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IX-1 APPLICATION FOR SABBATICAL LEAVE

Name _____

College _____ Work Area _____

Number of years of seniority in the collective bargaining unit _____

Number of years since last previous sabbatical _____

Check the type of sabbatical for which you are applying:

- Half year leave at full salary
- Half year leave at half salary
- Full year leave at half salary
- Full year leave at half workload at full salary
- Full year leave at half workload at half salary

Date on which proposed sabbatical would begin _____

Use the rest of this form and/or a separate sheet appended to this form to answer the following questions:

- A. What activities will you do during the proposed sabbatical leave and what goals are these intended to achieve?
- B. How will the proposed sabbatical meet the following criteria listed in section 9.01I2 of the collective bargaining agreement?
 The following criteria shall be considered in determining who shall be granted for sabbatical leave:
 - (a) That the objectives of the sabbatical leave, if attained, would substantially contribute to the professional growth of the unit member.
 - (b) That the objectives of the sabbatical leave, if attained, would assist the unit member in substantially contributing to institutional needs and attainment of institutional purposes.
 - (c) That the unit member has the ability to achieve the goals of the project or plan based on the unit member’s past experience and formal educational background.
 - (d) That the attainment of the objectives of sabbatical leave as proposed are realistic in terms of time, costs, and other related variables.
 - (e) That there exists independent financial support from other funding sources concerned with the proposed plan or project where College funding sources are otherwise unavailable.

IX-2 FMLA INSTRUCTIONS AND REQUEST FORM

Request for Medical Leave that may be protected as FMLA or as a request for contractual sick leave

Potential FMLA Leave - The Human Resources Office has been informed that you have a medical need for leave that may be due to a serious health condition of an employee. Accordingly, if you believe that you may be eligible for FMLA leave designation and/or are requesting FMLA leave, Form WH-380-E is located at <http://www.dol.gov/whd/forms/WH-380-E.pdf>. If you would like the college to mail a copy of the form to you, please let us know. In lieu of the WH-380-E form, you may also use the attached abbreviated form entitled “Instructions to Health care Provider”.

To request FMLA leave, Form WH-380-E, or the attached abbreviated form entitled “**Instructions to the Health Care Provider**” (which was agreed to as a substitute by the MCCC and the Employer) should be provided to your Health Care Provider for completion and return. You have fifteen (15) calendar days to return one of the completed forms. Your Health Care Provider will either complete one of the two forms or provide appropriate medical documentation to support any request for FMLA leave. Note there are other forms available on the Federal website for different types of leave such as that for a family member or for leave related to military service: <http://www.dol.gov/whd/fmla/2013rule/militaryForms.htm>

Contractual Medical Leave Requirement – Even if you do not believe your sick leave request would qualify as FMLA protected leave, please have your health care provider complete the attached physician's certificate entitled “**Instructions to the Health Care Provider**”, proving the necessity of such absence for the medical leave you are seeking. As set forth in Article 9.01, the certificate must be filed within seven (7) calendar days of this request, or your absence may be applied at the discretion of the College as absence without pay.

If you need additional time for your health care provider to complete the required information, please contact the Human Resources department to request an extension of time to provide the information.

Please note, the FMLA allows employers to charge your leave concurrently to sick leave under the collective bargaining agreement and to FMLA if you are entitled to the twelve-week unpaid leave allowed for certain employees under FMLA for a “serious health condition.” If FMLA applies, an employee must first use all accrued sick leave and then, if eligible, available sick leave bank days, as part of their twelve-week FMLA leave prior to being placed on unpaid FMLA leave for the remainder of their 12 week FMLA leave period, if any.

INSTRUCTIONS to the HEALTH CARE PROVIDER:

Your patient _____ has requested leave from _____ Community College. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can, terms such as "lifetime", "unknown", or "indeterminate" may not be sufficient to determine FMLA Coverage. Limit your responses to the condition(s) for which the employee is seeking leave. Please be sure to sign the form.

Provider's name: _____
Type of Practice/Medical Specialty: _____
Provider's signature: _____
Address: _____
Telephone: _____
Fax: _____

Approximated date condition commenced and probable duration: _____

Overnight Admission? No ___ Yes, ___ If yes dates _____

Dates of treatment _____

Will patient need treatment at least twice per year? _____

Referral to other healthcare provider for evaluation or treatment? No ___ Yes ___

If yes, nature of treatments and expected duration: _____

Is the patient incapacitated and unable to perform the essential job functions of _____ position (see attached job description and/or contractual workload requirements) due to the condition: No ___ Yes ___ If yes identify job functions unable to perform: _____

Is medical condition pregnancy? No ___ Yes ___ expected delivery date: _____

Describe other relevant medical facts related to the condition for which the patient is incapacitated and seeks medical leave (diagnosis, symptoms, or any regimen of continuing treatment such as the use of specialized equipment): _____

Amount of Leave needed:

Incapacitated for single continuous period? No ___ Yes ___ Estimate beginning and ending dates _____

Follow-up treatment appointments medically necessary or part-time or reduced schedule needed for leave? No ___ Yes ___ If yes, estimate treatment schedule including dates, length and recovery period for appointments and if leave request is for part-time or reduced schedule specify beginning and ending date and specific limitations on hours and/or days: _____

If request is for intermittent leave specify length and duration of anticipated leave:

Will condition cause episodic flare ups preventing employee from performing job functions? No ___ Yes ___ If yes, is it medically necessary for employee to be absent from work? No ___ Yes? ___ If yes, explain and estimate frequency and duration over next 6 months : ___ episodes every ___ week(s) ___ month(s) lasting ___ hours or days per episode. _____

Date patient is reasonably anticipated to be able to return to the position able to perform the essential functions of said position with ___ or without ___ reasonable accommodation(s): _____ If reasonable accommodation(s) are requested, list requested accommodation(s) in order for College to dialogue with employee. For your convenience, requested accommodations may be listed on the attached Fitness-For-Duty Certification necessary to be completed prior to returning to work.



COMMONWEALTH OF MASSACHUSETTS

FITNESS-FOR-DUTY CERTIFICATION

DIRECTIONS TO EMPLOYER:

1. Please attach the employee's job description to this form, including the essential functions of said position.
2. Give this form and the job description to the employee to obtain the requisite medical certification.

DIRECTIONS TO EMPLOYEE:

1. You may use this form to obtain a certification from your health care provider certifying that you are able to return to work.
2. Please have your physician fill out this form.
3. Please return this form to Human Resources before you return to work.

TO BE COMPLETED BY EMPLOYEE: (please print or type)

1. Name
2. Department / Agency
3. Date condition began
4. Date condition ended (or is expected to end)
5. Date set for return to work

I understand that if I do not provide a requested fitness-for-duty certification to return to work, my employer may delay restoration until I submit the certification.

Employee's Signature _____ Date: _____

TO BE COMPLETED BY EMPLOYEE'S HEALTH CARE PROVIDER: (please print or type)

7. I certify that I have read the job description enclosed with this form, concur with the information provided by the employee above or note any changes below, and that the above-named employee is able to meet the essential functions of the position as listed in the description **with** or **without** (please circle one) reasonable accommodation and is able to return to work on _____.

Please note that if a reasonable accommodation is requested, the Employer will also **require** certain information to show that the employee is a qualified individual with a disability and thus, entitled to a workplace accommodation and that the accommodation requested is reasonable. **This information should be included below or attached to this form and includes the following:**

- the specific nature of the employee's disability;
- signs of manifestation of the employee's disability;
- identification of all other life activities or tasks (i.e.; personal hygiene, household chores, other professional work activities, caring for family members, exercise, etc.) the employee is unable to perform or is inhibited in performing due to the employee's disability;
- identification of those essential functions of the employee's position that the employee is currently unable to perform due to the disability;
- a detailed and specific explanation of the accommodation(s) requested; and
- a reasonable assurance that the employee will be able to perform all essential functions of the position, with the requested accommodation upon the employee's return to work.

X-G1 STEP ONE COMPLAINT

For Board Use:
Year:
Board No.:

TO PRESIDENT _____

TO PRESIDENT’S DESIGNEE (C/O HUMAN RESOURCES OFFICE)

GRIEVANT _____
(last) (first) (middle)

WORK AREA _____

DATE(S) OF ALLEGED CONTRACT VIOLATION _____

Statement of Grievance (State all known facts pertaining to the alleged breach on which the grievance is based. All evidence supporting your claim must be attached hereto. If additional space is needed, please attach additional pages, appropriately captioned.):

Specific Contract Provisions Alleged to Have Been Violated:

Remedy Requested:

Signature Date

Email Address (College unless Grievant is no longer a College employee, then personal email address)

Telephone (College and personal)

cc: MTA Field Representative/Organizer
mcccteam@massteacher.org
President’s Designee, c/o of Human Resources via College email
N.B. This complaint must be filed within 30 calendar days.

X-G2 ASSOCIATION EVIDENCE

For Board Use:
Year:
Board No.:

1. List on this cover sheet all documentary evidence you intend to use to support your grievance.
2. Attach copies of all evidence to this sheet and identify each document with the number assigned below.

Description of Evidence

(Include Dates of Correspondence)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

X-G3 MANAGEMENT EVIDENCE

For Board Use:
Year:
Board No.:

1. List on this cover sheet all documentary evidence you intend to use to support your finding.
2. Attach copies of all evidence to this sheet and identify each document with the number assigned below.

Description of Evidence

(Include Dates of Correspondence)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

X-G4 STEP ONE DECISION

For Board Use:
Year:
Board No.:

GRIEVANT _____

COLLEGE _____

After reviewing the complaint and supporting evidence attached thereto and after meeting with the grievant for the purpose of resolving the grievance on _____, 20____, I make the following decision:

1. Statement of facts:

2. Issue(s) presented by the grievant, including specific contract provisions alleged to have been breached:

3. Decision and Reason(s) for Decision:

4. Remedy offered, if appropriate:

President or Designee

Date (must be issued within thirty (30) days after receipt of grievance)

cc: MTA Field Representative/Organizer
mcccteam@massteacher.org

N.B. You have the right to appeal this Decision to Step Two by filing an appeal on Form G5 within ten (10) calendar days after receipt of this Decision.

X-G5 STEP ONE APPEAL TO MEDIATION

For Board Use:
Year:
Board No.:

TO: Office of the General Counsel
 Massachusetts Community Colleges
 c/o Middlesex Community College
MCCCDAYmediationrequest@middlesex.edu

FROM: Grievant _____

Grievance Issues _____

I hereby appeal the Step One Decision of the President of _____ Community College.

 Signature Date

 Email Address (College unless Grievant is no longer College employee, then personal email address)

 Telephone Number

cc: MTA Field Representative/Organizer
mcccteam@massteacher.org
 President's Designee, c/o of Human Resources via College email
 College President

N.B. This appeal must be filed within ten (10) calendar days after receipt of the Step One Decision.

X-G7 CONCLUSION OF MEDIATION

For Board Use:
Year:
Board No.:

Grievant _____ College _____

Issue _____

Mediation shall conclude in one of the following ways:

1. By the execution of the attached settlement agreement by the parties.		
2. By declaration of the mediator:	_____	_____
	Mediator	Date
3. By declaration of the MCCC:	_____	_____
	MTA Field Representative/ Organizer	Date
4. By declaration of the employer:	_____	_____
	Commissioner’s Designee	Date
5. By declaration of both parties:	_____	_____
	MTA Field Representative/ Organizer	Date
	_____	_____
	Commissioner’s Designee	Date

cc: MTA Field Representative/Organizer
mcccteam@massteacher.org
 President’s Designee, c/o of Human Resources via College email
 Office of the General Counsel, Massachusetts Community Colleges, c/o Middlesex Community
 College MCCCDAYmediationrequest@middlesex.edu

N.B. Only the MCCC/MTA has the right to certify a grievance to arbitration. An arbitration approval request (Form G8) must be submitted to the MTA Field Representative/Organizer within ten (10) calendar days after mediation has been concluded without a settlement agreement.

X-G8 ARBITRATION APPROVAL REQUEST

To be completed by the grievant and forwarded to the Grievance Coordinator within ten (10) calendar days after receipt of the Conclusion of Mediation.

TO: MTA Field Representative/Organizer
mcccteam@massteacher.org

FROM: Grievant _____
College _____

Please be advised that I am hereby submitting notice of my election to proceed to Step three of the grievance procedure. I am requesting that my grievance be approved for arbitration by the MCCC/MTA Executive Committee.

REASONS FOR THE DECISION: _____

Signature Date

Email Address (College unless Grievant is no longer a College employee, then personal email address)

Telephone Number

cc: MTA Field Representative/Organizer
mcccteam@massteacher.org

N.B. This appeal must be filed within ten (10) calendar days after the conclusion of mediation.

XII-1 WORKLOAD REDUCTION WAIVER FORM

Pursuant to Article 12.03.B.1.b, I have requested and voluntarily agree to teach more than three (3) preparations per semester or more than five (5) preparations per year without a corresponding workload reduction for the _____ (semester/year).

Date: _____

Signed: _____

Signed: _____

XII-2 WORKLOAD COMPUTATION FORM

WORKLOAD COMPUTATION FORM		
Name:		To calculate workload, enter values into the BLUE shaded cells before printing or saving (Save as .xlsx file)
Department:		
Semester:		
Totals Automatically Calculated in Yellow Cells		
Contact time is the actual time the instructor spends with students in an instructional method		
For Laboratory-like and clinical courses, every fifty (50) minutes of class time shall be calculated as one (1) hour.		
Notwithstanding the preceding, there shall be no change to the treatment of contact hours for didactic courses		

Compute Instructional hours for 1st sections of DIDACTIC or SEMINAR courses and ON-LINE or HYBRID courses.

DIDACTIC/SEMINAR/ON-LINE/HYBRID	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
			x 1 1/3	0.0			0.00
			x 1 1/3	0.0			0.00
			x 1 1/3	0.0			0.00
			x 1 1/3	0.0			0.00
			x 1 1/3	0.0			0.00
	TOTAL					0.00	

Compute Instructional hours for SUBSEQUENT sections of DIDACTIC & SEMINAR courses.

DIDACTIC/SEMINAR	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
			x 2/3	0.0			0.00
			x 2/3	0.0			0.00
			x 2/3	0.0			0.00
			x 2/3	0.0			0.00
	TOTAL					0.00	

Compute Instructional hours for 2nd sections of fully ON-LINE or HYBRID course.

ON-LINE OR HYBRID	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours
			x 1	0.0		
	TOTAL					0.00

Compute Instructional hours for 3RD OR GREATER sections of fully ON-LINE or HYBRID.

ON-LINE OR HYBRID	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
			x 2/3	0.0			0.00
			x 2/3	0.0			0.00
			x 2/3	0.0			0.00
	TOTAL					0.00	

Compute Instructional hours for FIRST sections of LAB-LIKE & CLINICAL

LAB/CLINICAL	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
			x 2 =	0			0.00
			x 2 =	0			0.00
			x 2 =	0			0.00
			x 2 =	0			0.00
	TOTAL					0.00	

Compute Instructional hours for SUBSEQUENT sections of LAB-LIKE & CLINICAL-NO ASSISTANT

LAB/CLINICAL	Course Section	Course Credit	Multi. Factor	Prep Time	Contact	Instructional Hours	
			x 2 =	0			0.00
			x 2 =	0			0.00
			x 2 =	0			0.00
			x 2 =	0			0.00
	TOTAL					0.00	

Compute Instructional hours for SUBSEQUENT sections of LAB-LIKE & CLINICAL-WITH ASSISTANT

LAB/CLINICAL	Course Section	Course Credit	Multi. Factor	Prep Time	Contact	Instructional Hours
			x 1 =	0		0.00
			x 1 =	0		0.00
			x 1 =	0		0.00
			x 1 =	0		0.00
TOTAL						0.00

Compute Instructional hours for TEAM TEACHING courses.

TEAM TEACHING	Course Section	Credits	Preps and Type	Multi Factor	Prep Time	Total Contact	Instructional Hours
			First Didactic	1/2 of 4/3	0.00		0.00
			First Didactic	1/2 of 4/3	0.00		0.00
			Subsequent Didactic	1/2 of 2/3	0.00		0.00
			Subsequent Didactic	1/2 of 2/3	0.00		0.00
			First Lab	1/2 of 2	0.00		0.00
TOTAL							0.00

Instructional hours for individualized instruction, mediated learning, or other non-traditional modes of instruction

NON-TRAD	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact Time	Instructional Hours
			x 1/3 =	0.00	0	0.00
			x 1/3 =	0.00	0	0.00
			x 1/3 =	0.00	0	0.00
TOTAL						0.00

Reassignment for department chairperson, curriculum coordinator, or for any other purpose. (Where faculty are given load reduction within the instructional workload for any activity other than teaching, the number of hours required for the faculty will be equal to twice the credit hour reduction with the proportional reduction in office hours of one hour per three credit hour equivalent load reduction.)

REAS. TIME	Assignment	Course Credit	Multi. Factor		Reassigned Time
			x 2	=	0
			x 2	=	0
			x 2	=	0
TOTAL REASSIGNMENT HOURS:					0

TOTAL INSTRUCTIONAL AND REASSIGNMENT HOURS: 0.0

Subject to the provisions of Article 12, the standard faculty instructional and reassignment workload shall be a minimum of 29 instructional and reassigned hours per week and a maximum of 35 instructional and reassigned hours per week. An assignment of more than 31 Total Instructional and Reassignment Hours for faculty teaching only didactic courses or for 34 or more Total Instructional and Reassignment Hours for faculty teaching other than only didactic courses, will require an adjustment in the 11 hours of non-instructional workload.

