**FSW Proposal – 2/6/23**

**Section 3.8 Non-Discrimination** - The Union and the Board agree that they shall abide by all federal and state laws concerning discrimination based on such factors as race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information, or veteran's status. Neither the Board not the Union shall discriminate against any faculty member for membership or non-membership in the Union.

### Standing Committees

1. The College will maintain the following standing committees consisting of faculty and representatives from the administration, and staff as appropriate to review and/or prepare recommendations for the Vice President of Academic Affairs. All faculty members shall be voting members:
   * Academic Standards Committee
   * Academic Technology Committee
   * Curriculum Committee
   * General Education Advisory Council
   * Learning Assessment Committee
   * Professional Development Committee
   * Continuing Contract Review Committee

Committee membership will reflect representation of faculty from all schools and the library. Faculty will chair no more than one Faculty Senate Standing committee. The Faculty Senate President, will not serve as chair of a Faculty Senate Standing committee interim or otherwise.

* 1. **Faculty Appointment to Committees**

1. **Committee Chairs –** A standing committee chair will be elected by the majority vote of each standing committee. Preferably the chair will be a continuing contract faculty. . The job duties shall conform to the list of duties as defined in the appendix of this document. The Chair will be granted a three (3) year term. A Standing Committee Chair may be re-elected for a second three-year term by a vote of the committee.

### Overloads (8.1.5)

* + - 1. An instructional overload for a teaching faculty member is defined as instructional hours carried by the faculty member in excess of the normal teaching workload specified in Section 8.1.1 C of this Article. To be eligible, a faculty member must not currently be on a Professional Improvement Plan.. Assignment of overload shall be at the discretion of the Academic Dean/Supervising Administrator; however, a faculty member is not required to accept an overload. Should a faculty member accept an overload, all of the following rules and procedures shall apply:
         1. For each instructional hour carried beyond fifteen (15) instructional hours, the faculty member will receive overload pay for one (1) overload hour.
         2. Assignment of instructional overload hours must be approved by the Academic Dean/Supervising Administrator. The maximum faculty workload (base load and overload combined) is twenty-one (21) instructional hours for Fall, Spring, or contract assigned summer semester, and any instructional hours beyond twenty-one (21) must have the specific approval of the Academic Dean/Supervising Administrator and the Vice President of Academic Affairs. .

### New Faculty Seminar (8.6)

As one of the conditions of eligibility for continuing contract, new faculty will participate in the College’s New Faculty Seminar. This series of seminar sessions will help preserve the College’s strong history of academic integrity by introducing new faculty to the mission, commitment to teaching and learning, professional development, and learning assessment for the purpose of better serving our students and community. During the first year of employment with FSW, new faculty will be required to report to work three (3) days prior to the first duty day for full-time faculty as a condition of employment. They will be compensated at the daily rate. Days that a new faculty member misses from New Faculty Seminar must be made up.The New Faculty Seminar will be offered to all first-year full-time faculty. The seminar is facilitated by the Teaching and Learning Center Seminar attendance is mandatory and is a required part of their first-year annual contract responsibilities. Participation in the seminar will serve as the faculty member’s professional development activity for purposes of evaluation. (See Section 9.9.2) New faculty shall not be held accountable for any other college or department activities during New Faculty Seminar meetings.

New Faculty on track for a continuing contract will successfully complete Growing with Canvas by the end of the first year as a condition of continued employment.

### Reassigned Time: Research (8.11)

Full-time faculty with robust research agendas are reassigned two course sections (six credit hours), in order to conduct research and scholarly activity. Reassigned time has an expected equivalent workload in research and scholarly activity. Faculty who are on this pathway will be evaluated on their scholarly productivity and quality during annual and comprehensive evaluation. Faculty who accept reassigned time for research are limited to overloads of no more than two course sections (a course section equals 3 credit hours) maximum, per semester (Fall and Spring).

