

Mott Community College  
Division of Health Sciences

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# **Divisional Governance 2018**

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# **DIVISION OF HEALTH SCIENCES DIVISIONAL GOVERNANCE 2018**

**All Divisional Governance policies were renewed, with revisions at the February 2018, Division Meeting for submission by March 1<sup>st</sup>, 2018.**

**Approval Vote: Yes = 23 No = 0 Abstentions = 0**

# I. CONFERENCE TRAVEL

## A. Guidelines

1. Professional Conference Committee
  - a. A representative from each program shall be a member of the committee.
  - b. A chairperson shall be selected from the program representatives at the meeting.
  - c. The committee shall meet annually, as needed to implement travel procedures. A meeting will occur in May of the academic year.
  
2. Conference Information
  - a. Travel request forms may be obtained from the faculty forms file or, if necessary, from the Division Administrative Assistant.
  - b. Forms **must** be submitted for approval at least five working days in advance of the travel (Faculty CBA; XIII L).
  - c. Requests for Career and Technical Education and Professional Development are not covered under this policy and may require longer timeframes.
  
3. Program Funds
  - a. *During the September Division meeting, the Dean shall be requested to give a verbal report on the travel funds available for the academic year.*
  - b. *Travel funds shall be divided with 2/3 of the total funds for full-time faculty and 1/3 for part-time faculty (Ex: \$20,000.00 divided by 2/3 (0.667) = \$13,340.00 divided by number of full-time faculty (32) = \$416.66/full-time faculty). The 1/3 balance (\$6660.00) would be divided between part-time faculty (55) = \$121.09/part-time faculty.*
  - c. The Dean shall be requested to give a verbal report on the balance of the travel funds to faculty during the March Division meeting.
  - d. Funds remaining on May 1<sup>st</sup> shall be pooled as Division travel funds and dispersed by the committee *as outlined in this document.*
  
4. Conference Funding for Faculty
  - a. Full-time Faculty
    - 1) May request travel funds up to the maximum amount allowed per master contract per year.
    - 2) *Must apply for divisional funds prior to applying for professional development funds.*
    - 3) *After May 1<sup>st</sup>, if funds are available from the Division Travel fund, (determined by the Professional Conference Committee), faculty may apply for reimbursement of travel expenses*

*accrued during the current academic year that exceeded the sum of the distributed amounts from Division Funds and Professional Development allowance.*

b. Adjunct and Part-time Faculty

- 1) *Who are teaching in the current academic year, may request division funds.*
- 2) *After May 1<sup>st</sup>, if funds are available, from the division travel fund, (determined by the Professional Conference Committee), part-time/adjunct faculty may apply for reimbursement of travel expenses accrued during the current academic year that exceed the sum of the distributed amounts from Division Funds and Professional Development allowance on a prorated basis. Prorated is determined by the number of contact hours of instruction for the semester with the most hours assigned in the academic year (see faculty travel reimbursement table.)*

5. Conference Summary Report

Faculty participating in conference travel will assume responsibility for providing a brief summary report including highlights of the conference and additional material(s).

6. Funding for Academic Tuition

- a. Faculty enrolled in academic courses must apply for funding through *Divisional Funds prior to applying for Professional Development funds.*
- b. *After May 1<sup>st</sup>, reimbursement for costs of academic coursework will be considered at the end of the academic year, if funds are available after disbursements for travel expenses.*
  - i. *Full-time faculty may apply for reimbursement of tuition expenses accrued during the current academic year that exceed the sum of the distributed amounts from Divisional Funds and Professional Development allowance.*
    - 1) *A \$2500.00 cap will be applied to the amount requested from the remaining divisional travel funds for Full-time faculty.*
  - ii. *Part-time/adjunct faculty may apply for reimbursement of tuition expenses accrued during the current academic year that exceed the sum of the distributed amounts from Divisional Funds and Professional Development allowance on a prorated basis. Prorated is determined by the number of contact hours of instruction for the*

*semester with the most hours assigned. (see faculty travel reimbursement table.)*

*1) A \$1200.00 cap will be applied to the amount requested from the remaining divisional travel funds for part time/adjunct faculty.*

- c. Copies of receipt of tuition payment and final course grade(s) must be submitted at the end of the academic term of study.
- d. *Reimbursement may be paid up to but not exceeding the maximum amount of tuition.*

