

Guam Community College
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PRESIDENT'S OFFICE

Initials: *SLP*

MEMORANDUM

Date: September 2, 2011

To: Gina Y. Ramos
Chair, Board of Trustees

Via: Dr. Mary A.Y. Okada
President

From: Barry L. Mead *BLM*
President
Chief Negotiator for the Faculty

RR
Dr. R. Ray D. Somera
Vice President for Academic Affairs
Chief Negotiator, Management Team

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Guam Community College
Human Resources

Subject: Revision to Article XVI and Appendix A-1 (as Attached)

Let this memorandum serve as the official agreement to modify the following:

1. Article XVI, Paragraph b, 3 to include a new paragraph following the first sentence that reads, "As secondary non-instructional faculty, WE Coordinators are not limited to the site school hours and may be outside the traditional operating hours in order to meet the needs of the students and their work assignments. The standard expectation of 35 hours per week shall apply."
2. The adoption of the attached Job specifications for Non-Instructional Faculty to include Academic Advisor, Work Experience Coordinator, School Health Counselor, Librarian, and Career Counselor and to include Postsecondary & Secondary.
3. Deleted from the Job specifications are Instructional Technologist, and Accommodative Services Coordinator.
4. Academic Advisement & Enrollment Coordinator's new title shall be Academic Advisor.
5. Memorandum of Agreement with reference to the Work Experience coordinator and the disposition of that position (see attached)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by Management of Guam Community College and the Guam Community College Faculty Union.

I. Conversion of Faculty Work Experience Coordinators to Staff Positions

Both parties agree that the faculty positions discussed in this MOU will be converted to staff on the schedule described, contingent upon maintenance of the full time faculty obligation and the conditions below.

- A. The Work Experience Coordinator positions will remain faculty positions until the individuals currently holding them voluntarily vacate the positions or request that the positions become staff.

FACULTY JOB SPECIFICATIONS

DEFINITION OF TERMS

The following definitions apply to the terms listed below as they appear in the Minimum Experience and Training Requirements for Faculty Ranks:

High School Diploma	A regular or adult high school diploma or GED equivalency diploma.
Associate's Degree	An Associate Degree issued by an accredited or recognized postsecondary institution (refer to Article XVI, A, 2a.) Certified U.S. Department of Labor journeyman certificate shall be equivalent to an Associate's Degree.
Bachelor's Degree	A Bachelor's Degree issued by an accredited or recognized postsecondary institution (refer to Article XVI, A, 2a.).
Master's Degree	A Master's Degree issued by an accredited or recognized postsecondary institution (refer to Article XVI, A, 2a.).
Doctorate Degree	A Ph.D., Ed.D., J.D. or equivalent terminal degree issued by an accredited or recognized postsecondary institution (refer to Article XVI, A, 2a.).
Semester Hour	One college credit as evidenced on an official transcript by an accredited or recognized postsecondary institution or four (4) CEUs.
Continuing Education Units (CEUs)	Four (4) CEUs equals one (1) semester credit. CEUs must be in the field or related area and must be recognized by the International Association for Continuing Education & Training (ref. Section 2: The Continuing Education Unit)
Employment	Paid work experience above trainee level.
Teaching Experience Agreement	Reference Article XVI, D of the Board-Union
Field of Study or Related Area Agreement	Reference Article XVI, E of the Board-Union
Instructional Methods Courses	Career and Technical Education (CTE)/Vocational Teaching Methods or Vocational Curriculum and other courses preparing instructors to teach skills for careers in the workplace.

Career and Technical Education Programs

Previously known as Vocational Education. CTE programs prepare students to attain skills needed to pursue high-skill, high-wage careers and for postsecondary education.

NATURE OF WORK FOR INSTRUCTIONAL FACULTY:

Faculty work is comprised of work assignments scheduled by the College and individual faculty members. Faculty work assignments will include those duties and responsibilities described in the job specifications for each instructional faculty rank. Faculty is responsible for implementing the College curriculum within the limits of the resources provided. Faculty is also responsible for participation in the governance of the College through membership in the Faculty Senate.

ILLUSTRATIVE EXAMPLES OF WORK

The College makes an effort to integrate skills across the curriculum through effective instructional methods. The following examples are representative of the standards the College seeks to achieve.

Teaching Responsibilities

Use many different tools to assess how their students learn, as well as what the students know, and use this information to help all students advance from where they are to where they need to be.

