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**AGREEMENT**  
**BETWEEN**  
**CENTRAL OHIO TECHNICAL COLLEGE**  
**AND**  
**THE UNITED FACULTY/CENTRAL OHIO**  
**TECHNICAL COLLEGE, AFT/OFT**



***EFFECTIVE***

***September 1, 2022 through August 31, 2025***

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## ARTICLE I — RECOGNITION

### 1 A. Recognition

- 2
- 3 1. The Central Ohio Technical College Board of Trustees recognizes the United
- 4 Faculty/Central Ohio Technical College (UF/COTC), AFT/OFT, as the sole and the
- 5 exclusive bargaining agent for all full-time Faculty of the Central Ohio Technical
- 6 College. Excluded from the bargaining unit are the COTC president, Provost, vice-
- 7 presidents, all supervisory employees, including deans, academic directors, other
- 8 designated administrators, nursing program administrator, full-time faculty
- 9 members who devote 51% or more of his/her requested workload to
- 10 administrative duties, part-time employees, and all other employees of Central
- 11 Ohio Technical College.
- 12
- 13 2. The recognition of the UF/COTC as exclusive bargaining representative shall be
- 14 for such term as prescribed by Chapter 4117 of the Ohio Revised Code.
- 15

### 16 B. Decertification

17  
18 The procedure for the decertification of the UF/COTC as the exclusive bargaining  
19 representative shall be as prescribed by Section 4117.07 of the Ohio Revised Code.  
20

### 21 C. Definition of Terms

- 22
- 23 1. The term "Board" when used herein will refer to the Central Ohio Technical
- 24 College Board of Trustees and supervisory personnel as that term is defined under
- 25 provisions of Chapter 4117 of the Ohio Revised Code.
- 26
- 27 2. The term "UF/COTC" **and** "Union" when used herein will refer to the United
- 28 Faculty/Central Ohio Technical College, affiliated with the Ohio Federation of
- 29 Teachers and the American Federation of Teachers.
- 30
- 31 3. The term "Faculty" when used herein will include all full-time Faculty in the
- 32 bargaining unit as defined in Section A above.
- 33
- 34 4. **The term "College" when used herein will include all administrative and**
- 35 **supervisory personnel.**
- 36
- 37 5. **The term "Semesters" when used herein will describe the academic sessions under**
- 38 **which the campus will operate during this contract.**
- 39

ARTICLE II — NEGOTIATIONS PROCEDURE

A. Statement of Procedures

1. The Board and the UF/COTC agree that the procedures stated in the succeeding sections of this agreement shall govern the negotiations process between the parties.
2. "Good faith" requires the Board and the UF/COTC to perform the mutual obligation to negotiate at reasonable times and places with respect to wages, hours, terms, and other conditions of employment and the continuation, modification or deletion of an existing provision of a collective bargaining agreement with the intention of reaching an agreement or to resolve questions arising under the agreement.
3. If a proposal is unacceptable, the other side is obligated to offer a counter-proposal or explanation as to why the proposal is unacceptable. This obligation does not compel either party to agree to a proposal or to make a concession.

B. Subject of Negotiations

Representatives of the Board and the UF/COTC will negotiate in good faith all matters relating to wages, hours, terms, and conditions of employment.

C. Requests for Negotiations

1. Within fifteen (15) working days after receipt of a notice to bargain as provided in Chapter 4117 of the Ohio Revised Code, an initial meeting shall be held. The fifteen (15) day period may be extended by mutual consent.
2. After the fifth (5th) meeting, no new items shall be submitted unless by mutual agreement of the parties.
3. This agreement shall establish the wages, hours, terms and conditions of employment of the Faculty.

D. Negotiation Meetings

1. Negotiation meetings shall be scheduled at the request of the parties and, until negotiations are concluded, either party may require at each meeting a decision on the date, time, and place of a subsequent meeting.
2. Meetings shall be scheduled at such times and locations as may be mutually agreed by the parties.
3. Either party may recess for caucuses.

- 87 4. A record of meetings may be kept by a party only if it deems it necessary and only  
88 in such form or detail as it may determine providing, however, such record shall  
89 be for the use of the party keeping it and shall not be deemed an official record of  
90 the proceedings.  
91  
92 5. Notwithstanding Section D.1 above, bargaining for a successor Agreement shall  
93 not begin later than ninety (90) days before the expiration of the Collective  
94 Bargaining Agreement.  
95

96 E. Representatives

97  
98 The bargaining representatives of the UF/COTC and the Board shall be as designated  
99 by the representative of each party.  
100

101 F. Information

102  
103 The Board and UF/COTC agree to supply available public information that is  
104 specifically requested and routinely prepared.  
105

106 G. Agreement

- 107  
108 1. Tentative agreement on negotiated items shall be reduced to writing by either  
109 party and initialed by the designated representative of each party.  
110  
111 2. When the disposition of all items submitted for bargaining has been agreed to by  
112 the parties, the proposed agreement shall be reduced to writing and first  
113 submitted to the UF/COTC for consideration by its membership. If ratified by the  
114 UF/COTC, the proposed agreement shall be submitted to the Board of Trustees  
115 for its consideration. If approved by both parties, the Collective Bargaining  
116 Agreement shall be signed by the appropriate representative of each party.  
117  
118 3. A Faculty member serving on the bargaining team will be released from all  
119 responsibilities during negotiating sessions with the College except teaching and  
120 office hours. A Faculty member on the bargaining team is responsible for  
121 obtaining any committee information not obtained because he/she was  
122 participating in negotiating sessions. A Faculty member serving on the bargaining  
123 team will attend all negotiating sessions until negotiations are completed. No  
124 Faculty member serving on the bargaining team shall be penalized for  
125 participation in negotiations up through and including impasse.  
126  
127 4. Within thirty (30) working days after signing, the Collective Bargaining  
128 Agreement shall be made available to all Faculty and Board members.  
129 Arrangements for the production, distribution, and payment of costs of such  
130 agreements shall be as mutually agreed upon by the parties.  
131

132 H. Dispute Settlement Procedures

133 Dispute settlement procedures shall be followed as defined in Section 4117.14 of the  
134 Ohio Revised Code.  
135

ARTICLE III — UF/COTC RIGHTS

- 136  
137  
138 A. The UF/COTC shall be permitted reasonable use of designated COTC facilities, AV  
139 equipment, and personal computers in a Faculty member's office or personal  
140 computers in the Faculty workroom for purposes of transacting official UF/COTC  
141 business for the bargaining unit provided that such use does not interfere with  
142 normal business hours and operation of the College. Priority for the use of such  
143 facilities and equipment shall be given to credit and non-credit instructional needs  
144 and the performance of duties by any Faculty or employee of COTC and Ohio State  
145 Newark. Such use must be arranged through the vice president for business &  
146 finance. If use of any facility results in additional expense, the UF/COTC shall  
147 reimburse the College for costs that would not otherwise be incurred. Rates for Ohio  
148 State Newark non-cost shared or OSU Newark/COTC cost shared facilities requiring  
149 reservations shall be billed at established rates. COTC exclusively non-cost shared  
150 facilities may be reserved at no charge. The UF/COTC shall pay for consumable  
151 College supplies used. No secretarial or clerical help will be provided by the College.  
152  
153 B. Use of photocopying machines shall be available to the UF/COTC at the same cost  
154 and under the same conditions as access to such machines by an employee of the  
155 College when copying materials not for business purposes of the College.  
156  
157 C. Equipment under the control of the Services Center and the audio-visual center may  
158 be accessed by following established policies and procedures. Priority will be given to  
159 credit and non-credit instructional needs. The UF/COTC shall pay for consumable  
160 College supplies used.  
161  
162 D. The UF/COTC shall have the right to use College bulletin boards located in the  
163 Services Center in Founders Hall for the posting of UF/COTC materials. Any such  
164 material posted by or for the benefit of UF/COTC shall display the signet of the  
165 UF/COTC or identify the officer, committee, or other individual who posted or caused  
166 the material to be posted. Any material not so identified shall be removed at the  
167 direction of the Provost .  
168  
169 E. The UF/COTC use of internal mailboxes shall be limited to the distribution of official  
170 UF/COTC materials to member of the bargaining unit.  
171  
172 F. College telephones may be used to conduct toll free calls for the UF/COTC business  
173 regarding the bargaining unit provided that such use does not interfere with College  
174 use of the telephones, telephone lines, or the performance of duties by any employee.  
175 Toll calls on College telephones for any purpose other than College business is  
176 prohibited.  
177  
178 G. Upon reasonable request, the College shall make available to the UF/COTC routinely  
179 prepared public information. The president of the UF/COTC shall be provided copies  
180 of the full Trustees' agenda and minutes of the previous meeting of the Trustees at the  
181 time such information is distributed to the Trustees. A fee for the duplication of such  
182 information may be assessed UF/COTC, which shall not exceed the established rate  
183 charged to an employee of the College when copying materials not for business



184 purposes of the College.  
185

186 H. A UF/COTC representative shall be permitted to conduct UF/COTC business during  
187 the regular workday for the Faculty members provided such business activity does  
188 not interfere with scheduled student contact or any other duty or responsibility to the  
189 College. UF/COTC representative shall mean an elected officer, department  
190 representative, and its bargaining representative and committee chairperson.  
191

192 I. The UF/COTC shall have the right to make announcements for a period not to exceed  
193 ten (10) minutes at the conclusion of any Faculty Council meeting.  
194

195 J. Maintenance of Membership  
196

197 1. Any member of the bargaining unit may authorize the College to deduct from  
198 his/her bi-weekly pay the amount of dues charged by the Union. This  
199 authorization must be in writing and forwarded to the Payroll Office not less than  
200 two (2) weeks before the payday when it is to become effective.  
201

202 2. The UF/COTC president shall notify the Office of Human Resources of the  
203 amount of Union dues to be deducted. Any changes in the amount of dues shall  
204 also be reported in the same manner. All deductions shall be uniform in their  
205 application to each member.  
206

207 3. The College shall forward the money thus deducted to the Union treasurer within  
208 two (2) weeks following each pay period in which dues have been deducted. In  
209 case of an employee's absence without pay, when his/her earnings are less than  
210 the amount to be deducted, the College shall make no deduction.  
211

212 4. The Union agrees to indemnify and hold the College harmless against any and all  
213 claims or forms of liability arising out of its deduction from an employee's pay of  
214 Union dues and/or assessments.  
215

216 5. The College shall not charge for this service.  
217

218 K. Miscellaneous  
219

220 The College shall provide the Union, at no cost, promptly following the end of each  
221 payroll period, an alphabetical list of all Faculty members who have authorized Union  
222 dues deduction for the pay period. Following the end of each payroll period, the  
223 College shall provide the Union promptly a list of Faculty added to or deleted from  
224 dues deduction during that pay period. The College shall make every effort to  
225 transmit this information within five working days following the end of each payroll  
226 period free of charge.  
227

ARTICLE IV — MANAGEMENT RIGHTS

A. The College maintains the responsibility and sole and exclusive authority to manage and direct its operations and activities in such manner as the College shall determine. The exercise of these powers, rights, authority, responsibilities, and prerogatives of Management are reserved and retained exclusively by the College. Except as provided in this contract, the College's right to manage its operations shall include, but shall not be limited to, its rights to:

1. Determine matters of inherent managerial policy, which include, but are not limited to, areas of discretion or policy such as the functions and programs of the College, standards of services, budget, utilization of technology, and organizational structure.
2. Direct, supervise, evaluate, and hire Faculty members.
3. Maintain and improve the efficiency and effectiveness of College operations.
4. Determine the overall methods, processes, means, or personnel by which operations are to be conducted.
5. Suspend, discipline, demote, discharge for just cause, layoff, transfer, assign, schedule, grant tenure, promote, or retain Faculty members.
6. Determine the adequacy, size, qualifications, and composition of the work force.
7. Determine the overall mission of the College.
8. Effectively manage the work force.
9. Take actions necessary to carry out the mission of the College as a governmental unit.

B. This bargaining agreement contains the full and complete agreement on all bargainable issues between the parties. Any aspect of wages, hours, terms and conditions of employment not covered by a provision of this Collective Bargaining Agreement is declared to have been expressly waived as a subject for bargaining and, during the life of this Collective Bargaining Agreement, the UF/COTC waives any right to request further bargaining or negotiations even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Collective Bargaining Agreement.

1. The College hereby reserves the right to make, change, and enforce rules, policies, and procedures that are not in direct conflict with the terms of this bargaining agreement.

