

**Addendum Table 1. Summary of Provisions: Two-Year Institutions**

Contract	FT temp. positions in bargaining unit	Appointments, reappointments, and assignments	Evaluation	Professional development	Promotions	Salary increases	Retirement/ other benefits	Layoff and recall rights	Institutional support
Connecticut Comm. Technical Colleges	Includes tenured, standard (one year or less), and special (lecturer for one year or less, maximum of 2 years unless funded by grant or contract).	Workload includes 24 contact/credit hours, additional responsibilities or additional three hours per semester.	Evaluated in each of first two appointment periods, once every two years for those on standard appointments after that.	Sabbaticals only for tenure track/tenured. Those on standard appointments are eligible for professional development leave and tuition waivers.	Not clear.	Continuing faculty receive salary increase, on a step system, with minimum salaries by rank.	Eligible as under Connecticut General Statutes.	In layoff order, may consider service, among several other criteria. Three months notice for a first standard appointment, up to 12 months for fourth standard appointment.	No specific language found.
Jacksonville College, FL	All full-time professional employees paid on the instructional salary schedule.	Annual contract does not create any expectancy of employment beyond the term of the contract. Non-renewals do not entitle employee to reasons for decision or to a hearing. May be conditioned on enrollment or availability of funds. Workload is standard 30 hours of scheduled activities, remainder for professional activities. Scheduled hours include office hours.	Evaluated based on essential responsibilities and type of faculty assignment. On annual contract, evaluated once a year during Spring term, using multiple methods. A "Needs Improvement" or "Unsatisfactory" places employee in an improvement plan. Results of evaluation not grievable.	Not eligible for sabbaticals. Tuition reimbursement and waivers at campus.	No specific language found.	Minimum salaries based on degree level. Continuing faculty get increases.	Eligible under state retirement system rules.	Layoff order based on many criteria, including length of service when all else equal.	No specific language found.
Hillsborough Comm. College, FL	All full-time instructional personnel, including full-time temporary faculty, visiting scholars, grant-funded faculty.	Full-time temporary positions can be for limited period not to exceed two consecutive years, renewable annually. Grant-funded are annual contracts renewable on annual basis for duration of the grant. Specific sections of Article 8 describe aspects of Agreement not applicable to these two groups. To serve more than one year as temporary faculty, must be selected through screening process.	First evaluation is within first 12 weeks of Fall and Spring terms and Includes evaluation by Dean, after meeting with employee. Can attach a written response if disagree, file an appeal, and have union representation. At least two courses must be evaluated via student evaluations, at the midpoint of the courses.	All full-time faculty completing university courses get stipend of \$150-\$200 per semester hours completed up to six semester hours per academic term. Eligible for seminar and workshop reimbursements. Tuition waivers per rules of State Board of Education.	If get tenure track position later, years as temporary full-time shall be counted toward years of service for tenure. No special advantages in getting these positions. Promotions in rank are possible based on additional college credits/degrees.	Temporary faculty not eligible for salary increases. Grant funded are eligible for salary increases. Minimum salaries by rank.	Not clear.	Layoff order is part-time, then temporary full-time, then non-tenured, then tenured. Within a group, degrees, experience at the college, and other factors.	All faculty on hire must attend pre-employment orientation, and 45 hours of faculty development courses with tuition and books paid for by the college.
Triton College, IL	All full-time faculty, including temporary and grant-funded.	All vacancies to be posted, dean and department chair to review applicants. Temporary full-time get contract for two semesters or less. Should have "proper requirements" for position.	Evaluation purposes include recommendations of continued employment. Evaluated once per semester.	Opportunities for professional growth units and sabbaticals not specifically limited to tenure track.	Based on degrees.	Salary schedule based on experience and degrees.	All full-time participate in State Universities Retirement System in accordance with that system's regulations.	Not clear, but strong statements on tenure, so implied that tenured are last to be laid off.	No specific language found.

