FULL-TIME 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
TABLE OF CONTENTS

AGREEMENT ................................................................................................................. 1

ARTICLE I  DEFINITIONS.................................................................................................. 2

ARTICLE II  RECOGNITION AND REPRESENTATION..................................................... 3
  Section 2.1.  Recognition............................................................................................ 3
  Section 2.2.  Duty of Fair Representation.................................................................. 3
  Section 2.3.  Meeting with Other Faculty Organizations .......................................... 3

ARTICLE III  STATUS OF THE AGREEMENT ................................................................ 4
  Section 3.1.  Ratification and Amendment .................................................................. 4
  Section 3.2.  Precedence of Agreement ..................................................................... 4
  Section 3.3.  External Law .......................................................................................... 4

ARTICLE IV  BOARD RIGHTS ............................................................................................ 5

ARTICLE V  ASSOCIATION-BOARD RELATIONS.......................................................... 7
  Section 5.1.  Dues Checkoff ...................................................................................... 7
  Section 5.2.  Information to Association ..................................................................... 8
  Section 5.3.  Information to Third Parties ................................................................. 8
  Section 5.4.  Bulletin Boards ...................................................................................... 8
  Section 5.5.  Mailboxes .............................................................................................. 8
  Section 5.6.  Association Use of College Meeting Rooms ......................................... 8
  Section 5.7.  COPE Deduction ................................................................................... 8

ARTICLE VI  GRIEVANCE PROCEDURE ........................................................................ 10
  Section 6.1.  Definition (Contract Grievance) ............................................................ 10
  Section 6.2.  Grievance Initiation .............................................................................. 10
  Section 6.3.  Informal Resolution .............................................................................. 10
  Section 6.4.  Procedure ............................................................................................ 10
  Section 6.5.  Limitation on Authority of Arbitrator ...................................................... 13
  Section 6.6.  Definition (Policy Grievance) ................................................................ 13
  Section 6.7.  Time Limits .......................................................................................... 13

ARTICLE VII  GENERAL PROVISIONS .......................................................................... 15
  Section 7.1.  Gender ................................................................................................. 15
  Section 7.2.  Tuition Waiver ...................................................................................... 15
  Section 7.3.  Mileage Reimbursement ...................................................................... 16

ARTICLE VIII  CONDITIONS OF EMPLOYMENT ......................................................... 17
  Section 8.1.  Essential Functions and Duties of a Full-Time Faculty Member .......... 17
  Section 8.2.  Tenure ................................................................................................. 18
  Section 8.3.  Office Hours ......................................................................................... 18
  Section 8.4.  Outside Employment .......................................................................... 19
Section 8.5. Notice of Resignation ................................................................. 19
Section 8.6. Commencement ...................................................................... 19
Section 8.7. Academic Calendar ................................................................. 20
Section 8.8. Class Size ................................................................................. 20
Section 8.9. Class Schedules ...................................................................... 21
Section 8.10. On-Line and Hybrid Instruction ............................................. 22
Section 8.11. Fitness-for-Duty Examinations .............................................. 23

ARTICLE IX   EVALUATION PROCEDURE ......................................................... 25
Section 9.1. Purpose .................................................................................... 25
Section 9.2. Evaluation of Probationary Instructional Faculty Members .... 25
Section 9.3. Evaluation of Tenured Instructional Faculty Members .......... 28
Section 9.4. Evaluation of Librarians .......................................................... 31
Section 9.5. Evaluations Generally ............................................................... 33

ARTICLE X   DISCIPLINARY PROCEDURES FOR MISCONDUCT ............... 34
Section 10.1. Progressive Discipline ............................................................ 34
Section 10.2. Disciplinary Meeting .............................................................. 34
Section 10.3. Initial Disciplinary Step .......................................................... 35
Section 10.4. Administrative Leave Pending Investigation ....................... 35

ARTICLE XI   PROFESSIONAL DEVELOPMENT ............................................. 36
Section 11.1. Professional Development Allocation .................................... 36
Section 11.2. Professional Development Days ............................................ 36
Section 11.3. Other Professional Development ........................................... 36
Section 11.4. Sabbatical Leave .................................................................... 36

ARTICLE XII   ACADEMIC FREEDOM, PROFESSIONAL RIGHTS, AND
RESPONSIBILITIES ......................................................................................... 39
Section 12.1. Search for Knowledge ............................................................. 39
Section 12.2. Course Goals and Content .................................................... 39
Section 12.3. Rights as a Citizen ................................................................. 39
Section 12.4. Professional Support Standards ............................................ 40
Section 12.5. Intellectual Property .............................................................. 40
Section 12.6. Internet/E-mail Privacy ........................................................... 41

ARTICLE XIII   LEAVES .................................................................................... 42
Section 13.1. Sick Leave .............................................................................. 42
Section 13.2. Sick Leave Bank ..................................................................... 43
Section 13.3. Personal Leave ....................................................................... 44
Section 13.4. Legal Leave ........................................................................... 45
Section 13.5. Leave Without Pay ................................................................. 45
Section 13.6. Bereavement Leave ................................................................. 45
Section 13.7. Secondary Employment While on Leave ................................ 46
Section 13.8. Compensation While on Leave .............................................. 46

ARTICLE XIV   SENIORITY ............................................................................. 47
Section 14.1. Definition of Seniority ..................................................................... 47
Section 14.2. Reduction in Force and Recall .................................................. 49
Section 14.3. Termination of Seniority .................................................................. 49
Section 14.4. Seniority Upon Return to the Bargaining Unit .......................... 50
Section 14.5. Dismissal Procedure ..................................................................... 50

ARTICLE XV COMPENSATION AND WORKLOAD .............................................. 51
Section 15.1. Salaries .......................................................................................... 51
Section 15.2. Initial Placement on the Salary Schedule ....................................... 53
Section 15.3. Instructional Faculty Workload and Overload ................................. 53
Section 15.4. Writing, Math, and Science Centers Coverage ............................... 54
Section 15.5. Student Contact Hour .................................................................... 54
Section 15.6. Teaching Faculty Workweek ............................................................ 54
Section 15.7. Workload for Librarians ................................................................. 55
Section 15.8. Pay Periods .................................................................................... 55
Section 15.9. Substitute Instruction ..................................................................... 55
Section 15.10. Directed Study Compensation ..................................................... 55
Section 15.11. Instructional Faculty Summer School Pay ..................................... 55
Section 15.12. Summer Pay for Librarians ............................................................ 56
Section 15.13. Non-Instructional Summer Employment Applications .................. 56
Section 15.14. Supplemental Employment ............................................................ 56
Section 15.15. Supplemental Assignment .............................................................. 57
Section 15.16. Faculty Senate President/Committee Chair Consideration ........... 58

ARTICLE XVI INSURANCE .............................................................................. 59
Section 16.1. Insurance Coverage ...................................................................... 59
Section 16.2. Insurance Payment ........................................................................ 59
Section 16.3. Insurance Committee ..................................................................... 59
Section 16.4. Right to Change Insurance Carriers .............................................. 60
Section 16.5. Terms of Insurance Policies, Programs, or Agreements to Govern ... 60
Section 16.6. Section 125 Plan ............................................................................ 61
Section 16.7. Insurance for Permanently Disabled Faculty ................................. 61

ARTICLE XVII NON-INTERRUPTION OF SERVICES AND WORK .......... 62
Section 17.1. No Strike ....................................................................................... 62
Section 17.2. Association Responsibility .............................................................. 62
Section 17.3. Judicial Restraint ........................................................................... 62

ARTICLE XVIII ENTIRE AGREEMENT ............................................................ 63

ARTICLE XIX SAVINGS ................................................................................. 64

ARTICLE XX TERM OF AGREEMENT ............................................................. 65
APPENDIX A  Administrative Evaluation of Full-Time Faculty Members

APPENDIX B  Administrative Evaluation for On-Line Courses

APPENDIX C  Student Evaluation for Faculty

APPENDIX D  Student Evaluation for On-Line Courses

APPENDIX E  Evaluation of Librarians

APPENDIX F  College Disciplines

APPENDIX G  2018-2019 Salary Schedule

APPENDIX H  2019-2020 Salary Schedule

APPENDIX I  2021-2022 Salary Schedule
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.

**Faculty:** Unless otherwise expressly provided, the terms “faculty,” “faculty member,” or “full-time faculty member” shall mean those employees 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 faculty member who is employed for one semester or less during the regular academic year.
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 following full-time positions: the full-time instructional faculty members and librarians. For the purposes of this section the term “full-time instructional faculty members” shall mean those faculty members who are tenured or who are working toward tenure eligibility under Section 8.2 of this Agreement and who are not short-term faculty as defined in Article I. Employees excluded from the unit are all others, including, but not limited to, student development professionals, together with all other part-time, administrative, confidential, managerial, and supervisory employees of the College.

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 full-time 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 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 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 department office for use by the Association. 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 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 a full-time 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 full-time
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.

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 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 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 a 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 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 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 a faculty member as to whom there has been an alleged violation or misinterpretation or misapplication of the specific terms of this Agreement, if such faculty member elects not to initiate such grievance; (c) the Association by its President when there has been as to the entire 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.
More than one grievance may be submitted to the same arbitrator if all parties mutually agree in writing.

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 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 a 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 a 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 faculty member shall
have obtained knowledge of the first event giving rise to the grievance. If the 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 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 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. Faculty members, faculty members’ spouses, and their dependent children under 22 years of age shall be eligible for tuition waiver at the in-district standard rate for credit-generating courses taken at the College. In order for any person to be eligible for tuition waiver under this section, such person must notify the Associate Vice President, Human Resources upon enrollment in the course(s) to be taken that semester.

In addition, for any faculty member, faculty member’s spouse or dependent children under 22 years of age to be eligible under this section, the faculty member must be employed by the Board at the start and the completion of any course for which the waiver is granted.

Under this section, “children” shall mean the natural and adopted children of a faculty member and the natural and adopted children of a faculty member’s spouse, and “dependent” shall mean:

- That the student was claimed as a dependent on the faculty member’s most recent federal income tax return or that the student lives with the faculty member and was claimed as a dependent on the most recent federal income tax return of a former spouse of the faculty member; and

- That the student does not claim independent status for other forms of financial aid.

A person eligible under this section who fails to complete a course with a grade of A, B, or C, or in the event of a Pass/Fail course, who fails to complete a course with a passing grade, must pay the College on demand all tuition and fees attendant to any such course(s). If such person shall fail to pay such tuition and fees after two notifications, the Board is authorized to deduct such tuition and fees over eight pay periods.

If the course selected for tuition waiver is not a course for which the standard College tuition rate applies, then the person taking the course shall pay the difference between the then standard tuition rate and the tuition rate that applies to the selected course. If the person taking the course is subject to the out-of-district rate, then the person taking the course shall pay the difference between the in-district and out-of-district rate that applies.
Section 7.3. Mileage Reimbursement. Faculty members who are assigned duties at a location other than their principal place of employment shall be reimbursed at the IRS-approved mileage rate.
ARTICLE VIII
CONDITIONS OF EMPLOYMENT

Section 8.1. Essential Functions and Duties of a Full-Time Faculty Member. A faculty member shall:

a. Deliver Instruction and Maintain Curriculum.
   (1) Teach/conduct assigned classes, labs, clinicals, studio, and internships.
   (2) Prepare lessons and provide course syllabus for courses taught.
   (3) Create a learning environment that fosters student success.
   (4) Develop, integrate, evaluate, and assess student learning outcomes in support of the College’s ongoing accreditation.
   (5) Participate in developing and reviewing curricula and instructional methods and with the articulation of courses as necessary.
   (6) Consult with advisory committee(s) if appropriate for program/curriculum.

b. Evaluate and Assist Students.
   (1) Keep accurate records of student performance including following grading procedures as outlined in the relevant course syllabus.
   (2) Provide students with timely feedback.
   (3) Maintain office hours consistent with Section 8.3 of the Collective Bargaining Agreement.
   (4) Comply with registration/records procedures

c. Participate in Professional Development
   (1) Remain current in one’s discipline.
   (2) Participate in professional growth activities.
d. **Participate in Departmental/Institutional Operations**

(1) Contribute to a collegial and collaborative work environment.

(2) Participate in program review.

(3) Annually participate in program review and academic assessment activities.