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- a. The substance of such rules, policies, and procedures which are not in direct conflict with the terms of this bargaining agreement are not subject to the grievance procedure.
- 2. If the inequitable application of such rules, policies, and procedures results in the discipline of a Faculty member or a denial of a benefit, the UF/COTC shall be granted the right to file a grievance at Step 2 of the Grievance Procedure as provided in Article V.
- 3. The Arbitrator shall be limited to the determination of procedural errors and the correction of such errors.
- 4. The Arbitrator shall have the power to order reinstatement of a Faculty member and/or restore back or withheld pay only when the action taken by the administration is not supported by the record.

ARTICLE V — GRIEVANCE PROCEDURE

A. Definition

- 1. A "grievance" shall mean an allegation by a member of the bargaining unit of a violation, misinterpretation, or misapplication of the terms of this bargaining agreement; or has made a decision under the Management rights provision as set forth in Section 4117.08(C) of the Ohio Revised Code and Article IV herein that allegedly negatively impacts the member's wages, hours, or other terms and conditions of employment.
- 2. A "grievant" shall mean either (1) an individual, (2) a group of members of the bargaining unit having the same grievance, or (3) the UF/COTC.
- 3. A "day" shall mean a weekday excluding holidays unless otherwise expressly stated.

B. Grievant's Rights

- 1. A grievant shall have the right to be represented or accompanied by a UF/COTC representative at any stage of this grievance procedure.
- 2. A grievant shall have the right to attend any hearing conducted pursuant to the grievance procedure established herein.

C. Timeliness

The timelines contained in the procedure below shall be strictly complied with, except for good cause shown.

D. Procedures

1. Informal

- a. If a grievant has a grievance, he/she shall discuss it informally with the administrator directly involved. The object of both parties shall be to resolve this matter as soon as possible in an informal manner.
- b. The initiation of Step 1 of the formal grievance procedure or a written communication from the administrator directly involved stating that the informal procedure has been concluded shall automatically and immediately conclude the informal grievance process.

2. Formal

- a. Step 1: If the issue is not resolved informally, the grievant shall file a written grievance with the appropriate Administrator within ten (10) days following the conclusion of the informal grievance process that is the basis

340 of the grievance. The grievance shall be filed on a grievance form, which  
341 shall set forth:

- 342 i. clear and concise summary of the facts upon which the grievance is  
343 based,
- 344 ii. references to the specific provisions of the Collective Bargaining  
345 Agreement, which were violated, misinterpreted, or misapplied
- 346 iii. the relief demanded,
- 347 iv. the date of the occurrence upon which the grievance is based, and  
348
- 349 v. the date the grievance is filed.
  - 350 1. If said grievance is not timely filed, the grievance shall be  
351 deemed void and no longer to exist.
- 352 vi. Upon written request of the grievant or the appropriate  
353 administrator, a grievance hearing shall be held within seven (7)  
354 days of the request. A written decision shall be rendered by the  
355 appropriate administrator within seven (7) days from the conclusion  
356 of any grievance hearing, which may be conducted, or if no hearing  
357 is conducted within seven (7) days from receipt of the written  
358 grievance. Failure to render timely a decision shall advance the  
359 grievance to Step 2 of this procedure.

360 b. Step 2: If the grievance is not resolved at Step 1, the grievant may appeal to  
361 the Provost or appropriate designated administrator within seven (7) days  
362 from the date of the decision rendered at Step 1. An exact copy of the  
363 grievance form filed at Step 1 and a copy of the Step 1 decision shall be filed  
364 with the appropriate above designated administrator. Failure to timely file  
365 an appeal shall be deemed as an acceptance of the decision rendered at  
366 Step 1. Upon written request of the grievant or the appropriate above  
367 designated administrator or of either the latter's designee, a grievance  
368 hearing shall be held within seven (7) days of the request. A written  
369 decision shall be rendered by the appropriate above designated  
370 administrator, or his/her designee, within seven (7) days from the  
371 conclusion of the grievance hearing which may be conducted or, if no  
372 hearing is conducted, within seven (7) days from receipt of the appeal. A  
373 copy of the decision shall be sent to the grievant, the president of  
374 UF/COTC, and the appropriate administrator. Failure to render timely a  
375 decision shall advance the grievance to Step 3.

376 c. Step 3: If the grievance is not resolved at Step 2, the grievant may appeal  
377 to the president of the College within seven (7) days from the date of the  
378 decision rendered at Step 2. An exact copy of the grievance form filed at  
379 Step 1, and all previous decisions, shall be filed with the president of the  
380 College. Failure to timely file an appeal shall be deemed as an acceptance of  
381

388 the decision rendered at Step 2. Upon written request of the grievant or the  
389 president of the College or his/her designee, a grievance hearing shall be  
390 held within seven (7) days of the request. A written decision shall be  
391 rendered by the appropriate above designated administrator, or his/her  
392 designee, within seven (7) days from the conclusion of the grievance  
393 hearing which may be conducted or, if no hearing is conducted, within  
394 seven (7) days from receipt of the appeal. A copy of the decision shall be  
395 sent to the grievant, the president of UF/COTC, Provost, or the appropriate  
396 senior administrator, as the case may be, and the appropriate  
397 administrator. Failure to render timely a decision shall advance the  
398 grievance to arbitration as provided herein.

- 400 d. Each step of the grievance process shall be heard by a different  
401 administrator on behalf of the College.

402  
403 E. Arbitration

- 404  
405 1. If the grievance involves a termination action or another non-disciplinary matter,  
406 and the grievance is not resolved at Step 3, the UF/COTC may demand that the  
407 matter be submitted to arbitration. Such demand shall be made within ten (10)  
408 days from the date of the decision rendered at Step 3, or if no decision was  
409 rendered at Step 3, within fifteen (15) days from the conclusion of the grievance  
410 hearing or, if no grievance hearing was conducted, within fifteen (15) days from  
411 the filing of the appeal at Step 3. Failure to timely file a demand for arbitration  
412 shall be deemed as an acceptance of the decision rendered at Step 3. An arbitrator  
413 shall be selected and proceedings conducted under the Voluntary Arbitration  
414 Rules of the American Arbitration Association ("AAA") or the Federal Mediation  
415 Conciliation Services ("FMCS"), rotating between the organizations for each  
416 arbitration, beginning with the AAA.
- 417  
418 2. The Arbitrator shall have no power to alter, add to, or subtract from the terms of  
419 this Collective Bargaining Agreement, nor to make any award that is inconsistent  
420 with the terms of this agreement or contrary to law. The arbitrator shall expressly  
421 confine himself/herself to the precise issue or issues submitted for arbitration and  
422 shall have no power to make any award that exceeds the remedy requested.
- 423  
424 3. If the award includes money damages, such award shall be limited to back pay  
425 and the actual dollar value of a benefit denied a grievant.
- 426  
427 4. The Arbitrator shall issue his/her award not later than thirty (30) calendar days  
428 from the date of the conclusion of the grievance hearings or, if no hearing is  
429 conducted, from the date the arbitrator has established as the final date for  
430 acceptance of statements, proofs and/or written arguments to be submitted for  
431 his/her consideration. If made in accordance with his/her jurisdiction and  
432 authority granted under this contract, such award shall be binding upon the  
433 parties but subject to appeal pursuant to Chapter 2711 of the Ohio Revised Code.

- 436 5. The costs for the fee and necessary expenses of the arbitrator shall be shared  
437 equally by the Board and the UF/COTC. All other costs shall be the liability of the  
438 party incurring them.

439  
440 F. Matters of Health and Safety

- 441  
442 1. The College shall maintain a safe and healthful work place in accordance with  
443 accepted standards established by those public agencies responsible for the health  
444 and safety of the general public.  
445
- 446 2. After hire, all Faculty members must self-disclose any felony or misdemeanor  
447 convictions within three (3) days of pleading guilty or being convicted.  
448 Convictions will be evaluated for any corrective action. Faculty members that fail  
449 to disclose criminal convictions will be subject to corrective action up to and  
450 including termination.  
451
- 452 3. If a Faculty member alleges that his/her health or safety is jeopardized by  
453 conditions that did not meet such established standards and can be corrected by  
454 the College, a grievance may be filed in accordance with the procedures set forth  
455 in Sections D.2.a through d of the Grievance Procedure as contained in Article V.  
456
- 457 4. If the grievance is not resolved at Step 3 of such procedure, the grievant may,  
458 upon written request, appeal to the Board of Trustees within seven (7) days from  
459 the date of the decision rendered at Step 3; an exact copy of the grievance form  
460 filed at Step 1 shall be filed with the Board of Trustees, together with a complete  
461 record of the disposition made at Steps 1 through 3.  
462
- 463 5. The grievance shall be placed on the agenda of the next regularly scheduled  
464 meeting of the Board of Trustees not less than seven (7) days following the receipt  
465 of the written appeal; the Board shall make a determination on the appeal in  
466 writing within fourteen (14) days from the date of the meeting at which the appeal  
467 was heard; the president of the College shall cause copies of the determination to  
468 be distributed to all parties; the determination of the grievance by the Board of  
469 Trustees shall be binding.  
470

ARTICLE VI — FACULTY CONTRACTS: TERM, SUSPENSION, AND  
TERMINATION

A. Employment Contracts

1. Members of the bargaining unit shall be employed under one of the following types of employment contracts: (1) a term-track position, (2) a tenure-track position, and (3) tenured.
2. No appointment shall be effective until a contract or written offer has been tendered by the College, signed by the appointee and returned to the Office of Human Resources within fifteen (15) days after the date of posting such contract or offer in the U.S. Mail or personal service.
3. **Letters will be sent to set forth the next year's salary and the** semesters the Faculty member will teach in the next year.
4. Unless otherwise approved by the president of the College, or his/her designee, a Faculty member may resign only upon a sixty (60) day written notice and at the conclusion of an academic term.

B. Terms of Appointment to Term-Track Positions

1. Faculty members will be copied on all recommendations when they are made throughout the appointment process.
2. A Faculty member who is offered a term-track position shall be granted an annual employment contract for a term not to exceed four (4) years. Recommendations will take into consideration economic conditions, program viability, funding sources, performance, and other factors.
3. At the regular February meeting of the Board of Trustees in the year of the expiration of the term-track position, the president of the College will recommend the renewal or non-renewal of the term-track position.
4. The decision of the Board of Trustees will be conveyed to the Faculty member currently appointed to the term-track position on or before the last day of February.
5. If the decision is to renew the term-track position, the Faculty member shall notify the president of the College in writing by March 15 of his/her decision to accept or reject annual employment contracts for an additional term not to exceed four (4) years.
6. A term-track position may be renewed by the Board of Trustees for an indefinite number of terms (not to exceed four (4) years each).
7. A term-track position shall not be convertible to a tenure-track position.



- 519 8. A Faculty member appointed to a term-track position shall be eligible to apply for  
520 an authorized tenure-track position whenever such position becomes available.  
521  
522 9. Nothing herein shall create the expectancy by any Faculty member to re-  
523 employment by the College.  
524  
525 10. In cases of such non-renewal, the Faculty member is entitled at his/her request to  
526 reasons in writing for the non-renewal and an opportunity to discuss the matter  
527 with his/her designated administrator or the Provost.  
528  
529 11. A Faculty member, who is in the last year of a term contract and was appointed  
530 following a search process, shall not be subjected to the competition of another  
531 search if the position is another term contract.  
532

533 C. Terms of Appointment to Tenure-Track Positions  
534

- 535 1. Only a Faculty member who is appointed to a tenure-track position shall be  
536 eligible for tenure.  
537  
538 2. A Faculty member who meets COTC tenure-track standards of performance  
539 during the six-year (6) probationary period shall be eligible for reappointment  
540 annually.  
541  
542 3. Upon successful completion of the six-year (6) probationary period, the Faculty  
543 member shall be given notice of a tenure appointment in writing.  
544  
545 4. A tenure appointment shall be granted only upon the approval of the Board of  
546 Trustees.  
547  
548 5. Prior service credit shall be granted for full-time regular Faculty **member's** service  
549 to the College and applied to the probationary period to a maximum of six (6)  
550 years.  
551  
552 6. Preference shall be given to an internal candidate when staffing authorized and  
553 available tenure-track positions, as long as the internal candidate has undergone a  
554 competitive search.  
555  
556 7. The qualifications and areas of special expertise of a candidate to a tenure-track  
557 position shall be determined in the sole and exclusive discretion of the Provost;  
558 provided, however, such discretion shall not be exercised in an arbitrary or  
559 capricious manner.  
560

561 D. Terms of Appointment to Tenured Positions  
562

- 563 1. Only a Faculty member who has successfully completed the six-year (6)  
564 probationary period may be granted tenure.  
565  
566

