

COLLECTIVE BARGAINING AGREEMENT

Between

PACE UNIVERSITY

And

THE UNION OF ADJUNCT FACULTY AT PACE

Covering the period July 1, 2024 to June 30, 2027

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## Definitions

Academic Year:	The academic year shall mean a year that commences with the start of the Summer II session and ends at the conclusion of the Summer I session.
Active Status:	Adjunct faculty members are considered ACTIVE when they have received an appointment, and they are currently teaching credited courses.
Inactive Status:	Adjunct faculty members are considered INACTIVE when they have fulfilled the appointment and completed their credited courses for the semester. An adjunct faculty member will remain Inactive until becoming either Active or Not Reappointed.
Not Reappointed:	Adjunct faculty members become Not Reappointed when PACE has issued a letter indicating that a future appointment will not be offered. Active status and Inactive status will convert to Not Reappointed status if an adjunct faculty member is (1) discharged for cause as defined by Article XVI, Discharge, (2) resigns, or (3) has not received an appointment or not taught a credited course for a continuous period of twenty-four (24) calendar months. Individuals who are considered Not Reappointed will be removed from the roster of adjunct faculty members.
Part Time:	<p>An individual hired or appointed as a part-time instructor, who is paid on an hourly basis and is currently scheduled to teach a non-credit course in an upcoming semester, or is currently teaching a non-credit course, or is away from active teaching a non-credit course due to an approved leave.</p> <p>A part-time instructor's employment is terminated when they (1) are discharged, (2) resign, or (3) have not received a teaching assignment or not taught a course for a continuous period of twenty-four (24) calendar months.</p>
Year of Service:	A year of service shall be defined as teaching at least two (2) of the four (4) semesters (Summer II, Fall, Spring and/or Summer I) of an academic year.
Continuous Service:	<p>Except as otherwise provided elsewhere in this Agreement, to satisfy any requirements for continuous service, the years of service must be in consecutive academic years.</p> <p>Except as otherwise provided elsewhere in this Agreement, continuous service for part-time instructors is defined as working ninety (90) hours or more in each of two (2) consecutive academic years.</p>
Faculty Handbook:	Refers to the 2013 Full Time Faculty Handbook, as may be amended from time to time.

## ARTICLE I - RECOGNITION

The University (“University or Pace”) recognizes the Union of Adjunct Faculty at Pace (“Union”) as the exclusive bargaining representative for all adjunct faculty members, part-time instructors<sup>1</sup>, and all adjunct faculty members and part-time instructors (including vocal instructors) who work in a non-supervisory dual capacity for the University, provided they have received appointments, and teach at least three (3) credit hours and/or forty-five (45) hours in the semester, but excluding adjunct faculty members and part-time instructors employed in the School of Law, all full-time faculty, casual employees (defined as those adjunct faculty members and part-time instructors who work less than three (3) credit hours and/or forty-five (45) hours in the semester), independent contractors, guards and supervisors within the meaning of the Act, and all other employees (hereinafter the “unit”).

## ARTICLE II ACADEMIC FREEDOM

The Union and University subscribe to the principles of Academic Freedom as reflected in the Faculty Handbook, and University policies and procedures,<sup>2</sup> as amended from time to time, and shall be applicable to unit members. Alleged violations of such policies shall be subject to the grievance procedure contained in the Faculty Grievances: Policies and Procedures, as amended by the University from time to time (hereinafter referred to as the University’s Internal Faculty Grievance Procedure).<sup>3</sup>

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<sup>1</sup> Part-time instructors are excluded from all other provisions in this Agreement which refer to adjunct faculty member(s) or unit member(s) unless the provision specifically mentions “part-time instructors.”

<sup>2</sup> For purposes of this Agreement, the Faculty Handbook and the University’s policies and procedures shall include those in printed form and/or those on Pace’s web site.

<sup>3</sup> If at any point in the future no such procedure exists, the University agrees, upon demand, to reopen negotiations with the Union with regard to a grievance mechanism to resolve alleged violations of this Article.

### ARTICLE III UNION RIGHTS

3.1 At least twice a year, meetings shall be held at mutually convenient dates and times among the President<sup>4</sup> of the University and his designated representatives and the President of the Union and no more than five (5) designated representatives from the Union. Proposed tentative agendas shall be exchanged at least two (2) weeks in advance of the meeting. The length of the meeting shall be established by the President following receipt of the proposed agenda from the Union, but shall not be for less than thirty (30) minutes except by mutual agreement.

3.2 The Union will be given exclusive use of one (1) bulletin board at a mutually agreeable location at each campus where adjunct faculty members and/or part-time instructors are currently teaching for the posting of material by the Union. Only material related solely to the Union's role as the bargaining representative of this unit and not otherwise in violation of University policy may be posted on these bulletin boards.

The Union shall be solely responsible for any and all materials posted on the bulletin board. The Union shall indemnify and hold the University harmless from any and all liability resulting from any and all claims, demands, suits or other actions arising from this provision, including attorneys' fees and the cost of litigation.

3.3 At the Union's request, and provided space is available, the University will provide meeting space on campus for union membership meetings for the following enumerated purposes: (1) contract ratification votes; (2) group meetings to explain benefits negotiated with the University no more than once a semester; (3) group welcome/orientation meetings for newly eligible unit

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<sup>4</sup> All references in this Agreement to individuals' titles at the University shall be deemed to include the designees of the persons holding those titles, with the exception of the President in Article 3.1.

members no more than once a semester; and (4) such other purposes as may be approved in advance in writing by the University.

The Union's request for such meeting space must be made by a Union officer on behalf of the Union in writing to the University's Special Events office on the form(s) provided by that office. The reason for the request for meeting space must be indicated on this form(s). Copies of any form(s) submitted with respect to the request for meeting space must also be sent simultaneously to the Vice President for Human Resources.

If it is not possible to make the request for space six (6) weeks in advance, then the request must be made as soon as practicable, but in no event less than ten (10) days before the desired meeting date. The University will respond to the Union's request for space as soon as practicable after receipt of the request.

The Union will be responsible for all costs relating to its use of on-campus meeting space including, but not limited to, any overtime costs incurred by the University.

3.4 In addition to the meetings in Section 3.3 above, the Union shall be entitled to hold up to two (2) general membership meetings per academic year in a suitable room furnished by the University on campus, provided: (a) such meeting(s) takes place on a Saturday or during common hours (Monday – Wednesday – Friday 12:10 – 1:10 p.m.; Tuesday – Thursday 3:25 – 4:25 p.m.); and (b) the Union provides at least four (4) weeks' advance written notice in accordance with the second paragraph of Section 3.3 above; and (c) a strike authorization vote will not be taken at such meetings; and (d) in the event a meeting is held on a Saturday, the Union shall pay the costs incurred by the University for security staff. The cost presently is \$40.00/hour for such services. If the rate changes, the University shall provide the new rate to the Union.

3.5 At the beginning of each academic year the Union shall provide the University with a list of all its officers and representatives, including their official mailing and e-mail addresses and phone numbers. If there are changes in these positions during the course of the academic year, the Union will advise the University in writing of such changes as soon as possible.

3.6 At the completion of the first full week and at the end of the seventh (7<sup>th</sup>) week of each Fall and Spring semester, the University shall provide to the Union a list of all bargaining unit members. At the same time, the University shall also provide a list of all withdrawals from the unit and any other changes of status of unit personnel.

3.7 A Joint Committee consisting of two (2) University representatives and two (2) Union representatives may meet up to four (4) times per academic year to consider issues relating to space and facilities for unit members. Representatives shall be designated by each party following ratification of this Agreement.

#### ARTICLE IV DUES CHECK-OFF

A. All Adjunct Faculty Members and Part-Time Instructors

1. At least thirty (30) days after commencing employment, as a condition of employment and in accordance with applicable law, all adjunct faculty members and part-time instructors in the unit shall be required to either: (i) become and remain a member of the Union and pay membership dues on all work covered by this Agreement as a condition of continued employment; or (ii) pay an agency fee on all work covered by this Agreement to the Union as a condition of continued employment.
2. For purposes of this Article, an “agency fee” is a fee charged by the Union to adjunct faculty members and part-time instructors in the unit who do not wish to become members of the Union. The payment of such fee to the Union represents

that portion of the membership dues routinely charged to Union members related to collective bargaining and contract administration purposes which is lawfully chargeable to nonmembers. The Union shall establish the amount of the agency fee in accordance with applicable law. Those who choose to be agency fee payers shall pay the same amount as the dues and may be eligible to receive an annual refund by the Union of the difference between membership dues and agency fees in accordance with applicable law.

3. An adjunct faculty member or part-time instructor in the unit who fails to pay either membership dues or agency fees in accordance with this Article shall be terminated. The effective date for such termination shall be the last day of the semester in which the adjunct faculty member or part-time instructor's failure to pay occurs. In the event any adjunct faculty member or part-time instructor in the unit is terminated pursuant to this Article, the University shall not consider him/her for reemployment unless the Union advises the University that he/she has paid applicable dues or agency fees directly to the Union, including any retroactive dues owed.
4. All valid authorizations shall remain in effect unless revoked pursuant to their terms or this Article.
5. Seven (7) weeks prior to the end of each Fall and Spring semester, the parties shall exchange their respective lists of those adjunct faculty members and part-time instructors in the unit who have submitted valid authorizations.
6. Seven (7) weeks prior to the end of each Fall and Spring semester, and continuing thereafter until the beginning of the next semester, the Union shall



have a continuing obligation to advise the University of those who make payments directly to it.

7. The University and the Union shall each notify those adjunct faculty members and part-time instructors in the unit who fail to complete a valid Authorization by the deadlines set forth in Paragraphs C(6) and C(7) below, or do not pay directly, that they will not be reappointed unless they pay the applicable union dues or agency fees to the Union, including any retroactive dues owed, prior to the date of appointment for the next semester for which they are to be reappointed.
8. Notwithstanding anything contained above, on the attached form (attached hereto as Addendum A - Dues Deduction Authorization Form), or any provision of law or decisional law to the contrary, the University's obligation to deduct dues or agency fees shall be suspended upon the expiration of the Agreement and shall be resumed the next pay period following ratification and execution of the contract.
9. The Union shall indemnify and hold the University harmless from any and all liability resulting from any and all claims, demands, suits or other actions arising from this provision, including attorneys' fees and the costs of litigation.

B. Adjunct Faculty Members and Part-Time Instructors Hired Before the Effective Date of this Agreement

1. All valid dues or agency fee deduction authorizations previously submitted shall remain in effect unless revoked pursuant to this Article.
2. The University shall continue to deduct the amount of dues or agency fees prescribed by the Union for those adjunct faculty members and part-time

instructors in the unit who have submitted valid dues or agency fee deduction authorizations.

C. Adjunct Faculty Members and Part-Time Instructors Hired Before the Effective Date of this Agreement

1. The University shall make its best efforts to provide new adjunct faculty members and part-time instructors in the unit with the attached check-off Authorization form (Addendum A) at the time the University provides its new-hire paperwork to adjunct faculty members or part-time instructors. Such forms should be submitted to the University directly by the new adjunct faculty members and part-time instructors. The University will provide the Union with copies of the completed forms as soon as practicable.
2. As soon as practicable following the Authorization Submission Dates referenced in paragraph 4 below, the University shall deduct from the wages of such adjunct faculty members and part-time instructors the amount of dues prescribed by the Union in a manner administratively feasible for it. Dues so deducted shall be remitted to the Union no later than thirty (30) days after deduction and shall be deducted no less frequently than quarterly.
3. The University shall also deduct an agency fee in an amount equal to the prescribed amount of UAFP dues from the paychecks of all non-UAFP adjunct faculty members or part-time instructors in the unit who voluntarily submit authorizations to the University using the attached form (Addendum A). Submission of forms, deductions and remittance to the Union for agency fee payers shall be done in the same manner as UAFP dues.

4. With respect to the Fall semester, the Authorization Submission Date shall be September 15. With respect to the Spring semester, the Authorization Submission Date shall be February 1.
5. Those who submit authorizations after September 15 (with respect to the Fall semester) or February 1 (with respect to the Spring Semester) and prior to one month before the applicable last pay date of the semester, shall have their dues or agency fees deducted in a lump sum from the last paycheck of the semester. The Union shall have the sole obligation to make reimbursements for any overpayments made to the Union, including, but not limited to, any overpayments which result from the University's deduction of dues or fees.
6. With respect to those teaching in the Fall semester, any adjunct faculty member or part-time instructor in the unit who does not submit a valid Authorization by November 30, or otherwise pay the full amount of the applicable Union dues or agency fees directly to the Union, shall not be eligible for reappointment by the University, unless and until their applicable union dues or agency fees have been paid to the Union, including any retroactive dues owed.
7. With respect to those teaching in the Spring semester, any adjunct faculty member or part-time instructor in the unit who does not submit a valid Authorization by April 30, or otherwise pay the full amount of the applicable Union dues or agency fees directly to the Union, shall not be eligible for reappointment by the University, unless and until their applicable union dues or agency fees have been paid to the Union, including any retroactive dues owed.

