

Prairie State College

2017-2020 AGREEMENT

BOARD OF TRUSTEES OF COMMUNITY COLLEGE

DISTRICT NO. 515

and

PRAIRIE STATE COLLEGE FEDERATION
OF TEACHERS, LOCAL 3816, AFT, AFL-CIO

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AGREEMENT

THIS AGREEMENT, together with the attached Appendices which are an integral part of this Agreement and by this reference incorporated herein, is entered into by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 515, COUNTIES OF COOK, WILL AND STATE OF ILLINOIS (herein called the "Board") and the Prairie State College Federation of Teachers, Local 3816, AFT, AFL-CIO (herein called the "Union"), as sole and exclusive bargaining agent for the full-time members, as defined herein. The Agreement shall also be binding upon the parties' respective successors, for the life of this Agreement.

PREAMBLE

WHEREAS, the Union has been designated as the bargaining representative by a majority of the full-time faculty members;

WHEREAS, the Board and Union have voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting relations between the Board and the full-time faculty insofar as such practices and procedures are appropriate to the obligations of the Board to retain the right effectively to operate Prairie State College and are consonant with the paramount interests of the public and the students of Prairie State College;

WHEREAS, the Board, and the Union, and the full-time faculty members are proud of the College's tradition of service to students and are dedicated to providing the students of Prairie State College with the highest caliber of instruction and

individual attention and counseling to permit the fullest opportunity for individual and intellectual development;

WHEREAS, the Board recognizes that full-time teaching faculty members work at least forty-five (45) hours per week, and that a typical work week consists of approximately:

Twenty (20) hours in pre-class preparation of materials for the classroom, shops, or labs, or post-class evaluation of student assignments.

Fifteen (15) hours in the classroom.

Ten (10) hours in individual student conferences, advising sessions, curriculum development, professional development activities and meetings, or public service;

WHEREAS, the Board recognizes that full-time counselors, librarians and coordinators work at least forty (40) hours per week, of which thirty-five (35) hours are on campus or on job assignments outside the College;

WHEREAS, in recognition of the importance of graduation activities and commencement to students, faculty will make every effort to participate.

WHEREAS, it is the intention of the parties to this Agreement to provide, where not otherwise mandated by statute, for the salary schedule, fringe benefits and conditions of employment of the full-time faculty members covered by this Agreement, to prevent interruptions of work and interference with the efficient

operation of Prairie State College, and to provide an orderly and prompt method of handling and processing grievances;

NOW, THEREFORE, the parties agree with each other as follows:

ARTICLE I

Recognition and Representation

Section 1.1. Recognition. The Board recognizes the Union as the sole and exclusive bargaining agent for all full-time faculty members for the period through the term of this Agreement. No positions in the bargaining unit shall be eliminated where there is no substantial change in job duties or responsibilities.

Section 1.2. Meeting with Other Faculty Organizations. This Agreement shall not be construed to prevent the Board or any administrator from meeting with any employee or employee organizations, including the faculty association, representing full-time faculty members for the purpose of hearing the views and proposals of such employee or such employee organizations, provided that as to those matters covered by this Agreement no change or modification shall be made except through negotiation and agreement with the Union.

Section 1.3. Representation. Recognition by the Board of the Union as the sole and exclusive bargaining agent on matters pertaining to hours, wages and working conditions shall continue through the term of this Agreement. Any alleged violation of this section may be remedied by the filing of either a grievance or an unfair labor practice but not both, it being the express intent of the parties that there be no duplication of remedies.

Prior to the expiration date of this Agreement, the Board shall determine whether or not it shall recognize the Union for the succeeding academic year.

Section 1.4. Faculty Senate. The Faculty Senate is the academic committee of the Union, elected by the membership at large to represent faculty opinions and make recommendations to the College President on academic policies, curriculum matters, student welfare, registration, admission policies, and other educational standards.

- (1) While the Board, acting directly or through its authorized agents, retains final authority as to all matters of institutional governance, it is recognized that faculty opinions in matters of teaching, learning, and research are represented by the Faculty Senate and its Committees (“Faculty Senate”). The Faculty Senate is responsible for the review of policies that impact teaching, learning, and research. These areas may include institutional priorities; research and scholarship; policies regarding attendance, examinations, grading, scholastic standing, and honors; provision of the physical and virtual spaces for teaching, learning, and research; and/or other academic matters referred to it by the Board of Trustees, the College administration, faculty members, or other members of the College community.

- (2) At least once each semester, the President of Faculty Senate and the Vice President of Academic Affairs, or their designees, shall meet and discuss matters related to academics or other matters of mutual interest or concern. Such discussions shall

neither substitute for, nor circumvent, the contractual grievance procedure, consultation mechanisms specified elsewhere in this Agreement or otherwise applicable College policy or protocols. Furthermore, such discussion shall not be used for negotiations of any contract articles.

- (3) In all cases under (1) of this Section, the Board or the administration and the Faculty Senate may, if not otherwise specified by College policy, indicate a reasonable time by which the recommendation or advice shall be rendered by the Faculty Senate. Should the administration and the Faculty Senate be unable to reach Agreement within one week on what shall be a reasonable time to respond, the administration may set the timetable. Should the recommendation or advice not be rendered by the deadline, the College reserves the right to act without consideration of such recommendation or advice.
- (4) It is further recognized that the Prairie State College Federation of Teachers, as the elected bargaining agent, retains the exclusive right to negotiate on terms and conditions of employment for members of the bargaining unit.

ARTICLE II

Union-Board Relation

Section 2.1. No Discrimination. The Board and the Union agree not to interfere with the right of faculty members covered by this Agreement to become or not to become members of the Union and that there shall be no discrimination against any faculty members covered by the Agreement because of Union membership or non-membership. The Board and the Union agree not to discriminate against any faculty member covered by this Agreement on the basis of sex, race, color, creed, national origin, ancestry, marital status, citizenship status, parental status, age, religion, physical or mental handicap actual or perceived, sexual orientation, military status, genetic information, association activity, and membership in any and all classes identified by applicable state and/or federal law as protected classes. Membership in the Union or any other employee organization or association not affiliated with the College shall not be a condition of employment for any faculty member covered by this Agreement. The Board will not discriminate in hiring, promoting, granting tenure or continuing the employment of faculty members because of the participation in lawful organizational activities of the Union or any other employee organization.

Section 2.2. Dues Check-off. Upon receipt of a lawfully written authorization from a full-time faculty member, which may be revoked in writing at any time, the Board agrees to deduct the regular monthly Union dues of such full-time faculty member from his/her pay and remit such deduction by the fifteenth (15th) day of the succeeding month to the official designated by the Union in writing to receive

such deductions. The Union will notify the Board in writing of the exact amount of such regular membership dues to be deducted.

The Union agrees to indemnify and hold the College harmless against any and all claims, suits, orders, or judgments brought or issued against the College as a result of any action taken or not taken by the College under the provisions of this Section.

Section 2.3. Fair Share. Employees covered by union agreement shall be required to maintain membership in the Union or to pay, in lieu of dues, a fair share fee consisting of their proportionate share of the collective bargaining process, contract administration and pursuit of matters affecting wages, hours and other conditions of employment. The amount of the fee shall be certified to the Board by the Union, and fair share deductions shall be made at the same time and in the same manner as dues check-off deductions under Section 2.2.

Should any employee object to paying a fair share fee to the Union, based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member, an amount equal to the employee's fair share shall be paid to a non-religious charitable organization from a list of charitable organizations approved by the Illinois State Educational Labor Relations Board or to the Prairie State College Foundation. The Union shall certify to the Board the charitable organization to which such payments are to be made, or the employee may elect to

make such payments directly to the designated organization, provided that written receipts evidencing payments are supplied to the Union on a monthly basis.

Section 2.4. Board Meetings. Copies of the agenda and the minutes of any Board meeting will be distributed to the Union President from the Office of the College President. The Union shall be accorded the same right to attend and address the Board as any other organization. The Union shall be provided in advance, copies of any materials furnished to representatives of the press and other College organizations.

Section 2.5. Meetings with the President. At the request of either party, the President and his/her designee and the Union President and his/her designee shall meet within a reasonable period of time to discuss matters relating to this Agreement. The Union President and his/her designee suffer no loss in pay while attending any such meetings. However, meetings shall be scheduled in such a manner as to minimize the loss of scheduled class time.

Section 2.6. Use of Facilities and Equipment. The Union shall have the same right as other interested groups to use the facilities and equipment of the board. Use of said facilities and equipment shall be coordinated by the appropriate administrative officers.

Section 2.7. Leaves of Absence for Union Officers. In the event a full-time faculty member accepts full-time employment with the Union, he/she may apply for a leave of absence as provided in Section 4.23(6) of this Agreement.

Section 2.8. Union Meetings. On 24 hours' notice to the President of the College, the Union President shall have the right to schedule Union meetings during normal working hours in the facilities of the College, provided no meetings of the faculty have been scheduled for the same time and provided no faculty member shall be released from his/her scheduled classes to attend such meetings. Once a Union meeting has been scheduled in accordance with this Section, no new meetings involving Union members shall be scheduled or held at the same time.

Section 2.9. Information to the Union. The Board shall make available to the Union any official records, reports, and other written documents prior to making them available to the press. The Board shall also make available any official records, reports, and other written documents which may be relevant to negotiations, or necessary for the processing of a grievance, or the enforcement of the terms of this Agreement, to the extent to which such material is readily available or is reasonably obtainable. Such material shall be provided to the Union within a reasonable time, ordinarily not more than ten (10) days, following a written request by the Union President or his or her designee.

The College President or his/her designee shall also notify the Union of management or administrative positions in Counseling and the Library and/or

management or administrative job descriptions in Counseling and the Library at least three (3) working days before such positions are posted publicly. Additionally, any non-faculty position or job description that contains teaching shall be subject to this section.

Section 2.10. New or Revised Forms. Any new or revised forms used to carry out the provisions of this Agreement shall be in accordance with this Agreement.

Section 2.11. Release Time for Union Officers.

The Prairie State College IFT Local 3816 will receive nine (9) hours per semester for release time to be distributed to Union officers at the discretion of the Executive Council.

Section 2.12. Administrative Procedures and Organizational Structures

Before making substantial changes in administrative procedures and organizational structures affecting Academic Affairs, Adult Education, or Counseling, the administration will consult with the Executive Council and/or the Faculty Senate.

ARTICLE III

Board Rights

Section 3.1. Board Authority. The Board, on behalf of the electors of the district, retains and reserves the ultimate responsibilities for proper management of the College District conferred upon and vested in it by the Statutes and the

Constitution of the State of Illinois and the United States, including but not limited to the responsibilities for and the right:

- (1) To maintain executive management and administrative control of the College District and its properties and facilities and the professional activities of its employees as related to the conduct of College affairs;
- (2) To hire all employees and, subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees;
- (3) To establish the grading system and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
- (4) To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to current written Board policy or as the same may from time to time be amended;

- (5) To determine class schedules, non-classroom assignments, the hours of instruction, and the duties, responsibilities, and assignments of those in the bargaining unit.

Section 3.2. Board Responsibilities. The exercise of the foregoing powers, rights and authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Illinois and the Constitution and laws of the United States.

No action, statement, agreement, settlement, or representation made by any member of the bargaining unit shall impose any obligation or duty to be considered to be authorized by or binding upon the Board unless and until the Board has agreed thereto in writing.

Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities and authority under the Illinois Community College Act or any other national, state, county, district, or local laws or regulations as they pertain to education.

ARTICLE IV**Conditions of Employment**

Section 4.1. Academic Freedom. Institutions for higher education exist for the common good in a democratic society. The welfare and strength of the College and of society at large depend on free inquiry and its free expression. Academic freedom is based upon the premise that scholars are entitled to immunity from coercion in matters of thought and expression, and on the belief that the mission of the College can be performed in an atmosphere free from administrative or political constraints on thought and expression. Thus, academic freedom is essential for the maintenance of vital democratic institutions and of an informed and energized citizenry. The Prairie State College Board of Trustees and the Federation of Teachers Local 3816 reaffirm their long tradition of and deep commitment to academic freedom.

Academic freedom applies to freedom of thought and expression in teaching, research, and extramural activities. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. The faculty member is therefore entitled to freedom in the classroom in discussing his or her subject. Faculty members shall have the right to introduce into their teaching matters related to their subjects or the education of their students in that subject. Freedom in research is fundamental to the advancement of free inquiry. When speaking or writing, faculty members should be free from institutional censorship or discipline.

Yet the special position of teacher in the community imposes special obligations, including those imposed by the College's various accrediting and/or regulatory agencies. As a person of learning and an educator, one should remember that the public may judge the profession and the institution by a teacher's statements. Hence, a teacher should at all times strive for accuracy, should show respect for the opinions of others, and should make every effort to indicate that he or she is not speaking for the institution.

The right of academic freedom shall be the right of every faculty member. The Board shall continue to be pledged to encourage the search for truth and its dissemination and to recognize and protect full freedom of inquiry, teaching, and research in all aspects of College life.

Section 4.2. Course Content. Within the broad framework of academic freedom affirmed above, faculty members shall continue to have the right and responsibility to determine course content, student evaluation measures and textbooks, subject to applicable written College policy, procedure and appropriate state guidelines and/or regulations.

Section 4.3. Administration and Faculty.