			Standard	Total # of Advisees Assigned	Total # Hours From Table for Assigned Advisees
ADVISING			3		
1-7 advisees = 1 hr.	26-31 advisees = 5 hrs.				
8-13 advisees = 2 hrs.	32-37 advisees = 6 hrs.				
14-19 advisees = 3 hrs.	38-43 advisees = 7 hrs.				
20-25 advisees = 4 hrs.					
OFFICE HOURS (Reduced For Reassigned Time)			4		
COLLEGE SERVICE			4		
TOTAL NON-INSTRUCTIONAL					0
TOTAL WORKLOAD					0.0

XIII-E1 Student Evaluation Form

Evaluation Form for all Day Unit Courses

Instructions

The College appreciates your anonymous feedback which will help to assist faculty in their course development and evaluation. Research shows that assumptions may lead to unintentional bias in your evaluation based on characteristics such as your professor's age, gender, sex, nationality, race, or other protected characteristic. Please keep the focus of your evaluation on course content and delivery (such as readings, classroom discussions, assignments and materials) and related questions about your learning experience.

The results of your course evaluation will not be provided to the faculty until after final grades are submitted. Your feedback is important, and the College thanks you for taking the time to provide an unbiased and honest review of your learning experience.

Questions

1. How well did the course cover what was outlined in the course syllabus?
2. How well organized was the course?
3. How well did the instructor's teaching help you learn?
4. To what extent was the instructor responsive to you if you asked a question and/or if you asked for help?
5. To what extent did the instructor provide an opportunity for student questions?
6. How well did the course materials help you learn?
7. How well did the assignments help you to demonstrate your learning?
8. How well did the instructor return graded work (assignments and tests) or provide other feedback in a timely manner?
9. To what extent was the class environment inclusive?
10. What were the reasons for taking the course: a) required (program/degree requirement); b) optional; c) personal enrichment; d) unknown

If you took a **lab**, please answer the following questions: **(only display if lab course)**

1. How well did the instructor demonstrate professional skills and procedures?
2. To what extent were safety procedures communicated?
3. To what extent did lab activities give you opportunities to apply your learning?

If you took a **clinical course**, please answer the following questions: **(only display if clinical course)**

1. How well did the instructor demonstrate clinical/professional skills and procedures?

2. To what extent were safety procedures communicated?
3. To what extent did clinical activities give you opportunities to apply your learning?

Evaluation Scale for all questions:

1-Poor

2-Fair

3-Average

4-Good

5-Excellent

NA

XIII-E2 CHECKLIST FOR COURSE MATERIALS

Faculty Member: _____

Course Title and section: _____

Year and Semester: _____

- _____ 1. Instructor's Name, office location, email address, and telephone number (either college, administrative assistant, or office)
- _____ 2. Course Title/Number
- _____ 3. Meeting days and times
- _____ 4. General course description and prerequisites (according to College catalogue)
- _____ 5. All required course readings (whether written or electronic), including information on publisher and edition used or website address or link
- _____ 6. Student Learning Outcomes (list)*
- _____ 7. Teaching procedures (briefly describe)
- _____ 8. Course topics and/or assignments and/or required and/or supplemental reading
- _____ 9. Tentative test schedule/assignment(s) schedule
- _____ 10. Basis for student grading and calculation of final grade as well as criteria for evaluating student performance
- _____ 11. Attendance policy
- _____ 12. Institutional Disability Services statement

If any of the above are missing or if the evaluator has concerns, the unit member will be notified and given an opportunity to submit the missing materials and respond to the concerns within fourteen (14) calendar days.

*See #6 in the "Principles Statement on Student Learning Outcomes and Assessment" (Appendix A in the contract).

 Evaluator's Signature

 Date

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

XIII-E3 PROCESS FOR CLASSROOM/INSTRUCTIONAL OBSERVATION

Instructor: _____

Evaluator: _____ Title: _____

Campus: _____

Department: _____

Class to be observed:

Course _____ Pre-Conference (if appropriate) _____

Date: _____ Date: _____ Time: _____

Time: _____ Post-Conference (if appropriate) _____

Room: _____ Date: _____ Time: _____

1. Relationship of class content to instructional objectives of course:

2. Appropriateness of instructor's teaching methods to attainment of the stated instructional objectives:

3. Effectiveness of the instructor's teaching methods:

4. Instructor's ability to develop and maintain appropriate student interest:

5. Instructor's ability to organize and present course content and material:

6. Instructor's ability to respond to student questions:

7. Evaluator's summary of instructional performance:

Faculty Member's Comments (if any):

I have read and received a copy of this
evaluation:

Evaluator

Faculty Member

Date: _____

Date: _____

If the faculty member wishes to respond to this evaluation, the faculty member must do so within seven (7) days.

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

XIII-E4 STUDENT ADVISEMENT LOG

Advisor: _____ Semester: _____ Year: _____

Evaluator: _____ Title: _____ Date Submitted: _____

Department/Program: _____ Division: _____

<u>Student's Name</u>	<u>Program</u>	<u>Date of Conference</u>	<u>Recommendation/ Purpose</u>

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

XIII-E5 COLLEGE SERVICE ACTIVITIES

Unit Member: _____

Department/Program: _____

Division: _____

Evaluator: _____

1. No later than October 15th for the fall semester and February 15th for the spring semester for faculty and no later than December 30th for the fall semester and May 30th for the spring semester for professional staff, list the college service activities assigned pursuant to Article XIII, Section 13.02B4 and 13.03B3.

2. Activities Completed and Brief Summary of Work	Date(s) of Participation (if applicable)
---	---

3. Attach any documentation which evidences participation in the college service activities set forth above (if requested).

I hereby certify that I have participated in the college service activities as set forth above.

Unit Member

Date: _____

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

XIII-E6 FULL-TIME FACULTY SUMMARY EVALUATION

Faculty Member: _____

Department/Program: _____

Division: _____

Evaluator: _____ Title: _____

1. Overall Student Evaluation Scores for each Class:

<u>Class and Section</u>	<u>Score</u>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Average Score for all Classes: _____

Student Evaluation - Evaluator's Comments:

Course Materials - Evaluator's Comments:

College Service - Evaluator's Comments:

Student advising or recruitment activities (if any): - Evaluator's Comments:

Classroom/instructional performance - Attached

Personnel File Review - Evaluator's Comments:

Evaluate the Overall Performance of the Instructor:

Faculty Member's Comments (If any):

I have read and received a copy of
this evaluation.

Evaluator

Faculty Member

Date

Date

Note: A faculty member deemed unsatisfactory is ineligible for sabbatical leave, professional leave, tenure, promotion, performance-based awards and certain salary increases.

XIII-E7 PROFESSIONAL STAFF POSITION DESCRIPTION
Shall Be Updated Annually*

Page ___ of ___

Period Covered by this E-7:

Full-time: July 1, 20___ to June 30, 20___ (Due within thirty days of hire and by July 31 of subsequent appointments)

Part-time: _____ to _____ (Due within 21 days of appointment)

Professional Staff

Member: _____

Job

Title: _____

Department/Work

Area: _____

President or

Designee: _____

Full-Time

Part Time

Format the E7 as follows (use additional pages as necessary):

Job Description Item (Goal) [use I, II, III, ...]

Objective(s) (if appropriate and mutually agreed) Item(s) [use A, B, C, ...]

Activities/Methods Item(s) [are 1, 2, 3,

College Service (as applicable):

President or Designee

Professional Staff Member

Date _____

Date _____

*Per 12.04.A.1 and 12.06.A, if substantive and ongoing duties are modified and/or added, the E-7 shall be rewritten.

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

XIII-E8 PROFESSIONAL STAFF SUMMARY EVALUATION

Professional Staff Member: _____

Department/Work Area: _____

Job Title: _____

Evaluator: _____ Title: _____

Period covered by this evaluation _____ to _____

College service (as applicable)- Evaluator's Comments:

Student advising or recruitment activities (if any) - Evaluator's Comments:

Work performance evaluation - Evaluator's Comments:

Personnel File Review - Evaluator's Comments:

Evaluate Overall Performance of Professional Staff Member:

Professional Staff Member's Comments (If any):

I have read and received a copy of
this evaluation.

Evaluator

Professional Staff Member

Date

Date

Note: A professional staff member deemed unsatisfactory is ineligible for sabbatical leave, professional leave, tenure, promotion or performance-based awards.

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

XIII-E9 PART-TIME FACULTY SUMMARY EVALUATION

Faculty Member: _____

Department/Program: _____

Division: _____

Evaluator: _____ Title: _____

1. Overall Student Evaluation Scores for each Class - **FIRST APPOINTMENT:**

<u>Class and Section</u>	<u>Score</u>
1.	1.
2.	2.
3.	3.
4.	4.

Average Score for all Classes: _____

Student Evaluation - Evaluator's Comments:

Course Materials - Evaluator's Comments:

Personnel File Review - Evaluator's Comments:

Faculty Member's Comments (If any)

1. Overall Student Evaluation Scores for each Class - **SECOND APPOINTMENT:**

<u>Class and Section</u>	<u>Score</u>
1.	1.
2.	2.
3.	3.
4.	4.

Average Score for all Classes: _____

Student Evaluation - Evaluator's Comments:

Course Materials - Evaluator's Comments:

Personnel File Review - Evaluator's Comments:

Faculty Member's Comments (If any):

Overall Student Evaluation Scores for each Class - **THIRD APPOINTMENT:**

<u>Class and Section</u>	<u>Score</u>
1.	1.
2.	2.
3.	3.
4.	4.

Average Score for all Classes: _____

Student Evaluation - Evaluator's Comments:

Course Materials - Evaluator's Comments:

Personnel File Review:

Classroom/Instructional Performance - **SEE ATTACHMENT:**

Evaluate overall performance of instructor:

Faculty Member's Comments (If any):

I have read and received a copy of this evaluation.

Evaluator

Faculty Member

Date

Date

If the faculty member wishes to respond to the evaluation, the faculty member must do so within seven (7) working days.

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

XIII-E10 PART-TIME PROFESSIONAL STAFF SUMMARY EVALUATION

Professional Staff Member: _____

Department/Work Area: _____

Job Title: _____

Evaluator: _____ Title: _____

Period covered by this evaluation _____ to _____

College service (as applicable)- Evaluator's Comments:

Student advising or recruitment activities (if any) - Evaluator's Comments:

Work performance evaluation - Evaluator's Comments:

Personnel File Review:

Evaluate Overall Performance of Professional Staff Member:

Professional Staff Member's Comments (If any):

I have read and received a copy of
this evaluation.

Evaluator

Professional Staff Member

Date

Date

XX-1 DEPARTMENT CHAIR/CURRICULUM COORDINATOR (PROGRAM) EVALUATION FORM

Name of Department Chair/Curriculum Coordinator Being Evaluated:

Date: _____

Directions: The evaluations by unit members shall be used for the sole purpose of the recommendation to appoint/non-reappoint the Department Chair. The evaluation of the Department Chair/Program Coordinator shall include the evaluation by each unit member within the work area/program. If the question does not apply, write "not applicable."

1. Does the Department Chair (Program) assist in the recruitment and orientation of new instructional staff and if yes, how effectively?

2. Does the Department Chair (Program) advise in the instructional competency of all applicants for vacant positions after consultation with members of the program unit and if yes, how effectively?

3. Does the Department Chair (Program) submit the preferred subject matter preparation and class schedule of unit members within the Department Chair's program consistent with Article XXI and if yes, how effectively?

4. Does the Department Chair (Program) supervise the development of instructional materials and assist in conducting research on the effectiveness of the instructional program consistent with the philosophy and objectives of the College, the requirements of external and/or regulatory agencies and Article VII and if yes, how effectively?

5. Does the Department Chair (Program) assist in the implementation of the evaluation process as stated in Article XIII relative to:
 - a. The process of evaluation of course materials and if yes, how effectively?
 - b. The process for classroom observation in a clinical or laboratory-like setting wherein the student is developing a variety of occupational and/or pre-professional skills fundamental to the students' performance after completion of designated program and if yes, how effectively?

6. Does the Department Chair (Program) encourage faculty to develop new methods of instruction and if yes, how effectively?

7. Does the Department Chair (Program) cooperate and facilitate cooperation with other program areas and/or departments, learning resources, student services and administrative services within the College and if yes, how effectively?

8. Does the Department Chair (Program) assist in the development, dissemination and implementation of Board/ College policies, regulations and procedures which affect the department/program and if yes, how effectively?

9. Are liaisons with external agencies that are essential to the implementation of the program effective and if yes, how effective?

10. Does the Department Chair (Program) convene department meetings when needed and if yes, how effectively?

Faculty Member's Comments (if any):

Tear Off

Unit Member will sign before returning to President's designee

Evaluator: _____

Date: _____

Please sign this form in the space at the bottom. Unsigned forms cannot be used. When you have completed this form and signed it, tear the signature section from the sheet along the dotted line and hand the two parts separately to the President or the President's designee who will make sure that one of the matching sequence numbers is on each part you hand in.

XX-2 DEPARTMENT CHAIR (WORK AREA) EVALUATION FORM

Name of Department Chair/Work Area Being Evaluated:

Date: _____

Directions: The evaluations by unit members shall be used for the sole purpose of the recommendation to appoint/non-reappoint the Department Chair. The evaluation of the Department Chair/Work Area Coordinator shall include the evaluation by each unit member within the work area/Work Area. If the question does not apply, write "not applicable."

1. Does the Department Chair (Work Area) assist in the recruitment and orientation of new instructional staff and if yes, how effectively?

2. Does the Department Chair (Work Area) advise in the instructional competency of all applicants for vacant positions after consultation with members of the Work Area unit and if yes, how effectively?

3. Does the Department Chair (Work Area) submit the preferred subject matter preparation and class schedule of unit members within the Department Chair's Work Area consistent with Article XXI and if yes, how effectively?

4. Does the Department Chair (Work Area) assist in the implementation of the evaluation process as stated in Article XIII relative to relative to the process of evaluation of course materials and if yes, how effectively?

5. Does the Department Chair (Work Area) assist in the development, dissemination and implementation of Board/ College policies, regulations and procedures which affect the department/Work Area and if yes, how effective?

6. Does the Department Chair (Work Area) convene department meetings when needed and if yes, how effectively?

Faculty Member's Comments (if any):

Tear Off

Unit Member will sign before returning to President's designee

Evaluator: _____

Date: _____

Please sign this form in the space at the bottom. Unsigned forms cannot be used. When you have completed this form and signed it, tear the signature section from the sheet along the dotted line and hand the two parts separately to the President or the President's designee who will make sure that one of the matching sequence numbers is on each part you hand in.

XXI-1-CLASSIFICATION APPEALS: NEW HIRE NOTICE TO UNIT MEMBERS

Date
Unit Member
Home Address

RE: Classification Points Allocated to Your Position

Enclosed is your completed data form (M002/M004) that reflects the points allocated to your current position at the time of your hire. The points are calculated as part of the classification system and resulted in the salary level determination for your current position.

As part of the classification system you are afforded an opportunity to review the point calculation and have that calculation reviewed should you believe there is some error. In the event you want the Human Resource office to review your point calculation you must file the Point Calculation Request for Review form with the Human Resource office within sixty (60) days.

The Human Resource office must issue a decision of its review in writing to you no later than fourteen (14) days from receipt of your request for review. You then have the right to appeal the decision of the Human Resource office to the Classification Appeals Committee by no later than ten days of receipt of the Human Resource office decision. Should you decide to file such an appeal you may do so by completing the Classification Appeal Form and mailing it to the MCCC address shown on the appeal form (the form will be mailed to you along with the review decision of the Human Resource Office).

**XXI-2-CLASSIFICATION APPEALS: Point Calculation Request for Review
Request for review by Human Resources Department**

MCCC UNIT MEMBER

**POINT CALCULATION REQUEST FOR REVIEW FORM
MASSACHUSETTS BOARD OF HIGHER EDUCATION
MASSACHUSETTS COMMUNITY COLLEGE SYSTEM**

MCCC Faculty and Professional Staff may request a review of their initial classification point calculation determined by the college to calculate salary rate.

All requests must be submitted within sixty (60) days of notice of a point calculation.

The following materials should be consulted by the unit member in completing this request for a point calculation review form:

- a) Faculty or Professional Staff Data Form (M002/M004)
- b) Compensation Structure Form (Salary Grid Calculation Form)

Be sure to complete every question:

Unit Member Name: _____ College: _____
Please print

College Email: _____ College Tel: _____

College Address: _____

Please indicate the basis of your request for a review:

The points in the faculty or professional staff data form (M002/M004) form, are not consistent with the Compensation Structure Form (Salary Grid Calculation Form). *Please provide a summary of the problem(s) you have identified and attached a corrected Compensation Structure Form.*

This request for review form must be submitted to your Human Resource office within sixty (60) days receipt of your new/updated data form (MOO2/MOO4).

Name (Please Print)

Signature

Date

Attach additional evidence or responses as necessary.

**XXI-3-CLASSIFICATION APPEALS: Point Calculation and/or Classification Appeal Form
Appeal to Classification Appeals Committee**

**MCCC UNIT MEMBER
POINT CALCULATION AND/OR CLASSIFICATION
APPEAL FORM**

**MASSACHUSETTS BOARD OF HIGHER EDUCATION
MASSACHUSETTS COMMUNITY COLLEGE SYSTEM**

MCCC Unit Members may appeal the decision on an initial point calculation and/or job classification rendered by the college Human Resource office within ten (10) calendar days of receipt of the decision. All documents submitted with the original Request for Review and the decision rendered by the College Human Resource office must be submitted with this appeal.

