APPENDIX A: PART-TIME FACULTY

INTRODUCTION
The purpose of Appendix A is to provide additional information on issues that specifically apply to part-time faculty. These issues may have been referred to in the general Madison Area Technical College (Madison College) Employee Handbook.

DEFINITION OF PART-TIME FACULTY
Part-time faculty members are professional employees who fall into one of the following categories:
1) Instructors teaching less than fifty percent (50%) of a normal teaching schedule; or,
2) Counselors working less than half of normal counselor’s schedule. This does not include instructors teaching exclusively 600 level courses, administrative, supervisory, managerial or confidential employees.

ISSUES NOT APPLICABLE TO PART-TIME FACULTY
If the Employee Handbook directs you to an appendix for more information on a particular item and the item is not addressed in this appendix, then it is not applicable to your employee classification.

Moreover, the following list, which is not all inclusive, is not applicable to part-time faculty, as part-time staff does not receive these benefits or are not eligible. More specifically:

- COBRA, dental insurance, disability insurance, flexible spending account, health insurance, bereavement leave, personal/emergency leave, vacation/non-contract leave, FMLA, and probationary period.

Additional Professional Work
Text to go here.

Alternative Delivery Methods (On-line, Hybrid and ITV Technologies)
1. To promote a high quality of instruction and excellence in student learning, the alternative delivery methods of on-line, hybrid and ITV (interactive television) classes will satisfy the general norms of academic quality as demonstrated through the assessment of student learning and faculty performance. Faculty will possess the appropriate academic credentials.

2. On-line, hybrid and ITV courses will be governed in the same way as traditional classes unless otherwise specified.

3. The number of students in on-line, hybrid and ITV courses is expected to be the same as the face-to-face traditional version of the course.

4. The course syllabus will identify how and when student/faculty interaction will occur.
5. Faculty who teach in an on-line, hybrid or ITV environment must possess the required delivery skills prior to teaching such courses. To achieve this, the College will provide training for teaching on-line, hybrid or ITV courses through CETL.

6. Faculty members are eligible for a one-time stipend of $250. The stipend only applies when the faculty member is teaching one or more on-line, hybrid, or ITV courses.

7. If a software program is being taught via ITV, hybrid or an on-line delivery method, or is necessary to teach via ITV, hybrid or via on-line, the instructor will be provided with a loaner computer containing the necessary software.

Pay for Alternate Delivery Methods

1. Interactive Television (ITV) – The first time an instructor uses ITV as a delivery method, the instructor is paid a rate of one and one-half (1½) of the instructor’s regular compensation for the ITV course for learning and prep work. For each subsequent course using ITV, the instructor is paid at the regular compensation.

2. Video Course – Students watch videos for this type of course and then meet five times a semester or every five weeks during a session. Pay is based on a per student basis paid at mid and the end of the semester.

Per Student Rate

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3. Internet Course – Pay at the instructor’s regular compensation equivalent to the compensation the course would normally pay using a traditional delivery method. There is no premium pay for a first time internet instructor.

4. Home Study Course – Pay at the instructor’s regular compensation equivalent to the compensation the course would normally pay using a traditional delivery method.

5. Accelerated Study Course – Pay at the instructor’s regular compensation equivalent to the compensation the course would normally pay using a traditional delivery method.

6. Hybrid Course – Pay at the instructor’s regular compensation equivalent to the compensation the course would normally pay using a traditional delivery method.

Hourly time reporting may be required.
BENEFITS

Life Insurance
Life insurance is administered through the Department of Employee Trust Funds. A part-time faculty member will qualify for life insurance in accordance with the hour requirement to qualify for the Wisconsin Retirement System (WRS). Once qualified, the College pays 90% of the premium for the Basic Life Insurance plan. For more information, contact Human Resources.

Sick Leave
An occasional or infrequent need to be absent from a scheduled class period will be handled in the following manner:

1. The instructor must notify the supervisor or the College designee(s) of his or her absence, and how the outcomes for the missed class will be achieved. If a substitute instructor is required, Madison College will pay the substitute instructor, and the class instructor must use his or her sick leave, or other type of available leave for the missed class.
   a. If the class requires a make-up class due to accreditation or any other applicable rule or requirement, there is no additional pay to the instructor for making up the class.

2. Sick leave will be earned at the rate of .05 class hours of sick leave for each class hour worked each semester, including summer school, with a maximum accumulation of 100 hours.

Sick Leave at Retirement: Upon WRS retirement, an employee, who is at least age 55 and has at least 20 semester credits of longevity, may cash out seventy-five percent (75%) of the employee’s accumulated sick leave hours using the employee’s current hourly rate of pay. Once this payment is received, individuals who later return to work may earn sick leave but are not eligible for additional retirement payouts.

