BUDGET, FINANCE & PERSONNEL

RESOLUTION NO. 2025238

RE: APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF DUTCHESS COMMUNITY COLLEGE AND THE PART-TIME EDUCATORS' UNIT OF THE DUTCHESS UNITED EDUCATORS

Legislators CASWELL, TRUITT, HOUSTON, POLASEK, GORMAN, VERSACI, LAWLER, KAUL, and BRENDLI offer the following resolution and move its adoption:

WHEREAS, the Board of Trustees of Dutchess Community College have come to an agreement on the terms of a proposed contract for the period September 1, 2025, through August 31, 2029, with the Part-time Unit of the Dutchess United Educators, and

WHEREAS, the Board of Trustees of Dutchess Community College has approved said proposed contract for said proposed term and which contract is dated 2025 – 2029, and

WHEREAS, the Legislature has before it a copy of said proposed collective bargaining agreement that has been approved by the Dutchess Community College Board of Trustees, and

WHEREAS, by Resolution No. 2026-30 dated December 9, 2025, the Board of Trustees of Dutchess Community College has requested that said agreement be approved by the Legislature, now, therefore, be it

RESOLVED, that the collective bargaining agreement, between Dutchess Community College Board of Trustees and the Part-time Educators' Unit of the Dutchess United Educators, which contract covers the period September 1, 2025, through August 31, 2029, is hereby approve as to terms and substance.

APPROVED
Susan Serino
SUSAN J. SERINO
COUNTY EXECUTIVE
Date Dec. 24, 2025

STATE OF NEW YORK
ss:
COUNTY OF DUTCHESS

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the 17th day of December 2025, and that the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this 17th day of December 2025.

DUTCHESS COUNTY SEAL

Leigh Wager
LEIGH WAGER, CLERK OF THE LEGISLATURE

FISCAL IMPACT STATEMENT

☑ NO FISCAL IMPACT PROJECTED

APPROPRIATION RESOLUTIONS

(To be completed by requesting department)

Total Current Year Cost $ 0

Total Current Year Revenue $ 0
and Source

Source of County Funds *(check one)*: ☐ Existing Appropriations, ☐ Contingency, ☐ Transfer of Existing Appropriations, ☐ Additional Appropriations, ☐ Other *(explain)*.

Identify Line Items(s):

Related Expenses: Amount $ _____
Nature/Reason:

Anticipated Savings to County: _____

Net County Cost (this year): $0
Over Five Years: $0

Additional Comments/Explanation:

Prepared by: Lisa Keto Prepared On: 11/10/25

Dut.pdf

RESOLUTION NO. 2026-30 Board of Trustees, Dutchess Community College
December 9, 2025

M. Dupree offered the following resolution and moved its adoption:

WHEREAS, existing bargaining agreements between Dutchess Community College and Dutchess United Educators (DUE) expired on August 31, 2025, and

WHEREAS, the College and DUE have come to agreement on the terms of a successor contract for the part-time DUE membership for the period September 1, 2025 through August 31, 2029, as outlined in the attached Memorandum of Agreement (MOA), which shall be attached to the official minutes on file, now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves said MOA, and be it

FURTHER RESOLVED, that said MOA be forwarded to the Dutchess County Legislature for its consideration and approval.

* * * * *

Seconded by I. Guzman Motion Carried Unanimously

MEMORANDUM OF AGREEMENT

BY AND BETWEEN

DUTCHESS UNITED EDUCATORS (PART-TIME)
AND
DUTCHESS COMMUNITY COLLEGE

It is hereby agreed by and between the parties that the collective bargaining agreement between the parties covering the period of September 1, 2020 through August 31, 2025 be extended for a period of four (4) years. The new Agreement shall commence September 1, 2025 and expire August 31, 2029. The predecessor contract shall remain unchanged except as modified below.

1. **Page 32, Modify APPENDIX E: PART–TIME NON-TEACHING EDUCATOR BANDS as follows:**

The College and DUE are creating the following Bands for PT NTEs. At the time of hire, a PT NTE will be clearly assigned to one of the bands based on criteria that was mutually agreed upon by the College and DUE.

~~**Band A:** Administrative Support~~

Band B: Coaches/Counselors/Liaisons/Librarians/Coordinators/Supervisors

Band C: Administrative Support – non supervisory

Band D: Specialists/**Test Proctors**~~Lab Monitors~~/Assistant Coordinator/Professional Tutors

~~**Band E:** Professional Tutors~~

~~**Band F:** Proctors~~

Band S: ~~Specialty Groups~~Director Impaired Driving Programs; Accompanist – Music/CNA Coordinator/PT Technical/Coordinator Aviation Maintenance Technician

2. **Page 15, Modify Article IX (9.06) as follows:**

9.06 Ranks

Ranks for Part-Time Teaching Educators recognize the educational, technical, artistic and professional accomplishments of these individuals as related to their disciplines and the value that these experiences bring to the classroom.

- It is also understood that Part-Time Teaching Educators may or may not come to the College through the traditional academic graduate track, so criteria **for ranks** ~~that~~ encompass Part-Time Teaching Educators' academic achievements as well as professional development ~~will be created to define the ranks~~.

- Part-Time Teaching Educator ranks do not necessarily equate to full-time Teaching Educator ranks.

- Ranks also provide a means for Part-Time Teaching Educators to earn promotion through objective criteria and thereby earn higher compensation.

3. Page 4, Modify Article VII (7.06) as follows:

7.06 Mileage Reimbursement

Part-Time Educators will be reimbursed at the approved IRS rate for approved job-related travel in their personal automobile. Mileage reimbursement shall only be provided for travel between College sites when the unit member is assigned to two (2) or more sites on a specific day.

4. Page 15, Revise Article 9.07 and Appendix K as follows:

9.07 Promotion

Promotion for Part-Time Teaching Educators recognizes the educational, technical, artistic and professional accomplishments of these individuals because it demonstrates growth in their discipline and teaching skills and the value this brings to students and the College community.

- Promotion is made through an annual application process.

- The promotion process begins in the fall of each academic year. Promotion decisions will be announced by the College by the last day of classes in May.

- Promotions are determined at the discretion of the College President, and are not subject to appeal in any forum. The President may take into consideration the financial climate at the College in deciding: (a) whether to promote PT Teaching Educators; and (b) how many PT Teaching Educators to promote.

- PT Teaching Educators who earn a promotion will move horizontally on the salary grid to the next higher rank. They retain their contact hour count.

- Promotions go into effect in the fall of the next academic year.

a) Process

The promotion of a PT Teaching Educator to the next higher rank is a process which is based not only on teaching but also engagement in professional experiences that

add value and contribute meaningfully to the Teaching Educator's work with Dutchess Community College students, departments and/or the institution. The specific promotion instructions and application form are provided in Appendix K.

b) Criteria

The promotion application will include the following criteria:

- The applicant will have completed a minimum of ten terms at one rank before they may apply for promotion. Terms are defined as winter, spring, summer (counts as one term regardless of the number of sessions taught) and fall.
- The applicant's three most recent evaluations will have an overall evaluation of "Meets Expectations." The evaluations or promotion application will include evidence of teaching **effectiveness** ~~excellence~~.
- The applicant will **list and briefly describe** ~~provide written verification of~~ experiences that demonstrate their continuing professional development and that connect to their growth as an educator, impact student learning or provide valuable service to the DCC community. **College transcripts are required for graduate credits completed and Certificates of Completion are required for professional development hours earned.**

In addition, the applicant will have an opportunity to provide examples of and a reflection on their teaching work as part of the promotion application.

APPENDIX K – PROMOTION PROCESS FOR TEACHING EDUCATORS

Effective teaching is rewarded through the step system. Faculty who teach 30 contact hours and have evaluations indicating "meets expectations" will move to the next pay step ~~according to the 2016-2020 Part-Time Educator contract~~ **according to the current Part-Time Educator contract**.

The promotion of a part-time faculty member to the next higher rank is a **rigorous** ~~competitive~~ process which is based not only on excellent classroom teaching but also engagement in professional experiences that add value and contribute meaningfully to the faculty member's work with Dutchess Community College students, department, and/or the institution. Meeting minimum criteria to apply does not guarantee promotion. Promotions are determined at the discretion of the College President.

INSTRUCTIONS
Promotion applications must be submitted to the Supervisor by no later than the first day of classes in January as a single PDF file that includes Part A of the application form and all documentation requested. Promotions become effective in the Fall of the next Academic Year.

Promotion of part-time faculty requires clear evidence in all three of the following categories:

1. Terms of Service
2. Evaluations That Reflect ~~Excellence in~~ Teaching **Effectiveness**
3. Relevant Professional Experiences

PROMOTION PROCESS STEPS AND TIMELINE

1. If a part-time faculty educator meets the criteria below, they must complete Part A of this application and submit it to their supervisor no later than the first day of classes in January.
2. The Supervisor will immediately alert the Department Chair as to how many applications have been received.
3. The Supervisor will complete Part B of this application and submit it to the Department Chair by the first Friday in February.
4. Before receiving the applications, the Department Chair will convene a meeting where interested full-time faculty and supervisors in that department will determine how best to review and vote on the applications from their department, and will establish the Part-Time Faculty Promotion Committee(s).
   - Neither the Department Chair nor the candidate's supervisor are required to participate on this committee, but may do so if they choose.
   - A department may have multiple Part-Time Faculty Promotion Committees.
   - Each Committee must include a minimum of three full-time faculty from the candidate's department.
   - If there aren't three departmental full-time faculty interested in participating on the Committee(s), the Department Chair can request ~~**OAA**~~ **Office of Instruction & Learning** to solicit potential participants from other departments.
5. The Committee(s) reviews and votes on the applications no later than the last Friday in February. **The vote is to recommend or not recommend each candidate for promotion.** The Committee informs the Supervisor and Department Chair of the results for the ~~average~~ vote of each candidate no later than the next business day.
6. The Supervisor immediately informs the candidate of ~~the average of~~ the voting results. The part time faculty member may elect to withdraw their application at this time. ~~He/she~~ **They** must make that decision and inform the Supervisor, who must inform the Committee before the first Friday in March.
7. The Committee sends completed applications to the Office of ~~Academic Affairs~~ **Instruction & Learning** by the **deadline established by the Office of Instruction & Learning** ~~Friday before Spring break~~.
8. The Office of ~~Academic Affairs~~ **Instruction & Learning** will review the applications and make recommendations for promotions to the College President.
9. PT faculty will be notified of promotion decisions by the last day of classes in May (before the Evaluation/Exam period begins).

