

Agreement between United University Professions (Delhi Chapter) and the State University of New York
College of Technology at Delhi.

Statement of purpose: The purpose of this agreement is two-fold. It documents the commitment of UUP and management to use of student evaluation for the improvement of instruction. It also documents a shared commitment to bring minimum faculty salaries to a level that is more consistent with salaries at peer institutions.

Bring all full-time faculty salaries to the following minimums by September 1, 2014

Assistant Professor: \$50,000
Associate Professor: \$60,000
Professor: \$70,000

First payment: January 2013

- Each eligible faculty member receives an increase of \$1400 to base annual salary (or the difference between the new and old salary, if less)

Second payment: effective on or about September 1, 2013

- Eligible faculty members receive 50% of the remaining gap
- Half of the total is paid from operating funds (actual payment based on lag payroll schedule)
- Half of the total is paid from discretionary funds (actual payment dependent on timetable established for DSI)
- In the event that there are no discretionary funds, every effort will be made to fund that portion of this agreement through operating or other campus funds.

Third payment : effective on or about September 1, 2014

- Eligible faculty members receive the amount of the remaining gap
- Half of the total is paid from operating funds (actual payment based on lag payroll schedule)
- Half of the total is paid from discretionary funds (actual payment dependent on timetable established for DSI)
- In the event that there are no discretionary funds, every effort will be made to fund that portion of this agreement through operating or other campus funds.

Promotions

Faculty who are promoted in rank will be eligible for the new minimum salary.

- Faculty promoted on or before September 1, 2014 will receive increases according to the schedule above or the promotion amounts below, whichever results in a higher annual salary.
- Faculty promoted after September 1, 2014 will receive the new minimum salary or the promotion amounts below, whichever is greater.
 - To Assistant Professor: \$1500

- To Associate Professor: \$1750
- To Professor: \$2000

New Hires

- New faculty will be hired at a salary determined by the provost as appropriate for the rank and discipline.
- New faculty at the rank of assistant professor, associate professor or professor will receive the minimum salaries effective September 1, 2014.

Other salary increases

- The intent of this agreement is to bring full time faculty salaries to the minimum levels above.
- Across the board, lump sum or other increases to base salary will reduce the amount of scheduled salary increases above.

Effective September 1, 2015 (or start of Fall 2015 semester)

- The adjunct/extra service rate for lab hours will be increased from 66% of the full time per credit hour rate to 75%.

Student Evaluation of Instruction – Effective Spring 2013 Semester

1. Student evaluations of all full-time, part-time and adjunct faculty will be submitted to deans and/or chairs for review. This will occur on the following cycle:

Full time faculty

- *first year faculty must have a section of each different course they teach during the academic year evaluated*
- *faculty in years two through seven must have at least one section of one course evaluated per semester*
- *faculty with continuing appointment must have at least one section of one course evaluated per academic year*

Part-time/adjunct faculty

- *adjuncts must have a section of each different course they teach during the semester evaluated.*
- *adjuncts with term appointments must have at least one section of one course evaluated per semester.*

2. Deans/chairs will review these evaluations and return them to the faculty member on a timely basis. The dean/chair may wish to include constructive, written comments when returning these materials. The provost, at his/her discretion, may review evaluations.
3. A standard evaluation instrument, developed by the Dean's Council, will be utilized by all faculty. Individual or course specific questions may be added by the faculty member.
4. In an instance when student evaluations of faculty members indicate a cause for concern about the faculty member's pedagogy, instructional effectiveness, and/or respect for students, the dean or chair will discuss these topics with the faculty member. The purpose of this consultation is solely to assist the faculty member in improving the teaching and learning environment.

5. Should the issues raised by student evaluations need continued attention, the dean/chair, in consultation with the provost, may seek to assign an appropriate mentor to encourage and improve the pedagogy of the faculty member or suggest other means of improving teaching and learning. The faculty member has the option of accepting or rejecting the offer of a mentor.
6. The Office of Academic Programs and Services will sponsor best practices in teaching workshops and will support institutional effectiveness and assessment efforts including workshops and other activities intended to support the faculty's strong commitment to improving teaching and learning.
7. All members of the faculty shall assure the absolute confidentiality and anonymity of student responses and shall promptly submit sealed completed evaluations to the division or department office. The department office may not release student evaluations to the faculty member unless and until final course grades have been submitted. (See procedure outlined below)
8. The college reserves the right to develop and utilize an online student evaluation of instruction system in place of the manual system described above.
9. Online courses will also be evaluated by students. Results will be available to the dean/chair for review and returned to the faculty member.

Campus Procedures

- I. Faculty will be evaluated by students according to the following schedule:

Full time faculty

- first year faculty must have a section of each different course they teach during the academic year evaluated
- faculty in years two through seven must have at least one section of one course evaluated per term
- faculty with continuing appointment must have at least one section of one course evaluated per academic year

Part-time/adjunct faculty

- adjunct faculty must have a section of each different course they teach during the term evaluated.
 - Adjunct faculty with term appointments must have at least one section of one course evaluated per term.
- II. Within the first four weeks of the semester, the division dean, associate dean or department chair will develop a schedule indicating courses and sections to be evaluated for each faculty member.
 - III. Student evaluations must be administered during the last quarter of the term.
 - IV. The instructor will notify the dean of the date and time that the evaluation will be administered and identify a student in each class being evaluated to pick up the evaluation instrument from the division office, collect the evaluations in the class, and return the evaluations to the division office in a sealed envelope, immediately after the evaluation is administered. The student who picks up the evaluation forms from the division office will be given a script that he/she will read prior to administering the evaluation. The faculty

member may remain in the classroom but should not interact with the students during the administration of the evaluation.

- V. The dean/associate dean/department chair will tally the evaluations and meet with the faculty member to discuss the results.
- VI. The dean will return the student evaluations to the faculty member and keep a summary of the results on file in the division office. The dean will also place a copy of the summary in the faculty member's official personnel file.

John Taylor, President, UUP (Delhi Chapter)

Date

Bonnie G. Martin, Vice President for Operations

Date