

# Illinois Valley Community College Full-Time Faculty Handbook

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## **Faculty Union**

The Illinois Valley Community College Local 1810 of the American Federation of Teachers is the active faculty union. Its purpose, as stated in its [Constitution](#), is to:

- promote the educational philosophy of Community College District No. 513;
- work for the improvement of public education;
- effect closer relationships, better communication, and greater involvement among students, faculty, administration, and people of Community College District 513; and
- promote the best professional atmosphere conducive to quality education.

## **Educational Excellence Council (EEC)**

The Educational Excellence Council considers (a) on-going and new contract concerns that pertain to interpretation of contract language, (b) issues presented to EEC as a continuation of collective bargaining, and (c) new issues that arise while a contract is in place. Its charter: “Foster and sustain a culture of educational excellence by creating a forum for faculty and administrators to address issues impacting and supporting teaching and learning.” EEC goals are as follows:

1. Promote a continuing open dialogue among faculty and administration.
2. Discuss, develop, and recommend policies and procedures relating to teaching and learning.
3. Act as a coordinating group that appoints ad hoc subcommittees to focus on solutions to specific issues.
4. Evaluate the implementation and success of items covered by the scope and processes of the EEC.
5. Advise and refer issues to other college groups consistent with its scope.
6. Develop recommendations that may result in formal agreements between the faculty and the administration or board.

## **Faculty Handbook Content Review Cycle**

The content of the faculty handbook (as authorized by “Exhibit A” of the MOU dated on or about August 2019) will be updated as necessary as a result of the recommendation by either Vice President of Academic Affairs or the President of the Union, if approved by EEC. EEC will review the content of the faculty handbook during the fall semester of odd-numbered, non-bargaining academic years.

## **Distance Learning Subcommittee**

EEC will establish an ad-hoc committee during the odd-numbered academic years to examine distance learning issues due to the rapid changes in instructional technologies. This group will review and discuss issues and make a formal recommendation to EEC for consideration, approval and implementation.

## **Program Coordinator Guidelines**

Program Coordinator Guidelines are periodically reviewed and approved by EEC. Program Coordinators are expected to follow the Program Coordinators Guidelines that are currently located on the Academic Affairs [college forms](#) page.

## **The Right to Academic Freedom**

As set forth within [Board Policy 2.2](#), Illinois Valley Community College faculty members are entitled to freedom in the classroom to discuss their subject. This freedom includes the advocacy of the faculty member's point of view, as well as the presentation of representative views within the discipline.

## **Rescheduling or Canceling Office Hours**

Faculty are expected to hold regularly scheduled and posted office hours. Office hours may occasionally be rescheduled on occasion (due to an emergency or other serious conflict) provided that faculty notify their students, direct supervisor, and that supervisor's administrative assistant or designee in a timely manner—preferably in advance. As part of such notification, faculty should let the parties know, specifically, when, within the next five business days, those hours will be made up in their entirety. Faculty can expect a timely response from the supervisor or designee acknowledging the rescheduling. If office hours cannot be rescheduled, faculty members can use a full or a half-day of personal leave: a full day if all duties were cancelled during the day in question; a half-day if one or more classes were taught but office hours were cancelled.

## **Compliance with Legal Codes**

Faculty, as employees of the college, must comply with various state and federal legal codes as a condition of being employed. Examples include but are not limited to:

- Because of the Higher Education Act, a faculty member who notices or becomes aware of something that can be characterized as sexual abuse or a sexual offense must report it to Campus Security and to the Vice President for Student Services so that the incident may be investigated and proper measures taken. Please refer to [Board Policy 6.12](#) for more information.
- Because of the Civil Rights Act of 1964 (Title VII), the Elementary and Secondary Schools Act of 1972 (Title IX), and the Illinois Human Rights Act, instances of sex and/or gender harassment, discrimination, and/or misconduct must be reported to the college's [Title IX Coordinator](#). Please refer to [Board Policy 6.13](#) for more information. Faculty receive training on this subject.
- Because of the Illinois Abused and Neglected Child Reporting Act, faculty are mandated reporters, which means that if a faculty member sees or is privy to information that suggests a child is being abused or neglected, they must notify DCFS at 1-800-25ABUSE. Faculty will receive training on this subject.

- Because of the Family Educational Rights Privacy Act ([FERPA](#)), faculty must protect against the inappropriate release of student data and records. This means that faculty cannot release student records or discuss them with anyone other than the student, unless it is in association with others at the college who need that information as part of their role. Should faculty need information about a student to which they do not have access as a part of their duties, they may request it from their supervisors or other personnel authorized to grant such access. Faculty should take care not to release privileged student data and records by making sure to log off computers, shred documents, and take other precautions.

