

**CONTRACTUAL AGREEMENT BETWEEN
THE BOARD OF TRUSTEES
OF COLLEGE OF DuPAGE**

and

**COLLEGE OF DuPAGE
FACULTY ASSOCIATION IEA/NEA**

August 16, 2023 through May 31, 2027

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CONTRACTUAL AGREEMENT BETWEEN

The BOARD OF TRUSTEES of COLLEGE OF DuPAGE operating under the provisions of the Illinois Public Community College Act of the State of Illinois

and

COLLEGE OF DuPAGE FACULTY ASSOCIATION IEA/NEA

This Contractual Agreement is entered into this day, by and between the Board of Trustees of College of DuPage, hereinafter called the Board, or the College, and the College of DuPage Faculty Association IEA/NEA, hereinafter called the Association.

This Contractual Agreement is negotiated pursuant to the Illinois Educational Labor Relations Act, PL83 1014, to establish the terms and conditions of employment for the members of the bargaining unit herein defined.

Whereas, the Board and the Association recognize and declare that providing quality higher education for residents of this College district is their mutual aim and

Whereas, the College personnel is qualified to participate in recommending policies and educational programs, and

Whereas, the parties have reached certain understandings which they desire to confirm in this Contractual Agreement.

It is hereby agreed as follows:

A RIGHTS OF THE ASSOCIATION

A 1 RECOGNITION, TITLES, AND FACULTY RANK

A 1.a RECOGNITION

The Board of Trustees of College of DuPage and/or its designated representatives hereby recognizes the College of DuPage Faculty Association as the sole and exclusive negotiating representative for regular full-time Faculty including counseling faculty, library faculty, student advising faculty, and coordinators employed or hereafter employed by the Board.

"Included are all regularly employed full-time Faculty Members including counseling faculty, library faculty, student advising faculty, and coordinators. Regular full-time Faculty is defined as an employee who is offered and accepts a nine-month or two-semester academic year appointment (or twelve months in the case of student advising faculty), has not been terminated, and whose duties for over 50% of the employee's time include a majority of those functions listed in this agreement as the duties of Teaching Faculty, duties of Counseling Faculty, duties of Advising Faculty, or duties of Library Faculty. The personnel in the positions of Library Faculty, are also considered regular full-time Faculty. Employees whose positions are funded by contracts or agreements with outside governmental or private agencies are included in this bargaining unit. Current Faculty who are part of the bargaining unit and are subsequently transferred to a grant or contract with an outside agency will remain in the bargaining unit. Full-time substitute Faculty employed for less than one full semester are not part of the bargaining unit. Full-time substitute Faculty employed for one or more semesters are covered by this agreement. Full-time substitute Faculty are those hired to replace full-time Faculty who are on a nine-month or two-semester contract and who for some reason are unable to fulfill their commitment."

(From Illinois Educational Labor Relations Board Corrected Order of Certification issued June 30, 2010.)

Excluded are the President, Provost, Associate/Assistant Provosts, Vice Presidents, Controller, Deans, other administrative staff, managerial, or supervisory staff, classified staff, nurses, confidential employees, directors, and any new position which may be hereinafter created which includes among its responsibilities the making of meaningful recommendations/ decisions concerning the employment, evaluation, transferring, assignment, disciplining, or dismissal of full-time Faculty Members."

(From Illinois Educational Labor Relations Board Corrected Order of Certification issued June 30, 2010.)

Each Faculty Member shall be advised of the Administrator who serves as her/his supervisor.

A 1.b TITLES

The terms Faculty, Faculty Member and/or Instructor as herein used shall apply to all persons represented by the Association.

A 1.c FACULTY RANK

STEP Experience Factor	Master's Degree A	Master's Plus 30 B	(Doctorate (for new incoming placement) or Master's Plus 60 C	Doctorate (for Tenured Faculty) or Master's Plus 75 D**	E***	Rank ****
1	1	1	1	1	1	I
2	2	2	2	2	2	I
3	3	3	3	3	3	I
4	4	4	4	4	4	T
5	5	5	5	5	5	T
6	6	6	6	6	6	T
7	7	7	7	7	7	C
8	8	8	8	8	8	C
9	9	9	9	9	9	C
10	10	10	10	10	10	P
11	11	11	11	11	11	P
12	12	12	12	12	12	P
13	13	13	13	13	13	P
14	14	14	14	14	14	P
15	15	15	15	15	15	P
16	16	16	16	16	16	P
17	17	17	17	17	17	P
18	18	18	18	18	18	P
19	19	19	19	19	19	P
20	20	20	20	20	20	P
					21	P

NOTE* Full time Faculty Members employed through the 2019 Academic Year shall be grandfathered in their current Rank and Range. If a grandfathered Faculty Member wishes to advance to the next rank, the Faculty Member must meet the requirements per section F2 Ranges of the contract.

- ** May also be earned with Master's Plus 60 and a Personal Education Plan. See Section F 2.1, DEFINITION OF RANGES, of this Contractual Agreement.
- *** Earned through procedures identified in Section F 2.2, E-RANGE, of this Contractual Agreement.
- **** I: Instructor T: Asst. Professor C: Assoc. Professor P: Professor

A 2 ACCESS

The Board assures the Association reasonable non-confidential access to the Board and College resources including but not limited to names and addresses of Faculty Members, reproduction services, meeting rooms and access to Faculty, provided that college meetings, activities and functions have priority.

A 3 FACULTY SENATORS AVAILABILITY

The administration will cooperate in arranging afternoon scheduling so as to facilitate elected Faculty Members' availability for Faculty Senate meetings. The Dean retains full authority to make such scheduling decisions.

A 4 REASSIGNED TIME FOR THE ASSOCIATION

The Faculty Association will receive thirty (30) hours of reassigned time per calendar year to be allocated according to the wishes of the Faculty Senate.

The parties have agreed as follows with respect to Article A 4 of the Contractual Agreement between the Board of Trustees of College of DuPage and College of DuPage Faculty Association IEA/NEA:

1. The thirty (30) hours of reassigned time is an annual allocation. The allocation period begins in Spring Semester and ends in Fall Semester of each calendar year.
2. Not more than 5 hours unused in any year may be carried forward to another year in the same contract period.
3. There will be no carryover of unused reassigned time to a subsequent Contractual Agreement.
4. The President of the Faculty Association will notify the Vice-President of Human Resources or designee and the Faculty Member's Administrator in writing of allocations of reassigned time at least 10 instruction days prior to the effective date of such allocation.
5. For Teaching Faculty, hours used will be charged to the allocation by the number of contact hours for which Teaching Faculty load is reduced from that described in D 7, WORKLOAD OF FACULTY MEMBERS, of the Contractual Agreement.
6. The allocation of Library Faculty and Counseling Faculty load or other nine-month Faculty load, for the purposes of service as a Senate Officer shall be calculated as a percentage of a standard base 15 hour teaching load annualized and applied to a forty hour work week.
7. Teaching Faculty with Association reassigned time will receive a pro rata decrease in office hours.
8. No Faculty Member may be assigned more than 50% reassigned time by the Association in any academic term.
9. If the Association inadvertently exceeds its annual allocation, any excess will be reduced from the subsequent year's allocation.

A 5 MEMBERSHIP DUES DEDUCTION

The College shall, upon the written request of an employee, withhold from the employee's compensation any dues (including payments or contribution) payable by the employee to the College of DuPage Faculty Association, IEA-NEA (CODFA). Each year by or prior to September 1st, CODFA will notify the College in writing of the exact amount of membership dues to be deducted and include a list of its current membership. The College will process membership forms from employees who become CODFA members after September 1st within 10 working days. The College will make

deductions in equal amounts in the last five pay periods of the Fall term and the first five pay periods of the Spring term each academic year. The College shall transmit such withholding to CODFA within 10 working days from the time of the withholding. CODFA will indemnify and hold harmless the College from any and all liability by reason of a reasonable execution of this provision. If the College is unable to meet the stated guidelines for any reason it will notify CODFA and the College will then determine a mechanism to ensure that dues are deducted in a timely way.

A 6 COMMITTEE PARTICIPATION

The appointment of fifty percent (50%) of Faculty Members requested for College-wide committees shall be made by the Faculty Association, provided that they appoint members within fifteen (15) instructional days of the request being sent to the Association. If there is an uneven number of faculty member committee openings, the fifty percent (50%) for the Association appointment is determined by rounding up. If the Faculty Association does not provide their selection of faculty committee members by the due date the College President or designee may appoint committee members.

Appointments for the remaining faculty member committee openings will be made by the College President or designee. The Association will be given the opportunity to make recommendations for these openings by submitting a minimum of two (2) faculty names per opening within fifteen (15) instructional days of the request. The College President or designee may appoint committee members outside those recommended by the Faculty Association.

A committee is a group of people appointed to attend to any matter of business referred to them, and includes groups alternatively named, such as teams, councils, task forces, or any other alternatively named group.

As used herein "College-wide committee" shall mean any committee which includes any Faculty Member(s) and whose scope extends beyond two (2) divisions.

A 7 BOARD/ADMINISTRATION/FACULTY COMMUNICATION

The President and Vice-President of the Association and the President of the College shall meet at least once each semester to discuss matters of mutual interest. Nothing herein shall preclude members of the Board of Trustees from attending such meetings.

The Faculty Association Senate, the President and available Cabinet Members of the College shall meet at least once each semester to discuss matters of mutual interest. Prior to the meeting the Senate and Cabinet will agree on an agenda and whether to allow any other parties to be in attendance. Nothing herein shall preclude members of the Board of Trustees from attending such meetings.

A 8 ASSOCIATION SUPPORT

The College will provide the use of the space designated as BIC 2515 comparable space in the BIC Building may be designated by the Board for use by the Faculty Association/Senate as an Association/Senate Office (rent will be adjusted proportionally to the square footage if a space other than BIC 2515 is designated).

The College will provide a phone, keys, Internet access and access to the space. Annual rent of \$1,000 commences upon ratification of this Contractual Agreement. The rate agreed upon shall remain fixed for the life of this Contractual Agreement. The Board and the Association agree that the entire amount of the Faculty Association Office rent will be donated to the Michael T. Murphy Presidential Scholarship administered by the College of DuPage Foundation.

If an Association officer or designee uses a portion of above mentioned office as the officer's sole Faculty office, then all rent charges will be waived for the time period involved. Office furniture and equipment assigned to the Faculty Member will be moved between both offices at College expense no more than once a year.

The Faculty Association will take responsibility for custodial care of the above cited office. All reasonable and necessary maintenance and repair of this space is the responsibility of the College. Any proposed renovations to the above cited office space shall be submitted by the Association for approval by the Board of Trustees, and be at the Association's expense.

A 9 PROGRAM APPROVAL

Part of the approval process within the College for new and revised courses and/or programs shall be the opportunity for the Faculty Association's review with recommendations.

Membership of the College Curriculum Committee (CCC)

- One Full-time Faculty member per group or category as noted below chosen by the Faculty Association Committee on Committees (CoC) in consultation with the Division Curriculum Committee (DCC), for a minimum term of two years with the option for reappointment. To ensure continuity, each year approximately 50 percent of these members should be completing their terms. (CoC will place call for volunteers, then send list of applicants to DCC. DCC will send their recommendation to CoC for approval; CoC will then send the recommendation to Faculty Association Senate for approval.)

The CCC representation structure is as follows:

- Associate Vice President for Academic Affairs (chair, non-voting, tie-breaker) - 1
- Business and Applied Technology - 2 faculty members
- Arts, Communication and Hospitality - 2 faculty members
- Nursing Health Sciences - 2 faculty members
- Liberal Arts - 2 faculty members
- Social/Behavioral Sciences and the Library - 2 faculty members
- STEM - 2 faculty members
- Public Services - 2 faculty members
- Academic Divisions Administration - 6 Administrators
- Library Faculty – 1 faculty member
- Counseling Faculty – 1 faculty member
- Faculty Senate Liaison – 1 faculty member
- Articulation Coordinator (non-voting) - 1 (by position)
- Student Representative (non-voting) - 1 student member
- Curriculum Coordinator (non-voting) 1 (by position)
to prepare meeting packets and take and distribute meeting minutes

Modification to the membership or the structure of the CCC requires approval of CODFA, the college President, and the Provost.

Duties and Responsibilities of the College Curriculum Committee

- The committee will ensure that each proposal is consistent with college mission and vision statements.
- The committee will determine whether each proposal is IAI compliant (if applicable) and meets ICCB guidelines.
- The committee will resolve issues involving overlap among divisions.
- The initiator/sponsor (or designee) is expected to be present at the CCC meeting. The associate dean/dean may also be present.
- The committee will either approve a proposal, OR recommend revision, OR reject the proposal.
- Agendas of the CCC meetings will be made available in an internal electronic format such as an intranet or portal site and through an e-mail sent to Administrators, Classified and Full-Time Faculty.
- Minutes of the CCC meetings will be made available in an internal electronic format such as an intranet or

portal site and through an e-mail sent to Administrators, Classified and Full-Time Faculty.

- Decisions will be made by majority vote of the committee.
- The chair or designee will inform the college community of meeting times and agenda items and notify the appropriate initiator/sponsor of when a proposal will be considered by the committee.
- Other than the procedures specific in this report, the CCC will establish a regular meeting schedule during the academic year.

B RIGHTS OF THE BOARD

B 1 GENERAL RECOGNITION OF RIGHTS OF THE BOARD

Subject to the provisions of this Contractual Agreement and except as expressly provided otherwise by the terms of this Contractual Agreement, the Board of Trustees reserves and retains full rights, authority, and discretion in the proper discharge of its duties and responsibilities to control, supervise, and manage the College and its professional staff; to determine and administer educational policy; to operate the College and direct the professional staff; and otherwise retain all rights, authority, and discretion which are exclusively invested in the Board of Trustees or the College President under governing law, ordinances, rules and regulations as set forth in the Constitutions and laws of the State of Illinois and of the United States. It is normally recognized that the Board exercises most of its powers, rights, authorities, duties and responsibilities through the College President and members of the administrative staff.

C RIGHTS OF THE FACULTY MEMBER

C 1 CODE OF ETHICS

A Faculty Member will adhere to the provisions of current Board Policy 3.01.

C 2 ACADEMIC FREEDOM

Institutions of higher education are conducted for the common good and not to further the interests of either the individual Faculty Member or the institution as a whole. The common good depends on the free search for truth and its free exposition.

Academic freedom is essential to these purposes and is fundamental for the protection of the rights of the Faculty in teaching and of the student in learning. It carries with it duties correlative with rights.

Academic freedom shall be guaranteed to all Faculty Members and no arbitrary limitations shall be placed upon study, investigation, presentation and interpretation of facts and ideas concerning humans, societies, the physical and biological world, and other branches of learning.

Faculty Members shall be free to present instructional materials which are pertinent to the subject and level taught and shall be expected to present facets of controversial issues in an unbiased manner.

The College Faculty Member is a citizen and a member of a learned profession. When the Faculty Member speaks, writes, or acts as a citizen, the Faculty Member should be free from institutional censorship and/or discipline.

In the execution of the Faculty Member's College duties and responsibilities and in matters related to the College, the Faculty Member should make every effort to be accurate, to exercise appropriate restraint, to show respect for the opinions of others and to indicate in the expression of the Faculty Member's opinions that the Faculty Member is not speaking for or on behalf of the institution.

C 3 OUTSIDE SPEAKERS

The Board recognizes the right of the College community to reasonably assemble and listen to an outside speaker or witness a program sponsored by the institution, provided that this should not be construed as authorizing interference with any regular College program and that no one should be placed in a position where the person is forced to hear a speaker or witness a program that the person finds

objectionable. Faculty Members will follow the Board Policy and College procedures in effect as of the date of ratification of this Agreement related to outside speakers (currently Board Policy 3.30).

C 4 DISTRIBUTION OF MATERIALS

The Board recognizes the right of any Faculty Member to distribute material on campus without censorship through printed or available electronic means. Such material must not be contrary to local, state, or Federal laws. The Board shall have the right to approve or disapprove the distribution of any material if the College is in any way involved in its preparation or distribution, provided the Board shall not disapprove any request by an individual Faculty Member for a reasonable quantity of instructional materials necessary for the performance of the Faculty Member's duties. The Association shall not be required to pay for materials (other than political, social, organizational or like materials, or materials related in any way to collective bargaining) pre-approved by the Administration or as a product of committee functions or the like which have been sanctioned by the Administration. The College may charge for the preparation of materials other than instructional materials of individual Faculty Members or Association materials prepared at the request of the Administration.

C 5 RIGHT OF NON-DISCRIMINATION

The provisions of this Contractual Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious, or discriminatory and which is in compliance with both the Illinois Human Rights Act (775IL CS 5) and Board Policy which include, but are not limited to, freedom from discrimination based on race, color, religion, sex, national origin, ancestry, marital status, disability, sexual orientation, gender identity and expression military status, or unfavorable discharge from military service in connection with employment. A Faculty Member affected by this section may utilize the grievance procedure, but both the Faculty Member and the Association waive their right to any other remedy if arbitration is initiated.

C 6 RIGHTS OF CITIZENSHIP – DUE PROCESS

No Faculty Member shall be dismissed, reduced in rank, or denied a salary increase and/or insurance benefits without written notice, including the specific reason(s) for such action. Such action may not be taken for arbitrary or capricious reasons. If a Faculty Member elects to challenge such action in any administrative or judicial proceeding or forum other than the grievance procedure in the Contractual Agreement, the Faculty Member thereby waives the right to utilize the grievance procedure to resolve such matters or, if already resolved in the Faculty Member's favor, to forego the implementation of such award. (See Section E, GRIEVANCE AND APPEAL PROCEDURES, in this Contractual Agreement.) This section shall not be used as a substitute for statutory procedures for the non-renewal of non-tenured Faculty.

C 7 NON-REPRISAL

The Board shall not discipline, discriminate or take any reprisals or threaten such action against any Faculty Member as a consequence of the filing of any grievance or the exercise of any of the rights granted by any section of this Contractual Agreement.

C 8 LEGAL COUNSEL

Faculty Members may request coverage under current Board policies dealing with provisions of legal representation of employees. Such requests for coverage shall be submitted through the Vice President for Administrative Affairs or designee. Any denial of coverage by the Board shall be subject to the grievance procedure of this Contractual Agreement.

C 8.1 PROTECTION FROM CIVIL SUIT

Faculty Members shall have protection from civil suit. The Board of Trustees will defend, indemnify, and hold harmless a Faculty Member against any and all suits, claims, and demands for damages or requests for other relief arising from a deprivation of a constitutional right, civil right, statutory right, neglect or wrongful acts resulting in death, bodily injury, or property damage while performing duties as defined by state law or as authorized by the Board of Trustees and its agents.

C 8.2 TESTIFYING AND LEGAL COUNSEL

Faculty Members shall have protection under current Board Policy 1.13 – LEGAL COUNSEL, in effect as of the date of ratification of this Agreement to include, but not limited to that policy and the Board of Trustees may provide legal counsel for any Faculty Member who may be requested to testify before any executive, legislative or judicial body when such testimony concerns activities of College of DuPage or is in the interest of the College.

C 9 WAGE GARNISHMENT

When a court ordered wage deduction is received by the College, the employee shall be notified in writing of the action by the Controller's Office.

C 10 PERSONNEL FILES

C 10.1 CONTENTS

The College shall maintain one official personnel file for a Faculty Member in the Human Resources Department. All evaluative materials will be placed in the file and personnel files normally contain the application of the employee, resumes, transcripts, payroll and personnel records, evaluations, and such other memos and correspondence as submitted by the supervisor of the area, the Dean or Director involved, the Vice Presidents or the President.

Only documents contained in the Faculty Member's file may be used for disciplinary purposes or referenced in his/her evaluation.

Copies of all documents in the personnel files must be given to the Faculty Member.

Employees may rebut supervisory memos and correspondence placed into their files. The Faculty Member will have the right to respond to or disagree with any material in their personnel file. This response will be attached to the file copy. Copies of these memos and correspondence must be given to the supervisor of the area involved.

Section C 10.3, PROCEDURE FOR VERIFICATION OF STUDENT COMPLAINTS in this Contractual Agreement will be the method of handling student complaints.

C 10.2 REVIEW AND HANDLING

Personnel files are available for review by the Faculty Member in the Human Resources Office. Other than these files, the Board and all Administrative Officers are prohibited from maintaining files on, or inquiring into, Faculty Member's personal or credit records including using law enforcement authority for records searches or arrest records searches, except as such may directly affect employment at the College.

C 10.2.a REVIEW

No materials are to be inserted or removed from the file at the time of review. The Faculty Member may make copies of items from the file. These files are also available to the Administrator of the area, the Director or Dean involved, the Vice Presidents, Associate/Assistant Provosts, Provost or the President. The file is available for business purposes to these Administrators either at the Human Resources Office or in the Administrator's office.

C 10.2.b HANDLING

At the conclusion of the hiring process the permanent file of the new Faculty Member will contain only records supplied by the candidate. All materials used by the screening committee will be removed from the file. Files containing health information required for a faculty member's assignment will be kept in a secure location separate from personnel or grievance files and will be available to the Faculty Member.

C 10.3 PROCEDURE FOR VERIFICATION OF STUDENT COMPLAINTS AGAINST FACULTY MEMBERS

The Faculty is very aware of the need to prudently protect both the rights of students and their ability to complain reasonably. Such student complaints can promote positive change in both the quality of teaching and in classroom behavior. Therefore, the following procedure will be established:

1. That the Board and Administration may receive student complaints.
2. That such complaints must be determined to be non-spurious in the opinion of the Provost, Associate/Assistant Provost, Dean or Associate/Assistant Dean and, where possible, documented.
3. That complaints reduced to writing and signed by students may be referenced in disciplinary warnings (such warnings must include a suggestion(s) for remediation) to Faculty when deemed necessary by the Provost, Associate/Assistant Provost, Dean or Associate/Assistant Dean within thirty (30) days of the end of the term in which the complaint was registered. The receipt date of written complaints will be documented by the Dean (or designee) or Human Resources (depending upon who receives the complaint). The student's name may be held confidential as an option. If no written communication is made to the Faculty Member within thirty (30) days after the end of the term in which the complaint is registered, then such documents will be removed from all files.
4. That such (name confidential) complaints be sealed and maintained by the Dean or Associate/Assistant Dean.
5. That any documents forwarded to permanent personnel files maintained in the Human Resources Office must of course, be made available to the Faculty Member.
6. That upon recommendation for disciplinary action which will result in deprivation of a property right, e.g., unpaid suspension or termination, any student complaints used as a basis for such action will be opened, (complainants identified) and available for scrutiny to the Faculty Member and Administration or Board.
7. A Faculty Member who believes that a student has violated the College's Code of Student Conduct may file a complaint and request a Student Judicial Hearing, pursuant to College Policy No. 5.15.

Complaints not the subject of disciplinary action, which exceed five years in age, may not be used as a basis for personnel actions.

8. That this procedure is not meant to be applicable to student grade disputes and student comments on Faculty evaluations.

Nothing in this procedure is meant to restrict the verbal discussion of verbal or anonymous complaints and concerns with Faculty and Administrators, but no records of verbal or anonymous complaints may be made to the personnel file maintained in the Human Resources Office.

Faculty reserve the right to grieve the process and/or findings of the investigation.

C 11 INTELLECTUAL PROPERTY RIGHTS

I. Rights to Materials and/or Inventions - Ownership

Materials and/or inventions developed through a contractual work for hire agreement are solely owned by the College and are not available for use without the College's written permission.

Materials and/or inventions produced with substantial support provided by the College will be jointly owned by the author/inventor and the College. A prior agreement must be reached by the author/inventor and the College specifying the sharing of ownership, distribution of materials and fair use within the College.

Materials and inventions made without substantial support or without a contractual work for hire agreement are solely owned by the author/inventor and are not available for use without the written permission of the author/inventor.

“Substantial support” that is not a contractual work for hire will include at least one of the following:

- A. Use of personnel, equipment, supplies, or facilities through contractual agreement with the College.
- B. Technical support for course specific materials in excess of 20 hours. Should a new or revised project require in excess of 20 hours of technical support, ownership will be determined through an agreement with the College and the author/inventor prior to the start of the project.
- C. Release time or remuneration secured by the College through external grants or other awards.

“Substantial support” specifically excludes assistance normally provided by the College in areas of electronic storage, technical training, accessing materials from College instructional systems, resolution of technical problems, coding or programming required to access a course, and other support not in place at the time when the prior agreement is signed. When a work for hire or substantial support prior agreement is not in effect, the College has the right at its sole discretion to provide or withdraw support.

II. Employee Rights to Materials and/or Inventions Produced with “Substantial Support” or “Work For Hire”

- A. When materials and/or inventions are marketed, the author/inventor and the College each are guaranteed a minimum of 10% of the equity gained from the materials and/or inventions. Division of the remaining 80% of the equity will be determined by negotiation. Equity will be shared as it is realized. College costs will be recovered out of the College's share.
- B. If the College discontinues use of materials and/or inventions for more than 24 consecutive months, the author/inventor may ask the College to relinquish all rights to the author/inventor provided that the author/inventor pays all costs of transfer. The College may refuse to relinquish rights to the materials/inventions if the best interests of the College require such a decision.
- C. When materials and/or inventions are owned by the College, either the author/inventor or the College may initiate requests for revision. The College and the author/inventor will initially discuss the necessary revisions and, where appropriate, may agree on the author/inventor's commitment to prepare the necessary revisions. The author/inventor shall prepare any revision initiated by either the author/inventor or the College. Should the author/inventor decline to prepare revisions, or should the author/inventor fail to supply revisions as agreed, or should the College deem it inappropriate for the author/inventor to work on the revisions, the College may contract with another party to have the revisions prepared.
- D. Revision procedures for jointly owned materials will be addressed on a case by case basis and will be considered non-precedent setting.

III. Materials and/or Inventions Developed in Consulting Work

The author/inventor will retain all rights and title in any materials and inventions made by the author/inventor in the course of consulting unless the materials and/or inventions are produced with substantial support by College of DuPage or produced as a work for hire.

IV. Materials/Inventions Developed Specifically for Use at College of DuPage

When materials/inventions are prepared by College of DuPage author/inventor specifically for use in classes at College of DuPage and are sold to students through the College bookstore, no royalties or equity will be paid either to the College or the author/inventor.

