MEMORANDUM OF AGREEMENT

Between
Tompkins Cortland Community College
and the
Faculty Association

I. Purpose

This Memorandum of Agreement ("MOA") is entered into by and between Tompkins Cortland Community College ("the College") and the Faculty Association ("the Association").

The parties mutually agree to temporarily suspend or modify certain provisions of Article XIX, Section 2 – Department Chairs of the current Collective Bargaining Agreement ("CBA") in order to support the College's academic leadership transition and operational restructuring.

Except as explicitly modified herein, all provisions of the CBA remain in full force and effect.

II. Term of Agreement

This MOA shall take effect upon execution by both parties and shall remain in effect through August 31, 2027, at which time it shall expire automatically unless extended by mutual written agreement.

III. Modifications to Article XIX.2

A. Transition from Department Chairs to Deans

1. Department Chairs serving during the 2025–2026 academic year may earn one (1) CHE in compensation during the 2026–2027 academic year for participating in up to fifteen (15) one-hour meetings with the newly assigned Dean for their department.

B. Math and English Gateway Course Coordinators

1. The College shall establish two Coordinator roles:
    - Gateway Math Coordinator
    - Gateway English Coordinator
2. Each Coordinator shall receive six (6) CHE per academic year, divided between the Fall and Spring semesters.
3. Duties

    Coordinators shall:

    - Observe two (2) gateway course adjuncts per semester

- Support the Provost's Office and the College Teaching Center in coordinating and implementing the mentoring and training of gateway instructors (excluding CollegeNow) on Master Course Syllabi (MCS) and assessment
- Submit one departmental assessment report for English and Math addressing Student Learning Outcomes (SLOs), SUNY General Education requirements, and Academic Momentum
- Support the Provost's Office with scheduling of gateway courses
- Maintain Master Course Syllabi for gateway courses
- Participate in adjunct hiring when requested
  - Participation during summer or off-contract periods shall be compensated at the faculty hourly rate
- Organize and lead at least four (4) gateway meetings per semester addressing curriculum, assessment, pedagogy, and Academic Momentum

4. Eligibility

Gateway Coordinator positions shall be voluntary and open in the following order:

1. Full-time teaching faculty who teach gateway courses in the relevant discipline
2. Other full-time faculty in the associated Academic Community
3. Any full-time teaching faculty member

C. Academic Momentum / Achieving the Dream Committee

Service on the College's Academic Momentum / Achieving the Dream Committee shall be compensated at the faculty hourly rate per semester.

IV. Nursing Department Chair

The parties agree that the Nursing Department shall continue to operate under the existing chair structure.

Accordingly, the Nursing Department Chair/Coordinator shall receive fifteen (15) CHE per academic year, divided between Fall and Spring semesters in a manner mutually agreeable to the Provost and the Chair.

V. Former Chair Duties

1. The parties agree that certain responsibilities formerly assigned to Department Chairs shall be redistributed, and that individual faculty members and academic departments shall retain the following rights and duties:.

2. Faculty shall continue to:
   - Confer with the Provost on course substitutions and waivers
   - Maintain curriculum, including Master Course Syllabus (MCS), Program Learning Outcomes (PLOs), and Institutional Learning Outcomes (ILOs)

- Maintain curricular maps linking SLOs, PLOs, and ILOs. Departments are collectively responsible for their programs curricular maps
- Serve as liaisons to internal and external stakeholders (ie: faculty, admissions, communications and marketing, College Foundation) to advise on the promotion and marketing of programs

3. Compensation provisions
    - Master Course Syllabus revision: $75 per MCS
    - Adjunct observation (when requested): $175 per observation
    - Assistance with adjunct hiring(including consultation of APO's, candidate review, and identifying needs for adjunct hiring in associated areas): compensated at hourly rate
    - Advisory board coordination and participation (with College approval): compensated at hourly rate
    - Academic Program Review: three (3) CHE release or overload; faculty retain the right to decline the assignment in a given term

VI. Institutional Commitments by the College

The College agrees to:

1. Ensure faculty input into the annual schedule and academic calendar, while maintaining the Provost's right of assignment.
2. Establish and distribute, prior to the start of the Fall 2026 semester, a comprehensive calendar of faculty deliverables for the academic year.
3. Provide ongoing training on assessment and data analytics to support faculty development and reporting responsibilities.
4. Engage the Faculty Association in discussions regarding compensation or CHE for governance and standing committee leadership roles anticipated for the 2026–2027 academic year, including but not limited to:
    - Faculty Senate leadership
    - Curriculum Committee
    - Tenure and Promotion Committee
    - Committee on Academic Standards
    - College Teaching Center leadership

VII. Integration with the CBA

This MOA constitutes a temporary modification to Article XIX.2 only.
All other provisions of the Collective Bargaining Agreement remain unchanged.

Upon expiration of this MOA, the language of Article XIX.2 shall automatically revert to the language contained in the 2024-2027 CBA unless renegotiated by the parties.

For the College:

Aaron R. Tolbert 4/2/26

Aaron Tolbert, Ph.D. Date
Provost & Vice President

For the Association:

Aaron Decker 4/2/26

Aaron Decker, Ph.D. Date
President