

## GRIEVANCE PROCESSING

Once a Collective Bargaining Agreement has been negotiated, it must be enforced. When a faculty member questions the employer's interpretation of a contractual provision, s/he has access to a complaint/grievance procedure. Recent cases utilizing this process have guaranteed:

- appropriate column and step placement
- the rights of faculty members to personnel decisions that are not arbitrary or capricious
- seniority and reassignments for faculty
- equitable workload provisions

## FACULTY PARTICIPATION AND MEMBER OWNERSHIP

*You are the cornerstone.*

You elect the local MSCF Chapter President and your involvement in your local MSCF Chapter keeps the organization vibrant and active.

You elect representatives to the annual Delegate Assembly. This group meets every year to review the organization's budget and dues, and to develop the resolutions that establish the philosophy of the organization.

You elect your campus representatives to the MSCF Board of Directors. These faculty:

- provide direction for the President and the staff of MSCF
- advise the Negotiating Team
- meet to act and set policy on behalf of all MSCF members
- establish the budget and dues for the organization.

You elect the MSCF President, who serves three years as chairperson of the Board of Directors, director of staff, and spokesperson for the faculty.

When you have a question or concern, please feel free to contact us. We are here to serve you.

## ADVANTAGES OF MSCF MEMBERSHIP

- The opportunity to become involved in the governing of the organization
- The opportunity to become involved in the MSCF legislative process
- The opportunity to vote and hold office
- The opportunity to attend faculty union meetings and serve on committees
- Educator's Employment Liability Insurance (\$2 million coverage)
- Receive MSCF/Education Minnesota/NEA/AFT publications
- Access to the Attorney Referral Program and Legal Services
- Discounts on travel and other services through Education Minnesota ESI Member Benefits
- The opportunity to join a faculty Credit Union

For additional information about the Minnesota State College Faculty as well as items of interest to members, please visit the MSCF web site:

[www.minnesotastatecollegefaculty.org](http://www.minnesotastatecollegefaculty.org)

Minnesota State College Faculty (MSCF)  
55 Sherburne Avenue  
St. Paul, MN 55103  
Metro Area: 651-767-1262  
Toll Free: 800-377-7783  
Fax: 651-767-1266

Education Minnesota/NEA/AFT

*"MSCF's power lies in faculty knowledge, unity, and belief in collective action."*



## Information Brochure



The Minnesota State College Faculty (MSCF) represents all two-year college faculty in the Minnesota State Colleges and Universities (MnSCU) system through negotiation of a collective bargaining agreement, processing of all faculty grievances, lobbying the Minnesota Legislature through its Legislative operation, handling communication between the members on the individual campuses and with the public, increasing and maintaining contact with other groups who share our concerns, and providing committees and a governance structure essential to the involvement of college faculty in the operation of the MnSCU system. MSCF provides a liaison between educators in the colleges and all other groups concerned with education. MSCF strives to maintain accessibility to high quality technical education and liberal arts education throughout the state of Minnesota.

## EXECUTIVE COMMITTEE

The MSCF Executive Committee is composed of the Executive Officers of the organization and At-Large members and serves as the management arm of the organization. The Executive Committee is directly responsible to the Board of Directors and provides direction to the Board by recommending specific procedures and actions. Information about the offices and members currently holding those offices can be found on the MSCF web site:

[www.minnesotastatecollegefaculty.org](http://www.minnesotastatecollegefaculty.org)

## COMMITTEES

MSCF maintains several statewide committees, with members appointed by the Executive Committee and ratified by the Board of Directors. Examples are the Negotiations Committee, the Legislative Committee, the Faculty Rights Committee, the Elections Committee, the Academic Affairs Committee, the Credential Fields Committee, and the Joint Labor Management Committee. If you would like to be involved in one of these areas, fill out and submit the volunteer form found in the MSCF publication, The Green Sheet, or contact the MSCF office. In addition, these committees are often replicated at the local chapter level. Contact your chapter faculty president for information. Both levels of the organization are always looking to involve more members in active roles. Please consider volunteering for committee/task force service.

## Negotiations Committee

*The MSCF Negotiations Committee and representatives from MnSCU negotiate the Master Contract--the document which sets compensation and governs terms and conditions of employment for faculty, such as:*

- Academic Freedom
- Grievance Process
- Retirement Benefits
- Professional Development/Evaluation
- Faculty rights in cases of retrenchment, dismissal, or non-renewal
- Salary
- Insurance
- Workload

## Legislative Committee

*The Legislative Committee recommends legislative goals for the organization and organizes appropriate political action efforts to achieve those goals. Members also monitor all state and national legislation affecting state colleges and recommends appropriate action. Chapters not directly represented select liaisons to the committee.*

## Faculty Rights Committee

*The Faculty Rights Committee advises the Negotiations Committee, monitors the grievance process, keeps faculty members informed on matters relating to faculty rights, and encourages faculty to be aware of their rights and responsibilities. The grievance representative of each campus not represented serves as a liaison to the Committee.*

## Elections Committee

*The Elections Committee arranges for nomination of candidates for statewide office, making every effort to place at least two names on the ballot for each office. The Committee is responsible for the supervision of all elections and voting procedures.*

## Credential Fields Committee

*The Credential Fields Committee makes recommendations to the MnSCU Chancellor and the Board of Trustees in the area of assigned fields, licenses, and minimum hiring qualifications for both.*

## Joint Labor Management Committee

*The Joint Labor Management Committee meets with MnSCU representatives to discuss contract issues having statewide impact, grievance arbitration cases, and appeals from chapters on disputes that arise in the chapter shared governance process.*

## Academic Affairs Committee

*The Academic Affairs Committee meets to discuss and make recommendations to the MnSCU Chancellor and the MSCF President on issues related to academic affairs.*

## PUBLICATIONS

The MSCF publishes the Green Sheet, legislative reports, and negotiations reports, as well as all committee reports. The association also submits news releases to both Twin Cities and Greater Minnesota media and to Education Minnesota and other affiliate publications.

## CONTACTS WITH OTHER GROUPS

MSCF maintains communication with a variety of organizations that share our concerns:

- Education Minnesota
- MSCSA – Minnesota State College Student Association
- IFO – Inter Faculty Organization, exclusive representative for State University faculty
- UMEA – University of Minnesota Education Association (Duluth and Waseca campuses), exclusive representative for faculty at UMD
- Other Higher Education Faculty Organizations