

Research and Professional Learning Opportunities

UPM/MCCCD Collective Bargaining Agreement

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Agenda

1. Academic Research Grants (CBA Section 8.4.4)
2. Sabbaticals (CBA Section 5.16)
3. Professional Development Leave/Funds (CBA Section 5.14)

Academic Research Grants

- Academic Research Grants (ARGs) are for the exclusive purpose of academic research that advances the institution's mission or provides institutional understanding and has a scholarly, institutional, departmental, and/or programmatic impact. (CBA section 8.4.4)
- Ongoing normal professional duties are excluded.
- For more information, please review section 8.4.4 of the collective bargaining agreement, as well as the ARG application and final report instructions.

Academic Research Grants

- Academic Research Grants (ARGs) provide faculty with the opportunity to conduct research using reassigned time (up to 3 units/semester) or stipend hours (up to 40/semester) (CBA section 8.4.4.d).
- Eligibility (CBA section 8.4.2):
 - Permanent and probationary faculty, and part-time faculty with an assignment of at least 0.4 FTE for the semester are eligible to apply for ARGs.
 - Faculty must have availability to take on additional units for the term of the ARG or have identified a clear plan to **request** a change in assignment without negatively impacting the department/program.
- ARG units will be calculated as load or overload in accordance with CBA section 8.5 (CBA section 8.4.3).

Academic Research Grants

- This term only, the deadline for ARG applications is **April 1, 2025**, for Fall 2025 and 2025-2026 (complete year) grants. In future, the deadlines will be March 1 for Fall/complete year and September 1 for Spring (CBA section 8.4.4.d).
- ARG applications may include:
 - Multiple faculty members, with each participant eligible for up to three units or 40 stipend hours per semester (CBA section 8.4.4.d).
 - Student participants, provided that students participate as part of independent study, work experience, or paid student employment. If they will be compensated, the expense must be included in the application.
 - Up to \$5,000 in requested expenses (total per application).
- ARG applications may be for one semester or the academic year.

Academic Research Grants

ARG applications must:

- Be detailed and thorough.
- Address all components of the application instructions.
- Specify work to be performed by each person for the requested units/hours.
- Include supporting documentation for expenses, such as quotes from vendors, including taxes and shipping costs, for any equipment/materials/supplies requested.

ARG applications must include:

- List of participants and their role(s)
- Prior IR&D/ARG awards received by participants for the past ten academic years
- Executive summary
- Introduction and project significance
- Project description
- Budget and timeline
- Evaluation plan
- Conclusion

Academic Research Grants

If an ARG application is approved, the faculty must complete the project and submit a final report. The report must include

- Names and roles of participants
- Description of the final report to be produced (from the application)
- Summary and analysis of findings
- Bibliography of current literature
- Evaluation of the project in accordance with the evaluation plan in the approved application
- Explanation of how and to what extent the project achieved the goals and objectives identified in the approved application
- Evaluation of the plan for success in relation to the approved application and the importance of the project's institutional impact
- Marketing or publishing potential

Academic Research Grants

ARGs have replaced Institutional Research and Development grants (IR&Ds).

	ARGs	IR&Ds (Discontinued)
Definition	[F]or the exclusive purpose of academic research that advances the institution's mission or provides institutional understanding and has a scholarly, institutional, departmental, and/or programmatic impact.	[F]or the exclusive purposes of evaluating and developing new curricula deemed feasible (as opposed to course preparation for current curricula); evaluation and improvement of instructional effectiveness; improving student learning; increasing student enrollment and retention; and encouraging the adoption of instructional, learning or technical innovations.
Definition, continued	Ongoing normal professional duties are specifically excluded from ARG eligibility.	Ongoing normal professional duties are specifically excluded from this category.