Submit this appeal form and all related documents to:

1. Community College Appeals Committee
c/o MCCC Office
27 Mechanic Street, Suite 104
Worcester, MA 01608-2402

And to

2. Director of Employee and Labor Relations
Department of Higher Education,
One Ashburton Place,
Boston, MA 02108

With a complete copy to:

3. College Human Resources Office

This Appeal Form must be filed within ten (10) days upon receipt of the decision by the Campus Human Resource Office

Name (Please Print)

Signature

Date

**XXI-4-CLASSIFICATION APPEALS: Classification Placement Request for Review
Professional Staff Request for Audit Review**

**MCCC UNIT MEMBER CLASSIFICATION PLACEMENT
REQUEST FOR REVIEW FORM**

**MASSACHUSETTS BOARD OF HIGHER EDUCATION
MASSACHUSETTS COMMUNITY COLLEGE SYSTEM**

Professional staff unit members may request an audit of their position from the campus Human Resource Director only if substantive changes have occurred since the last classification or appeal or if the unit member has had no other prior opportunity to appeal.

The College shall conduct an audit of your position and render a written decision within ninety (90) days.

The following materials should be consulted and included in this packet by the unit member in completing this request for an appeal form:

- a) Current Classification Specification (Job Position Description)
- b) Proposed Classification Specification (online at the Board of Higher Education website: <https://www.mass.edu/forfacstaff/classificationspecs/home.asp>) or New Classification Specification proposal)
- c) Most current completed E7

Be sure to complete every question:

Name: _____ College: _____
Please print

College Email: _____ College Tel: _____

College Address: _____

Current Classification Specification: _____ Classification Specification Appealing To: _____

My current job description it is not a true reflection of those job duties/responsibilities I am currently assigned.

Please indicate those job duties that have been added or altered since your original date of hire and what you believe to be a more accurate job title/description.

Please provide any other specific facts/information or rationale you would like reviewed in consideration of this appeal.

This request for review form must be submitted to your Human Resource office.

Name (Please Print)

Signature

Date

New Hire Table 1: Initial Classification Placement for New Full Time Faculty and Faculty Transfers

Minimum Salaries					
Bachelor's Degree (or equiv): <u>First full pay period in January 2026</u> - \$57,289					
<hr/>					
Master's Degree: <u>First full pay period in January 2026</u> - \$59,008					
Academic Credentials	* Masters + 30 graduate credit hours or Double Masters or C.A.G.S., Master of Fine Arts, Master of Social Science, Master of Arts in Clinical Mental Health Counseling		* Masters + 45 graduate credit hours		Doctorate
Max 75 points	40 points		50 points		75 points
Professional Ranking	Instructor	Assistant Professor		Associate Professor	Professor
Max 60 points	0 points	20 points		40 points	60 points
MCCS Experience	Teaching Position Full-time		Non-Teaching Position Full-time		Teaching Position Part-time
Max 320 points	1 year = 8 points Maximum years = 40		1 year = 8 points maximum years = 20		Each 3 hour course earns 1 point Maximum credits = 48
Outside Experience	Elementary (K-6)	Secondary (7-12)	College Level Teaching		Non-teaching Experience
	Full-time Must be directly related to the teaching field	Full-time	Full-time	Part-time prior to full-time employment	Full-time Must be directly related To the teaching field
Max 160 points	1 year = 4 points Maximum years = 3	1 year = 4 points Maximum years = 8	1 year = 8 points Maximum years = 20	3 credit hours = 1 point Maximum credits = 48	1 year = 4 points Maximum years = 20
Seniority	1 Seniority Year = 8 points				
Max 320 points	Maximum years = 40				
Performance Evaluation	Each successful post tenure 3rd year evaluation as defined by the current evaluation process.				
Max 100 points	10 points (per evaluation) Maximum Allowed = 100 points				
Professional Development	Each 120 Professional Continuing Educational Units or Equivalent 0 points			Eligible for incentive every two years	
Licensure/Certification	Points awarded = 3 times the unit value in the licensure and certification report			Maximum Allowed = 30 points	

*Must be part of an academic program of study.

For Faculty New Hires and Transfers- The minimum salaries listed at the top of this grid and the point value of \$56.41 shall be used to calculate new faculty member and transfer salaries.

New Hire Table 2: Initial Classification Placement for Full Time Unit Professionals, Reclassifications* & Transfers

Academic Credentials	Associates	Bachelors	Masters	** Masters + 30 graduate credit hours or Double Masters or C. A.G. S., Master of Fine Arts, Master of Social Science, Master of Arts in Clinical Mental Health Counseling	Masters+45 50 Points
Max 75 points	0 points	15 points	30 points	40 points	Doctorate 75 points
MCCS Experience Max 320 points	Unit Professional Position Full-time 1 year = 8 points Maximum years = 40		Teaching Position Full-time 1 year= 8 points Maximum years = 20		Unit Professional Position Part-time 250 hours= 1 point Maximum hours = 4,000
External Experience Max 160 points	Related Experience Full-time 1 year = 8 points Maximum = 20 Years	Elementary (K-6) Full-time 1 year = 4 points Maximum = 3 Years		Secondary (7-12) Full-time 1 year = 4 points Maximum = 8 Years	College Level Teaching Full-time 1 year = 8 points Maximum = 8 Years
Seniority Max 320 points	1 Seniority Year = 8 points				
Performance Evaluation Max 100 points	Each successful post tenure 3rd year evaluation as defined by the current evaluation process. 10 points (per evaluation) Maximum Allowed = 100 points				
Professional Development	Each 120 Professional Continuing Educational Units or Equivalent 0 points			Eligible for incentive every two years --- --	
In-field Licensures Certifications	Points awarded = 3 times the unit value in the licensure and certification report			Maximum Allowed = 30 points	

*Subject to Article 21.07

**Must be part of an academic program of study.

New Hires and Transfers of Unit Professional Staff			
	Pay Grade	Minimum Jan 2026	Point Values
These are the base salary and point values to be used for new hires,-and transfers.	2	\$52,021	\$22.30
	3	\$58,979	\$25.27
	4	\$65,370	\$28.02
	5	\$72,265	\$30.97
	6	\$78,818	\$33.74
	7	\$85,685	\$36.72

Part Time Professional Staff Salary Grids - Minimum Hourly Rates		
	first full payroll of:	Jan-26
Interval 1		\$ 36.55
Interval 2	4th Year of Continuous Service:	\$ 40.54
Interval 3	7th Year of Continuous Service:	\$ 44.53
Interval 4	10th Year of Continuous Service:	\$ 47.95

MEMORANDUM OF AGREEMENT NO. 1: COST SAVINGS OPTIONS

This Agreement is entered into by and between The Board of Higher Education, the Community Colleges (Colleges), and the Massachusetts Community College Council/Massachusetts Teachers Association (the Association), and has system-wide applicability. The parties hereby agree as follows:

This agreement consists of a menu of cost-saving options (each option containing at a minimum several mandatory components) from which individual colleges can pick and choose to offer MCCC unit members. No college is obligated to offer any of these options.

These are one-time options which will be made available to employees for a "window" period to be determined at each College; no proposals will be accepted after the deadline. All options are, therefore, at the employee's instigation. The parties have not closed the door on offering these and/or other options in the future, subject to further negotiations.

Any option that allows College discretion in determining, for example, amount of bonus, must be offered uniformly either in terms of dollars or in terms of a formula to all unit members at the College.

All of these options are fully grievable and arbitrable in accordance with Article X of the MCCC/MTA collective bargaining agreement.

Early Retirement Incentives

If a College chooses to offer this option, the option must contain the following components:

1. Colleges waive the one year notice requirements for the contractual early retirement incentive as well as the 70% cap on the combination of incentive and sick leave buy back and the requirement of 10 years of service in the community college system.
2. Some bonus above contractual incentive is offered, e.g., 10% of salary, payment of some number of sick days. In computing this bonus, unit members not eligible for the contractual early retirement incentive because they are 65 or over will be offered as part of their bonus an amount equal to the early retirement they would have been entitled to if they were 64; similarly, employees who are under 55 will be offered as part of their bonus an amount equal to the early retirement they would have been entitled to if they were 55.
3. In addition to or in lieu of #2, Colleges will offer a consideration or a guarantee of reemployment, whichever best suits the needs of the College.
4. Colleges may consider deferral of payment to employees for tax purposes after consultation with them.
5. Any unit member who applies for tuition remission certification prior to the effective date of retirement will be so certified in accordance with the tuition remission policy.
6. Funding of any portion of this option that is over and above the contractual benefit must come from non-state appropriated funds.
7. The unit member must be otherwise eligible to retire under the State Retirement system.

8. Any unit member who has already given notice of early retirement under the terms of the collective bargaining agreement whose retirement will be effective in the fiscal year after the option has been made available at a College will be offered the same terms as under this option.

Unpaid Leaves Of Absence

If a College chooses to offer this option, the option must contain the following components:

1. The College will waive the contractual requirement of length of service.
2. The College will set the duration of the leave and can offer leaves of 6 months, one year, or more than one year. A College can offer one or more of those durations.
3. Colleges may not offer an unpaid leave of absence for a period other than those listed above.
4. Regardless of the length of the leave, such leave may be extended by mutual agreement of the parties once. A request to extend the leave must be received in writing by the College (the College shall designate the person to whom such request must be sent) no later than 60 days prior to the expiration of the leave; the College will respond thereto within 30 days prior to the expiration of the leave.
5. The College will pay some defined bonus such as paying an amount equal to the entire group rate of the unit member's health benefits for six months or an amount equivalent to the number of sick days or vacation days that would otherwise accrue in six months.
6. Any unit member who applies for tuition remission certification prior to the effective date of the leave of absence will be so certified in accordance with the tuition remission policy.

Cost-Saving Sabbaticals

If a College chooses to offer this option, the option must contain the following components:

1. The College will waive contractual provisions regarding length of service for eligibility, notice requirements and the Committee recommendation process.
2. The College retains the contractual right (through the Board of Trustees) to waive the return requirement. The College agrees to waive the report requirement if the unit member retires at the end of the sabbatical.
3. The College has complete discretion in awarding sabbaticals.
4. It is understood that the purpose for offering these sabbaticals is to effect cost savings.
5. These sabbaticals are over and above any sabbaticals for which unit members apply through the normal contractual process, over which the College retains complete discretion.

Reduced Work Week

If a College chooses to offer this option, the option must contain the following components:

1. For the purposes of this agreement, such a schedule shall consist of less than 37.5 hours but at least 20 hours per week.
2. Seniority accrues as if the employee were working full-time.
3. Sick and vacation leave accrual and usage is pro-rated.
4. Salary is pro-rated.
5. Employees continue to receive health benefits.

6. Arrangement for a reduced work week must be for a time certain, and is renewable for a time certain at the College's discretion upon the written request of the unit member at least 60 days prior to the expiration date of the arrangement. The College must respond to the request no later than 30 days prior to the expiration date. The College may also renew this option an indefinite number of times under this agreement upon mutual agreement of the unit member and the College.
7. Colleges have the discretion to refuse proposals in the exercise of professional judgment.

Ten Month Contracts

If a College chooses to offer this option, the College will make every effort, when approving this option, to pay the professional staff unit member's salary over a twelve month period at the unit member's request.

Calendar Changes

If a College chooses to explore this option, the following principles will be observed and the following procedure followed:

1. Any such calendar change(s) will not cause a reduction in pay or benefits of any unit member.
2. Unit members and the local chapter leadership at the college will be consulted regarding the calendar change.
3. The College President or designee will contact the President of MCCC, to set up a meeting at the College regarding this matter. If no meeting is required, President of the MCCC will so notify the President of that College.
4. The College's proposals for making-up lost time should be flexible to accommodate needs of individual employees.

===== :

Note: Originally executed on May 4, 1994, by George Traicoff and Cynthia S. Denehy, Labor Counsel, for the Employer, and Dennis Fitzgerald for the MCCC.

MEMORANDUM OF AGREEMENT NO. 2: CAS RESOLUTION

MEMORANDUM OF AGREEMENT: CAS RESOLUTION & MEMBER INTEGRATION PROCESS FOR THE MCCC DAY UNIT

Pursuant to the October 26, 2007 recommendations of mediator Michael C. Ryan, and discussions within the joint committee on CAS Petitions, the following CAS Resolution & Member Integration Process is hereby agreed to by and between the Massachusetts Community College Council/MTA, the Board of Higher Education, and the Massachusetts Community Colleges.

Consistent with Articles 1.01, 1.03, Article I—Appendix A, and all other provisions of the 2006-2009 Agreement by and between the Massachusetts Community College Council/MTA/NEA and the Massachusetts Board of Higher Education, and consistent with Chapter 150E of the Massachusetts General Laws and the Labor Relation Commission's unit determination, the parties agree to utilize the below-listed procedures to resolve disputes over unit placement of faculty and professional staff, with the objective of swiftly, efficiently, and fairly resolving disputes over membership in the bargaining unit. Furthermore, this agreement also contains the format for accreting in new MCCC bargaining unit members and integrating them into the MCCC day unit.

Without waiving statutory rights to process disputes over proper unit classification with the Division of Labor Relations, the parties agree to attempt resolution of as many disputed positions as possible following the procedures outlined in this Agreement.

This Agreement shall become effective upon its execution and shall be in force through June 30, 2012, and shall automatically renew for each subsequent year unless either Party provides written notification of termination prior to anniversary date. Nothing precludes the parties from discussing the terms of this Agreement during the term it is in effect and/or from modifying its terms by mutual agreement.

Part-time Grant and Non-State Funded Positions

The parties agree that Articles 11 (Appointment and Reappointment) and 19 (Retrenchment) of the collective bargaining agreement do not apply to part-time grant and non-state funded bargaining unit members.

Managerial Employees and Supervision; Professional Status

The parties agree that managerial employees as defined by the Law are excluded. Positions that have full responsibility or authority to supervise, evaluate, and determine discipline of bargaining unit employees, shall not be accreted into the bargaining unit.

The parties agree that, while on the whole, professional bargaining unit positions require a post-secondary degree, in some cases, a particular technical course of study or training and experience shall substitute for a post-secondary degree.

Seniority and Application of Contract to Full-time Positions

For purposes of the Classification Compensation Structure, seniority and Massachusetts Community College System unit experience shall be calculated for full-time unit members in recently accreted positions from the day that they started in the position now accreted, up to a cap of five years of seniority and five years of MCCA unit experience. For purposes of relative bargaining unit seniority, seniority shall be calculated from the date that their position accreted into the bargaining unit through this agreement. Following implementation of this Memorandum, for newly identified full-time positions, an accreted member's seniority and unit experience for the purposes of this paragraph, shall accrue from the date that the Union initiates the process described under this agreement.

Salary, Classification Appeals and Grant and Non-State funded Employees

Upon accretion into the bargaining unit, no member shall have a reduction in compensation, an increase in workload or work schedule, nor shall they be prevented from receiving contractual increases to their compensation except as may be limited by application of Article 1.01 to grant funded and non-state funded unit members. All newly accreted full-time bargaining unit members shall receive M002/M004 forms. These forms shall be provided within the timelines specified in the contract.

For bargaining unit employees whose source of remuneration is derived from non-state appropriated funds including, but not limited to, grant funded employees, as per Article 1.01, classification appeals shall be advisory.

Job Descriptions:

The parties agree that the growing list of existing bargaining unit titles have created confusion across the colleges. Accordingly, the parties agree to meet and discuss the creation, consolidation, and application of particular titles to newly accreted positions.

Within forty-five (45) days of accretion into the bargaining unit, the immediate supervisor shall meet with the newly accreted professional staff bargaining unit member to develop a position description which shall contain a list of duties and responsibilities and, if appropriate and mutually agreeable, work objectives. The Position Descriptions shall be completed as provided in the collective bargaining agreement. For purposes of meeting to determine appropriate descriptions, both Union and Employer representatives of the designated joint committee shall be allowed to participate and shall be allowed to consult with affected parties.

Union Dues and Agency Fee

The employer shall adhere to the negotiated language regarding Deduction of Dues and Agency Service Fee for all newly accreted bargaining unit members. For purposes of dues or fees, the date of accretion shall be considered the beginning date of employment unless otherwise agreed in writing by the Parties.

Accretion Process; Moving Forward

The parties agree to the following process to discuss and determine whether positions should be accreted:

1. Process for positions in dispute at the time of the signing of this agreement and prior to that date:
 - A. The Employer agrees to accrete all of the positions on attached list A (Positions the Parties Agree to Accrete) by July 1, 2009.
 - B. The Employer and the Union agree that the positions on attached list B (Positions the Parties Agree Not to Accrete) shall not be accreted into the bargaining unit.
 - C. For the positions on attached list C (Positions Still Under Discussion), the Employer shall have up to 60 days from the implementation date of this agreement to decide whether to accrete the position or whether to decline to accrete the position. For each position on list C that the Employer declines to accrete within 60 days after implementation of this agreement, the Union may submit the position to the process outlined in paragraph 2, below.
2. Process for positions in dispute after the date of this agreement:
 - A. The Union shall present the Employer with a written request to accrete a position or group of positions into the bargaining unit.
 - B. The representative of the Employer shall discuss the status of the position with the Union's representative within thirty (30) calendar days of receiving the request. The parties can agree to extend the timeline for this initial meeting/discussion.
 - C. Should the informal discussion described in step 2(B) not resolve the matter, the parties shall agree to meet in a designated joint CAS committee made up of equal representation from the Employer and the Union. Unless there are no outstanding unit inclusion issues, the CAS committee shall meet twice per year – once in November and once in March - for the purpose of attempting to resolve all outstanding unit inclusion issues.
 - D. Any positions not resolved under steps 2 (A) through (C) shall be submitted to a mediation process in which a neutral mediator shall attempt to resolve all outstanding CAS issues and then render a binding decision for any cases in which

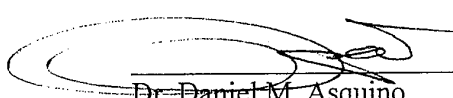
mediation is unsuccessful. The mediator shall be agreed upon by the Employer and the Union. Unless there are no outstanding unit inclusion issues, mediation shall be scheduled twice per year – once in December and once in May – for the purpose of resolving all outstanding unit inclusion issues. During the mediation process, the parties may present all evidence and witnesses necessary to resolve the case.

