

**COLLECTIVE BARGAINING AGREEMENT**

between the

**Pasco-Hernando State College**

and the

**United Faculty of Florida, Pasco-Hernando  
State College Chapter**

**2026-2028**

## **TABLE OF CONTENTS**

<b>Article 1. Definitions .....</b>	<b>1</b>
<b>Article 2. General Provisions.....</b>	<b>3</b>
Section 2.1 Duration of Agreement .....	3
Section 2.2 Non-Assignment .....	3
Section 2.3 Waiver .....	3
Section 2.4 Contract Printing and Distribution .....	3
Section 2.5 Strikes and Strike-Related Activity .....	3
<b>Article 3. Union Rights .....</b>	<b>4</b>
Section 3.1. Use of Facilities .....	4
Section 3.2. Access to Faculty .....	4
Section 3.3. Access to Information .....	5
<b>Article 4. Management Rights.....</b>	<b>6</b>
Section 4.1 General Authority.....	6
Section 4.2 Scope of Bargaining.....	6
Section 4.3 Dispute Resolution.....	6
<b>Article 5. Grievance Procedure .....</b>	<b>7</b>
Section 5.1. Purpose.....	7
Section 5.2. Definitions.....	7
Section 5.3. Process .....	8
Section 5.4. Other Provisions.....	10
<b>Article 6. Reduction in Force .....</b>	<b>11</b>
Section 6.1. General Provisions .....	11
Section 6.2. Layoff Considerations .....	12
Section 6.3. Recall .....	12
<b>Article 7 Faculty Evaluations .....</b>	<b>13</b>
Section 7.1. General Provisions .....	13
Section 7.2. Components of Faculty Evaluations .....	13

Section 7.3.	Procedures.....	14
Section 7.4.	Evaluation Calendars.....	15
<b>Article 8</b>	<b>Faculty Duties and Responsibilities .....</b>	<b>17</b>
Section 8.1.	Faculty Workweek.....	17
Section 8.2.	Course Scheduling.....	17
Section 8.3.	Standard Course Syllabus .....	18
Section 8.4.	Office Hours .....	18
Section 8.5	Course Load and Obligations.....	19
Section 8.6	Faculty Overloads.....	20
Section 8.7	Substitute Teaching.....	21
Section 8.8	Business and Professional Expenses.....	21
<b>Article 9.</b>	<b>Compensation .....</b>	<b>22</b>
Section 9.1.	Classification Plan and Salary Schedules and Initial Placement of Newly Hired Instructional Employees .....	22
Section 9.2.	Department Chairs and Program Directors .....	24
Section 9.3.	Payroll Practices.....	25
<b>Article 10.</b>	<b>Faculty Contracts and Recertification .....</b>	<b>26</b>
Section 10.1.	Faculty Contracts.....	26
Section 10.2	Recertification .....	26
<b>Article 11.</b>	<b>Benefits .....</b>	<b>27</b>
Section 11.1.	Benefits .....	27
Section 11.2.	Future Changes.....	27
Section 11.3.	Benefits During Summer.....	27
<b>Article 12.</b>	<b>Leaves of Absence .....</b>	<b>28</b>
<b>Article 13.</b>	<b>Faculty Rights.....</b>	<b>29</b>
Section 13.1.	Academic Freedom .....	29
Section 13.2.	Right to Privacy .....	30
Section 13.3.	Safe Workplace.....	30
Section 13.4.	Outside Employment.....	31
Section 13.5.	Faculty Offices.....	31

Section 13.6.	Parking .....	31
Section 13.7.	Enhancement of Professional Skills .....	31
Section 13.8.	Minimum Credentials.....	32
Section 13.9.	Committees .....	32
Section 13.10.	Legal Assistance .....	32
Section 13.11.	Weingarten Rights.....	33

# Article 1. Definitions

Unless explicitly stated otherwise in this Agreement, the terms defined in this section shall have the meaning or reference indicated throughout this Agreement:

**Academic-Year Contract:** The term of duty for full-time faculty, which may be 9 months and 30 equivalent credit hour (ECH) base teaching load.

**Administration:** The group of employees designated by the Board as administrators.

**Administrator:** An employee so designated by the College President, whose duties include the supervision and evaluation of other employees, recommendation for employment and termination of other employees, and management of College resources and facilities.

**Agreement:** This contract between the Board and the Union.

**Bargaining Unit:** All full-time instructional personnel as defined by the Florida Public Employees Relations Commission (PERC) in certification number.

**Board:** The Board of Trustees of Pasco-Hernando State College.

**Business Day:** A day during which the college operates and conducts business.

**Classroom:** Either a physical or virtual space in which instruction takes place, including instructional library, advising and learning spaces.

**College:** Pasco-Hernando State College.

**College President:** The President of the College as designated by the Board.

**Continuing Contract Faculty:** Full-time instructional personnel that have earned and been awarded a continuing contract from the College in accordance with Board Rule 6H x19.2-55.

**Full-Time Faculty:** faculty on an annual contract or on a continuing contract and consist of instructional personnel whose primary responsibility is teaching.

**In-Service Day:** a contractual day of service scheduled on a teaching or non-teaching day.

**Non-Continuing Contract Faculty:** Full-time instructional personnel that are on annual contract in accordance with Board Rule 6H x19.2-55.

**Supplemental Course:** Optional additional course section beyond a faculty members base teaching load for any given semester, to include no more than 6 ECH or 75 contact hours

**Overload Section:** A section of a course assigned to a faculty member who has already fulfilled his or her base teaching load and supplemental teaching allowance.

**Release Time:** Time taken out of a FT Faculty member's base teaching load for non-instructional activities equated in credit hour (ECH) increments.

**Union:** The United Faculty of Florida Chapter at Pasco-Hernando State College, affiliated with the FEA, NEA, AFT, and AFL-CIO, also known as UFF-PHSC.

**Work/Contact Hours:**

- A. Clock Hour – Sixty (60) minutes
- B. Office Hour – Sixty (60) minutes
- C. Contact Hour – Fifty (50) minutes
- D. Laboratory Contact Hour – Fifty (50) minutes
- E. Clinical Contact Hour – Fifty (50) minutes
- F. Semester/Credit Hour – The unit of course credit as specified in the College catalog.

## **Article 2. General Provisions**

### **Section 2.1 Duration of Agreement**

- A. This Agreement shall be effective when ratified by both parties and shall remain in force and effect through June 30, 2028.
- B. Each party shall be entitled to open Article 40 9 (Compensation) and/or two other articles of its choice for the 2026-2027 and 2027-2028 contract years. Additional articles may be opened only with the mutual agreement of the parties except where specified otherwise elsewhere in this Agreement.