PROMOTIONAL CRITERIA

1. Terms of Service Criteria

In order to apply for promotion to the next higher rank, the PT faculty must have completed teaching a minimum of ten (10) terms at their current rank **at the time the application is submitted**. Terms are defined as winter, spring, summer (counts as one term regardless of the number of sessions taught) and fall.

2. Evaluations That Reflect ~~Excellence in~~ **Teaching Effectiveness**

Effectiveness~~Excellence~~ in teaching is essential in order to be considered for promotion.

~~Excellence in t~~Teaching **effectiveness** can be characterized by such things as:

- engaging students in the classroom, and consistently encouraging them to grow as learners. This is evident by student participation and involvement in the work being addressed.
- recognizing different learning styles, and integrating teaching methodology that accommodates these differences.
- creating a rapport with students that supports a constructive and safe learning environment.
- helping students learn to effectively use academic resources to enhance their comprehension of the course content.
- creating supplemental materials which help create a scaffold for learning.

~~For promotion into a higher rank, the application must clearly demonstrate the following criteria.~~

~~Rank~~	~~Teaching Excellence Demonstrated for Each Rank~~
~~Adjunct Assistant Professor~~	~~Evaluations should indicate excellence as a college teacher~~
~~Adjunct Associate Professor~~	~~Evaluations should indicate consistently superior performance as a college teacher in multiple categories above~~
~~Adjunct Professor~~	~~Evaluations should indicate exemplary performance as a college teacher in most of the categories above.~~

For promotion into a higher rank, the application must clearly demonstrate the following criteria.

Rank	Teaching Effectiveness Demonstrated for Each Rank
Adjunct Assistant Professor	**Evaluations should indicate effectiveness as a college teacher**
Adjunct Associate Professor	**Evaluations should indicate a continuing record of consistent superior performance as an assistant professor**
Adjunct Professor	**Evaluations should indicate a continuing record of consistent superior performance as an associate professor**

3. **Relevant Professional Experiences**

Candidates for promotion should not only be ~~excellent~~**effective** teachers, but also have demonstrated their continuing professional development, which either impacts student learning **and**/or provides valuable service to the DCC community.

For promotion into a higher rank, the following criteria must be met:

Rank	Professional Experiences Demonstrated for Each Rank
Adjunct Assistant Professor	Some professional experiences that demonstrate continued growth as an educator and/or demonstrate contributions to and participation in the educational endeavors of the institution beyond the standard teaching responsibilities.
Adjunct Associate Professor	Consistent and regular participation in experiences that demonstrate continued growth as an educator, and/or demonstrate involvement which contributes to the institutional mission.
Adjunct Professor	Significant professional experiences and/or significant involvement on campus on a consistent and regular basis over many years. Professional experiences must be clearly connected to growth as an effective educator, and/or as a leader in the department or at the College.

Part-time Faculty Promotion Application

PART A: TO BE COMPLETED BY THE CANDIDATE APPLYING FOR PROMOTION

Name of Part-time Faculty Educator:

Date of Application:

Date of Hire:

Name of Current Supervisor:

1. ~~INITIAL PLACEMENT AND~~ ***RANK AT TIME OF APPLICATION AND LENGTH*** *~~TERMS~~ OF SERVICE*

Check your current rank:
Adjunct Instructor
Adjunct Assistant Professor
Adjunct Associate Professor

Indicate the number of terms* you have completed **at your current rank** teaching at DCC **at the time of application**:
**Teaching during the summer counts as 1 term regardless of whether you taught 1 or 2 summer sessions.*

Indicate the rank for which you are applying.

2. TEACHING EFFECTIVENESS

To be considered for promotion, the teaching evaluations must show clear evidence of **effective**~~excellent~~ teaching. ~~This should be clear to all reviewers by notes that are made in the comment sections of the classroom observations, or by the Supervisor's further comments in Part B of this application.~~

A. Part-time Faculty Evaluations by your supervisor(s). Attach a copy of **the written evaluation section, as completed by your supervisor, of** your ~~three (3)~~ ~~**two (2)**~~ **three (3) most recent** evaluations (can be obtained from **Office of Instruction & Learning**~~OAA~~). ~~At least one evaluation must have been completed since the 2017-2018 academic year.~~

B. Portfolio of teaching. Attach two activities/assignments with corresponding syllabus for the course(s), and provide a brief written reflection on how they best represent your teaching (500 words maximum).

3. PROFESSIONAL EXPERIENCES

A. ~~Using a bulleted list*, please list~~ **List** applicable professional experiences that you have participated in since your date of hire or last promotion at DCC. Next to each professional experience listed include the academic term (with year) and provide a brief description. ~~(Please refer to the list of possible categories and professional experiences listed in the *2018-2019 FAQ for Part-time Faculty for Rank, Step and Promotion.*)~~

B. **Applicants are responsible to make sure that their current official transcripts and professional development hours are on file with the Office of Instruction & Learning.** ~~Attach documents that verify **graduate credits completed (unofficial transcript) and professional development hours earned (Certificates of Completion).**items indicated (i.e. unofficial transcripts, photocopies, letters of completion, certificates of attendance, convention brochures/programs listing your DCC affiliation.).~~

C. **Applicants are encouraged to submit any other material that they deem necessary to complete the evaluation of their application.**

~~C. Include links to sites that can be used to verify materials that are too lengthy to include, i.e articles, books, presentations, etc.~~

~~**please use an asterisk, dash or similar text character for your "bullet."*~~

~~Type Here.~~

PART B. TO BE FILLED OUT BY SUPERVISOR

~~The promotion of a part-time faculty member is a competitive process which is based on excellent classroom teaching as well as engagement in professional experiences that add value and contribute meaningfully to the faculty member's work with Dutchess Community College students, department, and/or the institution.~~

The promotion of a part-time faculty member is a rigorous process which is based on excellent classroom teaching as well as engagement in professional experiences that add value and contribute meaningfully to the faculty member's work with Dutchess Community College students, department, and/or the institution.

~~Based on the statement above, is there clear evidence that~~ **Does** the part-time faculty **member** ~~qualifies~~ **qualify** for promotion? If, NO a brief rationale must be provided.

Yes.
~~If a supervisor feels that the part-time faculty member's evaluations do not adequately illustrate excellent teaching, the supervisor may add relevant reflections here.~~

No

Please print your name, sign and date below. ~~By the first Friday in February~~ **By the deadline established by the Office of Instruction & Learning**, please submit candidate's application to the Department Chair.

(Print name) (Sign name) (Date)

PART C. TO BE FILLED OUT BY A MEMBER OF THE DEPARTMENT'S PART-TIME FACULTY PROMOTION COMMITTEE(S)

Enter results of vote below **("recommend" or "not recommend")**.

~~Vote for Promotion from Rank of Enter Initial Rank to Rank of Enter New Rank~~

~~** Five _____~~
~~Four _____~~
~~Three _____~~
~~Two _____~~
~~One _____~~

~~Average: ____~~

~~** 5 = fulfilled the criteria as well as they can~~
~~3 = represents a position half way between one and five~~
~~1 = barely fulfilled the minimum criteria~~

Please print name, sign and date below for all full-time faculty members who participated in the review and voting process for the candidate's application (attach separate page with additional names, signatures and dates if needed). ~~By the Friday before Spring break~~ **By the deadline established by the Office of Instruction & Learning**, submit candidate's application to the Office of ~~**Academic Affairs**~~ **Instruction & Learning**.

(Print name) (Sign name) (Date)

(Print name) (Sign name) (Date)

(Print name) (Sign name) (Date)

5. **Page 3, Modify Article VII (7.02) — Bereavement Leave for Part-Time Teaching Educators - Revise** as follows:

7.02 Bereavement Leave for Part-Time ~~Teaching~~ Educators

Bereavement leave is the absence due to the death of a Part-Time Educator's parent **or parent-in-law (biological, adoptive, step or foster)**, spouse/domestic partner ~~(as defined in accordance with the New York State Public Health Law Section 2961)~~, parent of spouse/domestic partner, siblings, children **(biological, adopted, or foster child, stepchild, legal ward, or child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability)**, grandparent, grandchild, ~~or~~ other dependents, or household members. **The term "domestic partner" shall be defined in accordance with Dutchess County Local Law 2-2022, as amended from time to time.** Part-Time Teaching Educators may use up to one class hour paid bereavement leave for each class hour taught per week. Said leave is to be used for absences during the times the individual course section meets. Part-Time Non-Teaching Educators shall be eligible to be paid for up to three of their normally scheduled work days due to absences for bereavement **due to the death in their family as defined above.** ~~provided with payment for three days of their normal schedule salary. At least one of the three days needs to be directly related to up The Part-Time Non-Teaching Educator has the opportunity to make up no more than to 1425 hours of unpaid leave due to the death in their family as defined above.~~ **Part-time Non-Teaching Educators shall be provided with up to 25 hours of additional unpaid leave due to the death in their family as defined above.** The Part-Time non-Teaching Educator shall be afforded the opportunity to make up the **additional unpaid leave** time, **up to 14 hours,** provided that such time is made up within **two** ~~one~~ months **or the end of the fiscal year, whichever is sooner,** upon return from the bereavement leave. The scheduling of such make-up time shall be subject to the approval of the Part-Time non-Teaching Educator's supervisor. This benefit is offered for each loss. Part-Time Educators will notify their supervisors of the need for bereavement leave. This section shall take effect upon the ratification of the Collective Bargaining Agreement (CBA).

