

ADJUNCT FACULTY

2018-2021

COLLECTIVE BARGAINING AGREEMENT

between

**Board of Trustees
of
Lincoln Land Community College
District 526**

and

**Lincoln Land Faculty Association
IFT/AFT, AFL/CIO, Local 4438**

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AGREEMENT

This AGREEMENT is entered into effective August 16, 2018, by and between the **Board of Trustees of Lincoln Land Community College, Community College District No. 526** (hereinafter referred to as the “Board”) and the **Lincoln Land Faculty Association, IFT/AFT, AFL/CIO, Local 4438** (hereinafter referred to as the “Association”) and only applies to said parties. The parties hereby agree as follows:

ARTICLE I DEFINITIONS

This Agreement shall incorporate the following definitions:

- Association: The term “Association” shall mean the Lincoln Land Faculty Association, IFT/AFT, AFL/CIO, Local 4438 and its members and authorized representatives.
- Board: The terms “Board” or “Board of Trustees” shall mean the Board of Trustees of Public Community College District No. 526, operating as Lincoln Land Community College, as established pursuant to the Illinois Public Community College Act (Illinois Compiled Statutes, Chapter 110, Act 805), and its members and authorized management representatives.
- College: The term “College” shall mean Lincoln Land Community College.
- District: The term “District” shall mean Public Community College District No. 526.
- Adjunct Faculty: The terms “adjunct faculty” or “adjunct faculty member” shall mean those part-time employees of the College who provide three or more credit hours of instruction per academic semester and are specifically included in the bargaining unit as set forth in Section 2.1 of this Agreement.
- Short-Term Faculty: The term “short-term faculty” shall mean any adjunct faculty member who is employed for less than one semester during the regular academic year.
- New Adjunct Faculty Member: The term “new adjunct faculty member” shall mean an adjunct faculty member who has not taught at the College during the three-year period immediately preceding such adjunct faculty member’s execution and return of an Acceptance of Assignment form as referenced in Section 8.4 hereof.

ARTICLE II RECOGNITION AND REPRESENTATION

Section 2.1. Recognition. The Board recognizes the Lincoln Land Faculty Association, IFT/AFT, AFL/CIO, Local 4438 as the sole and exclusive bargaining representative for the adjunct faculty members who are not short-term faculty as defined in Article I. All other part-time employees of the College are excluded from the unit.

Section 2.2. Duty of Fair Representation. The Association agrees to fulfill its duty to fairly represent all employees in the bargaining unit regardless of Association membership. The Association further agrees to indemnify and hold the Board harmless from any and all liability, including monetary damages, resulting from any failure on the part of the Association to fulfill its duty of fair representation.

Section 2.3. Meeting with Other Faculty Organizations. This Agreement shall not be construed to prevent the Board from meeting with any employee or employee organization representing adjunct faculty members for the purpose of hearing the views and proposals of such employee or such employee organization.

ARTICLE III STATUS OF THE AGREEMENT

Section 3.1. Ratification and Amendment. This Agreement shall become effective when ratified by the Board and Association and signed by authorized representatives thereof and may be amended or modified during its term only with the mutual written consent of both parties.

Section 3.2. Precedence of Agreement. If there is any conflict between the written terms of this Agreement and the terms of any individual contract of employment or any written Board policies, rules, and regulations which may be in effect from time to time, the written terms of this Agreement, for its duration, shall be controlling.

Section 3.3. External Law. If there is any conflict between the provisions of this Agreement and any legal obligations or affirmative action requirements imposed on the Board by federal or state law, such legal obligations or affirmative action requirements thus imposed shall be controlling.

ARTICLE IV BOARD RIGHTS

Only the Board, on behalf of the residents of the District, possesses the right and responsibility to operate the College and to direct the adjunct faculty and other employees of the College, including, but not limited to, all rights and authority exercised by the Board prior to the execution of this Agreement, except as limited by the written terms of this Agreement. The authority and powers of the Board as prescribed by the statutes and Constitution of the State of Illinois and the United States shall continue unaffected by this Agreement, except as limited by the written provisions of this Agreement. These rights include, but are not limited to, the following:

- A. To determine the College's mission, objectives, policies, and budget and to determine and set all standards of service offered to the public.
- B. To maintain executive management and administrative control of the District and its properties and facilities and the activities of its employees as related to the conduct of District affairs.
- C. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction and the performance of professional duties according to current Board policy, or as the same may from time to time be amended, and to introduce new or improved methods, equipment, and facilities.
- D. To establish, modify, or eliminate programs, curricula, and/or courses of instruction, including special programs, and athletic, recreational, and social events for students, to determine whether to provide or purchase goods and services, and to determine the methods, means, and number of personnel needed to carry out the College's mission, all as deemed necessary or advisable by the Board.
- E. To hire all employees and, subject to provisions of law, to determine their qualifications and the conditions for their continued employment or their dismissal or demotion, and to evaluate, promote, transfer, and lay off all such employees.
- F. To approve textbooks, to determine academic calendar, class size, the hours, courses, and places of instruction, policies on student examinations, and the duties and responsibilities, including classroom and non-classroom assignments, of those in the bargaining unit.

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board and the adoption of policies, rules, regulations, and practices in furtherance thereof shall be limited only by the written terms of this Agreement and then only to the extent such written terms hereof are in conformance with the Constitution and laws of the State of Illinois and the Constitution and laws of the United States.

ARTICLE V ASSOCIATION-BOARD RELATIONS

Section 5.1. Dues Checkoff.

- a. The College shall honor an employee's individually authorized deduction form, and shall make such deductions in the amounts certified by the Association for union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which the employee voluntarily authorized such deductions. Authorization revocations shall be processed by the Association. In the event that an employee properly revokes authorization, the Association shall notify the College's Vice President of Administrative Services, or designee, after the close of the revocation window.
- b. Upon receipt of an employee's individually authorized deduction form by the College's Vice President of Administrative Services, or designee, the Board shall deduct the monthly Association dues in coequal installments from the employee's pay and remit such deduction by the first day of the succeeding month to the Treasurer of the Association.
- c. If the employee's individually authorized deduction form is received after the fifth day of the month but before the fifteenth day of such month, then the entire amount of the monthly dues shall be deducted from the last pay of such month.
- d. If an employee's individually authorized deduction form is received on or after the fifteenth of a given month, then no deduction shall be made during that month.
- e. If an employee has no earnings during a given pay period, the Association shall be responsible for collecting that employee's dues for the pay period(s) in question.
- f. The Association will notify the College's Vice President of Administrative Services, or designee, of the exact amount of the monthly membership dues to be deducted by August 1 of each academic year. Any change to the amount of monthly membership dues shall be promptly communicated to the Colleges' Vice President of Administrative services, or designee, by the Association. Unless otherwise agreed by the parties, changes to the amount after August 1 of each year shall be limited to one.

- g. The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits, orders, or judgments or other forms of liability (monetary or otherwise) brought or issued against the Board and for all legal costs that may arise out of or by reason of any action taken or not taken by the Board under the provisions of this section. If an improper deduction is made and remitted to the Association, the Association shall promptly refund any excess amount directly to the employee involved.

Section 5.2. Information to Association. Upon reasonable written request to the Vice President, Academic Services, the Board shall provide the Association with access to available public, non-confidential information which relates directly to the Association's function as the exclusive bargaining representative for the adjunct faculty members covered by this Agreement and which is not otherwise exempt from disclosure under the Illinois Freedom of Information Act, the Illinois Personnel Records Act, or other applicable state or federal law, rule, or regulation. Nothing herein shall require the Board to research, prepare, collate, compile, or copy any information or reports.

Section 5.3. Information to Third Parties. The President of the Association shall be notified within three workdays of the College's receipt of a Freedom of Information Act (FOIA) request that asks for information about any bargaining unit member, including, but not limited to, names, e-mail addresses, any part of a home address, or list of members of the Association, dues payers, or non-members.