C 12 SIGNIFICANT UNEXPLAINED PERFORMANCE DECLINE

I. Introduction

The purpose of this voluntary procedure is for the Faculty Association and the Administration to assist a Faculty Member who has experienced a significant unexplained performance decline. The appropriate Administrator may use this section (C 12) as a way to attempt to address the significant unexplained performance decline. Concerns regarding a performance decline may originate from,

but are not limited to, direct observation and/or reports from students, colleagues, community members or Administrators that are conveyed to the appropriate Administrator.

II. Initial Meeting

If the appropriate Administrator desires to use this section to address the significant unexplained performance decline, the Administrator will schedule a meeting with the Faculty Member and inform the Faculty Member of the reason and the factual circumstances which prompted the need for the meeting. Normally, the meeting(s) will include a representative of the Faculty Association Welfare Committee. If the Faculty Member does not wish to include a Welfare Committee Representative, the Faculty Member must waive that right in writing to the Administrator. The Administrator will provide a copy of the waiver to the Chair of the Welfare Committee within eight (8) days of the meeting.

If a member of the Welfare Committee is not initially included, the Faculty Member may include a member of the Welfare Committee at any other time.

There are three possible outcomes of the Initial Meeting(s).

1. Explanation: The Faculty Member adequately explains that there is no significant performance decline or the concerns are otherwise determined to be unfounded.
2. Acceptance: The Faculty Member acknowledges that there has been a significant performance decline. The Faculty Member may suggest/identify issues which might be contributing to the performance decline. Determining underlying causes may require the involvement of outside experts. The planning phase begins.
3. Unacceptance: The Faculty Member does not adequately explain or accept that there has been a significant performance decline. While the Administration still reserves the right to take disciplinary action if appropriate, the "unacceptance" as defined here, by itself, is not an admission of guilt and unacceptance cannot be the grounds for any disciplinary action.

If the Faculty Member does not accept that there is a performance decline or declines to participate in a plan, the College reserves the right to address issues related to performance through the Faculty evaluation process or to initiate disciplinary action.

No record of the Initial Meeting(s) shall be placed in the Faculty Member's personnel file.

III. Planning

Based on the discussions during the initial meeting(s), the Administrator, the Faculty Member and, if included, the Welfare Representative will develop a mutually agreed upon written remediation plan.

The primary goal of the plan will be to ensure the continued, ongoing delivery of services and/or instruction to the students and/or community and to assist the Faculty Member to the fullest extent possible.

The plan shall be reasonable in its construction and demands. The plan shall include a beginning and ending date and may include agreed upon performance standards with stated consequences if performance standards are not met.

The plan may include, but is not limited to, procedures for monitoring the Faculty Member's conduct and work performance for a specified period of time, referral to the Employee Assistance Program (EAP) and/or an appropriate health care provider, temporary modification (reduction, reassignment, etc.) of job duties, and/or leaves of absence.

A copy of the remediation plan will be placed in the Faculty Member's personnel file.

IV. Evaluation

Within eight (8) days of the ending date of the plan a meeting will occur with the Administrator, the Faculty Member and the Welfare Representative (if not previously waived). At this meeting, the plan and the performance results will be reviewed and discussed.

If the Administrator deems the plan was successfully completed, notation shall be made in the Faculty Member's personnel file.

The Faculty Member's performance during a successfully completed plan cannot be used as grounds for future discipline.

If there is partial performance improvement or failure to improve to the level specified in the plan, the Administrator may work with the Faculty Member and, if included, Welfare Representative, to modify or extend the plan or exercise other options.

If the Faculty Member fails to improve performance, the College reserves the right to address issues related to performance through the Faculty evaluation process or to initiate disciplinary action.

Failure to complete a plan in and of itself cannot be used as a basis for disciplinary action.

Reoccurrence of the significant unexplained performance decline beyond the end date of the plan will be considered a new occurrence and the Administrator may use this section of the Contractual Agreement again.

V. Records

Records created by this section shall be handled in accordance with the Contractual Agreement, including Section C 10, PERSONNEL FILES, and applicable laws.

D FACULTY ASSIGNMENT, WORKLOAD, AND EVALUATION

D 1 ACADEMIC YEAR

All Nine-Month and Two-Semester faculty shall be on duty not to exceed 168 days as provided by the College calendar for the Fall and Spring Semesters. The calendar begins the Opening Day Fall Convocation activities and ends the official last day of the Spring semester.

The determination of an academic calendar will initiate with the Administration and be communicated to the Association for comment prior to final decision by the Administration and the Board.

The Academic Calendar will include four (4) or five (5) days per semester for final evaluations/culminating activities where all time blocks are at least two (2) hours in duration. During this period, Faculty Members shall maintain ten (10) office hours and shall administer exams or conduct some other culminating activity during the times designated for their class exams.

D 2 ASSIGNMENT OF FACULTY

Assignment or reassignment of Faculty shall be the responsibility of the President with the assistance of other appropriate Administrators and shall be based upon a continual assessment of the needs and interests of the students and the community served by the institution. Specific assignments shall be made by the Administration.

The Administration acknowledges that reasonable effort should be made to make the initial offer of assignments to full-time Faculty Members who are fully qualified. It is understood, however, that making of assignments each term shall be within the sole discretion of the College Administration.

D 2.1 INVOLUNTARY ASSIGNMENT

Faculty may be involuntarily assigned to one assignment per academic year outside the normal seven hour assignment day on campus or off campus.

Faculty Members receiving such an Administrator initiated assignment outside the seven hour day, who go home after the normal seven hour day, and must return for another assignment either on campus or off campus, will be compensated for the round trip distance from their home to the assignment at the current level of mileage reimbursement approved by the Board. Such assignments made upon the request of the Faculty Member would not include a mileage allotment.

Faculty Members and Administrators have a mutual responsibility to make clear whether an assignment is voluntary or involuntary. At the request of either party, both parties will execute an "Administrative Assignment" form available through the portal. Such a request shall be made prior to the fifth (5th) instruction day of the term.

D 2.2 REALLOCATION OF ASSIGNMENT

It is further agreed that a Faculty Member may be assigned on an annual basis in order to make the most efficient use of the Faculty Member's time when the greatest number of students are available to be served.

In order to accomplish this, the Administration will have the right to assign the Faculty one additional assignment in one term per academic year. This may be within their normal seven hour assignment day or outside their normal seven hour assignment day, on campus or off campus. Mileage will be paid as appropriate and reasonable time for transit will be allowed. This additional assignment may be banked as a reallocated credit for use in an alternative semester within the current academic year or taken as an overload at the discretion of the Faculty Member.

D 2.3 MODIFICATIONS OF ASSIGNMENT PRACTICES

A Faculty Member may be involuntarily reassigned under the two previous sections: Section D 2.1, INVOLUNTARY ASSIGNMENT and D 2.2 REALLOCATION OF ASSIGNMENT of this Contractual Agreement during only one semester of the academic year.

Reallocation of assignment may take place during one term in the nine-month academic year and extending the Faculty Member's assignment outside the seven hour day may take place during one term in the nine-month academic year.

The current requirement of office hours along with other current assigning practices apply under these practices.

D 2.4 REASSIGNED TIME ASSIGNMENTS

Faculty Members may be reassigned to duties other than those listed in Section D 6, DUTIES OF FACULTY MEMBERS, and its subsections found in this Contractual Agreement. Reassigned time may be granted Faculty who are on special assignment as determined by the Assistant Provost in consultation with the Provost, the College President or the appropriate Vice President.

These Members may be granted up to 60% reassigned time per academic year based on the extent and nature of the assignment. Reduced loads for special assignment will be determined by the appropriate Administrator in consultation with the College President or the appropriate Vice President.

If a reassigned time assignment which is in excess of 60% reassigned time per academic year of the Faculty Member's load continues for more than two consecutive years, the parties shall meet upon request of the Association for the purpose of coming to a written agreement if the intent is to continue the reassigned time assignment in excess of 60% of the Faculty Member's two-semester load. The letter of agreement

shall detail the duties of the position, the length of the continued reassignment and other relevant exceptions to the Contractual Agreement as the parties may agree upon.

Upon signing the agreement, the Administrator approving the reassigned time assignment shall provide a copy of this letter of agreement to the Vice President of Human Resources.

Upon request, at the midpoint of each term, the Administration shall provide the Association with an accounting of reassigned time assignments.

D 2.4(b) NEW FACULTY REASSIGNED TIME

The College will reassign all new full-time faculty a one-course equivalent to participate in new faculty activities during the fall and spring semesters of the first year of employment.

D 2.5 FLEXIBLE SCHEDULE ASSIGNMENTS

In order to provide more flexible scheduling, Faculty Members are expected to meet the requirements of their contractual load. Up to 1/3 of the normal load may be redistributed, upon the mutual consent of the Faculty Member and the Faculty Member's Dean, between either of the two-semesters.

D 2.6 REIMBURSEMENT FOR TRANSIT TIME AND MILEAGE

Mileage reimbursement for the use of privately owned automobiles used from the first campus at which a Faculty Member has a responsibility to the last campus facility at which a Faculty Member has a responsibility during any one day shall be reimbursed in accordance with the current Policy.

D 2.7 COMPENSATION FOR TEACHING LEARNING COMMUNITIES

All Learning Communities proposals will be reviewed by the Learning Communities Proposal Subcommittee. Learning Community Proposals approved by the Learning Community Subcommittee are subject to assignment by the Dean.

LC MODEL	Fully Integrated	Linked Courses
DEFINITION	Typically two, and no more than three courses are scheduled back-to-back with same cohort of students. Faculty are present during class time as appropriate. Faculty design and present lectures, activities, and assignments collaboratively.	Two or more courses are scheduled with the same cohort of students. Faculty select topic(s) and design integrative assignments drawing on the content of all linked courses. Faculty are encouraged (but not required) to meet during one or more of the linked classes a couple of times over the course of the semester.
FACULTY TIME COMMITMENT	DEVELOPMENT: Faculty submit their proposal for approval by the LC Committee and are expected to meet during the semester(s) prior to teaching the Fully Integrated Learning Community to coordinate the integration of courses and develop the syllabi and assignments. TEACHING: Faculty are present during class as appropriate. In	DEVELOPMENT: Faculty submit their proposal for approval by the LC Committee and are expected to meet during the semester(s) prior to teaching the Linked Learning Community to coordinate the selection of topics and development of integrated assignments. TEACHING: Faculty are encouraged (but not required) to meet during one

	addition, faculty should also meet during the semester the Fully Integrated Learning Community is taught to discuss the ongoing integration of the courses.	or more of the linked classes a couple of times over the course of the semester. In addition, faculty should also meet during the semester the Linked Learning Community is taught to discuss the ongoing integration of assignments.
PAY STRUCTURE	<p>DEVELOPMENT: A stipend equal to three (3) hours of overload will be given to each faculty to create the integrated learning community. Payment of stipend will occur upon submission of work product (such as syllabi, integrated assignments, etc.) to the LC Committee. Faculty may revise the LC courses every three-five years and receive the stipend equal to three (3) hours based on approval of the LC Committee.</p> <p>TEACHING: Each faculty is paid for their course according to their regular or overload pay rates</p>	<p>DEVELOPMENT: A stipend equal to one and a half (1.5) hour of overload will be given to each faculty to create the linked course collective. Payment of stipend will occur upon submission of work product (such as syllabi, integrated assignments, etc.) to the LC Committee. Faculty may revise the LC courses every 3-5 years and receive the stipend equal to one and a half (1.5) hour based on approval of the LC Committee.</p> <p>TEACHING: Each faculty is paid for their course according to their regular or overload pay rates.</p>

D 3 REPLACEMENT FACULTY

Full-time Faculty may serve as temporary substitute Faculty Members if they meet the minimum hiring guidelines in the discipline/program in which they are substituting. Full-time Faculty Members who have agreed to substitute with the approval of the appropriate Administrator shall be compensated at the current instructional substitution rate.

D 4 REASSIGNMENT OF FACULTY

The College has the right to add and delete program areas of instruction. See Section A 9, PROGRAM APPROVAL, in this Contractual Agreement. In cases where an educational program or area with one or more Faculty Members is eliminated, those Faculty Members with tenure will be allowed to continue employment as established in Section D 10, TENURE, of this Contractual Agreement. Those Faculty Members without tenure are subject to Section D 11, NON-RENEWAL OF APPOINTMENT, in this Contractual Agreement. Every effort shall be made to find Faculty mutually acceptable assignments and to schedule such Faculty load within their normal seven hour day; however, exceptions to the seven hour day may be made in order to assign a full load as described in Section D 5, WORK WEEK, in this Contractual Agreement.

This paragraph will be superseded by Section D 12, REDUCTION IN FORCE, of this Contractual Agreement when a condition of financial exigency is declared by the Board of Trustees and guided by the Reduction in Number of Faculty Members section of the Illinois Compiled Statutes, Chapter 110, Section 805/3B-5 in matters related to tenure.

D 5 WORK WEEK

Nine-Month and Two-Semester Faculty Members are expected to be on duty five instructional days per week and Advising faculty are expected to be on duty five calendar days per week (any exception to this statement must have approval of the appropriate Administrator and Vice President) and to be available on

campus for instruction, office hours, advising, committee work, and other College related responsibilities as per assignment through the appropriate Administrator. The term “week” as used in this section refers to a calendar week, Sunday through Saturday. Teaching and office hours for Teaching Faculty will be assigned within a seven hour workday between 8 a.m. and 6 p.m. except as stated in Section D 5.1, REDUCED WORKWEEK ASSIGNMENT, or other sections of this Contractual Agreement, or as mutually agreed upon by the Faculty Member and the Faculty Member's appropriate Administrator.

When offered at the discretion of Administration, twelve-month faculty may elect to work Summer Flex Time hours under the same guidelines and expectations as provided to non-bargaining unit employees.

Additionally, Faculty hired after July 1, 1984, may be individually recruited, and specifically hired on conditions of accepting continued assignments to a seven hour work day outside the 8 a.m. to 6 p.m. limitation.

Teaching hours may also be assigned outside the 8 a.m. to 6 p.m. time period to ensure that the Faculty Member has a full load. Such assignment will only occur when insufficient student volume in the Faculty Member's discipline exists between 8 a.m. and 6 p.m.

D 5.1 REDUCED WORKWEEK ASSIGNMENT

At the request of a Faculty Member and with the approval of the appropriate Administrator and appropriate Assistant Provost, a four day assignment will be available.

Criteria, which may be used to determine the availability of a four day assignment will include, but are not limited, to:

1. Four day course schedule
2. Discipline accessibility
3. Evening office hours
4. Evening/weekend assignment
5. Availability for evening advising.
6. Availability for institutional governance.

Faculty will be present for divisional and institutional meetings, in-service days, and for all contractual obligations, even if outside the four day assignment.

D 6 DUTIES OF FACULTY MEMBERS

Faculty duties include:

1. Provide instruction in accordance with the stated philosophy and mission and goals of the College of DuPage.
2. Provide instruction in the field of study incorporating current and relevant technology as appropriate.
3. Ensure course requirements and evaluation procedures are clearly communicated through course syllabi.
4. Provide students with safety and emergency evacuation procedures as provided by the College.
5. Participate in and attend Commencement.
6. Attend College wide meetings called by the President (not to exceed four (4) meetings during the academic year (including Fall and Spring opening sessions). Professional Development opportunities will be offered during Fall and Spring opening sessions and faculty can earn up to two (2) hours of Professional Development during each Fall and Spring opening sessions.
7. Participate in institutional service (defined as department, division, institution, statewide, regional, national, and other professional organizations) as discussed with and approved by the area Administrator.
8. Stay current in their field of expertise.

9. Participate in the College advising system which may include the following:
 - a. Provide student advisement on academic programs within field of expertise.
 - b. Communicate the curriculum, graduation requirements, and prerequisites within area.
 - c. Assist students in selecting courses based on educational and career goals within area of expertise.
 - d. Educate students on college resources and direct them as needed.
 - e. Ensure students are part of the decision making process and provide education of next steps.
 - f. Provide assistance or guidance to students as they define and develop realistic goals and map out of their educational plans.
 - g. Connect students who have declared a major or program of study to the appropriate program advisors and/or faculty advisors.
 10. Provide oral and/or written input as requested by the Faculty Member assigned to complete the written program review in compliance with ICCB and other accrediting bodies.
 11. Ensure appropriate faculty input and participation within disciplines to support accreditation with regional, state, national and/or international agencies.
 12. Develop and update courses in existing degree/certificate programs.
 13. Maintain course records per College directive.
- Compensation for specific duties may be addressed in other sections of the contract.
 No Faculty Member will be required to participate in activities which clearly endanger her/his life or health.

D 6.1 DUTIES OF TEACHING FACULTY

The duties of Teaching Faculty include teaching, office hours, student advisement, course material preparation, curriculum development and evaluation, committee work, and other institutional service (defined as department, division, institution, statewide, regional national, and other professional organizations), and other activities which promote the goals of the College such as the following:

1. Those duties enumerated in Section D6, DUTIES OF FACULTY MEMBERS, of the Contractual Agreement.
2. Provide instruction in classes according to established course outlines and in accordance with the description in the College catalog.
3. Assist students with study problems and in evaluating their potentialities for successful achievement in fields familiar to the Faculty Member, especially those in the Faculty Member's academic and career areas.
4. Assist students in long range program planning and provide information on career goals and opportunities in a field familiar to the Faculty Member, especially those in the Faculty Member's academic and career areas.
5. Maintain accurate attendance, current syllabi, and scholastic records of students and submit required reports according to published deadlines which, include roster and midterm verification and final grades, and may also include first quarter and midterm grades within the learning management system, as appropriate.
6. Perform a significant role in developing and evaluating all of the institution's educational programs.
7. Exercise responsibility in the evaluation of student learning and granting of academic credit.
8. Faculty members will be required to complete six (6) clock hours of Professional Development courses offered by the College per academic year (From Fall in-service through graduation), exclusive of Professional Development funds per Section J3 of the contract. Up to two (2) hours of Professional Development offered outside the College may be pre-approved in the discretion of the Dean to count towards the annual Professional Development requirement and may use J3 funds. Summer Professional Development Hours will be applied to the following academic year's requirement. This Professional Development requirement will not apply to tenure track faculty. Faculty who create and deliver professional development courses can use these hours to fulfill the six (6) clock hours requirement.

D 6.2 DUTIES OF COUNSELING FACULTY

All Counseling Faculty have responsibilities for assisting individual students or community persons to acquire information, develop attitudes, insights, and understanding about themselves and their environment which are necessary for optimal growth and development as a student at College of DuPage. Assistance rendered may be of preventative, developmental or remedial nature. Counseling Faculty will work directly or indirectly with students, utilizing a variety of delivery methods (individual interview, program development, group process, consulting, or training of other helpers), depending on the work setting, Administrator expectations, the specific situation, and the Counseling Faculty Member's talents.

All Counseling Faculty are responsible for providing educational, career, and personal counseling. Additionally, Counseling Faculty Members are responsible for:

1. Those duties enumerated in Section D 6, DUTIES OF FACULTY MEMBERS, of the Contractual Agreement.
2. Development of counseling and referral resources.
3. Support the mental health needs of students.
4. Advising students as assigned by the department administrator.
5. Teaching College 1100, College 1105, College 1110, or College 1115, other College prefixed courses, or equivalent courses (as needed).
6. Maintenance of liaison relationships with Faculty/Staff in academic divisions as assigned by the department administrator.
7. Participation in staff development for advising, counseling, affective growth, and making referrals.
8. Participation in student development programs.
9. Supervision of Counseling Faculty interns.
10. Other counseling services as part of a centralized support system for student success.
11. Other duties as individually assigned.
12. Faculty members will be required to complete six (6) clock hours of Professional Development courses offered by the College per academic year (from Fall in-service through graduation), exclusive of Professional Development funds per Section J3 of the contract. Up to two (2) hours of Professional Development offered outside the College may be pre-approved in the discretion of the Dean to count towards the annual Professional Development requirement and may use J3 funds. Summer Professional Development Hours will be applied to the following academic year's requirements. This Professional Development requirement will not apply to tenure track faculty. Faculty who create and deliver professional development courses can use these hours to fulfill the six (6) clock hours requirement.

Counseling Faculty may request an alternate or special assignment in lieu of teaching College 1100, College 1105, College 1110, and/or College 1115 and other College prefixed courses as indicated in Section 7.2.

Questions relating to the professional nature of responsibilities are to be resolved in consultation with the appropriate Administrator.

D 6.3 DUTIES OF LIBRARY FACULTY

Library Faculty duties include the following as assigned by Library Administration.

1. Those duties enumerated in Section D 6, DUTIES OF FACULTY MEMBERS, of the Contractual Agreement.
2. Delivery of reference services, technical services, information literacy instruction, and research consultation to individuals and classes in person, via the Internet, and by other means of communication and collaboration.
3. Professional support for curriculum related research for classroom Faculty.
4. Development of subject area collections to support the College curriculum and the lifelong learning needs of the College community.

5. Collaboration with Faculty to develop collections and assignments to support the needs of educational programs.
6. Original cataloging of the Library's collections in all formats.
7. Development of instructional materials that support student learning and the overall College curriculum.
8. Promotion of Library collections and services to the College community.
9. Supervision and management of departments and/or functional areas of the Library, as individually assigned.
10. Assistance to the Dean and Associate Dean in planning and implementing Library programs and services, including monitoring the Library's materials budget, management of contracts, and vendor relations.
11. Participation in relevant continuing education and professional communication activities in order to keep abreast of new technologies, methodologies, and resources in academic librarianship.
12. Assume other responsibilities as individually assigned.

Questions relating to the professional nature of responsibilities are to be resolved in consultation with the appropriate Administrator.

D 6.4 DUTIES OF ADVISING FACULTY

1. Those duties enumerated in Section D6, DUTIES OF FACULTY MEMBERS, of the Contractual Agreement.
2. Participate in the College advising system.
3. Advise students on assigned programs and academic transfer planning.
4. Communicate the curriculum, graduation requirements, and prerequisites within area.
5. Assist students in selecting courses based on educational and career goals.
6. Educate students on college resources and direct them as needed.
7. Ensure students are part of the decision-making process and provide education of next steps.
8. Provide assistance or guidance to students as they define and develop realistic goals and map out their educational plans.
9. Advise undecided students and students who have declared a major or program of study and connect students to the appropriate program advisors and/or faculty advisors.
10. Offer advising services as part of a centralized support system for student success.
11. Participate in academic and occupational program advisory committees.
12. Participate in relevant continuing education and professional development activities in order to keep abreast of new advising technologies, methodologies, and resources.
13. Other duties as individually assigned.

D 7 WORKLOAD OF FACULTY MEMBERS

D 7.1.a TEACHING FACULTY WORKLOAD

The usual teaching workload for a Teaching Faculty is fifteen (15) contact hours per semester (or thirty (30) contact hours per academic year) not including overloads or summer assignments. Faculty workload is based on the contact load of each course assigned until 100% of the contractual workload is met.

Overload and summer assignments are available, but in no case will the total load for consecutive fall, spring and summer terms in one academic year exceed fifty-six (56) contact hours without, the approval of the appropriate administrator. To make base load the Dean has the discretion to require that Faculty are assigned to teach an overload section.

Faculty may teach up to nine (9) hours in the summer at the full summer rate as specified in the contract section F6.1. Summer hours in excess of nine (9) hours will be paid at overload rate. Class preparations for Faculty will normally be limited to three (3) unless it is not possible to construct a full teaching load with

only three (3) preparations or unless additional preparations are mutually agreed upon by the Faculty Member and Administrator.

Combined Lecture/Double Lab (CLDL):

- If a combined lecture has between 37 up to and including 43 students, one additional hour of load will be added.
- If the combined lecture exceeds 43 students, then a second hour of load (2 hours total) will be added.

Example 1: a CLDL class with a 4-hour lecture and two 3-hour labs (37 students).

If the number of students is 37, one additional hour of load is added to the base load. The total lecture assignment would be $4 + 1 = 5$. The total lab assignment would be $2 \times 3 = 6$.

Example 2: a CLDL class with a 4-hour lecture and two 3-hour labs (44 students).

If the number of students is 44, two additional hours of load is added to the base load. The total lecture assignment would be $4 + 2 = 6$. The total lab assignment would be $2 \times 3 = 6$.

English Composition Class Size (traditional class): The maximum class size for traditional English Composition classes is twenty-two (22) students.

A large class is defined as a section or combination of sections in a course in which more than a full single section plus the number of students necessary to run an additional section(s) are taught in the same lecture room at the same time. Large classes would be scheduled based on:

- a) Pedagogical appropriateness of instruction/learning (generally intended for courses where lectures are the appropriate mode of instructional delivery)
- b) Students' needs
- c) Program needs

Load is based on the number of contact hours per section and the enrollment required for individual sections as defined below to account for efficiencies of scale:

- a) Enrollments up to 45 define one section.
- b) Enrollments of 46 to 74 define two sections.
- c) Enrollments of 75 to 100 define three sections.

All overload hours accumulated from large class instruction will count toward the annual maximum overload hours permissible per College of DuPage Faculty Association IEA/NEA contract.

Large class-size assignments shall be within the sole discretion of the College Administration in agreement with the faculty member per section D2 of the Board- Full-time Faculty Association contract.

Other Faculty responsibilities such as advising, course material preparation, evaluation, instructional committee work, etc. are to be regarded as an integral part of Faculty workload.

Office Hours: All Teaching Faculty will post and maintain ten (10) office hours per week at times convenient to the students within the seven hour day. An office hour equals fifty (50) minutes. Office hours must be scheduled in twenty-five minute minimum increments.

- a. A minimum of two (2) hours per week must be in the office, face-to-face. The remaining hours may be offered in a virtual format (Zoom, phone, etc.)
- b. Alternative Hours: Up to five (5) office hours may be used to assist students in learning settings such as study groups, student clubs, or individual meetings outside of normal hours.

- c. Virtual office hours cannot be used in a manner that excludes non-Internet students from communications with the Faculty Member.
- d. All office hours must be communicated to students, the division office, and the College system. Sufficient information must be provided to enable contact to be made with the Faculty Member during the virtual office hours and five alternative hours.

Instruction, advising, office hours, and evaluation shall be scheduled during the seven hour workday except as agreed upon by the Faculty Member and Administrator, or other conditions of assignment in this Contractual Agreement.

D 7.1.b TEACHING FACULTY WORKLOAD – ALTERNATIVE DELIVERY FORMATS

For purposes of this section, the following definitions apply:

Internet (or Online) Course = Course in which 100% of the instruction is delivered at distance and is managed online, asynchronously. No face-to-face meetings are required.

Virtual Class Meeting (or VCM) Course = Course in which 100% of the instruction is delivered at distance and is managed online, synchronously via remote delivery system.