- (1) No agreement signed with the student governing body nor any agreement hereafter approved by the President of the College or the faculty with the student groups or any other

external groups (including AIU) shall abrogate the rights of faculty members under this Agreement.

- (2) In the event of an assault or battery on a faculty member during the academic year (and the summer session) on campus or off campus while in performance of official College duties, the Board shall:
 - (a) Immediately take whatever steps are necessary to protect the faculty member;
 - (b) Immediately take steps to suspend from the College any student where it has been sufficiently established that the student participated in the assault or battery on the faculty member;
 - (c) At the request of the faculty member, provide legal assistance (as selected by the Board) connected with the prosecution of criminal charges against the individual or individuals accused of such an assault or battery.

Section 4.4. Distribution of Contract and Benefit Information. This Agreement shall be reproduced by the Board and one copy shall be distributed by

the Board to each faculty member. Additional information which may be needed by faculty members in order to clarify questions concerning specific benefits may be obtained by them upon request to the Human Resources Office.

Section 4.5. Rights of Faculty Members. In the event of any conflict between the terms of an individual contract of employment and the terms of this Agreement, the latter shall be controlling.

Section 4.6. Personnel File. Upon appropriate request, faculty members covered by this Agreement may review, within the next business day and in the presence of an employee of Human Resources, their cumulative personnel file, which is the only official file other than their official credentials. During such reviews, faculty members may, with the assistance of an employee of Human Resources, make copies of materials in their personnel file. Faculty members covered by this Agreement may file a rejoinder in their personnel file if they so desire.

Section 4.7. Determination of Seniority. Seniority — the priority that comes because of length of service in the College — will be determined within a discipline/program area of the College on the following basis:

- (1) Seniority of faculty members is based on the date of beginning of continuous full-time employment with District No. 515 and subject to the discipline(s) in which

qualified to teach. In situations where faculty become qualified to teach in a second discipline on a date subsequent to the initial time of employment, one-half of previously accrued seniority up to a maximum of ten years will be used for purposes of determining the basis for seniority as it relates to the second discipline.

- (2) Conflict of seniority among faculty members with the same beginning date of continuous employment shall be resolved by rotating each year on the seniority roster. Rotation order shall be the same as the chronological order in which their contracts were signed.
- (3) Conflict of seniority among faculty members with the same beginning date of continuous employment shall be resolved by reference to their initial contracts. In such circumstances, seniority order shall be the same as the chronological order in which their contracts were signed.
- (4) Any tenured faculty member who accepts an administrative appointment shall not accrue seniority but shall retain tenure during the time he/she serves as an administrator. No faculty member who accepts an administrative appointment may be transferred back to

the bargaining unit if such transfer would result in the layoff of any faculty member included in the bargaining unit.

Section 4.8. Qualifications to Teach. The qualifications to teach in discipline/programs shall be determined by the appropriate Dean and the Executive Council, in consultation with the appropriate faculty, and approved by the Vice President of Academic Affairs. Minimum qualifications shall be on file with the Deans and the Vice President of Academic Affairs and shall be updated and reapproved a minimum of every five years. In addition to the qualifications to teach in the discipline/program, all faculty members teaching online must meet the Minimum Qualifications to Teach Online approved jointly by the Union and the College.

Section 4.9. Scheduling. Scheduling of faculty assignments to disciplines/program areas shall be determined in the following order:

- (1) Availability of work;
- (2) Qualification of the faculty member as provided in Section 4.8;
- (3) Whenever a person is the sole person qualified to teach a course or courses, he/she shall choose it or them first as part of his/her regular load;

- (4) Where two persons are equally qualified, seniority within the discipline/program area shall govern, subject to the following qualifications;
- (a) A senior faculty member may not exercise a choice of a second elective course within his/her subject or field of teaching within his/her discipline/program area each semester until other members of his/her discipline/program area qualified in the same subject or field have made a first choice of electives in the order of their seniority. The same principle of alternating choices shall apply until all electives are assigned.
 - (b) All faculty members shall have an obligation to teach their fair share of subjects within the general education core taught by their discipline/program area.
 - (c) A faculty member who has developed a new course may elect to be considered the sole person qualified as defined in 4.9(3) to teach a section(s) of that course for the first two semesters the course is taught.

- (5) Learning communities, both coordinated and linked, shall be coordinated, scheduled, and selected by faculty separately from the departments or areas from which the courses and faculty are drawn:
- (a) In scheduling learning communities, the Learning Community Coordinator shall work closely with the department chairs/program coordinators and Deans.
 - (b) Whenever possible, courses/faculty (including adjunct faculty) for learning communities will be approved by the Learning Community Coordinator prior to the staffing of classes in the faculty member's department, and before the Master Schedule is finalized.
 - (c) Full-time faculty who are approved for a learning community shall retain their seniority for course selection in their respective departments/areas regardless of having already selected a learning community.
- (6) If a faculty member is qualified as provided in Section 4.8 to teach in a discipline different from his/her assigned area, he/she may select a course(s) as

overload or to fulfill load after all faculty in that department have selected both load and overload.

- (7) Selection of classes by faculty shall be completed from the master schedule by the final draft due date. The master schedule shall be made available by the Administration not less than eight (8) working days in advance. These class selections shall be kept on file by the Dean of each area, with normal load and overload choices separately identified.

In the event that sections are added to or dropped from the master schedule due to registration patterns, the original selection process will not be repeated. Instead, the following procedure will be used:

When **courses are added**, they will be offered to qualified faculty as stipulated in Section 4.9(4). If, after a reasonable attempt is made, a faculty member cannot be contacted, the available section(s) will be offered to the next faculty member in order.

When courses are **cancelled from the normal load** of a faculty member:

- (a) He/she must first count any overload as normal load;
- (b) If normal load requirements are still not met, he/she may bump sections from any instructor who is not a full-time faculty member;
- (c) If normal load requirements are still not met, he/she may bump section(s) from the overload of any full-time instructor;
- (d) If normal load requirements still cannot be met, he/she may bump sections from the normal load of a full-time instructor with less seniority.

When courses are **cancelled from the overload** of a faculty member:

- (a) He/she may bump sections from any instructor who is not a full-time faculty member;

- (b) If there are no sections available, he/she may bump the overload choice of a full-time instructor with less seniority.

- (8) All courses shall be identified with and considered part of their respective academic discipline. No course shall be reassigned to a different department solely due to the transfer or reassignment of a faculty member to that department.

Section 4.10. Professor Emeritus. A tenured faculty member who elects to retire from the College under the State Universities Retirement System (SURS) and who desires to continue a professional affiliation with the College may do so with Professor Emeritus status. Subject to an approval each semester by the appropriate Dean, course availability, applicable SURS regulations regarding annuitants, and Article 4.8 of this contract, a Professor Emeritus shall have priority of course assignment up to the current adjunct load limit(s) before adjunct faculty assignments are made. If two Professors Emeritus in the same department wish to select courses for a semester, the greater seniority at the time of retirement will determine the first choice of available work for which both are qualified. For hours 0-3.0, the rate of pay per contact hour shall be at the same rate as the current overload rate and/or summer rate for full-time faculty; hours over 3.0 shall not fall below the highest rate for adjunct faculty. In addition, the College shall provide an office for Professors Emeritus that is separate from that provided to adjunct faculty.

Section 4.11. Course Selection for Summer. Scheduling of faculty assignments to disciplines/program areas for the summer semester shall be determined in the following order:

- (1) Availability of work;
- (2) Qualification of the faculty member as provided in Section 4.8;
- (3) Need to fulfill minimum load due to a variable load in a previous semester;
- (4) When two persons are equally qualified, course selection will begin with a different person each summer, beginning in Summer 2007, with the most senior faculty member. Each ensuing summer, course selection will begin with the next most senior person in the department/program until all faculty have had an opportunity to select first at which time the rotation will begin again.
 - (a) A faculty member may not select a second class within his/her department until other qualified faculty members in the same

department/program have had the opportunity to select a first class in the order of their seniority rotation. The same principle of alternating course selection shall apply until all courses have been chosen.

- (b) A faculty member who has developed a new course may elect to be considered the sole person qualified as defined in 4.9 (3) to teach a section(s) of that course for the first two semesters the course is taught.

Section 4.12. Application of Seniority and Rotation to Work Above the Regular Course Load.

- (a) Extra work is considered to be teaching assignments in excess of the teaching load as defined in Section 4.21.
- (b) The 1.3, 1.5, 1.6, 1.7, 1.8 designation from the Program Classification System (PCS) Categories found in the ICCB Generic Course List (Appendix A) will not be considered extra work.
- (c) Prior to offering courses classified PCS 1.6, the discipline/program area will be contacted in the initial

planning and development stages to allow the discipline/program area faculty the opportunity to become involved with these course offerings.

- (d) Full-time faculty who have been approved to develop courses for any of the above categories will be given priority in teaching assignments for those courses unless extenuating circumstances are present.
- (e) In the event that a faculty member's load falls below the normal load from PCS categories 1.1, 1.2, and 1.4, then all the above categories, excluding PCS 1.3, shall be available to fill the normal load, subject to Section 4.8.
- (f) Seniority and rotation will be the basis for assigning extra work. An equitable rotation for extra work may be achieved by a system agreed upon by the majority of the full-time faculty within a discipline/program area.
- (g) For counselors and librarians "extra work" is defined as contracted work limited to a specific activity beyond the normal load as defined in Section 4.21(2a). For those activities which are not stated in terms of credit hours, the formula for determination of seniority shall be

10N/173 where N is the number of days or fractions thereof required by the semester.

Section 4.13. Beginning of Term Duties.

Each semester, the week before classes begin, there will be three (3) half days (8:30 a.m. to 12:30 p.m.) of on-campus activities, which will include the equivalent of one half day designated for convocation and Academic Affairs-related events, one half day for departmental and faculty committee planning, and one half day designated for professional development. Within these three half days, which will be contiguous days of the week, periods may be scheduled for all faculty members to hold office hours and consult with students. Faculty members shall not be assigned clerical duties during registration periods other than those incidental to advisement. All preregistration and post-registration duties shall be handled exclusively by the counseling and administrative staff; this does not preclude appropriate discipline/program area counseling.

Section 4.14. End of Term Activities. The duties of teaching faculty during the end-of-term period shall consist of final examinations or other appropriate student evaluation measures, grading, recording of grades, and submitting a complete grade report to the appropriate Dean and Admissions. During that period, teaching faculty will schedule one (1) hour for student conferences on each of three (3) days during exam week. The faculty member shall also be available by phone or e-mail on the other two exam days. The faculty member's schedule for student conferences shall be forwarded in writing to the appropriate Dean and a copy posted

at the faculty member's office prior to the end of the term. Library and counseling faculty shall complete duties appropriate for his/her area of responsibility.

Section 4.15. Class Lists. Each faculty member shall be provided with access to his/her class lists on an ongoing basis beginning with registration and continuing throughout the course.

Faculty members teaching English 098, 099, 101 and 102; and faculty members teaching any mathematics class will also receive student prerequisite histories for those classes including late start and FX, by the last Tuesday before the classes begin, and another, updated list on the last Friday before classes begin.

Faculty who have a legitimate educational interest in obtaining access to student academic histories will be granted permission. It is within the Vice President of Academic Affairs's discretion to determine what is a legitimate educational interest and determine whether student privacy interests outweigh such interest.

The Vice President of Academic Affairs shall determine and enforce the manner and time for reporting class lists.

Section 4.16. Credit Union. Faculty members who wish to participate in the Heights Auto Workers Credit Union shall be allowed to do so through payroll deductions.

Section 4.17. Teaching Programs.

- (1) The Vice President of Academic Affairs will establish a master schedule of sections, courses, and hours for the College after meaningful discussion among Department Chairs and Program Coordinators and appropriate Deans. Faculty, subject to the limits established by the seniority provisions and course selection procedures of this Agreement, shall select classes from the Master Schedule and shall forward those selections to the appropriate Dean, Department Chair and/or Program Coordinator. If any changes are necessary after the course selection has been made, the appropriate Deans shall consult with the Executive Council to determine if a department reselection of courses is necessary based on contract language in the interest of arriving at the best solution for all concerned. The Dean, upon approval of the Vice President of Academic Affairs, and after consultation with instructors in the area involved, shall assign adjunct faculty to a course or courses when a Discipline or Program Coordinator does not recommend adjunct faculty for courses.

- (2) Faculty members shall be present on campus for all professional duties and obligations including classes, discipline/program meetings, faculty meetings called by the President, and student conference hours. Each faculty member shall schedule a minimum of five (5) hours for student

conferences per week, three (3) of which must be scheduled on separate days of the week to provide maximum convenience for students who wish to confer with a faculty member. Office hours shall be scheduled in increments of thirty (30) minutes or more between 7:30 a.m. and 9:30 p.m. All faculty members shall provide the Dean with a schedule of the days and hours for student conferences and are expected to be available to students during these times each week. In the event of minor, temporary changes in their weekly office hour schedule, faculty members should notify students electronically and post the changes at their office.

- (3) No faculty member shall be required to teach classes beginning after 4 p.m. Monday through Friday, without his/her written consent unless scheduling is such as to preclude a full-time day assignment. In such case the faculty member may be assigned one course after 4 p.m. which contributes to the full-time assignment, and this course will not qualify for overload payment.
- (4) Sponsorship of all student clubs shall be on a voluntary basis.

Section 4.18. Parking at Main Campus. The Board agrees to continue to provide parking space at no cost for all faculty members covered by this Agreement at the Main Campus located at 202 South Halsted Street, Chicago Heights, Illinois.