Section 5.4. Bulletin Boards. The Board agrees to provide space on one bulletin board in each departmental office for use by the Association. The Board further agrees to provide a bulletin board for the adjunct faculty workroom. Only the Association President or the Association President's designee shall have the authority to post or remove material reasonably related to legitimate Association activities on such bulletin boards. Use of such bulletin boards by the Association shall be subject to the same terms and conditions as the Board may apply to other community groups. The Association shall limit the posting of Association notices on campus to these bulletin boards. Costs incident to preparing the posting of Association material shall be borne by the Association.

Section 5.5. Mailboxes. The Association President or the Association President's designee may cause notices and materials reasonably relating to legitimate Association activities to be placed in the mailboxes only of those adjunct faculty members covered by this Agreement, subject to the same placement schedule as applies to other mailbox communications; provided, however, that Association notices or materials may be placed in the mailbox of any non-unit member upon the prior approval of the Vice President, Administrative Services or designee.

Section 5.6. Association Use of College Meeting Rooms. The Association President or Association President's designee may secure use of College meeting rooms subject to the same terms and conditions as the Board may apply to other community groups.

Section 5.7. COPE Deduction. Upon receipt by the College's Vice President, Administrative Services or the Vice President's designee from an adjunct faculty member covered by this Agreement of a lawfully written authorization form by the fifth day of the first month for which the deduction shall be made, the Board agrees to deduct the monthly contributions to IFT/COPE, in coequal installments, of such adjunct faculty member from his or her pay and remit such deduction, via first-class U.S. mail, by the first day of the succeeding month to IFT/COPE at 700 South College, Springfield, Illinois 62704. If an authorization form is received after the fifth day of the first month but before the fifteenth day of said month, then the entire amount of the monthly contribution shall be deducted from the last pay of said month.

Adjunct faculty members who desire to cancel such contributions shall notify the Vice President, Administrative Services and the Association President in writing. Under no circumstances shall the Association or the Board deny the right of adjunct faculty members to revoke the authorization of payroll deduction of IFT/COPE contributions.

The Board shall transmit with the contributions information reasonably requested by the Association to assure compliance with Federal Election Commission and any other federal and state mandated reports.

The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits, orders, or judgments or other forms of liability (monetary or otherwise) brought or issued against the Board and for all legal costs that may arise out of or by reason of any action taken or not taken by the Board under the provisions of this section. The Association shall not be responsible for the attorneys' fees of any attorney for the Board other than the attorney employed and supervised or directed by the Association. If an improper deduction is made and remitted to the Association, the Association shall promptly refund any excess amount directly to the adjunct faculty member involved.

ARTICLE VI GRIEVANCE PROCEDURE

Section 6.1. Definition (Contract Grievance). So long as this Agreement shall remain in effect, a grievance under this section shall mean: (a) a complaint arising under this Agreement in respect to an adjunct faculty member that there has been as to him or her a violation or misinterpretation or misapplication of the specific terms of this Agreement or (b) a complaint arising under this Agreement raised by the Association that there has been as to the entire adjunct faculty a violation or misinterpretation or misapplication of the specific terms of this Agreement.

Section 6.2. Grievance Initiation. A grievance may be pursued by the following parties: (a) the adjunct faculty member as to whom there has been an alleged violation or misinterpretation or misapplication of the specific terms of this Agreement; (b) the Association by its President on behalf of an adjunct faculty member as to whom there has been an alleged violation or misinterpretation or misapplication of the specific terms of this Agreement, if such adjunct faculty member elects not to initiate such grievance; (c) the Association by its President when there has been as to the entire adjunct faculty an alleged violation or misinterpretation or misapplication of the specific terms of this Agreement.

Section 6.3. Informal Resolution. The parties are encouraged to resolve through informal discussions any grievances as defined in this article. Such informal discussions are not to be construed as a part of the grievance procedure.

Section 6.4. Procedure. If such informal discussions do not lead to a satisfactory resolution of a grievance as defined herein, the grievance shall be processed according to the following procedure:

First Step:

- a. If the grievant is unable to resolve a grievance informally, a written statement of the grievance shall be prepared, signed by the grievant, and delivered to the Vice President, Academic Services or the Vice President's designee within the time limits specified in Section 6.7 of this Agreement. The written grievance shall:
 - (1) Identify the section or sections of this Agreement that are allegedly violated, misinterpreted, or misapplied.
 - (2) Identify the facts on which the grievance is based.
 - (3) Identify the manner in which each specified section has been violated, misinterpreted, or misapplied.

- (4) Identify the relief requested.

In the case of a grievance under Section 6.6, the written grievance shall:

- (1) Identify the Board policy or policies that are allegedly violated, misinterpreted, or misapplied.
- (2) Identify the facts on which the grievance is based.
- (3) Identify the manner in which each specified policy has been violated, misinterpreted, or misapplied.
- (4) Identify the relief requested.

Each written grievance shall be accompanied by any and all statements or documents in support of such grievance and in support of the remedy requested.

- b. Within 5 calendar days after the written grievance is submitted, the Vice President or Vice President's designee must request any additional information or documentation necessary to respond to the grievance. Within 14 calendar days after the written grievance is submitted or within 14 calendar days after any additional requested information or documentation is received by the Vice President or Vice President's designee, a meeting shall be held between the grievant, an Association representative if specifically requested by the grievant, the Vice President or the Vice President's designee, and other appropriate administrative personnel.
- c. The Vice President or the Vice President's designee will answer the grievance in writing within 10 calendar days after such meeting.

Second Step:

- a. If the grievant is not satisfied with the First Step decision, the grievance may be referred by the grievant in writing to the College President within 10 calendar days after the First Step answer is provided.
- b. Within 10 calendar days thereafter a meeting shall be held between the grievant, an Association representative if requested by the grievant, the President or the President's designee, and other appropriate administrative personnel.

- c. The President or the President's designee shall answer, in writing, the grievant within 10 calendar days after such meeting.

Third Step:

- a. If the grievant and Association (or the Association, as the case may be) are not satisfied with the decision at the Second Step, the Association may refer the grievance to mediation within 20 calendar days after the decision is provided at the Second Step, by written notice to the College President.
- b. Upon referral of any grievance to mediation, the Union and Board shall jointly request the Federal Mediation and Conciliation Service to provide the services of a mediator at a time or times convenient to all parties.
- c. More than one grievance may be submitted to the same mediator if the parties mutually agree in writing.

Fourth Step:

- a. If the grievance is not resolved at the Third Step, the Union may refer the grievance to arbitration within 10 calendar days after the mediation meeting, by written notice to the College President.
- b. The Association and Board shall attempt to agree upon an arbitrator within seven calendar days after receipt of the notice of referral. In the event the Association and Board are unable to agree upon an arbitrator within said seven-day period, the parties shall immediately jointly request the Federal Mediation and Conciliation Service to submit a panel of five arbitrators. Both the Association and the Board shall have the right to strike two names from the panel. The party requesting arbitration shall strike the first name; the other party shall then strike the second name. The party requesting arbitration shall then strike the third name. The other party shall then strike the fourth name. The person remaining shall be the arbitrator.
- c. The arbitrator shall be notified of the selection and shall be requested to set a time and place for the hearing, subject to the availability of Association and Board representatives.
- d. The arbitrator shall submit a decision in writing within 30 calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.

- e. More than one grievance may be submitted to the same arbitrator if all parties mutually agree in writing.
- f. The fees and expenses of the arbitrator and the cost of a written transcript for the arbitrator shall be divided equally between the Board and the Association, provided, however, that each party shall be responsible for compensating its own representatives and witnesses and purchasing its own copy of the written transcript.