6. **Page 11, Modify Article 9.05 — Reemployment Preference as follows:**

9.05 Reemployment Preference

(g) Student Survey of Teaching Schedule

1. **A part-time faculty member must administer the Student Survey of Teaching form in all sections taught each semester until achieving Re-employment Preference Status.**
2. **A part-time faculty member on the re-employment preference list who teaches multiple sections in a semester will administer Student Survey of Teaching forms in at least one section each semester. Selection of sections in which surveys will be administered is made by the faculty in consultation with the part-time faculty supervisor. Over the course of 4 semesters, the sections selected should represent a full range of courses taught by the faculty member.**

7. **Page 2, Modify Article VII (7.01 (a)) — Professional Leave: Part-Time Teaching Educators as follows:**

7.01 Professional Leave

a) Part-Time Teaching Educators

For each individual course section taught, Part-Time Teaching Educators shall be granted leave with pay of one class hour per semester for each ~~class~~ hour taught per week ~~to be used for absences during the times the individual course section meets~~. **Except as provided below, such leave must be used for absences during times the individual course section meets. For Part-Time Teaching Educators who are teaching more than one course section, leave with pay from any one course section may be used to cover another course section, provided that the total leave taken does not exceed twice the number of class hours per week for the course section in which the leave is used.** Said leave may be used because of illness, to conduct personal business, ~~toor~~ attend to family affairs, or **to** observe religious holidays. Anyone teaching on an alternate schedule will be pro-rated accordingly. This leave shall not be cumulative.

Set forth below are examples as to how the leave with pay would apply for a Part-Time Teaching Educator who is teaching more than one course section:

- **A faculty member is assigned to teach 1 section of ART 172 lecture (2 contact hours per week) and 1 section of ART 172 lab (2 contact hours per week). This faculty member can use up to 4 hours of leave over the course of the semester. They would be able to use all 4 hours of leave for the ART 172 lecture section, if needed. That would exhaust their leave.**
- **A faculty member is assigned to teach 1 section of ENG 101 lecture (3 contact hours per week) and 1 section of ENG 102 lecture (3 contact hours per week). This faculty member can use up to 6 hours of leave over the course of the semester. They would be able to use all 6 hours of leave for the ENG 101 lecture section, if needed. That would exhaust their leave.**
- **A faculty member is assigned to teach 1 section of BIO 030 lecture (2 contact hours per week) and 1 section of BIO 030 lab (3 contact hours per week). This faculty member can use up to 5 hours of leave over the course of the semester. They would be able to use up to 4 hours of leave for the BIO 030 lecture section, if needed, which is twice the number of class hours per week for that section.**
- **A faculty member is assigned to teach 3 sections of BHS 103 lecture, each of which is 3 contact hours per week. This faculty member can use up to 9 hours of leave over the course of the semester. They would be able to use 6 hours of leave in one section, if needed. Aside from those 6 hours, they have another 3 hours of leave to use in either of the other sections.**

8. **Page 16, NEW Article IX (9.08) — Part-Time Non-Teaching Educator Evaluation Process**

Add the following:

Article 9.08 — Part-time Non-Teaching Educator Evaluation Process (ALL NEW)

The evaluation of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluations shall be to recognize and encourage outstanding professional performance by providing a process that includes supervisory, peer, and self-review. Through this process, non-teaching educators are able to identify areas of excellent performance and areas for improvement, and peers and supervisors are able to provide useful feedback for consideration. Support of a professional working environment and professional development are key elements of an outstanding professional performance; therefore, the evaluation process also addresses possible actions as a result of the evaluation process. The evaluation of a non-teaching educator shall be based on total professional performance.

Evaluation Process

The evaluation of a non-teaching educator is conducted by the non-teaching educator's direct supervisor using forms as provided by the Office of Human Resources. Notice to DUE for the creation of the non-teaching educator evaluation form for the 2026-2027 academic year shall be six (6) months. Each year thereafter, the College will notify DUE one (1) year in advance of any changes to non-teaching educator evaluation forms. The College will consider any suggestions, submitted by DUE within 60 days of said notice, concerning announced changes. Edits submitted by DUE and agreed to by the College can be made within nine (9) months of implementation. The final decision on the non-teaching educator evaluation form is the College's and any changes to the form would not be subject to the grievance procedure.

9. **Page 16, NEW Article 9.09 — Internal Posting**

Add the following:

9.09 Internal Posting

When a Full-Time Educator position at the College becomes vacant or a new Full-Time Educator position is created, and the College plans to fill such position, a vacancy/opening announcement shall be posted internally, through email, one week prior to posting the position externally.

10. **Page 2, Modify Article VII (7.01 (b)) — Professional Leave: Part-Time Non-Teaching Educators as follows:**

7.01 Professional Leave

b) Part-Time Non-Teaching Educators

Part-Time NTEs who are regularly scheduled to work a minimum of 840 hours per year (**e.g.** ~~i.e.~~, 20 hours per week multiplied by 42 workweeks) and employed by the College for a minimum of five months shall be granted 15 hours of leave with

pay per year. Said leave may be used because of illness, to conduct personal business, attend to family affairs, ~~inclement weather when the College is closed,~~ and vacation. **In the event the College is closed due to inclement weather, Part-Time NTEs who were scheduled to work on the day of College closure will be paid for the scheduled hours and will not use leave time. Notwithstanding, a professional leave day shall still be charged for an emergency closing day if the day had previously been approved for professional leave with the following exception. Any unit member who requests a paid personal leave day may cancel the leave request by 4:00 PM just prior to the leave day that was requested. If the unit member cancels the leave request day and then, if the College does not close, does not work on the leave day that was cancelled, the unit member shall be docked for that day.** Leave time may not be accumulated, and has no cash-out value upon separation from service. ~~This provision shall take effect at the start of the 2022-2023 academic year.~~

11. **Page 16, Article X (10.01) — Terms**
Page 22, Appendix B - Part-Time Teaching Educator Salary Schedules
Page 29, Appendix D - Part-Time Non-Teaching Educator Salary Schedules

A. Revise Section 10.01 (Terms) as follows:

All Part-Time Teaching Educators as defined by PERB CERTIFICATION shall receive salaries in accordance with the schedule as shown in Appendix B. ~~The semesters of experience that determine salary rates do not need to be consecutive.~~ The hourly rates for Part-Time Non-Teaching Educators are shown in Appendix D.

B. Revise Appendix B as follows:

APPENDIX B: PART-TIME TEACHING EDUCATOR SALARY SCHEDULES

~~Beginning with the Fall 2020 semester and continuing only through the end of this contract.~~

- Part-Time Teaching Educator contact hour wages are directly tied to the salary of full-time Teaching Educators by using a negotiated rate of full-time salaries (Equity Percentage).
- Steps within each rank provide a means for Part-Time Teaching Educators to earn higher compensation based on longevity of teaching service to the College.
- A step is earned by completing 30 ~~lecture and/or lab~~ contact hours ~~beginning in Fall 2018~~.
- Contact hours are accumulated in every semester, including winter and summer sessions.
- Every Fall ~~starting in Fall 2019~~, Part-Time Teaching Educators with 30 or more contact hours will be awarded a step increase, and 30 contact hours will be deducted from these Part-Time Teaching Educator's total contact hour accumulation. Steps will be awarded

until the Part-Time Teaching Educator reaches the top step of the schedule within their rank.

Part-Time Teaching Educators
Lecture Contact Hour Rates:

~~Lecture/Lab Contact Hours~~

Step	2024/2025 Instructor	Assistant	Associate	Professor
1	1,399	1,528	1,647	1,775
2	1,436	1,569	1,694	1,827
3	1,474	1,611	1,740	1,877
4	1,511	1,652	1,786	1,929
5	1,547	1,694	1,834	1,980
6	1,584	1,737	1,880	2,032
7	1,621	1,778	1,927	2,083
8	1,658	1,820	1,973	2,134
9	1,694	1,862	2,019	2,186

1.03

~~Step~~	~~2025/2026 Instructor~~	~~Assistant~~	~~Associate~~	~~Professor~~
~~1~~	~~1,441~~	~~1,574~~	~~1,696~~	~~1,828~~
~~2~~	~~1,479~~	~~1,616~~	~~1,745~~	~~1,882~~
~~3~~	~~1,518~~	~~1,659~~	~~1,792~~	~~1,933~~
~~4~~	~~1,556~~	~~1,702~~	~~1,840~~	~~1,987~~
~~5~~	~~1,593~~	~~1,745~~	~~1,889~~	~~2,039~~
~~6~~	~~1,632~~	~~1,789~~	~~1,936~~	~~2,093~~
~~7~~	~~1,670~~	~~1,831~~	~~1,985~~	~~2,145~~
~~8~~	~~1,708~~	~~1,875~~	~~2,032~~	~~2,198~~
~~9~~	~~1,745~~	~~1,918~~	~~2,080~~	~~2,252~~

Lecture/Lab Contact Hours

1.04

Step	**2025/2026 Instructor**	**Assistant**	**Associate**	**Professor**
1	**1,455**	**1,589**	**1,713**	**1,846**
2	**1,493**	**1,632**	**1,762**	**1,900**
3	**1,533**	**1,675**	**1,810**	**1,952**
4	**1,571**	**1,718**	**1,857**	**2,006**
5	**1,609**	**1,762**	**1,907**	**2,059**
6	**1,647**	**1,806**	**1,955**	**2,113**
7	**1,686**	**1,849**	**2,004**	**2,166**
8	**1,724**	**1,893**	**2,052**	**2,219**
9	**1,762**	**1,936**	**2,100**	**2,273**

Effective September 1, 2026, the hourly rates above shall be increased by 3%.
Effective September 1, 2027, the hourly rates above shall be increased by 3%.
Effective September 1, 2028, the hourly rates above shall be increased by 4%.

For Non-Teaching Educators:

Effective September 1, 2025, the NTE base wages shall be increased by 4%.
Effective September 1, 2026, the NTE base wages shall be increased by 3%.
Effective September 1, 2027, the NTE base wages shall be increased by 3%.

Effective September 1, 2028, the NTE base wages shall be increased by 4%.

APPENDIX D: PART TIME, NON-TEACHING EDUCATOR SALARY SCHEDULES

- ~~Pay rates for new hires will be the minimum pay rate for the salary range.~~Pay rates for new hires will be based **on the NTE's experience, years of service, and educational background.**
- Changing bands will result in a horizontal move with the current dollar rate unless the rate is outside the range. A salary rate below the minimum for the band will be raised to the minimum.

This bullet is below each salary table ...

- In order to receive the merit increment a PT NTE must have the recommendation of **their** ~~his/her~~ supervisor and have worked 50 hours or more in the prior academic year.

- No salary will exceed the maximum for the range.