Up to four (4) full-time faculty members may receive initial granting of reassignment time for research and scholarly activity in an academic year, through the College President’s recommendation and the Board’s approval in any one (1) year providing suitable replacements can be found.

Faculty currently on research release time may apply for renewal each year. Renewal will be granted subject to approval from the committee, academic deans, and the college president.

### Applications:

The Vice President of Academic Affairs will solicit applications for research reassigned time each academic year by January 15th for the following academic year. The application materials will reflect the faculty member’s past research and future research agenda, as well as specific projects and benchmarks. Applications will be screened by the Research Committee (8.11.2) faculty committee for consideration.

Names of those faculty selected for research reassigned time will be forwarded to the Vice President of Academic Affairs by March 1. The Research Committee will make a final recommendation to the College President by March 15. The President will take the recommendation to the Board of Trustee’s for review/approval at the next Board meeting following March 15th.

Upon selection, the faculty member will meet with the Office of Institutional Research, Assessment, and Effectiveness to develop a goals form, including specific benchmarks for the coming year.

**8.11.2 Research Committee:**

* 1. The Faculty Senate will select a Research Committee whose members will serve three-year terms. Members will be selected by Faculty Senate in August of each year.
  2. The committee will review initial applications and renewal applications.
  3. The majority of the committee will be made up of faculty members and will include one (1) academic affairs administrator.

### 8.11.3Renewal:

Research reassignment may be renewed on an annual basis dependent upon the faculty member’s progress on the goals for the research or scholarly activity. Each year the faculty member will prepare a report that outlines their progress and will submit a copy of the report to the Academic Dean/Supervising Administrator and the Research Committee . The Research Committee and the Academic Dean/Supervising Administrator will make recommendations for continuation for another year to the College President.

### External Grants Requiring and Funding Reassigned Time:

Faculty who apply for an external grant must follow the procedures set forth within the College operating procedure for Grant Proposals (04-0406). Faculty who ultimately win such grants will use a “buyout” formula if the grant requires reassigned time not paid for by the college This will be the faculty member’s base salary divided by 30 multiplied by the number of credits for each course.

### Conditions

The College’s policies on intellectual property rights and educational work products apply to all persons on reassigned time for research to the same degree as to other employees of the college.

## ***ARTICLE 14 - SALARY AND FRINGE BENEFITS***

### Insurance

* + 1. Faculty will be offered the same insurance benefit plans as are offered to all full-time regular employees of the College, as may be amended from time to time. The College shall confer with the Union prior to implementing changes in the insurance

plans. All changes in such coverage will be reviewed by the Employee Benefits Committee, which will make recommendations to the College President, with all associated costs included. The College President will determine the final recommendation.

* + 1. The FSW-UFF shall select three (3) faculty members to serve on the Employee Benefits Committee. The College will appoint the other members.
    2. In order to determine what benefits will be most beneficial to College employees, the committee will meet at least once annually to review existing benefits and recommend modification based on ongoing analysis of member needs and market conditions.
    3. Faculty members on the Employee Benefits Committee will present proposals to the FSW-UFF President, with all associated costs included.

### Salary

The parties agree that the salary schedule for members of the bargaining unit will be as described in Appendix B attached to and made a part of this Agreement. The College reserves the right to offer a faculty member an extended-length contract with a base salary adjustment up to 20% beyond the base salaries in Appendix B to provide for academic program needs. The College shall also have the unilateral right to grant salary adjustments for a finite period of time in order to provide an instructional support service, which would be performed above and beyond the faculty member’s usual contracted services to the College. In such instances, the offer of a special or unique additional service may be accepted at the discretion of the faculty member. For any given year, any such adjustments (exclusive of those covered by Section 8.1.1, A-C of this agreement) will be limited to no more than 20% of the individual faculty member’s total salary rate. The final agreements concerning extended-length contracts, as well as compensation and duties for special or unique additional service, will be made available to the Union President.

