THREE YEAR AGREEMENT

BETWEEN

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 513

AND

AMERICAN FEDERATION OF TEACHERS
LOCAL 1810

2008-2009
2009-2010
2010-2011
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ARTICLE I

Term of Agreement

This agreement shall become effective on the first day of the fall semester of the 2008-2009 academic year, and shall terminate the day immediately preceding the first day of the fall semester of the 2011-2012 academic year. If Local 1810, American Federation of Teachers, is the bargaining agent for the succeeding year, 2011-2012, then the agreement for the academic year 2011-2012 is to be negotiated during the 2010-2011 academic year.

ARTICLE II

Bargaining Unit

The Board recognizes the Federation as the bargaining agent for all faculty members under contract for the academic years 2008-2009, 2009-2010, 2010-2011. “Faculty member” includes teaching faculty, laboratory instructors and counselors. The following personnel shall be excluded from the bargaining unit:

President
Vice President for Academic Affairs
Vice President for Student Services
Vice President for Business Services & Finance
Associate Vice President for Career Education
Director of Human Resources
Director of Admissions & Records
Director of Adult Education
Director of Continuing Education & Business Services
Director of Information & Technology Services
Director of Financial Aid
The Board recognizes the Federation as the bargaining agent in these areas: salary, medical leave, personal leave, medical and life insurance, sabbatical leave, tenure grievance policy, number of preparations, class size in relation to the teaching situation, contact hours, and seniority in special assignments.

The term “faculty member” as used in this agreement shall refer to all employees in the bargaining unit represented by the Federation.

Nothing herein shall require any faculty member to be a member of the Federation.

**ARTICLE III**

**Seniority in Special Assignments**

A. **Seniority.** Seniority is to be calculated beginning with the first working day of the faculty member’s first full-time contract with District 513.

In case of an extended leave due to illness, a faculty member will be given a full-year seniority credit only if he/she has rendered service equal to one college semester.

A complete seniority list by divisions shall be posted within thirty (30) days after the beginning of the fall semester.
B. **Assignments.** In all faculty member assignments, other things (experience, preparation, special competence required for given assignment, etc.) being equal, seniority will be given preference. A primary goal is for each full-time faculty member to have a full teaching load for each academic year. If a faculty member teaches an overload in the fall semester and does not make load in the spring semester, the fall overload should be used for that instructor to make load before any “bumping” takes place. Overload is not guaranteed.

If a full-time faculty member cannot make load, there will be a meeting between the faculty member and the Dean with the goal of determining a **mutually acceptable assignment.**

The following guidelines will be applied, keeping the best interests of the students in mind:

I. Explore options with approval of the Vice President for Academic Affairs

II. If “bumping” is necessary it will occur in the following order:
   a. An administrator’s class
   b. A part-time faculty member’s on campus class
   c. A part-time faculty member’s extension site class or a junior full-time faculty member’s overload
   d. A senior full-time faculty member’s overload
   e. A junior tenured full-time faculty member’s load (meaning a section or sections assigned to that junior faculty member that makes up his/her required load)

III. An option for a tenured faculty member who does not make load is to spread his/her load over two semesters and a summer session (Article IV, Section A.2.). In this case the college agrees to waive/revise the time line required in the contract.

Should questions arise concerning such assignments, they shall be subject to review by the appropriate vice president with the faculty member concerned and a representative of the Federation.
ARTICLE IV

Work Load

A. Work Load - Teaching Faculty. The academic year will normally consist of the fall and spring semesters. Earnest effort shall be made to prepare teaching schedules for each semester in accordance with the following ideal standards:

1. The annual load will be thirty (30) hours. Normally, the semester load will be fifteen (15) hours, but the annual thirty-hour (30) load may be distributed unequally between the two semesters: e.g., eighteen (18) hours the first semester and twelve (12) hours the second semester. All hours in excess of the annual thirty (30) hours, however, will constitute an overload.

Full-time faculty members may teach up to two overload classes per semester (or 6 credit hours, whichever is greater). The faculty member may appeal to teach over this limit to the appropriate dean or vice president, who will consider exceptions based on institutional need. All qualified faculty members will have their turn in a continuing rotation.

2. In order to provide greater work load flexibility for tenured faculty and more staffing options for the College, the following alternatives to the traditional fall/spring semester schedule are available:

a. Alternative Options for Making Load. Subject to receiving prior approval as specified in section b below, a faculty member may opt to spread his/her full-time teaching load over three semesters. Faculty may opt to satisfy their load by teaching in any two of three semesters or by teaching in all three semesters. Office hours will be pro-rated, based on the percentage of load taught during a semester, including pre-
summer or summer session. If a faculty member is scheduled to, but does not make load during the regular academic year (fall/spring semesters), he or she may also be able to teach during the following pre-summer or summer sessions, subject to availability and approval, and thereby retain his/her full time faculty status. Alternatively a faculty member may choose to begin their academic year with the summer session and spread their work load through the succeeding semesters of the academic year.

b. Procedures for Obtaining Approval. A faculty member who wants to make load by teaching outside the regular academic year shall submit a written proposal and obtain approval from his/her dean and the Vice President for Academic Affairs. If the faculty member intends to teach less than a full load in the fall, the proposal must be submitted by February 1 of the preceding academic year. If the faculty member intends to teach less than a full load in the spring, the proposal must be submitted by May 15 of the preceding academic year. The Vice President may waive proposal deadlines at his/her discretion.

A load agreement shall be signed by the faculty member, the Federation president, and the Vice President for Academic Affairs. Ability to offer and staff classes will be a primary issue in considering proposals for a flexible schedule. Flexible load schedules shall not span two academic years (an academic year begins with the fall semester and ends at the conclusion of summer semester).

c. If a faculty member teaches during the pre-summer or summer sessions in order to make load, overload pay for the academic year will be calculated at the beginning of the regular summer session.
3. In determining load, one laboratory hour or one clinical hour shall be counted as equivalent to 0.75 times a class hour.

“Clinical” is defined as supervision of nursing students in the provision of patient care in health care facilities.

“Closed laboratory” is defined as laboratory instruction involving a setting in which students are assigned to a specific lab section of a course that meets at a specific time each week.

“Open laboratory” is defined as laboratory instruction involving a setting in which students are completing laboratory course work required as part of a specific course. Students may be present any time during posted open lab hours. Teaching faculty are assigned to the lab for a set period of hours, and not to a specific course.

The Writing Center is a non-credit generating non-course specific, student support service which offers individual assistance with any part of the writing process. Assistance is provided by peer tutors or by writing instructors. Faculty are assigned to the writing center for a set period of hours.