Section 6.5. Limitation on Authority of Arbitrator. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation, or misapplication of the specific provisions of this Agreement based on the specific issue submitted to the arbitrator by the parties in writing. If no joint written stipulation of the issue is agreed to by the Board and the Association, the arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at the First Step. The arbitrator shall have no authority to make a decision on any issue not so submitted or raised. The arbitrator shall be without power to make decisions contrary to or inconsistent with in any way applicable laws or rules and regulations of federal, state, or local administrative bodies that have the force and effect of law. The decision of the arbitrator, if made in accordance with the jurisdiction and authority granted to the arbitrator pursuant to this Agreement, will be accepted as final by the Board, the Association, and the adjunct faculty member, and all parties will abide by it.

Section 6.6. Definition (Policy Grievance). So long as this Agreement shall remain in effect, a grievance under this section shall mean a complaint arising under any Board policy as contained in the Board Policy Manual, as the same may be amended from time to time by the Board, raised by an adjunct faculty member that there has been as to him or her a violation or misinterpretation or misapplication of a Board policy.

If informal discussions do not lead to a satisfactory resolution of a grievance under this section, such grievance may be processed in accordance with the procedures set forth as the First Step, Second Step, and Third Step of Section 6.4 of this article. The Fourth Step of said Section 6.4 shall not apply to any grievance under this section since any such grievance is not subject to arbitration, and in lieu thereof, if the grievance is not satisfactorily mediated at the Third Step, the grievant may, within 10 calendar days after the mediation meeting, request a hearing before the Board of Trustees by written notice to the Secretary of the Board. The Board may, at its discretion, have a hearing officer acceptable to the Board and the Association conduct any such hearing for the purpose of submitting findings and recommendations to the Board for final action. The decision of the Board shall be final and binding on all parties.

Section 6.7. Time Limits. No grievance shall be entertained or processed by an adjunct faculty member unless it is submitted within 20 College workdays after the first event giving rise to the grievance or within 20 College workdays after the adjunct faculty member shall have obtained knowledge of the first event giving rise to the grievance. If the

adjunct faculty member elects not to initiate such grievance, then the Association may submit the grievance within 20 College workdays after the first event giving rise to the grievance or within 20 College workdays after such adjunct faculty member shall have obtained knowledge of the first event giving rise to the grievance. In the event of a grievance initiated by the Association when there has been as to the entire adjunct faculty an alleged violation or misinterpretation or misapplication of the specific terms of this Agreement, the grievance shall be submitted within 20 College workdays after the first event giving rise to the grievance or within 20 College workdays after the Association shall have obtained knowledge of the first event giving rise to the grievance. For purposes of this section, "College workday" shall be any day the College is open, excluding Saturdays and Sundays. If a grievance is not presented within the time limits set forth herein, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or an agreed extension thereof, it shall be considered settled on the basis of the Board's last answer. Failure at any step of this procedure to hold a meeting or communicate a decision on a grievance within the specified time limits or an agreed extension thereof shall permit the aggrieved party to treat the grievance as denied and to proceed immediately to the next step. The parties may, by mutual agreement in writing, extend any of the time limits set forth in this article.

ARTICLE VII GENERAL PROVISIONS

Section 7.1. Gender. Unless the context in which they are used clearly requires otherwise, words used in this Agreement denoting gender shall refer to both the masculine and feminine.

Section 7.2. Tuition Waiver. Adjunct faculty members and/or their dependent children under 22 years of age (hereinafter collectively referred to as “the adjunct faculty member”) shall be eligible for tuition waiver for College credit-generating courses taken. Eligibility shall be limited to the number of credit hours taught by the adjunct faculty member during the then-current semester. For each contact hour of instruction the adjunct faculty member shall be entitled to one credit hour of tuition waiver.

If the adjunct faculty member shall select a course for tuition waiver as to which the standard in-district College tuition rate does not apply, then the adjunct faculty member shall pay the difference between the then standard in-district College tuition rate and the tuition rate that applies to the selected course.

In order to be eligible for tuition waiver under this section, the adjunct faculty member must be employed by the College upon the commencement of any course for which a waiver is requested and must notify the Human Resources Department upon enrollment in the course(s) to be taken that semester. If the adjunct faculty member fails to complete the course with a grade of A, B, or C (or fails to complete a pass/fail course with a passing grade) or does not complete his or her teaching assignment, then the adjunct faculty member must pay the College on demand all tuition and fees that were waived pursuant to this section. If the adjunct faculty member shall fail to pay such tuition and fees after two written notices, the Board is authorized to offset the amount thereof against any money due the adjunct faculty member from the College.

For the purposes of this Section, “dependent children” shall mean the natural or adopted children of the adjunct faculty member or the adjunct faculty member’s spouse.

Section 7.3. Adjunct Faculty Member Mileage Reimbursement. Adjunct faculty members who travel more than 20 miles one way to teach at any College facility shall be reimbursed for mileage in accordance with the following schedule:

Number of Trips Per Week	Semester or Mod	Reimbursement Amount
1	Semester – 16 weeks	\$224
2	Semester – 16 weeks	\$448
3	Semester – 16 weeks	\$672

Number of Trips Per Week	Semester or Mod	Reimbursement Amount
4	Semester – 16 weeks	\$896
1	Mod – 8 weeks	\$112
2	Mod – 8 weeks	\$224
3	Mod – 8 weeks	\$336
4	Mod – 8 weeks	\$448
1	Short Semester – 12 weeks	\$168
2	Short Semester – 12 weeks	\$336
3	Short Semester – 12 weeks	\$504
4	Short Semester – 12 weeks	\$672
1	Summer Semester – 8 weeks	\$112
2	Summer Semester – 8 weeks	\$224
3	Summer Semester – 8 weeks	\$336
4	Summer Semester – 8 weeks	\$448

Section 7.4. Adjunct Office Space. Adjunct faculty will be provided workroom space for academic work and student counseling.

Section 7.5. Notification of Full-Time Faculty Vacancy. At such time as the Board determines to permanently fill a full-time faculty position, notice thereof shall be posted on the College website, outside of the Human Resources office, in the adjunct faculty workroom, and in the LincLetter.

ARTICLE VIII CONDITIONS OF EMPLOYMENT

Section 8.1. Notice of Resignation. If an adjunct faculty member is contemplating resignation, such resignation should be discussed with the adjunct faculty member's immediate supervisor at the earliest opportunity.

Section 8.2. Academic Calendar. The term "regular academic year" shall mean the fall and spring semesters.

Section 8.3. Class Size. Class size for COM 098 and 099 shall not exceed 20 students per class; for COM 104, 105, 111, and 112, 26 students per class; for RDG 098 and 099, 20 students per class; and for MAT 081, 082, 088, 091, 092, 094, 095, and 096, 26 students per class, at the close of late registration (as determined by the Board) unless:

- a. An individual adjunct faculty member teaching any such course agrees to teach such a class with more than said number of students; or
- b. The Board, in its discretion, determines to set a lower class size maximum for any such course. Maximum class size for all other courses shall be determined by the Board subject to any statutory limitations or limitations established by ICCB rule.

Section 8.4. Adjunct Faculty Class Assignments. Based on a tentative class schedule developed by the Board, deans (or designee) shall assign classes in accordance with the following:

1. The dean shall attempt to honor requests and preferences of adjunct faculty members in making class assignments, provided that such requests and preferences comport with course availability and scheduling needs as determined by the dean.
2. The dean shall take into account the following factors in making class assignments for adjunct faculty:
 - a. The adjunct faculty member's education, experience, the number of times the faculty member has taught the course at LLCC in the past, and ability to teach a particular course or courses.
 - b. The distribution of course assignments within the department in order to assure versatility among the department's adjunct faculty.
 - c. Performance evaluations.
 - d. The adjunct faculty member's seniority.

e. Course location.