12. **Page 16, Article X (10.02) — Remuneration for Non-Teaching Assignments**

Page 28, APPENDIX C: Remuneration for Non-Teaching Assignments by Part-Time Faculty

10.02 Remuneration for Non-~~Teaching~~Job-Related Assignments

Remuneration for non-**job-related**~~teaching~~ assignments and service on College committees or task forces assumed by Part-Time Educators that have been, in advance, either:

- requested by the Department Chairperson and approved by the Office of Vice President for Instruction and Learning, or
- requested directly, and approved by the Office of Vice President for Instruction and Learning, or
- requested by their area's supervising dean

shall be compensated as specified below:

(a) Compensation is at non-**job-related**~~teaching~~ rates for Part-Time Teaching Educators as listed in Appendix C.

(b) Compensation for Part-Time Non-Teaching Educators is at their normal hourly rate.

Committee service assignments must be approved by the Part-Time Educator's Immediate Supervisor and area supervising dean.

Service by Part-Time Educators on a Labor-Management Committee will not be compensated by the College.

APPENDIX C: REMUNERATION FOR NON-JOB-RELATED~~TEACHING~~ ASSIGNMENTS BY PART-TIME **TEACHING** EDUCATOR

Remuneration for non-**job-related**~~teaching~~ assignments shall be at the rate of $40.00 per hour. ~~for those Part-Time Teaching Educator who are in their first through sixth semesters of DCC teaching employment and at the rate of $40.00 per hour. for those who are in their seventh or more semesters of DCC teaching employment. Semesters of teaching employment do not need to be consecutive.~~ The hourly rate~~s set forth above~~ shall be increased **to $45.00 per hour, effective September 1, 2027.** ~~in each year of the contract by the across-the-board wage increases.~~ **Committee service for which Part-time Educators are compensated is eligible, like uncompensated activities, for inclusion in application for promotions.**

13. Page 6, Replace Article VIII (Responsibilities and Practices of Educators), Section 8.03, Online/Hybrid Courses, with the following: Rename Section 8.03: "Courses Delivered Through e-Learning Modalities" and replace with the following:

"The College course offerings comprise a variety of deliveries, including those supported by web and e-Learning technologies. The three major course modalities include: Traditional (face-to-face), Online, and Hybrid.

a) Definitions

i. Traditional Courses

In traditional courses, all aspects related to delivery of the course occurs on campus through face-to-face direct interaction between faculty and students. Traditional classes may be supported or enhanced by resources in the Learning Management System (LMS).

ii. Online Courses

Online courses are those delivered remotely by utilizing e-Learning technologies and pedagogies that enable learning, collaboration, and access to curriculum outside of the traditional classroom. On-campus (face-to-face) meetings are not required. Online courses may be delivered asynchronously, synchronously, or through a combination of asynchronous & synchronous modalities. Additionally, online courses may include proctored assessments.

iii. Online with In-Person Requirement Courses

These are similar to Online courses, but require a limited number of On-campus (face-to-face) meetings, which may include in-person proctored assessments. On-line with In-Person Requirements courses may have no more than 1/4 of the contact hours on-campus (face-to-face).

iv. Hybrid Courses

Hybrid courses combine traditional and online deliveries. Hybrid courses have at least 1/3 and no more than 3/4 of the educational content delivered remotely with the support of e-Learning

technologies. The contact hours of face-to-face meetings in a Hybrid course must be approved by the Department Chair and the Office of Instruction and Learning.

b) Approval and Requirements

i. Part-Time Educators wishing to teach an Online or a Hybrid course must receive the prior written approval of the academic Department Chair in which the course resides, and the Office of Instruction and Learning. For Part-Time Non-Teaching Educators, in addition to having approval from the Department Chair, must request and receive prior written approval from their supervisor or area Vice President.

ii. A Part-Time Educator who is not certified to teach Online/Hybrid courses, but who wants to teach a course using e-Learning modalities that have been approved for offering and scheduling by their Department Chair and the Office of Instruction and Learning, shall be offered the opportunity to receive appropriate e-Learning training as determined by the College.

iii. Only Part-Time Educators certified to teach Online/Hybrid courses will be assigned a course delivered using e-Learning modalities. Online or Hybrid courses may be assigned at the discretion of the Office of Instruction and Learning. In such case, the College shall have the discretion to require the Educator to take the necessary steps to obtain certification to teach Online/Hybrid courses.

iv. A Part-Time Educator must successfully teach an Online/Hybrid course at least one semester before seeking permission to teach an additional online/hybrid course. The preparation to teach an approved additional online/hybrid course can only take place during or after the second semester of teaching the current online/hybrid course.

v. The Office of Instruction and Learning will maintain, and update each semester, a list of all Educators approved to teach Online/Hybrid courses, listing all individual courses by academic department. The list will be communicated to DUE at the end of each academic year.

vi. Denials or negative recommendations to teach in e-Learning modality to be trained will originate with the Department Chair or the Office of Instruction and Learning. The originator of any denial or negative recommendation must provide to the Part-Time Educator, in writing, the reason(s) for the denial or negative recommendation, with a copy provided to DUE. Part-Time Educators that have been denied training or a training waiver, must be given an opportunity to submit additional material relevant to their performance and qualifications for full consideration by the Department Chair and the Office of Instruction and Learning. A

negative recommendation shall not be subject to appeal via the grievance process.

c) e-Learning Training and Course Shell Development

i. General

All training must be pre-approved, in writing, by the Office of Instruction and Learning. The Director of Instructional Technology and e-Learning will coordinate and facilitate the training.

ii. Certification to Teach e-Learning Courses

Part-Time Educators who have never taught an online/hybrid course must be certified to teach e-Learning courses. e-Learning training must be successfully completed prior to being assigned an e-Learning course, and will include training in the appropriate LMS. Any Part-Time Educator who will develop a course must first be certified to teach e-Learning courses. Office of Instruction and Learning shall have the discretion to waive this requirement for Part-Time Educators with previous experience using an LMS.

iii. Course Shell Development (First Time)

Part-Time Educators certified to teach e-Learning courses and approved to teach their first online/hybrid course will complete training on e-Learning Course Design. The approved Part-Time Educator will attend all of the required training sessions. The training will include: (1) training in the current appropriate LMS, as needed; (2) e-Learning pedagogy; (3) effective online teaching practices; and (4) online course design. The Office of Instruction and Learning shall have the discretion to waive any portion of this training. The Director of Instructional Technology and e-Learning or their designee will mentor the Part-Time Educator when needed. During the one semester of training on e-Learning Course Design and development of their first online/hybrid course, the Part-Time Educator will receive compensation of four (4) contact hours at the Part-Time Educator's hourly rate, based upon current rank and step, to be paid upon completion of the training and course shell development. This compensation shall be for e-Learning Course Design training (1 contact hour) and course shell development (3 contact hours).

iv. Course Shell Development (Additional Courses)

Part-Time Educators who have been certified to teach e-Learning courses, have completed training on e-Learning Course Design, and have successfully developed a course may be approved to develop additional courses. For the second and third on-line/hybrid course shells developed by an Educator, they will receive compensation for each of one (1) contact hour at the Part-Time Educator's hourly rate, based upon current rank and step, in the preparation semester. There is no compensation given for the development of any course shell thereafter, irrespective of discipline.

v. Additional Training

All approved additional training, either to address a recommendation prior to assignment to an e-Learning course or to learning new technologies, are compensated at the hourly rate specified in Appendix C, Remuneration for Non-Job Related Assignments.

d) Course Shell Requirements

All e-Learning courses will include an established set of course elements and expectations for promoting student engagement, which will be provided to course developers prior to the start of course shell development. Any agreed upon elements would be established by the faculty through a governance process. Part-Time Educators teaching an online/hybrid course must have specific course information, including a syllabus, schedule, and introductory announcement, in the LMS at least seven (7) calendar days before the start of the class.

e) Online/Hybrid Course Offerings

Approved Part-Time Educators agree to offer any online/hybrid course for three (3) semesters if they received payment for training/preparation. If a Part-Time Educator cannot complete the teaching of a section of such course(s), online course materials created to that point shall be shared for the conclusion of that semester only for the purposes of successfully completing that course section.

f) Non-Teaching Educators and Regular Work Schedule

Online/hybrid teaching assignments may not interfere with or be fulfilled during a Non-Teaching Educator's regular work schedule without a schedule adjustment and written permission of the Non-Teaching Educator's Supervising Dean or area Associate Vice President.

g) Class Observation Process

Those Educators teaching an e-Learning course for the first time will have at least one observation by their Department Chair during their first semester teaching that course. Thereafter, in accordance with the Classroom Observation Process (Appendix G), observations leading to a written report (Appendix F) shall include one course using e-Learning modalities at least once every three years.

Observation of e-Learning courses must adhere to the same principles of observation for Traditional (face-to-face) classes as detailed in Appendix G – Classroom Observation Process and includes the following two requirements to facilitate observation in the e-Learning environment:

i. The Educator provides to their supervisor full access to the course in the LMS during the first week of the course to confirm that contractually-obligated information has been placed in the course.

ii. For observation of asynchronous and/or synchronous modalities, the Educator provides to their supervisor full access to the course in the LMS in a mutually agreeable format and during a mutually agreed upon week between the fifth and eleventh weeks of the course.

h) Teaching and Student Load Limitations

The first semester that the initial online/hybrid course is taught, the instructor shall be limited to one online/hybrid section of that course and class enrollment shall be at a maximum of sixteen (16) students. Thereafter, the maximum enrollment for Online courses and Hybrid courses with 50% or more of the education content being taught online shall be 90% of the course capacity for the Traditional course modality if the course capacity is 20 students or less and 80% of the course capacity for the Traditional course modality if the course capacity is 21 students or more. Hybrid sections with less than 50% of the education content being taught online shall have a maximum enrollment consistent with the course capacity of the Traditional course modality.

i) Intellectual Property

The College has the rights to the course outline, the orientation documents, and the sequencing of the content material; however, the specific assignments, discussion questions, or other Educator generated academic content remain the intellectual property of the Part-Time Educator.

j) Assignment of Previously Developed e-Learning Course

Teaching Educators may be assigned to teach an e-Learning course that has been already developed by another faculty member. The e-Learning course shell will have all essential content, curriculum, mechanisms for student engagement, basic assessments, and all other elements required in the e-Learning course design. **Use of an existing course shell is not mandatory.**

Dated: _____, 2025

Dutchess Community College	Dutchess United Educators Dr. Laura Murphy, Union President
	Dutchess United Educators Dr. Leah Akins, Lead Negotiator

MEMORANDUM OF AGREEMENT

BY AND BETWEEN

DUTCHESS UNITED EDUCATORS (PART-TIME)
AND
DUTCHESS COMMUNITY COLLEGE

It is hereby agreed by and between the parties that the collective bargaining agreement between the parties covering the period of September 1, 2020 through August 31, 2025 be extended for a period of four (4) years. The new Agreement shall commence September 1, 2025 and expire August 31, 2029. The predecessor contract shall remain unchanged except as modified below.