Hybrid Course = Course that is a mix of face-to-face, internet and/or virtual class meeting. All course times will be published by the start of the term.

Hybrid-flexible (“Hy-flex”) Course = A course design enabling a flexible participation policy for students, whereby students may choose to attend face-to-face class sessions in-person or complete course learning activities online without physically attending class. Hybrid-flexible will be a pilot program taught only by volunteers.

Internet, virtual class Meeting and Hybrid classes will be developed, modified, scheduled and compensated in the same manner as face-to-face classes.

D 7.2 COUNSELING FACULTY WORKLOAD

Counseling Faculty are assigned nine-month contracts and will work a 40 hour week including time for meals. They will be available for one evening per week for counseling, advising, or teaching. Counseling Faculty will be assigned to teach zero, one (1) or more classes per semester as part of their regular load. One hour of preparatory time per hour of class will be included in their schedules if a teaching assignment is assigned as part of their regular load. Within the forty (40) hour week, Counseling Faculty will conduct office hours proportional to those of two-semester Faculty. In lieu of this teaching assignment, a special assignment from the appropriate Administrator may be substituted. In lieu of teaching, a Counseling faculty member and the administrator may mutually agree to an alternate or special assignment. Counseling Faculty hours are established by the assigned Administrator. It is understood that hours assigned during the summer do not include time taken for meals.

A reduced workweek assignment will be available as per Section D 5.1, REDUCED WORK WEEK ASSIGNMENT in this Contractual Agreement.

“Calendar adjustment days” shall be used to ensure that the number of days on duty will be equal between two-semester Faculty and nine-month Faculty.

D.7.3 ADVISING FACULTY WORKLOAD

Advising Faculty are assigned a twelve-month contract and will work a 40-hour week including time for meals. Advisors will be available for one evening or one Saturday per week for advising. Advising Faculty are not expected to teach and will not be assigned to teach classes during their regular work hours. Advising faculty may teach after hours in the same manner and terms and conditions of non-bargaining unit employees.

D 7.4 LIBRARY FACULTY WORKLOAD

Library Faculty are assigned nine-month contracts and will work a 40 hour week.

A reduced workweek assignment will be available as per Section D 5.1, REDUCED WORKWEEK ASSIGNMENT, in this Contractual Agreement.

“Calendar adjustment days” shall be used to ensure that the number of days on duty will be equal between two-semester Faculty and nine-month Faculty.

D 7.4 COACHES ASSIGNMENT

All Full-time faculty assigned to positions listed below will be compensated on a stipend basis and are totally voluntary.

The Assistant to the Athletic Director for Women's Athletics and the Assistant to the Athletic Director for Men's Athletics are given 33% reassigned time Fall and Spring Semesters and 25% reassigned time in Summer Term. These positions can be assigned to one individual if agreed to by the Faculty Member, the Dean and the Director of Athletics.

All Faculty Members are paid a stipend if requested to report early.

Coaching time is instructional time associated with a collegiate sport as assigned by the Director of Athletics. Duties may include, but are not limited to, practice time, game time, travel time, recruiting, and schedule preparation.

Coaching time per sport and the semesters over which the coaching time is to be distributed for full-time Faculty Members is as follows:

*Stipends for 100% for 2012-13 is \$11,400, for 2013-14 is \$11,500 and for 2014-15 is \$11,600.

SPORT	<u>*Stipend is a percentage of the 100% stipend dollar amount distributed over Fall and Spring unless noted</u>
Outdoor Track (Men)	59%
Outdoor Track (Women)	59%
Outdoor Track (if both Men & Women)	67%
Football Head Coach	132% of one semester load coaching time divided across Fall, Spring, Summer
Tennis (Women)	30% of one semester load coaching time Fall, 15% Spring if team qualifies for the National Tournament
Baseball	59%
Basketball Head Coach (Men)	100%
Basketball Head Coach (Women)	100%
Cross Country	22%
Golf	22%
Indoor Track (Men)	30%
Soccer (Men)	30%
Soccer (Women)	30%
Softball	59%
Swimming (Men)	30%
Swimming (Women)	30%
Swimming (if both Men & Women)	33%
Tennis (Men)	30%
Volleyball (Women)	59%

D 7.5.a DIVISION CHAIR

Division Chairs are appointed from tenured faculty. Tenured faculty with ranks of Associate Professor and above will have first consideration. Tenured faculty with ranks of Assistant Professor or Instructor may be appointed under extenuating circumstances. Division Chair shall be selected according to the process outlined in section D 7.5.b. The Division Chair position is a full-time 9-month appointment, with mandatory summer appointment. Compensation for Division Chairs will be their current salary step and range for the 9-month appointment, plus stipends for added coverage and summer terms. During the 9-month appointment, Division Chairs will receive 12 hours of reassigned time to handle the duties of the chair, but will maintain a one (1 Fall, 1 Spring) course load, which will be taught at a time agreed upon between the Division Chair and Dean. These courses may be delivered online, hybrid, or face-to-face. A typical Division Chair schedule mirrors the administrative calendar and 8-hour workday, including any time spent in the classroom. Division Chairs are expected to be on campus on dates when the College is open, but faculty are not required to be on campus (see 9-month faculty workload, section D 7.3). In addition to their current step and range, Division Chairs will receive a \$3,000 stipend per semester. Division Chairs will receive a stipend of \$25,000 for their mandatory summer assignment. Division Chairs may take 20 days of vacation annually, at times appropriate for their division and as approved by the Dean (see 9-month and 12-month faculty vacation, section D 8). Vacation days do not accrue. Division Chairs are not eligible to hold any concurrent positions that come with additional reassigned time.

Division Chair terms are three (3) years. If a Division Chair is not reappointed annually or elects to step down, a new selection process will be initiated. Upon appointment and annually thereafter, a planning meeting will occur with the Dean to establish goals for the Division Chair. Division Chairs may reapply for up to three terms, for a maximum term limit of nine (9) years.

During the appointment, the faculty member will remain an active member of CODFA. Rank, step, and range changes will continue while the faculty member serves as Division Chair. Activities carried out during the performance of this role will be recognized as institutional service to the College and can be used to assist the faculty member's movement across the salary schedule. The completion of a three-year term of Division Chair duties is sufficient to meet the requirements for one full range change within the guidelines found in section F 2.

D 7.5.b DIVISION CHAIR SELECTION PROCESS

- The division Dean will put out a call soliciting applications from all full-time faculty in the relevant division to serve as Division Chair. Calls should be specific to the unit each Division Chair will oversee. The call should include the relevant contract section and language.
- The call will remain open for thirty (30) calendar days.
- Applicants should include a written rationale for their application and an updated CV outlining relevant skills and experience.
- After the call has closed, the Dean will share the list of applicants and supporting documentation with the division full-time faculty.
- Division full-time faculty will rank order their top candidates from the list. The Dean will choose from the list of applicants ranked by the faculty.

D 7.5.c DIVISION CHAIR DUTIES

1. Plan and lead division faculty meetings
2. Attend Division Chair meetings as required by Dean.
3. Support curriculum development of division faculty
4. Review and approve course substitutions and demonstrated competencies.
5. Coordinate review of syllabi for consistency and compliance with active course files and other College policies
6. Support accreditation maintenance activities of Discipline/Program Chairs

7. Address and document student complaints as received; elevate issues involving full-time faculty to Dean.
8. Work with Dean on strategic planning for student recruitment, retention, and completion
9. Support Discipline/Program Chairs in student advising and orientation.
10. Coordinate assessment initiatives (e.g. SOAPS) across division programs
11. Lead continuous improvement and professional development activities.
12. Coordinate and manage Program Review process for consistency and quality.
13. Support schedule development and faculty assignment process
14. Monitor enrollments and recommend schedule adjustments.
15. Support Discipline/Program Chair mentorship of faculty
16. Participate in recruitment, interview, and provide hiring recommendations for potential adjunct faculty.
17. Support adjunct faculty onboarding.
18. Coordinate the review of syllabi of adjunct faculty.
19. Review and submit annual budget recommendations to Dean.
20. Support the ordering of instructional materials & equipment, as needed.
21. Oversee the operation and maintenance of division-specific facilities, as needed.
22. Supervise and evaluate division support staff, as needed.
23. Support Dual Credit initiatives.
24. Identify non-clinical internship opportunities and refer to Discipline/Program Chairs
25. Coordinate Division promotional activities
26. Develop and maintain professional organization affiliations.
27. Support advisory committee activities.
28. Develop and provide professional development opportunities for adjunct faculty in educational theory, and teaching and learning practices.

D 7.5.d DISCIPLINE/PROGRAM/CLINICAL/INTERDISCIPLINARY FACULTY CHAIRS:

It is the responsibility of the Discipline Chair, Program Chair, Clinical Chair, or Interdisciplinary Faculty Chair to allocate their time and energies to those activities which most benefit the division, program, discipline, or area. Further, it is understood that the assignment represents a replacement of teaching load rather than an indication of clock hours assigned to the position(s). Accomplishing the duties of Discipline Chair, Program Chair, Clinical Chair, or Interdisciplinary Faculty Chair requires flexibility in both when and where said duties occur. Although Discipline Chair, Program Chair, Clinical Chair, or Interdisciplinary Faculty Chair are self-directed, it is expected that they will work closely with their appropriate administrator and will periodically review priorities as they pertain to the tasks specified in this assignment and as they pertain to the unique concerns and needs of the program/discipline or college-wide program. Acceptance of a Chair assignment shall be voluntary.

D 7.5.d.1 DISCIPLINE/PROGRAM/CLINICAL CHAIR

Definitions

“Discipline” shall be defined as a branch of academic study with courses that transfer as required or elective credit to other institutions of higher learning. “Program” shall be defined as a course of study which culminates in a certificate and/or Associates Degree from the College of DuPage. “Clinical” shall be defined as a Program with clinical affiliation agreements.

Eligibility

The assignment of Chairs from the full-time faculty will be agreed upon annually by the Dean and the Faculty Member(s). The selected faculty member should be a member of the discipline or program for which they will have chair duties.

Reassigned Time

The Dean will provide each Chair with a written assignment indicating the number of hours for Chair assignments for the upcoming academic year by April 15th. Hours for Chair duties will be assigned for each semester including summer semester (using table below). Individual Chairs can receive a maximum of 12.0 assigned hours per semester. Hours may be divided between two or more faculty with responsibilities divided between faculty as agreed upon. Some disciplines/programs may require more than one Chair.

Table to Calculate Chair Loads

	Discipline/ Program Chair Base Load +3.0	Clinical Chair Base Load +3.0	Lab Chair/Oversight of program- specific labs and studios +1.0 -+4.0	Maintain policies and standards of an accredited program +1.0	Manage a service or business open to the public +1.0	Chair of program with only one full- time faculty member +1.0	Advisory Committee Chair +1.0	Manage Dual-Credit partnerships +1.0	Program size adjustment +1.0 added for every 50 sections	Total:
Example	3	0	3	1	1	0	1	1	0	0
									Total Fall/Spring Semester load (not to exceed)	10
									Summer semester load (50%)	5

Chairs will be assigned for each semester including summer term. Summer term will be calculated at 50% of semester load and paid at 2x the overload rate.

D 7.5.d.2 DISCIPLINE/PROGRAM CHAIR DUTIES:

Discipline/Program Chair base of 3.0 hours per (Fall/Spring) semester to include the following responsibilities:

1. Develop program goals and objectives.
2. Lead program admission and/or registration processes
3. Review and evaluate student transcripts.
4. Provide program orientation to students including a path to completion.
5. Lead curriculum process
6. Assist with course substitution and transcript review, as needed.
7. Address student complaints and elevate to the Dean, if necessary
8. Participate in program marketing and promotion activities.
9. Develop and write Program Review, Annual Updates, and Student Outcomes Assessment Projects (SOAPs)
10. Collaborate with Full-time faculty to develop class schedule and teaching assignments for review by Dean.

11. Mentor new Discipline/Program faculty
12. Provide leadership to Discipline/Program faculty.
13. Participate in recruitment; interview and provide hiring recommendation for potential Adjunct faculty.
14. Support Adjunct faculty onboarding.
15. Support Adjunct faculty with pedagogical issues.
16. Advise Faculty on syllabi content to ensure compliance with College and accreditation requirements through proactive structured communication and resources.
17. Provide recommendations for annual budget including rationale for capital equipment.
18. Supervise the ordering of instructional materials, as necessary.
19. Supervise and evaluate Discipline/Program support staff who report to the Chair.
20. Develop, review, select, and maintain non-clinical work-based learning experiences approved by the College, such as internships, as necessary.
21. Plan and attend Discipline/Program Chair meetings.
22. Attend Division meetings.
23. Develop and maintain professional organization affiliations.
24. Develop and maintain articulation agreements.

D 7.5.d.3 CLINICAL CHAIR DUTIES:

Clinical Chair - base of 3 hours per (Fall/Spring) semester to include the following responsibilities:

1. Develop, review, and select new clinical sites as appropriate for program completion.
2. Evaluation of existing clinical sites
3. Maintain clinical site relationships including their human resources, department managers, clinical education departments, and clinical supervisors.
4. Create partnerships with potential employers.
5. Review and verify students' readiness for clinical placement.
6. Conduct student orientation for clinical assignments
7. Identify and assign students to clinical sites.
8. Arrange clinical make-ups or arrange alternative assignment, if necessary
9. Coordinate activities between student and clinical site assignments
10. Monitor and verify student completion activities.
11. Develop and maintain relationships with professional organizations and agencies.
12. Act as liaison to industry partners and employers

D 7.5.d.4 SPECIFIC DUTIES WITH ADDITIONAL REASSIGNED TIME PER SEMESTER

- Maintain policies and standards of an accredited program, including annual reports. (+1.0 hour)
- Advisory Committee Chair (+1.0 hour)
- Manage a service or business open to the public (+1.0 hour)
- Oversight of program-specific labs and studios, including ordering of supplies, maintenance of equipment, and maintaining safety standards (+1.0 to +3.0 hours) (+3.0 hours where no discipline-specific non-faculty support, 2.0 hours where one part-time discipline-specific non-faculty support, and 1.0 hours where one full-time, or two part-time, discipline specific non-faculty support, an additional +.5 hour for oversight of 5-9 labs or studios, and an additional +1.0 hour for oversight of 10 or more labs or studios)
- Chair of program with only one full-time faculty member (+1.0 hour)
- Program size (+1.0 hour for every 50 sections , not including cross-listed sections)

- **Manage Dual Credit Partnerships (+1.0)**
 - Partner with Dual Credit office to initiate and maintain dual credit opportunities.
 - Review transcripts and applications of prospective dual credit instructors in dual enrollment (provide feedback and recommendations to the dean)
 - Review dual credit syllabi with dual credit instructors at each high school that offers dual credit in specific discipline being taught to approve for semester or year-long courses.
 - Review and recommend to Dean all annual dual credit agreements in specific discipline.
 - Ensure all course reference syllabi and resources are available for dual credit instructors in Blackboard.
 - Stay current on dual credit policies and update according to the Illinois Dual Credit Quality Act, ICCB, HLC, or other applicable laws, regulations, and standards.
- **Dual Credit Oversight** -\$150 per observation to include the following duties:
 - Meet with new dual credit instructors to introduce course in discipline being taught.
 - Conduct site visits at high schools where dual credit courses are taught by discipline annually to conduct observations.
 - Attend meetings with dual credit team and high school stake holders on new dual credit opportunities.
 - Stay current on dual credit policies and update according to the Illinois Dual Credit Quality Act, ICCB, HLC, or other applicable laws, regulations, and standards.
 - Create, maintain, and deliver programmatic assessments to high school partners.

D 7.5.d.5 MAJOR EVENTS

- Manage curriculum changes or revisions required by accrediting body or regulatory agency (+1.0 hour)
- Preparation of 5-year Program Review (+1.0 hour)
- Preparation of accreditation or regulatory agency self-study and site visit (+3.0 hours)
- Coordinating initial accreditation of program or certificate (+3.0 hours)
- Development of new program (+3.0 hours, renewable)

D 7.5.e. INTERDISCIPLINARY FACULTY CHAIR ASSIGNMENT

Description

Interdisciplinary Faculty Chairs help the college develop valuable programs that are interdisciplinary and often have co-curricular or extra-curricular relevance. Chair assignments allow tenured faculty to use their knowledge and expertise in non-teaching assignments while gaining professional development experience.

Interdisciplinary Faculty Chairs report to the appropriate Administrator of the College.

Eligibility

Tenured faculty will be considered eligible for the Interdisciplinary Faculty Chairs positions.

Rotation

The appropriate administrator will put out a call soliciting applications from College faculty every 3 years to allow all tenured faculty an opportunity to apply. The current Chair can reapply. Applicants will be interviewed and the appointee will be selected by the appropriate administrator with input from faculty in relevant areas.

For one semester before taking office, a new appointee will receive 3 hours of reassigned time for one overlapping semester in order to shadow the outgoing Chair and ensure a smooth transition.

Rotation schedule: After 4 semesters (Fall/Spring), the position is posted. Interviews are conducted and appointments are made by the end of the 5th semester. The transition occurs in the 6th semester.

Reassigned Time

Interdisciplinary Faculty Chairs will be given a minimum of 6.0 hours and a maximum of 12.0 hours per semester and a summer stipend based on 50% of their semester reassigned time paid at 2x the overload rate.

D 7.5.e.1 INTERDISCIPLINARY FACULTY CHAIRS PERFORM THE FOLLOWING DUTIES, AS APPROPRIATE TO THE AREA THEY ARE DIRECTING

1. Provide leadership and vision
2. Direct curricular development
3. Mentor faculty in teaching and learning best practices
4. Recruit faculty to teach in their program
5. Maintain membership in state and/or national organizations
6. Develop relationships with professional organizations and agencies
7. Raise awareness of and help coordinate professional development opportunities.
8. Participate in community outreach efforts
9. Conduct program assessment and review
10. Attend or present at state or national conferences
11. Submit recommendations for annual program budget
12. Coordinate development and distribution of program marketing material as needed
13. Supervise classified staff and student workers who report to the Interdisciplinary Faculty Chair
14. Event planning to encourage student involvement and community building
15. Student advising
16. Ensure accuracy and maintenance of program webpage

Current Assignments include:

- **Faculty Chair of Professional Development:**
 - Minimum 9-hours and a maximum of 12 hours reassigned time per semester and a summer stipend based on 50% of their semester reassigned time paid at 2x the overload rate.
 - In collaboration with the Office of the Provost, the Office of Adjunct Faculty Support, the Employee Development Center, and the Learning Technologies department, the Chair develops organizes and provides full-time and adjunct faculty development opportunities. Chairs the Professional Development Advisory Committee and collaborates with the Provost's Office in developing in-service professional development sessions.
- **Faculty Chair of Honors Program**
 - Minimum 9-hours and a maximum of 12 hours reassigned time per semester and a summer stipend based on 50% of their semester reassigned time paid at 2x the overload rate.
 - Directs the Honors academic program by developing curricular and co-curricular opportunities for high-achieving students.
- **Faculty Chair of Learning Communities**
 - Minimum 6-hours and a maximum of 12 hours reassigned time per semester and a summer stipend based on 50% of their semester reassigned time paid at 2x the overload rate.
 - Develops interdisciplinary curricular program that connects two or more courses together.

- **Faculty Chair of Online Quality and Learning Technology**

- Minimum of 6-hours and maximum of 12 hours reassigned time per semester and a summer stipend based on 50% of their semester reassigned time paid at 2x the overload rate.
- In collaboration with the Office of the Provost, the Office of Adjunct Faculty Support, the Employee Development Center, and the Learning Technologies department, the Chair develops organizes and provides full-time and adjunct faculty development opportunities.
- Develops and organizes quality tools.
- Collaborate with Chair of Faculty Professional Development

Other Chair Assignments:

When necessary, and for the good of students and the college, additional Chair positions can be engaged. Other Chair assignments may be proposed by faculty or administrators of the college and will be mutually agreed upon by the Dean and faculty member(s) receiving the assignment. These positions will have the following parameters regarding reassigned time:

Minimum 3-hours with a maximum of 12-hours reassigned time per semester and/or a summer stipend based on 50% of their semester reassigned time paid at 2x the overload rate.

D 7.5.f NEW PROGRAM DEVELOPMENT

Routine development / revision of courses and programs is considered part of the D6 DUTIES OF FACULTY MEMBERS,

When the Assistant Provost of Instruction (or designee) initiates a request for the development of a totally new program (new field of study) the faculty member will be paid a stipend for their work. The amount of the stipend will be determined based upon factors such as the number of new courses to be developed and complexity of the program approval process.

If it is determined that a stipend will be offered, the College will negotiate the amount of the stipend with the Association. Any new program development will first be offered to full-time faculty. In the event that no faculty member is willing and has the appropriate background to develop the new program, then the College reserves the right to contract the program development to a non-full-time faculty subject matter expert. Should this be necessary, any program curriculum developed by an outside professional will be sponsored by the Appropriate Administrator of that discipline for purposes of curriculum submission and will follow the established curriculum process.

D 8 NINE-AND TWELVE MONTH FACULTY VACATION

Vacation is 14 days per nine-month contract and 20 days per twelve-month contract.

Counselors and Librarians are eligible to request vacation time during the academic year. The appropriate Administrator shall approve the proposed vacation dates which are submitted within a reasonable time before the requested vacation time.

For Counseling Faculty, the appropriate administrator will approve requests, provided that no more than twenty-five percent (25%) of the Counseling Faculty are absent for approved time-off on critical coverage days. Critical coverage days are defined as peak registration periods during the summer and between terms. The area administrator will identify and publish critical coverage days prior to faculty schedule submission.

When it is not possible for the Faculty Member to take vacation because of job responsibilities, a limited number of unused vacation days may be carried over into the next fiscal year. Carryover shall not exceed ten (10) vacation days.

Upon termination, Counseling Faculty, Advising Faculty, Library Faculty, and Division Chairs shall be paid for any unused vacation days for which the Faculty Member is still eligible. Payment for unused vacation days for nine-month faculty will be based upon a daily rate of the nine-month appointment salary divided by 182 days. Any partial days will be based upon the daily rate divided by 8 hours to obtain an hourly rate.

D 9 ASSESSMENT & EVALUATION

Faculty working toward tenure may be expected to complete a full evaluation cycle at least once a year during their probationary period. Nothing in this section shall be construed as preventing comments by Administration, whether oral or written, to the Faculty at times other than the minimum formal evaluation procedure outlined herein.

Forms used to facilitate this process are found in Appendix A.

D 9.1 ASSESSMENT & EVALUATION OF TENURED FACULTY

The performance of tenured Faculty Members is formally evaluated every three-years. The following pages describe the evaluation system for tenured Faculty.

PURPOSE

Evaluation of the Faculty's performance provides both Faculty and Administrators with information they need to maintain the quality of the College's educational process. Evaluation also provides Faculty with information that can be used in maintaining or improving the level of their teaching. This process is, therefore, intended to be both developmental and evaluative.

Forms used to facilitate this process are found in Appendix A.

GENERAL FEATURES OF THE SYSTEM

Formal evaluation of tenured Faculty at the College differs each year in a cycle of three-years. In the first year of the cycle, the Faculty Member and evaluator plan the evaluation. In the second year, they conduct a formal evaluation. And in the third year, they meet to update the formal evaluation. The cycle then repeats. When this evaluation cycle is in operation, a Dean/Associate Dean or other evaluator in a given year will conduct planning meetings with one-third of his or her Faculty, formal evaluation conferences with one-third, and update conferences with one-third. Evaluators should notify Faculty Members at least ten working days before any of the meetings in the evaluation process. When a formal evaluation is not normally scheduled, a Faculty Member or the evaluator may request a formal evaluation.

Procedures for accomplishing the evaluation process are explained in the following sections.

I. THE PLANNING CONFERENCE

The purpose of the Planning Conference is to provide for active involvement of the Faculty Member in the evaluation process. It will take place approximately one year before the formal Evaluation Conference. In the Planning Conference, the Faculty Member and the evaluator should reach agreement on the content and methods of evaluation.

Format of the Planning Conference

- A. Faculty Member's written statement: The Faculty Member should bring to the Planning Conference a written statement identifying areas for discussion with the evaluator using the appropriate form. (Please see forms in Appendix A.)
- B. General topics in this written statement should include, but are not limited to, the following:

1. teaching
 2. advising
 3. curriculum development
 4. institutional committee work
 5. other relevant activities consistent with Section D 6, DUTIES OF FACULTY MEMBERS, as specified in this Contractual Agreement
- C. The Faculty Member's written statement should refer both to his or her achievements ("This is what I have done or am doing.") and to his or her goals ("This is what I expect to be doing.")
- D. In addition to the items in the Faculty Member's written statement, the Faculty Member and evaluator should decide the following:
1. any optional questions to be used on the Student Rating Questionnaire. (Please see forms in Appendix A.)
 2. any alternative forms of gathering data in addition to the Student Rating Questionnaire
 3. the relative weighting to be assigned to the items (if desired) understanding that the Faculty Member's primary responsibility at the College is effective teaching
 4. the means by which the data is to be gathered
- E. Mandatory Supervisor Observation: Faculty and Supervisor will agree on:
1. The overall goal(s) of the observation;
 2. The type of section and format (face-to-face, hybrid, online, others) of the class to be observed;
 3. The term where the observation will be conducted. However, the specific date and time will be mutually agreed to between the Faculty member and the Supervisor at least ten instructional days before the observation is to occur in the second year.
- It is understood that all full-time tenured teaching faculty will be evaluated within the second year of the three year cycle. Faculty should complete the observation planning form.
- F. It is to be understood that the forms attached in Appendix A are not optional) These forms are to be used by all Faculty Members.
- G. The Phase I Planning Document will be signed by the evaluator and the Faculty Member.
- H. The evaluator will send the Phase I Planning Document to the Dean for forwarding to the Human Resources Office and a copy to the Faculty Member within ten working days after the conference.

II. **FORMAL EVALUATION**

The formal evaluation of each Faculty Member will be conducted in a conference at which time the Faculty Member and the evaluator meet to review the Faculty Member's self evaluation, feedback provided by the Student Rating Questionnaire (SRQ), mandatory supervisor observation and other information as agreed upon in the preceding Planning Conference.

The Formal Evaluation Conference should be scheduled during the normal academic year; however, the Faculty Member and the evaluator may agree to schedule the conference in the summer.

The Faculty Self-Evaluation Form should be completed and given to the appropriate evaluator at least five working days before the Formal Evaluation Conference.

Once the supervisor observation has been conducted, faculty may complete a rebuttal to the supervisor's completed observation form. The faculty and the supervisor will meet to discuss the observation and the rebuttal if applicable. Based on this discussion, the supervisor will provide the faculty with a complete report.