### **Textbook Selection**

Faculty are generally free to choose their own textbooks. The Bookstore generates a textbook adoption form to be completed and returned with the correct information to the appropriate Dean. In some instances, departments will make textbook decisions as a team, or faculty may be asked to choose textbooks for adjunct faculty. Please pay attention to the specific details on the adoption forms, so that the correct edition of the textbook is available to students at the beginning of the semester. The Higher Education Opportunity Act requires that textbook information be available online for students at the time of registration. Timely submission of the adoption forms ensures this. There are so many options for textbooks that faculty are encouraged to work closely and personally with the Bookstore.

### **Procedure for Notification of Class Cancellation**

Faculty members should list any class cancellations that are due to conference or travel obligations on their course syllabus/calendars and notify their division administrative assistant to have it listed on the cancellations webpage.

When faculty members need to cancel class due to illness or unplanned circumstances, they should email their Dean and division administrative assistant at the earliest possible time. When faculty members cannot make an 8:00 a.m. class, they should also notify the Information Desk (815) 224-0516 with course number and room location. Where acceptable to the Dean, the appropriate administrative assistant should be informed, as well. Nursing instructors with 7:00 a.m. clinical assignments will notify the Director of Nursing (815) 224-0481 as soon as the need to be absent is known. Class cancellation forms are posted on the classroom door as well as on the college website, and faculty may also wish to notify their students themselves.

### **Tenth Day and Midterm Verification**

For compliance reasons, 10th Day and Midterm verification should be on file for all sections offered each semester for ICCB and internal audit purposes. The Director of Admissions, Records, and Transfer Services will communicate 10th Day and Midterm verification completion to the faculty. Students taking online courses should complete a “substantive” assignment before 10th Day verification. Examples of “substantive” assignments include but are not limited to a syllabus review assignment, an introductory Blackboard post/assignment/discussion, or an email response to the instructor. The instructor should compare the midterm form’s roster

against the instructor's attendance records and/or gradebook. Faculty should submit these forms electronically.

### **Student Behavior/Academic Dishonesty**

Faculty members have full authority to identify academic dishonesty in their classrooms and to impose any of the following sanctions, as outlined in the [Student Handbook](#):

1. Failure of any assignment, quiz, test, examination or paper, project or oral presentation for the work in which the violation occurred.
2. Lower grade.
3. Involuntary withdrawal from the course.
4. Failure of the course.
5. Report extreme cases of academic dishonesty (such as, but not limited to, collusion among a number of students, selling or providing papers or repeated violations of academic dishonesty, etc.) directly to the Vice President of Academic Affairs for disciplinary action as outlined in Section VII, Disciplinary Process of the Student Handbook.
6. Other sanctions as determined by the faculty member. The sanction will be put in writing and signed by the student, faculty member and the Dean.

Faculty may report incidents of academic dishonesty to the Vice President of Academic Affairs using the Academic Dishonesty Report located on the Academic Affairs [college forms](#) page.

Students do not have the right to withdraw from a course to avoid a plagiarism or academic dishonesty charge. If faculty syllabus policy states that students will receive an F grade due to academic dishonesty, including plagiarism, students are required to remain enrolled in the course and earn an F grade on their transcript.

### **Personal Leave Clarification**

According to the faculty contract, each full-time faculty member has four (4) days yearly to use as personal leave. Unused personal leave will be accumulated as medical leave, not personal leave. Note, however, that under SURS guidelines, accumulated personal leave days will not count towards retirement.

### **FMLA Tenure Process Clarification**

According to [Board Policy 3.16](#), the College will comply with the Family and Medical Leave Act of 1993. Note that if a faculty member is on approved family (as defined by the FMLA) or medical leave (paid or unpaid) and remains employed by the College, their tenure timeline is not affected as long as ICCB requirements are met.

### **Post-Tenure Review Process**

Tenured faculty will participate in a periodic review process. The process and description is recommended and approved by EEC. Description and forms are currently located on the

Academic Affairs [college forms](#) page.

### **Pre-Tenure Evaluation Process**

In order to be recommended for tenure, pre-tenured faculty will complete the Pre-Tenure Evaluation Process as it is described and defined by recommendation of EEC. Description and forms are currently located on the Academic Affairs [college forms](#) page.

### **Work Transfer Form**

The Work Transfer Form is located on the Academic Affairs [college forms](#) page and should be used for occasions when faculty are called upon to help with work beyond the scope of their instructional responsibility. These opportunities should be made known widely across the campus by the responsible administrator to attract faculty who may be interested. The supervising administrator shall provide a description of the responsibilities and a recommendation for compensation for dissemination to the faculty. Those expressing interest will complete an interview process with the supervising administrator who will determine the best fit for the position.

Faculty accepting administrative or other responsibilities above and beyond their regular instructional responsibility should complete the Work Transfer Form. The form should outline the scope and timeframe of the responsibilities as well as the agreed upon compensation for the work, whether it be stipend, release time, or other form of compensation. The Work Transfer Form should be submitted to the faculty member's dean or director and the supervising administrator for approval. A copy of the Work Transfer Form will be routed to the IFT 1810 Executive Committee for informational purposes. Original copies will be filed in the Office of Academic Affairs.