   (a) Apply rubric(s) (program or degree, as relevant to discipline) to at least one course assignment, activity, or assessment.

   (b) Compile and submit resultant assessment data as prescribed by Academic Assessment Team.

   (c) Respond to aggregated data in discipline and department meetings.

**Section 8.2. Tenure.** Full-time faculty members shall be eligible for tenure in accordance with the applicable provisions of the Illinois Community College Tenure Act. For the purposes of this section, the term “full-time faculty member” shall include bargaining unit members in Board approved full-time tenure track positions. The Board’s decision to award or deny tenure shall not be subject to the grievance and arbitration procedure set forth in this Agreement, provided, however, that procedural requirements in connection with the award or denial of tenure shall be subject to such grievance and arbitration procedure.

**Section 8.3. Office Hours.** Each faculty member teaching a full load shall schedule and keep a minimum of 5 scheduled office hours each week. Face-to-face office hours will be reduced by 1 hour for every 3 credit hours of on-line instruction a faculty member teaches, provided that face-to-face office hours will never be less than 3 hours per week. Each faculty member teaching less than a full load shall schedule and keep office hours in the same proportion as the number of credit hours taught bears to the minimum number of credit hours that constitute full load. Each teaching faculty member’s office hour schedule shall be posted on or near the faculty member’s office door and submitted for review to the appropriate dean or the dean’s designee with a copy to the Vice President, Academic Services no later than the end of the first week of each semester or session. If an office hour schedule is unacceptable to the Board, then the faculty member shall be informed of the reasons why it is unacceptable, and the schedule shall be returned to the faculty member for revision. In addition to scheduled office hours, all teaching faculty members shall keep up to 5 additional office hours per week by appointment. Subject to the review of the appropriate dean or the dean’s designee, all office hours shall be scheduled at times and places to provide reasonable convenience for students who wish to confer with a faculty member.
Each faculty member teaching during the summer session shall schedule and keep a minimum of one office hour per week for each course taught.

**Section 8.4. Outside Employment.** No faculty member shall engage in outside or secondary employment which shall constitute a conflict of interest with the faculty member’s professional duties at the College. Any faculty member who engages in outside or secondary employment shall promptly notify the Vice President of Academic Services of such employment, including the name of the employer and the nature of the employment. Such notice shall be given within 30 days after commencing such employment. If the Vice President reasonably determines that such employment may constitute a conflict of interest, the Vice President shall convene a meeting with the President of the Association (or designee) and the faculty member regarding the nature of such employment. After consultation with and input from the Association and faculty member, the Vice President shall determine whether such employment constitutes a conflict of interest.

In the event it is determined that there is a conflict of interest, the faculty member shall be directed to terminate such secondary or outside employment within 30 days of such directive. If a grievance is filed in response to the determination, the faculty member may continue to engage in such employment until the grievance has been resolved. This section shall not be construed to preclude administrative action in accordance with other provisions of this Agreement in respect to faculty members who fail to adequately perform their professional duties at the College.

**Section 8.5. Notice of Resignation.** If a faculty member is contemplating retirement or resignation, such retirement or resignation should be discussed with the faculty member’s immediate supervisor at the earliest opportunity. Notice of intended retirement of a faculty member should be submitted in writing to the Vice President, Academic Services by October 1 of the faculty member’s final academic year of employment. Notice of intended resignation of a faculty member should be submitted in writing to the Vice President, Academic Services by May 15 of the faculty member’s final academic year of employment. Notice of intended retirement under Section 15.16 (Retirement Incentive) and Section 15.17 (Retirement Earnings Program) of this Agreement must also be given to the Associate Vice President, Human Resources as set forth in such Section.

**Section 8.6. Commencement.** Except for good cause, all faculty members will participate in the commencement ceremonies in academic regalia. Any faculty member who expects to be absent from commencement ceremonies shall notify the College President, in writing, of the specific reason for such absence at least five calendar days prior to the commencement ceremonies. If a faculty member is unable to attend commencement due to an emergency, then the faculty member shall, at the earliest possible time, notify the College President or the President’s office of the reasons for the absence.
The Board will provide regalia for those faculty members who do not possess their own.

Section 8.7. Academic Calendar. The term “regular academic year” shall mean the fall and spring semesters. The fall semester shall begin with convocation and end with the last day of final examinations for fall semester classes. Unless otherwise recommended by the calendar committee and/or determined by the Board, the spring semester shall begin with the first day of spring semester classes and end with commencement. The length of the regular academic year shall not exceed 170.5 contractual days for all first-year faculty members and shall not exceed 168 days for all other faculty members. For purposes of this section, a “contractual day” shall be defined as weekdays, Monday through Friday, excluding College holidays, during the regular academic year.

Convocation for all faculty members shall be conducted by the Board during the weekday immediately preceding the first day of classes in each regular academic year covered by this Agreement (e.g., if classes start on a Monday, then convocation would be on the Friday of the preceding week).

Orientation for first-year faculty members shall be conducted by the Board during the weekday immediately preceding convocation in each regular academic year covered by the Agreement.

Except as limited in this section, the Board reserves the right to determine the academic calendar. The Association President shall designate three faculty members to serve on an institutional calendar committee, which shall make advisory recommendations as to the College calendar.

If a faculty member is required to make up a class period due to College cancellations in order to fulfill a mandatory course requirement, then the faculty member will be compensated at the current substitution pay rate (pursuant to Section 15.9 hereof) if the faculty member elects to make up the class on a weekend or a day when the College is not otherwise in session.

Section 8.8. Class Size. Class size for EGL 098 and 099 shall not exceed 20 students per class; for EGL 101, 102, 104, 105, 26 students per class; for RDG 098 and 099, 20 students per class; and for MAT 081, 082, 087, 088, 092, 093, 094, 096, and 097, 26 students per class, at the close of late registration (as determined by the Board) unless:

a. An individual 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 8.9. Class Schedules. Based on a tentative class schedule developed by the Board, deans shall assign classes in accordance with the following procedure.

a. The dean shall communicate special scheduling needs or objectives to all department faculty members.

b. The dean shall thereafter solicit faculty assignment preferences, including preferences for overload and summer classes.

c. Provided that the faculty member has not demonstrated an inability to teach a particular course or courses, the dean shall take into account the following factors in making class assignments, which factors shall be considered of equal weight for the purposes of this section:

- The faculty member’s expressed preferences;
- The faculty member’s education and experience;
- The faculty member’s seniority;
- The faculty member’s reasonable compliance with professional support standards (Section 12.4);
- The distribution of course assignments within the department in order to promote versatility among the department’s faculty.

Notwithstanding any other provision in this section, a 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 each such course or section for the first four academic terms in which it is taught.

Load and overload shall be assigned to a faculty member in preference to any dean, other administrative employee, or part-time faculty member during the regular schedule development period provided that such preference for overload shall not exceed six course contact hours during a semester. As used in this Agreement, the “regular schedule development period” concludes upon the publication of the schedule and its release to the general public prior to registration. A faculty member may be assigned overload in excess of six course contact hours by agreement of the faculty member and appropriate dean.

Notwithstanding the foregoing, if the Board determines that a faculty member’s total compensation for any year hereunder may exceed the maximum amount that would preclude a financial penalty to the Board (as established by then-current law, rule, or regulation), and the Board further determines that such excess compensation may be a factor in the State Universities Retirement System’s (“SURS”) determination of such faculty member’s final rate of earnings for annuitant purposes, a discussion will be held between the dean and the faculty member to determine the best course of action to minimize any financial penalty. If after such discussion the Board reasonably
determines that such excess compensation is likely to be used by SURS to determine the faculty member’s final rate of earnings for annuitant purposes, then such course of action may include the withholding of approval for any overload and/or summer class.

The final class schedule and faculty assignments shall be determined by the Board. In the event of a class cancellation after a class has met, the faculty member shall be compensated at the rate specified in Section 15.9 of this Agreement for each student contact hour of instruction prior to such cancellation.

**Section 8.10. On-Line and Hybrid 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. Hybrid instruction is defined as any section of a course that combines traditional classroom instruction with a significant amount (over 50%) of instruction delivered on-line.

b. **First Time Delivery of Online Instruction.** After the effective date of this Agreement, the first time a faculty member teaches a course on-line or hybrid, the enrollment shall be limited to 18 students per section unless the faculty member allows additional enrollment. The on-line/hybrid course offering for that faculty member will be limited to one section in that first semester.

c. **Professional Development for Online and Hybrid Instruction.** The College will provide appropriate professional development and training for faculty members who have no prior on-line instruction experience at LLCC and shall provide appropriate professional development opportunities in order for faculty members to maintain and refine on-line instructional skills. Training for faculty to become certified through Academic Innovation & eLearning (AIeL) shall include:

   (1) Instruction in on-line pedagogical methods.

   (2) Instruction in current instructional technology tools used to support on-line instruction, including, but not limited to, the learning management system.

   (3) Instruction in on-line course development and an on-line course review.

Upon completion of each step set forth above, the 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, faculty members may elect to participate in AIeL training that
is designed and periodically updated to incorporate developments in instructional technology and on-line education. 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 AIeL workshop/training schedule and shall be published at least one month prior to the workshop. Annual offerings must, in combination, total at least 20 points.

Faculty members who successfully complete 16 points of AIeL approved on-line proficiency training shall be paid a lump-sum stipend equivalent to one contact hour at the overload rate. Faculty members may elect such training and qualify for the stipend once, for every year of this contract.

Section 8.11. 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 a 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 faculty member is unable to perform essential job duties as specified under this Agreement (Section 8.1);
- A formal self-report from the 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.

A 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 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 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 faculty member shall be paid. The faculty member will be
placed on administrative leave with pay while awaiting examination results. 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. Purpose. The purpose of this evaluation procedure is to improve instruction; to apprise faculty of their strengths, weaknesses, development, and overall status; to determine the desirability of tenure when an individual is eligible; to provide information for use in making personnel decisions in accordance with 110 ILCS 805/3B (The Tenure Act); and to determine conformance with professional support standards (Section 12.4).

Section 9.2. Evaluation of Probationary Instructional Faculty Members.

a. Administrative Evaluations

(1) The Vice President, Academic Services and/or the President may at any time evaluate any probationary (non-tenured) instructional faculty member during any academic session.

(2) The Vice President, Academic Services shall evaluate each probationary instructional faculty member in writing at least once during each academic year. As part of such evaluation, the Vice President may visit the classroom of such faculty member unannounced. The written evaluation may address any aspect of the probationary faculty member’s performance. Following each written evaluation the Vice President will hold an individual conference with the probationary faculty member to discuss the results of this evaluation.

(3) The appropriate dean shall evaluate each instructional probationary faculty member in writing at least once each academic semester. As part of such evaluation, such dean shall visit the classroom of the probationary faculty member unannounced. The written evaluation may address any aspect of the probationary faculty member’s performance. Following each written evaluation such dean will hold an individual conference with the probationary faculty member to discuss the results of this evaluation.

(4) Such evaluations as are to be performed by the Vice President, Academic Services and appropriate dean may be performed by a designee in emergency circumstances as determined by the Board.
(5) After any unannounced visit by an administrator a probationary instructional faculty member may request an additional classroom visit from that administrator at a mutually agreed upon time. Any additional classroom visit will be followed by a written evaluation by the administrator making such visit.

(6) The instruments used for administrative evaluations of probationary faculty members are attached hereto and made a part hereof as Appendix A and Appendix B. These instruments shall be subject to amendment from time to time by the agreement of the faculty Association and of the Board.

b. Peer Evaluations

A probationary faculty member may, during any academic year, solicit three confidential peer evaluations. The peer evaluations shall be sought from tenured faculty members mutually agreed upon by the probationary faculty member and the appropriate dean or designee. The participation of tenured faculty in peer evaluations shall be voluntary. Peer evaluations shall be sent to the Vice President, Academic Services not later than 90 days prior to the end of the academic year. Copies of such evaluations may be sent to the Chair of the Board of Trustees and the President as any peer evaluator may elect. Peer evaluations shall be destroyed within 30 days after tenure is granted. If tenure is denied, the peer evaluations shall be retained for at least two years from the date of such denial. Probationary faculty members may review confidential peer evaluations only in the event tenure is denied.

c. 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) Student evaluations shall be required in all classes being taught by instructional probationary faculty members.

(3) At the election of the probationary 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.