Section 4.19. Travel Expenses. A faculty member shall receive the College's prevailing rate for travel, which is required by his/her direct assignment. At the end of each month, claims will be submitted to the appropriate supervisor for approval with proper documentation. Travel to and from home is excluded.

Section 4.20. Health and Safety. The employer will endeavor to provide safe and healthful working conditions.

- (1) No faculty member shall be discharged for refusal to perform work which is a hazard to his/her health or safety or that of other faculty members. The bargaining unit member bears the burden of proving that the condition is actually hazardous.
- (2) Faculty members who are required as a condition of employment to obtain specific garments as either protective garments or identifiable garments shall be provided the garments at no cost. Garments provided will be the property of the College.

Section 4.21. Workload.(1) Teaching Load

- (a) The contracted semester load of a full-time faculty member shall be 15 contact hours.
- (b) The normal load for faculty members in the English discipline/program will be 15 contact hours; however, faculty who select two or more composition classes in English 099, 101 or 102 will have a load of 12 contact hours.
- (c) A faculty member shall select from the Master Schedule a full load, which may include release hours for the following positions:
 - I. Faculty/program coordinators (as defined in Section 12.2)
 - ii. Elected department chairs
 - iii. Elected Local 3816 Executive Council.
- (d) Private music lessons will not count as load and will be paid on a separate fee-per-student basis.
- (e) Should a faculty member's load fall below normal load (15 contact hours; English, 12) due to course cancellation, the faculty member will typically select

another class according to the procedures outlined in Section 4.12 (Application of Seniority and Rotation to Work Above the Regular Course Load). Alternatively, he/she may choose to use a variable load between semesters, i.e., his/her load may be unequally divided between the fall and spring semesters of any academic year and the following summer session, provided that the teaching load for any one semester does not fall below 50 percent of regular teaching load. Within a 12-month period, the faculty member must be able to fulfill the year's load agreement. Lastly, a faculty member may exercise the option to forfeit an amount equal to the current highest adjunct rate for each contact hour below normal load. A faculty member may exercise this option no more than once in a 3-year period and may forfeit no more than 6 contact hours in any 6-year period.

- (f) In the event the faculty member's load exceeds 15 contact hours, he/she shall be paid on an overload basis. Compensation for overloads will be calculated by multiplying the appropriate rate times the amount that the total contact hour assignment exceeds 15. For faculty assigned two or more composition classes in English 099, 101 or 102, the faculty member shall be

paid on an overload basis when load exceeds 12 contact hours.

- (g) A faculty member, with his/her consent, may be assigned an overload for any semester. The maximum contact hours that may be assigned to a faculty member for any one semester is 23. However, faculty who select two or more composition classes in English 099, 101 or 102 may accept 20 hours for any one semester.

- (h) A faculty member who selects an internship or apprenticeship as part of his/her load will be compensated using the maximum credit hours that the course carries if the class has ten (10) or more students enrolled (i.e., a 3-credit hour class will carry a 3-hour load.) If the class has fewer than ten (10) students, the instructor will be compensated at a rate of .3 or .4 per student depending on the maximum credit hours the course carries. The first time a specific internship or apprenticeship is offered, compensation will be given for the purpose of establishing sufficient intern contacts. The number of units will be mutually agreed upon by the faculty member and the dean.

- (l) A faculty member, with his/her prior consent, may be assigned to teach an under-enrolled section of a course which will count as a pro-rated number of contact hours. The pro-rated load will be calculated as follows: the number of students times .1 for each contact hour of the course (e.g., 3 students in a 4-credit hour class would be $3 \times .4 = 1.2$ contact hours) until there is an enrollment of 10 students in the section. No section with 10 students or more may be pro-rated.
- (j) The maximum summer load shall be 12 contact hours.

(2) Workload for Library and Counseling Faculty

- (a) The normal workload for counselors and librarians will be thirty-five (35) hours per week excluding lunch. However, they shall not be required to work more than seven (7) hours per day. Their duties are defined in the individual job descriptions maintained on file by Human Resources and reviewed by the faculty member, the relevant dean, and the Executive Council at a minimum of every three (3) years. Any changes to individual job descriptions must be agreed to by the faculty member, the relevant dean, and the Executive Council. No counselor shall be assigned to teach any courses as

part of his/her normal workload unless the affected counselor and the Dean mutually agree as to how such teaching duties shall be equated for purposes of determining normal workload.

- (b) Library and counseling faculty who elect to accept an additional assignment evenings or Saturdays will be compensated at the rate of \$550 for each additional two and one-half hour assignment (includes 8 percent pension pick up) per semester.

- (3) Variable Workload. Under special circumstances and after consultation with the appropriate Dean, a faculty member may exercise an option to use a variable load provided that the teaching load dropped for any one semester does not exceed 20 percent (25 percent for English faculty) of a regular fall/spring teaching load. Within a 12-month period, the faculty member must be able to fulfill the full year's load agreement. If a variable load prevents other faculty members in the same department from making load or selecting overload, the faculty member must make up the teaching load in the summer semester. Selecting a variable load for a semester does not relieve the faculty member of normal full-time responsibilities such as committee work, office hours, etc. A faculty member may not exercise this option in any two consecutive years.

- (4) When due process rights necessitate, there is a reasonable expectation that Faculty will make themselves available for consultation, when possible (remote means are acceptable), in regard to grade appeals, Title IX investigations, and other investigations relating to law or Board Policy.

Section 4.22. Horizontal Salary Increments on the Salary Schedule

- (1) If within one (1) week after the date the fall or spring term is to begin, as designated in the college calendar, a faculty member covered by this Agreement submits an official grade report or transcript of approved, completed graduate hours sufficient for a horizontal increment, said faculty member shall receive the horizontal increment at the start of said fall or spring term. If a grade report is submitted to show proof of successful completion of courses, an official transcript must be submitted before the semester ends. Such graduate hours must be approved in advance by a committee of two faculty members from the applicant's division and the appropriate Dean. Each year the faculty members for the committees will be appointed by the Executive Council. If a faculty member intends to enroll in a degree program, the program, if approved by the appropriate committee, shall be approved as a whole rather than on a course-by-course basis. The committee's recommendation will go to the Vice President whose decision will be final.

(2) **Professional Development Credits**

- (a) Professional Development Credit(s) may be awarded for
- Completion of professional workshops, seminars and undergraduate or non-credit courses.
 - Completion of a course, program, seminar or workshop for which Continuing Education Units (CEUs) are awarded. The CEUs must be recognized or awarded by a professional association or state licensing or credentialing agency.
 - Completion of a master class taught by a recognized professional or master in the faculty member's discipline; ordinarily master classes are appropriate for faculty members in fine and performing arts disciplines.
- (b) A Professional Development Credit (PDC) may be used in lieu of graduate study for up to 60 percent of the additional credit hours required for lane movement. Approval to exceed the 60 percent limit may be granted upon recommendation of the appropriate dean and approval by the Vice President of Academic Affairs.
- (c) PDCs may not be used to replace a required graduate degree or to determine initial placement on the salary schedule.

- (d) In all cases Professional Development Credits must contribute directly to a faculty member's professional qualifications or to other institutional responsibilities of the faculty member. Faculty must submit a PDC Completion Form within sixty (60) days (excluding the summer term) of the conclusion of the eligible activity to the appropriate dean. A committee composed of academic deans and an equal number of faculty will meet one time a semester or as needed to review and approve PDC's based on guidelines that have been developed by the committee.
- (e) PDCs will be awarded on this scale:
- | | |
|---------------------|------------------|
| 3-6 contact hours | .25 PDC credits |
| 7-10 contact hours | .50 PDC credits |
| 11-14 contact hours | .75 PDC credits |
| 15-18 contact hours | 1.00 PDC credits |
- (f) Up to two (2) PDCs may be carried over from one lane change to the next; no additional banking of PDC credits will be permitted.

Section 4.23. Pay Period

- (1) For the 2018-2019 academic year, faculty members covered by this Agreement shall have the option of receiving their base contract amount in twenty (20) payments or beginning with the last scheduled Friday pay date in August, or twenty- seven (27) payments every second week, commencing with the first scheduled Friday pay date in August. For the 2019-2020 academic year, faculty members covered by this Agreement shall have the option of receiving their base contract amount in twenty (20) payments or twenty-six (26) payments every second week, commencing with the second scheduled Friday pay date in August. In subsequent contract years, faculty members covered by this Agreement who select twenty-six (26) payments will receive their base contract amounts in twenty-seven (27) payments only in those years in which there would be more than a two-week gap between the final payment of the previous academic year and the first payment of the new academic year.

The College will notify the Union and its membership of the need for twenty-seven rather than twenty-six payments at least one year in advance.

If the Board has approved a faculty member's retirement effective at the end of an academic year, that faculty member shall receive his or

her base contract amount in twenty (20) payments in his or her final year prior to retirement.

Faculty shall be notified of pay dates and amounts for Summer and Overload payments prior to the start of a term, and such payments will begin within three (3) weeks of the first day of instruction.

- (2) **Automatic Check Deposit.** All faculty members, except in extenuating circumstances, will participate in electronic paycheck deposit at the financial institution of his/her choice.

Section 4.24. Step Increments. No full-time faculty member covered by this Agreement shall be denied an annual increment without cause stated in writing to the faculty member.

Section 4.25. Leaves.

(1) **Medical Leave.**

- (a) A faculty member shall be credited with sixteen (16) days of medical leave at the beginning of employment. Starting with the second year of full-time employment and each year of full-time employment thereafter, faculty members shall be credited with twelve (12) medical leave days at the beginning of the academic year accumulative to three hundred twenty-four (324)

days. For the purpose of retirement only, medical leave days can accumulate to the maximum number of days allowed by SURS for credit toward years of service.

- (b) A faculty member who has exhausted his/her accumulated medical leave, and then as a result of a serious illness or accident which requires absence for an extended period of time, will be permitted to borrow up to twelve (12) additional medical leave days from the medical leave days with which he/she would be credited during the next academic year. Over the course of his/her employment at the College, a faculty member may borrow no more than a total of twenty-four (24) such additional medical leave days. Any faculty member who leaves the employment of the Board while owing for medical leave borrowed in the past shall repay the Board for such sick leave, and if this obligation is not repaid, the amount of the obligation may be deducted from any funds due him/her.

- (c) In the event of five (5) or more contract days of consecutive illness, the College may require a faculty member to submit to an examination by a physician to determine the nature of his or her temporary disability. Upon making application to resume his or her duties following a temporary disability, the Board may

require an examination by a physician to determine his or her fitness to resume full-time duties.

- (d) If a faculty member is absent for more than six (6) consecutive contract days, a medical leave day will be used for each contract day regardless of the faculty member's teaching schedule.
- (e) Each tenured faculty member who has exhausted his/her accumulated medical leave shall be given up to thirty (30) days of additional medical leave during his/her tenure at Prairie State College.
- (f) There shall be no charge against a faculty member's medical leave if another faculty member teaches his/her class without being paid for the class. The appropriate Dean will be notified as soon as the arrangement has been made.
- (g) Should a faculty member's load fall below fifteen (15) contact hours due to medical or extenuating circumstances, the faculty member may exercise an option to use a variable load between semesters provided that the teaching load for any one semester does not fall below 50 percent of regular teaching

load. Within a 12-month period, the faculty member must be able to fulfill the full year's load agreement.

- (h) Each faculty member shall receive a statement of his/her accumulated medical leave bank annually at the start of the academic year.
- (i) Medical leave shall be interpreted to mean personal illness, accident, or physical disability; quarantined at home; or serious illness of members of the faculty member's immediate family which prevents a faculty member from performing his/her duties on instructional days. Medical leave may also be used to bear a child, or to rear a child, under the age of five (5) years, who is the faculty member's child by birth, adoption, or for whom legal guardianship has been assumed. Members of the immediate family shall mean the faculty member's spouse, domestic partner, civil union partner, children, parents, brothers, sisters and in-laws.
- (j) Medical days are not cumulative during any approved leave of absence.

(k) **Sick Leave Bank.**

- (i) At the beginning of each fiscal year, each faculty member desiring membership in the sick leave bank shall contribute one medical leave day of his/her accumulated allowance to a common bank to be administered by the Union. Faculty who are members of the sick leave bank, who have exhausted their accumulated sick leave and personal days, may make reasonable withdrawals as determined by the Union from the sick leave bank, providing that there are sufficient days available in the bank and provided that a physician's statement is included with each request for such benefits.
- (ii) The days remaining in the bank at the end of each fiscal year will not be returned to contributing faculty, but will be carried over. A faculty member whose withdrawal from the sick leave bank is approved by the Union, will continue to receive such sick leave days from the bank until either the exhaustion of the sick leave bank or the Union's decision to terminate such withdrawals.

(2) **Personal Leave.** Each faculty member shall be granted two (2) days annually without loss of pay for personal leave upon notifying his/her Dean at least twenty-four (24) hours in advance of the use of the days. Personal leave is not

cumulative; however, unused personal leave shall be converted to medical leave at the end of each academic year.

(3) **Emergency Leave.**

- (a) An eligible faculty member covered by this Agreement will be granted emergency leave of up to five (5) days with no loss of pay in the event of the death of the faculty member's parent, spouse, domestic partner, civil union partner, child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild or other member of the immediate household, upon notification of the appropriate Dean.