**Addendum Table 1. Summary of Provisions: Two-Year Institutions**

Contract	FT temp. positions in bargaining unit	Appointments, reappointments, and assignments	Evaluation	Professional development	Promotions	Salary increases	Retirement/other benefits	Layoff and recall rights	Institutional support
Lansing Comm. College, MI	All full-time and part-time teaching 3 or more hours per week during current or last semester. Includes full-time temporary contracts.	Temporary contracts—purpose to fill positions known to be temporary at time of employment or funded by limited or conditional grants. Cannot exceed one year, renewed for up the two additional years. If renewed after that, faculty member is granted title of Professor and has rights afforded to regular employees. If the temporary position is not externally funded and is continued beyond three years, faculty member must be converted to continuing contract status.	Student evaluation at least once a year. Classroom observation at least once during first year of teaching.	Every three years, faculty present teaching/service portfolio that will be discussed with department full-time faculty and the Chair. Scholarships available at college. Not clearly excluded from applying for sabbatical.	Based on degrees.	Salary schedule. Increases as for other full-time faculty.	Choice of three retirement systems. Employees contribute three percent of salary to plan.	Continuing contract have priority for retention over non, full-time over temporary and part-time. At each level, degrees and length of service are used.	No specific language found.
Tomkins-Cortland Comm. College, NY	All instructional positions 0.5 FTE or more including persons hired to fill temporary vacancies.	Includes temporary appointments, not to exceed one year and renewable for one more year. Includes grant appointments that can continue for length of grant. Notice of non-reappointment to be given not later than three months before termination for a one-year appointment, increasing with years in position. No more than three course preparations per semester, or extra compensation for a fourth.	At instructor rank, student evaluations in every rank (at full professor level only two per year). Classroom observation each term at Instructor level. Employee submits annual report on activities and contributions.	For sabbaticals must have six consecutive years of full-time service at level of assistant professor or above. Tuition waivers.	Time in temporary appointments can count toward tenure, sabbatical eligibility, seniority, if get continuing position. Get preferential candidate status in applying for vacancies, if have satisfactory evaluations. After 4 years in rank can apply for promotion in rank.	Salary increases for all continuing faculty.	Choice of three retirement systems. Employees contribute three percent of salary to plan.	Order of layoff is temporary, part-time, full-time, part-time on continuing appointment, full-time on continuing appointment. Within groups, seniority based on courses taught.	No specific language found.
Jamestown Comm. College, NY	All full-time and part-time faculty.	Decisions on hiring made by administration. Term non-tenure lines are meant as appointments only to be used under certain conditions, including replacement of faculty on leave, unexpected enrollment changes, externally funded positions. Terms must be in writing. Termination prior to end of appointment period must be for adequate cause.	No specific language found.	Tuition waivers. Only those with continuing appointments eligible for sabbaticals.	If appointed to tenure line position, service within last five years at college will count toward tenure and seniority.	All continuing faculty get salary increase.	Choice of three retirement systems. Employee contributions per State law. Tax deferred annuities also possible, with match up to 2.25% of salary.	Full-time continuing contract faculty are last to be laid off. Seniority determines order.	No specific language found.
Central Ohio Technical College	All full-time faculty, including "term track" positions.	Term track positions have employment contracts for a term not to exceed four years. May be renewed by Board of Trustees for indefinite period of time, not to exceed four years. If not renewed can request reasons in writing and have opportunity to discuss with Academic Director or Dean of Faculty. Normal teaching load is 16-20 contact hours per quarter, Four separate courses. If more than four preparations, receive one hour of overload compensation.	Annual evaluation for 1st five years. Comprehensive evaluation including administrative, observation, student, peer. Select one class per quarter for student evaluations, After five years, fewer student evaluations required.	Tuition waivers.	Positions cannot be converted to tenure track, but faculty are eligible to apply for tenure track.	Not excluded from merit pay system. Rank determined by degrees, service to college. Continuing faculty get increases.	Not clear.	Full-time faculty have priority over part-time, if equally qualified, layoffs take into account service. Eligible for recall.	No specific language found.