Engage students in active learning – debating; discussing; researching; writing; evaluating; experimenting; and constructing models, papers, and products, in addition to listening to and reading information, watching demonstrations, and practicing skills;

Make their expectations for high-quality work very clear and provide models of student work that meets those standards;

Provide constant feedback that helps students improve as they continuously revise their work toward these standards.

Design and manage a well-functioning, respectful classroom that allows students to work productively.

Collaborate with other teachers and administrators to create a seamless curriculum and a supportive environment throughout the school.

Provides instruction utilizing various teaching methods, support media and other materials to supplement presentations.

Organizes and conducts instruction in line with the College's mission based on programmatic requirements, course guides, performance objectives, student needs, and assessment outcomes (as further defined in Article VIII C).

Participates in regular student and peer evaluation of instructional effectiveness.

Develops, reviews, modifies, and uses instructional materials and methods for students with learning difficulties.

Utilizes information from self, peer, and student evaluations for instructional improvement. Integrates course content with other disciplines.

Student Affairs

Participates in academic advising as stipulated in the GCC Advisor Handbook.

Advises or sponsors student interest groups.

Supervises and participates in the supervision of student activities.

Maintains professional relationships with students.
Participates in student registration and orientation.
Refers students to support services.
Encourages student leadership skills.
Assists students in attaining their academic, career, and personal goals.
Assists with student job placement.
Participates in graduation.

Leadership

Leadership involves the initiation, development, and organization of projects which significantly contribute to the interest of the College. Such activities may include:

Supervising work-study students.
Directing the work of para-professionals, support staff and others.
Mentoring other faculty.
Serving on committees.
Chairing committees.
Assisting colleagues in identifying and resolving campus concerns.
Serving as department chairperson.
Developing new programs and services.
Writes grants or program agreements and reports.

Assessment, Curriculum and Other Activities

Participates in the College assessment process.
Participates in the accreditation process.
Participates in the development of the College's master plan.
Reviews and provides input for the catalog.
Participates in College-related research.
Participates in the promotions of the College programs and recruitment of students.
Participates in College-related activities.
Coordinates with external agencies, advisory committees, apprenticeship, work experience.
Assists with program management (budget, inventory, work orders, supplies, special funds, and others).
Develops and updates program and course guides.

Professional Development

Participates in scheduled Faculty Development Days.
Attends conferences, workshops, and seminars.
Presents at conferences, workshops, and seminars.
Develops and teaches courses through continuing education.
Conducts research, edits, and publishes.
Completes courses and acquires certificates, certifications, and degrees.
Completes instructional methods or Career Technical methods.
Updates knowledge and skills through work experience.
Conducts independent studies and research.

Community Service

Community service shall be considered providing voluntary services to the community that favorably reflect on the College. Such activities may include:

Conducts workshops, seminars, outreach programs, and other events designed to meet the needs of special segments of the community.

Advises and assists agencies.

Participates in non-profit organizations, community groups, and others.

Serves on boards and commissions.

Disseminates information on College functions and services.

Participates in community-based research.

DUTIES AND RESPONSIBILITIES FOR INSTRUCTIONAL FACULTY RANKS

EMERGENCY INSTRUCTOR

Appointment to this position is on a limited-term basis and is valid for not more than one (1) academic year at a time to meet the emergency need of the College.

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Emergency Instructor rank are as follows:

Under close supervision:

1. Conducts courses of instruction:
Follows syllabus and lesson plans.
Provides effective instruction.
Ensures that classroom is neat and maintenance department is notified of problems.
2. Supports department activities:
Participates in department meetings.
Maintains inventory of assigned books and equipment.
Prepares requests for books and equipment.
3. Accessible for student consultation.
Maintains office hours for postsecondary classes.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR EMERGENCY INSTRUCTOR

1. An Associate's Degree in the field of study or related area; OR
2. A high school diploma, plus professional certification or license from a recognized organization in the field and a minimum of four (4) years of employment in the field of study or related area; OR
3. A high school diploma, plus a minimum of five (5) years of employment in the field of study or related area.

