

**MEMORANDUM OF AGREEMENT - ADJUNCT/VISITING LECTURER
BARGAINING UNIT**

The Community College of Philadelphia, (“the College”) and the Faculty & Staff Federation of Community College of Philadelphia, Local 2026, American Federation of Teachers, AFL-CIO (the “Federation”), each a party and collectively the parties, agree to amend the terms and conditions of the Adjunct/Visiting Lecturer Bargaining Unit Collective Bargaining Agreement, subject to ratification by the bargaining unit and approval by the College’s Board of Trustees, as follows:

1. **Term - September 1, 2024- August 31, 2027**
2. **Wage Increases - Credit Teaching**
 - a. Year 1 (September 1, 2024-August 31, 2025) - 5.0%
 - b. Year 2 (September 1, 2025- August 31, 2026) – 4.0%
 - c. Year 3 (September 1, 2026-August 31, 2027) - 3.0%
3. **Wage Increase - Part-Time Hourly and Credit-Free**
 - a. Year 1 (September 1, 2024-August 31, 2025) - 3.5%
 - b. Year 2 (September 1, 2025- August 31, 2026) – 3.0%
 - c. Year 3 (September 1, 2026-August 31, 2027) - 2.0%
4. **Merit Increase** – For Adjuncts with (1) (a) Doctorate or (b) Masters’ Degree and completion of probation period; and (2) Evaluation as overall rating of “Exceeds Expectations” or equivalent in Department Evaluation and with approval by Department Head, Dean and Provost. Adjunct shall receive the title Adjunct Assistant Professor and receive a rate of \$25 per credit hour higher than their pool rate.
5. Minimum hourly rate for adjunct work increased from \$20 to \$25 per hour and \$25 to \$30 per hour for orientations and trainings.
6. **Course Prep Fee for Cancelled Courses** – If the College cancels a course which: (1) has previously been assigned to an adjunct and accepted by the adjunct (as confirmed through CCP email between the department chair and adjunct); and (2) such cancellation occurs with less than seven (7) calendar days’ notice to the adjunct which notice shall be provided through their CCP email account; then the College shall pay the adjunct a course prep fee of \$300.00 less applicable taxes and withholdings.
7. **Benefit Improvements and Other Minimal Healthcare Changes**

(Please Note: Premiums, Deductibles, and Co-Pays will remain the same as in current Adjunct/VL CBA for PPO plan, HMO plan and prescription plan; other than emergency room co-pay).

- a. Higher Co-Pay for Emergency Room Appointments for both PC (\$150) and Keystone (\$100).
 - b. United Concordia Dental Plan will no longer be an option to elect after execution of this MOA.
 - c. Other changes to Full-Time Faculty Healthcare Benefits shall apply to Visiting Lecturers.
 - d. Move Adjuncts premium contributions to monthly schedule to match months covered (i.e. 6 months instead of 4 months) for administrative ease.
- 8. Pay Errors.** CCP will not seek repayment of overpayments caused by CCP administrative error through no fault of Employee that are more than one (1) year old.
- 9.** Replace “Visiting Lecturer” Structure with “Lecturer.” Appointments by Department Head with Dean and Provost approval based on qualifications and performance and not seniority based. Lecturer appointments may be for a semester or a year. Lecturer positions may be for credit and credit-free. Merit based Fellowships may be eligible for reclassification after 14 Lecturer Unit Credit Teaching, Counselors, Advisors, Learning Lab, and Librarians, but Credit-Free Lecturer Positions are not eligible for reclassification into Full-time Unit.
- 10.** Revise Exhibit E- Contractual Duties consistent with goals of full-time faculty proposal but adjusted for adjunct position and appointment periods.

Revise Exhibit E – Remove Title “Guidelines For Faculty Participation in Life of the College” -

Maintain first three paragraphs and revise remaining as follows:

- A. We expect each faculty member to meet their obligations under the Collective Bargaining Agreement which includes full participating in the assessment of student learning outcomes at the course, program, and institutional levels and further require faculty to:
- 1. Develop and maintain courses of quality in their field of expertise, develop and maintain up to date course objectives and course requirements and make them explicit to students;
 - 2. Keep up to date in their discipline and in issues related to teaching;
 - 3. Strive for excellence in student outcomes through documented professional development, assessment and continuous improvement activities;
 - 4. Conduct non-teaching administrative activities in a timely and effective manner (including but not limited to 20% enrollment verification reports and 50% academic progress reports and submitting grades on time);

5. Complete retention data on timely basis (e.g. Starfish); and
6. Actively work to close racial equity gaps in accordance with Divisional Priorities and Strategic Pillar No. 6 on Diversity, Equity and Inclusion and the College's Racial Equity Change Efforts.

Faculty are encouraged to:

1. Participate in the department and college-wide activities;
2. Cooperate with colleagues by covering classes for them when necessary and be available to guest lecture in other classes when one's expertise is desired;
3. Commit time to work with students outside of class;
4. Contribute to the development of one's department, discipline, and the College by being involved with committee work and other activities that will help the College
5. Contribute to the advancement of the community college teaching through research, publications, and presentations at professional meetings; and
6. Become involved in the academic life of the College by participating in and attending curricular and co-curricular activities beyond the scope of the classroom and by encouraging students to do the same.

11. Require anti-racist training once every three years – Two-hour course for \$60.00.

Unless otherwise noted herein, all provisions of this Memorandum of Agreement ("MOA") shall become effective upon ratification of this MOA by the bargaining unit and the College's Board of Trustees.

SIGNATURES NEXT PAGE

Faculty and Staff Federation of the Community College of Philadelphia, Local 2026
of the American Federation of Teachers, AFL-CIO, Classified Bargaining Unit

By : _____

Name: _____

Date: _____

By: _____

Name: _____

Date: _____

Community College of Philadelphia

By: _____

President Donald Generals, Ed.D.

Date: _____