1. **Page 32, Modify APPENDIX E: PART–TIME NON-TEACHING EDUCATOR BANDS as follows:**

The College and DUE are creating the following Bands for PT NTEs. At the time of hire, a PT NTE will be clearly assigned to one of the bands based on criteria that was mutually agreed upon by the College and DUE.

~~**Band A:** Administrative Support~~

Band B: Coaches/Counselors/Liaisons/Librarians/Coordinators/Supervisors

Band C: Administrative Support – non supervisory

Band D: Specialists/**Test Proctors**~~Lab Monitors~~/Assistant Coordinator/Professional Tutors

~~**Band E:** Professional Tutors~~

~~**Band F:** Proctors~~

Band S: ~~Specialty Groups~~Director Impaired Driving Programs; Accompanist – Music/CNA Coordinator/PT Technical/Coordinator Aviation Maintenance Technician

2. **Page 15, Modify Article IX (9.06) as follows:**

9.06 Ranks

Ranks for Part-Time Teaching Educators recognize the educational, technical, artistic and professional accomplishments of these individuals as related to their disciplines and the value that these experiences bring to the classroom.

- It is also understood that Part-Time Teaching Educators may or may not come to the College through the traditional academic graduate track, so criteria **for ranks** ~~that~~ encompass Part-Time Teaching Educators' academic achievements as well as professional development ~~will be created to define the ranks~~.

- Part-Time Teaching Educator ranks do not necessarily equate to full-time Teaching Educator ranks.

- Ranks also provide a means for Part-Time Teaching Educators to earn promotion through objective criteria and thereby earn higher compensation.

3. Page 4, Modify Article VII (7.06) as follows:

7.06 Mileage Reimbursement

Part-Time Educators will be reimbursed at the approved IRS rate for approved job-related travel in their personal automobile. Mileage reimbursement shall only be provided for travel between College sites when the unit member is assigned to two (2) or more sites on a specific day.

4. Page 15, Revise Article 9.07 and Appendix K as follows:

9.07 Promotion

Promotion for Part-Time Teaching Educators recognizes the educational, technical, artistic and professional accomplishments of these individuals because it demonstrates growth in their discipline and teaching skills and the value this brings to students and the College community.

- Promotion is made through an annual application process.

- The promotion process begins in the fall of each academic year. Promotion decisions will be announced by the College by the last day of classes in May.

- Promotions are determined at the discretion of the College President, and are not subject to appeal in any forum. The President may take into consideration the financial climate at the College in deciding: (a) whether to promote PT Teaching Educators; and (b) how many PT Teaching Educators to promote.

- PT Teaching Educators who earn a promotion will move horizontally on the salary grid to the next higher rank. They retain their contact hour count.

- Promotions go into effect in the fall of the next academic year.

a) Process

The promotion of a PT Teaching Educator to the next higher rank is a process which is based not only on teaching but also engagement in professional experiences that

add value and contribute meaningfully to the Teaching Educator's work with Dutchess Community College students, departments and/or the institution. The specific promotion instructions and application form are provided in Appendix K.

b) Criteria

The promotion application will include the following criteria:

- The applicant will have completed a minimum of ten terms at one rank before they may apply for promotion. Terms are defined as winter, spring, summer (counts as one term regardless of the number of sessions taught) and fall.
- The applicant's three most recent evaluations will have an overall evaluation of "Meets Expectations." The evaluations or promotion application will include evidence of teaching **effectiveness** ~~excellence~~.
- The applicant will **list and briefly describe**~~provide written verification of~~ experiences that demonstrate their continuing professional development and that connect to their growth as an educator, impact student learning or provide valuable service to the DCC community. **College transcripts are required for graduate credits completed and Certificates of Completion are required for professional development hours earned.**

In addition, the applicant will have an opportunity to provide examples of and a reflection on their teaching work as part of the promotion application.

APPENDIX K – PROMOTION PROCESS FOR TEACHING EDUCATORS

Effective teaching is rewarded through the step system. Faculty who teach 30 contact hours and have evaluations indicating "meets expectations" will move to the next pay step ~~according to the 2016-2020 Part-Time Educator contract~~ **according to the current Part-Time Educator contract**.

The promotion of a part-time faculty member to the next higher rank is a **rigorous** ~~competitive~~ process which is based not only on excellent classroom teaching but also engagement in professional experiences that add value and contribute meaningfully to the faculty member's work with Dutchess Community College students, department, and/or the institution. Meeting minimum criteria to apply does not guarantee promotion. Promotions are determined at the discretion of the College President.

INSTRUCTIONS
Promotion applications must be submitted to the Supervisor by no later than the first day of classes in January as a single PDF file that includes Part A of the application form and all documentation requested. Promotions become effective in the Fall of the next Academic Year.

Promotion of part-time faculty requires clear evidence in all three of the following categories:

1. Terms of Service
2. Evaluations That Reflect ~~Excellence in~~ Teaching **Effectiveness**
3. Relevant Professional Experiences

PROMOTION PROCESS STEPS AND TIMELINE

1. If a part-time faculty educator meets the criteria below, they must complete Part A of this application and submit it to their supervisor no later than the first day of classes in January.
2. The Supervisor will immediately alert the Department Chair as to how many applications have been received.
3. The Supervisor will complete Part B of this application and submit it to the Department Chair by the first Friday in February.
4. Before receiving the applications, the Department Chair will convene a meeting where interested full-time faculty and supervisors in that department will determine how best to review and vote on the applications from their department, and will establish the Part-Time Faculty Promotion Committee(s).
   - Neither the Department Chair nor the candidate's supervisor are required to participate on this committee, but may do so if they choose.
   - A department may have multiple Part-Time Faculty Promotion Committees.
   - Each Committee must include a minimum of three full-time faculty from the candidate's department.
   - If there aren't three departmental full-time faculty interested in participating on the Committee(s), the Department Chair can request ~~**OAA**~~ **Office of Instruction & Learning** to solicit potential participants from other departments.
5. The Committee(s) reviews and votes on the applications no later than the last Friday in February. **The vote is to recommend or not recommend each candidate for promotion.** The Committee informs the Supervisor and Department Chair of the results for the ~~average~~ vote of each candidate no later than the next business day.
6. The Supervisor immediately informs the candidate of ~~the average of~~ the voting results. The part time faculty member may elect to withdraw their application at this time. ~~He/she~~ **They** must make that decision and inform the Supervisor, who must inform the Committee before the first Friday in March.
7. The Committee sends completed applications to the Office of ~~Academic Affairs~~ **Instruction & Learning** by the **deadline established by the Office of Instruction & Learning** ~~Friday before Spring break~~.
8. The Office of ~~Academic Affairs~~ **Instruction & Learning** will review the applications and make recommendations for promotions to the College President.
9. PT faculty will be notified of promotion decisions by the last day of classes in May (before the Evaluation/Exam period begins).

PROMOTIONAL CRITERIA

1. Terms of Service Criteria

In order to apply for promotion to the next higher rank, the PT faculty must have completed teaching a minimum of ten (10) terms at their current rank **at the time the application is submitted**. Terms are defined as winter, spring, summer (counts as one term regardless of the number of sessions taught) and fall.

2. Evaluations That Reflect ~~Excellence in~~ **Teaching Effectiveness**

Effectiveness~~Excellence~~ in teaching is essential in order to be considered for promotion.

~~Excellence in t~~Teaching **effectiveness** can be characterized by such things as:

- engaging students in the classroom, and consistently encouraging them to grow as learners. This is evident by student participation and involvement in the work being addressed.
- recognizing different learning styles, and integrating teaching methodology that accommodates these differences.
- creating a rapport with students that supports a constructive and safe learning environment.
- helping students learn to effectively use academic resources to enhance their comprehension of the course content.
- creating supplemental materials which help create a scaffold for learning.

~~For promotion into a higher rank, the application must clearly demonstrate the following criteria.~~

~~Rank~~	~~Teaching Excellence Demonstrated for Each Rank~~
~~Adjunct Assistant Professor~~	~~Evaluations should indicate excellence as a college teacher~~
~~Adjunct Associate Professor~~	~~Evaluations should indicate consistently superior performance as a college teacher in multiple categories above~~
~~Adjunct Professor~~	~~Evaluations should indicate exemplary performance as a college teacher in most of the categories above.~~

For promotion into a higher rank, the application must clearly demonstrate the following criteria.

Rank	Teaching Effectiveness Demonstrated for Each Rank
Adjunct Assistant Professor	**Evaluations should indicate effectiveness as a college teacher**
Adjunct Associate Professor	**Evaluations should indicate a continuing record of consistent superior performance as an assistant professor**
Adjunct Professor	**Evaluations should indicate a continuing record of consistent superior performance as an associate professor**

3. **Relevant Professional Experiences**

Candidates for promotion should not only be ~~excellent~~**effective** teachers, but also have demonstrated their continuing professional development, which either impacts student learning **and**/or provides valuable service to the DCC community.

For promotion into a higher rank, the following criteria must be met:

Rank	Professional Experiences Demonstrated for Each Rank
Adjunct Assistant Professor	Some professional experiences that demonstrate continued growth as an educator and/or demonstrate contributions to and participation in the educational endeavors of the institution beyond the standard teaching responsibilities.
Adjunct Associate Professor	Consistent and regular participation in experiences that demonstrate continued growth as an educator, and/or demonstrate involvement which contributes to the institutional mission.
Adjunct Professor	Significant professional experiences and/or significant involvement on campus on a consistent and regular basis over many years. Professional experiences must be clearly connected to growth as an effective educator, and/or as a leader in the department or at the College.