### **Section 2.2 Non-Assignment**

The rights, duties, and obligations of the employer and the Union included in this Agreement shall not be assigned or transferred without the written consent of both parties.

### **Section 2.3 Waiver**

Failure of either party to require performance by the other party of any condition of this Agreement shall not affect the requirements of the parties to perform it at any time thereafter, nor shall the waiver of any alleged breach of a provision of this Agreement be construed as a waiver of said provision thereafter.

### **Section 2.4 Contract Printing and Distribution**

The employer shall make an electronic version of the Agreement available on the College website.

### **Section 2.5 Strikes and Strike-Related Activity**

The parties recognize and acknowledge that, as set forth in Section 447.203(6), 447.501(2)(e)-(f), 447.505, 447.507, and 447.509 of the Florida Statutes, strikes and strike-related activity in public-sector employment is expressly prohibited by Florida law. The Union agrees that it shall not instigate, authorize, or otherwise endorse any strike or strike-related activity prohibited by Florida law. In the event of an alleged violation of the statutory provisions referenced in this section, the Employer may seek any relief available to it in the circuit courts, as provided by Section 447.507 of the Florida Statutes.

## **Article 3. Union Rights**

### **Section 3.1. Use of Facilities**

- A. The Employer shall make available to the Union the use of College facilities on the same basis as the facilities are made available to third party organizations, provided that the Union complies with the same request and approval process applicable to third parties and in place at the time of the request. Such requests will be approved when space is available, and notice of approval or denial shall be promptly given after a determination can be made regarding availability. Notwithstanding any fee charged to other third-party organizations, the Employer agrees not to charge the Union a fee for routine use of its facilities for its regular Union business meetings during standard work hours.
- B. The Union shall have the right to use without cost the internal College mail system, including e-mail, solely to provide notice of the date, time, and location of union meetings to members of its bargaining unit. Such notice shall be provided concurrently to the College President and Vice President and Chief Academic Officer.
- C. The Administration shall provide the Union access to a 3'x5' bulletin board on each campus, in a work area determined by the Employer, for the exclusive use of the Union for the posting of notices of Union meetings and official Union business; however, nothing shall be posted which contains foul or abusive language; political advertisements or endorsements, business advertisements, personal solicitation, or any matter that is detrimental to any individuals or to the Employer. A copy of any materials to be posted on the bulletin board as specified above shall be sent to the College President at the time of such postings. All notices shall be signed by an authorized Union representative.

### **Section 3.2. Access to Faculty**

- A. If the College conducts a campus-wide or College-wide orientation for newly employed faculty, the Union may, at its sole discretion, provide a packet of information to be distributed with orientation materials. The Administration will notify the Union of the date of such orientation and number of participants prior to the orientation.
- B. If the College conducts a campus-wide or district-wide meeting, in-service, or professional development day or event for faculty members, the Union may, on request, be provided, when available, with a physical space in close proximity to the location of the event to meet with faculty who voluntarily elect to attend and

distribute materials. In the event the Union wishes to hold a faculty meeting during such a day or event as described above, the College shall include notification of the Union's voluntary meeting in the program of events upon request by the Union, provided that the Union's meeting shall not be deemed to be a part of the College's agenda for the meeting or event or in conflict with required meetings/professional development.

### **Section 3.3. Access to Information**

The College shall comply with Florida's Public Records Law and make all documents available that are not otherwise privileged or confidential under applicable law, which are not already available on the College's internet or intranet sites.

## **Article 4. Management Rights**

### **Section 4.1 General Authority**

- A. All management and operational authority of the College, including the direction of its workforce and the establishment of policies, programs, and procedures, shall remain exclusively vested in the College, except as expressly and specifically limited by this Agreement and by Section 447.209, Florida Statutes.
- B. Such rights include, but are not limited to, the authority to: Establish, modify, or discontinue educational programs, courses, services, or facilities to meet institutional and community needs;
  - 1. Hire, assign, evaluate, or promote, personnel consistent with applicable law;
  - 2. Determine staffing levels, work assignments, schedules, and methods of instruction and service delivery;
  - 3. Develop, implement, and enforce administrative rules, procedures, and policies necessary to maintain the safety, efficiency, and effectiveness of operations;
  - 4. Allocate and expend funds; determine budgets, revenues, and expenditures;
  - 5. Respond to emergencies or operational exigencies; and
  - 6. Take such other actions as are necessary to fulfill the College's mission and ensure a safe, healthy, and effective learning environment for students, faculty, and staff.

### **Section 4.2 Scope of Bargaining**

Nothing in this Article shall be construed to restrict the College's right to make decisions regarding the operation or administration of the institution. However, the Union retains the right to bargain the *impact* of such decisions only when they directly and materially affect wages, hours, or other explicit working conditions of bargaining-unit members.

### **Section 4.3 Dispute Resolution**

Disputes concerning whether the College has a duty to bargain under Chapter 447, Florida Statutes, shall not be subject to the grievance or arbitration procedure of this Agreement but shall be handled exclusively in accordance with Section 447.501 and related provisions of law.

## **Article 5. Grievance Procedure**

### **Section 5.1. Purpose**

The parties agree that prompt and just settlement of grievances is of mutual concern and interest. The purpose of this procedure is to secure prompt, just, and efficient resolution of grievances. The parties agree that grievances should be resolved at the lowest possible level. To these ends, the parties shall make available to one another all known facts and information pertinent to any pending grievance, without cost, to facilitate resolution of grievances. This procedure shall be the sole and exclusive method of resolving all grievances that arise under this Agreement.

### **Section 5.2. Definitions**

- A. Grievance – an alleged violation by the Administration or one of its agents or representatives of one or more articles or sections of this Agreement which are not expressly excluded from forming the basis of a grievance.
- B. Grievant – the member(s) of the Union’s bargaining unit, or the Union itself, alleging a grievance.
- C. Grievance Form – the form provided in Appendix 1 to be used for all filings, responses, and escalations of grievances. The Grievance Form shall include a statement of the grievance and the facts involved, the specific article(s) and/or section(s) of this Agreement alleged to have been violated, and the remedy requested. Neither the employer nor the union is required to process a grievance in the absence of a completed Grievance Form.
- D. Representative – an individual designated by the Union to represent and act for and on behalf of the grievant throughout the grievance procedure
- E. Working Days - unless otherwise stated herein, working days shall mean the College business days in accordance with the Board-Approved College calendar. All references to working days in this Article shall exclude official College Holidays/recesses applicable to the bargaining unit members, even in cases where the College remains open.
- F. Moving party –The moving party who filed the grievance. The moving party shall bear the burden of proof and shall be the first to present evidence in the event the grievance is moved to arbitration.