## ARTICLE V NONDISCRIMINATION

The University's commitment to non-discrimination as reflected in the Faculty Handbook, and other University policies and procedures, as amended from time to time, shall be applicable to adjunct faculty members and part time instructors. Alleged violations of such policies shall be subject only to the University's Internal Faculty Grievance Procedure, as contained in the Sex-Based Misconduct Policy and Procedure, or the Pace University Policy and Procedure – Discrimination, Non-Sex Based Harassment and Retaliation, as applicable.

## ARTICLE VI REAPPOINTMENT AND NON-REAPPOINTMENT

6.1 Where practicable, adjunct faculty members and part-time instructors shall be notified of their tentative reappointments or reassignments in writing on or before August 1<sup>st</sup> prior to the start of the Fall Semester, and at least five (5) weeks prior to the start of the Spring Semester.

Adjunct faculty members and part-time instructors shall be notified of their tentative reappointments or reassignments for the Summer II and Summer I academic terms at least three (3) weeks prior to the start of those terms.

Such notice shall include the term of the adjunct faculty member or part-time instructor's reappointment or reassignment and the course assignment(s).<sup>5</sup>

Where practicable, adjunct faculty members and part-time instructors shall be notified of their rank/title and pay rate for an upcoming academic year on or about August 1. Where it is not practicable to provide notice by August 1, such notice shall be provided as soon as is practicable.

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<sup>5</sup> In addition to other forms of written notification, email sent through the University's email system shall constitute written notice wherever such notice is required in this Agreement.

For those adjunct faculty members and part-time instructors that, in the opinion of the Department Chairperson<sup>6</sup> <sup>7</sup>, may be reappointed or reassigned, the Chair shall initiate the process by contacting the adjunct faculty member or part-time instructor to solicit his or her availability for the upcoming semester. The adjunct faculty member or part-time instructor shall respond to the Chair within seven (7) days with his or her availability.

6.2 Except as otherwise provided herein, appointments shall be for a single semester. All reappointments are at the University's discretion based on relative qualifications as determined by the Department Chair, performance evaluations, course availability, seniority (based on years of adjunct service at Pace) and the needs of the University. Per credit rates shall not be a factor in determining which adjunct faculty members are reappointed.

Adjunct faculty members who have served at least eight (8) consecutive (Fall and Spring only) semesters, are eligible to apply for annual appointments. For purposes of this paragraph, an adjunct faculty member shall not be deemed to have a break in service if: no course is available; the adjunct faculty member's assigned course is assigned to a full-time faculty member; and/or due to documented health reasons, the adjunct faculty member is unable to teach for a period of up to one (1) semester.

Adjunct faculty members who have served at least twelve (12) consecutive semesters (Fall and Spring only), are eligible to apply for three (3)-year appointments. For purposes of this

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<sup>6</sup> For purposes of this Agreement, when an adjunct faculty member and/or part-time instructor does not report to a Department Chairperson, the adjunct faculty member or part-time instructor's immediate supervisor shall be substituted for the term "Department Chairperson."

<sup>7</sup> The appointment or re-appointment of adjunct faculty members is performed by the Dean upon the recommendation of the Department Chairperson. All references in the Agreement to the Department Chairperson's ability to appoint, re-appoint or non-reappoint adjunct faculty members are contingent upon the approval of the Dean. This process may be amended by the University from time to time.

paragraph, an adjunct faculty member shall not be deemed to have a break in service if: no course is available; the adjunct faculty member's assigned course is assigned to a full-time faculty member; and/or due to documented health reasons, the adjunct faculty member is unable to teach for a period of up to one (1) semester.

Reappointments may be terminated at any time based on an evaluation(s) as per Article XIII of less than satisfactory. Notwithstanding the above, in no circumstances shall an adjunct faculty member be granted preference over a full-time faculty member for an assignment.

Appointments carry no guaranteed course or credit load and there is no presumption of reappointment thereafter.

The provisions of this Article shall not preclude the University, at its discretion, from awarding adjunct faculty members appointments extending beyond one (1) year.

In the event that a course assigned to an adjunct faculty member is canceled or assigned to a full-time faculty member, the reassignment of any remaining adjunct sections of the same course shall be made at the University's discretion based upon consideration of the adjunct faculty members' relative qualifications as determined by the Department Chair, performance evaluations, course availability, seniority (based on years of adjunct service at Pace) and the needs of the University.

Adjunct faculty members will be entitled to a one (1) time payment of up to six (6) credits per academic year if they: (a) taught a minimum of six (6) credits per semester for the past eight (8) consecutive semesters (Fall and Spring only); and (b) received a rating of 4.0 or higher in three (3) of the last four (4) years; and (c) was assigned at least three (3) credits less than the average number of credits taught in the prior eight (8) semesters (Fall and Spring only); and (d) applies in writing for such payment to the Executive Director of Employee and Labor Relations (or their designee)

by the applicable deadline (November 1 in the Fall and April 1 in the Spring). The University will, upon request, provide information necessary for adjunct faculty to make a determination whether they have satisfied the eligibility requirements.

Three (3) credits will be paid in the Fall and three (3) credits will be paid in the Spring, provided that the criteria set forth above are also met in the Spring. Once a member receives a payment under this provision, the adjunct faculty must satisfy all of the criteria set forth in this provision again (including, but not limited to, teaching eight (8) consecutive semesters) before becoming eligible for such payment(s) in the future.

Adjunct faculty members who satisfy the criteria set forth in this provision are not eligible for the one (1) time payment if they: are unavailable to teach the semester(s) at issue (e.g., become full-time, retired or resigned, are sick, incapable, incarcerated); or were not reappointed for cause.

6.3 Adjunct faculty members and part-time instructors with four (4) semesters (Fall or Spring) or two (2) years of service, whichever is greater, who are not reappointed shall, upon request, be entitled to meet with the Department Chairperson within a reasonable time frame and be provided with the reasons for the non-reappointment.

After meeting with the Department Chairperson, upon request, an adjunct faculty member or part-time instructor shall be entitled to discuss the non-reappointment or non-reassignment decision with the Dean. The Dean may overturn the non-reappointment or non-reassignment decision.

Except as provided in Articles II and V and XV, the procedures in this Article shall be the exclusive procedure for resolving non-reappointments.

6.4 Notification of non-reappointment or non-reassignment shall be given to adjunct faculty members and part-time instructors in writing as soon as practicable after the decision is made.

ARTICLE VII NEW COURSES/ASSIGNMENTS

7.1 An adjunct faculty member or part-time instructor who develops a new course of three (3) credit hours with the prior written approval of the Department Chairperson will receive a one (1)-time lump sum payment of:

1st year of contract year	\$2,500
2nd year of contract year	\$2,700
3rd year of contract	\$2,900

Payment to be made in the next payroll cycle following approval of Department Chairperson.

If the course is developed by more than one (1) adjunct faculty member and/or part-time instructor the amount will be divided by the number of individuals involved. The University reserves the right to pay more than one (1) credit. If the course is deemed acceptable to the University through the applicable approval process, those involved will be entitled to such compensation even if the course is not used. Those involved in developing a new course agree that upon receipt of payment for same, ownership of all materials prepared for the new course shall be transferred to the University and such materials shall be deemed University property.

If an adjunct faculty member or part-time instructor receives prior written approval from the Department Chairperson to develop a new course , in addition, that adjunct faculty member shall be offered the opportunity to teach the course the first time it is taught; provided, however, that all materials prepared for the new course shall be transferred to the University and shall be deemed University property. If, in the opinion of the Department Chairperson, the adjunct faculty member or part-time instructor's performance teaching the course is satisfactory or better, the adjunct faculty member or part-time instructor shall be offered the opportunity to teach the course the second time it is taught.



The decision of the University as to what courses are new shall be subject solely to the University's Internal Faculty Grievance Procedure.

7.2 Scheduled courses may be canceled or reassigned prior to the first class being held due to insufficient enrollment, for academic, programmatic, or budgetary or other reasons determined by the University, without a compensation penalty if cancelled prior to the scheduled first class meeting date. If a course is canceled, or assigned to a full-time faculty member after the first class is held, the adjunct faculty member or part-time instructor shall be paid fifteen percent (15%) of the total compensation for the course, plus a pro-rated amount for actual credit hours taught. The fifteen percent (15%) shall not be payable if the adjunct faculty member or part-time instructor: (1) is offered a different course (including replacement of a four (4) credit course with a three (3) credit course), a tutorial, or an independent study at the same day and time as the original assignment, or at another day and/or time the adjunct faculty member or part-time instructor is available; or (2) is offered a tutorial/independent study with no more than twenty-five percent (25%) loss of pay and at the same day and time as the original assignment, or at another day and/or time the adjunct faculty member or part-time instructor is available.

7.3 Compensation for tutorials shall be paid in accordance with Section 18 of the Full Time Faculty Handbook, as may be amended from time to time.

7.4 If an adjunct faculty member or part-time instructor receives prior written approval from his/her Department Chairperson to convert a traditional course to an online course and, in the opinion of the Department Chairperson satisfactorily converts the course, he/she will receive a one (1)-time payment of one (1) extra credit hour for converting such course. If the course is converted by more than one (1) adjunct faculty member and/or part-time instructor, the rate for the extra credit

hour will be based on the highest credit hour rate of those who converted the course and the amount will be divided by the number of individuals involved.

7.5 Commencing the Spring 2025 semester, supervisors and managers shall not teach courses except for the following:

(a) The University President, and University administrators with full-time faculty rank (e.g. Provost, Associate Provost, Deans, Associate Deans, and Assistant Deans of each College/School). Supervisors, Project Managers and Program Managers, or other managers who are teaching, for example, UNV 101, the Project Coordinator of the Arts, the Actor's Studio Director, and other such positions required by their primary full-time supervisor's role.

(b) Supervisors and managers recognized as an industry expert in a subject, discipline or specialized field, provided PACE submits the request for the individual's exception to the Union for approval. If approval is not provided, the question of exception may be submitted for resolution to an Ad Hoc Committee of two (2) Academic management members and two (2) UAFP Officers. Should the Ad Hoc Committee fail to agree, the question may be resolved by submission to arbitration as provided for in Step 4 of Article XX Grievances of the Agreement. In all exceptions, the course to be taught must not have either a start time or end time between the hours of 9:00 A.M. to 6:00 P.M. unless it is required as part of the Supervisor or Manager position and/or where a student would not be retained by taking classes outside of work hours.

(c) As of September 1, 2024, the parties stipulate that 471 credit hours are being taught by individuals identified in Paragraphs 1 and 2 above. Effective the Spring 2025 semester, PACE shall reduce the credit hours taught by Paragraphs 1 and 2 individuals by 15 percent.

(d) In the event a course does not have an instructor assigned one month prior to the start of the semester, notice of the availability for appointment to the course shall be made to the covered adjunct faculty members in the Department, and appointment shall be made by the Department Chair. If no qualified adjunct faculty bids for the appointment, then the Department Chair may assign the teaching opportunity to a Supervisor, Project Manager, Program Manager, or manager at the Chair's discretion. Courses filled in accordance with this paragraph shall not count toward the 15 percent reduction in paragraph 3.

#### ARTICLE VIII WORKLOAD

8.1 The maximum course load for adjunct faculty members shall not exceed eleven (11) credits during a semester (Summer II, Fall, Spring, Summer I). This maximum shall include no more than three (3) undergraduate courses.

8.2 Office hours will be included in the per credit rate.

8.3 The purpose of Office Hours is to advise students who are seeking help with the course taught by the Adjunct Faculty member. Adjunct faculty will meet with students to ensure the successful completion of a class. During office hours, adjunct faculty are expected to offer support such as answering questions, clarifying course concepts, providing feedback on assignments, and offering academic and career advice. Adjunct Faculty members will also complete recommendation letters for students during Office Hours.

8.4 The syllabus should reflect general availability.

#### ARTICLE IX NON-TEACHING RESPONSIBILITIES

Adjunct faculty members and part-time instructors may be invited to serve on Department and University committees.

## ARTICLE X CLASS SIZE

Maximum class sizes shall be established and amended from time to time by the University and shall be made available to adjunct faculty members and part-time instructors.

Adjunct faculty members and part-time instructors teaching courses which satisfy the class sizes set forth in the University's policies on Designated Lecture Sections and Large Classes may request relief pursuant to those policies, where applicable.