Part-time Faculty Promotion Application

PART A: TO BE COMPLETED BY THE CANDIDATE APPLYING FOR PROMOTION

Name of Part-time Faculty Educator:

Date of Application:

Date of Hire:

Name of Current Supervisor:

*1. ~~INITIAL PLACEMENT AND~~ **RANK AT TIME OF APPLICATION AND LENGTH** ~~TERMS~~ OF SERVICE*

Check your current rank:
Adjunct Instructor
Adjunct Assistant Professor
Adjunct Associate Professor

Indicate the number of terms* you have completed **at your current rank** teaching at DCC **at the time of application**:
**Teaching during the summer counts as 1 term regardless of whether you taught 1 or 2 summer sessions.*

Indicate the rank for which you are applying.

2. TEACHING EFFECTIVENESS

To be considered for promotion, the teaching evaluations must show clear evidence of **effective**~~excellent~~ teaching. ~~This should be clear to all reviewers by notes that are made in the comment sections of the classroom observations, or by the Supervisor's further comments in Part B of this application.~~

A. Part-time Faculty Evaluations by your supervisor(s). Attach a copy of **the written evaluation section, as completed by your supervisor, of** your ~~three (3) two (2)~~ **three (3) most recent** evaluations (can be obtained from **Office of Instruction & Learning**~~OAA~~). ~~At least one evaluation must have been completed since the 2017-2018 academic year.~~

B. Portfolio of teaching. Attach two activities/assignments with corresponding syllabus for the course(s), and provide a brief written reflection on how they best represent your teaching (500 words maximum).

3. PROFESSIONAL EXPERIENCES

A. ~~Using a bulleted list*, please list~~ **List** applicable professional experiences that you have participated in since your date of hire or last promotion at DCC. Next to each professional experience listed include the academic term (with year) and provide a brief description. ~~(Please refer to the list of possible categories and professional experiences listed in the *2018-2019 FAQ for Part-time Faculty for Rank, Step and Promotion.*)~~

B. **Applicants are responsible to make sure that their current official transcripts and professional development hours are on file with the Office of Instruction & Learning.** ~~Attach documents that verify **graduate credits completed (unofficial transcript) and professional development hours earned (Certificates of Completion).**items indicated (i.e. unofficial transcripts, photocopies, letters of completion, certificates of attendance, convention brochures/programs listing your DCC affiliation.).~~

C. **Applicants are encouraged to submit any other material that they deem necessary to complete the evaluation of their application.**

~~C. Include links to sites that can be used to verify materials that are too lengthy to include, i.e articles, books, presentations, etc.~~

~~**please use an asterisk, dash or similar text character for your "bullet."*~~

~~Type Here.~~

PART B. TO BE FILLED OUT BY SUPERVISOR

~~The promotion of a part-time faculty member is a competitive process which is based on excellent classroom teaching as well as engagement in professional experiences that add value and contribute meaningfully to the faculty member's work with Dutchess Community College students, department, and/or the institution.~~

The promotion of a part-time faculty member is a rigorous process which is based on excellent classroom teaching as well as engagement in professional experiences that add value and contribute meaningfully to the faculty member's work with Dutchess Community College students, department, and/or the institution.

~~Based on the statement above, is there clear evidence that~~ **Does** the part-time faculty **member** ~~qualifies~~ **qualify** for promotion? If, NO a brief rationale must be provided.

Yes.
~~If a supervisor feels that the part-time faculty member's evaluations do not adequately illustrate excellent teaching, the supervisor may add relevant reflections here.~~

No

Please print your name, sign and date below. ~~By the first Friday in February~~ **By the deadline established by the Office of Instruction & Learning**, please submit candidate's application to the Department Chair.

(Print name) (Sign name) (Date)

PART C. TO BE FILLED OUT BY A MEMBER OF THE DEPARTMENT'S PART-TIME FACULTY PROMOTION COMMITTEE(S)

Enter results of vote below **("recommend" or "not recommend")**.

~~Vote for Promotion from Rank of Enter Initial Rank to Rank of Enter New Rank~~

~~** Five _____~~
~~Four _____~~
~~Three _____~~
~~Two _____~~
~~One _____~~

~~Average: _____~~

~~** 5 = fulfilled the criteria as well as they can~~
~~3 = represents a position half way between one and five~~
~~1 = barely fulfilled the minimum criteria~~

Please print name, sign and date below for all full-time faculty members who participated in the review and voting process for the candidate's application (attach separate page with additional names, signatures and dates if needed). ~~By the Friday before Spring break~~ **By the deadline established by the Office of Instruction & Learning**, submit candidate's application to the Office of ~~**Academic Affairs**~~ **Instruction & Learning**.

(Print name) (Sign name) (Date)

(Print name) (Sign name) (Date)

(Print name) (Sign name) (Date)

5. **Page 3, Modify Article VII (7.02) — Bereavement Leave for Part-Time Teaching Educators - Revise** as follows:

7.02 Bereavement Leave for Part-Time ~~Teaching~~ Educators

Bereavement leave is the absence due to the death of a Part-Time Educator's parent **or parent-in-law (biological, adoptive, step or foster)**, spouse/domestic partner ~~(as defined in accordance with the New York State Public Health Law Section 2961)~~, parent of spouse/domestic partner, siblings, children **(biological, adopted, or foster child, stepchild, legal ward, or child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability)**, grandparent, grandchild, ~~or~~ other dependents, or household members. **The term "domestic partner" shall be defined in accordance with Dutchess County Local Law 2-2022, as amended from time to time.** Part-Time Teaching Educators may use up to one class hour paid bereavement leave for each class hour taught per week. Said leave is to be used for absences during the times the individual course section meets. Part-Time Non-Teaching Educators shall be eligible to be paid for up to three of their normally scheduled work days due to absences for bereavement **due to the death in their family as defined above.** ~~provided with payment for three days of their normal schedule salary. At least one of the three days needs to be directly related to up The Part-Time Non-Teaching Educator has the opportunity to make up no more than to 1425 hours of unpaid leave due to the death in their family as defined above.~~ **Part-time Non-Teaching Educators shall be provided with up to 25 hours of additional unpaid leave due to the death in their family as defined above.** The Part-Time non-Teaching Educator shall be afforded the opportunity to make up the **additional unpaid leave** time, **up to 14 hours,** provided that such time is made up within **two** ~~one~~ months **or the end of the fiscal year, whichever is sooner,** upon return from the bereavement leave. The scheduling of such make-up time shall be subject to the approval of the Part-Time non-Teaching Educator's supervisor. This benefit is offered for each loss. Part-Time Educators will notify their supervisors of the need for bereavement leave. This section shall take effect upon the ratification of the Collective Bargaining Agreement (CBA).

6. **Page 11, Modify Article 9.05 — Reemployment Preference as follows:**

9.05 Reemployment Preference

(g) Student Survey of Teaching Schedule

1. **A part-time faculty member must administer the Student Survey of Teaching form in all sections taught each semester until achieving Re-employment Preference Status.**
2. **A part-time faculty member on the re-employment preference list who teaches multiple sections in a semester will administer Student Survey of Teaching forms in at least one section each semester. Selection of sections in which surveys will be administered is made by the faculty in consultation with the part-time faculty supervisor. Over the course of 4 semesters, the sections selected should represent a full range of courses taught by the faculty member.**

7. **Page 2, Modify Article VII (7.01 (a)) — Professional Leave: Part-Time Teaching Educators as follows:**

7.01 Professional Leave

a) Part-Time Teaching Educators

For each individual course section taught, Part-Time Teaching Educators shall be granted leave with pay of one class hour per semester for each ~~class~~ hour taught per week ~~to be used for absences during the times the individual course section meets~~. **Except as provided below, such leave must be used for absences during times the individual course section meets. For Part-Time Teaching Educators who are teaching more than one course section, leave with pay from any one course section may be used to cover another course section, provided that the total leave taken does not exceed twice the number of class hours per week for the course section in which the leave is used.** Said leave may be used because of illness, to conduct personal business, **to**~~or~~ attend to family affairs, or **to** observe religious holidays. Anyone teaching on an alternate schedule will be pro-rated accordingly. This leave shall not be cumulative.

Set forth below are examples as to how the leave with pay would apply for a Part-Time Teaching Educator who is teaching more than one course section:

- **A faculty member is assigned to teach 1 section of ART 172 lecture (2 contact hours per week) and 1 section of ART 172 lab (2 contact hours per week). This faculty member can use up to 4 hours of leave over the course of the semester. They would be able to use all 4 hours of leave for the ART 172 lecture section, if needed. That would exhaust their leave.**
- **A faculty member is assigned to teach 1 section of ENG 101 lecture (3 contact hours per week) and 1 section of ENG 102 lecture (3 contact hours per week). This faculty member can use up to 6 hours of leave over the course of the semester. They would be able to use all 6 hours of leave for the ENG 101 lecture section, if needed. That would exhaust their leave.**
- **A faculty member is assigned to teach 1 section of BIO 030 lecture (2 contact hours per week) and 1 section of BIO 030 lab (3 contact hours per week). This faculty member can use up to 5 hours of leave over the course of the semester. They would be able to use up to 4 hours of leave for the BIO 030 lecture section, if needed, which is twice the number of class hours per week for that section.**
- **A faculty member is assigned to teach 3 sections of BHS 103 lecture, each of which is 3 contact hours per week. This faculty member can use up to 9 hours of leave over the course of the semester. They would be able to use 6 hours of leave in one section, if needed. Aside from those 6 hours, they have another 3 hours of leave to use in either of the other sections.**

8. **Page 16, NEW Article IX (9.08) — Part-Time Non-Teaching Educator Evaluation Process**

Add the following:

Article 9.08 — Part-time Non-Teaching Educator Evaluation Process (ALL NEW)

The evaluation of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluations shall be to recognize and encourage outstanding professional performance by providing a process that includes supervisory, peer, and self-review. Through this process, non-teaching educators are able to identify areas of excellent performance and areas for improvement, and peers and supervisors are able to provide useful feedback for consideration. Support of a professional working environment and professional development are key elements of an outstanding professional performance; therefore, the evaluation process also addresses possible actions as a result of the evaluation process. The evaluation of a non-teaching educator shall be based on total professional performance.