4. Class preparations will normally be limited to two, with three as a maximum. The work load shall include an announced and posted schedule of seven and one-half (7.5) conference hours per week when the teacher is regularly available to the students. These are not counted as contact hours.

5. Regular classes will be limited to thirty-five (35) students per faculty member excepting:

<table>
<thead>
<tr>
<th>Business Communications</th>
<th>24-student limit</th>
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<tr>
<td>(ENG 1205 and ENG 2000)*</td>
<td>(without the option of adding</td>
</tr>
<tr>
<td></td>
<td>students beyond 24)</td>
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<tr>
<td>Course Type</td>
<td>Limit</td>
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<tr>
<td>English Composition (ENG 1001 and ENG 1002)*</td>
<td>24-student limit (without the option of adding students beyond 24)</td>
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<tr>
<td>Speech and all other English courses</td>
<td>25-student limit</td>
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<tr>
<td>Seminars</td>
<td>15-student limit</td>
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<tr>
<td>Laboratory Sections</td>
<td>20-student limit</td>
</tr>
<tr>
<td>Developmental Courses</td>
<td>20-student limit</td>
</tr>
<tr>
<td>Large Lecture Sections</td>
<td>120-student limit</td>
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*Effective Spring 2009 semester.

6. Online Level III classes will be capped at 75 percent (rounded to the nearest whole number) of enrollment caps of on-campus face-to-face classes. Caps for stand-alone seminars and classes already capped at 20 will not be reduced.

7. A “large lecture section” provides a structure, such as supplementation by seminars, that maintains student/faculty ratios and ensures student learning and performance.

8. Student limits for enrollment in courses are determined as follows:

Prior to the purge of non-paying students, the College may enroll up to two extra students over the established enrollment maximum for that course without consulting with and obtaining the approval of the faculty member and dean. At the time of the purge, no more than two students should be enrolled over the maximum limit for any section without faculty member and dean approval.

After the purge, the College may enroll one student over the established enrollment maximum for that course section without instructor approval. The faculty member and dean approval must be obtained before any additional students (over the maximum + 1) are enrolled.

For example,

SOC 1000 has an established enrollment maximum of 35 students.

Prior to the purge, the College may enroll 37 students in a section of this course.

After the purge, the following would apply:

- If there are 33 students left in a section, the College may enroll 3 additional students.
If there are 34 students left in a section, the College may enroll 2 additional students.
If there are 35 students left in a section, the College may enroll 1 additional student
If there are 36 students left in a section, no additional students may be enrolled without approval of the faculty member and the dean.

If assigned faculty members are unavailable for consultation about extra enrollments, they and their Deans will discuss procedures to be followed for consultation on extra enrollments, such as the following:

a. Voice mail and/or e-mail, which faculty will check regularly;
b. Telephone contact with the faculty member at home;
c. Delegate decision to dean; or,
d. Leave other instructions with dean.

During the summer or other vacation period when the faculty member is not available for consultation, the faculty member’s dean may authorize overloads following the procedure as outlined above. In these cases, the dean assumes responsibility to inform the faculty member of the action taken.

In addition to verbal authorization, the faculty member or dean may authorize Admissions and Records personnel to permit additional enrollments (as specified in paragraph two) in any of the following manners:

a. Signing a student’s registration form, noting their approval;
b. Forwarding a handwritten note stating same;
c. Via an e-mail message, stating same, to the Admissions and Records personnel; or,
d. Via a phone call or voice message to the Admission and Records personnel.

B. **Work Load - Counselors.** Counselors will work the same academic calendar as teaching faculty, including instructional and non-instructional days as identified in the College calendar. The normal work day for counselors is seven (7) hours. During the academic year, counselors are required to work one evening per week. The Dean of Student Development may request that counselors work additional evenings, to be compensated at the overload rate.
In order to ensure that peak times of student needs are covered, counselors will have an addendum to their annual contract. The addendum begins the first week in August. The annual addendum will be for a minimum of twelve (12) days to be worked during identified peak times, and may extend to twenty-four (24) days. The days identified as peak times will be determined by the Dean, with input from the counselors. The number of days included in each addendum, beyond the required twelve (12) days, will be mutually agreed upon between the Dean and the individual counselors. Counselors may opt to take flex time, rather than monetary compensation, for all or part of the work days included in the addendum. No more than one half of the work days included in the addendum may be taken in any one given semester as flex time.

C. **Work Load – Laboratory Instructors.** Individuals with an associate, baccalaureate or advanced degree may be employed as laboratory instructors. The work load for laboratory instructors will be thirty (30) hours per week, plus five (5) student conference hours per week. Laboratory instructors shall enjoy all rights and privileges of this contract.

D. **Expectations for Faculty.** Expectations for faculty are outlined in the Faculty Handbook. These expectations include equitable participation by faculty in institutional activities.

E. **Collaborative Teaching.** Two or more faculty members share responsibility for teaching the same section of a course (team teaching) or cooperative in the teaching of a cluster of linked or coordinated courses (learning community). They engage in joint planning, agree on the expected outcomes for the course or cluster of courses, and have equal responsibility for delivery of instruction and assessment of student learning.
F. **New Faculty Orientation.** During their first complete full-time semester, first-year faculty will be required to participate in an orientation. Teaching faculty and laboratory instructors will receive .5 hour reduction in scheduled office hours per week during the semester of the orientation. Counselors will attend orientation as part of their regular workload.

**ARTICLE V**

**Faculty Member Rights**

Official faculty files in the College’s Human Resources Office shall be maintained under the following circumstances:

1. No material derogatory to a faculty member’s conduct, service, character, or personality shall be placed in the file unless the faculty member has had an opportunity to read the material. The faculty member will affix his/her signature on the copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with the contents.

2. The faculty member shall have the right to respond to any material filed and his/her answer shall be attached to the file copy.

3. Upon written request by the faculty member, he/she shall be permitted to examine in the Human Resources office his/her official cumulative file (not his/her placement office credentials or confidential letters of recommendation sent to placement agencies and/or prospective employers and graduate schools), but he/she is not to mark, destroy, or remove any of the contents.

Any written documents used as the basis for a reprimand, suspension, or dismissal must be included in the faculty member’s central personnel file.
4. Upon written request, the faculty member shall receive a copy of materials in his/her official cumulative file if such materials are to be used by the Board in any form of litigation.

5. In the event that the faculty member refuses to sign a statement to the effect that he/she has read material to be added to his/her file, the appropriate administrator shall notify the Federation President, who shall sign a document indicating receipt of a copy of the material. The Federation President will forward a copy to the faculty member.