Such factors shall be given such weight as the dean shall deem appropriate to provide the best educational services to students.

3. Notwithstanding any other provisions in this section, an adjunct faculty member who, in the reasonable determination of the Vice President, Academic Services, has developed a new course or new on-line section shall have preferential rights to teach such course or section for the first four academic terms in which it is taught.
4. Adjunct faculty members who have questions about their assignments may request and receive an explanation from their dean.
5. Adjunct faculty members shall complete an Acceptance of Assignment form and return such form on or before the established deadline date. If the executed Acceptance of Assignment is not returned by such date, then the dean may elect to assign the class or classes to another adjunct faculty member or a full-time faculty member.
6. After an Acceptance of Assignment form has been returned, any class assignment may be changed or withdrawn due to insufficient enrollment, the need for a full-time faculty member to meet load or overload (subject to the five course contact hour preference limitation set forth in Section 8.9 of the Full-Time Faculty Collective Bargaining Agreement), or for other good cause as determined by the Vice President, Academic Services or designee. Subject to course availability, the dean shall attempt to assign another class in lieu of any withdrawn assignment.
7. The final class schedule and adjunct faculty assignments shall be determined by the Vice President, Academic Services or designee.
8. Adjunct faculty members shall be paid a class cancellation stipend of \$100 in the following circumstances:
 - a. An assigned class that the adjunct faculty member has never taught before or a class that is assigned to a new adjunct faculty member is cancelled for any reason within five days of the scheduled first day of that class; and
 - b. There is no replacement class, including any on-line class, that is available for assignment to such adjunct faculty member and the adjunct faculty member is qualified to teach, or there is no independent study available to such adjunct faculty member.

Section 8.5. On-Line Instruction.

- a. Definition of On-Line Instruction. On-line instruction is defined as any section of a course in which instruction is delivered primarily via the Internet.
- b. First Time Delivery of On-Line Instruction. The first time a course is offered via the Internet, the enrollment shall be limited to 18 students per section unless the adjunct faculty member allows additional enrollment.
- c. Training for On-Line Instruction. The College will provide appropriate training for adjunct faculty members who are inexperienced in the delivery of on-line instruction and shall provide appropriate professional development opportunities in order for adjunct faculty members to maintain and refine on-line instructional skills. Training for adjunct faculty to become certified through Instructional Technology and Distance Education ("ITDE") shall consist of three steps, as follows:
 - (1) Training regarding on-line pedagogy.
 - (2) Introductory and intermediate training on the learning management system.
 - (3) Self-assessment and course development.

Upon completion of each step set forth above, the adjunct faculty member shall be paid a lump-sum stipend equivalent to one contact hour at the overload rate.

- d. On-line Proficiency Training. In order to maintain on-line teaching proficiency, adjunct faculty members may elect to participate in ITDE training that is designed and periodically updated to incorporate developments in instructional technology. Offerings for on-line proficiency training will be designated point values based on the time, content, and outcomes of each session or series. Point values for each offering will be included in the ITDE workshop/training schedule. Adjunct faculty members who successfully complete 16 points of ITDE-approved on-line proficiency training shall be paid a lump-sum stipend equivalent to one contact hour at the overload rate. Adjunct faculty members may elect such training and qualify for the stipend every three years.

Section 8.6. Condition of Continuing Employment. Whenever the College shall be required by statute, rule, or regulation to provide training to all employees, adjunct faculty members shall participate in such training as a condition of continuing employment.

Section 8.7. Fitness-for-Duty Examinations. The Vice President, Administrative Services (or Associate Vice President, Human Resources, in the absence of the Vice

President) may require a medical fitness-for-duty evaluation in circumstances where an adjunct faculty member's performance generates objective evidence that the employee is unable to perform essential job duties.

The grounds for seeking a fitness-for-duty evaluation must be generated by one or more of the following:

- Multiple administrative evaluations under Article IX;
- Objective, documented evidence that the adjunct faculty member is unable to perform essential job duties;
- A formal self-report from the adjunct faculty member, or documented and corroborated student and/or staff observations, or a documented pattern of difficulties with memory, coordination, alertness, speech, interactions with co-workers, physical threats, and/or reasonable suspicion of drug or alcohol abuse.

An adjunct faculty member's medical fitness may also be evaluated upon request of the Vice President, Administrative Services, or Associate Vice President, Human Resources, to determine fitness for duty to return from any medically related leave. Detailed reasons for this evaluation will be provided to the adjunct faculty member or designated representative at the time the evaluation is required.

Any examination hereunder is strictly limited to job-related inquiries and must be consistent with business necessity. Only a determination of fitness and supporting reasoning shall be provided and the adjunct faculty member or designated representative will be simultaneously provided with a copy of all results and reports.

Any examination hereunder shall be at College expense and shall be conducted during time for which the adjunct faculty member shall be paid. The College will provide transportation to and from the testing facility.

Examinations shall be conducted by Midwest Occupational Health Associates (MOHA), 775 Engineering Avenue, Springfield, Illinois, Midwest Rehab, 1301 South Koke Mill Road, Springfield, Illinois, or such other licensed laboratory jointly approved in advance by the Association and the Board.

ARTICLE IX EVALUATION PROCEDURE

Section 9.1. Evaluation of Adjunct Faculty Members. The purpose of the administrative and student evaluations is to improve instruction; to apprise adjunct faculty of their strengths, weaknesses, development, and overall status; and to provide information for use in making personnel decisions.

a. Administrative Evaluation

- (1) Each new adjunct faculty member shall be evaluated by the appropriate dean or coordinator during the first semester of employment and once during every 3 academic years of instructional services to the College thereafter. Evaluations shall include a classroom observation during a class selected by the dean or coordinator. A follow-up conference or communication between the evaluator and the adjunct faculty member shall be held within 20 workdays following such classroom observation if the evaluator has determined that the adjunct faculty member does not meet expectations in any category. The adjunct faculty member may submit a written response to any evaluation finding, and such response shall be maintained with the original evaluation. The acceptance of a response from an adjunct faculty member without further comment or action by the evaluator shall not imply or create any presumption that the evaluator agrees with the contents of the adjunct faculty member's response. A copy of each evaluation shall be placed in the adjunct faculty member's personnel file, and a copy shall be furnished to the adjunct faculty member.

b. Student Evaluations

- (1) Student evaluations shall be administered during the 13th or 14th weeks of a regular semester or the 6th or 7th weeks of a module. For academic terms other than regular semesters or modules, student evaluations shall be administered during the last two weeks prior to finals week.
- (2) At the election of the adjunct faculty member, student evaluations may be prepared on-line during class or via hard copy during class on the instrument attached hereto and made a part hereof as Appendix C. Student instructional evaluations for use in on-line courses shall be on the instrument attached hereto and made a part hereof as Appendix D. These evaluation instruments shall be subject to

amendment from time to time by agreement of the Faculty Association and the Board.

- (3) Student evaluations prepared via hard copy during class shall be distributed by the adjunct faculty member and collected and/or delivered by a student to the appropriate dean or dean's designee.
- (4) Each adjunct faculty member shall receive a tabulation and summary of student evaluations from the appropriate dean after final grades have been submitted for the course.
- (5) Upon request of the adjunct faculty member, the dean shall provide such adjunct faculty member with copies of such student evaluations.

c. Supplemental Evaluations

The Vice President, Academic Services (or designee) may administer additional administrative evaluations as the Vice President or designee shall deem necessary if performance and/or conduct deficiencies appear evident.

d. Evaluation Instruments

The instruments used for administrative evaluations of adjunct faculty members are attached hereto and made a part hereof as Appendix A and Appendix B. The instruments used for student evaluations of adjunct faculty members are attached hereto and made a part hereof as Appendix C and Appendix D.