ASSISTANT INSTRUCTOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Instructor rank are as follows:

Under general supervision:

1. Conducts courses of instruction:
Prepares syllabus and lesson plans.
Follows course guide.
Provides effective instruction.
Teaches current information in the field.
Ensures that classroom is neat and maintenance department is notified of problems.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of assigned books and equipment.
Prepares requests for books and equipment.
Participates in department assessment.
Reviews and revises curriculum.
Participates in the promotions of the College programs and recruitment of students.
3. Participates in Faculty Governance through the Faculty Senate.
*Serves as a member of at least one committee.
4. Assists in student advisement:
Advises assigned students.
Accessible for student consultation.
Maintains office hours for postsecondary classes.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
Participates in scheduled Faculty Development Days.
*Participates in the College's mentoring program.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSISTANT INSTRUCTOR

1. A Bachelor's Degree, with at least eighteen (18) semester hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods; OR
2. An Associate's Degree, with a major in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, plus four (4) years of employment in the field of study or related area; OR
3. A high school diploma, with six (6) semester hours in vocational teaching methods or vocational curriculum, plus professional certification or license from a recognized organization in the field, with a minimum of six (6) years of employment in the field of study or related area; OR
4. A high school diploma and six (6) semester hours in instructional methods, plus eight (8) years of employment in the field of study or related area.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

INSTRUCTOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Instructor rank are as follows:

Under general supervision:

1. Conducts courses of instruction:
Prepares syllabus and lesson plans.
Follows course guide.
Provides effective instruction.
Teaches current information in the field.
Ensures that classroom is neat and maintenance department is notified of problems.
Make their expectations for high-quality work very clear and provide models of student work that meets those standards;
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of assigned books and equipment.
Prepares requests for books and equipment.
Participates in department assessment.
Reviews and revises curriculum.
Participates in the promotions of the College programs and recruitment of students.
3. Participates in Faculty Governance through the Faculty Senate.
*Serves as a member of at least one committee.
4. Assists in student advisement:
Advises assigned students.
Accessible for student consultation.
Maintains office hours for postsecondary classes.
*Advises student activities, clubs or organizations.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
Participates in scheduled Faculty Development Days.
*Participates in the College's mentoring program.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR INSTRUCTOR

1. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education, or six (6) semester hours in instructional methods; OR
2. A Bachelor's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, plus
 - a. Eighteen (18) semester hours beyond the Bachelor's degree in the field of study or related area, professional education or any combination thereof; OR
 - b. Six (6) semester hours beyond the Bachelor's degree in a related area or professional education, and three (3) years of employment in the field of study or related area; OR
 - c. Four (4) years of employment in the field of study; OR
3. An Associate's Degree, with a major in the field of study or related area and twenty-four (24) semester hours in professional education, to include six (6) semester hours in instructional methods, plus eight (8) years of employment in the field of study or related area.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

ASSISTANT PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Professor rank are as follows:

The following are the minimum duties and responsibilities required of Assistant Professor. Some activities may overlap in more than one area.

Under general supervision:

1. Conducts courses of instruction:
Prepares syllabus and lesson plans.
Follows course guide.
Provides effective instruction.
Teaches current information in the field.
Ensures that classroom is neat and maintenance department is notified of problems.
Maintains a high standard of teaching.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of assigned books and equipment.
Prepares requests for books and equipment.
Participates in the department assessment and program evaluation.
*Serves as department chairperson.
Reviews, writes or revises curriculum documents.
Participates in the promotions of the College programs and recruitment of students.
3. Participates in Faculty Governance through the Faculty Senate.
Serves on at least one committee.
4. Assists in student advisement:
Advises assigned students.
Maintains office hours for postsecondary classes.
*Advises student activities, clubs or organizations.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
*Serves as a mentor for faculty.
6. *Provides community service.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSISTANT PROFESSOR

1. A Doctorate Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods; OR

Must show evidence of work consistent with Article XVII, D, 1 (Board-Union Agreement), within sixty (60) calendar days from the initial date of employment; AND

2. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, and four (4) years of employment in the field of study or related area, at least two (2) years of which must have been in teaching at the College's Instructor level or equivalent; OR
3. A Bachelor's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education to include six (6) semester hours in instructional methods, and two (2) years at the College's Instructor level or equivalent, plus
 - a. Twenty-four (24) semester hours, with a minimum of twelve (12) semester hours at the upper division or graduate level in the field of study or related area or professional education, or any combination thereof; OR
 - b. Twelve (12) semester hours in the field of study or related area or professional education, and six (6) years of employment in the field of study or related area.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

ASSOCIATE PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Associate Professor rank are as follows:

The following are the minimum duties and responsibilities required of Assistant Professor. Some activities may overlap in more than one area.