- (b) If a faculty member is absent from work because of an event not covered by some other leave policy and wishes to have such absence declared an emergency, the faculty member may make application to the appropriate Dean, stating the nature of the emergency and requesting that he/she suffer no loss of pay because of it. The Dean shall make a recommendation to the President, or to the President's designee, who may grant such a request at his/her discretion. If the emergency extends beyond five days, the faculty member may be required to pay for a substitute for the additional days.

(4) **Jury Duty**. Faculty members who are summoned to court to perform jury duty or who are subpoenaed to attend court to testify in matters in which they have no personal or pecuniary interest shall suffer no loss of salary.

(5) **Extended Parental Leave**. A faculty member may request from the Board an extended parental leave without pay for a period not to exceed two (2) years from the birth or adoption of a child. Insofar as possible parental leave shall commence with the beginning of the fall or spring term. A faculty member on a parental leave shall make his/her intention to return to work known to the President of the College, in writing, no later than three (3) months before the end of his/her leave. At such time, the appropriate Dean will make a reasonable attempt to verify a desire to return or resign. A faculty member returning from such leave shall return only at the beginning of fall or spring term.

Parental leave shall not be considered a break in continuous service, provided, however, the period of absence on such leave shall be excluded in computing the necessary period of time for tenure. The group insurance program provided for full-time faculty members pursuant to this Agreement, shall be continued for a period of up to one (1) year while on parental leave.

(6) **Faculty Leave of Absence**. The Board may grant a faculty member's request for a leave of absence without salary for a period not to exceed one year for purposes of recuperating from ill health, study, or other purposes related to the

faculty member's professional responsibilities and growth. If the Board approves such a leave, the faculty member shall receive credit for an equivalent amount of time on the salary schedule and the faculty member may continue to be covered by the College's group insurance program if he/she pays the full cost during such a leave.

Credit may be granted in SURS for the period of said leave not in excess of one year, provided the member returns to his/her position following expiration of the leave, i.e., the faculty member resumes regular full-time employment for which contributions are required and provided the faculty member makes the required payment. If such credit is desired, the faculty member shall initiate the application and shall submit an affidavit to SURS.

A request for a leave of absence pursuant to this subsection shall be submitted in writing to the appropriate College Vice President at least two (2) months in advance, stating the dates and the reason for the request.

(7) **Temporary Reduction of Load and Salary**

The President of the college or his/her designee may grant a tenured faculty member's request for a temporary reduction of up to one-half ($\frac{1}{2}$) of his/her teaching load for up to four semesters *only* for reasons of *the faculty member's* health or for the care of a faculty member's spouse, domestic partner, child, or parent. During the semester(s) of temporary reduction of load, (1) the faculty member's salary shall be reduced by a share proportionate to the reduction of his/her load, (2) the sick and personal days that a faculty member may accrue shall be reduced by a share proportionate to the reduction of his/her load, and (3) the faculty member shall be responsible for the proportion of health benefit costs to the College equal to the proportion of salary reduction. During *the semester(s) of* temporary reduction of load and salary, the faculty member *shall be* expected to fulfill contract office hours and to attend meetings as required in regular semesters. A faculty member's maximum summer load shall also be reduced proportionally in any summer session during a temporary reduction of load and salary.

A request for temporary reduction of load and salary pursuant to this section shall be submitted in writing to the appropriate College Vice President at least two (2) months in advance, stating the dates and the reason for the request. Emergency requests (i.e., those submitted less than two months in advance) may be made and shall be supported by evidence of the request's emergency nature.

(8) **Sabbatical Leave of Absence.** Tenured academic personnel at the end of each period of six (6) or more years of continuous service in Illinois Community College District 515 may apply for a sabbatical leave of absence for a period of time not in excess of one year. The Board in its discretion shall determine whether or not to grant a request for sabbatical leave and in considering a request for such a leave shall be guided by the following:

- (a) Eligible faculty members covered by this Agreement may submit to the President not later than April 15 for a leave that will begin in August and October 15 for a leave that will begin in January, a request in writing for such leave and a detailed plan for study or educational travel. If approved by the Board, the leave shall be conditional upon a plan for resident study, research, travel, or other activities proposed by the applicant and deemed by the Board to benefit the College, which plan must be approved by the Board and not thereafter modified without approval of the Board.
- (b) Applications shall be considered in the order in which they are received, but the Board need not be bound to be guided alone by such order.

- (c) Not more than three percent of the total number of academic personnel may be granted leave under this plan in any semester.
- (d) Those granted sabbatical leave shall continue in the employment of the College district during such leave of absence and shall receive one-half of his/her scheduled salary for an academic year of leave or full salary for one semester of leave. The Board will maintain full benefits for faculty who are on sabbatical leave.
- (e) Before a leave is granted pursuant to this section, the applicant shall agree in writing and/or provide an assurance bond, if requested, that if, at the expiration of such leave, he/she does not return to and perform contractual continued service in the district for at least two academic years after his/her return, all sums of money received from the Board during his/her sabbatical leave will be refunded to the Board unless such return and performance is prevented by evidence of illness or incapacity satisfactory to the Board.
- (f) The person on leave shall not engage in any activity for which salary or compensation is paid unless the activity is directly related to the purpose for which the leave is granted and is

approved in advance by the Board. A sabbatical leave may be granted to enable the applicant, if otherwise eligible, to accept scholarships for study or research. Unless justified by illness or incapacity, failure of any person granted a leave under this section to devote the entire period to the purposes for which the leave was granted shall render him/her liable to the forfeiture of an appropriate part of the funds and benefits allotted for that leave.

- (g) Upon expiration of a leave granted pursuant to this section, and upon presentation of evidence satisfactory to the Board showing compliance with the conditions of the leave, the faculty member shall be returned, if possible, to a position equivalent to that formerly occupied. The contractual continued service status of the person on sabbatical leave shall not be affected.
- (h) Absence during a leave granted pursuant to this section shall not be construed as a discontinuance of service for any purpose, including progression on the salary schedule if one is in effect in the district. The Board shall pick up and pay the contribution to the SURS required of the person on leave out of his/her salary for the period of the leave computed on the salary of such person for the year immediately prior to the leave.

- (l) This section in no way limits the power of the Board to grant leaves for other purposes.

(9) **FMLA Leave of Absence**

- (a) The Family Medical Leave Act (FMLA) allows employees up to twelve (12) weeks of leave without pay to attend to personal/family medical or child rearing/maturing purposes. A faculty member shall apply in writing to the Board at least sixty (60) days prior to the proposed commencement date of leave. In instances where a sixty (60) day prior notice is not possible, the notice requirement may be waived upon written request.
- (b) Said leave of absence shall be granted for a period not to exceed twelve (12) weeks to bear a child, or to rear a child, under the age of five (5) years, who is the applicant's child by birth, adoption, or for whom legal guardianship has been assumed. A medical certification (Form WH-380) must be completed and signed by a physician to confirm eligibility and must be received by Human Resources before leave is granted.
- (c) All FMLA leaves of absence shall be without pay or other compensation. Those faculty who have available medical

leave days and personal days must utilize same beginning on the first day of the FMLA leave. Once any leave goes into its first day of non-paid time, the balance of the leave shall remain unpaid.

- (d) The Board will provide medical insurance coverage in accordance with Section 6.1 for the duration of the approved FMLA leave, even if the accumulated medical leave and personal days have been exhausted.
- (e) The faculty member shall make his/her intention to return to work known to the appropriate Dean in writing at least thirty (30) days before the termination of the leave, when possible.
- (f) For FMLA purposes, the leave year shall be defined as a rolling year beginning with the first day of the FMLA leave. After exhausting an FMLA leave, faculty members may continue to use available medical leave days within the same leave year.
- (g) Further information about FMLA may be obtained by interested faculty members from the Department of Labor's Web site.

(10) Paid Parental Leave

The college will provide up to six (6) weeks of paid leave for the care of a child under the age of one or within the first year of the adoption or assumption of legal guardianship of a child under five (5) years of age. Such leave may be used before a faculty member's personal medical leave.

Section 4.26. Class Size. Capacity of class size shall be determined by the Vice President of Academic Affairs. Class size limitations shall not exceed numbers on the Course Limit Master List (Appendix E) unless agreed to by the faculty member involved. Clinicals and practicums have individual capacities in each area. All accrediting agency standards and/or grant requirements shall supersede any college capacity limits. Section caps mandated by accrediting or grant agencies, and section caps that are lowered for purposes of experimentation and piloting new initiatives, must be communicated to the Union leadership before those caps are changed. In addition, the class size for any one section will not exceed the room capacity, the lab stations, or the available equipment in the room to which that section has been scheduled.

Section 4.27. Elimination of Previously Established Programs. Prior to making the final decision with respect to the elimination of a previously established program that has been in existence for at least three years, faculty members that would be directly affected by the elimination of such a program shall have the right to make a presentation to a review committee composed of the College President, the

appropriate Vice President, a Board member designated by the Chair of the Board, and where applicable, the Chair of the Program Advisory Committee. The term "program" as used in this section shall mean a program approved by the Illinois Community College Board leading to a certificate, A.A., A.S., and A.A.S. and appearing in the Prairie State College catalog.

It is specifically understood that the right to decide whether a given program shall be continued or eliminated rests with the Board.

Section 4.28. Tuition Waiver. Full-time and retired full-time faculty members will receive a full tuition waiver (once per course) to enroll in credit courses offered by the College. These tuition waivers include the cost of tuition and mandatory fees, but exclude the cost of course-specific fees. During a term in which a full-time faculty member is teaching full-time, s/he will be limited to six credit hours of tuition waivers. Spouses and unemancipated children of full-time faculty members will receive a 100 percent tuition waiver, limited to 15 credit hours per semester. On or before the last day of late registration, the faculty member, retiree, spouse or unemancipated children must complete a Tuition Waiver Request Form and submit it to the Office of Admissions. If a grade of A, B, or C is not listed on the final grade sheet, the money waived for the full-time faculty member, spouse, or unemancipated child will be recovered by the College through payroll deductions spread over the following semester. If an Incomplete grade is received, a passing grade must be received by the end of the following semester (excluding summer). Retirees who do

not receive a grade of A, B, or C will be obligated to reimburse the College for the tuition waiver.

For purposes of this section only, all persons eligible to receive Tuition Waivers shall be considered in-district residents.

Section 4.29. Cooperatives. During the term of this Agreement, no cooperative between Prairie State College and any other Community College District involving an existing course, or discipline/program area will be established without written notification to the Union prior to reaching an administrative decision. The College President and/or his/her designated representative(s) shall meet with the designated representative of the Union and a representative of the appropriate discipline/program area if the proposed cooperative involves specific courses to discuss in good faith whatever proposals the Union might have concerning this matter. Written proposals, if any, of the Union and/or the discipline/program area representative shall be forwarded to the Board along with the recommendations of the President.

Section 4.30. Layoff Procedure. The reduction in force of faculty members shall be in accordance with the provisions of 110 ILCS 805/3B-5, and Section 4.7 of this Agreement.

Section 4.31. Termination of Seniority. Seniority shall be terminated if the faculty member:

- (1) quits or resigns;
- (2) is terminated in accordance with the provisions of this Agreement;
- (3) retires or is retired;
- (4) is laid off for a period of 24 months from the beginning of the academic year for which the faculty member was dismissed;
- (5) fails to respond to notification of recall within two weeks after receipt of such notification. Notification of recall of a faculty member shall be by registered mail addressed to the most recent address provided by the faculty member. It shall be the responsibility of the faculty members laid off to advise the Office of the President in writing of their latest address;
- (6) fails to return from an approved leave of absence at its expiration.

Section 4.32. Early Retirement. At the sole discretion and upon the approval of the Board of Trustees, a faculty member may be permitted to participate in the Early Retirement Plan prior to reaching the age of 65 in accordance with the following conditions:

- (1) To be eligible, a faculty member must have at least fifteen (15) years of service as a full-time faculty member at Prairie State College and must be at least 55 years of age and be no older than 64 years of age as of June 30 of the year in which the faculty member requests to participate in the plan. A faculty

member who wishes to participate in the plan must notify the President in writing of his/her intention on or before January 1 of that year.

- (2) Early retirement compensation will be at the rate of 1/5 of the participant's base salary for the last year of full-time teaching. Payments will be made monthly for a maximum of five (5) consecutive years, provided that no payment will be made after the completion of the academic year in which the participant reaches his/her 65th birthday. The faculty member who will retire under both the college early retirement plan and SURS early retirement will have the option of receiving, during the first month of retirement, an interest free loan from the College in an amount equal to the first year's total payment. Said loan will be repaid by depositing a power of attorney with the business office that allows for repayment from the retirement compensation checks that will be issued during the first year.
- (3) Upon the death or permanent disability of the participant, all compensation payments will cease and the Board will have no further obligation to the participants or their beneficiary; except that, upon death of the participant, the designated beneficiary of the participant (or if no beneficiary is designated, then the

participant's estate) will receive the balance of the early retirement compensation, if any, for the year in question.

- (4) Participants will be allowed to enroll in the College group hospitalization insurance plan on the same basis as a full-time faculty member so long as the insurance company writing coverage continues to approve such participation. The retiree will be responsible for paying the full amount of the premium applicable to the particular coverage.
- (5) Participants will render mutually agreed upon appropriate services to the College during the period of early retirement. Such services shall not be inappropriate solely because they are rendered off campus.