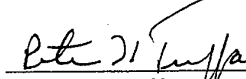
Notice to Newly Accreted Members

The parties agree that upon accretion, newly accreted members shall receive a copy of the joint letter [attachment A]. The Employer shall also ensure enforcement of Article VI – Deduction of Dues and Agency Fees consistent with its obligations under the Law.

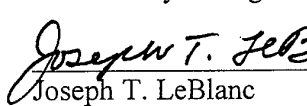
On Behalf of the Community Colleges

On Behalf of the Department of Higher Education/BHE

 Date 6/17/09
Dr. Daniel M. Asquino
President, Mount Wachusett Community College

 Date 6/15/09
Peter H. Tsaffaras
Deputy Commissioner for Employee Relations and Acting General Counsel

On Behalf of the Massachusetts
Community College Council

 Date 6/26/09
Joseph T. LeBlanc
President, MCCC

Dear **[Insert Name]**,

Both the Massachusetts Community College Council (MCCC)-Board of Higher Education (BHE) collective bargaining agreement and Massachusetts labor law determine which positions at public community colleges belong in the MCCC Day bargaining unit (the Union) and which ones do not. To ensure that positions that should belong in the unit are so designated, representatives from the Colleges and the Union have worked jointly to identify these positions. Both parties believe this is an action beneficial to the College, the Union, and the affected employees.

Effective July 1, 2009 **[for those on List A, or insert date for those accreted on a subsequent date]** your position will be accreted into the MCCC Day bargaining unit as a full-time or part-time professional position. The MCCC is an affiliate of the Massachusetts Teachers Association (MTA) and the National Education Association (NEA).

This may impact you in a number of ways.

- ◆ Your position will be officially designated with one of the titles in the MCCC collective bargaining agreement. Your position will be **[fill in the blank]**. In certain cases, grants and other factors require that you also be designated with an additional in-house job title. While your official designation is the Appendix A title in the contract, the College may also assign you an additional in-house designation.
- ◆ Your terms and conditions of employment will be governed by the MCCC-BHE collective bargaining agreement. If your position is not paid directly by the state but rather from a grant or other non-state appropriated funding sources, by contract, some of these terms and conditions can be modified by the College in order to comply with the terms of the grant and/or with the amount of available funds. Accordingly, if your position is funded from a grant or other non-state appropriated funding source you likely will not experience significant changes in your working conditions. Certain provisions of the collective bargaining agreement are not applicable to these positions; Article XI (appointment, re-appointment and tenure) and Article XIX (retrenchment) shall not apply to positions funded by grants or from non-state appropriated funding sources. The grant-funded nature of your position, however, does not prevent the Employer from paying you at a salary according to the contract.
- ◆ If your position is funded from grants or other non-state appropriated funds, you may not see an increase in your compensation. These positions are not subject to the mandatory application of the classification study guidelines contained in the collective bargaining agreement.
- ◆ If your position is a part-time hourly position, your salary is not determined pursuant to the classification calculations. The collective bargaining agreement governs the minimal hourly rate for your position.
- ◆ If your position is a full-time position, the salary for your position will be established following the normal placement structure for unit professional staff as contained in the collective bargaining agreement. However, if the contractual calculation results in a salary that is lower than your current salary, your salary will not be reduced. Within ten calendar

days of (insert date of accretion) you will need to complete a full-time professional staff data form to determine your appropriate salary. In addition to the points that you are eligible to receive for prior Community College service, the parties have agreed that you will be eligible to receive up to five (5) years of points for prior service in the position that is becoming a MCCC unit position. Within thirty days after your accretion, the College's Human Resources Department will provide you with a copy of your class specification and the point calculation form.

- ◆ Within forty-five (45) days of accretion into the bargaining unit, your immediate supervisor will meet with you to develop your position description (E-7 form).
- ◆ The MCCC will be sending you information about dues and supporting materials in coming weeks. As a unit member you will have access to MCCC personnel and other union resources. Union-related questions should be directed to the chapter President, [Name] at [PHONE] or to the MCCC office at 508-890-6688 or by email at office@mccc-union.org. Another resource is the Union's website: mccc-union.org.

The College Human Resources Office and Union representatives wish to make this transition as easy as possible. They are available to answer your questions and will be happy to provide you with additional information.

We thank you for your understanding and your continued support of the College, our system of public higher education and the community it serves.

Sincerely,

[Name]
[Name] Community College President

[Name]
MCCC Chapter President, [Name]CC

[Name]
Statewide President,
Mass. Community College Council

[Name]
Director of Human Resources
[Name] Community College

Attached List A: Positions the Parties Agree to Accrete

<u>Position</u>	<u>Community College</u>
1. Grant Writer	Berkshire
2. Tech Prep Co-Director	Berkshire
3. Career Specialist	Bristol
4. Career Specialist (JX 59)	Bristol
5. Coordinator of Bristol Information Technology School (BITS)	Bristol
6. FT Director of SMART Program	Bristol
7. MCAS/Job development Coord.	Bristol
8. Staff Associate/Business Office Technology and Adult Learning	Bristol
9. Staff Asst. Adult Learning Center, Wareham	Bristol
10. Staff Asst. Adult Learning Center On-Campus	Bristol
11. Career/Job Counselors (ACCESS) (7-11 hrs/wk, 17 wks)	Cape Cod
12. Citizenship Instructor (ACCESS) (9 hrs/wk, 18 wks)	Cape Cod
13. Educational Coordinator (ACCESS)	Cape Cod
14. GED Instructor (ACCESS) (9 hrs/wk, 18 wks)	Cape Cod
15. Instructor, Modern Office Technology, Project Forward	Cape Cod
16. Part-time Business Recruiter, Schools to Careers Partnership	Cape Cod
17. Part-time Project Coordinator	Cape Cod
18. PT Learner Support Facilitator/ADA Coordinator	Cape Cod
19. Director, Technology in Education Partnership	Greenfield
20. Part-time Tech Prep Coordinator	Greenfield
21. Staff Assistant, Tech Prep Consortium	Greenfield
22. Program Coordinator-Adult Learning Center	Holyoke
23. Assistant to Director/Education Specialist, Lowell Career Pathways for Youth	Middlesex
24. Career/Business Specialist, Lowell Career Pathways for Youth	Middlesex
25. ESL Skills Specialist	Middlesex
26. FT Student Resource Specialist	Middlesex
27. Full-time Academic Specialist/Instructor, Upward Bound	Middlesex
28. GEAR UP Coordinator	Middlesex
29. Instructor, Freshman Seminar, LINKS Program	Middlesex
30. Part-time Program Coordinator, International Studies	Middlesex
31. Part-time Senior Center Coordinator	Middlesex
32. Part-time Student Support Services Coordinator/LINKS	Middlesex
33. TRIO Program Advisor	Middlesex
34. Academic Counselors, Trio/Educational Talent Search (2)	Mount Wachusett
35. Academic Liaison 2 Gear up/CAPP	Mount Wachusett
36. Adult Basic Education Site Coordinator, Fitchburg	Mount Wachusett
37. Assistant Director of Admissions	Mount Wachusett
38. Associate Director of Forest Management & Primary Operations, Forest & Wood Products Education & Development Center	Mount Wachusett
39. Case Manager and Employment Specialist, Dislocated Worker Services	Mount Wachusett
40. Education Specialist, Leominster Campus	Mount Wachusett
41. Education Specialist, TRIO/Educational Talent Search	Mount Wachusett
42. ESL/Basic Reading (2 positions) DEVENS JOB CORPS, Part Time Academic Instructors, Devens Job Corps (20 hours/week)	Mount Wachusett
43. GED (4 positions) DEVENS JOB CORPS, Part Time Academic Instructors, Devens Job Corps (20 hours/week)	Mount Wachusett
44. GED Academic Instructors, Shriver Job Corps	Mount Wachusett
45. Graded Reading (4 positions) DEVENS JOB CORPS, Part Time Academic Instructors, Devens Job Corps (20 hours/week)	Mount Wachusett
46. Graded Reading Academic Instructors, Shriver Job Corps	Mount Wachusett

47. Instructors Workforce Training courses PT	Mount Wachusett
48. Math (4 positions) DEVENS JOB CORPS, Part Time Academic Instructors, Devens Job Corps (20 hours/week)	Mount Wachusett
49. Math Academic Instructors, Shriver Job Corps	Mount Wachusett
50. Part-time Adult Basic Education Instructors	Mount Wachusett
51. Part-time Counselor, Project GO	Mount Wachusett
52. Site Coordinator/Devens Campus, Adult Basic Education	Mount Wachusett
53. Student Resource Specialist, Gateway to College	Mount Wachusett
54. Vocational Training Instructor, Computer Technology (Devens Job Corps)	Mount Wachusett
55. Vocational Training Instructors, Health, Devens Job Corps	Mount Wachusett
56. Workshop Facilitator, Leominster Campus	Mount Wachusett
57. Assistant Director, Gallaudet University Regional Center	Northern Essex
58. Collaboration Specialist, Gallaudet University Regional Center	Northern Essex
59. ESL Skills Specialist	Northern Essex
60. Lead Teacher	Northern Essex
61. Part-time Registered Nurse, Health Education Support Center	Northern Essex
62. Part-time Staff Associate, RN Program	Northern Essex
63. Part-time Staff Asst. Women's Network/Counseling	Northern Essex
64. PT Staff Asst Professional Learning Assistant – Math Generalist	Northern Essex
65. PT Staff Asst. – Science Tutor (2)	Northern Essex
66. PT Staff Asst. – Workforce Development Specialist	Northern Essex
67. Teacher	Northern Essex
68. Computer Skills Instructor, Essex County Correctional Facility	North Shore
69. Low-Level Reading/GED Instructor, Essex County Correctional Facility	North Shore
70. Part-time Title I Instructors, Essex County Correctional Facility and Center for Alternative Corrections in Lawrence	North Shore
71. Tech Prep Coordinator	North Shore
72. Assistant Director, SABES	Quinsigamond
73. Community Planning Specialist, SABES	Quinsigamond
74. FT Staff Associate Instructional Designer	Quinsigamond
75. FT Teacher-Children's School	Quinsigamond
76. Lead Teacher - Full Time	Quinsigamond
77. Lead Teacher – Part Time	Quinsigamond
78. Part-Time "Open Door" Coordinator (30-60 hours/month)	Quinsigamond
79. Project Coordinator, Center for Environmental Education	Roxbury

Attached List B: Positions the Parties Agree Not to Accrete

Position	Community College
1. Staff Assistant, International Student Office	(Berkshire?)
2. Laboratory Technician	Berkshire
3. Dormitory Supervisor.	Bristol
4. English/Communications and English/ESL Instructor.	Bristol
5. Foreign Language Instructor.	Bristol
6. Mathematics/Computer Science Instructor.	Bristol
7. Part Time Staff Associate/Kids' College Summer Program (30 hrs/wk)	Bristol
8. Science Instructor.	Bristol
9. Social Studies Instructor.	Bristol
10. Tutor/Counselor.	Bristol
11. Upward Bound Instructors (full-time, six-week summer residential program)	Bristol
12. Program Assistant, Jump Start Certified Nurse Aide/Home Health Aide Program	Holyoke
13. Part-time Testing Room Administrator	Middlesex
14. Program Assistant/LINKS	Middlesex
15. Director of Forest Management & Primary Operations, Forest & Wood Products Education & Development Center	Mount Wachusett
16. Part Time Tutor (20 hrs/wk)	Mount Wachusett
17. Program Assistant, Student Services	Mount Wachusett
18. Part Time Fitness Center Monitor (12 hrs/wk)	Northern Essex
19. Full Time Upward Bound Counselor/Instructors, Summer Residential Program	North Shore
20. Part Time Library Assistant (20 hrs/wk during school sessions)	Quinsigamond
21. Part Time Tutors, Nursing	Quinsigamond

Note: The parties agree to the criteria set by Michael Ryan in his draft mediator's recommendations to exclude Tutors—primarily those who are currently students where they tutor and those who do not have degrees.

Attached List C: Positions Still Under Discussion

Position	Community College
1. Adult Basic Education (Attleboro Site ABE & GED Instructors)	Bristol
2. Adult Basic Education (Fall River Site ABE & GED Instructors)	Bristol
3. Connecting Activities Program Developer	Bristol
4. Consulting Psychologist/Mental Health Counselor	Bristol
5. Coordinator of Leisure Services Management	Bristol
6. Coordinator, DRM Human Services Certificate	Bristol
7. Counselor, Adult Basic Education (Attleboro Site Coordinator)	Bristol
8. Director of Learning Commons/Dir. Center for Teaching and Learning	Bristol
9. Director of Television Production Services	Bristol
10. Educational Talent Search Staff Associate	Bristol
11. SABES Assistant Director/Curriculum And Assessment Coordinator	Bristol
12. SABES, SABES SE Associate Coordinator	Bristol
13. Staff Associate for Literacy Volunteers	Bristol
14. Taunton Satellite Coordinator/Assoc Coordinator	Bristol
15. Upward Bound/Staff Associate	Bristol
16. Career Training Program Assistant/Job Developer (ACCESS)	Cape Cod
17. Career Training Program Coordinator (ACCESS)	Cape Cod
18. Community Planner (ACCESS)	Cape Cod
19. Instructors (ACCESS)	Cape Cod
20. Learner Support Specialist (ACCESS)	Cape Cod
21. PACT Program Coordinator (ACCESS)	Cape Cod
22. Technical Coordinator (ACCESS)	Cape Cod
23. Workforce Educational Counselor (ACCESS)	Cape Cod
24. Coordinator of the Ludlow Area Adult Learning Center	Holyoke
25. ESOL Instructor	Holyoke
26. ESOL Specialist	Holyoke
27. Tech. Prep. Consortium Coordinator	Holyoke
28. Upward Bound Teachers	Holyoke
29. Upward Bound/Professional Tutor	Holyoke
30. Tech. Prep. Consortium Coordinator	Greenfield
31. IHE Implementation Specialist	Mass. Bay
32. Nursing Lab Manager	Mass. Bay
33. Alternative Middle School Teacher	Middlesex
34. Disabilities Counselor/Assistant Technical Specialist	Middlesex
35. English Instructor/Advisor Lowell MX Academy Charter School	Middlesex
36. Marine Project Assistant	Massasoit
37. Marine Project Coordinator	Massasoit
38. Academic Facilitator	Mount Wachusett
39. Assistant Director of Adult Basic Education	Mount Wachusett
40. Assistant Director of Fitness Center	Mount Wachusett
41. Assistant To Site Coordinator Adult Basic Education	Mount Wachusett
42. Asst. Coord. of Civic Management	Mount Wachusett
43. CAPP Math Coach	Mount Wachusett
44. Case Manager	Mount Wachusett
45. Developmental Mathematics Instructor Gateway	Mount Wachusett
46. Dir Bilingual Edu & Outreach /ESL	Mount Wachusett
47. Enrollment Specialist	Mount Wachusett
48. Graphic Designer	Mount Wachusett
49. Math Curriculum Coordinator GEAR UP	Mount Wachusett
50. Program Assistant CAPP Program	Mount Wachusett

51.	Program Assistant GEAR UP	Mount Wachusett
52.	Project GO Counselor Trio/Talent Search	Mount Wachusett
53.	Staff Assistant Financial Aid	Mount Wachusett
54.	Assessment Coordinator	Northern Essex
55.	Full time SABES Assistant Director/Curriculum	Northern Essex
56.	Part-time Technical Assistant II Math Center	Northern Essex
57.	Part-time Technical Assistant II Reading Center	Northern Essex
58.	Director, Southeast Regional Support Center, System of Adult Basic Education Support (SABES)	Quinsigamond
59.	Director of Children's School/Campus Childcare	Quinsigamond
60.	Instructional Designer/Trainer (Academic Affairs)	Roxbury
61.	PT Math Tutor	Roxbury

Written Request to Accrete Position into MCCC Day Unit

To College Human Resources Officer: _____

College: _____

Disputed Position(s)/Job Title*: _____

Statement of Petition: _____

Requested by**: _____
Union Representative Title

Signature

Date of Request

Please attach job description(s) or posting(s), if available.

The representative of the Employer shall discuss the status of the position with the Union’s representative within thirty (30) calendar days of receiving the request. The parties can agree to extend the timeline for this initial meeting/discussion.

cc: MTA Field Representative/Organizer
mcccteam@massteacher.org
MCCC Statewide President
president@mccc-union.org

* Multiple positions with the same title and duties need only one Request to Accrete form. For ease of tracking, use a separate Request to Accrete form for each title.
** Requests to accrete positions may be made only by the MCCC President, MCCC Chapter President, or specified designee.

College's Response to Written Request to Accrete Position into MCCC Day Unit

To Union Representative: _____

Disputed Position(s)/Job Title*: _____

College: _____

_____ Parties agreed to extend Step I beyond 30 days?_
Date of Request

Accreted into unit _____ Not Accreted _____ Date: _____

College Representative Title

cc: MTA Field Representative/Organizer
mcccteam@massteacher.org
MCCC Statewide President
president@mccc-union.org

- * Multiple positions with the same title and duties need only one Response form. For ease of tracking, use a separate Response form for each title.
- ** Requests to accrete positions may be made only by the MCCC President, MCCC Chapter President, or specified designee.

Accretion Appeal to Joint CAS Committee

To: MTA Field Representative/Organizer
mcccteam@massteacher.org

Office of the General Counsel for the Community Colleges, c/o Middlesex Community College,
591 Springs Rd., Bldg 2, Bedford, MA 01730

Disputed Position(s)/Job Title*: _____

College: _____

Appealed by**: _____
Union Representative Date

The Union Representative shall submit this form with a copy of Written Request (Form A), posting/job description, up to one-page written statement, and other supporting documentation.

