

**MEMORANDUM OF UNDERSTANDING
CONCERNING DEPARTMENT CHAIRS AND PROGRAM DIRECTORS**

Pasco-Hernando State College and the United Faculty of Florida, representing the employees in the bargaining unit established in PERC Certification 1930, hereby enter into this Memorandum of Understanding Concerning Department Chairs and Program Directors. Following negotiations concerning the terms and conditions for Department Chair and Program Director positions for the 2020-2021 Academic Year, the parties have agreed as follows:

1. Assignments to Department Chair and to Program Director shall be in the exclusive discretion of PHSC administration. Department Chair and Program Director appointments are annual appointments, with no expectation of reappointment beyond the annual appointment. Department Chairs and Program Directors are subject to release from the position during the year if determined by PHSC administration to be in PHSC's best interests.

2. **Department Chairs:**

- a. The Department of Arts and Sciences has six current Department Chairs.
- b. Department Chairs receive an annual supplement in the amount of \$5,000.
- c. Department Chairs are required to teach the same minimum number of courses as required of full-time faculty. To enable sufficient devotion to additional Department Chair responsibilities, Department Chairs are permitted to teach only two overload courses while serving as Chair with the approval of the Academic Dean and Executive Vice President and Chief Academic Officer/College Provost. These overload courses are considered a privilege and may be revoked at any time if it is determined that it is interfering with the performance of the duties of the Chair.

- d. The assignment of job duties to the Department Chair shall be the exclusive province of PHSC administration, provided that Department Chairs will not be responsible for evaluating dual enrollment faculty under the jurisdiction of the West Campus, handling master course scheduling, and the schedule of the West Campus for the 2020-2021 Academic Year, except in an advisory capacity.

3. **Program Directors:**

- a. The Division of Workforce Development, Career and Technical Education has seven current program directors.
- b. Program Directors in the Division of Workforce Development, Career and Technical Education receive an annual supplement of \$5,000, with no release time. Program Directors are required to teach the same minimum number of courses as required of full-time faculty. To enable sufficient devotion to additional Program Director responsibilities, Program Directors are permitted to teach only two overload courses while serving as Director with the approval of the Academic Dean and Executive Vice President and Chief Academic Officer /College Provost. These overload courses are considered a privilege and may be revoked at any time if it is determined that it is interfering with the performance of the duties of the Program Director.
- c. The Program Directors in the Division of Nursing and Health Programs, with the exception of the three Program Directors in the technical health programs, receive an annual supplement of \$3,000, with 60-contact hour release time. The Program Directors in the technical health programs within the Division of Nursing and Health Programs received an annual supplement of \$3,000, with a 60-contact hour per semester (Fall and Spring) release time. The Dean may approve additional release time where required by applicable accreditation standards. For Nursing and Health Program accreditation preparation, the Dean may approve additional release time with the approval of the Executive Vice President and Chief Academic Officer/College Provost. The release time shall be documented on the faculty work schedule each semester.
- d. In the event co-Program Directors are assigned, the annual supplement and release time will be divided and apportioned to the co-directors.
- e. In the event that no adjunct faculty are available to teach as a result of an unexpected change, the Academic Dean may approve a Program Director to teach more than two overload courses per semester, up to a maximum of 90 contact hours.
- f. The assignment of programs and job duties to each Program Director shall be the exclusive province of PHSC administration.

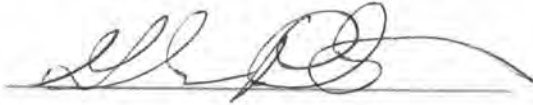
4. Department Chairs and Program Directors may be permitted to teach up to two courses during the Summer or, for health programs, up to 90-contact hours. Up to one additional course, or up to a total 135-contact hours for health programs, for Summer teaching may be approved where, in the Dean's discretion, extenuating circumstances exist. Regardless of any Summer teaching assignments, Department Chairs and Program Directors must continue to make themselves available and to maintain an on-campus presence during the Summer, as directed by the Dean.

5. The parties agree that nothing in this Memorandum shall preclude either party from presenting proposals concerning Department Chair or Program Director positions during ongoing or future collective bargaining negotiations. However, neither party commits that it will agree to any particular proposal and nothing in this Memorandum shall be construed as requiring an agreement. Any impasse regarding a negotiable issue will be resolved pursuant applicable law and the impasse resolution procedure outlined in Chapter 447 of the Florida Statutes.

6. In the event that the parties have not reached a collective bargaining agreement at the end of the annual appointments of the Department Chairs and Program Directors for Academic Year 2020-2021, this Memorandum shall constitute the status quo for purposes of continuing negotiations, absent a mutual written agreement or amendment to the contrary. Notwithstanding, PHSC retains the management right to eliminate the Department Chair and Program Director positions and assign all duties to a non-bargaining unit administrator should it elect to do so for Academic Year 2021-2022, subject to any impact bargaining obligation. Additionally, PHSC retains the management right to eliminate any or all Department Chair and Program Director positions and assign all duties

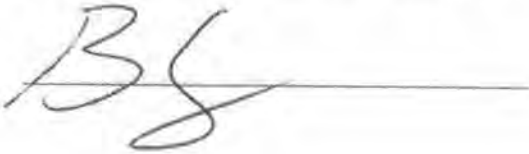
to a non-bargaining unit administrator should it elect to do so for Academic Year 2020-2021 in the event the College determines that there is not adequate faculty interest in serving as Department Chair or Program Director.

For the United Faculty of Florida,



4/10/20
Date

For Pasco-Hernando State College,



4-10-2020
Date