- 567 2. A tenure appointment shall remain in effect until the Faculty member resigns,  
568 retires, is retired pursuant to Section 3307.37 of the Ohio Revised Code or until  
569 terminated or suspended for cause or in accordance with Article XIII (Reduction  
570 in Staff.)  
571  
572 3. A Faculty member who, at the time of the signing of this Agreement, is eligible for  
573 tenure review shall proceed with the tenure process as outlined in the COTC  
574 Faculty Handbook.  
575

576 E. Tenure Procedure  
577

- 578 1. After fulfilling two (2) complete academic years of full-time service at COTC as a  
579 probationary tenure-track Faculty member and at the beginning of the third year,  
580 the Faculty member shall request that the Tenure Committee determine the  
581 extent to which he/she is meeting the criteria for tenure at Central Ohio Technical  
582 College.  
583  
584 2. The Tenure Committee shall put such determinations/recommendations in  
585 writing for the Faculty member by the end of the second teaching semester of the  
586 third year; such determinations/recommendations shall be included at the time of  
587 the sixth year review.  
588  
589 3. After the provisions of section E.2 above have been complied with, guidelines for  
590 tenure for any specific candidate shall not be altered.  
591  
592 4. At the beginning of the sixth year of full-time service at COTC, the Faculty  
593 member shall submit his/her tenure file for review and evaluation by the Tenure  
594 Committee.  
595  
596 5. The file, along with the recommendations of the Tenure Committee, shall be  
597 forwarded to the appropriate designated administrator, and to the president of  
598 COTC, who each make recommendations.  
599  
600 6. The recommendation of the president of the College is forwarded to the Board of  
601 Trustees, which makes the decision on granting tenure.  
602  
603 7. If tenure is not granted, the Faculty member may be offered only one additional  
604 one-year contract.  
605

606  
607

F. Tenure Calendar

At the beginning of the Faculty member's <b>third (3<sup>rd</sup>)</b> year	Faculty member consults with Committee to determine extent to which he/she is meeting criteria for tenure.
At the beginning of the Faculty member's <b>sixth (6<sup>th</sup>)</b> year (no later than fourth (4 <sup>th</sup> ) week of semester)	Faculty member submits tenure file to Chairperson of the Tenure Committee
By the fourth (4 <sup>th</sup> ) week of the second (2 <sup>nd</sup> ) semester of the sixth year	Tenure committee notifies designated administrator in writing of its recommendation.
By the eighth (8 <sup>th</sup> ) week of the second (2 <sup>nd</sup> ) semesters of the sixth year	Recommendations received by the president of the College. Positive recommendations presented to the Board of Trustees at next meeting.
By the end of the second semester of the sixth (6 <sup>th</sup> ) year.	Faculty member notified of the decision of the Board of Trustees regarding his/her tenure status.

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G. Performance Improvement Plans

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1. When performance is identified as needing improvement, a specific improvement plan will be developed to strengthen performance. Such plan may include additional evaluations of the performance identified as needing improvement.
2. Benchmarks for needs improvement:
  - a. Major deficiency in one (1) of the four (4) areas of the Position Description of Faculty as set forth in Article IX.
  - b. If a written reprimand does not solve the problem.
  - c. Consistent pattern indicating a deficiency on a majority of the Class Administrative Evaluation.
3. When a specific improvement plan is developed, progress toward achievement of the specific improvement plan must be documented prior to the next term-track renewal process. Documentation shall be the joint responsibility of the designated administrator and Faculty member. A Faculty member not showing progress toward achievement of the plan set forth above may be non-renewed.

- 632 4. Nothing in this section shall prevent the College from non-renewing the Faculty  
633 member at any time for causes, nor shall anything in this section waive the  
634 Faculty **member's right to due process**.

635  
636 H. Termination of Contract

- 637  
638 1. No Faculty member's employment contract shall be terminated without cause or  
639 as specified in Article XIII (Reduction in Faculty).  
640  
641 2. Cause shall include, but not be limited to:
- 642 a. violations of local, state, or federal laws which involve moral turpitude  
643 and/or the commission of a felony;
  - 644 b. fraud or misrepresentation of professional preparation or  
645 accomplishments;
  - 646 c. unauthorized absence from scheduled professional responsibilities for  
647 more than five (5) working days;
  - 648 d. failure to participate in an approved rehabilitation program;
  - 649 e. unsatisfactory performance documented by the appropriate administrator;
  - 650 f. illegal manufacture or sale of controlled substances or their possession or  
651 use while on College-owned or controlled property;
  - 652 g. illegal or unauthorized possession or use of firearms, fireworks, explosives,  
653 dangerous chemicals or weapons while on College-owned or controlled  
654 property;
  - 655 h. forms of harassment as prohibited by state or federal law; and  
656  
657 i. willful disregard for the health, safety, and welfare of students, Faculty,  
658 staff, and patients/clients.

659  
660 I. Discipline

- 661  
662 1. Pursuant to Section 4117.08 (C)(5) of the Ohio Revised Code, the College shall  
663 retain the right to suspend without pay, or discipline a Faculty member for cause.  
664  
665 2. Disciplinary action taken against a Faculty member shall be progressive, unless at  
666 the sole and exclusive discretion of the president of the College, the nature of the  
667 transgression reasonably warrants a more severe sanction.  
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3. Progressive discipline shall be defined as:

- a. Oral warning
- b. Written reprimand
- c. Second written reprimand
- d. Termination

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ARTICLE VII — PERSONNEL FILES

Personnel files shall be maintained in compliance with Ohio Revised Code and COTC policy.

693 ARTICLE VIII — TEACHING AND LEARNING CONDITIONS  
694

695 Both the College and the Union are committed to providing learning environments  
696 that both optimize and continually strengthen the quality of education for all Central  
697 Ohio Technical College students. To this end, the College intends to maintain a level  
698 of full-time Faculty that ensures and strengthens student learning, reasonable Faculty  
699 workloads, and program integrity. Furthermore, where applicable, the College  
700 intends to employ at least one (1) full-time Faculty member in each associate degree  
701 program area.  
702

703 A. Academic Year  
704

- 705 1. The academic year for Faculty shall consist of service two (2) of the three (3)  
706 semesters each academic year. An academic year commences with the summer  
707 session.  
708
- 709 2. A particular Faculty member may be employed three (3) semesters each year.  
710
- 711 3. The usual and customary assignment of semesters of work shall be autumn and  
712 spring semesters; a Faculty member may be assigned any other combination of  
713 two semesters of work at the discretion of the Provost. A Faculty member may  
714 submit written requests on or before February 1 for assignment to specific  
715 semesters of work.  
716

717 First (1st) consideration for such assignment shall be given to a regular Faculty  
718 member within the technology or area who is best qualified to teach the course  
719 offering by education, training, experience, and relevant pedagogy. When each of  
720 the above is deemed equal, the Faculty member with the most years of service  
721 recognition shall be offered the assignment. The qualifications of the Faculty  
722 member shall be determined within the sole and exclusive discretion of the  
723 Provost, provided, however, such discretion shall not be exercised in an arbitrary  
724 or capricious manner.  
725

726 B. Teaching Load  
727

728 Each Faculty member shall be scheduled with a normal teaching load or compensated  
729 for overload assignments.  
730

- 731 1. Teaching load shall be defined as:  
732
- 733 a. both on-campus and off-campus assigned class lecture;
  - 734 b. both on-campus and off-campus assigned laboratories;
  - 735 c. both on-campus and off-campus clinical labs;
  - 736 d. practicum experience, internship, directed practice; and  
737  
738  
739  
740

741 e. distance learning.

742  
743 2. Normal teaching load shall be defined as sixteen (16) to twenty (20) contact hours  
744 per week each semester for a total of:

745  
746 a. Thirty-six (36) contact hours per contract year for a Faculty member  
747 employed on a nine-month contract, OR

748  
749 b. Fifty-four (54) contact hours per contract year for a Faculty member  
750 employed on a twelve-month contract.

751  
752 3. Normal teaching preparation load shall be defined as up to four (4) disparate  
753 courses per semester, regardless of class size or duration. A Faculty member who  
754 is required to prepare more than four (4) courses per semester shall receive the  
755 equivalent of one (1) hour of overload compensation per extra course preparation.  
756

### 757 C. Contact Hour

758  
759 1. Defined—a contact hour shall be defined as fifty (50) minutes of lecture or fifty  
760 (50) minutes of college laboratory. Clinical (directed practice) hours in Nursing  
761 shall be computed as one and one-fifth (1 1/5) contact hours per sixty (60)  
762 minutes of clinical. Assigned "to be arranged" shall count toward Faculty load  
763 requirements.  
764

765 2. The hours allocated to clinical assignment in Allied Health shall be determined  
766 prior to the beginning of each term in accordance with the following:

767  
768 a. Diagnostic Medical Sonography (DMS) - Contact hours will be based on  
769 the number of students visited multiplied by three (3) [the number of  
770 hours per visit] multiplied by the number of visits in the term  
771 multiplied by 1.2. Contact hours are calculated to one decimal place.  
772

773 b. Radiographic Technology – Contact hours are based upon the number  
774 of students multiplied by the number of competencies multiplied by the  
775 length of time required for each competency multiplied by 1.2.  
776 Competencies vary in complexity and the more complex competencies  
777 require more time to be spent working with students. For purposes of  
778 scheduling weekly visits, the total hours of time are divided by the  
779 number of weeks of clinical practice in the term. Faculty are then  
780 assigned based on how many visits each will be making each week.  
781 Contact hours are rounded to one decimal place.  
782

783 c. Surgical Technology/EMS Technology - A Faculty member visits each  
784 student every week. Faculty members receive one hour for each student  
785 plus an additional hour for each different clinical class assignment (e.g.  
786 M/W, T/Th) at each location visited.  
787  
788



- 789 3. Full credit shall be given when the Faculty member has total and direct  
 790 responsibility; pro rata credit shall be given for these same activities in which  
 791 Faculty members have shared responsibilities.  
 792  
 793 4. Practicum experience, internship, and directed practice experience—For each  
 794 practicum experience, internship, and directed practice as these terms are defined  
 795 by the Ohio Department of Higher Education, with related duties, a faculty  
 796 member shall receive contact hours for the seminar portion of the course based on  
 797 the number of credit hours assigned to the seminar, if a seminar is required.  
 798 Contact hours for monitoring the student at the site of a practicum experience,  
 799 internship, or directed practice will be based on the total number of students  
 800 visited in all sections as follows:

- 801  
 802 a. Practicum Experience—contact hours for monitoring students at site of  
 803 experience:

<u>Number of Students</u>	<u>Hours</u>
1-3	1
4-7	2
8-11	3
12-15	4

- 810  
 811 b. Internship and Directed Practice—contact hours for monitoring  
 812 students at site of experience:

<u>Number of Students</u>	<u>Hours</u>
1-3	1
4-7	1.5
8-11	2
12-15	2.5

819  
 820 The contact hours for practicum experience, internship, and directed practice will  
 821 be paid only for the number of weeks in which the student is attending the  
 822 experience. For example, if students are only at the site for five weeks, the contact  
 823 hours will be paid for only five weeks.  
 824

825  
 826 Lecture—Additional load hour(s) will be provided in accordance with the following schedule.  
 827 Class size shall be determined based upon enrollment of the 14<sup>th</sup> day of the semester:  
 828

<u>Number of Students</u>	<u>Contact Hours</u>
75 to 99	.5
100 to 149	1.0
150 or more	1.5

833  
 834 The Curriculum committee may make recommendations to the College regarding  
 835 class size for new classes.  
 836

837 Faculty members may petition through their designated administrator regarding  
838 class capacity.

839  
840 Final determination of class size is at the sole discretion of the College.  
841

842 5. New Class Assignment within forty-eight (48) hours of start semester—One (1)  
843 load hour shall be provided to a Faculty member if the College assigns a new class  
844 (a class that has never before been taught by the Faculty member) within forty-  
845 eight (48) hours of the start of the semester. (i.e., for a 3-hour class, the Faculty  
846 member would receive four (4) load hours).

847  
848 D. Special and One-Time Assignments

849  
850 1. Faculty Program Directors

851  
852 A full-time Faculty member designated as a Faculty program director (in areas  
853 needing a program director) of an educational program shall receive six (6) hours  
854 of reassigned time per semester of service.

855  
856 Faculty program directors are appointed by and report directly to their designated  
857 administrator and serve a renewable term by mutual agreement between the  
858 designated administrator and the Faculty member.