ARTICLE X DISCIPLINARY PROCEDURES FOR MISCONDUCT

Section 10.1. Progressive Discipline for Adjunct Faculty Members. For just cause adjunct faculty members shall be subject to progressive disciplinary action by the Administration and/or Board. Adjunct faculty misconduct shall result in disciplinary sanctions ranging from verbal reprimand through dismissal according to the following schedule:

- a. Verbal Reprimand by the Administration. A record of any verbal reprimand shall be documented and placed in the adjunct faculty member's personnel file, and a copy of the document shall be provided to the adjunct faculty member.
- b. Written Reprimand by the Administration. Any written reprimand shall be provided to the adjunct faculty member by the immediate supervisor (or designee), and a copy of such reprimand shall be placed in the adjunct faculty member's personnel file. Prior to the issuance of a written reprimand the Administration must have a disciplinary meeting with the adjunct faculty member, and the adjunct faculty member must be given at least 48 hours' prior written notice of the time, place, and purpose of the meeting. During the disciplinary meeting the Administration and adjunct faculty member shall discuss conduct expectations and establish appropriate steps to remediate the misconduct. The adjunct faculty member may prepare a response to any written reprimand, which response shall be placed in the adjunct faculty member's personnel file with the reprimand.
- c. Suspension by the Administration. The President may impose suspension without pay, provided that the adjunct faculty member shall be given an opportunity to first meet with the President (or designee) regarding the cause or causes for such suspension.
- d. Dismissal by the Board. Dismissal of an adjunct faculty member in mid-contract shall require Board action.

Section 10.2. Disciplinary Meeting. In respect to any meeting convened under this article, the adjunct faculty member shall be given at least 48 hours' prior written notice of the time, place, and purpose of the meeting and may elect to be accompanied by an officer of the Association and/or an IFT representative, and/or an attorney who may attend at the sole expense of the adjunct faculty member.

Section 10.3. Initial Disciplinary Step. The Association and Board acknowledge that appropriate disciplinary sanctions for any faculty member misconduct shall be determined by the administration and/or Board based on the repetitive nature of such

misconduct and/or the magnitude or severity thereof. The initial disciplinary step shall depend on the severity of the offense. A verbal or written reprimand shall remain in effect for a reasonable period of time, as determined by the Associate Vice President, Human Resources, depending on the severity of the offense. A faculty member may petition the Associate Vice President, Human Resources for removal of documentation of a verbal reprimand or of a written reprimand from such faculty member's personnel file after a reasonable period of time. Upon receipt of a petition for removal, the Associate Vice President, Human Resources, shall consult with the Vice President, Academic Services and appropriate dean to make an informed decision and shall not act arbitrarily or capriciously in the determination to maintain documentation of any verbal or written reprimand. The decision of the Associate Vice President, Human Resources, shall be communicated to the faculty member in writing within 15 workdays after receipt of the petition for removal, and a denial shall include the reason for such denial.

Section 10.4. Administrative Leave Pending Investigation. In connection with any allegation of misconduct, the President (or designee) may impose administrative leave with pay pending the investigation of such allegation.

ARTICLE XI PROFESSIONAL DEVELOPMENT

Section 11.1. Professional Development Allocation for Adjunct Faculty. Except as otherwise authorized by the Vice President, Academic Services (or designee), each adjunct faculty member shall be paid \$100 for attending the professional development day during the fall semester and \$100 for attending the professional development day during the spring semester. In addition, new adjunct faculty members shall be paid \$100 for attending the adjunct faculty member orientation program.

If the Vice President, Academic Services (or designee) requests in writing that an adjunct faculty member complete identified classes or training, then the adjunct faculty member shall be reimbursed for any tuition charges or registration fees in connection with such classes or training upon presentation of proof of satisfactory completion.

ARTICLE XII ACADEMIC FREEDOM, PROFESSIONAL RIGHTS, AND RESPONSIBILITIES

Section 12.1. Search for Knowledge. Within the scope of their duties and responsibilities, the Board and the Association recognize their responsibility to protect and encourage the search for knowledge and its dissemination in all branches of learning. Adjunct faculty members have both the right and obligation to adequately investigate and to present to their students, based upon their professional judgment, available information related to their subject and the education of their students. Adjunct faculty members should at all times endeavor to be accurate, show respect for the opinions of others, and identify their own personal persuasions on controversial issues.

Section 12.2. Course Goals and Content. Adjunct faculty members shall have the right to determine reasonable course goals, reasonable methods of instruction, course content, and reading materials consistent with individual syllabi and the ICCB master course outline and subject to Board rights, policies, and procedures. In the exercise of adjunct faculty rights and responsibilities, each adjunct faculty member shall develop a syllabus for each course which shall include an outline of course goals and objectives consistent with the ICCB master course outline as it may be changed from time to time. In addition, the individual course syllabus shall include methods of instruction, course content, topical outline, required and recommended reading materials, grading practices, attendance policy, adjunct faculty contact information, and student learning outcomes. Such syllabus shall be distributed to each student in the course during the first week of classes and shall be considered a contract between the instructor and student and will be considered as a primary source document in a grading dispute brought to the student grievance and appeals committee. Adjunct faculty members shall also administer a final examination in each course during the designated final examination period.

No later than the first week of classes each adjunct faculty member shall submit a copy of the syllabus for each class taught that semester or module to the appropriate dean. If a syllabus is unacceptable to the Board because it fails to meet the criteria set forth above, then the adjunct faculty member shall be informed of the reasons why it is unacceptable, and the syllabus shall be returned to the adjunct faculty member for revision and resubmittal within three college workdays. If the resubmitted syllabus is also unacceptable to the Board, then the Board shall determine such syllabus.

Section 12.3. Rights as a Citizen. The Board recognizes the right of the individual adjunct faculty member to speak or write as a citizen, to engage in community affairs and political activities, and to express opinions free from institutional censorship or discipline, provided however, that any such adjunct faculty member take such steps as are appropriate so as not to indicate that the adjunct faculty member is acting or speaking on behalf of the institution.

Section 12.4. Professional Support Standards. Adjunct faculty members shall be responsible for achieving the following standards:

- a. Timely compliance with all provisions of this Agreement.
- b. Timely compliance with all policies contained in the Board Policy Manual as it may be changed from time to time.
- c. Timely compliance with all other academic rules and regulations (e.g., submitting grades and midterm class rosters) as they may be changed from time to time.

The Board shall endeavor to give adjunct faculty members at least 10 calendar days' notice of the due dates for submissions required by this Agreement, Board Policy, and/or academic rules and regulations.

Section 12.5. Intellectual Property. In the absence of a negotiated agreement between an adjunct faculty member and the College, the following shall apply: instructional materials, programs, or any other work product ("Intellectual Property") developed by an adjunct faculty member on the adjunct faculty member's time and at the adjunct faculty member's expense shall belong to the adjunct faculty member; Intellectual Property developed by an adjunct faculty member on College time and at College expense shall belong to the Board; Intellectual Property developed under circumstances where the adjunct faculty member has performed development work on College time and on the adjunct faculty member's own time and/or where the adjunct faculty member and the College have both contributed to development costs, shall belong to the adjunct faculty member and the College in such proportionate ownership shares as they shall negotiate on a case-by-case basis.

If Intellectual Property is owned exclusively by the adjunct faculty member, the Board may use such property only with the consent of the adjunct faculty member. If Intellectual Property is owned exclusively by the Board, the adjunct faculty member may use such property only with the consent of the Board. If Intellectual Property is jointly owned by the adjunct faculty member and the Board, then any use of such property for other than College instructional or in-service purposes shall be negotiated on a case-by-case basis.