Section 4.33. Final Year Salary for Retiring Faculty. A retiring faculty member may participate in the final year salary program provided he/she meets the following criteria:

- (1) Be at least fifty-five (55) years of age by June 30 of the retirement year and have at least twenty (20) years of service as a full-time faculty member at Prairie State College.
- (2) Notify the President in writing of his/her intention to participate prior to May 1 of the year before his/her last full year of

employment. Such notice must be in the form of an irrevocable letter of retirement.

- (3) Be eligible to retire under the Illinois State University Retirement System (SURS) and receive an immediate retirement benefit.
- (4) Have sufficient service credit and/or age credit with SURS to exempt the College from the payment of any “employer” penalty or other additional amount to SURS.

For any faculty member who qualifies under this provision, the Board shall increase his/her final year base salary by six percent (6%), subject to the limitation of creditable compensation as outlined in Section 5.9 of this contract. This increase shall be inclusive of all wage schedule increases occurring during this period which may have been applicable to the retiring faculty member.

A faculty member who commences participation in this incentive and who fails to comply with the provisions herein shall reimburse the College for any increased salary benefit granted under this provision, including tax and pension withholdings. Upon complete reimbursement, the faculty member shall be entitled to any general wage increase which would have been applicable during this period.

This provision is subject to SURS rules and regulations and to the creditable compensation limitation.

Section 4.34. Due Process.

- (1) No faculty member shall be disciplined without just cause. The concept of just cause shall include the appropriateness of the disciplinary penalty imposed. The principle of progressive discipline will be enforced for repeated violations. Degrees of discipline are generally progressive and are used to ensure that the faculty member has the opportunity to correct his or her performance. The appropriate progressive discipline remedy shall be timely and shall be determined upon consideration of factors including but not limited to the seriousness of the offense, the time interval and employee response to prior disciplinary action(s), the number of different offenses involved, and previous work performance.

It is understood that, in any case involving discipline under this Article, the College bears the burden of proving that there was just cause for such action. This Article contains the only process through which a faculty member can be disciplined.

Any College policy that deals in whole or in part with disciplinary matters shall not contravene the collective bargaining Agreement. The previous statement shall appear on the College's "policies" introductory web page.

- (2) Disciplinary actions shall be limited to the following:
- a. Oral warning.
 - b. Written letter of reprimand. Any such letter must state specifically that it is a "letter of reprimand" in order to be considered a disciplinary action.
 - c. Suspension.
 - d. Discharge for just cause. The Illinois Community College Act (110 ILCS 805/Art. IIIB) offers more information about tenure in Illinois community colleges.
- (3) Absent emergency circumstances, at the initiation of a disciplinary investigation the appropriate administrator shall notify and meet with the affected faculty member about a potential disciplinary action and shall notify the Union. At such meeting the affected faculty member shall be advised of the reason or reasons for the investigation and the contemplated disciplinary action. If during such a meeting a faculty member requests additional time within which to respond to the matter, the meeting shall be adjourned, provided it shall be reconvened in not less than two (2) days thereafter, absent unusual circumstances.

If a faculty member is called to a conference with an administrator for other purposes and during the course of the

meeting, in the opinion of the faculty member, it develops into a disciplinary meeting and if the faculty member informs the administrator of that opinion and requests adjournment, the conference shall immediately be adjourned, provided it shall be reconvened in not less than two (2) days thereafter.

The faculty member shall have the right of Union representation at such reconvened meeting and at any disciplinary meetings.

A faculty member may be placed on paid administrative leave for the purposes of an investigation, provided that the length of the leave does not exceed thirty (30) calendar days. If at the end of a thirty (30) day period of administrative leave, the College requires more time to conduct a thorough investigation, an administrative leave may be extended for another thirty (30) day period. The College will make every effort to communicate clearly with the faculty member on an administrative leave about the status of the investigation and will provide written status updates at the end of any thirty (30) day period of administrative leave detailing the College's progress on the investigation and the reasons for requiring an additional period of administrative leave.

The College will make every attempt to conduct investigations in a fair, thorough, competent, and timely way. Investigations should be concluded within sixty (60) calendar days from the initial meeting with the faculty member, described above. If more time is required to conclude an investigation, the College may take an additional thirty (30) calendar days to do so, provided that the faculty member and the Union are provided with a statement explaining the circumstances. Beyond ninety (90) calendar days, any additional time to conduct an investigation may be extended only by mutual agreement between the College and the Union.

Upon completion of the initial stage of the investigation in cases of suspension or discharge, the faculty member must be provided with a written statement that includes the nature of the complaints and the names of the complainants (with the exception of current Prairie State College students whose names may be withheld until a proposal of discipline is made, if any), and the specific charges. This statement must be provided to the faculty member not later than two (2) days prior to a meeting between the Dean or appropriate academic administrator, the faculty member, and a representative of the Union; however, the faculty member may request a delay to this meeting, not to exceed seven (7) days if she or he needs

the additional time to prepare an adequate response to the specific charges. At this meeting, the faculty member shall have the opportunity to review the specific charges with the Dean and/or appropriate administrator and respond to the specific charges. This meeting may also provide the opportunity to resolve the complaints by mutual agreement.

A copy of a disciplinary action (except oral warning) shall be served upon the faculty member and the Union.

- (4) If disciplinary action is taken, the faculty member will have an opportunity to submit a written rebuttal and such shall become part of the faculty member's personnel file upon request.
- (5) Any disciplinary action may be appealed in accordance with the grievance and arbitration procedure set forth in Article VII of this Agreement. If the Board votes to discharge a faculty member, a faculty member may elect to seek arbitration under either the Agreement or under the relevant sections of Illinois tenure law. This section shall not diminish any rights a faculty member has under the Illinois Community College Act.
- (6) The non-renewal of a probationary faculty member's contract or a decision to reduce the number of faculty members employed

by the Board shall not be considered disciplinary action for the purposes of this Article.

(7) Judicial Committee

Absent emergency circumstances, when suspension without pay exceeding five (5) days or discharge of a faculty member is being considered, either as a result of a single substantial event or the accumulation of warnings, oral and written, the appropriate Dean shall discuss the matter with him/her to determine if there is cause to pursue suspension without pay exceeding five (5) days or discharge. If following the discussion the Dean believes that disciplinary action is warranted, the Dean will discuss the proposed disciplinary action with the faculty member. If the parties cannot reach a mutual agreement about the course of action, the Dean or the faculty member may request a meeting with the appropriate Vice President. If the parties fail to reach an agreement at this stage, the Dean may recommend to the appropriate Vice President that the College President proceed with steps to determine whether there is adequate cause for suspension without pay exceeding five (5) days or discharge. In any of the above discussions, the faculty member shall have the right to union representation if he or she requests it.

A. *Initiation of Formal Proceedings*

If the College President decides to begin proceedings for suspension without pay exceeding five (5) days or discharge against the faculty member, he/she or his/her representative shall state in writing the specific cause for which the College is seeking disciplinary action against the individual.

Within ten (10) days of the most recent informal meeting between the faculty member and the Dean/Vice President, the College President shall send a certified letter to the faculty member informing him/her that a hearing will be conducted by the faculty judicial committee to review the evidence and recommend what type of sanction, if any, should be imposed. At the same time, the College President will also contact the union and the judicial committee so that all parties are informed about the beginning of the process.

The judicial committee shall schedule its initial hearing at a specified time and place allowing sufficient time for the faculty member to prepare his/her defense. Such period shall not be less than thirty (30) calendar days, excluding holidays, and no more than forty-five (45) calendar days, excluding holidays, from the date that the College President sends the certified letter above. The faculty member shall be informed of procedural rights that will be accorded him/her, such as his/her right to counsel and the right to be informed of the grounds

proposed for suspension without pay exceeding 5 days or discharge. In particular, procedures specified in Section D below shall be made known to him/her.

B. Administrative Leave

If a faculty member has been placed on administrative leave so that the College could conduct an investigation, such administrative leave shall not be considered prejudicial to his or her case.

C. Composition of the Judicial Committee

The judicial committee shall be comprised of three elected department chairs. The committee shall be elected as a standing committee by the elected department chairs at the first regular meeting of department chairs in each academic year, and the standing committee shall continue to serve until a new judicial committee is elected, regardless of whether individual members remain as department chairs. All nominees for the committee shall be tenured. The committee shall elect its own Chair. In cases of a determined conflict of interests, the Union President shall name a replacement to the judicial committee for the proceeding in which the conflict has occurred. The function of the committee is to conduct a full and fair hearing on the charges, to provide the faculty member with an opportunity to be heard regarding the charges, and to report its findings, conclusions and recommendations to the College President.

D. *Judicial Committee Proceedings*

1. Notice of Evidence.

Within fifteen (15) calendar days, excluding holidays, following the scheduling of the judicial committee hearing, the parties will provide to each other through the committee chairperson a list of witnesses and documents they propose to introduce at the hearing. The list may be supplemented as necessary or desirable in the exercise of due diligence, provided that reasonable opportunity is given to the opposing party to respond.

2. Hearing.

The committee shall proceed by considering the statement of grounds for suspension without pay exceeding 5 days or discharge and the charges of misconduct already formulated in the College President's letter and the faculty member's response. The hearing shall be in private. The College President may attend the hearings. He/she may designate a representative to assist in developing the case; but the committee shall determine the order of proceedings, normally conduct the questioning of witnesses, and, if necessary, secure the presentation of evidence. The hearing procedures shall not necessarily adhere to formal rules of court procedure. It is the responsibility of the committee to ensure that admitted evidence is relevant, fair and reliable, and that both parties are given adequate opportunity to confront and cross-examine adverse witnesses. The

objective of the hearing is to achieve a fair and just result as expeditiously as possible, with due regard both for the rights of the faculty member as an individual and the integrity of the institution as a whole.

a. Witnesses.

If any facts are in dispute, the testimony of witnesses and other evidence concerning the charges shall be received. Any employee of the college may appear and testify if so requested. Students may be asked to testify. Except for unusual circumstances, students who are currently enrolled in a faculty member's course during the term in which the hearing takes place should not be asked to testify by either the College or the faculty member. If the College's statement against a faculty member includes complaints from students currently enrolled in a faculty member's course during the term in which the hearing takes place, at least one member of the Judicial Committee will meet with the student privately. The Judicial Committee may deem it necessary to schedule the hearing, through mutual agreement with the College, after the term has ended. When it is possible, the judicial committee may also suggest a change of instructor.

The faculty member shall have the aid of the committee and of the College President in securing the attendance of witnesses.

The faculty member or his/her counsel and the representative designated by the College President shall have the right, within reasonable limits set by the committee, to question all witnesses who testify orally (except for students who are currently enrolled in a faculty member's course during the term in which the hearing takes place). Witnesses testifying at the hearing shall be sworn or otherwise asked to attest to the truth of their testimony by the Chair of the committee. Witnesses whose evidence is necessary but who are unavailable to testify may, in the discretion of the committee, be asked to swear to affirm the truth of the evidence by affidavit or comparable means. The faculty member shall have the opportunity to be confronted by all witnesses adverse to him/her (except for students who are currently enrolled in a faculty member's course during the term in which the hearing takes place), although the judicial committee may decide to accept private or remote testimony in cases where the faculty member's position in the College could make a potential witness reluctant to testify. The committee may request the testimony of additional witnesses or the production of records from the parties or third parties in the exercise of its reasonable discretion.

b. Representation.

The faculty member shall have the option of assistance by counsel (at his or her own expense). The faculty member is permitted but not required to testify at the hearing. If the faculty member declines to testify or otherwise participate in the hearing directly, the committee should proceed on the basis of obtainable evidence. If the faculty member fails to appear at the hearing in person or through representation, the committee will conduct the hearing in the absence of the faculty member. The Union has the right of representation at the proceeding, regardless of the wishes of the faculty member, to protect the contract and the process.

E. Consideration by the Judicial Committee

On the basis of the hearing, the judicial committee shall give the opportunity to the faculty member or his/her counsel and the College President's representative to summarize orally before it and to submit written briefs. At any time prior to the judicial committee decision, the faculty member or his/her counsel or the College President's representative may suggest an appropriate disposition, including specific terms of suspension if applicable. Within ten (10) calendar days, excluding holidays, of the conclusion of the hearing, the committee shall arrive at explicit findings with respect to each of the charges presented and formulate its decision to take one of four

actions: (1) recommend dismissal of the charges; (2) recommend the faculty member be suspended, with or without pay; or (3) recommend discharge of the faculty member within thirty (30) calendar days.

The College President and the faculty member shall be notified in writing of the committee's recommendation.

F. Consideration by the College President

After review of the judicial committee's full report and recommendation, the College President may decide: (1) to dismiss the charges against the faculty member; (2) to suspend the faculty member; (3) to recommend to the Board that the faculty member be discharged; or (4) to refer the case back to the committee for reconsideration. In response to the latter, the committee shall consider the issues raised by the President and may or may not modify its recommendations. If the College President recommends discharge of the faculty member, publicity concerning the case may properly be withheld until consideration has been given to the case by the Board. Any release to the public shall be made through the College President's office.

Barring the referral of the case back to the committee, the President's referral of the case to the Board of Trustees should take place in time before the soonest available Board meeting after the President

receives the committee's report. If the case is referred back to the committee for reconsideration, the President's referral of the case to the Board of Trustees shall, barring extenuating circumstances, take place in time before the soonest available Board meeting after the President receives the committee's reconsidered decision. The faculty member and the union shall be notified in writing of the President's referral and decision.