859  
860 In addition to performing the regular duties of a Faculty member as outlined in  
861 Article IX, Position Description of Faculty, Faculty program directors work  
862 collaboratively with the designated administrator to provide leadership in the  
863 following sorts of ways pertaining to the daily operations of the Faculty **member's**  
864 program or department:

- 865
- 866 • reviewing and developing the long-term planning, including accreditation, if  
867 appropriate, of the program or department;
  - 868 • recruiting and interviewing candidates for part-time teaching assignments;
  - 869 • making recommendations to the designated administrator regarding the hiring  
870 of part-time Faculty for teaching duties in the program or department;
  - 871 • conducting part-time Faculty evaluations (the Faculty program director shall  
872 determine when and in what manner such evaluations are performed and may  
873 request the assistance of other full-time Faculty members in undertaking such  
874 evaluations);
  - 875 • being involved with master scheduling;
  - 876 • being involved with staffing classes;
  - 877 • keeping abreast of budgetary matters pertaining to the program or department;
  - 878 • convening meetings during which Faculty work on curriculum and program  
879 review and assessment;
  - 880 • convening meetings during which Faculty work on new program and curriculum  
881 development;
  - 882 • generally providing support for and direction to the assigned program or  
883 department; and

- 884
- 885
- 886
- working with other Faculty program directors, as well as with College Administrators, on matters of interdivisional or College-wide concern.

887 Work does not include supervising, hiring, disciplining, or evaluating full-time  
888 program or departmental Faculty.

889

890 2. Non-Nursing Lead Faculty

891

892 A full-time Faculty member designated as lead faculty in areas other than nursing  
893 shall receive one (1) hour of reassigned time per semester of service. The one (1)  
894 hour of reassigned time will apply to meeting the normal teaching load defined  
895 within this Agreement.

896

897 At the discretion of the Provost, by mutual agreement between a full-time Faculty  
898 member and the appropriate Division Dean, a full-time Faculty member who is  
899 not a Faculty program director **may serve a renewable term as the** “lead Faculty”  
900 within her or his program or department.

901

902 The non-nursing lead Faculty will work collaboratively with the divisional  
903 dean and the designated administrator in the following ways:

904

- 905
- Consulting on scheduling in the lead Faculty’s **area**;
  - Consulting on staffing in the lead Faculty’s **area** to include participating in reviewing CVs; interviewing and recommending candidates for part-time teaching, as needed;
  - Contributing to/consulting with the Administration’s supervisor in hiring, evaluation, and discipline of non-teaching staff within the department/program;
  - Consulting with the coordinator of part-time Faculty services and/or the dean on matters pertaining to the lead Faculty’s **area**;
  - Connecting full-time Faculty to part-time Faculty to facilitate collaboration and communication (i.e. in the sharing of syllabi, the ordering of texts, extending invitations to meetings, coordinating lab prep and training, ordering instructional supplies);
  - Keeping abreast of budgetary matters pertaining to the program or department;
  - Convening meetings during which Faculty work on curriculum and program review and assessment; and
  - Working with Faculty program directors, as well as with College administrators, on matters of interdivisional or College-wide concern.
  - Work does not include supervising, hiring, disciplining, or evaluating full-time program or departmental Faculty.
- 926

927 3. Nursing Lead Faculty

928  
929 Nursing Faculty members teaching the didactic portion of the clinical-based  
930 nursing courses will be designated as the lead Faculty and will be responsible for  
931 providing clinical leadership for and clinical management of the clinical learning  
932 experiences.

933  
934 Nursing Faculty members designated as lead Faculty for a clinical-based nursing  
935 course shall receive reassigned time per semester based upon the number of part-  
936 time teaching assistants (**bachelor's prepared**) assigned to the course in  
937 accordance with the chart below:  
938

# Assistants	Load Hours	# Assistants	Load Hours
1	0.80	9	3.20
2	1.10	10	3.50
3	1.40	11	3.80
4	1.70	12	4.10
5	2.00	13	4.40
6	2.30	14	4.70
7	2.60	15	5.00
8	2.90		

939 4. Full-time Faculty supervise the activities of teaching assistants. The intent of the  
940 lead Faculty designation is to compensate the Faculty member for this additional  
941 element of supervision. Specifically, this level of supervision includes providing  
942 additional direction to the clinical teaching assistant regarding the design of the  
943 **student's clinical experience; visiting the clinical site of** each assigned teaching  
944 assistant at least one time per semester and as needed; documenting an  
945 assessment of the learning that is occurring; and conducting face-to-face or virtual  
946 meetings with assigned teaching assistants at least one time per semester.  
947

948 5. Faculty One-Time Assignments

949 In any given semester, a Faculty member who has a normal teaching load may be  
950 given a one-time or special temporary assignment (e.g., the preparation of a  
951 formal accreditation report or other special project with defined deliverables).  
952 Reassigned time shall be granted by the Provost for the special or one-time  
953 assignment in the semester.  
954

955 6. Faculty Assignments as BPA Commander

956 A full-time Faculty member designated as the commander of a BPA academy shall  
957 receive fifteen (15) hours of reassigned time per academy. The hours shall be  
958 divided by the number of terms across which the academy spans.  
959

960 7. Faculty Assignments as Clinical/Practicum Coordinator

961 A full-time Faculty member designated as a program clinical/practicum  
962 coordinator shall receive four (4) hours of reassigned time per semester.  
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8. Faculty Assigned Responsibility for the Nursing Preceptor Course  
A full-time faculty member responsible for the Nursing preceptor course shall receive six (6) hours of reassigned time per semester. **“Preceptor experience” applies to** programs in the health technologies during which the student is assigned to practice experiences under supervision at an external agency by an employee of the agency. To assure proper coordination, the faculty member coordinating the experience monitors and mentors the nurse preceptors, provides the clinical education plan, visits the student at least twice during the experience, provides the final grade, and is responsible for the course in which the student is enrolled.

E. Departmentally-Related Assignments

1. A designated administrator may assign academic assignments to a Faculty member whose course assignments are less than a full-time instructional load.
2. If such assignments and instructional load total more than thirty-six (36) contact hours for a nine (9op) month appointment, or fifty-four (54) contact hours for a twelve (12) month appointment, the Faculty member shall be paid an overload.

F. Overload/Off Duty Semester

1. Defined - Overload occurs when a Faculty member exceeds the normal teaching load as defined in Article VIII, Section B2.
2. All load hours in excess of twenty (20) hours in any semester shall be paid as overload in the semester in which they are worked.
3. Annual excess load hours (hours in excess of 36 for 9-month Faculty or 54 for 12-month Faculty) which were not considered to be overload hours during the course of the year shall be paid as overload during the spring semester.
4. In order to maintain the quality of education and address student learning needs, Management and the Union discourage excess overload hours but recognize the occasional need for greater than ideal course loads to accommodate program and enrollment needs.
5. The best-qualified Faculty member, as determined by education, training, experience, and relevant pedagogy, shall be offered course assignments. When each of the above are deemed equal, the Faculty member with the most years of seniority shall be offered the assignment. Should that Faculty member refuse the assignment, the assignment shall be offered to the next most senior Faculty member.
  - a. No one outside the bargaining unit shall be offered the opportunity to teach before bargaining unit members have had the right of refusal of overload hours

1011 up to a total of twenty-eight (28) contact hours per semester.  
1012

- 1013 6. Off-duty semester assignments shall be limited to a maximum of twelve (12)  
1014 contact hours.

1015  
1016 G. Individual Studies

1017  
1018 Upon approval by the designated administrator and the Provost, a Faculty member  
1019 may volunteer to direct students in individual studies as defined by the Ohio  
1020 Department of Higher Education. Such courses shall not be part of the Faculty  
1021 member's normal workload.  
1022

1023 H. Scheduled Hours

- 1024  
1025 1. Each Faculty member shall serve the College forty (40) hours per week of the  
1026 official College calendar for which the Faculty member is contracted.  
1027  
1028 2.  
1029  
1030 a. In addition to scheduled class and office hours, the Faculty member is  
1031 expected to spend the remainder of the forty (40) hours meeting the duties  
1032 and obligations of the position description found in Article IX.  
1033  
1034 b. A Faculty member shall not be assigned duties that are in conflict with one  
1035 another. Should assignments conflict, the Faculty member and the assigning  
1036 authorities shall, after consultation, determine which assignment shall take  
1037 preference. If the assigning authorities and the Faculty member cannot agree,  
1038 the assignment shall be made by the appropriate administrator.  
1039  
1040 c. Where the College assigns such duties at times conflicting with office hours,  
1041 the Faculty member shall not be required to reschedule the office hours  
1042 affected.  
1043  
1044 3. A Faculty member shall not teach more than four (4) consecutive hours without a  
1045 thirty (30) minute break; exceptions shall be made upon consultation between the  
1046 designated administrator and the Faculty member.  
1047  
1048 4. A Faculty member who teaches Saturday and Sunday on a regular basis shall  
1049 receive two (2) consecutive non-work days during the following week. A Faculty  
1050 member who teaches one (1) day of the weekend shall have two (2) consecutive  
1051 non-work days, which shall include one (1) week-end day plus one (1) workday.  
1052  
1053 5. All full-time Faculty are on contract for the full academic year. However, full-time  
1054 Faculty are not required to be on-campus during breaks between semesters and  
1055 during Spring Break. Twelve-month Faculty may submit a request(s) to work up to  
1056 10 week days during the break periods during each academic year in exchange for  
1057 time off during the academic terms. Requests for alternate scheduling must be in  
1058 writing and must include a plan for covering classes during the requested period.

1059 Requests must be made in full-day increments. Requests must be submitted with  
1060 reasonable notice and are subject to the review and approval of the appropriate  
1061 administrator. The decision of the administrator is final and not subject to the  
1062 grievance procedure.

1063  
1064 I. Office Hours

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1066 For one to twenty (1-20) hours of load (both teaching and non-teaching), a minimum  
1067 of six (6) office hours shall be posted and made available to students each week. At  
1068 least two (2) of the six (6) hours must be face-to-face/in-person. Faculty members  
1069 who are teaching all (100%) of their courses in an online format may conduct all six  
1070 hours virtually. Office hours should be scheduled at times that are convenient for  
1071 students (including, where applicable, appropriate consideration of evening students  
1072 and the location of classes being taught). Office hours may be held at any campus  
1073 facility.

1074  
1075 If the Faculty member's teaching load is greater than 20 hours, additional office  
1076 hours are required each week as follows:

1077  
1078 21 - 24 teaching hours = One (1) additional office hour per week

1079 25 or more teaching hours = Two (2) additional office hours per week

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1081 J. EIapse Time

1082  
1083 No less than eleven (11) hours shall elapse between the end of the last class taught by  
1084 a Faculty member on one day and the beginning of his/her first class on the  
1085 succeeding day.

1086  
1087 K. Off-Campus Teaching Assignments

1088  
1089 Teaching assignments at other than the designated home campus shall be made by  
1090 the designated administrator in collaboration with the Faculty member.

1091  
1092 L. Volunteer Service

1093  
1094 Nothing in this Article shall prevent a Faculty member from volunteering service to  
1095 the College beyond the limits set forth in this article.

1096  
1097 M. Semester Schedule

1098  
1099 The semester schedule for a Faculty **member's teaching duties is determined by the**  
1100 designated administrator in consultation with the Faculty member and subject to  
1101 approval by the Provost. The best-qualified Faculty member, as determined by  
1102 education, training, experience, and relevant pedagogy shall be offered course  
1103 assignments. When each of the above are deemed equal, the Faculty member with the  
1104 most years of seniority shall be offered the assignment. Should that Faculty member  
1105 refuse the assignment, the assignment shall be offered to the next most senior Faculty  
1106 member.

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N. Time Changes

All proposed semester schedule additions, cancellations, closings, time changes, laboratory changes, corrections in credit or contact hours, and any other changes must be approved by the designated administrator and the Provost.

O. Schedule Changes

Only the designated administrator and the Provost have the authority to make or accept schedule changes.

P. Presence

A Faculty member is required to be in the class or laboratory at the time assigned on the Master Schedule. A Faculty member or other authorized College employee must be present at all times in any laboratory where the student is at risk while utilizing laboratory equipment.

Q. Alterations

A Faculty member may not cancel or alter the time of any scheduled class period without prior approval of the designated administrator.

R. Mentoring

All new full-time Faculty members shall be required, in their first (1st) year of employment, to participate in the Faculty Mentoring Program as developed by the Mentoring Task Force.

Mentoring assignments may be given for up to two (2) semesters and compensation will be based upon one (1) of the following:

1. Release time based upon an agreement between the Faculty member and the College:
  - a. Semester 1 = 1 to 4 load hours
  - b. Semester 2 = 1 to 2 load hours

OR

2. Monies for Professional Development activities at the end of the mentoring assignment. These monies can be used within the twelve (12) months immediately following the conclusion of the mentoring relationship. The monies will accrue to the mentor at the following rate(s):

- a. End of the First Semester of the assignment = \$650.00
- b. End of the Second Semester = \$350.00, if the assignment is needed



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S. Tutoring

A full-time faculty member designated as a tutor in the Center for Student Success (CSS) in the subject matter expertise shall receive up to two (2) hour of reassigned time per semester of service. For each reassigned hour, the faculty member will perform 30 hours of tutoring in the CSS. The reassigned time will not apply to meeting the normal teaching load defined within this Agreement and will not apply to calculating overload. Tutor assignments are at the discretion of the provost.

