

2016-2019 Union Contract Summary Otis College of Art and Design



Wages

The Agreement provides for **23% raises over the three year term**, as follows:

Effective Date	Salary Increase
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Spring 2017	10%
Spring 2018	7%
Spring 2019	6%

Tuition Remission Benefit

Part-time faculty members and their qualified family members will be eligible to take Continuing Education and Summer of Art courses at Otis at no cost.

Course Cancellation Fee

Part-time faculty who are appointed to teach any course that is numbered and named in the Hoot whose course is cancelled after the first day of class will receive a \$500 course cancellation fee, plus a prorated course rate based on the number of class sessions taught up to the cancellation.

Creative Leaves of Absence

Eligible part-time faculty may apply for a Creative Leave of Absence to pursue a professional or artistic opportunity. During the leave, the part-time faculty will maintain their status as an Otis employee. Upon the faculty member's return, they will be offered a contract to teach the same course(s) they would have taught had they not taken the leave of absence.

Participation in Service to Otis

Part-time faculty who are invited to participate in service to the College will be paid \$300 per semester.

Professional Development Fund

The Agreement establishes a professional development fund of \$15,000 per academic year. Part-time faculty may request reimbursement of up to \$1,500 per academic year each for reasonable costs associated with professional development activities related to teaching.

Term of Appointment

Part-time faculty who have taught for at least four semesters at Otis will be eligible for a one-year appointment.

Notice of Reappointment and Non-Reappointment

Part-time faculty will receive notice of appointment by no later than May 31 for the Fall Semester and November 30 for the Spring Semester. Otis will provide written notice to any part-time faculty member who has not been selected to teach a course, which will also indicate whether the faculty member may be considered for future appointment.

Advancement/Promotion

Otis will notify part-time faculty of all open full-time faculty positions prior to the commencement of an outside search.

Discipline and Discharge

Establishment of a 'just cause' standard for discipline and dismissal. This means that Otis must provide substantial evidence of wrongdoing to justify discipline or dismissal, and must not act in an arbitrary, capricious or illegal manner. Prior to any dismissal based on poor performance, Otis will provide the affected faculty member with at least one written warning and a performance improvement meeting during which the Department Chair will meet with the faculty member and discuss the performance issue, provide a time frame to correct the deficiency, and explain the consequences for failure to improve.

Binding Arbitration

Disputes over discipline or dismissal are resolved through a grievance and arbitration clause, and ultimately decided through binding arbitration by a neutral third party.

Diversity Task Force

Ensures that part-time faculty will be represented on the President's Diversity Task Force, and requires Otis to meet and discuss alternatives for diversity initiatives at Otis if the President's Task Force fails to meet.

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Academic Freedom

Protections for academic freedom, including language endorsing the principals outlined in the landmark American Association of University Professors' 1940 Statement on Academic Freedom and Tenure.

Instructional Support

Commitment to provide part-time faculty with all supplies, materials, technologies and resources to carry out their assignments.

Personnel Files

Part-time faculty will have the right to inspect their personnel files and receive notification of any negative items that are placed in the file. Part-time faculty can request the exclusion or removal of items from the personnel file as well as request that relevant documents be added to the file.

Evaluations

Individual part-time faculty members may request to receive a performance evaluation, which will be used to support excellence in teaching and adherence to academic and professional standards. Evaluations will be based on classroom observation, learning outcomes, course materials, teaching methodology, and the quality of student work. The Department Chair will meet with the faculty member receiving an evaluation to discuss the evaluation and any areas in which the faculty member can improve. A part-time faculty member can also request an informal meeting with the Department Chair to discuss curriculum, pedagogical methods, or the relationship of a course to a degree program.

Labor-Management Committee

Establishes a joint labor-management committee to address issues of general importance to part-time faculty, including working conditions, health and safety, workload, and resources available to part-time faculty.

Union Rights

Our Union will have the same right to use on-campus meeting space as other campus organizations, and will be able to communicate with part-time faculty through their on-campus mailboxes as well as their Otis-issued email addresses. Our Union will also be able to post flyers in designated Union bulletin boards.

Dues and Membership

Union membership is voluntary. Regardless of membership status, all part-time faculty covered by the Agreement will receive its protections and benefits, and will be equally represented by SEIU Local 721. Part-time faculty who do not join our Union will pay a service charge (agency fee) toward the cost of representation and administration of the Agreement.