**Addendum Table 1. Summary of Provisions: Two-Year Institutions**

Contract	FT temp. positions in bargaining unit	Appointments, reappointments, and assignments	Evaluation	Professional development	Promotions	Salary increases	Retirement/ other benefits	Layoff and recall rights	Institutional support
Lakeland Comm. College, OH	All full-time faculty including temporary faculty.	Temporary faculty to be used only to: replace faculty on leave, up to two years; temporary extra work-need not to exceed one semester; "pilot project" for up to one year or grant for life of grant but not more than two years; temporary filling of a posted vacancy up to two semesters.	Peer and/or student evaluations may not be the sole basis for the nonrenewal of a faculty member's contract. No information on frequency.	Tuition waivers.	Can move up on salary schedule for degree completion. If reemployed after end of contract, become a full-time faculty member and receive full salary schedule service and seniority credit for temporary time.	Salary schedule based on degrees and experience. Not excluded from longevity increases, all move on steps with experience.	Not clear.	Full-time faculty get preference over part-time.	No specific language found.
Treasure Valley Comm. College Faculty, OR	All faculty contracted at least 0.55 FTE.	Includes temporary faculty appointed to positions on a limited term basis of less than 1 year, or to replace employees on leave. Association to be notified when use contemplated. Unless Association approves, no bargaining unit member is a temporary employee for more than 12 months from initial employment. Grant funded employees also possible, not limited as above.	Required to complete provisional employee evaluation process each year. This comprehensive evaluation is for purpose of providing college with a basis for a decision concerning continued employment.	Each employee eligible for up to \$1000 per year for professional growth and enhancement opportunities, up to a maximum for the college.	Move up in salary schedule with degree completion.	Salary schedule based on degree and experience. Continuing faculty get increases.	Not clear.	Retrenchment in inverse order of seniority rankings list.	No specific language found.
Mt. Hood Comm. College District, OR	All faculty 0.5 FTE or greater within three terms in any fiscal year, including those on terminal contracts in budgeted positions for one year.	Terminal contracts to be used for temporary replacement of faculty member on leave, sudden vacancies, new or innovative programs beginning. Can be renewed at discretion of college only if used for temporary vacancies.	Annual evaluations, including student evaluations in selection of classes.	Can apply for professional development funds. Not specifically excluded from sabbatical applications.	If rehired on probationary contract, time under terminal contract counts toward tenure.	Salary schedule based on degree and experience. Continuing faculty get increases.	Faculty will receive the college "pick-up" of PERS once they have met their eligibility based on Oregon statutes.	Retrenchment based on seniority in bargaining unit.	Lockable office or shared office space, access to phone, internet, etc.
Northampton Country Area Comm. College, PA	All full-time faculty.	Appointments may be temporary, initial, or standard. Temporary appointments to be used only for grant-funded positions, to fill vacancy of faculty on leave, to fill vacancy when there is not enough time to follow the normal screening and selection process, or when the service is to be one year or less. May be renewed if conditions continue to exist.	Comprehensive annual evaluation, including student evaluations every semester of each different course or two sections, whichever is greater.	Not eligible for sabbaticals. Tuition waivers.	No specific language found.	Salary increases for continuing faculty. Schedule based on ranks with minimum and maximum.	All faculty in one of three options for retirement plans.	Positions to be eliminated first include part-time and overload, temporary and initial appointments.	No specific language found.

**Addendum Table 1. Summary of Provisions: Two-Year Institutions**

<b>Contract</b>	<b>FT temp. positions in bargaining unit</b>	<b>Appointments, reappointments, and assignments</b>	<b>Evaluation</b>	<b>Professional development</b>	<b>Promotions</b>	<b>Salary increases</b>	<b>Retirement/ other benefits</b>	<b>Layoff and recall rights</b>	<b>Institutional support</b>
Shoreline Comm. College, WA	All academic employees.	No employment for more than six consecutive quarters unless funded by soft money. If continues beyond third consecutive full-time quarter, tenure review committee may be established for that individual. Temporary appointment can be revoked only for cause and with due process during its term.	Appointment Review Committee reviews any temporary faculty employed full time for three consecutive quarters with a contract for fourth-sixth quarters. Objective of committee is to evaluate, advise on areas needing improvement, develop plan to improve performance. Includes self-evaluation, student evaluations in all assigned classes, annual peer evaluations, administrative evaluation.	A full-time academic employee may apply for sabbatical leave after completing at least nine consecutive contracted quarters exclusive of summer quarter at college.	Time in temporary positions can be counted toward tenure if get a probationary appointment.	Salary grid based on degrees and experience.	Not clear.	Tenured get preference over probationary; temporary not mentioned.	Each new full-time probationary and full-time temporary academic employee shall be provided with office space with the basic configuration of technological support (appropriately equipped) no later than the first day of the first assignment.