and staff who are then presently credentialed and qualified to fill any and all teaching vacancies. Notice of all vacancies shall be distributed to all professors/instructors. The College President may select faculty and staff to fill vacancies, but not without having made a 5-business days prior notice of vacancy available to all professors/instructors. These notices shall detail positions open, qualifications required, and salary range. Except that in the event a vacancy occurs which must be filled in less than 5-business days, the period of required notice may be accordingly reduced by the College President or designee, and that the reduced time shall be called to the attention of the President of the Glen Oaks Community College Faculty Senate prior to posting.

For layoff, recall and vacancy discipline/program is defined as the area the staff member was originally hired for, assigned to, or moved into upon a full-time opening in the discipline/program.

Being assigned to a program generally is based upon a request from the Employer to the instructor to become eligible to teach in another or related field. Instructors may also request such an assignment which may or may not be granted in the sole discretion of the Employer. In any event, the Employer maintains its right of assignment.

ARTICLE XI **Grievances**

A. Initiation of a Grievance

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2. The "aggrieved person" is the person or persons initiating the grievance. The term "days" shall mean business days (excluding holidays in the academic calendar).

B. General Provisions

1. All discussions shall be kept confidential among the aggrieved party, the Senate representative, and the administration in the absence of the consent of the aggrieved or as may be required by law.
 2. Statement of Basic Principles: The failure of either party (u9-2 (c)4ni)-1.9 (e)3r as 0 (c4m8l t(.)]
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The Chief Academic Officer shall return copies of the grievance to the faculty member and the Senate with his or her decision in writing within ten (10) days of the receipt of the grievance.

3. Level 2:

In the event that a grievance concerning a professor/instructor is not satisfactorily resolved, it shall be referred to the College President with the Chief Academic Officer's written decision within 10 (ten) days.

The College President shall have fifteen (15) days to review the grievance and to arrive at a decision. The College President shall report his or her decision in writing within the above period to the aggrieved party and the Senate.

4. Level 3:

If the faculty member or the Senate is dissatisfied with the decision of the College President, the faculty member or the Senate may refer the matter to the Board of Trustees within ten (10) days after receiving the written decision by submitting a copy of the grievance to the Chairman of the Board of Trustees. Within fifteen (15) days of the receipt of the grievance, the Board shall meet to consider it, at which time the aggrieved professor/instructor or Senate shall have the right to be heard. The decision of the Board shall be communicated in writing to the professor/instructor and the Senate within five (5) days of the meeting.

5. Level 4:

If the professor/instructor or the Senate is dissatisfied with the decision of the Board of Trustees, the professor/instructor or Senate may request mediation by the Michigan Employment Relations Commission.

If mediation is desired, the aggrieved professor/instructor or the Senate will deliver written notice of that desire to the Board of Trustees within ten (10) days after receipt of the decision of the Board of Trustees.

6. Level 5:

The Result of the decision shall be implemented within fifteen (15) days of receipt of the decision.

The Board of Trustees and the aggrieved party will each pay one-half of the cost of the arbitrator's fee.

ARTICLE XII
Professional Compensation

- A. Faculty compensation shall be based upon the sum of three components: base salary, a salary factor and a longevity amount. Each of these components shall be determined as follows:

Base salaries shall be calculated as follows:

1. The step and level of each faculty member will determined.
2. The salary schedule shown in Appendix A will be consulted to determine the faculty member's base salary for the upcoming year.

The salary factor in effect as of 2008/2009 shall continue to be in effect for those who have a salary factor.

The longevity amount shall be \$2,000 for 2024-2027 and shall be given to those members who are returning to the top step in any of those years.

- B. All newly employed instructors shall be given experience credit on the salary schedule as set forth in Appendix A for previous related employment. The total experience credit given to a new instructor shall not exceed five years except as noted below. The experience shall be credited as follows:

1. One year of experience for each year of full-time community college or university teaching experience.
2. One year of experience for each year of annual teaching experience at Glen Oaks Community College.
3. One year of experience for 48 or more credit hours of accumulated part-time teaching experience at community colleges or universities.
4. One year of experience for each three years of other related work experience, not to exceed three years total.
5. In a case where it is not possible to hire a qualified applicant due to credentialing regulations or unusual job market situations additional years of credit may be given in order to secure a qualified instructor. The Chief Academic Officer and the Faculty Senate will jointly determine the maximum number of years that may be offered prior to making an offer to hire.

F. Independent Study Options

All bargaining unit members, at the option of the Chief Academic Officer, may be allowed an independent study option not to exceed three (3) students per independent study designation. Compensation shall be at the rate of \$50 per credit per student. Independent Study will not count toward teaching load requirements or overload.

G. Faculty attending workshops, seminars, college classes, etc., funded (or)3 (ks)1 (, e)4 (7a)4 (t)-2 (e)4ge classto

- E. Assignment: Assignment of an online learning course to a Glen Oaks Community College faculty member will be determined by the College as provided by CBA Article V.A.2. Faculty have the option to select up to one (1) online section toward load, so long as they have continuing approval to teach online classes; with CAO approval. Once load is selected, face-to-face and online sections are in the same “pool” for selection of teaching assignments beyond load (i.e., overload). Faculty may select overload one course at a time, in order of seniority, up to 21 contact hours per semester. (“Alternating”)

An online course must be updated to reflect the current semester for all time-sensitive material one (1) week prior to start of the OL semester, or the course may be subject to cancellation or reassignment to another instructor. The administration shall open/roll over OL courses one (1) month prior to the beginning of each semester.