ARTICLE VI

INTELLECTUAL PROPERTY

A. Intellectual Property Rights. This provision defines the respective rights of bargaining unit employees and the College in intellectual property made, created or developed by bargaining unit employees in connection with their employment by the College. Intellectual property rights are those which can be or have been trademarked, copyrighted, patented or that may otherwise exist in instructional, artistic, scholarly or tangible research material.

B. Presumption of Employee Ownership. Intellectual property created by a faculty member shall be the sole and exclusive property of that faculty member for perpetuity. Such intellectual property shall continue to be used for the benefit of the College so long as the faculty member maintains employment at the College. Faculty members may negotiate with the College on an individual basis issues such as compensation, joint-ownership, or the disposition of the work if the individual’s contractual relationship with the College is altered (See Intellectual Property Agreement form).
C. **Exempted Scholarly Works.** The College specifically waives ownership rights to scholarly works to which academic institutions have traditionally waived such rights. Such works include, but are not limited to:

1. Textbooks,
2. Class notes,
3. Research proposals,
4. Course syllabi, classroom presentations, and instructional material. A “course syllabus” is the version of the official outline developed for use by the faculty member in the classroom.
5. Innovative products or procedures (which may appear in a variety of forms, such as printed matter, slides, web-based productions or multimedia presentations) resulting from or enhancing the teaching/learning process. For example, such material includes research articles and monographs; student theses and dissertations; paintings, drawings and sculptures; musical compositions and performances; dramatic works and performances; poetry, fiction, or nonfiction; lab-based or technological innovations or instructional procedures; or computer programs, languages or software.

D. **College Ownership.**

1. **Significant Use of Resources** – The College will own any intellectual property (other than exempted scholarly works) that is made, discovered or created by a faculty member who makes significant use of College resources (including College-Administered funds or college funded time, facilities, or equipment) in connection with
the development of such intellectual property. The product of such “significant use” is work that does not have a primary classroom or educational purpose, and/or detracts from the quality of the teaching/learning process. Use of library facilities, other facilities available to the general public, and ordinary use of office equipment and office staff will not be considered “significant use” of College facilities and equipment.

2. **College Commissioned Works.** Where intellectual property is made, discovered or developed under a specific agreement between a faculty member and the College and the agreement defines the obligations and ownership rights of each party, the agreement shall take precedence over any parts of this provision that may be inconsistent.

3. **Grant Funded Projects.** Ownership of intellectual property that is made, discovered or created in the course of research or sponsored projects funded by grants will be governed by the terms of such grants or agreements, as approved by the College.

4. **College Right of Use.** Intellectual property created by the faculty member in the fulfillment of the faculty member’s normal duties and responsibilities under this collective bargaining agreement is presumed to belong to the faculty member for proprietary or marketing purposes outside of the College, but is available to the College for internal program/course review, and for review by external governing, accrediting or funding agencies regulating the College. The College shall be entitled to benefit without further cost from the use of that property within the College for instructional or other educational purposes for the duration of the faculty member’s employment with the College.
E. **Sale of Intellectual Property.** Funds received by the College from the sale of intellectual property owned by the College shall be allocated and expended as determined solely by the College.

Funds received by the faculty member from the sale of intellectual property owned by the faculty member shall be allocated and expended as determined solely by the faculty member.

Funds received by the faculty member and by the College from the sale of intellectual property owned jointly by the faculty member and the College shall be allocated and expended in accordance with the specific agreement negotiated by the faculty member and the College concerning such jointly owned intellectual property.

F. **Obtaining Copyrights, Patents, or Trademarks.** It shall be the sole obligation of the owner of intellectual property under this provision to take appropriate legal steps to protect ownership of that property. This agreement is not intended to shift that responsibility to the Union or any other entity. If intellectual property is made, created or developed in a situation where it is reasonable to believe that joint ownership may exist, it is the obligation of each party to consult with the other before taking any action to assert or protect ownership.

G. **Development Obligations.**

1. The College supports the development, production, and dissemination of intellectual property by its faculty members so long as those efforts support and do not detract from faculty member’s job duties.

2. Joint ownership will continue after termination of employment unless otherwise agreed upon by both parties.
3. Recognizing that the development of distance learning classes and materials, web-based courses and other innovative media and course materials benefits the College and its mission, the College may from time-to-time provide resources such as stipends and reassigned time and expenses to support such efforts by faculty members. Unless otherwise agreed, these resources will not be considered “significant” and will create no College ownership of resulting property.

**ARTICLE VII**

**Leaves**

A. **Annual Medical Leave.** Each full-time faculty member shall be granted medical leave with pay as follows: Twenty (20) days per year for the first contract year; twelve (12) days per year for each year after the first contract year. Each full-time faculty member shall be permitted to accumulate an unlimited number of medical leave days with pay. Faculty who teach summer school will receive two (2) days of medical leave. Medical days that become available as a result of rendering service in the summer will not accumulate.

The Board reserves the right to request a physician's certificate that the faculty member is incapacitated from performing his/her usual or ordinary duties for any medical leave taken.

B. **Personal Leave.** Each full-time faculty member shall be granted three (3) days yearly, for personal leave. Unused personal leave will be accumulated as medical, not personal leave. Faculty members shall notify their Dean forty-eight (48) hours in advance, if practicable, of such leave so provisions can be made to cover classes or other assigned responsibilities.

C. **Bereavement Leave.** When death occurs in his/her immediate family/step family (i.e., spouse/partner, parent, parent of current spouse/partner, child, brother, sister, brother-in-
law, sister-in-law, grandparents, grandchildren, legal guardians) a faculty member, on request, may be excused for three (3) days leave without loss of pay. Medical leave may be used, if appropriate, to supplement bereavement leave or where bereavement leave is not applicable.

**D. Family and Medical Leave Act Leave.** The College agrees to comply with the Family and Medical Leave Act of 1993 and the rules and regulations issued in conjunction therewith. The College may adopt such policies as may be necessary or appropriate to implement the Family and Medical Leave Act of 1993 (FMLA) and the rules and regulations issued in conjunction therewith. Any such policy will not be deemed to be violation of this provision if it is mandated or legally permitted by the FMLA and the rules and regulations issued in conjunction therewith, except that the College will permit any faculty member who requests FMLA leave for purposes of childbirth to designate up to six weeks of that leave as medical leave without the necessity of providing medical documentation of a serious health condition during that period.

**E. Military Leave.** Any faculty member drafted or recalled for military service shall be granted a military leave of absence. Any such faculty member returning to the College will be reemployed following the provisions of the “Uniformed Services Employment and Reemployment Act of 1994” as amended. On return from military leave, the faculty member will be eligible for seniority and placement on the salary schedule in the position he/she would have attained during the leave period.