For purposes of this Article, class size shall be determined on the basis of the roster after late registrations, transfers, withdrawals and other adjustments have been made.

Provided this benefit is made available to full-time faculty, all science laboratory classes shall have a "lab prep" person assigned in addition to the instructional unit member in the same manner as for full-time faculty.

Adjuncts will be treated the same as full-time faculty with regard to class size overages as set forth in the Full Time Faculty Handbook, as may be amended from time to time.

Class size rules, and amendment to rules (e.g., minimums and maximums) shall mirror those in the Full Time Faculty Handbook.

## ARTICLE XI SICK, BEREAVEMENT AND CHILD CARE LEAVES

11.1 PACE shall comply with New York Earned Sick Leave Laws. Adjunct faculty and Part-time instructors, regardless of whether they work at the New York City campus or the Pleasantville campus, shall be covered by the University's Employee Paid Sick Leave Policy.

11.2 Adjunct faculty members with two (2) or more years of continuous service, including continuous service prior to the execution of this Agreement, shall be entitled to paid leave time for the number of assigned teaching days that occur within four (4) business days following the death of an immediate family member.

Part-time instructors with two (2) or more years of continuous service, including continuous service prior to the execution of this Agreement, shall be entitled to paid leave time for the number of assigned teaching hours that occur within four (4) business days following the death of an immediate family member.

For purposes of this Article, immediate family members shall include: spouse/domestic partner, birth and adoptive parents, children and siblings, stepparents, stepchildren and stepsiblings, fathers-in-law, mothers-in-law, brothers-in-law, sisters-in-law, sons-in-law and daughters-in-law, and grandparents and grandchildren.

11.3 Adjunct faculty members and part-time instructors with three (3) or more years of continuous service, including continuous service prior to the execution of this Agreement, shall be entitled to a maximum of one (1) year (the equivalent of a year for part-time instructors) of unpaid child care leave for the care of a newly born or adopted child of the adjunct faculty member or part-time instructor or the preparation for same. No fringe benefits shall continue during a child care leave.

For each successive child care leave following the adjunct faculty member or part-time instructor's initial child care leave, the adjunct faculty member or part-time instructor must serve an additional two (2) or more years of continuous service.

Such leave shall only be taken in full semesters (or equivalent for part-time instructors).

Time on child care leave shall not be considered a break in service for purposes of determining whether the adjunct faculty member or part-time instructor has satisfied continuous service requirements.

## ARTICLE XII JURY DUTY

Adjunct faculty members and part-time instructors shall make every effort to postpone jury service to a time when they are not expecting to teach. Upon request, the University will assist bargaining unit members' efforts to secure a postponement by supplying a supporting letter. Adjunct faculty members and part-time instructors who are required to report to court in person during assigned work time in response to a jury duty summons shall receive their regular salary during such absences up to a maximum of two (2) calendar weeks per academic year, provided they remit to the University an amount equal to the compensation received by them, if any, for such duties.

## ARTICLE XIII EVALUATIONS AND OBSERVATIONS

Evaluation forms utilized for bargaining unit members are attached hereto as Addendum B. The University shall consult with the Union prior to implementing any amendments to the evaluation procedures or forms.

Each school/college should clearly communicate to their adjuncts what the process and bases for their evaluation will be. Specifically, each school/college should send a communication to adjunct faculty at the start of the semester that explains the process and includes the form(s) that will be used.

Any evaluation procedure that involves peer review shall be subject to consideration by the respective Faculty Council(s)<sup>8</sup> and approval by the President.

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<sup>8</sup> Other provisions of this Agreement that will be submitted to and considered by the Faculty Council(s) are: Article VI Reappointment and Non-Reappointment; Article VII New Courses/Assignments; and Article VIII Workload.

Student evaluations shall only be considered for adjunct faculty evaluation purposes if at least thirty percent (30%) of students in a class complete an evaluation of the instructor. Where application of the thirty percent (30%) threshold results in a fraction, the minimum requirement will be rounded up. For instance, in a class of eight (8) students, three (3) students must complete an evaluation of the adjunct faculty member for the evaluations to be considered (30% of 8 is 2.4). The University reserves the right to consider individual student comments requiring action by the University.

Newly hired adjunct faculty members teaching in the Fall and/or Spring semesters shall receive a minimum of two (2) in-class peer observations within the first four (4) semesters of teaching in a Department unless they are retired Pace full-time faculty teaching in the same Department from which they retired or unless they are assigned to a clinical site off campus. In the case of such retirees, the minimum number of observations need not be made. In subsequent semesters, the Chair may require an in-class peer observation. In the case of adjuncts assigned to clinical sites or the simulation laboratory, the Chair may use other methods of observation including feedback from clinical site supervisors, the simulation center director, and faculty course coordinators.

Adjunct faculty members may also request an in-class peer observation in subsequent semesters and the University will attempt to accommodate such requests, but there shall be no adverse consequences to the University if it is unable to accommodate these requests.

Adjunct faculty shall receive a “pre-observation conversation” at least one week prior to any observation to discuss what is to be taught, and modalities that may be utilized in the teaching. Immediately following the observation there shall be a post observation debriefing, of at least 15 minutes detailing how student learning will be assessed.

Each adjunct faculty member should receive a copy of his/her evaluation by August 15<sup>th</sup> where practicable or, if not practicable by August 15<sup>th</sup>, as soon as practicable following August 15<sup>th</sup>.

#### ARTICLE XIV PERSONNEL FILES

The official personnel file shall be maintained by the University's Human Resources office for every adjunct faculty member and part-time instructor in accordance with the provisions contained herein.<sup>9</sup>

14.1 The University shall place in the file only documents relating to an adjunct faculty member's or part-time instructor's performance and employment.

14.2 Anonymous documents shall not be placed in the personnel file unless the contents thereof have been investigated and substantiated by the University.

14.3 Upon reasonable notice and by appointment, adjunct faculty members and part-time instructors shall be permitted to review their personnel files, excluding confidential material, in the presence of a University representative. Among other items, letters of recommendation relating to appointment or promotion which were solicited and provided under conditions of confidentiality shall be excluded from such review. The University will honor reasonable requests by adjunct faculty members or part-time instructors for copies of evaluations and disciplinary documents in their files.

14.4 Adjunct faculty members and part-time instructors shall have the right to respond to documents in this file. With regard to documents contained in the personnel file prior to the

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<sup>9</sup> This Article shall not preclude other files from being kept and/or utilized by supervisory and/or managerial employees and/or by the University.



execution of this Agreement, such responses shall be filed by the end of the semester during which this Agreement is executed or within sixty (60) days following the execution of this Agreement, whichever is longer. Thereafter, responses to documents shall be filed within two (2) weeks following a review of the file.

14.5 A UAFP representative may accompany adjunct faculty members or part-time instructors when they review their personnel file.

14.6 Access to this personnel file shall be limited to those individuals the University determines have a legitimate reason to review the file.

#### ARTICLE XV GRIEVANCE PROCEDURE

15.1 A grievance for purposes of this Agreement shall be any dispute concerning the interpretation, application or claimed violation of a specific provision of this Agreement.

15.2 This procedure shall be the sole and exclusive procedure for the resolution of grievances involving alleged violations of this Agreement except for those provisions that specifically provide for a different remedy.

15.3 The time limits contained in this Article shall not include Saturdays, Sundays and University holidays. All time limits herein are to be strictly construed.

15.4 All references in this Article to particular University titles shall also be deemed to include the designees of the persons holding those titles.

15.5 The University or the Union may consolidate grievances and arbitrations where similar issues exist.

15.6 Informal Procedure for Handling Complaints:

Unit members may present and discuss complaints either with or without a representative of the UAFP. Similarly, a representative of the UAFP may present and discuss a complaint on

behalf of any employee or group of employees with the complainant's immediate supervisor and/or the head of the department involved. This presentation and discussion shall be entirely informal and not be binding on either party. Any settlement, withdrawal or disposition of a complaint at this informal stage shall not constitute a binding precedent in the settlement of similar complaints or grievances. The parties may extend the timelines contained herein in a written agreement signed by the President of the Union and the Executive Director of Employee and Labor Relations.

15.7 Steps in Formal Procedure:

The Parties agree that it would be in the best interest of both parties to have all formal grievance filings to be filed with the University's Executive Director of Employee and Labor Relations. The Executive Director of Employee and Labor Relations will forward a copy of the appropriate Step grievance form to the appropriate administrator (Department Chairperson, Dean, or Provost) immediately upon receipt. The timelines set forth in the CBA will remain intact.

Step 1.

The Union shall present a grievance to the Executive Director of Employee and Labor Relations in writing on the attached mutually developed form (Addendum C) within twenty (20) working days following the date the Union became aware of the facts which form the basis of the grievance, or could reasonably have been aware of such facts. The Executive Director of Employee and Labor Relations shall forward the grievance to the Chairperson and Provost immediately upon receipt. The date of the Step 1 presentation is the date the grievance is submitted to the Executive Director of Employee and Labor Relations. The basis for the grievance must be set forth with reasonable particularity, including

a designation of the Article of the Agreement allegedly violated and the remedy requested. The Union will discuss the grievance with the Department Chairperson.

The Department Chairperson shall render a final written decision within fifteen (15) working days following the receipt of the written grievance. A settlement or resolution of the grievance at this Step shall not be final or binding on the University unless approved in advance in writing by the Provost on the applicable grievance form. A denial of the grievance shall not require the Provost's approval.

If the grievance is not adjusted satisfactorily at this Step, the Union may appeal the grievance to Step 2.

Step 2.

Grievances appealed to Step 2 shall be sent on the attached form to the Executive Director of Employee and Labor Relations within ten (10) working days following a decision at Step 1. The Executive Director of Employee and Labor Relations shall forward the grievance to the Dean and Provost immediately upon receipt. The date of the Step 2 appeal is the date the appeal is submitted to the Executive Director of Employee and Labor Relations. The Dean may schedule a meeting with the Union at a mutually convenient time. The Dean shall render a final written decision within fifteen (15) working days following receipt of the written grievance. If a meeting at this Step occurs, the fifteen (15) working days to respond shall begin to run from the date of the meeting. A settlement or resolution of the grievance at this Step shall not be final or binding on the University unless approved in advance in writing by the Provost on the applicable grievance form. A denial of the grievance shall not require the Provost's approval.

Step 3.

Grievances appealed to Step 3 shall be sent on the attached form to the Executive Director of Employee and Labor Relations within ten (10) working days following a decision at Step 2. The Executive Director of Employee and Labor Relations shall forward the grievance to the Provost immediately upon receipt. The date of the Step 3 appeal is the date the appeal is submitted to the Executive Director of Employee and Labor Relations. The Provost or his/her designee may schedule a meeting with the Union at a mutually convenient time. The Provost or his/her designee shall respond to the Union in writing within twenty (20) working days. If a meeting at this Step occurs, the twenty (20) working days to respond shall begin to run from the date of the meeting.

Step 4.

If the Union is not satisfied with the Step 3 decision, the Union must file a Demand for Arbitration with the American Arbitration Association (“AAA”) within fifteen (15) working days following the Provost’s decision. The AAA shall appoint a single advisory arbitrator pursuant to its “list-only” procedure. The cost for services of the arbitrator, including his or her expenses, if any, shall be borne equally by the parties.

The arbitrator shall issue an opinion and award no later than thirty (30) calendar days following the date of the close of the hearings. The arbitrator’s opinion and award shall be in writing and shall set forth findings of fact and decision resolving the grievance. The arbitrator opinion and award shall be final and binding upon the parties.

The arbitrator shall be without power or authority to issue an opinion contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement, or applicable law; except as limited by a specific provision of this Agreement.

15.8 The Union agrees that it will not bring or continue to represent any adjunct faculty member or part-time instructor in any grievance which is substantially similar to a grievance previously denied by an arbitrator under this procedure.

15.9 Grievances that involve adjunct faculty members or part-time instructors in more than one (1) department may be filed by the Union initially at Step 2 of the grievance procedure. Grievances that involve adjunct faculty members or part-time instructors in more than one (1) school may be filed by the Union initially at Step 3 of the grievance procedure.

No member of this unit may represent another member of this unit at any level of the grievance or arbitration procedure, other than those officially designated by the UAFP to do so.

15.10 Failure of the Union to comply with the time limitations for filing a grievance shall preclude any subsequent filing of the grievance. Failure by the Union at any step of this procedure to appeal within the specified time limits shall be considered acceptance by the Union and the aggrieved adjunct faculty member or part-time instructor of the decision rendered at the previous step and shall not thereafter be considered subject to the grievance provisions of this Agreement.