## Section 5.3. Process

- A. Informal step: a grievant shall first informally discuss their grievance with their immediate supervisor when possible within 20 days of the decision or events giving rise to the grievance or the grievant's knowledge of the decision or events giving rise to the grievance, whichever is later. If not satisfied at the outcome of the informal discussion, the grievant may file a formal Level 1 grievance with their immediate supervisor within 10 days of the date of the informal discussion.
- B. Level 1: upon receipt of the Grievance Form, the immediate supervisor shall have 10 days to provide a written disposition to the grievant sustaining or denying the grievance. If not satisfied at the outcome of Level 1, the grievant may appeal the decision by filing a Level 2 grievance within 10 days of the date of receipt of the Level I written disposition.
- C. Level 2: upon receipt of the Grievance Form, the Vice President and Chief Academic Officer- shall have 10 days to meet with the grievant to discuss the appeal. The Vice President and Chief Academic Officer shall then have 10 days to provide a written disposition sustaining or denying the grievance in whole or in part. If not satisfied at the outcome of Level 2, the grievant may escalate to Level 3 within 10 days of the date of receipt of the Level 2 written disposition.
- D. Level 3: Upon receipt of the Grievance Form, the President may, but is not required, to request a meeting with the employee and/or Union representative. In any event, the President shall have 10 days to provide a written disposition sustaining or denying the grievance in whole or in part. If not satisfied at the outcome of Level 3, the grievant may escalate to arbitration within 10 days of the date of receipt of the Level 3 written disposition. Any objections to the arbitrability of a grievance must be expressly stated in the Level 3 written disposition.
- E. Arbitration: The final step of this grievance procedure is arbitration before a neutral third-party.
  - 1. Once a grievance is escalated to Arbitration, the parties may confer to mutually agree on an arbitrator. Otherwise, the moving party shall file a request with the Federal Mediation and Conciliation Services (FMCS) for a panel of at least seven arbitrators with a business address within 125 miles of at least one of the College's campuses. The arbitration shall proceed according to the rules of the FMCS in all respects not inconsistent with this Agreement. In the event the parties select an arbitrator through striking of names, the party striking first shall be determined by a coin flip.

2. Once selected, the arbitration will proceed in accordance with reasonable requests and orders of the arbitrator. The hearing shall be scheduled as soon as practicable and shall be held within either Pasco County or Hernando County, Florida, unless the parties mutually agree otherwise. The moving party shall be the first to present its case. Release time shall be granted to the grievant and to any witnesses called by the Union.
3. Issues of arbitrability are within the sole jurisdiction of the arbitrator to resolve. When possible, the arbitrator shall conduct a hearing via conference call to determine arbitrability and shall issue a decision on arbitrability within 15 days. The 15 day timeframe may be extended by mutual agreement of the parties. If the grievance is deemed not arbitrable, it shall be referred to the parties without decision or recommendation on its merits.
4. The arbitrator shall have no power to add to, subtract from, modify, or alter the terms of this Agreement. Where an Administrator has made a judgment involving the exercise of discretion, the arbitrator shall not substitute his or her judgment for that of the Administrator so long as the arbitrator finds that the exercise of discretion was not arbitrary or capricious. The arbitrator's jurisdiction shall be over the interpretation and application of this Collective Bargaining Agreement with respect to the issues submitted for arbitration. The arbitrator's decision shall be final and binding upon the parties. Notwithstanding any other provision of this Agreement and without regard to whether the Union alleges any other provision of this Agreement has been violated, under no circumstances shall the arbitrator have any authority to review or modify a decision by the College as to (1) discipline or discharge, (2) whether to award a continuing contract, or (3) the nonrenewal of an annual contract. Neither party shall be compelled to engage in any arbitration seeking to review or modify a College decision in any of these areas, and the parties agree that the arbitrator's failure to abide by these limitations shall be grounds for vacating the arbitrator's decision pursuant to Section 682.13(1)(d) of the Florida Statutes.
5. All fees and expenses mutually incurred pursuant to arbitration shall be equally shared by the parties. In the interest of keeping such expenses to a minimum, it is the intent of the parties to keep the use of transcriptions by a court reporter to a minimum. The parties shall split the fees for a court reporter's appearance and transcript only when the parties mutually agree to the use of a court reporter, or the use of a court reporter is requested by the arbitrator. Each party shall itself bear the costs of preparing and presenting its case, such as expenses associated with witnesses, including expert

witnesses, and attorneys' fees and expenses. Under no circumstances will either party be ordered to pay the attorneys' fees of the opposing party.

## **Section 5.4. Other Provisions**

- A. A reasonable effort should be made to expedite the process before time limits are reached, however the time limit at each step is the maximum. Time limits may be extended by mutual agreement. Failure by a grievant to submit, process, or advance the grievance within the time limits set forth in this Article shall constitute a withdrawal of the grievance. Failure by the administration to timely meet with a grievant or timely issue a written disposition regarding a grievance shall constitute a denial of the grievance at that step and shall trigger the timeline for the grievant to advance the grievance.
- B. A grievance may be withdrawn at any time during any step of the process. A grievance may be amended at any time during any step of the process up to the arbitrator's official appointment by submitting the amended grievance on the Grievance Form.
- C. If an individual faculty member attempts to file a grievance without a designated Union representative, the employer shall notify the Union as soon as practicable. Under no circumstance shall the employer permit an individual faculty member to access the grievance or arbitration mechanisms of this Agreement over the objections of the Union. The Union acknowledges the right of a bargaining unit employee who is not a member of the Union to submit a grievance to arbitration where the Union elects not to pursue arbitration on the employee's behalf for reason of the employee's status as a non-member of the Union. The Union must provide the employer with written assurance that it is declining to pursue arbitration solely due to the aggrieved employee's nonmember status. The outcome of any grievance in which the Union chooses not to intervene because of the employee's nonmember status shall create no practice or precedent with respect to the interpretation or application of this Agreement.
- D. If a grievance affects faculty members under multiple supervisors or arises out of a decision not within the power of a faculty member's immediate supervisor to alter, the grievant(s) may initiate the grievance process at Level 2.