**F. Sabbatical Leave.** A sabbatical leave of absence for a maximum of one year may be granted for the purpose of study or travel to faculty members who have rendered service full-time for six (6) or more years at Illinois Valley Community College. A faculty member is
eligible for consideration for leave after the sixth consecutive full year of service. Special consideration will be given to granting an out-of-sequence leave to a faculty member enrolled in a doctoral program who may require such a leave to complete residence requirements. Faculty who accumulate thirty (30) semester hours of non-traditional teaching will be credited with one year toward sabbatical leave. Examples of “non-traditional” teaching include summer; weekend; evenings; extension centers; and classes in compressed, on-line, and blended formats.

A faculty member who has taken a sabbatical leave will not again be eligible until he/she has rendered service full-time for an additional successive six (6)-year period. No more than three percent of the full-time faculty may be granted sabbatical leaves during the same academic year. Application for sabbatical leave shall be made in writing by the faculty member requesting leave and submitted to the President of the college prior to March 15, preceding the academic year for which leave is requested. The applicant will submit a statement describing the length of leave and the program he/she intends to follow during the leave. Recommendations for approval of requests for sabbatical leave shall be made to the Board by the President. The primary factor to be considered in granting sabbatical leave will be its relative benefit to the College, to the students, and to the faculty member.

The interest of District 513 shall be protected by a written agreement providing that the faculty member will return to the service of the District and will render at least one year of service upon return from leave. If the faculty member wishes to receive compensation while on leave, the Board may request a bond or written agreement, as appropriate, indemnifying the Board for the total salary paid in the event the faculty member fails to return and render at least one year service in the employ of District 513 following the sabbatical leave.
Faculty members granted sabbatical leave for one semester shall be paid full salary during such leave. Faculty members granted leave for one full year shall be paid one-half salary for the year in which leave is taken. The salary shall be paid in the same manner as if the faculty member were teaching in District 513. The faculty member may accept a fellowship or grant-in-aid in accomplishment of the purpose for which the leave was granted. Time spent on sabbatical leave shall be credited toward salary increment and seniority as time spent in full-time service.

Upon completion of the sabbatical leave and within sixty (60) days of the faculty member’s return to duty, he/she shall submit to the President one of the following:

If the leave was for formal study, a transcript of credit and a brief description of the program studied, including a detailed evaluation of the program with respect to its contribution to the leave;

If the leave was for travel, a written report setting forth the teacher's reaction to the travel and a statement of the benefits received.

G. **Legal Leave.** A faculty member shall be excused from work for jury service. Such faculty member shall be paid his regular salary less the fee he/she received for jury duty.

H. **Medical Leave Pool/Bank.** Participants must donate one (1) sick day per year to the pool. The pool/bank will be open to all faculty members covered by this contract and participation will be voluntary. The medical leave pool/bank is available to contributing members who have exhausted their accumulated medical leave and are subject to a catastrophic or serious medical situation/condition. A catastrophic or serious medical situation/condition is defined as an injury, illness, impairment or physical or mental condition that involves in-patient care or continuing treatment by a health care provider and that prevents the faculty member from performing his/her assigned responsibilities. Local 1810 may require certification from the faculty member or family member’s health care provider verifying the need for leave based on a
serious health condition.

**ARTICLE VIII**

**No-Strike Pledge**

The Federation and the Board subscribe to the principle that any and all differences shall be resolved by orderly and appropriate means without interruption of the College operations. The Federation, therefore, agrees that it will not instigate, engage in, support, encourage, or condone any strike, work stoppage, or other concerted refusal to perform work by the faculty members covered by this agreement. Differences between the parties concerning the meaning, interpretation, or application of this agreement shall be resolved by utilization of the Grievance Procedure set forth in Article IX hereof, or by other lawful and orderly means available under the laws of the State of Illinois. The Board shall not engage in lockouts.

**ARTICLE IX**

**Grievance Procedure**

Should any difference arise between the Board and any faculty member or the Federation with respect to the meaning, interpretation, or application of a specific and identified provision of this agreement, it shall be resolved in accordance with the following procedure. This Procedure is intended to encourage resolution of differences through discussion of concerns and consideration of mutually agreeable options wherever possible and, where such discussions are not successful, to facilitate efficient processing of the grievance. Informal resolution of differences through discussion between faculty members and their supervisors is encouraged.
**Step I.** A grievance shall be recognized and processed if it is reduced to writing and filed with the appropriate Vice President within twenty (20) working days following the occurrence of the event giving rise to the grievance.

Either before a grievance is filed or soon thereafter, a conference shall be scheduled by the appropriate Vice President. The aggrieved and the Federation shall be notified of the time and place of the conference. The participants in the meeting shall be agreed upon by the appropriate Vice President or his or her designee and the aggrieved/Federation. If agreement on participants cannot be reached, the conference may be attended by the aggrieved and up to two Federation Representatives, the appropriate vice president or a designee and up to two additional administrators as designated by the appropriate vice president, except that the aggrieved may choose to participate without any intervention by the Federation.

The purpose of the meeting shall be to clarify concerns and to explore options for resolving the issue by mutual agreement. If agreement cannot be reached, the participants shall discuss whether to modify any of the subsequent steps and timelines for processing the grievance. Any agreement to modify steps and timelines shall be reduced to writing between the Federation and the appropriate vice president.

If this meeting does not resolve the matter, the appropriate vice president shall provide a written response either accepting or denying the grievance within ten (10) working days of the date the grievance is filed or the meeting is held, whichever is later. A denial shall include reasons for the denial.
**Step II.** If Step I does not provide a satisfactory solution, the grievant and the Federation may appeal in writing to the President of the College within seven (7) working days following receipt of written notice of the vice president’s decision. The appeal shall state the nature of the grievance, the disposition and reasons offered by the vice president, and reasons why they are unsatisfactory. The President shall schedule a conference on the matter and advise the faculty member and the Federation of the time and place of the conference. If the grievance is not satisfactorily resolved at the conference, the President shall communicate his/her decision and reasons in writing to the aggrieved faculty member and the Federation within ten (10) working days of the receipt of the written appeal.

**Step III.** Final appeal on any grievance shall be made in writing to the Board within seven (7) working days following receipt of the President’s decision. The appeal shall state the grievance, the disposition and reasons offered by the President and the reasons why they are unsatisfactory. The appeal and a complete written case history shall be presented at the first regular Board meeting following receipt of the appeal provided the regular meeting is scheduled within two (2) weeks; otherwise, a special Board meeting shall be called. The grievance shall be presented by the grievant or at the grievant’s choice by another member of the Federation. The grievant may be accompanied by up to five Federation Representatives. The Board’s decision shall be communicated in writing to the grievant and the Federation within fifteen (15) working days after receipt of the appeal.
**Step IV.** Should the Board's decision prove unacceptable, the Federation may initiate arbitration. An arbitrator shall be selected jointly by the Board and the Federation from a list of seven arbitrators who reside in Illinois and who are members of the National Academy of Arbitrators requested from the Federal Mediation and Conciliation Service. From the list furnished, the Board shall select three names and the Federation shall select three names. If more than one name appears on both lists, the choice will be made by lot. If the lists contain no common names, the final selection will be made by striking names alternately from the FMCS list (the first turn will be determined by lot) until only one name remains.