## **B. Operational Procedures**

1. Application for Conference Travel
  - a. Obtain travel request form.
  - b. Faculty member must submit a Travel Request form with an attached conference agenda at least five (5) days prior to attending the conference. More appropriately, this should be done one month prior to the conference date.
    - 1) If a substitute is required, the faculty member must submit a copy of the Travel Request form with the Special Leave Request form to the Program Coordinator.
    - 2) The faculty member must submit the original request to the Dean for approval.
2. Reimbursement for Travel Funds
  - a. Upon return from a conference, faculty shall submit a complete Travel Expense Report. The Travel Expense Report shall include receipts, mileage and proof of attendance. This information will be submitted to the appropriate Administrative Assistant.
  - b. Reimbursement will not be considered without submission of receipts and proof of attendance at the conference (i.e. certificate, CE verification, etc.).
  - c. *Reimbursement for Travel Funds will be distributed by reimbursing in the following order:*
    - a. Self-study travel*
    - b. Accreditation travel*
    - c. General travel*
    - d. Tuition*
3. Limitations on Funding Reimbursement
  - a. The faculty member, whose application for travel funding exceeds the CBA allowance, must submit an application for funding through Professional Development (Academic Affairs office) or Career and Technical Education. Funding will be considered for costs that

exceed any allowances paid under the CBA and through Professional Development or CTE.

- b. Funding in addition to the CBA allowance or Professional Development/CTE limits will be considered only if there are funds available in the Division travel budget at the end of the academic year. *Any unpaid funds will be dispersed using the following formula:*

$$\frac{\text{Individual instructors unpaid balance}}{\text{All reported unpaid balances}} \times \text{Travel fund balance} = \text{Amount of refund to instructor.}$$

$$\text{Ex: } \frac{\$1000.00}{\$6000.00} \times 3,000.00 = \$500.00$$

- 4. Types of Professional Development Expense Coverage
  - a. Registration fees, travel expenses, and other recognized travel costs for continuing education and professional conferences
  - b. Tuition for educational programs leading to advanced (post-baccalaureate or graduate education) credits, certificates, or degrees.
- 5. Potential Sources for Education and Travel Funding
  - a. Divisional funding, as determined by CBA and this Divisional Governance
  - b. Professional Development through Academic Affairs Office
  - c. Career and Technical Education funding

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## II. FACULTY INTERVIEW COMMITTEE

### A. GUIDELINES

1. A faculty Interview Committee will be appointed for full-time faculty positions.
  - a. Full-time program faculty will select two (2) faculty to serve on the interview committee for new probationary status faculty.
  - b. Additional faculty and other committee members may be included on the Interview Committee at the discretion of the Dean.
  - c. As per CBA requirements.

### B. Operational Procedures

**Operational Procedures (not part of Governance):**

Faculty interviews should include, but not be limited to the following:

- Review of qualifications
- Responsibilities to the College, Division, program, students
- Assignments
- Philosophy
- Methodology
- Curriculum development experience
- Course and clinical assignment responsibilities
- Accountability

### C. Minimum qualifications

1. Minimum qualifications for each faculty position shall be reflected in the faculty job descriptions for each program.
2. Development of minimum qualifications is the prerogative of the Dean.

**Operational Procedures (not part of Governance):**

Consistent with the Master Contract (XI.E), Program Coordinators are responsible to advise the Dean of minimum requirements for job descriptions, consistent with accrediting agency requirements for faculty.

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### III. FACULTY EVALUATION

#### Full-Time Continuing Contract and Adjunct Faculty

## A. Guidelines

Method for establishing the evaluation schedule will follow the procedure outlined in the Faculty Master Contract (Article X).

## B. Operational Procedures

**Operational Procedures (not part of Governance):**

The procedure for evaluation of full-time continuing contract and adjunct faculty is as follows:

1. At the first Division meeting of the academic year, notice will be given to faculty who are to be evaluated that year.
2. The evaluation shall be completed by the end of the academic year.
3. A faculty member may request evaluation more than once during the four year period, or at an earlier date.
4. Individuals on sabbatical leave during the year of their evaluation can postpone the evaluation until the semester immediately following their return from leave, and then resume the four-year cycle.
5. During the assigned year of the faculty member's evaluation, the faculty member will:
  - a. Schedule a conference with the Dean or other member of the Evaluation Committee
  - b. Develop a written summary of each year's student questionnaires
  - c. Complete a self-evaluation that includes, but is not limited to:
    - i. Review of classroom techniques and methods
    - ii. Preparation of course syllabi and objectives
    - iii. Methods, system and materials used to evaluate students
    - iv. Professional development activities
    - v. Professional conduct and relationships with peers and students
    - vi. Compliance with State or National licensing or certification requirements for Dental Assisting, Dental Hygiene, Nursing, Nurse Aide, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Therapy, and other Health Science professions that are regulated by State or National agencies.
6. Prior to or during the scheduled conference, the faculty member will:
  - a. Provide a written summary statement of the evaluation data
  - b. Discuss and write a statement of strengths and weaknesses
  - c. Jointly plan with the Dean how to address areas of focus for professional development
7. Any written reports maintained by the College &/or the Dean, shall be kept in an individual, confidential faculty member file
8. A faculty member has the right to receive copies of all reports of performance evaluations which are included in files related to him/her.

