**GLOSSARY FOR COMMONLY USED TERMS TA 2/17/15**

**For guidance only. Does not amend contract references or definitions.**

**Academic consulting** - as used in Article 4(4), to offer provide a student guidance and assistance within the academic employee’s expertise.

**Academic employee —** Any teacher, counselor, or librarian who is employed by CCS.

**Accredited institution of higher education —** An institution recognized as having met the quality standards of a reliable accrediting agency recognized by the U.S. Department of Education or listed as such by the Council for Higher Education Accreditation.

**Adjunct and part-time hourly academic employees —** All individuals not covered by annual contracted positions definition above, including annually contracted academic employees during such time that they are performing duties beyond those required to maintain full-time status.

**Administrator —** Individual designated by CCS to perform administrative duties fifty percent (50%) or more of the time. “Appropriate administrator” for personnel-related/performance decisions is the designated supervisor-of-record. “Appropriate administrator” for operational processes, including the gathering of materials supporting personnel-related/performance decisions, may be another administrator with delegated responsibility.

**Annually contracted employees —** Individuals who fill annually contracted positions and are issued annual contracts.

**Civil duty leave —** Leave granted to employees who are required to report for jury duty service, served a subpoena, or performing other civil duties, including but not limited to, fire fighting, search and rescue, or donation of blood. Leave for a subpoena must be on the employer’s behalf or for a legal proceeding which is unrelated to the personal or financial matters of the employee.

**Classroom –** encompasses all sites where learning occurs, to include mediums that have no physical boundaries.

**College in the High School –** per RCW 28A.600.290,college-credit bearing courses taught by college-approved high school teachers, mentored by college academic employees to foster alignment of secondary and postsecondary curriculum.

**Crosswalk** - recognized tables showing equivalent course credit for industry, military or other professional training, licenses and certifications.

**Derivative work -** a new work which is based upon or which has evolved from an original work and which could not have been possible but for the original work. For example, a movie based upon a book is a derivative of the book.

**Early College in the High School – courses** offered to 11th and 12th grade students, usually at a high school or other offsite location, by college academic employees that allows the student to earn high school and college credit concurrently.

**Emotional intimacy** - a deeply personal relationship, perpetuated by the academic employee, that is not physical but may or may not include conversations or messages of a sexual nature.

**eLearning** - the use of electronic media, educational technology and information and communication technologies (ICT) in education. eLearning encompasses **Online**, defined as a course that uses web-based tools and where 100% of the instruction and interaction between instructor and student is done online (proctored exams still allow for this classification) and **Hybrid**, defined as a course that displaces some, but not all, face-to-face class time with web-based tools.

**Exempt —** Any individual designated by CCS to professional exempt, administrative or executive duties fifty percent (50%) or more of the time.

**Flipped or Inverted Instruction** – an pedagogical form of blended learning where students gain first exposure to new material outside of class, usually via reading or lecture videos, and then use class time, with the instructor’s personalized guidance and interaction, to assimilate that knowledge.

**Faculty development leave —** Leave granted for a specified period of time for the purpose of updating and/or developing knowledge, skills or abilities that add value to the organization.

**FTEF —** Full Time Equivalent Faculty

**FTES —** Full Time Equivalent Student

**Hostile work environment —** Hostile, disrespectful, or abusive speech and/or conduct that is severe or pervasive enough to create an intolerable environment in the opinion of a reasonable person.

**In loco parentis -** A legal doctrine describing a relationship similar to that of a parent to a child. It refers to an individual who assumes parental status and responsibilities for another individual, usually a young person, without formally adopting that person.

**Leave without pay —** Unpaid approved absence from work for a specified period of time for medical, family/parental, or other personal reasons.

**Military leave —** Leave of absence granted to report for active duty, active training duty, or fulfill an obligation to the uniformed services of the United States or the State of Washington.

**OFM —** Office of Financial Management

**Paraprofessional —** Employee who is employed to assist in certain academic functions, but not assigned professional teaching, counseling or librarian responsibilities except for classified employees performing duties in accordance with a state classification.

**Personal leave —** Contractually provided leave of absence, subject to advance supervisory approval.

**Professional Activities Report (PAR) –** as applicable to Article 10, produced by the academic employee every five years as part of the post-tenure evaluation process. Submitted to the appropriate administrator in preparation for post-tenure review. Can include or be a summary of the annual SPDAs (see below), but should be comprehensive given its use in the final evaluation.

**Professional leave —** Pre-approved leave provided for the purpose of sabbaticals or retraining.

**Release time —** Release from academic professional responsibilities to other assignments or projects which benefit the organization.

**Reassigned time —** Partial or complete assignment from current assignment to such other activities as, but not limited to special projects, research, curriculum projects, and staff development.

**Reconfiguring** - Differentiation of tasks and services in course design, delivery, and assessment such that responsibilities are spread among several academic employees who each specialize in one of the roles.

**RIF —** Reduction in Force

**SCC-Extension -** those units formerly part of the Institute of Extended Learning and now under the administrative structure of SCC.

**Seniority —** Status, priority, or precedence achieved by length of service at CCS.

**Sick Building Syndrome (SBS) —** a combination of ailments associated with an individual’s place of work or residence and is generally related to poor indoor air quality, caused by flaws in the heating, ventilation, and air conditioning (HVAC) systems. Other causes have been attributed to contaminants produced by outgassing of some types of building materials, volatile organic compounds, molds, im­proper exhaust ventilation of light industrial chemicals used within, lack of adequate air filtration or poor fresh air exchange.

**Sick leave —** An employee right exercised, subject to qualification, accrual and reporting. The leave provides paid release from work for reasons of personal or family illness or injury. May also be used for treatment and care related to the illness/injury.

**Student Supporter** (as applied to the student concern process) - non-employee who provides support to the complaining student but otherwise does not speak or provide legal counsel on the student’s behalf.

**Summary of Professional Development Activity (SPDA) –** as applicable to Article 20(5.B), a summary produced annually by an academic employees seeking step advancement. Written list, in no specific format, is submitted by the employee and acknowledged when received by the appropriate administrator. The SPDA is used for purposes of step movement qualification only and is not evaluated.

**Summer quarter for counselors/librarians —** Completion of up to 280 hours between the last day of spring quarter and the first day of fall quarter up to a maximum of forty (40) days. The specific assignment is based upon mutual agreement between the academic employees with primary assign­ments as counselors or librarians and the appropriate administrator.

**Tenured faculty —** Faculty holding a position on a permanent basis, subject to fulfillment of specified requirements outlined in the Master Contract.

**Unbundling** - Parsing or reassigning academic employee responsibilities to paraprofessionals, staff, subcontractors, or other non-academic employees.

**Work day —** Unit for professional responsibility, not measured by hours. For instructional employees the morning, afternoon and evening shall each be considered a time block. Such academic employees will not be assigned to more than two (2) consecutive time blocks in any one (1) day unless required to maintain a full load.

**Work year —** The number of contracted days for annually contracted academic employees shall be one hundred seventy-five (175) as scheduled in the approved college calendar.

**Workplace bullying —** The tendency of individuals or groups to use persistent aggressive, disre­spectful or unreasonable behavior against another. It may include a combination of tactics creating the perception of personal attack, workplace ostracism, misuse of position and/or other intimidating behavior. Forms may include, but are not limited to e-mail, voice mail, web postings, or personal inter­actions.