In the event the adjunct faculty member and the College are unable to reach agreement on their proportionate ownership shares and/or use of such property, then at the request of either the adjunct faculty member or the President of the College the matter shall be referred to a committee of two College employees selected by the adjunct faculty member and two College employees selected by the President. Unless otherwise agreed by the adjunct faculty member and the President, their committee selections shall be made within 5 workdays of the request for referral of the matter to committee determination, and upon completion of the committee selections, the committee shall have 15 workdays in which to determine the proportionate ownership shares or use of such property. If the

committee is unable to make such determination within such 15-day period, then the committee shall, by majority vote, select an additional person to serve on the committee. Such additional person may or may not be a College employee. Upon selection of such additional person, the committee shall have 30 workdays in which to determine the proportionate ownership shares or use of such property by majority vote of its members.

In no event shall video or audio tapes or recordings of an adjunct faculty member's lecture, performance, or presentation be made or used by the College without the consent of the adjunct faculty member.

Section 12.6. Internet/E-mail Privacy. Without just cause or prior consent of the adjunct faculty member, the Board shall not monitor, retrieve, or review adjunct faculty e-mail transmissions or Internet use.

ARTICLE XIII LEAVES

Section 13.1. Paid Leave for Adjunct Faculty Members. Each adjunct faculty member shall be eligible for one calendar day of paid leave per semester or summer session. Paid leave may be used whenever the adjunct faculty member is unable to report to work due to illness (of the adjunct faculty member or in the immediate family or household) or personal emergency. Adjunct faculty members who are unable to report to work shall notify their dean as soon as possible. Paid leave time shall not accumulate from semester to semester, and the College shall not pay for unused leave time.

ARTICLE XIV SENIORITY

Section 14.1. Adjunct Faculty Seniority. Adjunct faculty seniority shall be determined by the total number of contact hours taught at the College. If adjunct faculty members have taught the same number of contact hours, then the adjunct faculty member who first taught at the College shall have seniority. If adjunct faculty members have taught the same number of contact hours and commenced teaching at the College on the same date, then seniority shall be determined by lot.

ARTICLE XV COMPENSATION AND WORKLOAD

Section 15.1. Adjunct Faculty Salary Schedule. Commencing with the fall semester 2018 adjunct faculty members without terminal degrees shall be paid as follows:

Year	Step A 0-29 Contact Hours Taught at LLCC	Step B 30-59 Contact Hours Taught at LLCC	Step C 60-89 Contact Hours Taught at LLCC	Step D 90 + Contact Hours Taught at LLCC
2018-2019	\$750/contact hour	\$768/contact hour	\$784/contact hour	\$800/contact hour
2019-2020	\$773/contact hour	\$791/contact hour	\$808/contact hour	\$824/contact hour
2020-2021	\$796/contact hour	\$815/contact hour	\$832/contact hour	\$849/contact hour

Commencing with the fall semester 2018 adjunct faculty members with terminal degrees shall be paid as follows:

Year	Step A 0-29 Contact Hours Taught at LLCC	Step B 30-59 Contact Hours Taught at LLCC	Step C 60-89 Contact Hours Taught at LLCC	Step D 90 + Contact Hours Taught at LLCC
2018-2019	\$765/contact hour	\$783/contact hour	\$800/contact hour	\$816/contact hour
2019-2020	\$778/contact hour	\$807/contact hour	\$824/contact hour	\$840/contact hour
2020-2021	\$812/contact hour	\$831/contact hour	\$849/contact hour	\$866/contact hour

Each adjunct faculty member's compensation hereunder shall be paid by direct deposit to a bank, savings and loan, credit union, or other financial institution selected by the adjunct faculty member, provided that any adjunct faculty member may elect to opt out of the direct deposit program.

Section 15.2. Substitute Instruction. Adjunct faculty members shall be paid for each student contact hour of substitute instruction at the rate of \$65 per course contact hour during the term of this Agreement. No adjunct faculty member shall be compensated for substitute instruction which conflicts with said adjunct faculty member's other duties.

Section 15.3. Directed Study Compensation. Students shall be eligible for enrollment in any course, including IND 199, HIS 296, and POS 296, on a directed study basis. Adjunct faculty members who shall serve as an advisor to any such student must receive the prior approval of the appropriate dean and the Vice President, Academic Services. Such adjunct faculty members shall be compensated at the rate of 153.00 per course contact hour for each directed study student during 2018-2019, \$156.00 per course contact hour for each directed study student during 2019-2020, \$159.00 per course contact

hour for each directed study student during 2020-2021. Compensation shall be paid upon evidence of successful completion of the course by the student. Compensation for directed studies receiving incomplete or failing grades will be based upon a faculty honor system and shall be 0%, 25%, 50%, 75%, or 100% of the rate that would otherwise apply for a completed directed study. Adjunct faculty members shall not advise more than five directed study students at any given time.

Section 15.4. Writing, Math, and Science Centers Coverage. Adjunct faculty members who provide scheduled services in the Writing, Math, or Science Centers shall be credited with $\frac{1}{2}$ hour of load for every 1 student contact hour per week in the respective Center. No less than 30 student contact hours per week shall be cumulatively provided in the Writing Center by full-time and adjunct faculty combined.

ARTICLE XVI NON-INTERRUPTION OF SERVICES AND WORK

Section 16.1. No Strike. During the term of this Agreement neither the Association nor any of the adjunct faculty members covered by this Agreement will authorize, instigate, promote, engage in, sponsor, aid, or participate in any strike, picketing (which pertains to wages, hours, or any other terms and conditions of employment), secondary boycott, stoppage of work, refusal to work, refusal to follow reasonable work instructions, or any other concerted interruption of the operation of the College. Any or all adjunct faculty members who violate this provision may be terminated or otherwise disciplined by the Board as the Board in its discretion deems appropriate.

Section 16.2. Association Responsibility. It is recognized that Association officers have a special obligation and responsibility for maintaining compliance with this article, including the responsibility to encourage adjunct faculty members violating this article to return to work. In the event of any violations of any provisions of this article, the Association shall, upon notice from the Board, immediately direct such employees, both orally and in writing, to resume normal operations immediately and make every other reasonable effort to end any violations. The Association shall not direct its members to either support or oppose a strike or any other concerted interruption of College operations by any other bargaining unit and shall not direct its members to either honor or cross any picket line on campus.

Section 16.3. Judicial Restraint. Nothing contained herein shall preclude or in any way limit the Board from seeking an injunction, damages, and/or other judicial relief in the event of a violation of this article.

ARTICLE XVII
ENTIRE AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter expressly covered in this Agreement, including the impact or effect of the Board's exercise of its rights as set forth herein on salaries, fringe benefits, or terms and conditions of employment.

ARTICLE XVIII SAVINGS

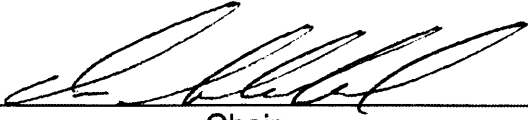
If any provision of this Agreement or the application of such provision is or shall at any time be contrary to or unauthorized by law, then such provision shall not be applicable or performed or enforced, except to the extent permitted or authorized by law; provided that in such event all other provisions of this Agreement shall continue in effect.

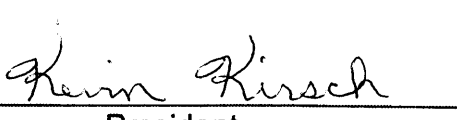
**ARTICLE XIX
TERM OF AGREEMENT**

This Agreement shall be effective as of the 16th day of August, 2018, and shall remain in full force and effect until August 15, 2021. It shall automatically be renewed from year to year thereafter unless either party shall notify the other in writing at least 90 days prior to August 15, 2021, or at least 90 days prior to August 15 in any succeeding year.