A. Procedures for Student Rating Questionnaire

1. Each Faculty Member will use the SRQ in all classes being taught during Phase II. The SRQ will be delivered in class or in an online format through the college LMS system, at the discretion of the faculty within the calendar week after $\frac{3}{4}$ (75%) of the way through the term. For Spring, Spring Break creates an extra week in the term. Request for in class SRQ must be made by the faculty to their Dean no later than 25% of the way through the term.
2. To assure students anonymity of their responses, in each class where the SRQ is delivered in class, the Faculty Member will ask a student in that class or a designated Faculty Member to administer the questionnaire, while the Faculty Member absents himself or herself from the room until the students have completed the questionnaire.
3. When delivered in class, the individual administering the questionnaires will collect them from the students and deliver them directly to the appropriate Associate Dean or Dean or a party mutually agreed upon by the Faculty Member and the evaluator.
4. The questionnaires will be forwarded to the appropriate office for processing and a copy of the computer tabulation will be sent to the Faculty Member and the evaluator after the completion of the evaluated term and at least five working days before the Formal Evaluation Conference for fall term SRQs. Spring term SRQ tabulations will be returned to the faculty member within the first week of the following fall term. The completed questionnaire will be returned to the Faculty Member at the same time.

The Report of the Formal Evaluation

1. The evaluator will complete a written report of the evaluation of the Faculty Member (utilizing the Phase I Planning Document) and will give it to the Faculty Member within five working days following the conference.
2. The Faculty Member may add written comments to the evaluation report, or may add additional material to it within ten working days of receiving the written evaluation.
3. If the Faculty Member does not agree with the evaluation, then within ten working days of receiving the written report, he or she may request a meeting with the evaluator in an effort to resolve the difference of opinion.
4. If the Faculty Member does not wish to object to the written evaluation report, he or she will return it with any attached comments to the evaluator within ten working days of having received it.
5. The Faculty Member will read the evaluation report and sign it to acknowledge that he or she has read it. The Faculty Member's signature does not necessarily indicate agreement with the evaluation.
6. The evaluation report will be signed by the evaluator and the Dean.
7. The original copy of the evaluation report, with any attached additional comments, together with copies of the Faculty Self Evaluation form and the computer tabulation of the Student Rating Questionnaire will be forwarded to the Human Resources Office.
8. The Faculty Member will receive one copy of the written evaluation report.
9. The evaluator will retain one copy of the written evaluation report for the Division file.
10. A statistical weighting of the SRQ scoring will be provided after the end of the term.

III. THE UPDATE CONFERENCE

In the year following the formal evaluation, the Faculty Member and the evaluator will meet for an update conference. The purpose of the update conference is to maintain contact between the evaluator and Faculty Member and to update the previous year's formal evaluation. If the Faculty Member wants to update any of the achievements and goals before the update conference, s/he may use the Faculty Update Conference (Optional Form). After the update conference, the evaluator will send a copy of the Update Conference Report to the Dean for forwarding to the Human Resources Office, and a copy for

the Division file. A copy of the Update Conference Report will also be sent to the Faculty Member. (Please see forms in Appendix A.)

D 9.2 ASSESSMENT & EVALUATION OF NON-TENURED FACULTY

The performance of non-tenured Faculty Members is to be assessed at least twice annually prior to tenure.

I. PURPOSE

Evaluation of non-tenured Faculty's work provides both Faculty and Administrators with information needed to maintain the quality of the College's educational process. In addition to providing Faculty Members with data that can be used in maintaining or improving the level of their teaching, it is also used for the purpose of rehiring and the granting of tenure. The result is, therefore, both developmental and evaluative.

Forms used to facilitate this process are found in Appendix A.

II. SCHEDULE

The evaluation schedule for non-tenured Faculty consists of the following:

First Year Faculty Member

Planning Conference - early Fall Semester
Evaluation Conference - late Fall Semester
Evaluation Conference - prior to March 1
Planning Conference for Second Year - late Spring Semester

Second Year Faculty Member

Evaluation Conference - middle of Fall Semester
Evaluation Conference - prior to February 1
Planning Conference for Third Year - late Spring Semester

Third Year Faculty Member

Evaluation Conference - late Fall Semester
If tenure is granted, the Faculty Member will then start the regular three-year cycle with an update conference in the next year.

If the probationary period is extended for four years, the following schedule will prevail:

Second Evaluation Conference - late Fall Semester
Planning Conference - Spring Semester
Evaluation Conference - late Fall Semester, Fourth Year

III. GENERAL FEATURES

The planning and evaluation conferences will utilize the same general format required for tenured Faculty with the following two exceptions:

- A. All non-tenured Faculty must use the Student Rating Questionnaire (Please see forms in Appendix A) in at least three classes each semester, during the normal three-year probationary period. The following procedures for administering the forms will be used:
 1. The Student Rating Questionnaire will be administered within the calendar week after $\frac{3}{4}$ (75%) of the way through the weeks in a given term in at least three classes, each of which has at least 70% of the students then enrolled in attendance. For Spring semester, Spring Break creates an extra week in the term.

2. In each class, the Faculty Member will ask a student in that class, or a designated Faculty Member, to administer the questionnaire while the Faculty Member absents himself or herself from the room until the students have completed the questionnaire.
 3. The individual administering the questionnaires will collect them from the students and deliver them directly to the appropriate Division office.
 4. The questionnaire will be forwarded to the appropriate office for processing, and a copy of the printout will be sent to the Faculty Member prior to the evaluation conference for the fall term SRQs. Spring term SRQ tabulations will be sent to the faculty member within the first week of the following fall term. The student comments will be returned to the Faculty Member after the completion of the evaluated term.
- B. There must be at least two classroom visitations by the evaluator or designee prior to the second evaluation conference in each of the first two years. At least one classroom visitation must be held during the third year.

IV. THE PLANNING CONFERENCE

The purpose of this initial conference is to explain Faculty responsibilities and the evaluation procedure to the non-tenured Faculty Member (first year only) and to agree upon the goals and objectives of the Faculty Member and the methods of data collection to be used in the evaluations. Topics to be addressed should include, but are not limited to, the following:

- a. teaching
- b. advising
- c. curriculum development
- d. institutional committee work
- e. other relevant activities consistent with Section D 6, DUTIES OF FACULTY MEMBERS, as specified in this Contractual Agreement

A record of agreement using the Record of Agreement Non-Tenured Faculty Form (please see forms in Appendix A) will be prepared by the evaluator following the planning conference. A copy will be sent to the Dean for forwarding to the Human Resources Office, and a copy will be sent to the Faculty Member within two weeks after the conference.

V. THE EVALUATION CONFERENCE

At the evaluation conference, the Faculty Member and the evaluator will meet to review the data provided by the Faculty Member, by the classroom visitation, feedback from the Student Rating Questionnaire, and other information agreed upon in the preceding Planning Conference and noted in the Record of Agreement.

VI. REPORT OF THE EVALUATION CONFERENCE

- A. The evaluator will complete a written report of the evaluation of the Faculty Member (utilizing the Record of Agreement) and will give it to the instructor within five working days following the conference.
- B. The Faculty Member will read the evaluation report and sign it to acknowledge that he or she has read it. The Faculty Member's signature does not necessarily indicate agreement with the evaluation.
- C. The Faculty Member may add written comments to the evaluation report, or may add additional material to it within ten working days of receiving the written evaluation.
- D. If the Faculty Member does not agree with the evaluation, then within ten working days of receiving the written report, he or she may request a meeting with the evaluator to discuss the difference of opinion.
- E. If the Faculty Member does not wish to object to the written evaluation report, he or she will return it with any attached comments to the evaluator within ten working days of having received it.
- F. The evaluation report will be signed by the evaluator and the Dean.

- G. The original copy of the evaluation report, with any attached additional comments and the computer tabulation of the Student Rating Questionnaires, will be forwarded to the Human Resources Office. The Faculty Member will receive one copy of the written evaluation report. The evaluator will retain one copy of the written evaluation report for the Division office.

D 9.3 ASSESSMENT & EVALUATION OF TENURED COUNSELING/ADVISING FACULTY

The performance of tenured Counseling/Advising Faculty Members is formally evaluated every three-years. The following pages describe the evaluation system for full-time tenured Counseling/Advising Faculty.

PURPOSE

Evaluation of the Counseling/Advising Faculty's performance provides both Counseling/Advising Faculty and Administrators with information they need to maintain the quality of the College's educational process. Evaluation also provides Counseling Faculty with information that can be used in maintaining or improving the level of their counseling, advising, and teaching and for Advising Faculty information that can be used in maintain or improving the level of their advising. Evaluation at the College is therefore both developmental and evaluative.

Forms used to facilitate this process are found in Appendix A.

GENERAL FEATURES OF THE SYSTEM

Formal evaluation of tenured Counseling and Advising Faculty differs each year in a cycle of three-years. In the first year of the cycle, the Counseling/Advising Faculty Member and evaluator plan the evaluation. In the second year they conduct a formal evaluation. And in the third they meet to update the formal evaluation. The cycle then repeats. When this evaluation cycle is in operation, the Dean, Associate Dean or other evaluator in a given year will conduct planning meetings with one-third of his or her Counseling/Advising Faculty, formal evaluation conferences with one-third, and update conferences with one-third. Evaluators should notify Counseling/Advising Faculty Members at least ten working days before any of the meetings in the evaluation process. When a formal evaluation is not normally scheduled, a Counseling/Advising Faculty Member or the evaluator may request a formal evaluation.

Procedures for accomplishing the evaluation process are explained in the following sections.

NOTE: Non-tenured Counseling/Advising Faculty should follow the timetable established for non-tenured Teaching Faculty.

I. THE PLANNING CONFERENCE

The purpose of the Planning Conference is to provide for active involvement of the Counseling/Advising Faculty Member in the evaluation process. It will take place approximately one year before the formal Evaluation Conference. In the Planning Conference, the Counseling/Advising Faculty Member and the evaluator should reach agreement on the content and methods of evaluation.

Format of the Planning Conference

- A. Counseling/Advising Faculty Member's written statement: The Counseling/Advising Faculty Member should bring to the Planning Conference a written statement identifying areas for discussion with the evaluator using the Phase I PLANNING DOCUMENT-COUNSELING/ADVISING FACULTY MEMBER (please see forms in Appendix A).
- B. General topics in this written statement should include, but are not limited to, the following:
 1. counseling/teaching/curriculum development (Counselors Only)
 2. advising
 3. student services development
 4. institutional committee work

5. other relevant activities consistent with Section D 6, DUTIES OF FACULTY MEMBERS, in this Contractual Agreement

The Counseling/Advising Faculty Member may wish to address additional topics, such as activities related to his or her position in the College, community service, and items of his or her Personal Education Plan. The evaluator may wish to address other responsibilities of the Counseling/Advising Faculty Member such as those enumerated in this Contractual Agreement, the Counseling Faculty Member's student withdrawal rate if significantly different from the discipline, or student complaints.

- C. The Counseling/Advising Faculty Member's written statement should refer both to his or her achievements ("This is what I have done or am doing.") and to his or her goals ("This is what I expect to be doing")
- D. In addition to the items in the Counseling/Advising Faculty Member's written statement, the Counseling/Advising Faculty Member and evaluator should decide the following:
 1. Any optional questions to be used on the Counseling/Advising Faculty Evaluation Form. (Please see forms in Appendix A.)
 2. Any optional questions to be used on the Student/Advising Rating Questionnaire. (Please see forms in Appendix A.)
 3. Any alternative forms of gathering data in addition to the Counseling/Advising Faculty Evaluation Form and the Student Rating Questionnaire.
 4. The relative weightings to be assigned to the items (if desired) understanding that the Counseling/Advising Faculty Member's primary responsibility at the College is effective counseling/advising.
 5. The means by which the data is to be gathered.
- E. Mandatory Supervisor Observation: Faculty and Supervisor will agree on:
 1. The overall goal of the observation;
 2. The type of section and format (face-to-face, hybrid, online, others) of the class to be observed (for teaching);
 3. The day and hours in which advising will be observed.
 4. The term where the observation will be conducted including, specific date and time.

It is understood that all tenured counseling/advising faculty will be evaluated within the second year of the three year cycle.

Tenured Counseling/Advising Faculty should complete the observation planning form.

- F. It is to be understood that the evaluation forms attached in Appendix A are not optional and are to be used by all Counseling/Advising Faculty where appropriate.
- G. The Phase I Planning Document-Counseling/Advising Faculty Member will be signed by the evaluator and the Counseling/Advising Faculty Member.
- H. The evaluator will send the Phase I Planning Document-Counseling/Advising Faculty Member to the Dean for forwarding to the Human Resources Office and a copy to the Counseling/Advising Faculty Member within ten working days after the conference.

II. **FORMAL EVALUATION**

The formal evaluation of each Counseling/Advising Faculty Member will be conducted in a conference, at which time the Counseling/Advising Faculty Member and the evaluator meet to review the self-evaluation, feedback provided by the Counseling/Advising Faculty Evaluation Form, the Student Rating Questionnaire (SRQ), mandatory supervisor observation, and other information as agreed upon in the preceding Planning Conference.

The formal Evaluation Conference should be scheduled during the normal academic year, however, the Counseling/Advising Faculty Member and the evaluator may agree to schedule the conference in the summer.

The Counseling/Advising Faculty Self-Assessment Form (Please see forms in Appendix A.) should be completed and given to the appropriate evaluator at least five working days before the Formal Evaluation Conference.

Once the supervisor observation has been conducted, counseling/advising faculty may complete a rebuttal to the supervisor's completed observation form. The counseling/advising faculty and the supervisor will meet to discuss the observation and the rebuttal if applicable. Based on this discussion, the supervisor will provide the counseling/advising faculty with a complete report.

A. The Counseling/Advising Faculty Evaluation Form

In any term of the academic year of the Formal Evaluation Conference, each Counseling/Advising Faculty Member will use the Counseling/Advising Faculty Evaluation form (Please see forms in Appendix A) within the calendar week after $\frac{3}{4}$ (75%) of the way through the term, with all students counseled/advised. For Spring, Spring Break creates an extra week in the term. Counseling/Advising Faculty will be given tabulations to be integrated into their self-evaluation form.

B. Procedures for Student Rating Questionnaire for Teaching Counselors

1. In the year of the Formal Evaluation Conference, each Counseling Faculty Member will use the SRQ in the class or classes she/he teaches. The SRQ will be delivered in class or in an online format through the college LMS system, at the discretion of the counseling faculty, within the calendar week after $\frac{3}{4}$ (75%) of the way through the term. For Spring, Spring Break creates an extra week in the term. Requests for in class SRQ must be made by the faculty to their Dean no later than 25% of the way through the term.
2. To assure students anonymity of their responses, in each class where the SRQ is delivered in class, the Counseling Faculty Member will ask a student in that class to administer the questionnaire while the Counseling Faculty Member absents himself or herself from the room until the students have completed the questionnaire.
3. The individual administering the questionnaires will collect them from the students and deliver them directly to the appropriate Associate Dean or Dean or a party mutually agreed upon by the Counseling Faculty Member and the evaluator.
4. The questionnaires will be tabulated and a copy of the computer tabulation will be sent to the Counseling Faculty Member and the evaluator after the completion of the evaluated term and at least five working days before the Formal Evaluation Conference for the fall term SRQs. Spring term SRQ tabulations will be returned to the faculty member within the first week of the following fall term. The completed questionnaires will be returned to the Counseling Faculty Member at the same time.

C. The Report of the Formal Evaluation

1. The evaluator will complete a written report of the evaluation of the Counseling/Advising Faculty Member, utilizing the Planning Document, and will give it to the Counseling/Advising Faculty Member within five working days following the conference. (Please see forms in Appendix A.)
2. The Counseling/Advising Faculty Member may add written comments to the evaluation report, or may add additional material to it within ten working days of receiving the written evaluation.
3. If the Counseling/Advising Faculty Member does not agree with the evaluation, then within ten working days of receiving the written report he or she may request a meeting with the evaluator in an effort to resolve the difference of opinion.
4. If the Counseling/Advising Faculty Member does not wish to object to the written evaluation report, he or she will return it with any attached comments to the evaluator within ten working days of having received it.

5. The Counseling/Advising Faculty Member will read the evaluation report and sign it to acknowledge that he or she has read it. The Counseling/Advising Faculty Member's signature does not necessarily indicate agreement with the evaluation.
6. The evaluation report will be signed by the evaluator and the Dean.
7. The original copy of the evaluation report, with any attached additional comments, together with copies of the Counseling/Advising Faculty Self-Assessment, a summary of the Counseling/Advising Faculty Evaluation Forms and the computer tabulation of the Student Rating Questionnaires will be forwarded to the Human Resources Office.
8. The Counseling/Advising Faculty Member will receive one copy of the written evaluation report.
9. The evaluator will retain one copy of the written evaluation report for the Division file.
10. A statistical weighting of the SRQ scoring will be provided after the end of the term.

III. **THE UPDATE CONFERENCE**

In the year following the formal evaluation, the Counseling/Advising Faculty Member and the evaluator will meet for an update conference. The purpose of the update conference is to maintain contact between the evaluator and Counseling/Advising Faculty Member and to update the previous year's formal evaluation. The evaluator will send a copy of the Update Conference Report to the Dean for forwarding to the Human Resources Office and a copy for the Division file. A copy of the Update Conference Report will also be sent to the Counseling/Advising Faculty Member. (Please see forms in Appendix A.)

D 9.4 ASSESSMENT & EVALUATION OF NON-TENURED COUNSELING FACULTY

The performance of non-tenured Counseling/Advising Faculty Members is to be assessed at least twice annually prior to tenure.

I. **PURPOSE**

Evaluation of the non-tenured Counseling/Advising Faculty's work provides both Counseling/Advising Faculty Members and Administrators with information needed to maintain the quality of the College's educational process. In addition to providing Counseling/Advising Faculty Members with data that can be used in maintaining or improving the level of their counseling, advising, and teaching, it is also used for the purpose of rehiring and the granting of tenure. The result is, therefore, both developmental and evaluative.

Forms used to facilitate this process are found in Appendix A.

II. **SCHEDULE**

The evaluation schedule for non-tenured Counseling/Advising Faculty consists of the following:

First Year Counseling Faculty Member

- Planning Conference – early Fall Semester
- Evaluation Conference – late Fall Semester
- Evaluation Conference – prior to March 1
- Planning Conference for Second Year – late Spring Semester

Second Year Counseling Faculty Member

- Evaluation Conference – middle of Fall Semester
- Evaluation Conference – prior to February 1
- Planning Conference for Third Year – late Spring Semester

Third Year Counseling Faculty Member

- Evaluation Conference – late Fall Semester
- If tenure is granted, the Counseling Faculty Member will then start the regular three-year cycle with an update conference in the next year.

If the probationary period is extended to four years, the following schedule will prevail:

Second Evaluation Conference – late Fall Semester

Planning Conference – Spring Semester

Evaluation Conference – late Fall Semester, Fourth Year

III. GENERAL FEATURES

The planning and evaluation conferences will utilize the same general format required for tenured Counseling/Advising Faculty with the following two exceptions:

- A. All non-tenured Counseling/Advising Faculty must use the Counseling/Advising Faculty Evaluation form during a specified week each term during the normal three-year probationary period. (Please see forms in Appendix A.)
- B. All non-tenured Counseling Faculty must use the Student Rating Questionnaire in each class or classes each term during the normal three-year probationary period. (Please see forms in Appendix A.) The following procedures for administering the form will be used:
 1. Each Faculty Member will use the SRQ in the class or classes she/he teaches within the calendar week after $\frac{3}{4}$ (75%) of the way through the term. For Spring, Spring Break creates an extra week in the term. Requests for in class SRQ must be made by the faculty to their Dean no later than 25% of the way through the term.
 2. In each class the Counseling Faculty Member will ask a student in that class or a designated Faculty Member to administer the questionnaire while the Counseling Faculty Member absents himself or herself from the room until the students have completed the questionnaire.
 3. The individual administering the questionnaires will collect them from the students and deliver them directly to the appropriate Division office.
 4. The questionnaire will be forwarded to the appropriate office for processing and a copy of the printout will be sent to the Counseling Faculty Member prior to the evaluation conference for the fall term SRQs. Spring term SRQ tabulations will be sent to the faculty member within the first week of the following fall term. The student comments will be returned to the Counseling Faculty Member after the completion of the evaluated term.
 5. There must be at least two counseling/advising observations and classroom visitations by the evaluator or designate prior to the second evaluation conference in each of the first two years. At least one Counseling observation and one classroom visitation must be held during the third year.

THE PLANNING CONFERENCE

The purpose of this initial conference is to explain Counseling/Advising Faculty responsibilities and the evaluation procedure to the non-tenured Counseling/Advising Faculty Member (first year only) and to agree upon the goals and objectives of the Counseling/Advising Faculty Member and the methods of data collection to be used in the evaluations. Topics to be addressed should include, but are not limited to, the following:

- a. counseling/teaching/curriculum development (Counselors only)
- b. advising
- c. student services development
- d. institutional committee work
- e. other relevant activities consistent with Section D 6.2, DUTIES OF COUNSELING FACULTY, as specified in this Contractual Agreement.

A record of agreement using the Record of Agreement Non-Tenured Faculty form (Please see forms in Appendix A.) will be prepared by the evaluator following the planning conference. A copy will be sent to the Dean for forwarding to the Human Resources Office and a copy will be sent to the Counseling/Advising Faculty Member within two weeks after the conference.

V. THE EVALUATION CONFERENCE

At the evaluation conference, the Counseling/Advising Faculty Member and the evaluator will meet to review the data provided by the Counseling/Advising Faculty Member, by the Counseling/Advising observation and classroom visitation, a summary of the Counseling/Advising Faculty Evaluation Form, feedback from the Student Rating Questionnaire, and other information as agreed upon in the preceding Planning Conference and noted in the Record of Agreement.

VI. REPORT OF THE EVALUATION CONFERENCE

1. The evaluator will complete a written report of the evaluation of the Counseling/Advising Faculty Member (utilizing the Record of Agreement) and will give it to the Counseling/Advising Faculty Member, within five working days following the conference.
2. The Counseling/Advising Faculty Member will read the evaluation report and sign it to acknowledge that he or she has read it. The Counseling/Advising Faculty Member's signature does not necessarily indicate agreement with the evaluation.
3. The Counseling/Advising Faculty Member may add written comments to the evaluation report, or may add additional material to it within ten working days of receiving the written evaluation.
4. If the Counseling/Advising Faculty Member does not agree with the evaluation, then within ten working days of receiving the written report, he or she may request a meeting with the evaluator to discuss the difference of opinion.
5. If the Counseling/Advising Faculty Member does not wish to object to the written evaluation report, he or she will return it with any attached comments to the evaluator within ten working days of having received it.
6. The evaluation report will be signed by the evaluator and the Dean.
7. The original copy of the evaluation report, with any attached additional comments, a summary of the Counseling/Advising Faculty Evaluation Form, and the computer tabulation of the Student Rating Questionnaires will be forwarded to the Human Resources Office. The Counseling/Advising Faculty Member will receive one copy of the written evaluation report. The evaluator will retain one copy of the written evaluation report for the Division office.

D 9.5 ASSESSMENT & EVALUATION OF TENURED AND NON-TENURED LIBRARY FACULTY

PURPOSE

The purposes of evaluation conferences for non-tenured and tenured Library Faculty are:

1. To assess the Library Faculty Member's job performance as related to his/her duties and responsibilities;
2. To review the Library Faculty Member's contribution and progress toward the accomplishment of specified divisional Library goals/objectives;
3. To identify professional development activities that may enhance the Library Faculty Member's job performance.

Forms used to facilitate this process are found in Appendix A.

PROCEDURE

Library Faculty Evaluation:

The Library Faculty evaluation procedure requires one formal evaluation conference every three-years for tenured Library Faculty, and two formal evaluation conferences each year for non-tenured Library Faculty. The semi-annual review conference for non-tenured Library Faculty should be completed during the first two weeks in January; the second evaluation conference during the last two weeks in April.

The formal evaluation conference for Library Faculty should be completed in the last two weeks of April. Should circumstances arise that prevent the conference from being held during the last two weeks, then a mutually agreed upon time will be set to hold the formal evaluation conference. In the ensuing years

(between formal evaluation conferences) annual formal evaluation conferences are not necessary for tenured Library Faculty Members. However, an informal evaluation will be held between the tenured Library Faculty Member and appropriate Administrator. In addition, in the procedures of items 4 a-j, wherever the phrase "Formal Evaluation" occurs, the words "Informal Evaluation" shall be substituted.

The Constituency Evaluation Surveys:

The constituency to be surveyed is to be mutually agreed upon by both the Library Faculty Member and the Dean or Associate Dean. This may include all divisional Faculty, Staff and Administrators with whom the Library Faculty works. The Dean or Associate Dean may survey full-time and part-time employees supervised by Library Faculty using the Supervisor Performance Evaluation form. (Please see forms in Appendix A.) Non-tenured Faculty will distribute the Evaluation Survey for Library Reference Faculty yearly until they become tenured.

Constituency evaluation will be handled by the Evaluation Survey for Library Faculty to be sent by March 15, or an alternate mutually agreed upon date that may better accommodate other timetables.

The constituency evaluations will be returned to the appropriate Administrator who will prepare a summary of the evaluations. Summaries and surveys pertaining to individual Library Faculty will be shared with the Faculty Member being evaluated. The summary will be included in the evaluation packet.

Self-Evaluation Report:

By April 15 in the year formal evaluation is scheduled, each tenured Library Faculty Member will submit a self-evaluation to his/her Dean or Associate Dean. See Library Faculty Self-Evaluation Report form. (Please see forms in Appendix A.)

Duplicate evaluation procedures will be followed for non-tenured Library Faculty Members except for frequency of evaluation.

Formal Evaluation Procedures:

1. The Dean or Associate Dean will develop a written response to the Library Faculty Member's self-evaluation and summarize constituency evaluations. This response and summary of constituency evaluations will be available to the Library Faculty Member at least two working days before his or her formal evaluation conference.
2. The summary of the constituency evaluation, the Library Faculty Member's self-evaluation and the Administrator's response to the Library Faculty Member's self-evaluation will make up the evaluation conference packet.
3. The evaluation conference will be held as specified in "Procedure: Library Faculty Evaluation." It will consist of a discussion of the Library Faculty Member's self-evaluation, the Dean or Associate Dean's response to the Library Faculty Member's self-evaluation and the summarized constituency evaluation.