The decision of the arbitrator will be accepted in good faith as final by the parties to the grievance, and both will abide by it. The arbitrator shall limit his/her decision strictly to the application and interpretation of the provisions of this Agreement as they apply to the specific grievance presented, and he/she shall be without power or authority to make any decision limiting or interfering in any way with the powers, duties, and responsibilities of the Board under applicable law.

The administration or the Board may initiate a grievance, except the positions of the parties shall be reversed. The absence of a denial of the grievance at any step within the designated time period shall function as a denial.

The Federation, upon request, must represent all faculty members in the bargaining unit; however, any faculty member or group of faculty has the right to present a grievance and seek adjustment without the intervention of the Federation representative.
ARTICLE X
Appointment and Tenure Provisions

The objectives in establishing a tenure policy are to ensure an environment conducive to professional competence in teaching and to permit maximum security to the faculty members consistent with effective operation. A tenure policy must not function to protect a faculty member who neglects his/her professional responsibilities but should provide for an atmosphere of freedom in keeping with his/her professional status.

A faculty member on tenure may be suspended or dismissed only by the Board and in accordance with the Illinois Public Community College Tenure Act.

A. Reduction in Force. Any faculty member reinstated after a reduction in force will be reinstated at the same step or level as existed prior to the termination.

B. Savings Clause. In the event that the Illinois Public Community College Tenure Act is declared unconstitutional by any court of competent jurisdiction, Article IX of the 1978-1980 collective bargaining agreement shall be immediately effective in this contract.

ARTICLE XI
Medical and Life Insurance

District No. 513 will provide medical and life insurance programs for employees and dependents based on the lowest and most responsible bidder. The Board agrees to pay 80 percent of all health benefits and the faculty covered by this agreement will pay the remaining 20 percent.

The Board will provide at its expense term life insurance with a face value of $60,000. Accidental Death and Dismemberment (AD&D) insurance will also be provided by the Board.
A faculty member will be allowed to continue the College's health insurance coverage, as the College recognizes COBRA (Consolidated Omnibus Budget Reconciliation Act) and adheres to the extension of benefits. At the end of the time period provided for in the act, a conversion policy is available through the College's health insurance company.

Any full-time faculty member with 10 or more years of full-time service at IVCC who chooses retirement shall be allowed to buy into whatever group health insurance policy the College is carrying on its employees at the time he/she retires. The faculty member shall be allowed to buy in at the then-current group rate during the year when the participation occurs and shall be allowed to do likewise in succeeding years until he/she reaches the age to qualify for Medicare.

The union president or his/her designee will be afforded an opportunity to have input into the College’s formal process for selecting and reviewing employee medical and life insurance coverage.

**ARTICLE XII**

**Salary Schedule**

A. **Administration of Salary Schedule.** Salaries for 2008-2009, 2009-2010, and 2010-2011 shall be as shown in the following schedules. The salary schedule shall be administered by the President of the College or by his/her designee.

B. **Schedule Definition.** The salary schedule consists of seven columns defined as follows. All academic credit must be awarded by an accredited institution.

1. Column A – Bachelors (or Associate Degree with related industry experience)

   Bachelor's Degree
2. **Column B - Masters**

   Master's Degree in subject field(s), or Master's Degree with 45 semester hours in subject field, a minimum of 15 hours of which must be approved graduate credit

3. **Column C - Masters + 15**

   Master's Degree as in Column B, with 15 semester hours of approved graduate credit beyond the Master's Degree, of which at least 10 semester hours must be in the subject field(s)

4. **Column D - Masters + 30**

   Master's Degree as in Column B, with 30 semester hours of approved graduate credit beyond the Master's Degree, of which at least 15 semester hours must be in the subject field(s)

5. **Column E - Masters + 45**

   Master's Degree as in Column B, with 45 semester hours of approved graduate credit beyond the Master's Degree, of which at least 25 semester hours must be in the subject field(s)

6. **Column F - Masters + 60**

   Master's Degree as in Column B, with 60 semester hours of approved graduate credit beyond the Master's Degree, of which at least 40 semester hours must be in the subject field.

7. **Column G - Doctorate**

   An earned Doctorate Degree in the subject field, or an earned Doctorate Degree with at least 40 graduate hours beyond the Master's Degree in the subject field.

**C. Approved Credit.**

1. For this salary schedule, Master's Degree is attested by:
   
a. The usual certificate from the granting college or university, or

b. a statement from the Registrar of the school attended certifying that all the requirements for the degree have been completed.
2. “Subject field” is defined as within the faculty member’s discipline or program area.

3. For this salary schedule, approved graduate credit is defined as follows:

   a. Academic work at the graduate level offered by an accredited college or university in the subject field(s).

   b. Academic work in areas related to the subject field(s). Prior approval by the deans and the appropriate vice president is required for acceptance of this credit. The faculty member may revise and resubmit a proposal for reconsideration.

   c. Academic work in areas or fields which will increase the competence of the faculty member in service to the College. A proposal concerning such courses must be submitted in writing to the appropriate vice president together with a statement relating the proposed work to the professional growth of the faculty member. The vice president may request a review of the proposal by a committee comprised of the dean, a representative in the area in which the proposed work is to be done, and the vice president or his/her designee. Course work taken at the specific request of the College shall qualify under this category.

   d. Upon approval by the dean and the appropriate vice president, and verification, an equivalent of 5 semester hours shall be granted for 8 weeks of industrial experiences gained through summer employment if directly related to the subject field(s). The maximum is 10 hours.

   e. Upon approval by the dean and the appropriate vice president, and verification, in addition to college-sponsored activities, approved non-academic institutes and seminars or workshops shall be equated as one semester hour equivalent to each week (3-5 days) of attendance.