# Article 6. Reduction in Force

## Section 6.1. General Provisions

- A. A reduction in force (“RIF” or “layoff”) is an involuntary separation of one or more employees from their employment due to a financial exigency or lack of work. The parties recognize both the Administration’s right under F.S. 447.209 to initiate layoffs, and the Union’s right to negotiate the impact of such decisions and to file a grievance where such decisions are alleged to violate provisions of this Agreement. The parties further recognize that the interests of students, faculty, and the College are best served by cooperation between the Union and the Administration to seek alternative solutions to layoffs.
- B. In the event that the District Board of Trustees determines it is necessary to reduce its workforce, such reductions shall be based on objective, reasonable, and nondiscriminatory standards that (1) shall not be arbitrary or capricious and (2) shall not deprive employees of other rights conferred by the laws of the State of Florida or the United States. Reduction in force may be necessary due to a decline in enrollment, a lack of funds, consolidation or reduction of programs, or other reasons as determined by the Board.
- C. Whenever the Board is required to consolidate or eliminate regularly funded positions (excluding grant-funded positions) resulting in a reduction in force, the Union and personnel who are to be released will be notified as soon as possible. At least a one-month notice will be provided when feasible, and a minimum of two weeks shall be required.
- D. No employee shall be subject to layoff while there is a vacancy in a comparable position for which the employee is credentialed and qualified. No continuing contract employee shall be subject to layoff while there is a non-continuing contract employee holding a comparable position for which the continuing contract employee is credentialed and qualified. Placement of an employee into a different position as a result of layoffs shall be treated as an involuntary transfer in all respects not explicitly specified in this Article.
- E. Employees who are subject to layoff will be eligible for severance pay in accordance with Board Rule 6Hx19-2.64.

## **Section 6.2. Layoff Considerations**

In the event of a layoff, in determining which employees will be affected, due consideration will be given to such factors as efficiency in performance as determined by existing evaluations, educational qualifications and/or expertise in assigned position, compatibility, character and capacity to meet the educational and service needs of the College and the community. If all factors are equal, length of service at the College will be the determining factor.

## **Section 6.3. Recall**

- A. For one year following layoff, faculty members who are released from employment pursuant to this Article shall have right of first refusal to be recalled to any subsequently posted vacant comparable position at the College for which they are credentialed and qualified.
- B. Recall of laid off faculty members shall abide by the following procedures:
  - 1. When a bargaining unit vacancy is posted, e-mail notification shall be sent to all laid off employees at their last known e-mail address, if the employee has provided the College with an email address.
  - 2. If one laid off employee applies for the comparable position who is credentialed and qualified, he or she shall be offered the position.
  - 3. In the event there is more than one such applicant, the position shall be offered to the applicant determined by the College to be best suited for the position according to the criteria set forth in Section 2.
  - 4. Any offer of re-employment pursuant to this section must be accepted within ten (10) days after the date of offer. The Union shall be notified of all such offers of re-employment.
  - 5. If the offer of re-employment is rejected or the employee does not respond to the offer, the laid off employee shall receive no further recall consideration under this Article.
  - 6. If the offer of re-employment is accepted, the laid off employee shall resume at the same rank, the same contract status, and a salary no less than he or she held at the time of layoff.

# **Article 7 Faculty Evaluations**

## **Section 7.1. General Provisions**

Pasco-Hernando State College supports a formalized system of performance evaluations for all employees. The evaluation of Faculty shall be the responsibility of PHSC administration.

- A. The purpose of faculty evaluations is to promote the highest quality student instruction and faculty job performance. No member of the UFF-PHSC bargaining unit shall be assigned to conduct an evaluation of another member of the UFF-PHSC bargaining unit.
- B. Faculty not on continuing contract will be formally observed and evaluated once a year during fall or spring semester. First year faculty will be evaluated during their second semester of employment. Continuing contract faculty shall receive an evaluation annually and observed once every three years during fall or spring semester. The evaluation calendar will be followed for completed classroom observation and evaluation
- C. The purpose of faculty evaluations is to promote the highest quality student instruction and faculty job performance. No member of the UFF-PHSC bargaining unit shall be assigned to conduct an evaluation of another member of the UFF-PHSC bargaining unit
- D. Timeline: a calendar of deadline dates for completion of the various components of the evaluation will be followed as outlined in Article 6: Section 6-4 while providing reasonable time for faculty compliance. The Administration reserves the right to do additional evaluations for faculty on annual contract or where warranted by performance concerns. Each evaluation will cover the period since the previous evaluation.
- E. Evaluations will be conducted by the faculty member's immediate supervisor. For faculty members who have both a primary and a secondary supervisor, input from both supervisors will be considered and included into a single overall evaluation form.

## **Section 7.2. Components of Faculty Evaluations**

Evaluations are conducted by the faculty member's immediate supervisor and consist of the following:

- A. Formal Observations from classroom visits documented on the appropriate

form

- B. Faculty self-evaluation
- C. Student evaluations submitted on the appropriate form
- D. Review of Professional Development/Learning Plan (for non-Continuing Contract faculty)
- E. Final Written Evaluation
- F. Evaluation Conference
- G. Faculty responses (at the option of the faculty member)
- H. Any other information bearing on the faculty member's performance.

### **Section 7.3. Procedures**

- A. Formal classroom observation shall be scheduled by the Dean (or designee). Faculty shall be given an opportunity to provide availability or scheduling considerations, as determined by the Dean.
- B. Faculty shall be provided the completed classroom observation form and full evaluation report prior to meeting with their respective supervisor for the Post Evaluative Conference.
- C. If the supervisor fails to conduct a formal evaluation pursuant to this Article, and the faculty member submitted their portion of the faculty self-assessment and supporting materials, a faculty member's performance will be considered "Proficient" until a completed evaluation by their supervisor (or interim) is submitted by the end of the next academic term.
- D. The faculty member's performance will be measured against the following performance criteria:
  - 1. Exceeds Expectations: Performance which always exceeds the standards of the College as defined by the College.
  - 2. Meets Expectations: Performance which generally meets the standards of the College as defined by the College.
  - 3. Needs Improvement: Performance in some area(s) is below the standards of the College as defined by the College. Improvement is required. Defined goals

- for improvement along with specified professional development measures and training activities will be included in the faculty professional development growth plan.
4. Unsatisfactory: Performance does not meet the standards of the College as defined by the College and a performance plan is required with defined goals and a timeline for improvement, along with specified professional development measures and training activities.
  5. Not Applicable: Does not apply to the faculty member's current assignment.
- E. A Faculty member whose performance review indicates an area of concern shall work with their supervisor to develop a Performance Improvement Plan (PIP) to resolve that concern prior to the end of the following full. It shall include specific performance objectives and timelines designed to assist the faculty in meeting the stated expectations.
- F. A faculty member may file a grievance alleging contract violations over the evaluation process if this process is not followed and the issue is not adequately resolved informally but may not file a grievance about the rating or content of the evaluation, with the exception of a false statement. The faculty member may submit a response to the evaluation.
- G. A faculty member shall have the right to have a Union representative present at the post evaluation conference. With advance notice given to the faculty member, a supervisor may invite others that are not members of the bargaining unit to the post evaluation conference for subject matter expertise or leadership development purposes.
- H. The faculty member's completed evaluation, appendices, and written response, if any, shall be filed in the employee's records on file and/or electronic database system as designated to house faculty evaluation records

## **Section 7.4. Evaluation Calendars**

### **Deadlines for Continuing Contract (CC) Faculty evaluations:**

- **January 30** - Supervisors conclude classroom observations (Every 3 years).
- **February 1** - Faculty submit self-assessments to their supervisor.
- **February 28** - Supervisors complete the PR.