### Tuition Scholarships & Tuition Reimbursement

The College agrees to provide faculty at Florida SouthWestern State College tuition waiver(s) and/or other approved higher education organization tuition reimbursement(s) as provided to all other full-time employees of the College.

### Terminal Pay

Each member of the bargaining unit shall receive terminal pay for accumulated sick leave in accordance with Florida Statute §1012.865 and College policies.

## ***ARTICLE 16 - RENEWAL AND TERMINATION***

This Agreement shall be and remain in full force and effect for a period of three (3) years, from July 1, 2022 until midnight, June 30, 2025.

### Individualized Study (Effective 8/16/19)

Full-time professors will be paid $125 per contact hour per student for Individualized Study. A maximum of $2,400, is permitted per semester for a faculty member. (Note: $200 will be paid to faculty who have only one (1) contact hour for a semester of individualized study.

1. **Faculty Senate President and FSWFF Co-Presidents -** (effective the 2023-24 academic year) receives three (3) contact hours each of reassigned time in both Fall, Spring, and Summer Semesters.
2. **Online Course Development Payment** – the following is done in collaboration and agreement between the Academic Dean/Supervising Administrator, department chair, and faculty member:
   1. The College will pay faculty who have completed the QM Peer Review Certification Course a stipend of $300 for each QM Peer Review of FSW courses they complete.
   2. The College will pay faculty a $1,000 stipend for the rights to distribute a departmental course that passes the FSW internal quality review. .
   3. The College will pay faculty who further develop a departmental course toreceive Quality Matters certification an additional stipend of $500.
3. **Standing Committee Chairs** – will receive three (3) hours of reassigned time per semester. based on list of duties located in the appendix of this documentbased on the job description in the appendix of this document.
4. **Dues Deduction** – The College will deduct and remit dues to the Union when authorized on the form included in Appendix A to this Agreement. Such authorization is revocable by the bargaining unit member upon thirty (30) days’ notice in writing to both the College and the Union. Authorization for deduction must be received by the College ten (10) working days prior to the payroll payment date.

# **APPENDIX D – Department Chairs & Coordinators**

**Section 1 Department Chairs**

Chairs work from the beginning of the faculty duty days during the academic year. The Provost will provide training for first-time Chairs as well as continuing administrative professional development training for continuing Chairs. Only full-time faculty on continuing contract are eligible for the position of Chair. In those rare cases of few eligible continuing contract faculty in a department, the Vice President of Academic Affairs may authorize eligibility for non- continuing contract faculty. A part-time instructor may be appointed only if there is not a qualified full-time faculty members available or willing to accept the assignment. Chairs report to the appropriate Academic Dean/Supervising Administrator .

**Section 2 Election of Department Chairs**

**Eligibility** - To be a nominee the faculty member must be a full-time faculty member from the department that they will serve as department chair. In programs where accreditation standards have specific requirements for faculty leadership, nominees must meet those requirements. The Academic Dean/Supervising Administrator will maintain a list of the primary department of assignment for all full-time faculty within their school.

**Nominations** - Faculty members may nominate faculty as well as nominating themselves to serve as Department Chairs. Nominations should be forwarded to the Academic Dean//Supervising Administrator in writing by December 1st for review and approval of the candidates. In cases where faculty who have been nominated but not included on the ballot, a letter of explanation (email is sufficient) will be provided by the Academic Dean/Supervising Administrator to that faculty member. . In the case of only **one** nomination, no vote will be held, and the nominee will be elected by acclamation.

The Academic Dean/Supervising Administrator will move forward an approved list of eligible candidates for election by January 15th to the most senior member of the department not nominated for consideration who will then conduct the election by secret ballot for at least five (5) business days before the beginning of fall scheduling.

**Voting** - All full-time faculty will be eligible to vote for a Chair in their department of assignment.

**Results** - Results of the election will be sent to the Academic Dean/Supervising Administrator by April 1st who forwards them to the Vice President of Academic Affairs no later than April 7ther for final approval of the results.