**Board of Trustees of
Lincoln Land Community College,
Community College District No. 526**

**Lincoln Land Faculty Association,
IFT/AFT, AFL/CIO, Local 4438**

By: 
Chair

By: 
President

Date: March 27, 2019

Date: April 1, 2019

APPENDIX A

**Lincoln Land Community College
Adjunct Faculty Administrative Evaluation**

10-2012

Name of Faculty _____ Number of Students Present _____

Name of Evaluator _____

Course Number & Section Number _____ Date & Time of Evaluation _____

Category	Comments/Rationale	Rating
1. LOGISTICS [Note: bulleted items are simply a few examples indicating the desirable trait.]		
A. Effectively Manages Class Time <ul style="list-style-type: none"> · presents goals/objectives for the lesson · starts class on time · dismisses class on time · covers essential materials in class · leaves time for questions · brings necessary materials to class · presents an organized lesson 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
B. Professional <ul style="list-style-type: none"> · dresses appropriately for the class · uses appropriate language · respectful 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
2. DELIVERY [Note: bulleted items are simply a few examples indicating the desirable trait.]		
A. Creative & Interesting <ul style="list-style-type: none"> · uses creative teaching methods · uses technology to support & enhance student learning · uses interesting, relevant & personal examples 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
B. Effective Communicator <ul style="list-style-type: none"> · speaks clearly · makes eye contact · uses correct English · varies inflection · engages in active listening 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
C. Enthusiastic About Teaching/Topic <ul style="list-style-type: none"> · prepares interesting class activities · uses gestures & expressions of emotions to emphasize important points 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
D. Encourages & Supports Students <ul style="list-style-type: none"> · provides praise for good student work · helps students who need it · provides constructive feedback 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
E. Presents Current Information <ul style="list-style-type: none"> · relates topic to current, real-life situations · uses recent videos, magazines, & newspapers to demonstrate points 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
F. Knowledgeable About Subject Matter <ul style="list-style-type: none"> · answers students' questions easily · answers students' questions correctly · does not read straight from book or notes · displays confidence · uses clear & understandable examples 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe

APPENDIX A

3. ENGAGEMENT [Note: bulleted items are simply a few examples indicating the desirable trait.]		
A. Promotes Class Discussion/Interaction <ul style="list-style-type: none"> · asks challenging questions during class · invites questions · encourages class participation · involves students in group activities during class · actively engages students 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
B. Promotes Critical Thinking <ul style="list-style-type: none"> · asks thoughtful questions to encourage students to think critically · asks questions about points that students are making 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
C. Sensitive to Student Comprehension <ul style="list-style-type: none"> · makes sure students understand material before moving on to new material · repeats information when necessary · asks probing questions to check students' understanding 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
4. PEOPLE SKILLS [Note: bulleted items are simply a few examples indicating the desirable trait.]		
A. Strong Rapport with Students <ul style="list-style-type: none"> · greets students · initiates conversations · responds respectfully to student comments · knows student names · interacts with students before & after class 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
B. Positive Attitude/Humorous <ul style="list-style-type: none"> · smiles · laughs with students · uses humor appropriately · able to laugh at self 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
Additional comments from the Evaluator:		
Faculty member's comments:		

Evaluator's Signature _____ Date _____

Faculty Member's Signature _____ Date _____

Reviewed by Department Dean _____ Date _____

Instructions to Department Dean: Please send this original, signed evaluation form to the Adjunct Faculty Coordinator.

APPENDIX B

**Lincoln Land Community College
Adjunct Faculty Online Teaching Evaluation**

10-2012

Name of Faculty _____ Number of Students Actively Participating _____

Name of Evaluator _____

Course Number & Section Number _____ Date & Time of Evaluation _____

Category	Comments/Rationale	Rating
1. LOGISTICS [Note: bulleted items are simply a few examples indicating the desirable trait.]		
A. Effectively Manages Class Time <ul style="list-style-type: none"> · presents goals/objectives for the lesson · provides good instruction · regularly leads & participates in class activities · covers essential materials in class · provides multiple opportunities for questions · provides students with access to necessary course materials · presents an organized lesson 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
B. Professional <ul style="list-style-type: none"> · uses appropriate language · respectful · promotes etiquette among students 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
2. DELIVERY [Note: bulleted items are simply a few examples indicating the desirable trait.]		
A. Creative & Interesting <ul style="list-style-type: none"> · uses creative teaching methods · uses technology to support & enhance student learning · uses interesting & relevant examples when appropriate 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
B. Effective Communicator <ul style="list-style-type: none"> · writes clearly · uses correct English · approachable · maintains positive attitude 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
C. Enthusiastic About Teaching/Topic <ul style="list-style-type: none"> · prepares interesting class activities · enthusiasm for class is evident 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
D. Responsiveness <ul style="list-style-type: none"> · Replies to student communications in timely manner · Replies address student communication 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
E. Encourages & Supports Students <ul style="list-style-type: none"> · provides praise for good student work · helps students who need it · provides constructive feedback 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe

APPENDIX B

F. Presents Current Information <ul style="list-style-type: none"> · relates topic to current, real-life situations · uses recent resources to demonstrate points 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
G. Knowledgeable About Subject Matter <ul style="list-style-type: none"> · answers students' questions easily · answers students' questions correctly · displays confidence · uses clear & understandable examples 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
3. ENGAGEMENT [Note: bulleted items are simply a few examples indicating the desirable trait.]		
A. Promotes Class Discussion/Interaction <ul style="list-style-type: none"> · asks challenging questions during class · invites questions · encourages class participation · involves students in group activities during class · actively engages students 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
B. Promotes Critical Thinking <ul style="list-style-type: none"> · asks thoughtful questions to encourage students to think critically · asks questions about points that students are making 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
C. Sensitive to Student Comprehension <ul style="list-style-type: none"> · makes sure students understand material before moving on to new material · provides additional information when necessary · asks probing questions to check students' understanding 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
4. ONLINE INSTRUCTIONAL SKILLS [Note: bulleted items are simply a few examples indicating the desirable trait.]		
<ul style="list-style-type: none"> · Demonstrates baseline technology skills to teach online · Assesses students and utilizes results to enhance learning · Promotes active learning online 		<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Could Be Improved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unable to Observe
Additional comments from the Evaluator:		
Faculty member's comments:		

Evaluator's Signature _____ Date _____

Faculty Member's Signature _____ Date _____

Reviewed by Department Dean _____ Date _____

Instructions to Department Dean: Please send this original, signed evaluation form to the Adjunct Faculty Coordinator.

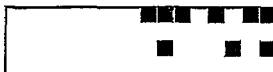
APPENDIX C

Class Climate	Student Faculty Evaluation (Paper)	
Lincoln Land Community College		

Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.
 Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

ON THE BASIS OF THE FOLLOWING PLEASE RATE YOUR INSTRUCTOR

- | | Excellent | Good | Fair | Poor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|---------|-------------------------|--------------------|---|---|--------------------------|---|--------------------------|--|--|--------------|---------|-----------|--------|---|--------------------------|--------------------------|---|--------------------------|--|--------------------------|--|--|--|--|-------------------------|--------------------|-------------------|---|--------------------------|--------------------------|--------------------------|
| 1.1 ORGANIZATION OF THE COURSE
This instructor was well-organized and the topics were considered in an orderly manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 EVALUATION AND GRADING
This instructor's tests and assignments covered the assigned materials and the emphasized aspects of the course. These tests and assignments were clearly worded. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3 ATTITUDE TOWARD STUDENTS
This instructor was considerate of the needs of students, arranged time for the student and gave help, encouragement and advice. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.4 IMPARTIALITY OF INSTRUCTOR
This instructor graded fairly based on students' performance. This instructor treated students equally during class discussion. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.5 ABILITY TO EXPLAIN
This instructor had the ability to give helpful explanations, knew which aspects of the subject were difficult for the student and addressed these difficulties. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.6 SPEAKING ABILITY
This instructor spoke clearly, was easily heard and avoided distracting speech mannerisms. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 20%; text-align: center;">Occasionally interested</th> <th style="width: 20%; text-align: center;">Uninterested</th> </tr> </thead> <tbody> <tr> <td>1.7 ATTITUDE TOWARD SUBJECT
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| | Consistently | Usually | Sometimes | Rarely | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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ON THE BASIS OF THE FOLLOWING, PLEASE RATE YOUR INSTRUCTOR (Continue)