The College shall have the opportunity to provide the addressees with a one-page statement and supporting documentation prior to the meeting of the addressees to review the position.

All efforts shall be made to submit this appeal and any statements and documentation to the above-listed addressees prior to the first day of the month that the committee next meets. The J.C.C. meets in committee to decide accretion requests two times a year--once in November and once in March. If the material is not received in advance of the meeting, the committee might not have adequate ability to evaluate the position.

cc: Human Resources Officer _____, _____

Community College, _____
MCCC Statewide President
president@mccc-union.org

* Multiple positions with the same title and duties need only one Appeal form. For ease of tracking, use a separate Appeal form for each title.

** Requests to Appeal positions may be made only by the MCCC President, MCCC Chapter President, or specified designee.

Decision of Joint CAS Committee

To: Union Representative** _____

Human Resources Officer _____, _____ Community College,

Disputed Position(s)/Job Title*: _____

College: _____

Date of Appeal to J.C.C: _____

DECISION OF J.C.C.:

Accreted into unit Not Accreted Date: _____

Not Resolved

On Behalf of College Representatives to the Joint CAS Committee Title

On Behalf of Union Representatives to the Joint CAS Committee Title

A decision not resolved by the Joint CAS Committee shall be submitted to binding mediation with Forms A, B and attachments. Mediation shall be scheduled once in December and once in May.

cc: MTA Field Representative/Organizer
mcccteam@massteacher.org
MCCC Statewide President
president@mccc-union.org

Office of the General Counsel for the Community Colleges, c/o Middlesex Community College, 591
Springs Road, Building 2, Bedford, MA 01730

MEMORANDUM OF AGREEMENT NO. 3: INDIVIDUALIZED INSTRUCTION SPECIALISTS

Pursuant to the authority delegated to it by the parties to the 1990-1993 collective bargaining agreement as part of the settlement of that agreement, the Joint Study Committee has agreed to the following resolution of outstanding issues regarding "Individualized Instruction Specialists":

1. The following positions will be considered to be Individualized Instruction Specialists (IIS) for purposes of this Agreement:
 - five (5) positions of Individualized Instruction Specialist at Middlesex Community College;
 - twelve (12) positions of Learning Center Specialist at Massachusetts Bay Community College;
 - two (2) positions of Self-directed Learning Specialist at Bunker Hill Community College; and
 - one (1) position of Coordinator of Self-directed Learning at Bunker Hill Community College.

2. No additional IIS positions will be appointed at any Community College without Labor Counsel for the Community Colleges having first given the President of the MCCC notice and, upon request of the MCCC President, an opportunity for the President of the College, or the President's designee, to meet and confer with the MCCC President

3. All outstanding charges at the Labor Relations Commission and/or grievance arbitration cases on the issue of IIS shall be withdrawn by the MCCC.

=====

Note: This Memorandum of Agreement was originally executed on January 6, 1994, by George Traicoff and Cynthia S. Denehy, Labor Counsel, for the Employer, and Dennis Fitzgerald for the MCCC.

On July 1, 1999, the title of Individualized Instruction Specialist was changed to the Classification Title of Learning Specialist.

Appendix A: Principles Statement on Student Learning Outcomes and Assessment

Fundamental to the mission of the Massachusetts' Community Colleges is a commitment to high quality education and the promotion of student success. One vehicle to promote these objectives is Student Learning Outcomes which may be produced and assessed to plan improvements to courses, programs, and institutional effectiveness.

As the administration and unit members at individual Community Colleges establish Student Learning Outcomes processes to support additional strategies for successful student learning, the parties affirm the following principles as essential to the professional rights and responsibilities of unit members as set forth in the parties' collective bargaining agreement and the governance structures of each college:

- 1) Academic Freedom is a long-held principle in higher education and is defined in Article VII Academic Freedom and Responsibility of the parties' collective bargaining agreement. In acknowledging the core value of academic freedom, and that faculty have the subject matter expertise in their respective fields, the parties affirm that Student Learning Outcomes (SLOs) are faculty-driven and the development, implementation, and assessment of Student Learning Outcomes (SLOs) require the systematic involvement of faculty and appropriate unit professional staff.
- 2) Unit members are responsible for development of the SLOs, as well as methods, instruments and standards of assessment for instructional courses and programs. Faculty shall have primary authority over any dissemination of the assessment data and results at the course section level. Artifacts related to SLOs will be confidential and disassociated from individual unit members.
- 3) The administration of each college shall support and fund SLO training, professional development and ongoing work related to SLOs. As circumstances warrant, this may include, but not be limited to, reassigned time, stipends and other related items.
- 4) The colleges will be cognizant and respectful of the instructional role that part-time day unit faculty and full and part-time professional staff play relative to SLOs. Any work performed by them on SLOs will be performed and compensated per the terms of the collective bargaining agreement.
- 5) New institutional procedures (those that affect more than one discipline) for the development, implementation, and assessment of SLOs will be established with the involvement of the unit members pursuant to each institution's governance procedures and with the initial consultation with representatives of the MCCC Chapter. MCCC Chapter representatives shall be included in such procedures when they affect the terms and conditions of unit members' employment as defined in M.G.L. Chapter 150E.
- 6) Unit members are currently evaluated pursuant to the processes outlined in Article XIII of the collective bargaining agreement. Student learning outcomes and assessment are not in any way intended to measure the effectiveness of any individual faculty or professional staff member of the college community and will not be used to do so. Unit members will not be evaluated on SLOs, including, but not limited to, the content of SLOs, students' achievement of SLOs, the results of SLO assessments, or the methods used to assess the SLOs.
- 7) Unit member rights, as established the by parties' collective bargaining agreement and applicable laws, will be maintained during the production, implementation and assessment of SLOs.

Appendix B: Salary Grid(s)

Memorandum of
Agreement On
The Salary Grid Compensation System developed by the
BHE and MCCC Joint Labor-Management Salary Grid Committee

Whereas, the Board of Higher Education and the Massachusetts Community College Council are committed to providing salaries for unit members that reflect the contributions that unit members make to the community colleges and Massachusetts Higher Education system; and

Whereas, the parties desire a more predictable and understandable salary system for unit members that builds upon the current Classification Study; and

Whereas, the parties agree that certain professional and academic achievements should be recognized in unit member compensation; and

Whereas, the parties, under the current collective bargaining agreement, established a Joint Labor Management Salary Grid Committee to develop and recommend a salary grid compensation system for unit members for implementation by July 1, 2017.

Therefore, the parties agree to the following:

1. Effective July 1, 2017, a salary grid system as described below shall be implemented for the MCCC Day Unit faculty and professional staff whose salaries are currently determined by the BHE/MCCC 1999 Classification Study, as amended (herein after "Classification Study") and incorporated into the Collective Bargaining Agreement (CBA). This system shall supersede Article 21.02 effective July 1, 2017.
2. Effective July 1, 2017, unit members whose wages are not determined by the Classification Study and are paid on an hourly basis under CBA Article 21.01.C.2.b shall have their hourly rate increased by 2.5%.
3. Initial salary calculation for new hires, reclassifications and transfers shall continue to be determined by the Classification Study including competitive factors where determined by the College. Once the salary is calculated, the unit member shall be placed on the appropriate column of their highest education credential at the closest interval which at least equals or is greater than the calculated salary. When a new hire, reclassification or transfer's salary is based on competitive factors as referenced in the Classification Study, the unit member shall be placed on their commensurate education column and interval unless the unit member's salary calculation is greater than the minimum salary of Column H. In those instances, the unit member shall be placed on the appropriate interval in Column H.
4. There shall be separate salary grids for Day Unit faculty' and professional staff. Copies of the salary grids are attached hereto and incorporated herein.
5. Grant-funded faculty and professional staff shall be eligible for placement and advancement under the salary grid system to the extent allowed by the grant's funding levels and/or the grant's other terms and conditions.

6. Effective July 1, 2017, the initial year of the salary grid system implementation, each unit member on the payroll as of June 30, 2017 shall be placed:
 - a. On the appropriate faculty or professional staff grid commensurate with their rank/grade; and,
 - b. On the column commensurate with their highest education credential and/or credits. For the purposes of implementing the grids, where a current unit member's salary exceeds the maximum salary (Interval I) for the column commensurate with their highest education credential and/or credits, the unit member shall be placed on Column H of the grid.
 - c. On the interval closest to their June 30, 2017 salary and that guarantees a minimum increase of two percent (2%) rounded to the nearest 1/100th of I percent.
 - d. Individuals whose salary exceeds the maximum salary (Interval I) on Column H of their respective grid shall retain their current salary and receive an across-the-board increase of 2.0%.

7. Grid Structure: Professional Staff
 - a. There shall be a separate salary grid for each professional staff grade (Grades 2-7) [See Attachments I - 6];
 - b. There shall be 30 intervals on each grid that allow for vertical advancement within the grid;
 - c. There shall be a 1.25 percent increase in-value between each interval'
 - d. There shall be columns on each grid that value academic credentials or credits. There shall be an increase for the credentials and credits as follows:
 - i. Column A- Bachelors (contractual minimum)
 - ii. Column B- Masters (contractual minimum)
 - iii. Column C- Masters +1 S (2.5%)
 - iv. Column D- Masters +30/Double Masters/C.A.G.S./MFA/ MSS/ MCMHC (3.0%)
 - v. Column E- Masters +45 (2.5%)
 - vi. Column F- ABD (3.0%)
 - vii. Column G- PH.D/M.D/JD/Ed.D (5.0%)
 - e. There shall be an additional column (Column H) on each grid for competitive placement as referenced in the Classification Study.

8. Advancement within the Professional Staff grid system
 - a. Professional staff shall advance intervals upon the following professional achievements:
 - i. Upon the 4th year of regular appointment as outlined in Article 11.02.A.2 of the CBA, professional staff unit members shall advance two intervals.
 - ii. Professional staff eligible for advancement on the grid per 8.a.i above shall receive the associated salary adjustment on the July 1 following the notice of the 4th year of reappointment.
 - iii. Professional staff who are tenure-eligible shall advance three intervals upon receipt of tenure. Professional staff who are not tenure-eligible shall advance three intervals upon the 7th year of regular appointment as long as such advancement complies with the requirements of Section of this Memorandum of Agreement and provided their most recent evaluation was "other than unsatisfactory".

- iv. Professional staff who advance intervals per section 8.a.iii above shall receive the associated salary adjustment effective the July 1 following the award of tenure or the notice of the 7th year of reappointment.
 - v. Professional staff shall advance two intervals on the July 1 following the 9th anniversary of their hire date provided their most recent evaluation was "other than unsatisfactory".
- b. Attainment of New Academic Credentials
- i. Upon earning new academic credentials or credits, professional staff unit members will be advanced to the same interval in the column that corresponds to the new credential and/or credits earned.
 - ii. Professional staff eligible for advancement on the grid per 8.b.i above shall receive the associated salary adjustment on either September 1 or January 15 following the attainment and submission of new academic credentials or credits. This language supersedes the point and dollar values for new academic credentials earned after hire as noted on the page entitled "New Hire Tables 2" of the parties' collective bargaining agreement.
- c. Successful Completion of Post-tenure Evaluation
- i. Upon receipt of an "other-than unsatisfactory" post-tenure evaluation, professional staff shall advance two (2) intervals for up to 10 post-tenure reviews.
 - ii. Professional staff who receive "other than unsatisfactory" post-tenure evaluations shall receive the associated salary adjustment effective the July following the evaluation,
 - iii. If a professional staff unit member is eligible for an interval per Section 8,c.i, but is at Interval I in their respective education column, the unit member shall receive a one-time cash amount, not added to the unit member's salary, that is equal to the unit member's annual base salary multiplied by the interval percentage value on the grid (1 .25%). Said payment shall be made in the first payroll after the July 1 following the post-tenure evaluation.
- d. Service Achievements
- i. Effective the first payroll period in July 2022, any professional staff member upon achieving certain benchmark years of service within the Community College system based on date of hire, will be advanced an interval as follows:
 - 1. 10 years of Service-One (1) interval
 - 2. 15 years of Service-One (1) interval
 - 3. 20 years of service-One (1) interval
 - 4. 25 years of service-One (1) interval
 - 5. 30 years of service-One (1) interval

Professional staff eligible for advancement on the grid per 8.d.i above shall receive the associated salary adjustment on July 1 following the attainment of the service achievement.

- ii. Initial implementation of 10-year Service Interval – Effective the first full payroll period of July 2024, unit members who have already achieved and

surpassed the 10 years of service shall be awarded the one (1) interval prior service in addition to intervals already awarded.

9. Grid Structure: Faculty

- a. There shall be a separate salary grid for each faculty rank: Instructor, Assistant Professor, Associate Professor, Professor (See Attachments 7-10).
- b. There shall be a 2.5% increase in value between each rank.
- c. There shall be 25 intervals on the Instructor and Assistant Professor grids and 35 intervals on the Associate Professor and Professor grids that allow for vertical advancement within the grid.
- d. There shall be a 1.25% increase in value between each interval.
- e. There shall be columns on each grid that value academic credentials or credits. There shall be an increase for the credentials and credits as follows:
 - i. Column A- Bachelors (contractual minimum)
 - ii. Column B- Masters (contractual minimum)
 - iii. Column C- Masters +15 (2.5%)
 - iv. Column D- Masters +30/Double Masters/C.A.G.S./MFA/ MSS/ MCMHC (3.0%)
 - v. Column E- Masters +45 (2.5%)
 - vi. Column F- ABD (3.0%)
 - vii. Column G- PH.D/M.D/JD/Ed.D (5.0%)
- f. There shall also be an additional column (Column H) on each grid for competitive factor placement as referenced in the Classification Study.

10. Advancement within the Faculty grid system

- a. Change of Rank
 - i. Upon the following changes of rank, faculty will be advanced to the same column and interval on the corresponding grid for the higher rank. The actual interval number for advancement from Assistant Professor to Associate Professor shall be a different number due to additional intervals added to the Associate Professor Rank. (See the "Prior Rank Interval" column in the Associate Professor grid and Paragraph 9.c of this Agreement.)
 1. Instructor to Assistant Professor
 2. Assistant Professor to Associate Professor
 3. Associate Professor to Professor
 - ii. Faculty who receive a rank change shall receive the salary adjustment associated with the change of rank in the first payroll of the academic year in which the rank change becomes effective.
- b. Attainment of New Academic Credentials
 - i. Upon earning new academic credentials or credits, faculty unit members will be advanced to the same interval in the column that corresponds to the new credential and/or credits earned.
 - ii. Faculty eligible for advancement on the grid per 10.b.i above shall receive the associated salary adjustment on either September 1 or January 15 following the attainment and submission of new academic credentials or credits. This

language supersedes the point and dollar values for new academic credentials earned after hire as noted on the page entitled "New Hire Tables I "of the parties' collective bargaining agreement.

- c. Receipt of Tenure
 - i. Upon receipt of tenure, faculty shall advance one interval(s).
 - ii. Faculty who receive tenure shall receive the associated salary adjustment in the first payroll of the academic year in which tenure becomes effective.
- d. Successful Completion of Post-Tenure Evaluation
 - i. Upon receipt of an "other than unsatisfactory" post-tenure evaluation, faculty shall advance two (2) intervals for up to 10 post-tenure evaluations.
 - ii. Faculty who receive "other than unsatisfactory" post-tenure evaluation shall receive the associated salary adjustment in the first payroll of the academic year following the successful completion of the post-tenure evaluation.
 - iii. If a faculty unit member is eligible for an interval per Section 10.d.i, but is at Interval I in their respective education column, the unit member shall receive a one-time cash amount, not added to the unit member's salary, which is equal to the unit member's annual base salary multiplied by the interval percentage value on the grid (1 .25%). Said payment shall be made in the first payroll of the academic year following the post-tenure evaluation.
- e. Service Achievements
 - i. Effective the first payroll period of July 2022, faculty members upon achieving certain benchmark years of service within the Community College system based on dates of hire will be advanced an interval as follows:
 - 1. 10 years of Service-One (1) interval
 - 2. 15 years of Service-One (1) interval
 - 3. 20 years of service-One (1) interval
 - 4. 25 years of service-One (1) interval
 - 5. 30 years of service-One (1) interval

Faculty eligible for advancement on the grid per 10.e.i above shall receive the associated salary adjustment on first payroll of the academic year following the attainment of the service achievement.

- ii. Initial implementation of 10-year Service Interval – Effective the first full payroll period of July 2024, unit members who have already achieved and surpassed the 10 years of service shall be awarded the one (1) interval prior service in addition to intervals already awarded.
- 11. The parties agree to meet regarding the initial placement of unit members on the grid(s) or on any other issues that may arise related to implementation of the salary grid system.
 - 12. The terms of this agreement do not waive any party's rights under Article X of the CBA.
 - 13. The Collective Bargaining Agreement between the Massachusetts Board of Higher Education (BHE) and the Massachusetts Community College Council (MCCC) dated July 1, 2015 to June 30, 2018 shall remain in full force and effect except as modified by the terms of this Memorandum of Agreement.

14. The terms of this Memorandum of Agreement shall not become effective until this Agreement is approved and/or ratified by the parties in accordance with Paragraph B 2 of Appendix B of the parties' collective bargaining agreement. In the event either or both parties fail to approve or ratify this Memorandum of Agreement, this Agreement shall be null and void and of no force-and-effect.

Note: Salary Grid MOA originally executed on May 16, 2017, by Michael J. Murray for the Board of Higher Education and Claudine Barnes for the Massachusetts Community College Council, effective July 1, 2017. The MOA was amended effective the first full pay period of July 2022, by MOA executed on February 6, 2023 by Michael J. Murray for the Board of Higher Education and Lisa Coole for the Massachusetts Community College Council. The MOA was further amended by the Classification/Adjustment Pool Distribution Agreement, effective the first full pay period of July 2024, executed in September/October 2025 by representatives of the BHE and MCCC.

