

DEADLINES AND OTHER IMPORTANT DATES FROM THE MSCF MASTER CONTRACT

~ Not intended to be a complete list ~

MANAGEMENT PROGRAM FACULTY — LOOK BACK / NEXT YEAR

- Article 12, Sections 1 & 2, pages 48, 49 — Base Contract is calculated for the coming fiscal year (July 1 to June 30).

ACCOUNTING OF LEAVE STATUS/ACCRUAL

- Article 14, Section 10, page 64 — Language requires that the college provide a full accounting of leave status at the end of each fiscal year to each 'unlimited' faculty member. (Sick leave, personal leave, etc.)

SUMMER ASSIGNMENTS — ROTATION LIST & CLAIMING LIMITS

- Article 10, Section 5, page 33 — Summer Rotation criteria and credit/course claiming limits are described.

SUMMER WORK — WAGES AND ADDITIONAL SICK LEAVE ACCRUED

- Article 13, Section 10, page 59 — Method for calculating summer session wages.
- Article 14, Section 3, Subdivision 5, page 63 — Threshold for accrual of additional sick leave for summer session work.

COLUMN CHANGE — VERIFICATION FOR FALL SEMESTER

- Article 13, Section 3, Subdivision 1, page 53 — To be effective for fall semester, submission of the request for column change and verifying documentation, transcripts, etc., is due prior to the start of the fall semester.
- Note... column changes based on college credits, and/or completion of a degree and those based on five (5) year license renewal are all subject to the terms in this section.

SUMMER ROTATION LIST — FOR NEXT YEAR'S SUMMER SESSION

- Article 10, Section 5, Subdivision 2, page 33 — States in part that "Each faculty member will choose one (1) rotation list prior to the end of the fall semester of each academic year."

LEAVES OF ABSENCE — WITH PAY

- Article 14, Sections 3, 4, 5, 6, 7, 8, and 9 page 62 — Paid leaves of absence with duration, application and return to work requirements.

LEAVES OF ABSENCE — WITHOUT PAY

- Article 15, Sections 3, 4, 5, and 6, [page 65](#) — Unpaid leaves of absence with duration, application and return to work requirements.

SENIORITY ROSTER — ACCURACY, CHALLENGE, RECALCULATION

- Article 21, Section 5, [page 109](#) — Posting deadline of November 1, and window of opportunity to file a challenge to the accuracy of the roster.

COLUMN CHANGE — SUBMIT VERIFICATION FOR SPRING SEMESTER

- Article 13, Section 3, Subdivision 1, [page 54](#) — Deadline for submission of verification for salary increase effective with the start of spring semester, is due prior to start of spring semester.

SICK LEAVE LIQUIDATION AND FACULTY RETIREMENT INCENTIVES

- Article 16, Section 1, [page 67](#) — Applied to faculty across the bargaining unit.
- Article 16, Section 2, [page 68](#) — Former MCCFA faculty, “Sunset Early Retirement Incentive” eligibility, benefits and EEOC window.
- Article 16, Section 3, [page 69](#) — Former UTCE faculty, “Enhanced” sick leave liquidation eligibility and benefits.
- Article 16, Section 4, [page 70](#) — Former UTCE faculty, “Grandparent Clause” eligibility, benefits and EEOC window.
- Article 16, Section 4, [page 72](#) — Faculty member who will access “Phased Retirement” must submit their application prior to end of fall semester to start the Phased Retirement in the next academic year.

SABBATICAL LEAVE — APPLICATION, BENEFITS, RETURN REQUIRED

- Article 17, Section 4, [page 75](#) — Faculty members who want to apply for a sabbatical must submit their application to the college president between November 24 and December 15 to be eligible for a “Sabbatical Leave” in the next academic year. Describes benefits and return from leave requirements. Approval or rejection notice is due from college president by February 15.

LAYOFFS — NOTICE DATE, BENEFITS

- Article 22, Section 1, Subdivision 2, [page 110](#) — Stipulates that if layoffs of ‘unlimited’ faculty occur, the deadline for notice of layoff is November 1, to be effective at the end of the spring semester.
- Article 22, Section 4, Subdivision 2, [page 113](#) — Defines the retraining options for former MCCFA faculty that are notified of layoff. Deadline for submission of the retraining plan to administration is [December 1](#).
- Article 22, Section 5, [page 117](#) — Defines alternatives for former UTCE faculty. Retraining and ‘Option A’ and ‘Option B’ are described.
- Deadline for selection of Option A or Option B is shown in below.

HIRING PRACTICES — UNLIMITED FULL-TIME FACULTY (UFT)

- Article 20, Section 7 page 105 — Language requires each college to employ a minimum of *60% full-time faculty*. February 15 is the date that the college's roster is compared to the total of "all credit" assignments at the college. This calculation determines the minimum UFT requirement for the next academic year.
- Article 20, Section 7 page 105 — Language requires that MnSCU employ a minimum of *70% full-time faculty* state-wide. February 15 is the date that the state-wide faculty roster data is compared to "all credit" assignments. This calculation determines the state-wide minimum UFT requirement for the next academic year.

LAYOFFS — NOTICE DATE, BENEFITS (FOLLOW-UP IN SPRING)

- Article 22, Section 5, Subdivision 1, page 117 — Stipulates that the deadline for submission of the (former UTCE) faculty member's selection of either Option A or Option B is due not later than thirty (30) days prior to the actual (effective) date of the layoff.

Suggestions for inclusion of other Deadlines and Important Dates can be sent to:
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