A discussion of the departmental/divisional goals will take place in this conference to establish direction for the Library Faculty Member's role in the accomplishment of those goals that should positively impact the services of the Library.

4. The post conference steps of the evaluation procedures shall be as follows:
 - a. The results of the evaluation conference will be summarized on the Formal Evaluation Report Form by the Administrator within one week following the conference. A copy will be given to the Library Faculty Member, along with the other components to the evaluation conference packet, together being the evaluation report.
 - b. The Library Faculty Member will read the Formal Evaluation Report and sign it to acknowledge that he or she has read it.
 - c. The Library Faculty Member's signature indicates that he or she has read and understands the evaluation; the signature does not necessarily indicate agreement with the evaluation.

- d. The Library Faculty Member may add written comments to the Formal Evaluation Report, or may add additional material to it within one week of receiving the written Formal Evaluation Report.
 - e. If the Library Faculty Member does not wish to object to the written Formal Evaluation Report, he or she will sign and date the page provided and return the report, with any attached comments, to the Administrator within one week of having received it.
 - f. The Formal Evaluation Report will be signed by the appropriate Administrator and forwarded to the Dean of the Library for his or her signature and/or comment if appropriate.
 - g. The original copy of the Formal Evaluation Report will be forwarded by the Dean to the Human Resources Office.
 - h. The Library Faculty Member will receive one copy of the entire evaluation report.
 - i. The Administrator will receive one copy of the entire evaluation report.
 - j. The Dean of the Library shall retain one copy of the entire evaluation report for the Dean's file.
5. An informal evaluation will be held with the tenured Library Faculty Member and appropriate Administrator in the years between the formal evaluation. The Administrator will focus on the Library Faculty Member's performance of his/her job duties and a review of professional growth activities as reported by the Library Faculty Member. A summary of that conference will be written by the Administrator. The oral conference should be scheduled during the Spring Term; however, the Library Faculty Member and the Administrator may agree to schedule the conference in the summer. Post conference steps outlined in 4, a-j above shall be followed. See Library Faculty Informal Self-Evaluation Report Form and Informal Conference Report Form. (Please see forms in Appendix A.)
 6. Semi-Annual Evaluation (non-tenured Library Faculty) – Written comments will be prepared by the Administrator that relate to the non-tenured Library Faculty Member's progress toward accomplishment of goals/objectives, an evaluation of the Library Faculty Member's duties and responsibilities specified in the job description, along with the Administrator's suggestions (if any) on job performance development. This information will be signed and submitted to the Dean of the Library along with additional comments the Library Faculty Member may want to add, following the post conference steps established in number 4 above.

Supervisor Performance Evaluation:

As part of their evaluation process, Library Faculty who supervise more than two Library employees are evaluated by the people they serve on their performance as supervisors. (Please see forms in Appendix A.)

D 10 TENURE

A Faculty Member covered under this Contractual Agreement shall be eligible for tenure in accordance with the provisions of Illinois Compiled Statutes, Chapter 110, Section 805/3B (1994), at the end of the Faculty Member's third year of consecutive full-time service, upon recommendation of the Provost, the College President and approval of the Board, but with the following exception:

I. EXCEPTION

The Board reserves the right to extend the probationary period to four years in accordance with the Illinois Compiled Statutes, Chapter 110, Section 805/3B, (1994). The Faculty Member will be given notice of a one year extension not later than March 1st (or first business day after March 1st) of the school year immediately preceding the academic school year in which tenure would otherwise be conferred. Such notice will state the corrective action which the Faculty Member should take to satisfactorily complete service requirements for tenure. The specific reason for the one year extension shall be confidential, but shall be issued to the Faculty Member upon request.

On occasion it may become necessary to terminate the services of a tenured member of the professional staff. Should this action be required, termination of tenure shall, upon the recommendation of the College President and approval of the Board of Trustees, include the following instances:

- A. Notwithstanding tenure, a Faculty Member's appointment may be terminated if the program or discipline in which the Faculty Member instructs is reduced in size or discontinued. In such cases, Faculty Members shall be notified in writing as to the elimination of position following the "Non-Renewal of Appointments" section below. In addition, the Faculty Member will receive a statement of honorable dismissal. Such action may be taken provided that the employment of no tenured Faculty Member may be terminated under the provisions of this section while any probationary Faculty Member, or any other employee with less seniority is retained to render service which the tenured employee is competent to render. In the event a tenured Faculty Member is not given notice within the time herein provided the Faculty Member shall be deemed re-employed for the ensuing school year. For the period of 24 months from the beginning of the school year for which the Faculty Member was dismissed, any Faculty Member shall have the preferred right to reappointment to a position entailing services the Faculty Member is competent to render prior to the appointment of any new Faculty Member; provided that no non-tenure Faculty Member or other employee with less seniority shall be employed to render a service which a tenured Faculty Member is competent to render.
- B. Notwithstanding tenure, any member of the Faculty may be either suspended, removed, dismissed or refused appointment renewal in cases of incompetence, cruelty, negligence, immorality, or other sufficient cause whenever the Faculty Member, in the opinion of the President and the Board, is not qualified to perform the assigned duties and whenever, in their opinion, the interests of the College require it. In such cases, the Faculty Member will be granted a hearing on causal dismissal and shall be notified in writing of the cause for the action. The Faculty Member will be processed with and granted due process of law in consideration of the Faculty Member's case. Under these circumstances the Faculty Member may be suspended immediately and thereafter may be dismissed immediately upon conclusion of due process of law.
- C. Notwithstanding tenure, any Faculty Member may be terminated in accordance with the provisions of the Reduction in Force section of this Agreement.

II. PROCESS

Tenure candidates shall submit a Tenure Portfolio to the Provost by the last day of the Fall Semester in their third (3) year of continuous employment as a full time Faculty Member. Creation of the tenure portfolio shall begin upon employment with continual updates throughout the pre-tenured evaluation period. The format/template will include the following documents:

- a. cover/title page
- b. table of contents listing each document in the tenure portfolio
- c. candidate's current curriculum vitae
- d. a copy of the candidate's annual assignments, including a record of courses taught
- e. copy of all pre-tenure evaluations
- f. a summary discussion by the candidate of efforts, innovations and accomplishments at the College of DuPage within the scope of their evaluation documents (Teaching, Advising, Curriculum Development, Institutional Committee Work)
- g. if desired by the candidate, no more than three (3) letters regarding the candidate's teaching abilities
- h. if desired by the candidate, any other supporting materials.

D 11 NON RENEWAL OF APPOINTMENT

The names of Faculty whose appointments are not to be renewed shall be presented to the Board by the College President. Board approval is required for non-renewal of tenure track and tenured Faculty appointments.

The Board shall inform the tenure track Faculty Member of its intent on or before March 1st (or first business day after March 1st). The Board shall inform the tenured faculty of its intent on or before March 1st of the year preceding the final year of appointment.

This schedule shall also apply to persons subject to non-renewal of an appointment due to the discontinuance of a program. See Section D.10, TENURE, in this Contractual Agreement. In cases where persons are deemed incompetent, cruel, negligent, or immoral or where there is other sufficient cause, such Faculty may be subject to immediate suspension or removal, providing due process is followed. See Section D.10, TENURE, in this Contractual Agreement.

D 12 REDUCTION IN FORCE

Upon clear evidence of a condition of financial exigency, the College President will make every reasonable effort to warn the College community of such condition. The College President or representative(s) will consult with the leadership of the Association about methods seeking to alleviate such financial exigency. Recommendations from Faculty shall be reviewed and considered by the College President, but such recommendations are advisory, and the final determination of methods to alleviate the financial exigency shall be made by the College President and the Board of Trustees. Such determination may include the necessity of a reduction in force of College personnel.

If the Board of Trustees approves the employment of additional full-time Faculty within eighteen (18) months of the reduction in force, such position(s) shall be offered first and in inverse order to the qualified faculty members who meet the hiring criteria for the position.

Any tenured Faculty member dismissed as a result of a reduction in force and subsequently rehired within a two (2) year time period shall retain tenure rights. However, service time shall not accrue during the period of non-employment at College of DuPage.

Any non-tenured faculty member dismissed as a result of a reduction in force and subsequently re-hired within two (2) years shall not accrue any service or tenure time during the period of non-employment at the College of DuPage. Should the period of non-employment at College of DuPage exceed one year, the Faculty member must start the tenure process over.

E GRIEVANCE AND APPEAL PROCEDURES

The Board and the Association recognize the importance of orderly and peaceful labor relations for the mutual interest and benefit of the Board, Faculty Members, and the Association. The Board and the Association further recognize the mutual benefits of just and expeditious resolution of disputes which may arise as to proper interpretation and implementation of this Agreement and accordingly, have included herein grievance and appeal procedures for the effective process and resolution of such disputes.

In the grievance and appeal procedures an instruction day is defined as a day when the Business Office is open and for which the official College calendar indicates classes are in session.

E 1 GRIEVANCE PROCEDURE

A grievance is defined as an alleged misinterpretation or misapplication of a specific article or section of this Contractual Agreement.

A grievance may be filed by any Faculty Member, a group of Faculty Members, or the Association.

The Faculty Member, at each step of the proceeding, may elect to invite an advisor/observer to be present.

The Administrator at any step of the proceeding may elect to invite an advisor/observer to be present.

Court reporters shall not be allowed to attend grievance meetings held pursuant to Section E 1, GRIEVANCE PROCEDURE, of the Contractual Agreement and record such meetings except by mutual consent.

A representative of the Association may elect to be present at each step of the process. The Association may choose to join in support of the grievant at any point in the grievance process. The Association may

introduce evidence from previous grievance files in support of the current grievance of a Faculty Member(s).

Use of this Grievance Procedure will not deny subsequent access to other legal procedures, except as specifically provided in this Contractual Agreement.

Any and all adjustments resulting from use of this procedure must be consistent with the terms of this Contractual Agreement.

The grievance will be submitted in writing, signed by the alleged grieving Faculty Member(s), and will list the specific articles or sections violated and describe the alleged incident and specify the remedy requested.

In the event the grievance does not involve instructional Deans, the grievance shall be initiated at Step 2.

Step 1: Within ten (10) instruction days of the time a grievance arises, or when the cause of the grievance could reasonably have been known by the grievant, [in no case more than forty (40) instruction days for the individual grievant after the cause of the grievance] the Faculty Member or Association at the request of the Faculty Member, will present a written, signed statement of grievance to the appropriate Dean/Director with notification to the Association. Within eight (8) instruction days after notification of the grievance a meeting will take place between the Faculty Member and the Dean/Director and/or appropriate designees and a representative of the Association if requested by the Faculty Member. The Dean/Director shall give the Faculty Member and the Association a written answer within eight (8) instruction days after the meeting.

Step 2: If the grievance is not resolved in Step 1 by the receipt of the Dean's/Director's answer the Faculty Member may continue the grievance within eight (8) instruction days to the appropriate Associate or Assistant Provost. If the grievance does not involve instructional Deans the Faculty Member may grieve within ten (10) instruction days of the time a grievance arises, or when the cause of the grievance could reasonably have been known by the grievant [in no case more than forty (40) instruction days for the individual grievant after the cause of the grievance], to the appropriate Associate or Assistant Provost with a signed, written statement of grievance. A copy shall be given to the Dean/Director, if the Dean/Director was involved in Step 1 of the grievance, and to the Association. The appropriate Associate or Assistant Provost or designated representative shall meet with the Faculty Member and a representative of the Association within eight (8) instruction days of receipt of the grievance. The appropriate Associate or Assistant Provost or designated representative shall give the Faculty Member and the Association a written answer within eight (8) instruction days after the meeting.

Step 3: If the grievance is not resolved in Step 2 by the receipt of the Associate or Assistant Provost answer, the Faculty Member may continue the grievance within eight (8) instruction days to the President of the College. A copy of the grievance shall be given to the appropriate Associate or Assistant Provost and the Association. The President or designated representative shall meet with the Faculty Member and a representative of the Association within eight (8) instruction days after receipt of the grievance. The President or designee shall give a written answer to the Faculty Member and Association within eight (8) instruction days after the meeting.

Step 4: If the Association is not satisfied with the disposition of the grievance by the President or designee or if no disposition has been made within the period provided, the grievance may be submitted to final and binding arbitration before an impartial arbitrator.

4.1 The Association shall notify the College President of its intention to pursue arbitration within ten (10) instruction days of receipt of the President's response or within ten (10) instruction days of the expiration of the time periods specified in Step 3. A grievance may not be submitted to arbitration without written notification by the President of the Association or designee.

4.2 The parties may mutually agree upon an arbitrator. If the parties cannot agree on an arbitrator within ten (10) instruction days after the notification of intent to seek arbitration, the parties shall request a list of arbitrators from the American Arbitration Association, all of whom shall have been admitted to the National Academy of Arbitrators. The Association and Board, independent of one another, will strike unacceptable names from the list. Names remaining are ranked in order of preference with "1" used for the most favored name. The American Arbitration Association, after receiving both lists, will assign the arbitrator with the lowest composite ranking. If no name was preferenced by both parties, the same procedure will be repeated until agreement is achieved.

Except as provided by law, the parties shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.

The arbitrator shall have no power to alter, add to, or subtract from the terms of this Contractual Agreement.

The decision of the arbitrator, if made in accordance with the arbitrator's jurisdiction and authority under this Contractual Agreement and applicable laws, shall be accepted as final and binding by the Board, the Association, and the grievant. All parties shall abide by the decision.

The fees and expenses of the arbitration shall be shared equally by the Board and the Association.

E 2 GRIEVANCE FILES

The Office of General Counsel is charged with the responsibility of maintaining official files for all grievance cases. These files shall include a record of meeting dates, times, participants, evidence submitted and all written communication regarding each case. These grievance files shall be kept separate from all other personnel files.

Only the following individuals shall have access to these files: the Board of Trustees, legal counsel retained by the College, the Secretary to the Board of Trustees, the President, Provost, Associate/Assistant Provost, Vice Presidents or designee, President and Vice-President of the Faculty Association, the Chairperson of the Faculty Welfare Committee, Chairperson and Vice Chairperson of the Grievance Sub-Committee and legal counsel retained by the Association.

The grievant Faculty Member, the grievant's designee and the grievant's immediate supervisor shall have access only to the case at issue for that Faculty Member.

Complete official files shall be kept for a minimum period of six (6) years. Thereafter, a log containing only a statement of the nature of an appeal and its final disposition shall be sufficient.

E 3 COLLEGE AND ASSOCIATION ARTICULATION

Representatives of the Association and the College will meet within ten (10) instructional days, but not more than twice per semester, upon request by either party for the purpose of discussing any alleged misinterpretations or misapplication of specific articles or sections of this Contractual Agreement.

F PROFESSIONAL COMPENSATION

F 1 FACULTY REMUNERATION SCHEDULE

Faculty Members shall be paid on a bi-weekly basis and may elect to have their salaries allocated over 20 pay periods or 26 pay periods except when by mutual agreement, some other alternative is more appropriate. Arrangements shall be made through Human Resources prior to the first pay period. Once this election is made, it may not be changed within the appointment year.

The Nine-month and Two-Semester Faculty Salary Schedule has five ranges and is based on a two-semester academic year. The 12-month Faculty Salary Schedule has five ranges and is based on a full calendar year, beginning with the Fall Academic Term. The 12-month Faculty Salary will be at .90 of the base salary schedule. Faculty Salary Schedule is calculated from a base salary applied to a matrix composed of index factors for experience and ranges. The index factor and maximum number of experience factor steps for each range is included in Section F 2.1, DEFINITION OF RANGES, in this Contractual Agreement. The following table lists each experience factor and its index.

Experience Factor Indexes College of DuPage:

Experience Factor	INDEX FY 08
1	1.00
2	1.05
3	1.10
4	1.16
5	1.22
6	1.28
7	1.34
8	1.40
9	1.45
10	1.50
11	1.55
12	1.60
13	1.65
14	1.70
15	1.75
16	1.80
17	1.85
18	1.90
19	1.95
20	2.00
21	2.05

The minimum placement for newly hired Faculty will be Range A, B or C. For Academic year 2023/2024 only, Bargaining unit employees employed as of December 15, 2023, will receive retro-pay for F1 wages to the first day of Fall 2023 term. Salary Schedules for 2023-2024, 2024-2025, 2025-2026, 2026-2027 are as follows:

2023-24	4.00%		8%	16%	26%	36%
Step Factor	Range Index	A	B	C	D	E
1	1.00	\$ 55,371	\$ 59,800	\$ 64,230	\$ 69,767	\$ 75,304
2	1.05	\$ 58,139	\$ 62,790	\$ 67,441	\$ 73,255	\$ 79,069
3	1.10	\$ 60,908	\$ 65,780	\$ 70,653	\$ 76,744	\$ 82,834
4	1.16	\$ 64,230	\$ 69,368	\$ 74,507	\$ 80,930	\$ 87,353
5	1.22	\$ 67,552	\$ 72,956	\$ 78,361	\$ 85,116	\$ 91,871
6	1.28	\$ 70,874	\$ 76,544	\$ 82,214	\$ 89,302	\$ 96,389
7	1.34	\$ 74,197	\$ 80,132	\$ 86,068	\$ 93,488	\$ 100,907
8	1.40	\$ 77,519	\$ 83,720	\$ 89,922	\$ 97,674	\$ 105,426
9	1.45	\$ 80,287	\$ 86,710	\$ 93,133	\$ 101,162	\$ 109,191
10	1.50	\$ 83,056	\$ 89,700	\$ 96,345	\$ 104,651	\$ 112,956
11	1.55	\$ 85,824	\$ 92,690	\$ 99,556	\$ 108,139	\$ 116,721
12	1.60	\$ 88,593	\$ 95,680	\$ 102,768	\$ 111,627	\$ 120,487
13	1.65	\$ 91,362	\$ 98,670	\$ 105,979	\$ 115,116	\$ 124,252
14	1.70		\$ 101,660	\$ 109,191	\$ 118,604	\$ 128,017
15	1.75		\$ 104,651	\$ 112,402	\$ 122,092	\$ 131,782
16	1.80			\$ 115,614	\$ 125,581	\$ 135,547
17	1.85				\$ 129,069	\$ 139,313
18	1.90				\$ 132,557	\$ 143,078
19	1.95					\$ 146,843
20	2.00					\$ 150,608
21	2.05					\$ 154,373

2024-25	3.00%		8%	16%	26%	36%
Step Factor	Range Index	A	B	C	D	E
1	1.00	\$ 57,032	\$ 61,594	\$ 66,157	\$ 71,860	\$ 77,563
2	1.05	\$ 59,883	\$ 64,674	\$ 69,465	\$ 75,453	\$ 81,441
3	1.10	\$ 62,735	\$ 67,754	\$ 72,773	\$ 79,046	\$ 85,320
4	1.16	\$ 66,157	\$ 71,449	\$ 76,742	\$ 83,358	\$ 89,973
5	1.22	\$ 69,579	\$ 75,145	\$ 80,711	\$ 87,669	\$ 94,627
6	1.28	\$ 73,001	\$ 78,841	\$ 84,681	\$ 91,981	\$ 99,281
7	1.34	\$ 76,423	\$ 82,536	\$ 88,650	\$ 96,292	\$ 103,935
8	1.40	\$ 79,844	\$ 86,232	\$ 92,620	\$ 100,604	\$ 108,588
9	1.45	\$ 82,696	\$ 89,312	\$ 95,927	\$ 104,197	\$ 112,467
10	1.50	\$ 85,548	\$ 92,391	\$ 99,235	\$ 107,790	\$ 116,345
11	1.55	\$ 88,399	\$ 95,471	\$ 102,543	\$ 111,383	\$ 120,223
12	1.60	\$ 91,251	\$ 98,551	\$ 105,851	\$ 114,976	\$ 124,101
13	1.65	\$ 94,102	\$ 101,631	\$ 109,159	\$ 118,569	\$ 127,979
14	1.70		\$ 104,710	\$ 112,467	\$ 122,162	\$ 131,857
15	1.75		\$ 107,790	\$ 115,774	\$ 125,755	\$ 135,736
16	1.80			\$ 119,082	\$ 129,348	\$ 139,614
17	1.85				\$ 132,941	\$ 143,492
18	1.90				\$ 136,534	\$ 147,370
19	1.95					\$ 151,248
20	2.00					\$ 155,126
21	2.05					\$ 159,005

2025-26	3.00%		8%	16%	26%	36%
Step Factor	Range Index	A	B	C	D	E
1	1.00	\$ 58,743	\$ 63,442	\$ 68,142	\$ 74,016	\$ 79,890
2	1.05	\$ 61,680	\$ 66,614	\$ 71,549	\$ 77,717	\$ 83,885
3	1.10	\$ 64,617	\$ 69,786	\$ 74,956	\$ 81,417	\$ 87,879
4	1.16	\$ 68,142	\$ 73,593	\$ 79,044	\$ 85,858	\$ 92,673
5	1.22	\$ 71,666	\$ 77,399	\$ 83,133	\$ 90,299	\$ 97,466
6	1.28	\$ 75,191	\$ 81,206	\$ 87,221	\$ 94,740	\$ 102,259
7	1.34	\$ 78,715	\$ 85,012	\$ 91,310	\$ 99,181	\$ 107,053
8	1.40	\$ 82,240	\$ 88,819	\$ 95,398	\$ 103,622	\$ 111,846
9	1.45	\$ 85,177	\$ 91,991	\$ 98,805	\$ 107,323	\$ 115,841
10	1.50	\$ 88,114	\$ 95,163	\$ 102,212	\$ 111,024	\$ 119,835
11	1.55	\$ 91,051	\$ 98,335	\$ 105,619	\$ 114,725	\$ 123,830
12	1.60	\$ 93,988	\$ 101,507	\$ 109,026	\$ 118,425	\$ 127,824
13	1.65	\$ 96,925	\$ 104,680	\$ 112,434	\$ 122,126	\$ 131,819
14	1.70		\$ 107,852	\$ 115,841	\$ 125,827	\$ 135,813
15	1.75		\$ 111,024	\$ 119,248	\$ 129,528	\$ 139,808
16	1.80			\$ 122,655	\$ 133,228	\$ 143,802
17	1.85				\$ 136,929	\$ 147,797
18	1.90				\$ 140,630	\$ 151,791
19	1.95					\$ 155,786
20	2.00					\$ 159,780
21	2.05					\$ 163,775

2026-27	3.00%		8%	16%	26%	36%
Step Factor	Range Index	A	B	C	D	E
1	1.00	\$ 60,505	\$ 65,345	\$ 70,186	\$ 76,236	\$ 82,287
2	1.05	\$ 63,530	\$ 68,613	\$ 73,695	\$ 80,048	\$ 86,401
3	1.10	\$ 66,555	\$ 71,880	\$ 77,204	\$ 83,860	\$ 90,515
4	1.16	\$ 70,186	\$ 75,801	\$ 81,416	\$ 88,434	\$ 95,453
5	1.22	\$ 73,816	\$ 79,721	\$ 85,627	\$ 93,008	\$ 100,390
6	1.28	\$ 77,446	\$ 83,642	\$ 89,838	\$ 97,582	\$ 105,327
7	1.34	\$ 81,077	\$ 87,563	\$ 94,049	\$ 102,157	\$ 110,264
8	1.40	\$ 84,707	\$ 91,484	\$ 98,260	\$ 106,731	\$ 115,202
9	1.45	\$ 87,732	\$ 94,751	\$ 101,769	\$ 110,543	\$ 119,316
10	1.50	\$ 90,757	\$ 98,018	\$ 105,279	\$ 114,354	\$ 123,430
11	1.55	\$ 93,783	\$ 101,285	\$ 108,788	\$ 118,166	\$ 127,545
12	1.60	\$ 96,808	\$ 104,553	\$ 112,297	\$ 121,978	\$ 131,659
13	1.65	\$ 99,833	\$ 107,820	\$ 115,807	\$ 125,790	\$ 135,773
14	1.70		\$ 111,087	\$ 119,316	\$ 129,602	\$ 139,888
15	1.75		\$ 114,354	\$ 122,825	\$ 133,414	\$ 144,002
16	1.80			\$ 126,334	\$ 137,225	\$ 148,116
17	1.85				\$ 141,037	\$ 152,231
18	1.90				\$ 144,849	\$ 156,345
19	1.95					\$ 160,459
20	2.00					\$ 164,574
21	2.05					\$ 168,688

F 2 RANGES

F 2.1 DEFINITION OF RANGES

Range A: (Index = 1.00 Maximum Experience Factor 13) Initial placement in this range shall require a minimum of a Master's degree or Bachelor's degree in the respective teaching or related field with equivalent professional experience (for new hire).

Range B: (Index = 1.08 Maximum Experience Factor 15) Initial placement in this range shall require a minimum of a Master's degree plus 30 semester hours of approved graduate work, as approved by the Academic Administrator, in the respective teaching or related field, or a Master's degree plus 5 years equivalent professional experience (for new hire) or the equivalent as defined in F3 CRITERIA FOR MOVEMENT.

Range C: (Index = 1.16 Maximum Experience Factor 16) Initial placement in this range shall require a minimum of a Master's degree plus 60 semester hours of approved graduate work, as approved by the Academic Administrator, in the respective teaching or related field, or a Master's degree plus 10 years equivalent professional expertise, or any Doctoral Degree (for new hire only) or the equivalent as defined in F3 CRITERIA FOR MOVEMENT.

Range D: (Index = 1.26 Maximum Experience Factor 18) Placement in this range shall require any Doctoral Degree in the discipline or Master's Plus 75 (exclusively for all tenured faculty) which would be automatic through one of the following three methods:

1. a tenured faculty's confirmation of the Ph.D. in the discipline, or Ed.D. or other doctorate judged by the appropriate Administrator to be relevant to the Faculty Member's current teaching assignment;
2. upon satisfactory completion of 75 previously approved semester hours of credit beyond the Master's equivalence, not necessarily acquired under a Personal Education Plan.
3. Upon satisfactory completion of a total of 60 previously approved semester hours of credit beyond the Master's equivalence and the filing of a Personal Education Plan

Range E: (Index = 1.36 Maximum Experience Factor 21) Movement from Range D to E shall require the recommendation of the appropriate Administrators and approval of the President. A Faculty Member will be eligible for movement to Range E seven years as Full Time Faculty after hire. Movement from Range D to E shall require the recommendation of the FACE and approval of the President.

Movement eligibility begins with the initial placement upon hire.