ARTICLE IX — POSITION DESCRIPTION OF FACULTY

A. Each Faculty member shall be directly responsible to a designated administrator and through that person to the Provost and the president of the College. Major Faculty responsibilities shall include class and laboratory instruction with related responsibilities in the area of student advisement.

B. Each Faculty member shall assume additional responsibilities for service on various committees.

C. In addition to the above and the position description set forth below, each designated administrator may issue supplementary position descriptions for a departmental Faculty member and/or for a Faculty member in a specific technology.

D. The position description of a Faculty member shall be as follows:

1. Instruction

Prepares, presents, and evaluates course materials and instructional strategies based upon program goals and performance objectives. Ensures a positive and favorable learning environment. Collects and participates in the analysis of student learning evidence related to program/department learning outcomes through direct and indirect measures of student learning.

a. Course Preparation

- i. Develops course syllabi.
- ii. Distributes and explains course syllabi, performance objectives, and requirements at beginning of course.
- iii. Improves course and curriculum by revising course materials and activities.
- iv. Reviews and recommends textbooks and ancillary materials.
- v. Requests needed supplies, services, or repairs.

b. Course Presentation

- i. Is punctual and uses scheduled class times effectively.
- ii. Uses various teaching strategies and learning activities designed to achieve course objectives.
- iii. Communicates subject matter clearly and effectively with students.

- 1213 iv. Recognizes and accommodates student differences.  
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1215 v. Establishes and maintains a positive, supportive learning  
1216 environment.  
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1218 vi. Exhibits enthusiasm—maintains student interest and attention.  
1219  
1220 vii. Demonstrates tact, understanding, respect, and fairness in  
1221 dealing with students.  
1222  
1223 viii. Ensures safety and security practices in classes, terminal rooms,  
1224 laboratories, and clinical settings.  
1225  
1226 ix. Incorporates instructional technologies into instructional  
1227 delivery.  
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1229 c. Course Assessment  
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1231 i. Ensures tests and coursework are in agreement with course  
1232 objectives.  
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1234 ii. Provides adequate feedback/explanation of graded coursework  
1235 to students in a timely manner.  
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1237 iii. Completes grades and other student records accurately and  
1238 timely.  
1239  
1240 iv. Collects and analyzes assessment data.  
1241

## 1242 2. Student Development and Advising

1243  
1244 Assists students in attaining maximum educational benefits through proper  
1245 course selection; advises concerning academic problems and requirements; refers  
1246 to appropriate College resources and support services; assists with career  
1247 development and placement; and supports College student service programs.  
1248 Assists with student recruitment efforts.

- 1249  
1250 a. Arranges and maintains suitable office hours for student advising and  
1251 academic assistance.  
1252  
1253 b. Follows appropriate student advisement procedures and assists  
1254 students with course selection and academic requirements.  
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1256 c. **Uses the college's early alert system at least once weekly during the first**  
1257 **three weeks and at the midterm week to identify any student not**  
1258 **engaged or not completing coursework. Faculty are encouraged to use**  
1259 **the early alert system more than the required weeks to report a student**  
1260 **issue.**

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### 3. Faculty, College, and Community Service

Participates in campus, Faculty, professional and community organizations, and activities.

- a. Attends and participates in department, Faculty, and College Committees and other scheduled meetings/activities at which attendance is expected.
  - i. Nursing faculty shall attend one college graduation ceremony per year and two pinning ceremonies per year;
  - ii. Other allied health faculty shall attend two college graduation ceremonies each year and one pinning ceremony each year; and
  - iii. All other faculty shall attend two graduation ceremonies per year.
- b. Maintains effective liaison with community, professional, and academic organizations.
- c. Promotes effective operation and supports relationships with advisory committees.
- d. Completes assigned tasks in a timely manner.
- e. Follows established College policies and procedures.

### 4. Professional Development and Growth

Recognizes professional responsibilities toward growth and interpersonal relationships as an individual and as a member of the college community.

- a. Engages in professional development activities to maintain and improve subject matter and instructional skills.
- b. Establishes and maintains positive professional working relationships.
- c. Communicates effectively with colleagues and administration.
- d. Advises supervisor on needs and problems and recommends solutions.
- e. Develops goals and objectives that support personal development and direction of the department and College.

1304 ARTICLE X — PROFESSIONAL DEVELOPMENT AND GROWTH  
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1306 In the spirit of our ongoing efforts to maximize student learning, and in the interest  
1307 of strengthening the **College's performance**-based culture and the Faculty's **ability to**  
1308 engage in continuous improvement, Faculty are encouraged to participate in  
1309 collaborative, ongoing, non-regularly scheduled reviews of their professional  
1310 performance.

1311  
1312 Each academic year, excluding the year in which the Faculty member is up for  
1313 contract renewal, Faculty shall participate in an annual performance review with  
1314 their designated administrator. Each Faculty member shall prepare an annual Faculty  
1315 narrative and meet with their designated administrator to discuss their performance  
1316 and receive feedback on the narrative. In addition, Faculty shall participate in  
1317 collaborative, regularly scheduled comprehensive evaluations of their professional  
1318 performance. The sum and substance of the comprehensive evaluation is outlined  
1319 below.

- 1320  
1321 A. The comprehensive evaluation shall be conducted during the academic year in  
1322 which the Faculty member is up for contract renewal.  
1323  
1324 B. Comprehensive evaluations of Faculty members shall include, but not be limited  
1325 to, a class administrative evaluation, a review of teaching materials, an Evaluation  
1326 Conference, comprehensive Faculty Narrative, student evaluations, and a Final  
1327 Evaluation Report.  
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1329 C. Each Faculty member shall participate in a comprehensive evaluation of  
1330 performance conducted by the designated administrator utilizing:  
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1332 1. Comprehensive Faculty Narrative ([form available on the portal](#)).  
1333  
1334 2. Class administrative evaluation  
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1336 3. Student evaluations  
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1338 4. Evaluation Conference ([form available on the portal](#))  
1339  
1340 5. Final Evaluation Report

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1342 D. Definitions  
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- 1344 1. Annual Faculty Narrative  
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1346 Annually, the Faculty member shall complete a written narrative ([form](#)  
1347 [available on the portal](#)) which includes:  
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- 1349 a. Identification of strengths and areas for growth  
1350 b. Description of progress toward outcomes of goals and objectives  
1351 c. Personal goals for upcoming year

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2. Comprehensive Faculty Narrative

- a. In connection with the comprehensive Faculty evaluation, the Faculty member shall complete a written narrative that includes all of the items included in the Annual Faculty Narrative plus evidence of commitment.

3. Class Administrative Evaluation

- a. The designated administrator shall conduct a class evaluation of the Faculty member during the semester in which the comprehensive evaluation is being conducted.
- b. Each Faculty member shall be evaluated by the Faculty **member's** designated administrator a minimum of one (1) class observation of no fewer than fifty (50) minutes time during the semester in which the comprehensive evaluation is conducted.
- c. Completed observation forms pertaining to the class administrative evaluation shall be provided to the Faculty member within five (5) working days after the class observation; a Faculty member shall have five (5) working days within which to return a signed response to the designated administrator. If the Faculty member does not concur with the class administrative evaluation, the Faculty member shall have the right to request from the Provost a different designated administrator to conduct an additional class administrative evaluation.

4. Student Evaluations

Student evaluations shall be conducted for every section of every course, every semester. **There will be a “window of opportunity” during which evaluations** will be available for students. These evaluations shall be done online and shall include both numerical scores and narrative comments. After final grades are posted, the results of the evaluations will be sent to the appropriate designated administrator and to the Faculty member, who are encouraged to review the results.

5. The Evaluation Conference

During the evaluation conference, the Faculty member and designated administrator will review and discuss all issues and materials that comprised the comprehensive evaluation process.

6. The Final Evaluation Report, written by the designated administrator, shall include:

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- a. Review of performance evaluated in light of previously established professional goals and objectives, as well as in light of previously established non-instructional projects and obligations.
- b. Review of a sample of the Faculty **member’s teaching materials, such as** (but not limited to) tests, labs, handouts, Syllabi, and assignments.
- c. Review of student evaluation trends since the previous review period.
- d. Review of the comprehensive Faculty Narrative.
- e. Review of the class administrative evaluation.
- f. The establishment of individual and programmatic instructional goals and objectives for the next review period—undertaken in collaboration with the program director, when appropriate—as well as the establishment of non-instructional projects and obligations for the next review period.
- g. Review of performance according to the Faculty Position Description.
- h. Summary of the Evaluation Conference.

E. Procedures:

1. Annual Performance Review:

- a. No later than the third (3rd) full week of classes during the autumn semester, the designated administrator will collaborate with the Faculty member to set the time for the review meeting.
- b. No later than the twelfth (12<sup>th</sup>) full week of the autumn semester, the designated administrator and the Faculty member will meet for the annual performance review.

2. The Faculty member will submit their annual Faculty Narrative to the designated administrator no later than one week prior to the review meeting.

Comprehensive Autumn Evaluation:

- a. No later than the third (3rd) full week of classes during the autumn semester of the final academic year of the Faculty **member’s contract**, the designated administrator will collaborate with the Faculty member being evaluated to review the evaluation process, establish a timeline for completing the steps of the evaluation process, and discuss any relevant materials and issues.

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- b. No later than the twelfth (12th) full week of the autumn semester, the designated administrator and the Faculty member will meet for the Evaluation Conference.
- c. The Faculty member shall submit her/his comprehensive Faculty Narrative to the designated administrator no later than one week prior to the Evaluation Conference.
- d. By the end of autumn semester, the designated administrator shall write and sign the Final Evaluation Report and send it to the Faculty member for their review.
- e. No later than the end of the second (2nd) full week of spring semester following the Comprehensive Evaluation, the Faculty member shall sign the Final Evaluation Report and return it to the designated administrator.
- f. No later than the end of January, the designated administrator shall submit the Final Evaluation Report—signed by both the designated administrator and the Faculty member—to the Provost , who will review and sign the Final Evaluation Report and maintain a copy in the Faculty **member’s personnel file**.

F. Evaluation Forms Committee

A joint committee comprised of an equal number of representatives from the UF/COTC and the College shall be formed to develop, review, and evaluate all forms used in Faculty **members’** evaluations. All forms used in the Faculty evaluation process must be approved by the Provost prior to implementation. Each party shall have complete control to select its own representatives to the committee.



ARTICLE XI — PROFESSIONAL RIGHTS/ACADEMIC FREEDOM

A. Professional Rights/Academic Freedom

1. Shall include, but not be limited to the following:
  - a. The freedom to teach, conduct research, invent, and publish.
  - b. The freedom to discuss in the class, in his/her own manner, but consistent with the dignity of the profession, any material relevant to the subject matter as provided in the course description and course outlines.
2. The principle correlative responsibilities attaching to the exercise of academic freedom include:
  - a. The responsibility to pursue excellence, intellectual honesty, objectivity in his/her teaching, and to increase his/her experience and expertise.
  - b. The responsibility to encourage students and colleagues to engage in free discussion, inquiry, and practice.
  - c. The responsibility to refrain from discussing or promoting matters that have no bearing on the subject content of the course.

B. Instructional Material Selection

1. Considerations
  - a. Primary importance shall be given to choosing instructional materials that best address the competencies and student learning outcomes for the course.
  - b. Monetary costs to students is a factor to consider, but should not be the principal one.
  - c. Authorship of instructional materials should have no bearing on their selection.
2. Policy
  - a. Any course taught by only one (1) full-time Faculty member (part-time faculty may also teach the course):
    - i. The full-time Faculty member selects the instructional materials as long as those materials support the approved syllabus for the course.
    - ii. Any course taught by more than one full-time Faculty member in the same semester (part-time faculty may also teach the course):

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- a. It is strongly recommended that the same text materials be used by all Faculty. However, if consensus cannot be reached by full-time Faculty:
  - i. if the course is not sequential, each Faculty member may choose the material that best addresses the performance objectives;
  - ii. if the course is sequential, the choice shall be made by the majority of the Faculty;
  - iii. if there is no majority choice, the choice shall be made by the designated administrator;
- b. Consultation with one (1) or more part-time Faculty is encouraged, if appropriate.