Tax-Sheltered Annuities
Part-time instructors may contribute pre-tax dollars to a tax-sheltered annuity from the eligible list approved by the College.

Wisconsin Retirement System
Instructors initially hired before July 1, 2011, and who have worked at a WRS participating employer, will be eligible for WRS after meeting the 440 hour work requirement in the previous 12-month period.

Instructors initially hired after July 1, 2011, and who have never worked at a WRS participating employer, shall be employed or be projected to work 880 hours before eligible for WRS and then vested after five years (with the sliding scale).
COMPENSATION

Authorized School/Business Travel
Any instructor required or authorized by the Board, the College President or other designated supervisor, to represent or conduct school business for the College which requires travel will be compensated for his/her expenses as follows:

1. Transportation
   a. Mileage will be reimbursed at the IRS standard per mile rate.
   b. Instructors who accept travel will carry automobile insurance as prescribed by the College’s risk manager.

2. All other reasonable expenses incurred such as lodging, meals, registrations, and/or other fees, phone, taxis or other miscellaneous costs will be paid in accordance with the College’s travel policy.

An electronic travel claim form, maintained by Madison College on its website, is to be submitted by all instructors to enter claims for authorized travel expenses for each trip.

Mileage will be paid for any assignments outside of the District. Mileage will be paid for travel between assignments that are on the same day.

Downtown Parking Reimbursement
Employees who are required to perform work at the Downtown Education Center (DTEC), which is located at 211 North Carroll Street in Madison, and who are unable to secure parking in the College owned parking area, may submit a claim for reimbursement for actual expenses incurred.

For reimbursement, claims must be submitted on the expense reimbursement form and will be processed the same as other expenses.

Inclement Weather/Campus Closings
If a campus/work site is open and an instructor is absent because of inclement weather, the instructor will not be paid for the missed work. However, the instructor may make up the classroom work on either a formal or informal basis as coordinated with the immediate supervisor, and will then be paid for the missed work. The College may require that the class be made up.

The College, in its discretion, may close the school/campus/work site or reduce hours for a period of time. In that event, the instructor will be paid as scheduled. Attempts will be made by the instructor, and coordinated with the immediate supervisor, to make up the classroom work on either a formal or informal basis. Make up classes approved in advance by the supervisor will be paid. The College, on a case-by-case basis, may require that the class be made up.
Job-Related Leave
When an employee is requested by his/her Madison College supervisor to attend a meeting, seminar, workshop, conference, convention or institute, on behalf of the College, he or she will suffer no loss in pay, and the College will reimburse the employee for all reasonable expenses and fees. A job-related leave must be approved by the supervisor.

Holiday/Convocation Pay

Instructors will not suffer a loss in pay if a holiday falls on a day an instructor would ordinarily be scheduled to teach. Ordinarily scheduled to teach, meaning, but for the holiday, the class would have been scheduled for that particular day. This does not apply to an instructor with a class that is scheduled for six (6) or less days in a semester. The holidays are: Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Saturday after Thanksgiving Day, Martin Luther King Jr.’s Birthday, Independence Day (the day the building is closed), Memorial Day.

Instructors will not suffer a loss in pay if the building is closed on a Saturday or Sunday prior to, or after, one of the above-named holidays, and the instructor would ordinarily be scheduled to teach on that Saturday or Sunday.

1. Instructors who are teaching in the current semester, but are not scheduled to teach on Convocation Day, will be paid the meeting rate of pay for the number of hours that they attend Convocation.

2. Part-time instructors who are scheduled to teach on the day of the Convocation and attend Convocation Day for at least the number of hours that they are scheduled to teach on that day will not suffer a loss in pay.

3. If an instructor’s scheduled teaching hours exceed the Convocation hours, an instructor who attends the entire Convocation will not suffer a loss in pay.

Professional Development
CETL fosters the systematic growth and development of the Madison College Community. The CETL team includes experts in Professional Development, Technology Training, Distance Learning, Instructional Design, Assessment and Instructional Technology. To support part-time faculty CETL offers a range of services and learning opportunities including:

- Classes/Workshops in Teaching and Learning
- Webinars
- Technology Training
- Certification Information
- Classroom Observation Process
- Professional Development Planning
- Professional Development Funding
- Professional Development Library
- Faculty Mentoring Program
- CETL Fellows Program
• Convocation
• New Employee Orientation
• First Friday
• Learning Academy
• Learning to Learn Camp
• Tech Academy
• For further information find CETL on the web at: [http://matcmadison.edu/in/cetl-professional-development-services](http://matcmadison.edu/in/cetl-professional-development-services).

Part-time faculty will be provided opportunities for professional development. Part-time faculty members will apply for funding for activities not otherwise addressed in this section to a committee based in CETL, comprised of three (3) part-time instructors and two (2) administrators. Decisions to fund these supplemental professional development activities will be made by this committee. Supplemental part-time faculty professional development expenses will be paid out of a pool funded in an amount at the College’s discretion, which may vary annually.