15.11 Failure on the part of the University to answer a grievance at any step shall not be deemed acquiescence thereto, but the Union may proceed to the next step as if a decision was rendered at the previous step on the last day due.

15.12 All time limits herein may be extended by mutual written agreement of the Union and the University.

## ARTICLE XVI DISCHARGE

Adjunct faculty members with more than four (4) but less than ten (10) Fall and Spring semesters of continuous service, including continuous service prior to the execution of this Agreement who are discharged during the term of their appointment, shall be entitled, upon written request made within ten (10) days of the discharge, to a meeting with their Department Chairperson. For purposes of this paragraph, an adjunct faculty member shall not be deemed to have a break in service if: no course is available; the adjunct faculty member's assigned course is assigned to a full-time faculty member; and/or due to documented health reasons, the adjunct faculty member is unable to teach for a period of up to one (1) semester.

At such meeting, the adjunct faculty member shall be advised by the Department Chairperson of the reasons for the discharge. Decisions of the Department Chairperson to reinstate the adjunct faculty member are not final unless approved by the Dean.

If such adjunct faculty member is not reinstated under the paragraph above, upon written request made within ten (10) days of the meeting with the Department Chairperson, the adjunct faculty member shall be entitled to a meeting with the Dean to discuss the discharge. If the adjunct faculty member is not reinstated by the Dean, upon written request made within ten (10) days following the meeting with the Dean, such reasons shall be provided in writing to the adjunct faculty member. Decisions of the Dean to reinstate the adjunct faculty member are not final unless approved by the Provost.

If the adjunct faculty member is not reinstated by the Dean, upon written request made within twenty (20) days of the meeting with the Dean, the adjunct faculty member shall be entitled to a meeting with the Provost to discuss the discharge. The Provost may overturn the Dean's decision only if that decision is arbitrary and capricious.

For adjunct faculty members with more than ten (10) Fall and Spring semesters of continuous service, including continuous service prior to the execution of this Agreement, the Provost's decision to discharge shall be based on a "just cause" standard. For purposes of this paragraph, an adjunct faculty member shall not be deemed to have a break in service if: no course is available; the adjunct faculty member's assigned course is assigned to a full-time faculty member; and/or due to documented health reasons, the adjunct faculty member is unable to teach for a period of up to one (1) semester. Alleged violations of this paragraph shall be initiated at Step 4 (Arbitration) of the grievance procedure contained in Article XV. An arbitrator may overturn the Provost's decision only if the just cause decision is arbitrary and capricious. Notwithstanding the foregoing, the University shall have the option to pay the adjunct faculty member for the remainder of his or her salary for the duration of the semester. If such option is exercised by the University, the termination shall not be subject to review or challenge pursuant to the grievance or arbitration procedure or any other appeal procedure, and the adjunct faculty member shall be deemed terminated.

Except as provided in Articles II and V, the procedures above shall be the exclusive procedure for resolving discharges during the term of the adjunct faculty member's appointment.

#### ARTICLE XVII PROMOTIONS

Adjunct faculty members will be apprised of the minimum requirements for promotion within the adjunct faculty ranks as contained in the Annual Message from the Provost, as amended from time to time.

Adjunct faculty members will also be advised of any additional qualifications beyond these minimum requirements as developed and required by individual colleges, schools and/or

departments. Promotions within the adjunct faculty ranks shall require the recommendation of the Department Chairperson and the approval of the Dean.

The process by which adjunct faculty members may apply for such promotions shall be set forth in the annual Provost's message on faculty promotions, as applicable to adjunct faculty members.

Adjunct faculty members and part-time instructors will be provided prior written notice of full-time faculty position searches at the University. Adjunct faculty members and part-time instructors may apply for such positions and those who are qualified will be considered.

Upon promotion, unit members shall receive a five percent (5%) raise or the minimum salary amount allotted for the position, whichever is greater.

#### ARTICLE XVIII SALARY

##### Adjunct Faculty Members

Effective July 16, 2024 , commencing the Summer II semester, eligible adjunct faculty members who are members of the unit shall receive an across-the-board increase of eleven- and one-half percent (11.5%).

Effective September 1, 2025, eligible adjunct faculty members who are members of the unit shall receive an across-the-board increase of seven- and one-half percent (7.5%).

Effective September 1, 2026, eligible adjunct faculty members who are members of the unit shall receive an across-the-board increase of seven- and one-half percent (7.5%).

To be eligible for each of the across-the-board increases, the adjunct member of the unit must be in Active Status in the academic year that the salary increase is effective.



Minimum Rates: Notwithstanding the above across-the-board percentage increases, effective July 16, 2024, commencing with the Summer II semester, the minimum per credit rate according to rank for those eligible adjunct faculty members teaching for-credit courses shall be:

Adjunct Instructor/Adjunct Lecturer: \$1,349 per credit minimum

Adjunct Assistant Professor: \$1,461 per credit minimum

Adjunct Associate Professor: \$1,572 per credit minimum

Adjunct Professor: \$1,795 per credit minimum

Notwithstanding the above across-the-board percentage increases, effective September 1, 2025, the minimum per credit rate according to rank for those eligible adjunct faculty members teaching for-credit courses shall be:

Adjunct Instructor/Adjunct Lecturer: \$1,450 per credit minimum

Adjunct Assistant Professor: \$1,570 per credit minimum

Adjunct Associate Professor: \$1,690 per credit minimum

Adjunct Professor: \$1,930 per credit minimum

Notwithstanding the above across-the-board percentage increases, effective September 1, 2026, the minimum per credit rate according to rank for those eligible adjunct faculty members teaching for-credit courses shall be:

Adjunct Instructor/Adjunct Lecturer: \$1,559 per credit minimum

Adjunct Assistant Professor: \$1,688 per credit minimum

Adjunct Associate Professor: \$1,817 per credit minimum

Adjunct Professor: \$2,075 per credit minimum

		11.5%	7.5%	7.5%
		Year 1	Year 2	Year 3
Year	Old Contract	Fall 2024	Fall 2025	Fall 2026
	Fall 2023			
Lecturer/Instructor	1,210	1,349	1,450	1,559
Assistant Professor	1,310	1,461	1,570	1,688
Associate Professor	1,410	1,572	1,690	1,817
Professor	1,610	1,795	1,930	2,075

### Longevity Supplement to Salary (modifications to the Salary article)

- elimination of the Senior Adjunct title for 25 and 35 years of service and provide eligibility for all Adjunct Faculty members for the longevity Supplements without regard to title.
- addition of a 30-year milestone. The milestones are now 20, 25, 30, and 35 years as an adjunct faculty member. The increase of \$100 per credit rate at each milestone will be applied in the same as outlined in the current CBA for the 20-year milestone, except that the increase shall be recognized upon passing or having surpassed the milestone. The increase shall be implemented at the start of the semester following the semester when the milestone has been reached.
- The UAFP to provide its preliminary list of all eligible faculty members, but with PACE responsible to review, correct, and provide the increments to all eligible individuals without an application being required. Retroactivity provided.
- Eligibility criteria: Service milestone plus teaching at least 6 credits in each of the last two (2) academic years.
- One-time exemption for employees who did not apply for 20-year increase to per credit rate, or 25-year and 35-year increases to per credit rate:
  - Adjunct faculty who will not otherwise qualify for a \$100 per credit increase at 25 years, 30 years, or 35 years within the term of the new contract will receive a \$100 per credit increase effective the Fall 2024 semester.
  - Adjunct faculty who would reach a plateau of 25 years, 30 years, or 35 years of service during the term of the Agreement shall receive the \$100 per credit increase when they reach the threshold.
  - Adjunct faculty who will reach 20 years of service during the term of the Agreement will receive the increase when they reach 20 years of service as an adjunct faculty member.
- Eligible adjunct faculty shall receive a maximum of one \$100 per credit hour increase during the course of the contract.
- UAFP to provide list of individuals eligible for a \$100 per credit increase within 30 days of approval of the CBA by the Pace University Board of Trustees. Pace will review the list provided with 60 days, and inform UAFP of individuals qualifying for the years of service \$100 per credit increase.

### Part-Time Instructors

Effective July 16, 2024, commencing the Summer II semester, eligible part-time instructors who are members of the unit shall receive an across-the-board increase of eleven and one-half percent (11.5%).

Effective September 1, 2025, eligible part-time instructors who are members of the unit shall receive an across-the-board increase of seven- and one-half percent (7.5%).

Effective September 1, 2026, eligible part-time instructors who are members of the unit shall receive an across-the-board increase of seven- and one-half percent (7.5%).

To be eligible for the increases above, part-time instructor members of the unit must be in Active Status in the academic year that the salary increase is effective.

The minimum hourly rate for part-time instructors shall increase as follows:

Effective July 16, 2024 - \$61.33 per hour

Effective September 1, 2025 - \$65.92 per hour

Effective September 1, 2026 - \$70.86 per hour

### Market/Equity Adjustments

Nothing contained herein shall preclude the University, after prior notice to the Union, from making additional market driven or equity increases to an adjunct faculty member(s) and/or part-time instructor(s) in addition to the increases provided above.

### ARTICLE XIX OTHER PLAN PARTICIPATION

19.1 Life Insurance – Adjunct faculty members on Active Status who have taught at least three (3) credit hours in the prior academic year, and are in Active Status may participate at no cost to the adjunct faculty member in life and accidental death and dismemberment (AD&D) insurance coverage based upon rank as follows:

<b>Rank</b>	<b>Amount of Coverage</b>
Professor	\$10,000 Active Status
Associate Prof.	\$10,000 Active Status
Assistant Prof.	\$8,000 Active Status
Instructor	\$8,000 Active Status
Lecturer	\$6,000 Active Status

“Conversion rights” shall apply upon an adjunct faculty member’s separation from employment.

For active adjunct faculty during the Spring semester, life insurance coverage continues through August 31 of the calendar year in which the Spring semester they taught ended. For active adjunct faculty who teach during the Fall semester, life insurance coverage continues through January 31 of the calendar year following the end of the semester they taught.

19.2 Long-Term Care Insurance – Provided this benefit is made available to full-time faculty, adjunct faculty members and part-time instructors who are in active status may participate in the University sponsored voluntary Long Term Care Insurance Plan in the same manner as full-time faculty. Enrollment information will be posted on the Human Resources web page.

19.3 Commuter Reimbursement Accounts – Provided this benefit is made available to full-time faculty, adjunct faculty members and part-time instructors may participate in University sponsored tax-free Commuter Reimbursement Accounts in the same manner as full-time faculty. Enrollment information will be posted on the Human Resources web page.

19.4 Pre-Tax Health Care Flexible Spending Account (FSA) – Provided this benefit is available to full-time faculty, the University shall make a pre-tax health care reimbursement account available to adjunct faculty members and part-time instructors on the same basis as full-

time faculty except that the maximum annual contribution shall be one thousand dollars (\$1000). Enrollment information will be posted on the Human Resources web page.<sup>10</sup>

19.5 § 403-b Supplemental Retirement Accounts – Provided this benefit is made available to full-time faculty, adjunct faculty members and part-time instructors who are in active status may participate in any of the University’s supplemental retirement accounts in the same manner as full-time faculty. Enrollment information will be posted on the Human Resources web page.

19.6 Employee Assistance Program (EAP) – Provided this benefit is made available to full-time faculty, adjunct faculty members and part-time instructors who are in active status may participate in the EAP in the same manner as full-time faculty. Enrollment information will be posted on the Human Resources web page.

19.7 New York College Savings Program (Section 529 Plan) – Provided this benefit is made available to full-time faculty, adjunct faculty members and part-time instructors who are in active status may participate in the University sponsored Section 529 college savings plan in the same manner as full-time faculty. Enrollment information will be posted on the Human Resources web page.

19.8 Credit Union – Provided this benefit is made available to full-time faculty, adjunct faculty members and part-time instructors who are in the active status are eligible to join the University sponsored Academic Federal Credit Union in the same manner as full-time faculty. Enrollment information will be posted on the Human Resources web page.

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<sup>10</sup> The benefit shall be available only to those adjunct faculty members and part-time instructors who participated in this account during the first contract, which covered the period of March 5, 2009 through June 30, 2011.

## ARTICLE XX TUITION WAIVERS

The University's Tuition remission benefits for adjunct faculty members and part time instructors as reflected at the University's Human Resources Website are attached hereto as Addendum D and shall remain in effect except as provided herein. Effective as of the commencement date of this Agreement, the existing tuition remission benefit categories shall increase by 5%. Should the University otherwise alter the Tuition remission benefits for full-time faculty (attached as Addendum E), the University shall have the option to reopen negotiations with the Union on this topic only. Should the parties be unable to reach an agreement, they shall submit their dispute to binding Interest Arbitration before Martin F. Scheinman, Esq. The parties shall share the arbitrator's fees and expenses. If Martin F. Scheinman, Esq. is unavailable to serve, the parties shall select an arbitrator through the services of the AAA utilizing the list-only procedure. Among other criteria, the University may offer proof concerning similarly situated adjunct faculty members and the Union may offer the overall compensation of similarly situated adjunct faculty members.