(4) Student evaluations prepared via hard copy during class shall be distributed by the probationary faculty member and collected and/or delivered by a student to the appropriate dean or dean’s designee.

(5) Each probationary faculty member shall receive a tabulation and summary of student evaluations from the appropriate dean after final grades have been submitted for the course. An individual conference with the probationary faculty member and the dean shall be held to discuss the results of the student evaluations.

(6) Upon request of the probationary faculty member the dean shall provide such probationary faculty member with copies of such student evaluations.

d. Self-Evaluations

(1) At least once per academic year all probationary faculty members shall prepare individual self-evaluations.

(2) The individual self-evaluations shall address at least the following five areas:

(a) Effectiveness of the teaching/learning process by identifying professional strengths and weaknesses.

(b) Evidence of professional growth in teaching effectiveness resulting from personal or professional development activities (workshops, conferences, courses, etc.).

(c) Evidence of institutional service activities including any committee work.

(d) Evidence of program and curriculum development.

(e) Evidence of community service activities.

Such self-evaluations may also address the following three areas:

(a) Evidence of professional growth resulting from previous student and administrative evaluations.
(b) Identification of annual professional growth goals and evidence of progress toward the previous year’s annual professional growth goals.

(c) Use of College-provided professional development allocations, if any.

(3) Completed self-evaluations should be provided by the faculty member to the appropriate dean no later than February 1 before the end of the academic year.

e. Summary Evaluations

The Vice President, Academic Services shall have an individual summary evaluation conference with each probationary faculty member at least once during each academic year. Such conference may occur simultaneously with the conference specified in Section 9.2(a)(2). The Vice President may address any aspects of the probationary faculty member’s performance, including all of the evaluations set forth in this article, and shall identify in writing such deficiencies in a probationary faculty member’s performance as are known to the Vice President. This written summary may be included in the written evaluation specified in Section 9.2(a)(2). The Vice President may offer suggestions to improve the probationary faculty member’s performance. Such summary evaluations may be performed by a designee in emergency circumstances as determined by the Board.

f. Response

A probationary faculty member may submit a written response to any evaluation to the Vice President, Academic Services, who shall keep such response with the original evaluation. The acceptance of a response from a probationary faculty member without further comment or action by the Board shall not imply or create any presumption that the Board agrees with the contents of the faculty member’s response.

Section 9.3. Evaluation of Tenured Instructional Faculty Members.

a. Administrative Evaluations

(1) The Vice President, Academic Services and/or the President may at any time evaluate any tenured faculty member during any academic session.

(2) The appropriate dean shall evaluate each tenured faculty member in writing at least once every third academic year.
(The Board shall determine the year during which such evaluations will take place, provided that approximately one-third of the tenured instructional faculty are evaluated each academic year.) As part of such evaluation such dean shall visit the classroom of the tenured faculty member unannounced. Such visit shall occur during a two-week period agreed upon by the faculty member and such dean. The written evaluation may address any aspect of the tenured faculty member’s performance. Following each written evaluation such dean will hold an individual conference with the tenured faculty member to discuss the results of this evaluation.

(3) Such evaluations as are to be performed by the President, Vice President, Academic Services, and appropriate dean may be performed by a designee in emergency circumstances as determined by the Board.

(4) The instruments used for administrative evaluations of tenured faculty members are attached hereto and made a part hereof as Appendix A and Appendix B. This instrument shall be subject to amendment from time to time by agreement of the faculty Association and of the Board.

b. Peer Evaluations

A tenured faculty member may, during any academic year, solicit up to three confidential peer evaluations. The peer evaluations shall be sought from tenured faculty members mutually agreed upon by the tenured faculty member and the Vice President, Academic Services or designee. The participation of tenured faculty in peer evaluations shall be voluntary. Peer evaluations shall be sent to the Vice President, Academic Services not later than 90 days prior to the end of the academic year.

c. 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) Student evaluations shall be required in one class per semester being taught by instructional tenured faculty members. Such semester or module class shall be selected by the appropriate dean or designee during the fall semester. Such semester or module
class shall be selected by the tenured faculty member during the spring semester.

(3) At the election of the tenured 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.

(4) Student evaluations prepared via hard copy during class shall be distributed by the tenured faculty member and collected and/or delivered by a student to the appropriate dean or dean’s designee.

(5) Each tenured faculty member shall receive a tabulation and summary of student evaluations from the appropriate dean after final grades have been submitted for the course. An individual conference with the tenured faculty member and the dean shall be held to discuss the results of the student evaluations.

(6) Upon request of the tenured faculty member the dean shall provide such tenured faculty member with copies of such student evaluations.

d. Self-Evaluations

(1) Once every third academic year tenured faculty members shall prepare individual self-evaluations. (The Board shall determine the year during which such evaluations will take place, provided that approximately one-third of the tenured instructional faculty shall evaluate themselves each academic year.)

(2) The individual self-evaluations shall address at least the following five areas:

(a) Effectiveness of the teaching/learning process by identifying professional strengths and weaknesses.

(b) Evidence of professional growth in teaching effectiveness resulting from personal or professional development activities (workshops, conferences, courses, etc.).

(c) Evidence of institutional service activities including any committee work.
(d) Evidence of program and curriculum development.

(e) Evidence of community service activities.

Such self-evaluations may also address at least the following three areas:

(a) Evidence of professional growth resulting from previous student and administrative evaluations.

(b) Identification of annual professional growth goals and evidence of progress toward the previous year’s annual professional growth goals.

(c) Use of College-provided professional development allocations, if any.

(3) Completed self-evaluations should be provided by the faculty member to the appropriate dean no later than February 1 before the end of the academic year.

e. Response

A tenured faculty member may submit a written response to any evaluation to the Vice President, Academic Services, who shall keep such response with the original evaluation. The acceptance of a response from a tenured faculty member without further comment or action by the Board shall not imply or create any presumption that the Board agrees with the contents of the faculty member’s response.

f. Supplemental Evaluations

The Vice President, Academic Services may, at such Vice President’s discretion, direct additional administrative and/or student evaluations as the Vice President shall deem necessary if performance and/or conduct deficiencies appear evident to such Vice President.

Section 9.4. Evaluation of Librarians.

a. Administrative Evaluations

(1) The Vice President, Academic Services and/or the President may at any time evaluate any librarian during any academic session.
(2) The immediate supervisor shall evaluate each tenured librarian in writing at least once during every third academic year and each probationary librarian at least once every academic year. The written evaluation may address any aspect of the librarian’s performance. Following each written evaluation the immediate supervisor will hold an individual conference with the librarian to discuss the results of this evaluation.

(3) The instrument used for the administrative evaluations of librarians is attached hereto and made a part hereof as Appendix E. The instruments shall be subject to amendment from time to time by agreement of the faculty Association and the Board.

b. Peer Evaluations

A librarian may, during any academic year, solicit up to three confidential peer evaluations. The peer evaluations shall be sought from tenured faculty members mutually agreed upon by the librarian and the Vice President, Academic Services or designee. The participation of tenured faculty in peer evaluations shall be voluntary. Peer evaluations shall be sent to the Vice President, Academic Services not later than 90 days prior to the end of the academic year.

c. Self-Evaluations

(1) Once every third academic year all tenured librarians and at least once every academic year all probationary librarians shall prepare individual self-evaluations.

(2) The individual self-evaluations shall address at least the following five areas:

(a) Evidence of professional effectiveness by identifying professional strengths and weaknesses.

(b) Evidence of professional growth resulting from personal or professional development activities (workshops, conferences, courses, etc.).

(c) Evidence of institutional service activities including any committee work.

(d) Evidence of program development.

(e) Evidence of community service activities.
Such self-evaluations may also address at least the following three areas:

(a) Evidence of professional growth resulting from previous administrative evaluations.

(b) Identification of annual professional growth goals and evidence of progress toward the previous year’s annual professional growth goals.

(c) Use of College-provided professional development allocations, if any.

(3) Completed self-evaluations should be provided by the librarian to the immediate supervisor no later than February 1 before the end of the academic year.

c. Response

A librarian may submit a written response to any evaluation to the Vice President, Academic Services, who shall keep such response with the original evaluation. The acceptance of a response from a librarian without further comment or action by the Board shall not imply or create any presumption that the Board agrees with the contents of such response.

d. Supplemental Evaluations

The Vice President, Academic Services may, at such Vice President’s discretion, direct additional administrative and/or student evaluations as the Vice President shall deem necessary if performance and/or conduct deficiencies appear evident to such Vice President.

Section 9.5. Evaluations Generally. Only the Board shall have the right to establish or revise the criteria, standards, and the procedure to be used for the evaluation and assessment of all faculty members, except as limited by the written provisions of this article. In addition to the evaluation procedure as set forth in this Agreement, the Board may at any time otherwise assess the performance and qualifications of faculty members for the purpose of making personnel decisions. Only the Board shall have the ability to establish the substantive content and revise any judgments therein of any evaluation of any faculty member.
ARTICLE X
DISCIPLINARY PROCEDURES FOR MISCONDUCT

Section 10.1. **Progressive Discipline.** For just cause faculty members shall be subject to progressive disciplinary action by the administration and/or Board. 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 each verbal reprimand shall be documented and placed in the faculty member’s personnel file, and a copy of the document shall be provided to the faculty member.

b. **Written Reprimand by the Administration.** Any written reprimand shall be provided to the faculty member by the immediate supervisor (or designee), and a copy of such reprimand shall be placed in the faculty member’s personnel file. Prior to the issuance of a written reprimand the administration must have a disciplinary meeting with the faculty member, and the 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 faculty member shall discuss conduct expectations and establish appropriate steps to remediate the misconduct. The faculty member may prepare a response to any written reprimand, which response shall be placed in the faculty member’s personnel file with the reprimand.

c. **Suspension by the Administration.** The President may impose suspension without pay for no more than 30 workdays provided that the faculty member shall be given an opportunity to first meet with the President (or designee) regarding the cause or causes for such suspension.

d. **Remediation Notice by the Board.** Remediation notice may be issued by the Board on the recommendation of the President provided that the faculty member shall be given an opportunity to first meet with the President (or designee) regarding the cause or causes for such recommendation.

e. **Dismissal by the Board.** Dismissal proceedings shall be initiated by the Board in accordance with Article IIB of the Public Community College Act.

Section 10.2. **Disciplinary Meeting.** In respect to any meeting convened under this article, the 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 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 Board may impose administrative leave with pay pending the investigation of such allegation.
ARTICLE XI
PROFESSIONAL DEVELOPMENT

Section 11.1. Professional Development Allocation. Each faculty member shall be awarded $2,500 for use during the term of this Agreement to attend conferences and for other professional development approved by the Vice President, Academic Services, in advance. Payment for professional development shall be on a reimbursement basis unless otherwise agreed by such Vice President, and the award hereunder shall be prorated for any partial employment during the term hereof. Any professional development funds remaining at the end of the term of this Agreement shall be pooled and shall be used, in their entirety, during the academic year immediately following expiration of the Agreement to provide instructional support equipment (including, but not limited to, laptop computers) for faculty members. The aggregate amount of professional development funds remaining upon expiration of the Agreement shall be reported to the President of the Faculty Association upon request.

Section 11.2. Professional Development Days. Up to two days within the academic year shall be designated by the Board as professional development days.

Section 11.3. Other Professional Development. Except as otherwise provided herein, faculty participation in any professional development programs shall be voluntary.