Movement Eligibility

A-B= +30

B-C= +30

C-D= +15 or doctoral degree

D-E = E-range portfolio process

Full time faculty employed through the 2019 Academic year shall be grandfathered in their current Rank and Range, any movement will require Faculty to complete the requirements per Section F3 and as designated in Section F2.1.

F 2.2 E-RANGE REQUIREMENTS

F 2.2.a FACULTY ADMINISTRATOR COMMITTEE ON E-RANGE (FACE) – PROMOTION REVIEW & RECOMMENDATION

The College and CODFA agree to participate in a Faculty Administrator Committee on E-Range (FACE) whose purpose is to review the written applications for promotion from Range D to E and develop a recommendation for the President. This committee will be made up of three Faculty Members selected by CODFA the Assistant Provost of Instruction and two other academic Deans. The committee will evaluate the application against the promotion criteria and come to consensus as to the promotion recommendation. Recommendations for promotions will be forwarded to the President for approval and recommendation to the Board. Should the President not approve a promotion recommendation, the President will meet with FACE to explain his/her rationale. Copies of FACE findings will be maintained in the Academic Affairs Office and by the Chair of Welfare.

The guidelines will be reviewed by the Committee on an annual basis.

Committee member terms will normally be three-years in duration, but to ensure continuity of practice, the first time the committee is called two members will have two year terms, two will have three-year terms, and two will have four year terms. The committee will elect its chair annually, alternating between an Administrator and a Faculty Member.

F 2.2.b E-RANGE

Movement to E-Range represents a significant milestone in a faculty member's career and is intended to recognize faculty for excellence in teaching/counseling/librarianship/advising and for significant and sustained contributions to the College over time. Faculty will be eligible to apply for movement to E-Range, in their sixth (6th) year as a Full Time Faculty Member and upon approval, will move in their seventh (7th) year after initial hire as Full Time Faculty. Further educational credit beyond D Range is not required. The process is as follows:

- The faculty member who meets the eligibility requirement for E-Range submits to the Division Dean a "Notice of Intent to Apply for E-Range" by October 15. Notification is required but is intended as "information only."
- The faculty member prepares an E-Range Portfolio and submits it to the Academic Affairs Office by February 15th. *Note: The percentages allocated in the Contributions section of the E-Range Portfolio Rubric are for illustrative purposes only and the relative weights for each category may be modified by the faculty member.*
- The E-Range Portfolio is reviewed by each member of FACE and evaluated using a standard rubric.
- After all members of FACE have reviewed the portfolio, the committee convenes to discuss the applicant's qualifications for E-Range.
- The applicant will not be present during the deliberation/discussion phase of the portfolio review, and all discussions will be confidential.
- Approval of faculty for E-Range will be determined by a majority vote of FACE.
- Faculty who are not recommended for E-Range will receive written notification and feedback from FACE that is tied to the Rubric and will be eligible to submit a revised E-Range Portfolio the following year.
- A favorable recommendation for movement to E-Range will be forwarded to the President for approval and recommendation to the Board.
- Faculty will be notified of the committee's decision by April 15th of the academic year preceding the change.
- For faculty not recommended for E-Range, they may file a request for review to the FACE committee by email to the Assistant Provost of Instruction by May 1st. The request for review is an opportunity for the faculty member to request a second review for clarification based on the feedback provided. FACE will review and respond by May 15th. If not resolved at the FACE level, the union can then file a grievance at Step 3.

F 2.2.c APPLICATION FOR D TO E

Written application for change from Range D to E demonstrating completion of the E-Range Plan shall be completed by April 15th of the academic year preceding the change. The Dean/appropriate Administrator shall provide the Faculty Member a written response to the application by June 1st of the application year.

F 3 CRITERIA FOR MOVEMENT

Movement from one range to another shall be dependent upon successful attainment of the required number of graduate hours or successful completion of directly related work experience, or the equivalent, or the completion of a Personal Education Plan. Graduate credit hours applicable to range change from outside institutions must be from colleges, universities or professional schools accredited by one of the five regional accrediting agencies.

A. Course Work Options

Faculty Members shall file "Prior Approval" forms to apply additional credit towards changes in Ranges. Applicable course work must be judged by the appropriate Administrator to be of recognized quality and to be relevant to each Faculty Member's current assignment. Courses will be graduate courses, except for undergraduate courses deemed relevant to the Faculty member's assignment by the appropriate Administrator. No credit can be earned for experiences which involve reassigned time (except for Faculty Members on Sabbatical Leave or One Semester Non-teaching Assignment) from normal teaching, office hours, and/or contractual responsibilities or involve remuneration from the College other than reimbursement for tuition and/or fees. Alternatively, a faculty member may choose to pursue goals set forth in a Personal Education Plan. Such a plan must be pre-approved and might

include such things as coursework, travel, independent study, research, writing, etc. These activities would be converted into credit hours which could be applied toward range change on the salary schedule through the Faculty Committee on Alternative Credit.

B. Denial of Salary Movement

Salary changes caused by changes in base, movement on experience factor, and range change as specified in this Agreement will be awarded when a Faculty Member has completed the requirements except when the Faculty Member fails to achieve a year of satisfactory service.

Faculty being denied movement on the Experience Factors due to failure to achieve a year of satisfactory service must be notified in writing by February 28th. Such notification must reference specific reasons for the denial and the corrective actions which the Faculty Member should take to satisfactorily complete service requirements.

No movement in Experience Factor placement shall be granted if the Faculty Member has been employed less than one-half of an appointment year.

C. Documentation and Application Deadlines

The deadline for completing documentation of earned credits for application to the current year's appointment is May 15th of the appointment year.

D. Additional Compensation for Outstanding Service

Upon recommendation of the President, the Board may approve additional compensation to Faculty who have given outstanding service to the College.

F 4 EXPERIENCE FACTOR

Each Faculty Member completing a year of satisfactory service and not otherwise prevented by conditions of this Contractual Agreement shall receive a one (1) year advance in the Faculty Member's "experience factor" through the final fiscal year of this Contractual Agreement.

F 5 RANGE CHANGE

Each Faculty Member meeting the criteria as set by this Contractual Agreement shall be granted the appropriate range change in placement on the salary schedule through the final fiscal year of this Contractual Agreement.

F 6 SUMMER, WINTER, SPRING BREAK ASSIGNMENTS

Full-time Two-Semester and Nine-Month Faculty shall be given right of first refusal for summer assignment. The Dean/Associate or Assistant Dean retains full authority to make or withhold the summer assignment. A denied Faculty Member will be given, upon request, the reason for refusal and a method for appeal. The appeal will be limited to the Dean and Assistant Provost.

Full-time Two Semester and Nine-Month Faculty shall request summer assignment on the summer Assignment Information Form and shall submit the form to the appropriate Dean by January 7.

No full-time Faculty will be entitled to right of first refusal in a teaching assignment in the summer which is substantially different from the Faculty Member's two-semester or nine-month appointment.

Some 9-month counselors will be required to work Winter/Spring/Summer breaks (Critical Coverage Days) to meet Peak Registration needs. Staffing of counselors to work during critical coverage days will first be selected by preference to meet the minimum percentage of staff requirements needed.

F 6.1 TWO-SEMESTER FACULTY

Faculty assigned up to nine (9) contact hours with 56 scheduled office hours will be compensated at two (2) times the overload pay rate.

Loads less than nine (9) contact hours will require the office hour total (based on a total of fifty-six (56) to be reduced on a pro rata basis. Loads in excess of nine (9) contact hours will be compensated at the overload rate.

Due to the limited number of College course offerings in the summer, full-time Faculty may have to teach outside the seven-hour day and at any location in the district where the College offers classes.

No individual Teaching Faculty Member will be assigned more than a four (4) day work week in any Summer Session without his/her written permission. This includes Faculty who teach a full year sequence of courses offered during the Summer Session, e.g. the General Chemistry sequence, etc. Faculty load may be distributed over four (4) or fewer days through mutual agreement between the Faculty Member and his/her appropriate Administrator.

At least seventy-five percent (75%) of course offerings (classes) in which students receive three (3) or more semester hours of credit will be scheduled over two (2), three (3), or four (4) days during the Summer Session.

F 6.2 STIPEND FOR SUMMER ADVISING

During the Summer Term, a two-semester Faculty Member may volunteer to participate in advising programs. If the assignment is approved by the appropriate Administrator, the Faculty Member will be paid a stipend which will not count toward full-time load or overload. The stipend will be 1.7% of Step 1, Range A for every 16 clock hours the Faculty Member is assigned to summer advising. Any required summer advising training is included in these clock hours.

F 6.3 NINE-MONTH FACULTY

Faculty assigned up to three hundred twenty-eight (328) work hours will be compensated at:

two (2) times the overload pay rate.

Compensation for loads less than three hundred twenty eight (328) hours will be reduced on a pro rata basis. Loads in excess of three hundred twenty-eight (328) hours will be compensated at the overload rate. The maximum summer load is five hundred forty-six (546) hours including load and overload.

F 7 OVERLOAD ASSIGNMENT FOR NINE-MONTH AND TWO-SEMESTER FACULTY

The Division Dean is responsible for assigning Faculty Members as necessary to meet the instructional need of the Division. Full-time Faculty may voluntarily be assigned with their consent an additional assignment averaging up to 50% of a regular assignment per semester.

Overload assignments for the academic year will not exceed 50% of an academic year's contractual load unless written prior authorization is obtained from the appropriate Associate or Assistant Provost or designee. The maximum overload assignment in any semester will not exceed sixty percent (60%) of the contractual load.

Overload assignments for Faculty Members must be assigned outside of a normal seven consecutive hour assignment period unless this limitation is waived with the approval of the Dean and the appropriate Vice President.

Two-semester Faculty Members with an overload will be paid at the highest adjunct faculty pay rate as specified in the College of DuPage Adjunct Faculty Association Agreement.

Nine-month Faculty with an overload to perform the same type of duties as their regular academic year assignment will receive an hourly rate calculated from the Two Semester Faculty overload pay rate.

Overload Faculty assignments for the regular two-semester/nine-month appointment period for full-time Faculty are calculated on a two-semester academic year basis.

The maximum summer overload is 50% of an academic year's contractual load for Two-semester Faculty. See Section F 6, SUMMER ASSIGNMENTS. The maximum summer overload for Nine-month Faculty is also found in Section F 6.

Summer load assignments for Faculty will not exceed 50% of an academic year's contractual load unless written prior authorization is obtained from the appropriate Associate or Assistant Provost or designee.

Faculty Members with a summer overload assignment will receive the same overload rate that was in effect during the preceding academic year.

F 8 NON-REMUNERATED TEACHING

No Faculty Member shall be required, without the Faculty Member's consent, to teach more contact hours than those for which they are paid per the "Assignment Schedule."

F 9 PAYMENT FOR FACULTY EVALUATION OF DEMONSTRATED COMPETENCE

A Faculty Member will be reimbursed at a rate based on the following:

Type One (Proficiency):

If the level of proficiency is determined based on the presentation of a license, certificate, or simple document, or if the proficiency is based on a standard proficiency exam administered in the testing office, or a final exam for a specific course administered by the instructor, compensation will be based on 0.05% of Step 1, Range A of the current Faculty Salary Schedule.

Type Two (Demonstrated Competence):

If an evaluation of the level of demonstrated competence requires preparation beyond Type One, such as an interview with the instructor and test administration outside the testing office due to specialized evaluation methods (e.g., lab environment), compensation will be based on 0.15% of Step 1, Range A of the current Faculty Salary Schedule.

F 10 PAYMENT FOR COOPERATIVE EDUCATION, INTERNSHIP AND SUPERVISION OF INDEPENDENT STUDIES

A Faculty Member will be compensated for Cooperative Education, Internship and Independent Study based on 0.131% of Step 1, Range A of the current Faculty Salary Schedule multiplied by the number of credit hours supervised.

The payment applies only to credit hours which are not a part of the Faculty Member's regularly assigned load/overload. Independent studies can include 1840s (individual students only), 1820s, 1822s, 1823s, 1824s and regular courses separately listed by division Administrators upon agreement with the Faculty Member to provide a student with a course. A Faculty Member may be paid for up to thirty (30) semester credit hours in any academic year; any exception to this guideline must be approved by the Division Dean.

The Faculty Member will be entitled to full payment if the student registers and subsequently withdraws provided the withdrawal is after the tuition refund period.

G INSURANCE

G 1.1 MEDICAL/DENTAL/VISION INSURANCE

- A. The benefits within the Medical/Dental/Vision plan shall be those described in the September 20, 2018 Board of Trustees Exhibit Item 8d. See Section G 3, INSURANCE COMMITTEE, in this Contractual Agreement. The Board agrees to modify the Benefit Plan Documents and Open Enrollment materials each year to reflect the changes.

Insurance coverage shall extend through summer to the first day of Fall Semester for all Faculty Members and their dependents covered by this Contractual Agreement during the preceding Spring Semester.

A Medical/Dental/Vision insurance plan will be provided for Faculty and their eligible dependents with a Faculty Member contribution for medical insurance up to twenty five percent (25%) of the actual premiums based upon the plan option chosen by the Faculty Member. Plan design changes to the plan options are subject to paragraph B, C, D, E and F of this section.

- B. Prior to the beginning of each insurance plan year, the Board will make available to the Faculty Association the premium calculations and supporting documentation used in determining member contributions in each respective year.
- C. Should the insurance premiums for any of the health insurance plans offered by the College increase by more than five percent (5%) over the prior year, the Insurance Advisory Committee will meet to discuss potential plan design change recommendations to reduce the premium. If the Insurance Advisory Committee chooses to recommend changes, they must be approved by a majority vote of the Insurance Advisory Committee which will then be forwarded to the Faculty Senate for review. If the Faculty Senate does not agree with recommended changes, they may offer an alternative recommendation within ten (10) calendar days for the Insurance Advisory Committee to review and consider. If the Insurance Advisory Committee and Faculty Senate agree on a final recommendation, it will be forwarded to the President for submission to the Board for approval. This recommendation must be submitted to the President in time for Board approval to occur at least thirty (30) days prior to the Open Benefit Enrollment period.
- D. Should the insurance premiums for any of the health insurance plans offered by the College increase by more than seven percent (7%) over the prior year, the Insurance Advisory Committee must meet and develop plan design change recommendations necessary to reduce the premium increase to no more than seven percent (7%). Recommended changes must be approved by a majority vote of the Insurance Advisory Committee which will then be forwarded to the Faculty Senate for review. If the Faculty Senate does not agree with the recommended changes, they must offer an alternative recommendation to reduce the premium increase to no more than seven percent (7%) within ten (10) calendar days.
- E. Should the Insurance Advisory Committee and the Faculty Senate not reach agreement on a recommendation, both the Faculty Senate recommendation and the Insurance Advisory Committee recommendation are forwarded to a Committee of five (5) comprised of one FOP member, one Operating Engineer, one Classified Staff member, one Administrator and one CODFA member. Based on a simple majority vote, this committee will select one of these recommendations to be forwarded to the President for submission for Board approval. Should the Committee of five (5) not select the Faculty Senate recommendation, the Faculty Senate has five (5) working days to work with the Insurance Advisory Committee to develop a mutually agreeable recommendation. If they cannot agree on a recommendation, the original selection of the Committee of five (5) is binding and will be submitted to the President in time for Board approval to occur at least thirty (30) days prior to the Open Benefit Enrollment period.

- F. The College reserves the right to re-negotiate Health Insurance coverage subject to the provisions of Section K 3 Savings Clause.
- G. It is understood by all parties that those premiums paid by the Faculty Member for the Faculty Member's Medical/Dental/Vision insurance may be sheltered in a Section 125 plan.

G 1.2 MEDICAL/DENTAL/VISION COVERAGE ON HEALTH LEAVE

A Faculty Member's and dependents' health insurance coverage (Medical/Dental/Vision) will continue during the period of compensated health leave and periods of uncompensated leave, pursuant to the Family Medical Leave Act. For Faculty Members with more than three (3) years of consecutive service and following utilization of compensated Health Leave, the Faculty Member and dependents shall have the option of participating in the College's health insurance coverage at unit cost, to be paid for by the Faculty Member, for a period of one (1) year. Faculty Members with three (3) or less years of consecutive service and following utilization of compensated Health Leave, the Faculty Member and dependents shall have the option of participating in the College's health insurance coverage at unit cost, to be paid for by the Faculty Member, for a period of three (3) months after the compensated health leave. Following these periods, the Faculty Member is assured the right of conversion to another insurance plan. These coverage periods following utilization of health leave include COBRA conversion periods where applicable.

Faculty Members on non-compensated health leave shall not be eligible for the above health insurance coverage if:

1. They are eligible for Medicare coverage.
2. They have returned to full-time employment.
3. They have become eligible for substantially equivalent health insurance coverage at an equivalent or lesser cost and have been given sixty (60) days written notice by the College of insurance termination.

Increases in the "Excessive Medical Cost Coverage" insurance premiums resulting from the specific extension of the College's health insurance plan to Faculty Members on non-compensated health leave will be paid by the College up to a maximum of \$5,000 per year. During the term of this Contractual Agreement all premium costs so explicitly due to the extension of benefits to Faculty on non-compensated health leave in excess of \$5,000 will be equally shared by the College and the Association.

G 2 MEDICAL/DENTAL/VISION APPEALS

A Faculty Member has the option to file a physician's statement for preauthorization of insurance payments for medical treatments directly through the insurance company. Each insurance provider has a claim appeal process in the plan description.

A procedure for appeal of decisions concerning "Reasonable and Customary Charges" and the scope of insurance coverage has been agreed to by the College and Association and shall appear in the Faculty Guidebook. This procedure is subject to change only by mutual consent of the Association and the College.

G 3 INSURANCE COMMITTEE

The Association agrees to participate in a committee composed of three (3) Faculty Members, two (2) Administrators, one (1) Managerial Staff member, three (3) Classified employees, and one (1) representative from any additional recognized collective bargaining unit at College of DuPage. The committee will meet a minimum of quarterly each year to monitor the plan and will be charged with reviewing and recommending alterations in insurance coverage, including but not limited to:

- A. The comparability of costs and benefits between various plan offerings.
- B. Methods of sharing in participation and limiting cost increases in health benefit costs for the College including but not limited to cost saving alternatives in coverage and cost sharing alternatives such as

employee participation, increased deductibles, HSA structure and loss limits, issues of extended coverage for disabled Faculty Members.

It is agreed that:

- the goal of this action is to maintain a committee to continually review the College's insurance coverage including Medical, Dental, Vision and all other employee benefit insurance;
- any alterations in coverage shall be agreed upon by the Association and College;
- the goal is to achieve high quality and affordable health insurance coverage;
- the goal is to share in cost management and financial participation in increased costs;
- health insurance plan benefits changes agreed upon by the Association and College will be effective at the beginning of the next insurance plan year or any subsequent insurance plan year following the agreement;
- meetings will be set with advance notice based on availability of committee members;
- Agendas will be provided at least one day before each meeting;
- all members of the insurance committee can provide suggestion for agenda items;
- minutes of each meeting will be recorded and must be reviewed and approved by the insurance committee in the next meeting;
- recommended changes as described in paragraph G 1.1 (C) (D) (E) will be made by simple majority vote of all members of the committee via written ballot.

G 4 VISION PLAN

A vision insurance plan will be provided for Faculty Members and for eligible dependents of Faculty Members. Faculty Members' contributions shall be made in accordance with Section G 1.1, MEDICAL/DENTAL/VISION INSURANCE, of this Contractual Agreement provided that the dependents are participating in the College's Health and Dental plan. The benefits within this plan shall be those described in the vision plan document.

G 5 TERM LIFE INSURANCE

Coverage to each Faculty Member in the amount of \$50,000 shall be paid for by the College. In addition, Faculty may elect optional coverage up to an additional \$500,000 at the carrier's actuarial cost by age category subject to approval by the insurance carrier. No Faculty Member shall be refused coverage up to the Faculty Member's present limit of coverage.

G 6 WELLNESS INCENTIVE

Faculty Members may participate in any College-wide employee wellness offering. Faculty Members may receive up to \$240, separate from their Faculty Development fund, towards any of the following:

- Membership at College of DuPage Fitness Center
- Any COD Physical Education classes
- Any non-COD gym membership upon presenting proof of membership

Faculty members will submit request for reimbursement directly to Human Resources with proof of membership and/or proof of payment as appropriate.

Alternatively, a faculty members can choose to have the \$240 transferred to augment their Faculty Development fund and used for professional growth in accordance with activities described in section J3 of the contract. When used for professional development, the use of these funds would follow the same approval process as all professional development activities.

G 7 LIABILITY INSURANCE

Liability insurance for Faculty in accordance with the provision for indemnity insurance outlined in the Illinois Compiled Statutes, 110 ILCS 805/3-29 will be provided and fully paid by the Community College District.

H RETIREMENT

H 1 BASIC RETIREMENT Eligibility

An eligible retiree is one who:

1. has completed at least ten (10) years of consecutive full-time service with District 502.
2. meets the minimum requirements to receive a SURS retirement annuity as of the date of retirement. Faculty members should contact SURS directly to review their eligibility for retirement benefits as part of the retirement planning process.
3. submits written notice of intention to retire to the Board of Trustees of District 502, through the President of College of DuPage. Notice must be given no less than six (6) months prior to the retirement date.
4. Faculty on Two-semester appointments must retire between academic terms.

The parties agree to the following with respect to the provisions of Section H:

- “Years” in Section H refers to an academic year.
- An academic year refers to the regular two-semester academic term and, for only Section H of this Contractual Agreement, includes the following Summer Term.

A. Benefits Accorded Those Meeting Eligibility for Faculty Retirement

1. Medical Coverage

- a. Eligible retirees may choose to enroll for the benefits available under the College Insurance Program (CIP) provided by the State of Illinois.
- b. College of DuPage will provide annual reimbursement for one retiree health insurance plan to eligible retirees upon evidence of proof of payment. Reimbursement is limited to the lesser of actual premiums paid, the cost of the state offered CIP, or \$2200 per year if under age 65, \$1,200 per year if over age 65.

2. Life Insurance

The College of DuPage will provide and pay for \$10,000.00 term life insurance coverage for eligible retirees for a period of five (5) years following retirement.

H 2 TAX SHELTERED INCOME PLANS

The Community College District will provide for each Faculty Member the option to elect up to two tax sheltered income plans at one time. The full cost of such plans will be borne by the Faculty Member.

H 3 ACCUMULATED HEALTH LEAVE

Upon submission of a letter of retirement (up to 42 months prior to actual retirement) a Faculty Member will be allowed to reclaim all unused health leave lost due to the health leave cap. See Section I 2, LEAVES: HEALTH, in this Contractual Agreement. The total unused health leave days will be reported to SURS for retirement annuity purposes.

I LEAVES

I.1 LEAVES: PERSONAL REASONS

Time off for personal reasons will normally be granted for emergencies or for the purpose of conducting business of a personal nature which cannot be scheduled outside the normal workday. A Faculty Member may receive for justifiable reasons up to five (5) days of personal leave with pay per fiscal year.

Faculty Members suffering a death in their immediate family may receive up to three (3) Bereavement days leave with pay per incident in addition to their personal leave allotment. Bereavement leave is not restricted by I.1.G below. For exceptional circumstance, section I.1.E may be utilized.

For the purposes of this and all sections of this Contractual Agreement, the immediate family includes the following: parents, spouses, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons/daughters-in-law, aunt/uncles, nieces/nephews, unmarried partner/fiancé, step and half relatives that are specified within these familial relationships, any individual for whom employee has legal guardianship status.

In addition to the three (3) paid bereavement days allowed in this Section, a faculty member may be allowed up to seven (7) additional days of unpaid leave (up a total of 10 days of leave) to attend the funeral of a child, make arrangements necessitated by the death of the child and to grieve the death of a child. If an employee suffers the death of more than one child in any 12-month period, the employee may be allowed up to six weeks of unpaid bereavement leave in the 12-month period. Leave time for this provision must be used within 60 days after the notice of the child's death is received by the employee. "Child" is defined as employee's biological son or daughter, adopted, or foster child, a stepchild, legal ward, or a child of a person legally standing in the place of a child's parent. A faculty member may request the use of up to the five (5) days of paid personal leave per fiscal year (if available) during this leave period. In accordance with Section I1 D., leave will be subtracted from accumulated health leave.

Faculty wishing to be excused for personal days must submit a Leave Reporting form, 48 hours in advance, (except in emergency) certifying that the reason for the day(s) is of a personal nature (as described in I.1.A) and that the Faculty Member could not conduct this action outside of normal working hours. Two of the days may be by notification and the remaining days by prior approval.

- A. For the purpose of this and all sections of this Contractual Agreement, Personal Leave includes: Legal, observance of religious holidays, medical and dental appointments, emergency family business, and funeral (not covered by bereavement leave).
- B. Phone calls or verbal messages may be accepted for emergencies, such as illness or death in the immediate family.
- C. A copy of the Leave Reporting form stating the reason for the leave will be forwarded to the Payroll Office after the Administrator has notified the Faculty Member of the Administrator's decision.
- D. Leave will be subtracted from accumulated health leave.
- E. In cases where the five personal days have been utilized and there still remain health leave days, the College President may grant to a Faculty Member additional personal days deducted from health leave days in cases of extraordinary or emergency circumstances.
- F. July 1 shall constitute the date from which personal days shall be computed.
- G. Personal leave days may not be taken immediately preceding or following a vacation period, which shall include mid-week holidays or weekends annexed to holidays, or the first five (5) working days of each semester, unless the Faculty Member receives permission from the College President or designee due to the existence of extraordinary or emergency circumstances.
- H. Personal leave without prior approval may not be taken during the last week of any semester.
- I. In addition to the ability to use Personal Leave for the observance of religious holidays as described in paragraph A above, a Faculty Member may be granted up to two (2) paid days off per academic year

for religious holidays. The appropriate Administrator may grant one day off per religious holiday up to the maximum of two (2) per academic year if the Faculty Member agrees to makeup the equivalent hours.

12 LEAVES: HEALTH

A Faculty Member shall be entitled to twenty (20) workdays of health leave with full remuneration per appointment year. Compensated health leave pay shall be at the Faculty Member's normal rate of compensation.

Unused health leave days may accumulate to a maximum of 300 days entitlement in addition to the twenty (20) days entitlement for the current year. Upon submission of a letter of retirement (as per Section H, RETIREMENT) a Faculty Member will reclaim all unused health leave lost due to the 300 day cap. The total unused health leave days will be reported to SURS for retirement annuity purposes.

The Association and College will continue the agreed upon Health Leave Bank for Faculty and other employees who have exhausted all their paid health leave.