3. Any course taught only by one (1) or more part-time Faculty member, the decision on the text materials will be made by the designated administrator in consultation with the part-time faculty teaching the course, if possible. Consultation with full-time Faculty in the technology is strongly recommended.

C. Outside Employment

A Faculty member shall have the right to pursue any outside employment without restrictions, so long as it does not interfere with his/her assigned duties or with continuing education courses offered by the College of which the Faculty are made aware at least six (6) months in advance.

D. Installation of Software

A Faculty member has the right to request the College's IT department to install the Faculty member's own licensed software on the College's computer, and such requests shall not be unreasonably denied.

E. Intellectual Property Rights

Intellectual property created by the Faculty member in the fulfillment of the **employee's normal duties and responsibilities under this collective bargaining** Agreement is presumed to belong to the Faculty member for proprietary or marketing purposes outside the College, but is available to the College for internal review and for review by external agencies regulating the College.

The College is the presumed owner of intellectual property only when the College enters into an agreement with the Faculty member specifically to create such specified intellectual property in exchange for compensation and the agreement specifically outlines the development obligations **and the College's exclusive** ownership.

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The College and the employee are joint owners of intellectual property when they enter into a specific agreement to create such intellectual property, and this agreement defines the development obligations and ownership share of each party.

ARTICLE XII — SERVICE RECOGNITION

A. Definition

1. Service recognition shall be defined as the total number of continuous contracted years of service as full-time professional employees of the College.
2. Service recognition shall be counted from the first (1st) day of full-time work at the College.

B. Service Recognition Shall be Modified by the Following Considerations:

1. A Faculty member who resigns, retires, or whose employment contract is non-renewed or terminated for cause shall forfeit all accrued service recognition, but if rehired, may begin to accrue new service recognition as of date of his/her reemployment.
2. A Faculty member who is laid-off and rehired shall maintain his/her accrued service recognition but shall not accrue additional service recognition during the period of layoff.
3. A Faculty member on authorized leave shall continue to accrue service recognition, but such service shall not be counted for purposes of salary placement.
4. A service recognition list shall be maintained by the College showing the service recognition of each member of the bargaining unit. Such list should be made on or about October 15th of each year and shall be posted no less than thirty (30) days prior to the implementation of any layoff. It is the responsibility of each Faculty member to notify the human resources director of any errors in his/her service recognition listing within fifteen (15) days of such posting or such error shall be waived.
5. In case of a tie, service recognition shall be determined by the last four (4) digits of the Faculty member's social security number. The higher number shall have more service recognition.

ARTICLE XIII — REDUCTION IN FACULTY

A. A reduction in Faculty shall be implemented when, in the sole and exclusive judgment of the Board of Trustees, one (1) or more of the following occurs:

1. The Board's ability to fulfill its academic goals has been or will be seriously affected because of a pattern of declining income, or
2. A general pattern of declining enrollment in the College or in a particular department or technology has been observed that has or will affect the College's ability to fulfill its academic goals and responsibilities.

B. When a reduction in staff is proposed, the procedure below shall be followed:

1. A written notification to the UF/COTC president.
2. The designated administrator of the affected program/technology shall seek and obtain recommendation from the affected department's Faculty on how best to carry out the reduction in staff.
3. The Faculty recommendations, including any alternative proposals recommended by the designated administrator, shall be submitted by the designated administrator of the affected program/technology to the Provost. These recommendations shall be considered by the College administration before implementing a reduction in Faculty.

C. When a reduction in Faculty is to be implemented, the procedure below shall be followed:

1. All reductions in Faculty shall be made within each technology affected.
2. Full-time Faculty members already employed by the College shall have a priority of employment within the technology over part-time faculty.
3. When two or more of the full-time Faculty within the same technology are equally qualified and have areas of expertise of equal value to the technology, layoffs shall be made in reverse order of service recognition.
4. No Faculty member shall have early retirement forced upon him/her because of a reduction in Faculty.
5. A Faculty member who has been laid-off under this Article shall:
  - a. be placed on a recall list for three (3) years;
  - b. be given written notification by mail or personal service of all personnel vacancies for which he/she is qualified as such vacancies occur;

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- c. receive preference to positions for which he/she is qualified over non-campus applicants.
6. A Faculty member shall be recalled according to the principle "last laid-off, first recalled," providing a Faculty member is qualified to perform the duties of the vacant position.
- 7.
- a. The Board shall make reasonable effort to relocate each affected Faculty member in other academic, administrative, or staff positions needing personnel when the Faculty member's qualifications permit.
  - b. The salary and benefits received by the relocated Faculty member shall be that otherwise designated for the assumed position at the posted salary.
- 8.
- a. Any full-time Faculty member who is to be discontinued for reasons of a reduction in Faculty shall be advised of such decision as soon as possible but no later than the start of the semester immediately preceding the lay-off.
  - b. Such Faculty member shall be advised that the reasons for his/her discontinuation are not due to dissatisfaction with his/her services.
- D. For the purpose of this Article, the qualifications of a Faculty member and his/her areas of special expertise shall be determined within the sole and exclusive discretion of the Provost, provided, however, such discretion shall not be exercised in an arbitrary or capricious manner.

ARTICLE XIV — LEAVES OF ABSENCES

A. Sick Leave

1. Sick leave entitlement and credits for Faculty are administered in accordance with COTC policy.
2. A new Faculty member who does not bring accrued sick leave from his/her employer shall be advanced five (5) days sick at the beginning of such new Faculty member's employment.

B. Personal Leave

1. Upon the approval of the designated administrator, not more than three (3) days annually shall be granted to Faculty members to conduct personal business that otherwise cannot be scheduled at times that do not conflict with the Faculty member's duties to the College.
2. Such leave should not be used for recreational purposes or solely to extend holidays, between-semester breaks or weekends.
3. Except in cases of urgent necessity, application for such leave shall be made to the designated administrator no less than seventy-two (72) hours before its intended use; such application shall certify that the use of such leave is as authorized herein.
4. Such leave shall not be accumulative and shall be deducted from sick leave.

C. Unpaid Leaves of Absence

Unpaid leaves of absence will be administered in accordance with COTC policy.

D. UF/COTC Service Leave

1. Upon the written request of the president of UF/COTC and the approval of the president of the College, a Faculty member may be granted UF/COTC Service Leave with or without pay.
2. The purpose of such leave shall include, but not limited to, election or appointment to perform services as a representative of the UF/COTC, the Ohio Federation of Teachers, the American Federation of Teachers, the AFL-CIO, or any labor division of a state or federal government agency on a temporary or emergency basis.
3. If approved in the written authorization granting the leave, a Faculty member shall:

- 1741 a. be returned to his/her original or equivalent position upon the expiration of  
1742 such leave; and/or  
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1744 b. paid a portion or all of such Faculty member's salary.  
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1746 4. Upon the written request of the president of UF/COTC, a total of ten (10) days  
1747 shall be granted annually, without pay, to conduct UF/COTC business.  
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1749 a. Such leave shall be granted upon no less than seventy-two (72) hours in  
1750 advance of such leave.  
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1752 b. No Faculty member shall be absent for more than three (3) consecutive  
1753 workdays.  
1754  
1755 c. No more than two (2) Faculty members shall be on such leave concurrently.  
1756  
1757 d. Each Faculty member shall arrange for a meaningful learning experience for  
1758 his/her students during the term of such leave.  
1759

1760 E. Assault Leave  
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- 1762 1. Any Faculty member assaulted while in the course of such member's employment  
1763 and who is temporarily disabled by an injury resulting from such assault and who  
1764 has exhausted his/her sick leave or has no accumulated sick leave to his/her credit  
1765 shall remain on the payroll as a regular employee and shall receive all benefits as  
1766 if on sick leave as hereinafter provided.  
1767  
1768 2. The Faculty member shall apply for Workers' **Compensation; if Workers'**  
1769 **Compensation** benefits are paid, the College shall pay to such Faculty member the  
1770 difference between the benefits received and the Faculty member's regular salary.  
1771  
1772 3. Assault leave as provided herein shall not exceed more than thirty (30) days or  
1773 shall terminate at such time **Workers' Compensation payments are discontinued,**  
1774 whichever occurs first.  
1775

1776 F. Sabbatical Leave  
1777

- 1778 1. Sabbatical leave is an educational leave, which shall be granted only for the  
1779 benefit of the College and shall be for purposes of scholarly and creative  
1780 endeavors that advance the professional competence, enrich the teaching, or  
1781 enhance the research of the Faculty member to the benefit of the department and  
1782 the College.  
1783  
1784 2. Upon the completion of seven (7) years of full-time service, a Faculty member  
1785 shall be eligible to be considered for a sabbatical leave; after being granted a  
1786 sabbatical leave, a Faculty member does not become eligible again until the  
1787 completion of an additional seven (7) years of full-time service.  
1788



- 1789 3. The number of sabbatical leaves available each year is limited and depends upon  
1790 the availability of funds and the availability of personnel to cover the duties and  
1791 responsibilities of the Faculty member requesting sabbatical leave.  
1792
- 1793 4. Such a leave shall be granted to an eligible Faculty member without regard to the  
1794 number of years such Faculty member has been eligible for such leave.  
1795
- 1796 5. Procedures for Faculty members wishing to be considered for sabbatical are as  
1797 follows:  
1798
- 1799 a. On or before November 15, in the year before the sabbatical is to be taken, the  
1800 Faculty member shall submit a detailed proposal in writing including methods  
1801 and standards of documentation for the successful completion of the proposed  
1802 sabbatical leave to his/her designated administrator.  
1803
- 1804 b. On or before December 31, the designated administrator shall submit an  
1805 evaluation of the proposal based on its merits to the Provost.  
1806
- 1807 c. On or before March 1, the Provost shall submit an evaluation based on the  
1808 proposal's merit to the president of the College.  
1809
- 1810 d. The president of the College shall make a decision concerning the Faculty  
1811 member's proposal in time for submission to the Board of Trustees no later  
1812 than its regular meeting in March.  
1813
- 1814 e. The Faculty member shall be notified in writing by the president of the College  
1815 of the decision of the Board; copies shall be sent to the designated  
1816 administrator, the Provost and human resources department.  
1817
- 1818 6. A sabbatical leave may be granted for part or all of an academic year following the  
1819 year in which the proposal is approved.  
1820
- 1821 7. A sabbatical leave for one (1) semester shall be at full pay, and a two (2) or three  
1822 (3) semester leave at one-half (1/2) pay.  
1823
- 1824 8. A Faculty member on sabbatical shall continue to accrue sick leave, retirement  
1825 credit, and insurance benefits subject to approval of the appropriate vendor or  
1826 state agency.  
1827
- 1828 9. The Faculty member shall submit to the president of the College a report detailing  
1829 the attainments of the Faculty member as described in the proposal submitted  
1830 pursuant to 5 A above; failure to submit such report shall obligate the Faculty  
1831 member to repay the College for all benefits granted during the sabbatical within  
1832 twelve (12) months.  
1833
- 1834 10. The Faculty member shall return to the College for at least one (1) full year after  
1835 the sabbatical or will repay the College for all benefits granted during the  
1836 sabbatical within twelve (12) months.

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G. Jury Duty/Court Attendance

Jury Duty/Court Attendance shall be administered in accordance with COTC policy.

H. Military Leave

Military leave shall be administered in accordance with COTC policy.

ARTICLE XV — PROFESSIONAL MEETINGS, CONFERENCES,  
WORKSHOPS

- A. Funds shall be appropriated for the use of a Faculty member to attend professional meetings, conferences, and workshops.
- B. Requests shall be submitted to the designated administrator or the Faculty Development Committee for final approval by the designated administrator under the timelines in the College's Travel Policy.
- C. The designated administrator shall approve the specific amount of reimbursement.
- D. All travel, both in-state and out-of-state, must be approved prior to the actual commencement of the travel.
- E. Such reimbursement shall be based upon the College's travel policy in effect at the time.

ARTICLE XVI — COLLEGE GOVERNANCE

A. College Governance

1. The Board of Trustees reserves unto itself all rights, duties, and authorities granted by law.
2. The Board of Trustees grants to the president of the College, the Provost, and the other administrative officers, those powers, duties and authorities delegated by the Board of Trustees and granted by law to conduct the affairs of the College.

B. Advisory Role of the Faculty in the Academic Administration of the College

1. The Board of Trustees grants to the Faculty advisory responsibility for fundamental academic matters including, but not limited to, admission and graduation requirements, curriculum, subject matter and methods of instruction, research, coordination, and those aspects of student life, which relate to the educational process.
2. The Faculty Council shall be the primary means through which the Faculty makes its recommendations on those academic matters for which it has been granted advisory responsibility. The College president or the Provost may appoint appropriate academic staff members to such committees as long as the number of staff members does not exceed one third of the number of members of the committee.