Within seven (7) days after the Judicial Committee has issued its report, the faculty member may request a meeting with the College President to appeal the committee's decision and/or to discuss concerns about the hearing or the process.

G. *Consideration by the Board*

If the College President chooses to seek discharge of the faculty member, he/she shall transmit the full report of the judicial committee and its action to the Board, but the President will not take action unless the faculty member shall have at least one (1) week notice before the Board meeting at which the Board will vote. The Board's review shall be based on the report of the Judicial Committee. The faculty member shall have the right to address the Board directly in writing and/or orally in closed session with reasonable time limits, at the faculty member's preference, regarding the administration's recommendation, before the Board takes action, and shall be entitled

to representation during such an address. The union shall also have the right to address the Board directly before a vote for discharge. Only after study of the judicial committee's full report and recommendation and the College President's recommendation shall the Board make its final decision through a vote. Any member of the Board who has, or may reasonably be perceived to have, a bias or conflict of interest with respect to the case shall be excused from participating in or voting on the matter.

A copy of the decision will be delivered to the parties either by hand or by certified mail. In this decision, the Board will direct the President to initiate action consistent with its conclusions.

H. Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by anyone party to this action, including but not limited to the faculty member, administrative officers, Union representatives, judicial committee members, and members of the Board, shall be avoided so far as possible until the proceedings have been completed.

I. Payment of Salary

If, as a result of the hearing process described herein, the College discharges a faculty member in opposition to the finding of the judicial

committee, the faculty member shall continue to receive full pay at his/her current salary until the time of discharge; if a faculty member in this circumstance requests an arbitration hearing regarding his/her discharge, he/she will remain in paid status until the conclusion of the arbitration process. However, in the event that the judicial committee recommends discharge, the Board shall determine what payments, if any, to make beyond the effective date of discharge, taking into consideration the length and quality of service of the faculty member prior to the operative facts constituting the basis for discharge.

Section 4.35. Faculty Evaluation System. Any modification in the current faculty evaluation system must be agreed to by a joint committee of the Union and Administration prior to becoming effective.

Section 4.36. Placement of New Faculty on the Salary Schedule. Before a new faculty member is hired, the Vice President of Academic Affairs will consult with the appropriate Dean, the union president (or his/her designee), and the chair of the hiring committee regarding the candidate's placement on the salary schedule. No newly hired faculty shall be placed on the salary schedule at a salary greater than any faculty member who has the same education and years of experience.

In addition, prior to Board approval, a final candidate for a full-time faculty position shall acknowledge receipt of 1) the appropriate salary schedule and 2) a statement

that his/her placement on the salary schedule cannot be altered except as specified in the Board-Union contract.

Section 4.37. Faculty Projects. Extra compensation for special projects will be determined by agreement between the Dean and the faculty member. Both the appropriate administrator and the faculty member will sign a contract outlining the project and the compensation.

Section 4.38. Professional Development. The College will support a number of regular opportunities for professional development during the semester, including a half day of professional development activities at the beginning of each semester. Faculty members are encouraged to pursue additional professional development activities on an individualized basis during each semester. All reasonable requests for registration fees and travel expenses, limited by a total annual budget (funded at \$1,000 per full-time faculty member per year, though requests may exceed this per person amount), may be granted by the appropriate Dean. Participating faculty members will be expected to prepare a brief report to the department faculty describing the professional development activity.

Section 4.39. Online Courses.

- (1) Course selection will follow Section 4.9, (4)(c) of the contract.

- (2) A faculty member teaching an online course will be evaluated according to the same procedures outlined in the Faculty Evaluation System document.
- (3) Any training that is required for faculty members to teach online courses, per Section 4.8 of the contract, will be provided by the College at no expense to the faculty member.
- (4) In any given semester as part of regular load, a faculty member may select a maximum of three (3) online courses. Online courses may not exceed 60 percent of one's load. Additional online courses may be selected as part of overload.
 - (a) Online Courses. The language regarding online courses does not apply to face-to-face classes that include an online component or enhancement.

- Class size—the first time a faculty member teaches online, the capacity for that class will not exceed 18. The maximum class size for all online courses will be 24.

Section 4.40 Academic Calendar. At least four weeks prior to the adoption of the academic calendar for the academic years (including summer sessions) by the

Board, the College President or his/her designee will meet with the Union President or his/her designee to discuss and examine in good faith any suggested revisions that the Union may have regarding the structure, recesses, staff development days, and the holidays of the proposed calendar. The length of the academic year (i.e., the fall and spring semesters) shall not exceed 173 working days and the number of student attendance days shall not exceed 155.

ARTICLE V

Salary and Rate of Pay

Section 5.1. Overload. In 2017-2018, overload will be paid at the rate of \$1,006, and overload hours 3.1 to 8 will be paid at a rate of \$624. In 2018-2019, overload will be paid at the rate of \$1,016, and overload hours 3.1 to 8 will be paid at a rate of \$630. In 2019-2020, overload will be paid at the rate of \$1,027 and overload hours 3.1 to 8 will be paid at a rate of \$637.

Section 5.2. Full-Time Academic Salary Schedules.

(1) For the academic year 2017-2018, faculty members shall be paid on the basis of the FY 2018 Salary Schedule (see Appendix B), but shall not advance a step from their placement on the FY2017 Salary Schedule. For academic year 2018-2019, all faculty members shall be paid on the basis of their placement on the FY2019 Salary Schedule (see Appendix C), but shall not advance a step from their placement on the FY2018 Salary Schedule. For academic year 2019-2020, all faculty members shall be paid on the basis of

their placement on the FY2020 Salary Schedule (see Appendix D), advancing one step from their placement on the FY2019 Salary Schedule.

- (2) Faculty members who have earned a bachelor's degree and who have earned at least 15 graduate credit hours (or the requisite combination of graduate credit hours and PDCs) will receive a base salary calculated by averaging the salaries on their step in Columns A and B.

Section 5.3. Summer School Rate. In summer sessions 2018, contact hours 0-7.5 will be paid at the rate of \$1,169. Contact hours 7.6 to 12 will be paid at a rate of \$932. In summer sessions 2019, contact hours 0-7.5 will be paid at the rate of \$1,181 and contact hours 7.6 to 12 will be paid at a rate of \$941. In summer sessions 2020, contact hours 0-7.5 will be paid at the rate of \$1,193 and contact hours 7.6 to 12 will be paid at a rate of \$951.

Section 5.4. Pension Pick-Up. The Board shall continue to pay the faculty member's state-mandated contribution (currently at 8%) to the State Universities Retirement System (SURS) out of the faculty member's salary as set forth herein.

Section 5.5. Extra Compensation for Library and Counseling Faculty. If library and counseling faculty are employed beyond the academic year, an hourly rate shall be calculated based on the faculty member's current salary on the salary schedule. The formula to be used to find the hourly rate is the faculty member's salary divided by 1,384 (173 working days times 8 hours per day). Nothing in this

provision shall be construed as limiting the rights of the administration or faculty to agree on special projects as outlined in Section 4.37.

Section 5.6. Compensation for Online Courses. The first time a faculty member teaches online, he/she will be awarded compensation that is equivalent to the highest overload rate. This compensation will not count as overload.

Upon approval by the appropriate Dean, a faculty member may also be awarded up to \$2,000 for the development of course materials each time he/she prepares a course the College has not offered online before. Such a course shall be deemed an online Master Course. In addition, upon approval by the appropriate Dean, a subsequent faculty member may be awarded up to \$1,000 for the adaptation of the Master Course materials each time he/she prepares a course he/she has not offered online before. This compensation will be awarded regardless of whether or not the course is cancelled.

Section 5.7. Duties of Department Chairs and Compensation for Career Program Coordinators, Discipline Coordinators and Department Chairs.

- (1) Duties of Department Chairs are set forth in Appendix F of this contract.
- (2) Department chairs are elected by faculty colleagues in their departments for a one-year term. If there is a reorganization of the department structure which eliminates a chair position, all

elected chairs will continue to receive compensation until their respective terms expire.

- (3) Library and counseling faculty who have also been elected to serve as chair will be compensated at an hourly rate of \$26.35 if he/she has been asked and agrees to work additional time above his/her normal workload to fulfill the responsibilities of the chair position.

- (4) Career Program and Discipline Coordinators will be appointed by the appropriate Dean and approved by the Vice President of Academic Affairs. Chairs will be elected by faculty in their department. If either the department or the administration is not satisfied with the chairperson's performance, potential removal shall be discussed with the Union Executive Council. If removal is determined, the reasons for removal will be stated in writing and a new election shall be held. Compensation for Career Program Coordinators, Discipline Coordinators and Department Chairs shall be release time calculated on the basis of credit hours. Assignment of hours for Program and Discipline Coordinators shall be based on the following criteria:
 - (a) number of students in discipline/program area
 - (b) number of advisory committees

- (c) job description
- (d) number of full- and adjunct faculty and staff
- (e) amount and maintenance of equipment in area
- (f) responsibilities to external agencies

All Career Program Coordinators and Discipline Coordinators shall be assigned a minimum of two (2) credit hours of release time per semester. In cases where workload for a Discipline Coordinator does not warrant two hours of release time, one (1) credit hour may be assigned after consultation with the affected Discipline Coordinator and after discussion with the Executive Council. All Chairs shall be assigned a minimum of three (3) credit hours release time per semester. Full-time faculty members as defined shall be notified of the availability of Career Program and Discipline Coordinator and Chair positions.

- (5) The distribution of summer stipends for Career Program and Discipline Coordinator positions will be determined annually by an agreement between the Academic Vice President and a designated member of the union. The criteria to be used for making the distribution will be workload.

Career Program and Discipline Coordinators who agree to accept a summer workload assignment must be available during the summer. If a Chair is requested to perform any duties in the summer, a stipend will be awarded and agreed upon by the Academic Vice President and a designated member of the Union.

Section 5.8. Compensation for Release Hours. A faculty member has the option to combine or defer the compensation for up to three (3) hours of release time between the fall and spring semesters. Selecting variable release hours does not relieve the faculty member from performing agreed-upon duties in either semester.

Section 5.9. Creditable Earnings Contingency. This provision shall only apply to employees eligible to retire and qualified for a retirement annuity under SURS rules and regulations and to any employee that is within ten (10) years of becoming eligible to retire and qualified for a retirement annuity under SURS rules and regulations, and, in either case, regardless of whether the employee is actually retiring or submitting a notice of retirement. For purposes of convenience and this provision only, such employees shall be referred to as "Eligible Employees."

The parties agree that any SURS creditable compensation and/or benefit increases, whether under this contract or otherwise, shall not exceed the maximum amount which results in an employee's retirement annuity being fully funded by the State University Retirement System, without Board liability for any portion of the retirement

annuity. This means that an employee's SURS creditable earnings (including but not limited to vertical and horizontal salary schedule movement, stipends, salary increases and retirement incentives), whether under the contract or otherwise, shall not increase from one school year to the next by more than six (6) percent (or as mandated by SURS) or otherwise be increased so as to create Board liability for any portion of the retirement annuity or result in any Board-paid penalty to SURS. In no event will the compensation and/or benefit increases exceed the threshold amount which triggers any obligation for the Board to pay additional amounts (in the form of a one-time payment or payment over time) to cover all or part of an employee's retirement annuity or cover any Board-paid penalty to SURS. Notwithstanding any contrary or other provision of this contract, including but not limited to any salary schedules, in the event an employee's SURS creditable earnings would increase by more than six (6) percent (or as mandated by SURS) in any given year of this contract, that employee shall only receive the maximum increase allowed under this provision.

Annually, but no later than July 1, the Board will provide to the Association a list of all Eligible Employees. The Board and the Association shall jointly confirm the accuracy of such list.

If an Eligible Employee's creditable earnings are affected by this provision, that employee shall notify the Board that he/she desires to receive as non-creditable earnings that amount over and above the six (6) percent (or as mandated by SURS) limit of this provision that he/she otherwise would have received but for this

provision. In that event, the employee shall receive the compensation through non-creditable severance pay, due and payable after the employee's receipt of his/her final paycheck and his/her last day of work at the College.

In the event that an Eligible Employee's creditable earnings inadvertently increases by more than six (6) percent (or as mandated by SURS), the employee and the Board agree to take appropriate, timely action to allow the Board to submit to SURS a report of an adjustment in the employee's creditable earnings to limit the increase to a maximum of six (6) percent (or as mandated by SURS).

This provision is subject to SURS rules and regulations.

ARTICLE VI

Insurance

Section 6.1. Group Insurance.

The group insurance program in effect on the date this Agreement is executed shall be provided for all full-time faculty covered by this Agreement. For the academic years 2017-2018, 2018-2019, and 2019-2020 the Board will pay 77% of the cost for family coverage and 95% of the cost of employee coverage. As part of this program the Board will provide each full-time faculty member covered by this Agreement with \$25,000 term life insurance. Should an individual covered by a faculty member's PPO health plan need outpatient mental health or chemical dependency visits in excess of the lifetime limit of the insurance contract, the Board, after a \$30 co-pay,

will pay 100% of the cost in network and 50% out of network, up to 20 visits per calendar year.

The group long-term disability policy in effect on the date this Agreement is executed shall be continued for all eligible full-time faculty members covered by this Agreement at no cost to faculty members. Benefits under this policy are coordinated with any disability benefits the faculty member receives from SURS. A faculty member's eligibility for long-term disability benefits and the amount thereof, if any, shall be determined by the terms of said policy.