4. Approved Faculty Advancement Plan

A faculty member may advance laterally on the salary schedule based on the documented completion of an approved faculty advancement plan, as follows:

   a. The faculty member must submit a written Faculty Advancement Plan
to the appropriate dean. The plan will be reviewed by a committee consisting of, at a minimum, the faculty member’s dean and another faculty member appointed by the Federation from outside of the faculty member’s discipline. Additional members may be appointed by agreement between the appropriate vice president and the Federation. The committee will make a recommendation to the appropriate vice president, who retains authority for final approval of the plan. The approved plan will be retained in the faculty member’s personnel file in the Human Resources Office. While a long-term plan involving movement over multiple columns may receive tentative approval, final approval will be limited to one column at a time.

b. A Faculty Advancement Plan for advancement to Column G may be considered for a doctorate in an academic discipline, in higher education, or in community college education.

c. A faculty member who has earned a terminal advanced degree less than a doctorate may submit a Faculty Advancement Plan for a masters degree in another discipline or in teaching and learning. Such a Plan may be approved for advancement to Column G.

d. The Plan must outline a collection of integrated learning experiences, such as courses, workshops, seminars, internships, etc.

e. The Plan must include articulation of the faculty member’s educational/development goal, including proposed lateral placement on the salary schedule.

f. For movement of one column, the proposed activities shall be equivalent to 15 semester hours of college or graduate coursework.

g. The faculty member shall demonstrate how the integrated learning experiences proposed in the Plan are intended to benefit the curriculum and the institution. Courses and other activities emphasizing new instructional methodologies and technologies are encouraged.

h. The Plan may include learning experiences outside the faculty member’s discipline, as long as those experiences directly enhance teaching and learning at IVCC. A combination of “subject” and “related” learning experiences is encouraged.

i. Proposals that do not receive approval will be returned to the faculty member with a written rationale. The faculty member may revise and resubmit a proposal for consideration.
j. The faculty member may propose addenda to an approved Plan, subject to the approval process outlined above.

k. Documentation of the completion of the approved Plan must be provided before any salary schedule advancement is approved by the appropriate vice president. Where completion of an approved Plan requires evaluation of the quality of the work produced by the faculty member, the appropriate vice president may seek input from other qualified faculty members.

D. Initial Placement. Faculty members shall be placed on the schedule in the column and on the step for which they qualify under Item B above.

For all new faculty members, the factors of education, experience, ability, and value to the College will be considered in the determination of initial placement. Years of teaching experience and equivalent experience judged on the basis of applicability shall be recognized in this placement, but it cannot exceed a total of seven (7) vertical steps i.e., a faculty member having four years teaching experience and a Master's Degree will be placed at B-5; a faculty member having seven or more years teaching experience and a Master's Degree will be placed at B-8.

E. Vocational-Technical Personnel. Every effort shall be made to employ teachers for occupationally oriented courses who offer academic as well as business or industrial experience. For initial placement on the salary schedule, years of occupational experience may be equated to steps on the salary schedule. When related and established industry competencies enhance the teaching effectiveness of the faculty, the College may (after consultation with the Union President) use such experience to determine initial lateral placement on the salary schedule.
For an individual holding an Associate Degree or equivalent, two (2) years of experience in work directly related to the teaching position considered will be used to place the individual on Step A-2 of the salary schedule.

F. **Advancement.**

1. Unless the parties negotiate a schedule with no step movement in a specific year, a faculty member will be advanced in the column for which he/she qualified one step for each complete year of acceptable service, until he/she reaches the maximum salary for this column. The Board recognizes the following exception to this normal advance: Upon recommendation of the dean, appropriate vice president, and the President, the Board may grant a special merit advance equivalent to two steps in the appropriate column.

2. On the basis of evidence supplied (i.e., official transcript) and approved, a faculty member shall be reclassified annually on October 1 by movement to the column for which he/she becomes qualified.

3. When a faculty member becomes eligible to move laterally on the schedule, that individual will be moved to the appropriate column and granted vertical movement for one year of service. This means that, even if a faculty member has been “frozen” at the bottom of a column for two or more years, he or she will be granted no more than one year of vertical movement.
G. **Longevity Adjustment.** Any faculty member who is unable to move a step down the salary schedule because he/she was at the bottom step the previous year shall receive a longevity adjustment. The adjustment shall be 2.95% of the salary shown in the cell of the schedule where that faculty member is located, as shown at the bottom of the salary schedule. This adjustment shall be paid as part of the regular payroll.
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ARTICLE XIII

Other Compensation

A. **Summer Session.** Summer session will be paid at the overload rate. Faculty members may teach up to nine (9) equated hours during the summer session. (See Article IV, Subsection A, sub-Subsection 3 for determining equated hours for laboratory or clinical hours.)

Full-time faculty members may teach summer session in rotation. A turn of rotation will be six hours with nine hours being the maximum. New faculty members enter the rotation schedule at the bottom of rotation at the time of employment.

Faculty members interested in teaching summer session must provide written commitments that they will accept a summer teaching assignment by February 1 of each contract year. Any faculty member who fails to provide such a commitment waives the opportunity to teach summer session during that year, and faculty members who sign commitments will be required to fulfill those commitments.

B. **Overload Pay.**

1. Overload compensation shall be at the rate of $600 for 2008-2009, $620 for 2009-2010, and $640 for 2010-2011 per credit hour.

2. Counselors may work additional days as overload paid at .8 of the faculty overload rate (overload rate /16 x .8). Full-time counselors will be given first right of refusal for overload.

3. Overload payments shall be included with the regular February payroll.
C. Program Coordinators

1. Only faculty in career and technical programs will be designated as “program coordinators.”

2. Some faculty positions include Program Coordinator responsibilities at the time of employment. Other career and technical faculty members may apply to their dean to be recognized as a program coordinator. The dean will then make a recommendation to the Vice President for Academic Affairs. The prospective program coordinator may appeal the dean’s decision to the Vice President for Academic Affairs.

3. The program coordinator will work with the appropriate vice president, dean, faculty, staff, and community in implementing activities pertaining to areas of assignment to promote program success as outlined in the Guidelines for Program Coordinators (See Faculty Handbook).

4. Compensation for Program Coordinators is as follows:

   a. Program coordinators will receive three (3) credit hours of reassigned time per semester (fall and spring) or equivalent in overload pay.

   b. During the regular academic year, additional compensation may be awarded for “extra-ordinary” responsibilities. The Program Coordinator will apply and gain approval from the dean and the vice president when responsibilities substantially exceed "basic duties." A copy of the approved requests will be forwarded to the Federation by the dean. Program Coordinators may be eligible for additional compensation for the following:

      - Laboratory maintenance, management and upgrade
      - Grant management or development
      - Program improvement plans (following approval by the dean).
      - Curriculum development for new certificates or degrees
      - Preparation of accreditation reports

   Compensation for Summer Duties. A program coordinator may request one (1) credit hour of summer pay for “basic” responsibilities. An additional one to two (1-2) credit hours of summer pay may be awarded for extra-ordinary duties. These may include

      - Laboratory maintenance, management and upgrade
      - Grant management or development
      - Program improvement plans (following approval by the dean).
      - Curriculum development for new certificates or degrees
      - Preparation of accreditation reports
The program coordinator may request that up to three weeks between the end of spring semester and the beginning of fall semester be considered as “vacation,” during which time the program coordinator will not be available.

c. Written request for additional compensation (regular academic year or summer), accompanied by rationale, will be submitted by the Program Coordinator to the respective dean, who has the authority to approve the request. If the dean denies the request, he or she shall provide a rationale to the Program Coordinator. The Program Coordinator may then appeal the dean’s decision to the Vice President for Academic Affairs.