Under general supervision:

1. Conducts courses of instruction:
Prepares syllabus and lesson plans.
Follows course guide.
Provides effective instruction.
Teaches current information in the field.
Ensures that classroom is neat and maintenance department is notified of problems.
Maintains a superior standard of teaching.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of assigned books and equipment.
Prepares requests for books and equipment.
Participates in department assessment and program evaluation.
Reviews, writes or revises curriculum documents, if needed.
*Assumes leadership role in department assessment and program evaluation.
*Serves as department chairperson.
Participates in the promotions of the College programs and recruitment of students.
3. Participates in Faculty Governance through the Faculty Senate.
Participates in College Affairs Council meetings.
*Serves as committee chairperson.
*Serves on at least one committee.
4. Assists in student advisement:
Advises assigned students.
Maintains office hours for postsecondary classes.
*Advises student activities, clubs or organizations.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
*Serves as a mentor for faculty.
6. *Provides community service.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSOCIATE PROFESSOR

Must show evidence of work consistent with Article XVII, D, 2 (Board-Union Agreement), within sixty (60) calendar days from the initial date of employment; AND

1. A Doctorate Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, plus two (2) years of teaching experience at the College's Assistant Professor level or equivalent; OR
2. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, plus fifteen (15) semester hours of upper division to include nine (9) semester hours at the graduate level earned after the granting of the Master's Degree, and six (6) years of employment in the field of study or related area, three (3) years of which must have been teaching experience at the College's Assistant Professor level or equivalent; OR
3. A Bachelor's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education to include six (6) semester hours in instructional methods, plus thirty-six (36) semester hours of course work at the upper division or graduate level in professional education, field of study or related area, of which eighteen (18) semester hours must be at the graduate level, and twelve (12) years of employment in the field of study or related area, four (4) years of which must have been teaching experience at the College's Assistant Professor level or equivalent.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Professor rank are as follows:

The following are the minimum duties and responsibilities required of Professor. Some activities may overlap in more than one area.

1. Conducts courses of instruction:
Prepares syllabus and lesson plans.
Follows course guide.
Provides effective instruction.
Teaches current information in the field.
Ensures that classroom is neat and maintenance department is notified of problems.
Maintains a superior standard of teaching.
Provides leadership and assistance to colleagues in becoming more effective teachers.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of assigned books and equipment.
Prepares requests for books and equipment.
Participates in department assessment and program evaluation.
Assumes leadership role in department assessment and program evaluation.
Reviews, writes or revises curriculum documents.
*Serves as department chairperson.
Participates in the promotions of the College programs and recruitment of students.
3. Participates in Faculty Governance through the Faculty Senate.
Participates in College Affairs Council meetings.
*Serves as committee chairperson.
*Serves on at least one committee.
4. Assists in student advisement:
Advises assigned students.
Maintains office hours for postsecondary classes.
*Advises student activities, clubs or organizations.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
Provides leadership in professional development projects.
*Publishes books or articles relevant to their field.
Serves as a mentor for faculty.
6. *Provides community service.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR PROFESSOR

Must show evidence of work consistent with Article XVII, D, 3 (Board-Union Agreement), within sixty (60) calendar days from the initial date of employment; AND

1. A Doctorate Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, plus eight (8) years of employment in the field of study or related area, three (3) years of which must have been teaching experience at the College's Associate Professor level or equivalent; and must have Chaired a department for at least one term or chaired a major Committee as defined in Article XII and Article XVIII during their tenure at the College. OR
2. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, and thirty (30) semester hours of related college credits after the granting of the Master's Degree, to include fifteen (15) semester hours at the graduate level, plus eight (8) years of employment in the field of study or related area, of which five (5) years must have been teaching experience at the Associate Professor level and must have Chaired a department for at least one term or chaired a major Committee as defined in Article XII and Article XVIII during their tenure at the College.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

FACULTY JOB SPECIFICATIONS

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The following definitions apply to the terms listed below as they appear in the Minimum Experience and Training Requirements for Faculty Ranks:

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Master's Degree	A Master's Degree issued by an accredited or recognized postsecondary institution (refer to Article XVI, A, 2a.).
Doctorate Degree	A Ph.D., Ed.D., J.D. or equivalent terminal degree issued by an accredited or recognized postsecondary institution (refer to Article XVI, A, 2a.).
Semester Hour	One college credit as evidenced on an official transcript by an accredited or recognized postsecondary institution or four (4) CEUs.
Continuing Education Units (CEUs)	Four (4) CEUs equals one (1) semester credit. CEUs must be in the field or related area and must be recognized by the International Association for Continuing Education & Training (ref. Section 2: The Continuing Education Unit)
Employment	Paid work experience above trainee level.
Teaching Experience Agreement	Reference Article XVI, D of the Board-Union
Field of Study or Related Area Agreement	Reference Article XVI, E of the Board-Union
Instructional Methods Courses	Career and Technical Education (CTE)/Vocational Teaching Methods or Vocational Curriculum and other courses preparing instructors to teach skills for careers in the workplace.