Nothing in this provision or agreement shall be construed to prohibit the College from utilizing/assigning adjunct or part-time faculty to perform online courses, subject to the provisions of Article V.

- F. Certification: The Online Learning Advisory Team (OLAT) was established dOanOceBDC 0.002 TLbl Td(:)T23

1. Attend online learning professional development sessions provided by the College. For online courses, internet based instructional training is required.
2. Design the course's instructional graphics and content to comply with the requirements of the technologies used for course delivery, strong instructional strategies, and College approved Course Development Master (CDM) record, syllabus, and Common Course Outcomes.
3. Secure licenses and permissions to use copyrighted materials presented via the technology, in compliance with the Copyright Policy 2.70 in the Policy and Procedure Manual extant at the time of this agreement.
4. Modify the course's instructional design to insure student interaction and involvement in the course.
5. Incorporate appropriate Internet-based assessment strategies and teaching techniques.
6. Compensation for initial development of an OL course will be \$500 per credit hour. This stipend will be paid on a one-time basis, after OLAT course approval, in keeping with the intellectual property rights as listed above. No additional royalties will be paid.

H. Performance Contract for Revision of Courses: OLAT may recommend revision of a course based on need for course, quality of course, professor/instructor request, and technology appropriate design. Once a course has been recommended and approved for revision, the course may be offered one additional semester before revision is made. Specific responsibilities for revising a course shall be based on recommendations of OLAT. Once revisions are completed and approved by OLAT, the revised course may be offered.

E. Reimbursement Expenses

1. Professors/Instructors, upon application to and approval of the Academic Officer, will be reimbursed for authorized expenses related to their duties within the

APPENDIX A
Salary Schedules

Wages:

Effective September 2024 closest pay period or upon ratification if late 3% Base Salary Increase

Effective September 2025 closest pay period 3% Base Salary Increase

Effective September 2026 closest pay period 3% Base Salary Increase f59Td [(Sa)4 (l)2-

20242025

APPENDIX C
REQUEST FOR FACULTY DEVELOPMENT

2024-2027

1. Name _____
2. Teaching Discipline(s) _____
3. Type of PD activity: (virtual meeting, conference, seminar, workshop, coursework, etc.)

4. Organization hosting PD (if any):

Please include an electronic version of the full conference brochure/schedule.

5. Location _____
6. Date(s): _____

7. How will this PD contribute to your teaching and/or classroom engagement support your instructional efforts? Be specific on how this activity will improve your performance in your current position at the college.

8. How will you share this new knowledge or skill with your students and peers?

9. Has the college funded any professional development activities for you within the last 3 years? If yes, please provide, in as much detail as possible, why you are seeking additional professional development funds, what the previous financial commitment from the college was for all requests within the last 3 years, and how the previous activities have impacted your instructional performance.

10. Do you intend to submit a proposal to present at the professional development opportunity? If yes, on what topic(s) will you submit?

11. Are you an officer of the sponsoring organization? If so, list your title and a brief description of your role.

12. Projected cost of activity:

a. Travel _____
(Consult the Travel request and reimbursement form)

College/Personal Vehicle _____

Air Fare/Train/Bus _____

TOTAL of Round Trip _____

b. Meals _____
(Consult the Travel Request and Reimbursement form for current per diem rates)

c. Lodging _____

- d. Tuition _____
 - e. Additional fees (parking, toll, etc.) _____
 - f. Registration _____
 - g. Other _____
 - h. Subtract other sources of funding _____
- TOTAL REQUESTED: _____

Applicant Signature

Date

.....
TO BE FILLED OUT BY COMMITTEE CHAIR

Committee Decision:

Approved _____

Declined _____

Committee Rationale (if declined):

Chair, Professional Development Committee

Date

Total amount funded: _____

Revised 09/01/21

Professional Development Committee Checklist for Approval

1. Has the PD paperwork been filled out completely and professionally, including attaching a full copy of the brochure/schedule of the event?
 - i. Yes_____ NO_____

2. Is the PD request relevant to the faculty member's teaching role at the college and have they articulated how this request will be utilized within that role?
 - i. Yes_____ NO_____

3. Has the faculty member requested PD within the last 3 years?
 - i. Yes_____ NO_____

 - ii. Has the faculty member provide evidence of effective utilization of previous requests?
Yes_____ NO_____

 - iii. Will the faculty member present at the event, and/or hold an officer role in the sponsoring organization?
Yes_____ NO_____

4. Does the PD committee have additional questions or need further clarification?
 - i. Yes_____ NO_____

 - ii. Additional questions:

5. Does the faculty member meet the necessary criteria as outlined?
 - i. Yes_____ NO_____

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LETTER OF OFFER

Between

Green Oaks Community

and

The Green Oaks Community

Regarding

October 2011, 2012

The Parties, the Green Oaks Community and the Green Oaks Community

Unless otherwise specified, this Letter of Offer is made in accordance with the Health Savings Agreement (HSA) between the Green Oaks Community and the Green Oaks Community

- MES
- C
- \$20/\$20
- \$20/\$20
- 0%
- 3 Tier RX Coverage

As a condition of this offer, the Green Oaks Community must be considered

The Letter of Offer is subject to the following conditions:

[Handwritten Signature]
 For the Green Oaks Community