## ARTICLE XXI FACILITIES AND SERVICES

21.1 This subparagraph intentional left blank.

21.2 Provided this benefit is made available to full-time faculty, adjunct faculty members and part-time instructors who are in active status will be listed in Pace University's online directory.

21.3 Provided this benefit is made available to full-time faculty, a Pace University email account will be made available to adjunct faculty members and part-time instructors who are in active status in the same manner as full-time faculty.

Provided this benefit is made available to full-time faculty, the University's learning management system will be made available to adjunct faculty members who are teaching in the same manner as full-time faculty.

Provided this benefit is made available to full-time faculty, the University's learning management system will be made available to part-time instructors who are teaching in the same manner as full-time faculty when, in the University's opinion, access to the University's learning management system is needed to perform their teaching duties.

21.4 Provided this benefit is made available to full-time faculty, adjunct faculty members and part-time instructors who are in active status shall be entitled to library privileges in the same manner as full-time faculty.

21.5 Provided this benefit is available to full-time faculty, adjunct faculty members and part-time instructors who are teaching shall have access to inter-campus transportation in the same manner as full-time faculty.

21.6 Adjunct faculty members and part-time instructors shall have access to photocopying services where and when they are available to full-time faculty.

21.7 The University will make a good faith effort to provide adjunct faculty members and part-time instructors with access to office space, computers and internet access. Alleged violations of this paragraph shall be subject to the University's Internal Faculty Grievance Procedure. Adjunct faculty shall have access to one (1) adjunct faculty facility, which shall be provided and maintained at each Campus, with swipe card access to 41 Park Road, Room 101 (Dezer Den) with Pace to provide a certification that Room 101 is mold free. The bathroom shall be repaired, or closed and sealed . The adjunct faculty facility on the Pleasantville campus will be Miller Hall, Room 20 A-D.

21.8 Travel Costs - Adjuncts will be treated the same as full-time faculty as set forth in the Travel and Expense Reimbursement Policy, as may be amended from time to time.

21.9 A “Conference Pool for Reimbursement” shall be set at \$25,000 per year, subject to the University’s Travel and Expense Policy and is available to all Active Status adjunct faculty bargaining unit members. Each applicant shall be limited to \$3,000 per year, with funds to be issued on a first come basis until the yearly amount is full spent.

#### ARTICLE XXII ONLINE EDUCATION

Unit members that attend training required by the University shall be compensated at the rate of \$55/hour provided University predetermined length of time and course completion requirements have been met and documented. This provision shall not apply to training required under Federal, State or Local laws.

22.1 Online Training – To be eligible for online/hybrid training, the adjunct faculty member or part-time instructor must not have attended such training in the past and must be able to demonstrate to the Department Chairperson a need to attend the training.

Any adjunct faculty member or part-time instructor who attends the official online / hybrid training offered by the University (which lasts up to one (1) week) after obtaining prior written approval to do so from his/her Department Chairperson shall be entitled to a one (1)-time payment of five hundred dollars (\$500).

22.2 Video Conference Training – To be eligible for video conference training, the adjunct faculty member or part-time instructor must not have attended such training in the past and must be able to demonstrate to the Department Chairperson a need to attend the training.

Any adjunct faculty member or part-time instructor who attends the approximately forty-five (45)-minute video conference training offered by the University after obtaining prior written



approval to do so from his/her Department Chairperson shall be entitled to a one (1)-time payment of fifty dollars (\$50).

#### ARTICLE XXIII INTELLECTUAL PROPERTY

The University's commitment to protecting the intellectual property rights of all faculty members, including adjunct faculty members and part-time instructors, shall be reflected in the University's policies and procedures, as amended from time to time. Adjunct faculty members and part-time instructors shall have the same intellectual property rights as full-time faculty.

#### ARTICLE XXIV MANAGEMENT RIGHTS

24.1 Management of the University is vested exclusively in the University. Except as otherwise specifically provided by an express provision of this Agreement, the Union agrees that the University has the right to establish, plan, direct and control the University's programs, course offerings, objectives, activities, resources, and priorities; to establish and administer policies, procedures, rules and regulations and direct and control University operations; to alter, extend, reduce or discontinue existing programs, units, schools, courses, equipment, facilities, and locale of operations; to determine or modify the type of personnel to perform duties, the number, qualifications, scheduling, responsibilities and assignment of adjunct faculty members and part-time instructors; to establish, maintain, modify or enforce standards of performance, conduct, order and safety; to evaluate, to determine the timing and content of evaluations, and to determine the processes and criteria by which adjunct faculty members' and part-time instructors' performance is evaluated; to consider evaluation of performance in determining compensation; to establish and require adjunct faculty members and part-time instructors to observe University policies, procedures, rules and regulations; to discipline or dismiss adjunct faculty members and part-time instructors except as limited in other Articles herein; to exercise the option not to hire or reappoint

adjunct faculty members and part-time instructors; to establish or modify the academic calendars, including holidays and holiday scheduling; to assign work locations; to schedule hours of work; to recruit, hire, or transfer; to determine how and when and by whom instruction is delivered; to determine all matters relating to faculty hiring and tenure and student admissions; to introduce new methods of instruction; or to subcontract all or any portion of any operations; and to exercise sole authority on all decisions involving academic matter.

Decisions regarding what is taught, how it is taught and who does the teaching shall be made at the sole discretion of the University.

The University shall also have the right to establish, alter or amend any practices and/or “terms and conditions of employment” not specifically covered in this Agreement.

24.2 The above listing of management rights is not intended to be exhaustive and does not exclude other management rights not specified herein, nor shall the exercise or non-exercise of rights constitute a waiver of any such rights by the University.

24.3 No action taken by the University with respect to management or academic rights shall be subject to the grievance procedure herein or collateral suit unless the exercise thereof violates an express written provision of this Agreement.

#### ARTICLE XXV SAVE HARMLESS/ZIPPER CLAUSE

Should any provision of this Agreement, or any application thereof, be found to be unlawful by virtue of any federal or state tribunal, such provision shall be null and void, but in all other respects the provisions of this Agreement shall continue in full force and effect for the life thereof.

Except as otherwise provided herein, this Agreement constitutes the entire Agreement between the parties governing all mandatory and permissive subjects of collective bargaining. It

supersedes all oral or written agreements heretofore made and may not be changed, modified or amended except by an explicit agreement in writing signed by authorized agents of the parties. The parties agree that in negotiations leading to this Agreement, each had the full opportunity to present and discuss all subjects which they were obliged to discuss. Consequently, there shall be no reopening of negotiations without the written consent of both parties.

The failure of either party to insist upon performance of the terms and conditions of this Agreement by the other in any one (1) or more instances shall not be construed as a waiver or relinquishment of the rights of either party to expect and require future performance of any such terms and conditions by the other. Notwithstanding any such failure, the obligations of the parties to such future performance of its terms and conditions shall continue in full force and effect.

#### ARTICLE XXVI PRINTING AND DISTRIBUTION

A copy of the Agreement shall be available to adjunct faculty members and part-time instructors on their MyPace Portal or in a comparable location or manner. Within two (2) weeks of execution of the Agreement, the University will provide adjunct faculty members and part-time instructors with information regarding how to get access to the Agreement.

A new adjunct faculty member or part-time instructor will be provided with information regarding how to get access to the Agreement.

#### ARTICLE XXVII DURATION

Except as otherwise noted, the provisions herein shall become effective July 1, 2024 and will terminate on June 30, 2027.

## ARTICLE XXVIII NO STRIKE

Neither the Union nor any adjunct faculty member or part-time instructor, singly or in concert, shall authorize, or engage in any strike, sympathy strike, slow-down, picketing, cessation of work, or other interference with the business of the University during the life of the Agreement.

It is understood and agreed that, as set forth above, the term "sympathy strike" includes any work stoppage or discontinuance of work because of a demonstration on University owned or rented property (including the adjacent sidewalks), or at any University-sponsored event regardless of its location, or failure to perform any adjunct faculty member or part-time instructor duties, at the assigned time or place (whether acting singly or in concert with others), because of a picket line, strike, leafleting, or boycott activity by individuals, employees, or groups not covered by this Agreement, and whether or not directed against the University.

Nothing in this Agreement constitutes a waiver of the University's right to legal and/or equitable relief in a court of competent jurisdiction in the event of a violation of this Article.

The University shall not lockout the employees during the life of this Agreement.

## ARTICLE XXIX NOTICE OF RESIGNATIONS

### 29.1. Adjunct Faculty Members

#### Resignation before the start of the academic term

Adjunct faculty members who are appointed or reappointed to teach a course for an upcoming semester may resign by giving written notice to the Department Chairperson with a copy to Human Resources at the earliest possible opportunity, but not later than two (2) weeks prior to

the start of the semester. Except when granted a waiver as provided below, failure to provide at least two (2) weeks written notice shall be deemed a resignation and shall result in the adjunct faculty member being ineligible for rehire.

If adjunct faculty members receive less than two (2) weeks notice of the appointment or re-appointment, they may resign by giving notice in writing to the Department Chairperson with a copy to Human Resources at the earliest possible opportunity. Except when granted a waiver as provided below, failure to provide notice at the earliest possible opportunity shall be deemed a resignation and shall result in the adjunct faculty member being ineligible for rehire.

The University may grant an adjunct faculty member a waiver of these requirements and/or consequences in extenuating circumstances.

#### Resignation in the middle of the academic term

Once appointed or reappointed, to minimize any impact on students enrolled in their courses, adjunct faculty members are expected to continue their assignments until completion of their teaching and administrative responsibilities through the end of the semester. Adjunct faculty members who nonetheless resign during an appointment shall give written notice to the Department Chairperson with a copy to Human Resources at the earliest possible opportunity, but not later than four (4) weeks prior to the meeting of the last class that the adjunct faculty member plans to teach.

Except when granted a waiver as provided below, failure to provide such four (4) weeks written notice shall be deemed a resignation and shall result in the adjunct faculty member being ineligible for rehire.

The University may grant an adjunct faculty member a waiver of these requirements and/or consequences in extenuating circumstances.

The University may accelerate an adjunct faculty member's resignation under these circumstances, provided the adjunct faculty member is paid a pro-rated portion of his or her salary for classes taught through the last day worked.

Part-Time Instructors

Part-time instructors may resign by giving written notice to the Department Chairperson with a copy to Human Resources at the earliest possible opportunity, but not later than two (2) weeks prior to the meeting of the last class that the part-time instructor plans to teach. Except when granted a waiver as provided below, failure to provide at least two (2) weeks written notice shall be deemed a resignation and shall result in the part-time instructor being ineligible for rehire.

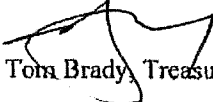
The University may grant a part-time instructor a waiver of these requirements and/or consequences in extenuating circumstances.

The University may accelerate a part-time instructor's resignation under these circumstances. If the resignation is accelerated, the part-time instructor shall be paid a pro-rated portion of his or her salary for classes taught through the last day worked.

UNION OF ADJUNCT FACULTY AT PACE

PACE UNIVERSITY

By: *William T. Quinlan*  
William Quinlan, President

By:   
Tom Brady, Treasurer

Dated: *10/7/24* \_\_\_\_\_

Dated: *10/10/2024* \_\_\_\_\_

**Addendum A**  
**Dues Authorization form**

**Dues Deduction Authorization Form  
for Paycheck Deduction of Union Dues or Agency Fees  
Union of Adjunct Faculty at Pace (UAFP)**

NOTE: This form does NOT make you a UAFP member. To join the UAFP, please visit <https://uafp.net/become-a-member/>, click the membership form link and return as instructed.

I hereby authorize and direct Pace University to deduct from my salary and to remit to the Union of Adjunct Faculty at Pace on my behalf, either regular periodic Union membership dues or agency fees in amounts specified by the Union of Adjunct Faculty at Pace.

In the event I submit this authorization after September 15<sup>th</sup> (with respect to the Fall semester) or February 1<sup>st</sup> (with respect to the Spring semester), I authorize the university to deduct the full amount of dues or agency fees owed for the entire semester in one lump sum from my final paycheck for that semester.