Due to decreases in state funding and increases in health care premiums, the College will provide a PPO health care option that offers 80% in-network and 60% out-of-network coverage, with a deductible of \$1,000 for individual plans and \$2,000 for family plans (\$2,000 and \$4,000 for out-of-network care), an out-of-pocket maximum yearly payment of \$3,500 for individual plans and \$7,000 for family plans (\$7,000 and \$14,000 for out-of-network care), no per-admission deductible for inpatient hospital services (\$300 for out-of-network care), 80% in-network and 60% out-of-network after deductible coverage for inpatient and outpatient hospital services, a \$200 co-pay for emergency room visits, an office visit co-pay of \$40 for primary-care providers and \$60 for specialists (60% after deductible coverage for out-of-network care), 100% coverage for in-network preventive care visits (60% after deductible coverage for out-of-network care), the same prescription coverage as the HMO plan (\$10/\$40/\$60 for retail, \$20/\$80/\$120 for mail order), and an unlimited lifetime maximum.

The Board retains the right to change insurance carriers or otherwise provide for coverage as long as the level of benefits remains substantially the same.

Section 6.2. Faculty-Paid Premiums. Premiums paid by the faculty member for health and life insurance will be deducted from gross income prior to computing federal and state income taxes in accordance with Internal Revenue Code Section 125.

ARTICLE VII

Grievance Procedure

Section 7.1. Definition and Procedure. A grievance is a difference of opinion with respect to the meaning or application of the terms of this Agreement. Except as provided in Section 7.6, grievances shall be processed as follows:

Step 1: Any faculty member covered by this Agreement who has a grievance shall submit it to the appropriate person who is designated for this purpose by the Board. The person designated for this purpose shall give his/her oral answer within seven (7) working days (according to Section 4.40) after such presentation. In the event no such Dean or person is designated by the Board, such faculty member shall initiate his/her grievance at Step 2.

Step 2: If the grievance is not settled in Step 1 and the faculty member wishes to appeal the grievance to Step 2 of the Grievance Procedure, it shall be referred in writing to the Vice President as designated by the Board, within seven (7) working days after the designated person's answer in Step 1 and shall be signed by both the employee and the designated Union representative. The Vice President, or his/her representative, shall discuss the grievance within seven (7) working days with the designated Union representative at a time mutually agreeable to the parties. If no settlement is reached, the Vice President, or his/her representative, shall give his/her written answer to the Union within seven (7) working days following their meeting.

Step 3: If the grievance is not settled in Step 2 and the Union desires to appeal, it shall be referred in writing by the Union to the President within seven (7) working days after the Vice President's answer in Step 2. The President shall discuss the grievance within seven (7) working days with the designated Union representative at a time mutually agreeable to the parties. If no settlement is reached, the President shall give his/her written answer to the Union within seven (7) working days following their meeting.

Step 4: If the grievance is not settled in accordance with the foregoing grievance procedure, the Union shall notify the members of the Board

of Trustees within seven (7) working days before proceeding to the next step of arbitration.

Section 7.2. Arbitration. If the grievance is not settled in accordance with the foregoing procedure, the Union may refer the grievance to arbitration within fifteen (15) business days after receipt of the President's answer in Step 3. The parties shall attempt to agree upon an arbitrator within five (5) school days after receipt of the notice of referral and in the event the parties are unable to agree upon an arbitrator within said five (5) day period, the parties shall immediately jointly request the American Arbitration Association to submit a panel of five (5) arbitrators. Both the Board and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first two names, the other party shall then strike two names. The remaining person shall be the arbitrator. The arbitrator shall be notified of his/her selection by a joint letter from the Board and the Union requesting that he/she set a time and place, subject to the availability of the Board and Union representatives.

Section 7.3. Authority of the Arbitrator. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He/she shall consider and decide only the specific issue submitted to him/her in writing by the Board and the Union and shall have no authority to make a recommendation on any other issue not so submitted to him/her. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the applicable laws and rules and regulations having the force

and effect of law. The arbitrator shall submit in writing his/her recommendation within thirty (30) days following close of the hearings or the submission of briefs by the parties, whichever is later. The recommendation shall be based solely upon his/her interpretation of the meaning or application of the terms of this Agreement to the facts of the grievance presented. The recommendation of the arbitrator shall be final and binding.

If the arbitrator finds that a violation of the contract occurred and proposes a remedy, said remedy shall not be retroactive in its effects earlier than 60 days preceding the filing of the grievance.

Section 7.4. Expenses of Arbitration. The fees and expenses of the arbitrator and the cost of written transcript shall be divided equally between the Board and the Union. Each party shall be responsible for compensating its own representatives or witnesses.

Section 7.5. Time Limit for Filing. No grievance shall be entertained or processed unless it is submitted within 30 days after the last asserted violation of the Agreement giving rise to the grievance.

Section 7.6. Union Grievances. The Union shall have the right to use the grievance procedure starting at Step 1 or Step 2 and as defined in Section 7.1.

Union grievances fall into the following two categories:

- (1) Those alleged violations of this Agreement relating directly to Union rights;
- (2) Those that relate to classes of full-time faculty members.

Section 7.7. Non-Precedential Settlement. A grievance may be withdrawn or settled by the mutual consent of the parties without precedent.

Section 7.8. Mediation of Grievances. If the Union has referred in timely fashion a grievance to arbitration, the parties may jointly agree to submit the grievance to mediation in lieu of arbitration in accordance with the following provisions:

- (a) Mediation of a grievance will be scheduled only on the basis of a joint request for mediation by the Union and the Board made within five (5) school days after the Union has referred the grievance to arbitration, unless the parties mutually otherwise agree in writing.
- (b) The mediator shall be the Federal Mediation and Conciliation Services. If FMCS is not available, parties will select a mediation service by mutual agreement.

- (c) One representative for each party shall present its position to the mediator, provided that the grievant shall have the right to be present at the mediation conference.
- (d) The parties' representatives may, but are not required to, present the mediator with a brief written statement of the facts, the issue, and the arguments in support of their position. If such a statement is not presented in written form, it shall be presented orally at the beginning of the mediation conference.
- (e) Proceedings before the mediator shall be informal in nature. The rules of evidence will not apply and no record of the mediation conference shall be made.
- (f) The mediator will have the authority to meet separately with any person or persons, but will not have the authority to compel the resolution of a grievance.
- (g) If no settlement is reached during the mediation conference, the mediator shall provide the parties with an immediate oral advisory decision which shall include

the basis thereof, unless both parties agree that no such decision should be provided.

- (h) The mediator's advisory decision, if accepted by both parties, shall not constitute a precedent, unless both parties otherwise agree.
- (l) If no settlement is reached at mediation, the Union is free to arbitrate the grievance, provided it advises the Board in writing within ten calendar days following the mediation conference.
- (j) In the event a grievance which has been mediated goes to arbitration, the mediator may not serve as the arbitrator. Nothing said or done by the mediator may be referred to or introduced into evidence at the arbitration hearing and nothing said or done by either party in the mediation conference may be used against the other party in arbitration.
- (k) The fees and expenses of the mediator shall be divided equally between the Board and the Union. Each party shall be responsible for compensating its own representatives.

ARTICLE VIII**Non-Interruption of Work**

Neither the Union nor any of the faculty members covered by this Agreement will instigate, promote, sponsor, engage in, or condone any strike, slowdown, concerted stoppage of work, or any other intentional interruption of the operations of Prairie State College regardless of the reason for so doing. Any or all faculty members who violate any of the provisions of this Article may be discharged or otherwise disciplined by the Board.

ARTICLE IX**Entire Agreement**

Section 9.1. Entire Agreement. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written and signed amendment. Amendments may be initiated at the written request of the Board or the Union, and shall become effective upon adoption by the Board and ratification by the Union, or at such other time as the Board and the Union may agree. Upon the

receipt of a written request for amendment, the representatives of both parties shall meet to discuss that request.

Section 9.2. Waiver. The Board and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to, or covered in this Agreement including the impact of the Board's exercise of its rights as set forth herein on wages, hours, or terms and conditions of employment even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

Section 9.3. Board Policies. The Board shall not change Board policies related to Evaluation, Tenure, Reduction in Number of Full-Time Faculty Members, Faculty Discipline and Dismissal of Tenured Faculty Members for Cause during the term of this Agreement without giving the Union at least (30) days advance notice and an opportunity to provide input before any changes in any of the foregoing policies are adopted.

Except as provided in Section 4.31(4), the foregoing Board policies shall not be subject to Article VII of this Agreement.

ARTICLE X

Precedence of Agreement

If there is any direct conflict between the expressed terms of this Agreement and Board rules or its *Policies and Procedures Manual*, this Agreement shall take precedence.

ARTICLE XI

Savings

If any provision of this Agreement is subsequently declared by the proper legislature or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE XII

Definitions

Section 12.1. Faculty Member.

- (1) The term "faculty member," as used herein, is construed to imply that the faculty member has a direct relationship with the student in a professional situation, and hence is specifically defined as anyone employed full-time by the College as an assigned instructor, coordinator, librarian or counselor.

- (2) An adjunct faculty who has been assigned to teach 10.25 or more contact hours for each semester of an academic year and is scheduled to teach 10.25 or more hours in the fall semester immediately following that academic year shall be considered a full-time faculty member as defined in (1) above. An adjunct in the nursing and dental programs may be assigned to teach a maximum of 12 contact hours each semester.
- (3) Faculty members employed in academic support positions (librarian or counselor) will hold nine-month, thirty-five hour per week appointments. Any assignment within the thirty-five hours to teach courses designated by the program classification system to be 1.1, 1.2, or 1.4 which exceeds eight equalized credit hours will be considered an overload. Any course of the above classifications taught outside the regular thirty-five hour per week schedule will also be considered overload.

Section 12.2. Faculty/Program Coordinator.

- (1) The term faculty/program coordinator is construed to imply that the faculty member has a direct relationship with the student in a professional situation, and also has the responsibility for coordinating the one-person program to which he/she is assigned.

- (2) Any person newly employed in a one-person program with the designation of faculty/program coordinator will be employed for a dual purpose, as long as the program only includes one full-time faculty member. This faculty member's primary responsibility will be teaching with subordinate program coordinator duties.

Annually, the appropriate Dean and the faculty/program coordinator will together review and agree upon the workload and compensation for the coordinator responsibilities. If consensus is not reached, the Vice President of Academic Affairs, the Dean, the faculty/program coordinator and the union president will meet to resolve the differences.

If a faculty/program coordinator is forced into overload in any semester because of coordinating duties, he/she shall be allowed to aggregate the release time for coordinating duties (i.e., to combine them with subsequent release time in consecutive semesters) until enough hours have been banked to reduce his/her load by a course of the instructor's choice and of the same number of credit hours. A faculty/program coordinator must use banked hours as soon as enough hours have been accumulated to drop the course of choice. Prior to

the start of the semester in which hours are to be banked, the faculty/program coordinator shall provide notification in writing to the dean of the intention to bank those coordinator release hours. When a course is to be dropped, the faculty/program coordinator shall provide in writing to the appropriate dean, at the time of course selection for the affected semester, notification of the intention to drop the course.

- (3) Coordinating duties will be paid in accordance with Section 5.7. The minimum compensation for coordination duties of faculty/program coordinators shall be two (2) credit hours per semester; those hours may not be reduced.
- (4) For purposes other than the foregoing provision, the person shall be subject to the same contractual rights, privileges and responsibilities as afforded a faculty member defined in Section 12.1(1).
- (5) It is understood between a faculty/program coordinator and the administration:
 - (a) that faculty/program coordinator release time be proportional to time spent on coordinator duties on average over the course of the semester;

- (b) that the tenure evaluation of a faculty/program coordinator shall depend both on teaching and on coordinator duties. The tenure committee for a faculty/program coordinator shall include, in addition to the three faculty members described in the tenure evaluation system, a fourth faculty member who is a program or discipline coordinator. This member of the peer committee shall be selected by the Executive Council.

- (c) that at the point of hire, the faculty/program coordinator shall be given a copy of Section 12.2 of the current Board-Faculty contract as well as a detailed list of coordinator duties to be performed. The faculty member shall acknowledge receipt of Section 12.2 and duties by signing both.

Section 12.3. Union. The term "Union," as used herein, shall mean the Prairie State College Federation of Teachers, Local 3816, AFT, AFL-CIO.

Section 12.4. End of Term. Each semester includes a week of registration and related activities and a final exam week. End of term period is defined as the days the College is in session subsequent to the last day of classes and including the last day of the semester.

Section 12.5. Discipline/Program Area. The use of Discipline/Program Area shall mean discrete academic discipline course areas (e.g., Mathematics, Psychology, English, Social Science, etc.), and career program courses (e.g., Nursing, Information Technology, Welding, etc.), and support services (e.g., counselors, librarians, etc.).

Section 12.6. Learning Community. The term 'learning community,' as used herein, shall mean two or more courses with identical class rosters and taught by two or more faculty. A learning community may be either coordinated or linked.

- (1) The term 'coordinated learning community' shall mean a learning community that is coordinated by common assignments, common student evaluation, a common syllabus and team teaching.
- (2) The term 'linked learning community' shall mean a learning community in which the courses are linked by several common assignments.