Section 11.4. Sabbatical Leave. In recognition of the Board’s commitment to professional growth among the faculty, sabbatical leaves may be granted to eligible faculty members.

a. Eligibility

Full-time tenured faculty members who have completed a minimum of six years of full-time continuous service to the institution and who meet the professional support standards (Section 12.4) shall be eligible for such a leave. Once a faculty member has completed a sabbatical leave, then the faculty member will not be eligible for another sabbatical leave until completion of at least six years of additional continuous full-time service to the institution.

b. Sabbatical Leave Committee

After conferring with the President of the Association, the President of the College shall appoint the faculty members of the Sabbatical Leave Committee. Such Committee shall be chaired by the Vice President, Academic Services.
c. Application Procedure

Eligible faculty members may submit an application for a sabbatical leave to the appropriate dean no later than November 15 of the year preceding the academic year for which the leave is requested. The application for leave shall be in a format required by the Sabbatical Leave Committee and shall contain a description of a plan for resident study, travel, research, writing, or other activities to be undertaken and shall identify the relationship between such plan for the faculty member’s professional development and program development. The plan must identify any prospect of remuneration from sources other than the Board and shall identify if the faculty member is seeking either a full-time sabbatical for one academic year or a full-time sabbatical for one semester.

d. Application Review and Recommendation

Following the deadline for submission of applications, the Vice President shall convene the Sabbatical Leave Committee and place before the Committee for its consideration all such applications. The Committee may request, and the applicant shall supply, any additional information needed to arrive at a recommendation. The Committee shall review and make no more than four advisory recommendations to the President concerning the granting of sabbatical leaves to eligible faculty members and shall forward to the President the Committee’s evaluation of all other sabbatical applications. Any applicant whose sabbatical leave proposal is not recommended by the Committee may meet with the Chairman of the Committee to discuss the reason that the proposal is not recommended. In full consideration of the Committee’s recommendations, the President shall submit recommendations to the Board together with the Committee’s recommendations and evaluations.

e. Approval Procedure

Following consideration of the application by the Board, the faculty member shall be notified of the decision of the Board with respect to the application. The Board shall arrive at its decision not later than March 30. Failure of the Board to act on a sabbatical leave request shall constitute a denial of such request. Any decision of the Board to approve or deny a sabbatical leave request shall be discretionary. Such decision shall not be subject to any grievance and arbitration procedure set forth in this Agreement, provided, however, that the procedures set forth in this section shall be subject to grievance and arbitration as herein provided. Subject to Board approval, four sabbatical leaves shall be granted in a single academic year, except when the Sabbatical Leave Committee or the President of the College recommends fewer than four applications.
f. Payment

A faculty member on a full academic year sabbatical leave shall receive 50% of his or her salary for that leave. A faculty member on a one semester sabbatical leave shall receive 100% of his or her salary for that leave.

g. Return

The faculty member shall return to the College for two consecutive years of full-time employment immediately following the period of the sabbatical leave. An individual who fails to do so must repay the College the salary granted during the leave period according to the following scale:

(1) Does not return or returns for less than one academic year: reimburse the Board for 100% of the sabbatical salary.

(2) Returns for one academic year or more but less than two academic years: reimburse the Board for 50% of the sabbatical salary.

Upon the Board’s approval of a sabbatical leave, the recipient of such leave shall be required to sign a promissory note for the amount of the sabbatical leave salary. The note shall be declared void by the Board if failure to meet its terms is the result of death or permanent disability (as determined under the permanent disability provisions of the State Universities Retirement System).

h. Report

Upon returning from a sabbatical leave a faculty member shall within 90 days submit a report to the Vice President, Academic Services. Such report shall be in a format as required by the Sabbatical Leave Committee and shall include an identification of the relationship between the faculty member’s professional development activities and program development.

i. Continued Rights and Benefits

Except as otherwise specified herein, a faculty member on sabbatical leave shall continue to receive such rights and benefits of employment as would have been received had the faculty member not been on sabbatical leave.
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. 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. 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. 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 faculty rights and responsibilities, each 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, 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. Faculty members shall convene class in each course during the designated final examination period.

No later than the first week of classes each 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 faculty member shall be informed of the reasons why it is unacceptable, and the syllabus shall be returned to the 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 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 faculty member take such steps as are appropriate so as not to indicate that the faculty member is acting or speaking on behalf of the institution.
Section 12.4. Professional Support Standards. Faculty members shall be responsible for achieving the following standards before receiving identified faculty privileges:

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 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 a faculty member and the College, the following shall apply: instructional materials, programs, or any other work product (“Intellectual Property”) developed by a faculty member on the faculty member’s time and at the faculty member’s expense shall belong to the faculty member; Intellectual Property developed by a faculty member on College time (scheduled faculty time on campus or sabbatical project) and at College expense shall belong to the Board; Intellectual Property developed under circumstances where the faculty member has performed development work on College time and on the faculty member’s own time and/or where the faculty member and the College have both contributed to development costs, shall belong to the 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 faculty member, the Board may use such property only with the consent of the faculty member. If Intellectual Property is owned exclusively by the Board, the faculty member may use such property only with the consent of the Board. If Intellectual Property is jointly owned by the 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 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 faculty member or the President of the College the matter shall be referred to a committee of two College employees selected by the faculty member and two College employees selected by the President. Unless otherwise agreed by the 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 a faculty member's lecture, performance, or presentation be made or used by the College without the consent of the faculty member.

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

Section 13.1. Sick Leave. Except as otherwise provided herein, each faculty member shall be eligible for 15 days of sick leave available on the first day of employment of his or her initial year of employment with the Board. Thereafter, faculty members shall be eligible for 13 additional days of sick leave for each year of service. Any faculty member who shall commence employment after the start of the academic year shall be eligible for sick leave on a pro rata basis (e.g., if a faculty member commences employment at the start of the spring semester, such faculty member shall be eligible for 7.5 days of sick leave). If a faculty member is employed for 8 or more weeks during a summer school session, then such faculty member shall be eligible for 2 additional days of sick leave. If a faculty member is employed for 4 or more weeks but less than 8 weeks during a summer session, then such faculty member shall be eligible for 1 additional day of sick leave.

Unused sick leave may accumulate to a maximum of 360 days, provided, however, that any faculty member who has accumulated more than 360 days of unused sick leave as of August 15, 2015, shall be subject to a maximum equal to that faculty member's accumulated total on August 15, 2015.

Sick leave may be used for reasons of personal illness, temporary disability, including, but not limited to, pregnancy and/or childbirth, quarantine at home, illness in the immediate family or household, extension of bereavement leave as approved by the immediate supervisor, and/or Family and Medical Leave Act (FMLA) leave to care for a child after birth or adoption.

Immediate members of the family or household shall mean spouse (either by marriage or civil union), child, parent, sibling, or corresponding in-law or step-relation, grandchild, grandparent, or any person for whom the employee is a legal guardian or has been legal guardian for the employee.

The Board may require a certification from a physician or other licensed health care professional for the use of sick leave. The Board may require periodic physical examinations during the period of an employee’s absence due to sickness or disability. Examinations administered by a physician at the Board’s request shall be at the Board’s expense.

If pursuant to this section a faculty member misses any part of a workday but less than the entire workday, then the faculty member shall be deemed to have used 1/2 day of available sick leave. If pursuant to this section a faculty member misses an entire workday, then the faculty member shall be deemed to have used 1 day of available sick leave.
Section 13.2. Sick Leave Bank. A voluntary sick leave bank program shall be provided for faculty who meet the eligibility criteria of the sick bank. Human Resources will be responsible for the administration of the sick bank procedures.

The purpose of the sick leave bank shall be to provide extended sick leave for faculty members who have exhausted their individually accumulated sick leave and due to personal or immediate family or household illness or injury are unable to return to work.

Participation in the sick leave bank shall be voluntary. No faculty member who submits application within the specified time limits shall be denied membership. New faculty shall be given a membership application by the Human Resources office at the time of their benefits orientation to participate in the sick leave bank. They must complete the application and return it to the Human Resources office within 60 days of their hire date. Copies of the application forms signed by participating faculty shall be submitted to the Association President or designee. Upon receipt of the application, the Human Resources office shall be empowered to deduct the appropriate number of days (0, 1, 2, as specified below) from each faculty member’s individually accumulated sick leave and deposit same in the sick leave bank. Membership is continued automatically unless a faculty member who wishes to withdraw from the sick leave gives written notice to the Human Resources office by August 16. A faculty member who voluntarily withdraws from the sick leave bank cannot resume participation at a later date.

New faculty who choose to participate in the sick leave bank shall contribute 2 days the first year of their employment. If during any year of operation the number of days in the bank falls below 120, each participating faculty member shall contribute 2 days to the bank. If during any year of operation the number of days in the bank ranges from 120 through 300, each participating faculty member shall contribute 1 day to the bank. If in any year the number of days is over 300, no contribution shall be required of participating faculty. Days deposited shall not be withdrawn when a faculty member ceases to be a member of the bank.

The number of days in the bank at the end of one year shall carry over to the following year. Should the total of days withdrawn from the bank equal the balance at any time, the bank shall cease operations until it can be replenished at the start of the next school year.

Operational Guidelines

Human Resources will be responsible for the administration of the sick bank procedures.

No faculty member shall be allowed to withdraw more than 30 days during one academic year. Should the faculty member be unable to make the application, the Association President or designee may do so on his or her behalf. Before granting the
request, the Human Resources office elicit affirmative answers to the following questions:

a. Is the faculty member presently a member of the sick leave bank?

b. Has the faculty member exhausted his or her individually accumulated sick leave?

c. Is the absence from work due to catastrophic illness or injury to the faculty member or a member of his or her immediate family or household? Examples would include, but not be limited to, heart attack, cancer, car accident, major surgery, etc. The sick leave bank is not intended to provide for short-term illnesses such as 2-day influenza or other minor or short term maladies.

d. Is the faculty member under the care of a medical professional?

The Board shall pay the faculty member’s full salary at such faculty member’s base rate of pay for all days granted from the bank. The number of days paid shall be subtracted from the balance in the bank.

If a faculty member becomes eligible for leave through the sick leave bank due to an incapacitating injury, and such faculty member is, as a consequence of such injury, eligible for disability benefits from worker’s compensation, then the Human Resources office will facilitate payment of the difference between the amount of benefits paid to the faculty member through worker’s compensation and the amount of the faculty member's regular pay. It is the intention of this provision that no faculty member shall receive more pay through worker’s compensation in combination with payments received through the sick leave bank than such faculty member would have received in regular pay had such incapacitating injury not occurred.

Section 13.3. Personal Leave. Except as otherwise provided herein, each faculty member shall be eligible for two days paid leave for personal business during each academic year. Unused personal leave days may accumulate to a maximum of five days. A faculty member may use available personal leave days without stating a reason for the leave. Each faculty member shall provide as much advance notice as possible to the Vice President, Academic Services or the Vice President’s designee for such leave.

If pursuant to this section a faculty member misses any part of a workday but less than the entire workday, then the faculty member shall be deemed to have utilized one-half day of available personal leave. If pursuant to this section a faculty member misses an entire workday, then the faculty member shall be deemed to have utilized one day of available personal leave.
Any faculty member who shall commence employment after the start of the academic year shall be eligible for personal leave on a pro rata basis (e.g., if a faculty member commences employment at the start of the spring semester, such faculty member shall be eligible for one day of personal leave).

Section 13.4. Legal Leave. Faculty members summoned to appear as jurors or witnesses will notify their immediate supervisor as soon as possible after being summoned. Any such faculty member who as a result cannot fulfill his or her assigned duties and responsibilities will suffer no loss in salary, provided the faculty member remits to the Board any compensation or fees received as a juror or witness. Fees designated as reimbursement for travel expenses only may be retained by the faculty member.

Section 13.5. Leave Without Pay. Except as provided by law, the Board may, at its sole discretion, grant a faculty member, upon request, a leave of absence without pay and under such conditions as the Board may specify. A request for a leave of absence without pay by a faculty member shall be initiated by submitting a written request for the leave to the Vice President, Academic Services no later than October 15 or March 15 immediately prior to the semester in which the leave is requested, except in cases of emergencies or other extenuating circumstances. The request should include a summary of the reasons why the faculty member seeks the leave and shall identify a proposed beginning and ending date. If requested, the faculty member shall further provide a summary of his or her objectives in seeking the leave and those accomplishments expected to be achieved if the leave is approved by the Board. Such leave shall not exceed two consecutive semesters, including the semester in which the leave begins but excluding any summer sessions, provided, however, that any faculty member on such leave may request an extension. Such request must be made at least 60 days prior to the ending date of the leave. The Board may, at its sole discretion, grant an extension. A faculty member on such a leave shall be eligible to participate in the College insurance program, provided, however, that such faculty member shall be responsible for payment of the entire cost of any insurance coverage. Specifically, the Board shall have no obligation to make any payment whatsoever on behalf of such a faculty member for insurance coverage during such a leave of absence. Any faculty member who requests and is granted a partial leave without pay shall assume the applicable pro rata payment obligation for such faculty member’s insurance premiums, excluding life insurance premiums. When the Board grants a partial leave without pay, the faculty member shall be paid in the same proportion that the number of contact hours taught bears to the minimum number of contact hours that constitute full load.