Evaluation Process

The evaluation of a non-teaching educator is conducted by the non-teaching educator's direct supervisor using forms as provided by the Office of Human Resources. Notice to DUE for the creation of the non-teaching educator evaluation form for the 2026-2027 academic year shall be six (6) months. Each year thereafter, the College will notify DUE one (1) year in advance of any changes to non-teaching educator evaluation forms. The College will consider any suggestions, submitted by DUE within 60 days of said notice, concerning announced changes. Edits submitted by DUE and agreed to by the College can be made within nine (9) months of implementation. The final decision on the non-teaching educator evaluation form is the College's and any changes to the form would not be subject to the grievance procedure.

9. **Page 16, NEW Article 9.09 — Internal Posting**

Add the following:

9.09 Internal Posting

When a Full-Time Educator position at the College becomes vacant or a new Full-Time Educator position is created, and the College plans to fill such position, a vacancy/opening announcement shall be posted internally, through email, one week prior to posting the position externally.

10. **Page 2, Modify Article VII (7.01 (b)) — Professional Leave: Part-Time Non-Teaching Educators as follows:**

7.01 Professional Leave

b) Part-Time Non-Teaching Educators

Part-Time NTEs who are regularly scheduled to work a minimum of 840 hours per year (**e.g.** ~~i.e.~~, 20 hours per week multiplied by 42 workweeks) and employed by the College for a minimum of five months shall be granted 15 hours of leave with

pay per year. Said leave may be used because of illness, to conduct personal business, attend to family affairs, ~~inclement weather when the College is closed,~~ and vacation. **In the event the College is closed due to inclement weather, Part-Time NTEs who were scheduled to work on the day of College closure will be paid for the scheduled hours and will not use leave time. Notwithstanding, a professional leave day shall still be charged for an emergency closing day if the day had previously been approved for professional leave with the following exception. Any unit member who requests a paid personal leave day may cancel the leave request by 4:00 PM just prior to the leave day that was requested. If the unit member cancels the leave request day and then, if the College does not close, does not work on the leave day that was cancelled, the unit member shall be docked for that day.** Leave time may not be accumulated, and has no cash-out value upon separation from service. ~~This provision shall take effect at the start of the 2022-2023 academic year.~~

11. **Page 16, Article X (10.01) — Terms**
Page 22, Appendix B - Part-Time Teaching Educator Salary Schedules
Page 29, Appendix D - Part-Time Non-Teaching Educator Salary Schedules

A. Revise Section 10.01 (Terms) as follows:

All Part-Time Teaching Educators as defined by PERB CERTIFICATION shall receive salaries in accordance with the schedule as shown in Appendix B. ~~The semesters of experience that determine salary rates do not need to be consecutive.~~ The hourly rates for Part-Time Non-Teaching Educators are shown in Appendix D.

B. Revise Appendix B as follows:

APPENDIX B: PART-TIME TEACHING EDUCATOR SALARY SCHEDULES

~~Beginning with the Fall 2020 semester and continuing only through the end of this contract.~~

- Part-Time Teaching Educator contact hour wages are directly tied to the salary of full-time Teaching Educators by using a negotiated rate of full-time salaries (Equity Percentage).
- Steps within each rank provide a means for Part-Time Teaching Educators to earn higher compensation based on longevity of teaching service to the College.
- A step is earned by completing 30 ~~lecture and/or lab~~ contact hours ~~beginning in Fall 2018~~.
- Contact hours are accumulated in every semester, including winter and summer sessions.
- Every Fall ~~starting in Fall 2019~~, Part-Time Teaching Educators with 30 or more contact hours will be awarded a step increase, and 30 contact hours will be deducted from these Part-Time Teaching Educator's total contact hour accumulation. Steps will be awarded

until the Part-Time Teaching Educator reaches the top step of the schedule within their rank.

Part-Time Teaching Educators
Lecture Contact Hour Rates:

~~Lecture/Lab Contact Hours~~

2024/2025 1.03 ~~2025/2026~~

Step	Instructor	Assistant	Associate	Professor	~~Step~~	~~Instructor~~	~~Assistant~~	~~Associate~~	~~Professor~~
1	1,399	1,528	1,647	1,775	~~1~~	~~1,441~~	~~1,574~~	~~1,696~~	~~1,828~~
2	1,436	1,569	1,694	1,827	~~2~~	~~1,479~~	~~1,616~~	~~1,745~~	~~1,882~~
3	1,474	1,611	1,740	1,877	~~3~~	~~1,518~~	~~1,659~~	~~1,792~~	~~1,933~~
4	1,511	1,652	1,786	1,929	~~4~~	~~1,556~~	~~1,702~~	~~1,840~~	~~1,987~~
5	1,547	1,694	1,834	1,980	~~5~~	~~1,593~~	~~1,745~~	~~1,889~~	~~2,039~~
6	1,584	1,737	1,880	2,032	~~6~~	~~1,632~~	~~1,789~~	~~1,936~~	~~2,093~~
7	1,621	1,778	1,927	2,083	~~7~~	~~1,670~~	~~1,831~~	~~1,985~~	~~2,145~~
8	1,658	1,820	1,973	2,134	~~8~~	~~1,708~~	~~1,875~~	~~2,032~~	~~2,198~~
9	1,694	1,862	2,019	2,186	~~9~~	~~1,745~~	~~1,918~~	~~2,080~~	~~2,252~~

Lecture/Lab Contact Hours

2025/2026 1.04

Step	**Instructor**	**Assistant**	**Associate**	**Professor**
1	**1,455**	**1,589**	**1,713**	**1,846**
2	**1,493**	**1,632**	**1,762**	**1,900**
3	**1,533**	**1,675**	**1,810**	**1,952**
4	**1,571**	**1,718**	**1,857**	**2,006**
5	**1,609**	**1,762**	**1,907**	**2,059**
6	**1,647**	**1,806**	**1,955**	**2,113**
7	**1,686**	**1,849**	**2,004**	**2,166**
8	**1,724**	**1,893**	**2,052**	**2,219**
9	**1,762**	**1,936**	**2,100**	**2,273**

Effective September 1, 2026, the hourly rates above shall be increased by 3%.
Effective September 1, 2027, the hourly rates above shall be increased by 3%.
Effective September 1, 2028, the hourly rates above shall be increased by 4%.

For Non-Teaching Educators:

Effective September 1, 2025, the NTE base wages shall be increased by 4%.
Effective September 1, 2026, the NTE base wages shall be increased by 3%.
Effective September 1, 2027, the NTE base wages shall be increased by 3%.

Effective September 1, 2028, the NTE base wages shall be increased by 4%.

APPENDIX D: PART TIME, NON-TEACHING EDUCATOR SALARY SCHEDULES

- ~~Pay rates for new hires will be the minimum pay rate for the salary range.~~Pay rates for new hires will be based **on the NTE's experience, years of service, and educational background.**
- Changing bands will result in a horizontal move with the current dollar rate unless the rate is outside the range. A salary rate below the minimum for the band will be raised to the minimum.

This bullet is below each salary table ...

- In order to receive the merit increment a PT NTE must have the recommendation of **their** ~~his/her~~ supervisor and have worked 50 hours or more in the prior academic year.

- No salary will exceed the maximum for the range.

12. **Page 16, Article X (10.02) — Remuneration for Non-Teaching Assignments**

Page 28, APPENDIX C: Remuneration for Non-Teaching Assignments by Part-Time Faculty

10.02 Remuneration for Non-~~Teaching~~Job-Related Assignments

Remuneration for non-**job-related**~~teaching~~ assignments and service on College committees or task forces assumed by Part-Time Educators that have been, in advance, either:

- requested by the Department Chairperson and approved by the Office of Vice President for Instruction and Learning, or
- requested directly, and approved by the Office of Vice President for Instruction and Learning, or
- requested by their area's supervising dean

shall be compensated as specified below:

(a) Compensation is at non-**job-related**~~teaching~~ rates for Part-Time Teaching Educators as listed in Appendix C.

(b) Compensation for Part-Time Non-Teaching Educators is at their normal hourly rate.

Committee service assignments must be approved by the Part-Time Educator's Immediate Supervisor and area supervising dean.

Service by Part-Time Educators on a Labor-Management Committee will not be compensated by the College.

APPENDIX C: REMUNERATION FOR NON-JOB-RELATED~~TEACHING~~ ASSIGNMENTS BY PART-TIME **TEACHING** EDUCATOR

Remuneration for non-**job-related**~~teaching~~ assignments shall be at the rate of $40.00 per hour. ~~for those Part-Time Teaching Educator who are in their first through sixth semesters of DCC teaching employment and at the rate of $40.00 per hour. for those who are in their seventh or more semesters of DCC teaching employment. Semesters of teaching employment do not need to be consecutive.~~ The hourly rates ~~set forth above~~ shall be increased **to $45.00 per hour, effective September 1, 2027.** ~~in each year of the contract by the across-the-board wage increases.~~ **Committee service for which Part-time Educators are compensated is eligible, like uncompensated activities, for inclusion in application for promotions.**

13. Page 6, Replace Article VIII (Responsibilities and Practices of Educators), Section 8.03, Online/Hybrid Courses, with the following: Rename Section 8.03: "Courses Delivered Through e-Learning Modalities" and replace with the following:

"The College course offerings comprise a variety of deliveries, including those supported by web and e-Learning technologies. The three major course modalities include: Traditional (face-to-face), Online, and Hybrid.

a) Definitions

i. Traditional Courses

In traditional courses, all aspects related to delivery of the course occurs on campus through face-to-face direct interaction between faculty and students. Traditional classes may be supported or enhanced by resources in the Learning Management System (LMS).

ii. Online Courses

Online courses are those delivered remotely by utilizing e-Learning technologies and pedagogies that enable learning, collaboration, and access to curriculum outside of the traditional classroom. On-campus (face-to-face) meetings are not required. Online courses may be delivered asynchronously, synchronously, or through a combination of asynchronous & synchronous modalities. Additionally, online courses may include proctored assessments.

iii. Online with In-Person Requirement Courses

These are similar to Online courses, but require a limited number of On-campus (face-to-face) meetings, which may include in-person proctored assessments. On-line with In-Person Requirements courses may have no more than 1/4 of the contact hours on-campus (face-to-face).

iv. Hybrid Courses

Hybrid courses combine traditional and online deliveries. Hybrid courses have at least 1/3 and no more than 3/4 of the educational content delivered remotely with the support of e-Learning

technologies. The contact hours of face-to-face meetings in a Hybrid course must be approved by the Department Chair and the Office of Instruction and Learning.

