

## **ARTICLE II - RELATIONSHIP BETWEEN THE BOARD AND THE ASSOCIATION**

### **D. INFORMATION**

#### **1. General**

The Board of Higher Education shall make available to the Association, upon the written request of the President thereof and within a reasonable time thereafter, such statistics and information related to the collective bargaining unit in its possession as are necessary for the implementation of this Agreement. It is understood that this shall not require the Board of Higher Education to compile information and statistics in the form requested unless already compiled in that form, or to supply any information deemed by the Board of Higher Education to be confidential.

#### **2. Personnel Data**

No later than the last day of the second pay period of the fall semester in each academic year and, again, not later than the last day of the second pay period of the spring semester in each academic year, each University shall submit to the Chapter President the information depicted on Appendix Q of this Agreement with a copy to the Association President.

Whenever any person has accepted an appointment to a position within the bargaining unit, a copy of the countersigned letter of appointment (as depicted in Appendices N-1 through N-6) shall be transmitted to the Chapter President.

#### **3. Concurrent Evaluation Files**

The following provisions of this Section D shall be of no application to any person holding an appointment to a part-time position in the bargaining unit.

### **APPENDIX Q**

#### **PERSONNEL INFORMATION REPORTING FORM**

##### **A. ALL MEMBERS**

1. Each unit member's Commonwealth Employee ID for payroll
2. Each unit member's original date of hire at the University
3. Each unit member's department
4. Each unit member's current rank
5. Each unit member's status as Full-Time Tenure-Track, Full-Time Temporary, Part-Time Salaried, or Part-Time

6. The unit member's current salary
7. Each unit member's home address
8. Each unit member's work and personal email address, if known to the university
9. Each unit member's home and personal cellular telephone number(s), if known to the university
10. Each unit member's payroll deduction amount

## B. ADDITIONAL INFORMATION FOR FULL-TIME MEMBERS

### Promotions:

1. Post-promotion salary of all full-time unit members promoted with effect on September 1<sup>st</sup>.

### New Hires:

2. Appendices N-1, N-3, O-1 and O-2 of all full-time tenure track unit members newly appointed as such as of September 1<sup>st</sup> and February 1<sup>st</sup>.
3. Appendices N-2, N-4, O-1 and O-2 of all full-time temporary unit members newly appointed as such as of September 1<sup>st</sup> or February 1<sup>st</sup> as applicable.

### Leaves of Absence:

4. Type of unpaid leave of all unit members on unpaid leaves of absence as of September 1<sup>st</sup> or February 1<sup>st</sup> as applicable; include duration of leave if known.
5. Name, rank, department and type of paid leave of all unit members on paid leave of absence as of September 1<sup>st</sup> or February 1<sup>st</sup> as applicable; include duration of leave if known.

### Terminal Degrees:

6. Post-adjustment salary of all unit members who have secured a terminal degree pursuant to the collective bargaining agreement as of the immediately preceding August 31<sup>st</sup>.

### Tenure:

7. Full-time unit members who were granted tenure effective September 1<sup>st</sup>.

### Just Cause Status:

- 8.. All salaried part-time faculty who were granted "just cause" status under Article XX, Section K effective September 1<sup>st</sup>.

Other:

9. Any pertinent changes in data relative to full-time unit members (e.g., a change in name or in home department).

B. ADDITIONAL INFORMATION FOR PART-TIME UNIT MEMBERS

1. Number of credits and/or hours of instruction taught by unit members identified in paragraph (1) above.
2. Number of consecutive semesters part-time unit members identified in paragraph (1) have been employed since February 28, 1989, at the University/College.
3. For salaried part-time faculty at the Massachusetts College of Art and Design and the three (3) salaried part-time faculty in the English Department at Salem State University only, name, rank, department and post-promotion salary for any salaried part-time unit member promoted with effect on September 1<sup>st</sup>.
4. For salaried part-time faculty at the Massachusetts College of Art and Design, the three (3) salaried part-time faculty in the English Department at Salem State University and Clinical Nursing Instructors only, name, rank, department and post-adjustment salary of any salaried part-time unit member who has secured a terminal degree as of the immediately preceding August 31<sup>st</sup>.
5. Any pertinent changes in data relative to part-time unit members (e.g., a change in name).

C. DEPARTURES

Name and department of all unit members who have left the University since the date of the last report and in each case the reason therefor (e.g., death, termination, resignation).