Career and Technical Education
Programs

Previously known as Vocational Education. CTE
programs prepare students to attain skills needed to
pursue high-skill, high-wage careers and for
postsecondary education.

NATURE OF WORK FOR NON-INSTRUCTIONAL FACULTY:

Non-instructional faculty work is comprised of work assignments scheduled by the College and individual faculty members. Faculty work assignments will include those duties and responsibilities described in the job specification for each rank. Faculty is responsible for implementing College activities within the limits of the resources provided. Faculty is also responsible for participation in the governance of the College through the Faculty Senate and other non-instructional work of the college.

ILLUSTRATIVE EXAMPLES OF WORK

The College makes an effort to integrate skills across the curriculum through effective non-instructional methods. The following examples are representative of the standards the College seeks to achieve.

Work Responsibilities

Academic Advisor

Advisement for Apprentices ONLY

Assists apprentices with admission and registration/provide guidance in course selection in keeping with the apprentice's specific trade.

Assists apprentices with completion of forms and communicates pertinent procedures and requirements.

Monitors apprentices' academic progress, and develop or maintain apprentices' educational plan.

Works with instructional faculty and other appropriate personnel to identify options for apprentices to satisfy curriculum requirements.

Provides apprentices with degree or certificate information related to their trade.

Assists apprentices transition into a certificate or degree program.

Recruitment

Coordinates resources for recruitment activities for incoming freshmen.

Prepares recruitment or informational packets for distribution to high schools.

Works with other college departments to acquire resources for high school recruitment activities.

Work Experience Coordinator

Provides opportunities for students at the high school to participate in a monitored, planned and evaluated work experience activity related to their program of study.

Recruits students to participate in the work experience programs.

Meets with employers to inform and discuss the work experience programs and students.

Reviews applications for students interested in the Work Experience.

Develops and coordinates learning/training stations for work experience students with employer and instructor input.

Monitors, counsels, and advises work experience students at the job site.

Organizes and conducts instruction in line with the College's mission based on programmatic requirements, course guides, performance objectives, student needs, and assessment outcomes (as further defined in Article VIII C.)

Provides feedback on assignments, projects and evaluations concerning the work experience program.

Assigns grades to work experience students as defined in Article VIII C of the Agreement and submits or provides same to appropriate GDOE personnel for input to the student's records.

Meets with industry/Government, and community organizations such as: Guam Hotel Restaurant Association, Guam Contractors Association, Department of Labor, Agency for Human Resource Development and others to establish training and capacity building initiatives, and to coordinate activities for student work experience.

Develops Training Agreements, Training Plans, and Memoranda of Agreements to facilitate training opportunities.

School Health Counselor

Provides first aid and nursing interventions for health emergencies, illnesses and injuries that occur on-campus.

Educates and assists in the control of communicable diseases through preventive Tuberculosis and immunization programs, early detection, surveillance and reporting of contagious diseases.

Plans and implements protocol for clients visiting the Health Services Center for management of health problems including the administration of medication.

Maintains, evaluates, and interprets health data to accommodate individual needs of clients.

Develops and revises Health Services Center's policies, procedures, and standing orders.

Maintains communication with the medical advisor as necessary on the health operations of the Center.

Coordinates utilization of existing health resources to provide appropriate care of clients, and makes necessary referrals to parents (for minor clients), school personnel and community health resources for intervention, remediation, and follow through.

Coordinates health screening programs of students in accordance with public law and school policy, and provides follow-up services when indicated. This includes conducting health clearances for school enrollment.

Serves as a resource to employees and students on health issues. This includes serving as a health liaison among school, home, and the community.

Coordinates health audit, prepares and submits statistical reports to the Tuberculosis and Immunization Programs of the Department of Public Health and Social Services as required.

Librarian

Provides reference services to the students, employees, and community users.
Provides library orientation and bibliographic instruction to individuals and classes.
Serves as faculty liaison for collection development in assigned areas.
Collaborates with other Librarians in collection development.
Develops information literacy curriculum units for subject areas, general education requirements, and career and technical programs.
Coordinates library displays and publicizes library programs.
Collaborates in maintaining and developing the library Web site.
Serves as database manager for the automated library system including the Administration, Cataloging, Circulation, OPAC and Library Portal modules.
Catalogs and classifies print and non-print materials using the automated library system.
Manages the circulation services of GCC library.

