

ARTICLE 17

PROFESSIONAL DEVELOPMENT

Section 1. College Level Funds. Each college will allocate faculty development funds at the rate of two hundred fifty dollars (\$250.00) per each full-time equivalent faculty position at the college during the preceding academic year. The MSCF Chapter shall determine an equitable procedure for the distribution of faculty development funds.

These funds are to be used to support the professional development of the faculty, the development needs of the academic departments or areas, and the planned instructional priorities of the college. Funds provided by this section shall be used for financing expenses for faculty members only to attend conferences, workshops, take college courses and other activities off-campus, or for the provision of on-campus activities for staff development of the faculty. These funds may be used to reimburse the cost of travel, housing, meals, and registration associated with participation in professional conferences, workshops, and similar meetings or memberships.

The committee may carry over a portion of the funds not used in one academic year to the next academic year as follows:

As of June 30, 2003, funds carried over from one academic year to the next academic year may not exceed one-third (1/3) of the college's total faculty development funds provided by this section for that year.

The college president or designee may review proposed faculty development expenditures, and may veto a proposed expenditure within one (1) week of its receipt if the proposed expenditures do not meet the purposes stated above.

Nothing in this section shall preclude the local MSCF Chapter from proposing to spend faculty development funds on joint activities with other groups at the college. Upon mutual written agreement, the MSCF Chapter president and college president may agree to another method for determination of the use of college level development funds.

Section 2. System Level Faculty Development Funds. For each fiscal year of this Contract, the Employer will allocate a pro-rata share of the funds identified in the budget as "staff development" for faculty development. Such funds will be used to provide statewide or regional conferences, workshops and other activities for the staff development of faculty members. The joint committee for faculty development comprised of at least three (3) faculty members appointed by the MSCF and at least three (3) administrators appointed by the Chancellor shall aid and advise the Chancellor or designee in the use of these funds.

Section 3. Sabbatical Backlog Fund. The parties agree to establish and maintain a sabbatical backlog fund in the amount of four hundred twenty thousand dollars (\$420,000.00). The purpose of this fund is to support additional sabbatical leaves beyond those generated by the formula at colleges with a significant backlog of eligible applicants. Each year, following the awarding of sabbatical leaves through the process set forth in Section 4., Subd. 1., colleges with two or more approved applicants who did not receive sabbatical leaves are eligible for these funds.

The funds shall be allocated by a committee comprised of MSCF and system office representatives. The committee shall consider the seniority and eligibility of applicants as well as the current and potential backlog situations and staffing needs of each college.

Each allocation of sixty thousand dollars (\$60,000.00) to a college shall cause the college to award one additional sabbatical.

Section 4. Sabbatical Leave. The purpose of sabbatical leaves is to give faculty members the opportunity to secure additional education, training, or experience which will make them better prepared for carrying out their college assignments, and will support the professional development of the faculty, the development needs of academic departments or areas, and the planned instructional priorities of the college/system mission.

No sick leave or personal leave shall be accumulated or credited to a faculty member during a sabbatical leave.

Subd. 1. Sabbatical Leave. A sabbatical leave shall be granted to unlimited full-time, temporary full-time and unlimited part-time faculty who meet the following criteria:

- A. The applicant must have continuously served the equivalent of six (6) or more academic years in the Minnesota state colleges with an aggregate of twelve (12) semesters of actual service without having been granted such an experience.

All continuous service in the Minnesota state colleges shall be included in the calculation of full-time equivalency. For purposes of this section, continuous service shall mean holding an assignment during each academic year. No more than one (1) year of service will be counted for each academic year. This total must be achieved prior to the commencement of the leave.

Faculty members may have one (1) semester in which the faculty member was on an approved unpaid leave count as one (1) of the twelve (12) semesters. If a faculty member is on an unpaid leave for one (1) year or more, the calculation of equivalent FTE will resume on the date of return.