- **March 15** - Deadline for Academic Vice President (VP) to accept PR appeals.
- **March 20** - Supervisors submit the PR to HR.

**Deadlines for First Year and Annual Contract (AC) Faculty evaluations:**

- **December 1** - Supervisors conclude classroom observations.
- **December 1** - Faculty submit self-assessments to their supervisor.
- **January 15** - Supervisors complete the PR.
- **January 25** - Deadline for Academic VP to accept PR appeals.
- **February 1** - Supervisors submit the PR to HR.

**Note:** *When a deadline date falls on a weekend, holiday, or non-working period, then the prior workday is the deadline. Any interruptions to the academic calendar as a result of class cancellations shall be taken into account.*

# **Article 8 Faculty Duties and Responsibilities**

## **Section 8.1. Faculty Workweek**

- A. The workweek of a full-time instructional faculty member during the fall and spring terms shall be thirty-five (35) hours per week, excluding time for any extra pay courses.
- B. Each faculty member employed on a full-time basis must be on duty every day in a given term except for approved leave. Duty days may vary among faculty based on their instructional assignments and office hours as approved by their administrative supervisor.
- C. The equivalent of fifteen (15) hours per week shall be spent in course instruction. Ten (10) hours per week shall be spent in office hours. to bring the total hours spent in instruction and office hours to 25 per week. The remaining ten (10) hours may be used to engage in campus and College activities, grading and class preparation, or professional development activities.

## **Section 8.2. Course Scheduling**

- A. Academic deans or associate deans, in coordination with campus directors, department chairs, and program directors, are responsible for the assignment of all course sections. In so doing, scheduling preferences from faculty shall be solicited and considered, but not guaranteed. To ensure availability of courses for students, the College will honor faculty requests when possible and deemed to be in the best interests of the College.
- B. Administration will be responsible for ensuring that all full-time faculty members receive their full instructional load of 15 ECH each semester or equivalent
- C. It is the responsibility of the Administration to assign faculty members to teach courses in their respective academic disciplines at times and locations and/or in instructional areas which meet the needs of students, subject to the provisions set forth above.
- D. Assignment of Online Course Sections. The developer (SME) of an online master course shall have first choice for assignment to up to two (2) sections of the course for the first academic year. The remaining sections shall then be distributed to those faculty expressing interest to fulfill their fifteen-hour teaching load.
- E. Full-time faculty may request a maximum of two online sections per semester

for load, with the remainder taught in face-to-face sections unless the College waives that requirement for all faculty during a specific term. For courses in programs taught entirely online, more than two (2) online sections of a course may be assigned to an individual faculty member.

- F. Assignment of Supplemental Sections. Full-time faculty members who timely declare an interest in being assigned to extra-pay course sections shall have priority in assignment to such sections for up to 6 ECH in the fall and spring terms.
- G. Consideration for summer overload assignments shall be given to full-time faculty who indicate interest when scheduling preferences are requested, with consideration given first to faculty who meet performance ratings of Exceeds Expectations or Meets Expectations, subject to program needs and available instructional load.
- H. Classes with low enrollment, which would normally cause a class to be cancelled, may be prorated for reduced Equivalent Credit Hours (ECH). If the faculty member is otherwise able to meet their base load, then this will be paid as supplemental instruction. If this brings a faculty member below their base load, they may accept additional assignments to meet their base load. Faculty have the right to decline supplemental instruction.

### **Section 8.3. Standard Course Syllabus**

To ensure compliance with Rule 6A-14.092, *Textbook and Course Material Affordability and Transparency*, the College must prominently post and make publicly accessible course syllabi (Simple Syllabus) for all course sections as early as feasible, but no later than forty-five (45) days before the first day of classes for each term. The College will notify faculty of these deadlines and collaborate with them to ensure that syllabi are completed in a timely manner and meet all state-mandated submission requirements.

### **Section 8.4. Office Hours**

- A. Office hours denote regularly scheduled time periods during which faculty members are available for one -on-one or small group consultations with students in a non-classroom setting to provide instructional, program-related, or similar academic assistance to students on an as-needed basis. Instructional and office hours will be established at times to ensure optimal availability and accessibility by faculty to their students. Office hours may be conducted by the faculty member in any of the following venues:
  1. The faculty member's assigned office

2. A classroom on campus
  3. Online (maximum of five hours per week), with the advance approval of the faculty member supervisor.
  4. In the Academic Success Center (ASC) laboratory or library
- B. Faculty members are generally expected to schedule office hours at dates and times appropriate to their class schedule. The location(s), time(s), and duration(s) of office hours shall be determined by the faculty member and approved by the supervisor. The supervising administrator may require adjustments where the proposed schedule does not reasonably provide opportunities for students to take advantage of office hours.
- C. A regular schedule of office hours shall be made available in writing to the faculty member's students and supervising administrator by Friday prior to class start date each semester. Each faculty member shall maintain and post scheduled office hours in a conspicuous place at or near the faculty member's office door. The faculty member shall have the right to amend his or her regular schedule of office hours until the end of the first week of classes. Any deviations from the regular schedule shall be made known to the faculty member's students as soon as is practicable, and also provided to their supervisor.

## **Section 8.5 Course Load and Obligations**

- A. All courses offered at the College will be designated as one of the following:
1. Lecture
  2. Laboratory
  3. Clinical
  4. Distance Learning
  5. Independent Study Course/Directed Study Course.
- B. Each full-time faculty member shall teach a minimum of 15 classroom contact hours during the fall and spring terms. A classroom contact hour consists of a regularly scheduled one-hour period of classroom activity, and as defined by Article 1.2, in a course of instruction which has been approved by the Board.