Career Counselor

Postsecondary

Provides counselor intervention services to walk-in students.
Provides pre-enrollment counseling to students.
Provides individual and group career counseling to current and prospective students.
Provides educational planning strategies to students.
Provides limited preventive and developmental personal counseling.
Participates in department planning sessions to review, evaluate, and develop department services and activities.
Coordinates student college testing programs (i.e., COMPASS).
Coordinates a multiple intervention process to ensure the educational, personal, and social developmental needs and concerns of the students are addressed.
Coordinates referring students to appropriate professionals, programs, and/or services in the community.
Coordinates college career development and guidance events (i.e., needs assessment based workshops and presentations, career fairs).
Participates in outreach programs related to career development, guidance, and recruitment.

Secondary

Assists with appropriate placement and retention of students in Career and Technical Education programs in the secondary environment.
Inputs and retrieves data using the secondary student information system.
Assists with the gathering of data, identifying and reporting key findings as appropriate in the secondary environment.
Conducts recruitment presentations to prospective secondary CTE students.
Coordinates elective fairs/promotional events for prospective secondary CTE students.
Provides career counseling and advisement services to CTE walk-in students.
Provides CTE students with limited preventive and personal counseling, making referrals to GDOE, GCC, and community resources as appropriate.

Coordinates with other GCC secondary faculty on topics including enrollment, student concerns, data collection, activity, and event planning.
Collaborates with GDOE counselors to recruit, place and retain students, using the secondary student information system as appropriate.
Coordinates with secondary site personnel (e.g. Career Resource Teachers, administrators, aides) to address GCC secondary program student needs.
Provides assistance to GCC and community resources in their efforts to serve secondary CTE students.

Student Affairs

Participates in academic advising as stipulated in the GCC Advisor Handbook.
Advises or sponsors student interest groups.
Supervises and participates in the supervision of student activities.
Maintains professional relationships with students.
Participates in student registration and orientation.
Refers students to support services.
Encourages student leadership skills.
Assists students in attaining their academic, career, and personal goals.
Assists with student job placement.
Participates in graduation.

Leadership

Leadership involves the initiation, development, and organization of projects which significantly contribute to the interest of the College. Such activities may include:
Supervising work-study students.
Directing the work of para-professionals, support staff and others.
Mentoring other faculty.
*Serving on committees.
*Chairing committees.
Assisting colleagues in identifying and resolving campus concerns.
Serving as department chairperson.
Developing new programs and services.
Writes grants or program agreements and reports.

*The degree of participation to be dependent upon the establishment of a remedy to workload disparity and the equation of how committee work relates to the non-instructional faculty workload.

Assessment, Curriculum and Other Activities

Participates in the College assessment process.
Participates in the accreditation process.
Participates in the development of the College's master plans.
Reviews and provides input for the catalog.
Participates in College-related research.
Participates in the promotions of the College programs and recruitment of students.
Participates in College-related activities.
Coordinates with external agencies, advisory committees, apprenticeship, work experience.
Assists with program management (budget, inventory, work orders, supplies, special funds, and others).
Develops and updates program and course guides.

Professional Development

- Participates in scheduled Faculty Development Days.
- Attends conferences, workshops, and seminars.
- Presents at conferences, workshops, and seminars.
- Develops and teaches courses through continuing education.
- Conducts research, edits, and publishes.
- Completes courses and acquires certificates, certifications, and degrees.
- Completes vocational and occupational training.
- Updates knowledge and skills through work experience.
- Conducts independent studies and research.

Community Service

Community service shall be considered providing voluntary services to the community that favorably reflect on the College. Such activities may include:

- Conducts workshops, seminars, outreach programs, and other events designed to meet the needs of special segments of the community.
- Advises and assists agencies.
- Participates in non-profit organizations, community groups, and others.
- Serves on boards and commissions.
- Disseminates information on College functions and services.
- Participates in community-based research.

DUTIES AND RESPONSIBILITIES FOR NON- INSTRUCTIONAL FACULTY RANKS

NON-INSTRUCTIONAL EMERGENCY INSTRUCTOR

Appointment to this position is on a limited-term basis and is valid for not more than one (1) academic year at a time to meet the emergency need of the College.