**Specialized Rate**
Special rates apply to DO, MD, OD, JD, DDS, DC and DVM staff teaching courses in which this degree is required. Employees will receive a premium based on the market as determined by the Department of Human Resources.

**Substitute Teaching**
Substitute teachers will be paid at the hourly rate of $48.26 per hour.

**EMPLOYMENT**

**Absences**
When an instructor is to be unavoidable absent, it is his/her responsibility to make reasonable attempts to notify the supervisor or Madison College contact person as soon as possible.

**Administrator Course Assignments**
An administrator shall not teach more than one course in any semester (two courses in any given academic year total). Teaching assignments will be made only by the School that has the responsibility for assignments, with the approval of the Provost or designee.

If, after reasonable efforts, qualified part-time faculty is not available to teach a course, an exception to these limitations may be approved by the Vice President for Learner Success or designee.

**Background Checks**
It is the policy of the College to conduct background checks on each candidate to which a job offer is extended. The hiring manager or designee will check two or three references for the final candidate selected.
Co-Teaching
Co-teaching is when more than one (1) teacher is assigned to teach the same course collaboratively. The co-teacher’s percentage for teaching a course is calculated when the teaching assignment is made and will be included in the Notification of Teaching Assignment. The sum of the split factors will equal 100%.

Mentoring
The New Faculty Mentoring Program is designed to support the College mission of being a “Learning College Model.” The purpose of the mentor program is to assist new full-time and part-time faculty to become familiar with the Madison College environment and to learn the policies, procedures and standards of the College and Program/Department. Additionally, this is a time for faculty to develop and strengthen active and/or collaborative learning methodologies, technology-assisted learning methodologies and become actively engaged in curriculum development. To access more information or register for the program go to: http://matcmadison.edu/in/faculty-mentoring-program.

New Employee Orientation
At Madison College, part-time faculty members play a critical role in the growth and learning of our students. The Center for Excellence in Teaching and Learning (CETL) will play a key role in supporting the work of part-time faculty. This partnership is critical in achieving our mission. We also appreciate that your part-time status will present you with many challenges as you work with your students. To find more information about or register for this program go to: http://matcmadison.edu/in/part-time-faculty-orientation.

Because of this, we have created a New Part-Time Faculty Institute to welcome you to Madison College, orient you to policy and procedure and to support you in your teaching.

Teaching Assignments
Our employees engaged to work part-time on the College’s payroll with the understanding that their employment is based on specific part-time, instructional-related assignments. Continuing employment will be based upon competency in the area, areas of expertise, instructional performance and all other mitigating factors including service to the College through committee or other work, availability to the College, student evaluations, additional certification or certifiable areas, and/or other mitigating factors.

Teacher Evaluation
It is the mission of Madison College to provide “high quality learning experiences.” To achieve this goal the College prides itself on attracting and maintaining high-quality faculty members. To that end, we are creating a process to guarantee the continued excellence and professional development of our faculty. The process for the evaluation of part-time faculty may include the collection and review of the following components: Class Observations, Faculty Peer Mentoring, Student Course Survey Feedback, Faculty Self-Assessments, a Professional Development Plan, and other related information determined by the faculty member and/or their supervisor. The process will culminate in the development of an annual portfolio which is reviewed by the faculty member and their supervisor leading to the creation of a formal evaluation document. This document is submitted to the Human Resources Department for placement in the personnel file. The development of this process is in progress at this date.
LEAVE & OTHER TIME-OFF BENEFITS

Jury Duty
Employees who are called for jury service in any court of the state of Wisconsin or of the United States are entitled to leave of absence from their position.

The proposed leave will be brought to the attention of the supervisor immediately upon notification of such proposed jury service by said employee.

In the event that the jury service conflict with a regular teaching assignment, there will be no interruption or deduction in pay. Jury duty pay (such items as subsistence, travel or other expense allowance paid will not be included in determining pay received for jury duty) will be deducted from the employee’s wage.

For the purpose of determining seniority, pay, or salary advancement, the status of the employee will be considered as though not interrupted by such attendance.

Medical Leave
Employees have the right to a leave of absence for health reasons. Such a leave will not exceed twelve (12) months subject to the following provisions:

1. The employee shall apply for such leave in writing to his or her supervisor. The application will note the anticipated duration of the leave. If, during the course of the leave, an extension is needed, the request for extension will be submitted to the supervisor. The original leave plus any extension(s) will not exceed twelve (12) months.

2. The employee shall submit a physician report indicating a statement of the illness or injury, and whether or not the employee is able to work.

3. The employee shall submit to the supervisor a physician’s statement of release for work before returning to work.