

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE ADMINISTRATION AND FACULTY ASSOCIATION  
OF  
SUNY BROOME COMMUNITY COLLEGE

The undersigned understand and agree to a clarification of language in the current collective bargaining agreement (2018-2021) **Article 36 – Promotions**

New text is indicated by underscore. The parties further agree that this clarification of the collective bargaining agreement is to be immediately effective and incorporated into the next Agreement.

A.2 Professional Development Plan – The Professional Development Plan will be drawn up by the candidate with the active assistance of the Professional Development Mentoring Committee with the department Chair/Director and the Division AVP/Dean/EVP&CAO/Vice President. The professional development plan is intended to be a vital document that is amenable to change and modification. Changes to the document require the approval of the Committee, the Chair/Director and the Divisional AVP/Dean/EVP&CAO/Vice President.

The Professional Development Plan will focus upon the following general areas: teaching effectiveness, personal professional development, and service to Department, Division, College, and community, as noted in Article 40-C.

The evaluation component of the plan will include the following requirements for all candidates:

- a) One peer evaluation each semester during the first and second years of the process. One peer evaluation in the fall semester of the third year.
- b) A minimum of one chairperson /supervisor's evaluation in each of the first and second years of the process. The chairperson's recommendation is submitted in the fall semester of the third year. If the candidate for promotion is a department chairperson, s/he will ask a department member with continuing appointment to conduct one evaluation that includes the Peer Classroom/Course Observation Reports (Parts I & II—see P & A Website) per year for each of the three years. If there is no one eligible within the department, the chair shall recruit another chair to fulfill that role. The same member need not serve in lieu of the chair each year. In the third year, the chair recommendation shall be written by any of the aforementioned individuals who have evaluated the chair by consensus (the third year observation and the recommendation can be combined).
- c) Student evaluations for one class section each semester during the first two years, and one in the fall semester of the third year. Due to the restrictions of the current online course student evaluation program, online student evaluations for a given semester will be added to the packet as soon as they are received by the faculty.
- d) There shall be one self-evaluation per year.
- e) For evaluation of faculty teaching online courses see Article 50 – Distance Learning.

Completing the plan means completing the activities specified in an approved professional development plan, as revised and approved, over a three year period of time. During the third year of activity under direction of the plan, the candidate shall submit appropriate documentation, including reports from her/his Professional Development Mentoring Committee, to the Department Promotion and Appointment Committee for its recommendation on the candidate's promotion. Upon completed review, the P&A Committee forwards the packet to the Chair/Director.

For the College

For the Faculty Association

*Kevin E. Drumm*  
Dr. Kevin E. Drumm, President

*Suzanne V. Shepard*  
Dr. Suzanne V. Shepard, President

Date: August 20, 2019

Date: August 21, 2019

Witnesses

Name: Dian Lemp

Date: *[Signature]*

Date: August 20, 2019

Date: August 2, 2019