

**Agreement between
Cincinnati State Technical and Community College
and
American Association of University Professors
Cincinnati State Technical and Community College Chapter**

**MEMORANDUM OF UNDERSTANDING
SERVICE DAYS**

With respect to Article 9, Section 2 (B) of the Collective Bargaining Agreement, Cincinnati State Technical and Community College and the Cincinnati State Technical and Community College Chapter, American Association of University Professors, hereby agree as follows:

1. Service day activities are an extension of the faculty member's professional skills, and/or activities that support strategic goals of the College.
2. Service day activities shall exclude membership on College standing committees and College ad hoc committees, membership on division/department committees, activities that are part of a faculty member's regular responsibilities as a program or department chair, and in-service activities as defined in the Collective Bargaining Agreement or any related Memoranda of Understanding.
3. Specific service day activities shall be determined as part of the annual workload projection described in Article 9, Section 2 (F). This determination will include collaboration by the Division Dean (or designee), the faculty member, and, when applicable, the College department where the faculty member will perform service activities.
4. A faculty member, in collaboration with the Division Dean (or designee), may agree to perform additional instructional units, without overload compensation, in lieu of service day activities. These units, if applicable, shall be determined as part of the annual workload projection.
5. The attached list shall be used as a guideline for the determination of service day activities and their value. Members of the bargaining unit and/or members of the College administration may suggest possible additions to the chart.
6. Representatives of the AAUP and the College administration shall meet as needed during the life of the Agreement to discuss and approve or disapprove possible additions to the list that may be suggested by members of the bargaining unit and/or by the College administration.

CINCINNATI STATE TECHNICAL AND
COMMUNITY COLLEGE

AMERICAN ASSOCIATION OF
UNIVERSITY PROFESSORS,
CINCINNATI STATE TECHNICAL
AND COMMUNITY COLLEGE
CHAPTER

O'dell M. Owens, MD, MPH
President

David S. Simmermon
President

Guidelines:

- Activities requiring up to 4 hours will be valued as one-half day.
- Activities requiring 4 to 8 hours will be valued as a full day.
- Activities requiring a faculty member to provide service on a Saturday, Sunday, or in the evening will be valued as a full day, regardless of duration.
- Activities that require preparation time will be valued as the sum of the preparation time plus the duration of the activity.
- Activities that involve travel from the faculty member's "home" campus will be valued as the sum of travel time plus the duration of the activity. Contractual mileage reimbursement still applies.
- It is recognized that some activities may have a longer duration and associated values could be greater than those listed below.

Service Activities**Estimated Value****Accreditation**

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| • Participate on an external accreditation review team (unpaid) | 1 day |
| • Provide accreditation support to a program/department other than one's own | 1 day |

College entry/outreach

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|--|-----------------|
| • Assist with first week "ambassador" activities | ½ day |
| • Assist at new Student Orientation session | 1 day |
| • Assist with Parent/Student Night event | 1 day |
| • Assist with Adult Learner event | 1 day |
| • Serve as an official College representative at a workshop/conference/special event | 1 day (minimum) |

College revenue generating

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|---|-----------------|
| • Assist with fund raising event (e.g., 1 Night, 12 Kitchens) | 1 day |
| • Prepare a grant application | 1 day (minimum) |
| • Provide professional/technical assistance for Workforce Development Center activities, or other Entrepreneurial Strategic Initiatives | 1 day (minimum) |

Community partnerships/outreach

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|---|-----------------|
| • Assist with Academic League (1 weekday event) | ½ day |
| • Develop dual enrollment agreement (per HS) | ½ day (minimum) |
| • Develop Tech Prep curriculum alignment (per HS) | ½ day (minimum) |
| • Present to HS class and/or College Fair | ½ day |
| • Assist with Academic League (weekend event) | 1 day |
| • Assist with Science Bowl | 1 day |
| • Assist with Science Olympiad | 1 day |
| • Develop and/or maintain articulation agreement | 1 day (minimum) |

Online community

- Provide online tutoring (per session) ½ day
- Provide online Writing Center support (per session) ½ day
- Provide Quality Matters Peer Review (internal, per course) 1 day

Professional development delivery

- Conduct a professional development workshop on campus 1 day
- Present at an off-campus workshop / conference 1 day
- Chair a College-wide committee 2 days / semester
- Serve as a peer mentor 2 days / semester

Student retention

- Provide student advising (in breaks between semesters) ½ day (minimum)
- Provide tutoring in College Success Center or Writing Center (per session) ½ day
- Assist with special retention project / initiative 1 day (minimum)
- Conduct student “boot camp” or supplemental instruction 1 day (minimum)
- Conduct workshop / mentoring activity for student group 1 day
- Serve as advisor for a student organization 2 days / semester