

DGCE CHAIR PROPOSAL

ARTICLE I - RECOGNITION

A. RECOGNITION

The Board of Higher Education (hereinafter referred to as the “Board”) recognizes the Massachusetts Teachers Association/NEA (hereinafter referred to as the “Association”) as the exclusive collective bargaining representative with respect to the conditions of employment of a unit which comprises:

All persons who hold appointments during the academic year to teach one or more credit courses in the Division of Graduate and Continuing Education (hereinafter referred to as “DGCE”) at any State University, all those serving as coordinators/chairs/directors of continuing education and/or graduate programs, excluding supervisory and managerial personnel, all persons who teach contract courses (but only with respect to their teaching of such courses), and all other persons.

The parties recognize and agree that the Association may, in the discharge of its responsibilities hereunder, act through its affiliate, the Massachusetts State College Association, and that the Association and its affiliate are jointly and severally liable for the discharge of such responsibilities. The parties also recognize and agree that the Board may, in the discharge of its responsibilities hereunder, act through the Council of Presidents.

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NEW ARTICLE - SELECTION AND RESPONSIBILITIES OF DIVISION OF CONTINUING EDUCATION & GRADUATE CHAIRS

Each DGCE Chair shall exercise professional leadership and shall conduct the routine operation of continuing education and/or graduate program affairs. Where applicable, responsibilities shall more specifically include:

A. RESPONSIBILITIES OF THE DGCE CHAIR

1. in accordance with other applicable provisions of this Agreement, providing for the scheduling of courses
2. assisting in the recruitment and appointment of faculty
3. making recommendations regarding class sizes
4. conducting evaluations of faculty
5. meeting periodically with department Day chair, Deans, and VPAA and/or Provost to discuss program needs and issues
6. attending regularly scheduled, university-wide, continuing education or graduate chairs' meetings as appropriate
7. communicating any policy changes, opportunities, or updates to program faculty
8. assign advisees to program faculty or program advisors

9. work with departmental graduate committee and/or curriculum committee to review existing programs and make recommendations for any revisions or developments
10. ensure program and/or course proposals are submitted to governance committees (e.g. AUC, GEC)
11. if applicable, review student program applications with departmental graduate committee and communicate admission decisions with Graduate Dean/Director /Grad Admissions
12. Additional assigned duties that, including the others listed, can reasonably be executed in no more than 7.5 hours/week.

B. SELECTION OF DGCE CHAIRS

1. Eligibility: Any member of the DGCE bargaining unit is eligible to serve as the DGCE chair. Every DGCE Chair shall be a member of the bargaining unit.
2. Term of Office: The terms of office of all Continuing Education and Graduate chairs shall be of three (3) years' duration. Every such term of office shall commence on July 1 and shall expire on the June 30 succeeding three (3) years thereafter.
3. Selection of a Department Chair
 - a. Voting: All unit members who have taught in the continuing education or graduate program within a department or program shall be eligible to vote. The Vice President shall submit to the Department Chair, the department members and the Chapter President a list of the members of the department who are eligible to vote. The results of such election shall be transmitted to the Dean and Provost.
 - b. Time for Selecting DGCE Chair: Whenever the term of office of any DGCE Chair is to expire the Provost shall inform all those currently teaching within the program of the ensuing vacancy no later than March 30. The department or program shall conduct an election, according to department or program policies, no later than April 30; provided only that nothing herein contained shall be deemed to require that such procedures be completed within such period whenever it is impracticable or infeasible to do so.
 - c. Vacancy: In the event there is a period when no Chair shall have been appointed in accordance with the provisions of this Article or when the Chair shall be on paid or unpaid leave, incapacitated or otherwise unable to fulfill the duties of the office or upon any resignation the administration shall hold an election for a new chair by the next April 30. Until such time the administration may appoint an Acting Chair to serve not longer than 12 months.

C. WORK YEAR AND COMPENSATION OF DGCE CHAIR

1. The work year of any DGCE chair runs concurrently with the term from June 30 to July 1. The administration shall not require a chair to attend an event or meeting more than five times during the period of June 16 through August 16. The administration shall communicate any such days to a DGCE chair no later than April 15. The administration may create uniform schedule for to all DGCE Chairs.

2. In consideration of the foregoing, every DGCE Chair shall be paid a minimum annual stipend equivalent to two (2) courses at the Visiting Professor rank. No current DGCE Chair stipend that may exceed this compensation shall be reduced at enforcement of this contract.