## Section 8.6 Faculty Overloads

- A. Teaching loads above twenty-one (21) credits, or their equivalent, must be authorized by the Vice President of Academic Affairs and must not jeopardize the faculty member's performance of all professional responsibilities nor place the institutions accreditation requirements at risk. The parties agree that the full-time faculty members represent a valued pool of experts from which overload assignments may be drawn. Accordingly, the College shall give reasonable good faith consideration to all requests from full-time faculty members wishing to work overload assignments. The parties agree, however, that all scheduling decisions, including the assignment of overloads, shall be made by the College, and that nothing in this Agreement shall be construed to give full-time faculty members any preferential right, from a legal standpoint, to work beyond the standard load of 15 credit hours per term.
- B. To request an assignment, the faculty member must submit a written request to the appropriate Academic Dean/Associate Dean, prior to the established deadline for submission of the course schedule for publication each semester (usually the last Friday in March for fall and summer term course schedules and the first Friday in October for the spring term course schedule).
- C. A faculty member on a Basic Academic-Year Contract who teaches in excess of 15 credit hours in either the Fall or Spring terms shall receive supplemental compensation as provided in the Supplemental Salary Schedule for Instruction-Credit.
- D. If the extra-pay course section(s) that a full-time faculty member has been assigned does/do not make, the full-time faculty member may not replace the section(s) that does/do not make with a section already assigned to an adjunct faculty member, unless approved by the appropriate administrative supervisor. In the event a full-time faculty member is unable to make load and there are no available adjunct sections to assign to the faculty member, extra pay courses initially assigned to another full-time faculty member may be reassigned to the faculty member who is unable to make load that term.
- E. In extraordinary cases the College may have need of expertise for a course that cannot otherwise be covered that would require a Full-time faculty member to instruct beyond the supplemental cap in Section A. The College will make the request from among the faculty who have indicated a willingness to take such extraordinary assignments. The faculty member has the right to refuse such requests as this would be pushing the faculty member's total committed time between classes, office hours, and service beyond reasonable for an exempt

employee over an extended period of time. The Vice President of Academic Affairs must approve such arrangements before implementation.

## **Section 8.7 Substitute Teaching**

- A. Upon the approval of the Academic Dean, each instructional faculty member may arrange for a substitute instructor from within the College faculty to be available on a temporary basis in the event the faculty member is absent for any reason. The employer reserves the right, in its sole discretion, to make all final determinations regarding whether to approve a substitute or to require a substitute in any instance.
- B. Unit members who are asked to serve as substitutes in classes for which they are qualified will agree to provide such service provided that no conflict in class schedules occurs as a consequence of the substitution. The parties recognize that in some infrequent instances, if approved by the Academic Dean, special class work may be assigned to students during an instructor's absence, and that in such instances the services of a substitute instructor may not be required.

## **Section 8.8 Business and Professional Expenses**

- A. The Administration will encourage each faculty member to attend internal and external professional development opportunities. If a faculty member's request to attend a professional development opportunity is approved, a faculty member will be reimbursed in accordance with, and subject to the limitations of, IMM No. 5-2.
- B. Faculty may use third-party applications, if they desire and at their own expense, to facilitate work phone calls originating from their personal phones

## Article 9. Compensation

### Section 9.1. Classification Plan and Salary Schedules and Initial Placement of Newly Hired Instructional Employees

- A. Upon hire, each faculty member shall be assigned to an appropriate salary grade based on the College's Classification Plan & Salary Schedule. The College recognizes the following instructional ranks and corresponding minimum criteria, to be outlined in Board Rule 6Hx19.2.27.
1. **Instructor:** Full-time instructional personnel who satisfy the minimum requirements of the position.
  2. **Assistant Professor:** In addition to meeting the minimum requirements for instructional personnel, candidates for the rank of Assistant Professor must be full-time instructors and must either:
    - i. Possess a Bachelor's Degree or higher in the subject area or a closely-related discipline and have a minimum of eight (8) years of successful full-time professional experience, which may consist of at least five (5) years of full-time teaching experience at the college level, or full-time employment in the field requiring professional licensure; or,
    - ii. Possess a Master's Degree or higher in the subject area or a closely-related area, and have a minimum of three years of successful full time teaching experience at the college level.
  3. **Associate Professor:** In addition to meeting the minimum requirements for Assistant Professor, candidates for the rank of Associate Professor must either:
    - i. Possess a Master's Degree or higher in the subject area or a closely-related area, and have a minimum of 12 years of successful full-time teaching experience, at least eight of which must be at the college level;
    - ii. Have successfully completed at least 30 semester hours of graduate level coursework, within or closely related to the subject area, beyond and subsequent to the Master's Degree and have a minimum of eight years of successful full-time teaching experience, at least five of which must be at the college level; or,

- iii. Possess a Doctorate in any field with a major or minor in the subject area or in a field closely related to the subject area or in education and have a minimum of five years of successful full-time teaching experience at the college level.
4. **Professor:** In addition to meeting the minimum requirements for Associate Professor, candidates for the rank of Professor must either:
- i. Have successfully completed at least 30 semester hours of graduate level coursework, within or closely related to the subject area, beyond and subsequent to the Master's Degree and have a minimum of 15 years of successful full-time teaching experience, at least 10 of which must be at the college level, or
  - ii. Possess a Doctorate in any field with a major or minor in the subject area or in a field closely related to the subject area or in education, and have a minimum of eight years of successful teaching experience at the college level.

New Faculty appointments shall not be made at a rank higher than Associate Professor.

- B. Only a degree from a regionally accredited college or university or international equivalent as verified by a credential agency approved by the college may be used to establish qualifications for a given salary grade.
- C. In accordance with the Classification Plan and Salary Schedule, newly-hired employees will receive the minimum salary at the appropriate level, provided that employees will be eligible for credit of up to 8 years for prior full-time teaching and/or related work experience as follows:
  - 1. Faculty hired at Instructor will be granted a 1% increase for each year of verified previous teaching/related work experience explained above, up to a maximum of 8% above the base for 8 years of previous experience;
  - 2. Faculty hired at Assistant Professor will be granted a 1.5% increase for each year of verified previous experience explained above, up to a maximum of 12% above the base for 8 years of previous experience.
  - 3. Faculty hired at Associate Professor will be granted a 2% increase for each year of verified previous experience explained above, up to a maximum of 16% above the base for 8 years of previous experience.

D. Additional consideration may be necessary for positions that are determined “hard-to-fill” due to market conditions, in cases where specialized credentials or experience are required, or other reasons. These situations will be determined based on an analysis conducted by Human Resources. Upon completion of the analysis, salary adjustments will be effective the beginning of the month succeeding the analysis. Under these circumstances, the Vice President of Academic Affairs in consultation with Human Resources is authorized to offer additional compensation of up to forty percent (40%) of the starting salary. Such compensation may be a one-time payment, a temporary increase, or an increase to the base salary at the College’s discretion.