This authorization may be revoked by me as of any anniversary date hereof by written notice by me of such revocation, received by the University and the Union, by registered mail, return receipt requested, not more than sixty (60) days and not less than ten (10) days, before any such anniversary date, or on the termination date of the Collective Bargaining Agreement, whichever occurs sooner. All adjuncts and part-time instructors represented by the Union of Adjunct Faculty at Pace are required to pay either membership dues or agency fees to the Union. Those who do not complete a valid Authorization or otherwise pay the amount of the applicable Union dues or agency fees directly to the Union, shall not be eligible for reappointment by the University unless and until their applicable union dues or agency fees have been paid to the Union.

This authorization shall automatically be revoked if I have not worked for 24 consecutive months.

Notwithstanding anything contained above or any provision of law or decisional law to the contrary, the University's obligation to deduct membership dues or agency fees shall be suspended upon the expiration of the Collective Bargaining Agreement and shall not resume until such time that a successor Collective Bargaining Agreement takes effect.

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Addendum B  
Evaluation Forms**

College of Health Professions  
Adjunct Performance Review and Evaluation  
PERSONAL AND CONFIDENTIAL

Faculty Member's Name:		Division:	
UID:		Department:	
Department Chair/Dean:		Course(s):	
		Semester:	
		Years as Adjunct:	
<p><b>Directions:</b>                  Complete Part I for faculty teaching only didactic courses                  Complete Part II for faculty only teaching clinical courses                  Complete Parts I &amp; II for faculty teaching <b>both</b> didactic and clinical courses.  <i>* Select one Performance Rating for each Teaching Performance Category. Performance Ratings are indicated below. To comply with CBA provisions, evaluation ratings must reflect a factual assessment of performance without rounding the ratings up or down. To ensure accuracy, decimals should be used where applicable.</i></p> <p><i>*Use the following rubric to evaluate each of the categories below.</i></p> <p><b>5.0: Excellent performance for each applicable component in the given category</b>  <b>4.0 – 4.9: Excels in most, and at least meets expectations, in all applicable components in the given category</b>  <b>3.0 – 3.9: Adequately meets expectations in all applicable components of the given category</b>  <b>2.0 – 2.9: Partially meets expectations in all applicable components of the given category</b>  <b>1.0 – 1.9: Fails to meet expectations in most applicable components of the given category</b>  <b>N/A: not applicable</b></p>			

Category	Assessment of Attainment Department Chair Comments & Evaluation	Performance Rating*
<b>Part I: Teaching Performance-Didactic course (if applicable)</b>		Please use decimals for accuracy
<b>Instructional Delivery</b>		<b>0.0</b>
<ul style="list-style-type: none"> <li>a. Uses a variety of instructional approached/methodologies</li> <li>b. Experiments with new teaching methods materials, and technologies in the classroom and assignments</li> <li>c. Uses technology to enhance learning and teaching</li> <li>d. Uses techniques that encourage active student participation</li> <li>e. Presents course material in a clear and well-organized manner</li> <li>f. Uses current research and/or consulting to enhance teaching effectiveness</li> <li>g. Communicates at a level appropriate to the class</li> <li>h. Demonstrates enthusiasm for the subject matter and for teaching</li> </ul>		<b>0.0</b>
<b>Instructional Design</b>		
<ul style="list-style-type: none"> <li>a. Develops and communicates learning objectives for the course</li> <li>b. Prepares clear and detailed course syllabi</li> <li>c. Presents challenging course materials</li> <li>d. Revises course content regularly to keep it up to date</li> <li>e. Enhances student's communication skills</li> <li>f. Develops or enhances student critical thinking skills</li> <li>g. Prepares new courses, modifies existing courses</li> <li>h. Incorporates global, ethical and diversity issues</li> <li>i. Prepares assessments that evaluate the achievement of the course objectives</li> <li>j. Prepares assessments that are fair and valid</li> <li>k. Focuses on student learning and outcomes</li> </ul>		<b>0.0</b>
<b>Course Management</b>		
<ul style="list-style-type: none"> <li>a. Uses class time productively</li> <li>b. Meets the class for the assigned time period</li> <li>c. Returns exams and/or assignments promptly and with meaningful comments/feedback</li> <li>d. Keeps students apprised of grades throughout the course</li> <li>e. Submits grades promptly</li> </ul>		<b>0.0</b>

<b>Availability and Guidance to Students</b>			
		<ul style="list-style-type: none"> <li>a. Provides informed and accurate information and advice to students relating to course requirements and expectations</li> <li>b. Guides student research where applicable</li> <li>c. Is available to students as needed</li> </ul>	<p style="text-align: center;"><b>0.0</b></p>
			<p style="text-align: center;"><b>Sum of Ratings: 0.0</b></p> <p style="text-align: center;"><i>Click on the number above and press F9</i></p>
			<p style="text-align: center;"><b>Numerical average (Part I): 0.0</b></p> <p style="text-align: center;"><i>Click on the number above and press F9</i></p>

**Part II: (if applicable) Teaching Performance - Clinical course(s)**

Category		Assessment					Performance Rating* Sub Scores Please use decimals for accuracy
		N/A	NM 1	PM 2	M 3	E 4	
<b>Markers of Excellence: Clinical Teaching</b> Please refer to the rubric on page 1 to review the directions to consider in giving your overall rating in each category for Teaching Performance – clinical course(s)							
<b>Professional Development and other Requirements</b>							<b>0.00</b>  <i>Click on the number and press F9</i>
a. Engages in professional development activities to improve and enhance teaching/learning strategies (Attends faculty orientations and continuing education events)							
b. Oral and written communication meets professional standards.							
c. Attends clinical site orientation as required in a timely manner							
d. Maintains health clearances & clinical site requirements such as CPR, Infection control, OSHA, etc.							
Comments:							
Category		Assessment					Performance Rating* Sub Scores
		N/A	NM 1	PM 2	M 3	E 4	
<b>Evaluates students in a measurable, equitable, and consistent manner</b>							
a. Evaluates student performance using pre-established criteria							
b. Is accessible to students; responding to students promptly (typically within 48 hours during regular business hours).							
c. Provides timely and meaningful feedback (usually within one week) on assignments and other submitted work.							<b>0.00</b>  <i>Click on the number and press F9</i>
d. Completes evaluations and grades in a timely manner							
e. Troubleshoots and proactively intervenes if student is not meeting course objectives							
f. Orients students to course and communicates clinical learning objectives.							
Comments:							

Category	Assessment					Performance Rating* Sub Scores	
	N/A	NM 1	PM 2	M 3	E 4		ED 5
<b>Creates an environment that values/promotes high standards and accountability to students by modeling, discussion, and active engagement</b>							
a. Acts as a positive professional role model							
b. Develops positive working relationship with students							
c. Displays professional conduct, motivation, positive attitude, resourcefulness and accountability							
d. Collaborates/consults appropriately with other course faculty and administrators						<b>0.00</b>	
e. Accepts constructive comments and adjusts behavior appropriately							
f. Conducts clinical teaching as scheduled							
g. Is available to meet with students							
h. Promotes evidence-based practice in the care of patients							
i. Uses a variety of instructional approaches to engage students in patient care.							
Comments:							
Sum of Ratings:							<b>0.0</b> Click on the number and press F9
Numerical average (Part II)							<b>0.0</b> Click on the number and press F9

**Part III: Overall Performance Rating**

The Overall Performance Rating is an opportunity to provide an overall performance rating including all applicable components, describing to what extent the adjunct's performance, in total, were achieved. This rating should be calculated using the ratings provided in Part I and Part II of this form. Please insert the overall performance rating (including decimals where appropriate) in the box next to the rating which most accurately describes this adjunct's performance.

**5.0 Exceeds Expectations with Distinction (Excellent performance for each applicable component in the given category)**

Fulfills teaching responsibilities with distinction; engaging and innovative syllabi and instructional materials; excellent student course evaluations; engages students outside of the classroom in learning activities.

**4.0 – 4.9 Exceeds Expectations (Excels in most, and at least meets expectations, in all applicable components in the given category)** Fulfills teaching responsibilities well; superior syllabi and instructional material; superior student course evaluations; engages students outside of the classroom in learning activities.

**3.0 – 3.9 Fully Meets Expectations (Adequately meets expectations in all applicable components of the given category)**

Fulfills teaching responsibilities; updated syllabi and instructional materials; very good student course evaluations; is available to students.

**2.0 – 2.9 - Partially Meets Expectation (Partially meets expectations in all applicable components of the given category)**

Minimally fulfills teaching responsibilities; meets with classes; does not provide updated syllabi and instructional material; has below average student course evaluations; pattern of student complaints.

**1.0 – 1.9 - Does Not Meet Expectations (Fails to meet expectations in most applicable components of the given category)**

Does not fulfill teaching responsibilities; class meetings not fulfilled; syllabi and instructional materials not satisfactory; poor course evaluations; pattern of student complaints.

\_\_\_\_\_  
Faculty Member Signature\*/ Date

\_\_\_\_\_  
Coordinator or Director/Date

\_\_\_\_\_  
Dean or Executive Associate Dean Signature/ Date

\*This signature indicates receipt of evaluation form only.

\*Adjuncts who receive a rating of 3.1 or above will be entitled to a merit increase.

Dyson College of Arts and Sciences / Lubin School of Business / School of Education / Seidenberg School of Computer Science and Information Systems  
 Adjunct Performance Review and Evaluation  
 PERSONAL AND CONFIDENTIAL

Faculty Member's Name:	Course(s):	Select School: Choose an item.
UID#:	Semester:	Department:
Department Chair:	Years as Adjunct:	Date Performance Review was Provided to Adjunct (either via email, mailbox, or meeting, etc.):

**Part I: Teaching Performance**

**Directions:**

\* Select one Performance Rating for each Teaching Performance Category. To comply with CBA provisions, evaluation ratings must reflect a factual assessment of performance without rounding the ratings up or down. **To ensure accuracy, decimals should be used where applicable.**

*\*Use the following rubric to evaluate each of the categories below.*

**5.0: Excellent performance for each applicable components, in the given category**

**4.0 – 4.9: Excels in most, and at least meets expectations, in all applicable components in the given category**

**3.0 – 3.9: Adequately meets expectations in all applicable components of the given category**

**2.0 – 2.9: Partially meets expectations in all applicable components of the given category**

**1.0 – 1.9: Fails to meet expectations in most applicable components of the given category**

**N/A: not applicable**



Category	Assessment of Attainment Department Chair Comments & Evaluation	Performance Rating*
<b>Teaching Performance</b>		
<p><b>Instructional Delivery</b></p> <ul style="list-style-type: none"> <li>• Uses a variety of instructional approaches/methodologies</li> <li>• Experiments with new teaching methods materials, and technologies in the classroom and assignments</li> <li>• Uses technology to enhance learning and teaching</li> <li>• Uses techniques that encourage active student participation</li> <li>• Presents course material in a clear and well-organized manner</li> <li>• Uses current research and/or consulting to enhance teaching effectiveness</li> <li>• Communicates at a level appropriate to the class</li> <li>• Demonstrates enthusiasm for the subject matter and for teaching</li> </ul>		<p>Please use decimals for accuracy</p> <p style="text-align: center;"><b>0.0</b></p>
<p><b>Instructional Design</b></p> <ul style="list-style-type: none"> <li>• Develops and communicates learning objectives for the course</li> <li>• Prepares clear and detailed course syllabi</li> <li>• Presents challenging course materials</li> <li>• Revises course content regularly to keep it up to date</li> <li>• Enhances student's communication skills</li> <li>• Develops or enhances student critical thinking skills</li> <li>• Modifies existing courses</li> <li>• Incorporates global, ethical, and diversity issues</li> <li>• Prepares assessments that evaluate the achievement of the course objectives</li> <li>• Prepares assessments that are fair and valid</li> <li>• Focuses on student learning and outcomes</li> </ul>		<p style="text-align: center;"><b>0.0</b></p>

<p><b>Course Management</b></p> <ul style="list-style-type: none"> <li>• Uses class time productively</li> <li>• Meets the class for the assigned time period</li> <li>• Returns exams and assignments promptly and with meaningful comments/feedback</li> <li>• Keeps students apprised of grades throughout the course</li> <li>• Submits grades promptly</li> </ul>		<b>0.0</b>
<p><b>Availability and Guidance to Students</b></p> <ul style="list-style-type: none"> <li>• Is available to students as needed</li> <li>• Provides informed and accurate information and advice to students relating to course requirements and expectations</li> <li>• Guides student research where applicable</li> </ul>		<b>0.0</b>
	<p><b>Sum of Ratings: 0.0</b>  <i>after entering the ratings, please click on the number above and press F9 to generate the calculation</i></p>	
	<p><b>Numerical average (out of 4): 0.0</b>  <i>after finalizing the sum, please on the number above and press F9 to generate the average</i></p>	

**Additional Evaluator's Comments:**

## Overall Performance Rating

The Overall Performance Rating is an opportunity to provide an overall performance rating including all applicable components, describing to what extent the adjunct's performance, in total, were achieved. Please insert the overall performance rating (including decimals where appropriate) in the box next to the rating which best, most accurately describes this adjunct's performance.