Faculty members on notice of layoff are not eligible for a sabbatical leave. In the event that the faculty member's layoff notice is rescinded, a faculty member who has applied for and met all other requirements for a sabbatical leave shall be granted the sabbatical

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regardless of the number of sabbaticals that have already been granted if the faculty member is more senior than the least senior faculty member who was granted a sabbatical leave at that college.

- B. The faculty member has submitted a plan for a sabbatical leave that is designed to serve the purpose described above.
- C. The college president has certified that a replacement can be found. In individual cases where a replacement cannot be found, a faculty member determined to meet the other eligibility requirements in the year of request will not be denied a sabbatical leave in subsequent years based solely on this reason. This provision shall not be applicable to the faculty member after a sabbatical leave request is granted (unless the situation recurs after six (6) more years of service).
- D. Funds to cover the cost of the sabbaticals are available. Except in situations of financial exigency for the Minnesota state colleges, sabbatical leaves will not be denied for this reason.
- E. The number of sabbaticals approved for a stand-alone community college does not exceed ten percent (10%) rounded up to the next whole number or one (1), whichever is greater, of the unduplicated headcount of unlimited (including probationary) full-time faculty and the total FTE of the minimum guarantees for unlimited part-time faculty on November 1 as published in the seniority rosters for that year for the former MCCFA bargaining unit.

The number of sabbaticals approved for a stand-alone technical college does not exceed two and one-half percent (2 ½%) rounded up to the next whole number or one (1), whichever is greater, of the unduplicated headcount of unlimited (including probationary) full-time faculty and the total FTE of the minimum guarantees for unlimited part-time faculty on November 1 as published in the seniority rosters for that year for the former UTCE bargaining unit.

The number of sabbaticals approved for a consolidated college shall be the combined total not to exceed ten percent (10%) for former MCCFA and two and one-half percent (2 ½%) for former UTCE, each rounded up to the next whole number or one (1), whichever is greater, of the unduplicated headcount of unlimited (including probationary) full-time faculty and the total FTE of the minimum guarantees for unlimited part-time faculty on November 1 as published in the seniority rosters for that year for the MSCF bargaining unit.

Subd. 2. Application Procedure. Application for a sabbatical leave shall be submitted to the college president or designee between October 24 and November 15 in the year preceding the academic year during which the faculty member is planning to initiate the sabbatical. The application must be delivered to the college president or designee by November 15 or mailed by certified mail not later than November 15 to be considered. Notification of approval or rejection will be provided by the college president or designee no later than January 15.

If a faculty member desires to change the substance of the plan that was previously approved by the college president or designee, the faculty member shall submit an amended plan to the college president. If the president fails to approve the amended plan, the faculty member may submit an alternative plan(s).

Subd. 3. Selection of Applicants. If the number of applicants in a given college exceeds the number of sabbatical leaves generated by the calculation contained in Subd. 1E. above, approval will be granted to those who have the greatest number of continuous years of full-time equivalent service based on the date of employment or the date of return after the last sabbatical leave, whichever is most recent. In the event of a tie, the sabbatical leave will be awarded to the applicant with the greatest system wide seniority. Then, if a tie still exists, the tie shall be broken by the flip of a coin. At the request of either party, the tie shall be broken in the presence of an MSCF representative.

If there are no sabbaticals available, the applicants may, at their option, fill vacancies created by cancellations at their college in order of descending number of years of service. In case of ties, selection will be made in accordance with the tie-breaker procedure above. Applicants must make a separate application each year that they wish to be considered for a sabbatical leave.

Subd. 4. Additional Sabbatical Leaves. If requested by a college president and agreed to by the system office and the MSCF, additional sabbatical leaves may be approved. If a tie still exists, the tie shall be broken by a flip of the coin. At the request of either party, the tie shall be broken in the presence of a MSCF representative.

Subd. 5. Refusal of An Approved Sabbatical Leave. When a sabbatical leave is granted and the faculty member wishes to refuse it, the faculty member may make a written request to the college president stating this fact. The college president shall submit this request along with a recommendation to the Chancellor or designee for approval. If the Chancellor or designee grants the request, the faculty member shall forfeit eligibility for a sabbatical leave until such faculty member has served the equivalent of four (4) more full-time academic years in the state colleges as a full-time or unlimited part-time faculty member without a break in service unless the Chancellor or designee chooses to waive this requirement. The determination of whether or not the four (4) year waiting period will apply shall be made at the time the refusal is approved. Any semester interrupted by thirty (30) or more working days of unpaid leave shall not count toward the four (4) year requirement. This total shall be achieved prior to the commencement of the sabbatical leave.

Subd. 6. Prior Service Time. Time spent in the former UTCE and MCCFA bargaining units shall be carried forward and included in the calculation of service eligibility for sabbatical leaves in this Contract.

Subd. 7. Sabbatical Return Requirements. A faculty member who has taken a sabbatical leave shall be required to return to her/his college for at least two (2) consecutive semesters of service. Summer session work shall not count toward fulfilling this requirement. If the faculty member fails to do so, the faculty member will be required to repay the salary that was paid by

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the Employer during the sabbatical leave unless the Chancellor or designee chooses to waive this requirement because of special circumstances. The repayment shall be completed no later than the beginning of the academic semester in which the faculty member was expected to return.

Upon returning from the sabbatical leave, the faculty member shall submit a written description of plan activities undertaken during the sabbatical leave.

Subd. 8. Sabbatical Leave Benefits. Sabbatical leaves may be granted for one (1) or two (2) consecutive semesters in an academic year with full base salary for one (1) semester or with two-thirds (2/3) of base salary for two semesters. The second sabbatical, if for a full-year, will be at eighty percent (80%) base salary, and any subsequent sabbaticals, if for a full-year, will be at ninety percent (90%) of base salary. The first sabbatical does not have to be a full-year sabbatical to qualify for the eighty percent (80%) benefit during the second sabbatical. The second sabbatical does not have to be a full-year sabbatical to qualify for the ninety percent (90%) benefit during the third sabbatical. In the case of unlimited part-time faculty "full base salary" shall be the average of the salary for the three (3) years prior to the sabbatical year. This calculation shall not affect the faculty members' minimum guarantee.

Effective for faculty hired into an unlimited position on or after July 1, 2008, sabbaticals will be paid at eighty percent (80%) of base salary for full year sabbaticals and one hundred percent (100%) for one semester sabbaticals. All new hires include: TFT conversions and former TPT/Adjunct and Customized Training faculty who are newly appointed to an unlimited position.

Faculty members on sabbatical may accept scholarships, fellowships, grants or employment during the leave.

Time spent on sabbatical leave shall be counted as continuous service for all purposes for which continuous service is a factor in the Minnesota state colleges.

Section 5. Faculty Internships. An unlimited faculty member may apply for an internship under the following conditions:

Subd. 1. Purpose. The purpose of internship is to give faculty members the opportunity to update and enhance the faculty member's technical background, job knowledge, or teaching skills.

Subd. 2. Benefits. For internships that are assigned as part of the faculty member's regular duty days, the faculty member shall receive his or her regular pay and benefits. For internships that are not part of the faculty member's regular duty days, the faculty member shall receive a stipend of one hundred and fifty dollars (\$150.00) per day.

Subd. 3. Selection of Applicants. A committee jointly appointed by the Shared Governance Council and the college president will determine eligible applicants based on the purposes stated in Subd.1 above. The list of eligible applicants shall be forwarded to the college president or designee. Notification of approval or rejection will be given by the college president or designee to all applicants.

Subd. 4. Return Requirements. A faculty member who has taken an internship shall be required to return to his/her college for at least one (1) academic semester if paid for four (4) weeks or more for an internship. If the faculty member refuses to do so, the faculty member will be required to repay the stipend that was paid by the Employer during the internship unless the Chancellor or designee chooses to waive this requirement because of special circumstances. The repayment shall be completed no later than the beginning of the academic semester that the faculty member was expected to return.

If a report of activities was required in the approval process for the internship then the faculty member shall submit a written report of the activities undertaken during the internship.