Section 13.6. Bereavement Leave. Faculty shall be eligible for paid bereavement leave as follows:

a. Up to three leave days for each death in the immediate family. Immediate family shall mean the faculty member’s spouse, son, daughter, mother, father, brother, sister, corresponding in-law or step relation, or any person for whom the faculty member is the legal guardian.
b. Up to one leave day for each death of relatives once removed, *i.e.*, grandfather, grandmother, grandson, granddaughter, aunt, uncle, cousin, niece or nephew by birth or marriage.

c. Up to one leave day for each death of distant relatives or close friends, as recommended by the faculty member’s immediate supervisor and approved by the Vice President, Academic Services.

**Section 13.7. Secondary Employment While on Leave.** Any faculty member who is unable to work for the College due to a work-related injury is prohibited from working a second job while on leave of absence and receiving compensation and/or benefits from the College. Any employee who has been granted leave under FMLA or is on sick leave from the College is prohibited from working a second job while on such FMLA and/or sick leave.

**Section 13.8. Compensation While on Leave.** In circumstances where a faculty member’s paid leave extends beyond ten contractual days, compensation for contractual leave days (or partial leave days) beyond such ten days shall be paid at the faculty member’s base rate of compensation. Compensation for the first ten days of paid leave shall, in addition to the base rate of compensation, include overload pay and compensation for supplemental employment or supplemental assignments, if applicable.
ARTICLE XIV
SENIORITY

Section 14.1. Definition of Seniority. Except as otherwise noted herein or required by law, the seniority of faculty members shall be based on the most recent date of beginning continuous full-time employment by the Board. Conflicts of seniority among faculty members with the same seniority dates shall be resolved on the basis of the earliest date the initial contract of employment was approved by the Board of Trustees, and if a tie still exists, by drawing lots on or about the first day of employment.

On or before October 1 of each year of this Agreement the Board shall prepare and distribute a seniority list by discipline of all faculty members. In respect to faculty members employed by the Board on or prior to September 1, 1993, competency to render service within any discipline shall be determined by the Board and shall be based on one or more of the following criteria:

a. Transfer Disciplines

(1) Faculty member has earned a master’s or doctoral degree in the discipline.

(2) Faculty member has previously taught course(s) in the discipline and has the ability to teach a substantive range of courses in the discipline.

(3) Faculty member has retrained by completing additional education of at least 18 hours of graduate credit in the discipline and has the ability to teach a substantive range of courses in the discipline.

(4) Faculty member’s teaching experience at the College and/or credentials and other work experiences have otherwise qualified such faculty member for Board acceptance in the discipline.

b. Occupational Disciplines

(1) Faculty member has recently worked at least 2,000 hours (other than work in conjunction with an internship, apprenticeship, or similar educational program) in a field related to the discipline.

(2) Faculty member has met additional qualifications as required by any law, rule, or regulation.

(3) Faculty member has previously taught course(s) in the discipline and has the ability to teach a substantive range of courses in the discipline.
(4) Faculty member has retrained by:

(a) Working at least 2,000 hours (other than work in conjunction with an internship, apprenticeship, or similar educational program) in a field related to the discipline.

(b) Meeting additional qualifications as required by any law, rule, or regulation.

(c) Having the ability to teach a substantive range of courses in the discipline.

(5) Faculty member’s teaching experience at the College and/or credentials and other work experiences have otherwise qualified such faculty member for Board acceptance in the discipline.

In respect to faculty members employed by the Board or retrained after the date of September 1, 1993, competency to render service within any discipline shall be determined by the Board and shall be based on the following criteria:

a. Transfer Disciplines

(1) Faculty member has earned a master's or doctoral degree in any discipline and at least 18 hours of graduate credit in the discipline for which the faculty member is employed.

(2) Faculty member has the ability to teach a substantive range of courses in the discipline.

b. Occupational Disciplines

(1) Faculty member has recently worked at least 2,000 hours (other than work in conjunction with an internship, apprenticeship, or similar educational program) in a field related to the discipline.

(2) Faculty member has met additional qualifications as required by any law, rule, or regulation.

(3) Faculty member has the ability to teach a substantive range of courses in the discipline.

Such seniority list shall be final and binding on all faculty members and shall govern the order in which reductions in force and recalls are implemented by the Board during the term of this Agreement, provided, however, that any faculty member may pursue a grievance (in accordance with Article VI of the Agreement) in connection with
such faculty member’s placement or placements on the annual seniority list. No decision in respect to any such placement grievance at any step in the grievance procedure shall be grievable by the Association or any other faculty member who may assert that such decision has impacted such other faculty member’s placement or placements on the seniority list.

For the purposes of this Agreement, the term “discipline” shall constitute a combination of related courses as determined by the Board and identified by a common course prefix. All College transfer and occupational disciplines are set forth on Appendix F as attached hereto and made a part hereof. If the Board shall add or delete any discipline during the term of this Agreement, then the Board shall revise the then current seniority list within 30 days of any such addition or deletion. For the purposes of this Agreement, the term “position” shall mean a full-time instructional post within the District as budgeted by the Board. A position generally includes instruction of a complement of courses within a discipline but may, with Board approval, include instruction of courses in another discipline or disciplines. Each full-time faculty member shall have the ability to teach a substantive range of courses in such faculty member’s discipline or disciplines.

Section 14.2. Reduction in Force and Recall.

a. Reduction in Force

The reduction in force of faculty members shall be in accordance with the provisions of 110 ILCS 805/3B-5. Notice of dismissal of a faculty member on this basis for the ensuing school year shall be given to the affected faculty member not later than March 1 of the preceding school year. The Board’s decision to institute a reduction in force shall not be subject to the grievance and arbitration procedure set forth in the foregoing Agreement, provided, however, that the procedural implementation of any such RIF decision, including the failure to provide timely notice and/or to RIF in accordance with seniority, shall be subject to such grievance and arbitration procedure.

b. Recall

If a faculty member has been dismissed as a result of the Board’s decision to implement a reduction in force, then during the period of 24 months from the beginning of the school year for which the faculty member was dismissed, such faculty member shall have the preferred right to reappointment to a position entailing services such faculty member is competent to render prior to the appointment of any new faculty member.

Section 14.3. Termination of Seniority. Seniority for all purposes shall be terminated if the faculty member:
a. Quits or resigns employment by the Board.

b. Is terminated in accordance with the provisions of applicable law and/or Board policy.

c. Retires or is retired.

d. Is a tenured faculty member and:

(1) Has been laid off for a period of 24 months from the beginning of the first school year for which the faculty member was honorably dismissed.

(2) Fails to respond to notification of recall within 7 calendar days of its receipt or within 10 calendar days of its mailing, whichever is less, provided that a notice of recall is sent by certified or registered mail (return receipt requested) addressed to the most recent address provided by the faculty member. It is the responsibility of terminated faculty members to notify the Associate Vice President, Human Resources in writing of their latest address.

e. Fails to return from an approved leave of absence at its expiration.

Section 14.4. Seniority Upon Return to the Bargaining Unit. Except as otherwise provided herein, if a faculty member is appointed by the Board to a position outside the bargaining unit and is subsequently returned to a bargaining unit position by the Board, the faculty member shall not be credited with the years of service outside of the bargaining unit but shall be credited with the seniority that was previously accumulated as a faculty member. Faculty members who have served in the position of department or division chair shall be credited with years of service spent in that position prior to 1990 if subsequently returned to the bargaining unit.

Section 14.5. Dismissal Procedure. The dismissal of a faculty member shall be in accordance with the provisions of 110 ILCS 805/3B-3 or 3B-4. If a full-time, non-tenured faculty member is dismissed pursuant to 110 ILCS 805/3B-3, then the Board shall give notice thereof to said faculty member no later than March 1 before the end of the school year or term.

The grievance and arbitration procedure set forth in this Agreement shall not be applicable to the Board’s decision to dismiss a faculty member, provided, however, that procedural requirements in connection with such dismissal shall be subject to such grievance and arbitration procedure.
ARTICLE XV
COMPENSATION AND WORKLOAD

Section 15.1. Salaries.

a. For the 2018-2019 regular academic year, each faculty member (with the exception of new faculty members who commenced employment in fall 2018 and returning faculty members who have already reached Step 24) shall receive an increase based upon one vertical move downward on the salary schedule. Such salary schedule (attached hereto as Appendix G) shall be effective as of August 16, 2018.

b. For the 2019-2020 regular academic year, each returning faculty member (with the exception of faculty members who have already reached Step 24) shall receive an increase based upon one vertical move downward on the salary schedule. Such salary schedule (attached hereto as Appendix H) shall be effective August 16, 2019.

c. For the 2020-2021 regular academic year, each returning faculty member (with the exception of faculty members who have already reached Step 24) shall receive an increase based upon one vertical move downward on the salary schedule. Such salary schedule (attached hereto as Appendix I) shall commence August 16, 2020.

During any year hereof, faculty members who have been at Step 24 of the salary schedule for at least 12 months shall receive a stipend of 1.8% in addition to a salary increase of 1.85% for the 2018-2019 regular academic year, 1.65% for the 2019-2020 regular academic year, and 1.35% for the 2020-2021 regular academic year, provided, however, that this provision shall not apply to any faculty member who has elected to participate in the Retirement Earnings Program pursuant to the terms of a previous Collective Bargaining Agreement between the Board and the Association.

A faculty member shall not be entitled to a vertical move downward on a salary schedule if such faculty member was on an unpaid leave during the previous academic year, provided, however, that the Board may approve vertical movement in advance of any such unpaid leave.

Horizontal Movement on Appendices H, I, and J

Individual faculty members may qualify for horizontal movement on the salary schedules which are in effect during the 2018-2019, 2019-2020, and 2020-2021 academic years. A faculty member’s ability to advance horizontally is dependent upon such faculty member’s attainment of a required number of credit hours. To be considered as credit for horizontal advancement, credit hours must be from institutions of higher education accredited by the state and regional accrediting agency wherein the
institution is located and approved by the U.S. Department of Education to offer courses for credit. To be considered as credit hours for purposes of horizontal advancement to an associate or bachelor's degree column, the credit must be verified by the Vice President, Academic Services.

To be considered as credit towards horizontal advancement upon a salary schedule from the bachelor's degree column to the master's degree column, all credit hours must be:

a. At the graduate level.
b. Earned after a bachelor's degree has been awarded.
c. Relevant to the faculty member's employment at the College.
d. Approved in advance by the Vice President, Academic Services.

To be considered as credit towards horizontal advancement upon a salary schedule beyond the master's degree column, all credit hours must be:

a. At the graduate level.
b. Earned after a master's degree has been awarded.
c. Relevant to the faculty member’s employment at the College.
d. Approved in advance by the Vice President, Academic Services.

A faculty member may also qualify for horizontal advancement by earning certification from a recognized professional organization that establishes performance standards and/or administers training programs relevant to the faculty member's instructional discipline. Advancement by way of certification must be approved by the Vice President, Academic Services in advance of the certification program. Upon completion of such program the Vice President must review and approve all transcripts or other verification documents before a salary adjustment can be implemented as set forth below. Neither the pre-approval or final approval decision of the Vice President shall be subject to the grievance procedures set forth in Article VI hereof. If the Vice President shall reject advancement by way of certification at either the pre-approval or final approval stage, then the faculty member shall be given a written explanation of the basis for such rejection, and the faculty member may elect to appeal the decision to the President of the College. Written notice of appeal (which shall include the faculty member’s position statement) shall be delivered to the President’s Office within 10 workdays of the faculty member's receipt of the written rejection. If the faculty member does not appeal the Vice President’s rejection within such 10 workday period, then the decision of the Vice President shall be final and binding. Upon receipt of an appeal, the President shall schedule a meeting with the faculty member and such other College
representatives as the President shall deem appropriate, and shall render a final and binding written decision within 30 workdays of such meeting.

Unless otherwise approved by the Vice President, Academic Services, faculty members may not advance more than one column by way of certification during their term of employment at the College.