## Full-Time Probationary Faculty

### A. GUIDELINES

Evaluation of probationary full-time faculty shall take place as outlined in the Faculty Master Contract (Article X).

### B. Operational Procedures

#### **Operational Procedures (not part of Governance):**

1. An Evaluation Committee is responsible for the evaluation of probationary full-time faculty.
2. The Evaluation Committee will be established during the first semester of employment as a full-time probationary faculty member. The Evaluation Committee shall include:
  - a. Dean of Health Sciences
  - b. Program Coordinator (if applicable)
  - c. Two other continuing/adjunct faculty members from the program, as determined by the Dean
  - d. The Dean may request that the faculty member identify his/her choice for the inclusion of one faculty member on the Evaluation Committee.
  - e. In the event there is no continuing full-time faculty in the Division with expertise in the content area for which the probationary full-time faculty has been hired, faculty from other higher education institutions may serve as subject matter experts for classroom instruction and curriculum purposes to the Evaluation Committee (Faculty Master Contract, Article X, Section S).
3. Evaluation of probationary faculty shall occur once every academic year for three years, or until the end of the probationary period.
4. When a faculty member receives a continuing contract status, he/she shall be placed on the evaluation cycle for full-time continuing contract.
5. Evaluation shall include:
  - a. Classroom techniques and methods
  - b. Preparation of course syllabi and objectives
  - c. Methods and materials used to evaluate students
  - d. Adherence to professional standards/codes of ethics
  - e. Relationship with peers and students
  - f. Classroom or clinical site visitation by a member of the Evaluation Committee
  - g. Review of participation in college/division governance, continuing education, methods of maintaining currency in profession
  - h. Participation in curriculum planning and other faculty responsibilities
  - i. A summary of the Student Evaluation of Instructor forms
  - j. Compliance with State of National licensing or certification requirements for Dental Assisting, Dental Hygiene, Nursing, Nurse Aide, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Therapy, and other Health Science professions that are regulated by State or National agencies
6. The Evaluation Committee shall submit an evaluation summary of the probationary faculty, with the recommendation for retention or dismissal to the Dean.
7. The Dean will meet with the probationary faculty member to discuss the evaluation findings.
8. The probationary faculty member will sign the final evaluation report, acknowledging that he/she has read the report. The faculty member has the right to respond in writing to the report.

**Clarification Point:** Decisions regarding the retention of the employee are the prerogative of Management.

# Temporary and Part-Time Faculty

## A. GUIDELINES

Evaluation of temporary and part-time faculty shall take place as outlined in the Faculty Master Contract (Article X).

## B. Operational Procedures

### Operational Procedures (not part of Governance):

1. The Dean and/or his designee shall be responsible for the evaluation of temporary or part-time faculty.
2. Evaluation of the temporary or part-time faculty member will include input from those designated by the Dean.
3. The evaluation of temporary faculty shall occur at least once during the semester the faculty member has been appointed in a temporary capacity.
4. The evaluation of part-time faculty shall occur once every other semester until a minimum of three evaluations has been completed. When the part-time faculty member receives adjunct status, he/she shall be placed on the evaluation cycle for adjunct part-time faculty.
5. The evaluation shall include, where applicable:
  - a. Classroom techniques and methods
  - b. Preparation of course syllabi and objectives
  - c. Methods and materials used to evaluate students
  - d. Adherence to professional standards/codes of ethics
  - e. Relationship with peers and students
  - f. Classroom or clinical site visitation by the Dean (or his/her designee)
  - g. Review of participation in college/division governance, continuing education, methods of maintaining currency in profession
  - h. Participation in curriculum planning and other faculty responsibilities
  - i. A summary of the Student Evaluation of Instructor forms
  - j. Compliance with State of National licensing or certification requirements for Dental Assisting, Dental Hygiene, Nursing, Nurse Aide, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Therapy, and other Health Science professions that are regulated by State or National agencies
6. The Dean or faculty evaluators will summarize the evaluation information and develop a plan for improvement, if appropriate.
7. The Dean will meet with the temporary or part-time faculty member to discuss the evaluation findings.
8. The faculty member will sign the final evaluation report, acknowledging that he/she has read the report. The faculty member has the right to respond in writing to the report.