C. Advisory Role of the Faculty in Non-Academic Decision Making

1. The Board of Trustees recognizes that the Faculty has a direct and compelling interest in College issues including, but not limited to, long- and short-range planning, priorities in the deployment of financial resources, acquisition and use of existing physical and human resources, institutional self-study and marketing, public relations, and recruiting activities.
2. Current College-wide committees established to make recommendations on such issues, and any such committees established during the period of this Agreement, shall include appointments of the Faculty Council.
  - a. The College president or Provost may make recommendations to the Faculty Council president for Faculty appointments to such committees, and the Faculty Council president shall give due consideration to those recommendations.
  - b. The president of the UF/COTC may make recommendations to the Faculty Council president for Faculty appointments to such committees, and the Faculty Council president shall give due consideration to those recommendations.

- 1912 c. This provision shall not apply to strictly administrative committees such as the  
1913 Academic Leadership Team.  
1914

1915 D. Committee Appointments  
1916

- 1917 1. The United Faculty and the Administration hold a shared vision of the importance  
1918 of committee assignments in the operation and running of the College.  
1919 Committee assignments are representative of shared governance and in that  
1920 regard are viewed as both a right and a responsibility for the Faculty.  
1921 Administration shall strive to be mindful of the importance of the Faculty  
1922 **member's** time investment, and the Faculty member will strive to honor their  
1923 commitments.  
1924
- 1925 2. A Faculty member shall not be required to serve on more than two (2) committees  
1926 or the equivalent as determined cooperatively between the Faculty member and  
1927 the Chair in total per year. Committees shall include, but not be limited to, the  
1928 following:  
1929
- 1930 a. College committees
  - 1931 b. Faculty Council committees
  - 1932 c. Program committees
  - 1933
  - 1934 d. Ad hoc committees
  - 1935
  - 1936 e. Advisory committees
  - 1937
  - 1938 f. Student committees
  - 1939
  - 1940 g. Search committees
  - 1941
  - 1942
  - 1943
- 1944 3. A Faculty member may request release from the appointing authority of any  
1945 committee.  
1946
- 1947 4. The appointing authority shall be responsible for establishing the final  
1948 composition of the committees including, but not limited to, adjustments of  
1949 committees with obvious imbalances.  
1950

1951 E. Committee Recommendations  
1952

- 1953 1. Committee recommendations shall be given full consideration for review by the  
1954 College administration and shall be responded to within six (6) weeks of the initial  
1955 submission of the recommendation.  
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- 1957 2. The response shall include the acceptance of the recommendation(s) or denial of  
1958 the recommendation(s) with specific comments regarding the  
1959 recommendation(s).

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F. Distance Education

Both the College and COTC Faculty are committed to offering a broad range of course delivery options that optimize and strengthen the quality of education for all COTC students. We believe that offering multiple learning opportunities to our students increases access to higher education. Offering Distance Education courses helps meet this objective. The guidelines for distance education course development are outlined in the document developed by a joint committee made up of an equal number of COTC Faculty members and College administrators. In the spirit of collaboration, changes to the guidelines and development of/changes to guidelines for other distance education-related topics shall be made by joint agreement of the College and COTC Faculty members.

ARTICLE XVII — MEETINGS

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- A. Division meetings shall be held no more than eight (8) times per semester; department meetings shall meet as required to complete their stated goals and objectives.
- B. Division meetings will typically be scheduled for no more than two (2) hours. However, in exceptional cases, such meetings may be extended as necessary.
- C. The administration shall not schedule any meetings of Faculty members from 3:00 p.m. to 5:00 p.m. on the third Monday of each month provided, however, nothing herein shall preclude conducting regularly scheduled classes.
- D. Faculty Developmental Week
  - 1. Faculty Developmental Week shall be the five business days prior to the first day of classes autumn term. Additional time shall be devoted to orientation of new Faculty.
  - 2. Activities during Faculty development week may include developmental and/or in-service sessions, time for class preparation, and meetings to conduct College business.
  - 3. The agenda for Faculty Developmental Week shall be developed by the Faculty Development Committee in cooperation with the Office of the Provost.

ARTICLE XVIII — SALARY AND COMPENSATION

A. New Faculty Salary

For those Faculty members whose full-time contracts began on or after Summer session:

Degree Level	Nine-month Base Salary			
	AY2022	AY23	AY24	AY25
<b>Bachelor's Degree</b>	\$43,218	New faculty rates will increase by one (1) percentage point less than the salary pools established in FY23, FY24, and FY25		
<b>Master's Degree</b>	\$46,499			
Doctorate Degree	\$49,780			

The following steps are to be followed in computing a new Faculty **member's salary**:

1. The Faculty member is placed on one (1) of the three (3) starting salaries above according to highest academic degree earned.
2. \$100 is allowed an incoming Faculty member for each related certification as approved by the designated administrator (five (5) certificate maximum), and this total is added to the base on the appropriate schedule prior to calculating Step 3.
3. An additional 2% is allowed an incoming Faculty member for each year of verifiable professional and teaching experience (12 years maximum), and this total is added to the base on the appropriate schedule. Experience is credited as outlined below:
  - a. College teaching experience: One (1) year of credit for each year taught in the same field.
  - b. Professional or technical experience directly relating to the teaching field. One (1) year of credit for each three years in the field.
  - c. High School teaching in the same discipline: One (1) year of credit for each two (2) years of high school teaching.
4. Twelve-month salary is calculated as follows: Nine-month salary divided by nine (9) times twelve (12).



2035 B. Returning Regular Faculty

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2037 (For those Faculty members whose full-time contracts began prior to Summer  
2038 session, 2022) Salary increases for nine-month and twelve-month Faculty members  
2039 are effective at the beginning of the pay period including September 1 of each fiscal  
2040 year. For FY2023, FY2024, and FY2025 the College agrees to provide members of the  
2041 bargaining unit with the same salary pool as provided to all other regular COTC staff  
2042 employees. The salary pool will be distributed to returning Faculty members based  
2043 upon the matrix structure in the following table. Returning regular Faculty members  
2044 will receive a percentage increase on the contracted salary based on rank and position  
2045 of their salary to the market position—the average by faculty rank—of other Ohio  
2046 Two-Year Colleges based upon IPEDS data. The percentage distribution schedule will  
2047 be determined each year in consultation with Union leadership.  
2048

	Position to Market		
Rank	< 0.95	0.95 – 1.05	> 1.05
Professor	TBD	TBD	TBD
Associate Professor	TBD	TBD	TBD
Assistant Professor	TBD	TBD	TBD
Instructor	TBD	TBD	TBD

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2050  
2051 C. Overload Pay

2052 Full-time Faculty members are paid for additional teaching beyond their normal  
2053 contractual commitments on a per-instructional hour basis. The amount of pay is  
2054 determined by the number of contract hours of the additional instruction, as  
2055 determined in Article VIII of this Agreement, multiplied by the overload hourly rate  
2056 as calculated below:  
2057  
2058

2059 Rate Per Contact Hour\*

2060  
2061 Nine-Month Faculty = Nine-month salary divided by the number of hours (1560)  
2062 in the nine-month contract X 1.5

2063  
2064 Twelve-Month Faculty = Twelve-month salary divided by the number of hours  
2065 (2080) in the twelve-month contract X 1.5  
2066

2067 \*Compensation for total overload hours shall be computed by multiplying the rate for  
2068 one overload hour by the total number of overload hours including fractions thereof.  
2069

2070 D. Individual Studies

2071 Full-time Faculty members shall be paid \$150 per student per semester credit hour  
2072 **for directing the student's** individual studies course.  
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E. Salary Credits

**Upon the successful completion of his/her first master's or doctorate degree**

confirmed on or after October 1, 2013, nine-month Faculty members shall receive a salary credit of \$3,000.00 and twelve-month Faculty members shall receive a salary credit of \$4,000 to his/her base salary effective the pay period including September 1 following confirmation of the respective degree. Upon the successful completion of a discipline-related certification (maximum of five, including those allowed as an incoming Faculty member) as approved by the designated administrator, nine-month Faculty members shall receive a salary credit of \$100/certification and twelve-month Faculty members shall receive a salary credit of \$133/certification to his/her base salary effective the pay period including September 1 following certification.

F. Salary Adjustment for Rank

Promotion in rank shall result in adjustment to salary base in the year following the promotions as follows:

- |  |         |
|--|---------|
| 1. Instructor - Assistant Professor          | \$2,000 |
| 2. Assistant Professor - Associate Professor | \$2,500 |
| 3. Associate Professor - Full Professor      | \$3,000 |

G. Compensation for Off-Semester Committee Appointments

A Faculty member who is authorized by the president of the College and/or Provost and who accepts an off- semester committee appointment shall be compensated \$20.00 per hour.

H. Salaries for Full-time Faculty for Supplemental Instructional Hours Between Terms

Supplemental instructional hours must be preapproved by the designated administrator. The amount of supplemental pay is determined by the number of contact hours of the supplemental instruction multiplied by the hourly rate as calculated below:

Nine-Month Faculty = Nine-month salary divided by the number of hours (1560) in the nine-month contract.

Twelve-Month Faculty = Twelve-month salary divided by the number of hours (2080) in the twelve-month contract.

I. Portfolio Evaluation Stipend

**Faculty who complete a portfolio evaluation as per the 'Portfolio Evaluation Policy'** shall be compensated \$75 per successfully completed evaluation.

J. Online and CBE Course Stipends

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a. Online Course Development or Refinement Stipend. Faculty seeking compensation for online course development or refinement, must first seek approval from their designated administrator before proceeding. In recognition of successful effort developing or refining courses for online delivery, the college will provide the following one-time additional compensation to full-time faculty members for each new course developed in, and for each existing **course refined in, the college's learning management system (LMS)** as approved by the provost, and who complete all assigned project deliverables and remain active full-time faculty with the college at the time of approval.

- i. For each new course developed for online delivery, eligible faculty shall be compensated \$2,500 (two thousand five hundred dollars), for all meetings, travel time, mileage, telephone calls, email contacts, and any other course development-related activities.
- ii. For each existing course refined for online delivery or for a course that has been substantially revised from prior online delivery, eligible faculty shall be compensated \$1,500 (one thousand five hundred dollars), for all meetings, travel time, mileage, telephone calls, email contacts, and any other course refinement-related activities.

b. Competency-based Education (CBE) Instruction Program Stipend

- i. Participating full-time Faculty members will be undertaking extraordinary effort. Faculty will work with an assigned COTC CBE Mentor that may include a full-time faculty member who has experience in developing CBE programs and/or an administrator with experience in designing CBE.
- ii. Participants will be selected on a voluntary basis and must be teaching in a program that is conducive to CBE. Further, CBE must be an allowed method of instructional delivery by specialized accreditors, state agencies, et cetera, if applicable.
- iii. In recognition of this extraordinary effort, full-time faculty members participating in CBE program development, who redesign their current program into a competency-based model as approved by the provost, and who complete all assigned project deliverables and remain active full-time faculty upon final approval shall be compensated as follows:
  - 1. Eligible Faculty serving as lead shall be compensated \$5,000.00 (five thousand dollars), for all meetings, travel time, mileage, telephone calls, email contacts, and any other CBE program development -related activities.

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2. Eligible faculty serving as assistants shall be compensated \$2,500.00 (two thousand five hundred dollars), for all meetings, travel time, mileage, telephone calls, email contacts, and any other CBE program development -related activities.

c. Joint Owners of Intellectual Material

- i. The parties agree to joint ownership of all intellectual property developed as part of participation in these stipendiary programs.
- ii. The ownership shares will be 50 (fifty) percent each for the College and individual Faculty member.

K. Benefits

For the duration of this Agreement, the College agrees to provide the members of the Bargaining Unit the same health & welfare programs and other benefits as provided to all other full-time regular employees of the College, unless expressly stated otherwise within this Agreement. Paychecks shall be issued on a biweekly basis on the same schedule as other biweekly-paid College employees.

## ARTICLE XIX — RANK AND PROMOTION

### A. Definition of Academic Rank

It is the policy of Central Ohio Technical College to award academic rank to members of the Faculty. These academic ranks are:

Instructor  
Assistant Professor  
Associate Professor  
Professor

### B. New Faculty Appointments

Initial Faculty member rank is awarded on the basis of a combination of advanced education, professional output, and teaching or other related experience. Initial assignment of rank for newly hired Faculty members shall be made by the College.

### C. Promotion in Rank for Current Faculty Members

#### Eligibility Requirements for Promotion in Rank

Promotion in rank is awarded on the basis of a combination of advanced education, professional output, quality of service to the College, and community service. Promotion in rank indicates the increased value of the Faculty member to COTC. The College may recognize superior service by offering an early grant of promotion in rank.