**Terms of Appointment** - All appointments shall be effective August 1st and will continue for three (3) years culminating on July 31st of the third year. A faculty member may only be elected for two (2) consecutive terms. The Vice President of Academic Affairs may approve a faculty member to serve for more than two (2) consecutive terms.

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**Section 3 Temporary/Extended Vacancy of Department Chair**

In the event of a temporary vacancy of up to twelve weeks (12) in the position of Chair, the Academic Dean/Supervising Administrator or the Vice President of Academic Affairs may appoint a temporary Chair to serve until the Chair is able to resume his/her duties.

If it becomes apparent that the vacancy will exceed twelve (12) weeks or is due to a resignation of the department chair, an election will be held as soon as reasonably possible using the steps snoted in Section 2 above.

**Section 4 Evaluation of Department Chair**

Each Chair will be evaluated annually by February 15th, by the Dean and Vice President of Academic Affairs on the performance of their administrative duties. Faculty will evaluate the Chair using an assessment instrument aligned with the related job duties. Evaluations will contain a summative measure of Exceeds Requirements, Meets Requirements, or Does Not Meet Requirements. The Vice President of Academic Affairs may decide to remove a Chair who has been evaluated as Does Not Meet Requirements and such removal may not be grieved under the terms of this agreement. A replacement will be selected per Section 2 above.

**Section 5 Reassigned Time and Stipend**

|  |  |  |
| --- | --- | --- |
| **Department** | **Reassign Fall/Spring** |  |
| Social Sciences | 3/3 | $3000 |
| English | 3/3s | $3000 |
| Math | 3/3 | $3000 |
| Humanities | 3/3 | $3000 |
| Arts | 3/3 | $3000 |
| Natural Sciences | 3/3 | $3000 |
|  |  |  |
| Elementary Ed | 3/3 | $3000 |
| Academic Success | 3/3 | $3000 |
| Nursing | 3/3 | $3000 |
| Communication Studies | 3/3 | $3000 |
|  |  |  |
| Accounting & Bus | 3/3 | $3,000 |
| Paralegal/Technical Programs | 3/3 | $3,000 |
| Criminal Justice | 3/3 | $3,000 |
|  |  |  |
| Network-Programming | 3/3 | $3,000 |
| Cardiopul. | 3/3 | $3,000 |
|  |  |  |
| Librarys |  | $5000 |
|  |  |  |
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| --- | --- |
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### Duties for the department chair reflect reduced compensation. These duties are outlined in the appendix of this document.

### Section 7 Coordinators

Coordinator assignments can be requested by a Academic Dean/Supervising Administrator and created by the Vice President of Academic Affairs when needed. If there are multiple faculty members interested in the position an election may be held. A part-time instructor shall be appointed only if there is not a qualified full-time faculty member available or willing to accept the assignment.

The duties and compensation of the Coordinator shall be listed in writing and agreed to by the Vice President of Academic Affairs and the FSWFF before the assignment begins. Compensation shall be in the form of hour(s) of reassigned time or a stipend and the assignment is not to exceed one year but may be renewable on an annual basis.

**eLearning Coordinators –** Faculty interested in becoming eLearning Coordinator should apply through their Academic Dean/Supervising Administrator who recommends candidates to the Assistant Vice President, Strategic Innovation and Online Learning. eLearning Coordinators will receive a maximum of six (6) credits of reassigned time per semester (or maximum of six (6) credits of overload payment in the Summer) as determined by the AVP in consultation with the Academic Dean/Supervising Administrator. eLearning Coordinators should be a certified Quality Matters (QM) Reviewer. Final candidates are approved by the Vice President of Academic Affairs.

**Assessment Coordinators -** Faculty interested in becoming Assessment Coordinators should apply through their Academic Dean/Supervising Administrator who recommends candidates to the Assistant Vice President, Institutional Research, Assessment and Effectiveness.