Salary increases based upon horizontal advancement during an academic year can only take effect at the beginning of the fall or spring semester of that year. A faculty member must submit verification of completed credit by having official transcripts sent directly from the institution where the credit was earned to the Vice President, Academic Services. Said course work verification must be received by such Vice President by September 30 for a salary adjustment to become effective retroactive to the beginning of a regular academic year and by January 30 for a salary adjustment to become effective retroactive to the beginning of the spring semester of a regular academic year. If a salary increase based upon a horizontal advancement on the schedule becomes effective as of the beginning of a spring semester, then said adjustment shall be equal to one-half the difference between the amount indicated on the prior column and the amount indicated on the new column at which the faculty member will be placed.

Section 15.2. Initial Placement on the Salary Schedule. Except as otherwise provided herein, the Board shall determine a faculty member’s initial placement on the salary schedule. The column placement on the schedule shall be consistent with the highest educational degree, certificate, or credit earned by the faculty member relevant to the faculty member’s employment at the College from an institution accredited at the time such degree, certificate, or credit was awarded. The step placement on the schedule shall be determined by the Board after consideration of experience and other factors.

Official transcripts from institutions above the high school level as well as other documents to support experience and qualifications must be filed with the Associate Vice President, Human Resources.

Section 15.3. Instructional Faculty Workload and Overload.

Workload. The full-time faculty teaching load shall be 15 course contact hours each semester. For the purposes of this Agreement, course contact hours shall be:

- The number of lecture, laboratory, or clinical hours per week identified for each course in the College Catalog or equivalent assignments (such as team-taught, stacked, double sections, supervising interns, Flex Center); and/or

- Equivalent Supplemental Assignments pursuant to Section 15.15 of this Agreement; and/or
• Other instructional services approved by the Vice President, Academic Services, that fall within the Essential Functions and Duties of Full-Time Faculty Member as set forth in Section 8.1 of this Agreement.

**Overload.** If the Board assigns a faculty member to work course contact hours or their equivalent in excess of 15 during the regular academic year, then overload compensation for each course contact or equivalent shall be in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Year</th>
<th>Compensation</th>
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<tbody>
<tr>
<td>2018-2019</td>
<td>$917.00</td>
</tr>
<tr>
<td>2019-2020</td>
<td>$935.00</td>
</tr>
<tr>
<td>2020-2021</td>
<td>$954.00</td>
</tr>
</tbody>
</table>

Compensation for overload will be paid by the Board during the semester or MOD in which overload services are performed.

**Section 15.4. Writing, Math, and Science Centers Coverage.** Faculty members who provide scheduled services in the Writing, Math, or Science Centers shall be credited with ½ 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.

**Section 15.5. Student Contact Hour.** For the purposes of this Agreement, a student contact hour shall consist of 50 minutes of instruction.

**Section 15.6. Teaching Faculty Workweek.** Faculty members routinely work at least 40 hours a week to adequately perform their professional duties. During any full workweek, which shall contain 5 consecutive calendar workdays as set forth in Section 8.6 of this Agreement, teaching faculty members shall perform at least 26 hours of professional duties while maintaining a physical presence on campus. The required time on campus will be reduced by 5 hours for every 3 credit hours of on-line instruction a faculty member teaches, provided that time on campus will never be less than 10 hours per week. Teaching faculty members shall work on campus a minimum of 4 days per full workweek unless they teach on-line, in which case those teaching 3 credits on-line shall work on campus a minimum of 3 days per full workweek and those teaching 6 credits or more on-line shall work on campus a minimum of 2 days per full workweek.

Nothing in this Agreement shall be construed to guarantee employment for a minimum workweek to any faculty member.

For the purposes of this section, “campus” shall mean the Shepherd Road campus and such other facilities where LLCC classes are held where faculty members
supervise student clinical experiences or practicums and where other institutional activities specifically approved by the Board are conducted.

Any faculty member who shall teach less than a full load as defined in this Agreement shall perform a minimum workweek in the same proportion that the number of contact hours taught by such faculty member bears to 15 course contact hours.

Section 15.7. Workload for Librarians. Librarians shall work 40 hours per week pursuant to a schedule proposed by each faculty member subject to the approval of the Board. If a schedule is unacceptable to the Board, then the faculty member shall be informed of the reasons why it is unacceptable, and the schedule shall be returned to the faculty member for revision and resubmittal within 3 college workdays. If the resubmitted schedule is also unacceptable to the Board, then the Board shall determine such schedule. The regular working day of such faculty shall include a 1-hour unpaid meal period.

Section 15.8. Pay Periods. Faculty compensation hereunder shall be paid by direct deposit to a bank, savings and loan, credit union, or other financial institution selected by the faculty member, provided that any faculty member may elect to opt out of the direct deposit program in favor of receiving paychecks. Direct deposits shall be made or paychecks shall be distributed on the 15th and last day of each month. If any payday falls on a weekend or College holiday, then direct deposits shall be made and paychecks shall be distributed on the last workday preceding such weekend or College holiday.

Section 15.9. Substitute Instruction. Faculty members shall be paid for each student contact hour of substitute instruction at the rate of $65.00 per student contact hour during each year of this Agreement. No faculty member shall be compensated for substitute instruction which conflicts with said faculty member’s other duties.

Section 15.10. 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. 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 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, and $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. Faculty members shall not advise more than 5 directed study students at any given time.

Section 15.11. Instructional Faculty Summer School Pay. Faculty members employed by the Board during any summer term shall be compensated at the rate of
$917.00 for each course contact hour during the summer term of 2019, $935.00 for each course contact hour during the summer term of 2020, and $954.00 for each course contact hour during the summer term of 2021. This section shall not apply to librarians in the performance of their duties as librarians.

Section 15.12. Summer Pay for Librarians. Librarians shall work 3 weeks during each summer, for which they will be compensated on a pro rata basis for each such week worked. Workload for librarians during such weeks shall be in accordance with Section 15.7 (Workload for Librarians), except during those weeks when the Board elects to observe a 4-day workweek, during which their workload shall be 36 hours per week. If the Board elects to offer and a librarian elects to accept additional weeks of summer employment, then compensation shall be at a rate determined by the Board.

Section 15.13. Non-Instructional Summer Employment Applications. Full-time faculty members may submit applications for non-instructional summer employment to an Advisory Committee appointed by the Board, which shall include the Vice President, Academic Services, the appropriate dean, a faculty member from a department other than the department of the applicant, and a second faculty member. This Committee shall consider the application, including the worth of the proposal to the institution, department, and discipline, and budgetary implications and thereafter shall make recommendations to the President, who shall in turn submit the application and recommend action to the Board of Trustees. The Board may approve or disapprove of the application and shall ultimately decide the equated course contact hour value of the project and the maximum number of weeks of compensation. Compensation shall be at the rate specified in Section 15.11.

Section 15.14. Supplemental Employment. Except as otherwise provided herein, if the Board elects to offer additional employment to bargaining unit employees, and the faculty member elects to accept such supplemental employment, then the wages, hours, and terms and conditions of such supplemental employment shall be determined solely by the Board. In such timely fashion as to enable faculty to express interest in supplemental employment opportunities to the Vice President, Academic Services (or designee), the Board shall cause notice of such employment opportunities to be given to the Association President and shall publish notice in the LincLetter when 10 or more days advance notice of the opportunity are available. Such notice shall include:

a. Duties to be performed.

b. Anticipated compensation.

c. Anticipated length of employment.

Once a faculty member has been offered and has agreed to accept supplemental employment, the Association President shall be notified in writing as to the name of the faculty member so employed, the duties to be performed, and the compensation to be
provided. The Board’s selection of a faculty member for employment under this section shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

Except in circumstances where supplemental employment is necessary to meet load (as set forth in Section 15.3 hereof), supplemental employment shall be voluntary. No faculty member shall be discriminated against or coerced on account of the faculty member’s election to reject an offer of supplemental employment.

Section 15.15. Supplemental Assignment. The Board may elect to offer additional employment to bargaining unit employees in the form of supplemental assignments related to department/discipline operations that may include:

a. The services of Adjunct/Dual-Credit Coordinator;

b. Assessment Coordinators;

c. Various course coordinators;

d. Coaches/coordinators for student teams closely associated with an academic program; and

e. Mentors for first-year faculty members.

Supplemental assignments may be offered by a dean to faculty members supervised by such dean during the regular schedule development period as referenced in Section 8.9 hereof. Notice of the availability of a supplemental assignment shall be provided via e-mail to all eligible faculty members. Such notice shall include a summary description of the duties of the supplemental assignment and the proposed remuneration. Interested faculty members shall so advise the dean in writing within five workdays of the notice date. The dean shall offer the supplemental assignment to one of the responding faculty members, and the faculty member may elect to accept such assignment on the basis of the duties and remuneration provided. No faculty member shall be discriminated against or coerced on account of the member’s election to reject an offer of supplemental assignment. Should any faculty member reject a supplemental assignment, the dean shall offer it to another faculty member who expressed an interest. If no faculty member expresses an interest in the supplemental assignment, or if no faculty member accepts such assignment, then the assignment may be offered to an adjunct faculty member supervised by the dean. If no adjunct faculty member accepts the assignment, then the Vice President, Academic Services (or designee) may elect to offer the assignment outside the Department/discipline and, in such event, shall cause notice of such assignment to be given to the Association President and shall publish such notice in the LincLetter. The selection process set forth herein shall apply in circumstances where a vacant assignment or a new assignment is being filled or renewed. Supplemental assignments shall not apply in any circumstances where a
faculty member already receives course-load credit for providing advisory or coaching services.

Unless otherwise established at the time the assignment is made, the duration of the assignment shall be one academic year. If the supplemental assignment duties change during the term of the assignment, then the dean and faculty member shall meet to discuss such change and the need for any compensation adjustment. If the faculty member does not accept the change in duties and/or any proposed compensation adjustment, the faculty member may elect to terminate the assignment.

The Vice President, Academic Services, may offer supplemental assignments and provide notice thereof to all faculty members. The notice selection process and other administrative requirements that apply to deans hereunder shall also apply to the Vice President.

The Vice President, Academic Services, shall maintain a comprehensive list of all supplemental assignments, which list shall include:

a. Duties to be performed;

b. Compensation; and

c. Duration of assignment.

Such list shall be available to the Association President upon request. Faculty members shall have access to such list via their departmental administrative office and the College intranet (portal).

**Section 15.16. Faculty Senate President/Committee Chair Consideration.** A faculty member serving as President of the Faculty Senate or as Chair of Curriculum and Standards Committee, the Academic Assessment Committee, or any committees appearing under the current shared governance structure of the institution (the “Chairs”) shall qualify for an annual professional development allocation (the “Chair Allocation”) of $5,000. Vice chairs of committees appearing under the current shared governance structure of the institution shall qualify for an annual professional development allocation of $2,000 (the “Vice Chair Allocation”). The Chair Allocation and the Vice Chair Allocation shall be awarded in addition to the faculty professional development allocation set forth in Section 11.1 hereof. The Chairs and Vice Chairs shall be awarded their respective allocations on a pro rata basis for any partial year of service.

Any portion of the annual Chair Allocation or Vice Chair Allocation that is not used by the last day of the spring semester classes during any year hereunder shall be added to the pool of remaining professional development funds and expended in accordance with Section 11.1 hereof.
ARTICLE XVI
INSURANCE

Section 16.1. Insurance Coverage. Subject to the other sections of this article, individual faculty members shall be eligible for life insurance in the amount of two times their most recent base school year salary (rounded to the nearest thousand) up to a maximum beneficial amount of $200,000, group medical insurance (which shall include vision benefits), and dental insurance, together with available coverage offered for additional cost to dependents.

Section 16.2. Insurance Payment. For the term of this Agreement the Board shall pay all premiums toward the cost of the faculty member’s basic group term life and dental insurance and shall annually contribute the following amounts toward the cost of the medical insurance plan, if any, selected by each faculty member:

Year 1 (2018-2019): $10,920
Year 2 (2019-2020): $11,140
Year 3 (2020-2021): $11,360

Any portion of the Board’s contribution that is not allocated to medical insurance premium costs may be used to pay HSA contributions (up to the maximum HSA contributions allowed by applicable laws, rules, or regulations without incurring penalties) or, at the faculty member’s election, may be allocated to partial payment of the faculty member’s dependent care coverage premium during the open enrollment period.

If the premium for the medical insurance plan selected by a faculty member shall exceed the annual Board contribution, then the faculty member shall pay the amount of any such excess via payroll deduction.

If a faculty member shall elect not to enroll in any group medical insurance plan offered by the Board, then the Board shall contribute the federally determined maximum contribution (without incurring penalties) into such faculty member’s medical flex account.