Academic Research Grants

	ARGs	IR&Ds (Discontinued)
Review of Compensation Requests	UDWC shall review any proposed compensation to determine if it is appropriate for the workload.	Compensation is commensurate with the scope of work. If not, UDWC may approve lower units/hours than requested.
Selection Process	An ARG Committee consisting of two District representatives and two UPM representatives will review, score, and rank ARG applications and make recommendations to the Assistant Superintendent/Vice President (AS/VP)	Union District Workload Committee (UDWC) reviewed, scored, and ranked applications and made recommendations to the Superintendent/President
Maximum Award Length	Up to one year	Up to one year

Academic Research Grants

	ARGs	IR&Ds (Discontinued)
Funds Available	\$140,000/year	\$140,000/year
Fund Allocation	Up to 60% for Fall and year-long awards; remaining 40% or more for Spring awards	Up to 60% for Fall and year-long awards; remaining 40% or more for Spring awards
Maximum Award Value	Up to three units or 40 stipend hours per faculty member per semester	Up to three units or 40 stipend hours per faculty member per semester
Maximum Expense Value (Beyond Units/Stipend Hours)	Up to \$5,000 total for expenses	Up to \$5,000 total for expenses

Academic Research Grants

	ARGs	IR&Ds (Discontinued)
Fund Allocation	Up to 60% for Fall and year-long awards; remaining 40% or more for Spring awards	Up to 60% for Fall and year-long awards; remaining 40% or more for Spring awards
Maximum Award Value	Up to three units or 40 stipend hours per faculty member per semester	Up to three units or 40 stipend hours per faculty member per semester
Maximum Expense Value (Beyond Units/Stipend Hours)	Up to \$5,000 total for expenses	Up to \$5,000 total for expenses

Sabbaticals

- Sabbatical leave is for professional improvement to be attained by study or research which will benefit the faculty, college, and students (CBA section 5.16.1).
- The sabbatical will fulfill one or more of the following:
 - Formal study – a program of undergraduate or graduate work
 - Independent project – an organized program of study, research, or creative project
 - Travel – travel to increase knowledge in the faculty member's discipline, and the information/experiences sought must be best obtained through travel
- Each of the above must be related to the faculty member's current or reasonably-anticipated prospective assignment for the District

Sabbaticals

- Eligibility (CBA section 5.16.2):
 - Permanent faculty
 - Six or more years of permanent/probationary, full-time service, or six or more years of such service since the faculty member's last sabbatical leave
 - Agreement to remain employed by the District after the sabbatical for one or two years (depending on the length of the sabbatical)
- Sabbaticals may be for one or two semesters within a two-year period (CBA section 5.16.3).
- For more information, see section 5.16 of the collective bargaining agreement, as well as the sabbatical application and scoring rubric.

Sabbaticals

- The number of sabbaticals available in a fiscal year is calculated at 5% of the total permanently-filled full-time equivalent faculty as of October 1, rounded to the nearest half number. (CBA section 5.16.4)
- Faculty on a one-semester sabbatical receive 90% of salary and full (100%) fringe benefits and retirement contributions. (CBA section 5.16.5)
- Faculty on a two-semester sabbatical (consecutive or split) receive 65% of salary and full (100%) fringe benefits and retirement contributions. (CBA section 5.16.5)

Sabbaticals

- Applications are due to the Assistant Superintendent/Vice President of Student Learning and Success by email by 5:00 pm on October 1 of the year preceding the fiscal year when the faculty member would begin sabbatical.
- Applications should be formatted as formal research proposals and must include all components of the application in detail. (CBA section 5.16.7.b)
- The Sabbatical Committee – composed of two UPM representatives, two Academic Senate representatives, and three educational administrators – review and score applications. (CBA section 5.16.7.a)

Sabbaticals

- The Sabbatical Committee will consider the overall quality and specificity of an application, as well as the responses to all prompts. (CBA section 5.16.6) The Committee will evaluate all applications pursuant to the rubric and rank them. (CBA section 5.16.7.d)
- The Committee may request clarifications of additional information, but applicants are not entitled to supplement or amend their applications after the due date. (CBA section 5.16.7.d)
- Applicants who have not been granted a sabbatical previously may be given preference over applicants who have had a sabbatical. (CBA section 5.16.6)

Sabbaticals

- The Committee may consider seniority of service since last sabbatical, as well as reasonable distribution across disciplines. (CBA section 5.16.6)
- The Committee's recommendations are forwarded to the Assistant Superintendent/Vice President of Student Learning and Success, who in turn forwards recommendations with any necessary changes to the Superintendent/President and Board of Trustees. (CBA section 5.16.7.d-f)
- Final approval of a sabbatical rests with the Board of Trustees. (CBA section 5.16.7.g)