Assessment Coordinators will receive 3 credits of reassigned time in the Fall and Spring Semester. Number of



**TLC Coordinators -** Faculty interested in becoming TLC Coordinators should apply through the Academic Dean/Supervising Administrator who recommends candidates to the Associate Dean of the Teaching and Learning Center. TLC Coordinators will receive a maximum of three (3) credits of reassigned time per semester (or maximum of three (3) credits of overload payment in the Summer) as determined by the Associate Dean of the Teaching and Learning Center in consultation with the Academic Dean/Supervising Administrator.

**FlexEducational Technology Coordinators** will be assigned to the ATC and overseen by the Office of Information Technology. Coordinators will fill out a form expressing interest and be elected by the ATC. Flex Educational Technology Coordinators will be elected for a three-year term (summer assignments are by mutual agreement between the coordinator and administration). Reassigned time for the Flex Educational Technology Coordinators will be six reassigned hours for the fall and spring semesters for the academic year of 2023-2024, then three reassigned hours for all subsequent fall and spring semesters for the completion of the three-year term.

DE Coordinator English will work with the Chair of the English Department and the Dean to monitor DE courses in composition. Coordinator will be elected by the English Department for a three year term. Reassigned time for the DE Coordinator will be three hours of reassigned time for the fall and spring semesters.

Writing Center Coordinator will work with the Chair of the English Department and the Dean to act as a liaison between the writing center and the English faculty. The coordinator will be elected by the English Department and Dean to serve a three year term. Reassigned time for the WC Coordinator will be three hours of reassigned time for fall and spring semesters.

Assessment Coordinators are assigned to the Learning Assessment Committee. Coordinators are nominated by the departments and recommended by the department chair to the Dean. Assessment Coordinators represent these departments Humanities and Fine Arts, Science, Mathematics, English, Communication Studies, Social Sciences, Health Professions, Education, Business and Technology, Academic Success, and Library.

The ASN Program Coordinator is responsible for providing leadership for the Associate of Science in Nursing (ASN) program for their assigned campus at Florida SouthWestern State College. As a full-time School of Health Professions faculty, the ASN Program Coordinator is assigned to an FSW campus and is responsible for additional duties including, but not limited to, organizing and scheduling courses; supporting faculty, staff, and students on their campus, and working in collaboration with faculty and staff to support student progression and success.

The ASN Program Coordinator will report directly to the ASN Program Director. The ASN Program Coordinator is appointed annually and is renewable by request of the incumbent and approval of the Associate Dean of Nursing. If there are multiple faculty members interested in the position an election may be held.

Early Childhood Coordinator is responsible for providing visionary leadership for the Early Educatoin Program (ECEP) at Florida SouthWestern State College. The Coordinator will oversee and facilitate curricular development, extracurricular activities, The Coordinator will report directly to the Dean of the School of Education.

**APPENDIX E**

**JOB DESCRIPTIONS FOR CHAIRS AND COORDINATORS**

**Department Chair Job Duties Communications**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* .
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
* Provides departmental information to faculty committees.
* Oversees selection process of textbooks for the department.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,
* Ensures mentoring to new faculty in the department.
* .

**Department Chair Job Duties Paralegal**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* .
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
* Provides departmental information to faculty committees.
* Oversees selection process of textbooks for the department.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,
* Ensures mentoring to new faculty in the department.
* .

**Department Chair Job Duties Criminal Justice**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* .
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
* Provides departmental information to faculty committees.
* Oversees selection process of textbooks for the department.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,
* Ensures mentoring to new faculty in the department.
* .