E. For the 2025-2026 Academic Year, the Classification Plan and Salary Schedules salary ranges shall be as follows for 162 Duty Days:

<b>Faculty Rank</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>
Professor	\$55,056.65	\$101,956.75
Associate Professor	\$52,809.44	\$88,015.73
Assistant Professor	\$50,562.23	\$84,270.38
Instructor	\$48,315.02	\$80,525.03

F. Faculty will receive a 3% adjustment to base salary retroactive to July 1, 2025 only if a full tentative agreement can be reached in time to submit it to the Board at its January 20, 2026 meeting. An additional 5% base salary increase will take effect only after ratification by both parties of the Agreement to add five (5) hours to the weekly work commitment (35 hours per week).

## **Section 9.2. Department Chairs and Program Directors**

**A. Department Chairs and Program Directors are eligible for supplemental pay as follows:**

<b>Stipend Type</b>	<b>Amount</b>
Program Director	\$7,000
Department Chair	\$6,000

B. Department Chairs and Program Directors may work remotely during the summer if work to be completed is conducive to remote modality.

C. Department chairs and program directors may teach summer overload classes.

D. Department Chairs and Program Directors shall receive release time according to this section. The Academic Year Release Time Chart is as follows for Department Chairs and Program Directors in Workforce:

<b>Number of F/T Faculty</b>	<b>Academic Year Release Time</b>
0-10	3 credit hours
11+	6 credit hours

E. The Academic Year Release Time Chart is as follows for Program Directors in the School of Nursing and Health Professions responsibilities:

<b>Number of F/T Faculty</b>	<b>Academic Year Release Time</b>
0-10	6 credit hours
EMT	9 credit hours

F. **Compensations for Labs:** Each one (1) Laboratory or Clinical Contact Hour shall be compensated at one (1) equivalent credit hour (ECH), effective with the Fall 2026 semester.

G. Full-time Faculty (Supplemental and Overload):

Classroom Instruction	\$46.35
Substitute Instruction	\$46.35
Information Technology Certification Courses (Microsoft; CISCO, Novell:A+)	\$92.70
Clinical Instructor (Paramedic, Nursing, EMT, LPN, RTE, Phlebotomy and Medical Assistant)	\$40.56
Law and Fire Academy	\$40.56

### **Section 9.3. Payroll Practices**

Faculty members shall receive their annual contract pay in 26 pay periods payable in equal biweekly installments beginning with the pay date immediately following the last pay date in the previous contract year. Employees who separate, for any reason, prior to fully completing any work associated with pay received shall reimburse the College for the overpayment. The College shall be authorized to withhold any and all pay, benefits, or remuneration otherwise due to the separating employee to satisfy this obligation.

# **Article 10. Faculty Contracts and Recertification**

## **Section 10.1. Faculty Contracts**

- A. Annual Contracts can be awarded as per Board Rule 6H x19.2-55. Only full-time faculty with annual contracts, eligible for continuing contract, may pursue the award of continuing contract.
- B. Continuing contracts will be awarded in accordance with Board Rule 6Hx19.2-55.
- C. The College may establish full-time faculty positions that are not eligible for continuing contract as per Board Rule 6H x 19.2.55. Faculty hired in these positions may be awarded annual contracts.
- D. Faculty hired for a full-time continuing contract position may opt for an annual contract.
- E. Faculty members awarded a continuing contract do not require annual nomination or reappointment.
- F. Faculty hired in annual, limited-contract positions may be offered eligibility for continuing contact.
- G. Limited-contract faculty are entitled to all benefits of faculty membership and employment.
- H. An annual, limited-term contract shall not create an expectancy of employment beyond the term of contract. Non-renewal of an annual contract shall not entitle the person to the reasons for non-renewal or to a hearing.

## **Section 10.2 Recertification**

A full-time faculty member on continuing contract shall be recertified for the continuance of that contract upon completion of 90 hours of professional development every five years after the original issuance of the continuing contract.

# **Article 11. Benefits**

## **Section 11.1. Benefits**

- A. The employer make available all health, vision, dental, group term life insurance, employee assistance program, deferred compensation options, as well as any other voluntary insurance options as offered through the State Group Insurance Plan and any additional voluntary tax-sheltered annuity plans the College may have grandfathered in for employees and dependents on the same basis and to the same extent that it makes such benefits available to all other non- bargaining unit employees.
- B. Faculty shall participate in the Florida Retirement System and the federal Social Security system. Faculty may also have access to the Community College Optional Retirement Program (CCORP) in lieu of the FRS at the option of the individual bargaining unit member.
- C. Faculty are eligible to participate in incentive programs made available to non-bargaining unit employees, including Tuition Reimbursement, Tuition Waivers, Earned Degree Supplements and Longevity Supplements.

## **Section 11.2. Future Changes**

The employer reserves the right to make future changes to the benefits, costs, and plans offered to employees under this Article, provided that such changes are made for non-bargaining unit employees as well.

## **Section 11.3. Benefits During Summer**

Full-time faculty who have been recommended and approved for employment for the subsequent academic year shall continue to receive all of the benefits guaranteed under this Article during the summer. Faculty members not returning in the fall who submit a resignation by May 31 will continue to receive their deferred pay and benefits over the summer (up until Payroll 15). Full-Time faculty who have not submitted a resignation by May 31<sup>st</sup> shall be fully responsible for all summer premiums that would have otherwise been covered by the College. Faculty who request to be paid out their deferred pay and accruals in full upon separation will not be eligible for employer-paid benefits over the summer.

## **Article 12. Leaves of Absence**

Faculty are entitled to all leave types afforded to non-bargaining unit employees as reflected in Board Rule 6Hx19-2.12, with the following exceptions:

- A. Vacation Leave: Faculty are not entitled to vacation accruals.
- B. Sick Leave: Faculty are entitled to sick leave as set forth in Section 1012.865 of the Florida Statute. Sick leave shall be accrued and used at the same rate (i.e., one day of sick leave is equivalent to 8 hours for faculty).

# **Article 13. Faculty Rights**

## **Section 13.1. Academic Freedom**

- A. All faculty members are entitled to academic freedom regardless of their continuing contract status.
- B. In recognition of the principle of academic freedom at Pasco-Hernando State College, the parties affirm that faculty members must be free of any arbitrary limitations on the study, investigation, presentation or interpretation of facts and ideas in any branch of learning consistent with the standards and practices of academic inquiry.
  - 1. A faculty member is entitled to freedom in independent research and in the independent publication of the results, subject to adequate performance of other academic duties.
  - 2. A faculty member is entitled to freedom in the devising and selecting teaching strategies and supplementary educational materials for their courses.
  - 3. The department (defined as full-time faculty and the chair) shall determine the required course materials with CAA approval.
  - 4. 4. Academic freedom does not, however, allow an instructor to the right to deviate from the general course description found in Pasco-Hernando State College's catalog or the Master Course Outline specifically stated in the course syllabus. Faculty members recognize their obligation to always maintain a professional attitude towards students.
- C. Moreover, it is understood that faculty members are employees of a public educational institution as well as being citizens and members of a learned profession. When a faculty member speaks or writes as a citizen, he or she is expected to recognize the special position in the community he or she holds as an employee of Pasco-Hernando State College in that the public may judge both the faculty member's institution and profession by his or her statements. Therefore, the faculty member shall strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others and in the expression of personal opinions to indicate that he or she is not a spokesperson for Pasco-Hernando State College. A faculty member speaking or writing as a citizen shall be free from any form of institutional censorship or discipline provided he or she abides in good faith by the expectations and obligations of this paragraph.