The faculty is eligible for use of the Health Leave Bank, provided that:

1. They donated hours to the bank (equivalent to one (1) day;
2. They met the 6 month waiting period after donation;
3. They have been off work at least 20 workdays, and
4. They have exhausted all of their own accumulated paid time off (i.e. vacation, sick, etc.).

The faculty can be awarded up to 60 Health Leave Bank days.

Benefits Status: While utilizing the Health Leave Bank days, the employee's health insurance, life insurance, (if applicable) along with their voluntary benefits that the employee may have elected will continue at the employee's normal payroll deduction rate(s).

Approval process: Upon approval for use of Health Leave Bank time, Human Resources will notify the employee in writing and the Payroll office of the approval for use of Health Leave Bank along with the number of days awarded.

In cases where there is no remaining health leave or personal days, a Faculty Member may request special consideration from the appropriate Vice-President through the Dean. The Vice President may approve forward borrowing into the next fiscal year's health leave and personal leave allotment for the benefit of the Faculty Member based upon evaluation of the accompanying rationale and after consultation with the Vice President of Human Resources or designee.

A Faculty Member denied approval of forward borrowing may request a review by the next level of supervision.

The forward borrowing procedure is separate and in addition to relief available pursuant to current Board Policy.

During Fall and Spring Semesters, two-semester Faculty health leave will be calculated on the basis that if one-half of the assignment including classes and office hours is missed, a full day (eight (8) hours) will be deducted from health leave. If less than one half of the assignment is missed, then one-half day (four (4) hours) will be deducted. In no case will less than one-half day (four (4) hours) be deducted.

Faculty employed in the summer are entitled to use their existing accumulated health leave days over the Summer Term at the summer rate of pay. In the case of two-semester and nine-month Faculty Members,

all use of days which do not fall during the normal two-semester or nine-month assignment period are compensated at the summer pay rate.

The number of sick days deducted for a one day absence during the Summer Term will be as follows:

- Seven (7) or more week course: one (1) sick leave day deducted for each day absent
- Six (6) or fewer week course: two (2) sick leave days deducted for each day absent.
- Faculty simultaneously teaching courses of different duration will be charged the greater sick leave of the options above.

If less than one-half of the assignment is missed, then one-half of the amount above will be deducted.

Nine-month Faculty (denoted in Section A 1, RECOGNITION, TITLES, AND FACULTY RANK of this Contractual Agreement) health leave hours will be considered as actual hours taken or used.

A leave for health shall be defined as time off (paid or unpaid) when a physician's or other College approved health care practitioner's statement would indicate a Faculty Member is physically or mentally unable to work. Such health leave shall be for the duration of eligibility as defined in subsequent paragraphs.

Faculty members are able to use up to ten (10) days from their annual allotment of sick leave to be used as family leave. Family leave can be used to personally care for a sickness, medical appointment or disability involving a member of the faculty member's immediate family (dependent children, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent). No sick leave time accumulated from **previous** fiscal years can be used for this purpose. In the case of treatment by a health care practitioner, the total of allowable paid sick time should not exceed four hours per incidence. In no case will less than one-half day (four (4) hours) be deducted. All other provisions of health leave remain the same (i.e. - FMLA leave provisions or care documentation requirements).

Health leave shall include medical complications associated with pregnancy for the period the pregnant Faculty Member is medically unable to work, including pregnancies in which medical complications arise. Two weeks of accrued sick hours are available for paternity leave, adoption, or placement of a child. For nine month faculty, accrued vacation hours may be applied for any leave after the initial two weeks. At the option of the Faculty Member, non-compensated parental leave may be requested in lieu of health leave.

Faculty members may request a Partial Semester Teaching Assignment for FMLA-eligible circumstances. To be eligible for a Partial Semester Teaching Assignment, the faculty member must be medically released to return to work. Teaching assignments (if available) will be considered as follows:

- Must have previously taught class(es) at least twice,
- Teach a minimum of eight-weeks during the term including at least four-weeks at beginning of term or four-weeks at end of term.

Alternative Assignments for Leaves that fall within the Semester.

Faculty members may be assigned to work in a capacity other than teaching when the beginning or the completion of their leave occurs during the academic semester. See "Guidelines For Full-time Faculty Maternity Leave: Assignment Accommodations."

A physician's or other College approved health care practitioner's statement of illness for periods of five (5) or fewer days may be requested during the period of illness for any Faculty Member by the Vice President of Human Resources or designee. Under this circumstance the College will pay the cost of such a visit if made to a College approved physician.

A physician's or other College approved health care practitioner's statement of illness and ability to return to work is required at the time of returning or earlier for periods in excess of five (5) working days, otherwise, health leave benefits for the absence may be suspended.

No health leaves will be paid while receiving Workers' Compensation payments.

Implementation of accumulated health leave for all new Faculty Members will be their effective date of employment and prorated to July 1.

The following rights of reappointment do not apply to those who have been terminated, resigned, or retired.

During the period of health leave, the College assures the reappointment of Faculty Members with tenure for up to three (3) appointment years including the appointment year in which the Faculty Member commences health leave or the end of the appointment year in which the health leave expires, whichever is greater. Notification of intention to return must be given prior to January 15 of the final appointment year.

During the period of health leave, the College assures the reappointment of non-tenured Faculty Members to the end of the appointment year in which their health leave expires.

Tenured and non-tenured Faculty may apply for extensions of these health leaves which may be granted with Board approval.

Service credit will continue to accrue for up to one year towards the salary schedule and seniority during a leave for health, not including time off for a Worker's Compensation injury.

When a Faculty Member works a partial year due to a Worker's Compensation illness or injury, the regular annual salary shall be prorated by any number of days actually worked according to the portion of workload performed in that year.

Vacation entitlement for nine-month and twelve-month Faculty Members will accrue while the benefited Faculty Member is on health leave. Any other paid time off will not accrue for absences due to health leave that exceed three months.

A benefited Faculty Member who is disabled and not expected to return to work at the College, as determined by the Faculty Member's physician and by the College physician, must utilize all earned health leave days on a consecutive basis before SURS disability commences.

I 3 LEAVES: JURY DUTY

Faculty will receive time off for jury duty. Notice of leave shall be given at least one week prior to the expected absence. Regular Faculty Member pay will continue during the period of jury duty. Upon receipt of jury pay, the Faculty Member should cash the check, keep the travel allowance granted and forward to the business office a personal check for the balance along with the check stub confirming jury dates and pay. There shall be no penalty for jury duty in terms of other leave policies.

I 4 LEAVES: WITNESS DUTY

Faculty shall be granted up to two day's leave with pay for witness duty when they are subpoenaed to serve as witnesses in judicial proceedings. In the event that witness duty extends beyond two days, additional leave without pay shall be granted for the duration of the testimony. The subpoena notice shall be presented to the Administrator within a reasonable time prior to leave, and the Administrator shall be kept informed as to the possible length of such leave.

Service credit shall continue to accrue toward the salary schedule and seniority during a leave for witness duty; health leave, personal leave, and vacation entitlement will not be affected by such leave.

I 5 LEAVES: MILITARY SERVICE

Faculty will be granted leave without remuneration for military duty.

I 6 LEAVES: PHYSICAL EXAMINATION FOR MILITARY DUTY

Faculty will be granted a one-day leave with pay for physical examination for military duty.

I 7 LEAVES: RESERVE UNITS

Should a Faculty Member be summoned to duty as a member of an Armed Forces Reserve Unit, a leave will be granted. The Faculty Member's rights of tenure and of employment will be unaffected and service credit will accrue towards placement on the salary schedule and seniority. Additionally, leave for health, personal days and vacation entitlement will not be affected.

The Faculty Member shall be reimbursed the difference between the military remuneration and the remuneration currently received at the College for a period not to exceed ten (10) working days.

I 8 LEAVES: PARENTAL LEAVE

Absence for parental leave, not to exceed one year, may be approved by the Board without remuneration, as long as the period requested is not deleterious to the program of the College.

I 9 LEAVES: SABBATICAL AND ONE SEMESTER NON-TEACHING ASSIGNMENT

The purpose of the sabbatical is to improve the quality of the faculty member's services so that the faculty member, the College and our students benefit from the faculty member's leave experience.

Selection Procedure:

The Sabbaticals and Semester Leaves Committee will be comprised of eight (8) members; the Assistant Provost of Instruction and three (3) other Administrators appointed by the President or designee and four (4) faculty members appointed by the Faculty Association. The Assistant Provost of Instruction will serve as the chairperson of the Committee. All members will be appointed for terms, which coincide with the duration of the current Full-time Faculty Contractual Agreement.

Criteria for selection of sabbatical and one semester non-teaching assignment leaves will be developed by the Sabbaticals and Semester Leaves Committee, and approved by the College President. Criteria shall include a submission of a written request that identifies the specific purpose of the leave, as well as the proposed benefit to the College, and include a presentation or shared report to appropriate colleagues upon return.

Faculty requesting a sabbatical or a one semester non-teaching assignment must apply through their Division Dean or appropriate Administrator on or before December 1st for leaves to be taken in the following academic year.

This request must address the individual's compliance with the selection criteria, the purpose for which the leave is requested, and any other pertinent information.

The Dean or appropriate Administrator will review and sign all sabbatical and one semester non-teaching applications with a supportive or non-supportive recommendation. All application materials and the appropriate Administrator's recommendation shall be forwarded to the Sabbaticals and Semester Leaves Committee no later than January 20th.

Upon receipt of all the applications and Administrators' recommendations by the appropriate deadlines, the Sabbaticals and Semester Leaves Committee will review Faculty applications, the appropriate Administrator's recommendations, and other pertinent information in order to develop a recommendation of leave candidates for the President. Leave outcome goals and overall quality of the proposal will be considered in the committee's decision process.

The Sabbaticals and Semester Leaves Committee will make their recommendations to the College President no later than February 28th for approval and submission to the Board of Trustees. The total

number of approved leaves (including Sabbatical and One Semester leaves) will be limited to five (5) leaves total.

If the Sabbaticals and Semester Leaves Committee submits at least five (5) leave recommendations and the President does not approve five (5) recommendations, the President will communicate the reasons for non-approval to the Committee.

Late requests will be processed only after timely requests have been processed.

I 9.1 SABBATICAL LEAVES

Qualification

To be eligible for sabbatical leave, the Faculty Member must have a minimum of six (6) years of full-time service at the College. A Faculty Member who has been granted a sabbatical leave will not be eligible again until the Faculty Member has been employed for a period of six (6) additional years of service at the College.

Remuneration

Faculty selected for a one year sabbatical leave will receive fifty percent (50%) of their base salary for the sabbatical leave year. The Faculty Member's benefits will be continued during the leave period commensurate with the amount the Faculty Member would have received had the Faculty Member remained on full salary. The Faculty Member will receive any step and range increments for the sabbatical year and the year of return that would have been awarded had the sabbatical not been taken.

Faculty Members granted sabbaticals may not receive other salary remuneration in excess of one-half of that individual's base salary for the leave period. Where compensation is in direct relationship to the leave project, the total earnings from the College and the outside agency will not exceed the individual's base salary for the leave period.

Return Conditions

A Faculty Member must return to full employment at College of DuPage for one academic year. A presentation or shared report to appropriate colleagues must be completed within six (6) calendar months of his/her return. Unless prevented by incapacity, the Faculty Member who does not satisfy these conditions must return monies received during the period of sabbatical leave.

I 9.2 ONE SEMESTER NON-TEACHING ASSIGNMENT LEAVE

Qualifications

To be eligible for a one semester non-teaching assignment leave, the Faculty Member must be tenured and have a minimum of six (6) years of service at College of DuPage. A Faculty Member who has been granted a one semester leave will not be eligible again until the Faculty Member has been employed for a period of five (5) additional years of service at the College.

Remuneration

Faculty selected for a one semester non-teaching assignment leave will continue to receive their contractual salary for the year. The Faculty Member's benefits will be continued during the leave period commensurate with the amount the Faculty Member would have received had the Faculty Member not taken leave. The Faculty Member will receive any step and range increments for the year in which the leave is taken and for the following year.

Return Conditions

A Faculty Member must return to full employment at College of DuPage for one academic year. A presentation or shared report to appropriate colleagues must be completed within six (6) calendar months

of his/her return. Unless prevented by incapacity, the Faculty Member who does not satisfy these conditions must return monies received during the period of one semester non-teaching assignment leave.

I 10 LEAVES: EXTENDED EDUCATIONAL LEAVE

A Faculty Member requesting leave to pursue further educational goals must make written request to the College President through the appropriate Administrator by April 15, or at least one full semester prior to the beginning date of the term for which such leave is requested. The length of this leave may not be longer than one academic year and shall be without remuneration. Extensions may be granted by the College at the request of the Faculty Member and with the appropriate Administrator's approval. A member of the Faculty, while on this leave, may retain the following benefits: medical/dental insurance; vision insurance; term life insurance; disability income protection under SURS; participation in the State Universities Retirement System. However, all costs associated with these benefits, including that part normally paid by the College for a Faculty Member, will be paid by the Faculty Member while on such leave.

Service credit will continue to accrue towards the salary schedule during educational leave. Health leave, personal leave and vacation entitlement will be adjusted proportionately for educational leave.

There will be no limitation in the number of credit hours applicable to range change while a Faculty Member is on Educational leave.

Faculty Members shall notify the College by May 1 of their intention to return in August/September or at least one full semester in advance of any other return date.

I 11 LEAVES: EXTENDED PERSONAL LEAVE WITHOUT PAY

Faculty Members requesting leave for personal reasons without pay may make written request to the appropriate Administrator listing the reasons for the requested leave by April 15, or at least one full semester prior to the beginning date of the term for which such leave is requested. The length of extended personal leave may not be longer than one year and shall be without remuneration. This includes any time taken designated as unpaid Family Medical Leave. Exceptions to the one year limitation must be approved by the Board of Trustees. All extended leave requests should begin and end with complete academic terms except when health related. In extenuating circumstances, the Board may, in its sole discretion, authorize deviation(s) from the foregoing, provided any such deviation(s) shall be non-precedential.

The request for Extended Personal Leave must be forwarded with recommendations by the appropriate Administrator to the appropriate Vice-President for action. The Vice-President will forward the request with recommendations to the College President for submission to the Board of Trustees for consideration.

A Faculty Member, while on this leave, may retain the following benefits: medical/dental insurance; vision insurance; term life insurance; disability income protection under SURS; participation in SURS. All costs associated with these benefits, including that part normally paid by the Board of Trustees for a Faculty Member, will be paid by the Faculty Member while on such leave.

Provisions related to tenure in applicable Board Policies in effect unless otherwise modified by this Contractual Agreement shall apply.

No experience factor credit shall accrue during Extended Personal Leave. All provisions of this Contractual Agreement will be in effect upon return from leave, and employment treated as though there was no break in services except for the loss of the experience factor for leaves in excess of one semester. Leave for health, personal days, and vacation entitlement will be reduced proportionately during such leave.

Extended Personal Leave shall not be given for the specific purpose of employment elsewhere except as encouraged by the college for reasons of updating skills and/or technical background. Extended Personal Leave shall be predicated upon the availability of replacement employees.

Faculty Members must notify the college by May 1 of their intention to return to full-time status in August or at least one full semester in advance of any other return date.

J FACULTY DEVELOPMENT

J 1 STAFF DEVELOPMENT - ALTERNATIVE CREDIT

Alternative credit may be earned and used for Range Changes through Options 1, 2, 3, 4 and 5 below.

Prior to beginning any project, proposals must be submitted in writing for review and approval by the Supervisor. If a proposal is denied the Supervisor will provide a written rationale within 10 instructional days.

Once the proposal is approved by the Supervisor written documentation of the complete project will be submitted to the Faculty Committee for Alternative Credit (FCAC) for review and approval.

For options 1, 2, 3 and 4 credit may be cumulative. For each group of forty (40) contact hours accumulated, one semester hour of credit may be granted for a total of three (3) credit hours per submitted and approved proposal per semester.

Option 1:

Workshops, seminars, conferences, travel and credit (where credit is not suggested by the granting institution):

This application must be accompanied by a proposal in narrative outline form which must include the following information:

- a. Title of the project.
- b. Hours of involvement (contact hours, preparation time, travel, etc.).
- c. Description of the proposed project.
- d. Relationship of this experience to professional growth.
- e. New or unique material expected to result from this experience.
- f. Demonstration or proof that the project was completed.

If the external institution suggests credit for a workshop or seminar, the FCAC may honor the suggested number of semester hours. ***In all such instances, the burden of proof in the form of satisfactory documentation is on the Faculty Member.***

Option 2:

Research, independent study, publications, development of instructional materials, new courses, or major revisions of existing courses:

This application must be accompanied by a proposal in narrative outline form, which must include the following information:

- a. Title of the project.
- b. Hours of involvement (contact hours, preparation time, travel, etc.).
- c. Description of the proposed project.
- d. Relationship of this experience to professional growth.
- e. Development of a bibliography.
- f. Demonstration or proof that the project was completed.

Option 3:

Work experience outside the College of DuPage that is related to your position at the College:

This area includes work at times other than when employed full time at the College and must contribute substantially to the professional growth and development of the Faculty Member. This proposal must include the following information:

- a. Location of employment.
- b. Time spent on the job that contributes to instruction beyond staying current in your field.
- c. Goals of the experience.
- d. Relationship of the work experience to the Faculty Member's teaching assignment.
- e. Benefit of experience to the Faculty Member and students.
- f. Demonstration or proof that the work experience was completed.

Option 4:

Faculty interested in developing on-campus collaborative projects can engage in a Voluntary Peer Partnership (VPP): the faculty would develop a project pertaining to relevant work they do (for instance, assessment, learning technology, pedagogy, etc.).

At every step, the faculty will need to keep a log of hours similar to the other options.

A portfolio of VPPs can be integrated as part of a D to E application.

The VPP has three steps. Faculty can elect to submit individual steps for credit or the entire completed project.

Step I

Establish a partnership: faculty would partner either with faculty (the number of faculty involved would be decided by the partners) either from their discipline or outside of their discipline, or with managers with specific expertise (assessment, Field and Experiential learning, Learning Technologies, Career Services, or Service Learning, for instance). Together, they would design the project, specifying:

- the project topic and a rationale;
- the project's scope;
- the projected steps;
- the deliverables or outcomes;
- the anticipated timeline to project completion;
- Any other relevant documentation.

Projects could include (but would not be limited to):

- Entire course design / setup;
- Specific course materials design review;
- Assessment schemes design and review;
- Feedback review;
- Teaching squares;
- Peer observations and feedback;
- Implementation of learning technology tools;
- Management of discussion boards.

Step II

The faculty should document project progress:

- The meetings with their partners;
- The section numbers and types where the project is being implemented (if appropriate);
- The protocols used if different modalities are used in different sections;
- Whether the timeline needs adjustments;
- A preliminary reflection on the implementation of the project;
- Any other relevant documentation.

Step III

Deliverables or outcomes, as well as an overall assessment of the project and next steps (if applicable), would be produced at Step III and would be documented in writing.

Such documentation could include, as appropriate:

- The documentation gathered during the planning and implementation phases;
- The documentation of any changes made to the initial plan, with rationale;
- The results of the implementation;
- Next steps, if applicable;
- Potential new ideas, for further projects;
- A personal faculty reflection on the entire VPP process and its outcome;
- Any other relevant documentation.

Option 5:

Undergraduate course work as approved by the Supervisor and FCAC shall be approved as granted by the accrediting institution.

J 2 TUITION WAIVER

Full-time Faculty and their income tax dependents shall be eligible for two thirds tuition waivers at College of DuPage. Course fees will be paid by the employee. The registration calendar will be published annually listing the date for faculty/dependent registration as forty (40) days prior to the beginning of the semester.

Retired Faculty and their income tax dependents shall be eligible for one half tuition waivers at College of DuPage. Course fees will be paid by the retiree. The registration calendar will be published annually.

J 3 FACULTY DEVELOPMENT FUND

Each Faculty Member can use up to \$1,850 or \$2090 if the Faculty Member elected to augment Professional Development Fund by transferring up to \$240 credit from Wellness Incentive. Development and Renewal Funds for professional growth for each year of this Contractual Agreement for job related professional development that improves or develops their job related skills including professional memberships and associations, and professionally related periodical subscriptions, (excluding collective bargaining memberships and associations).

With prior approval of the Dean or designee, the Faculty Development and Renewal Funds may be used for:

- reimbursement of tuition and fees;
- conference registrations;
- COD Business Solutions seminars;
- other professional growth activities;
- any portion of the \$1850 or \$2090 may be used per year to reimburse pre-approved travel related expenses in accordance with College travel policies;
- up to \$300 per year for work-related books

- work related software or software subscriptions. However, software intended to be installed on College owned equipment will require an IT review to ensure that the software is compatible with College systems and is in line with College security practices.
- graduate or undergraduate classes that may be used to meet range change eligibility requirement;
- Faculty may decide to use up to \$240 either as part of professional development or as Wellness Incentive (See G6 for eligibility and requirements).

Prior to the rejection of any Professional Development fund request the request will be reviewed by the Deans and the appropriate Assistant Provost or Provost.

Up to \$30,000 per year of unused Faculty Professional Development funds will be made available to supplement individual Professional Development funding, as approved by the Provost or designee. Requests for these funds will be made using the existing faculty development approval process.

For any Faculty Member who terminates employment during the life of this Contractual Agreement, the total available allocation will be based upon the length of service by the Faculty Member during the Contractual Agreement. Any excess of funds used, minus those allocated, will be deducted on the Faculty Member's final paycheck(s).

K OBLIGATIONS AND SPECIAL CLAUSES

K 1 BINDING OBLIGATION

The provisions of this Contractual Agreement will constitute a binding obligation of the parties for the duration hereof or until changed by written, mutual consent.

K 2 PRECEDENCE

This Contractual Agreement shall supersede any policies, procedures, rules, regulations, or practices of the College which shall be contrary to or inconsistent with the terms of this Contractual Agreement and shall constitute the entire Contractual Agreement between the parties. The attached appendices and referenced documents, whether attached or not, including those Board Policies and committee reports which have been referenced, are integral parts of this Contractual Agreement. All Faculty Members' appointments for the duration of this Contractual Agreement shall be made expressly subject to the terms of this Contractual Agreement. The provisions of this Contractual Agreement shall be incorporated into and be considered part of the individual Faculty Member's appointment. The Board reserves the right to amend its policies from time to time as long as the policy to be changed is not referenced in this Contractual Agreement and does not directly or indirectly modify or limit the salary, terms, or conditions contained in this Contractual Agreement.

K 3 SAVINGS CLAUSE

If any provision of this Contractual Agreement or any application of this Contractual Agreement to any Faculty Member or group of Faculty Members, Board, College, or Administration shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions and applications shall continue in full force and effect.

If any provision of this Contractual Agreement is found contrary to law, within ten (10) working days of receipt of notification of such findings by any court of competent jurisdiction, negotiations shall commence for the purpose of reaching agreement on the affected matter.

If within twenty (20) working days after negotiations have begun no agreement has been reached both parties shall, unless otherwise mutually agreed upon, seek mediation under the rules and regulations of the American Arbitration Association.

K 4 EMPLOYEE GUIDEBOOK

The Employee Guidebook serves as a handbook for procedures and information only. If there is any conflict between the written terms of this Contractual Agreement and the Employee Guidebook, the written terms of this Contractual Agreement shall be controlling. Nothing in the Employee Guidebook shall be interpreted or implied so as to modify by alteration, change, addition to, or deletion from, the written terms of this Contractual Agreement except through the voluntary, mutual consent of the parties by written amendment.

K 5 INTERRUPTION OF SERVICE

The Association agrees that during the term of this Contractual Agreement and any extension thereof, it will not engage in or authorize any strike.

K 6 RESERVE CLAUSE

The College and the Association acknowledge that during the negotiations which resulted in this Contractual Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement by the parties. There shall be no unilateral reopening of this Contractual Agreement by the College or the Association during the life of this Contractual Agreement of matters covered or not covered in this Contractual Agreement.

Any item contained in this Contractual Agreement which has been indicated as a problem due to the excessive filing of grievances (3 or more, one of which has been to arbitration during the term of this Contractual Agreement), may be reopened for negotiations by mutual consent of both parties.

K 7 DISTRIBUTION OF CONTRACTUAL AGREEMENT

Copies of this signed Contractual Agreement shall be printed and distributed to all presently employed, regularly employed, full-time Faculty within fifteen (15) working days after formal ratification and signing by both parties. Copies of this Contractual Agreement will also be included with offers of employment to those employed subsequent to this Contractual Agreement.

Specific information in regard to insurance programs will be distributed through the Human Resources Office. The Human Resources Office shall distribute a concise current summary of insurance practices within sixty (60) days of the signing of this Contractual Agreement. A copy of the insurance contract will be made available for review and copying purposes in the Human Resources Office.

The College will provide a free identification system which includes insurance identification, access to the PE building, library check out, Faculty identification, etc.

K 8 DURATION OF THE CONTRACTUAL AGREEMENT

The term of the Contractual Agreement shall be through the end of May 31, 2027 (the "Expiration Date"). The parties agree to use their best effort to begin formal negotiations of a successor agreement no later than November 1st preceding the expiration of this agreement.

This Contractual Agreement is signed this 10th day of January, 2023. ⁴

In witness thereof:

Board of Trustees

Christine M. Fenne

Christine Fenne
Chairperson, College of
DuPage Board of Trustees
Community College #502

Heidi Holan

Heidi Holan
Vice Chairperson, College of
DuPage Board of Trustees
Community College District #502

Faculty Association IEA/NEA

David Goldberg

David Goldberg
President, College of
DuPage Faculty Association,
IEA/NEA

Scott Campbell

Scott Campbell
Vice President, College of
DuPage Faculty Association,
IEA/NEA

Melissa Mouritsen

Melissa Mouritsen
Chairperson, Faculty Welfare
Committee, College of DuPage
Faculty Association, IEA/NEA

APPENDIX A - EVALUATION FORMS

All forms will also be available electronically to facilitate expanded text and ease of use.