D. **Pay of Substitute Teachers.** Full-time faculty members, serving as substitutes, shall be paid an hourly rate computed on the overload pay rate. Requests for substitute pay under this Section must be approved in advance by the appropriate dean.

E. **Extension Courses.** Since extension courses may be offered by the College, one extension course per semester may be assigned as part of a faculty member’s regular load. If the extension course is an overload, compensation will be at the overload pay rate. In addition, $7.50 will be allotted for meals for those courses beginning or ending between 10:45 a.m. and 1:00 p.m. and for courses beginning or ending between 4:00 p.m. and 7:00 p.m. Receipts for meals must be submitted with mileage request.

F. **Laboratory and Clinicals.**

1. One clinical hour shall be counted as equivalent to 0.85 times a class hour.
2. One closed lab hour shall be counted as equivalent to 0.80 times a class hour.
3. One open lab hour shall be counted as equivalent to 0.75 times a class hour.
4. One Writing Center hour shall be counted as equivalent to 0.50 times a class hour.
G. **Counselor Addendum Pay.** For the agreed-upon length of the annual addendum, each counselor will be compensated at his or her contractual rate divided by the number of duty days identified for that calendar year. Counselor pay for the days worked under the addendum between the first week in August and the first day of the contract year will be paid at a per diem based on the contractual rate for the new contract year. However, payment for the addendum days worked in August will be deferred until the beginning of the new contract year.

H. **Distance Learning.** Provisions for compensation refer to the levels of instruction as defined in the Distance Learning Course Designation chart at the end of this Article.

1. **Definitions.**

   a. **Web-Enhanced Course** – a course which utilizes the Internet as a significant supplemental resource and interactive tool in the context of a traditional classroom. Web-enhanced courses will not have reduced seat time.

   b. **Web-Based Course** – a course whose delivery method is wholly dependent on the use of the Internet.

   c. **Teleweb Course** – a course that combines telecourses materials with online resources that increase student(s) and instructor interaction and instructional support via the Internet. Teleweb courses will be Level II courses.

   d. **Blended Course** -- a course in which the format of the course is adapted through use of Internet-based communications technologies. A portion of required seat time will be reduced in a blended course, based on the extent to which the course objectives can be met using alternative teaching methods, such as electronic discussion boards. This allows the faculty member to combine the best elements of traditional classroom instruction with the best aspects of online learning. Blended courses are Level II courses. Blended courses must be approved by the dean and vice president.
2. Development.
   a. Faculty submitting proposals for development of distance learning shall use the following process:

   (1) Proposals for courses designated as Level I or II shall be submitted to the Instructional Leadership Committee as information items.

   (2) Proposals for courses designated as Level III will be submitted to the Instructional Leadership Committee for approval.

   b. Faculty may receive a one-time stipend or the equivalent in reassigned time for the development of a distance learning class. The amount of this compensation will be determined by the appropriate administrator, who will evaluate the faculty member’s course proposal, determine the extent of development required, and provide a compensation ratio based on the course’s designation as Level I, II or III.

   (1) Level I designated course will receive pay equal to 1/3 of the total credit hours of the course.

   (2) Level II designated courses will receive pay equal to 1/3 – 2/3 of the total credit hours of the course.

   (3) Level III designated courses will receive pay equal to 1/3 – 3/3 of the total credit hours of the course.
3. **Delivery**
   
a. All distance learning classes will follow the “Best Practices and Expectations for Learning Anytime, Anyplace Courses.”

b. The first time a faculty member teaches a Level III distance learning course, he/she will receive the equivalent of 1 hour of additional overload compensation. Any subsequent time the same faculty member teaches the same course, there will be no additional compensation.

c. Level I courses shall only be used as overload for a faculty member’s schedule. Levels II & III courses may be used for normal load or overload for a faculty member’s schedule.

d. Level II & III classes shall have a minimum enrollment of students for the class to be considered as part of a faculty member’s normal load. However, it is understood that Level II and III courses may be permitted to run with low enrollments the first two times they are taught and may be compensated as a course with full enrollment and considered as part of normal load. Thereafter, they are expected to reach the enrollment level of the same, or similar, courses taught in a face-to-face format.

e. Level II and Level III course sections, like on-campus sections, will be cancelled if a section does not reach the minimum enrollment unless the faculty member and dean agree during the schedule development
process that it is appropriate for the section to be taught with low enrollment. Compensation for Level II and III course sections with low enrollment will be \( \frac{1}{10} \) overload rate \( \times \) the number of equated hours of course \( \times \) number of students.

f. If a class has fewer than 12 students, the faculty member shall be compensated at the following rate per student for Level I courses:

\[ \frac{1}{12} \text{ overload rate} \times \text{the number of credit hours of course.} \]

g. Each time a Level III distance learning class is taught for the first time, it will be considered a “pilot” course. At the end of that semester, the course will be used as a basis to make recommended changes in class size, delivery methods, etc.

h. Credit hour compensation for Level II and Level III online courses will be the same as classes taught on campus, including classes with lab sections.