Section 16.3. Insurance Committee. The College shall maintain an Insurance Committee throughout the term of this Agreement which shall consist of the Associate Vice President, Human Resources (or designee), the President of the Association (or designee), the President of the Faculty Senate (or designee), the President of the Facilities Services Union (or designee), an appointee of the PAC, and an appointee of the CPAC. If a Committee member is unable to attend a meeting for any reason, then an alternate may attend in his or her place.

The Committee shall meet at least annually (and/or upon the call of any member of the Committee) to review the College’s medical insurance plan, including, but not
limited to, claim costs, fund balances, trends in usage, benefits, and premium charges. The Committee shall be empowered to recommend coverage changes to the Board, and any such changes shall be subject to approval by the Board prior to implementation.

The Committee shall adopt and abide by the following procedures and such other procedures, rules, or guidelines now in effect or hereafter established by the Committee:

- The Committee shall e-mail a meeting agenda to each Committee member at least five working days in advance of any scheduled meeting and will post such agenda on the HR portal.

- The Committee shall e-mail minutes of all meetings to Committee members within five working days following any scheduled meeting and will post such minutes on the HR portal.

- Each Committee member shall undertake a survey of his or her constituent employees at least once every three years. Such survey shall gauge employee satisfaction with insurance products, services, and costs.

- Any Committee meeting that results in recommended coverage changes to be submitted to the Board for consideration or approval must take place at least 14 calendar days prior to the meeting at which the Board acts on such recommended changes.

The parties hereto acknowledge that the Board shall have the right to adjust insurance plan benefits on an annual basis, provided that the Committee shall first have an opportunity for input in respect to any such adjustments and that such adjustments do not conflict with the provisions of Section 16.2 hereof.

Section 16.4. Right to Change Insurance Carriers. The Board retains the right to select and change insurance carriers for employee insurance or otherwise provide for coverage during the term of this Agreement.

Section 16.5. Terms of Insurance Policies, Programs, or Agreements to Govern. The nature and extent of coverage under any insurance policies, programs, or agreements shall be exclusively governed by the terms and conditions set forth therein. Any questions or disputes concerning said insurance policies, programs, or agreements or benefits thereunder shall be resolved in accordance with the terms and conditions set forth therein and shall not be subject to the grievance and arbitration procedure set forth in this Agreement. In the event that the Board shall elect to self-insure any insurance program, the failure of the Board or its third-party administrator to provide any benefit for which it is obligated shall be subject to the claims review procedure set forth in the policy, program, or agreement. After the review procedure has been completed, the
matter may be referred to a mutually acceptable insurance adjudicator for disposition or may be referred to an appropriate court of law.

The failure of any insurance carrier to provide any benefit for which it has contracted or is obligated shall result in no liability to the Board, nor shall such failure be considered a breach by the Board of any obligation undertaken under this or any other agreement. Nothing in this Agreement, however, shall be construed to relieve any insurance carrier from any liability it may have to the Board, faculty member, or beneficiary of any faculty member.

Section 16.6. Section 125 Plan. The Board will offer at least the premium conversion option of a Section 125 plan. Subject to applicable law, such option will allow a faculty member to pay for dependent insurance coverage or any contributions toward such faculty member’s individual insurance coverage by payroll deduction calculated prior to federal and state taxes.

Section 16.7. Insurance for Permanently Disabled Faculty. Until such time, if ever, as the State of Illinois shall enact legislation in respect to health insurance coverage for a permanently disabled faculty member, the Board agrees to provide health insurance coverage (as available to other faculty members) to a permanently disabled faculty member pursuant to the following conditions:

a. The faculty member remains permanently disabled. For the purposes of this provision, the term “permanently disabled” shall mean that the faculty member is unable to work and unlikely to return to work.

b. The faculty member is not employed by any other employer and eligible to participate in such employer’s group health insurance plan.

c. The faculty member is not eligible to participate in the group health insurance plan of any previous employer.

d. The faculty member is not eligible to participate in a health insurance plan provided under any Illinois statute.

e. The faculty member pays all premiums for the health insurance plan selected by the faculty member.
ARTICLE XVII
NON-INTERRUPTION OF SERVICES AND WORK

Section 17.1. No Strike. During the term of this Agreement neither the Association nor any of the 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 faculty members who violate this provision may be terminated or otherwise disciplined by the Board as the Board in its discretion deems appropriate.

Section 17.2. 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 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 17.3. 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 XVIII
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 XIX
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 XX
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

By: [Signature]
Chair

Date: March 27, 2019

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

By: [Signature]
President

Date: April 1, 2019
# Full-time Faculty Administrative Evaluation

<table>
<thead>
<tr>
<th>Category</th>
<th>Comments/Rationale</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOGISTICS</strong></td>
<td>[Note: bulleted items are simply a few examples indicating the desirable trait.]</td>
<td></td>
</tr>
</tbody>
</table>
| A. Effectively Manages Class Time | &middot; presents goals/objectives for the lesson  
&middot; starts class on time  
&middot; dismisses class on time  
&middot; covers essential materials in class  
&middot; leaves time for questions  
&middot; brings necessary materials to class  
&middot; presents an organized lesson | □ Recognized Strength  
□ Meets Expectations  
□ Could Be Improved  
□ Not Applicable  
□ Unable to Observe |
| B. Professional | &middot; dresses appropriately for the class  
&middot; uses appropriate language  
&middot; respectful | □ Recognized Strength  
□ Meets Expectations  
□ Could Be Improved  
□ Not Applicable  
□ Unable to Observe |
| **DELIVERY** | [Note: bulleted items are simply a few examples indicating the desirable trait.] | |
| A. Creative & interesting | &middot; uses creative teaching methods  
&middot; uses technology to support & enhance student learning  
&middot; uses interesting, relevant & personal examples | □ Recognized Strength  
□ Meets Expectations  
□ Could Be Improved  
□ Not Applicable  
□ Unable to Observe |
| B. Effective Communicator | &middot; speaks clearly  
&middot; makes eye contact  
&middot; uses correct English  
&middot; varies inflection  
&middot; engages in active listening | □ Recognized Strength  
□ Meets Expectations  
□ Could Be Improved  
□ Not Applicable  
□ Unable to Observe |
| C. Enthusiastic About Teaching/Topic | &middot; prepares interesting class activities  
&middot; uses gestures & expressions of emotions to emphasize important points | □ Recognized Strength  
□ Meets Expectations  
□ Could Be Improved  
□ Not Applicable  
□ Unable to Observe |
| D. Encourages & Supports Students | &middot; provides praise for good student work  
&middot; helps students who need it  
&middot; provides constructive feedback | □ Recognized Strength  
□ Meets Expectations  
□ Could Be Improved  
□ Not Applicable  
□ Unable to Observe |
| E. Presents Current Information | &middot; relates topic to current, real-life situations  
&middot; uses recent videos, magazines, & newspapers to demonstrate points | □ Recognized Strength  
□ Meets Expectations  
□ Could Be Improved  
□ Not Applicable  
□ Unable to Observe |
## APPENDIX A

### F. Knowledgeable About Subject Matter
- answers students' questions easily
- answers students' questions correctly
- does not read straight from book or notes
- displays confidence
- uses clear & understandable examples

<table>
<thead>
<tr>
<th>Recognized Strength</th>
<th>Meets Expectations</th>
<th>Could Be Improved</th>
<th>Not Applicable</th>
<th>Unable to Observe</th>
</tr>
</thead>
</table>

### 3. ENGAGEMENT [Note: bulleted items are simply a few examples indicating the desirable trait.]

<table>
<thead>
<tr>
<th>A. Promotes Class Discussion/Interaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>- asks challenging questions during class</td>
</tr>
<tr>
<td>- invites questions</td>
</tr>
<tr>
<td>- encourages class participation</td>
</tr>
<tr>
<td>- involves students in group activities during class</td>
</tr>
<tr>
<td>- actively engages students</td>
</tr>
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<table>
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<tr>
<th>Recognized Strength</th>
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<th>Not Applicable</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>B. Promotes Critical Thinking</th>
</tr>
</thead>
<tbody>
<tr>
<td>- asks thoughtful questions to encourage students to think critically</td>
</tr>
<tr>
<td>- asks questions about points that students are making</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recognized Strength</th>
<th>Meets Expectations</th>
<th>Could Be Improved</th>
<th>Not Applicable</th>
<th>Unable to Observe</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>C. Sensitive to Student Comprehension</th>
</tr>
</thead>
<tbody>
<tr>
<td>- makes sure students understand material before moving on to new material</td>
</tr>
<tr>
<td>- repeats information when necessary</td>
</tr>
<tr>
<td>- asks probing questions to check students' understanding</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recognized Strength</th>
<th>Meets Expectations</th>
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</tr>
</thead>
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### 4. PEOPLE SKILLS [Note: bulleted items are simply a few examples indicating the desirable trait.]

<table>
<thead>
<tr>
<th>A. Strong Rapport with Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>- greets students</td>
</tr>
<tr>
<td>- initiates conversations</td>
</tr>
<tr>
<td>- responds respectfully to student comments</td>
</tr>
<tr>
<td>- knows student names</td>
</tr>
<tr>
<td>- interacts with students before &amp; after class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recognized Strength</th>
<th>Meets Expectations</th>
<th>Could Be Improved</th>
<th>Not Applicable</th>
<th>Unable to Observe</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>B. Positive Attitude/Humorous</th>
</tr>
</thead>
<tbody>
<tr>
<td>- smiles</td>
</tr>
<tr>
<td>- laughs with students</td>
</tr>
<tr>
<td>- uses humor appropriately</td>
</tr>
<tr>
<td>- able to laugh at self</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recognized Strength</th>
<th>Meets Expectations</th>
<th>Could Be Improved</th>
<th>Not Applicable</th>
<th>Unable to Observe</th>
</tr>
</thead>
</table>

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 Academic Services Assistant.
Lincoln Land Community College
Full-time Faculty Online Administrative Evaluation

Name of Faculty ___________________________ Number of Students Actively Participating __________

Name of Evaluator ___________________________ ___________________________

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

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<tr>
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<td>[Note: bulleted items are simply a few examples indicating the desirable trait.]</td>
<td></td>
</tr>
</tbody>
</table>
| A. Effectively Manages Class Time | • 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 | ☐ Recognized Strength  
☐ Meets Expectations  
☐ Could Be Improved  
☐ NotApplicable  
☐ Unable to Observe |
| B. Professional | • uses appropriate language  
• respectful  
• promotes etiquette among students | ☐ Recognized Strength  
☐ Meets Expectations  
☐ Could Be Improved  
☐ NotApplicable  
☐ Unable to Observe |
| 2. DELIVERY | [Note: bulleted items are simply a few examples indicating the desirable trait.] | |
| A. Creative & Interesting | • uses creative teaching methods  
• uses technology to support & enhance student learning  
• uses interesting & relevant examples when appropriate | ☐ Recognized Strength  
☐ Meets Expectations  
☐ Could Be Improved  
☐ NotApplicable  
☐ Unable to Observe |
| B. Effective Communicator | • writes clearly  
• uses correct English  
• approachable  
• maintains positive attitude | ☐ Recognized Strength  
☐ Meets Expectations  
☐ Could Be Improved  
☐ NotApplicable  
☐ Unable to Observe |
| C. Enthusiastic About Teaching/Topic | • prepares interesting class activities  
• enthusiasm for class is evident | ☐ Recognized Strength  
☐ Meets Expectations  
☐ Could Be Improved  
☐ NotApplicable  
☐ Unable to Observe |
| D. Responsiveness | • Replies to student communications in timely manner  
• Replies address student communication | ☐ Recognized Strength  
☐ Meets Expectations  
☐ Could Be Improved  
☐ NotApplicable  
☐ Unable to Observe |
| E. Encourages & Supports Students | • provides praise for good student work  
• helps students who need it  
• provides constructive feedback | ☐ Recognized Strength  
☐ Meets Expectations  
☐ Could Be Improved  
☐ NotApplicable  
☐ Unable to Observe |
### APPENDIX B

**F. Presents Current information**
- relate topic to current, real-life situations
- uses recent resources to demonstrate points

- [ ] Recognized Strength
- [ ] Meets Expectations
- [ ] Could Be Improved
- [ ] Not Applicable
- [ ] Unable to Observe

**G. Knowledgeable About Subject Matter**
- answers students' questions easily
- answers students' questions correctly
- displays confidence
- uses clear & understandable examples

- [ ] Recognized Strength
- [ ] Meets Expectations
- [ ] Could Be Improved
- [ ] Not Applicable
- [ ] Unable to Observe

### 3. ENGAGEMENT

[Note: bulleted items are simply a few examples indicating the desirable trait.]