### 5.0 Exceeds Expectations with Distinction (Excellent performance for each applicable component in the given category)

Fulfills teaching responsibilities with distinction; engaging and innovative syllabi and instructional materials; excellent student course evaluations; engages students outside of the classroom in learning activities.

### 4.0 – 4.9 Exceeds Expectations (Excels in most, and at least meets expectations, in all applicable components in the given category)

Fulfills teaching responsibilities well; superior syllabi and instructional material; superior student course evaluations; engages students outside of the classroom in learning activities.

### 3.0 – 3.9 Fully Meets Expectations (Adequately meets expectations in all applicable components of the given category)

Fulfills teaching responsibilities; updated syllabi and instructional materials; very good student course evaluations; is available to students.

### 2.0 – 2.9 - Partially Meets Expectation (Partially meets expectations in all applicable components of the given category)

Minimally fulfills teaching responsibilities; meets with classes; does not provide updated syllabi and instructional material; has below average student course evaluations; pattern of student complaints.

### 1.0 – 1.9 – Does Not Meet Expectations (Fails to meet expectations in most applicable components of the given category)

Does not fulfill teaching responsibilities; class meetings not fulfilled; syllabi and instructional materials not satisfactory; poor course evaluations; pattern of student complaints.

Faculty Member Signature\*/ Date

Department Chair Signature/ Date

Dean Signature/ Date

\*This signature indicates receipt of evaluation form only

\* Adjuncts who receive a rating of 3.1 or above will be entitled to a merit increase.

Sands College of Performing Arts  
Adjunct Performance Review and Evaluation  
PERSONAL AND CONFIDENTIAL

Faculty Member's Name:	Course(s):	Department:
UID#:	Semester:	Date Performance Review was Provided to Adjunct (either via email, mailbox, or meeting, etc.):
Department Chair:	Years as Adjunct:	

**Part I: Teaching Performance**

**Directions:**

- \* Select one Performance Rating for each Teaching Performance Category. To comply with CBA provisions, evaluation ratings must reflect a factual assessment of performance without rounding the ratings up or down. To ensure accuracy, decimals should be used where applicable.
- \*Use the following rubric to evaluate each of the categories below.
- 5.0: Excellent performance for each applicable component in the given category**
- 4.0 – 4.9: Excels in most, and at least meets expectations, in all applicable components in the given category**
- 3.0 – 3.9: Adequately meets expectations in all applicable components of the given category**
- 2.0 – 2.9: Partially meets expectations in all applicable components of the given category**
- 1.0 – 1.9: Fails to meet expectations in most applicable components of the given category**
- N/A: not applicable**

Category	Assessment of Attainment Department Chair Comments & Evaluation	Performance Rating*
<b>Teaching Performance</b>		
<p><b>Instructional Delivery</b></p> <ul style="list-style-type: none"> <li>• Uses a variety of instructional approaches and methodologies that maintain structure and scaffolding of building techniques and support individual growth.</li> <li>• Experiments with new teaching methods materials, in the classroom and assignments</li> <li>• Uses technology to enhance learning and teaching if appropriate to the course content</li> <li>• Uses techniques that encourage active student participation</li> <li>• Presents course material in a clear and well-organized manner</li> <li>• Communicates at a level appropriate to the class</li> <li>• Demonstrates enthusiasm for the subject matter and for teaching</li> </ul>		0.0
<p><b>Instructional Design</b></p> <ul style="list-style-type: none"> <li>• Develops and communicates learning objectives for the course</li> <li>• Prepares clear and detailed course syllabi</li> <li>• Presents relevant course materials</li> <li>• Revises and/or maintains course content keeping it focused on pragmatic and individual student needs.</li> <li>• Enhances student's verbal and non-verbal communication skills</li> <li>• Develops or enhances student critical thinking skills</li> <li>• Incorporates global, ethical, and diversity issues</li> <li>• Prepares and presents assessments that evaluate the achievement of the course objectives</li> <li>• Prepares and presents assessments that are clear fair and valid</li> <li>• Focuses on student learning and outcomes</li> <li>• Creates opportunities for peer and self-reflection</li> </ul>		0.0

<p><b>Course Management</b></p> <ul style="list-style-type: none"> <li>• Uses class time productively</li> <li>• Meets the class for the assigned time period</li> <li>• Returns exams and assignments promptly and with meaningful comments/feedback</li> <li>• Maintains records of student attendance.</li> <li>• Uses mechanisms and follows policy to report both academic and health concerns of a student.</li> <li>• Keeps students apprised of grades throughout the course</li> <li>• Responsive to students' identities in the classroom</li> </ul>		0.0
<p><b>Availability and Guidance to Students</b></p> <ul style="list-style-type: none"> <li>• Is responsive to students as needed</li> <li>• Gives clear and specific feedback and constructive criticism</li> <li>• Provides informed and accurate information and advice to students relating to course requirements and expectations</li> <li>• Guides student research and/or supports student production lab experiences through assignments, mentorship and/or attendance when possible.</li> </ul>		0.0
	<p><b>Sum of Ratings: 0.0</b>  <i>after entering the ratings, please click on the number above and press F9 to generate the calculation</i></p>	
	<p><b>Numerical average (out of 4): 0.0</b>  <i>after finalizing the sum, please on the number above and press F9 to generate the average</i></p>	

**Additional Evaluator's Comments:**

## Overall Performance Rating

The Overall Performance Rating is an opportunity to provide an overall performance rating including all applicable components, describing to what extent the adjunct's performance, in total, were achieved. Please insert the overall performance rating (including decimals where appropriate) in the box next to the rating which best, most accurately describes this adjunct's performance.

- 5.0 Exceeds Expectations with Distinction (Excellent performance for each applicable component in the given category)**  
Fulfills teaching responsibilities with distinction; engaging and innovative syllabi and instructional materials; excellent student course evaluations; engages students outside of the classroom in learning activities.
- 4.0 – 4.9 Exceeds Expectations (Excels in most, and at least meets expectations, in all applicable components in the given category)**  
Fulfills teaching responsibilities well; superior syllabi and instructional material; superior student course evaluations; engages students outside of the classroom in learning activities.
- 3.0 – 3.9 Fully Meets Expectations (Adequately meets expectations in all applicable components of the given category)**  
Fulfills teaching responsibilities; updated syllabi and instructional materials; very good student course evaluations; is available to students.
- 2.0 – 2.9 - Partially Meets Expectation (Partially meets expectations in all applicable components of the given category)**  
Minimally fulfills teaching responsibilities; meets with classes; does not provide updated syllabi and instructional material; has below average student course evaluations; pattern of student complaints.
- 1.0 – 1.9 - Does Not Meet Expectations (Fails to meet expectations in most applicable components of the given category)**  
Does not fulfill teaching responsibilities; class meetings not fulfilled; syllabi and instructional materials not satisfactory; poor course evaluations; pattern of student complaints.

Faculty Member Signature\*/ Date

Department Chair Signature/ Date

Dean Signature/ Date

\*This signature indicates receipt of evaluation form only

\*Adjuncts who receive a rating of 3.1 or above will be entitled to a merit increase.

**Instructor Performance Evaluation**

Name of Instructor: \_\_\_\_\_  
Date: \_\_\_\_\_

U#: \_\_\_\_\_

Review Year: \_\_\_\_\_

Select one rating score for each Performance Category. Scores will then be averaged to determine an Overall Performance Rating. Decimals should be used where applicable in the Overall Performance Rating.

Performance Category	5 Exceeds Expectations with Distinction	4 Exceeds Expectations	3 Fully Meets Expectations	2 Partially Meets Expectations	1 Does Not Meet Expectations
<p><b>*Classroom Observation Score</b> Date of Observation _____</p> <p><i>*(A copy of the classroom observation evaluation and score will be attached as an addendum to this performance evaluation)</i></p>					
<p><b>Implements course curriculum appropriately and effectively:</b></p> <ul style="list-style-type: none"> <li>Plans and delivers course material based on the Student Learning Outcomes for that course</li> <li>Uses techniques and activities that encourage active student participation</li> <li>Incorporates both required and supplemental materials to meet</li> </ul>					



<p>students' needs to achieve the Student Learning Outcomes</p> <p><b>Uses assessment tools to evaluate achievement of the Student Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Writes and implements a variety of assessment activities and tasks to evaluate student achievement of the Student Learning Outcomes</li> <li>• Maintains up-to-date records of student assessment scores in the department's standardized format (i.e. Gradekeeper)</li> <li>• Adheres to department Assessment Guidelines for every term</li> </ul>	
<p><b>Provides academic reports to Director/Associate Director that meet published submission deadlines and report/grading requirements.</b></p> <p><b>Examples include:</b></p> <ol style="list-style-type: none"> <li>1. Early alerts</li> <li>2. Pre-advising grade updates</li> <li>3. 14-week: midterm reports</li> <li>4. Final Gradekeeper charts</li> <li>5. Submitting final grades</li> </ol>	
<p><b>Section A Total (max 20 points)</b></p>	

<p><b>Additional Considerations</b></p> <p><b>Note:</b> Weight of each section varies.</p>	<p>Fulfilled departmental professional development requirements (i.e. participates in one approved professional development activity per year).</p> <p>3 (Yes)   0 (No)</p>	<p>Received an average of "Good" or "Excellent" student rating for the evaluation item, "Please rate the overall quality for this instructor of this course." for all courses taught.</p> <p>2 (Yes)   0 (No)</p>	<p>Responded to all administrative staff emails and/or requests within 48 hours or as per stated deadline.</p> <p>2 (Yes)   0 (No)</p>	<p>Demonstrated a commitment to the development and advancement of ELI programs.</p> <p>2 (Yes)   0 (No)</p>	<p>Submitted self-evaluation of instructor performance.</p> <p>1 (Yes)   0 (No)</p>
<p>Section B Total (max 10 points)</p>					

Overall Performance Score \_\_\_\_\_ ÷ 6 = Overall Performance Rating (Average Score) \_\_\_\_\_ . \_\_\_\_\_

## Overall Performance Rating

The "Overall Performance Rating" provides an overall performance rating, describing to what extent the above-listed criteria of the instructor's performance, in total, were achieved. Please insert the overall performance rating (including decimals where appropriate) in the box next to the rating which best, most accurately describes this instructor's performance.

**5.0 Exceeds Expectations With Distinction** Fulfills teaching responsibilities with distinction; engaging and innovative syllabi and instructional materials; excellent student course evaluations; engages students outside of the classroom in learning activities; participates in faculty development workshops; serves on committees; develops new courses; outstanding professional service in the field of study; publications and presentations at conferences which have a positive impact on the faculty member's teaching.

**4.0 – 4.9 Exceeds Expectations:** Fulfills teaching responsibilities well; superior syllabi and instructional material; superior student course evaluations; engages students outside of the classroom in learning activities; works collaboratively with other faculty in curriculum or mentoring capacity; serves on committees; superior professional service in the field of study; publishes and presents at conferences.

**3.0 – 3.9 Fully Meets Expectations:** Fulfills teaching responsibilities; updated syllabi and instructional materials; very good student course evaluations; is available to students.

**2 - Partially Meets Expectations:** Minimally fulfills teaching responsibilities; meets with classes; does not provide updated syllabi and instructional material; has below average student course evaluations; pattern of student complaints.

**1 - Does Not Meet Expectations:** Does not fulfill teaching responsibilities; class meetings not fulfilled; syllabi and instructional materials not satisfactory; poor course evaluations; pattern of student complaints.

Instructor Signature\* / Date

Evaluator's Signature / Date

Department Head's Signature / Date

\*This signature indicates receipt of evaluation form only.

**Addendum C  
Grievance form**

**Pace University & Union of Adjunct Faculty at Pace Grievance Form**  
**Page 1 of 3**

Pace Grievance # (to be filled out by Pace HR):	
Name of Grievant:	
Contact #:	
Department:	
Campus:	

*Please note that depending on the nature of the grievance steps may be skipped as per Provision 15.7 of the CBA.*

**STEP 1 – Department Chairperson – Must be filed with the Sr. Director of Labor and Employee Relations within twenty (20) days following the date the Union became aware of the facts which form the basis of the grievance, or could reasonably have been aware of such facts. The Sr. Director of Labor and Employee Relations shall forward the grievance to the appropriate administrator (Department Chairperson, Dean, or Provost) immediately upon receipt. The date of the Step 1 filing is the date the grievance was submitted to the Sr. Director of Labor and Employee Relations.**

Please attach a narrative to this form that includes the following information:

1. Nature of the Grievance (include date of incidence, individuals involved, and specific facts);
2. Provision(s) of Contract Allegedly Violated; and
3. Remedy Sought.