- | | Exceptionally effective | Acceptably effective | Fairly effective | Not effective |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1.10 OVERALL EFFECTIVENESS
All factors considered, how effective has this instructor been in this course? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Yes | | | No |
| 1.11 Were the overall objectives of the course presented by the instructor? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 1.12 Were the instructor's expectations of you, such as term papers, individual projects, class attendance, etc., explained to you? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 1.13 Were the grading and evaluation procedures explained by the instructor? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 1.14 Generally speaking, was the instructor regular and prompt in meeting classes? | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 1.15 Was the scheduled class time regularly utilized? (Held class full session? Used time well?) | <input type="checkbox"/> | | | <input type="checkbox"/> |
| 1.16 Has this instructor been accessible to you? | <input type="checkbox"/> | | | <input type="checkbox"/> |

2

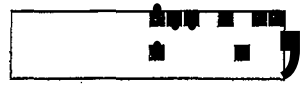
2.1 In your opinion, what teaching methods, strategies, and/or approaches employed by the instructor are most effective?

2.2 In your opinion, what else (if anything) could this instructor do to improve your learning in this course?


2.3 What grade do you expect to receive in this course?

2.4 Prior to this semester, approximately how many hours of credit have you earned at LLCC?

2.5 Please use this space for other comments.



APPENDIX D

 Preview Assessment Online Course Student Evaluation

Name: Online Course Student Evaluation

Instructions:

Multiple Attempts: Not allowed. This Survey can only be taken once.

Force Completion: This Survey can be saved and resumed later.

Question Completion Status:

Question 1

Save

Organization of Course - This instructor was well-organized and the topics were considered in an orderly manner.











- 1. Excellent
- 2. Good
- 3. Fair
- 4. Poor

Question 2

Save

Organization of Course - Additional Comments (if necessary)

This instructor was well-organized and the topics were considered in an orderly manner.

Normal  3  Times New Roman  B I U       

Question 3

Save

Evaluation and Grading - This instructor's tests and assignments covered the assigned materials and the emphasized aspects of the course. These tests and assignments were clearly worded.

- 1. Excellent
- 2. Good
- 3. Fair
- 4. Poor

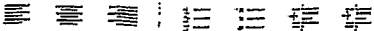
APPENDIX D

Question 4

Save

Evaluation and Grading - Additional Comments (if necessary)

This instructor's tests and assignments covered the assigned materials and the emphasized aspects of the course. These tests and assignments were clearly worded.

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Question 5

Save

Attitude Toward Subject - This instructor was considerate of the need of the students, arranged time for the student and gave help, encouragement, and advice.

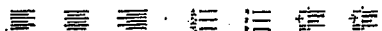
- 1. Excellent
- 2. Good
- 3. Fair
- 4. Poor

Question 6

Save

Attitude Toward Subject - Additional Comments (if necessary)

This instructor was considerate of the need of the students, arranged time for the student and gave help, encouragement, and advice.

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Question 7

Save

APPENDIX D

Attitude Toward Subject - This instructor appeared knowledgeable and interested in the subject presented and conveyed enthusiasm in the process of presenting materials.

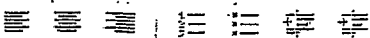
- 1. Enthusiastic
- 2. Regularly Interested
- 3. Occasionally interested
- 4. Uninterested

Question 8

Save

Attitude Toward Subject - Additional Comments (if necessary)

This instructor appeared knowledgeable and interested in the subject presented and conveyed enthusiasm in the process of presenting materials.

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Question 9

Save

Impartiality of Instructor - The instructor graded fairly based on students' performance. This instructor rated students equally during discussion board interaction.

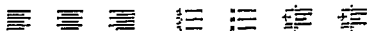
- 1. Excellent
- 2. Good
- 3. Fair
- 4. Poor

Question 10

Save

Impartiality of Instructor - Additional Comments (if necessary)

The instructor graded fairly based on students' performance. This instructor rated students equally during discussion board-interaction.

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APPENDIX D

Question 11

Save

Ability to Explain - This instructor had the ability to give helpful explanations, knew which aspects of the subject were difficult for the students and addressed these difficulties.

- 1. Excellent
- 2. Good
- 3. Fair
- 4. Poor

Question 12

Save

Ability to Explain - Additional Comments (if necessary)

This instructor had the ability to give helpful explanations, knew which aspects of the subject were difficult for the students and addressed these difficulties.

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Question 13

Save

Encouragement to Think - This instructor helped students master the course work for themselves. The activities assigned and the questions asked were designed to stimulate learning and to promote thinking.

- 1. Consistently encourages
- 2. Usually encourages
- 3. Sometimes encourages

APPENDIX D

- 4. Rarely encourages

Question 14

Save

Encouragement to Think - Additional Comments (if necessary)

This instructor helped students master the course work for themselves. The activities assigned and the questions asked were designed to stimulate learning and to promote thinking.

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Question 15

Save

Encouragement of Questions - The instructor welcomed questions and respected students' point of view.

- 1. Consistently encourages
- 2. Usually encourages
- 3. Sometimes encourages
- 4. Rarely encourages

Question 16

Save

Encouragement of Questions - Additional Comments (if necessary)

The instructor welcomed questions and respected students' point of view.

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APPENDIX D

Question 17

Save

Instructor Ability to Communicate - This instructor provided clearly written and easy to read messages, assignments, and exams.

- 1. Consistently
- 2. Usually
- 3. Sometimes
- 4. Rarely

Question 18

Save

Instructor Ability to Communicate - Additional Comments (if necessary)

This instructor provided clearly written and easy to read messages, assignments, and exams.

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Question 19

Save

Overall Effectiveness - All factors considered, how effective has this instructor been in this course?

- 1. Exceptionally effective
- 2. Acceptably effective
- 3. Fairly effective
- 4. Not effective

Question 20

Save

Overall Effectiveness - Additional Comments (if necessary)

All factors considered, how effective has this instructor been in this course?

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APPENDIX D

Question 21

Save

Were the overall objectives of the course presented by the instructor?

- Yes
- No

Question 22

Save

Additional Comments (if necessary)

Were the overall objectives of the course presented by the instructor?

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Question 23

Save

Were the instructor's expectations of you, such as term papers, individual projects, class participation, etc., explained to you?

- Yes
- No

Question 24

Save

Additional Comments (if necessary)

Were the instructor's expectations of you, such as term papers, individual projects, class participation, etc., explained to you?

APPENDIX D

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Question 25

Save

Were the grading and evaluation procedures explained by the instructor?

Yes

No

Question 26

Save

Additional Comments (if necessary)

Were the grading and evaluation procedures explained by the instructor?

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Question 27

Save

Has the instructor been accessible to you?

Yes

No

Question 28

Save

Additional Comments (if necessary)

APPENDIX D

Has the instructor been accessible to you?

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Question 29

Save

Is this your first online course?

- Yes
- No

Question 30

Save

Additional Comments (if necessary)
Is this your first online course?

Normal 3 Times New Roman B I U [bulleted list icons]

Question 31

Save

Would you be likely to take another online course?









- Yes
- No

Question 32

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APPENDIX D









Additional Comments (if necessary)
Would you be likely to take another online course?

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Question 33

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







In your opinion, what else (if anything) could this instructor do to improve your learning in this course?

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In your opinions, what part of this course was most effective to your learning?

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Submit