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Emergency Instructor rank are as follows:

Under close supervision:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title
2. Supports department activities:
Participates in department meetings.
Maintains inventory of resources and equipment.
Requests for resources and equipment.
3. Accessible for student consultation.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL EMERGENCY INSTRUCTOR

1. An Associate's Degree in the field of study or related area; OR
2. A high school diploma, plus professional certification or license from a recognized organization in the field and a minimum of four (4) years of employment in the field of study or related area; OR
3. A high school diploma, plus a minimum of five (5) years of employment in the field of study or related area.

NON-INSTRUCTIONAL ASSISTANT INSTRUCTOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Instructor rank are as follows:

Under general supervision:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of resources and equipment.
Requests for resources and equipment.
Participates in department assessment.
Reviews and revises curriculum.
Participates in the promotions of the College programs and recruitment of students.
3. Participates in Faculty Governance through the Faculty Senate.
*Serves as a member of at least one committee.
4. Assists in student advisement:
Advises assigned students.
Accessible for student consultation.
Maintains office hours.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
Participates in scheduled Faculty Development Days.
*Participates in the College's mentoring program.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL ASSISTANT INSTRUCTOR

1. A Bachelor's Degree, with at least eighteen (18) semester hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods; OR
2. An Associate's Degree, with a major in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, plus four (4) years of employment in the field of study or related area; OR
3. A high school diploma, with six (6) semester hours in vocational teaching methods or vocational curriculum, plus professional certification or license from a recognized organization in the field, with a minimum of six (6) years of employment in the field of study or related area; OR
4. A high school diploma and six (6) semester hours in instructional methods, plus eight (8) years of employment in the field of study or related area.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

NON-INSTRUCTIONAL INSTRUCTOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Instructor rank are as follows:

Under general supervision:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title
2. Supports department activities:
 - Participates in department meetings.
 - Prepares schedules.
 - Maintains inventory of resources and equipment.
 - Requests for resources and equipment.
 - Participates in department assessment.
 - Reviews and revises curriculum.
 - Participates in the promotions of the College programs and recruitment of students.
3. Participates in Faculty Governance through the Faculty Senate.
 - *Serves as a member of at least one committee.
4. Assists in student advisement:
 - Advises assigned students.
 - Accessible for student consultation.
 - Maintains office hours.
 - *Advises student activities, clubs or organizations.
5. Identifies and implements a professional development plan:
 - Completes courses necessary for advancement.
 - Participates in relevant workshops.
 - Participates in relevant professional development activities.
 - Participates in scheduled Faculty Development Days.
 - *Participates in the College's mentoring program.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL INSTRUCTOR

1. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education, or six (6) semester hours in instructional methods (Master's degree in Library Science or Counseling related field is the minimum requirement for librarians and counselors respectively); OR
2. A Bachelor's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, plus
 - a. Eighteen (18) semester hours beyond the Bachelor's degree in the field of study or related area, professional education or any combination thereof; OR
 - b. Six (6) semester hours beyond the Bachelor's degree in a related area or professional education, and three (3) years of employment in the field of study or related area; OR
 - c. Four (4) years of employment in the field of study; OR
3. An Associate's Degree, with a major in the field of study or related area and twenty-four (24) semester hours in professional education, to include six (6) semester hours in instructional methods, plus eight (8) years of employment in the field of study or related area.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

NON-INSTRUCTIONAL ASSISTANT PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Professor rank are as follows:

The following are the minimum duties and responsibilities required of Assistant Professor. Some activities may overlap in more than one area.

Under general supervision:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title. Maintains a high standard of work performance.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of resources and equipment.
Requests for resources and equipment.
Participates in the department assessment and program evaluation.
*Serves as department chairperson.
*Reviews, writes or revises curriculum documents.
Participates in the promotions of the College programs and recruitment of students.
3. Participates in Faculty Governance through the Faculty Senate.
Serves on at least one committee.
4. Assists in student advisement:
Advises assigned students.
Maintains office hours.
*Advises student activities, clubs or organizations.
5. Identifies and Implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
*Serves as a mentor for faculty.
6. *Provides community service.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL ASSISTANT PROFESSOR

1. A Doctorate Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods; OR

Must show evidence of work consistent with Article XVII, D, 1 (Board-Union Agreement), within sixty (60) calendar days from the initial date of employment; AND

2. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, and four (4) years of employment in the field of study or related area, at least two (2) years of which must have been in teaching at the College's Instructor level or equivalent; OR
3. A Bachelor's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education to include six (6) semester hours in instructional methods, and two (2) years at the College's Instructor level or equivalent, plus
 - a. Twenty-four (24) semester hours, with a minimum of twelve (12) semester hours at the upper division or graduate level in the field of study or related area or professional education, or any combination thereof; OR
 - b. Twelve (12) semester hours in the field of study or related area or professional education, and six (6) years of employment in the field of study or related area.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

NON-INSTRUCTIONAL ASSOCIATE PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Associate Professor rank are as follows:

The following are the minimum duties and responsibilities required of Assistant Professor. Some activities may overlap in more than one area.