Instructor January 2026									
		A	B	C	D	E	F	G	H
Prior Rank Interval	New Interval	Bachelors	Masters	Masters +15*	Masters + 30 / Double Masters /C.A.G.S., MFA, MSS, MCMHC	Masters +45	ABD*	Doctorate/JD /MD	Competitive Factor Placement/ Off-Column
n/a	25	\$ 57,289	\$ 59,008	\$ 60,483	\$ 62,299	\$ 63,855	\$ 65,770	\$ 69,060	\$ 75,965
n/a	24	\$ 58,006	\$ 59,745	\$ 61,240	\$ 63,076	\$ 64,653	\$ 66,593	\$ 69,921	\$ 76,915
n/a	23	\$ 58,733	\$ 60,495	\$ 62,005	\$ 63,866	\$ 65,463	\$ 67,426	\$ 70,797	\$ 77,878
n/a	22	\$ 59,465	\$ 61,249	\$ 62,780	\$ 64,664	\$ 66,279	\$ 68,268	\$ 71,682	\$ 78,849
n/a	21	\$ 60,208	\$ 62,015	\$ 63,565	\$ 65,471	\$ 67,107	\$ 69,124	\$ 72,577	\$ 79,836
n/a	20	\$ 60,962	\$ 62,790	\$ 64,359	\$ 66,290	\$ 67,948	\$ 69,987	\$ 73,485	\$ 80,834
n/a	19	\$ 61,723	\$ 63,576	\$ 65,164	\$ 67,120	\$ 68,796	\$ 70,861	\$ 74,404	\$ 81,843
n/a	18	\$ 62,494	\$ 64,369	\$ 65,980	\$ 67,956	\$ 69,656	\$ 71,746	\$ 75,336	\$ 82,866
n/a	17	\$ 63,277	\$ 65,175	\$ 66,803	\$ 68,808	\$ 70,526	\$ 72,643	\$ 76,274	\$ 83,903
n/a	16	\$ 64,067	\$ 65,988	\$ 67,637	\$ 69,667	\$ 71,409	\$ 73,549	\$ 77,228	\$ 84,951
n/a	15	\$ 64,867	\$ 66,812	\$ 68,484	\$ 70,537	\$ 72,648	\$ 74,470	\$ 78,195	\$ 86,013
n/a	14	\$ 65,679	\$ 67,649	\$ 69,341	\$ 71,420	\$ 73,205	\$ 75,402	\$ 79,172	\$ 87,089
n/a	13	\$ 66,499	\$ 68,493	\$ 70,207	\$ 72,313	\$ 74,119	\$ 76,345	\$ 80,162	\$ 88,177
n/a	12	\$ 67,331	\$ 69,350	\$ 71,085	\$ 73,215	\$ 75,049	\$ 77,298	\$ 81,164	\$ 89,279
n/a	11	\$ 68,172	\$ 70,218	\$ 71,973	\$ 74,132	\$ 75,985	\$ 78,265	\$ 82,177	\$ 90,394
n/a	10	\$ 69,023	\$ 71,094	\$ 72,871	\$ 75,058	\$ 76,935	\$ 79,243	\$ 83,205	\$ 91,525
n/a	9	\$ 69,886	\$ 71,983	\$ 73,782	\$ 75,998	\$ 77,895	\$ 80,233	\$ 84,246	\$ 92,669
n/a	8	\$ 70,760	\$ 72,883	\$ 74,703	\$ 76,945	\$ 78,870	\$ 81,237	\$ 85,298	\$ 93,828
n/a	7	\$ 71,645	\$ 73,793	\$ 75,639	\$ 77,910	\$ 79,854	\$ 82,251	\$ 86,365	\$ 94,999
n/a	6	\$ 72,541	\$ 74,779	\$ 76,584	\$ 78,883	\$ 80,853	\$ 83,281	\$ 87,445	\$ 96,188
n/a	5	\$ 73,447	\$ 75,650	\$ 77,542	\$ 79,870	\$ 81,864	\$ 84,320	\$ 88,537	\$ 97,390
n/a	4	\$ 74,366	\$ 76,596	\$ 78,511	\$ 80,866	\$ 82,889	\$ 85,375	\$ 89,642	\$ 98,607
	3	\$ 75,295	\$ 77,554	\$ 79,492	\$ 81,878	\$ 83,926	\$ 86,442	\$ 90,764	\$ 99,840
	2	\$ 76,236	\$ 78,523	\$ 80,487	\$ 82,900	\$ 84,975	\$ 87,522	\$ 91,899	\$ 101,089
	1	\$ 77,189	\$ 79,505	\$ 81,492	\$ 83,936	\$ 86,036	\$ 88,616	\$ 93,048	\$ 102,351

Assistant Professor - January 2026									
		A	B	C	D	E	F	G	H
Prior Rank Interval	New Interval	Bachelors	Masters	Masters +15*	Masters + 30 / Double Masters / C.A.G.S., MFA, MSS, MCMHC	Masters +45	ABD*	Doctorate/JD /MD	Competitive Factor Placement/ Off-Column
25	25	\$ 58,722	\$ 60,483	\$ 61,995	\$ 63,855	\$ 65,451	\$ 67,416	\$ 70,786	\$ 77,865
24	24	\$ 59,456	\$ 61,240	\$ 62,772	\$ 64,653	\$ 66,271	\$ 68,258	\$ 71,671	\$ 78,838
23	23	\$ 60,199	\$ 62,005	\$ 63,555	\$ 65,463	\$ 67,098	\$ 69,111	\$ 72,567	\$ 79,823
22	22	\$ 60,951	\$ 62,780	\$ 64,349	\$ 66,279	\$ 67,938	\$ 69,975	\$ 73,474	\$ 80,822
21	21	\$ 61,713	\$ 63,565	\$ 65,153	\$ 67,107	\$ 68,785	\$ 70,851	\$ 74,391	\$ 81,831
20	20	\$ 62,484	\$ 64,359	\$ 65,967	\$ 67,948	\$ 69,647	\$ 71,735	\$ 75,320	\$ 82,855
19	19	\$ 63,265	\$ 65,164	\$ 66,794	\$ 68,796	\$ 70,517	\$ 72,631	\$ 76,264	\$ 83,890
18	18	\$ 64,058	\$ 65,980	\$ 67,627	\$ 69,656	\$ 71,397	\$ 73,541	\$ 77,217	\$ 84,939
17	17	\$ 64,858	\$ 66,803	\$ 68,474	\$ 70,526	\$ 72,289	\$ 74,459	\$ 78,182	\$ 86,000
16	16	\$ 65,668	\$ 67,637	\$ 69,329	\$ 71,409	\$ 73,193	\$ 75,391	\$ 79,161	\$ 87,076
15	15	\$ 66,489	\$ 68,484	\$ 70,196	\$ 72,301	\$ 74,109	\$ 76,334	\$ 80,147	\$ 88,163
14	14	\$ 67,321	\$ 69,341	\$ 71,072	\$ 73,205	\$ 75,034	\$ 77,288	\$ 81,151	\$ 89,267
13	13	\$ 68,162	\$ 70,207	\$ 71,961	\$ 74,119	\$ 75,974	\$ 78,253	\$ 82,166	\$ 90,381
12	12	\$ 69,014	\$ 71,085	\$ 72,861	\$ 75,049	\$ 76,924	\$ 79,230	\$ 83,193	\$ 91,511
11	11	\$ 69,876	\$ 71,973	\$ 73,772	\$ 75,985	\$ 77,883	\$ 80,221	\$ 84,231	\$ 92,655
10	10	\$ 70,748	\$ 72,871	\$ 74,694	\$ 76,935	\$ 78,857	\$ 81,224	\$ 85,284	\$ 93,813
9	9	\$ 71,632	\$ 73,782	\$ 75,627	\$ 77,895	\$ 79,842	\$ 82,237	\$ 86,350	\$ 94,986
8	8	\$ 72,528	\$ 74,703	\$ 76,574	\$ 78,870	\$ 80,843	\$ 83,267	\$ 87,430	\$ 96,174
7	7	\$ 73,435	\$ 75,639	\$ 77,530	\$ 79,854	\$ 81,853	\$ 84,308	\$ 88,525	\$ 97,376
6	6	\$ 74,353	\$ 76,584	\$ 78,500	\$ 80,853	\$ 82,876	\$ 85,362	\$ 89,630	\$ 98,593
5	5	\$ 75,283	\$ 77,542	\$ 79,481	\$ 81,864	\$ 83,911	\$ 86,429	\$ 90,750	\$ 99,827
4	4	\$ 76,224	\$ 78,511	\$ 80,473	\$ 82,889	\$ 84,961	\$ 87,510	\$ 91,883	\$ 101,074
3	3	\$ 77,177	\$ 79,492	\$ 81,479	\$ 83,926	\$ 86,024	\$ 88,604	\$ 93,033	\$ 102,337
2	2	\$ 78,143	\$ 80,487	\$ 82,499	\$ 84,975	\$ 87,099	\$ 89,712	\$ 94,195	\$ 103,615
1	1	\$ 79,119	\$ 81,492	\$ 83,530	\$ 86,036	\$ 88,187	\$ 90,833	\$ 95,373	\$ 104,913

Associate Professor - January 2026									
		A	B	C	D	E	F	G	H
Prior Rank Interval	New Interval	Bachelors	Masters	Masters +15*	Masters + 30 /	Masters +45	ABD*	Doctorate/JD /MD	Competitive
					Double				Factor
					Masters				Placement/
					/C.A.G.S., MFA, MSS, MCMHC				Off- Column
25	35	\$ 60,189	\$ 61,995	\$ 63,545	\$ 65,451	\$ 67,088	\$ 69,101	\$ 72,557	\$ 79,812
24	34	\$ 60,943	\$ 62,772	\$ 64,340	\$ 66,271	\$ 67,927	\$ 69,963	\$ 73,461	\$ 80,808
23	33	\$ 61,704	\$ 63,555	\$ 65,144	\$ 67,098	\$ 68,776	\$ 70,837	\$ 74,381	\$ 81,819
22	32	\$ 62,754	\$ 64,349	\$ 65,958	\$ 67,938	\$ 69,635	\$ 71,723	\$ 75,311	\$ 82,841
21	31	\$ 63,256	\$ 65,153	\$ 66,784	\$ 68,785	\$ 70,506	\$ 72,622	\$ 76,253	\$ 83,876
20	30	\$ 64,046	\$ 65,967	\$ 67,618	\$ 69,647	\$ 71,387	\$ 73,530	\$ 77,206	\$ 84,926
19	29	\$ 64,848	\$ 66,794	\$ 68,463	\$ 70,517	\$ 72,280	\$ 74,448	\$ 78,169	\$ 85,987
18	28	\$ 65,657	\$ 67,627	\$ 69,318	\$ 71,398	\$ 73,185	\$ 75,378	\$ 79,146	\$ 87,061
17	27	\$ 66,479	\$ 68,474	\$ 70,184	\$ 72,290	\$ 74,099	\$ 76,320	\$ 80,137	\$ 88,151
16	26	\$ 67,310	\$ 69,329	\$ 71,062	\$ 73,194	\$ 75,024	\$ 77,276	\$ 81,137	\$ 89,252
15	25	\$ 68,151	\$ 70,196	\$ 71,951	\$ 74,110	\$ 75,962	\$ 78,240	\$ 82,152	\$ 90,368
14	24	\$ 69,002	\$ 71,072	\$ 72,851	\$ 75,034	\$ 76,912	\$ 79,219	\$ 83,180	\$ 91,497
13	23	\$ 69,866	\$ 71,961	\$ 73,762	\$ 75,974	\$ 77,873	\$ 80,209	\$ 84,219	\$ 92,642
12	22	\$ 70,738	\$ 72,861	\$ 74,680	\$ 76,923	\$ 78,845	\$ 81,212	\$ 85,273	\$ 93,800
11	21	\$ 71,623	\$ 73,772	\$ 75,615	\$ 77,884	\$ 79,833	\$ 82,227	\$ 86,338	\$ 94,974
10	20	\$ 72,518	\$ 74,694	\$ 76,561	\$ 78,857	\$ 80,830	\$ 83,254	\$ 87,416	\$ 96,159
9	19	\$ 73,425	\$ 75,627	\$ 77,518	\$ 79,844	\$ 81,838	\$ 84,295	\$ 88,510	\$ 97,360
8	18	\$ 74,344	\$ 76,574	\$ 78,489	\$ 80,842	\$ 82,862	\$ 85,350	\$ 89,617	\$ 98,578
7	17	\$ 75,271	\$ 77,530	\$ 79,468	\$ 81,854	\$ 83,899	\$ 86,416	\$ 90,736	\$ 99,809
6	16	\$ 76,213	\$ 78,500	\$ 80,461	\$ 82,877	\$ 84,948	\$ 87,495	\$ 91,872	\$ 101,057
5	15	\$ 77,165	\$ 79,481	\$ 81,467	\$ 83,911	\$ 86,007	\$ 88,589	\$ 93,019	\$ 102,321
4	14	\$ 78,130	\$ 80,473	\$ 82,484	\$ 84,960	\$ 87,084	\$ 89,696	\$ 94,181	\$ 103,600
3	13	\$ 79,106	\$ 81,479	\$ 83,517	\$ 86,023	\$ 88,173	\$ 90,819	\$ 95,359	\$ 104,895
2	12	\$ 80,097	\$ 82,500	\$ 84,562	\$ 87,098	\$ 89,276	\$ 91,955	\$ 96,551	\$ 106,205
1	11	\$ 81,096	\$ 83,530	\$ 85,618	\$ 88,187	\$ 90,391	\$ 93,103	\$ 97,758	\$ 107,533
	10	\$ 82,110	\$ 84,573	\$ 86,686	\$ 89,288	\$ 91,522	\$ 94,266	\$ 98,980	\$ 108,877
	9	\$ 83,135	\$ 85,630	\$ 87,771	\$ 90,403	\$ 92,666	\$ 95,445	\$ 100,217	\$ 110,240
	8	\$ 84,177	\$ 86,702	\$ 88,868	\$ 91,535	\$ 93,823	\$ 96,638	\$ 101,469	\$ 111,616
	7	\$ 85,228	\$ 87,785	\$ 89,979	\$ 92,680	\$ 94,995	\$ 97,845	\$ 102,739	\$ 113,013
	6	\$ 86,293	\$ 88,882	\$ 91,105	\$ 93,837	\$ 96,184	\$ 99,068	\$ 104,023	\$ 114,424
	5	\$ 87,373	\$ 89,993	\$ 92,244	\$ 95,011	\$ 97,385	\$ 100,306	\$ 105,324	\$ 115,854
	4	\$ 88,465	\$ 91,118	\$ 93,396	\$ 96,199	\$ 98,602	\$ 101,561	\$ 106,638	\$ 117,303
	3	\$ 89,569	\$ 92,256	\$ 94,563	\$ 97,402	\$ 99,836	\$ 102,830	\$ 107,971	\$ 118,769
	2	\$ 90,690	\$ 93,410	\$ 95,745	\$ 98,619	\$ 101,084	\$ 104,117	\$ 109,321	\$ 120,255
	1	\$ 91,823	\$ 94,578	\$ 96,942	\$ 99,853	\$ 102,347	\$ 105,417	\$ 110,687	\$ 121,758