b) Approval and Requirements

i. Part-Time Educators wishing to teach an Online or a Hybrid course must receive the prior written approval of the academic Department Chair in which the course resides, and the Office of Instruction and Learning. For Part-Time Non-Teaching Educators, in addition to having approval from the Department Chair, must request and receive prior written approval from their supervisor or area Vice President.

ii. A Part-Time Educator who is not certified to teach Online/Hybrid courses, but who wants to teach a course using e-Learning modalities that have been approved for offering and scheduling by their Department Chair and the Office of Instruction and Learning, shall be offered the opportunity to receive appropriate e-Learning training as determined by the College.

iii. Only Part-Time Educators certified to teach Online/Hybrid courses will be assigned a course delivered using e-Learning modalities. Online or Hybrid courses may be assigned at the discretion of the Office of Instruction and Learning. In such case, the College shall have the discretion to require the Educator to take the necessary steps to obtain certification to teach Online/Hybrid courses.

iv. A Part-Time Educator must successfully teach an Online/Hybrid course at least one semester before seeking permission to teach an additional online/hybrid course. The preparation to teach an approved additional online/hybrid course can only take place during or after the second semester of teaching the current online/hybrid course.

v. The Office of Instruction and Learning will maintain, and update each semester, a list of all Educators approved to teach Online/Hybrid courses, listing all individual courses by academic department. The list will be communicated to DUE at the end of each academic year.

vi. Denials or negative recommendations to teach in e-Learning modality to be trained will originate with the Department Chair or the Office of Instruction and Learning. The originator of any denial or negative recommendation must provide to the Part-Time Educator, in writing, the reason(s) for the denial or negative recommendation, with a copy provided to DUE. Part-Time Educators that have been denied training or a training waiver, must be given an opportunity to submit additional material relevant to their performance and qualifications for full consideration by the Department Chair and the Office of Instruction and Learning. A

negative recommendation shall not be subject to appeal via the grievance process.

c) e-Learning Training and Course Shell Development

i. General

All training must be pre-approved, in writing, by the Office of Instruction and Learning. The Director of Instructional Technology and e-Learning will coordinate and facilitate the training.

ii. Certification to Teach e-Learning Courses

Part-Time Educators who have never taught an online/hybrid course must be certified to teach e-Learning courses. e-Learning training must be successfully completed prior to being assigned an e-Learning course, and will include training in the appropriate LMS. Any Part-Time Educator who will develop a course must first be certified to teach e-Learning courses. Office of Instruction and Learning shall have the discretion to waive this requirement for Part-Time Educators with previous experience using an LMS.

iii. Course Shell Development (First Time)

Part-Time Educators certified to teach e-Learning courses and approved to teach their first online/hybrid course will complete training on e-Learning Course Design. The approved Part-Time Educator will attend all of the required training sessions. The training will include: (1) training in the current appropriate LMS, as needed; (2) e-Learning pedagogy; (3) effective online teaching practices; and (4) online course design. The Office of Instruction and Learning shall have the discretion to waive any portion of this training. The Director of Instructional Technology and e-Learning or their designee will mentor the Part-Time Educator when needed. During the one semester of training on e-Learning Course Design and development of their first online/hybrid course, the Part-Time Educator will receive compensation of four (4) contact hours at the Part-Time Educator's hourly rate, based upon current rank and step, to be paid upon completion of the training and course shell development. This compensation shall be for e-Learning Course Design training (1 contact hour) and course shell development (3 contact hours).

iv. Course Shell Development (Additional Courses)

Part-Time Educators who have been certified to teach e-Learning courses, have completed training on e-Learning Course Design, and have successfully developed a course may be approved to develop additional courses. For the second and third on-line/hybrid course shells developed by an Educator, they will receive compensation for each of one (1) contact hour at the Part-Time Educator's hourly rate, based upon current rank and step, in the preparation semester. There is no compensation given for the development of any course shell thereafter, irrespective of discipline.

v. Additional Training

All approved additional training, either to address a recommendation prior to assignment to an e-Learning course or to learning new technologies, are compensated at the hourly rate specified in Appendix C, Remuneration for Non-Job Related Assignments.

d) Course Shell Requirements

All e-Learning courses will include an established set of course elements and expectations for promoting student engagement, which will be provided to course developers prior to the start of course shell development. Any agreed upon elements would be established by the faculty through a governance process. Part-Time Educators teaching an online/hybrid course must have specific course information, including a syllabus, schedule, and introductory announcement, in the LMS at least seven (7) calendar days before the start of the class.

e) Online/Hybrid Course Offerings

Approved Part-Time Educators agree to offer any online/hybrid course for three (3) semesters if they received payment for training/preparation. If a Part-Time Educator cannot complete the teaching of a section of such course(s), online course materials created to that point shall be shared for the conclusion of that semester only for the purposes of successfully completing that course section.

f) Non-Teaching Educators and Regular Work Schedule

Online/hybrid teaching assignments may not interfere with or be fulfilled during a Non-Teaching Educator's regular work schedule without a schedule adjustment and written permission of the Non-Teaching Educator's Supervising Dean or area Associate Vice President.

g) Class Observation Process

Those Educators teaching an e-Learning course for the first time will have at least one observation by their Department Chair during their first semester teaching that course. Thereafter, in accordance with the Classroom Observation Process (Appendix G), observations leading to a written report (Appendix F) shall include one course using e-Learning modalities at least once every three years.

Observation of e-Learning courses must adhere to the same principles of observation for Traditional (face-to-face) classes as detailed in Appendix G – Classroom Observation Process and includes the following two requirements to facilitate observation in the e-Learning environment:

i. The Educator provides to their supervisor full access to the course in the LMS during the first week of the course to confirm that contractually-obligated information has been placed in the course.

ii. For observation of asynchronous and/or synchronous modalities, the Educator provides to their supervisor full access to the course in the LMS in a mutually agreeable format and during a mutually agreed upon week between the fifth and eleventh weeks of the course.

h) Teaching and Student Load Limitations

The first semester that the initial online/hybrid course is taught, the instructor shall be limited to one online/hybrid section of that course and class enrollment shall be at a maximum of sixteen (16) students. Thereafter, the maximum enrollment for Online courses and Hybrid courses with 50% or more of the education content being taught online shall be 90% of the course capacity for the Traditional course modality if the course capacity is 20 students or less and 80% of the course capacity for the Traditional course modality if the course capacity is 21 students or more. Hybrid sections with less than 50% of the education content being taught online shall have a maximum enrollment consistent with the course capacity of the Traditional course modality.

i) Intellectual Property

The College has the rights to the course outline, the orientation documents, and the sequencing of the content material; however, the specific assignments, discussion questions, or other Educator generated academic content remain the intellectual property of the Part-Time Educator.

j) Assignment of Previously Developed e-Learning Course

Teaching Educators may be assigned to teach an e-Learning course that has been already developed by another faculty member. The e-Learning course shell will have all essential content, curriculum, mechanisms for student engagement, basic assessments, and all other elements required in the e-Learning course design. **Use of an existing course shell is not mandatory.**

Dated: November 4, 2025

Dutchess Community College

Dutchess United Educators
Dr. Laura Murphy, DUE President and Chief Negotiator

Dutchess United Educators
Dr. Leah Akins, Chair of Negotiating Committee

Budget, Finance, and Personnel Committee Roll Call

District	*Name*	*Yes*	*No*
District 7 - Hyde Park and Pleasant Valley	Truitt*	✓	
District 25 - Amenia, Washington, Pleasant Valley & Millbrook	Houston*		
District 3 - LaGrange	Polasek*		
District 16 - Fishkill and Beacon	Valdés Smith*		
District 9 - City of Poughkeepsie	Atkins*		
District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie	Travelpiece (VC)		
District 5 - Town of Poughkeepsie	D'Aquanni		
District 8 - City and Town of Poughkeepsie	Brendli		
District 10 - City of Poughkeepsie	Johnson		
District 12 - East Fishkill	Metzger		
District 17 - Town and Village of Fishkill	McHoul		
District 21 - East Fishkill	Caswell (C)		

Present: 12
Absent: 0
Vacant: 0

Resolution: ✓
Motion: ___

Total : 12 (Yes) 0 (No)
Abstentions: 0

2025238 APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF DUTCHESS COMMUNITY COLLEGE AND THE PART-TIME EDUCATORS' UNIT OF THE DUTCHESS UNITED EDUCATORS

DECEMBER 17, 2025

Roll Call Sheets

District	Last Name	YES	NO
District 7 - Hyde Park and Pleasant Valley	Truitt	✓	
District 25 - Amenia, Washington, Pleasant Valley & Millbrook	Houston		
District 3 - LaGrange	Polasek		
District 16 - Fishkill and Beacon	Valdés Smith		
District 9 - City of Poughkeepsie	Atkins		
District 1 - Town of Poughkeepsie	Gorman		
District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie	Travelpiece		
District 4 - Hyde Park and Town of Poughkeepsie	Lawler		
District 5 - Town of Poughkeepsie	D'Aquanni		
District 6 - Town of Poughkeepsie	Kaul		
District 8 - City and Town of Poughkeepsie	Brendli		
District 10 - City of Poughkeepsie	Johnson		
District 11 - Clinton, Pleasant Valley, and Rhinebeck	Kearney		
District 12 - East Fishkill	Metzger		
District 13 - East Fishkill and Wappinger	Paoloni		
District 14 - Wappinger and Town of Poughkeepsie	Versaci		
District 15 - Wappinger	Faust		
District 17 - Town and Village of Fishkill	McHoul		
District 18 - City of Beacon and Fishkill	Page		
District 19 - North East, Stanford, Pine Plains, Milan & Red Hook	Drago		
District 20 - Red Hook, Tivoli, and Rhinebeck	Munn		
District 21 - East Fishkill	Caswell		
District 22 - Beekman and Union Vale	Garito		
District 23 - Pawling, Beekman and East Fishkill	Rolison		
District 24 - Dover and Pawling	House		

Present: 25 **Absent:** 0 **Vacant:** 0

Resolution: ✓ **Motion:** ____

Total : 25 **Yes** 0 **No**

Abstentions: 0

2025238 APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF DUTCHESS COMMUNITY COLLEGE AND THE PART-TIME EDUCATORS' UNIT OF THE DUTCHESS UNITED EDUCATORS

DECEMBER 17, 2025