**A. Promotes Class Discussion/interaction**
- asks challenging questions during class
- invites questions
- encourages class participation
- involves students in group activities during class
- actively engages students

- [ ] Recognized Strength
- [ ] Meets Expectations
- [ ] Could Be Improved
- [ ] Not Applicable
- [ ] Unable to Observe

**B. Promotes Critical Thinking**
- asks thoughtful questions to encourage students to think critically
- asks questions about points that students are making

- [ ] Recognized Strength
- [ ] Meets Expectations
- [ ] Could Be Improved
- [ ] Not Applicable
- [ ] Unable to Observe

**C. Sensitive to Student Comprehension**
- makes sure students understand material before moving on to new material
- provides additional information when necessary
- asks probing questions to check students' understanding

- [ ] Recognized Strength
- [ ] Meets Expectations
- [ ] Could Be Improved
- [ ] Not Applicable
- [ ] Unable to Observe

### 4. ONLINE INSTRUCTIONAL SKILLS

[Note: bulleted items are simply a few examples indicating the desirable trait.]

- Demonstrates baseline technology skills to teach online
- Assesses students and utilizes results to enhance learning
- Promotes active learning online

- [ ] Recognized Strength
- [ ] Meets Expectations
- [ ] Could Be Improved
- [ ] Not Applicable
- [ ] 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 Academic Services Assistant.
<table>
<thead>
<tr>
<th>Class Climate</th>
<th>Student Faculty Evaluation (Paper)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lincoln Land Community College</strong></td>
<td></td>
</tr>
</tbody>
</table>

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.

---

<table>
<thead>
<tr>
<th><strong>1.1 ORGANIZATION OF THE COURSE</strong></th>
</tr>
</thead>
</table>
| This instructor was well-organized and the topics were considered in an orderly manner.

<table>
<thead>
<tr>
<th><strong>1.2 EVALUATION AND GRADING</strong></th>
</tr>
</thead>
</table>
| This instructor's tests and assignments covered the assigned materials and the emphasized aspects of the course. These tests and assignments were clearly worded.

<table>
<thead>
<tr>
<th><strong>1.3 ATTITUDE TOWARD STUDENTS</strong></th>
</tr>
</thead>
</table>
| This instructor was considerate of the needs of students, arranged time for the student and gave help, encouragement and advice.

<table>
<thead>
<tr>
<th><strong>1.4 IMPARTIALITY OF INSTRUCTOR</strong></th>
</tr>
</thead>
</table>
| This instructor graded fairly based on students' performance. This instructor treated students equally during class discussion.

<table>
<thead>
<tr>
<th><strong>1.5 ABILITY TO EXPLAIN</strong></th>
</tr>
</thead>
</table>
| This instructor had the ability to give helpful explanations, knew which aspects of the subject were difficult for the student and addressed these difficulties.

<table>
<thead>
<tr>
<th><strong>1.6 SPEAKING ABILITY</strong></th>
</tr>
</thead>
</table>
| This instructor spoke clearly, was easily heard and avoided distracting speech mannerisms.

<table>
<thead>
<tr>
<th><strong>1.7 ATTITUDE TOWARD SUBJECT</strong></th>
</tr>
</thead>
</table>
| This instructor appeared knowledgeable and interested in the subject presented and conveyed enthusiasm in the process of treating materials.

<table>
<thead>
<tr>
<th><strong>1.8 ENCOURAGEMENT TO THINK</strong></th>
</tr>
</thead>
</table>
| 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.

<table>
<thead>
<tr>
<th><strong>1.9 ENCOURAGEMENT OF QUESTIONS</strong></th>
</tr>
</thead>
</table>
| This instructor welcomed questions and respected students' point of view.

---

**APPENDIX C**
1.10 OVERALL EFFECTIVENESS
All factors considered, how effective has this instructor been in this course?

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

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

1.13 Were the grading and evaluation procedures explained by the instructor?

1.14 Generally speaking, was the instructor regular and prompt in meeting classes?

1.15 Was the scheduled class time regularly utilized? (Hei full class session? Used time well?)

1.16 Has this instructor been accessible to you?

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
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
Organization of Course - Additional Comments (if necessary)
This instructor was well-organized and the topics were considered in an orderly manner.

Question 3
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
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.

Normal

Question 5
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
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.

Normal

Question 7
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
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.

Question 9
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
Impartiality of Instructor - Additional Comments (if necessary)
The instructor graded fairly based on students' performance. This instructor rated students equally during discussion board interaction.
APPENDIX D

Question 11
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
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.

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

Question 13
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
Question 14
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.

Question 15
Encouragement of Questions - The instructor welcomed questions and respected students' point of view.

Question 16
Encouragement of Questions - Additional Comments (if necessary)
The instructor welcomed questions and respected students' point of view.
APPENDIX D

Question 17
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
Instructor Ability to Communicate - Additional Comments (if necessary)
This instructor provided clearly written and easy to read messages, assignments, and exams.

Question 19
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
Overall Effectiveness - Additional Comments (if necessary)
All factors considered, how effective has this instructor been in this course?
APPENDIX D

Question 21
Were the overall objectives of the course presented by the Instructor?

○ Yes
○ No

Question 22
Additional Comments (if necessary)
Were the overall objectives of the course presented by the Instructor?

Question 23
Were the instructor's expectations of you, such as term papers, individual projects, class participation, etc., explained to you?

○ Yes
○ No

Question 24
Additional Comments (if necessary)
Were the instructor's expectations of you, such as term papers, individual projects, class participation, etc., explained to you?
Question 25
Were the grading and evaluation procedures explained by the instructor?

☐ Yes
☐ No

Question 26
Additional Comments (if necessary)
Were the grading and evaluation procedures explained by the instructor?

☐ Yes
☐ No

Question 27
Has the instructor been accessible to you?

☐ Yes
☐ No

Question 28
Additional Comments (if necessary)
APPENDIX D

Has the instructor been accessible to you?

Yes  No

Question 30
Additional Comments (if necessary)

Is this your first online course?

Yes  No

Question 31
Would you be likely to take another online course?

Yes  No
APPENDIX D

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

Question 33
In your opinion, what else (if anything) could this instructor do to improve your learning in this course?

Question 34
In your opinions, what part of this course was most effective to your learning?
# Lincoln Land Community College
## Faculty Librarian Evaluation

### Name of Faculty __________________________

### Present Rank ____________________________

### Evaluator ____________________________

### Date ____________________________

<table>
<thead>
<tr>
<th>Category</th>
<th>Comments/Rationale</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library/Service</td>
<td>Takes on responsibility without direction.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
</tr>
<tr>
<td>Library/Service</td>
<td>Meets deadlines, produces quality reports and other assignments.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
</tr>
<tr>
<td>Library/Service</td>
<td>Demonstrates awareness of developments in the field of Library &amp; Information Science.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
</tr>
<tr>
<td>Communication</td>
<td>Actively contributes ideas and collaborates effectively with staff, Department Chair, and other departments of the college.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
</tr>
<tr>
<td>Offers quality library and information services.</td>
<td>Assumes responsibility for maintaining library and information services.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
</tr>
<tr>
<td>Collection development</td>
<td>Serves as liaison to faculty in assigned departments.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
</tr>
<tr>
<td>Collection development</td>
<td>Effective and timely expenditure of assigned budgets.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
</tr>
<tr>
<td>Collection development</td>
<td>Uses appropriate collection development tools to determine quality of sources.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
</tr>
<tr>
<td>Creative &amp; Interesting</td>
<td>Uses technology to support &amp; enhance student learning.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
</tr>
<tr>
<td>Creative &amp; Interesting</td>
<td>Uses interesting, relevant &amp; personal examples.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
</tr>
<tr>
<td>Creative &amp; Interesting</td>
<td>Displays knowledge, enthusiasm, and innovation in structured or classroom instruction.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
</tr>
<tr>
<td>Provides library learning opportunities for students per faculty requests.</td>
<td>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>
| - Promotes library instruction sessions to faculty.  
  - Schedules and keeps appointments for library instruction. | |

<table>
<thead>
<tr>
<th>Effective Communicator</th>
<th>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</th>
</tr>
</thead>
</table>
| - Speaks clearly  
  - Makes eye contact  
  - Uses correct English  
  - Varies inflection  
  - Engages in active listening | |

<table>
<thead>
<tr>
<th>Reference Assistance</th>
<th>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</th>
</tr>
</thead>
</table>
| - Willingly provides reference and research assistance to patrons.  
  - Approachable and knowledgeable about resources.  
  - Attempts to conduct reference interviews to determine needs of patrons. | |

<table>
<thead>
<tr>
<th>Student Interactions</th>
<th>□ Recognized Strength □ Meets Expectations □ Could Be Improved □ Not Applicable □ Unable to Observe</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, skill levels, and physical and mental disabilities.</td>
<td></td>
</tr>
</tbody>
</table>

| 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 Academic Services Assistant.
### APPENDIX F

**COLLEGE DISCIPLINES**

<table>
<thead>
<tr>
<th>Disciplines</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agri-Business Management</td>
<td>ABM</td>
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<tr>
<td>Accounting</td>
<td>ACC</td>
</tr>
<tr>
<td>Architecture and Construction Technology</td>
<td>ACT</td>
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<tr>
<td>Associate Degree Nursing</td>
<td>ADN</td>
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<tr>
<td>Agri-Fertilizer Operations</td>
<td>AFO</td>
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<tr>
<td>Agriculture</td>
<td>AGR</td>
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<tr>
<td>Anthropology</td>
<td>ANT</td>
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<tr>
<td>Air Conditioning, Refrigeration, and Heating</td>
<td>ARH</td>
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<tr>
<td>Art</td>
<td>ART</td>
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<tr>
<td>Astronomy</td>
<td>AST</td>
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<tr>
<td>Auto Body Repair</td>
<td>AUB</td>
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<tr>
<td>Automotive Technology</td>
<td>AUT</td>
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<td>Aviation Management</td>
<td>AVM</td>
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<td>Building Maintenance</td>
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<tr>
<td>Biology</td>
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<tr>
<td>Business</td>
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<td>Computer-Aided Drafting</td>
<td>CAD</td>
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<tr>
<td>Computer Applications</td>
<td>CAS</td>
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<tr>
<td>Computer Design</td>
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<td>Chemistry</td>
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<tr>
<td>Computer Multi Media</td>
<td>CMM</td>
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<td>Computer Networking</td>
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<td>Communication</td>
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<td>Computer Programming</td>
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<td>College Discipline</td>
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<td>-------------------------------------------------</td>
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<tr>
<td>Criminal Justice</td>
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<td>Computer Science</td>
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<tr>
<td>Computer Web</td>
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<td>Cooperative Education Work Experience</td>
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<td>Early Childhood Education</td>
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<td>Economics</td>
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<td>Emergency Medical Services</td>
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<td>Employability Skills</td>
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<td>Exercise and Sports Science</td>
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<td>Emergency Services</td>
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<td>Geography</td>
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<td>Discipline</td>
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<tr>
<td>Horticulture/Landscape Design/Turf Management</td>
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<td>Reading</td>
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<td>Discipline</td>
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<td>Welding</td>
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## 2018-2019 Full-Time Faculty Salary Schedule

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<th>Step</th>
<th>&lt;Associates</th>
<th>Associates</th>
<th>Bachelors</th>
<th>Masters</th>
<th>Masters +15</th>
<th>Masters +30</th>
<th>Masters +45</th>
<th>Doctorate</th>
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<td>40,056</td>
<td>42,165</td>
<td>44,384</td>
<td>46,604</td>
<td>48,934</td>
<td>51,380</td>
<td>53,948</td>
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<td>39,577</td>
<td>41,660</td>
<td>43,852</td>
<td>46,160</td>
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<td>50,891</td>
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1.65% increase from 2018-2019
## 2020-2021 Full-Time Faculty Salary Schedule

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1.35% increase from 2019-2020