Professor - January 2026									
		A	B	C	D	E	F	G	H
Prior Rank Interval	New Interval	Bachelors	Masters	Masters+15*	Masters + 30	Masters +45	ABD*	Doctorate/JD /MD	Competitive
					/				Factor
					Double Masters /C.A.G.S., MFA, MSS, MCMHC				Placement/ Off-
Column									
35	35	\$ 61,694	\$ 63,545	\$ 65,133	\$ 67,088	\$ 68,764	\$ 70,828	\$ 74,369	\$ 81,806
34	34	\$ 62,465	\$ 64,340	\$ 65,947	\$ 67,927	\$ 69,625	\$ 71,713	\$ 75,299	\$ 82,830
33	33	\$ 63,247	\$ 65,144	\$ 66,773	\$ 68,776	\$ 70,496	\$ 72,609	\$ 76,239	\$ 83,864
32	32	\$ 64,038	\$ 65,958	\$ 67,606	\$ 69,635	\$ 71,376	\$ 73,518	\$ 77,194	\$ 84,912
31	31	\$ 64,839	\$ 66,784	\$ 68,453	\$ 70,506	\$ 72,269	\$ 74,436	\$ 78,158	\$ 85,973
30	30	\$ 65,648	\$ 67,618	\$ 69,308	\$ 71,387	\$ 73,172	\$ 75,367	\$ 79,135	\$ 87,050
29	29	\$ 66,470	\$ 68,463	\$ 70,174	\$ 72,280	\$ 74,086	\$ 76,310	\$ 80,123	\$ 88,137
28	28	\$ 67,299	\$ 69,318	\$ 71,052	\$ 73,185	\$ 75,013	\$ 77,263	\$ 81,127	\$ 89,238
27	27	\$ 68,140	\$ 70,184	\$ 71,940	\$ 74,099	\$ 75,949	\$ 78,228	\$ 82,141	\$ 90,356
26	26	\$ 68,992	\$ 71,062	\$ 72,839	\$ 75,024	\$ 76,899	\$ 79,205	\$ 83,168	\$ 91,484
25	25	\$ 69,855	\$ 71,951	\$ 73,749	\$ 75,962	\$ 77,861	\$ 80,197	\$ 84,206	\$ 92,627
24	24	\$ 70,729	\$ 72,851	\$ 74,671	\$ 76,912	\$ 78,835	\$ 81,197	\$ 85,257	\$ 93,784
23	23	\$ 71,614	\$ 73,762	\$ 75,603	\$ 77,873	\$ 79,818	\$ 82,214	\$ 86,325	\$ 94,958
22	22	\$ 72,506	\$ 74,680	\$ 76,550	\$ 78,845	\$ 80,818	\$ 83,241	\$ 87,404	\$ 96,143
21	21	\$ 73,413	\$ 75,615	\$ 77,506	\$ 79,833	\$ 81,827	\$ 84,282	\$ 88,497	\$ 97,346
20	20	\$ 74,332	\$ 76,561	\$ 78,475	\$ 80,830	\$ 82,851	\$ 85,336	\$ 89,603	\$ 98,563
19	19	\$ 75,260	\$ 77,518	\$ 79,457	\$ 81,838	\$ 83,885	\$ 86,403	\$ 90,723	\$ 99,797
18	18	\$ 76,203	\$ 78,489	\$ 80,452	\$ 82,862	\$ 84,935	\$ 87,482	\$ 91,856	\$ 101,042
17	17	\$ 77,154	\$ 79,468	\$ 81,456	\$ 83,899	\$ 85,997	\$ 88,575	\$ 93,004	\$ 102,306
16	16	\$ 78,118	\$ 80,461	\$ 82,474	\$ 84,948	\$ 87,071	\$ 89,684	\$ 94,167	\$ 103,584
15	15	\$ 79,095	\$ 81,467	\$ 83,505	\$ 86,007	\$ 88,158	\$ 90,804	\$ 95,345	\$ 104,878
14	14	\$ 80,082	\$ 82,484	\$ 84,549	\$ 87,084	\$ 89,260	\$ 91,939	\$ 96,537	\$ 106,191
13	13	\$ 81,084	\$ 83,517	\$ 85,605	\$ 88,173	\$ 90,378	\$ 93,089	\$ 97,741	\$ 107,517
12	12	\$ 82,099	\$ 84,562	\$ 86,675	\$ 89,276	\$ 91,508	\$ 94,254	\$ 98,964	\$ 108,861
11	11	\$ 83,124	\$ 85,618	\$ 87,759	\$ 90,391	\$ 92,651	\$ 95,431	\$ 100,201	\$ 110,221
10	10	\$ 84,162	\$ 86,686	\$ 88,856	\$ 91,522	\$ 93,808	\$ 96,621	\$ 101,455	\$ 111,600
9	9	\$ 85,215	\$ 87,771	\$ 89,966	\$ 92,666	\$ 94,982	\$ 97,833	\$ 102,722	\$ 112,993
8	8	\$ 86,281	\$ 88,868	\$ 91,091	\$ 93,823	\$ 96,168	\$ 99,054	\$ 104,006	\$ 114,409
7	7	\$ 87,358	\$ 89,979	\$ 92,228	\$ 94,995	\$ 97,369	\$ 100,293	\$ 105,307	\$ 115,838
6	6	\$ 88,451	\$ 91,105	\$ 93,384	\$ 96,184	\$ 98,589	\$ 101,547	\$ 106,624	\$ 117,285
5	5	\$ 89,558	\$ 92,244	\$ 94,549	\$ 97,385	\$ 99,821	\$ 102,816	\$ 107,957	\$ 118,751
4	4	\$ 90,675	\$ 93,396	\$ 95,731	\$ 98,602	\$ 101,068	\$ 104,100	\$ 109,306	\$ 120,236
3	3	\$ 91,809	\$ 94,563	\$ 96,928	\$ 99,836	\$ 102,330	\$ 105,401	\$ 110,672	\$ 121,739
2	2	\$ 92,956	\$ 95,745	\$ 98,140	\$ 101,084	\$ 103,611	\$ 106,719	\$ 112,055	\$ 123,260
1	1	\$ 94,119	\$ 96,942	\$ 99,364	\$ 102,347	\$ 104,904	\$ 108,053	\$ 113,456	\$ 124,801

Professional Staff Grade 2 - January 2026								
	A	B	C	D	E	F	G	H
Interval	Bachelors	Masters	Masters +15*	Masters +30 /	Masters +45	ABD*	Doctorate/JD /MD	Competitive Factor Placement/Offset-Column
				Double Masters /C.A.G.S., MFA, MSS, MCMHC				
30	\$52,021	\$52,848	\$54,169	\$55,794	\$57,189	\$58,906	\$61,848	\$68,035
29	\$52,673	\$53,508	\$54,848	\$56,489	\$57,904	\$59,640	\$62,623	\$68,885
28	\$53,333	\$54,178	\$55,533	\$57,198	\$58,630	\$60,388	\$63,406	\$69,748
27	\$53,998	\$54,854	\$56,226	\$57,911	\$59,360	\$61,142	\$64,198	\$70,618
26	\$54,674	\$55,541	\$56,930	\$58,637	\$60,105	\$61,904	\$65,000	\$71,501
25	\$55,358	\$56,236	\$57,641	\$59,368	\$60,853	\$62,680	\$65,815	\$72,395
24	\$56,049	\$56,936	\$58,361	\$60,112	\$61,615	\$63,463	\$66,634	\$73,300
23	\$56,750	\$57,648	\$59,090	\$60,864	\$62,384	\$64,255	\$67,470	\$74,216
22	\$57,458	\$58,369	\$59,829	\$61,624	\$63,165	\$65,059	\$68,313	\$75,142
21	\$58,177	\$59,100	\$60,578	\$62,395	\$63,954	\$65,873	\$69,165	\$76,084
20	\$58,906	\$59,839	\$61,333	\$63,174	\$64,754	\$66,694	\$70,032	\$77,035
19	\$59,640	\$60,585	\$62,100	\$63,964	\$65,563	\$67,530	\$70,908	\$77,996
18	\$60,386	\$61,343	\$62,878	\$64,763	\$66,383	\$68,374	\$71,792	\$78,972
17	\$61,141	\$62,111	\$63,663	\$65,573	\$67,213	\$69,230	\$72,689	\$79,958
16	\$61,904	\$62,886	\$64,458	\$66,392	\$68,053	\$70,095	\$73,599	\$80,957
15	\$62,679	\$63,671	\$65,264	\$67,222	\$68,902	\$70,970	\$74,519	\$81,971
14	\$63,463	\$64,469	\$66,081	\$68,062	\$69,765	\$71,858	\$75,450	\$82,996
13	\$64,255	\$65,274	\$66,907	\$68,913	\$70,637	\$72,755	\$76,394	\$84,034
12	\$65,059	\$66,091	\$67,743	\$69,775	\$71,521	\$73,664	\$77,348	\$85,083
11	\$65,873	\$66,916	\$68,589	\$70,645	\$72,412	\$74,586	\$78,315	\$86,145
10	\$66,694	\$67,753	\$69,446	\$71,530	\$73,318	\$75,518	\$79,294	\$87,224
9	\$67,530	\$68,600	\$70,315	\$72,425	\$74,236	\$76,461	\$80,285	\$88,314
8	\$68,373	\$69,459	\$71,196	\$73,330	\$75,164	\$77,416	\$81,289	\$89,417
7	\$69,230	\$70,326	\$72,086	\$74,246	\$76,103	\$78,386	\$82,306	\$90,536
6	\$70,095	\$71,204	\$72,983	\$75,175	\$77,054	\$79,365	\$83,334	\$91,667
5	\$70,969	\$72,095	\$73,896	\$76,113	\$78,017	\$80,357	\$84,375	\$92,813
4	\$71,858	\$72,998	\$74,822	\$77,065	\$78,990	\$81,361	\$85,431	\$93,973
3	\$72,756	\$73,910	\$75,757	\$78,029	\$79,979	\$82,380	\$86,498	\$95,148
2	\$73,664	\$74,834	\$76,704	\$79,004	\$80,977	\$83,410	\$87,580	\$96,336
1	\$74,585	\$75,768	\$77,662	\$79,991	\$81,991	\$84,452	\$88,674	\$97,540

Professional Staff Grade 3 - January 2026								
	A	B	C	D	E	F	G	H
Interval	Bachelors	Masters	Masters +15*	Masters +30 /	Masters +45	ABD*	Doctorate/JD /MD	Competitive
				Double Masters /C.A.G.S., MFA, MSS, MCMHC				Factor Placement/ Off-Column
30	\$58,979	\$59,914	\$61,412	\$63,255	\$64,837	\$66,780	\$70,119	\$77,132
29	\$59,716	\$60,663	\$62,180	\$64,045	\$65,648	\$67,616	\$70,997	\$78,095
28	\$60,462	\$61,423	\$62,958	\$64,847	\$66,466	\$68,461	\$71,882	\$79,071
27	\$61,218	\$62,189	\$63,746	\$65,656	\$67,298	\$69,317	\$72,783	\$80,061
26	\$61,984	\$62,966	\$64,539	\$66,476	\$68,138	\$70,183	\$73,691	\$81,061
25	\$62,757	\$63,754	\$65,347	\$67,308	\$68,990	\$71,060	\$74,614	\$82,074
24	\$63,544	\$64,552	\$66,165	\$68,149	\$69,854	\$71,949	\$75,545	\$83,100
23	\$64,338	\$65,358	\$66,990	\$69,002	\$70,726	\$72,848	\$76,491	\$84,139
22	\$65,142	\$66,175	\$67,829	\$69,864	\$71,611	\$73,760	\$77,447	\$85,191
21	\$65,956	\$67,002	\$68,676	\$70,738	\$72,505	\$74,679	\$78,415	\$86,255
20	\$66,780	\$67,840	\$69,535	\$71,620	\$73,412	\$75,613	\$79,395	\$87,334
19	\$67,616	\$68,687	\$70,404	\$72,517	\$74,330	\$76,560	\$80,385	\$88,426
18	\$68,461	\$69,545	\$71,285	\$73,423	\$75,258	\$77,516	\$81,391	\$89,531
17	\$69,316	\$70,415	\$72,174	\$74,342	\$76,202	\$78,486	\$82,410	\$90,652
16	\$70,182	\$71,296	\$73,078	\$75,270	\$77,152	\$79,465	\$83,439	\$91,784
15	\$71,060	\$72,187	\$73,993	\$76,211	\$78,116	\$80,459	\$84,483	\$92,932
14	\$71,949	\$73,089	\$74,916	\$77,163	\$79,091	\$81,465	\$85,539	\$94,092
13	\$72,848	\$74,001	\$75,853	\$78,128	\$80,081	\$82,482	\$86,608	\$95,269
12	\$73,760	\$74,927	\$76,800	\$79,106	\$81,081	\$83,514	\$87,690	\$96,460
11	\$74,678	\$75,864	\$77,760	\$80,092	\$82,095	\$84,557	\$88,785	\$97,666
10	\$75,612	\$76,811	\$78,732	\$81,095	\$83,122	\$85,615	\$89,897	\$98,886
9	\$76,559	\$77,772	\$79,715	\$82,108	\$84,159	\$86,684	\$91,019	\$100,123
8	\$77,516	\$78,745	\$80,713	\$83,135	\$85,215	\$87,768	\$92,158	\$101,374
7	\$78,486	\$79,730	\$81,720	\$84,173	\$86,278	\$88,865	\$93,308	\$102,641
6	\$79,465	\$80,725	\$82,744	\$85,227	\$87,356	\$89,977	\$94,476	\$103,923
5	\$80,459	\$81,736	\$83,778	\$86,291	\$88,448	\$91,102	\$95,659	\$105,223
4	\$81,465	\$82,755	\$84,824	\$87,370	\$89,554	\$92,242	\$96,851	\$106,537
3	\$82,483	\$83,790	\$85,884	\$88,461	\$90,672	\$93,395	\$98,062	\$107,868
2	\$83,514	\$84,837	\$86,957	\$89,567	\$91,807	\$94,562	\$99,289	\$109,218
1	\$84,557	\$85,898	\$88,044	\$90,687	\$92,953	\$95,744	\$100,530	\$110,581

Professional Staff Grade 4 - January 2026								
	A	B	C	D	E	F	G	H
Interval	Bachelors	Masters	Masters +15*	Masters +30 /	Masters +45	ABD*	Doctorate/JD /MD	Competitive
				Double Masters /C.A.G.S., MFA, MSS, MCMHC				Factor Placement/ Off-Column
30	\$65,370	\$66,406	\$68,065	\$70,107	\$71,860	\$74,015	\$77,717	\$85,488
29	\$66,187	\$67,236	\$68,915	\$70,984	\$72,757	\$74,941	\$78,688	\$86,557
28	\$67,014	\$68,075	\$69,777	\$71,870	\$73,667	\$75,878	\$79,670	\$87,638
27	\$67,849	\$68,926	\$70,648	\$72,770	\$74,588	\$76,826	\$80,666	\$88,734
26	\$68,699	\$69,787	\$71,532	\$73,680	\$75,522	\$77,785	\$81,675	\$89,843
25	\$69,557	\$70,662	\$72,427	\$74,600	\$76,463	\$78,757	\$82,695	\$90,965
24	\$70,427	\$71,544	\$73,332	\$75,532	\$77,420	\$79,743	\$83,729	\$92,104
23	\$71,306	\$72,439	\$74,249	\$76,477	\$78,389	\$80,739	\$84,776	\$93,254
22	\$72,200	\$73,344	\$75,177	\$77,432	\$79,368	\$81,749	\$85,837	\$94,420
21	\$73,100	\$74,260	\$76,116	\$78,399	\$80,361	\$82,771	\$86,909	\$95,602
20	\$74,015	\$75,190	\$77,069	\$79,379	\$81,364	\$83,806	\$87,995	\$96,795
19	\$74,941	\$76,127	\$78,032	\$80,373	\$82,382	\$84,853	\$89,098	\$98,005
18	\$75,877	\$77,080	\$79,008	\$81,377	\$83,412	\$85,914	\$90,209	\$99,230
17	\$76,826	\$78,043	\$79,994	\$82,394	\$84,454	\$86,990	\$91,338	\$100,471
16	\$77,785	\$79,018	\$80,995	\$83,425	\$85,510	\$88,074	\$92,479	\$101,727
15	\$78,756	\$80,006	\$82,005	\$84,466	\$86,579	\$89,175	\$93,635	\$102,997
14	\$79,743	\$81,005	\$83,033	\$85,523	\$87,660	\$90,289	\$94,805	\$104,287
13	\$80,738	\$82,021	\$84,071	\$86,592	\$88,756	\$91,419	\$95,990	\$105,590
12	\$81,749	\$83,044	\$85,123	\$87,675	\$89,867	\$92,561	\$97,191	\$106,910
11	\$82,771	\$84,082	\$86,187	\$88,771	\$90,988	\$93,720	\$98,406	\$108,247
10	\$83,804	\$85,134	\$87,261	\$89,877	\$92,127	\$94,891	\$99,636	\$109,598
9	\$84,852	\$86,198	\$88,353	\$91,004	\$93,278	\$96,077	\$100,881	\$110,970
8	\$85,913	\$87,277	\$89,456	\$92,141	\$94,445	\$97,278	\$102,142	\$112,355
7	\$86,989	\$88,366	\$90,574	\$93,292	\$95,626	\$98,494	\$103,418	\$113,759
6	\$88,073	\$89,472	\$91,708	\$94,459	\$96,822	\$99,724	\$104,710	\$115,182
5	\$89,174	\$90,589	\$92,855	\$95,639	\$98,030	\$100,973	\$106,020	\$116,623
4	\$90,288	\$91,721	\$94,014	\$96,834	\$99,255	\$102,234	\$107,345	\$118,080
3	\$91,418	\$92,867	\$95,189	\$98,043	\$100,496	\$103,512	\$108,687	\$119,556
2	\$92,561	\$94,029	\$96,380	\$99,270	\$101,752	\$104,806	\$110,045	\$121,049
1	\$93,719	\$95,204	\$97,584	\$100,511	\$103,024	\$106,115	\$111,422	\$122,564