**Department Chair Job Duties Social Science**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Fields full-time and adjunct faculty inquiries and concerns.*.*
* Review/approve Faculty Qualification Forms (FQF) for full-time.
* Serves as the academic leader and advocate for the department within the College.
* Provides oversight for any coordinators within the department (e.g. Dual Enrollment, e-Learning, TLC) to unify and clarify departmental initiatives.
* Oversees and manages the development and revision of curriculum, department-wide.
* .
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
* Provides departmental information to faculty committees.
* Provides department information to appropriate administrative offices.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions, full time .
* Ensures all new full-time and adjunct faculty are assigned to a mentor.
* Reviewing/approving adjunct faculty portfolios and FQF forms. The extend of responsibility would be ensuring new adjunct faculty are assigned to a mentor (#17).

**Department Chair Job Duties Education**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* Provides oversight for any coordinators within the department (e.g. Dual Enrollment, e-Learning, TLC) to unify and clarify departmental initiatives.
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
* Provides departmental information to faculty committees.
* Oversees selection process of textbooks for the department.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,

**Department Chair Job Duties Math**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* Provides oversight for any coordinators within the department (e.g. Dual Enrollment, e-Learning, TLC) to unify and clarify departmental initiatives.
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
* Provides departmental information to faculty committees.
* Oversees selection process of textbooks for the department.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,

**Department Chair Job Duties Natural Sciences**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* Provides oversight for any coordinators within the department (e.g. Dual Enrollment, e-Learning, TLC) to unify and clarify departmental initiatives.
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
* Provides departmental information to faculty committees.
* Oversees selection process of textbooks for the department.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,
* Ensures mentoring to new faculty in the department.
* Evaluates departmental adjunct faculty credentials and performance and determines eligibility for course assignments.
* Provide feedback to the supervising administrator in regard to departmental faculty’s contributions to the department and the College.
* Suggests opportunities for growth to inform the supervising administrator’s evaluation of, and goal-setting with, departmental faculty

**Department Chair Job Duties Library**

**Stipend of $2500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* Oversees and manages the development and revision of curriculum, department-wide. Is the lead librarian for IDS 2891.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Is current with accreditation standards as relevant to the department discipline(s) and oversees the department’s contribution to compliance in partnership with the Library Director.
* Participates in departmental searches for full time faculty positions,
* Designs moderates and presents department professional development

**Department Chair Job Duties Academic Success**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* .
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
* Provides departmental information to faculty committees.
* Oversees selection process of textbooks for the department.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,
* Ensures mentoring to new faculty in the department.
* .

**Department Chair Job Duties English**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* Provides oversight for any coordinators within the department (e.g. Dual Enrollment, e-Learning, TLC) to unify and clarify departmental initiatives.
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
* Provides departmental information to faculty committees.
* Oversees selection process of textbooks for the department.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,

**Department Chair Job Duties Humanities**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* Provides oversight for any coordinators within the department (e.g. Dual Enrollment, e-Learning, TLC) to unify and clarify departmental initiatives.
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
* Provides departmental information to faculty committees.
* Oversees selection process of textbooks for the department.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,

**Department Chair Job Duties Business and Accounting**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* .
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
* Provides departmental information to faculty committees.
* Oversees selection process of textbooks for the department.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,
* Ensures mentoring to new faculty in the department.
* .

**Department Chair Job Duties Network Programming**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* .
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
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* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,
* Ensures mentoring to new faculty in the department.
* .

**Department Chair Job Duties Nursing**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* .
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
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* Oversees selection process of textbooks for the department.
* Provides organizational vision to the department, including faculty, staff, and students.
* Participates in departmental searches for full time faculty positions,
* Ensures mentoring to new faculty in the department.
* .

**Department Chair Job Duties Cardiopulmonary**

**3 credit release Fall and Spring semesters plus stipend of $1500 each Semester**

* Serves as the academic leader and advocate for the department within the College.
* .
* Oversees and manages the development and revision of curriculum, department-wide.
* Is a vital member of the leadership team and provides input and recommendations to unit planning and program review.
* Organizes, leads, and oversees the documentation of proceedings from department meetings. Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism.
* Is accessible to faculty on all campuses, in keeping with the one-college model.
* Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings (NO SCHEDULING).
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* Participates in departmental searches for full time faculty positions,
* Ensures mentoring to new faculty in the department.
* .