- D. The parties recognize that the First Amendment limits the powers of the College, as a governmental employer, from regulating employees' speech as private citizens. However, the parties also recognize that the College retains the right, subject to the limitations of this Article, to restrain such speech when the employee makes statements that are knowingly false or reckless or not genuine matters of public concern, as established in *Pickering v. Board of Education* and *Connick v. Myers*, and their progeny.

## **Section 13.2. Right to Privacy**

- A. An employee has the right to privacy with regard to his/her personal and/or private life, unless his or her actions adversely affect the legitimate interests of the College.
- B. The Administration may maintain a Drug-Free Workplace to the extent permitted by state and federal law, provided that no employee shall be subject to random drug testing unless otherwise mandated by applicable law. No faculty member will be discriminated against because of his refusal to submit to a random drug test or a drug test not permitted by applicable law or College policy implemented pursuant to negotiations between the parties. Program faculty assigned to an affiliated site for an academic program will be required to adhere to the affiliation agreement provisions which may include additional background and drug tests. The Administration reserves the right to complete medical, psychological and/or alcohol/drug testing as outlined in Board Rule 6Hx19-2.10 Medical, Psychological and Alcohol/Drug Testing of Employees if there is reasonable belief that an employee is under the influence and may be unable to effectively or safely perform designated job duties due to impairment.

## **Section 13.3. Safe Workplace**

- A. The Union and the Administration agree that a safe campus environment for employees and students is paramount to the College's mission. To that end, the Administration shall take reasonable measures to ensure a safe campus environment for all employees, students, and any other individuals visiting the campus.
- B. When a faculty member reasonably perceives a threat to his or her safety, including physical and/or sexual harassment by a student, other faculty member, administrator, or any other member of the College community, the faculty member may document the incident giving rise to the threat on a form developed by the College and deliver the form to his or her Academic Dean. If the incident, if true, would constitute a violation of College policy or applicable law, the

Administration will investigate the incident and take appropriate measures to achieve a resolution. The faculty member will be notified of the outcome of the investigation and nature of the resolution in writing. If the faculty member is not satisfied with the outcome, he or she may appeal to the President, whose decision shall be final.

### **Section 13.4. Outside Employment**

Faculty members may engage in employment or consulting services outside of the College as governed by Board Rule 6Hx19-2.33.

### **Section 13.5. Faculty Offices**

- A. Subject to available campus space, the Administration shall provide each faculty member with a lockable office. Each faculty member shall have a computer with Internet access, a desk and at least a lockable file cabinet, a bookcase, a desk chair, and a student chair. Offices shall be located near the faculty member's classes whenever possible and available.
- B. The Administration shall provide reasonable access to voice communication, email and interoffice mail to all faculty within reasonable proximity to the office. The use of telephones and email by the faculty member shall be in accordance with administrative rules and procedures.
- C. Faculty members will have unimpeded access to their offices and bathroom facilities during normal operating hours on days of normal campus operations.

### **Section 13.6. Parking**

On each campus, the Administration shall continue to provide off-street parking facilities free of charge. The Administration will continue its current practice of keeping the parking areas maintained, lighted, and secure.

### **Section 13.7. Enhancement of Professional Skills**

- A. The College supports efforts by faculty members to complete advanced degrees and participate in academic activities such as conferences. The granting of professional leave will be considered when requested in advance by faculty members to take examinations, defend dissertations, or make presentations to academic, professional, or community organizations.
- B. A faculty member may also attend approved seminars or workshops within the faculty member's discipline or are within an area where the College desires

additional certification/training. The faculty member will be advised of the amount of approved reimbursement prior to attending. Unless prior approval of the amount is obtained, no reimbursement will be made. The faculty member must provide verification of seminar/workshop attendance to qualify for reimbursement.

### **Section 13.8. Minimum Credentials**

To be in compliance with the published requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other accrediting agencies all instructional faculty members must satisfy the minimum credentials requirements published in the College's Faculty Credential Manual.

### **Section 13.9. Committees**

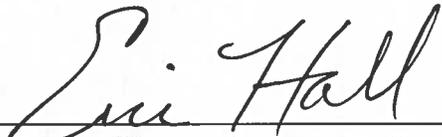
- A. Participation on College committees is an expected component of faculty service and for promotion. The College retains exclusive discretion to determine committee structure, composition, and faculty assignments to such committees.
- B. With the exception of the Faculty Senate President, Department Chairs and Program Directors, no faculty member shall be required to serve on more than two (2) standing committees, as identified in IMM 1-3, per year. The College reserves the right to appoint faculty to serve on ad hoc committees as deemed necessary. The College, while retaining the ultimate authority to make the determination, shall make a reasonable effort to distribute ad hoc committees equitably among faculty members.
- C. When a faculty member is appointed to serve on or removed from a Committee, the faculty member will be notified in writing.

### **Section 13.10. Legal Assistance**

When a faculty member is named as a defendant in any legal complaint related to the faculty member's performance of official duties as an employee of the College, the College shall provide legal assistance upon determination that the faculty member's actions giving rise to the complaint were reasonable and taken within the scope of his or her College employment. Nothing in this section should be construed as obligating the College to provide legal assistance where such assistance is not permitted by applicable law including, but not limited to, Section 111.07 of the Florida Statutes. In providing legal assistance under this Section, the College shall retain the sole right, at all times, to select and assign legal counsel.

## Section 13.11. Weingarten Rights

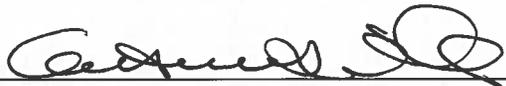
A faculty member who is a member of the Union and who has an objectively reasonable expectation that discipline may result from meeting with an administrator has the right, on request, to Union representation during the meeting. The decision whether to represent or accompany a faculty member who is not a member of the Union rests solely with the Union. Although Union representatives may observe and provide guidance to the faculty member, the representative shall not interfere with the interview.



For Pasco-Hernando State College  
Eric Hall, Ed.D., President

2/17/2026

Date



For the United Faculty of Florida

2/18/2026

Date