Sabbaticals

- Faculty who are awarded a sabbatical must complete a final report and present it to the Board of Trustees during a scheduled meeting. (CBA section 5.16.9)
- Faculty are encouraged to present their sabbatical leave report to colleagues and students, such as during a flex training or COMmunity Hour event. (CBA section 5.16.9)

Professional Development Leave/Funds

Professional Development Leave is leave to attend an employment-related conference, institute, workshop, short course (discipline or teaching skills-related, no more than four (4) days in length), or an institute/workshop wherein a unit member delivers a paper or speaks on the unit member's publication sponsored by a recognized professional organization, accredited educational institution, organization or national/international body. (CBA section 5.14.3.a)

Honorary Leave may be requested by a faculty member who has been formally honored and invited by a recognized group, organization, or national or international body. This presentation does not cover Honorary Leave; please refer to CBA section 5.15.

Professional Development Leave/Funds

- To qualify, at least one of the following criteria must be met (CBA section 5.14.3.b):
 - Faculty will be trained in: teaching; counseling; librarianship; educational leadership; accreditation; administration; shared governance; conflict resolution; educational equity; and/or workforce diversity and inclusion.
 - Faculty will stay current in their discipline
 - Faculty member's teaching methodology will be enhanced
 - Faculty will gain increased expertise in meeting the learning needs of a diverse and ever-changing student population
- For more information, see section 5.14 of the collective bargaining agreement, as well as the professional development leave/honorary leave application form.

Professional Development Leave/Funds

- The Professional Development Leave Committee (PDLC) reviews applications. It is composed of two UPM representatives and two District representatives. (CBA section 5.14.1)
- Professional development leave/funds are divided into small and large dollar applications (CBA section 5.14.3.c):
 - Small: \$500 or less
 - Large: Above \$500 up to a maximum of \$1,800
- Professional development leave is any day of leave recommended by the Professional Development Leave Committee where (CBA section 5.14.3.d):
 - The faculty member is granted professional development leave funds; or
 - The faculty member is released from assigned or unassigned duties for professional development leave.

Professional Development Leave/Funds

- Applications must be submitted to PDLC on the Professional Development Leave/Honorary Leave Application Form 5.D, copying the department chair and dean/director. (CBA section 5.14.4.a; form is available through the MyCOM portal)
- Application deadlines are (CBA section 5.14.4.a):
 - September 15
 - January 15
 - May 1
- Requests must be **submitted and approved in advance** but no earlier than one year before the event. (CBA section 5.14.4.a)

Professional Development Leave/Funds

- Faculty eligible for professional development leave include (CBA section 5.14.2, 5.14.5):
 - Permanent/probationary faculty
 - Part-time faculty who are assigned at least 40% FTE or averaging 40% FTE for the academic year; must meet this criterion at the time of the event
 - Not on any leave other than sabbatical leave
- PDLC will approve applications each application period using the process set forth in CBA section 5.14.4.b. This process includes:
 - Determining how much funding will be available for small dollar applications;
 - Approving large dollar applications based on how recently (or not) a faculty member received professional development leave, with those who received leave/funds longest ago or never before prioritized
 - Small dollar applications are approved by lottery, with no consideration for how long ago the faculty member received professional development leave/funds

Professional Development Leave/Funds

- No more than 2 faculty members or 25% of a department, whichever is larger, may attend the same conference at the same time without dean/director approval (CBA section 5.14.4.b.iv)
- Faculty may receive up to \$500 per fiscal year for one or more small dollar applications, and \$1,800 cumulative total of all Professional Development fund dollars during the fiscal year (CBA section 5.14.b.iii and v)

Professional Development Leave/Funds

- Faculty who are awarded Professional Development Leave/Funds must submit the request for reimbursement on the proper form, with all supporting documentation, no later than 30 **calendar** days after completion of the professional development activity. **REQUESTS FOR REIMBURSEMENT SUBMITTED AFTER THIS DEADLINE SHALL NOT BE PAID.** (CBA section 5.14.5)
- Faculty are eligible for reimbursement only up to the amount approved in advance by PDLC. (CBA section 5.14.5)
- The District provides \$45,000 each fiscal year for approved Professional Development Leave and Honorary Leave, with unused funds rolling forward, as well as \$5,000 for substitutes for approved Professional Development and Honorary Leave. (CBA section 5.14.6)

Questions & Answers

Thank you!

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