ASSESSMENT & EVALUATION FORMS

Full-Time Tenured Faculty

- Phase I/Planning Document
- Phase II/Faculty Self-Evaluation Report
- Phase II/Formal Evaluation Report
- Phase III/Faculty Update Conference (Optional Form)
- Phase III/Update Conference Report
- Student Questionnaire – Faculty Evaluation Survey
- Classroom Observation Planning Document
- Supervisor Observation Document

Full-Time Non-Tenured Faculty

- Phase I/Record of Agreement Non-Tenured Faculty
- Non-Tenured Faculty Classroom Observation Plan
- Non-Tenured Faculty Classroom Observation Report
- Full-Time Non-Tenured Faculty Evaluation Formal Evaluation

Counseling/Advising Faculty

- Phase I/Planning Document – Counseling Faculty Member
- Phase I/Record of Agreement Non-Tenured Counseling Faculty
- Counseling Faculty Evaluation Form
- Phase I/Planning Document – Advising Faculty Member
- Phase I/Record of Agreement Non-Tenured Advising Faculty
- Advising Faculty Evaluation Form
- Student Questionnaire – Faculty Evaluation Survey Counselors
- Student Questionnaire – Faculty Evaluation Survey Advisors
- Classroom Observation Planning Document
- Supervisor Observation Document

Library Faculty

- Library Faculty Self-Evaluation Report
- Formal Evaluation Report
- Informal Conference Report
- Evaluation Survey for Library Faculty
- Library Faculty Informal Self-Evaluation Report
- Supervisor Performance Evaluation

PHASE I

PLANNING DOCUMENT

(To Be Completed By Faculty Member)

The Planning Conference will be held approximately one year before the Formal Evaluation Conference. A statement written by the Faculty Member addressing achievements and goals in areas of teaching, advising, curriculum development, institutional committee work and other relevant activities should be returned to the Associate Dean one week before the conference.

1. TEACHING

Goals:

Strategies to achieve goals:

*Achievements:

2. ADVISING

Goals:

Strategies to achieve goals:

*Achievements:

*Include achievements related to goals defined in previous conferences/discussions.

3. **CURRICULUM DEVELOPMENT**

Goals:

Strategies to achieve goals:

*Achievements:

4. **INSTITUTIONAL COMMITTEE WORK**

Goals:

Strategies to achieve goals:

*Achievements:

*Include achievements related to goals defined in previous conferences/discussions.

5. OTHER RELEVANT ACTIVITIES

Goals:

Strategies to achieve goals:

*Achievements:

Faculty Member Signature

Date

Evaluator Signature

Date

*Include achievements related to goals defined in previous conferences/discussions.

PHASE II

FACULTY SELF-EVALUATION REPORT

(To Be Completed By Faculty Member)

A statement written by the Faculty Member **updating the achievements and goals** in areas of teaching, advising, curriculum development, institutional committee work and other relevant activities should be returned to the Associate Dean one week before the conference.

1. TEACHING

Goals:

Strategies to achieve goals:

*Achievements:

2. ADVISING

Goals:

Strategies to achieve goals:

*Achievements:

*Include in future write-ups in Phase III.

3. CURRICULUM DEVELOPMENT

Goals:

Strategies to achieve goals:

*Achievements:

4. INSTITUTIONAL COMMITTEE WORK

Goals:

Strategies to achieve goals:

*Achievements:

*Include in future write-ups in Phase III.

5. **OTHER RELEVANT ACTIVITIES**

Goals:

Strategies to achieve goals:

*Achievements:

Name

Date

*Include in future write-ups in Phase III.

PHASE II
FORMAL EVALUATION REPORT

Name_____ Date_____

Evaluation Period_____ Conference Date_____

Sources of Evaluation Information:

☐ Student Evaluations ☐ Self Evaluation ☐ Other

TEACHING:

- ☐ Satisfactory
☐ Needs Improvement (In areas detailed below)
☐ Unsatisfactory (In areas detailed below)

Evaluator Comments:

Faculty Comments:

ADVISING:

- ☐ Satisfactory
☐ Needs Improvement (In areas detailed below)
☐ Unsatisfactory (In areas detailed below)

Evaluator Comments:

Faculty Comments:

CURRICULUM DEVELOPMENT:

- ☐ Satisfactory
☐ Needs Improvement (In areas detailed below)
☐ Unsatisfactory (In areas detailed below)

Evaluator Comments:

Faculty Comments:

INSTITUTIONAL COMMITTEE WORK:

- ☐ Satisfactory
- ☐ Needs Improvement (In areas detailed below)
- ☐ Unsatisfactory (In areas detailed below)

Evaluator Comments:

Faculty Comments:

OTHER RELEVANT ACTIVITIES:

SUMMARY: This instructor receives an overall evaluation of:

- ☐ Satisfactory
- ☐ Needs Improvement (In areas detailed below)
- ☐ Unsatisfactory (In areas detailed below)

Evaluator

Date

Dean

Date

I have read the above and understand that I may add written comments in the spaces provided and/or on additional pages which will be attached to this Formal Evaluation.

Faculty

Date

PHASE III

FACULTY UPDATE CONFERENCE (OPTIONAL FORM)

(To Be Completed By Faculty Member)

If there is a need to update the achievements and goals in areas of teaching, advising, curriculum development, institutional committee work and/or other relevant activities, the Faculty Member should return this form to the Associate Dean one week before the conference.

1. TEACHING

Goals:

Strategies to achieve goals:

*Achievements:

2. ADVISING

Goals:

Strategies to achieve goals:

*Achievements:

*Include achievements related to goals defined in previous conferences/discussions.

3. **CURRICULUM DEVELOPMENT**

Goals:

Strategies to achieve goals:

*Achievements:

4. **INSTITUTIONAL COMMITTEE WORK**

Goals:

Strategies to achieve goals:

*Achievements:

*Include achievements related to goals defined in previous conferences/discussions.

5. **OTHER RELEVANT ACTIVITIES**

Goals:

Strategies to achieve goals:

*Achievements:

Name

Date

*Include achievements related to goals defined in previous conferences/discussions.

PHASE III
UPDATE CONFERENCE REPORT

Faculty Member _____ Evaluator _____

The Update Conference was held on _____

Comments by Faculty Member:

Comments by Evaluator:

_____ Faculty Member	_____ Date
-------------------------	---------------

_____ Evaluator	_____ Date
--------------------	---------------

_____ Evaluator's Supervisor	_____ Date
---------------------------------	---------------

Student Questionnaire – Faculty Evaluation Survey

1. The course assignments were clearly presented.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

2. I would recommend this instructor to others.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

3. The instructor was enthusiastic about the subject.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

4. The instructor promoted an atmosphere which was conducive to learning.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

5. The instructor showed respect for students.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

6. The instructor was available for help and advice.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

7. My knowledge of the subject has increased because of this course.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

8. I knew what improvement was needed from feedback on assignments.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
-------------------	----------	-----------	-------	----------------

1	2	3	4	5
---	---	---	---	---

9. The instructor answered student questions.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

10. The instructor used examples to help clarify the subject matter.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

11. The instructor encouraged discussion and a variety of ideas.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

12. The instructor expressed clear expectations for my learning and performance in this class.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

13. The instructor clearly explained concepts.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

14. The instructor was well organized and prepared.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

15. Class time was generally focused on learning course content.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

16. Tests and assignments were graded and returned promptly enough to benefit my learning.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
-------------------	----------	-----------	-------	----------------

1	2	3	4	5
---	---	---	---	---

17. Assignments supported the course content.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

18. The instructor provided clear evaluation criteria.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

19. The instructor demonstrated knowledge of his/her subject matter.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

20. Overall, this course has been effective in advancing my learning.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1	2	3	4	5

Comments Box

Tenured Counseling Faculty

Classroom Observation Planning Document and Dean/Supervisor Observation Document

(To be completed by the faculty member)

Faculty Member:

Dean/Supervisor:

Course and Section/Section

Type: _____

Tentative Date / Time / Location agreed upon:

1. Observation goal(s):
2. Learning objectives/lesson or class plan/assignment/relative materials for this class session:
3. Tentative observation schedule (term, date, course, section, time of day)
4. Other relevant information:

**Classroom Observation Planning Document
and Dean/Supervisor Observation Document**
(To be completed by the dean/supervisor and the faculty member)

Faculty Member:

Dean/Supervisor:

Course and Section/Section Type:

Date / Time / Location of observation:

1. Summary of what took place during the observation:

2. Dean/Supervisor's notes and comments:

3. Faculty response to the dean/supervisor's report:

4. Other relevant information:

College of DuPage
CLASSROOM OBSERVATION FORM

Faculty Member:	Date of Visit:
-----------------	----------------

CLASSROOM OBSERVATION

A. Subject Matter Competence	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Uses appropriate examples and illustrations						
2. Presents information that is current, up-to-date, and applicable to real-life situations.						
3. Accurately answers student questions						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

B. Media and Materials	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Supplementary materials (e.g., teaching aids) are prepared and ready for use in class						
2. Supplementary materials (e.g., teaching aids) are neat and legible						
3. Supplementary materials (e.g., teaching aids) are related to the learning objectives						
4. Uses media teaching aids that complement (rather than supplant) other parts of the learning process						
5. Audiovisual teaching aids are clearly audible and/or visible						
6. Uses media and/or teaching aids on the basis of their potential to cause student learning						
7. Uses media and/or teaching aids that stimulate student interest in the course content						

Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)

C. Learning Objectives

Strongly
Agree

Agree

Neutral

Disagree

Strongly
Disagree

Not
Applicable

1. Clearly identifies learning objectives either orally and/or visually

2. Learning objectives are consistent with the course objectives as stated in the syllabus

Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)

D. Student Engagement and Methods

Strongly
Agree

Agree

Neutral

Disagree

Strongly
Disagree

Not
Applicable

1. Uses teaching methods that engage students to achieve learning objectives

2. Uses teaching methods that elicit responses from students

3. Encourages students to express their ideas and opinions

4. Positively reinforces student participation

Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)

E. Communication	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Communicates clearly						
2. Uses vocabulary appropriate to content and class level						
3. Is engaging						
4. Reminds students of assignment due dates						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

F. Organization	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Presentation of material has a logical flow						
2. Sufficient time is allotted to meet the learning objectives						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

G. Flexibility/Responsiveness	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Adjusts behavior to meet new situations						
2. Varies presentation in instructional techniques to accommodate varied learning styles						
3. Maintains a classroom climate respectful of differences in people						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

H. Classroom Management	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Manages class time efficiently						
2. Works to keep student attention focused on learning activities						
3. Displays courtesy and respect for students						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

I. Summarizing	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Reviews learning activities to reinforce the learning objectives						
2. Provides opportunity for students to ask questions and give feedback about what was learned						
3. Provides assignments for the next lessons(s) and learning objectives						
4. Previews the next class meeting						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

PHASE I

RECORD OF AGREEMENT NON-TENURED FACULTY

TO: _____ DATE _____

FROM: _____

SUBJECT: Planning Conference - Record-of-Agreement

You will recall that on _____ we held a planning conference, and it was agreed that you would be evaluated in the following areas by the method(s) prescribed:

AREA

METHOD(S)

Teaching

Advising

Curriculum Development

Institutional Committee Work

Other Relevant Activities

Although all five areas will be addressed in your evaluation, primary emphasis will be placed on teaching related activities.

Faculty Member Signature Date

Evaluator's Signature Date

Evaluator's Supervisor Signature Date

NON-TENURED FACULTY
CLASSROOM OBSERVATION PLAN

Faculty Member _____ Class: _____

Date of Observation _____

In preparation for my visit to your class next week, please send me a **short** description of the following **prior to my class visit**:

1. Describe the overall purpose and description of the lesson/topic for the day.

2. What objectives should the students be able to accomplish from this lesson? (i.e. What will the student be able to do/understand after this lesson?)

3. What teaching methodology do you plan to use for this lesson (i.e. lecture, discussion, case study)?

4. What assessment tools do you use to measure your students' comprehension of your objectives for this lesson (i.e. quiz/exam, asking students to answer questions, making the students present views from a case study discussion, homework assignment)?

5. Are there special circumstances impairing teaching and learning in this class?

NON-TENURED FACULTY
CLASSROOM OBSERVATION REPORT

Faculty Name _____ Date _____

Observer: _____ Time _____

Location _____ Course _____

The information provided in advance by the Faculty Member is attached:

1. Were the purpose and instructional objectives for the lesson clearly articulated by the Faculty Member?

2. Was the material presented by the Faculty Member related to the course description and instructional objectives for the lesson?

3. Did the Faculty Member present the class material in a clear and logical manner?

4. Were the teaching method(s) used for the lesson effective?

5. Was the Faculty Member able to develop and maintain appropriate student interest?

6. Did the Faculty Member create opportunities for the students to actively engage with the content?
7. Was the Faculty Member able to respond to questions?
8. Did the Faculty Member use an assessment tool to make sure that students comprehended the learning objectives for this lesson?
9. Did the Faculty Member give constructive feedback during the lesson? Yes/No
If no, explain why not.
10. Did the classroom environment appear to be well managed by the Faculty Member?
Yes/No
If no, explain why not.
11. Did the Faculty Member make good use of audio/visual or computer aids? Yes/No/Not applicable
If no, explain why not.

Full-Time Non-Tenured Faculty Evaluation Formal Evaluation

To: _____

Date: _____

From: _____

Subject: Formal Evaluation Conference

TEACHING:

Evaluator Comments:

Faculty Comments:

ADVISING:

Evaluator Comments:

Faculty Comments:

CURRICULUM DEVELOPMENT:

Evaluator Comments:

Faculty Comments:

INSTITUTIONAL COMMITTEE WORK:

Evaluator Comments:

Faculty Comments:

OTHER RELEVANT ACTIVITIES:

Evaluator Comments:

Faculty Comments:

Faculty Member Signature

Date

Evaluator Signature

Date

Evaluator's Supervisor Signature

Date

PHASE I

PLANNING DOCUMENT-COUNSELING FACULTY MEMBER

(To Be Completed By Counseling Faculty Member)

The Planning Conference will be held approximately one year before the Formal Evaluation Conference. A statement written by the Counseling Faculty Member addressing achievements and goals in areas of counseling/teaching, advising, student services development/curriculum development, institutional committee work and other relevant activities consistent with DUTIES OF COUNSELING FACULTY as set forth in Section D 6.2, DUTIES OF COUNSELING FACULTY of the Contractual Agreement should be returned to the Associate Dean one week before the conference.

1. COUNSELING/TEACHING

Goals:

Strategies to achieve goals:

*Achievements:

2. ADVISING

Goals:

Strategies to achieve goals:

*Achievements:

*Include achievements related to goals defined in previous conferences/discussions.

3. STUDENT SERVICES DEVELOPMENT/CURRICULUM DEVELOPMENT

Goals:

Strategies to achieve goals:

*Achievements:

4. INSTITUTIONAL COMMITTEE WORK

Goals:

Strategies to achieve goals:

*Achievements:

*Include achievements related to goals defined in previous conferences/discussions.

5. OTHER RELEVANT ACTIVITIES CONSISTENT WITH DUTIES OF COUNSELING FACULTY AS SET FORTH IN SECTION D 6.2 OF THE CONTRACTUAL AGREEMENT

Goals:

Strategies to achieve goals:

*Achievements:

Counseling Faculty Member Signature

Date

Evaluator's Signature

Date

*Include achievements related to goals defined in previous conferences/discussions.

PHASE I

RECORD OF AGREEMENT NON-TENURED COUNSELING FACULTY

TO _____ DATE _____

FROM _____

SUBJECT: Planning Conference - Record-of-Agreement

You will recall that on _____ we held a planning conference, and it was agreed that you would be evaluated in the following areas by the method(s) prescribed:

AREA

METHOD(S)

Counseling/Teaching

Advising

Student Services Development/Curriculum Development

Institutional Committee Work

Other Relevant Activities

Although all five areas will be addressed in your evaluation, primary emphasis will be placed on counseling/teaching related activities.

Faculty Member Signature	Date
--------------------------	------

Evaluator's Signature	Date
-----------------------	------

Evaluator's Supervisor Signature	Date
----------------------------------	------

PHASE I

PLANNING DOCUMENT-ADVISING FACULTY MEMBER

(To Be Completed By Advising Faculty Member)

The Planning Conference will be held approximately one year before the Formal Evaluation Conference. A statement written by the Advising Faculty Member addressing achievements and goals in areas of advising, institutional committee work and other relevant activities consistent with DUTIES OF ADVISING FACULTY as set forth in Section D 6.4 DUTIES OF ADVISING FACULTY of the Contractual Agreement should be returned to the Associate Dean one week before the conference.

1. ADVISING

Goals:

Strategies to achieve goals:

*Achievements:

*Include achievements related to goals defined in previous conferences/discussions.

2. INSTITUTIONAL COMMITTEE WORK

Goals:

Strategies to achieve goals:

*Achievements:

*Include achievements related to goals defined in previous conferences/discussions.

3. **OTHER RELEVANT ACTIVITIES CONSISTENT WITH DUTIES OF COUNSELING FACULTY AS SET FORTH IN SECTION D 6.4 OF THE CONTRACTUAL AGREEMENT**

Goals:

Strategies to achieve goals:

*Achievements:

Advising Faculty Member Signature

Date

Evaluator's Signature

Date

*Include achievements related to goals defined in previous conferences/discussions.

PHASE I

RECORD OF AGREEMENT NON-TENURED ADVISING FACULTY

TO _____ DATE _____

FROM _____

SUBJECT: Planning Conference - Record-of-Agreement

You will recall that on _____ we held a planning conference, and it was agreed that you would be evaluated in the following areas by the method(s) prescribed:

AREA

METHOD(S)

Advising

Institutional Committee Work

Other Relevant Activities

Although all three areas will be addressed in your evaluation, primary emphasis will be placed on advising related activities.

Advising Faculty Member Signature

Date

Evaluator's Signature

Date

Evaluator's Supervisor Signature

Date

COUNSELING/FACULTY EVALUATION FORM

Counseling Faculty's Name _____

COLLEGE OF DUPAGE COUNSELING/SERVICES

Please complete of counseling/services which will help us determine how well we are meeting your expectations. We use this information to improve our counseling services. Your comments are very important to us! For your convenience, a business reply envelope is enclosed.

Sincerely,

Associate Dean, Counseling and Transfer-Services _____

Rate each statement using this scale:

[A] = Strongly Agree [B] = Agree [C] = Neutral [D] = Disagree [E] = Strongly Disagree [F] = Not Applicable						
My Counseling Faculty	A	B	C	D	E	F
Greeted me in a way that made me feel welcome						
Conveyed a willingness to talk about my concerns						
Helped me toward resolution of the topics I expressed						
Helped me become more aware of my feelings						
Helped me become more aware of my interests						
Helped me become more aware of my attitudes						
Helped me become more aware of my values and goals						
Helped me become more aware of my abilities						
Helped me discover new opportunities or directions						
Provided or referred me to all the information I wanted						
Trusted and encouraged me to make my own decisions						
Treated me in a friendly, courteous and caring way						
Based on my experience today, I would meet with this counselor again.						

In conclusion my Counseling Faculty (please check one):

- ☐ Exceeded my expectations.
- ☐ Met my expectations to a high degree.
- ☐ Met my expectations.
- ☐ Did not meet my expectations. Please explain.

On the back of this sheet, please write any suggestions you may have for improvement.

THANK YOU!

ADVISING FACULTY EVALUATION FORM

Advising Faculty's Name _____

COLLEGE OF DUPAGE ADVISING SERVICES

Dear Student:

Please complete this survey of advising services which will help us determine how well we are meeting your expectations. We use this information to improve our advising services. Your comments are very important to us! For your convenience, a business reply envelope is enclosed.

Sincerely,

Associate Dean, Counseling and Transfer Services

Rate each statement using this scale:

[A] = Strongly Agree [B] = Agree [C] = Neutral [D] = Disagree [E] = Strongly Disagree [F] = Not Applicable						
<u>My Advising Faculty</u>	A	B	C	D	E	F
Greeted me in a way that made me feel welcome						
Conveyed a willingness to talk about my concerns						
Was sensitive and concerned with the topics I expressed						
Helped me toward resolution of the topics I expressed						
Helped me become more aware of my interests						
Provided or referred me to all the information I wanted						
Provided me with the academic guidance I needed						
The Advisor and I discussed my academic goals						
I gained a better understanding of the requirements of my academic program at COD						
Guided me to appropriate courses I needed for the semester or program						
Based on my experience today, I would meet with this advisor again.						
Trusted and encouraged you to make your own decisions						
Treated you in a friendly, courteous and caring way						
The visit today met my goals.						

In conclusion my Advising Faculty (please check one):

- ☐ Exceeded my expectations.
- ☐ Met my expectations to a high degree.
- ☐ Met my expectations.
- ☐ Did not meet my expectations. Please explain.

On the back of this sheet, please write any suggestions you may have for improvement.

THANK YOU!

LIBRARY FACULTY SELF - EVALUATION REPORT

Library Faculty Member _____ Date _____

1. **Please discuss principal accomplishments of this past year, including self-evaluative comments related to your knowledge and use of principles, technologies, and techniques.**

2. **Accomplishments related to provision of instruction and Faculty liaison.** Please discuss principal accomplishments and provide basic instruction statistics since the last self-evaluation, including self-evaluative comments related to your knowledge and use of instruction and assessment principles (such as student learning outcomes), technologies and techniques, and your working relationships with divisional Faculty.

3. **Accomplishments related to the provision of cataloging (applicable to Library Technical Services Faculty).** Please describe principal accomplishments and provide basic statistics for this past year, including self-evaluative comments related to your knowledge of cataloging standards and practices.

4. **Accomplishments related to your specific areas of responsibility in the Library.** Please describe personal as well as departmental achievements: e.g., new services provided by the department, improvements in operations and processes, supervisory activities including hiring or revising position descriptions, etc. Include self-evaluative comments about your supervisory and coordination activities.

5. **Activities and accomplishments related to collection development and management.** Briefly describe any projects or grants in this area. Include self-evaluative comments.

6. **Service to the Library, the College and the community.** Include information about the nature and value of your contributions to committees, task forces, and other groups in the Library, the College, and the community (if applicable).
7. **Other accomplishments.** Include information about special assignments or projects (e.g., teleconferences, TLC teaching, etc.); teaching in another division or program; publications; service in professional organizations, etc. Include self-evaluative comments related to these activities, including information about the value and outcomes of the particular activities described.
8. **Working relationships.** Please provide self-evaluative comments about your effectiveness in gaining the respect and confidence of others; approachability, tact in dealing with coworkers; and responsiveness to requests and questions of colleagues and clients. Please provide examples to illustrate your points.
9. **Planning and decision making.** Please evaluate yourself on the following: outlook and ability to research potential new resources, services, and processes; adaptability (objective and constructive response to changing conditions); judgment, decision making and problem solving; demonstration of initiative. Please provide examples to illustrate your points.
10. **Goal related performance.** Please report on the status of your goals for the period since your last evaluation. Include personal professional goals as well as your contribution to departmental and divisional goals.
11. **Goals for the future**

FORMAL EVALUATION REPORT – LIBRARY FACULTY

The following signatures indicate that the non-tenured semi-annual review or tenured evaluation conference has been conducted. The signatures do not necessarily indicate agreement with all the comments by either the Library Faculty Member or the Administrator.

Signature of Administrator

Date

Signature of Faculty

Date

COMMENTS (OPTIONAL):

Administrator:

Faculty:

Signature of Dean of Library

Date

INFORMAL CONFERENCE REPORT – LIBRARY FACULTY

The following signatures indicate that an Oral Conference has been conducted. The signatures do not necessarily indicate agreement with all the comments by either the Library Faculty Member or the Administrator.

Signature of Administrator

Date

Signature of Faculty

Date

COMMENTS (OPTIONAL):

Administrator:

Faculty:

Signature of Dean of Library

Date

EVALUATION SURVEY FOR LIBRARY FACULTY

As part of the Faculty Evaluation process, Library Faculty who have divisional liaison responsibilities conduct a survey to determine how well we meet the informational and instructional needs of colleagues in our assigned academic divisions. I would appreciate your participation in this process.

Please return by _____ to Associate Dean, Library. *Thank you!*

Library Faculty _____ Date _____

1. Please check the appropriate line for each item below:

	Excellent	Very Good	Good	Fair	Needs Improvement	Didn't Need	Unaware of
Library Instruction / Information Literacy:							
Collaborating with you to develop assignments for your courses:							
Purchasing books and AV materials to support your curriculum and research needs:							
Providing research and reference assistance for your curriculum:							
Developing print and web-based subject guides/tools which support classroom activity and assignments							
Notification of new materials purchased in your subject area:							
Informing you of online resources and library services that benefit your students:							
Reference and research assistance:							
My availability to your students for individual research assistance:							

1. Have I been available to assist you via telephone, e-mail or in person?

☐ always ☐ usually ☐ sometimes ☐ rarely

2. Did I respond to your requests within the time you expected?

☐ always ☐ usually ☐ sometimes ☐ rarely

4. Please use the reverse side to provide any additional written comments.

LIBRARY FACULTY INFORMAL SELF-EVALUATION REPORT

Library Faculty _____

Date

Personal Accomplishments:

Accomplishments in area(s) for which you are responsible:

Professional growth activities during the year (courses taken, workshops, conferences, etc.):

Committees:

Status of current year's goals:

Goals for coming year(s):

SUPERVISOR PERFORMANCE EVALUATION

As part of their evaluation process, Library Faculty who supervise more than two Library employees are evaluated by the people they supervise on their performance as supervisors. This survey is confidential and will be shared only in summary form with the supervisor.

Please return by _____ to Associate Dean, Library. *Thank you!*

Library Faculty _____ Date _____

Circle the number that best represents your opinion.

1. **Communication Skills**

Communicates clearly and effectively most of the time, and encourages feedback, input, and suggestions.

1	2	3	4	5	6
Strongly Disagree				Strongly Agree	No Opinion

Comments:

2. **Planning**

Generally plans and organizes work for the staff effectively.

1	2	3	4	5	6
Strongly Disagree				Strongly Agree	No Opinion

Comments:

Makes appropriate decisions regarding what will be done, when it will be done, and who will do it.

1	2	3	4	5	6
Strongly Disagree				Strongly Agree	No Opinion

Comments:

3. **Leadership**

Provides effective guidance for me to carry out my job duties.

1	2	3	4	5	6
Strongly Disagree				Strongly Agree	No Opinion

Comments:

Is effective in providing the necessary equipment and training for me to accomplish my job duties.

1	2	3	4	5	6
Strongly Disagree				Strongly Agree	No Opinion

Comments:

4. **Motivation**

Motivates me to do my best work.

1	2	3	4	5	6
Strongly Disagree				Strongly Agree	No Opinion

Comments:

5. **Evaluation**

Provides fair and appropriate evaluations of my job performance.

1	2	3	4	5	6
Strongly Disagree				Strongly Agree	No Opinion

Comments:

6. **Overall**

Overall, I rate this supervisor as:

1	2	3	4	5	6
Unacceptable				Exceptional	No Opinion

7. **Written Comments**

Please use this space to provide any additional written comments.

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