Under general supervision:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title. Maintains a superior standard of work performance.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of resources and equipment.
Requests for resources and equipment.
Participates in department assessment and program evaluation.
Reviews, writes or revises curriculum documents, if needed.
*Assumes leadership role in department assessment and program evaluation.
*Serves as department chairperson.
Participates in the promotions of the College programs and recruitment of students.
3. Participates in Faculty Governance through the Faculty Senate.
Participates in College Affairs Council meetings.
*Serves as committee chairperson.
*Serves on at least one committee.
4. Assists in student advisement:
Advises assigned students.
Maintains office hours.
*Advises student activities, clubs or organizations.
5. Identifies and implements a professional development plan:
Completes courses necessary for advancement.
Participates in relevant workshops.
Participates in relevant professional development activities.
*Serves as a mentor for faculty.
6. *Provides community service.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL ASSOCIATE PROFESSOR

Must show evidence of work consistent with Article XVII, D, 2 (Board-Union Agreement), within sixty (60) calendar days from the initial date of employment; AND

1. A Doctorate Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, plus two (2) years of teaching experience at the College's Assistant Professor level or equivalent; OR
2. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, plus fifteen (15) semester hours of upper division to include nine (9) semester hours at the graduate level earned after the granting of the Master's Degree, and six (6) years of employment in the field of study or related area, three (3) years of which must have been teaching experience at the College's Assistant Professor level or equivalent; OR
3. A Bachelor's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education to include six (6) semester hours in instructional methods, plus thirty-six (36) semester hours of course work at the upper division or graduate level in professional education, field of study or related area, of which eighteen (18) semester hours must be at the graduate level, and twelve (12) years of employment in the field of study or related area, four (4) years of which must have been teaching experience at the College's Assistant Professor level or equivalent.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)

NON-INSTRUCTIONAL PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Professor rank are as follows:

The following are the minimum duties and responsibilities required of Professor. Some activities may overlap in more than one area.

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title.
Maintains a superior standard of work performance.
Provides leadership and assistance to colleagues in becoming more effective.
2. Supports department activities:
Participates in department meetings.
Prepares schedules.
Maintains inventory of resources and equipment.
Requests for resources and equipment.
Participates in department assessment and program evaluation.
Assumes leadership role in department assessment and program evaluation.
Reviews, writes or revises curriculum documents.
*Serves as department chairperson.
Participates in the promotions of the College programs and recruitment of students.
3. Participates in Faculty Governance through the Faculty Senate.
Participates in College Affairs Council meetings.
*Serves as committee chairperson.
*Serves on at least one committee.
4. Assists in student advisement:
Advises assigned students.
Maintains office hours.
*Advises student activities, clubs or organizations.
5. Identifies and implements a professional development plan:
Participates in relevant workshops.
Participates in relevant professional development activities.
Provides leadership in professional development projects.
*Publishes books or articles relevant to their field.
Serves as a mentor for faculty.
6. *Provides community service.

*For these activities, extra effort in one area may compensate for minimal or no effort in another. Faculty member and supervisor will agree on appropriate combination of activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL PROFESSOR

Must show evidence of work consistent with Article XVII, D, 3 (Board-Union Agreement), within sixty (60) calendar days from the initial date of employment; AND

1. A Doctorate Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, plus eight (8) years of employment in the field of study or related area, three (3) years of which must have been teaching experience at the College's Associate Professor level or equivalent; and must have Chaired a department for at least one term or chaired a major Committee as defined in Article XII and Article XVIII during their tenure at the College. OR
2. A Master's Degree, with at least eighteen (18) hours in the field of study or related area, and eighteen (18) semester hours in professional education or six (6) semester hours in instructional methods, and thirty (30) semester hours of related college credits after the granting of the Master's Degree, to include fifteen (15) semester hours at the graduate level, plus eight (8) years of employment in the field of study or related area, of which five (5) years must have been teaching experience at the Associate Professor level and must have Chaired a department for at least one term or chaired a major Committee as defined in Article XII and Article XVIII during their tenure at the College.

(Continuing Education Units can be substituted for no more than 25% of the required semester hours.)