ARTICLE XIII

Term of Agreement

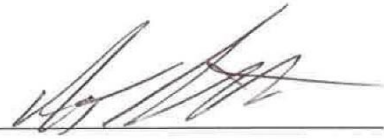
This Agreement shall become effective August 1, 2017, and shall remain in full force and effect until the completion of the 2020 summer session.

IN WITNESS WHEREOF, the parties have hereunto set their hands this 30th day of January, 2018.

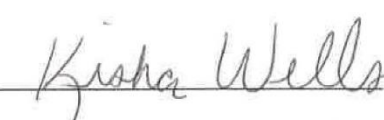
BOARD OF COMMUNITY COLLEGE
DISTRICT 515, COUNTIES OF
COOK AND WILL, STATE OF
ILLINOIS

PRAIRIE STATE COLLEGE
FEDERATION OF TEACHERS,
LOCAL 3816, AFT, AFL-CIO

By  _____
Its Chairman

By  _____
Union President

By  _____
Its Secretary

By  _____
Union Negotiator

By  _____
Union Negotiator



APPENDIX A**ICCB Generic Course List**

Description of Program Classification System (PCS) Categories

PCS 1.1 Academic (Pre-Baccalaureate and Occupational)

Courses in this category are the traditional academic courses equivalent to the first two years (lower division) of baccalaureate study and the academic courses in occupational curricula.

PCS 1.2 Technical and Applied (Pre-Baccalaureate and Occupational)

Courses in this category are post-secondary technical **or** applied in nature. Although most courses are designed primarily for A.A.S. degree and occupational certificate programs, technical courses in certain fields (e.g., graphic design, information technology and early childhood education) will transfer to appropriate baccalaureate degrees.

PCS 1.3 Community Education

Non-credit courses.

PCS 1.4 Remedial Education

Courses in this category are designed to remedy basic skills (e.g., reading, writing, speaking and arithmetic) deficiencies of high school graduates. Course credit is non-transferable and does not count toward associate degrees or certificates.

PCS 1.5 General Studies

Courses in this category are designed to meet individual student goals for personal improvement and self-understanding. Course credit is non-transferable and does not count toward associate degrees.

PCS 1.6 Vocational Skills

Courses in this category provide vocational skills training that is **not** part of occupational certificate or A.A.S. degree programs. Credit is non-transferable and does not count toward associate degrees.

PCS 1.7 Adult Basic Education

Courses in this category are designed to bring non-high school graduates to a competency of eighth-grade equivalency. Credit is non-transferable and does not count toward associate degrees.

PCS 1.8 Adult Secondary Education

Courses in this category are designed to bring non-high school graduates to a competency of twelfth-grade equivalency. Course credit is non-transferable and does not count toward associate degrees.

APPENDIX B**FY2018 Salary Schedule**

	Bachelor's	Master's	Master's incl 45 hrs	Master's incl 60 hrs	Master's incl 75 hrs	Master's incl 90 hrs	Doctoral
Step	A	B	C	D	E	F	G
1	45,175	47,305	49,433	51,657	53,981	56,411	58,949
2	47,192	49,417	51,640	53,962	56,393	58,930	61,581
3	49,103	51,416	53,730	56,148	58,674	61,313	64,072
4	50,793	53,187	55,581	58,081	60,696	63,427	66,279
5	52,301	54,764	57,228	59,804	62,495	65,307	68,247
6	53,680	56,210	58,740	61,382	64,143	67,030	70,048
7	55,014	57,605	60,196	62,906	65,736	68,695	71,786
8	56,374	59,031	61,687	64,462	67,363	70,394	73,564
9	57,826	60,551	63,275	66,123	69,097	72,208	75,457
10	59,400	62,199	65,000	67,924	70,981	74,175	77,512
11	61,106	63,985	66,864	69,874	73,017	76,303	79,736
12	62,924	65,888	68,852	71,952	75,192	78,575	82,110
13	64,831	67,885	70,941	74,131	77,469	80,953	84,597
14	66,796	69,943	73,092	76,381	79,818	83,410	87,161
15	68,800	72,042	75,285	78,672	82,212	85,911	89,779
16	70,828	74,164	77,501	80,989	84,633	88,440	92,422
17	72,867	76,300	79,734	83,321	87,071	90,990	95,063
18	74,917	78,447	81,978	85,668	89,520	93,549	97,970
19		80,603	84,229	88,020	91,980	96,119	100,446
20		82,766	86,491	90,383	94,449	98,701	103,141
21		84,938	88,760	92,753	96,927	101,290	105,849
22		87,118	91,038	95,135	99,415	103,890	108,564

For FY18, faculty members will not advance a step. For FY18, the salary of any faculty member off the schedule will increase of 2.5%.

APPENDIX C
FY2019 Salary Schedule

	Bachelor's	Master's	Master's incl 45 hrs	Master's incl 60 hrs	Master's incl 75 hrs	Master's incl 90 hrs	Doctoral
Step	A	B	C	D	E	F	G
1	47,885	50,143	52,399	54,756	57,220	59,795	62,486
2	50,024	52,382	54,738	57,200	59,777	62,466	65,276
3	52,049	54,501	56,954	59,517	62,194	64,992	67,916
4	53,841	56,379	58,915	61,566	64,338	67,233	70,256
5	55,439	58,050	60,662	63,393	66,245	69,226	72,342
6	56,901	59,583	62,264	65,065	67,992	71,051	74,250
7	58,315	61,061	63,808	66,680	69,680	72,817	76,093
8	59,756	62,573	65,389	68,330	71,405	74,618	77,978
9	61,295	64,184	67,072	70,090	73,243	76,540	79,984
10	62,964	65,931	68,900	71,999	75,240	78,625	82,162
11	64,773	67,824	70,876	74,066	77,398	80,881	84,520
12	66,699	69,842	72,984	76,269	79,703	83,289	87,037
13	68,721	71,958	75,197	78,579	82,117	85,810	89,673
14	70,804	74,140	77,477	80,964	84,607	88,415	92,391
15	72,928	76,364	79,802	83,392	87,145	91,066	95,165
16	75,077	78,614	82,151	85,848	89,712	93,747	97,967
17	77,239	80,878	84,518	88,320	92,295	96,450	100,767
18	79,412	83,154	86,896	90,808	94,891	99,162	103,625
19		85,439	89,283	93,302	97,499	101,887	106,473
20		87,732	91,681	95,806	100,116	104,623	109,329
21		90,034	94,086	98,318	102,743	107,368	112,200
22		92,345	96,500	100,843	105,380	110,124	115,078

For FY19, faculty members will not advance a step. For FY19, the salary of any faculty member off the schedule will increase by 3%.

APPENDIX D
FY2020 Salary Schedule

	Bachelor's	Master's	Master's incl 45 hrs	Master's incl 60 hrs	Master's incl 75 hrs	Master's incl 90 hrs	Doctoral
Step	A	B	C	D	E	F	G
1	48,678	50,978	53,272	55,668	58,173	60,791	63,527
2	50,817	53,217	55,611	58,112	60,729	63,461	66,317
3	52,842	55,336	57,826	60,428	63,147	65,988	68,957
4	54,634	57,214	59,788	62,478	65,291	68,229	71,297
5	56,569	59,196	61,824	64,571	67,440	70,439	73,574
6	58,040	60,738	63,436	66,253	69,198	72,276	75,494
7	59,463	62,225	64,989	67,878	70,896	74,052	77,347
8	60,913	63,747	66,579	69,538	72,631	75,864	79,244
9	62,461	65,367	68,272	71,308	74,481	77,797	81,262
10	64,140	67,125	70,111	73,229	76,490	79,895	83,453
11	65,959	69,029	72,099	75,309	78,661	82,164	85,825
12	67,493	70,677	73,856	77,181	80,656	84,285	88,077
13	69,514	72,793	76,070	79,491	83,070	86,806	90,714
14	71,597	74,975	78,350	81,876	85,560	89,410	93,432
15	73,721	77,199	80,674	84,304	88,098	92,062	96,206
16	75,871	79,449	83,024	86,760	90,664	94,743	99,008
17	78,032	81,713	85,391	89,232	93,248	97,445	101,807
18	80,206	83,989	87,769	91,720	95,844	100,157	104,666
19		86,274	90,155	94,213	98,452	102,882	107,513
20		88,567	92,553	96,718	101,069	105,618	110,370
21		90,869	94,959	99,230	103,696	108,363	113,240
22		93,180	97,373	101,755	106,333	111,119	116,119
23	2,174	2,311	2,414	2,525	2,637	2,756	2,878

For FY20, faculty members will advance a step from their placement on the FY19 Salary Schedule. For FY20 the salary increase of any faculty member beyond the last step of his or her column will be the same dollar amount as that of a person moving to the last step in that column (the amount in Step 23).

APPENDIX E

Course Caps**Courses Capped at 9**

DH 104

Courses Capped at 10

COMM – Forensics

Courses Capped at 12

Music Production

NURS 100

Courses Capped at 15

MILL 107

MUSIC 125, 143, 144, 201, 281, 282, 291,
292**Courses Capped at 16**

Automotive

Heating, Ventilation, and Air Conditioning

Courses Capped at 18All developmental English, Mathematics and
Reading

All Honors sections

All Independent Studies

All internships

All seminars

CAD/Mechanical Design Technology
(except CADMD 141, 201, 203)

DH 101, 103, 108, 201, 202, 207

Jazz Music Ensembles and Choirs

Courses Capped at 20

All Studio Art

Graphic Communications

MUSIC 115, 181, 182, 191, 192

Photography

Pipefitting

Surgical Technology

Tool and Die

Welding

Courses Capped at 22

All IT

All lab science

College Skills

Chemistry

COMM 101, 102, 103, 108

CJ 270

ED 160

Electrician

EMS 101

ENG 101 and 102

Foreign Languages

LIB 101

MUSIC 101, 102, 202

MT 101, 214, 221

NURS 101 and 102

THTRE 111

Courses Capped at 24

All sections of courses offered online

BUS 107, 131, 132

CADMD 141, 201

Drafting

Hydraulics

Millwright (except MILL 107)

MT 105 106, 107, 108, 109, 210

Courses Capped at 26

MT 102, 211, 212, 215, 220

Courses Capped at 30

Anthropology

Art Appreciation, Survey and History

Business (except Accounting)

CADMD 203

COMM 111, 113, 114, 115

Criminal Justice

Early Childhood Education

Economics

Education

English

Fire Science Technology

Geography

Health

History

Humanities

Journalism

All college-level Mathematics courses

Music Appreciation, Survey, Theory and
History

MUSIC 120

Philosophy

PE 165, 200, 215, 220, 225, 230

Political Science

Psychology

All non-lab Science courses

Social Science, Sociology and Social Work

Technical Math, AMATH

Theatre 101

Courses Capped at 36DH 105, 106, 107, 109, 116, 120, 203, 204,
205, 220**Courses Capped at 50**

MUSIC 110

APPENDIX F**PRAIRIE STATE COLLEGE
CLASSIFICATION DESCRIPTION****Department Chair**

1. Serves as department liaison to the administration. Attends scheduled meetings with other department chairs and the academic deans and/or vice president focusing on issues affecting the academic life of the College. Brings to those meetings departmental concerns that need attention and reports to department members on issues raised or decisions made.
2. Conducts monthly department meetings, prepares written meeting notes/minutes and distributes them to department and discusses information from the meeting with the dean.
3. Collaborates with the coordinators in the department and assists the dean in finalizing course offerings for the master schedule. Coordinates the course selection process of full-time faculty to staff the master schedule.
4. Serves as a member of the Assessment Council and communicates information from the Council to the department.
5. Assists coordinators in planning and implementing the yearly outcomes assessment plan for each program within the department.
6. Facilitates the exchange of information obtained through professional development activities. Serves as the departmental liaison to the Coordinator of Faculty Development.
7. Reviews Curriculum Committee minutes; attends Curriculum Committee meeting with a faculty member from the department when changes in curriculum of that department are presented for first reading and (when required) second reading; notifies all department members of any proposed curricular changes.
8. Represents the department's interest and attends meetings or events that further the College's efforts to create and implement its various Strategic Plans. Actively participates in the process by which the College and its various programs are periodically evaluated for purposes of accreditation and reaccreditation. Attends events or conferences sponsored by accrediting agencies and shares relevant information and materials among department members.
9. Collaborates with coordinators with verifying the accuracy and currency of department-specific publications, including electronic publications such as the department's webpage, and keeping faculty informed of these matters.
10. Promotes an atmosphere of professionalism and collegiality.

SIDE LETTER A**MVCR—CREDIT FOR GRADUATE WORK**

The following guidelines for application to and submission of MVCR course work have been adopted. These guidelines will be subject to future revision based on changes of requirements, made by MVCR, for the Master of Online Teaching certificate program.

1. The faculty member signs up for Core (eight-week) MVCR course and pays appropriate tuition. **Note that the Advanced Seminars are not accredited and are not available for graduate credit.** The MVCR course list is at www.ion.uillinois.edu/courses/catalog.
2. Upon completion, the faculty member submits evidence of successful course completion to his/her dean.
3. The dean submits the evidence of course completion along with a statement documenting the appropriate number of equivalent graduate credit hours to Human Resources. The MVCR Practicum is the equivalent of four (4) graduate credit hours. All other core and elective courses are the equivalent of two graduate credit hours if taken toward completion of the Master of Online Teaching certificate. All courses taken beyond the certificate are subject to PDC guidelines.