4. The Educational Excellence Council (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.
## Revised Distance Learning Course Designations

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<td><strong>Technology and Proximity</strong></td>
<td>Course makes use of the Web to distribute critical course information as described in the Best Practices and Expectations.</td>
<td>Course resources are available online, and may be supplemented by an on-campus component. Use of a course management system or other productivity tools facilitate processes.</td>
<td>Course is delivered completely at a distance. Technologies selected support collaboration and/or practical application of skills.</td>
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<td><strong>Course Content</strong></td>
<td>Content is developed by others, such as course cartridges, text publishers, or telecourse producers.</td>
<td>Course depends heavily on pre-developed content. Instructor also selects and incorporates resources from multiple sources, such as the library databases, course cartridges, or learning object repositories.</td>
<td>Instructor developed content synthesizes course information and is supplemented by resources selected from multiple sources.</td>
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<td><strong>Course Design</strong></td>
<td>Course and instructor expectations are clearly defined. Course materials are presented in a way that clearly conveys the relevance to learning objectives.</td>
<td>Course and instructor expectations are clearly defined. Logically and consistently modularized information is linked to learning objectives. Established schedule is designed to keep students on task.</td>
<td>Course and instructor expectations are clearly defined. Solid instructional design provides a foundation for course activities. Web-based learner support is interwoven throughout the course to assure timely assistance and minimal disruptions in the learning process.</td>
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<td>Interaction and Collaboration</td>
<td>Course design limits student-to-student interaction. Frequent instructor-to-student interaction occurs through on-campus meetings, phone, or email.</td>
<td>Course design includes opportunity for student-to-student interaction. Frequent instructor-to-student interaction occurs in the classroom, via optional synchronous sessions or via asynchronous discussion.</td>
<td>Community building is incorporated into course design, including required student-to-student interaction, which may be achieved through asynchronous discussion or synchronous collaboration. Frequent instructor-to-student interaction may include discussion forums, blogs, or synchronous lectures and activities.</td>
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<tr>
<td>Assessment and Evaluation</td>
<td>Course design limits methods of assessment. Feedback on assignments is provided to students within 7-10 days.</td>
<td>Course design allows for varied methods of assessment. Frequent feedback is achieved through self-assessments, online gradebooks, conferencing, or other means.</td>
<td>Course design allows for varied methods of assessment. Frequent feedback is achieved through self-assessments, online gradebooks, conferencing, or other means. Instructor incorporates assessment techniques that afford students the opportunity to provide feedback to the instructor.</td>
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I. **Collaborative Teaching.**

1. **Definition.** Collaborative teaching methods include but are not limited to interdisciplinary teaching, team teaching, or learning communities. A learning community is defined as two or more courses that are linked and taught by different faculty members.

2. **Proposal.** Faculty must make a proposal for collaborative teaching to the appropriate dean. Proposals shall follow the following format:
   
   a. Project description, including purposes and expected outcomes
   b. Project design, including the scope and time period of the project
   c. Project staffing, including appropriate compensation issues
   d. Project evolution
   e. Recommendations for continuation

Final approval will be granted by the Vice President for Academic Affairs.

3. **Development.** Each faculty member involved in the development of a collaborative teaching arrangement will be granted one credit hour of overload pay on a one-time basis.

4. **Delivery.** The first time a course or cluster of courses is taught collaboratively, each faculty member receives load credit for the entire course or for the component of the cluster that he/she is responsible for. The second and subsequent times the course or cluster of courses is taught, the load is calculated as follows:

   - Two faculty team teaching – each credited with 2/3 of the credit hours of the course (for a 3CH course, that would be 2CH).
Three faculty team teaching – each credited with ½ of the credit hours of the course (for a 3CH course that would be 1.5CH of load).

- Each faculty member will receive full load credit for the course within the cluster that he/she generally teaches.
- A one-credit hour Learning Communities course will be part of each learning community. Each faculty member involved in teaching a learning community course will receive full load credit or overload pay for that one-credit course each time the learning community is taught.

This formula applies only if there are a minimum of 12 students enrolled in the team-taught section or learning community. If there are fewer than 12 students, the faculty may agree to negotiate the load, assuming that there is sufficient enrollment to offer the course.

When minimum teaching load becomes an issue, deans have discretion in finding instructional alternatives for determining load.

J. **Federation President.**

The Federation President will be given the choice of either 3 credit hours of release time or 3 credit hours of overload pay per semester for performing union-related duties. The Federation agrees to pay the College for the credit hours based on the current overload pay rate.

K. **Learning Enhancement Opportunity.**

A LEO may be granted for the purpose of completing a project that significantly focuses on teaching and learning, such as, but not limited to, a major revision of a course or courses at IVCC. A faculty member is eligible for consideration for a LEO after four consecutive years of full time teaching and will not be eligible for another LEO for an additional
three-year period. Accumulation of 30 hours of non-traditional teaching as specified in the contract for sabbatical leaves will also apply to eligibility for a LEO. No more than one faculty member in a discipline or program will be granted a LEO during the same semester. No more than five percent of the faculty will be granted a LEO within an academic year.

A LEO consists of a reduced teaching load during a single semester (for example, only teach two classes, or 6 cr. hrs. which ever is greater), instead of normal 15 credit hour per semester work load. In addition, the faculty member is also released from additional college responsibilities, such as service on committees during the period of the approved LEO. The faculty member, during the semester, will continue to receive full salary compensation and benefits, including seniority.

The faculty member will submit an application for a LEO to his/her dean; approval is required by the dean and the appropriate vice president. The application will include the following:

- Proposed activities and expected outcomes (accomplishments) during the LEO
- After the LEO is completed, the faculty member will submit a written report (which may include examples of work) to the appropriate vice president outlining what he/she has accomplished
- Applications for LEOs will be reviewed by Deans as a team.

Application for a LEO must be submitted to the appropriate dean 60 days before the beginning of the semester for which the LEO is proposed.

**ARTICLE XIV**

**Union Dues**

Check-off system for union dues is available upon written request of the faculty member.
RATIFICATION

Date: ____________________________

AMERICAN FEDERATION OF TEACHERS, LOCAL 1810

__________________________
Susan Caley Opsal, President

__________________________
Stephen R. Alvin, Vice-President

BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT 513

__________________________
David Wilcoxson, Chairperson

__________________________
Lori Scroggs, Secretary
LETTER OF AGREEMENT

GUIDELINES AND COMPENSATION FOR FIELD EXPERIENCES

During FY2009, the Educational Excellence Council will establish a sub-committee to address issues related to field experiences, including internships, practicums, and other forms of field experiences for students, excluding clinicals in Nursing and other health occupations. The sub-committee will do the following, and make recommendations to EEC by May 2009:

1. Identify and define the various kinds of field experiences for which students are granted credit
2. Develop guidelines for these experiences, including responsibilities of supervising faculty, employers, and students, and m
3. Make recommendations for equitable compensation for field experiences.

The sub-committee should use the continuous quality improvement (CQI) process and tools to develop its recommendations.

Recommendations will be brought to the Board of Trustees and the Federation membership for approval.

AMERICAN FEDERATION OF TEACHERS LOCAL 1810

By: ____________________________
Date: __________________________

PRESIDENT
COMMUNITY COLLEGE DISTRICT 513

By: ____________________________
Date: __________________________
TIMESHEETS AND LEAVE REQUESTS DUE BY 10:00 A.M. ON

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</tbody>
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A - OVERLOAD/ 1-4 PAY PERIODS
* - DATE WILL BE ADJUSTED
F - 9 PAYS/REG FALL SEMESTER
S - 10 PAYS/REG SPRING SEMESTER