**Learning Assessment Coordinator**

**3 credit release Fall and Spring semesters**

**Learning Assessment Coordinator Job Duties**

* Administer, in cooperation with the Dean and/or Department Chair, assessment activities related to the department.
* Regularly communicate with department faculty regarding assessment
* Work with department faculty to develop assessments, to prepare for scoring, and to administer assessment activities.
* Assist Dean and/or Department Chair in updating and maintaining college-wide assessment databases.
* Work with the Dean and/or Department Chair and the appropriate assessment administrator to develop assessments and an assessment process for dual enrollment courses.
* Serve as the Department’s representative to the Learning Assessment Committee
* Complete research related to Departmental assessment planning.
* Participate in one of the following subcommittees: Assessment Newsletter, General Education Assessment, and Professional Development.

**ASN Program Coordinator, Nursing**

**3 credit release Fall and Spring semesters**

**ASN Program Coordinator Job Duties**

* Support faculty, staff, and students.
* Collaborate with ASN Program Director and ASN Program Coordinators on other campuses to organize and schedule courses.
* Work in collaboration with faculty and staff to support student progression and success.
* Work with clinical coordinator to plan for clinical experiences.
* Participate in new student orientation.
* Remain in communication with ASN Program Director and Associate Dean of Nursing: elevates issues and/or concerns appropriately.
* Assume a primary leadership role on assigned campus in the absence of the ASN Program Director.
* Support Department of Nursing and School of Health Professions initiatives and directives.
* Serve as the point of contact in the line of communication in the presence of issues or concerns as outlined in the ASN Program Policy & Procedure manual.
* Plan and facilitate campus specific faculty and staff meetings as needed.
* Actively participate in ASN Program Director and Program Coordinator meetings monthly and as needed.

**Dual Enrollment Coordinator, Composition**

**3 credit release Fall and Spring semesters**

**Dual Enrollment Coordinator Job Duties**

* Communicate with concurrent faculty about grades, attendance verification, FSW events, learning strategies. Observe faculty teaching in their classrooms, providing written feedback attached to their adjunct portfoilos. Ensure syllabi are submitted.
* Mentor faculty, offering suggestions for better classroom performacnces.
* Communicate with the Dual Enrollment Director regarding issues with textbooks and students.
* Report to the Dean about teaching performances or issues within the high school classrooms.

**Writing Center Coordinator, Composition**

**3 credit release Fall and Spring semesters**

**Writing Center Coordinator Job Duties**

* Serve as faculty advisor on hiring committees for new full-time and part-time WC positions
* Screen applications, conduct interviews, and select candidates for hiring
* Advocate for salary increases and additional administrative support for WC staff
* Run twice-monthly meetings with the WC leadership and staff
* Deliver PD sessions during meeting
* Prepare workshops and presentation
* Select scholarly readings as the basis for discussions
* Invite FSW faculty and administrators to speak at meetings
* Coordinate communication between members of the English Department and WC staff

**eLearning Coordinator, Composition**

**6 credit release Fall and Spring semesters**

**eLearning Coordinator Job Duties**

* Serve as a liaison role between the eLearnng/IT departments and facuty ad school staff members.
* Facilitate open dialogue between faculty, school staff, and departments.
* Expand online learning environment.
* Create training curriculum.
* Pilot various modalities for online classes
* Train and mentor fulltime and adjunct faculty in online teaching through demonstration of Canvas features.
* Train faculty in using various technology tools.
* Teach faculty how to use best practices for student engagement in online courses
* Strengthen the integrity of online courses by training faculty in and implementing Quality Matters standards to ensure that FSW’s online learning environment is at the top of this progressive field.