Grievant's Signature (not required):	
Union Representative's Signature:	
Date Step 1 Submitted:	

**Disposition:**

Unless otherwise mutually agreed upon by the Parties "The Department Chairperson shall render a final written decision within fifteen (15) working days following the receipt of the written grievance." The written response will be made available to the Grievant and Union via the HR Office.

Date of Step 1 Disposition:	
Department Chairperson's Signature:	
Provost's Signature (if required):	

A settlement or resolution of the grievance at this Step shall not be final or binding on the University unless approved in advance in writing by the Provost on the applicable grievance form.

**STEP 2 – Dean– Appeals must be filed with the Sr. Director of Labor and Employee Relations within ten (10) days following a decision at Step 1. The Sr. Director of Labor and Employee Relations forward the grievance to the Dean and Provost immediately upon receipt. The date of the Step 2 filing is the date the grievance was submitted to the Sr. Director of Labor and Employee Relations.**

Please attach a narrative to this form that specifies the reasons for submitting this grievance to Step 2, i.e. reasons not satisfied with Step 1 Disposition or as per Provision 15.7. If filing as per Provision 15.7, please be sure to include the information specified in Step 1.

Grievant's Signature (not required):	
Union Representative's Signature:	
Date Step 2 Submitted:	

**Disposition:**

Unless otherwise mutually agreed upon by the Parties "The Dean shall render a final written decision within fifteen (15) working days following receipt of the written grievance. If a meeting at this Step occurs, the fifteen (15) working days to respond shall begin to run from the date of the meeting." The written response will be made available to the Grievant and Union via the HR Office.

Date of Step 2 Disposition:	
Dean's Signature:	
Provost's Signature (if required):	

A settlement or resolution of the grievance at this Step shall not be final or binding on the University unless approved in advance in writing by the Provost on the applicable grievance form.

**STEP 3 – Provost – Must be filed with the Sr. Director of Labor and Employee Relations within ten (10) days following a decision at Step 2. The Sr. Director of Labor and Employee Relations shall forward the grievance to the Provost immediately upon receipt. The date of the Step 3 filing is the date the grievance was submitted to the Sr. Director of Labor and Employee Relations.**

Please attach a narrative to this form that specifies the reasons for submitting this grievance to Step 3, i.e. reasons not satisfied with Step 2 Disposition or as per Provision 15.7. If filing as per Provision 15.7, please be sure to include the information specified in Step 1.

Grievant's Signature (not required):	
Union Representative's Signature:	
Date Step 2 Submitted:	

**Disposition:**

Unless otherwise mutually agreed upon by the Parties "The Provost or his/her designee shall respond to the Union in writing within twenty (20) working days. If a meeting at this Step occurs, the twenty (20) working days to respond shall begin to run from the date of the meeting." The written response will be made available to the Grievant and Union via the HR Office.

Date of Step 3 Disposition:	
Provost's Signature:	

**STEP 4**

**If the Union is not satisfied with the Step 3 decision, the Union must file a Demand for Arbitration with the American Arbitration Association ("AAA") within fifteen (15) days following the Provost's decision.**

Date Demand for Arbitration Submitted:	
Date of Arbitration:	
Date of Arbitrator's Advisory Opinion (30 days following close of the hearings):	
Date of President's Determination (20 days following Arbitrator's Advisory Opinion):	

If the grievance reached Step 4, the President's determination must be attached.

**Addendum D**  
**Tuition Remission Benefits (Adjunct Faculty and PT Staff)**





[Human Resources \(/human-resources\)](#)

## **ON CAMPUS TUITION REMISSION**

### **In This Section**

[ABOUT US \(/HUMAN-RESOURCES/ABOUT-US\)](#)

[CONTACT US \(/HUMAN-RESOURCES/CONTACT-US\)](#)

[BENEFITS AND WELLNESS \(/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS\)](#)

[BENEFITS ADVISORY \(/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/BENEFITS-ADVISORY\)](#)

[BENEFITS DISCLAIMER \(/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/BENEFITS-DISCLAIMER\)](#)

[BENEFITS FAQ \(/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/BENEFITS-FAQ\)](#)

[BENEFITS FORMS \(/HUMAN-RESOURCES/WORKING-PACE/FORMS-EMPLOYEES#BENEFITS-FORMS\)](#)

[CARRIER CONTACT INFORMATION \(/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/CARRIER-CONTACT-  
INFORMATION\)](#)

[COMPENSATION \(/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/COMPENSATION\)](#)

[DOMESTIC PARTNERS \(/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/DOMESTIC-PARTNERS\)](#)

[EDUCATION \(/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/EDUCATION\)](#)

[FULL TIME \(/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/EDUCATION/FULL-TIME\)](#)

[PART TIME FACULTY \(/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/EDUCATION/PART-TIME-  
FACULTY\)](#)



**ON CAMPUS TUITION REMISSION (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/EDUCATION/PART-TIME-FACULTY/ON-CAMPUS-TUITION-REMISSION)**

**NEW YORK COLLEGE SAVINGS PROGRAM (529 PLAN) (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/EDUCATION/PART-TIME-FACULTY/NEW-YORK-COLLEGE-SAVINGS-PROGRAM)**

**GRADUATE LEVEL COURSES/TAXABLE TUITION (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/EDUCATION/PART-TIME-FACULTY/GRADUATE-LEVEL-COURSESTAXABLE)**

**PART TIME STAFF (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/EDUCATION/PART-TIME-STAFF)**

**FINANCIAL (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/FINANCIAL)**

**INCOME PROTECTION (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/INCOME-PROTECTION)**

**MEDICAL (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/MEDICAL)**

**OPEN ENROLLMENT (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/OPEN-ENROLLMENT)**

**RETIRING FROM PACE (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/RETIRING-PACE)**

**SUMMARY ANNUAL REPORTS (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/SUMMARY-ANNUAL-REPORTS)**

**UAFP FACULTY (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/UAFP-FACULTY)**

**WELLNESS (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/WELLNESS)**

**WORK-LIFE (/HUMAN-RESOURCES/BENEFITS-AND-WELLNESS/WORK-LIFE)**

**CAREERS AT PACE (/CAREERS)**

**ONBOARDING (/ONBOARDING)**

**WORKING AT PACE (/HUMAN-RESOURCES/WORKING-PACE)**

**NEWS AND EVENTS (/HUMAN-RESOURCES/NEWS-AND-EVENTS)**

On-Campus Tuition Remission is a benefit provided to adjunct faculty, their spouse/domestic partner and dependent children to attend classes for credit at Pace University.

Graduate courses are subject to tax withholding governed by the IRS. See [Taxable Tuition \(/finance-and-administration/enterprise-information-systems/graduate-tuition-remission\)](#) for more information.

## **BENEFITS**

On-Campus Tuition Remission covers only the tuition and the General Institution Fee (GIF). All other charges including lab fees, late charges or activities fees are not included and are the responsibility of the student. Tuition Remission benefits available under the On-Campus Tuition Remission Program do not cover special arrangements such as tutorials, independent study, or courses conducted off-campus which are accepted for credit at Pace.

Non-credit or certificate courses/programs are covered for the employee only and when directly related to your job. Please contact the University Benefits office for requirements and application procedures.

The following benefit changes will become effective upon ratification of the new collective bargaining agreement by the parties:





## ELIGIBILITY



### PART-TIME FACULTY

During the first year of employment, part-time faculty are eligible to receive 55% tuition remission for all programs except the Executive Business Program (EMBA), the Law School, all doctoral programs, the MS in Finance for Professionals, and the Physician's Assistant Program. The latter special programs are at 30% tuition remission.

On-campus tuition remission is increased to 100% (55% for special programs) after one full year of employment and having taught at least six credits in the prior academic year\*\*\*. The adjunct is eligible only if she/he is teaching a course within the same academic year applicable to the remission being applied for. Substitutions do not apply.

### SPOUSE/DOMESTIC PARTNER

Eligible to receive 55% tuition after 5 years of employment in all programs except for the Executive Business Program (EMBA), the Law School, all doctoral programs, the MS in Finance for Professionals, and the Physician's Assistant Program. Those Programs receive 30% tuition benefit. After 15 years of employment, this on-campus tuition remission is increased to 100% (55% for special programs).

### CHILDREN

Eligible to receive 55% tuition after 5 years of employment in all programs for the duration of the adjunct faculty member's employment and having met the aforementioned criteria. Dependent children receive 55% tuition up to age 24. After age 24 they receive 30% tuition benefit except for the Executive Business Program (EMBA), the Law School, all doctoral programs, the MS in Finance for Professionals, and the Physician's Assistant Program. Those Programs receive 17.5% tuition benefit. All tuition remission benefits end at the end of the semester in which the child turns 30.

After 15 years of employment, this on-campus tuition remission benefit is increased to 100% up to age 24, (55% for special programs) After age 24, they receive 55% tuition benefit (30% for special programs). See benefit grid below for further information. All tuition remission benefits end at the end of the semester in which the child turns 30.

#	Employee or Dependency status	Under-Graduate	Graduate	Special Programs*
1	Adjunct Faculty after one year of employment and having taught a minimum of six credits***	100%	100%	55%
3	Adjunct Faculty*** during first year of employment	55%	55%	30%
5	Spouse/partner and Children (to age 24) of Adjunct faculty, after 5 years of employment	55%	55%	30%
6	Children of Adjunct Faculty*** (age 24 or older), after 5 years employment	30%	30%	17.5%
7	Spouse/partner and Children (to age 24) of Adjunct Faculty, after 15 years of employment	100%	100%	55%
8	Children of Adjunct Faculty (age 24 or older), after 15 years employment	55%	55%	30%

\* For Example: Executive Business Program (EMBA), the Law School, all doctoral programs, the MS in Finance for Professionals, and the Physician's Assistant Program. Those programs only receive a tuition benefit, not to exceed the greater of the total tuition to complete a Master's degree in Lubin or CSIS or 55% of the special graduate degree tuition.

\*\* To the end of semester following 24th birthday; Age 24, or older for undergraduate degree only, if matriculation commenced prior to age 24. All remission benefits cease at the end of the semester following 30th birthday.

\*\*\* Must continue to provide teaching services (substitutions not included) at least one semester per academic year in order to continue to qualify for this benefit; Breaks in service greater than 12 months will result in re-establishment of years of employment.



## PROCEDURES

## PACE UNIVERSITY

A [tuition remission form must be completed](https://nextgensso.com/sp/startSSO.ping?PartnerIdpld=https://shibboleth.pace.edu/idp/shibboleth&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%bb8c-43db-b3f4-2881d19eb621) (<https://nextgensso.com/sp/startSSO.ping?PartnerIdpld=https://shibboleth.pace.edu/idp/shibboleth&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%bb8c-43db-b3f4-2881d19eb621>) each semester and when classes are added or dropped. The completed application must be submitted to Human Resources for approval by the date(s) indicated below.

August 1 for the Fall session

December 11 for the Winter session

January 4 for the Spring session

May 1 for the Early Summer and Summer I sessions

July 3 for the Summer II and Late Summer sessions

If any deadline date falls on a day the University is not open, the deadline is extended to the first business day following the 15th.

Student Accounts will send an invoice to the student for all charges. This invoice and the approved On-Campus Tuition Remission Application must be submitted (by the employee) to the Student Accounts office, which will credit the student's account for the amount of the Tuition Remission.

## TAP ELIGIBILITY

The applicant must complete the Express TAP Application (ETA) to determine whether the applicant, spouse or child is eligible for TAP:

If the Express TAP Application indicates eligibility, the applicant must check Part V(A) of the On-Campus Tuition Remission Application. If the Express TAP Application indicates eligibility, Pace reserves the right to reduce the On-Campus Tuition Remission award by the maximum TAP benefits allowed. Failure to comply with the procedures described herein will result in cancellation/revocation of the On-Campus Tuition Remission Application and benefits under Pace University's On-Campus Tuition Remission Program.

If the Express TAP Application indicates that the applicant is NOT eligible for TAP, the applicant must check Part V (B) of the On-Campus Tuition Remission Application. The applicant should retain the Express TAP Application for his/her records in the event there are any questions.

# GO GETTERS GO TO PACE,

UNIVERSITY



### Contact

Directory (<https://directory.pace.edu/>)

Public Affairs (</public-affairs/press-contacts-and-resources>)

### About

Mission Statement (<https://www.pace.edu/about-pace/vision-and-mission>)

Administration (<https://www.pace.edu/about-pace/administration>)

Accreditation and Membership (<https://www.pace.edu/about-pace/accreditation-and-membership>)

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