Clarification Point: Decisions regarding the retention of the employee are the prerogative of Management.

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## IV. SELECTION OF TEXTBOOKS

### A. Guidelines

1. Program Coordinators and instructors designated to teach a particular section of a course shall select all textbooks for that section. Textbooks may be required or optional.
2. Textbook selection will follow the current calendar for submission.
3. Faculty shall consult with the appropriate Administrative Assistant to obtain new textbook information as it becomes available from the publisher.
4. Faculty may request the Library to place one copy of each required and optional textbook in the Library collection, as recommended by individual program accreditation.
5. One desk copy of required and optional textbooks will be provided to full-time instructors upon request. Part-time instructors are required to return desk copies to the Division Administrative Assistant at the end of the semester or at the end of the first 7 ½ weeks (if applicable), in order to provide textbooks to another part-time faculty member.

### B. Operational Procedures

1. Faculty and Program Coordinators will determine selections for program textbooks.
2. After textbooks are selected, the coordinator/instructor will submit the order to the Division Administrative Assistant.
3. In order to facilitate obtaining textbook copies, the instructor will contact the Division Administrative Assistant and the publishers will be notified of the Division needs. Requests must be submitted as soon as possible since several weeks are usually needed to obtain desk copies from publishers.

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## V. PROCESS FOR BIDDING ON CLASSES

### A. General Guidelines

1. All semester courses/sections (including Spring and Summer sections) will be offered first to full-time faculty.
2. All semester course sections not selected by full-time faculty will be offered to adjunct and then to part-time faculty.
3. Qualifications for faculty are as set forth by the current faculty job descriptions.
4. Faculty members may bid only on the classes they are qualified to teach.
5. Faculty members may not bid on more classes than they are contractually able to teach in a given semester/session.

#### **Operational Procedures (not part of Governance):**

- Competency in a specialty subject &/or hospital orientation shall be required
- The Program Coordinator (or Dean, in the absence of a Program Coordinator) will manage the process of course scheduling, following the appropriate guidelines for seniority and qualifications
- Program Coordinators and other faculty may submit suggested course/section schedules to the Dean and appropriate Administrative Assistant prior to the deadline date for schedule printing

## B. Operational Procedures— Full-time Faculty

1. Faculty choose their base load of sections they desire to teach by seniority.
2. Faculty shall only select those courses/sections for which they possess adequate competency, qualifications or specialty preparation, as included in the appropriate job description.
3. If more than one full-time faculty member applies for a course, seniority shall prevail as follows:
  - a. The faculty member who has the greatest number of semesters of service in the program (or discipline) will have priority.
  - b. Teaching assignment of a course will be on a rotational basis if more than one instructor with equal seniority have the same request.
4. After all full-time faculty have chosen their base load, the section schedule returns to the most senior faculty member for overload selection.
5. Within Allied Health (AHLT) courses, the Allied Health Coordinator/Faculty has first choice for base load. Load or overload selection may then proceed to the qualified faculty member with the greatest Division seniority.

#### **Operational Procedures (not part of Governance):**

- The Dean may delegate to the Program Coordinators the responsibility to oversee the faculty course selection process.
- For efficiency, course selection must occur by the deadline date determined by the Dean or Coordinator.

#### **Operational Procedure (not part of Governance):**

Once section assignments have been submitted to the Dean, faculty assignments cannot be altered unless extenuating circumstances occur. In such cases, approval must be obtained from the Dean.

6. If a full-time faculty member loses his/her base load, or portion of it, due to section cancellation, the faculty member must follow the process outlined in the Faculty Master Contract to secure baseload.
7. Course sections not accepted by full-time faculty will be offered to the adjunct and then part-time faculty.

### **C. Operational Procedures—Adjunct and Part-Time Faculty**

1. As soon as full-time faculty load and overload selection is completed, adjunct/part-time faculty shall select an assignment from the remaining courses/sections. This should occur at least four (4) weeks prior to the beginning of the upcoming semester, if possible.
2. The current preference point list posted by the Human Resources office will be used to determine order for course/section selection.
3. Adjunct and part-time faculty may only select those sections for which they possess adequate competency, qualifications or specialty preparation. If a course section requires specific qualifications that the adjunct or part-time faculty member does not possess, the course section may be offered to another faculty member who falls in a lower order on the preference point list.
4. If more than one adjunct or part-time instructors have equal preference points and make the same request, the process for breaking ties will be followed as outlined in the Master Contract (XI.C.4).
5. In accordance with the Master Contract (Article XI, Section C, Part 10), "should any adjunct faculty member have a tentative assignment cancelled or otherwise removed, the College shall make every effort to provide another assignment in that teaching area with an equivalent number of contact hours for which he/she is qualified.