**Coordinator, Flexible Educational Technology**

The Coordinator is responsible for providing communication, mentoring, and training to faculty teaching in the technologically enhanced classrooms. The Coordinator will work with faculty, in collaboration with the Academic Technology Committee (ATC) and the Office of Information Technology, to recommend, and assist in the acquisition of, technological resources for the technologically enhanced classrooms. The Coordinator will also work with the OIT, the Professional Development Committee, and the TLC Committee to identify and provide specific training for faculty teaching in technologically enhanced classrooms. The Coordinator will be a member of ATC which is guided by the VP of Information Technology, and whose committee work is guided by the Faculty Senate. The Coordinator will receive six (6) reassignment hours per semester for both fall and spring for the first two (2) semesters of the position and three (3) to six (6) reassignment hours for each subsequent semester of the coordinator’s term to be based upon college need as determined by the faculty member and the VP of Information Technology. The Flexible Educational Technology Faculty Coordinator will be elected every three years by the ATC, and will be overseen by the Office of Information Technology.

**Duties and Responsibilities**

* Mentors and communicates with faculty teaching in the technologically enhanced classrooms.
* Works with IT to provide an initial classroom-technology diagnostic to acquire the resources needed based on faculty discipline and teaching style.
* Continue to work as an intermediary, in collaboration with IT and ATC, to assist in technology acquisition, problem-solving, and addressing faculty concerns.
* Provide regular modality specific classroom check-ins to monitor and assist in any needed adjustment in technology resources or other technology-based classroom concerns.
* Will provide and organize, in collaboration with the PD Committee/TLC, faculty training and round table discussions focusing on the technologically enhanced classroom and Live-Flex modality.
* Will work with other campus Flex Ed. Tech. Coordinators to collaborate and exchange ideas regarding the Live-Flex classrooms, classroom technology, and faculty training.
* Will conduct end-of-semester de-briefing sessions with faculty, OIT, and ATC to brainstorm new ideas, address concerns, and discuss potential future training opportunities and technology acquisition.

**Coordinator, TLC Coordinators**

TLC Coordinators will receive a maximum of three (3) credits of reassigned time per semester (or maximum of three (3) credits of overload payment in the Summer) as determined by the Associate Dean of the Teaching and Learning Center in consultation with the Academic Dean/Supervising Administrator

* Participate in planning symposium on teaching and learning
* Review and recommend presenter proposals
* Interview potential keynote speakers
* Communicate via email with speakers
* Moderate workshops and seminars
* Debrief after symposium
* Communicate with presenters and provide session information
* Email attendees and deliver handouts
* Moderate workshops and seminars
* Moderate Zoom sessions
* Send out handouts to attendees
* Send out surveys and certificates
* Prepare for PDC meetings
* Report to PDC

**Coordinator, Early Childhood Education Program**

**3 Hours Reassigned Time Fall and Spring. $1500 stipend Fall and Spring**

The Coordinator is responsible for providing visionary leadership for the Early Educatoin Program (ECEP) at Florida SouthWestern State College. The Coordinator will oversee and facilitate curricular development, extracurricular activities, The Coordinator will report directly to the Dean of the School of Education.

**Duties and Responsibilities**

* In collaboration with the field experience coordinator, evaluate, select, and secure high quality ECE sites for students to complete field experience component of the program
* Collaborates with Admissions on ECE recruitment, scholarship distribution, and tracking
* Advises students on successful program completion and reviews progress towards academic, service, and cultural event requirements
* Supports matriculation into ECE baccalaureate programs in transfer institutions
* Organizes and promotes intellectual activities for ECE students, including guest lectures, colloquiums, and participation in regional and national conferences
* Promotes and coordinates ECE activities and coursework on all campuses
* Establishes agreements with technical colleges and university programs for the purposes of shared activities and transfer agreements
* Serves as a permanent member of the Board of Directors of the Early Learning Coalition of Southwest Florida.
* Collaborates with local Collective Action Networks to ensure engagement with the communities served, e.g. FutureMakers, and Future Ready Collier
* Collaborates with colleagues and entities statewide to ensure that student course and scholarships offerings remain current