Professional Staff Grade 5 - January 2026								
	A	B	C	D	E	F	G	H
Interval	Bachelors	Masters	Masters +15*	Masters +30 /	Masters +45	ABD*	Doctorate/JD /MD	Competitive
				Double Masters /C.A.G.S., MFA, MSS, MCMHC				Factor
								Placement/Offset-Column
30	\$72,265	\$73,412	\$75,248	\$77,505	\$79,441	\$81,825	\$85,916	\$94,507
29	\$73,168	\$74,329	\$76,185	\$78,472	\$80,434	\$82,849	\$86,991	\$95,689
28	\$74,083	\$75,258	\$77,140	\$79,455	\$81,438	\$83,883	\$88,076	\$96,885
27	\$75,010	\$76,199	\$78,104	\$80,445	\$82,457	\$84,932	\$89,180	\$98,095
26	\$75,946	\$77,152	\$79,081	\$81,452	\$83,489	\$85,995	\$90,293	\$99,324
25	\$76,896	\$78,115	\$80,068	\$82,472	\$84,532	\$87,068	\$91,422	\$100,564
24	\$77,858	\$79,091	\$81,071	\$83,503	\$85,588	\$88,156	\$92,564	\$101,819
23	\$78,832	\$80,081	\$82,084	\$84,547	\$86,658	\$89,257	\$93,722	\$103,094
22	\$79,816	\$81,081	\$83,108	\$85,603	\$87,742	\$90,374	\$94,894	\$104,382
21	\$80,813	\$82,095	\$84,149	\$86,671	\$88,838	\$91,503	\$96,079	\$105,686
20	\$81,825	\$83,122	\$85,198	\$87,757	\$89,951	\$92,647	\$97,281	\$107,010
19	\$82,848	\$84,159	\$86,265	\$88,853	\$91,073	\$93,805	\$98,496	\$108,347
18	\$83,883	\$85,213	\$87,344	\$89,964	\$92,211	\$94,980	\$99,727	\$109,701
17	\$84,931	\$86,278	\$88,436	\$91,088	\$93,363	\$96,165	\$100,976	\$111,070
16	\$85,994	\$87,355	\$89,539	\$92,226	\$94,532	\$97,367	\$102,236	\$112,459
15	\$87,068	\$88,447	\$90,660	\$93,381	\$95,713	\$98,587	\$103,516	\$113,864
14	\$88,156	\$89,554	\$91,792	\$94,546	\$96,909	\$99,816	\$104,809	\$115,288
13	\$89,257	\$90,674	\$92,940	\$95,729	\$98,122	\$101,064	\$106,118	\$116,732
12	\$90,373	\$91,808	\$94,101	\$96,925	\$99,349	\$102,328	\$107,444	\$118,189
11	\$91,503	\$92,953	\$95,277	\$98,137	\$100,590	\$103,608	\$108,787	\$119,667
10	\$92,647	\$94,115	\$96,469	\$99,362	\$101,848	\$104,900	\$110,148	\$121,161
9	\$93,805	\$95,292	\$97,674	\$100,606	\$103,121	\$106,214	\$111,522	\$122,678
8	\$94,980	\$96,485	\$98,895	\$101,862	\$104,409	\$107,543	\$112,920	\$124,210
7	\$96,165	\$97,691	\$100,132	\$103,136	\$105,714	\$108,886	\$114,330	\$125,765
6	\$97,367	\$98,911	\$101,384	\$104,425	\$107,036	\$110,247	\$115,760	\$127,336
5	\$98,586	\$100,148	\$102,652	\$105,730	\$108,373	\$111,626	\$117,205	\$128,927
4	\$99,816	\$101,398	\$103,935	\$107,051	\$109,729	\$113,020	\$118,672	\$130,538
3	\$101,065	\$102,665	\$105,235	\$108,390	\$111,100	\$114,432	\$120,155	\$132,172
2	\$102,327	\$103,949	\$106,549	\$109,744	\$112,488	\$115,863	\$121,657	\$133,823
1	\$103,607	\$105,248	\$107,882	\$111,116	\$113,895	\$117,311	\$123,177	\$135,495

Professional Staff Grade 6 - January 2026								
	A	B	C	D	E	F	G	H
Interval	Bachelors	Masters	Masters +15*	Masters +30 /	Masters +45	ABD*	Doctorate/JD /MD	Competitive
				Double Masters /C.A.G.S., MFA, MSS, MCMHC				Factor
								Placement/Offset-Column
30	\$78,818	\$80,066	\$82,067	\$84,531	\$86,644	\$89,242	\$93,704	\$103,075
29	\$79,805	\$81,068	\$83,094	\$85,586	\$87,727	\$90,360	\$94,876	\$104,363
28	\$80,801	\$82,082	\$84,133	\$86,656	\$88,823	\$91,488	\$96,062	\$105,669
27	\$81,811	\$83,106	\$85,186	\$87,739	\$89,932	\$92,630	\$97,262	\$106,990
26	\$82,833	\$84,146	\$86,249	\$88,836	\$91,058	\$93,789	\$98,479	\$108,327
25	\$83,869	\$85,196	\$87,327	\$89,948	\$92,195	\$94,962	\$99,708	\$109,680
24	\$84,917	\$86,262	\$88,419	\$91,071	\$93,348	\$96,149	\$100,956	\$111,051
23	\$85,978	\$87,342	\$89,523	\$92,209	\$94,513	\$97,350	\$102,217	\$112,439
22	\$87,055	\$88,434	\$90,643	\$93,361	\$95,696	\$98,567	\$103,495	\$113,845
21	\$88,141	\$89,537	\$91,776	\$94,530	\$96,893	\$99,800	\$104,788	\$115,268
20	\$89,244	\$90,658	\$92,924	\$95,711	\$98,104	\$101,047	\$106,099	\$116,709
19	\$90,361	\$91,790	\$94,086	\$96,907	\$99,330	\$102,311	\$107,427	\$118,168
18	\$91,488	\$92,938	\$95,261	\$98,120	\$100,572	\$103,588	\$108,768	\$119,646
17	\$92,633	\$94,099	\$96,451	\$99,346	\$101,830	\$104,884	\$110,127	\$121,142
16	\$93,790	\$95,274	\$97,656	\$100,586	\$103,100	\$106,195	\$111,505	\$122,655
15	\$94,962	\$96,467	\$98,878	\$101,846	\$104,390	\$107,522	\$112,898	\$124,188
14	\$96,149	\$97,672	\$100,115	\$103,117	\$105,695	\$108,866	\$114,310	\$125,740
13	\$97,352	\$98,893	\$101,365	\$104,407	\$107,016	\$110,228	\$115,739	\$127,311
12	\$98,568	\$100,130	\$102,633	\$105,711	\$108,355	\$111,604	\$117,186	\$128,904
11	\$99,801	\$101,381	\$103,915	\$107,031	\$109,708	\$112,999	\$118,649	\$130,516
10	\$101,048	\$102,649	\$105,214	\$108,370	\$111,080	\$114,413	\$120,133	\$132,147
9	\$102,312	\$103,931	\$106,529	\$109,724	\$112,468	\$115,842	\$121,635	\$133,799
8	\$103,588	\$105,229	\$107,860	\$111,099	\$113,875	\$117,290	\$123,156	\$135,470
7	\$104,884	\$106,546	\$109,208	\$112,486	\$115,300	\$118,756	\$124,695	\$137,162
6	\$106,196	\$107,878	\$110,575	\$113,892	\$116,740	\$120,240	\$126,253	\$138,878
5	\$107,523	\$109,226	\$111,957	\$115,315	\$118,197	\$121,744	\$127,831	\$140,615
4	\$108,868	\$110,592	\$113,356	\$116,757	\$119,675	\$123,267	\$129,430	\$142,374
3	\$110,229	\$111,974	\$114,772	\$118,217	\$121,172	\$124,808	\$131,045	\$144,153
2	\$111,606	\$113,374	\$116,207	\$119,695	\$122,687	\$126,366	\$132,685	\$145,954
1	\$113,001	\$114,792	\$117,660	\$121,191	\$124,221	\$127,947	\$134,343	\$147,778

Professional Staff Grade 7 - January 2026								
	A	B	C	D	E	F	G	H
Interval	Bachelors	Masters	Masters +15*	Masters +30 /	Masters +45	ABD*	Doctorate/JD /MD	Competitive
				Double Masters /C.A.G.S., MFA, MSS, MCMHC				Factor
								Placement/Offset-Column
30	\$85,685	\$87,044	\$89,219	\$91,897	\$94,194	\$97,019	\$101,870	\$112,057
29	\$86,758	\$88,131	\$90,334	\$93,044	\$95,371	\$98,232	\$103,143	\$113,458
28	\$87,841	\$89,233	\$91,464	\$94,209	\$96,561	\$99,459	\$104,434	\$114,877
27	\$88,939	\$90,346	\$92,606	\$95,386	\$97,768	\$100,702	\$105,738	\$116,311
26	\$90,050	\$91,478	\$93,764	\$96,577	\$98,993	\$101,961	\$107,058	\$117,765
25	\$91,175	\$92,622	\$94,936	\$97,785	\$100,230	\$103,236	\$108,398	\$119,239
24	\$92,316	\$93,779	\$96,125	\$99,006	\$101,483	\$104,527	\$109,753	\$120,729
23	\$93,469	\$94,949	\$97,325	\$100,244	\$102,750	\$105,833	\$111,124	\$122,238
22	\$94,638	\$96,138	\$98,541	\$101,499	\$104,035	\$107,156	\$112,514	\$123,765
21	\$95,821	\$97,340	\$99,773	\$102,766	\$105,335	\$108,496	\$113,920	\$125,313
20	\$97,018	\$98,556	\$101,021	\$104,052	\$106,652	\$109,850	\$115,345	\$126,880
19	\$98,232	\$99,790	\$102,284	\$105,351	\$107,984	\$111,224	\$116,786	\$128,464
18	\$99,459	\$101,036	\$103,561	\$106,669	\$109,335	\$112,616	\$118,246	\$130,072
17	\$100,701	\$102,297	\$104,858	\$108,002	\$110,702	\$114,023	\$119,724	\$131,698
16	\$101,961	\$103,578	\$106,167	\$109,352	\$112,085	\$115,449	\$121,221	\$133,343
15	\$103,236	\$104,872	\$107,494	\$110,718	\$113,488	\$116,892	\$122,737	\$135,009
14	\$104,526	\$106,183	\$108,836	\$112,104	\$114,906	\$118,351	\$124,269	\$136,697
13	\$105,833	\$107,509	\$110,199	\$113,504	\$116,341	\$119,832	\$125,824	\$138,404
12	\$107,156	\$108,855	\$111,576	\$114,922	\$117,795	\$121,329	\$127,396	\$140,137
11	\$108,495	\$110,215	\$112,971	\$116,360	\$119,268	\$122,848	\$128,988	\$141,888
10	\$109,850	\$111,593	\$114,380	\$117,814	\$120,760	\$124,382	\$130,603	\$143,662
9	\$111,224	\$112,987	\$115,812	\$119,286	\$122,271	\$125,938	\$132,234	\$145,457
8	\$112,615	\$114,400	\$117,261	\$120,777	\$123,796	\$127,511	\$133,887	\$147,274
7	\$114,022	\$115,830	\$118,726	\$122,287	\$125,344	\$129,106	\$135,561	\$149,116
6	\$115,447	\$117,278	\$120,209	\$123,816	\$126,912	\$130,719	\$137,253	\$150,983
5	\$116,890	\$118,745	\$121,712	\$125,364	\$128,497	\$132,353	\$138,969	\$152,867
4	\$118,351	\$120,230	\$123,233	\$126,930	\$130,105	\$134,006	\$140,708	\$154,778
3	\$119,831	\$121,733	\$124,773	\$128,517	\$131,730	\$135,681	\$142,467	\$156,713
2	\$121,329	\$123,253	\$126,334	\$130,124	\$133,377	\$137,377	\$144,247	\$158,672
1	\$122,845	\$124,794	\$127,913	\$131,751	\$135,044	\$139,094	\$146,050	\$160,655

APPENDIX B1: Memorandum of Agreement – Part-Time Salary Grid
On the
Salary Grid Compensation System for Part-Time Unit Employees
February 2, 2023 As Amended January 30, 2024

Whereas, the Board of Higher Education (BHE) and the Massachusetts Community College Council (MCCC) are committed to providing salaries for part-time faculty and professional staff that are appropriately reflective of the contributions that unit members provide to the Community Colleges and Higher Education system in the Commonwealth; and

Whereas, the parties believe that a predictable, user friendly and transparent salary system is an equitable and efficient way to compensate unit members; and

Whereas, the parties agree that long term college service employees should be recognized in the employees' compensation; and

Whereas, the BHE and Union are parties to a Tentative Agreement dated February 6, 2023 (Tentative Agreement) for a successor collective bargaining agreement covering the period July 1, 2021 to June 30, 2023 (Agreement); and

NOW THEREFORE, the parties agree to the following salary grid(s) system to compensate Community College part-time employees under the Day Unit collective bargaining agreement, effective the first full pay period of July 2022.

A. Grid Structure

1. The parties agree that effective the first full payroll period after July 1, 2022, a salary grid system described below for MCCC Day Unit part time employees shall be implemented. Effective the first full pay period after July 1, 2022, each part time unit member on the payroll shall be placed on the part-time employee salary grid commensurate with their years of continuous service.
2. Under the salary grid, there shall be four (4) intervals. Each interval shall have a specified minimum hourly rate. Colleges, in their discretion, may compensate a part time employee at an hourly rate higher than the specified interval minimum hourly rate. The salary grid(s) is attached hereto.
3. Nothing in this Memorandum of Agreement shall be construed as reducing the hourly rates of employees that are currently paid above the minimums outlined in the part-time grid.

B. Advancement within the Grid

1. Part-Time employees shall advance intervals on the grid upon the attainment of a specified number of years of continuous service to the college as of July 1 of each year. In order to receive credit for the initial year of hire, part-time employees must have at least six (6) months of continuous service at the college. For the purposes of this Memorandum of Agreement, continuous service shall mean that the part time unit member has not retired, resigned, or otherwise separated from employment with the college or had a break of one year or more during which the part time unit member did not work for the college without authorized leave.
2. Part-time employees shall advance from Interval 1 to Interval 2 upon the commencement of their fourth (4th) year of continuous service to the college.
3. Part-time employees shall advance from Interval 2 to Interval 3 upon the commencement of their seventh (7th) year of continuous service to the college.
4. Part-time employees shall advance from Interval 3 to Interval 4 upon the commencement of their tenth (10th) year of continuous service to the college.
5. A new part-time employee would normally be employed at Interval 1 but may, at the discretion of the President or the President's designee, be placed at Interval 2, Interval 3, or

Interval 4 or a higher hourly rate based upon degrees, experience, qualifications, or job market conditions.

6. Grant funded part-time employees shall be eligible for placement and advancement on the salary grid to the extent allowed by the grant’s funding levels and/or the grant’s other terms and conditions.

C. Miscellaneous Provisions

1. The parties agree to meet, if needed, to discuss the initial placement of unit members on the grid(s) or on any other issues that may arise related to the implementation of the grid.
2. The terms of this Memorandum of Agreement do not waive any party’s rights under Article X of the Collective Bargaining Agreement.
3. The Collective Bargaining Agreement of the parties shall remain in full force and effect except as modified by the terms of this agreement.
4. The terms of this Memorandum of Agreement shall not become effective until this Agreement is approved and/or ratified by the parties’ principals or members as appropriate in conjunction with the parties’ successor collective bargaining agreement for the period July 1, 2021 to June 30, 2023 (2021-2023 CBA). In the event that either or both parties fail to approve or ratify this Memorandum of Agreement and/or the 2021-2023 CBA, this Agreement shall be null and void and of no force and effect.

PART TIME EMPLOYEE SALARY GRID- Minimum Hourly Rates

Part Time Professional Staff Salary Grids - Minimum Hourly Rates		
	first full payroll of :	Jan-26
Interval 1		\$ 36.55
Interval 2	4th Year of Continuous Service:	\$ 40.54
Interval 3	7th Year of Continuous Service:	\$ 44.53
Interval 4	10th Year of Continuous Service:	\$ 47.95

Appendix C: Prior Learning Assessment Student Portfolio Evaluations

In regards to Prior Learning Assessment Student Portfolio Evaluations (a student written submission of artifacts and narrative demonstrating their mastery of specific college level competencies), a faculty member may review student portfolios for prior learning assessment pursuant to college procedures in order to determine course equivalences of demonstrated student learner course competencies and outcomes. A faculty member will be compensated at a rate of \$150 per portfolio review.

Memoranda of Agreement – 2021 – 2023 Department Chairs/Curriculum Coordinator/Program Coordinators - 20.11 Compensation

The parties agree that in addition to the workload reduction specified in 20.10, a unit member who performs the duties and responsibilities of a department chair or curriculum coordinator/work area/program coordinator/college wide coordinator may receive either an additional workload reduction or be compensated at a rate of \$1,200.00 per credit effective upon the first full pay period after ratification of the parties' Agreement or may receive a combination of both an additional workload reduction and compensation for reason including, but not limited to, accreditation, program review, size of the department or work area, or other duties as assigned. Any unit member who agrees to perform the duties and responsibilities of a department chair or curriculum coordinator/work area/program coordinator/college-wide coordinator as contained in this Article shall be compensated at the hourly rate of a minimum of \$50.00 effective upon the first full pay period after the ratification of the parties' Agreement, if the unit member agrees to perform such duties between Commencement and the first day of Fall classes, during Winter intersession, and during Spring vacation; provided, however, that such compensation shall not be paid for duties performed on assigned professional days as provided in Article 12.03.D.6. It is expressly understood that the President of the College or the President's designee shall inform the department chair or curriculum coordinator/work area/program coordinator/collegewide coordinator in a timely fashion should the employer desire to secure the services of the aforementioned unit member consistent with this Article.

For the Board of Higher Education:

/S/ Michael J. Murray

Date: 2/6/23

For The Massachusetts Community College Council:

/S/ Lisa G. Coole

Date: 2/6/23

APPENDIX D: CRITICAL THINKING INTENSIVE COURSES

Definition: Critical thinking is the process of purposeful, self-directed judgment. This process improves the quality of thinking and decision-making through reasoned, systematic consideration of context, concepts, methods and evidence.

Criteria: A critical thinking course will have (A) components of formally-stated assessments and strategies specifically designed to promote at least two (2) of the following objectives and (B) a process by which the course's critical thinking components will be assessed by the instructor and factored into the students course grade.

Objectives:

(The following are process objectives, which reflect thinking processes, as distinguished from content objectives.)
At the completion of the course students will be better able to:

- Evaluate and interpret the meaning of the textual material.
- Support a thesis with evidence appropriate to position and audience.
- Organize and connect ideas.
- View situations from different perspectives.
- Compare and contrast source material so that analysis can be made and theories can be proved or disproved.
- Draw inferences, suppositions, and conclusions from source materials.
- Perform a medley of solutions to a possible problem and present those solutions in a logical, coherent manner.
- Differentiate between fact and fiction, concrete and abstract, theory and practice.
- Make estimates and approximations and judge the reasonableness of the result.
- Apply quantitative and/or qualitative techniques, tools, formulas and theories in the solution of real-life problems and recognize when to apply those techniques, tools, formulas, and theories.
- Interpret data presented in tabular and graphical form and utilize that data to draw conclusions.
- Use quantitative relationships to describe results obtained by observation and experimentation.
- Interpret in non-quantitative language relationships presented in quantitative form.
- Apply the scientific method including methods of validating the results of scientific inquiry

December, 2001