The new assignment will be made as follows: the adjunct faculty member must take the first course that fits his/her documented overall schedule starting with any unassigned course(s) followed by the course(s) assigned to the newest part-time faculty and moving up the part-time preference list.

No adjunct faculty member may bump a course from any other adjunct faculty member who has an equal or greater number of preference points.

Preference points will be given to any adjunct faculty who is unable to secure a make-up class and to any Part-time faculty who is bumped by an adjunct faculty."

6. After all full-time faculty have chosen their base load, the section schedule returns to the most senior faculty member for overload selection.

**D. Selection of Spring/Summer Course Sections**

1. The decision to select a Spring/Summer course load is at the discretion of the faculty member, in accordance with the Master Contract.
2. Faculty assignment to Spring/Summer course sections will follow the procedures outlined above for full-time, adjunct and part-time faculty course selection.

**E. Selection of e-Learning Course Sections**

1. The process for bidding on e-Learning course sections is treated the same way as “traditional” on-campus course listings.
2. All e-Learning sections will be assigned to a faculty member who is currently certified in e-Learning, through the Distance Learning Advisory Subcommittee.

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## VI. SPECIFIC COURSES TO BE OFFERED

### A. Guidelines

1. Recommendations and rationale for specific courses to be offered may be submitted for consideration to the Dean of the Division of Health Sciences by Program Coordinators and faculty.
2. Input regarding course scheduling must follow established deadlines for submission. Changes to the published schedule must be made by the Dean.

### B. Operational Procedures

The following factors shall be considered in developing the recommendations:

1. Student need
2. Community need
3. Relevance of a course to maintain program approval by the Michigan Department of Licensing and Regulatory Affairs or relevant approving/accrediting body
4. Availability of qualified faculty to teach course
5. Available resources, including clinical sites, classrooms and budget

**Explanatory Note (not part of Governance):**

Accrediting agencies for Health Science programs require consideration of these factors.

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# VII. DEVELOPMENT OF COURSE PROPOSALS AND COURSE REVISIONS

## A. Course Proposals

### 1. Guidelines

Any faculty member in the Division of Health Sciences may initiate a new course proposal.

### 2. Operational Procedures

- a. New course proposals will be submitted for Division vote and support, and then sent through appropriate CPSC channels on the appropriate form(s).
- b. The following criteria shall be considered in developing a new course or revising an existing one:
  1. Student need
  2. Community need
  3. Relevance of the course to maintain program approval by the Michigan Department of Licensing and Regulatory Affairs, or relevant approving/accrediting body
  4. Availability of qualified faculty to teach the course
  5. Available resources, including clinical sites, classrooms and budget

**Explanatory Note (not part of Governance):**

Accrediting agencies for Health Science programs require consideration of these factors.

## B. Course Revision

### 1. Guidelines

- a. Each faculty member is responsible for evaluating the objectives, content and outcomes of each course every time he/she teaches the course.
- b. Each program is responsible for creating a curriculum review committee at the beginning of each academic year.

### 2. Operational Procedures

- a. Each faculty member will evaluate the objectives and course content. Recommendations will be presented to the curriculum committee.
- b. The curriculum committee shall:
  1. Review faculty recommendations regarding curriculum revision
  2. Make recommendations regarding objective and course revision to faculty
  3. Faculty will act on recommendations.
  4. Recommendations for substantive course revisions will be submitted for Division vote and, if approved, sent to CPSC on the appropriate form(s).

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## VIII. PRIORITY SETTING FOR DIVISIONAL PLANNING

### A. Guidelines:

1. The Program Coordinator and representative faculty shall have the opportunity to provide input in Divisional Strategic Planning.
2. Each program shall be represented in the strategic planning process.
3. Program Coordinators will participate in the strategic planning process for their specific programs.
4. The Program Coordinator shall encourage faculty to identify/develop program goals and objectives.

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## IX. SELECTION OF FACULTY PARTICIPANTS IN DIVISION PROGRAM REVIEW

### A. Guidelines:

1. Faculty shall have the opportunity to participate in division program review and accreditation.
2. Each program shall be represented for divisional program review.

### B. Procedures:

1. Program Coordinators will participate in review for their specific programs.
2. All faculty shall be asked to provide input into program review and accreditation.
3. Each program may have one or more representatives participate in program review and the accreditation process. This is in addition to the Program Coordinator(s).

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