Promotion in rank assumes demonstrated evidence of progressively strengthened excellence in both the quality and the quantity of the factors alluded to above (e.g., advanced education and professional output). Additionally, Faculty members may request only one (1) promotion in rank at a time, may request only a sequential promotion in rank (e.g., from Assistant Professor to Associate Professor), and may apply for and be granted a rank promotion request only after she or he has completed three (3) years of work at the College for a first promotion since initial hire, and for subsequent promotions only after she or he has completed a minimum of two (2) years of work since the previous promotion. However, if a Faculty **member's request** for a promotion in rank is denied, the Faculty member may request a promotion in rank during the subsequent academic year.

#### 1. Instructor

- a. Possession of a Bachelor's degree or higher—in the discipline in which the Faculty member teaches (if available)—from a regionally accredited college or university.
- b. New Faculty with fewer than three years of college-level teaching experience will normally be ranked as Instructor.

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2. Assistant Professor

- a. If a graduate degree (from a regionally accredited college or university) is available in the Faculty **member's discipline, then possession of a Master's degree or higher**—in the discipline in which the Faculty member teaches— from a regionally accredited college or university is required for this rank. In the technical areas, if the Faculty **member's baccalaureate degree is in the discipline in which the Faculty member teaches (or is in a closely related field), the Faculty member may have a Master's degree in Education or in a discipline closely related to that in which the Faculty member teaches.**
- b. Consistently demonstrated evidence of progressively strengthened excellence in both the quality and the quantity of the Faculty **member's work, as defined in SectionD.2 of this article.**

3. Associate Professor

- a. If a graduate degree (from a regionally accredited college or university) is available in the Faculty **member's discipline, then possession of a Master's degree or higher**—in the discipline in which the Faculty member teaches— from a regionally accredited college or university is required for this rank. In the technical areas, if the Faculty **member's baccalaureate degree is in the discipline in which the Faculty member teaches (or is in a closely related field), the Faculty member may have a Master's degree in Education or in a discipline closely related to that in which the Faculty member teaches.**
- b. Since the most recent successful promotion, new and consistently demonstrated evidence of progressively strengthened excellence in both the quality and the quantity of the Faculty **member's work, as defined in SectionD.2 of this article.**

4. Professor

- a. If a graduate degree (from a regionally accredited college or university) is available in the Faculty **member's discipline, then possession of a Master's degree or higher**—in the discipline in which the Faculty member teaches— from a regionally accredited college or university is required for this rank. In the technical areas, if the Faculty **member's baccalaureate degree is in the discipline in which the Faculty member teaches (or is in a closely related field), the Faculty member may have a Master's degree in Education or in a discipline closely related to that in which the Faculty member teaches.**
- b. Since the most recent successful promotion, new and consistently demonstrated evidence of progressively strengthened excellence in both the quality and the quantity of the Faculty **member's work, as defined in SectionD.2 of this article.**

- 2284 c. **Exemplary leadership at the College or exemplary accomplishments in one's**  
2285 field of expertise.

2286  
2287 D. Procedures for Promotion in Rank

- 2288  
2289 1. The timeline below must be followed:
- 2290  
2291 a. Interested Faculty members must submit a letter of intent for consideration  
2292 for promotion in rank to the Provost' office by September 1 (unless that date  
2293 falls on a weekend; in this case, the recommendation shall be forwarded on the  
2294 Monday following September 1). The Provost will notify the committee and the  
2295 Faculty member's designated administrator.
- 2296  
2297 b. The Faculty member's evidence shall be presented to the Provost' office by the  
2298 first day of Spring Semester.
- 2299  
2300 c. If necessary, prior to meeting with the Provost, the committee may request  
2301 additional or clarifying evidence from a Faculty member seeking a promotion  
2302 in rank.
- 2303  
2304 d. Following their respective reviews of materials submitted by Faculty seeking a  
2305 promotion in rank, the committee and the Provost shall meet prior to the  
2306 **committee's** sending its formal recommendations to the Provost.
- 2307  
2308 e. The committee will submit its recommendation to the Provost by March 1  
2309 (unless that date falls on a weekend; in this case, the recommendation shall be  
2310 forwarded on the Monday following March 1).
- 2311  
2312 f. The Provost' recommendation and that of the committee shall be forwarded to  
2313 the president of the College by March 15\_(unless that date falls on a weekend;  
2314 in this case, the recommendation shall be forwarded on the Monday following  
2315 March 15). If the Provost recommendation does not concur with that of the  
2316 committee, they will meet and discuss the differences before the Provost  
2317 forwards the recommendations to the College president.
- 2318  
2319 2. The committee's recommendation shall be based upon but not limited to a review  
2320 of:
- 2321  
2322 a. Demonstrated evidence of progressively strengthened excellence in teaching as  
2323 represented by activities such as the following:
- 2324 • attending national, state, or regional conferences or workshops related to  
2325 teaching, and subsequently presenting at or leading them;
  - 2326 • developing and revising curricula for currency and relevance;
  - 2327 • continually learning about and implementing innovative teaching approaches;
  - 2328 • consistently updating skills and knowledge pertaining to the use of technology  
2329 where appropriate (and when this activity contributes to the learning process).
- 2330

- 2331 b. Demonstrated evidence of progressively strengthened service to the College as  
2332 represented by activities such as the following:
- 2333 • serving on a substantive college-wide committee and subsequently chairing it;
  - 2334 • serving on an accreditation team and subsequently doing research and writing  
2335 for accreditation reports;
  - 2336 • participating in College activities and subsequently developing such activities;
  - 2337 • serving as a sponsor for a student organization;
  - 2338 • writing grants;
  - 2339 • increasing promotion efforts related to the department, division, and/or  
2340 College.
- 2341
- 2342 c. Demonstrated evidence of progressively strengthened excellence in advising,  
2343 illustrated in the following sorts of ways:
- 2344 • being available to students , **including accommodating students' schedules for**  
2345 meetings, responding to emails from students in a timely manner , and being  
2346 available in a variety of formats;
  - 2347 • assisting students not only with their scheduling, but also with their  
2348 educational and career plans and life goals;
  - 2349 • assisting students with their job preparations and job searches, helping them  
2350 with referrals, and writing letters of recommendation for them.
- 2351
- 2352 d. Demonstrated evidence of progressively enhanced professional development  
2353 activities as per Section C.2.a of this article and represented by activities such  
2354 as the following:
- 2355 • maintaining current licensure/certification in areas related to teaching;
  - 2356 • **maintaining currency in one's field by presenting at national, state, or regional**  
2357 conferences related to professional development;
  - 2358 • developing and revising curricula for currency and relevance;
  - 2359 • receiving formal training and/or certification or, by some other means,  
2360 engaging in preparation needed to teach new courses;
  - 2361 • **continually engaging in related work experience in one's subject area;**
  - 2362 • maintaining currency with industry **standards in one's field;**
  - 2363 • remaining **cutting-edge in one's profession;**
  - 2364 • applying to the class setting research that is related to a specific technology or  
2365 to a given curriculum.
- 2366
- 2367 e. Other contributions to the College/division/\_program/\_department, including  
2368 community-related contributions such as the following:
- 2369
  - 2370 • serving on the Board of Directors of a local non-profit agency;
  - 2371 • engaging in ongoing community service activities or volunteer work outside of  
2372 the college;
  - 2373 • mentoring or otherwise helping to enfranchise part-time faculty;
  - 2374 • taking the lead in assisting with new program development.
- 2375
- 2376 f. A written recommendation by the Faculty **member's designated administrator.**



2377 In extenuating circumstances, when the Faculty member is being supervised  
2378 by an administrator who is new to the College, the Faculty member may  
2379 submit previous Final Evaluation Reports/Administrative Evaluations in lieu  
2380 of the recommendation.  
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- 2382 g. Faculty requesting a promotion to the rank of Professor need to demonstrate  
2383 evidence of their having achieved consistently substantive leadership at the  
2384 College or of their having attained ongoing accomplishments in their field of  
2385 expertise. Examples of such evidence are the following:  
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- 2387 • a Faculty member regularly takes on key leadership roles or otherwise  
2388 consistently assumes important leadership responsibilities at the College;
  - 2389 • a Faculty member regularly produces scholarship or other professional output  
2390 such as conference presentations or publications or other professional work  
2391 that sheds a good light on the College and that is worthy of a Faculty **member's**  
2392 holding the rank of full professor.

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2394 3. A favorable Promotion Committee recommendation must be supported by a  
2395 majority vote. Such a recommendation shall be supported by written justification  
2396 and comments. Unfavorable recommendations must be supported by written  
2397 justification, comments, and specific recommendations for improvement.  
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- 2399 a. There can be no abstentions by any committee members except when a  
2400 committee member has a potential conflict of interest.  
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- 2402 b. During the year in which a committee member is applying for promotion in  
2403 rank, she or he shall be replaced by an alternate, who will be appointed by the  
2404 UF/COTC president and the Provost.  
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#### 2406 4. Promotion Committee

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2408 The membership of the Promotion Committee shall consist of the following:  
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- 2410 • A chairperson elected by the committee members.
- 2411 • Three (3) experienced Faculty members from each Division, (representing  
2412 different programs or departments within each), elected by the members of  
2413 that Division for a maximum three-year term. These elections shall occur  
2414 during the first Division meeting of each academic year but no later than  
2415 the end of the second week of classes of the first semester of the academic  
2416 year. The appropriate Dean shall coordinate the election within her or his  
2417 Division and forward the election results to the UF/COTC president and  
2418 the Provost.
- 2419 • The Provost and the Union president or a past Union president shall be a  
2420 participating member but will not have a vote.  
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2422 To maintain consistency, initial appointments shall be staggered as determined by  
2423 the committee prior to the end of the Autumn Semester.

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5. The Faculty member shall be notified of the recommendation when the Provost submits her or his recommendation, along with that of the Committee, to the College president. In addition, the Faculty member will be notified of the president's **action on the recommendation.**

6. Appeal

The Faculty member may appeal the procedure and process of the decision on promotion through the normal grievance procedure.

ARTICLE XX — NO STRIKE; NO LOCK-OUT

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- A. During the term of this Agreement or any extension thereof, UF/COTC, its agents, representatives, and members shall not directly or indirectly call, sanction, encourage, finance, and/or assist in any way nor shall any employee instigate or participate directly or indirectly in any strike, slowdown, walk-out, call-in, sick-out, failure to report, work stoppage, mass resignation, or other interference with any operation or operations of the College or with any deliveries to or from the premises of the facilities operated by the College. UF/COTC shall cooperate with the College throughout the term of this Agreement and any extension thereof in continuing operations of the College in a normal manner and shall actively discourage and endeavor to prevent or terminate any violation of this article.
  - B. The College agrees that there shall be no lockouts during the term of the Agreement. Violation of this paragraph by the College shall subject the College to the grievance procedure contained herein and upon proof of a lockout, subject the College to a requirement to pay the wages and benefits of those employees locked out for the period of the lockout.
  - C. Upon the occurrence of any interference described in Section A above, UF/COTC shall immediately notify any Faculty member that such conduct is neither sanctioned nor approved by UF/COTC and in contravention of this Agreement. UF/COTC shall advise each Faculty member to return immediately to work.

ARTICLE XXI — CONTRARY TO LAW/SEVERABILITY

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If any tribunal including, but not limited to, a court of competent jurisdiction or any administrative agency or governmental body having jurisdiction determines any article, section, or clause of this Agreement to be unlawful, all remaining articles, sections, and clauses which are not thereby rendered meaningless, inoperable, or ambiguous as a result of such determination shall remain in full force and effect for the duration of this Agreement. In such event and upon the written request of the College or UF/COTC, the parties shall negotiate regarding an alternative provision.

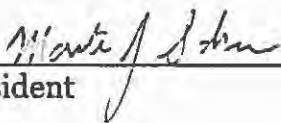
**ARTICLE XXII – DURATION OF CONTRACT**

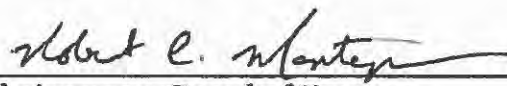
The provisions of this Contract shall be effective on the 1st day of September 2022, and shall remain in full force and effect through the 31st day of August 2025, subject to Article XXII.

This Contract attested to this 17<sup>th</sup> day of May 2022, by and between the parties will bind the Board and UF/COTC as agreed.

FOR UF/COTC

FOR CENTRAL OHIO  
TECHNICAL COLLEGE BOARD OF  
TRUSTEES

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Chairperson, Board of Trustees