

TENTATIVE AGREEMENT # 16

ARTICLE XVI – INSTITUTIONAL SUPPORT

Section 1. General Statement

The parties agree that Skidmore students should have the same classroom experience whether a course is taught by a bargaining unit faculty member or non-bargaining unit faculty member, subject to the terms of this Article.

Section 2. Supplies, Materials and Equipment

Unit members shall have access to materials, supplies, and equipment purchased or approved for purchase in advance by their department/program, as necessary to fulfill their assigned duties each semester. Purchases shall be made in accordance with the College's purchasing policies and protocols. Requests for supplies and materials to the department or program chair shall be approved at the discretion of the Department or Program Chair. Requests shall not be unreasonably denied.

Section 3. IT Training and Support

The College shall make available its training and ongoing technical support in order to utilize email and cloud storage, Learning Management Systems, software, and College provided computer hardware through the Office of Information Technology in the same manner as for other College faculty. The Office of Information Technology has discretion in the allocation of its resources and technical support. The allocation of College-issued computers shall be governed by Section 4 of this Article. Bargaining unit employees are required to complete all training and follow all policies related to the use of IT resources and equipment.

Unit members shall have access to printing, scanning, photocopying, technical support and clerical/administrative support as available in order to fulfill their assigned duties.

Section 4. Computer, Software and Network Access

Upon hire, full-time unit members shall be provided with a College-issued computer. Upon hire, part-time unit members may submit a request to be provided with a College-issued computer. The Office of Information Technology will evaluate such requests based on the availability of the current inventory. The College shall be under no obligation to purchase a computer for a part-time unit member but must provide computer access in their office or departmental space.

Such computers shall be regularly replaced and upgraded in accordance with the College's usual practice. Upon separation from the College, a unit member shall return the College-issued computer.

Unit members shall be provided with the necessary standard software needed to fulfill their assigned duties in their department/program. Requests for special software shall be considered on the same terms and conditions as for other tenured and tenure-track faculty and allocated in the discretion of the Office of Information Technology.

Unit members shall be provided with network access on the same terms and conditions as other employees. Faculty members shall follow all Information Technology security protocols, policies and procedures.

Section 5. Office and Meeting Space

Full-time unit members shall be provided access to dedicated office space to conduct their daily work, prepare for class, meet with students and colleagues, and hold office hours when they are employed by the College. Part-time members shall be provided, at a minimum, with shared office space or studio space.

Each office shall be appropriately furnished to accommodate the needs for unit members. Appropriate furnishings include a desk, desk chair, student seating, table and adequate storage for books, files, student work, and other media. Shared offices will have access to lockable storage, such as a filing cabinet. Appropriate furnishings for studio space will be determined based on the size of the space. Unit members will have their names listed on office signage and department/building directories, as appropriate. Unit members shall also be permitted to use the College's room reservation system to reserve meeting spaces and other rooms, in accordance with applicable College procedure.

Section 6. Departmental Procedures and Course Materials

Upon hire, unit members shall be provided with a copy of, or physical or electronic access to, any existing faculty and department handbooks, policies, mission statements, guidelines, or procedures that govern their employment and are related to teaching, placing book orders, and submitting grades.

Unit members shall be provided with a copy of, or electronic access to, a description of any course they have accepted an appointment or assignment to teach, including the course catalogue description, course goals and objectives, and any sample syllabi.

Section 7. Internet and Email Access

During the term of their employment, unit members shall be provided a College email address, access to College Wi-Fi, VPN, cloud storage, and Learning Management Systems (LMS). Upon retirement, unit members shall retain email account access.

The College will maintain email account access for all part-time bargaining unit employees appointed to teach in the fall semester, through the duration of the academic year. Email account access will begin with the bargaining unit employee's start date and shall end at the conclusion of the spring semester.

Section 8. Library Access

During the term of their employment, unit members shall be provided physical and virtual access to College libraries in accordance with library borrowing and accessing policies as may be amended from time to time, including but not limited to research databases, archives, and physical or digital materials. Upon retirement, unit members shall retain access to Library borrowing privileges.

Unit members who voluntarily separate from the College may request Research Associate status for a period of one (1) year and such requests will be considered upon the same terms as other applicants. Research Associates are unpaid courtesy appointments, do not create an employment relationship with the College, and are not included as part of the bargaining unit. Research Associate status is not intended to create an ongoing affiliation with the College between part-time appointments. Research Associate status is generally considered for those who have a legitimate research need that can be met by Skidmore's library resources. Former bargaining unit members who are appointed to the status of "Research Associate" must adhere to all training requirements imposed upon other Research Associates. Decisions regarding Research Associate status shall be in the sole discretion of the College. If the College denies a request for Research Associate status, the Union may file a grievance, but shall not be permitted to take the matter to arbitration.

Section 9. Field Trips and Honoraria for Guest Speakers

With prior approval from the appropriate Department Chair or Program Director, the College shall pay in advance or reimburse a unit member for the full cost of approved field trips or cultural events which are part of the course(s) taught for students. Unit members may request funds for honoraria for guest speakers as part of teaching assigned courses each semester in class, and such requests will be evaluated by the Chair or Program Director in their sole discretion.

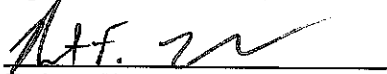
Section 10. Directory Listing

Unit members will be listed individually in the College's online directory of personnel and in their department/program's faculty directory. The department/program faculty directory listing shall include the unit member's name, title, office location, office phone number, and college email address.


Section 11. College ID Card

Upon hire, unit members will be provided, free of charge, with a College issued Faculty photo ID card. The unit member's card will be promptly programmed so that the unit member can access necessary academic spaces, offices and support spaces that are customarily made available to other faculty (copy rooms, supply closets, etc.).

Agreed to: March 8, 2024



Robert F. Manfredro
On behalf of Skidmore College



Sean Collins
On behalf of SEIU Local 200United



Faculty Bargaining Committee:

